

# Service Delivery Committee 2025-34 LTP Workshop Book - 10 December 2024

Following Service Delivery (estimated start time 11.20am) to be continued after  
Finance and Corporate (estimated start time 1.50pm)



10 December 2024 11:20 AM

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**To:** Elected Members **Cc:** Eva Cucvarova  
Deborah Frederick

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**From:** Tony Coutts

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**Date:** 10/12/2024 **File Ref:** 11334728

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**Subject:** Draft Development Contribution Rates 2025 – 2034 LTP

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## PURPOSE

The purpose of this memo is to present Elected Members with the Draft Development Contribution (DC) Rates that will be included in the Draft Development Contribution Policy (DCP) previously workshoped in September 2024. The rates proposed are in alignment with the 2025 – 2034 Long Term Plan (LTP) Financial Strategy.

## RECOMMENDATION

That Council receives the memo of Tony Coutts, Principal Engineer Growth, titled 'Draft Development Contribution Rates 2025 – 2034 LTP' (document number 113347280) and provides feedback on the proposed rates with the intent they be included in the final DCP.

## BACKGROUND INFORMATION

Staff workshoped the draft DCP as well as the Methodology and option papers with elected members through the previous 2024 – 2034 LTP process, which was subsequently pivoted to an Enhanced Annual Plan. Through the development of the 2025 – 2034 LTP, we refreshed those previous workshops and included feedback on the legal review in order to get direction on finalising our assumptions for the Development Contributions Model (DCM). Staff have since completed the necessary inputs into the DCM.

The DCM has been updated with all the outstanding revenue (i.e. outstanding development contribution notices) and all the project costs have been updated in alignment with the draft 2025-34 LTP. Note, the recent project additions to the draft LTP have also been included, such as the Cambridge Wastewater Bridge and the updated cost for the Te Awamutu Wastewater Treatment Plant Upgrade. The recent reforecast of capital expenditure from current 2024/25 year to draft LTP has also been taken into account.

The updated rates now also include the C4 and T11 growth cells that were previously not funded in the 2021-31 LTP. Please note, C4 was included in the DC rates table in the 2021-31 LTP, but these charges were the same as the Cambridge/Karāpiro catchment and did not include the specific projects that enable the C4 growth cell.

The updated DC rates for 2025/2034 LTP can be viewed in Table 1.

Catchments	Roading	Water	Stormwater	Wastewater	Reserves	Community Infra	Total
Bond Rd	\$288	\$20,645	\$10,244	\$7,194	\$0	\$0	<b>\$38,372</b>
C1	\$17,892	\$5,081	\$28,949	\$14,374	\$22,939	\$96	<b>\$89,332</b>
C2	\$24,358	\$2,670	\$28,949	\$13,089	\$9,431	\$96	<b>\$78,594</b>
C3	\$24,358	\$2,670	\$28,949	\$13,089	\$21,946	\$96	<b>\$91,109</b>
C4	\$21,488	\$1,281	\$388	\$19,274	\$8,024	\$96	<b>\$50,551</b>
C6	\$14,270	\$699	\$0	\$0	\$0	\$96	<b>\$15,065</b>
Cambridge /Karāpiro	\$10,979	\$699	\$0	\$12,875	\$0	\$96	<b>\$24,649</b>
Cambridge North	\$9,983	\$3,201	\$6,446	\$10,689	\$5,398	\$96	<b>\$35,813</b>
Hautapu	\$3,548	\$12,024	\$13,279	\$21,157	\$3,432	\$0	<b>\$53,440</b>
Kihikihi	\$288	\$0	\$297	\$12,535	\$0	\$96	<b>\$13,216</b>
Ngāhinapōuri	\$6,858	\$0	\$0	\$0	\$9,414	\$96	<b>\$16,368</b>
Picquet Hill	\$34,218	\$2,613	\$341	\$16,070	\$674	\$96	<b>\$54,011</b>
Pirongia	\$0	\$1,657	\$0	\$0	\$0	\$96	<b>\$1,753</b>
Pukerimu	\$0	\$2,661	\$0	\$0	\$0	\$96	<b>\$2,757</b>
Rural	\$0	\$0	\$0	\$0	\$0	\$96	<b>\$96</b>
T1 / T2	\$14,972	\$4,768	\$0	\$10,850	\$11,868	\$96	<b>\$42,554</b>
T11	\$23,728	\$4,211	\$297	\$11,927	\$15,464	\$96	<b>\$55,722</b>
T3	\$1,188	\$5,733	\$5,149	\$10,961	\$674	\$96	<b>\$23,801</b>
T6	\$1,367	\$4,394	\$1,965	\$0	\$674	\$96	<b>\$8,496</b>
T7	\$0	\$1,657	\$0	\$10,961	\$674	\$96	<b>\$13,388</b>
T8	\$1,342	\$1,657	\$297	\$11,068	\$674	\$96	<b>\$15,135</b>
Te Awamutu	\$1,188	\$1,881	\$297	\$11,729	\$674	\$96	<b>\$15,865</b>

Table 1 - Updated DC Rates for 2025-35 LTP

Draft 2025/26 DC rate changes range between -36% decreases and 319% increases. Noting, the 319% increase is an outlier and please refer to the full table with commentary depicting the changes between 2024/25 and 2025/26 in the attached supporting documentation.

DC rates have increased due to:

- Interest rate increases from 2.29% in the 2021-31 LTP to 4.52% in the draft 2025-34 LTP
- New projects included in the draft 2025-34 LTP
- Adjusted project costs due to land value increases across the district
- Inflation
- Lower uptake of development in growth cells where investment has already occurred
- Removal of NZTA Waka Kotahi funding

Refer to the appendix - Waipā DC Rates Comparison between 24/25 and 25/26 Proposed Rates, for further details.

## DC RATE COMPARISON TO HIGH GROWTH DISTRICTS

Staff have undertaken analysis of DC rate increases in other high growth councils that adopted Long Term Plans for 2024-34. This includes Hamilton City Council (HCC) and Tauranga City Council (TCC). Waikato District Council was not included in this analysis as they also pivoted to an Enhanced Annual Plan in 2024, therefore their DC rates were not increased. Staff have recently reached out to Waikato District Council, however, they are still working through their DCM inputs and the council approval process.

TCC DC rates were increased in the range of 0.10% to 3% from their 2023 DC rates. TCC's low increases are mainly attributed to adopting Infrastructure Financing and Funding (IFF) levies to be charged against most land in Tauranga from 1 July 2024. The IFF levy enabled \$175 million of funding towards 13 transportation projects, however, these projects are not included in the LTP through a traditional rate collection model (instead, through a Special Purpose Vehicle (SPV) levy). If there were any growth allocations to the projects, then they are no longer permitted under the current legislation to be collected via DCs, as it is considered a double dip in revenue collection. Therefore, growth is not directly paying for growth and is funded intergenerationally by existing and future rate payers.

Hamilton City Council DC rates proved difficult to compare given their Policy and methodology are different to Waipā. HCC utilises indexation (cheaper rates in early years and higher rates over time) via "phased charges". The percentage difference between 2023/24 DC rates and 2024/25 DC rates was calculated based on "base charges". Of note, individual developers are not paying "base charges". Instead, they pay "phased charges" depending on what year they apply for resource consent. Making a comparison of "base charges" demonstrates the percentage increase if growth was to fully pay for growth in Hamilton. The percentage difference ranges from -2% to 117%, which is consistent with what we are seeing with the draft 2025/2026 DC rates proposed for our 2025-34 LTP.

If Hamilton used “base charges” as their DC rates, the highest DC rate would be \$93,058 per 3-bedroom house. This is consistent with what we are seeing in the C3 growth cell, \$91,109 for a dwelling with a GFA of 100 – 250 sqm. The “base charges” referred to in HCC policy, are however capped and phased based on the HCC’s direction to limit impact to certain growth cells and the developer pays \$64,138 in year 1 of their 2024-34 LTP. Please note that Council staff are not recommending any capped charges within the rates provided, as we believe, this goes against the growth pays for growth approach that elected members have endorsed for Waipā.

Overall, our proposed DC rates are similar in price range when compared to other high growth Councils (with the exception of the capped rates), while still ensuring growth pays for growth. As TCC chose the IFF levy instead of increasing DC rates, it is difficult to say how their DC rates would be impacted if they undertook the traditional LTP process.

## LTP DC REVENUE EXPECTATIONS

The new DC rates, once approved, will be applicable from 1 July 2025. No reassessment of existing DC notices (where increases occurred) can be undertaken unless the consent was to be withdrawn and reapplied for. The reassessment parameters along with the timing for current development agreements have informed years 1 - 3 revenue and are conservatively lower than the later years. We have projected higher returns in the later years, as Councils projects enabling growth will all be established, there is expectation of improved economic conditions, and we would be in the phase of collecting as opposed to acquiring land and constructing etc.

**Table 2 DC revenue over LTP:**

Financial year	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
<b>Expected Revenue (\$ - 000 Excl. GST.)</b>	16,254	8,366	11,437	19,036	35,322	59,051	66,762	68,210	64,958	70,986

We believe this revenue to be in accordance with the overarching Financial Strategy and Council’s Future Proof commitments to a high growth scenario. We will continue to review, through later LTP and annual plans, the uptake in growth cells and Council direction on Local Waters Done Well.

**Note:** Of the revenue expected, ~56% is tied to 3 water infrastructure (11% Water supply, 17% Stormwater and 28% Wastewater).

## NEXT STEPS

The draft Development Contributions Policy 2025 and the Development Contribution Rates 2025 – 2034 (incorporating feedback from today and all previous workshops), will be updated to a final draft including table 3 rates and appendix 3 projects, and will be presented in a report to Elected Members on 17 December.

# MEMO

The Draft DC Policy and Draft DC Rates will also be consulted on with developers via targeted consultation through a Developer Forum early next year.

## APPENDICES

ECM #	Title	Author
11336384	Waipā DC Rates Comparison between 24/25 and 25/26 Proposed Rates	Deborah Frederick
11336379	HCC and TCC DC Rates Comparison	Eva Cucvarova
11285511	Draft Development Contribution Policy	Tony Coutts



Tony Coutts

**PRINCIPAL ENGINEER GROWTH**

Wayne Allan

**GROUP MANAGER DISTRICT GROWTH AND REGULATORY SERVICES**

## Waipā Development Contribution Comparison

## DC Rates 2024/2025 (interest rate 2.29%)

Catchments	Roading	Stormwater	Water	Wastewater	CI	Reserves	Total
<b>Bond Rd</b>	\$68	\$10,176	\$18,621	\$5,876	\$0	\$0	<b>\$34,741</b>
<b>C1</b>	\$24,898	\$27,406	\$5,524	\$8,219	\$130	\$7,005	<b>\$73,182</b>
<b>C2</b>	\$22,169	\$27,406	\$3,923	\$6,228	\$132	\$7,005	<b>\$66,863</b>
<b>C3</b>	\$22,169	\$27,406	\$3,923	\$6,228	\$130	\$7,005	<b>\$66,861</b>
<b>C4</b>	\$5,170	\$0	\$1,891	\$4,177	\$130	\$692	<b>\$12,060</b>
<b>C6</b>	\$5,170	\$0	\$1,891	\$0	\$130	\$692	<b>\$7,883</b>
<b>Cambridge/ Karāpiro</b>	\$5,170	\$0	\$1,891	\$4,177	\$130	\$692	<b>\$12,060</b>
<b>Cambridge North</b>	\$9,631	\$18,847	\$3,292	\$10,925	\$112	\$2,224	<b>\$45,031</b>
<b>Hautapu</b>	\$9,168	\$30,017	\$5,898	\$8,640	\$0	\$3,420	<b>\$57,143</b>
<b>Kihikihi</b>	\$5	\$433	\$0	\$4,288	\$112	\$0	<b>\$4,837</b>
<b>Ngāhinapōuri</b>	\$21,429	\$0	\$0	\$0	\$130	\$0	<b>\$21,559</b>
<b>Picquet Hill</b>	\$19,949	\$42	\$7,854	\$11,533	\$130	\$456	<b>\$39,964</b>
<b>Pirongia</b>	\$0	\$0	\$2,615	\$0	\$112	\$0	<b>\$2,727</b>
<b>Pukerimu</b>	\$0	\$0	\$1,398	\$0	\$112	\$0	<b>\$1,509</b>
<b>Rural</b>	\$0	\$0	\$0	\$0	\$112	\$0	<b>\$112</b>
<b>T1</b>	\$2,307	\$0	\$8,271	\$6,137	\$130	\$5,080	<b>\$21,925</b>
<b>T2</b>	\$2,307	\$0	\$8,271	\$6,137	\$130	\$5,080	<b>\$21,925</b>
<b>T3</b>	\$71	\$3,184	\$11,586	\$5,883	\$130	\$456	<b>\$21,310</b>
<b>T6</b>	\$71	\$0	\$6,765	\$0	\$130	\$456	<b>\$7,422</b>
<b>T7</b>	\$68	\$0	\$6,765	\$5,883	\$130	\$456	<b>\$13,302</b>
<b>T8</b>	\$71	\$0	\$6,765	\$5,883	\$130	\$456	<b>\$13,305</b>
<b>Te Awamutu</b>	\$71	\$0	\$6,765	\$5,883	\$130	\$456	<b>\$13,305</b>

## Draft DC Rates for 2025/2034 LTP (interest rate 4.52%)

Catchments	Roading	Stormwater	Water	Wastewater	CI	Reserves	Total	%	Incr/Decr
<b>Bond Rd</b>	\$288	\$10,244	\$20,645	\$7,194	\$0	\$0	<b>\$38,372</b>	10%	<b>\$3,631</b>
<b>C1</b>	\$17,892	\$28,949	\$5,081	\$14,374	\$96	\$22,939	<b>\$89,332</b>	22%	<b>\$16,150</b>
<b>C2</b>	\$24,358	\$28,949	\$2,670	\$13,089	\$96	\$9,431	<b>\$78,594</b>	18%	<b>\$11,731</b>
<b>C3</b>	\$24,358	\$28,949	\$2,670	\$13,089	\$96	\$21,946	<b>\$91,109</b>	36%	<b>\$24,248</b>
<b>C4</b>	\$21,488	\$388	\$1,281	\$19,274	\$96	\$8,024	<b>\$50,551</b>	319%	<b>\$38,491</b>
<b>C6</b>	\$14,270	\$0	\$699	\$0	\$96	\$0	<b>\$15,065</b>	91%	<b>\$7,182</b>
<b>Cambridge/ Karāpiro</b>	\$10,979	\$0	\$699	\$12,875	\$96	\$0	<b>\$24,649</b>	104%	<b>\$12,589</b>
<b>Cambridge North</b>	\$9,983	\$6,446	\$3,201	\$10,689	\$96	\$5,398	<b>\$35,813</b>	-20%	<b>-\$9,218</b>
<b>Hautapu</b>	\$3,548	\$13,279	\$12,024	\$21,157	\$0	\$3,432	<b>\$53,440</b>	-6%	<b>-\$3,703</b>
<b>Kihikihi</b>	\$288	\$297	\$0	\$12,535	\$96	\$0	<b>\$13,216</b>	173%	<b>\$8,379</b>
<b>Ngāhinapōuri</b>	\$6,858	\$0	\$0	\$0	\$96	\$9,414	<b>\$16,368</b>	-24%	<b>-\$5,191</b>
<b>Picquet Hill</b>	\$34,218	\$341	\$2,613	\$16,070	\$96	\$674	<b>\$54,011</b>	35%	<b>\$14,047</b>
<b>Pirongia</b>	\$0	\$0	\$1,657	\$0	\$96	\$0	<b>\$1,753</b>	-36%	<b>-\$974</b>
<b>Pukerimu</b>	\$0	\$0	\$2,661	\$0	\$96	\$0	<b>\$2,757</b>	83%	<b>\$1,248</b>
<b>Rural</b>	\$0	\$0	\$0	\$0	\$96	\$0	<b>\$96</b>	-14%	<b>-\$16</b>
<b>T1 / T2</b>	\$14,972	\$0	\$4,768	\$10,850	\$96	\$11,868	<b>\$42,554</b>	94%	<b>\$20,629</b>
<b>T11</b>	\$23,728	\$297	\$4,211	\$11,927	\$96	\$15,464	<b>\$55,722</b>	100%	<b>\$55,722</b>
<b>T3</b>	\$1,188	\$5,149	\$5,733	\$10,961	\$96	\$674	<b>\$23,801</b>	12%	<b>\$2,491</b>
<b>T6</b>	\$1,367	\$1,965	\$4,394	\$0	\$96	\$674	<b>\$8,496</b>	14%	<b>\$1,074</b>
<b>T7</b>	\$0	\$0	\$1,657	\$10,961	\$96	\$674	<b>\$13,388</b>	1%	<b>\$86</b>
<b>T8</b>	\$1,342	\$297	\$1,657	\$11,068	\$96	\$674	<b>\$15,135</b>	14%	<b>\$1,830</b>
<b>Te Awamutu</b>	\$1,188	\$297	\$1,881	\$11,729	\$96	\$674	<b>\$15,865</b>	19%	<b>\$2,560</b>

**C4** increase is attributed at 319%, however, this is not true representation. C4 growth cell infrastructure was not funded in 2021/2031 LTP and the previous rates payable were those of Cambridge/Karāpiro. In 2025/20234 LTP projects specific to C4 growth cell have been included and even though charge increase might seem excessive, this is the true representation of charges and similar charges were accepted via Development Agreement with developers who started early in C4 growth cell. Same applies to **T11** as this was not previously funded.

**Kihikihi** increase is mainly due to new projects added that could not be done during the Enhanced Annual Plan process as we would have over-collected by keeping the same rate. Te Awamutu Wastewater Treatment Plant being brought forward also has impacted on overall DCs in Kihikihi.

**Cambridge/Karāpiro** increase is mainly attributed to interest component for Wastewater Treatment Plant (WWTP) as Cambridge/Karāpiro infill have a relatively small capacity of HEUs. WWTP has impact across all the Cambridge growth cells with wastewater connection (C1, C2, C3, C4, CBN, Hautapu and Cambridge/Karāpiro Infill).

**C6** increase is impacted by removal of NZTA Waka Kotahi funding share.

**Pukerimu** growth allocation for district wide water project has been included in this catchment.



**T1/T2** increase is mainly due to project and interest increase but also due to fact that these growth cells have been developed to some degree and therefore the spread is over smaller remaining capacity.

**Hamilton City Council Residential DC Rate Comparison**

Catchment	Corresponding SW Catchment	23/24 DC Rate	24/25 DC Rate	% Difference	Increase/Decrease
Infill East	SW - Chartwell	\$ 18,023.00	\$ 38,091.00	111%	\$ 20,068.00
Infill East	SW - City Centre	\$ 17,867.00	\$ 36,987.00	107%	\$ 19,120.00
Infill East	SW - Hamilton East	\$ 18,028.00	\$ 35,642.00	98%	\$ 17,614.00
Infill East	SW - Kirikiriroa	\$ 20,249.00	\$ 37,060.00	83%	\$ 16,811.00
Infill East	SW - Mangaonua	\$ 19,686.00	\$ 33,652.00	71%	\$ 13,966.00
Infill East	SW - Waitawhiriwhiri	\$ 18,243.00	\$ 39,200.00	115%	\$ 20,957.00
Infill West	SW - City Centre	\$ 21,275.00	\$ 41,364.00	94%	\$ 20,089.00
Infill West	SW - Mangakotukutuku	\$ 28,758.00	\$ 51,459.00	79%	\$ 22,701.00
Infill West	SW - St Andrews	\$ 20,572.00	\$ 44,636.00	117%	\$ 24,064.00
Infill West	SW - Te Rapa Stream	\$ 21,785.00	\$ 40,559.00	86%	\$ 18,774.00
Infill West	SW - Waitawhiriwhiri	\$ 21,652.00	\$ 43,577.00	101%	\$ 21,925.00
Infill West	SW - Western Heights	\$ 21,003.00	\$ 38,609.00	84%	\$ 17,606.00
Infill West	SW - Lake Rotokauri	\$ 79,831.00	\$ 79,154.00	-1%	-\$ 677.00
Peacocke 1	SW - Mangakotukutuku	\$ 52,222.00	\$ 88,238.00	69%	\$ 36,016.00
Peacocke 2	SW - Peacocke	\$ 52,532.00	\$ 82,034.00	56%	\$ 29,502.00
Peacocke 2	SW - Mangakotukutuku	\$ 58,354.00	\$ 93,058.00	59%	\$ 34,704.00
Rotokauri	SW - Lake Rotokauri	\$ 93,226.00	\$ 91,705.00	-2%	-\$ 1,521.00
Rotokauri	SW - Mangaheka	\$ 40,797.00	\$ 52,938.00	30%	\$ 12,141.00
Rotokauri	SW - Ohote	\$ 34,717.00	\$ 52,085.00	50%	\$ 17,368.00
Rotokauri	SW - Rotokauri West	\$ 33,816.00	\$ 50,495.00	49%	\$ 16,679.00
Rototuna	SW - Kirikiriroa	\$ 34,072.00	\$ 50,571.00	48%	\$ 16,499.00
Rototuna	SW - River North	\$ 31,839.00	\$ 47,277.00	48%	\$ 15,438.00
Rototuna	SW - Te Awa o Katapaki	\$ 41,938.00	\$ 53,998.00	29%	\$ 12,060.00
Rototuna	SW - Otama-ngenge	\$ 31,343.00	\$ 47,079.00	50%	\$ 15,736.00
Ruakura	SW - Hamilton East	\$ 26,892.00	\$ 39,018.00	45%	\$ 12,126.00

Ruakura	SW - Kirikiriroa	\$ 29,112.00	\$ 40,436.00	39%	\$ 11,324.00
Ruakura	SW - Mangaonua	\$ 28,550.00	\$ 37,028.00	30%	\$ 8,478.00
Te Rapa North	SW - Mangaheka	\$ 30,027.00	\$ 40,533.00	35%	\$ 10,506.00
Te Rapa North	SW - Te Rapa Stream	\$ 24,410.00	\$ 40,705.00	67%	\$ 16,295.00
Te Rapa North	SW - St Andrews	\$ 23,197.00	\$ 44,782.00	93%	\$ 21,585.00
Temple View	SW - Temple View	\$ 28,604.00	\$ 37,886.00	32%	\$ 9,282.00
Temple View	SW - Waitawhiriwhiri	\$ 28,628.00	\$ 43,519.00	52%	\$ 14,891.00

### Tauranga City Council Residential DC Rate Comparison

Catchments	23/24 DC Rates	24/25 DC Rate	% Difference	Increase/Decrease
Bethlehem	\$ 48,885.00	\$ 48,978.00	0.19%	\$ 93.00
Ohauti	\$ 47,388.00	\$ 47,461.00	0.15%	\$ 73.00
Pāpāmoa	\$ 43,067.00	\$ 43,397.00	0.77%	\$ 330.00
Pyes Pā	\$ 42,455.00	\$ 42,496.00	0.10%	\$ 41.00
Pyes Pā West	\$ 78,346.00	\$ 80,760.00	3.08%	\$ 2,414.00
Tauranga Infill	\$ 38,734.00	\$ 38,753.00	0.05%	\$ 19.00
Welcome Bay	\$ 44,632.00	\$ 44,649.00	0.04%	\$ 17.00
West Bethlehem	\$ 69,255.00	\$ 69,818.00	0.81%	\$ 563.00
Te Papa Infill (South)*	n/a	\$ 44,452.00	n/a	n/a
Te Papa Infill (North)*	n/a	\$ 41,122.00	n/a	n/a

# DRAFT DEVELOPMENT CONTRIBUTIONS POLICY

JULY 2025



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Kihikihi.....	<b>Error! Bookmark not defined.</b>
Bond Road / T3.....	<b>Error! Bookmark not defined.</b>
T1 (Growth Cell) .....	<b>Error! Bookmark not defined.</b>
T6 (Growth Cell) .....	<b>Error! Bookmark not defined.</b>
T7 (Growth Cell) .....	<b>Error! Bookmark not defined.</b>
Cambridge/Karāpiro.....	<b>Error! Bookmark not defined.</b>
Cambridge North .....	<b>Error! Bookmark not defined.</b>
Hautapu.....	<b>Error! Bookmark not defined.</b>
C1 (growth cell).....	<b>Error! Bookmark not defined.</b>
C2 (growth cell).....	<b>Error! Bookmark not defined.</b>
C3 (growth cell).....	<b>Error! Bookmark not defined.</b>
C6 (growth cell).....	<b>Error! Bookmark not defined.</b>
Ngāhinapouri.....	<b>Error! Bookmark not defined.</b>
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## Part 1 - POLICY OVERVIEW

- 1.1 Section 102(2)(d) of the Local Government Act 2002 (LGA) requires Waipā District Council (Council) to have a development contribution policy. Section 198 of the LGA gives Council the power to require a contribution when granting various consents for developments, as provided for in its development contributions policy.
- 1.2 As outlined by the LGA, the purpose of development contributions is to enable Councils to recover from those undertaking development a fair, equitable and proportionate portion of the total cost of capital expenditure necessary to service growth over the long term.
- 1.3 This policy sets out the development contributions payable by developers, how and when they are to be calculated and paid, and a summary of the methodology and the rationale used in calculating the level of contribution required.
- 1.4 The purpose of this policy is to:
  - (a) Provide predictability and certainty to stakeholders in how the capital expenditure required to provide infrastructure and community facilities to service growth over the long term is to be funded;
  - (b) Provide transparency as to what infrastructure and community facilities:
    - i. are to be funded using development contributions, financial contributions or other funding sources, the reasons for those funding sources being used to meet the expected total costs; and
    - ii. have already been delivered in anticipation of growth.
  - (c) Support and facilitate the wider outcomes of Council including those reflected in Council's District Plan, Waipa 2050 and any other relevant planning or policy documents.
  - (d) Provide for those involved in development to make fair payments to Council to reflect the expected demand their developments will have on Council infrastructure and the expected benefits residents and businesses occupying these developments will derive from Council infrastructure.
  - (e) Set contribution charges at levels that help achieve the scale, type, quality and location of development that the Long Term Plan and District Plan aspire to.
  - (f) Support the principles set out in the preamble to Te Ture Whenua Māori Act 1993.

### Development Contributions Policy

- 1.5 Contributions will be required for capital expenditure on a relatively small number of Council activities that are strongly connected to new development.
- 1.6 Contribution amounts are set out clearly and unambiguously in this policy, assisting those undertaking development to assess the financial viability of their projects early in their process.
- 1.7 There is the opportunity for contributions to be paid later in the development cycle for some developments to take account of the funding realities facing developers. Any deferment must be in accordance with part 8 of this Policy. Council has the statutory enforcement powers set out in the LGA to reduce the risks of non-payment.
- 1.8 Capital expenditure projects will be transparent and details accessible for those wishing to understand the infrastructure Council is planning to provide for growth, these projects are contained in Appendix 3.

## Part 2 – POLICY BACKGROUND

- 2.1 Council's first development contribution policy was adopted in June 2006, when Council decided to principally fund the growth related costs of development via development contributions (DCs) under the LGA, rather than relying solely on financial contributions under the Resource Management Act 1991 (RMA).
- 2.2 The development contribution policy was subsequently revised during each Long Term Plan cycle in 2009, 2012, 2015, 2018, and in 2021. The Development Contribution fees are reviewed during each Long Term Plan cycle (and any revisions to the policy consulted on) and may also be reviewed and increased during Annual Plan processes in accordance with s. 106(2B) and (2C) of the LGA. If a review determines the increases in contributions are higher than Price Producers Index (PPI), Council will undertake the required Special Consultative processes.
- 2.3 There is a need for Council to deliver infrastructure to accommodate growth and a need for this to be funded appropriately. Council has therefore determined that growth should generally pay for the cost of growth. This will achieve financial equity between existing ratepayers and those undertaking development.
- 2.4 In terms of this policy, in addition to Council, the key stakeholders are developers and ratepayers. Mana whenua are also key partners in the development of any such policy.
- 2.5 Additional commentary on these stakeholders is included in the paper: 'Methodology for the development contribution policy 2025 (incorporating a review and analysis of options)'<sup>1</sup>
- 2.6 Further information supporting the development contributions policy is contained within the DCs model, and Methodology for the development contribution policy 2025, which are both available at [www.waipadc.govt.nz](http://www.waipadc.govt.nz) or from Council on request.

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<sup>1</sup> Refer to [\\_\\_](#)

## Part 3 – DEFINITIONS

3.1 The definitions as listed in Table 1, are used throughout this policy:

Table 1 Definitions

Term	Definition
Accommodation Unit	Has the same meaning as in Section 197 of the Local Government Act 2002.
Activity	A grouping of Council functions for which development contributions may be collected being transport, water, wastewater, stormwater, community infrastructure and reserves.
Allotment	Has the same meaning as defined in section 197 of the Local Government Act 2002. For ease of reference, that definition is as follows: Has the meaning given to it in section 218(2) of the Resource Management Act 1991.
Asset manager	Means an officer of Council involved in the management of Council infrastructure.
Authorised officer	Means an officer authorised in accordance with Council's Delegations Register to carry out functions under this policy.
Brownfield development	A non-residential development occurring in an existing town or village and not in an identified growth cell.
Catchment	A geographical area used to accumulate the cost of activities and define a part of Waipā District for development contribution purposes. The catchments are shown in Appendix 2.
Commercial accommodation	Any accommodation units other than dwelling units, such as hotels, motels, holiday flats, which are offered at a tariff, on a per-unit basis and student accommodation where this is located on the grounds of an educational institution.
Commercial	A non-residential development providing for activities that are conducted in an office setting and that generally focus on business, government, professional, or financial services; and includes the personal service elements of these activities that are offered to consumers or clients.
Community facilities	Has the same meaning as in section 197 of the Local Government Act 2002.
Community infrastructure	Has the same meaning as in section 197 of the Local Government Act 2002.
Council	Waipā District Council.
Developer	Means a developer who undertakes development, and means a person for the purposes of sections 199A to 199E of the Local Government Act 2002.
Development	Has the same meaning as in section 197 of the Local Government Act 2002.

### Development Contributions Policy

Term	Definition
'Development agreement' or 'DA'	Has the same meaning as in section 197 of the Local Government Act 2002.
Development contributions commissioner	Has the same meaning as in section 197 of the Local Government Act 2002.
Development contribution objection	Has the same meaning as in section 197 of the Local Government Act 2002.
District Plan	Means the Waipā District Plan, or any subsequent operative version of the Plan.
District-wide catchment	Means the entire District.
Dwelling [or dwelling unit]	<p>A building or part of a building capable of being used as an independent residence and includes dwelling apartments, semi-detached or detached houses, units, town houses, granny flats (or similar), and caravans (where used as a place of residence or occupied for a period of time exceeding six months in a calendar year).</p> <p>For the avoidance of doubt the following shall also apply:</p> <ul style="list-style-type: none"> <li>▪ Any dwelling which has two separate kitchen facilities of any nature, shall be deemed to be two household units regardless of the configuration of the dwelling.</li> </ul> <p>A 'sleepout' is considered to be any building or part of a building which is 35m<sup>2</sup> or less (excluding garaging) that has been fitted out for the purposes of being a bedroom. anything in addition to this will be considered to be a household unit/minor household unit. But does not include any unit of commercial accommodation.</p>
Funded growth cell	Means an identified growth cell or part thereof that Council has resolved to fund or part fund through its Long Term Plan. For avoidance of doubt, this differs from an Identified growth cell (see definition below).
GFA	<p>The gross floor area is the total internal floor area of a dwelling measured:</p> <ul style="list-style-type: none"> <li>- from the exterior faces of the exterior walls, or</li> <li>- from the centre lines of walls separating two buildings or tenancies</li> </ul> <p>For the avoidance of doubt, the gross floor area excludes non habitable areas such as garage space.</p>
Greenfield development	A development occurring in an identified growth cell and not in an existing town or village.
Household equivalent unit [or HEU]	A unit of demand representing one average household.
Identified growth cell	Means a growth cell identified in Waipā 2050. These Identified growth cells may be funded or unfunded.
Impervious surface area [or ISA]	The area of any site which is not capable of absorbing rainwater.

Term	Definition
Infrastructure Capacity Assessment	Means an assessment of the capacity of an existing water supply (including firefighting water supply), wastewater, or stormwater network to determine if there is enough capacity for a proposed development, or to define the requirements for network upgrades that would need to be implemented for the development to be approved. The exact requirements for an Infrastructure Capacity Assessment should be discussed and agreed with WDC on a case-by-case basis.
LGA	Local Government Act 2002.
LTP	Long Term Plan (for 2025-2034).
Minor dwelling unit	A household unit not exceeding 70m <sup>2</sup> in Gross Floor Area (GFA), provided that attached garaging and open deck areas are not included in the 70m <sup>2</sup> GFA calculation.
Network infrastructure	Has the same meaning as in section 197 of the Local Government Act 2002.
Non-residential development	Means any development that is a commercial, industrial or retail development.
Papakāinga	Papakāinga means housing and ancillary communal activities (including social, cultural, health, educational, and recreational activities) for tāngata whenua of the land being developed.
Price Producers Index (PPI)	Means the Producers Price Index Outputs for Construction provided by Statistics New Zealand.
Qualifying Matter Overlay - Infrastructure	The extent of which is as identified by the Waipā District Plan maps.
Residential development	Means any subdivision, building, land use or work, but excludes non-residential development.
Retirement Village Care Bed	Means a private care bed within a Retirement village where the resident is no longer able to live independently and requires trained caregivers and nursing assistance.
Retirement unit	Any dwelling unit in a retirement village subject to the Retirement Villages Act 2003.
Retirement village	Has the meaning in section 6 of the Retirement Villages Act 2003.
RMA	Resource Management Act 1991
Service connection	Has the same meaning as in section 197 of the Local Government Act 2002.

## Part 4 - POLICY DETAILS

- 4.1 This is a policy of Council adopted under section 102(1) and required by section 102(2)(d) of the LGA. This section of the policy describes the considerations of Council in making this policy and covers all matters required to be included in a policy on development contributions by section 106 of the LGA.

### Use of development contributions and/or financial contributions

- 4.2 Council considered the options available to it for funding the capital expenditure it is planning to incur as a result of, or in anticipation, of growth in Waipā<sup>2</sup>. Council has considered the purposes of and reasons for development and financial contributions and other funding sources and determined that:
- (a) Development and financial contributions are the primary sources available to it for funding growth related infrastructure under current legislation.
  - (b) Development contributions should be used as the main funding tool for growth related infrastructure provided by Council.
- 4.3 This does not preclude Council from using and investigating other funding sources as appropriate.
- 4.4 Council does not receive any funding for planned infrastructure that is included with the Long Term Plan from financial contributions. Instead, in accordance with section 77E of the RMA, financial contributions can be sought to avoid, remedy or mitigate any adverse effects of a development. Section 18 of the District Plan outlines the financial contribution obligations that arise from unplanned development (i.e. that not associated with planned growth).
- 4.5 Where a development results in Council incurring capital expenditure that is not covered by this policy, Council may impose a financial contribution as a condition/s of resource consent in accordance with the requirements of the District Plan, and Council's powers under the RMA. Financial contributions can also be sought, through recent changes made by PC26 for some permitted activities. The environmental effects that the financial contributions seek to mitigate are those related to Heavy Vehicle Impacts (through a fee); out of zone reticulation connections; three waters/transport network connections; three waters/transport network improvements; three waters/transport capacity upgrades; parks/reserves/open space network enhancement/improvement; streetscape amenity improvements; other capital expenditure items and impacts on the Waikato River and Waipā Rivers (and their catchments).

<sup>2</sup> Refer to Methodology for the Development Contribution Policy 2025

## Significant assumptions

- 4.6 Section 201(1)(b) of the LGA requires this policy to set out the significant assumptions underlying the calculation of the schedule of development contributions, including an estimate of the potential effects if there is a significant level of uncertainty as to the scope and nature of the effects.
- 4.7 Table 2, below sets out a summary of the significant assumptions underlying the calculation of contributions under this policy. Further detail on specific assumptions relating to growth are included in clauses [4.8](#) to [4.19](#) below.

Table 2 Significant Assumptions

Significant assumption	Estimate of potential effects of uncertainty	Level of uncertainty
<b>Projected Growth</b>		
<p>The rate, level, location and type of residential growth will occur as is forecast by the University of Waikato, Te Ngira – Institute for Population Research (formerly NIDEA) report ‘New and Updated scenarios for 2018-base Population, Family and Household, and Labour Force Projections for the Waikato Region, 2018-2068.</p> <p>The growth forecasts are based on a high population and household growth scenario.</p> <p>The rate, level, location and type of non-residential growth will occur as is forecast in the Business Development Capacity Assessment 2023 prepared by Market Economics (and informed by council staff with their local and latest information). <a href="https://futureproof.org.nz/assets/FutureProof/Future-Proof-Business-HBA-2023_WR.pdf">https://futureproof.org.nz/assets/FutureProof/Future-Proof-Business-HBA-2023_WR.pdf</a></p>	<p>If development is lower than that forecast by the growth reports, the amount of revenue generated through this policy will be reduced.</p> <p>Council may need to review the growth forecasts to reflect a longer take up period than anticipated. This will affect the ability of Council to fund growth related infrastructure, which itself may need to be deferred.</p> <p>Growth can be influenced by a wide range of factors including changes in demographics, changes in social and economic conditions, legislative changes, the performance of the economy and the effect of local, national and international forces.</p> <p>As a result, Council needs to be flexible with the timing of works and be able to quickly react to changes in the market or to non-active as well as active developers.</p>	Medium
<p>In 2020, Central Government released the National Policy Statement on Urban Development with objectives including the creation of well-functioning urban environments, improving housing affordability and directing local authorities to enable residential growth in urban areas, integrated with infrastructure planning. In 2021, the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act placed requirements on Tier 1 (and some Tier 2) territorial authorities, which captures Waipā District. The requirements include the need to incorporate the Medium Density Housing Standards (MDRS) into the District Plan.</p>	<p>PC26 is now incorporated into the District Plan and has been incorporated to enable greater residential densities to be achieved. This plan change became operative as of 30 August 2024 and includes changes to the District Plan such as changes to definitions; the strategic policy framework with a particular emphasis on Te Ture Whaimana, the updated Future Proof Strategy, a new policy on out of sequence plan changes; changes to the policy and rule framework in relation to in the residential zone including removal of policies seeking to retain existing character of the towns, more liberal allowances to provide for greater housing</p>	High

### Development Contributions Policy



Significant assumption	Estimate of potential effects of uncertainty	Level of uncertainty
<p>Waipā DC responded to these NPS-UD and MDRS requirements and have now incorporated into the District Plan a series of amendments through Plan Change 26 (PC26).</p>	<p>density, changes to when financial contributions can apply and the introduction of qualifying matters relating to infrastructure, river/gully areas and stormwater.</p> <p>At this early stage of adoption, there is some uncertainty as to how the increased development densities provided by the plan change will impact urban infrastructure.</p> <p>In relation to financial contributions, Section 18 of District Plan applies.</p>	
<b>Allocation of capital expenditure for growth</b>		
<p>The proportion of capital expenditure projects for growth is based on the best available information and aligned with both the forecast growth, the District Plan and active developers.</p>	<p>There is the potential for capital expenditure projects to alter over time. This can be as a result of changes in demand by developers – either faster or slower rates of development, or a significant industrial/ commercial demand for infrastructure.</p> <p>Where significant changes occur to capital expenditure projects through an annual plan, it may be appropriate for Council to determine whether to revise the schedule of charges within this policy.</p> <p>Provision of growth infrastructure in a period of low or uncertain growth can create a cost risk on the existing rating base as growth is not arriving to share the increased cost.</p>	Medium
<p>No significant changes to service standards planned by council other than those planned within asset management plans.</p>	<p>Changes to service standards will affect both the level of on-site works required by those undertaking development and the scale and type of infrastructure provided by Council.</p> <p>If significant changes occur Council will need to reassess the effect on capital expenditure projects and determine the materiality of change to the schedule of charges within this policy.</p>	High
<p>The cost of growth incorporated in the contributions charge is calculated net of all third party income. This policy assumes that the level of third party funding will not change over the life of the Long Term Plan, and the eligibility criteria will remain the same.</p>	<p>If the level of third-party funding is reduced, Council will have understated the cost to be recovered through this policy. If the level of third-party funding is increased, Council will have overstated the cost to be recovered through this policy.</p> <p>In either case Council will be at liberty to assess the materiality of the difference and determine whether to revise the schedule of charges within this policy and provide for a</p>	Low

**Development Contributions Policy**

Significant assumption	Estimate of potential effects of uncertainty	Level of uncertainty
	lower or higher expectation of third-party income.	
<b>Types of development</b>		
Developments will in general exhibit common demand characteristics that enable Council to consider them as part of a simple overall classification of development types.	All residential development will be attributed with the average demand as set out in this policy. Developments individually may create a lower or higher demand on infrastructure than the average demand for their development type. Development overall and in time, will create the demand levels required to recover the cost of infrastructure for growth.	Medium
Developers are only required to pay development contributions on additional development that is the subject of a consent application. Any existing lawfully established allotments or land uses on the development site are assumed to have either: <ul style="list-style-type: none"> <li>paid development and/or financial contributions under relevant legislation at the time; and/or</li> <li>have been exempt from paying contributions.</li> </ul>	The assumption that lawfully established allotments are deemed to have paid for development contributions requires all new developments to pay for one unit of demand (HEU) at the point of consent being issued. In addition, this would result in Council recovering less development contributions than originally anticipated.	Low
<b>Average allotment size</b>		
An assessment of current subdivision trends under the District Plan has been undertaken to inform the assumed allotment size of 500 sq.m. The Council's proposed response to the Government's NPS-UD is also expected to reaffirm this move towards smaller lots sizes.	While the impacts that relatively recent legislative changes will have on lot sizes is unclear, monitoring of consents has illustrated that, lot sizes in the District are already decreasing. The greater the density created by smaller allotment sizes, increases the demand for infrastructure.	Medium

## Residential growth assumptions

- 4.8 All planned growth projects in this policy are in the Long Term Plan.
- 4.9 A report on population and dwelling projections was produced by the University of Waikato – Te Ngira (formerly NIDEA) as background to this policy. The population projections included high, medium and low variants. For the purposes of this policy, the high variant for both population and household projections was considered appropriate, subject to some modification to account for the current economic climate. The modification to the growth projections does not alter the total growth expected,

just its timing over the LTP period. Council considers this a prudent and realistic basis for decision-making related to growth

- 4.10 The household occupancy has been calculated as 2.73 persons per household
- 4.11 For the purposes of assessing growth, Council has used the traffic demand modelling set out in the report by Gray Matter 'Growth Component of Transportation Projects', dated August 2014, with updates from Waipā staff generated when preparing Business Cases for the Long Term Plan.
- 4.12 Refer to the Methodology for the development contribution policy 2025 for further information on the residential growth assumptions.

### **Non-residential growth assumptions**

- 4.13 The non-residential growth assumptions are based on the Business Development Capacity Assessment (2023) prepared by Market Economics for the Future Proof partnership.
- 4.14 There are greenfield non-residential land areas planned for Hautapu west and east, Hamilton Airport Northern Precinct and Bond Road. These areas are in addition to the land already zoned but in the case of Hautapu, will now be fully serviced. As it has sold most of its existing stock, Waikato Regional Airport Ltd (WRAL) is in process of planning for more industrial land in the northern precinct around the airport (provided for by Plan Change 20 to the District Plan). This new Hamilton Airport Northern Precinct growth will have a private wastewater system but public water supply. The water supply is via a Development Agreement with WRAL and so water supply and wastewater DCs are not charged. An increase in non-residential HEUs has been assumed in asset management planning and development contribution fee setting on the basis of an additional equivalent of 3,212 HEUs over the LTP period 2025-2034.
- 4.15 Refer to the Methodology for the development contribution policy 2025 for further information on the non-residential growth assumptions. Any non-residential developments, that trigger the thresholds outlined in Table 7, will undertake a special assessment, given the bespoke infrastructure impacts of the varied development types.

### **Growth HEUs by activities (asset class)**

- 4.16 Growth HEUs by asset class have been calculated on a District-wide basis and for specific catchments, and are based on projections prepared by University of Waikato,

Institute for Population Research, Te Ngira (formerly NIDEA)<sup>3</sup>. The forecast for the District population is around 67,491 by 2034 at the high projection.

- 4.17 The population projections were converted to households by the University of Waikato, who project 25,626 households in 2034. Further detail on the projections of population and households can be found in the Methodology for the development contribution policy 2024. For further information on growth HEUs by catchment and asset class, please also refer to the DC model.
- 4.18 Water, wastewater and stormwater catchment data have been based on Council asset managers' demand estimates, using the population projections and predictions of development that will connect to water, wastewater and stormwater networks.
- 4.19 Growth HEUs in several catchments are based on planning estimates of specific growth potential in these catchments that may not follow general population growth projections. These specific estimates are used to inform asset specification such as Cambridge North, Cambridge West (C1-C3 growth cells), Picquet Hill and T1 growth cell in Te Awamutu. Further information on assumptions for growth projects are contained in the Methodology for the development contribution policy 2025.

### Historic capital expenditure

- 4.20 Historic capital expenditure has been recognised where there is a direct link to a capacity upgrade that has or will enable services to be provided for growth, and therefore costs should be recovered from developers.
- 4.21 Historic capital expenditure includes expenditure that has been made prior to the next Long Term Plan, and where projects will require further expenditure for completion during the 2025-2034 timeframe (i.e. partially completed projects).
- 4.22 Council does not include the cost of capital in its methodology for the cost of the completed projects.
- 4.23 Further information on historical capital expenditure is available in the Methodology for the development contributions policy 2025. Information on the historical capital expenditure projects is contained within the DC model, or within the relevant project business cases (available on request).

### Interest and GST

- 4.24 All costs from projects in the Long Term Plan used in this policy are based on current estimates of infrastructure construction prices in 2020 dollar terms and then inflated

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<sup>3</sup> Refer to Appendix 1: Documents referenced in this policy.

using the inflation rates as per the Long Term Plan. Development contributions required in this Policy will change over the period of the Long Term Plan to reflect inflation, based on increases in the Producers Price Index (PPI) and in accordance with section 106(2C) of the LGA. In accordance with the LGA, financing costs are excluded.

- 4.25 No allowance for Council taking the risk of building infrastructure in advance of demand, is included in growth cost calculations, and interest is added to the Development Contribution loans.
- 4.26 All capital expenditure noted in this policy is exclusive of GST. However, the development contribution fee summary in [Table 3](#) is inclusive of GST.

### Transitional provisions

- 4.27 The development contribution amounts applying to a development will depend on the date on which a complete consent or service connection application was lodged.
- 4.28 Applications lodged (accompanied by all required information) prior to 30 June 2025 will be assessed for development contributions in accordance with the 2025 development contributions policy.
- 4.29 For the avoidance of doubt, if a development contribution notice has been issued, the HEUs per activity will remain as per the original assessment. This does not apply to activities that have increased their demand, which will be subject to a new assessment.
- 4.30 Applications lodged on or after 1 July 2025 will be assessed under this policy, or any later version of this policy (as specified in that later policy).

### Adoption and amendment of this policy

- 4.31 This policy was adopted on 30 June 2025, taking effect on 1 July 2025 and will remain in effect until replaced by a subsequent policy. This policy may be reviewed and amended earlier in accordance with the requirements of the LGA. Annual adjustments to the development contributions rates set out in this policy, to reflect increases in the PPI, can also be made without the policy being reviewed.

## Development contribution fee summary

4.32 The following Table 3 sets out the development contribution fee summary per catchment, per HEU for 2025.

Table 3 Development contribution fee summary per HEU by catchment (all costs include GST) updated for 1 July 2024

Catchments	Roading	Stormwater	Water	Wastewater	Community Infrastructure	Reserves	Total
Bond Rd	\$288	\$10,244	\$20,645	\$7,194	\$0	\$0	<b>\$38,372</b>
C1	\$17,892	\$28,949	\$5,081	\$14,374	\$96	\$22,939	<b>\$89,332</b>
C2	\$24,358	\$28,949	\$2,670	\$13,089	\$96	\$9,431	<b>\$78,594</b>
C3	\$24,358	\$28,949	\$2,670	\$13,089	\$96	\$21,946	<b>\$91,109</b>
C4	\$21,488	\$388	\$1,281	\$19,274	\$96	\$8,024	<b>\$50,551</b>
C6	\$14,270	\$0	\$699	\$0	\$96	\$0	<b>\$15,065</b>
Cambridge / Karāpiro	\$10,979	\$0	\$699	\$12,875	\$96	\$0	<b>\$24,649</b>
Cambridge North	\$9,983	\$6,446	\$3,201	\$10,689	\$96	\$5,398	<b>\$35,813</b>
Hautapu	\$3,548	\$13,279	\$12,024	\$21,157	\$0	\$3,432	<b>\$53,440</b>
Kihikihi	\$288	\$297	\$0	\$12,535	\$96	\$0	<b>\$13,216</b>
Ngāhinapōuri	\$6,858	\$0	\$0	\$0	\$96	\$9,414	<b>\$16,368</b>
Picquet Hill	\$34,218	\$341	\$2,613	\$16,070	\$96	\$674	<b>\$54,011</b>
Pirongia	\$0	\$0	\$1,657	\$0	\$96	\$0	<b>\$1,753</b>
Pukerimu	\$0	\$0	\$2,661	\$0	\$96	\$0	<b>\$2,757</b>
Rural	\$0	\$0	\$0	\$0	\$96	\$0	<b>\$96</b>

Catchments	Roading	Stormwater	Water	Wastewater	Community Infrastructure	Reserves	Total
T1/T2	\$14,972	\$0	\$4,768	\$10,850	\$96	\$11,868	<b>\$42,554</b>
T3	\$23,728	\$297	\$4,211	\$11,927	\$96	\$15,464	<b>\$55,722</b>
T6	\$1,188	\$5,149	\$5,733	\$10,961	\$96	\$674	<b>\$23,801</b>
T7	\$1,367	\$1,965	\$4,394	\$0	\$96	\$674	<b>\$8,496</b>
T8	\$0	\$0	\$1,657	\$10,961	\$96	\$674	<b>\$13,388</b>
T11	\$1,342	\$297	\$1,657	\$11,068	\$96	\$674	<b>\$15,135</b>
Te Awamutu	\$1,188	\$297	\$1,881	\$11,729	\$96	\$674	<b>\$15,865</b>

*Note SW for C1, C2 and C3 are treated as one catchment.*

## Calculation of schedule to development contribution policy

- 4.33 Section 201(1) of the LGA requires this policy to include, in summary form, an explanation of, and justification for, the way each development contribution in the schedule to this policy<sup>4</sup> (Table 3 above) is calculated. This is explained in the following paragraphs.
- 4.34 In accordance with section 106(3) of the LGA, the full methodology, including the DC model, the methodology and options paper, and the project plans for each activity are available for public inspection on request.
- 4.35 Calculation of the development contribution amounts (if any) payable for any project or programme line in the model have been calculated in accordance with the methodology set out in schedule 13 of the LGA, by using the following process:

Table 4 Summary of LGA process steps

Step	Explanation	LGA Reference
1	<p><b>Define catchments.</b></p> <p>For network based services, a catchment is the area served by the network.</p> <p>Funded growth cells located within a catchment are deemed sub-catchments of the respective catchment.</p> <p>For community infrastructure the catchment is the entire Waipā District, except that contributions for community infrastructure are not required for industrial activities.</p> <p>Some specific catchments have their own Reserves capital expenditure and corresponding development contribution, but development contributions to recover a fair, equitable and proportionate portion of that capital expenditure may be charged in other catchments that also create demand and benefit from those Reserves and Parks projects. Please refer to Appendix 3 for further information on the detail of the Reserves and Parks obligations.</p>	<p>LGA Schedule 13(1)(a)</p> <p>Section 197AB(g)</p>

<sup>4</sup> As per section 202 of the LGA.



Step	Explanation	LGA Reference
2	<p><b>Identify LTP period capital expenditure resulting from growth.</b></p> <p>Identify capital expenditure already incurred in anticipation of growth, net of any previous third party contributions.</p> <p>Identify the proportion of total planned costs of capital expenditure for network and community infrastructure and parks and reserves from the Long Term Plan resulting from growth.</p> <p>Growth costs (capacity increase to cater for new entrants) can be funded in full or in part by using development contributions. In addition to development contributions, the other components of the total capital costs budgeted in the Long Term Plan are:</p> <ul style="list-style-type: none"> <li>- level of service improvements;</li> <li>- renewals;</li> <li>- and/or subsidy share.</li> </ul> <p>(in Appendix 3 this referred as 'Other percentage').</p> <p>Justification for the level of growth capital expenditure is supported by financial management funding considerations and show significant assumptions and impacts of uncertainty.</p>	LGA Schedule 13(1)(b)
3	<p><b>Identify the percentage of growth related LTP period capital expenditure to be funded by development contributions.</b></p> <p>Growth related capital expenditure will be funded by development contributions because:</p> <ul style="list-style-type: none"> <li>▪ It directly relates to the planned capital expenditure set out in the Long Term Plan and detailed in Council's asset management plans; and</li> <li>▪ The capital expenditure identified for growth can be reasonably identified.</li> </ul> <p>Council has decided that capital and associated interest will be developer funded so growth generally pays for growth.</p>	LGA 106(2)(b)
4	<p><b>Identify the appropriate units of demand.</b></p> <p>The selected unit of demand is the HEU calculated as follows:</p> <p>For residential development, fees per HEU will be applied uniformly for each lot regardless of size for reasons of administrative simplicity. For any additional dwelling on any lot (subject to specific considerations for minor household units, retirement units and retirement village care beds), refer to assessment section below.</p> <p>For non-residential development, development contributions are assessed once defined 'trigger levels' are met for brownfield developments. The actual demand assessed is then converted into HEUs based on the expected demand placed on network infrastructure. The assessment is based on vehicle movements per day for roading and transport, m<sup>3</sup> use for water and wastewater, and impervious surface areas (ISA) for stormwater (which is assessed on additional ISA per m<sup>2</sup>).</p> <p>In all those non-residential cases, a special assessment is required.</p>	LGA Schedule 13(1)(b)

Step	Explanation	LGA Reference
5	<p><b>Identify the designed capacity (in units of demand) provided for growth.</b></p> <p>The designed capacity may vary between different types of infrastructure. In some cases it may be considered economically prudent to provide growth capacity considerably beyond current LTP period expectations of growth.</p> <p>Costs are applied to usable growth capacity to be provided. Projected growth in HEUs over the LTP period of the Long Term Plan will be relevant to Council's budgeting of revenue but not to the calculation of the development contribution per HEU.</p>	LGA Schedule 13(1)(b) and (2)
6	<p><b>Allocate the costs to each unit of demand for growth.</b></p> <p>The development contribution charge per HEU is calculated by dividing the total capital expenditure resulting from growth (step two) by the usable units of demand for growth (step five).</p>	LGA Schedule 13(1)(b)
7	<p><b>Prepare schedule of fees.</b></p> <p>A detailed schedule has been prepared as part of this policy that enables the development contributions to be calculated by infrastructure type and catchment.</p> <p>This policy will be supported by the significant assumptions made to determine the development contributions payable and their impacts, contribution and conditions and criteria for remission, postponement or refund, the valuation basis for assessment of maximum reserves and catchment maps.</p>	LGA 201(2) LGA 201(1)(a) LGA 201(1)(b), (c) and (d)

## Part 5 - DEVELOPMENT CONTRIBUTION ASSESSMENT

### Test for development contributions/when development contributions are required

- 5.1 Under section 198 of the LGA, Council may require a development contribution to be made when:
- a) A resource consent is granted under the RMA for a development.
  - b) A building consent or certificate of acceptance is granted under the Building Act 2004 for building work.
  - c) An authorisation for a service connection is granted.
- 5.2 However, development contributions can only be required where a development as defined by section 197 of the LGA is to occur. Section 197(1) of the LGA defines development as follows:
- "(a) any subdivision, building (as defined in [section 8](#) of the Building Act 2004), land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure; but*
- (b) does not include the pipes or lines of a network utility operator."*
- 5.3 On receiving an application for resource consent (subdivision or land use consent), building consent, certificate of acceptance or service connection, Council will first:
- a) Test that the application represents a development under section 197;
  - b) Determine whether alone or in combination with other developments the application under consideration will have the effect of requiring new or additional assets or assets of increased capacity and, as a consequence, Council will incur capital expenditure to provide appropriately for this;
  - c) Ensure that any development contribution that may be required is provided for in this policy; and
  - d) Check that the Council not prohibited by section 200 of the LGA from requiring a contribution.
- 5.4 If Council is satisfied that the application meets the legal requirements above, it will assess contributions following the process set out in this development contribution assessment section.
- 5.5 Where a resource consent or building consent is required, but does not generate additional demand for reserves or infrastructure (such as a minor boundary adjustment), no development contribution will be required.

- 5.6 For the avoidance of doubt, this policy also enables Council to require a development contribution that is used to pay, in full or in part, for capital expenditure already incurred by Council in anticipation of development.

## Catchments

- 5.7 Development contributions will be required from development across the whole of the Waipā District using catchments based on grouped expected development types and geographic demand catchments. Development occurring within each catchment/area will be required to pay contributions applicable in that catchment.
- 5.8 Any development which, by agreement with Council, connects into a catchment from outside that catchment, will pay the applicable catchment development contribution for the activity connected to.
- 5.9 The catchments are identified in the schedule to the development contributions policy (i.e. the development contribution fee summary per HEU in [Table 3](#)), and on the maps in [Appendix 2: Development contribution catchment maps](#).
- 5.10 For the avoidance of doubt, any area in the Waipā District which is not specifically shown to be within a catchment on the catchment maps shall be deemed to be in the rural catchment. If, through agreement with Council, a development is to be provided with services similar to those in an adjacent catchment, that development will be assessed for contributions for each service provided as if it were within that adjacent catchment.
- 5.11 Refer to the Methodology for the development contributions policy 2025 for further information on how the catchments have been determined.

## How do I assess what development contributions I have to pay?

- 5.12 The following [Table 5](#) shows how to undertake an assessment of what development contributions you may have to pay for a development.

*Table 5 Undertaking an assessment of development contributions*

Step	What to do	Where do I find it?
1	Identify catchment.  Go to the development contribution catchment maps and identify where the property subject to the development is located.  The catchment your property is located within, is the catchment fees that will be applied to your development.	<a href="#">Appendix 2</a> of this policy. The development contribution catchment maps are also located on Council's online maps programme 'maps online' module 'Environment'. Go to <a href="http://www.waipadc.govt.nz">www.waipadc.govt.nz</a>
2	Calculation of units of demand household equivalent units (HEUs)  Go to the sections of this policy identified below, and in the adjoining column and	Clause <a href="#">5.13</a> to <a href="#">5.27</a>

Step		What to do	Where do I find it?
	your development will generate.	<p>identify the number of HEUs your development will generate.</p> <p>For subdivisions, the unit of demand = 1 HEU per additional developable lot created.</p> <p>For proposals to erect additional dwelling/s on your property, the unit of demand is dependent on the size of your proposed dwelling, please refer to clauses <a href="#">5.16</a>, and 5.19-5.23 for further information.</p> <p>For non-residential developments refer to 5.13-5.19, 5.24-5.27 and <a href="#">Table 7</a> for the threshold levels which trigger an assessment.</p>	Also note the definition of “household equivalent unit” in Part 3 of this policy.
3	Calculation of credits.	<p>In some circumstances a credit will apply to the site you are developing on.</p> <p>Calculate the number of credits (if any) that apply to your development and deduct the credits from the number of HEUs identified under step 2.</p>	Clause <a href="#">6.17</a> to <a href="#">6.22</a>
4	Identification of development contribution payable per HEU	<p>Go to the schedule of development contribution fees and identify the catchment your development relates to. The total amount payable per HEU is shown per activity, per catchment.</p>	Refer to <a href="#">Table 3</a> .
5	Calculate total development contribution payable.	<p>Multiply the numbers of HEUs (less any credits in step 3) by the development contribution fee per HEU identified in step 4. This is the total development contribution payable for the development.</p>	

## Assessment of development contributions

### General information applicable to all developments

- 5.13 Whether development contributions are payable will be assessed on all applications for building consent, land use (resource) consent, subdivision (resource) consent and service connection.
- 5.14 Development contributions will be calculated on a development’s first application for consent or service connection authorisation and re-calculated on any subsequent application in relation to the same development.
- 5.15 Any development within Qualifying Matter Overlay – Infrastructure Capacity, where the Infrastructure Capacity Assessment recommends that a local upgrade to the

#### Development Contributions Policy

Council's infrastructure is required to support the development, will still also be liable for the necessary DC's, in addition to funding the upgrade identified in the Infrastructure Capacity Assessment, unless the project is explicitly listed and defined as a funded project in Appendix 3.

- 5.16 Development contributions will not be payable for normal residential extensions or alterations to existing dwellings, unless these create an additional household unit (including the addition of a kitchen), or alter a feature that was used to claim an earlier reduction in development contribution fees payable.
- 5.17 The development contribution fee summary per HEU by catchment is contained in Table 3 of this policy.
- 5.18 The definitions are contained in [Table 1](#) of this policy.
- 5.19 The unit of demand used for each activity is the Household Equivalent Unit (HEU). An HEU represents one household unit, as demonstrated for each activity by the following Table 6:

Table 6 Units of demand per activity per HEU.

Activity	Units	Demand/HEU	Comments
Roading & transport	Vehicle movements/day	10 <i>(1 vehicle visiting =2 vehicle movements)</i>	Assumes all light vehicles.
Water supply	Litres/dwelling/day	519 litres	190 litres/person/day @2.73 persons/dwelling.
Wastewater	Litres/dwelling/day	405 litres	78%of 190 litres per day supplied multiplied by 2.73 persons/dwelling.
Stormwater	ISA (m <sup>2</sup> )	300	60% impervious area (assumes 300/m <sup>2</sup> of impervious area from an average 500m <sup>2</sup> residential allotment).
Parks and reserves	Dwelling	1	Assuming 2.73 people
Community infrastructure	Dwelling	1	Assuming 2.73 people

## Residential developments

- 5.20 Residential developments will be assessed on the number of additional HEUs created by development, on the basis of anticipated demand. The HEUs generated, are as per clause [5.21](#) below.
- 5.21 For residential subdivision, 1 HEU is applicable per additional lot.
- 5.22 For residential subdivisions where house plans have been supplied to Council for the subdivision approval, the following applies:
- (a) A dwelling up to and not exceeding 70m<sup>2</sup> GFA with a kitchen/kitchenette will be assessed at 0.5 of an HEU;
  - (b) A dwelling of 71-99m<sup>2</sup> GFA will be 0.8 of an HEU;
  - (c) A dwelling of 100 – 250m<sup>2</sup> will be 1 HEU;
  - (d) A dwelling over 250m<sup>2</sup> GFA will be assessed as 1.2 HEU.
  - (e) There will be no charge for a sleepout that is less than 35 m2 GFA that does not have a kitchen/kitchenette.
  - (f) Retirement units in a retirement village registered under the Retirement Villages Act 2003 will be assessed at 0.5 of an HEU per retirement unit;
  - (g) Retirement village care beds will be assessed at 0.25 of an HEU.
- 5.23 A minor dwelling unit shall be assessed at 0.5 of an HEU per additional household unit created by the development. Where a minor dwelling unit is erected first on a site, and a subsequent dwelling is erected on the same site, the new dwelling will be required to pay an additional contribution based on the GFA (as outlined in clause [5.22](#) above).

## Non-residential developments

- 5.24 Non-residential developments will be assessed on the basis of additional HEUs created and will not pay a development contribution for community infrastructure or parks and reserves, except for where these facilities are specifically provided in the defined catchments of C8/C9 (Hautapu).
- 5.25 Non-residential subdivisions will pay 1 HEU per additional lot, excluding community infrastructure and parks and reserves, subject to clause [5.24](#). Additional development contributions may be required if a further land use or building consent application demonstrates that additional HEUs are being generated.

- 5.26 A development contribution for a non-residential development (excluding non-residential subdivisions, which are subject to clause [5.25](#) and clause [5.27](#)) will only be assessed and required when any one or more of the thresholds in Table 7 are met. If the threshold is met for any one activity, then development contributions will be calculated for all activities.
- 5.27 The threshold in [Table 7](#) below will only apply if the non-residential development is a brownfield site, and not a greenfield development. The demand profiles utilises [Table 6](#) Units of demand per activity per HEU, for base assumptions used to calculate non-residential development contributions.

Table 7 Non-residential thresholds

Activity	Threshold
Roading & transport	<p>The development will generate more than (<math>\geq</math>) 100 vehicle movements per day attributable to growth (VMPD), except traffic that has already been assessed for residential development within the catchment.</p> <p><i>Notes:</i></p> <p>(a) 1 vehicle visiting = 2 vehicle movements.</p> <p>(b) 10 heavy vehicles = 100 VMPD.</p> <p>(c) 'Heavy vehicle' means a motor vehicle that has a gross vehicle mass (GVM) exceeding 3500 kilograms.</p> <p>(d) Any subsequent expansion or redevelopment that increases the VMPD will be re-assessed.</p> <p>E.g. If a development generates 150 vehicle movements per day, this 150 is divided by 10 (see table 6 'Demand/HEU' column) equating to 15 HEU.</p>
Water supply	<p>The development (or expansion/redevelopment) requires a water connection from the water main into the development greater than 20mm diameter. The assessment will be calculated by analysing the water use of similar developments as well as any information supplied by the developer.</p> <p><i>Note: Where a water connection greater than 20mm diameter is required solely for firefighting purposes this will not trigger an assessment.</i></p> <p>E.g. A development with a demand for 1038 litres of water per day, equates to 2 HEU applicable. (1038 litres per day/518 litres per day – see Table 6 'Demand/HEU) column.</p>
Wastewater	<p>The development (or expansion/redevelopment) requires a water connection from the water main into the development greater than 20mm diameter. The assessment will be calculated by analysis of the water supply use (i.e wastewater demand is expected to match water demand). However, if wastewater demand is higher than water demand then the units of demand from Table 6 are applied.</p> <p>E.g. A development generating 1215 litres of wastewater demand will equate to 3 HEU (1215 litres per day/405 litres per day = 3 HEU)</p>



Activity	Threshold
Stormwater	<p>The development (or expansion/redevelopment) increases the impervious surface area (ISA) on a site and the 2% Annual Exceedance Probability (AEP) event is not managed on site. The assessment will be calculated using a factor of 0.35 HEUs per 100m<sup>2</sup> impervious surface area only.</p> <p>E.g. An impervious surface area of 500 m<sup>2</sup> equates to 1.75 HEU.</p>

## Part 6 – ADMINISTRATION OF POLICY

### Special assessments

- 6.1 Where Council considers the level of demand for any development (residential or non-residential) is:
- (a) unknown; and/or
  - (b) of relatively large scale; and/or
  - (c) clearly has a significantly greater or lower impact than is envisaged in the averaging implicit in this policy,

Council will undertake a ‘special assessment’ of the units of demand. Development contributions will be required in accordance with the number of HEUs identified by that assessment.

- 6.2 Council may require the developer to provide additional information in relation to the development to inform the special assessment process.
- 6.3 Subject to the requirements of clause [6.2](#) above, developers may elect, at their own cost, to submit a special assessment for consideration by Council.
- 6.4 For development in any funded catchment, Council may undertake a special assessment of the units of demand. This special assessment will be used to ensure that development in funded catchments proceeds in line with the demand assumptions on which the design capacity of the infrastructure was based. If it is not, Council will be reimbursed for capital expenditure incurred on the basis of those demand assumptions. The demand assumptions are based on a yield of 17 lots per hectare of gross land area. Developers may also elect, at their own cost, to submit a special assessment for consideration by Council.

## Exempt and partially exempt developments - Council developments

- 6.5 Council is exempt from paying any development contributions on any development that itself is a capital expenditure for which development contributions are required (e.g. if Council is developing a park, it will not pay a community infrastructure contribution, but it will be required to pay water, wastewater, and other contributions). This avoids the possibility of collecting contributions for one activity to pay for contributions for another activity.

## Exempt developments - Crown developments

- 6.6 The Crown is exempt from the provisions of this policy by virtue of section 8 of the LGA. For avoidance of doubt, Kāinga Ora is not exempt from development contributions.
- 6.7 If a developer considers that it is the Crown for the purposes of avoiding liability to pay a development contribution, Council may require the developer to provide written evidence outlining the basis on which the developer considers that it is the Crown.

## Supporting development of Papakāinga

- 6.8 Council may, at its sole discretion, grant a remission of up to 100% of development contributions for developments defined as papakāinga.
- 6.9 In the exercise of its discretion, Council will consider the following factors:
- (a) The scale of the development in delivering for whanau based living;
  - (b) The papakāinga must deliver all or part, not for profit social, cultural, ora (health), residential or educational centre uses;
  - (c) Any other feature of the development or the developer which Council considers relevant;
  - (d) The total value of the remission provided by Council under this policy.
  - (e) The application for remission must be lodged with Council prior to any development contributions being paid. Development contributions paid prior to an application being lodged will not be eligible for a refund.
- 6.10 For avoidance of doubt, any remission only applies to a development, or parts of a development, that are not for profit, and it does not apply to commercial (including market residential), industrial, or retail uses.

## Cross boundary issues

- 6.11 In some cases, developments may fall within more than one catchment or cross district council boundaries. The total units of demand will be assessed separately for each catchment. The development contribution will then be calculated using the appropriate development contribution per unit of demand for each development contribution area. The total development contribution is the sum of the development contribution for each area.
- 6.12 Where the development crosses district council boundaries, Council will only assess the development for that part of the development that is within the Waipā District.

## Timing of assessments

- 6.13 Council has the power to require a development contribution to be made under Section 198 of the LGA when:
- (a) A resource consent is granted under the Resource Management Act 1991;
  - (b) A building consent is uplifted, or a certificate of acceptance granted, under the Building Act 2004;
  - (c) An authorisation for a service connection is granted.

## Payment and enforcement powers

- 6.14 Except as otherwise provided in any signed development agreement, the development contribution must be paid as follows:
- (a) For a contribution required when granting subdivision consent: Prior to the issue of a section 224(c) certificate;
  - (b) For a contribution required when granting landuse consent: Prior to the commencement of the consent;
  - (c) For a contribution required when granting building consent: Prior to the uplifting of the Building Consent;
  - (d) For a contribution required when granting certificate of acceptance: Prior to issue of the certificate of acceptance;
  - (e) For a contribution required when granting service connection: Prior to connection.
- 6.15 If payment of development contribution is not received by these times, Council may exercise its powers outlined in Section 208 of the LGA. Those provisions state that until

a development contribution required in relation to a development has been paid or made under section 198 of the LGA, Council may:

- (a) In the case of contribution required when granting a subdivision consent, withhold the section 224(c) certificate;
- (b) In the case of a contribution required when granting any other resource consent, prevent the commencement of the resource consent;
- (c) In the case of a contribution required when granting a building consent, withhold the Code of Compliance Certificate;
- (d) In the case of a contribution required when granting a certificate of acceptance, withhold the certificate;
- (e) In the case of a contribution required when granting a service connection, withhold the service connection; and
- (f) In any case, register the outstanding development contribution as a charge on the subject land under subpart 5 of Part 3 of the Land Transfer Act 2017.

6.16 Kāinga Ora- Homes and Communities may, as appropriate in accordance with the provisions of the Urban Development Act 2020, exercise the powers under this clause to set and collect DC's on developments.

## Credits

6.17 Credits used in the development contribution assessment process include both 'historical credits' and 'actual credits' for each relevant activity. Credits are expressed in units of demand (HEUs) and may be used to reduce the number of units of demand created by a development.

6.18 Credits can only be used for developments on the same site and for the same activity. Provided that roading and transport, water and wastewater credits for non-residential developments may be transferred between sites within the same catchment only where the trigger thresholds in [Table 7](#) are exceeded.

6.19 Actual credits are used where development contributions or financial contributions for a particular property have previously been paid at any time in relation to the same site, and for the same activity. Historical credits are used where the current development of the site does not result in an increase in the units of demand having regard to the prior use of the site.

6.20 Credits cannot be used to reduce the number of units of demand to less than zero.

6.21 Existing greenfield vacant allotments are considered to have an historical credit of one HEU per allotment, unless the development was created less than 5 years before the application.

- 6.22 For the avoidance of doubt, historical credits will only be applied in relation to a parcel of land contained in one certificate of title, regardless of the number of allotments included in a certificate of title.
- 6.23 For brownfield residential developments, historical credits will only apply where a household unit was removed less than five years before the new consent application, or service connection was lodged.
- 6.24 For non-residential developments, historical credits will apply as follows:
- (a) Non-residential historical credits shall be granted for stormwater on the basis of the gross floor area of the existing development, and for other activities on the actual demand of the specific use (e.g. m<sup>3</sup> per day for water use); and
  - (b) For existing non-residential buildings that are extended or demolished and re-built to the same or higher intensity, the assessment of credits will be based only on the existing development prior to rebuilding; and
  - (c) In the event a non-residential development is proposed on a vacant brownfield site Council will, for assessment purposes, consider the land uses that have taken place on the site prior to the proposed development; and
  - (d) Where a non-residential development is relocating to a new site within the same development contribution catchment, the development may transfer its credits to the new site. In these circumstances, a 1 HEU credit will be applied to the existing site that the non-residential development has vacated.
  - (e) Credits will not be granted for any infrastructure and/or services provided in excess of that required as a condition of any consents issued by Council.
- 6.25 For the avoidance of doubt, all assessments will be done on a 'before and after' development basis for each relevant activity at the time of consent application, or service connection, and will be undertaken on an incremental effects basis.
- 6.26 In order to be subject to a credit, the prior use of the site must have been lawfully established. It is the responsibility of the developer to provide sufficient proof to Council to establish this if required, such as a certificate of existing use or resource consent pursuant to the RMA.

## Part 7 - RECONSIDERATION OF DEVELOPMENT CONTRIBUTION, REFUND, AND POSTPONEMENT

### Right for reconsideration pursuant to sections 199A of the Local Government Act 2002

- 7.1 At the request of a developer required to make a development contribution, Council must reconsider the development contributions required.
- 7.2 The developer must make the request for reconsideration in writing within 10 working days after the date on which the developer lodging the request receives notice from Council of the level of development contribution that Council is proposing to require.

#### How to apply for a reconsideration

- 7.3 The request can be lodged with Council in the following ways:
- (a) by email to; [DCenquiry@waipadc.govt.nz](mailto:DCenquiry@waipadc.govt.nz)

*Note: The email heading should state: 'request for reconsideration of development contribution'. Please also include the consent application reference number, or the development contribution notice number.*

- (b) by writing to Council at the following address:

Principal Engineer Growth  
Private Bag 2402  
Te Awamutu 3840  
(or deliver to 101 Bank Street, Te Awamutu or 23 Wilson Street, Cambridge)

*Note: Please include the consent application reference number, or the development contribution notice number.*

- 7.4 A developer may not apply for a reconsideration of a requirement if the developer has already lodged an objection under Section 199C and Schedule 13A of the Local Government Act 2002 (refer to clause 7.6 to [7.13](#) for further information on this process).
- 7.5 A right of objection may be lodged rather than a request for reconsideration. Refer to Part 7 clauses 7.10 to 7.13 for further information.

#### Reconsideration process

- 7.6 The following Figure 1, sets out the reconsideration process:

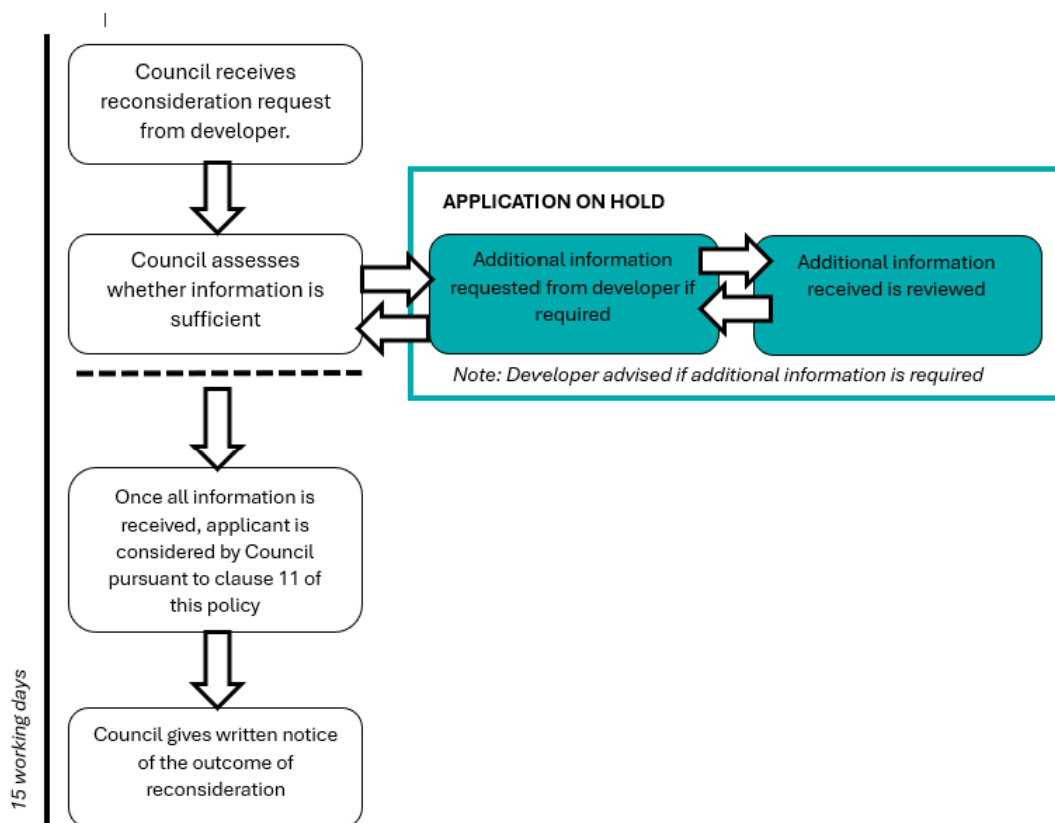


Figure 1 Reconsideration Process

- 7.7 Within 15 working days after the date on which Council receives all required relevant information related to a request, Council must give written notice of the outcome of the reconsideration to the developer who made the request.
- 7.8 The developer who receives written notice from Council of the outcome of the reconsideration may lodge a development contribution objection within 15 working days of receiving the notice of the outcome.

*Note: The 15 working day period begins on the day after the date on which the developer received the notice of the outcome.*

### Matters Council will consider in a reconsideration

- 7.9 On a reconsideration request Council will consider the grounds upon which the request for reconsideration has been made, and in particular whether:
  - (a) the development contribution was incorrectly calculated or assessed under the development contributions policy;

- (b) the Council incorrectly applied the development contributions policy;
- (c) the information used to assess the person's development against the development contributions policy, or the way the Council has recorded or used it when requiring a development contribution, was incomplete or contained errors.

### **Objection to assessed amount of development contribution in accordance with Sections 199C and 199D of the Local Government Act 2002**

- 7.10 A developer may, on any grounds set out in section 199D of the Local Government Act 2002 (LGA), object to the assessed amount of the development contribution that Council has required advised in either:
- (a) A notice given to the developer for that purpose by Council; or
  - (b) If notice has not been given, such other formal advice of the requirement that the territorial authority has given to the developer.
- 7.11 The objection must be made in writing by the developer serving notice of the objection on Council within 15 working days after the date on which the developer received notice from Council of the level of development contribution that Council has required; or in accordance with clause [7.9](#).
- 7.12 The objection must set out the grounds and reasons for the objection, the relief sought, and state whether the objector wishes to be heard on the objection.
- 7.13 The objection process is set out in Schedule 13A of the LGA. Further information is also available on Council's website at <https://www.waipadc.govt.nz/our-services/planning-and-resource-consents/development-contributions>

### **Refunds**

- 7.14 Sections 209 and 210 of the LGA apply to refunds of development contributions paid to Council, where:
- (a) Resource consents lapse or are surrendered; or
  - (b) Building consents lapse; or
  - (c) The development or building does not proceed; or
  - (d) Council does not spend the money on the purpose for which the development contribution was required. For the purposes of Section 210(1)(a) of the Act, the Council will refund a development contribution taken for a specified reserve purpose if the money is not applied to that purpose within 10 years after the contribution was received; or
  - (e) Previous overpayment has been made; or



(f) The development contribution will be refunded to the registered proprietors of the subject allotment as at the date of the refund assessment (less a fair and reasonable administration fee).

7.15 For avoidance of doubt, where a DC has been paid on an HEU basis, no refund will be given if the actual size of the dwelling is less than 1 HEU, but rather a credit will be retained by the Council, for the DC's paid to the standard residential size assumption (in accordance with clauses 5.20-5.23). This credit will be retained for potential future alterations or extensions to the dwelling which impact on the demand for infrastructure.

### **Postponements**

7.16 Council will consider any request to postpone a development contribution in accordance with the section below on development agreements.

DRAFT

## Part 8 – DEVELOPMENT AGREEMENTS

### General

- 8.1 Where it is in the best interests of all parties (and all parties agree), Council may enter into a development agreement (DA) with the developer, at the developer's expense, unless the agreement is for Council's benefit.
- 8.2 The quantum of development contributions assessed pursuant to a Development Agreement will be in accordance with the level of demand.
- 8.3 Council, at its sole discretion, may accept a developer's offer to provide network infrastructure or community infrastructure. In this event, the transaction would entail the contemporaneous purchase of assets and payment of development contributions, as provided by a DA.
- 8.4 Where there is any conflict between a DA and this (or any replacement) DC Policy the DA will prevail. For the avoidance of doubt, a DA may permit a complete contracting out of the DC Policy for a specific development where both Council and the Developer agree.
- 8.5 On any requests for an extension to an existing DA established prior to 1 July 2025, the Council may consider any shortfall of revenue to it within the previously agreed timeframe, and may require additional interest costs to be paid for, before it agrees to the extension.
- 8.6 On any requests for an extension to any DA agreed after 1 July 2025, Council, at its discretion, may consider the difference between when the payment was originally due to Council, and the new proposed timing of the final payment, and may require additional interest costs to be paid for, before it agrees to the extension.
- 8.7 Development contributions shall be required in money unless, at the sole discretion of an authorised officer, a piece of land is offered by the developer that would adequately suit the purposes for which the contribution is sought, and this is agreed in a DA.
- 8.8 Council may require land off a developer to construct infrastructure such as a collector road, stormwater pond or recreation and/or utility reserves.
- 8.9 As shown in [Figure 2](#) below, the acquisition of land is reasonably straight forward, with the issues generally related to differing views on valuation. Council's desire is that the process is clear, auditable and fair.

### Betterment and injurious affection

- 8.10 The valuation of land required is undertaken by a Council contracted registered independent valuer, with minimal instructions, using the methodology in the Public Works Act 1981 (PWA).

- 8.11 The estimated cost of the land is recognised in the Development Contributions (DC) model and calculations. No potential betterment or injurious affection is included in the current DC modelling. These estimates, along with construction estimates are replaced each year by actuals in the DC model.
- 8.12 Betterment and Injurious Affection can be described as follows:
- (a) Betterment is the consideration of the positive benefits the public works that result, will have on the residual land. For example, if Council acquires land for a road and then builds the road, the developer will be able to develop off that road and not have to construct it themselves. Betterment can also apply for other public works.
  - (b) Injurious Affection can apply if the residual land is negatively impacted by the works Council intends to undertake, such as the requirement of land for the construction of a stormwater swale. This type of infrastructure results in the developer having to cross over it to access their residual land, and as a result incur additional costs.
- 8.13 To provide certainty to both developers and Council:
- (a) A Development Agreement will become a means to provide a payment offset equal to the betterment value. This is normally with the developer by its name, but can be the landowner if that is more appropriate.
  - (b) This would then be recovered by DCs; or
  - (c) In the case of new growth cells that do not have a structure plan adopted by Council at the commencement of this policy, on 1 July 2025, Council will only pay developers for the additional costs of upgrading from a local road standard, to a collector road standard.

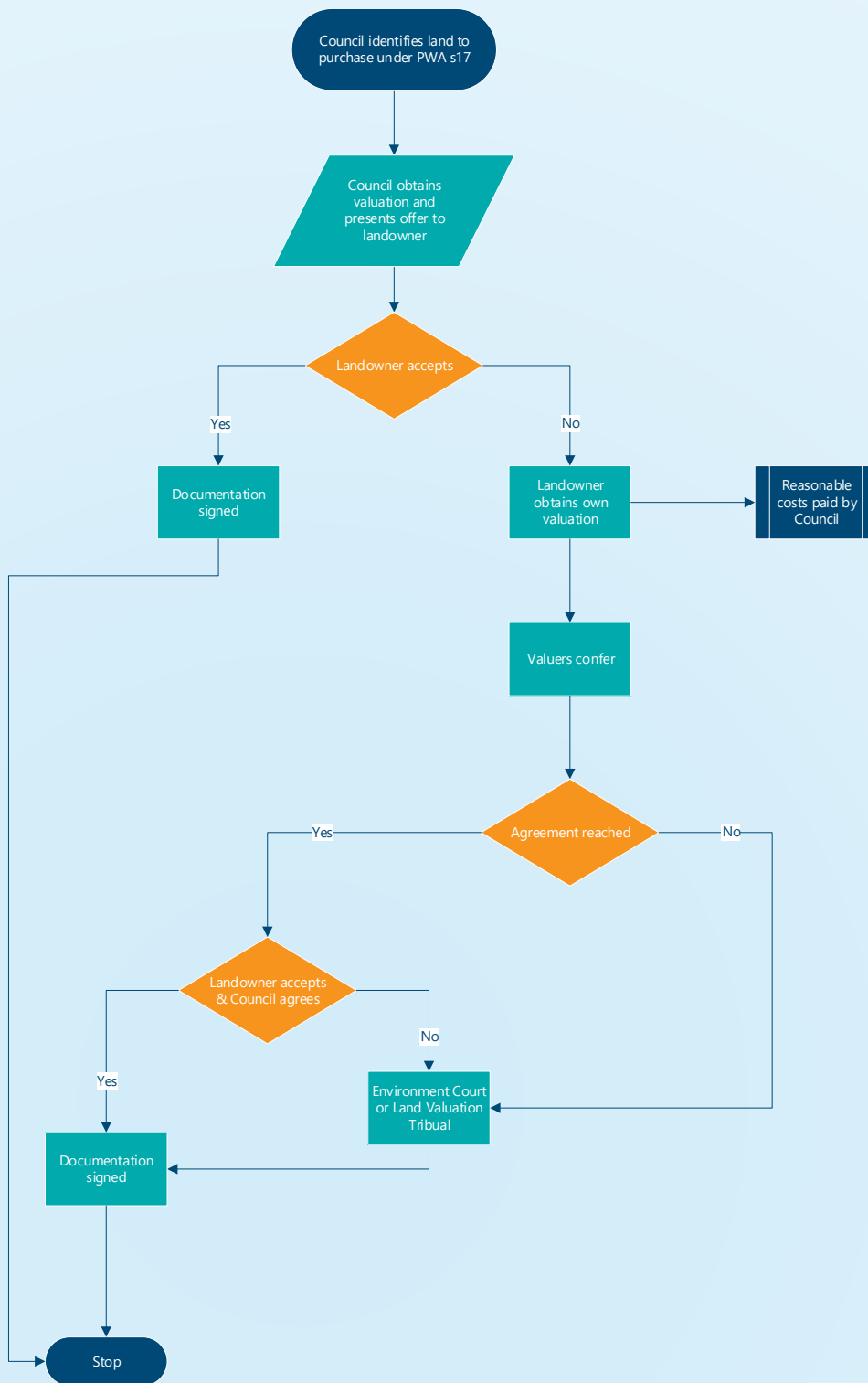


Figure 2 Land acquisition process

## Deferral of development contributions

- 8.14 Without limiting Council's discretion to enter into a DA and to agree such terms as it sees fit, a DA may allow the deferral of development contributions in accordance with the general principles below:
- (a) For subdivisions with 10 or more lots, or developments with 10 or more dwellings per title:
    - i. Development contributions for subdivisions may be deferred until individual sections are sold;
    - ii. Any such deferral will be subject to a maximum timeframe of 24 months.
  - (b) For non-residential developments:
    - i. Water and wastewater development contributions may generally only be deferred for 12 months from the occupation of a development. At or after the 12 month anniversary, Council will review the m<sup>3</sup> water use per day, and apply a development contribution assessment based on the average m<sup>3</sup> use per day for the preceding 12-month period.

## Assessment

- 8.15 For developments specifically in the Cambridge North and Cambridge West (C1- C3 growth cells) catchments, Council will consider an assessment based on a per hectare rate for comprehensive residential development, compact housing (or similar density residential developments).

## Goods and services tax

- 8.16 All assessments are inclusive of GST and do not constitute an invoice for the purposes of the Goods and Services Tax Act 1985
- 8.17 The time of supply shall be the earlier of:
- (a) Council issuing an invoice to the developer; or
  - (b) The payment of the development contribution in accordance with this policy.
- 8.18 GST will be added to an invoice at the time of supply as required by the Goods and Services Tax Act 1985.

## Part 9 – SCHEDULE TO THE DEVELOPMENT CONTRIBUTIONS POLICY

9.1 Table 8 sets out how this policy complies with sections 201 and 202 of the LGA.

Table 8 Compliance with sections 201 and 202 of the LGA

Section 201 – contents of development contributions policy	Section reference in development contribution policy
<p>(1) If a territorial authority has determined to seek funding for community facilities under this subpart, the policy required by section 102(1) must include, in summary form, in addition to the matters set out in section 106,—</p> <p>(a) an explanation of, and justification for, the way each development contribution in the schedule required by subsection (2) is calculated; and</p> <p>(b) the significant assumptions underlying the calculation of the schedule of development contributions, including an estimate of the potential effects, if there is a significant level of uncertainty as to the scope and nature of the effects; and</p> <p>(c) the conditions and criteria (if any) that will apply in relation to the remission, postponement, or refund of development contributions, or the return of land; and</p> <p>(d) the basis on which the value of additional allotments or land is assessed for the purposes of section 203(1).</p>	<p>Refer to Part 4, clause <a href="#">4.6</a> - <a href="#">4.7</a>, <a href="#">Table 2</a> and clauses <a href="#">4.8</a> - <a href="#">4.30</a>.</p> <p>Refer to <a href="#">Part 4</a> Policy Details, and <a href="#">Part 5</a> Development Contributions Assessments</p> <p><a href="#">Part 7</a>: Reconsiderations of DC, Refund and Postponement</p>
Section 202 – contents of schedule to development contribution policy	Section reference in development contribution policy
<p>1) a) The development contributions payable in each District, calculated, in each case in accordance with the methodology, in respect of-</p> <p>i) parks and reserves; and</p> <p>ii) network infrastructure; and</p> <p>iii) community infrastructure</p>	<p>Refer to <a href="#">Table 3</a>, <a href="#">Table 9</a> and Appendix 2: Development Contribution Catchment Maps</p>

Section 202 – contents of schedule to development contribution policy	Section reference in development contribution policy
b) The event that will give rise to a requirement for a development contribution under section 198, whether upon granting: <ul style="list-style-type: none"> <li>i) a resource consent under the Resource Management Act 1991; or</li> <li>ii) a building consent under the Building Act 1991; or</li> <li>iii) an authorisation for a service connection.</li> </ul>	Refer to Part 5: Development Contribution Assessments clauses <a href="#">5.1</a> to <a href="#">5.26</a> .
2) If different development contributions are payable in different parts of the District, subsection 1 applies in relation to the parts of the District.	Refer to <a href="#">Table 3</a> , <a href="#">Table 9</a> and Appendix 2 Development Contribution Catchment Maps
3) The specifications required under subsection (1) or subsection (2) must be given separately in relation to each activity or group of activities for which separate development contributions are required.	Also refer to Appendix 3: Schedule of Assets for which Development Contributions will be used.

## Summary of total cost of capital expenditure **(TO BE UPDATED PRIOR TO 17 DECEMBER)**

9.2 Table 9 summarises the total cost of capital expenditure as required by section 106 and schedule 13 of the LGA.

Table 9 Summary of total cost of capital

LGA reference	106(2)(a)	106(2)(a)	106(2)(b)(ii)	106(2)(b)(i) (ii) & (iii)	106(2)(d)		
					DCs	FCs	Other
Purpose for which contributions may be required	Capital expenditure expected to be incurred to meet growth demand	Capital expenditure already incurred to meet growth demand	Explanation of capital expenditure	Proportion of capital expenditure for growth that will be funded by DCs or FCs	Total amount of funding during the 10-Year Plan period to be sought from:		
Roading and Transport			Used to provide capacity within the transport network.	Refer to Appendix 3: Schedule of Assets for which Development		-	Refer to Appendix 3: Schedule of

LGA reference	106(2)(a)	106(2)(a)	106(2)(b)(ii)	106(2)(b)(i) (ii) & (iii)	106(2)(d)		
					DCs	FCs	Other
Purpose for which contributions may be required	Capital expenditure expected to be incurred to meet growth demand	Capital expenditure already incurred to meet growth demand	Explanation of capital expenditure	Proportion of capital expenditure for growth that will be funded by DCs or FCs	Total amount of funding during the 10-Year Plan period to be sought from:		
Water supply			Used to provide capacity within the water supply networks.	Contributions will be used		-	Assets for which Development Contributions will be used
Wastewater			Used to provide capacity within the wastewater networks.			-	
Stormwater			Used to provide capacity within the stormwater network at the planned levels of service.			-	
Community infrastructure			Used to provide new or expanded library, community centres or halls.			-	
Parks and reserves			Used to provide capacity within parks and reserves.			-	



## Specific information on calculation methodologies for the activities

9.3 The development contributions calculation methodology for all activities is contained in the DC model, which is available from Council on request. Information is also contained in the methodology and options paper<sup>5</sup>

## Compliance with Section 203 – Maximum reserves development contributions not to be exceeded **(TO BE UPDATED PRIOR TO 17 DECEMBER)**

9.4 Section 203(1)(a) of the LGA prevents Council from requiring reserve contributions that exceeded the greater of:

- (a) 7.5 per cent of the value of additional allotments created by a subdivision; and
- (b) The value equivalent of 20 square metres of land for each additional household unit or accommodation unit created by the development.

9.5 Using potential subdivision developments as examples:

- (a) In Cambridge West (C1 – C3 growth cells), it is assumed that an allotment would have an average price range between \$400,000 - \$550,000 (incl. GST). The reserve contribution (comprising the Reserves and Community Infrastructure) per HEU is \$7,135 (incl. GST);
- (b) In Te Awamutu Greenfield developments (T1 and T2 growth cells), it is assumed that an allotment would have an average price range between \$400,000 and \$495,000 (incl. GST). The reserve contribution (comprising the Reserves and Community Infrastructure) per HEU is \$5,210 (incl. GST);

9.6 Table 10 demonstrates that section 203(1)(a) of the LGA is complied with.

Table 10 Compliance with Section 203 of the LGA

Sale price	7.5% of value:	Comment
Cambridge West		
\$400,000	\$30,000	The reserve contribution of \$7,135 per HEU is 1.8% of \$400,000. Therefore, much less than 7.5%
\$550,000	\$41,250	The reserve contribution per HEU of \$7,135 is 1.3% of \$550,000. Therefore, much less than 7.5%
Te Awamutu Greenfield		

<sup>5</sup> The methodology and options paper is available on Council's website. The DC model is available on request as a formula free version.

APPENDIX 1

\$400,000	\$30,000	The reserve contribution of \$5,210 per HEU is 1.8% of \$400,000. Therefore, much less than 7.5%
\$550,000	\$41,250	The reserve contribution of \$5,210 per HEU is 1.3% of \$550,000. Therefore, much less than 7.5%

## Part 10 - Appendices

[Appendix 1: Documents referenced in this policy](#)

[Appendix 2: Development contribution catchment maps](#)

[Appendix 3: Schedule of assets for which development contributions will be used](#)

## Appendix 1: Documents referenced in this Policy

The following documents are referenced in this policy.

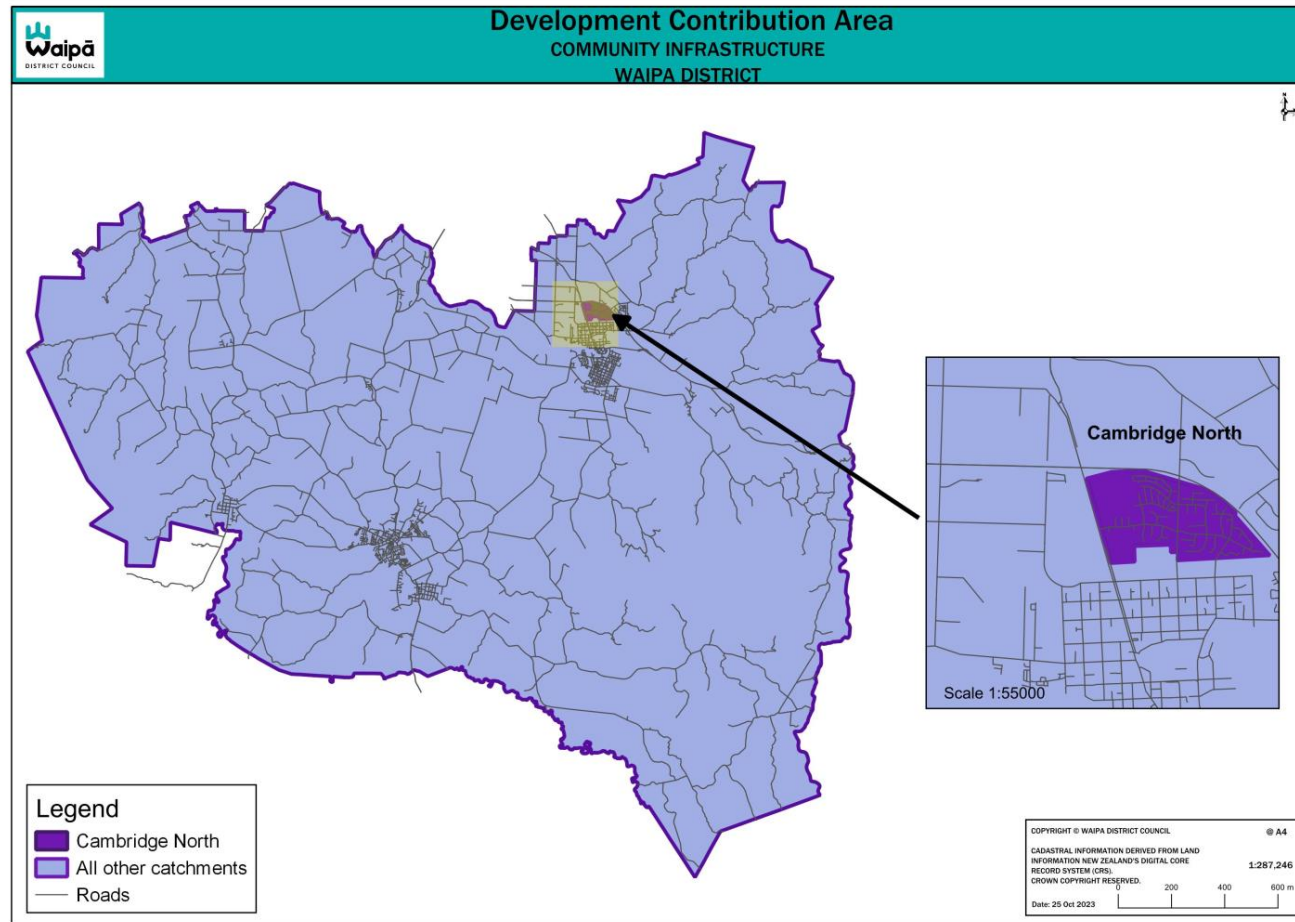
Document reference	Availability
Waipā District Council (2025) Draft <i>Methodology for the Development Contribution Policy</i> (incorporating a review and analysis of options) – June 2025	Available on Council’s website and at Council’s offices and libraries.
Development Contribution Model.	Available from Council on request but as a formula free version
University of Waikato -Te Ngira (NIDEA), Michael Cameron (2018). <i>New and updated Scenarios for 2018-base Population, Family and Household, and Labour Force Projections for the Waikato Region for the period 2018-2068.</i>	Available on this website or from Council on request.
Small-area population, household, and labour force projections for the Waikato Region to 2051.	Available from Council on request.
Business Development Capacity Assessment 2023, Market Economics. Prepared for Future Proof Partners: Hamilton City, Waikato District, Waipā District	Available at <a href="https://futureproof.org.nz/assets/FutureProof/Future-Proof-Business-HBA-2023_WR.pdf">https://futureproof.org.nz/assets/FutureProof/Future-Proof-Business-HBA-2023_WR.pdf</a> or from Council on request.
Waipa 2050 Growth Strategy (2017)	Available on the <a href="#">Council website</a> .
Report by Gray Matter ‘Growth Component of Transportation Projects’, August 2014.	Available from Council on request.

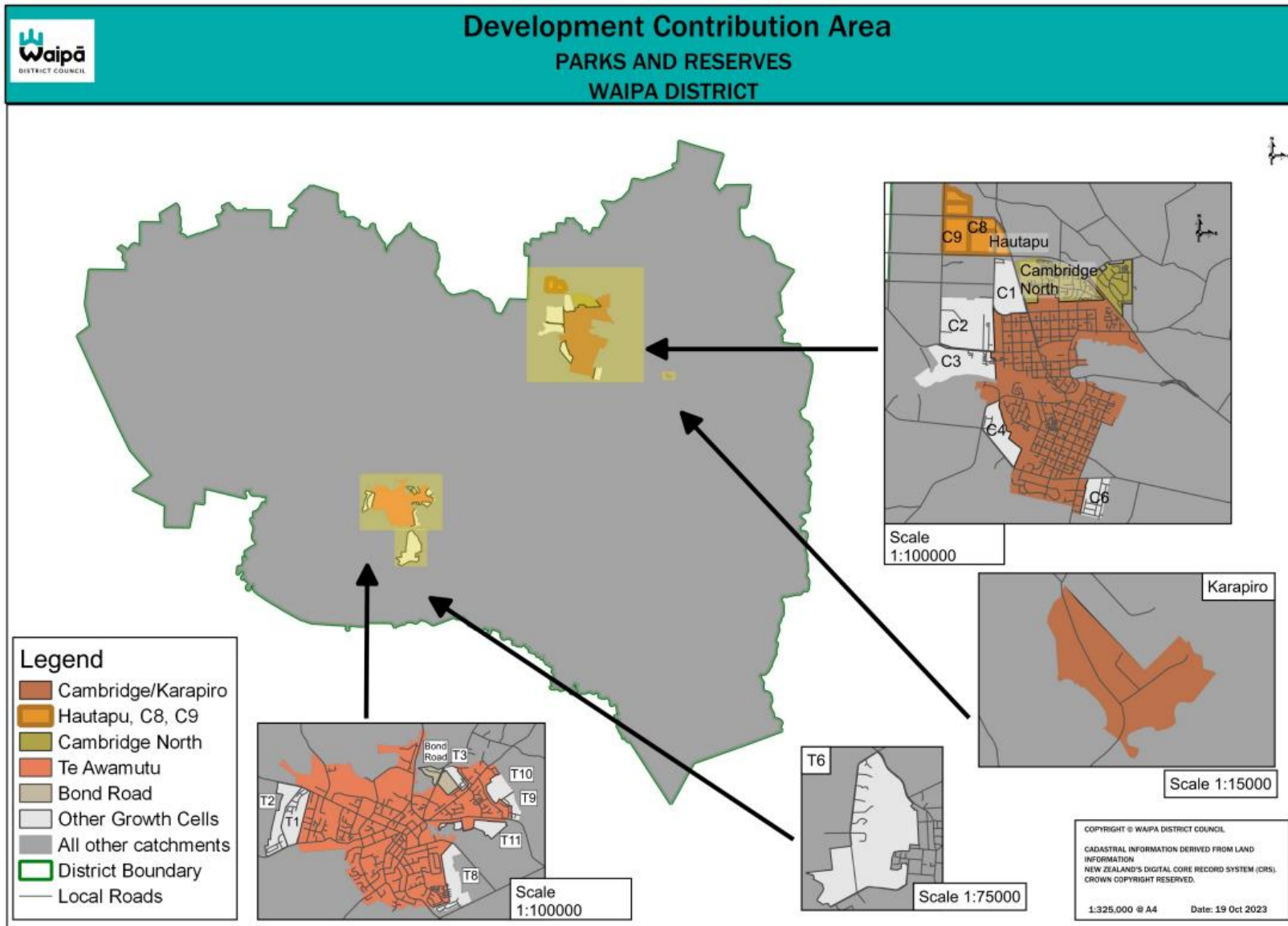
## Appendix 2: Development Contribution Catchment Maps

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<a href="#"><u>Waipā District .....</u></a>	<a href="#"><u>50</u></a>
<a href="#"><u>Te Awamutu .....</u></a>	<a href="#"><u>52</u></a>
<a href="#"><u>Kihikihi and St Leger (T6).....</u></a>	<a href="#"><u>56</u></a>
<a href="#"><u>Cambridge and Karāpiro.....</u></a>	<a href="#"><u>57</u></a>
<a href="#"><u>Ōhaupō and Pukerimu .....</u></a>	<a href="#"><u>63</u></a>
<a href="#"><u>Ngāhinapōuri.....</u></a>	<a href="#"><u>64</u></a>

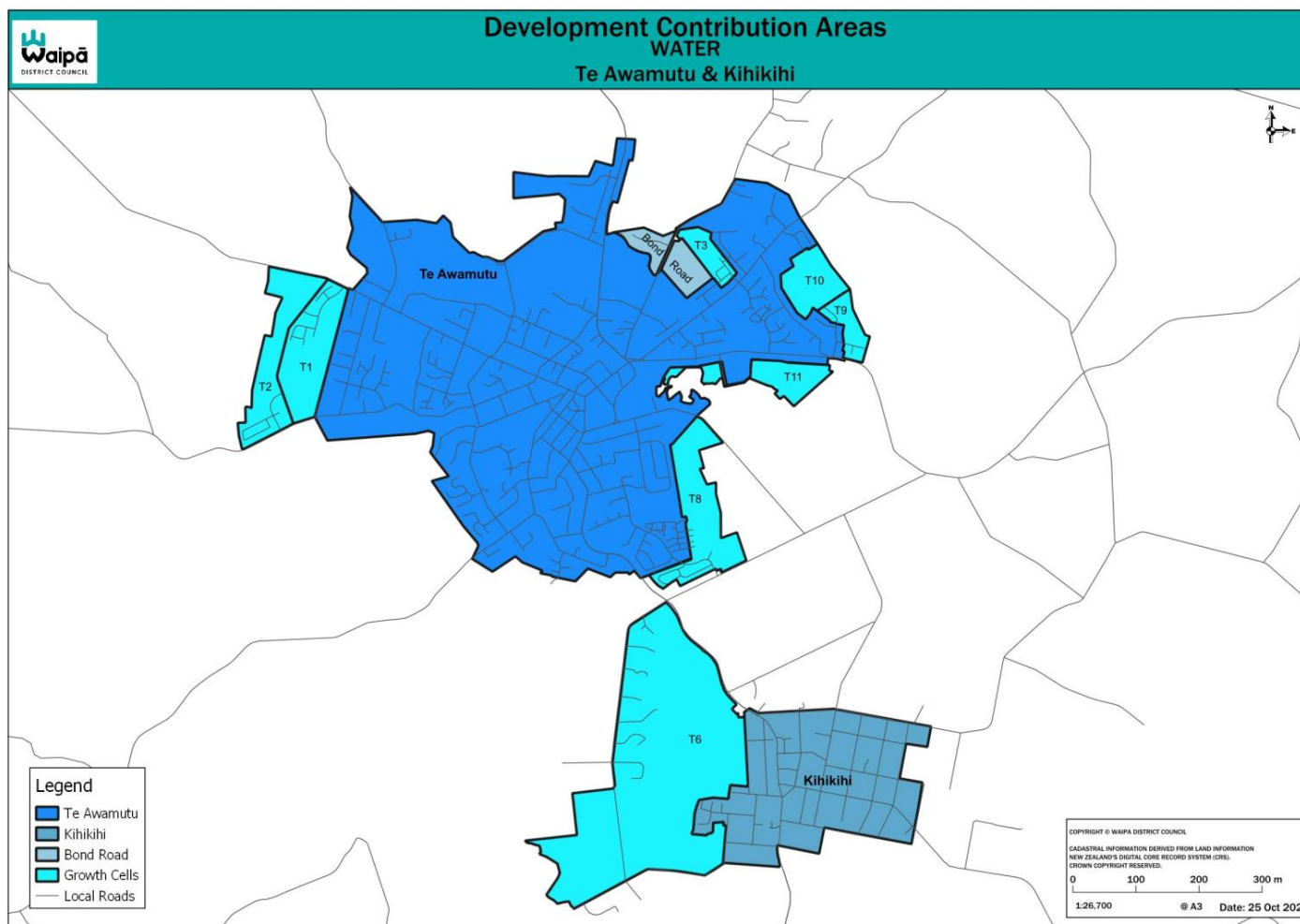
# Waipā District



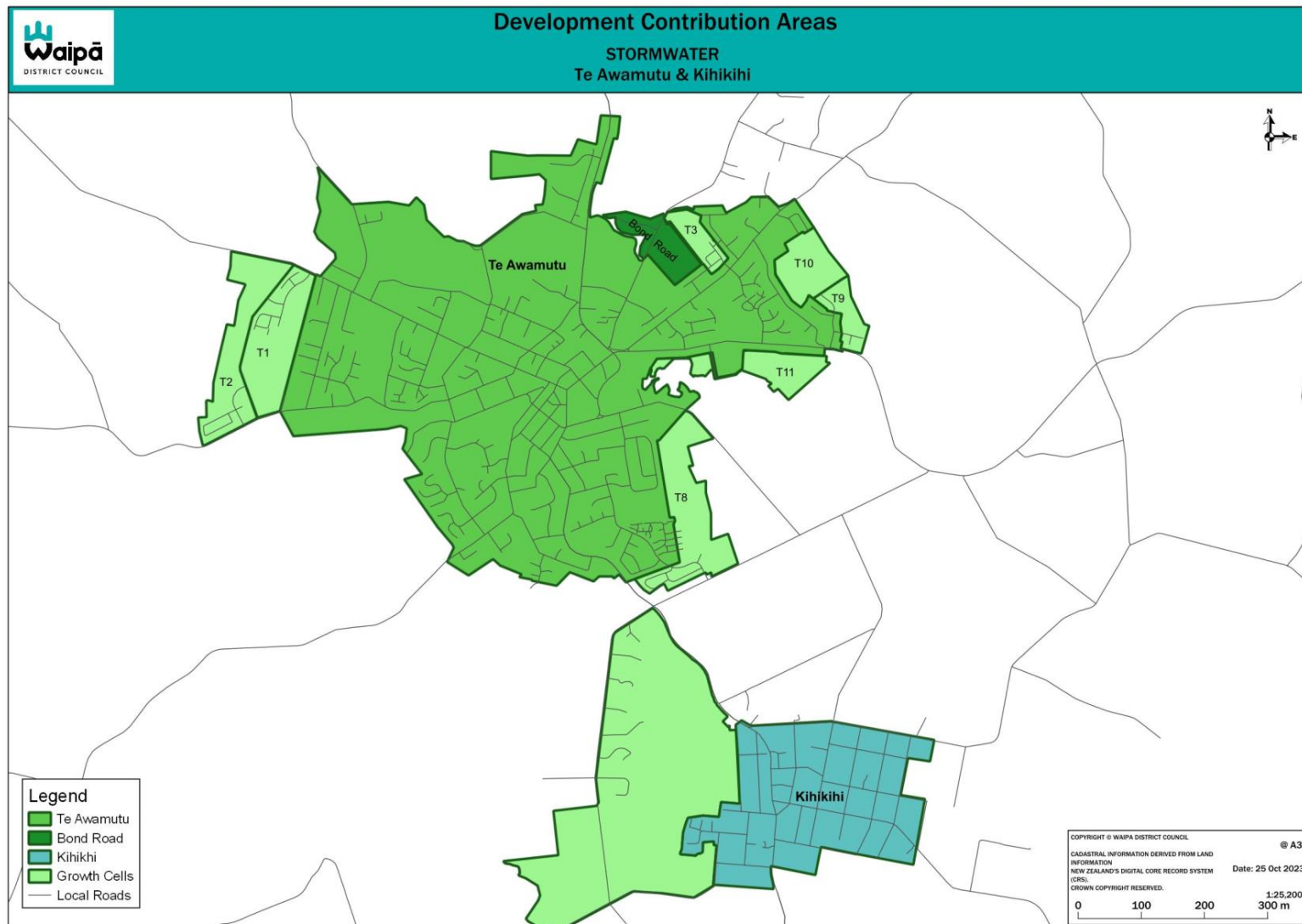


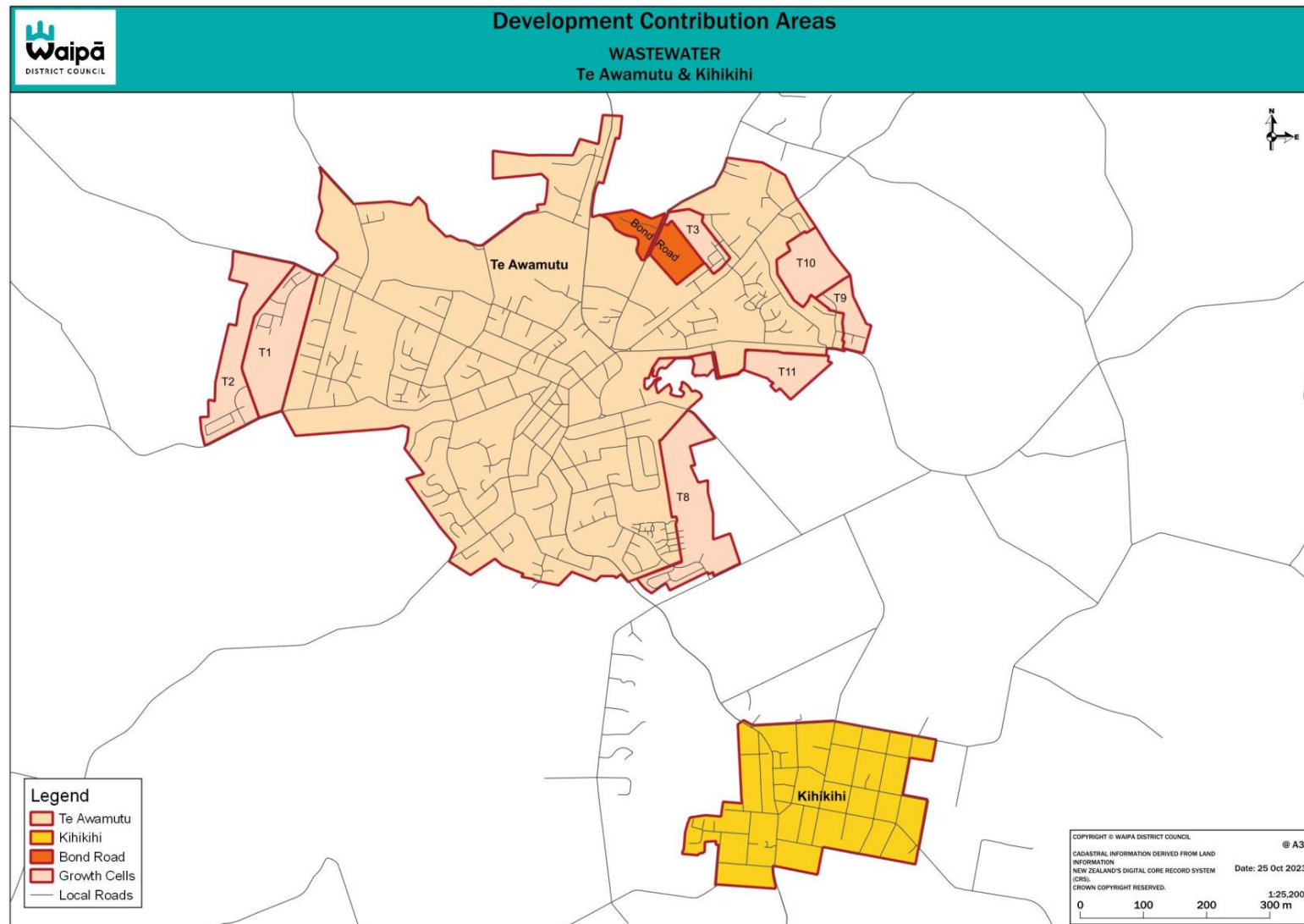
Development Contributions Policy

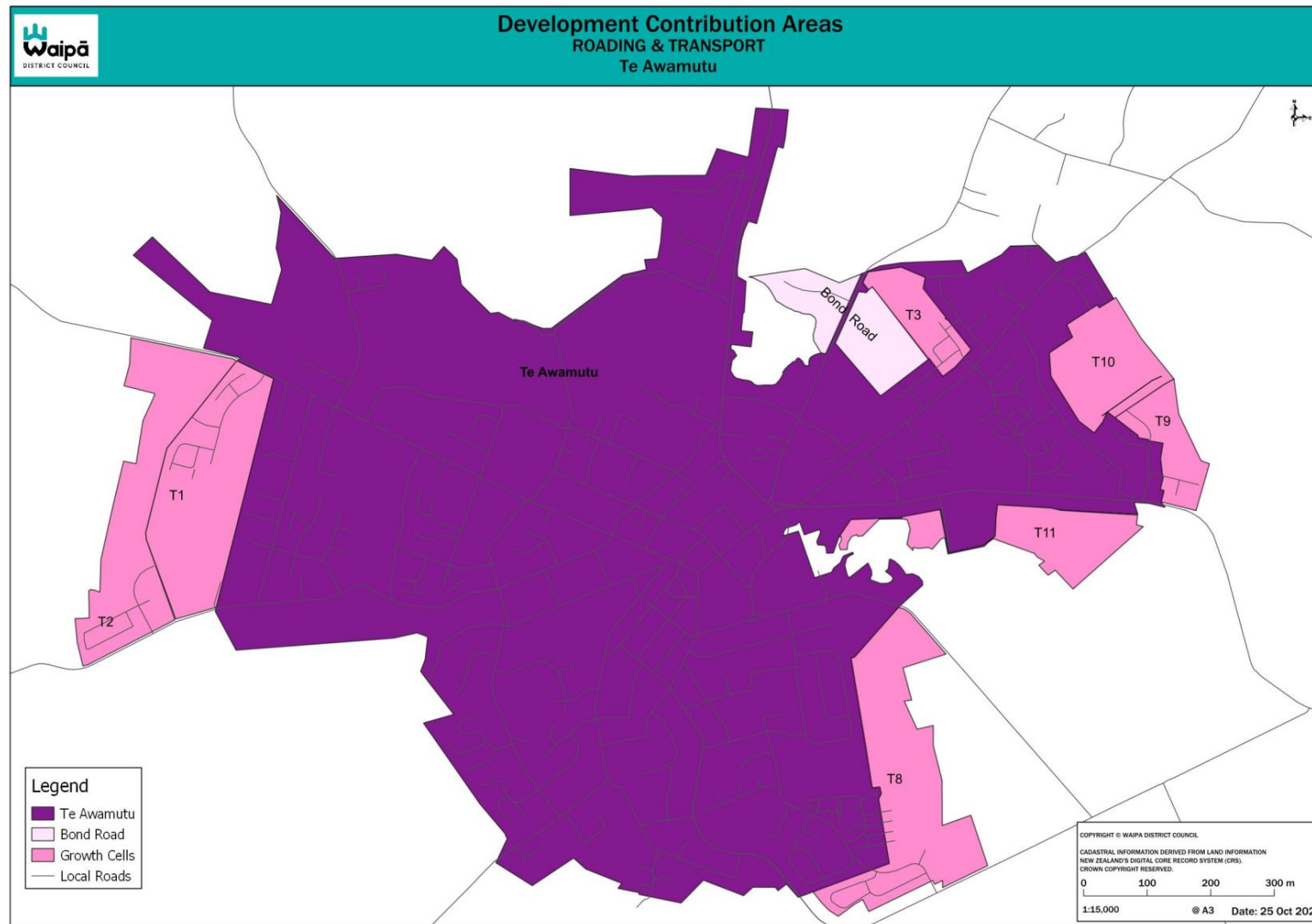
### Te Awamutu



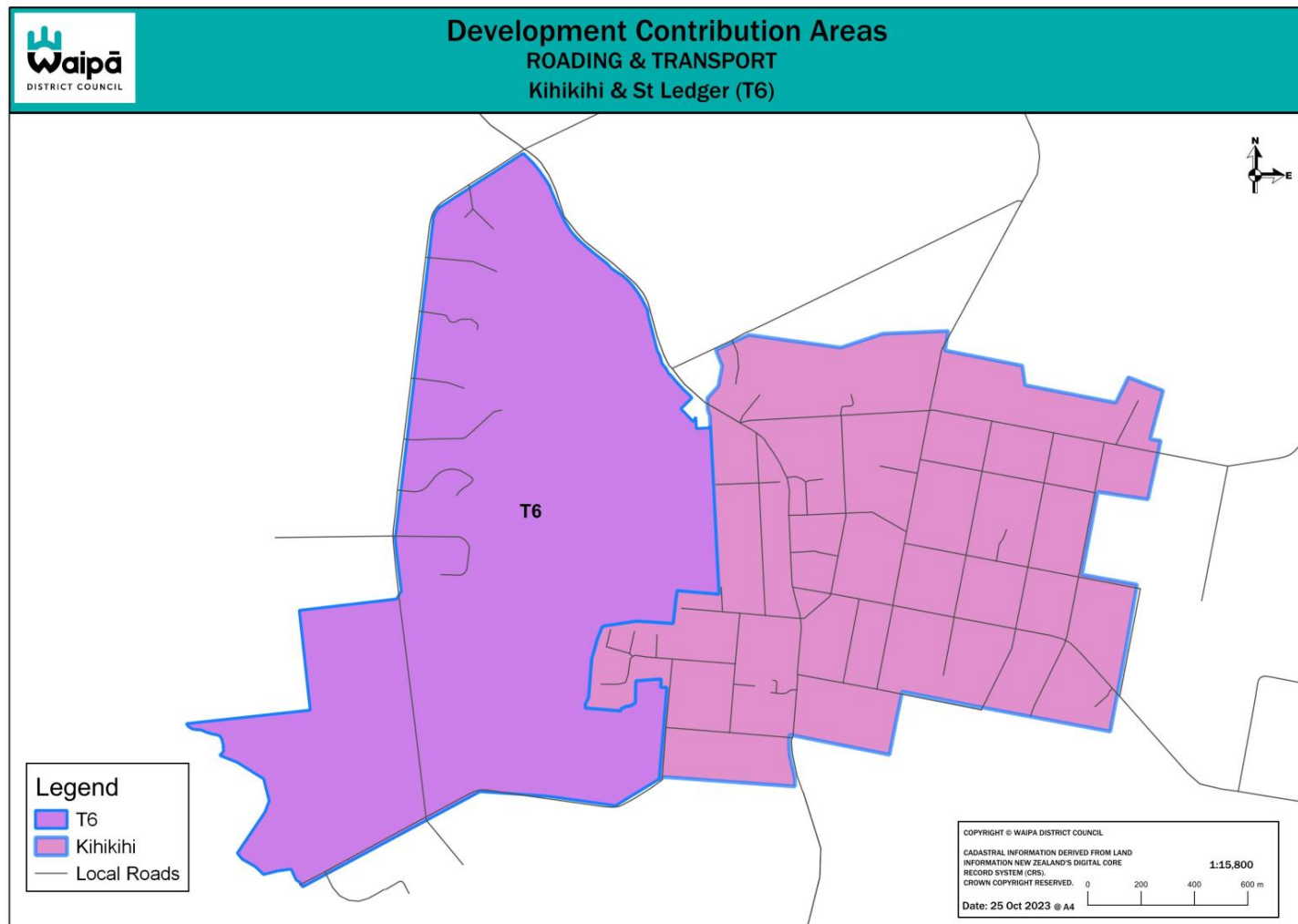






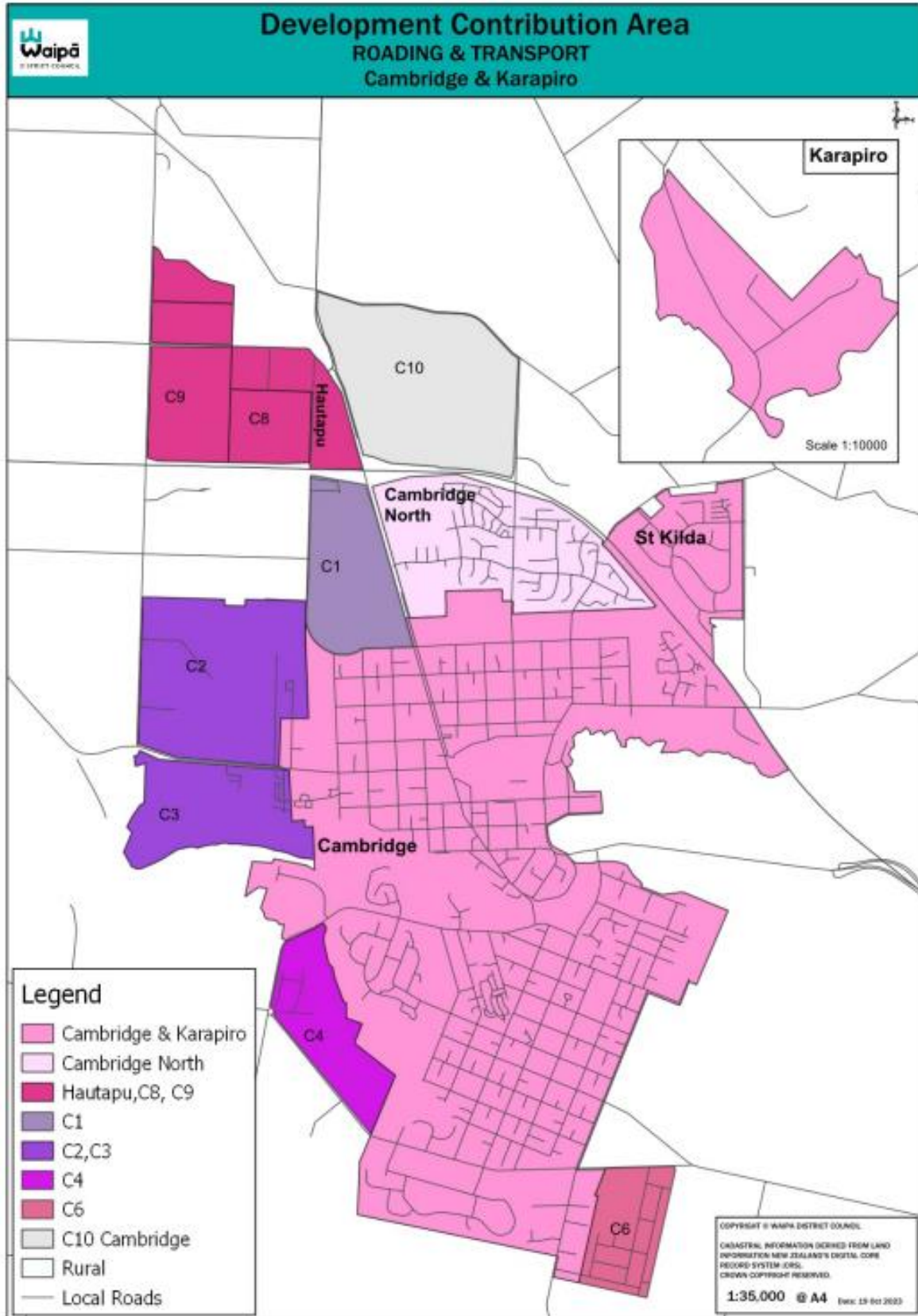


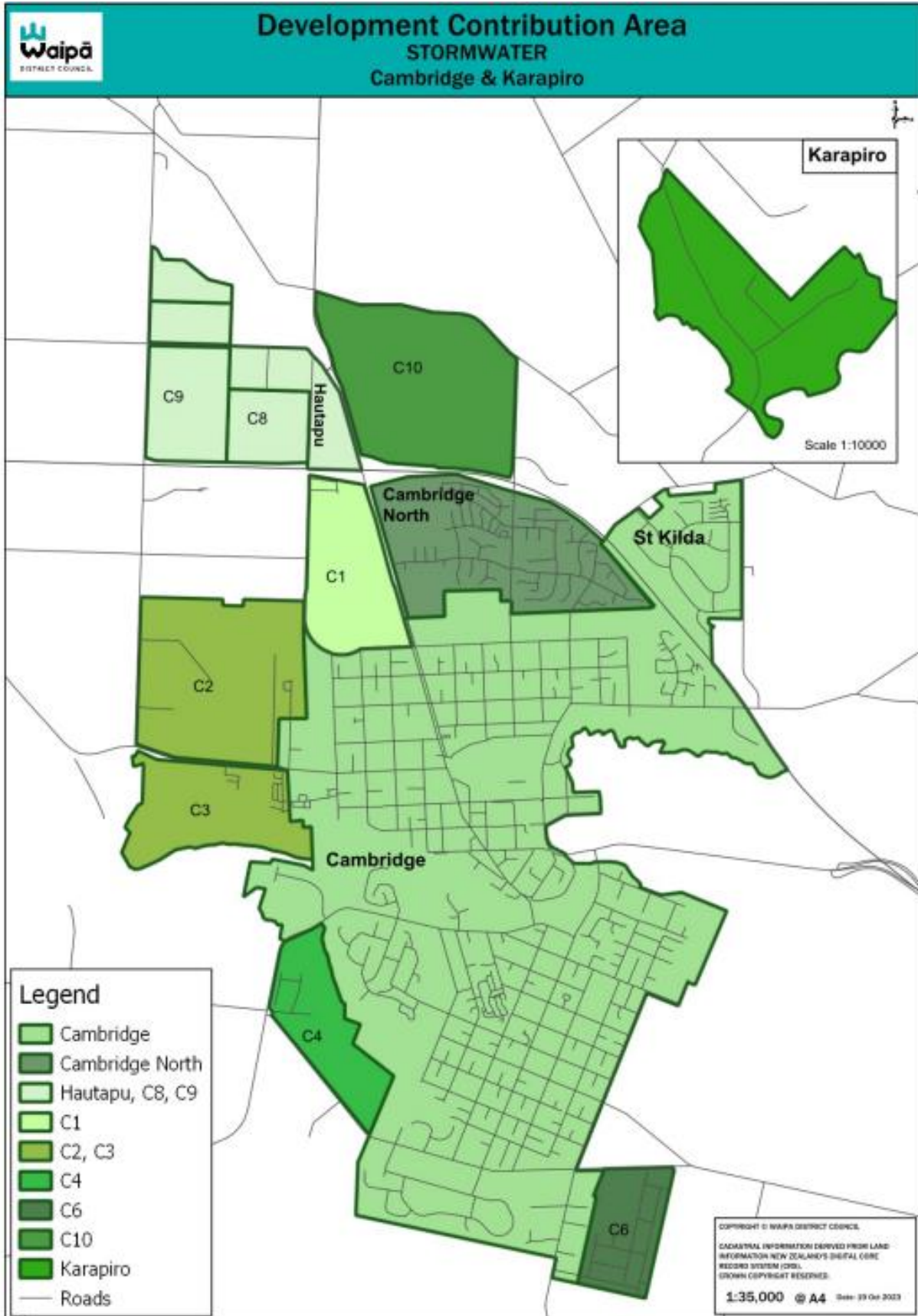
### Kihikihi and St Leger (T6)

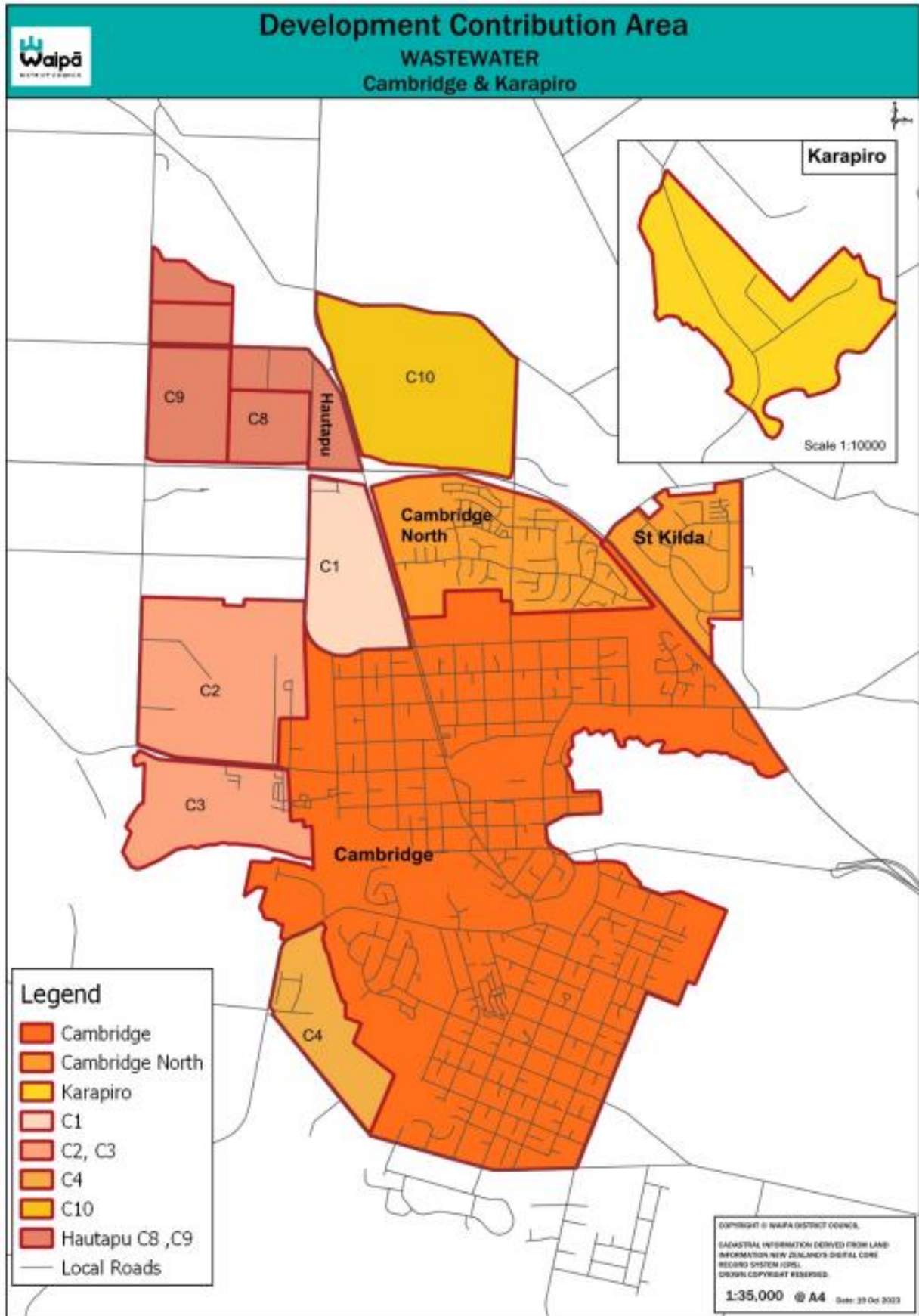




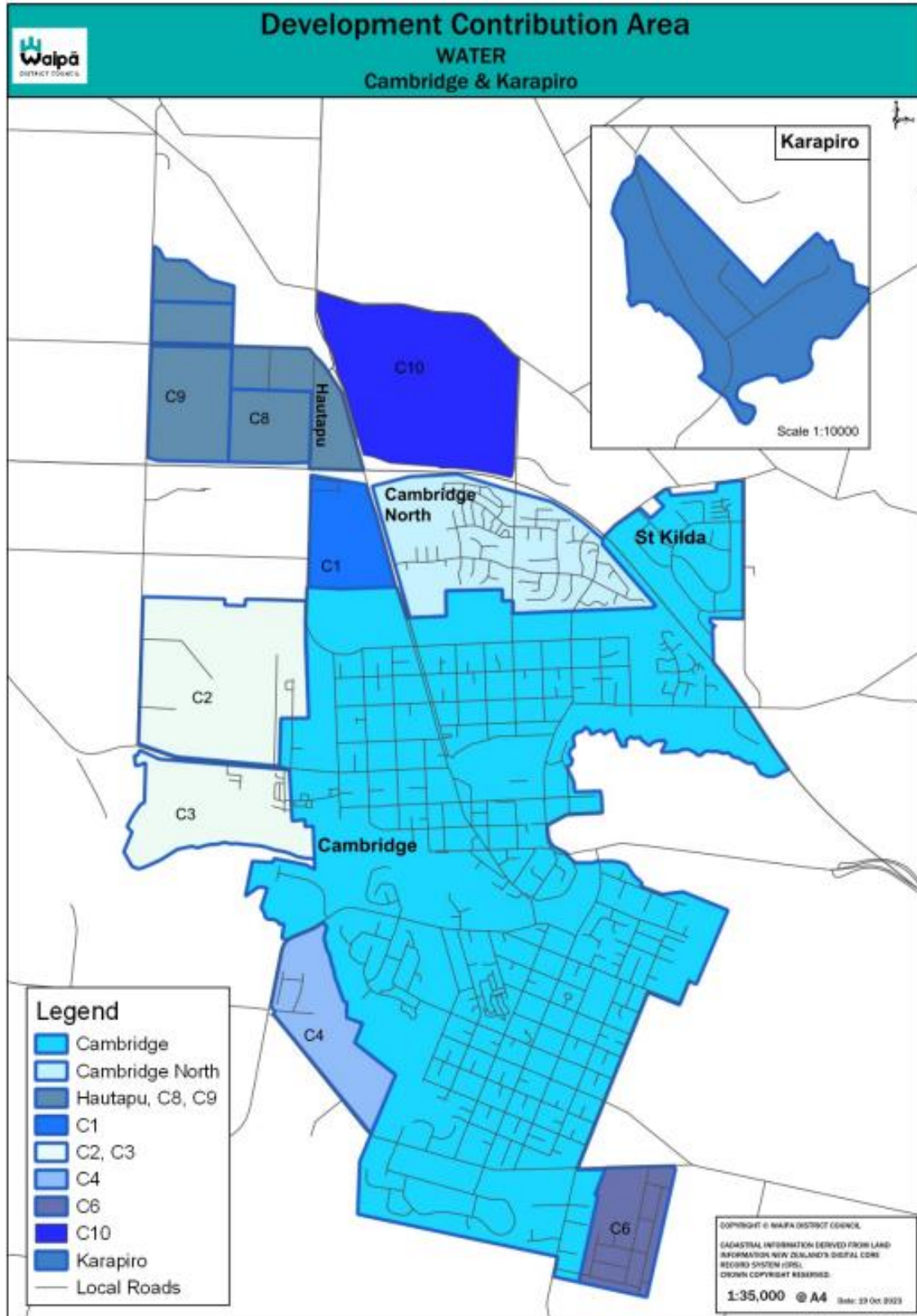
## Cambridge and Karāpiro





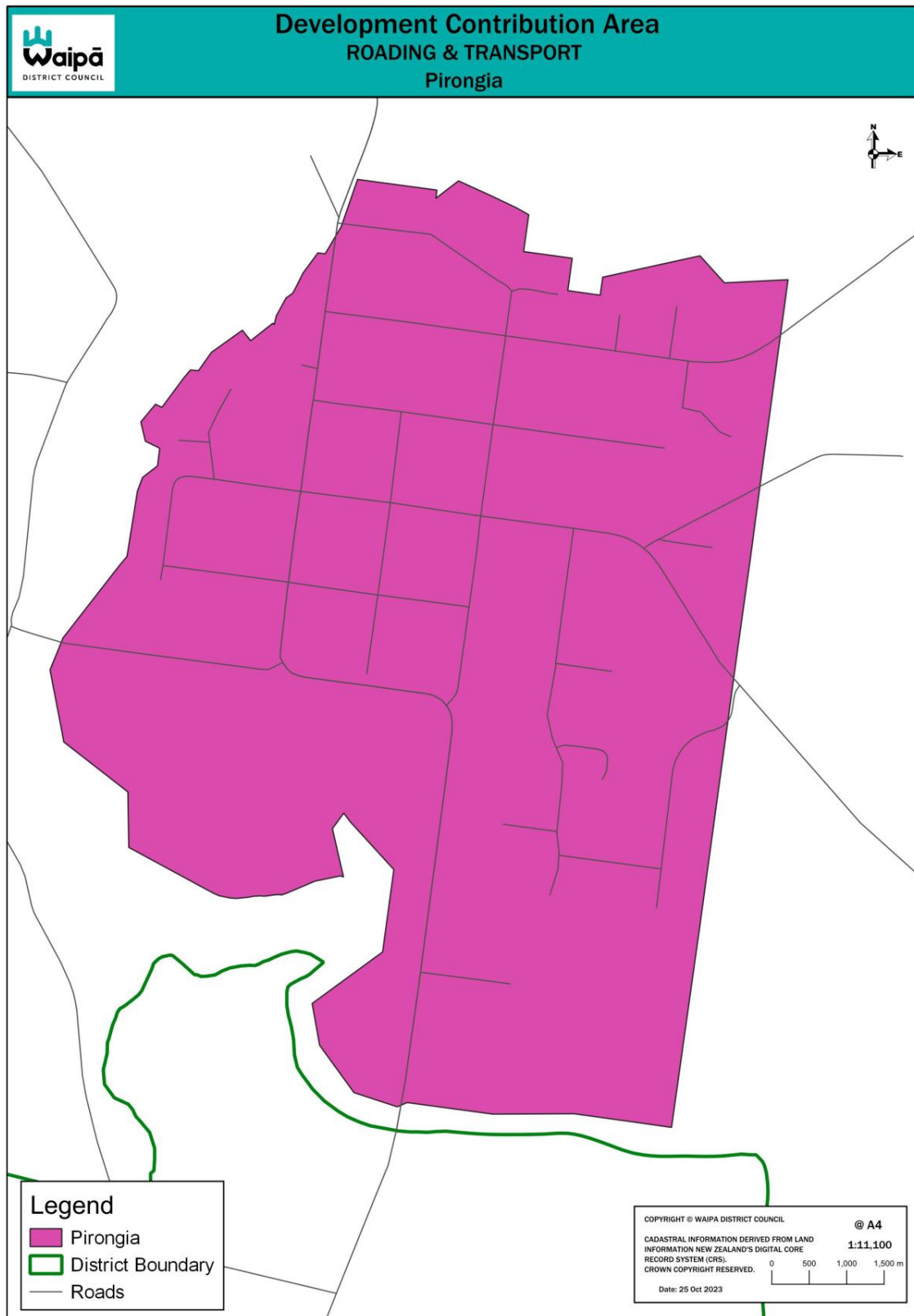


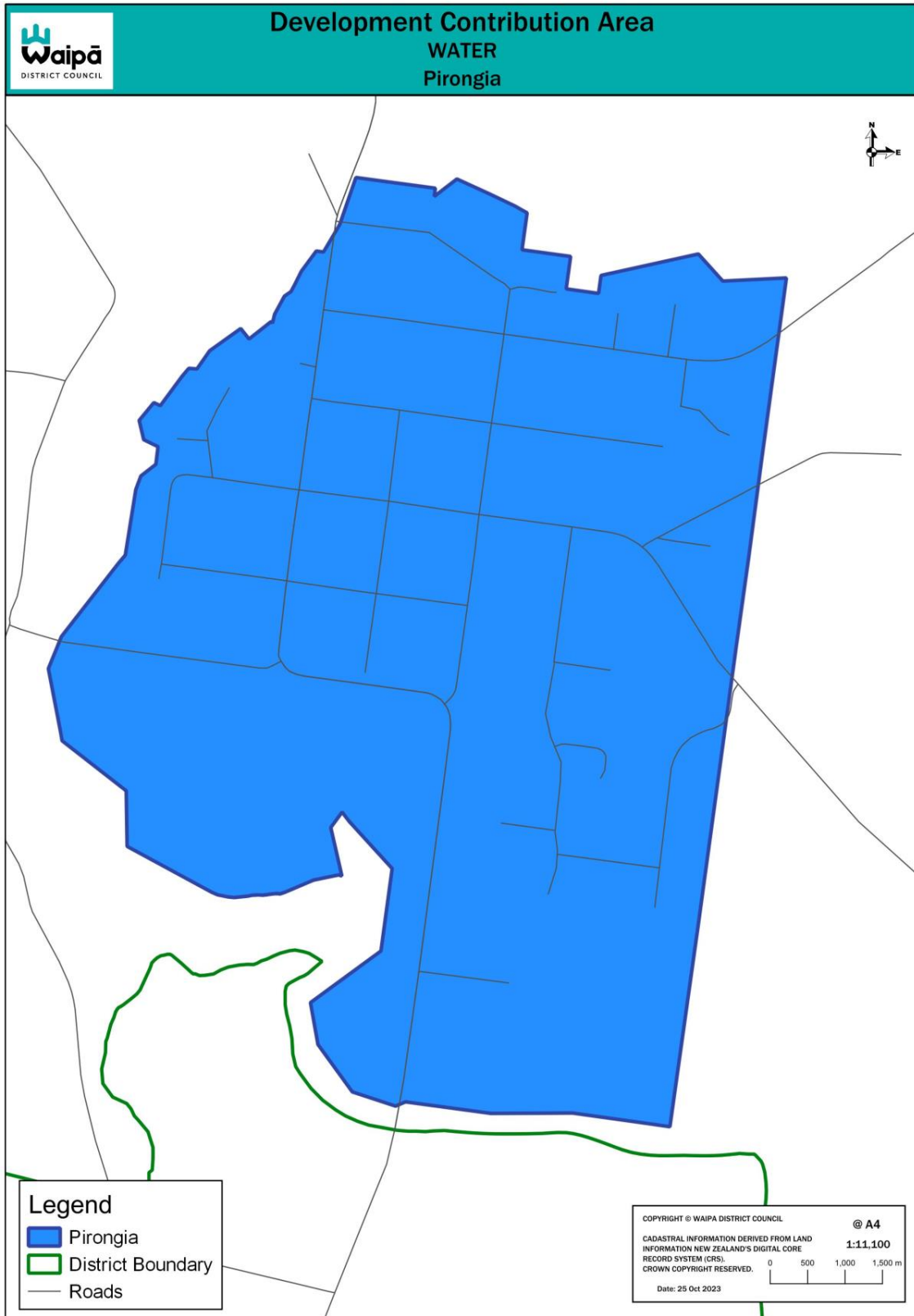




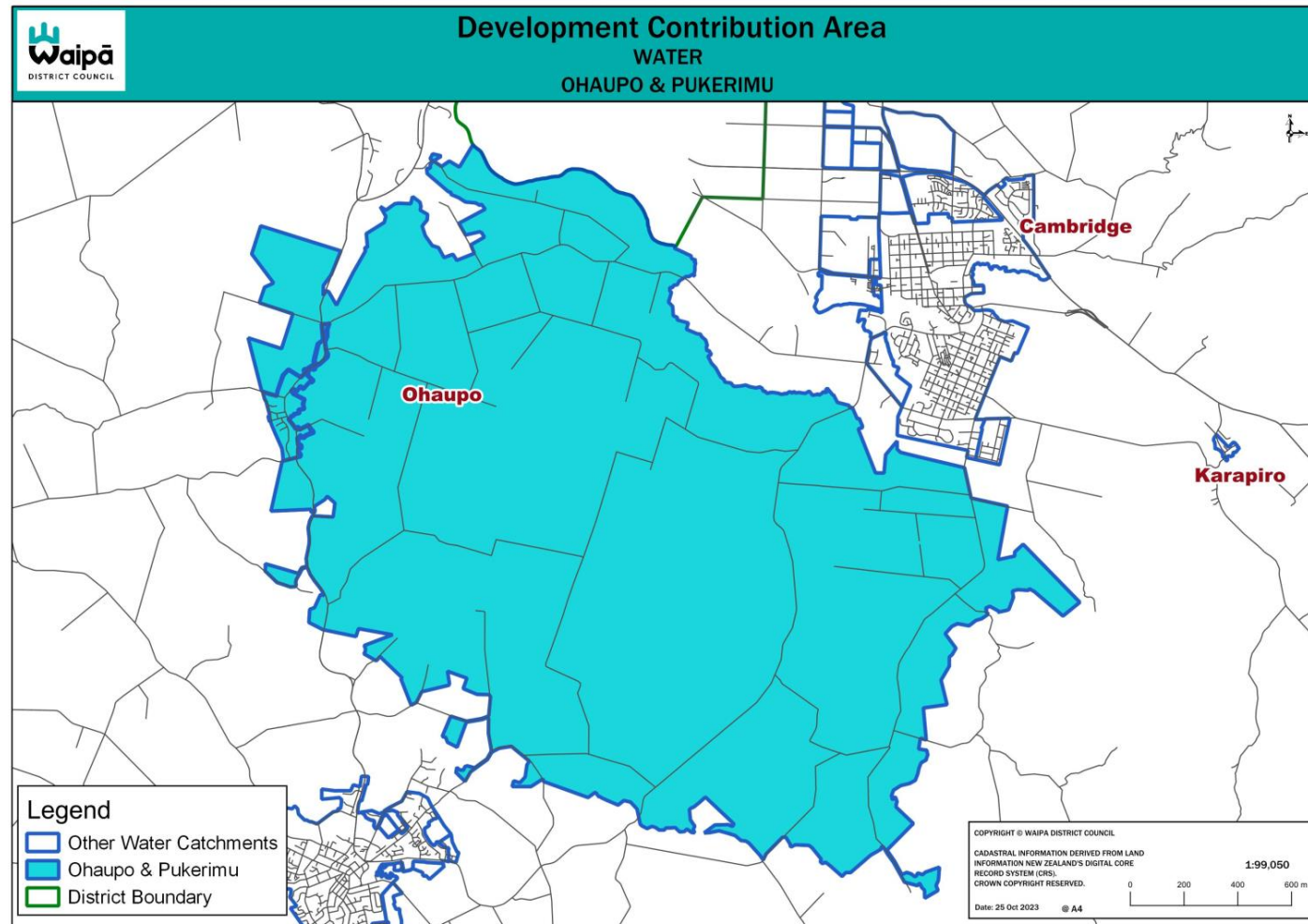


# Pirongia

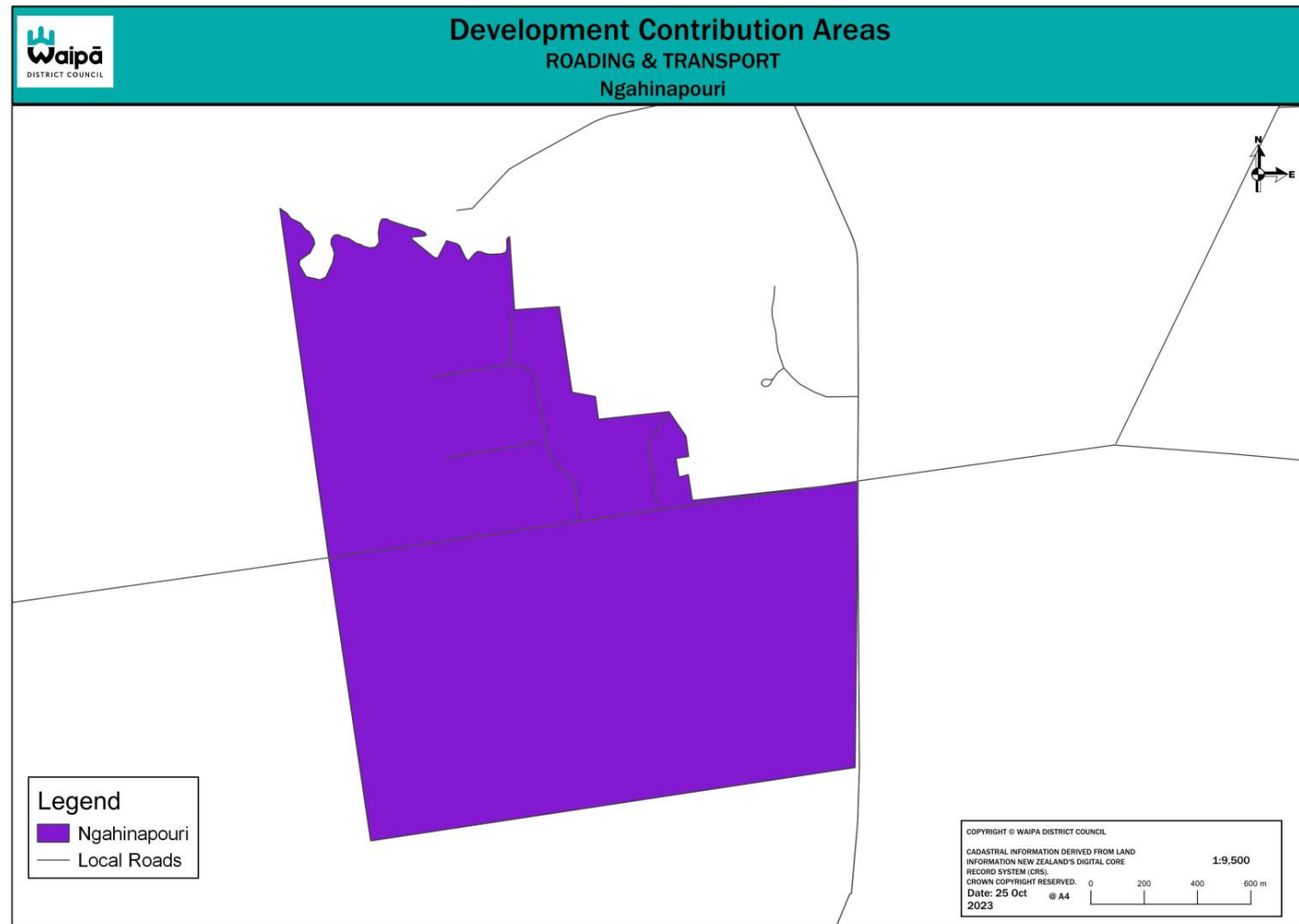




# Ōhaupō and Pukerimu



# Ngāhinapōuri



## **Appendix 3: Schedule of Assets for which Development Contributions will be used**

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**PLEASE NOTE, THIS SECTION WILL BE UPDATED PRIOR TO 17 DECEMBER MEETING.**

**TE AWAMUTU - HEAD OFFICE**

101 Bank Street, Private Bag 2402, Te Awamutu Ph 07 872 0030

**CAMBRIDGE - SERVICE CENTRE**

23 Wilson Street, Cambridge Ph 07 823 3800

[f/WaipāDistrictCouncil](#) [@/Waipā\\_NZ](#) [t/Waipā\\_DC](#)

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<b>To:</b>	Elected Members
<b>From:</b>	Manager Finance
<b>Date:</b>	10 December 2024
<b>Subject:</b>	2025-34 Long Term Plan (LTP) – Draft Revenue and Financing Policy and Fees and Charges

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**PURPOSE**

To present to Elected Members (EMs) for feedback the:

- draft Revenue and Financing Policy (Policy); and
- draft Schedule of Fees and Charges for 2025/26 (Fees and Charges).

**BACKGROUND**

The Revenue and Financing Policy determines ‘who pays for what’, and ‘by what means’. Through this, the proportion of activity costs that are targeted to be recovered through fees and charges is established. At the 11 November Elected Member workshop, feedback was sought on the principles related to the draft Revenue and Financing Policy with specific reference to fees and charges.

Direction was received on the approach to certain elements of the draft Revenue and Financing Policy. These have been incorporated into the Policy. However, it should be noted that in line with Elected Member direction, in both the lead-in to the original 2024-34 LTP, and now the 2025-34 LTP, there won’t be a comprehensive review of the Revenue and Financing Policy for this LTP.

The draft Fees and Charges reflect thresholds as they exist in the current draft version of the Policy.

**REVENUE AND FINANCING POLICY**

The main changes proposed to the Revenue and Financing Policy relate to cost recovery in terms of Council’s fees and charges as directed by Elected Members. The table below shows the revised cost recovery levels from fees for each activity.

The key change since our last workshop on this policy, and as requested at that workshop, relates to Cemeteries. Elected Members requested a smoothing of the proposed increases and that smoothing has now been done across the first 3 years. However, as per below, the level of cemeteries fee recovery remains outside the policy range for years six to nine. That non-compliance is due to costs arising from land acquisitions for future cemetery capacity which is currently constrained. A deliberate strategy will need to be developed in the next LTP to address this matter within the Revenue and Financing Policy for these later years.

Activity	R&F Policy range	Y1 Cost recovery	Y2 Cost recovery	Y3 Cost recovery	Y4 Cost recovery	Y5 Cost recovery	Y6 Cost recovery	Y7 Cost recovery	Y8 Cost recovery	Y9 Cost recovery
<b>Other revenue - in fees and charges schedule</b>										
Animal Control	55 - 65%	56%	58%	55%	55%	58%	59%	59%	60%	59%
Building control	70 - 95%	70%	70%	70%	70%	71%	70%	70%	71%	70%
Environmental Health	30 - 45%	32%	70%	30%	30%	30%	30%	31%	31%	31%
Resource Management Consent and Enforcement	45 - 70%	55%	54%	53%	52%	51%	49%	48%	48%	48%
Development Engineering	30 - 60%	48%	45%	44%	44%	45%	44%	45%	45%	44%
Karapiro Domain	35 - 55%	39%	41%	42%	43%	41%	42%	43%	43%	41%
Te Awamutu Museum	5 - 15%	7%	7%	7%	7%	7%	7%	7%	7%	7%
District Library (Cambridge & TA)	5 - 20%	7%	7%	6%	6%	6%	6%	6%	6%	6%
Cemeteries	60 - 80%	71%	67%	65%	73%	61%	53%	54%	54%	55%
Emergency Management	50 - 60%	59%	59%	58%	58%	60%	59%	59%	60%	59%
Recycling	2 - 12%	4%	4%	4%	4%	5%	5%	5%	5%	4%
Roading	2 - 12%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Water Treatment & supply	2.5 - 6%	3%	3%	3%	3%	3%	3%	3%	3%	3%
Wastewater treatment & disposal	5 - 15%	8%	7%	7%	7%	7%	6%	7%	7%	7%

Other changes proposed in the draft Revenue and Financing Policy include:

1. Reference, in line with section 102(3A)(a) of the Local Government Act 2002, that funding decisions will take the principles set out in the Preamble to the Te Ture Whenua Māori Act 1993, into account.
2. Over a six year period, Council has been moving to having the District Wide Funding requirement funded through only the General Rate (rated on capital value) and the Uniform Annual General Charge, and without the portion of the Targeted Area Rate that applied previously. With this Long Term Plan, Council has completed this phased shift. The Policy has been updated to reflect this.
3. Introducing a targeted rate for kerbside refuse collection in line with the financial planning. This will only be introduced once the service is up and running – currently planned for year five of this LTP.
4. Removing the Heritage activity under Community Services – this activity has been combined with the Parks and Reserves activity.
5. The district wide funding portion of water, wastewater and stormwater activities has been removed. Funding will be generated through targeted user charges and volumetric rates in line with the legislative direction of Central Government’s Local Waters Done Well policy.

## FEES AND CHARGES

In addition to the amendments to fees for specific activities as noted above, most other fees have been inflation adjusted.

Currently, the Fees and Charges are reviewed annually alongside the long term or annual plan. Staff propose a change to the review cycle from annual to every three years alongside the Long Term Plan. Annual inflationary increases will be provided for in the fees determined in these multi-year cycles. This is to make the most efficient use of available resourcing, and to give certainty of fees for future years. The draft Schedule of Fees and Charges includes proposed fees for the 2025/26 and 2026/27 financial years. Given the reduced timing to the next long term plan, it is proposed that Fees and Charges will be reviewed again in two years time as part of the 2027-37 Long Term Plan. If however, the need to review the Fees and Charges arises before that time due to significant changes



## MEMO

in inflationary assumptions or changes in the operating environment, a review can be undertaken alongside the Annual Plan.

### NEXT STEPS

Direction is to be provided at this workshop on the draft policy and fees and charges with endorsement to be provided by Council at its meeting on 17 December.

### ATTACHMENT

Title	ECM #
Draft Revenue and Financing Policy	<a href="#">11330253</a>
Draft Schedule of Fees and Charges	<a href="#">11347120</a>



Jolanda Hechter  
**MANAGER FINANCE**



Ken Morris  
**DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT**

# DRAFT REVENUE AND FINANCING POLICY

DECEMBER 2024



## Introduction

The Revenue and Financing Policy ('the policy') outlines Waipā District Council's policies on the funding sources to be used to fund the operational and capital expenditure of Council's activities and the rationale for their use.

The policy is required by sections 102 and 103 of the Local Government Act 2002 (the Act). The policy must be included in the long term plan (LTP) as required by schedule 10, clause 10. Section 103(4) requires that where a change to the policy is made outside of the LTP process, only a significant amendment is required to be audited.

Section 103(2) of the Act allows the following mechanisms to be used for funding the operating or capital expenditure of Council's activities:

1. General rates including
  - i. Choice of valuation system; and
  - ii. Differential rating; and
  - iii. Uniform annual general charges
2. Targeted rates
  - i. Lump sum contributions
3. Fees and charges
4. Interest and dividends from investments
5. Borrowing
6. Proceeds from asset sales
7. Development contributions
8. Financial contributions under the Resource Management Act 1991
9. Grants and subsidies
10. Any other source.

In addition to identifying the sources of funding under section 103(2) of the Act, the policy must set out why Council has determined they should be used. A two-step process is required under section 101(3) of the Act.

Firstly, for each activity, Council must consider the following matters:

- The community outcomes to which the activity primarily contributes;
- The distribution of benefits between the community as a whole, any identifiable part of the community, and individuals;
- The period of time over which benefits occur (intergenerational equity);
- The extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity (also called the 'exacerbator pays' principle, which suggests that the exacerbators should meet at least part of the cost of an activity); and
- The **costs** and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities.

Secondly, following consideration of these matters, Council must consider the overall impact of this allocation of liability on the current and future wellbeing of the community (section 101(3)(b) of the Act).

In deciding how activities will be funded, Council first looks to sources other than rates. These sources include fees and charges, grants and subsidies. Rates are Council's major source of income although grants, fees and charges, subsidies, levies and loans also provide substantial funding.

[As required by section 102\(3A\)\(a\), Council will take the principles set in the Preamble to Te Ture Whenua Māori Act 1993 into account when considering funding decisions.](#)

The Local Government Act requires Council to produce a Funding Impact Statement that provides details on the funding mechanisms to be used for each year covered by the Long Term Plan (Schedule 10, clause 15). The Funding Impact Statement shows how Council intends to implement the Revenue and Financing Policy each year. It also shows the amounts to be collected from each available source, including how various rates are to be applied.

## Changes since the 2021 policy was adopted

A high-level review was undertaken with a particular focus on some key areas of the 2021 policy. The following changes have been incorporated into the 2025 policy.

### District wide funding

Activities with a whole of district benefit have previously been funded through a mix of general rate (determined on capital value), Uniform Annual General Charge (UAGC) and a portion of the targeted area rates. This was referred to in this policy as 'District wide funding'. Over a period of six years the targeted area rate element of the District wide funding has been intentionally phased out and District wide funding is now a mix of general rate and UAGC. Targeted area rates still exist for specific area activity funding.

### District wide funding portion of water, wastewater and stormwater activities

The district wide funding portion of water, wastewater and stormwater activities has been removed. Funding will be generated through targeted user charges and volumetric rates in line with the legislative direction of Central Government's Local Waters Done Well policy.

### Application of section 101(3) of the Act

This section sets out how Council has applied its analysis of section 101(3) to the funding sources in sections 3 and 4 of this policy.

#### Community outcomes

Council is required to identify the community outcome to which each activity primarily contributes. Each activity is assigned to one or more community outcomes. Council’s community outcomes are:

Outcomes	Description
	<p><b>Socially wellbeing – all about people</b></p> <ul style="list-style-type: none"> <li>• Great place to live, work and play and invest.</li> <li>• Invest in health and wellbeing and support community groups.</li> <li>• High quality of life.</li> </ul>
	<p><b>Cultural champions - promote culture and heritage</b></p> <ul style="list-style-type: none"> <li>• Unique history cultural awareness.</li> <li>• Tangata whenua partnerships.</li> <li>• Respect cultural diversity.</li> </ul>
	<p><b>Environmental champions – protect and sustain the environment</b></p> <ul style="list-style-type: none"> <li>• Promote awareness and responsibilities.</li> <li>• Support programmes.</li> <li>• Responsive to climate change.</li> </ul>
	<p><b>Economically progressive - supporting a thriving, sustainable economy</b></p> <ul style="list-style-type: none"> <li>• Financially sustainable decision-making.</li> <li>• Provide economic stimulus through new infrastructure.</li> <li>• Provide value for money from services, promotion and a great place to invest and do business.</li> </ul>

#### Distribution of benefits

Section 101(3)(ii) of the Act requires Council to assess the ‘distribution of benefits between the community as a whole, any identifiable part of the community and individuals’. For this assessment, Council has identified three types of benefits:

##### 1. Public benefit - whole district

This is any service or product that is available to all:

- From which it is not practicable to exclude and/or identify particular user(s);
- Where use by one particular individual or group does not consume the service or product and it remains available for the benefit of others;
- That typically does not incur significant additional costs for additional users;
- That may benefit the community generally through option value (availability), existence value (quality of life), bequest value (a legacy for later generations) or prestige value (civic pride).

## 2. Public benefit - community

This is any service or product (as above for the whole district) which can be identified to a specific part of the community usually by location, i.e., by area.

## 3. Private benefit

This is any service or product:

- a) That is used only by a particular individual or group;
- b) That once purchased or used, the service or product is not available for use by another individual or group;
- c) That has a quantifiable incremental cost according to the number of users.

For a number of activities, Council has established a range of values for the percentage split of public and private benefits as these can vary from year to year depending on the demand for services and the level of debt servicing within the activities.

### Period of benefits

Council is required to assess the period in or over which those benefits are expected to occur which will in turn indicate the period in which the operating and capital expenditure should be funded. For all activities, operating costs are directly related to providing benefits in the year of expenditure and are funded on an annual basis.

Assets provide benefits for the duration of their useful lives ranging from a few years to many decades for infrastructural assets. The concept behind intergenerational equity is to match the period over which an asset is funded to the period where benefits are derived from the use of the asset.

### Exacerbator pays

Council is required to consider the extent to which the action or inaction of particular individuals or a group contribute to the need to undertake the activity. The 'exacerbator pays' principle basically holds that those whose actions or inactions give rise to a need to undertake a particular activity should meet part of the cost of that particular activity.

### Costs and benefits

Council is required to consider the costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities using a different rate or combination of rates.

### Overall impact of revenue needs on wellbeing

When Council has completed its activity-by-activity analysis and allocation of funding mechanisms, it examines the overall effect of the allocation to ensure that it does not adversely impact on the current or future wellbeing of the district. To achieve this, Council's revenue policies have regard to the following principles:

- a) Fairness/equity
- b) Uniformity
- c) Efficiency

- d) Stability
- e) Simplicity
- f) Justifiability.

Council assesses the effect of proposed funding mixes on a range of properties, including low and high-value residential properties in urban areas and townships, rural properties, and commercial/industrial properties. As part of this assessment Council can adjust the proportion of the general rate, uniform annual general charge and targeted area rate which make up district-wide funding if the annual effects of relative changes in the level of rates between various types of properties in the district require moderation.

### Funding sources – operational expenditure

Operating expenditure is expenditure on the day-to-day operations of Council. Council's policies in relation to the funding of operating expenses are set out to ensure prudent financial management and compliance with legislative requirements and generally accepted accounting practice.

Council may choose not to fully fund operating expenditure in any particular year if the deficit can be funded from operating surpluses in the immediate, preceding, or subsequent years. An operating deficit will only be budgeted when it would be beneficial to avoid significant fluctuations in rates, fees or charges.

In addition, Council may choose to fund more than is necessary to meet the operating expenditure in any particular year. It will only budget for such an operating surplus if necessary to fund an operating deficit in the immediate, preceding or subsequent years, or to repay debt having regard to forecast future debt levels or to avoid significant fluctuations in rates, fees or charges in future years.

From time-to-time loans may also be used to cover the costs of operating projects. These are likely to be projects which span more than one year and/or the outcome of which is expected to last for some time (e.g. the District Plan review). Any projects to be funded from loans will be identified in the annual Funding Impact Statement.

The proportion of district-wide funding provided by general rates, uniform annual general charge and targeted area rates are determined and disclosed each year in the Funding Impact Statement.

Council has determined that the following sources may be used to fund operating expenditure:

#### Rates

In selecting funding mechanisms for each activity, Council seeks to fund private benefit from fees and charges, community benefit from targeted rates, and whole district benefit from a mixture of general rates, and uniform annual general charges ~~and targeted rates~~ for district-wide activities.

The mixture of general rates ~~and~~ uniform annual general charge ~~and targeted rates~~ for district-wide activities is referred to in this policy as 'district-wide funding'. District-wide funding is also used to meet the shortfall where the fees and charges that are collected are less than the assessed private benefit of the activity.

#### General Rates

Council uses a capital value rating system across the district. Capital value is preferred to land value because Council believes this generally provides a better surrogate for ability to pay. Rates in a capital value rating system are collected as follows:



A general rate is a rate in the dollar for the capital value of the property and is used to meet a portion of district-wide funding.

#### Uniform Annual General Charge

A uniform annual general charge, based on a fixed amount per separately used or inhabited part of a rating unit (SUIP), is used to meet a portion of district-wide funding.

Definition of a Separately Used or Inhabited Part of a Rating Unit:

A separately used or inhabited part of a rating unit exists where there is use or ability to use a part or parts of the rating unit as an independent residence; or in the case of a rating unit used for commercial or industrial business, where there is use or ability to use a part or parts of the rating unit for independent trading operations. *This is on the basis that where a rating unit is configured for the purpose of separate habitation or use, even if it is not currently occupied, this constitutes a separate use of the rating unit by the owner. The following are guides to how this will be applied.*

In a residential situation an independent residence is defined as having a separate entrance and separate cooking, living and toilet/bathroom facilities. A separately used or inhabited part comes into effect in a business situation when the property has been set up to accommodate, or is accommodating, separate lessees, tenants, or the like, or the ability to operate separate businesses from the same rating unit.

The following examples are separately used or inhabited parts of a rating unit:

- a) Individual flats, apartments, or dwellings.
- b) A building or parts of a building that can be used as independent trading operations.
- c) Vacant rating units.
- d) A dwelling attached to a shop or other business premises.
- e) A residential building or part of a residential building that is used or can be used as an independent residence.

The following are not considered to be separately used parts of a rating unit:

- a) Residential sleep out or granny flat that does not meet the definition of an independent residence.
- b) A hotel room with or without kitchen facilities.
- c) A motel room with or without kitchen facilities.

#### Targeted rates

The targeted area rate which is a fixed amount per rating unit is collected on a differential basis based on location.

The targeted area rate is used to meet the community/group benefit element of activities which includes community boards, community grants, libraries, Cambridge Pool, Te Awamutu Events Centre, District Museum, community properties, Cambridge Town Hall, recycling, Cycling Centre of Excellence and passenger transport.

- a) [A proportion of district-wide funding.](#)

Targeted rates can either be based on a rate in the dollar for the capital value of the property, or a fixed amount per property either by rating unit or by SUIP.

Targeted rates are used to fund activities such as **rural halls and town** halls, recycling, [kerbside refuse collection](#), Cambridge Community Sports Hall, stormwater, water treatment and supply and wastewater treatment and disposal.

#### Fees and charges

Generally, Council will use fees and charges to recover the 'private benefit' costs of a particular activity if it is economically viable to do so.

#### Grants and subsidies

Some activities undertaken by Council qualify for grants or subsidies from the Crown. In particular, Council receives a subsidy from the Waka Kotahi NZ Transport Agency (NZTA) for qualifying roading expenditure.

#### Development contributions

Revenue from development contributions can be used to cover the interest expense from loans relating to growth funded projects, where there is a timing difference between capital expenditure and development contribution revenue.

#### Other sources of income

This is a catch-all classification, and the income is treated in the same way as fees and charges. It includes parking infringement fines, rates penalties, income from interest and lease income.

### Funding operational expenditure by activity

The tables below illustrate the outcome of the analysis undertaken by Council in relation to section 101(3). The tables ‘community outcomes’ and ‘funding principles’ are assessed for the entire group of activity, and the tables ‘economic benefit assessment’ are assessed for each activity within that group. Where appropriate, footnotes are provided for additional rationale of the funding of the targeted area rate.

The ‘community outcomes’ tables below show the community outcomes to which each group of activity primarily contributes. These tables show only the primary considerations, and it is acknowledged that most activities contribute to more outcomes than those shown.

The ‘funding principles’ tables show how the funding principles in sections 101(3)(b) to (e) of the Act relate to each group of activity. The analysis assists Council in determining which funding mechanisms are appropriate for each activity. Generally, those activities which score low for user pays or for cost/benefit of separate funding are best funded by general rates, whilst those scoring higher in those areas are best funded by user charges or targeted rates.

The low/medium/high rating relates to the degree by which each group of activity conforms to the following economic principles:

- a) Distribution of benefit – the degree to which benefits can be attributed to individuals/groups, rather than the whole community.
- b) Period of benefit – the degree to which benefits can be attributed to a future period.
- c) Extent of action/inaction – the degree to which action or inaction of groups or individuals gives rise to need for expenditure.
- d) Cost/benefit of separate funding – the degree to which costs and benefits justify separate funding of this activity.


The ‘economic benefit assessment and funding target’ tables detail how each activity within the group of activity is proposed to be funded, and what the funding targets are for each activity. Generally, these tables show that where a private benefit exists, the cost of this is to be recovered by user charges or a targeted rate. The cost of public benefits is usually funded via district-wide funding or via the targeted area rate for benefits restricted by location.

Costs for each group of activity include the allocation of Council’s support service overheads.

### Governance and Support Services

Table 1: Governance and Support Services – community outcomes primarily contributed to

**Commented [KM1]:** again, let's just make sure the community outcomes named here and through the document are still correct

Governance and Support Services - community outcomes primarily contributed to		
	<b>Economically progressive</b>	<ul style="list-style-type: none"> <li>• Financially sustainable decision making.</li> <li>• Provide value for money from services, promotion and a great place to invest and do business.</li> <li>• Provide economic stimulus through new infrastructure.</li> </ul>

Governance and Support Services - community outcomes primarily contributed to		
	<b>Social wellbeing</b>	<ul style="list-style-type: none"> <li>Great place to live, work, play and invest.</li> </ul>
	<b>Cultural champions</b>	<ul style="list-style-type: none"> <li>Unique history cultural awareness.</li> <li>Tangata whenua partnerships.</li> <li>Respect cultural diversity.</li> </ul>
	<b>Environmental champions</b>	<ul style="list-style-type: none"> <li>Support programmes.</li> </ul>

**Table 2: Governance and support services funding principles**

Group of Activities	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Governance and support services	Low	Low	Low	Low

**Table 3: Governance and support services economic benefit assessment and funding targets**

Group of Activity	Economic benefit assessment			Funding Targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Council and elections			100%				100%
Community boards		90%	10%			90% <sup>1</sup>	10%
Community grants	7% - 11%	45% - 55%	33% - 47%	5% - 13%		87% - 95% <sup>2</sup>	
Strategic planning			100%				100%
Community relationships			100%				100%
Corporate			100%				100%
Development Contributions	100%			100% <sup>3</sup>			

<sup>1</sup> The Te Awamutu Community Board is allocated to Te Awamutu and Kakepuku areas, the Cambridge Community Board is allocated to the Cambridge and Maungatautari areas.

<sup>2</sup> These are allocated to the area to which the grant relates/benefits, grants benefiting the whole district are funded across all areas.

<sup>3</sup> Interest expense from growth loans to be paid by development contribution revenue.

### Governance and support services funding conclusion

Council, elections, strategic planning and communications provide a public benefit to the whole district and should be funded by all ratepayers through district-wide funding. The Community Boards provide a public benefit both to the individual communities that they serve and to the wider district and are funded partially by the targeted area rate and partially by district-wide funding. Community grants provide a public benefit to the individual communities that the individual grants relate to, and for some grants this is a district-wide benefit.

Capital projects relating to growth are funded from development contributions. The growth-related capital expenditure is paid by those benefiting from growth to meet the principle of growth paying for growth. When there is a timing difference between the capital cost and the revenue from development contributions, a loan is required. The interest expenses relating to the development loans are funded from development contribution revenue.

### Planning and Regulatory

Table 4: Planning and regulatory community outcomes




Planning and Regulatory - community outcomes primarily contributed to		
	<b>Environmental champions</b>	<ul style="list-style-type: none"> <li>Promote awareness and responsibilities.</li> <li>Responsive to climate change.</li> </ul>
	<b>Social wellbeing</b>	<ul style="list-style-type: none"> <li>High quality of life.</li> </ul>
	<b>Cultural champions</b>	<ul style="list-style-type: none"> <li>Unique history cultural awareness</li> </ul>

Table 5: Planning and regulatory funding principles

Group of Activity	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Planning & Regulatory	High	Low	High	Low

Table 6: Planning and regulatory economic benefit assessment and funding targets

Activities	Economic benefit assessment			Funding Targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Animal Control	55%		<del>40</del> 45%	<del>60</del> 55% - <del>70</del> 65%			<del>30</del> 35% - <del>40</del> 45%

Activities	Economic benefit assessment			Funding Targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Building Control	80%		20%	70% - 95%			5% - 30%
Environmental Health	56%		44%	30% - 45% <sup>4</sup>			55% - 70%
Resource Management	40%		60%	45% - 70%			30% - 55%
Development Engineering	32%		68%	30% - 60%			40% - 70%

**Planning and Regulatory funding conclusion**

Benefits are generated for the whole district within the activities for health inspections, maintaining animal control facilities and some enforcement action, some aspects of planning (appeals to the Environmental Court, protecting heritage, landscape features) and responding to non-chargeable information requests.

Fees and charges are levied for these activities to recover the private benefit portion of services provided ('user pays'). The quantity of services delivered will vary according to market conditions, and accordingly Council sets a range for the funding for these activities from fees and charges. The balance is funded from district-wide funding.

For the Environmental Health activity, Council is prevented by statutory limits from fully recovering the costs related to implementing liquor licenses and hazardous substances. This results in the balance of these costs being funded from district-wide funding.

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<sup>4</sup> Refer to paragraph 3

## Community Services and Facilities

Table 7: Community services and facilities community outcomes

Community services and facilities - community outcomes primarily contributed to		
	<b>Environmental champions</b>	<ul style="list-style-type: none"> <li>Promote awareness and responsibilities.</li> </ul>
	<b>Socially wellbeing</b>	<ul style="list-style-type: none"> <li>Great place to live, work, play and invest.</li> </ul>
		<ul style="list-style-type: none"> <li>High quality of life.</li> </ul>
	<b>Economically progressive</b>	<ul style="list-style-type: none"> <li>Provide value for money from services, promotion and a great place to invest and do business.</li> </ul>
		<ul style="list-style-type: none"> <li>Financially sustainable decision making.</li> </ul>
	<b>Cultural champions</b>	<ul style="list-style-type: none"> <li>We champion the unique history of Waipā.</li> </ul>
		<ul style="list-style-type: none"> <li>We have a high level of cultural awareness.</li> </ul>

**Table 8: Community services and facilities funding principles**

Group of Activity	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Community services and facilities	Medium	Medium	Medium	Medium

**Table 9: Community services and facilities economic benefit assessment and funding targets**

Activities	Economic benefit assessment			Funding Targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Parks & Reserves ( <a href="#">and Heritage</a> )			100%				100%
Mighty River Domain	45% - 55%		45% - 55%	35% - 55%			45% - 65%
District Libraries	<del>21%</del>	21%	<del>58.6%</del>	5% - 20%		20% - 25% <sup>5</sup>	55% - 75%
Cambridge Pool		60% - 75%	25% - 40%			55% - 75% <sup>6</sup>	25% - 45%
Te Awamutu Events Centre		50% - 55%	45% - 50%			50% - 55% <sup>7</sup>	45% - 50%
District Museum	7% - 12%	23% - 28%	60% - 70%	5% - 15%		20% - 30% <sup>8</sup>	55% - 75%
<del>Heritage</del>			<del>100%</del>				<del>100%</del>
Cemeteries	64%		36%	60% - 80%			20% - 40%
Public Toilets	41%		59%				100% <sup>9</sup>
Commercial / Strategic Properties	40% - 50%		50% - 60%	50% - 70%			30% - 50%
Community Properties	20% - 25%	20% - 25%	50% - 60%	5% - 20% <sup>10</sup>		15% - 20% <sup>11</sup>	60% - 80%

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<sup>5</sup> The Te Awamutu Library is allocated to the Te Awamutu, Kakepuku and Pirongia areas; Cambridge Library is allocated to the Cambridge and Maungatautari areas.

<sup>6</sup> The Cambridge pool is allocated to the Cambridge and Maungatautari areas, this includes the funding of the capital loans and 50% of the operating costs.

<sup>7</sup> The Te Awamutu Events Centre is allocated to the Te Awamutu, Kakepuku and Pirongia areas, this includes the funding of the capital loans and 50% of the operating costs.

<sup>8</sup> District Museum is allocated to the Te Awamutu area.

<sup>9</sup> There are practical difficulties in applying the 'user pays' principle to this activity. There is no revenue received for the use of the toilets, all costs are funded through district-wide funding.

<sup>10</sup> Council subsidises the rental costs for this activity as rent received from these organisations is generally below market value.

<sup>11</sup> Allocated to the Cambridge and Te Awamutu areas.



Activities	Economic benefit assessment			Funding Targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Housing for the elderly	100%			100% <sup>12</sup>			
Rural Halls		59%	41%		55% - 75%		25% - 45%
Town Halls	10% <sup>13</sup>	63%	27%	5% - 15%	25% - 30% <sup>14</sup>	30% - 40% <sup>15</sup>	25% - 35%
Forestry	100%			100% <sup>16</sup>			
Emergency Management	60%		40%	50% - 60%			40% - 50%
Litter Bins & Waste Minimisation			100%	45% - 55% <sup>17</sup>			45% - 55%
Waste Management (recycling)	95%	3%	2%	<del>52%</del> - <del>45-12%</del>	80% - 90%	2% <sup>18</sup>	3%
Landfills			100%				100%
Cambridge Community Sports Hall		100%			100%		
Cycling Centre of Excellence		100%				100% <sup>19</sup>	

#### Community Services and Facilities funding conclusion:

Some activities are identified as generating benefits for the whole district such as Emergency Management and in other instances activities will benefit a specific identifiable community within the district, e.g., Cambridge Community Sports Hall.

Council will recover reasonable costs from individuals or groups who are identified as benefiting from the service or facility ('user pays').

Council subsidises some activities via district-wide funding to promote Council policies and achieve strategic outcomes through:

- a) Subsidising the costs to individuals of borrowing library books, to encourage recreational and educational development of district residents; and
- b) Subsidising the costs to individuals of entry to community facilities to encourage the development of a healthy community.

<sup>12</sup> Council has a long standing policy of funding all costs from rents.

<sup>13</sup> Private benefit relates to the fees and charges received from hall hireage.

<sup>14</sup> Urban Hall Rate which is allocated to Cambridge and Te Awamutu areas and the Pirongia village.

<sup>15</sup> Allocated to the Cambridge area to fund the Cambridge Town Hall.

<sup>16</sup> Fees and charges are received in the form of forestry harvesting revenue, which is accounted for in a separate reserve to fund this activity.

<sup>17</sup> Funds received from Ministry for the Environment to fund waste minimisation activities.

<sup>18</sup> Allocated to the Cambridge and Maungatautari areas.

<sup>19</sup> This is allocated to all areas in the Waipā district.

## Transportation

Table 10: Transportation community outcomes





Transportation - community outcomes primarily contributed to		
	<b>Social wellbeing</b>	<ul style="list-style-type: none"> <li>• Waipā provides a high quality of life for current and future generations.</li> </ul>
	<b>Economically progressive</b>	<ul style="list-style-type: none"> <li>• Financially sustainable decision making.</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide value for money from services, promotion and a great place to invest and do business.</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide economic stimulus through new infrastructure.</li> </ul>
	<b>Environmental champions</b>	<ul style="list-style-type: none"> <li>• Support programmes.</li> </ul>
		<ul style="list-style-type: none"> <li>• Responsive to climate change.</li> </ul>
	<b>Cultural champions</b>	<ul style="list-style-type: none"> <li>• Tangata whenua partnerships.</li> </ul>

Table 11: Transportation funding principles

Group of Activity	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Transportation	Medium	High	Low	Medium

**Table 12: Transportation economic benefit assessment and funding targets**

Group of Activity	Economic benefit assessment			Funding Targets				
	Private	Community	Whole District	Fees & Charges	Subsidies & Grants	Targeted Rate	Targeted Area Rate	District-Wide Funding
Transportation	33%-38%	2%	60% - 65%	<del>2%</del> - <del>10</del> 12%	<del>15</del> 12%-25%	1%-2%	1%-3%	<del>60</del> 63% - 78%

**Transportation funding conclusion**

This activity includes roads, road safety, passenger transport, footpaths, streetlights, cycling and walking and car parks.

This activity is considered to generate benefits for the whole district, although in some circumstances (e.g., road seal extensions) there is a higher proportion of benefit identified for a particular community. Additionally, in some instances the provision of a paved surface is considered to benefit a particular community (e.g., the construction of new footpaths) but the maintenance of it generates a benefit to the whole district.

Access to the road system is regarded as a public good due to non-excludability, and the funding method is through district-wide funding. External subsidies and contributions are available and Council seeks to maximise the level of subsidy available from external agencies and minimise district-wide funding. The funding percentages are expressed as ranges, because the actual funding mix from year to year will vary in accordance with the percentage of work undertaken which is eligible for subsidy.

## Stormwater

Table 12: Stormwater community outcomes





Stormwater - community outcomes primarily contributed to		
	<b>Social wellbeing</b>	<ul style="list-style-type: none"> <li>High quality of life.</li> </ul>
	<b>Economically progressive</b>	<ul style="list-style-type: none"> <li>Provide value for money from services, promotion and a great place to invest and do business.</li> <li>Provide economic stimulus through new infrastructure.</li> </ul>
	<b>Environmental champions</b>	<ul style="list-style-type: none"> <li>Responsive to climate change.</li> </ul>
	<b>Cultural champions</b>	<ul style="list-style-type: none"> <li>Tangata whenua partnerships.</li> </ul>

Table 13: Stormwater funding principles

Group of Activity	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Stormwater	Low	High	Low	High

Table 14: Stormwater economic benefit assessment and funding targets

Group of Activity	Economic benefit assessment			Funding Targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Stormwater	-	93%	7%	-	<del>90%</del> <del>95%-100%</del> %	-	<del>5%-10%</del>

### Stormwater funding conclusion

Stormwater is one of the groups of activities required within the LTP and it is considered appropriate to rate this as a separate activity. Council considers that this service is a public benefit that should primarily be recovered through a targeted rate differentiated for rural and urban service.

Reticulated stormwater is considered to generate benefits for urban communities whereas rural drainage is considered to benefit rural communities.

## Water treatment and supply

Table 15: Water treatment and supply community outcomes





Water treatment and supply - community outcomes primarily contributed to		
	<b>Social wellbeing</b>	<ul style="list-style-type: none"> <li>High quality of life.</li> </ul>
	<b>Economically progressive</b>	<ul style="list-style-type: none"> <li>Provide value for money from services, promotion and a great place to invest and do business.</li> </ul>
		<ul style="list-style-type: none"> <li>Financially sustainable decision making.</li> </ul>
		<ul style="list-style-type: none"> <li>Provide economic stimulus through new infrastructure.</li> </ul>
	<b>Environmental champions</b>	<ul style="list-style-type: none"> <li>Responsive to climate change.</li> </ul>
	<b>Cultural champions</b>	<ul style="list-style-type: none"> <li>Tangata whenua partnerships.</li> </ul>

Table 16: Water treatment and supply funding principles

Group of Activity	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Water treatment and supply	High	High	Low	High

Table 17: Water treatment and supply economic benefit assessment and funding targets

Group of Activity	Economic benefit assessment			Funding Targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Water treatment and supply	88% - 90%	3% - 5%	7%	2.5% - 6%	<del>85.94%</del> - <del>95.97.5%</del>	-	<del>2.5% - 9%</del>

### Water treatment and supply funding conclusion

Water treatment and supply is one of the groups of activities required within the LTP and it is considered appropriate to rate this as a separate activity.

Direct users of the water supply clearly receive a benefit. ~~The service also provides a public benefit in relation to the promotion of public health.~~

Council considers this service should be recovered through a targeted rate **for connectable properties** and through water invoicing for metered properties. The rate will be differentiated for the service received, **being** connectable or connected via a water meter. ~~The public benefit component will be funded through district wide funding.~~

### Wastewater treatment and disposal

Table 18: Wastewater treatment and disposal community outcomes





Community services and facilities - community outcomes primarily contributed to		
	<b>Social wellbeing</b>	<ul style="list-style-type: none"> <li>High quality of life.</li> </ul>
	<b>Economically progressive</b>	<ul style="list-style-type: none"> <li>Provide value for money from services, promotion and a great place to invest and do business.</li> <li>Provide economic stimulus through new infrastructure.</li> </ul>
	<b>Environmental champions</b>	<ul style="list-style-type: none"> <li>Responsive to climate change.</li> </ul>
	<b>Cultural champions</b>	<ul style="list-style-type: none"> <li>Tangata whenua partnerships.</li> </ul>

Table 19: Wastewater treatment and supply funding principles

Group of Activity	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Wastewater treatment and disposal	Low	High	Low	High

Table 20: Wastewater treatment and supply economic benefit assessment and funding targets

Group of Activity	Economic benefit assessment			Funding targets			
	Private	Community	Whole District	Fees & Charges	Targeted Rate	Targeted Area Rate	District-Wide Funding
Wastewater treatment and disposal	84% - 88%	3% - 5%	9% - 11%	5% - 15%	<del>75.85%</del> - <del>92.595%</del> %	-	<del>2.5%</del> - <del>10%</del>

### Wastewater treatment and disposal funding conclusion

Wastewater treatment and disposal is one of the groups of activities required within the LTP and it is considered appropriate to rate this as a separate activity.

The provision of wastewater service is primarily a private benefit to the communities that can access the reticulation. ~~The service also provides a public benefit via improved public health and environmental quality.~~

Council considers that this service should be recovered through a targeted rate and through fees and charges for trade waste recoveries. The rate will be differentiated for the service received, connected or connectable. ~~The public benefit component will be funded through district-wide funding.~~

### Overall consideration of rates impact

The activity outlined above allocates some funding directly to sources such as fees and charges, subsidises, grants and targeted rates (including targeted area rate). The remaining funding balance comes from district-wide funding, a mix of general rates (by CV), UAGC and targeted area rates.

When considering the impacts on the community for the ~~2021-2025~~ review of the policy, Council was largely comfortable with the policy in place from ~~2018~~2021. Council undertook a high level, minor review, and changes were made to aid the readability and application of the policy.

### Funding sources – capital expenditure

As with operating expenditure, Council has set out to ensure that it takes a prudent approach to the funding of capital expenditure with an emphasis on legislative and accounting compliance.

Funding to pay for new assets will come from a mix of borrowing, development contributions, grants and subsidies, capital revenue, reserves and asset sales. Generally, the costs of new assets will not be met from rates, however a portion of the costs of servicing loans will be.

Rates may be used to fund low value capital projects. These may be district-wide funding or a targeted rate depending on the activity the capital project relates to.

Some of the groups of activities use separate reserves to fund upgrades/growth to achieve stated levels of service. Once reserves are fully used, any remaining balance is funded by borrowing. These activities include stormwater, water treatment and supply, wastewater treatment and disposal, and transportation.

Funding for capital works will depend on the nature of the work, in particular the reasons (cost drivers) which have made the work necessary. There are three main cost drivers recognised by Council:

- a) Growth
- b) Level of service improvements
- c) Renewals.

As outlined in the introduction section of this policy, Section 101(3) of the Act requires Council to consider a range of matters (using a two-step process) to determine what funding sources are appropriate. Responses to these requirements in relation to all methods of funding capital expenditure are illustrated in the tables below:

**Table 21: Capital expenditure community outcomes**

	Community outcomes			
	Economically progressive	Environmental champions	Cultural champions	Socially resilient
Capital expenditure	Y	Y	Y	Y

**Table 22: Capital expenditure funding principles**

	Funding principles			
	Distribution of benefit (user pays)	Period of benefit (intergenerational equity)	Extent of action/inaction (Exacerbator pays)	Cost/benefit of separate funding
Capital expenditure due to growth	High	High	High	High
Capital expenditure – levels of service improvement, statutory requirements or other reasons	Low	High	Low	High
Capital expenditure due to renewals	Low	High	Low	High

### Capital expenditure due to growth

The district’s population and local economy is growing. The development generated from growth places pressure on the assets and services provided by Council. Investment in additional assets is required to meet growth-related demands.

Council intends to entirely fund the portion of capital expenditure that is attributable to growth by development contributions where it is legally, fairly, reasonably, and practically possible to do so. It is considered that development contributions are the best mechanism available to ensure that the cost of growth sits with those who have created the need for that cost. Refer to the Development Contributions Policy which is a separate policy that provides full details around the rationale for, and level of, contributions.

### Funding sources for growth capital expenditure

The funding sources for growth capital expenditure in order of priority are:

- a) Vested assets
- b) Development contributions
- c) Capital grants and subsidies attributable to growth portion
- d) Borrowing.

### Capital expenditure due to changes in levels of service

The cost driver for a portion of capital works within the Waipā district relates to increasing levels of service for the community. In some cases, these improvements are required because of changes to legislation or resource consent conditions, which means there is often little discretion regarding the



decision<sup>20</sup>.

#### **Funding sources for levels of service improvement capital expenditure**

The funding sources for levels of service improvement capital expenditure in order of priority are:

- a) Capital grants and subsidies
- b) Asset sales
- c) Capital reserves
- d) Borrowing
- e) Rates for small value capital projects.

#### **Capital expenditure due to renewals**

Renewal capital works are those capital expenditure costs that are incurred in restoring an asset to previous service levels, usually reflected in the amount that an asset has depreciated. Therefore, by using depreciation funds Council is maintaining infrastructural networks to their existing service level.

The funding of depreciation is an implied requirement of the 'balanced budget' provision of the LGA. It requires that the Council fully fund all operating costs, including reductions in the useful life or quality of assets.

#### **Funding sources for renewal capital expenditure**

The funding sources for renewal capital expenditure in order of priority are:

- a) Depreciation reserves
- b) Borrowing
- c) Rates for small value capital projects.

Depreciation reserves are used to fund projects relating to renewals. Borrowing is used to fund projects where insufficient depreciation reserves are available.

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<sup>20</sup> For example, upgrades to water treatment plants due to water treatment standards.

# Draft Schedule of Fees and Charges 2025/26 and 2026/27

December 2024



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## Administration fees

Description	Fees & charges		Fees & charges	
	2024/25	2025/26	2025/26	2026/27
Fee for issuing a refund for an overpayment in rates and/or user fees and charges	\$25.30	\$26.00		\$27.00
<b>Printing / copying</b>				
Scanning – per page	\$1.10 for first page, then \$0.60 for each additional page to a maximum charge of \$10.00	\$1.10 for first page, then \$0.60 for each additional page to a maximum charge of \$10.50		\$1.10 for first page, then \$0.60 for each additional page to a maximum charge of \$10.50
Single sided – per page A4 (black and white)	\$0.50	\$0.50		\$0.50
Double sided – A4 (black and white)	\$0.90	\$0.90		\$0.90
A4 – per page/side (colour)	\$1.10	\$1.10		\$1.10
Double sided (colour)	\$2.20	\$2.30		\$2.40
A3 – per page (black and white)	\$1.70	\$1.80		\$1.90
A3 - double sided (black and white)	\$1.70	\$1.80		\$1.90
A3 – per page (colour)	\$2.20	\$2.30		\$2.40
A3 - double sided (colour)	\$4.40	\$4.50		\$4.60

## Building Consent Fees

		Project Category	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
No mileage charged for these categories	1	<b>Solid Fuel Heater (Freestanding)</b>	\$502.43	\$486.45	\$534.00
	1A	<b>Solid Fuel Heaters (Inbuilt)</b>	NA	\$636.45	\$673.95
	2	<b>Minor Works</b> (1 inspection hour) Plumbing or drainage – External Drainage only Effluent Tanks Fencing/Signage (outside of exemptions) Marquees (over 100m2) Swimming Pool/Spa pool fence (pool exempt) Demolition (outside of exemptions) Solar heating panels	\$553.85	\$627.70	\$662.70
		Project Information Memorandum (PIM)	\$143.00	\$147.60	\$152.00
	3	<b>Minor Building Work</b> (1.5 inspection hours) Carports Decks/pergolas Shade-sails/archgolas Retaining walls	\$877.90	\$955.20	\$1,012.70
		Project Information Memorandum (PIM)	\$203.50	\$210.00	\$216.00
	4	<b>Other Buildings</b> (2 inspection hours) Kitset Garages	\$949.85	\$1,310.20	\$1,390.20

	Hay barns Implement sheds Swimming pool/spa pool Conservatories			
	Project Information Memorandum (PIM)	\$203.50	\$210.00	\$216.00
5	Detached Buildings and non Kitset Garages (outside of exemptions)	\$1,127.50	\$1,410.20	\$1,497.70
	Internal Alterations (additional inspections may be required)			
	Cowshed extensions			
	Project Information Memorandum (PIM)	\$278.30	\$287.20	\$296.00
6	Detached habitable buildings			
	Up to 30m <sup>2</sup> with plumbing and drainage, e.g. sleep out with toilet and shower. (4 inspection hours)	\$1,820.50	\$2,065.20	\$2,197.70
	Alterations and additions up to 30m <sup>2</sup> with plumbing or drainage			
	Project Information Memorandum (PIM)	\$278.30	\$287.20	\$296.00
7	New residential buildings, alterations and additions up to 60m <sup>2</sup> with plumbing and drainage (see commercial buildings for commercial alterations)	\$2,267.90	\$2,565.20	\$2,735.20



	<i>Note: for work over 60m<sup>2</sup>, additional dwelling or commercial/industrial fees apply</i>			
	Project Information Memorandum (PIM)	\$278.30	\$287.20	\$296.00
8	Dairy sheds (5 inspection hours)	\$2,370.50	\$2,530.20	\$2,690.20
	Project Information Memorandum (PIM)	\$278.30	\$287.20	\$296.00
9	Re-sited dwellings (6 Inspection hours)	\$2,861.65	\$2,330.20	\$2,475.20
	Project Information Memorandum (PIM)	\$385.00	\$397.30	\$409.00
10	Dwelling single storey – up to 100m <sup>2</sup> (8 inspection hours)	\$3,451.80	\$3,812.70	\$4,065.20
	Project Information Memorandum (PIM)	\$385.00	\$397.30	\$409.00
11	Dwelling single storey – up to 250m <sup>2</sup> (9 inspection hours)	\$3,946.80	\$4,212.70	\$4,495.20
	Project Information Memorandum (PIM)	\$385.00	\$397.30	\$409.00
12	Dwelling single storey – in excess of 250m <sup>2</sup> (10 inspection hours)	\$4,738.80	\$5,030.20	\$5,377.70

	Project Information Memorandum (PIM)	\$385.00	\$397.30	\$409.00
13	Multi-unit dwelling single storey - first unit category fee, as per fees above.  Plus per unit charge after first unit	\$1,287.00  +\$198 per Inspection charge	First unit Category Fee above  +\$200 per hour Inspections and Processing	First unit Category Fee above  +\$215 per hour Inspections and Processing
14	Dwelling two storey or more – up to 250m <sup>2</sup> (10 inspection hours)	\$4,441.80	\$4,895.20	\$5,225.20
	Project Information Memorandum (PIM)	\$385.00	\$397.30	\$409.00
15	Dwelling two storey or more – in excess of 250m <sup>2</sup> (11 inspection hours)	\$5,332.80	\$5,695.20	\$6,085.20
	Project Information Memorandum (PIM)	\$385.00	\$397.30	\$409.00
16	Multi-unit dwelling two storey or more - first unit category fee, as per fees above.  Plus, per unit charge after first unit	\$1,584.00  +\$198 per Inspection charge	First unit Category Fee above  +\$200 per hour Inspections and Processing	First unit Category Fee above  +\$215 per hour Inspections and Processing
17	Small commercial/industrial – up to 300m <sup>2</sup> (8 inspection hours)	\$4,342.80	\$4,660.20	\$4,965.20
	Project Information Memorandum (PIM)	\$517.00	\$533.50	\$550.00
17A	Small commercial offices and industrial buildings, including alterations and additions up to 60m <sup>2</sup>	N/A	\$3,060.20	\$3,245.20

18	Commercial/industrial – in excess of 300m <sup>2</sup>	Actual staff time	Actual staff time	Actual staff time
	Project Information Memorandum (PIM)	\$693.00	\$715.20	\$737.00
19	New Transportable Build (Factory Built)	\$2,233.00	\$2,392.70	\$2,552.70

## Building Control Fees

Description		Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
<b>BRANZ</b>	For every consent with an estimated value of \$20000 and over	\$1.00 per \$1,000	\$1.00 per \$1,000	\$1.00 per \$1,000
<b>MBIE</b>	For every consent with an estimated value of \$65000 and over	\$1.75 per \$1,000	\$1.75 per \$1,000	\$1.75 per \$1,000
<b>Inspections</b>	Additional inspections - Where an inspection is booked, but project was not ready and/or an inspection was not covered by the initial fee. This includes inspections cancelled within 24 hours of the booking time.	\$190.00	\$200.00	\$215.00
<b>Amendments</b>	Applications for an amendment to a Building Consent (Section 45 Building Act 2004)	\$165.00 + \$190.00 per hour processing time	Admin \$165.00 per hour + Processing and inspections \$200.00 per hour processing time	Admin \$170.00 per hour + Processing and inspections \$215.00 per hour processing time
<b>Building Consent Extension of Time</b>	Application for an extension of time to a building consent	\$165.00	\$165.00	\$170.00
<b>Travel costs</b>	May apply to rural properties and inspections outside of the district boundary (at councils discretion)	\$0.95 per km	\$1.04 per km	\$1.05 per km

<b>Planning - Building consent check</b>	Check the building consent application for compliance with the District Plan and Resource Management Act.	\$110.00	\$114.00	\$117.00
<b>Section 77</b>	Certificate for construction over two or more allotments (Section 77 Building Act 2004)	\$286.00	\$295.00	\$304.00
	Internal process by council staff Council's solicitor to prepare notice	At cost	At cost	At cost
<b>Section 73</b>	Notice when building on land subject to a natural hazard (Section 73 Building Act 2004)	\$286.00	\$295.00	\$304.00
	Internal process by council staff Council's solicitor to prepare notice	At cost	At cost	At cost
<b>Certificate of Acceptance</b>	Applications for Certificate of Acceptance (Section 97 Building Act 2004). In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work.	Actual staff time plus BC fees	Actual staff time plus BC fees	Actual staff time plus BC fees
<b>Certificate for Public Use (Including Renewals)</b>	Applications for Certificate for Public Use (Sections 363A and 363B Building Act 2004). This includes a renewal of an existing CPU.	\$605.00	\$665.00	\$707.50
<b>Building Consent Discretionary Exemption</b>	Exemption from requirement to obtain a building consent under Schedule 1 clause 2	\$190.00 + Actual staff time	\$200 per hour	\$215.00 per hour
<b>Compliance Schedules</b>	New compliance schedules (Section 111 Building Act 2004)	\$396.00 \$185.00	\$409.00 \$191.00	\$421.00 \$197.00
	Amendments to existing compliance schedule (Sections 106 and 107 Building Act 2004)			

<b>BWOF</b>	Building Warrant of Fitness (BWOF) audit inspections (Section 111 Building Act 2004)	Actual staff time	Actual staff time	Actual staff time
<b>Peer review</b>	Peer review of specific designs by external agents, e.g. Structural Engineer, Fire Engineer, Lift Engineer, Mechanical Engineer	Cost plus 5% handling fee	Cost plus 5% handling fee	Cost plus 5% handling fee
<b>Pool inspection</b>	First inspection	\$108.00	\$111.00	\$114.00
	Subsequent inspections	\$60.00	\$62.00	\$64.00
<b>Amusement device permits</b>	For one device, for the first seven days			
	For each additional device operated by the same owner for the first 7 days	\$11.50	\$12.00	\$12.00
	For each device for each further period of seven days.	\$2.30	\$2.40	\$2.50
	Section 11 Amusement Device Regulations 1978. These fees are set by the Regulations	\$1.15	\$1.20	\$1.20
<b>Exemption to carry out seismic work</b>	Process application for exemption from requirement to carry out seismic work on a building subject to an earthquake-prone building notice. (Section 133AN Building Act 2004)	\$570.00	\$588.20	\$605.80

**Notes:**

1. Fees are to be paid in full.
2. All references herein to Section and Schedule matters are to the Sections and Schedules of the Building Act 2004 unless otherwise specified.
3. Should any particular job **significantly** exceed the stated fee, an additional charge **will-may** be payable.
4. Where external expertise is necessary in processing building consents, the charge for those services will be passed onto the applicant.
5. This scale of fees does not include a structural checking fee.
6. Fees for project categories 1, 2 and 3 are to be paid in full on application. For all other categories paid on granting of consent.

7. Marquees over 100m<sup>2</sup> floor area require a building consent, and therefore require inspection. Marquees of less than 100m<sup>2</sup> floor area may be inspected at the erector's request; the same fee will apply.
8. Building consent exemptions can be applied for in respect of marquees that have been professionally erected.
9. Travel costs of \$1.04 per km (2025/26) and \$1.05 per km (2026/27) *may apply to rural properties, or buildings located outside of the Waipa District, will apply to categories 4–15, where the project is located in excess of 5kms from the nearest Council office.*
10. "Actual staff time" is charged at the rate in the Council Professional Fees section.
11. Building Consent fees include the cost of the Code Compliance Certificate.
12. Project Information Memorandum fees are payable in full on application.
13. Council is required to collect fees on behalf of others:
  - a. **Building Research Association Levy**
    - i. For every building consent with an estimated value of \$20000 and over, \$1.00 per \$1000 is payable.
  - b. **Building Levy**
    - i. For every building consent with an estimated value of \$20444 and over, \$1.75 per \$1000 is payable.

## Council room hire charges

Description	Fees & charges 2024/25		Fees & charges 2025/26		Fees & charges 2026/27	
	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation	Profitable Organisation / Private Function	Non-Profit Organisation
Bond (payable when booking is outside business hours)	\$285.00	\$112.00	\$285.00	\$112.00	\$285.00	\$112.00
Removal/reinstatement of furniture by Council staff (optional)	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00	\$112.00
<b>Half day or less</b>						
Whole facility	\$151.00	\$72.00	\$151.00	\$72.00	\$151.00	\$72.00
Council Chamber	\$66.00	\$44.00	\$66.00	\$44.00	\$66.00	\$44.00
Committee rooms (per room)	\$44.00	\$27.00	\$44.00	\$27.00	\$44.00	\$27.00

Kitchen	\$27.00	\$11.00	\$27.00	\$11.00	\$27.00	\$11.00
<b>Full day – 8.00am to 5.00pm</b>						
Whole facility	\$291.00	\$134.00	\$291.00	\$134.00	\$291.00	\$134.00
Council Chamber	\$123.00	\$78.00	\$123.00	\$78.00	\$123.00	\$78.00
Committee rooms (per room)	\$78.00	\$44.00	\$78.00	\$44.00	\$78.00	\$44.00
Kitchen	\$55.00	\$22.00	\$55.00	\$22.00	\$55.00	\$22.00
<b>Night – 5.00pm onwards</b>						
Whole facility	\$151.00	\$72.00	\$151.00	\$72.00	\$151.00	\$72.00
Council Chamber	\$66.00	\$44.00	\$66.00	\$44.00	\$66.00	\$44.00
Committee rooms (per room)	\$44.00	\$27.00	\$44.00	\$27.00	\$44.00	\$27.00
Kitchen	\$27.00	\$11.00	\$27.00	\$11.00	\$27.00	\$11.00
<b>Day and night – 8.00am to late at night</b>						
Whole facility	\$414.00	\$179.00	\$414.00	\$179.00	\$414.00	\$179.00
Council Chamber	\$242.00	\$101.00	\$242.00	\$101.00	\$242.00	\$101.00
Committee rooms (per room)	\$106.00	\$55.00	\$106.00	\$55.00	\$106.00	\$55.00
Kitchen	\$112.00	\$38.00	\$112.00	\$38.00	\$112.00	\$38.00
<b>Weekend – Friday 5.00pm to Sunday 10.00pm</b>						
Whole facility	\$707.00	\$370.00	\$707.00	\$370.00	\$707.00	\$370.00
Council Chamber	\$528.00	\$270.00	\$528.00	\$270.00	\$528.00	\$270.00
Committee rooms (per room)	\$151.00	\$83.00	\$151.00	\$83.00	\$151.00	\$83.00
Kitchen	\$230.00	\$83.00	\$230.00	\$83.00	\$230.00	\$83.00
<b>The bond is refundable – items covered by the bond are key, breakage of equipment, damage to facility and/or theft of equipment or extraction clean.</b>						
<b>Deduction as follows</b>						
Key (replacement or lost)		\$29.00		\$30.00		\$30.10
Security access token (replacement or lost)		\$55.00		\$57.00		\$57.00

Furniture damage	Whole bond (minimum) or cost	Whole bond (minimum) or cost	Whole bond (minimum) or cost
Extraction carpet clean	\$176.00	\$182.00	\$188.00
Damage to facility	Whole bond (minimum) or cost	Whole bond (minimum) or cost	Whole bond (minimum) or cost
Call out fee for insecure building	\$187.00	\$193.00	\$197.00
Cleaning and re-stock of toilet consumables fee (for bookings longer than 1 consecutive day)	\$55.00	\$57.00	\$58.00

## Cambridge Town Hall

Fees and charges for Cambridge Town Hall room hire and façade lighting are no longer set or administered by Waipā District Council. They are now the responsibility of the Cambridge Town Hall Trust. [Home New Zealand | The Cambridge Town Hall | Cambridge, NZ](#)

External lighting of the Cambridge Town Hall façade and Cambridge Clock Tower remain is the responsibility of Waipā District Council. The lighting of both can be changed as part of community events.

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Event lighting changes: Cambridge Clock Tower <del>only</del>	\$50.00	\$55.00	60.00



## Cemetery fees

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
<b>Interments</b>			
Casket interment	\$1,155.00	\$1,271.00	\$1,460.00
Stillborn	\$88.00	\$95.00	\$95.00
Children under nine	\$146.00	\$150.00	\$150.00
Ashes interment	\$116.00	\$120.00	\$140.00
<b>Weekend/Public Holiday fees</b>			
Casket interment		\$1,906.50	\$2,200.00
Ashes interment		\$180.00	\$205.00
<b>After hours extra fees</b> (see note 4) After 2:00pm Monday - Friday Before 10.00am Monday or the day after a public holiday.	\$180.00 per additional hour	\$186.00 per additional hour	\$192.00 per additional hour
<b>Disinterment/Reinterment</b>			
<b>Disinterment</b>	At cost	At cost	At cost
<b>Reinterment</b>	At cost (+ any applicable plot fees)	At cost (+ any applicable plot fees)	At cost (+ any applicable plot fees)
Reopening	At cost	At cost	At cost
<b>Plot purchase (including maintenance)</b>			
Lawn Adult plot – Te Awamutu or Hautapu	\$2,530.00	\$2,783.00	\$3,284.00
Lawn Adult plots - All other cemeteries	\$2,320.00	\$2,552.00	\$3,011.00
Lawn Children's plots (aged under nine years)	\$554.00	\$609.00	\$719.00
Ashes plot <i>(This fee does not include a plaque – the plaque shall be supplied by the applicant and shall be of such dimensions to fit on a standard berm)</i>	\$500.00	\$550.00	\$649.00 \$0.00
RSA (see note 5)	No charge	No charge	No charge
Surcharge on reserved plots	\$167.00	\$184.00	\$217.00

<b>Natural burial</b>			
Natural burial plot	\$2,143.00	\$2,357.00	\$2,781.00
Natural burial interment	\$1,155.00	\$1,271.00	\$1,500.00
Eco ashes plot	\$500.00	\$550.00	\$635.00
Eco ashes interment	\$116.00	\$120.00	\$142.00 0
<b>Memorial installation</b>			\$0.00
Permit processing fee	\$55.00	\$61.00	\$70.00

**Notes:**

1. All interments in Waipā District Council will be double depth (2.27m) unless stated. [Leamington and Pukerimu cemeteries are single depth due to ground conditions.](#)
2. Plot fees do not include a memorial – upon approval by Council, a plaque or headstone shall be supplied and installed through a qualified mason. This is the responsibility of the applicant and shall be of such maximum dimensions as stated in our guidelines.
3. Add 50% to all costs for persons that have lived less than five years within Waipā District during their lifetime.
4. Interments outside these hours are only accepted at the discretion of council.
5. While no fee is charged for an RSA plot, standard council interment fees apply.

**Council professional fees**

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Manager (any)	\$258.00/hr	\$270.00/hr	\$280.00/hr
Team Leader (any)	\$243.00/hr	\$255.00/hr	\$260.00/hr
Principal Policy Advisor			
Consultant Engineer			
Principal Engineer	\$228.00/hr	\$240.00/hr	\$245.00/hr
Senior Planner			

Senior Policy Planner			
Senior Engineer			
Project Planner			
Biodiversity Planner/Ecologist			
Principal or Senior Building Inspector or Processor			
Senior Environmental Health Officer			
Senior Enforcement Officer			
Intermediate Engineer	\$211.00/hr	\$220.00/hr	\$230.00/hr
Intermediate Planner			
Planner			
Policy Planner			
Reserves Planner	\$205.00/hr	\$215.00/hr	\$215.00/hr
Engineer			
Environmental Health Officer			
Building Inspector/ Processor (Compliance Officer)	\$190.00/hr	\$200.00/hr	\$215.00/hr
Enforcement Officer			
Property Advisor	\$165.00/hr	\$175.00/hr	\$180.00/hr
Development Contributions Officer			
Graduate Planner			
Graduate Policy Planner			
Duty Planner			
Graduate Engineer	\$159.00/hr	\$165.00/hr	\$170.00/hr
Technical Officer			
Other Staff			
Senior Technical Administrative Officer			

Building Support and Quality Officer			
Governance Officer			
Administrative Officer	\$110.00/hr	\$115.00/hr	\$120.00/hr
Technical Administrative Officer			
Mileage	\$0.95/km	\$1.00/km	\$1.00/km
Disbursements	At cost as charged to Council by the provider	At cost as charged to Council by the provider	At cost as charged to Council by the provider

## Development contribution fees

Description of service	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Development Agreement preparation and negotiation	Actual staff time	Actual staff time	Actual staff time
Development Contribution pre-application estimates and advice	Actual staff time	Actual staff time	Actual staff time
Development contributions objections	All actual and reasonable costs in accordance with section 150A of the Local Government Act 2002	All actual and reasonable costs in accordance with section 150A of the Local Government Act 2002	All actual and reasonable costs in accordance with section 150A of the Local Government Act 2002

### Notes:

1. Development contributions are not actual fees, but are contributions paid towards the costs of infrastructure development. For more information on Development Contributions, please refer to the Development Contributions Policy: <https://www.waipadc.govt.nz/our-services/planning-and-resource-consents/development-contributions>

## Dog registration and impounding fees

Description	Fees & charges 2024/25		Fees & charges 2025/26		Fees & charges 2026/27	
	Standard if paid by 31 July 2024	including 50% penalty if paid on or after 1 August 2024	Standard if paid by 31 July 2025	including 50% penalty if paid on or after 1 August 2025	Standard if paid by 31 July 2026	including 50% penalty if paid on or after 1 August 2026
<b>Urban Fee (for full year):</b>						
No rebates	\$101.00	\$151.50	\$104.00	\$156.00	\$107.00	\$160.50
Neutered Rebate (\$10.00)	\$91.00	\$136.50	\$94.00	\$141.00	\$97.00	\$145.50
Fencing Rebate (\$15.00)	\$86.00	\$129.00	\$89.00	\$133.50	\$92.00	\$138.00
Fencing and Neutered Rebates (\$25.00)	\$76.00	\$114.00	\$79.00	\$118.50	\$82.00	\$123.00
<b>Rural Fee (for full year)</b>	\$58.00	\$87.00	\$61.00	\$91.50	\$64.00	\$96.00
<b>Out of District Fee (for impounded dogs only)</b>	\$58.00	\$87.00	\$61.00	\$91.50	\$64.00	\$96.00

### Notes:

1. Dog registration fees are due by 30 June, and must be paid by 31 July.
2. The above fees are prescribed and apply to all dogs over the age of 3 months.
3. A penalty will apply for late payment each year, from 1 August the applicable fee will increase by 50% as provided for in the Dog Control Act 1996.
4. The penalty does not apply within 14 days of acquiring a dog, or within 14 days of the dog attaining three months of age.
5. No fee is payable in respect to certified assistance dogs provided re-registration is completed by the due date, after which the standard fees apply.
6. Registration fees for dogs re-homed by Council, or dogs in the care of any registered charity organisation approved by the Animal Control Team Leader for subsequent rehoming, may be waived.
7. ~~rural and Urban areas fees align with the meaning provided in the Waipa District Council Dog Control Bylaw 2023, and may be subject to adjustment~~
7. ~~Urban and rural areas for the purpose of dog registration fees are shown on Council maps and may be subject to adjustment.~~
8. A pro-rata rate will apply to any puppy aged less than 3 months after the penalty date, based on the number of complete months remaining in the registration year.
9. To receive the fencing rebate, an application must be made to Council prior to 1 April and the property must be inspected by an Animal Control Officer and approved as suitable for the type of dog. Applications received after 1 April may be processed but rebate will not apply until the following registration year.
10. To receive the neutered dog rebate, a veterinary certificate must be provided at the time of, or prior to, registration.
11. Dogs classified as dangerous pursuant to the Dog Control Act 1996 will pay an additional 50% of the usual fee that would apply to that dog if it was not classified.

12. Any owner entitled to a refund of a registration fee may choose to donate that fee to Council for use in rehoming activities, or a welfare organisation approved by the Animal Control Team Leader.

13. Application forms are available from Council offices or application may be made online at [www.waipādc.govt.nz](http://www.waipādc.govt.nz) or via our online form: [waipadc.govt.nz/dogsonline](http://waipadc.govt.nz/dogsonline)  
~~13-14.~~ Payments can be made at Council offices in Te Awamutu or Cambridge, or via Council's online payment facility at [waipadc.govt.nz/dogregistration](http://waipadc.govt.nz/dogregistration)

### Definitions

"Property" means a property or a collection of properties under common occupancy or ownership, and in a single record of title.

### Permits

A permit is required from Council if you own or are keeping more than:

(a) Two dogs on land in an urban area; or

(b) Five dogs per dwelling on any rural land in the District.

Urban/rural land for the purpose of permits is defined in the Dog Control Policy and are the same areas as used for determining registration fees, and are subject to adjustment.

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
New Permit	n/a	\$65.00	\$65.00
Renewal of existing permit with no changes	n/a	\$30.00	\$30.00
Additional inspection (after first visit)	n/a	\$30.00	\$30.00

Permits last for three years. Application forms are available from Council offices or online at [www.waipādc.govt.nz](http://www.waipādc.govt.nz).

### Impounding fees for dogs

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Fee for seizure/custody or first impounding	\$82.00	\$85.00	\$88.00
Fee for each subsequent impounding within the current registration year	\$100.00	\$104.00	\$106.00

Fee for microchipping	\$30.00	\$30.00	\$30.00
Sustenance (per day)	\$11.00	\$11.00	\$11.00
<b>Sundry Items (when available)</b>			
Slip Leads/Clip Leads - 3/8 inch width	\$20.00	\$21.00	\$22.00
Slip Leads/Clip Leads - ½ inch width	\$22.00	\$23.00	\$24.00
Doggy Doo Bags – per roll (12 bags per roll)	\$3.50	\$4.00	\$4.00

**Notes:**

~~14-15.~~ 14-15. The destruction or disposal fee for any unwanted/unclaimed/surrendered/impounded dog is \$55.00 plus applicable sustenance fees.

~~15-16.~~ 15-16. The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.

~~16-17.~~ 16-17. Microchipping is to be booked and paid in advance and will occur at times and locations specified by Council. Other arrangements may incur additional fees.

## Kerbside recycling service

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### Recycling bin

Description	Fees & charges	Fees & charges	Fees & charges
	2024/25	2025/26	2026/27
240L Mixed Recycling Wheelie Bin	\$86.00 per bin	\$98.00 per bin	\$100.00 per bin
140L Glass Only Wheelie Bin	\$75.00	\$95.00 per bin	\$98.00 per bin
Partial charge for new rated properties	Full months of rating year remaining ÷ annual charge	Full months of rating year remaining ÷ annual charge	Full months of rating year remaining ÷ annual charge
Administration Fee (where the annual recycling rate is not levied)	\$36.80	\$38.00	\$38.00

Any replacement wheelie bins needed because of customer damage or loss will be charged at the fee indicated above.

**Notes:**

1. The cost of the bins is covered by~~included in~~ rates if they are~~are~~ paid by 1 July. Where a new property has been rated for the service after 1 July, they will be required to pay a partial charge for the recycling service. The partial charge is based on the remaining full months in the rateable year divided by the current annual kerbside recycling targeted rate.
2. In all other cases the bins will be charged at the fee indicated above.

**Library fees**

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Annual library subscription for non-resident patron (per family)	\$77.00	\$79.00	\$81.00
Monthly library subscription for non-resident patrons (per family) <i>Applies only to months when library services are used.</i>	\$6.60	\$7.00	\$7.00
Rest Homes/Private Hospitals annual subscription <i>(alternatively residents may opt to pay charges on each item borrowed)</i>	\$105.00	\$108.00	\$111.00

Description	Loan	Fees & charges	Fees & charges	Fees & charges
	Period	2024/25	2025/26	2026/27
New adult book fee – adult books up to 2 years old (determined by original copyright date) *	21 days	\$1.50	\$1.50	\$1.50
Adult books over 2 years old*	21 days	\$0.00	\$0.00	\$0.00
Magazines (excluding children's and teens magazines) up to 1 year old	7 days	\$1.00	\$1.00	\$1.00



Magazines (excluding children's and teens magazines) over 1 year old	7 days	\$0.50	\$0.50	\$0.50
Children's and teenage books	21 days	No charge	No charge	No charge
Children's and teenage magazines	7 days	No charge	No charge	No charge
Audio books (for non-print disabled patrons)	21 days	\$2.00	\$2.00	\$2.00
<i>Print disabled patrons entitled to free use of audio books on presentation of suitable proof</i>				
Jigsaw puzzles	21 days	\$1.00	\$1.00	\$1.00
Children's jigsaw puzzles	21 days	\$0.50	\$0.60	\$0.60
DVDs	7 days	\$2.50	\$3.00	\$3.00
E-audio book fee	21 days	\$2.00	\$2.00	\$2.00
Renewals	Same charge as original issuing of item			

Services	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Replacement library card	\$3.00	\$3.00	\$3.00
Internal reserves (Waipā Libraries) – adult items	\$1.50	\$1.70	\$1.70
Internal reserves (Waipā libraries) – children’s / teen items	\$1.00	\$1.00	\$1.00
Interloan requests (from other libraries)	\$8.00 to \$25.00	\$8.50 to \$26.00	\$8.80 to \$27.00
Sale books	Prices as marked	Prices as marked	Prices as marked
Library bags	\$2.50	\$3.00	\$3.00
Internet access (public computers) – per 30 minutes or part thereof	\$0.00	\$0.50	\$1.00
Book covering service	\$5.00 to \$10.00	\$5.50 to \$10.50	\$5.70 to \$10.80
Event costs	As advertised	As advertised	As advertised
Laminating – A4 – per page	\$2.00	\$2.00	\$2.00
Laminating – A3 – per page	\$4.00	\$4.00	\$4.00

**Note:**

1. For all photocopying / printing / scanning fees please refer to the “Administration fees” section.

Lost and/or damaged items	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Lost and/or damaged materials notice. Once an item is more than 25 days past its final due date, a lost fee and processing fee will be applied.	Account for cost of items plus \$10.00 processing charge	Account for cost of items plus \$10.50 processing charge	Account for cost of items plus \$10.50 processing charge

## Library community space (Te Awamutu)

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Description	Fees & charges 2024/25		Fees & charges 2025/26		Fees & charges 2026/27	
	Commercial Use or Private Hire	Event or Community Use	Commercial Use or Private Hire	Event or Community Use	Commercial Use or Private Hire	Event or Community Use
Bond (payable when booking is outside business hours)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deposit payable on booking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Te Puna Kōrero Community Room and adjacent kitchen</b>						
Full day hire (maximum 12 hour use)	\$357.50	\$175.00	\$369.00	\$181.00	\$380.00	\$185.00
Half day hire (maximum 4 hour use)	\$236.50	\$110.00	\$244.00	\$114.00	\$250.00	\$115.00
Weekend Full Day Hire	n/a	n/a	\$469.00	\$281.00	\$482.00	\$287.00
Weekend Half Day Hire	n/a	n/a	\$344.00	\$214.00	\$353.00	\$218.00
<b>Sundry charges associated with use of complex</b>						
Security token (replacement or lost)		\$55.00		\$57.00		\$60.00
Client preparation or pack down time before or after booking (if available)		\$19.80 per hour flat rate		\$20.00 per hour flat rate		\$21.00 per hour flat rate

Furniture damage	Cost of replacement	Cost of replacement	Cost of replacement
Extraction carpet clean	\$176.00	\$182.00	\$187.00
Damage to facility	Cost of replacement	Cost of replacement	Cost of replacement
Call out fee for insecure building	\$187.00	\$187.00	\$193.00
Cleaning and re-stocking toilet consumables (for bookings longer than 1 consecutive day)	\$55.00	\$57.00	\$59.00

## Mapping/GIS charges

### Map prints and photo maps

Existing Maps Printed By Council Staff – colour print	Paper Size	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Includes:				
Street/Ward maps	A4	\$1.10	\$1.10	\$1.10
District maps	A3	\$2.20	\$2.30	\$2.40
Recycling/Refuse maps	A2	\$11.00	\$11.50	\$11.80
Non-aerial and aerial photo maps	A1	\$19.30	\$20.00	\$20.60
any custom map prepared by GIS staff	A0	\$33.00	\$34.00	\$35.00
Additional charge where labour is 30 minutes or more		\$85.80 per hour or part thereof	\$88.50 per hour or part thereof	\$91.00 per hour or part thereof
Maps for Emergency Services (Police, Fire & Ambulance), schools and students (using maps as part of their study):		Free	Free	Free
Maps		\$44.00 per hour or part thereof	\$45.50 per hour or part thereof	\$47.00 per hour or part thereof
Labour (30 minutes or more)				

Maps - Produced from INTRAMAPS – colour print	Paper Size	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Any map produced directly from INTRAMAPS	A4	\$1.10	\$1.10	\$1.10
	A3	\$2.20	\$2.30	\$2.40

Unprocessed aerial photography digital data	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
High Resolution Aerial Imagery Tile (georeferenced TIFF)	\$75.00 each	\$77.00 each	\$80.00 each

Medium Resolution Aerial Imagery Tile (georeferenced TIFF)			
High Resolution Aerial Imagery for individual locations of Cambridge/Karapiro, Te Awamutu/Mystery Creek, Te Miro, Ohaupo, Pirongia, Waipā SE or Waipā West (georeferenced ECW)			
High Resolution Aerial Imagery for complete Waipā District (georeferenced ECW)	\$150.00 each	\$155.00 each	\$160.00 each
Any Aerial Imagery produced by GIS staff (georeferenced ECW, JPEG or TIFF)	Actual staff time	Actual staff time	Actual staff time
Collation of digital data and writing to media (no charge for organisations undertaking work on behalf of Council)	\$85.80 per hour or part thereof	\$88.50 per hour or part thereof	\$91.00 per hour or part thereof

**Note:**

1. All maps are available in either paper or digital formats. Digital format refers to Adobe PDF or JPEG images of the maps.

## Mighty River Domain – Lake Karāpiro – Room Hire

Sir Don Rowlands Centre	Fees & charges 2024/25		Fees & charges 2025/26		Fees & charges 2026/27	
	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*
Booking deposit	Payable on request		Payable on request		Payable on request	
Bond	Payable on request		Payable on request		Payable on request	
<b>Main Hall (includes car parking and Main Kitchen, if required)</b>						
Full day hire (maximum 12 hour use)	\$1,837.00	\$1,006.00	\$1,895.00	\$1,040.00	\$1,950.00	\$1,070.00
<b>Main Kitchen (if Main Hall is not hired)</b>						
Full day hire (maximum 12 hour use)	\$280.00	\$271.00	\$290.00	\$280.00	\$300.00	\$290.00
Half day hire (maximum 4 hour use)	\$209.00	\$203.00	\$215.00	\$210.00	\$220.00	\$215.00
<b>Foyer and/or Servery (stand-alone hire)</b>						
Full day hire (maximum 12 hour use)	\$187.00	\$128.00	\$195.00	\$130.00	\$200.00	\$135.00
<b>Ground level Event/Conference Room (Waipā Room)</b>						
Full day hire (maximum 12 hour use)	\$399.00	\$172.00	\$410.00	\$180.00	\$420.00	\$185.00
Half day hire (maximum 4 hour use)	\$146.00	\$101.00	\$150.00	\$105.00	\$155.00	\$110.00
<b>First floor Event/Conference Room and adjacent kitchen (Karāpiro Room)</b>						
Full day hire (maximum 12 hour use)	\$572.00	\$301.00	\$590.00	\$311.00	\$610.00	\$320.00
Half day hire (maximum 4 hour use)	\$268.00	\$171.00	\$280.00	\$175.00	\$290.00	\$180.00
Kitchen – stand-alone hire (maximum 12 hour use)	\$190.00		\$195.00		\$200.00	
<b>Te Manawa O Matariki Room</b>						
Full day hire (maximum 12 hour use)	\$503.00	\$294.00	\$520.00	\$300.00	\$535.00	\$310.00
Half day hire (maximum 4 hour use)	\$262.00	\$157.00	\$270.00	\$165.00	\$280.00	\$170.00
<b>Sundry charges associated with use of complex</b>						

Access to facility for set up etc. prior to hireage period	By negotiation		By negotiation		By negotiation	
Staff assistance with event organisation/ venue set up	Quotation prepared on request		Quotation prepared on request		Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request		Quotation prepared on request		Quotation prepared on request	
Stage & Lectern hire	\$132.00	\$145.00	\$135.00	\$150.00	\$140.00	\$155.00
Post hire clean-up (if required – per staff member per hour)	\$27.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Scissor Lift – equipment hire only (up to 6 hours use)	\$225.00		\$230.00		\$235.00	
Scissor Lift – operator hire (per hour, minimum 1 hour charge)	\$42.00		\$45.00		\$46.00	
Carpet deep clean (if required)	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Internet service during hire period	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Repair of damage to facility	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Security call out (if required)	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Replacement of key/access card	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Security staff attendance at function	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	

Perry Community Water Sports Centre, Home of the Cambridge Yacht Club	Fees & charges 2024/25		Fees & charges 2025/26		Fees & charges 2026/27	
	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*	Corporate or Private Function	Event or Community Use*



Booking deposit	Payable on request		Payable on request		Payable on request	
Bond	Payable on request		Payable on request		Payable on request	
Full day hire (maximum 12 hour use)	\$433.00	\$215.00	\$447.00	\$222.00	\$460.00	\$229.00
Half day hire (maximum 4 hour use)	\$220.00	\$110.00	\$227.00	\$114.00	\$234.00	\$117.00
<b>Sundry charges associated with use of complex</b>						
Access to facility for set up etc. prior to hireage period	By negotiations		By negotiations		By negotiations	
Staff assistance with event organisation/venue set up	Quotation prepared on request		Quotation prepared on request		Quotation prepared on request	
Hireage of additional furniture/equipment	Quotation prepared on request		Quotation prepared on request		Quotation prepared on request	
Post hire clean-up (if required – per staff member per hour)	\$30.00		\$31.00		\$32.00	
Internet service during hire period	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Carpet deep clean (if required)	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Repair or replacement of damaged/lost equipment	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Repair of damage to facility	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Security call out (if required)	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Replacement of key/access card	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	
Security staff attendance at function	Full cost to be passed onto complex user		Full cost to be passed onto complex user		Full cost to be passed onto complex user	

**Notes:**

1. Facility users are required to complete a hire contract prior to using the facility. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.
2. 'Event or Community Use' charges apply to event hosts who are using the site for an event and have hired one or more zones and not for profit community organisations that are based and operate in the Waipā District. Out of District not-for-profit community organisations may apply to receive 'Event or Community Use' hire rates. The merit of such applications will be considered on a case by case basis.

## Mighty River Domain – Lake Karāpiro – Accommodation and camping charges

Accommodation and Camping charges	Fees & Charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
<b>Camping</b>			
<b>Non-Power Site</b>			
Adult (per night)	\$22.00	\$23.00	\$24.00
Child (12 and under per night)	\$19.00	\$20.00	\$21.00
Minimum site charge per night (1 Nov – 30 April)	\$66.00	\$68.00	\$70.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
<b>Powered Site</b>			
Adult – per night	\$24.00	\$25.00	\$26.00
Child – (12 and under per night)	\$19.00	\$20.00	\$21.00
Minimum charge per site per night (1 Nov – 30 April)	\$72.00	\$74.00	\$76.00
Deposit (per site)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
<b>Rob Waddell Lodge</b>			
Adult – per night	\$35.00	\$36.00	\$37.00
Child (12 and under) – per night	\$29.00	\$30.00	\$31.00
Minimum charge per night (non-event)	\$350.00	\$361.00	\$372.00
Minimum charge per night (event)	\$980.00	\$1,011.00	\$1,041.00
Deposit for Lodge	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Full day use of Lodge (to 5pm)	\$350.00	\$361.00	\$372.00

Late check-out/half day use of Lodge (to 1pm)	\$190.00	\$196.00	\$202.00
<b>Chalets 1-5</b>			
Adult – per night	\$35.00	\$36.00	\$37.00
Child (12 and under) – per night	\$29.00	\$30.00	\$31.00
Minimum charge (non-event) – per Chalet, per night	\$105.00	\$108.00	\$111.00
Minimum charge (event) – per Chalet, per night	\$210.00	\$217.00	\$224.00
Deposit (per Chalet)	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night	Full charge for first night and 50% charge for each subsequent night
Late check-out (per Chalet)	\$105.00	\$108.00	\$111.00
<b>Sundry charges</b>			
Internet service during hire period	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
BBQ hire (per use) (preference given to accommodation users)	\$35.00	\$36.00	\$37.00
Power adapter hire (per day)	\$16.00	\$17.00	\$18.00
On-site caravan storage (per day) (not connected to power)	\$10.00	\$10.00	\$10.00
Non Resident dump station charge	\$8.00	\$8.00	\$8.00
Use of shower (per shower) (preference given to accommodation users)	\$8.00	\$8.00	\$8.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
Repair of damage to facility	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user
Replacement of key/access card	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user	Full cost to be passed onto accommodation user

**Note:**

1. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site. Cancellation of bookings later than 45 days prior to booked dates will forfeit the deposit. 10.00am check out applies.
2. Fees were last updated in the Schedule of Fees and Charges 2020/21.

## Mighty River Domain – Lake Karāpiro – Domain & Lake Use charges

Domain and Lake use	Fees & Charges 2024/25				Fees & Charges 2025/26				Fees & Charges 2026/27			
	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large
<b>Lake</b>												
Lake water Zones 3 – 10	\$94.00	\$184.00	\$275.50	\$370.00	\$97.00	\$190.00	\$284.00	\$382.00	\$100.00	\$196.00	\$293.00	\$393.00
Additional Zones (each)	\$94.00	\$94.00	\$94.00	\$94.00	\$97.00	\$97.00	\$97.00	\$97.00	\$100.00	\$100.00	\$100.00	\$100.00
<b>Domain</b>												
Main spectator ground	\$477.00	\$952.00	\$1,426.00	\$1,903.00	\$492.00	\$982.00	\$1,472.00	\$1,964.00	\$507.00	\$1,011.00	\$1,516.00	\$2,023.00
Main parking area	\$203.50	\$510.40	\$761.00	\$1,012.00	\$210.00	\$527.00	\$785.00	\$1,044.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Parking area near sand court	\$203.50	\$510.50	\$761.00	\$1,012.00	\$210.00	\$527.00	\$785.00	\$1,044.00	\$216.00	\$543.00	\$809.00	\$1,075.00
x (charge for use other than camping)	\$203.50	\$510.50	\$761.00	\$1,012.00	\$210.00	\$527.00	\$785.00	\$1,044.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Upper camping ground (charge for use other than camping)	\$203.50	\$510.50	\$761.00	\$1,012.00	\$210.00	\$527.00	\$785.00	\$1,044.00	\$216.00	\$543.00	\$809.00	\$1,075.00
Lawn beside Rob Waddell Lodge	\$203.50	\$510.50	\$761.00	\$1,012.00	\$210.00	\$527.00	\$785.00	\$1,044.00	\$216.00	\$543.00	\$809.00	\$1,075.00
<b>Event booking fee</b>												

Standard charge for all bookings – per event	\$185.00	\$190.00	\$195.00
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Non-Event Domain use	Fees & Charges 2024/25		Fees & Charges 2025/26		Fees & Charges 2026/27	
	Commercial Use/Private Hire	Community Use*	Commercial Use/Private Hire	Community Use*	Commercial Use/Private Hire	Community Use*
Groups of 20 – 49 people	\$187.00	\$70.00	\$195.00	\$70.00	\$200.00	\$70.00
Groups of 50 – 149 people	\$355.00	\$355.00	\$365.00	\$365.00	\$375.00	\$375.00
Groups of 150+ people	\$485.00	\$485.00	\$500.00	\$500.00	\$515.00	\$515.00

Other Charges	Fees & Charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
<b>Power supply use and associated refuse collection (from food vendors)</b>			
Per connection, per day/night– 10% discount applies when user requires two or more connections at once			
32 Amp connection	\$100.00	\$105.00	\$110.00
16 Amp connection	\$60.00	\$60.00	\$60.00
10 Amp connection	\$35.00	\$35.00	\$35.00
<b>Water use</b>			
Continuous hose supply, per day (maximum 12 hour use)	\$40.00	\$40.00	\$40.00
<b>Traffic management boards (per day)</b>			
Small events (0-600 people on site)	\$180.00	\$185.00	\$190.00
Large events (600-6000 people on site)	\$400.00	\$415.00	\$425.00
Traffic management set up cost	\$150.00	\$155.00	\$160.00
<b>Post event site clean-up (if required)</b>			

Per staff member, per hour	\$35.00	\$35.00	\$35.00
Rubbish disposal above the maximum threshold (refer the Mighty River Domain Event Management Guide), per 3m <sup>3</sup> skip	\$120.00	\$125.00	\$130.00
Repair or replacement of damaged/lost equipment	Full cost to be passed onto site user	Full cost to be passed onto site user	Full cost to be passed onto site user
Repair of damage to facility	Full cost to be passed onto site user	Full cost to be passed onto site user	Full cost to be passed onto site user
Staff assistance with event organisation	Quotation prepared on basis of necessary staff skills and hours involved	Quotation prepared on basis of necessary staff skills and hours involved	Quotation prepared on basis of necessary staff skills and hours involved
<b>Outdoor pursuits</b>			
Challenge ropes courses (high & low)	Quotation prepared for all events on basis of instructors' hours and equipment levy	Quotation prepared for all events on basis of instructors' hours and equipment levy	Quotation prepared for all events on basis of instructors' hours and equipment levy
Team building, orienteering, raft building			
Internet service during hire period	Full cost to be passed onto site user	Full cost to be passed onto site user	Full cost to be passed onto site user
Security staff attendance at event	Full cost to be passed onto site user	Full cost to be passed onto site user	Full cost to be passed onto site user

**Notes:**

1. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.
2. \*'Community Use' charge applies to not-for-profit community organisations that are based and operate in the Waipa District.
3. 'Local/Small' events are those predominantly attended by local residents, involving up to 500 persons on the site for the event in one day.
4. 'Regional/Medium' events are those predominantly attended by residents from within the Waikato region, involving between 500 and 2000 persons on the site for the event in one day.
5. 'North Island/Large' events are those predominantly attended by residents from within the North Island, involving between 2000 and 5000 persons on the site for the event in one day.
6. 'National/Very Large' events are those predominantly attended by NZ residents, involving more than 5000 persons on the site for the event in one day.
7. Fees were last updated in the Schedule of Fees and Charges 2020/21.

## Museum fees (Te Awamutu)

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Minimum fee for public programmes	\$2.00	\$2.00	\$2.00
Self-research	No charge	No charge	No charge
Research Service time including searching, retrieval, reproduction, distribution and replacement material – no charge for the first 15 minutes.	\$27.50 per half hour	\$28.00 per half hour	\$28.00 per half hour
<b>Charges additional to research time as above</b>			
Digital images (per image) <i>Charges are dependent on factors such as image format, quality and delivery</i>	\$10.00-\$40.00	\$10.00-\$40.00	\$10.00-\$40.00
Publication Fees (local history and education publications)	\$15.00 per image + \$22.00 for half hour of staff	\$15.00 per image + \$23.00 for half hour of staff	\$15.00 per image + \$24.00 for half hour of staff
Publication Fees (NZ Rights)	\$50.00-\$250.00 + \$22.00 per half hour for staff	\$50.00-\$280.00 + \$23.00 per half hour for staff	\$50.00-\$280.00 + \$24.00 per half hour for staff
Publication Fees (World Rights)	\$50.00-\$500.00 + \$22.00 per half hour for staff	\$50.00-\$515.00 + \$23.00 per half hour for staff	\$50.00-\$515.00 + \$24.00 per half hour for staff
Photographic prints <i>Charges are dependent on factors such as image format, quality and delivery</i>	\$5.00 - \$40.00	\$5.00 - \$40.00	\$5.00 - \$42.00

**Note:**

1. For all other photocopying / printing / scanning fees please refer to the "Administration fees" section.

## Enriched Local Curriculum (ELC) (fees set within MoE contract)

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
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Education Entry Rate for students	\$3.00 per student	\$3.00 per student	\$3.00 per student
Accompanying Adult for Education programme	No charge	No charge	No charge
Cancellation Fee – charged to the school if programme is cancelled less than 2 days prior to booking without just cause	\$20.00	\$20.00	\$22.00

## Official Information Requests (LGOIMA)

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In line with the Local Government and Official Information and Meetings Act 1987 (LGOIMA), Council is required to make available certain public or personal information which it holds.

The Act also makes provision for Council to make a charge for this information, but the charge must be reasonable and is for the cost of labour and materials involved in making the information available. If the request is urgent then the Council may have to use additional resources to gather the information promptly and the Act permits Council to charge for these extra resources.

The Council will advise the applicant of the likely charges, if any, before it commences with the request and will give the applicant the opportunity to decide whether or not to proceed with the request. In such cases, the Council may require that the whole or part of the charge be paid in advance before commencing to process the request.

The following charges and procedures for the provision of official information are approved by Government and endorsed by the office of the Ombudsman.

### Existing charges to remain

There are currently areas where access to official information is given free of charge or pursuant to an existing charging arrangement.

### Fixing the amount of charge

The amount of charge will be determined by:

- Establishing whether or not the request is made by an identifiable natural person seeking access to any personal information about that person.



- Such requests are **not** subject to any change.
- The aggregate amount of staff time exceeding one hour spent in actioning the request.
- This will include search and retrieval of information, the provision of transcripts and the supervision of access.
- The number of pages of A4 sized of foolscap photocopy to be provided exceeding 20.
- For any other cost, the amount actually incurred in responding to the request.
- This will cover the provision of copies of video, audio and film tapes, computer time or other situations where a direct charge is incurred.

Where repeated requests are made in respect of a common subject over intervals of up to eight weeks, the Council will aggregate these requests for charging purposes. This means that the second and subsequent requests will not be subject to half an hour of free time and 20 free standard A4 photocopies.

The charge should represent a reasonable fee for access given. It may include time spent:

- In searching an index to establish the location of the information.
- In locating (physically) and extracting the information from the place where it is held.
- In reading and reviewing the information.
- In supervising the access to the information.

The charge should **not** include any allowance for:

- Locating and retrieving information which is not where it ought to be; or
- Time spent deciding whether or not access should be allowed and in what form.

Where the free threshold is only exceeded by a small margin it is a matter of discretion whether any fee should be paid and, if so, how much.

### **Staff time**

Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time is in **excess of one hour** should be charged out as follows:

- An initial charge of \$38.00 for the first chargeable half hour or part thereof; and
- Then \$38.00 for each additional half hour or part thereof.

The rate of charge applies irrespective of the seniority or grading of the officer who deals with the request.

Time spent in deciding whether or not to approve access and in what form should **not** be charged.

### **Photocopying**

Photocopying on standard A4 or foolscap paper should be charged out as follows:

- No charge 0 to 20 pages.
- After the first 20 pages, printing costs will be charged as per the administration fees outline in this Schedule.

### **Actual costs**

- All other charges incurred should be fixed at an amount, which recovers the actual costs involved.
- Producing a document by the use of a computer or other like equipment.
- Reproducing a film, video or audio recording.
- Arranging for the applicant to hear or view an audio or visual recording.
- Providing a copy of any map, plan or other document larger than A4 or foolscap size.

### **Remission of charges**

The liability to pay any charge may be modified or waived at the discretion of the department or organisation receiving the request under delegated authority. Full or partial remissions may be considered. Any request for remissions must be made in writing and must include:

- the requester details
- the legal status of the requester (e.g. individual, incorporated society, company, charitable trust etc)
- the reasons for the request
- the amount of remission that is requested.

Such decisions should have regard to the circumstances of each request. However, it would be appropriate to consider inter alia:

- Whether payment might cause the applicant financial hardship.
- Whether remission or reduction of the charge would facilitate enhanced relations with the public or assist the Council or applicant organisation in its work.

- Whether remission or reduction of the charge would be in the public interest because it is likely to contribute significantly to public understanding or of effective participation in the operations or activities of local government, and the disclosure of the information is not primarily in the commercial or private interest of the requester.
- Whether the applicant has formal charitable status under the Charities Act 2005, or otherwise provides a recognised service to the community.
- Is the use of the information, activity or service likely to make a significant contribution to operations and activities of local government?
- Is the use of information, activity or service likely to improve or enhance the understanding of the subject by the public at large as opposed to the individual understanding of the requester or a narrow segment of interested people?
- Is the information relating to the charge meaningful or informative about operations and activities of government that have a direct connection to the reason for the request?
- Is the information relating to the charge already in the public domain in either the same or similar form, which the requester could acquire without substantial cost?
- Is the public at large the primary beneficiary of the expenditure of public funds or is it the requester or a narrow segment of interested people?
- Are there elements of the charges that will have a public benefit and/or is there a public/private benefit split that could be attributed to the charges?
- Is the information, activity or service primarily in the commercial or private interest of the requester rather than the public interest? While it might appear on initial consideration that requests for information, for say, research purposes or to write a book or to have available in a library, might be considered in the 'public interest' and answer some of the criteria; this may not necessarily be so. There should still be reasonable evidence to show that the wider public benefit will accrue as a result of the research, or book or library depository. In the case of the media however, it can be reasonably assumed that they do have access to means of public dissemination. Each request should be considered on a case-by-case basis in light of all relevant information.

Members of Parliament may be exempted from charge for official information provided for their own use. In exercising this discretion, it would be appropriate whether remission of charges would be consistent with the need to provide more open access to official information for Members of Parliament in terms of the **reasonable** exercise of their democratic responsibilities.

### Deposits

A deposit may be required where the charge is likely to exceed \$90.00 or where some assurance of payment is required to avoid waste of resources. A deposit may only be requested after a decision has been made to make the information available.

The applicant should be notified of the amount of deposit required, the method of calculating the charge and the likely final amount to be paid. Work on the request may be suspended pending receipt of the deposit.

The unused portion of any deposit should be refunded forthwith to the applicant together with a statement detailing how the balance was expended.

### Review of decisions on charges

Section 27(1)(b) of the Official Information Act 1982 provides that the Ombudsman may investigate and review any decision on the charge to be paid in respect of a request for access to official information.

A record should be kept of all costs incurred. Wherever a liability to pay is incurred the applicant should be notified of the method of calculating the charge and this fact noted on the record.

### Overweight permit fees

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Single Overweight Permit fee (5 day processing) - per application	\$140.00	\$166.00	\$171.00
Single Overweight Permit fee (24 hour processing) - per application	\$165.00	\$180.00	\$186.00
Overweight Permit fee (24 month period) - per application	\$235.00	\$255.00	\$263.00
Over Dimension Damage - new fee	-	Staff time & actual and reasonable costs	Staff time & actual and reasonable costs

**Note:**

1. Charged in accordance with the Waka Kotahi Overweight Permit Manual.

### Permits under Waipā District Public Places Bylaw 2023 and Public Places Alcohol Control Bylaw 2015

#### Mobile traders

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Fee - New application	\$175.00	\$355.00	\$365.50
Annual Permit fee	\$350.00	\$355.00	\$365.50
Site assessment fee	\$175.00	\$250.00	\$257.50
Temporary (up to three months)	\$350.00	\$355.00	\$365.50

**Notes:**

1. Definition of **Mobile Trader** – means any person who in a public place (a) solicits for orders; or (b) offers, distributes, or sells any goods or services by foot or from any vehicle or stall or part thereof.
2. The annual permit fee is applicable to any individual or business issued with a permit to trade from a public place (new application or renewal). New applications will also incur the new application fee due to the extra administration involved.
3. The application fee is required to be paid at the time the application is submitted. The authorised council officer has discretion to determine if a full refund or partial refund is applicable in the event that the application is declined.
4. The site assessment fee is charged by actual staff time. It applies to assessment of requested trading sites for new permit applications or inquiries (annual or temporary) and for changes to existing permit locations.
5. The above fees only cover permission to trade from a public place. Traders applying to sell food and beverages may also require a food registration permit under the Food Hygiene Regulations 1974 (see Registration of Premises section).
6. Organisers of markets or large events may, under the bylaw, apply for a single permit to cover all participating mobile traders. All participating traders must be listed on the permit and must adhere to the terms and conditions of that permit. Participating traders are not required to hold individual mobile trading permits in addition to the event permit.

**Café tables and chairs and displays of goods for sale**

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Fee – new permit application	\$283.00	\$365.00	\$376.00
Annual fee – permit renewal	\$93.00	\$93.00	\$95.00
Annual occupation fee – per 1m <sup>2</sup> occupied	\$25.00	\$30.00	\$31.00

**Signs in public places**

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Fee – new permit application	\$283.00	\$283.00	\$290.00

Annual fee – permit renewal	\$93.00	\$93.00	\$93.00
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### Dispensations under Waipā Public Places Alcohol Control Bylaw 2015

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Charge for dispensations	\$90.00	\$90.00	\$90.00

### Property file information

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Simple property file (in electronic media form)	\$33.00	\$34.00	\$35.00
Complex property file (in electronic media form) e.g. business or industrial establishment	\$66.00	\$68.00	\$70.00
Material cost e.g. USB including postage	\$35.50	\$36.00	\$36.20
Property file administration e.g. scanning, printing, postage etc	Charges may apply as per the Local Government Official Information and Meetings Act 1987 section earlier in this schedule	Charges may apply as per the Local Government Official Information and Meetings Act 1987 section earlier in this schedule	Charges may apply as per the Local Government Official Information and Meetings Act 1987 section earlier in this schedule

### Property and lease charges

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
<b>Lease and License charges</b>			
Annual administration fee for Community Leases	\$392.00	\$405.00	\$415.00

Renewal of commercial lease/s Council owned land	\$336.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$347.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$355.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
New lease/assignment or licence to occupy Council land	\$673.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$695.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	\$714.00 administrative charge plus reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)
<b>Charges related to temporary occupation of Reserve Land (including Road Reserve)</b>			
Commercial use	\$280.00 per day (12 hours maximum) or \$137.00 per half day (4 hours maximum) plus \$605.00 deposit (refundable if reserve left undamaged)	\$290.00 per day (12 hours maximum) or \$140.00 per half day (4 hours maximum) plus \$625.00 deposit (refundable if reserve left undamaged)	\$300.00 per day (12 hours maximum) or \$145.00 per half day (4 hours maximum) plus \$645.00 deposit (refundable if reserve left undamaged)
Community group	No charge	No charge	No charge
<b>Property services</b>			
First ½ hour spent on enquiry/request	No charge	No charge	No charge
Subsequent time spent on enquiry	Minimum charge of \$83.00 per ½ hour (\$168.00 per hour). Actual and reasonable costs will be calculated on a case by case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	Minimum charge of \$85.00 per ½ hour (\$170.00 per hour). Actual and reasonable costs will be calculated on a case by case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)	Minimum charge of \$90.00 per ½ hour (\$180.00 per hour). Actual and reasonable costs will be calculated on a case by case basis and reimbursement of Council's legal expenses, DoC fees and Resource Consent Application fees (where applicable)

## Registration of Premises (Food/Health)

### Food Act 2014 – Food Control Plans and National Programmes

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
<b>Fees applicable to all registration types</b>			
All administration and verification activities including pre-registration assistance, audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based in the Waipā District.	Actual staff time plus \$0.95 per km	Actual staff time plus \$1.04 per km	Actual staff time plus \$1.05 per km
All administration and verification activities including pre-registration assistance, annual audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based outside the Waipā District.	\$228.00 per hour plus \$0.95 per km	\$235.00 per hour plus \$1.04 per km	\$240.00 per hour plus \$1.05 per km
Cancellation of scheduled verification within 24 hours or key personnel not available for the verification.	\$185.00	\$190.00	\$197.00
<b>Fees applicable to Food Control Plans</b>			
Application for registration of template Food Control Plan	\$440.00 plus Actual staff time after the first hour	\$455.00 plus Actual staff time after the first hour	\$460.00 plus Actual staff time after the first hour
Application for <b>renewal</b> of registration of template Food Control Plan	\$336.00 plus Actual staff time after the first hour	\$345.00 plus Actual staff time after the first hour	\$355.00 plus Actual staff time after the first hour
Application for a <b>significant amendment</b> [section 45(3)] of registration of template Food Control Plan,	\$170.00 plus Actual staff time after the first hour	\$175.00 plus Actual staff time after the first hour	\$180.00 plus Actual staff time after the first hour
Application for a <b>minor amendment</b> [section 45(2)] of registration of template Food Control Plan,	\$80.00 plus hourly rate after the first hour	\$85.00 plus hourly rate after the first hour	\$85.00 plus hourly rate after the first hour



Voluntary suspension of food control plan	\$95.00 plus hourly rate after the first hour	\$100.00 plus hourly rate after the first hour	\$100.00 plus hourly rate after the first hour
<b>Fees applicable to National Programs</b>			
Application for registration of <b>National Program</b>	\$428.00 plus Actual staff time after the first hour	\$455.00 plus Actual staff time after the first hour	\$460.00 plus Actual staff time after the first hour
Application for <b>renewal</b> of registration of National Program	\$336.00 plus Actual staff time after the first hour	\$345.00 plus Actual staff time after the first hour	\$355.00 plus Actual staff time after the first hour
Application for <b>significant amendment</b> [Section 81] of registration of <b>National Program</b>	\$170.00 plus Actual staff time after the first hour	\$175.00 plus Actual staff time after the first hour	\$180.00 plus Actual staff time after the first hour
Voluntary suspension of <b>National Program</b>	\$88.00 plus Actual staff time after the first hour	\$90.00 plus Actual staff time after the first hour	\$95.00 plus Actual staff time after the first hour
Issue of improvement notice, or review of an improvement notice	\$185.00 plus Actual staff time after the first hour	\$190.00 plus Actual staff time after the first hour	\$195.00 plus Actual staff time after the first hour
Exercising any power referenced by and for the purposes expressed in Section 298 of the Act (except for Sections 302 and 303), which results in a sanction(s) being imposed by the Food Safety Officer or some form of corrective action being required of the operator.	\$185.00 plus Actual staff time after the first hour	\$190.00 plus Actual staff time after the first hour	\$195.00 plus Actual staff time after the first hour
Application for statement of compliance	\$185.00 Actual staff time after the first hour	\$190.00 Actual staff time after the first hour	\$195.00 plus Actual staff time after the first hour
Copies of Food Control Plan folder and documents	\$30.00	\$30.00	\$30.00

“Actual staff time” means the applicable hourly rate as specified in the Council Professional Fees Section.

### Temporary food premises in Waipā District

Holders of Food Control Plans (FCP) or National Programs (NP) registered with their home authority will be permitted to trade at events or locations in the Waipā District provided the mobile / off site retail activity is included in that FCP/NP. Any tasks related to these will be charged as per Food Act 2014 fees above. Such traders will require separate Public Places Bylaw approval where appropriate.

### Registrations under Health Act 1956

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Renewal Offensive trades (Health Act 1956)	\$168.00	\$178.00	\$188.00
New Offensive trades (Health Act 1956)	\$252.00	\$262.00	\$272.00
Renewal Camping grounds (Camping Ground Regulations 1985)	\$168.00	\$178.00	\$188.00
New Camping grounds (Camping Ground Regulations 1985)	\$252.00	\$262.00	\$272.00
Renewal Hairdressers (Health (Hairdressers) Regulations 1980)	\$168.00	\$178.00	\$188.00
New Hairdressers (Health (Hairdressers) Regulations 1980)	\$252.00	\$262.00	\$272.00
Renewal Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$168.00	\$178.00	\$188.00
New Funeral Directors/Mortuaries (Health (Burial) Regulations 1946)	\$252.00	\$262.00	\$272.00
Change of occupier/owner – All registration groups	\$90.00	\$90.00	\$90.00
Replacements or copies of certificates	\$55.00	\$55.00	\$55.00
Hourly rate (Non Compliance follow up/ administration & inspection)	\$215.00	\$215.00	\$215.00

### Sale and Supply of Alcohol Act 2012

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
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Request for excerpts of sale of alcohol database (section 66(2))	\$50.00 as per regulation	\$50.00 as per regulation	\$50.00 as per regulation
Applications for waiver pursuant to section 208 of the Act (Deducted from licence application fee)	\$60.00	\$60.00	\$60.00

### Other fees and charges

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Pre-purchase inspections and/or reports	Actual staff time plus \$0.95 per km	Actual staff time plus \$1.04 per km	Actual staff time plus \$1.05 per km
Pre-application meetings and consultation (food or sale of alcohol)	Actual staff time	Actual staff time	Actual staff time
General inspection fee where not stated above (e.g. swimming pools, housing)	Actual staff time plus \$0.95 per km	Actual staff time plus \$1.04 per km	Actual staff time plus \$1.05 per km
Information requests other than the above	As per official information request charges	As per official information request charges	As per official information request charges
Replacements or copies of certificates (Food, Health, Alcohol etc)	\$55.00	\$55.00	\$55.00

### Regulatory – Other fees and charges

Type	Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
<b>Land Information Memorandum (LIM) pursuant to LGOIMA</b>				
<b>Urgent (5 working days)</b>				
Properties zoned Mixed Use Residential, Residential, Rural, Deferred Residential	Prepare and issue LIM	\$533.00	\$550.00	\$565.00
<b>Non Urgent (10 working days)</b>				
Properties zoned Mixed Use Residential, Residential, Rural, Deferred Residential	Prepare and issue LIM	\$370.00	\$380.00	\$390.00

All other Zones in District Plan not listed above	Prepare and issue LIM	\$473.00	\$490.00	\$505.00
<b>Overseas Investment Certificates</b>				
	For determining and issuing	\$352.00	\$365.00	\$375.00
<b>Section 348 – Right of Way (ROW)</b>				
Application for ROW under LGA 1974	Processing ROW application	\$787.00	\$810.00	\$835.00
<b>Sale and Supply of Alcohol Act</b>				
Section 100(f) certificates certifying that the proposed use of the premises meets the requirements of the RMA	Existing premises	\$179.00	\$185.00	\$190.00
	New or altered premises	\$280.00	\$290.00	\$299.00
<b>Advertising of alcohol licence applications on Council’s website</b>		\$150.00	\$155.00	\$160.00
<b>Alcohol licence hearing costs not associated with the application itself (e.g. translation services etc) will be charged at actual cost.</b>				
<b>Hazardous activities and industries list determinations (HAIL)</b>				
For supplying specific information to determine if a potentially contaminating activity has occurred on a property.		\$90.00	\$90.00	\$92.00
<b>Record of Title search</b>				
For searching for Records of Title through Land Information New Zealand (LINZ).		\$25.00	\$25.00	\$26.00

### Resource management fees and charges

Type	Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
		'F' are fixed charges, all others are deposits	'F' are fixed charges, all others are deposits	'F' are fixed charges, all others are deposits
<b>General</b>				
Pre application	Pre application meeting	Actual staff time except for the first half hour of the first meeting, which will not be charged	Actual staff time	Actual staff time

Pre-hearing meeting	For any meeting or mediation held (\$99)	Actual staff time	Actual staff time	Actual staff time
Joint subdivision and landuse	For any joint application	\$5,610.00	\$5,790.00	\$5,965.00
	<i>Note – for joint applications, this is the only deposit that applies.</i>			
Limited notified consent (land use and subdivision)	<b>Any</b> resource consent that requires limited notification	\$8,030.00	\$8,285.00	\$8,535.00
Notified consent (land use and subdivision)	<b>Any</b> resource consent that requires public notification	\$12,980.00	\$13,395.00	\$13,795.00
<b>Landuse Consents</b>				
Non-notified	All landuse consents, except as otherwise provided below	\$2,805.00	\$2,895.00	\$2,980.00
	Resource consents for a Controlled or Restricted Discretionary Activity with non compliance with <u>one</u> bulk and location rule only, excluding applications for 3 or more dwellings in the Medium Density Residential Zone.	\$1,345.00	\$1,390.00	\$1,430.00
	<i>Note: if you are unsure whether this deposit is applicable, please discuss with a member of the Planning team before submitting your application.</i>			
	Non complying (excludes road boundary setbacks which will require the standard non-notified landuse consent deposit)	\$3,925.00	\$4,050.00	\$4,170.00
	Cultural landscape area	F \$1345.00	F \$1400.00	F \$1430.00
Character precinct				

	Protected trees <i>Note: a remission up to the full cost of the fixed fee, including the cost of an arborist assessment, will apply where the maintenance of a protected tree is assessed by a qualified arborist as being necessary for safety reasons, or to maintain the health of the tree</i>	F \$990.00	F \$1020.00	F \$1050.00
Resource consent exemptions (Section 87 (B)(a) and Section 87 (B) (b) notices)	Boundary activities	F \$335.00	F \$345.00	F \$355.00
	Marginal or temporary rule breaches	\$700.00	\$720.00	\$745.00
<b>Subdivision consents</b>				
Non-notified	Controlled activities	\$4,380.00	\$4,520.00	\$4,655.00
	≤ 9 lots, where no road/reserves proposed	\$4,380.00	\$4,520.00	\$4,655.00
	≤ 9 lots, where roads and/or reserves are proposed	\$5,610.00	\$5,790.00	\$5,965.00
	≥ 10 lots, (including roads and reserves)	\$9,900.00	\$10,220.00	\$10,525.00
	Non-complying activities	\$5,060.00	\$5,220.00	\$5,375.00
<b>Subdivision processes (post approval)</b>				
Section 221	Consent notice - preparation, authorization, change or cancellation	\$335.00	\$345.00	\$355.00
Section 223 certification	For subdivisions ≤ 2 lots	F \$335.00	F \$345.00	F \$355.00
Section 223 certification	For subdivisions ≥ 3 lots	F \$700.00	F \$720.00	F \$745.00
Section 224C certification	All subdivisions	\$370.00	\$380.00	\$390.00
		+ actual staff time	+ actual staff time	+ actual staff time

Section 226	Restriction upon issue of record of title	\$560.00	\$580.00	\$595.00
Section 241	Cancellation/partial cancellation of amalgamation condition	\$560.00	\$580.00	\$595.00
Section 243	Easement approval or revocation	\$560.00	\$580.00	\$595.00
<b>Subdivision miscellaneous</b>				
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time	Actual staff time	Actual staff time
	RAMM Collection (minimum of 2km carriageway)	\$918.00 per day	\$945.00 per day	\$975.00 per day
Technical costs	CCTV data uploaded to Reticulation Manager (minimum 100 metres)	Minimum \$245.00 plus	Minimum \$255.00 plus	Minimum \$260.00 plus
		\$2.45 per lineal metre	\$3.00 per lineal metre	\$3.10 per lineal metre
Cross lease	Amendments to flats plan	\$700.00	\$720.00	\$740.00
Urgent signing fee for subdivision post approval processes	To sign any documentation within a 24 hour period	\$110.00	\$115.00	\$117.00
	<i>Note: This does not guarantee urgent signing will be possible, refer to notes below for further information.</i>			
	Asset collection, ≤ 9 lots	\$2,385.00	\$2,460.00	\$2,535.00
	Asset collection, ≥ 10 lots	\$4,600.00	\$4,746.00	\$4,890.00
<b>Other resource management activities</b>				
Section 125/126	Applications for extensions of consent periods	\$955.00	\$985.00	\$1,015.00
Section 127	Change or cancellation of a condition/s of consent (non-notified only)	\$1,790.00	\$1,845.00	\$1,900.00

Section 128 - 132	Review of consent conditions (non-notified only)	\$950.00	\$980.00	\$1,010.00
Section 134	Transfer of holder's interest in a consent	F \$220.00	F \$225.00	F \$235.00
Section 138	Application to surrender resource consent	\$735.00	\$760.00	\$785.00
Section 139	Application for certificate of compliance	\$2,600.00	\$2,685.00	\$2,765.00
Section 139A	Existing use right determination	\$2,600.00	\$2,685.00	\$2,765.00
Section 357	Objections pursuant to section 357(A) or (B) of RMA	\$560.00	\$580.00	\$595.00
	<i>Note: Not invoiced if objection upheld in full. A part charge may be made if the objection is upheld in part.</i>			
National Environmental Standards	Confirmation of compliance with National Environmental Standards	Actual staff time	Actual staff time	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	\$1,775.00	\$1,830.00	\$1,885.00
<b>Designations</b>				
Public or Limited notified	Notice of Requirement for designation	\$12,320.00	\$12,715.00	\$13,095.00
Non-notified	Notice of Requirement for designation	\$6,490.00	\$6,700.00	\$6,900.00
Section 176	Application for outline plan	\$900.00	\$930.00	\$960.00
Section 176A(2)	Waiver of requirement for outline plan	\$200.00	\$205.00	\$210.00
Sections 177, 178	Request to the Requiring Authority responsible for an earlier designation	\$725.00	\$750.00	\$775.00



	Application to do anything which would prevent or hinder the public work or project			
Section 180	Transfer of rights and responsibilities for designations	\$1,230.00	\$1,270.00	\$1,310.00
Sections 181, 182	Requirement for alteration or removal/partial removal of a designation	\$1,910.00	\$1,970.00	\$2,030.00
Section 184/184A	Application to determine designation lapsing	\$3,710.00	\$3,830.00	\$3,945.00
<b>Heritage Orders</b>				
Sections 189/189A, 196, 177	Requirement for Heritage Order	\$1,760.00	\$1,815.00	\$1,870.00
	Requirement for removal of Heritage Order			
	Request to Requiring Authority responsible for the earlier heritage order			
<b>Private Plan Change application to amend the District Plan</b>				
1 <sup>st</sup> Schedule	Processing, considering and determining a private plan change application	\$65,560.00	\$67,660.00	\$69,690.00
<b>Compliance and monitoring</b>				
General	Administration, review, correspondence	Actual staff time	Actual staff time	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions	\$170	\$175	\$180
Monitoring permitted activities		\$170	\$175	\$180

<i>(National Environmental Standard for Freshwater 2020 - councils may charge for monitoring of permitted activities including land uses relating to farm activities, vegetation clearance and earthworks).</i>	Monitoring costs relating to permitted activities, if recovery of costs is authorised under any under National Environmental Standard, National Policy Statement, national direction, or other regulation			
Engineering	For any inspection required	Actual staff time	Actual staff time	Actual staff time
<b>Miscellaneous charges</b>				
Legal instruments	Search for easement documents, covenants, encumbrances or any other document registered on Records of Title	Actual staff time	Actual staff time	Actual staff time
		+ LINZ costs	+ LINZ costs	+ LINZ costs
Affixing Council's seal/ authorising document	For administration costs incurred in affixing Council's seal and/or signature to any document where a charge is not otherwise listed	\$185.00	\$190.00	\$195.00
Variation/cancellations	Variation or cancellation of any legal instrument not otherwise listed	\$520.00	\$535.00	\$550.00
Public notice	Costs associated with public notices	Actual staff time	Actual staff time	Actual staff time
		+ advertisement fees	+ advertisement fees	+ advertisement fees
Signs	Affixing signs on site	\$40.00 per sign	\$40.00 per sign	\$40.00 per sign
Delegated approvals	Staff decision on application, acting under delegated authority	\$127.00	\$130.00	\$135.00
Bonds	Preparation, release and signing of any bond (excluding engineering)	\$350.00	\$360.00	\$370.00

	Preparation, release and signing of any bond - Engineering (roading and servicing works)	\$470.00	\$485.00	\$500.00
	Partial Bond release	Actual staff time	Actual staff time	Actual staff time
Consultants	The applicant will reimburse Council for any fees paid by Council to any consultants.	Actual consultant costs	Actual consultant costs	Actual consultant costs
		+ actual costs	+ actual costs	+ actual costs
Noise control	Application fee for the consideration of the return of equipment seized under RMA.	F \$175.00	F \$180.00	F \$185.00
	Costs incurred in rendering noise source inoperable (e.g. removing vehicles, disabling alarms etc)			
		Actual costs	Actual costs	Actual costs
<b>Hearings</b>				
Attendance – Council Staff or Consultant	A charge will be made for the costs of all staff and/or consultants required to attend a hearing	Actual staff/consultant time	Actual staff/consultant time	Actual staff/consultant time
Attendance – Commissioner / Regulatory Committee Members / Hearing Panel members	A charge will be made for the costs of all Commissioners, Committee or Hearing Panel members required to attend a hearing	Actual costs	Actual costs	Actual costs
Postponement/withdrawal	If applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing	Actual costs	Actual costs	Actual costs
or cancellation				

Venue	Hiring a venue for hearing	Actual costs	Actual costs	Actual costs
<b>Request for information and supply of resource management documents</b>				
Providing general advice	Providing advice and considering proposed applications <i>May include, but is not limited to: administration costs, research, meetings (including pre-lodgement), written correspondence.</i>	Actual staff time except for the first half hour of the first meeting, which will not be charged	Actual staff time except for the first half hour of the first meeting, which will not be charged	Actual staff time except for the first half hour of the first meeting, which will not be charged
Providing information	Any request to provide information in respect of the District Plan or any consent	Actual staff time	Actual staff time	Actual staff time
Providing copies	For the copying of information relating to consents and Council's resource management functions under Section 35 of the RMA, and the supply of any document	Actual staff time	Actual staff time	Actual staff time
		+ photocopying charges	+ photocopying charges	+ photocopying charges
Waipā District Plan	Full printed copy of text	\$220.00	\$225.00	\$230.00
	Planning maps	\$165.00	\$170.00	\$175.00
<b>Hazardous Activities and Industries List (HAIL) determinations</b>		\$10.00	\$10.00	\$10.00
Investigation fee		\$160.00	\$165.00	\$170.00

### Application for Public Benefit Remission of Resource Management Act Charges

Council is able to recover actual and reasonable charges under the Resource Management Act 1991. Resource Consent applicants occasionally seek a remission or reduction in resource consent fees on the basis of public benefit. Applicants also have the ability to formally object to additional resource management charges under section 357B of the Resource Management Act.

Applications for public benefit remission of resource consent fees and charges (other than formal objections to additional charges under s357B of the Resource Management Act) will be considered as follows. Applications which do not relate to a public benefit will not be considered.

- a. The application for public benefit remission must be in writing, and be submitted either on a form provided by council, or must include the following information:
  - a. Applicant's contact details
  - b. The legal Status of the applicant.
  - c. The amount of remission being sought (in full or in part).
  - d. The reasons for the remission.
- b. Applications which are in accordance with the requirements above will be assessed based on the following criteria:
  - a. Will the proposal result in a clear public benefit, whether entirely or in part?
  - b. If there is a clear public benefit, what apportionment of this could be reasonably applied to the proposal?
  - c. Is the applicant a charitable trust, incorporated community group, or otherwise delivering a public benefit?
  - d. Is there any impact on Council's budgeted operational costs of remitting all or part of the charge?
- c. The decision whether to accept an application for a remission in part, or in full, will be made under the relevant delegated authority.

#### Notes:

1. *These fees and charges become Operative on 1 July of each year 2024 and will apply for all work carried out and decisions issued on or after 1 July of each year 2024 irrespective of when the application was lodged with Council.*
2. *Where an "F" is noted in the charges column, this means the fee is a fixed rate, and no additional charges will be made for that activity. Where there is no such notation, the charge is a deposit only and actual staff time (plus mileage where relevant) incurred over and above the deposit will be charged.*
3. *The fixed charge ("F") for non-notified land use consents will only apply when there is no other matter of non-compliance with the District Plan, where other rules are breached, the full deposit will apply.*
4. *"Consultant" includes any Commissioners, consultants, advisers, solicitors and any other creditors related to any matter connected with a resource consent or certificate application.*
5. *Where "actual staff time" is noted, this:*
  - (a) *Will include a charge for any mileage incurred as a result of any inspections required; and*
  - (b) *Includes any consultant engaged by Council; and*
  - (c) *For the avoidance of doubt, "actual costs" also includes "actual staff time".*
6. *Where legal fees are incurred by Council for the registration of any documents required due to any process, the actual legal costs will be charged in full (i.e. for registration of consent notices, bonds, easement cancellations etc.).*

7. For the avoidance of doubt, any application which requires either limited or public notification, will be charged the limited or public notification fee, as applicable (regardless of the type of consent, or the section of the RMA the application is made under).
8. Urgent signing fee: When a request is made to sign documentation urgently for subdivision processes (post subdivision consent approval), an additional charge will be made. A request will be considered urgent if the return of the signed document is sought within a 24 hour period. Note: This does not guarantee documents will be able to be signed urgently. An Authorised Officer must be available to sign documentation and may not always be available. Please check with Council's Planning administration team prior to any request.

#### **Fixed charges**

9. The charges set out in the Schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).
10. All fixed charges are payable in full in advance. Pursuant to Section 36AAB(2) of the RMA, Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.
11. Documentation or certificates will not be issued until payment of charges have been cleared.

#### **Additional charges**

12. Where a fixed charge is in any particular case inadequate to enable Council to recover its actual and reasonable costs in respect of the matter concerned, Council will require the applicant to pay a deposit, followed by an additional charge to cover actual and reasonable costs.
13. The following may also be included as additional charges:
  - (a) If it is necessary for the services of a consultant to be engaged by Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
  - (b) If any legal fees are incurred by Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge; and
  - (c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

#### **Charge-out rates for Council officers and mileage**

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

#### **Additional fixed fees**

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

- (a) Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36AAB(2) of the RMA; and
- (b) May also, pursuant to Section 36(5) of the RMA make additional charges.

#### Remission of fees

16. Staff with delegated authority may consider a reduction in any charge, on application to the Council. Any remissions will be in accordance with Section 36AAB(1) of the RMA.

### Rural Address Property Identification System number plates

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Application for new rapid number (includes plate)	\$92.00	\$95.00	\$98.00
Supply (only) number plate	\$22.00 per plate	\$23.00 per plate	\$24.00 per plate

### Stock droving and crossings

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Application for permit	\$445.00	\$445.00	\$460.00
Re-inspection fee	\$231.00	\$270.50	\$280.00

#### Notes:

1. Permit for stock droving on a road must be in accordance with Waipā District Public Places Bylaw 2023.
2. Stock crossings are dedicated positions along a road where stock is moved from one side of the road reserve to the other.
3. All stock crossings must be installed in accordance with the Waipā District Public Places Bylaw 2023 and any other conditions set.

### Stock impound fees

#### First impounding

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
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	First animal	Per animal thereafter	First animal	Per animal thereafter	First animal	Per animal thereafter
Horses, cattle, mules, asses, deer and pigs	\$75.90 plus, transport costs	\$26.40	\$78.00 plus, transport costs	\$27.00	\$80.00 plus, transport costs	\$28.00
Sheep, goats and others	\$75.90 plus, transport costs	\$26.40	\$78.00 plus, transport costs	\$27.00	\$80.00 plus, transport costs	\$28.00
Subsequent impounding within the same financial year involving animals owned by the same person or organisation	Number of impoundings x relevant fee		Number of impoundings x relevant fee		Number of impoundings x relevant fee	
Additional after-hours fee (5pm to 8am, weekends and statutory holidays)	\$78.00		\$80.00		\$82.00	

### Driving charges

Responding to complaints, driving stock from road to pound or owner's property or another place.

\$163.00 per hour per officer and mileage at \$1.04 per km (2025/26) and \$1.05 per km (2026/27) local government rate for Animal Control Officer's/Ranger's time plus any other reasonable costs incurred.

### Grazing per day

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Horses, cattle, mules, ass, deer and pigs	\$8.80	\$9.00	\$9.00
Sheep, goats and others (plus costs of any hard feeds, i.e. hay, grain)	\$2.20	\$2.50	\$3.00

All other costs incurred as the result of impoundment are payable by the owner on release of the animal/s. Such costs may include cartage, droving, advertising, feed, veterinary attention, etc.



## Stormwater connections

### Stormwater connection approval and inspection fee

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
<b>Domestic standard connection (100mm diameter)</b>			
Stormwater application	\$418.00	\$546.00	\$562.00
Stormwater inspection	\$395.00	\$495.00	\$510.00
Manhole reconstruction	\$572.00	\$620.00	\$640.00
Subsequent inspection (charged for each inspection until connection is accepted as complete)	\$353.00	\$365.00	\$375.00

#### Notes:

1. All new stormwater connections require an application, investigation to ensure the existing system capacity, approval of a plan, confirmation of approval or otherwise, site inspection pre-back fill and recording of connection on Waipā District Council records.
2. The application fee is for processing the application and is non-refundable.
3. The inspection fee would be refundable if the application is unsuccessful.
4. The above fees may apply to each:
  - a) Dwelling; or
  - b) Separate building; or
  - c) Paved area in excess of 250m<sup>2</sup> (or part thereof) catchment area.
5. A single domestic connection fee will be accepted after an approved retention system is constructed. All other connections will be separately quoted.
6. All connections must be installed by a registered Drain Layer.

## Structures on the road reserve

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
<b>Erect a structure on road reserve</b>			
Application for permit to erect structure	\$731.00	\$875.00	\$900.00
Annual safety inspection of structure (per annum) if required as condition of permit.	\$445.00	\$445.00	\$460.00
<b>Erection of temporary fence on road reserve for stock grazing</b>			

Application for permit	\$445.00	\$445.00	\$460.00
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**Notes:**

1. The above fees apply for applications to construct private structures located on or under roads on the Waipā District Roding Network. Examples could include Private bus shelters; Stock underpasses; Fence encroachments; Property access ramps or stairs.
2. Application must be made, and consent gained from Waipā District Council to ensure the structure is safe, not a hazard to travelling public, is durable and has a nominated owner responsible for maintenance and removal when no longer required.
3. Application for permit includes an initial inspection. If the structure is erected for less than twelve months as per its permit, no annual safety inspection fee will apply. If a building consent is required for the structure, then a separate building consent fee will also apply.

**Exclusions:**

4. Standard rural mailboxes and shop veranda required by the District Plan do not require a permit.

**Stock underpass**

Description	Fees & charges 2024/25	Fees & Charges 2025/26	Fees & Charges 2026/27
Application for stock underpass.	Actual staff time will be charged but with a minimum of \$1050.00	Actual staff time will be charged but with a minimum of \$1,085.00	Actual staff time will be charged but with a minimum of \$1,115.00
Non-compliance	Actual staff time + mileage	Actual staff time + mileage	Actual staff time + mileage

**Note:**

1. Stock underpass is a dedicated permanent structure for the passage of stock under a road. All stock underpasses must have a lease agreement or licence to occupy with Waipā District Council

**Town Hall hire – Kihikihi and Pirongia**

Town Hall Hire – Kihikihi and Pirongia	Fees & charges 2024/25		Fees & charges 2025/26		Fees & charges 2026/27	
	Corporate or Private Function	Community Group Use	Corporate or Private Function	Community Group Use	Corporate or Private Function	Community Group Use
Bond payable on booking	\$220.00	\$110.00	\$225.00	\$115.00	\$230.00	\$120.00
Deposit payable on booking	25%	25%	25%	25%	25%	25%
<i>Community Group bookings longer than 3 consecutive days will receive a 25% discount</i>						

<b>Kihikihi Town Hall – Whole complex</b>						
Half day hire (4 hour use)	\$55.00	\$22.00	\$55.00	\$25.00	\$55.00	\$25.00
Full day hire (maximum 12 hour use)	\$145.00	\$71.00	\$150.00	\$75.00	\$155.00	\$77.00
<b>Pirongia Hall – Whole complex</b>						
Half day hire (4 hour use)	\$55.00	\$22.00	\$57.00	\$25.00	\$60.00	\$25.00
Full day hire (maximum 12 hour use)	\$145.00	\$71.00	\$150.00	\$75.00	\$155.00	\$75.00

**Notes:**

1. Facility users are required to complete a hire contract prior to using the facility.
2. Community use charges apply to not for profit organisations that are based and operate within the Waipā District providing a benefit for the Waipā Community.

**Trade waste**

<b>Administration Charges</b>	<b>Fees &amp; charges 2024/25</b>	<b>Fees &amp; charges 2025/26</b>	<b>Fees &amp; charges 2026/27</b>
<b>Application fees</b>			
Application fee – Permitted/controlled discharge (including final inspection)	\$257.00	\$344.00	\$354.00
Application fee – Conditional consent (covering 4 hours work including final inspection, including tanker disposal)	\$479.00	\$809.00	\$833.00
Hourly rate for applications	\$135.00	\$146.00	\$150.00
Temporary discharge (including final inspection)	\$257.00	\$344.00	\$354.00
Renewal fee for controlled, permitted or conditional trade waste consents (plus additional hourly rate for more than 1 hour of time noting that site inspection charges may also apply)	\$127.00	\$146.00	\$150.00
Variation/Change of Details Request for permitted or conditional consents (plus additional hourly rate for more than 30 minute time noting that site inspection charges may also apply).	\$68.00	\$73.00	\$75.00

Special Trade Waste agreements, variations or renewals. Actual costs recovered including but not limited to consultant or legal fees	Actual cost	Actual cost	Actual cost
<b>Site inspection fees</b>			
Permitted/Controlled Discharge – Site Inspection/audit (per site visit)	\$182.00	\$230.00	\$237.00
Conditional Consent – Site Inspection (per site visit)	\$290.00	\$302.00	\$311.00
Temporary Discharge – Inspection / audit (per site visit)	\$290.00	\$302.00	\$311.00
Site Inspection / audit -non-compliance (per site visit)	\$290.00	\$302.00	\$311.00
<b>Annual charge</b>			
Permitted/Controlled/Special/discharge	\$68.00	\$71.00	\$73.00
Conditional/Special/discharge- Risk Class 3	\$2,027.00	\$2,308.00	\$2,377.00
Conditional/Special/discharge - Risk Class 2	\$1,155.00	\$1,400.00	\$1,442.00
Any temporary discharge	\$257.00	\$267.00	\$275.00
Independent Monitoring (per sample collected)	\$277.00	\$288.00	\$297.00
Tankered discharge	\$885.00	\$920.00	\$948.00
<b>Tankered Waste Disposal</b>			
Tankered waste disposal to Wastewater Treatment Plant or reticulation in accordance with Trade Waste Bylaw \$/m <sup>3</sup>	\$90.00	Subject to further review – fee not currently applied in 2024/25	Subject to further review – fee not currently applied in 2024/25

**Notes:**

1. Tankered waste may not be accepted at the Waters Manager's sole discretion.
2. Tankered waste disposal to Wastewater Treatment Plant or reticulation not in accordance with Trade Waste Bylaw will require a conditional or special agreement in accordance with the Trade Waste Bylaw.

## Charging formula

The formula for calculation of the load based trade waste charge is as set out below.

$$(V \times V_c) + (SS \times SS_c) + (BOD \times BOD_c) + (TKN \times TKN_c) + (TP \times TP_c)$$

Parameter	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
V <sub>c</sub> Flow Volume	\$1.57/M <sup>3</sup>	\$1.63/M <sup>3</sup>	\$1.68/M <sup>3</sup>
SS <sub>c</sub> Suspended solids	\$1.35/kgSS	\$1.40/kgSS	\$1.45/kgSS
BOD <sub>c</sub> Organic Loading	\$1.50/BOD	\$1.55/BOD	\$1.60/BOD
TKN <sub>c</sub> Total Kjeldahl Nitrogen	\$1.57/kgTKN	\$1.63/kgTKN	\$1.68/kgTKN
TP <sub>c</sub> Total Phosphorus	\$6.40/kgTP	\$6.66/kgTP	\$6.86/kgTP
Connection or disconnection fee	\$552.00	\$575.00	\$592.00

Table of parameters with descriptions			
V	The volume discharged	BOD <sub>c</sub>	The unit BOD Charge \$/kg
V <sub>c</sub>	The unit volume charge \$/ M <sup>3</sup>	TKN	The mass of Total Kjeldahl Nitrogen (TKN) discharged
SS	The mass of suspended solids discharged	TKN <sub>c</sub>	The unit TKN charge \$/kg
SS <sub>c</sub>	The unit SS charge \$/kg	TP	The mass of Total Phosphorus (TP) discharged
BOD	The mass of BOD discharged	TP <sub>c</sub>	The unit TP charge \$/kg

## Traffic Management Plan (TMP) reviews

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Approval of simple TMP for Vehicle Crossings	\$215.00	\$290.00	\$300.00

Approval of complex TMP	\$215.00 per hour (excludes travel allowances)	\$290.00 per hour (excludes travel allowances)	\$290.00 per hour (excludes travel allowances)
Actions required to address non-compliance with TMP conditions	\$215.00 per hour (excludes travel allowances)	\$205.00 per hour (excludes travel allowances)	\$205.00 per hour (excludes travel allowances)
Non-compliance for not having a TMP or an approved TMP	\$468.00	\$512.00	\$530.00
Extension of TMP application	\$105.00	\$140.00	\$145.00
Issue of Stop Work Order	\$148.00	\$242.00	\$250.00
Late Completion of Works or failure to return sites to pre-existing conditions as per the utilities code.	\$445.00	\$447.00	\$460.00

**Notes:**

1. TMP require evaluation and approval by the Council Traffic Management Coordinator to ensure public safety, the costs of which are charged to the applicant.

## Utility access requirements

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Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
<b>Single Occurrence Permit</b>			
Isolated street opening permit application (plus the applicable trenching fee and Traffic Management Plan fee)	\$195.00	\$210.00	\$215.00
<b>Multiple occurrence permit for utility maintenance works</b>			
Multiple opening permit application covering a 12 month period (One off set up fee then occurrence fee plus the applicable trenching fee)	\$385.00 + \$66.00 for each occurrence	\$620.00 + \$105.00 for each occurrence	\$640.00 + \$105.00 for each occurrence
<b>Excavation, trenching or drilling</b>			
1 – 99m (This is the minimum fee in conjunction with the permit fee)	\$105.00	\$110.00	\$115.00
100 – 499m	\$187.00	\$195.00	\$200.00
> 500m	\$314.00	\$330.00	\$340.00

Non-compliance with conditions	\$215.00	\$305.00	\$315.00
Additional inspections required for complex projects, changes to project extents and conditions, or as required to address non-compliance with conditions.	\$215.00 per hour (includes travel allowances)	\$240.00 per hour (includes travel allowances)	\$245.00 per hour (includes travel allowances)
Extension of Work Access Permit (WAP) application	\$105.00	\$140.00	\$145.00
Issue of Stop Work Order	\$148.00	\$240.00	\$245.00
Late Completion of Works or failure to sign off completed works as per WAP.	\$445.00	\$450.00	\$465.00

**Notes:**

1. For all work to be undertaken on road reserve (including within footpaths, berms and carriageways) a Corridor Access Request (CAR) is required. The CAR allows Council to approve, track and ensure proper reinstatement to works undertaken in the street.
2. The Utilities Access Act 2010 provides for applications for permission to excavate in streets and roads for services such as electricity, three waters, gas, telecoms etc.
3. Under certain circumstances Waipā District Council will accept 12 month access opportunities under our multiple occurrence coverage formats. This is for maintenance works only not new projects.
4. All access requests may be inspected by Council staff or agents at any time for compliance with permit conditions
5. Trenching costs are in addition to the Permit application fee and reflect the work involved in doing completion and maintenance inspections based on length of work sites.

## Vehicle crossing applications

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Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Vehicle – Application fee – Urban and Rural	\$480.00	\$495.00	\$510.00
Re-inspection fee	\$220.00	\$225.00	\$230.00
Mileage if site visit required	\$0.95 per km	\$1.04 per km	\$1.05 per km

**Notes:**

1. A Traffic Management Plan and/or Corridor Access Request is required for a vehicle crossing application to be processed.
2. Entrance ways can only be installed ([including upgrades](#)) with the permission of Council [Development Engineering Team](#).

## Wastewater connections

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Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
<b>Domestic standard gravity connection (100mm diameter)</b>			
Wastewater connection application and approval	\$430.00	\$546.00	\$562.00
Wastewater inspection	\$395.00	\$500.00	\$516.00

**Notes:**

1. All new wastewater connections require an application, investigation to ensure the existing system capacity, approval of a plan, confirmation of approval or otherwise, site inspection pre-back fill and recording of connection on Waipā District Council records.
2. The application fee is for processing the application and is non-refundable.
3. The inspection fee would be refundable if the application is not approved.
4. An inspection fee of \$360.00 also applies to every subsequent inspection until the connection is accepted as complete.
5. All connections must be installed by a registered drain layer, inspected by the Assets Team and As-Builts provided to the Asset Team.

**Water connections and bulk water sales**

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
<b>Water connection application fee</b>			
Urban	\$517.00	\$648.00	\$667.00
Rural	\$951.00	\$1,138.00	\$1,172.00
<b>Ordinary supply – install new standard single 20mm diameter residential connection, up to 4 metres from a Council owned reticulated main (excluding bulk mains). All other connections will require a fixed quote from Waipā District Council).</b>			
Urban	\$1,793.00	\$2,083.00	\$2,145.00
Rural	\$2,352.00	\$2,770.00	\$2,853.00
Restrictor adjustment	\$407.00	\$535.00	\$551.00
Meter and/or restrictor testing fee (if tests show compliance, then applicant shall be liable for fee. If out of adjustment no fee shall apply)	\$451.00	\$528.00	\$544.00
<b>Final water meter reading</b>			
Conduct and process final reading	\$65.00	\$73.00	\$75.00



Disconnection fees			
Disconnection from rural water supply scheme	\$891.00	\$1,165.00	\$1,200.00
Disconnection from water supply upon removal or demolition of a building	\$891.00	\$1,029.00	\$1,060.00

**Note:**

1. Statutory public health requirements prevent anyone other than authorised Council employees or authorised contractors from carrying out any work on water reticulation services.

**Purchase of water by permit**

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Administration fee	\$27.50/month	\$27.50/month	\$27.50/month
Water per cubic metre (1000 litres)	\$3.41/cu metre	To be included with final LTP budget approval	To be included with final LTP budget approval

**Notes:**

1. A permit must be obtained before removing water from a Council system. A permit is to be obtained for each 12-month period that water is drawn from a designated bulk fill point.
2. Rural water supply, where the service is available at the gate, may be restricted in area or flow. All other connection sizes and/or configurations will require quotation from Waipā District Council.

**Backflow Prevention Devices**

Description	Fees & charges 2024/25	Fees & charges 2025/26	Fees & charges 2026/27
Connection, disconnection and replacement of backflow prevention devices	Staff time and actual and reasonable costs	Staff time and actual and reasonable costs	Staff time and actual and reasonable costs
Administration fee	\$410.00	remove	
Annual testing of testable backflows	n/a	\$200.00	\$205.00

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**To:** Elected Members

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**From:** Georgina Knapp

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**Date:** 10<sup>th</sup> December 2024

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**Subject:** **2025-34 LONG TERM PLAN PERFORMANCE FRAMEWORK**

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## 1.0 PURPOSE

The purpose of this memo is to provide background and information to workshop the performance framework which is to be incorporated into the draft 2025-34 Long Term Plan (LTP).

## 2.0 BACKGROUND

### 2.1 Why a Review?

Council's LTP is required to include a comprehensive performance management framework. As part of the development of the 2024-34 LTP, before the pivot to the 2024/25 Enhanced Annual Plan, the framework was reviewed to ensure it remained appropriate. It was cited as a secondary priority (as opposed to a primary priority) of focus in the initiation of the 2025-34 LTP project. In the context of a revised capital works programme; a further year of performance information collected; and improvements and changes to data capture across the organisation; a further review, predominantly focused on targets, has now been completed for discussion with Elected Members.

### 2.2 What is the Performance Framework?

Performance management within the LTP isn't just about metrics; the measures are only a part of it. Rather performance management is *'a continuous process of determining objectives, measuring progress against those objectives, and using the results to improve your local authority's delivery of services to the community'*<sup>1</sup>.

Therefore, the performance management framework needs to drive continuous improvement, be aligned with the organisation's values and behaviours and have a clear line of sight to our Community Outcomes. It is not just intended for an internal audience but also needs to help demonstrate the value of Council to the community.

For context, the focus of this review is highlighted within the full Waipā District Council reporting framework in figure 1 below. The Community Outcomes, Ahu Ake - Waipā Community Spatial Plan and External Strategic Priorities, as represented in the draft 2025-34 LTP, is also shown in more detail in figure 2. These figures help to inform and provide context as to the selection of performance measures to be included in the LTP performance framework.

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<sup>1</sup> Taitura. Your Side of the Deal 2021: Performance Management in the Long Term Plan (Exposure Draft)

PERFORMANCE MONITORING FRAMEWORK			
OUR STRATEGY	PERFORMANCE ELEMENT	STRATEGY/PLAN	RISK MANAGEMENT
<b>WHY WE EXIST – Our Vision – Building Connected Communities</b> <b>Our Purpose</b> - Through Ahu Ake, we partner with our communities to create a vibrant, liveable, safe and special place to call home.	Well-being Scorecard	Ahu Ake Waipā Community Spatial Plan	Long Term Plan Assumptions
		Long Term Plan/Annual Plan	
<b>WHO WE ARE – Our Organisational Statement</b> We are an anchor for our communities. We are one team: - Known for excellence - Thriving amid change - Seizing opportunities - Boldly innovating		Anchor Institution Framework and Implementation Plan	Top Risk mitigant actions
<b>WHAT WE DO – Our External Strategic Priorities</b>	Levels of Service	Long Term Plan/Annual Plan	Top Risk mitigant actions/ Key Risk Indicators
	Organisational KPIs	Business Plans	
<b>HOW WE ACHIEVE IT – Our Internal Strategic Priorities</b>	Organisational KPIs	Business Plans	
	Operational Metrics	Business Plans	Key Risk Indicators/ Emerging Risks
<b>THE WAY WE WORK – Pou Tataki, Our Organisational Charter</b>	Individual Performance	Performance Development Review	Performance management process
	Performance Monitoring and Reports	External Internal	4, 8 month and Annual Reports/ Committee Reports Monthly Organisational Performance Snapshot Performance Development Review Process

Figure 1 Represents Council's Performance Monitoring Framework and the various elements and reporting mechanisms.

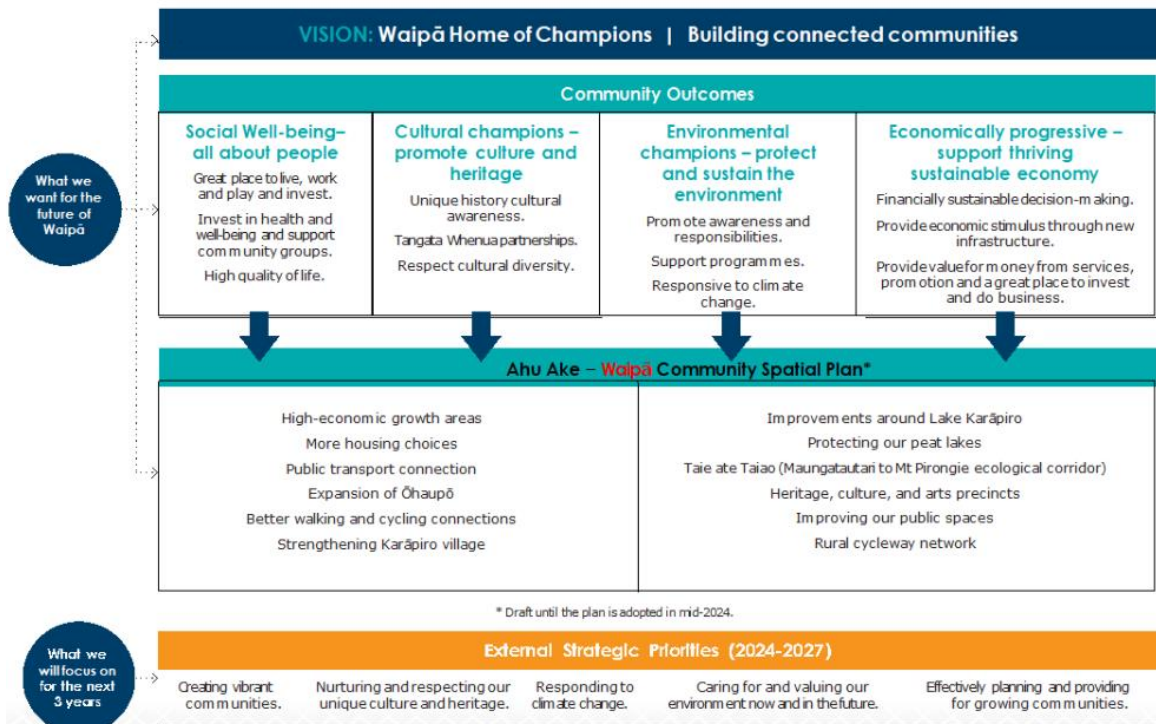


Figure 2 Strategic Framework extract from the LTP outlining the linkages between Council's Community Outcomes, Ahu Ake Waipā Community Spatial Plan and External Strategic Priorities.

The performance measurement layers that staff recommend are incorporated into the draft 2025-34 LTP are outlined as follows:

Layer	Justification and commentary
Levels of service	Under the Local Government Act (LGA) 2002, Council is required to incorporate, as part of the performance framework, performance measures and targets that provide information as to how Council is tracking against the level of service measures for each group of activities. A level of service is the standard or quality of services that Council provides to the community.
External Strategic Priorities	While performance measures have historically been incorporated to monitor against the External Strategic Priorities, it is recommended a more effective approach is to continue to identify and track lead initiatives that deliver on the priorities (versus lag indicators). The overall effect will emerge in the performance against Council's Community Outcomes.
Community Outcomes (Proposed Well-being scorecard)	While level of service measures are legislatively required, performance metrics against the Community Outcomes are not. However, Audit are increasingly focused on the non-financial content of the Annual Report and the ability of the Council to tell a balanced story. Therefore, the principle here is to retain measures against these areas. They are termed here as a well-being scorecard; longer term measures that provide information as to how Council is tracking against the community outcomes and associated statements. These will also be informed by monitoring mechanisms that have been and/or will be further developed through the implementation of the Anchor Institution Framework and Ahu Ake, Waipā Community Spatial Plan.

The tiers within the framework are actively monitored and progress against the framework is reported to the public on a regular basis. We do this through the 4 and 8 month reports and the Annual Report. It is also monitored internally on a monthly basis. The levels of service are externally audited as part of the development of the LTP and twice each year.

## 2.3 Principles and performance measurement considerations

The review of the framework has been guided by a set of principles.

1. The framework has financial, service delivery, capacity and capability implications therefore the review takes an organisation wide lens.
2. The framework considers the Council's specific environment and circumstances.
3. The 'golden thread' should be visible. There should be logic flowing from Community Outcomes down through to the levels of service measures and targets. The framework must bring meaning to performance and drive actions.
4. The framework needs to strike a balance between the information needed to enable an assessment of performance by the community, Elected Members and management, and the feasibility and resources to monitor the framework.

5. The framework needs to be designed to be as simple as possible and understood by all.

There are a number of points to consider when reviewing the appropriateness of the metrics themselves:

1. The framework is externally audited as part of the development of the LTP and each year once approved. Therefore, the measures need to stand up to audit scrutiny, be evidentially based and have a reliable data source. Changes in accounting standards now require data sources and assumptions for non-financial measures to be disclosed.
2. Can the measures be reported on, as a minimum, an annual basis and be at a territorial authority level (Waipā district level).
3. The performance framework is set for a two-year window (usually three years). It cannot be easily changed between LTPs.
4. Considerable effort is required to monitor the framework, therefore we need to remain cognisant of the effort versus value of each measure.

### 3.0 COMPLEMENTARY MONITORING

It is important to also understand the additional related performance monitoring in relation to the LTP predominantly focused on risk management:

- Detailed financial monitoring against the budget on a monthly, four and eight month basis and annually through the Finance and Corporate Committee.
- Monitoring of the LTP assumptions through key risk indicators on a monthly basis through the Finance and Corporate Committee and quarterly to the Audit and Risk Committee.

### 4.0 SPECIFIC CONSIDERATIONS

The following are key changes and considerations to the formulation of measures and targets for the 2025-34 LTP.

#### 4.1 Levels of Service

The setting of level of service measures is a continuous improvement process whereby how we communicate performance to the community is improved through each LTP cycle.

For the 2025-34 LTP, the following improvements are to be noted:

- While legislatively Council is required to, for example meet strict timeliness measures on 100% of building consents, this is often not achievable – in these instances failure of a minimal amount results in Council not meeting target. The purpose of the level of service measures are to accurately and honestly communicate expected levels of service to the community. To achieve this the targets have been altered for the 2025-34 LTP across relevant measures to show what is realistic and achievable versus setting them at the legislated requirement of 100%. This is common practice across a number of councils.

- For a number of measures including the resident perception survey results, the targets have been reframed as ranges rather than a simple ‘higher than last year’ approach. The rationale for this is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

## 4.2 Community Outcomes

The following points are to be noted:

- Waipā selected metrics against the Community Outcomes for the first time for the 2021-31 LTP at which time there was a broad suite of measures. Upon reflection, the majority have not driven decision making therefore the approach is to take a headline view for Community Outcomes for the 2025-34 LTP.
- Council is looking for longer term trends where the longevity of measures is supported across LTPs. Note however the continuous improvement component where some measures become unviable and are required to be changed over time.
- A combination of community perception survey results and internal metrics are utilised.
- For resident satisfaction measures the targets have been reframed as an upward trend. This is different to that from the levels of service in that a target is not set each year but aligns in relation to an upward trend being seen.
- Reviewing the approach taken by a random selection of other councils across New Zealand showed no consistency in approach to assessing Community Outcomes or priority performance.

The appendices of this report outline the proposed performance measures and targets for both the Community Outcomes and levels of service. For levels of service, all changes made during the development of the 2024-34 LTP and now for the development of the 2025-34 LTP, are tracked. A clean version is also provided for ease of reading.

The memo links out to two documents for input:

Appendix	ECM #	Title
Appendix A	<a href="#">ECM: 11090393</a>	Proposed Performance Measure Framework 2025-34 LTP – Community Outcomes
Appendix B	<a href="#">ECM: 11080893</a> (track changes) <a href="#">ECM: 11349561</a> (clean version)	Proposed Performance Measure Framework 2025-34 LTP – Levels of Service

Georgina Knapp



# INTERNAL MEMO

## MANAGER ORGANISATIONAL EXCELLENCE

A handwritten signature in black ink, appearing to read "Kirsty".

Kirsty Downey  
**GM STRATEGY**

Ken Morris  
**GM BUSINESS SUPPORT**

# **Draft Performance Measure Framework 2025-34 LTP**

## **Community Outcomes**

**November 2024**



[Draft Performance Measure Framework](#) Outcomes performance measures – [2025-34 LTP](#) - 4**2025-34 LTP Draft Community Outcome measures**

<b>Community Wellbeing</b>	<b>Community Outcome</b>	<b>Key Measures</b>	<b>Draft target</b>
Cultural Champions - promote culture and heritage	Unique history. Cultural awareness. Tangata whenue partnerships. Respect cultural diversity.	Resident survey response to: How satisfied are you with the level of inclusivity within the district in terms of respecting and embracing cultural diversity? Resident survey response to: Resident survey response to: Do you think that culture and heritage are promoted in Waipā District?	Upward trend Upward trend
Economically Progressive - support thriving sustainable economy	Financially sustainable decision-making. Provide economic stimulus through new infrastructure. Provide value for money from services. Promote the district as a great place to invest and do business	Council financial strategy, principles and benchmarks met - planned debt comfort level, debt servicing, affordability metrics, essential services benchmark, balanced budget. Resident survey response to: Overall how satisfied are you that you receive good value for the money you spend in rates and other fees? Business Unit growth (note 1)	Met (note 2) Upward trend Positive change
Environmental Champions - protect and sustain the environment	Promote awareness and responsibilities. Support programmes We are responsive to climate change	Quantity of recycled material per household Council's carbon footprint five year downward trend (Council)  Water quality metrics (Waipā water bodies) (note 3)	As per 25-34 LTP Five year downward trend TBC
Social Well-being - all about people	Great place to live, work, play and invest Invest in health and well-being and support community groups. High quality of life.	Resident survey response to: High quality of life. Resident survey response to: How would you rate the Council on being committed to creating a district that is a great place to live, learn, work and play? Housing affordability - ratio of house prices to household income (note 4) Local procurement metrics (note 5)	Upward trend Upward trend Reduction TBC

[Draft Performance Measure Framework](#) Outcomes performance measures – [2025-34 LTP](#) - 4

Note 1: Infometrics - Business units

Data on the number of businesses is sourced from the Business Demography statistics from Stats NZ. Businesses are measured by geographic units, which represent a business location engaged in one, or predominantly one, kind of economic activity at a single physical site or base (eg a factory, a farm, a shop, an office, etc). All non-trading or dormant enterprises, as well as enterprises outside of New Zealand, are excluded from business demography statistics.

The number of business units is based on a snapshot as at February each year.

Only business units that are economically significant enterprises are included. To be regarded as economically significant they must meet at least one of the following criteria:

- annual expenses or sales subject to GST of more than \$30,000
- 12-month rolling mean employee count of greater than three
- part of a group of enterprises
- registered for GST and involved in agriculture or forestry
- over \$40,000 of income recorded in the IR10 annual tax return (this includes some units in residential property leasing and rental)

Note 2:

“Met” is in regard to the financial parameters outlined in the draft high-level budget to be adopted by Council on 17<sup>th</sup> December.

Note 3:

This measure will be associated with the quality of water bodies in the Waipā District and sourced from the Water Quality work completed by Waikato Regional Council. The parameters will be confirmed prior to implementation on the 1<sup>st</sup> July 2025.

Note 4: Infometrics – Housing affordability

Housing affordability is measured by comparing [average current house values](#) from CoreLogic with Infometrics' estimate of [annual average household income](#). Household incomes are a better measure for housing affordability than individual incomes as it reflects the true ability of a household to afford housing. We present a ratio of average house values to average household incomes. A higher ratio, therefore, suggests that average houses cost a greater multiple of typical incomes, which indicates lower housing affordability.

In respect of this measure, it is noted that whilst there are a number of projects and initiatives underway and/or planned as part of the delivery of the Council's Housing Strategy and Implementation Plan, this measure will be impacted by macroeconomic factors over which the Council has no control.

Note 5: Local procurement metrics

This measure will reflect a component of Council's strategy which has a desire to increase access to Council business for local and smaller suppliers through Council's procurement processes. Reporting is currently under development and was refined relevant metrics in this context will be identified.

# **Draft Performance Measure Framework 2025-34 LTP**

## **Levels of Service**

**December 2024**

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## 1. Introduction

The scope of this paper is the Levels of Service component of the framework.

There are a number of DIA set 'mandatory' measures that must be included under some of the activities. These are marked with an [M] in the tables.

### Level of Service Performance Framework Elements

There are four key elements of the framework. Each element is required for each activity under the group of activity. The four elements are:

1. [Why We Do It](#) – Tells the community why Council is involved
2. [What You Can Expect From Us](#) – Tells customers what service attributes they should be getting
3. [How We Measure Success](#) – Allows customers to understand whether the service attributes are being delivered
4. [Performance Target](#) – Reflects the point that indicates the service attributes are being delivered as intended

## Understanding the Tables and Supporting Information

For each activity a Why We Do It statement is provided along with a table containing the rest of the performance framework for that activity as per the example below:

**Activity: Heritage Service**

**Why We Do It**  
To ensure the support of the identification, celebration, protection, and promotion of Waipa District’s heritage which enriches the lives of current and future generations of locals and visitors.

**What You Can Expect From Us and How Success is Measured**

- Why We Do It** – Tells the community why Council is involved
- What You Can Expect From Us** – Tells customers what service attributes they should be getting
- How We Measure Success** – Allows customers to understand whether the service attributes are being delivered
- Performance Target** – Reflects the point that indicates the service attributes are being delivered as intended

What You Can Expect From Us	How We Measure Success	Result 2022/23	Performance Target				
			2024/25	2022/23	2024/25	2024-31	
The District’s community and visitors are provided with appropriate opportunities to experience the District’s heritage through interpretation, education and conservation delivered directly by Council and through partnerships.	1 The percentage of visitors to the Te Awamutu Museum – Education and Research Centre who were satisfied with their visit. <sup>25</sup>	96.3%	95%-100%	95%-100%	95%-100%	95%-100%	
	2 Number of annual visitors to key Heritage sites	Te Awamutu Museum – Education and Research Centre <sup>26</sup>	2920	3,250-3,750	3,250-3,750	30,000-40,000	65,000-75,000
		Pirongia Visitor Centre	2580	2,500-3,000	2,600-3,100	2,700-3,200	2,800-3,400
		Cambridge Museum	4847	4,800-5,300	4,900-5,400	5,000-5,500	5,100-5,600
	3 Usage of Te Ara Wai Journeys <sup>27</sup> website	10842	10,500-11,500	10,500-11,500	15,000-16,000	15,000-16,000	
	4 The number of school student experiencing Heritage based education through the ELC <sup>28</sup> programme	1776	3,900	3,900	3,900	3,900	
5 Percentage of residents who are satisfied with the Te Awamutu Museum – Education and Research Centre <sup>29</sup>	24%	20%-30%	25%-35%	70%-80%	70%-80%		
6 Percentage of residents who are satisfied with the Cambridge Museum	31%	30%—40%	35%-45%	40%-50%	45%-70%		

Yellow shaded areas indicate new or amended text compared to the 2021 LTP

## Notes on Changes and Targets for: Representation

### Change to: Why We Do IT

Notes on changes/new statements and the rationale behind them.

### Change to: What You Can Expect From Us

Notes on changes/new statements and the rationale behind them.

### New Measures

Measures	Reason For Inclusion
New measure	Justification for adding new measure

### Amended Measures

Measures	Reason For Amendment
Amended Measures	Justification for amending previously utilised measure

### Discontinued Measures

Measures	Reason For Discontinuation
Discontinued Measures	Justification for adding removing previously utilised measure

### Notes on targets

1. Includes rationale for the targets, and whether those targets vary significantly from the previous LTP

Note: Tables only provided where required, not all activities will have all the tables.

## 2. Group of Activities: Governance

### Activity: Representation

#### Why We Do It

To enable effective democratic local decision-making and action.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
The Community have access to timely and accurate information.	1 Percentage of official information requests are responded to within statutory timeframes.	98.42%	99% - 100%	99% - 100%	99% - 100%	99% - 100%
	2 Percentage of respondents to resident's perception survey <sup>1</sup> who are satisfied with Council "for being transparent and communicating openly."	18%	15% - 20%	15% - 20%	20% - 25%	20% - 30%
We provide opportunities for our communities to engage with Council and participate in decision-making processes.	3 Percentage of respondents to resident's perception survey <sup>2</sup> who are satisfied with the opportunities provided to them to participate in Council decision making processes.	14%	10% - 15%	10% - 15%	15% - 20%	15% - 20%

### Notes on Changes and Targets for: Representation

#### Notes on targets

1. Aligns with realistic delivery performance, 2021 LTP target was 100%.
2. Aiming for improvement over time.
3. Aiming for improvement over time.

<sup>1</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council a 8-10 on the ten point survey scale. Full working of question: "How would you rate Council for being transparent and communicating openly?"

<sup>2</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council a 8-10 on the ten point survey scale. Full working of question: "how satisfied are you with the opportunities provided to you to participate in Council decision making processes?"



## Activity: Communications and Engagement

### Why We Do It

- To keep our communities informed about council issues, activities and make it easy for them to be involved in Council's decision-making processes.
- To showcase Waipā District as a great place to live, work, play and invest creating pride in the District

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
We provide regular communication to the district enabling community sharing and engagement.	1 Respondents to the resident's perception survey who know where to find the latest information on council activities and services <sup>3</sup> .	New measure	60% - 65%	65% - 75%	75% - 80%	80% - 100%
	2 The percentage of growth of followers or subscribers to council's digital channels <sup>4</sup> .	New measure	5% - 10%	5% - 10%	5% - 10%	5% - 10%
We showcase the how we're building champion communities to support creating pride in the District	3 Overall percent of respondents to residents' perception survey who have pride in their district <sup>5</sup> .	52%	50% - 55%	50% - 55%	55% - 60%	55% - 60%

<sup>3</sup> From Waipa District Council Annual Resident Perception Survey result.

<sup>4</sup> Digital media channels include Instagram (Waipa NZ) , Facebook (Waipa District Council, Home of Champions, Waipa Libraries, Te Awamutu Museum) , Antenna.

<sup>5</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: "How proud do you feel to be able to say that you live in this district?".

## Notes on Changes and Targets for: Communications and Engagement

### Change to: Why We Do It

New statements developed that provide better alignment with Council's vision and more in tune with the measures which are now included. The previous statements that have been replaced were:

- To focus on making sure our communities are kept up to date with Council issues and activities and also make it easy for them to be involved in Council's decision-making processes.
- To bring domestic and international visitors into our district by supporting key events.
- To support the recovery of the Waipā district by building pride within our communities.

### New Measures

Measures	Reason For Inclusion
Respondents to the resident's perception survey who are confident that they know where to find the latest information on council activities and services.	Greater alignment with 'why we do it' and 'what you can expect from us'.
The percentage of growth of followers or subscribers to council's digital channels.	Greater alignment with 'why we do it' and 'what you can expect from us'. We anticipate growth in numbers to align with the growing Waipā community.

### Discontinued Measures

Measures	Reason For Discontinuation
Average audience reach through traditional media.	The reach is not truly indicative of what we are trying to deliver, and measures nationwide reach with no focus on the Waipā community.
Average impression rate of Antenno posts	This measure is not feasible with Waipā's post and publishing approach for Antenno which aims for short, concise content allowing notifications to be read by the user without opening the Antenno app. There is also a very repetitive nature of messaging, for example Recycling Collection Reminders which account for 85% of all outgoing posts throughout the 2022/23 year and in which content does not change.

### Notes on targets

1. From Waipa District Council's Annual Resident Perception Survey result. The number of residents who answer yes to "Do you know where to find the latest information on council activities and services".
2. Reporting statistics from the digital channels used by council show growth year-on-year.
3. Target range to reflect recent results and trends. Aiming to turn the tide and increase over time.

### 3. Group of Activities: Planning and Regulatory

#### Activity: Animal Control

##### Why We Do It

To ensure animals are kept in a way that promotes animal welfare and community safety.

##### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
Animal control is managed in a way that ensures support is provided to both animals and the community in a timely manner.	1 The percentage of urgent dog attack allegations acted upon within one hour of Council being notified. <sup>6</sup>	100%	95% - 100%	95% - 100%	95% - 100%	95% - 100%

#### Notes on Changes and Targets for: Animal Control

##### Notes on targets

1. No change to target from previous LTP, just how it is written; switch from  $\geq 95\%$  to 95%-100%.

<sup>6</sup> Urgent is defined as a dog attack on a human or other animal where the Council has been notified within 12 hours of the event. Acted upon is defined as a phone call or site visit.

## Activity: Building Compliance

### Why We Do It

To ensure buildings and swimming pools are safe for the community and related regulations and standards are met.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
We ensure that buildings, including earthquake prone buildings, are safe and fit for purpose.	1	Building consent applications are processed within statutory timeframes. <sup>7</sup>	99.93%	99% - 100%	99% - 100%	99% - 100%	99% - 100%

## Notes on Changes and Targets for: Building Compliance

### Notes on targets

1. Aligns with realistic delivery performance, 2021 LTP target was 100%.

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<sup>7</sup> The Building Act 2004 states the time limit is “within 20 working days after receipt by the building consent authority of the application”.

## Activity: Development Engineering

### Why We Do It

To ensure the community and Council benefits from appropriate standards of development and infrastructure.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
We are responsive to enquiries						
	1 Enquiries are responded <sup>8</sup> to within 10 working days.	86.60%	95% - 100%	95% - 100%	95% - 100%	95% - 100%

## Notes on Changes and Targets for: Development Engineering

New Measures	
Measures	Reason For Inclusion
Enquiries are acknowledged within 2 working days.	<p>New measure surrounding acknowledgement of queries, to help monitor how well the activity is addressing the recent reduction in customer satisfaction with services in this area.</p> <p><b>Reviewed Nov 24 and removed from the Performance Framework for the following reason:</b> The role of Graduate Engineer within the Development Engineering team, who is generally responsible for the triage and monitoring of CRMs, is vacant and at this point in time there is no certainty that the position will be filled due to budget constraints, this reduced capacity means that the additional workload is not realistic and therefore the desire is to have the team focus their efforts on a full response to customers. The impact on the customer is deemed to be minimal, as an acknowledgement would simply be confirmation of the request and would not contain meaningful information in relation to their request. The removal of the measure enables staff to focus their efforts on the full response.</p>

### Amended Measures

<sup>8</sup> Responded to is defined as contact with the requestor (could include email, phone call or visit) to advise the outcome or findings of the investigation into the enquiry.

[Draft Performance Measure Framework - 2025-34 LTP - December 2024](#)

Measures	Reason For Amendment
Enquiries are responded to within 10 working days.	Amended from 4 working days to 10 working days to reflect realistic performance delivery.

**Notes on targets**

1. Target set to be consistent with the other measure.
2. No change to target from previous LTP, just how it is written; switch from  $\geq 95\%$  to 95%-100%.

## Activity: Environmental Health

### Why We Do It

To ensure the promotion and protection of our community's health and related regulations and standards are met.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
We ensure the public sale and supply of alcohol is undertaken safely and responsibly.	1	All premises that sell alcohol are licensed.	100%	100%	100%	100%	100%
Noise and smoke control is provided to the community in a timely manner.	2	The percentage of excessive noise complaints investigated within 1 hour.	92.82%	95% - 100%	95% - 100%	95% - 100%	95% - 100%
	3	The percentage of smoke complaints investigated within 1 hour.	89.29%	95% - 100%	95% - 100%	95% - 100%	95% - 100%
Food premises maintain a high level of food safety.	4	All premises that sell food to the public are registered.	98.49%	99% - 100%	99% - 100%	99% - 100%	99% - 100%

## Notes on Changes and Targets for: Environmental Health

### Notes on targets

1. No change to target from previous LTP. 100% required under the Sale and Supply of Alcohol Act.
2. No change to target from previous LTP, just how it is written; switch from  $\geq 95\%$  to 95%-100%.
3. No change to target from previous LTP, just how it is written; switch from  $\geq 95\%$  to 95%-100%.
4. Target set at 99%-100%, was 100% in the 2021 LTP. Amended to reflect the normal 'flux' of businesses changing hands etc. When change occurs one registration is ended before the new one is processed, therefore it shows as non-registered for a period.

[Draft Performance Measure Framework - 2025-34 LTP - December 2024](#)**Activity: Resource Consents and Monitoring and Land Information Memorandums****Why We Do It**

**Resource consents and monitoring** – Continuing to build a sustainable thriving economy based upon the district’s unique characteristics, and building a community that is proud of Waipā’s physical and cultural environment.

**Land information memorandums** - To provide relevant information to property owners and potential owners about that property and any associated buildings to help inform their decisions.

**What You Can Expect From Us and How Success is Measured**

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
We respond to all general enquiries and process all applications within agreed timeframes.	1	The percentage of Resource Consents processed within statutory timeframes.	99.76%	95% - 100%	95% - 100%	95% - 100%	95% - 100%
	2	The percentage of LIMs processed within statutory timeframes.	100%	100%	100%	100%	100%
	3	The percentage of requests for general resource consent information and planning enquiries responded to within 10 working days	91.25%	90% - 100%	90% - 100%	90% - 100%	90% - 100%
We ensure we investigate compliance with the District Plan when requested.	4	We respond <sup>9</sup> to requests to check compliance of the District Plan and land use consents within 4 working days.	98.38%	100%	100%	100%	100%
We complete the required safety inspections of swimming pools and associated fencing.	5	The percentage of residential pool barriers inspected in the last three years. <sup>10</sup>	New Measure	95% - 100%	95% - 100%	95% - 100%	95% - 100%

<sup>9</sup> Responded to is defined as contact with the requestor (could include email, phone call or visit) to advise the outcome or findings of the investigation into the enquiry.

<sup>10</sup> The Building Act requires all residential pool barriers to be inspected at least every 3 years for compliance.



**Notes on Changes and Targets for: Resource Consents and Monitoring and Land Information Memorandums**

<b>New Measures</b>	
<b>Measures</b>	<b>Reason For Inclusion</b>
The percentage of requests for general resource consent information and planning enquiries acknowledged within 2 working days.	<p>New measure surrounding acknowledgement of queries, to help monitor how well the activity is addressing the recent reduction in customer satisfaction with services in this area.</p> <p><b>Reviewed Nov 24 and removed from the Performance Framework for the following reason:</b> The Consents team has one Duty Planner and for the remainder of the team, the processing of resource consents and notices remains the priority focus within due to legislative requirements and monetary impact on Council should the statutory timeframes not be met. For this reason, diversion of efforts to the acknowledgement of general enquiries is not realistic and therefore the desire is to have the team focus their efforts on a full response to customers. The impact on the customer is deemed to be minimal, as an acknowledgement would simply be confirmation of the request and would not contain meaningful information in relation to their request. The removal of the measure enables staff to focus their efforts on the full response.</p>
The percentage of swimming pool barriers inspected in the last three years	This measure replaces the previous swimming pool barrier measure which was focused on inspecting 500 swimming pool fences per annum. However, the number of swimming pool fences is constantly changing. The new measure acknowledges this and provides the flexibility for the number done to vary from exactly a 3rd each year. Instead, it focuses on how many have been inspected in a 3 year period, thus aligning with the Building Act 2004 requirement that all swimming pools in the District must be inspected every 3 years.

<b>Discontinued Measures</b>	
<b>Measures</b>	<b>Reason For Discontinuation</b>
We will inspect 500 swimming pool fences per annum.	Replaced with a more appropriate measure for swimming pool fence inspections

**Notes on targets% required under the Sale and Supply of Alcohol Act.**

1. Target set at **95%-100%**, was 100% in the 2021 LTP. Amended to reflect realistic service outputs based on expected workload and resourcing.
2. No change to target from previous LTP, target is consistently met year on year.
3. Target set at **80%-90%**, was 100% in the 2021 LTP. Amended to reflect realistic service outputs based on expected workload and resourcing. Following review in Nov 24 and the removal of the proposed measure re: acknowledgment of enquiries, this target has been increased to reflect the efforts freed up based on that removal.
4. No change to target from previous LTP. Performance target has been consistently met in prior years.
5. Target set at **95%-100%**. This reflects what is believed to be a realistic achievement rate based on expected workload and resourcing.

[Draft Performance Measure Framework - 2025-34 LTP - December 2024](#)

## Activity: Emergency Management

### Why We Do It

To provide effective emergency management response and recovery outcomes for our communities.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
We remain suitably capable to provide a high level <sup>11</sup> response and recovery in the event of a Civil Defence Emergency.	1	The percentage scored in an emergency response annual evaluation exercise <sup>12</sup> .	68%	60% - 70%	60% - 70%	60% - 70%	60% - 70%
	2	The percentage of staff trained working in the Emergency Operating Centre to an intermediate level <sup>13</sup> .	New measure	95% to 100%	95% to 100%	95% to 100%	95% to 100%

## Notes on Changes and Targets for: Emergency Management

### Notes on targets

1. Target set to align with current performance and reflect the balancing impacts of improvements and staff changes. Previously target was “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>11</sup> High level is considered to be Advancing or Mature score. Scores are based on the CDEM Capability Scoring Guide & Capability level.

<sup>12</sup> Council will be assessed on the capability shown during the exercise and scored a percentage based on the CDEM Capability Scoring Guide & Capability level: Unsatisfactory = 0-20%, Early Developing = 21-40%, Late Developing = 41-60%, 61-80% = Advancing, 81-100% = Mature.

<sup>13</sup> In accordance with the Integrated Training Framework recognised by the National Emergency Management Agency

## 4. Group of Activities: Community Facilities and Services

### Activity: Parks and Reserves – Open Spaces

#### Why We Do It

To ensure the provision of appropriate open spaces which provide for, and support opportunities for the community's health and recreation needs to be met.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
Provision of an adequate network of multi-purpose open spaces which provide for passive and active recreation and sporting activities.	1 % of residents who are satisfied with parks, reserves, and open spaces. <sup>14</sup>	53%	50% - 60%	50% - 60%	55% - 65%	55% - 65%
	2 % of residents who have utilised parks, reserves, and open spaces in the last year <sup>15</sup>	81%	80% - 90%	80% - 90%	80% - 90%	80% - 90%

### Notes on Changes and Targets for: Parks and Reserves – Open Spaces

#### Notes on targets

- Target set to show a gradual increase over time as current and proposed work takes effect. Previously target was "Equal to or greater than previous year result". We are moving away from "Equal to or greater than previous year result" type targets. This is because the target should reflect an agreed level of service output, rather than "just" better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.
- Utilisation targets set to show a steady level of usage over time, reflecting current and proposed work focus on maintaining LOS.

<sup>14</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: "How would you rate your overall satisfaction with each other the following facilities...Parks, reserves and open spaces?".

<sup>15</sup> From Waipa District Council Annual Resident Perception Survey result. Full working of question: "Which of the following facilities have you visited or used within the last year...Parks, reserves and open spaces?".

## Activity: Parks and Reserves – Playgrounds

### Why We Do It

To ensure the provision of playgrounds which provide for and support opportunities for the communities to engage in safe and stimulating play.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
Provision of an adequate network of playgrounds which provide for safe and stimulating play.	1	% of residents who were satisfied with playgrounds <sup>16</sup>	47%	45% - 55%	50% - 60%	55% - 65%	55% - 65%
	2	% of residents who have utilised playgrounds in the last 12 year <sup>17</sup>	40%	35% - 45%	35% - 45%	35% - 45%	35% - 45%

## Notes on Changes and Targets for: Parks and Reserves – Playgrounds

### Notes on targets

1. Target set to show a gradual increase over time as current and proposed work takes effect.
2. Utilisation targets set to show a steady level of usage over time.

General note: Previously targets were “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>16</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: “How would you rate your overall satisfaction with each other the following facilities...Playgrounds?”.

<sup>17</sup> From Waipa District Council Annual Resident Perception Survey result. Full working of question: “Which of the following facilities have you visited or used within the last year...Playgrounds?”.

[Draft Performance Measure Framework - 2025-34 LTP - December 2024](#)**Activity: Parks and Reserves – Public Toilets****Why We Do It**

To ensure the provision of an adequate and accessible network of public toilets which meets the needs of the community and visitors to the district.

**What You Can Expect From Us and How Success is Measured**

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
Provision of an adequate and accessible network of public toilets which meets the needs of the community and visitors while minimising public health risks and environmental impact, in a way that is most cost-effective	1 % of residents who are satisfied with public toilets. <sup>18</sup>	28%	25% - 35%	25% - 35%	30% - 40%	30% - 50%

**Notes on Changes and Targets for: Parks and Reserves – Public Toilets****Notes on targets**

1. Target set to show a gradual increase over time as current and proposed work takes effect. Previously the target was “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>18</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: “How would you rate your overall satisfaction with each other the following facilities...Public toilets?”

## Activity: Parks and Reserves - Cemeteries

### Why We Do It

To ensure the provision of adequate and appropriate places for interment and remembrance.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
Provision of accessible cemeteries and interment services which meets the needs of the community	1	% of residents who are satisfied with cemeteries. <sup>19</sup>	39%	35% - 45%	35% - 45%	40% - 50%	45% - 55%

## Notes on Changes and Targets for: Parks and Reserves – Cemeteries

### Notes on targets

1. Target set to show a gradual increase over time as current and proposed work takes effect. Previously the target was “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>19</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: “How would you rate your overall satisfaction with each other the following facilities... cemeteries”.

## Activity: Library Service

### Why We Do It

To ensure the provision of accessible facilities, resources and services which support the community's learning and leisure needs.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target				
				2025/26	2026/27	2027/28	2028-34	
Provision of library facilities with sufficient resources and services which provide the necessary support for the communities learning and leisure needs.	1	% of population who are active <sup>20</sup> library users	67.36	60% - 70%	60% - 70%	60% - 70%	60% - 70%	
	2	Size of the Library collection compared to the LIANZA standard of 3 items per resident.	2.83	2.70 - 2.80	2.70 - 2.80	2.7 - 2.80	2.65 – 2.75	
	3	% of customers who are satisfied with libraries <sup>21</sup>	54%	55% - 65%	60% - 70%	60% - 70%	60% - 70%	
	4	Number of participants in library programmes	Cambridge	10,191	10,000 - 11,000	10,000 - 11,000	10,000 – 11,000	10,000 – 11,000
			Te Awamutu	4,290	4,000 – 4,500	4,000 – 4,500	4,250 – 4,750	4,500 – 5,500
			Online	6,441	6,000 – 7,000	56,000 – 7,000	6,250 – 7,250	6,500 – 7,500

<sup>20</sup> Active = library card used in past 2 years

<sup>21</sup> Percentage of respondents to residents perception survey question regarding satisfaction with libraries



## Notes on Changes and Targets for: Library Service

<b>Amended Measures</b>	
<b>Measures</b>	<b>Reason For Amendment</b>
Number of participants in library programmes	Measure now split by Cambridge, Te Awamutu, and Online. This has been done to provide greater clarity around the individual performance of the three elements.

<b>Discontinued Measures</b>	
<b>Measures</b>	<b>Reason For Discontinuation</b>
The number of walk-in library visitors per annum	This measure is reliant on accurate readings from the security gates at the entrance to the two libraries. However, the counter element of the security gates (security being their primary purpose) are inaccurate, for example a group of 30 kids arriving together may only trigger a count of 2 or 3. Without accurate visitor counts there is no value in continuing with the measure.

### Notes on targets

1. Target set to reflect steady membership levels, and to a level consistent with historic results.
2. The lowering of the target from the previous 2.95-3.05 range reflects that the collection size is now restricted by the size of the Cambridge facility. As the population continues to grow the result will decrease until such time as a new facility provide capacity to increase the collection size, as reflected in the target range for the 2028-34 period.
3. Target set to show a gradual increase over time. The upper limit of the target range for the 2028-34 period is generally in line with the previous highest results, so aiming to be back to those satisfaction levels sometime in that period. Previously the target was "Equal to or greater than previous year result". We are moving away from "Equal to or greater than previous year result" type targets. This is because the target should reflect an agreed level of service output, rather than "just" better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.
4. Participants in library programmes:
  4. Cambridge – Set to reflect the number of programmes remaining at current levels due to capacity limitations at the Cambridge Library.
  5. Te Awamutu – No planned or funded changes to programmes or associated marketing so target set for a small increase over time to reflect the expected increase in population.
  6. Online – No planned or funded changes to programmes or associated marketing so target set to show a small increase over time to reflect the expected increase in population.

## Activity: Property Services

### Why We Do It

**Community land & buildings** – To ensure the provision of land and buildings within the community that supports social and recreational interaction.

**Housing for the elderly** – To ensure the provision of suitable housing within the district for elderly of limited financial means.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
Council is responsive to community requests related to Council owned and operated Land and Buildings	1	The percentage of urgent service requests <sup>22</sup> responded to within 24 hours of notification.	New Measure	95%-100%	95%-100%	95%-100%	95%-100%
	2	The percentage of non-urgent service requests <sup>23</sup> responded to within 20 working days of notification.	New Measure	95% - 100%	95%-100%	95%-100%	95%-100%
Council provides suitable housing for the elderly of limited financial means.	3	Percentage of occupied housing for the elderly which meets minimum standards <sup>24</sup> .	New Measure	90% - 100%	90% - 100%	90% - 100%	90% - 100%
	4	Percentage of occupied residential housing which meets minimum standards <sup>25</sup> .	New Measure	80% – 100%	80% – 100%	80% – 100%	80% – 100%
	5	The average wait time for availability of housing for the elderly.	Te Awamutu	New Measure	55 to 65 months	56 to 66 months	57 to 67 months
Cambridge			New Measure	18 to 24 months	19 to 25 months	20 to 26 months	21 to 27 months
Council provides suitable facilities to support social and recreational interaction.	6	Percentage of Council owned buildings <sup>26</sup> which meets a minimum overall condition rating of Good <sup>27</sup> .	New Measure	80% – 100%	80% – 100%	80% – 100%	80% – 100%

<sup>22</sup> Urgent service requests are events that would make the facility imminently unusable.

<sup>23</sup> Non urgent service requests are events that pose a non-imminent reduction in the server level being provided.

<sup>24</sup> As per the standards set out in the Healthy Homes Act.

<sup>25</sup> As per the standards set out in the Healthy Homes Act.

<sup>26</sup> This includes all Council owned facilities except for housing for the elderly and residential housing which have measures specific to their purpose.

<sup>27</sup> Based on Condition Assessments carried out by third parties engaged by Council.

**Notes on Changes and Targets for: Property Services**

<b>New Measures</b>	
<b>Measures</b>	<b>Reason For Inclusion</b>
The percentage of urgent service requests responded to within 24 hours of notification.	Combines prior measures which were split into service requests relating to Land & Buildings, and Housing for the Elderly. This provides greater clarity around the definition of an urgent service request and provides more accurate expectations surrounding what is deemed to be an urgent request.
The percentage of non-urgent service requests responded to within 20 working days of notification.	This provides greater clarity around the definition of a non-urgent service request and provides more accurate expectations surrounding what is deemed to be a non-urgent request.
Percentage of occupied housing for the elderly which meets minimum standards	This measure ensures the provision of suitable housing within the district for elderly of limited financial means and that Council aligns with standards set out in the Healthy Homes Act, both now and as they change over time.
Percentage of occupied residential housing which meets minimum standards.	Ensures the provision of suitable housing within the district for elderly of limited financial means and that Council aligns with standards set out in the Healthy Homes Act, both now and as they change over time.
The average wait time for availability of housing for the elderly.	This measure is indicative of Councils ability to meet the growing demand for suitable housing within the district for elderly of limited financial means.
Percentage of Council owned buildings which meets a minimum overall condition rating of Good.	Ensures the provision of facilities which are adequately fit for purpose.

<b>Discontinued Measures</b>	
<b>Measures</b>	<b>Reason For Discontinuation</b>
The median response time (hours) for urgent service requests relating to land and buildings to be actioned.	Lacked definition and as a result, the measure was open to individuals' perception of an urgent request. Merged with service requests relating to Housing for the Elderly in a new measure which provides greater clarity around the definition of an urgent service request and provides more accurate expectations surrounding what is deemed to be an urgent request.
The median response time (days) for non-urgent service requests relating to land and buildings to be actioned.	Lacked definition and as a result, the measure was open to individuals' perception of a non-urgent request. Merged with service requests relating to Housing for the Elderly in a new measure which provides greater clarity around the definition of a non-urgent

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<b>Discontinued Measures</b>	
<b>Measures</b>	<b>Reason For Discontinuation</b>
	service request and provides more accurate expectations surrounding what is deemed to be a non-urgent request.
The median response time (hours) for urgent service requests relating to housing for the elderly to be actioned.	Lacked definition and as a result, the measure was open to individuals' perception of an urgent request. Merged with service requests relating to Land & Buildings in a new measure which provides greater clarity around the definition of an urgent service request and provides more accurate expectations surrounding what is deemed to be an urgent request.
The median response time (days) for non-urgent service requests relating to housing for the elderly to be actioned.	Lacked definition and as a result, the measure was open to individuals' perception of a non-urgent request. Merged with service requests relating to Land & Buildings in a new measure which provides greater clarity around the definition of a non-urgent service request and provides more accurate expectations surrounding what is deemed to be a non-urgent request.

**Notes on targets**

1. The measure and targets are indicative of a realistic timeframe for service requests.
2. The measure and targets are indicative of a realistic timeframe for service requests.
3. The target reflects the current condition of the assets and the intention to maintain the assets to those levels.
4. The lower target than number 3 and the static nature of the target reflects that these are often temporary assets and are purchased as required. Council is not in the business of providing residential housing.
5. A growing target over time represents the predicted growth within the district and Councils inability to increase stock of housing for elderly at the same pace. Ensures the provision of facilities which are adequately fit for purpose.

## Activity: Heritage Service

### Why We Do It

To ensure the support of the identification, celebration, protection, and promotion of Waipa District's heritage which enriches the lives of current and future generations of locals and visitors.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target				
				2025/26	2026/27	2027/28	2028-34	
The District's community and visitors are provided with appropriate opportunities to experience the District's heritage through interpretation, education and conservation delivered directly by Council and through partnerships.	1	The percentage of visitors to the Te Awamutu Museum who were satisfied with their visit. <sup>28</sup>	98.31%	95% - 100%	95% - 100%	95% - 100%	95% - 100%	
	2	Number of annual visitors to key Heritage sites	Te Awamutu Museum <sup>29</sup>	6,058	4,000 – 4,500	7,000 – 8,000	7,000 – 8,000	7,500 – 8,500
			Pirongia Visitor Centre	2,670	2,500 - 3,000	2,600 - 3,100	2,700 - 3,200	2,800 - 3,400
			Cambridge Museum	4,102	4,800 - 5,300	4,900 - 5,400	5,000 - 5,500	5,100 - 5,600
	3	Usage of Te Ara Wai Journeys <sup>30</sup> website	12,213	12,000 – 13,000	12,000 – 13,000	12,500 – 13,500	12,500 – 13,500	
	4	The number of school student experiencing Heritage based education through the ELC <sup>31</sup> programme	4,452	>=3,900	>= 3,900	>= 3,900	>= 3,900	
	5	Percentage of residents who are satisfied with the Te Awamutu Museum <sup>32</sup>	38%	30% - 40%	35% - 45%	35% - 45%	35% - 45%	
6	Percentage of residents who are satisfied with the Cambridge Museum <sup>33</sup>	36%	30% - 40%	35% - 45%	40% - 50%	45% - 55%		

<sup>28</sup> As identified through the Museum's survey questionnaire

<sup>29</sup> Excludes school students visiting the museum as part of the LEOTC programme

<sup>30</sup> Number of individual Te Ara Wai Journeys App sessions

<sup>31</sup> Enriched Local Curriculum

<sup>32</sup> From Waipā District Council Annual Resident Perception Survey result. Satisfied is that percent of individuals who scored Council a 8-10 on the ten point survey scale. Full wording of question: "How would you rate your overall satisfaction with each of the following facilities...Te Awamutu Museum?"

<sup>33</sup> From Waipā District Council Annual Resident Perception Survey result. Satisfied is that percent of individuals who scored Council a 8-10 on the ten point survey scale. Full wording of question: "How would you rate your overall satisfaction with each of the following facilities...Cambridge Museum?"

## Notes on Changes and Targets for: Heritage Service

<b>New Measures</b>	
<b>Measures</b>	<b>Reason For Inclusion</b>
Percentage of residents who are satisfied with the Te Awamutu Museum	Added to provide a sense of satisfaction with the service within the wider community rather than just those that are surveyed whilst visiting the facility.
Percentage of residents who are satisfied with the Cambridge Museum	Added to provide a sense of satisfaction with the service within the wider community

<b>Discontinued Measures</b>	
<b>Measures</b>	<b>Reason For Discontinuation</b>
Number of annual visitors to key Heritage sites – Lake Ngā Roto	The measure related to the number of people recorded walking around the lake. As the bulk of those recorded are there walking dogs and/or exercising the numbers don't reflect the effectiveness of the heritage offering. Additionally, variation in numbers typically reflects changes in weather, ground conditions, and closures due public health risks rather than any change in the heritage offering.

### Notes on targets

1. No change to target from previous LTP, just how it is written; switch from  $\geq 95\%$  to 95%-100%. Target reflects current satisfaction levels.
2. Annual Visitor Numbers:
3. Te Awamutu Museum: Target for first year set lower than current levels to reflect a period of closure at the start of 25/26 while reestablishing in Roche Street site. Subsequent year set to reflect historic pre-Covid levels for the Roache Street site.
  - a. Pirongia Visitor Centre – Targets set to show a slight yearly increase in usage as tourism continues to recover.
  - b. Cambridge Museum – Targets set to show a slight yearly increase in usage as tourism continues to recover.
4. Target set to align with 23/24 results and show steady levels (other than slight increase due to population growth) as no investment planned (in LTP period) that would drive growth in results.
5. The target for the number of school students is set in the Ministry of Education ELC contract.
6. Target set to reflect a potential dip in satisfaction the first year due to the period of closure (due to relocation) with later years aligned with 23/24 results as no investment planned (in LTP period) that would drive improvement in satisfaction levels.
7. Target set to show a gradual increase over time as current and proposed work takes effect.

## Activity: Public Swimming Pools

### Why We Do It

To ensure the provision of appropriate Public Swimming Pools which provide for, and support opportunities for the community's health and recreation needs to be met.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target				
				2025/26	2026/27	2027/28	2028-34	
Safe and pleasant aquatic facilities are provided which offer a variety of casual and programmed activities which cater for the needs of the community.	1	The percentage of users satisfied with swimming pool services (via survey mechanism).	Te Awamutu	80%	80% - 90%	80% - 90%	80% - 90%	80% - 90%
		Cambridge	82%	80% - 90%	80% - 90%	80% - 90%	80% - 90%	
	2	The number of admissions per annum.	Te Awamutu	132,409	135,000 - 140,000	135,000 - 140,000	135,000 - 140,000	135,000 - 140,000
			Cambridge	162,331	160,000 - 165,000	160,000 - 165,000	160,000 - 165,000	160,000 - 165,000
	3	The percentage of compliance with water quality standards. (no. of tests compliant)	Te Awamutu	95.07%	85% - 100%	85% - 100%	85% - 100%	85% - 100%
			Cambridge	94.15%	85% - 100%	85% - 100%	85% - 100%	85% - 100%

## Notes on Changes and Targets for: Public Swimming Pools

### Notes on targets

1. Previously =>80%, changed to a range. 100% not set as top of range as not realistically achievable.
2. Changed to a range. Targets in line with current usage levels, no planned investment to drive an increase.
3. Changed to a range, previously 85%.

## Activity: Waste Management and Minimisation

### Why We Do It

To support the management of the District's waste to maximise sustainability and minimise waste to landfill.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
Provision of an effective waste minimisation education programme	1	Number of face-to-face participants in the waste minimisation programme	1,518	1,800-2,200	1,800 – 2,000	1,800 – 2,000	1,800 – 2,000
Provision of a convenient kerbside recycling service	2	Annual average quantity (kg) of recycled material per household <sup>34</sup>	150.39	130 - 140	130 - 140	120-130	120-130
	3	Number of residents satisfied with the kerbside recycling service <sup>35</sup>	49%	40% - 50%	45% - 55%	50% - 60%	50% - 60%

## Notes on Changes and Targets for: Waste Management and Minimisation

### Notes on targets

1. Target set to align with 23/24 results, no increase in target in later years as no activities planned that would drive higher participation levels.
2. Target set to align with 23/24 results, slight reduction in target in later years to reflect anticipated impact of waste minimisation programme.
3. Target set to show align with 23/24 results with gradual increase in satisfaction in subsequent year, other than slight dip in 26/27 to reflect possible teething issues with roll out of new contract that year.

<sup>34</sup> Household defined as: a property rated for recycling.

<sup>35</sup> Percentage of respondents to resident perception survey question regarding satisfaction with the kerbside recycling service.



## 5. Group of Activities: Transportation

### Activity: Transportation

#### Why We Do It

To ensure the ongoing provision of an adequate local transport network which supports the transportation of people, goods, and services as an integral part of everyday community activity.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
Roads and road usage is managed to reduce the risk of harm to users	1	Fatal and serious Injuries per 100,000 population	40.9	<=39	<=38	<=37	<=36
	2	Fatal and serious Injuries per 100m vehicle kilometres travelled	6.3	<=6.0	<=5.9	<=5.8	<=5.7
	3	The change from the previous financial year in the number of fatal and serious injury crashes on the local road network. [M]	-3	<=+1	<= +1	<= +1	<= +1
Provision of road and footpath networks which supports usability and user comfort both now and in the future	4	The percentage of the sealed local road network that is resurfaced. <sup>36</sup> [M]	74.09%	70%-100%	70%-100%	70%-100%	75%-120%
	5	The percentage of footpaths whose condition meets the desired minimum standard for condition. <sup>37</sup> [M]	99.01%	97% - 99%	97% - 99%	97% - 99%	97% - 99%
	6	Length (km) of network which remains unsealed	39.08km	39.1	39.1	39.1	39.1
	7	The percentage of vehicle kilometres travelled on smooth sealed local roads. <sup>38</sup> [M]	93%	90% - 95%	90% - 95%	90% - 95%	89% - 94%

[M] = DIA mandatory measure

<sup>36</sup> As compared to the average annual target set in the Asset Management Plan (82.6 centre line km per year)

<sup>37</sup> Full wording of mandatory measure is: The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan). For Waipa DC this is based on a five point scale (excellent, good, average, poor and very poor) the percentage will be the length of footpath recorded as average, good or excellent condition grade.

<sup>38</sup> Full wording of mandatory measure is: The average quality of ride on a sealed local road network, measured by smooth travel exposure.

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What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
We are responsive to roading issues raised by the community	8	The % of customer service requests relating to roads & footpaths responded to within the time frame specified in the long term plan. <sup>39</sup> [M]	95.86%	90% - 100%	90% - 100%	90% - 100%	90% - 100%
Alternative transport options are available and user friendly	9	Usage of the ratepayer funded passenger transport services	203,701	225,000-275,000	225,000-275,000	225,000-275,000	225,000-275,000
		Bus <sup>40</sup>					
	Total Mobility	5,205	3,400 - 3,600	3,500 – 3,700	3,600 – 3,800	3,700 – 3,900	
	10	Length of dedicated cycling facilities <sup>41</sup> within the road corridor	44.37km	47	47	47	47

[M] = DIA mandatory measure

**Notes on Changes and Targets for: Transportation**

New Measures	
Measures	Reason For Inclusion
Fatal and serious Injuries per 100,000 population	Provides a more meaningful metric as the influence of population changes on the result are removed
Fatal and serious Injuries per 100m vehicle kilometres travelled	Provides a more meaningful metric as the influence of changes in vehicle kilometres travelled on the result are removed

Discontinued Measures	
Measures	Reason For Discontinuation
Number of annual crashes resulting in fatal and serious injuries on Waipa local roads (five year average)	Measure results were as likely to be influenced by population or vehicle kilometres travelled changes than by council action. Replaced with measures that remove the influence of those factors.

<sup>39</sup> Full wording of mandatory measure is: The percentage of customer service requests relating to roads & footpaths to which the territorial authority responds within the time frame specified in the long term plan - 10 Working Days.

<sup>40</sup> Te Awamutu and Cambridge services to Hamilton

<sup>41</sup> Defined as cycleways which are within the road corridor, but which are separate to the actual road, this includes cycleways which are designed to be shared by pedestrians and mobility device users.

**Notes on targets**

1. Target set based on prior years (not just 2023/24 result) and reasonable downward trend to reflect planned safety improvements. Target an 'equal or less than' rather than a specific figure – means we don't fail the measure if less people are injured/killed.
2. Target set based on prior years (not just 2023/24 result) and reasonable downward trend to reflect planned safety improvements. Target an 'equal or less than' rather than a specific figure – means we don't fail the measure if less people are injured/killed.
3. Target set to reflect a gradual increase in events due to increasing traffic volumes on the district's roads. Target type changes to an 'equal or less than' rather than a specific figure – means we don't fail the measure if less people are injured/killed.
4. Target reduced for first 3 years (compared to previous LTP) to reflect reduction in renewal funding.
5. No material change to previous target, switch from  $\geq 95\%$  to 95%-99%. Range not set to 100% as unlikely to be achieved with current funding.
6. Target set to reflect no investment for seal extension in LTP period.
7. Target set to show a small decline from 2027/28, this reflects the longer-term impacts of constraints on maintenance and rehab work.
8. Switch from  $\geq 90\%$  to 90%-100%.
9. Bus Service: Target set to reflect current levels, no increases in subsequent years as change in Government policy around public transport and no planned investment in the 25/26 LTP mean nothing to drive increases in usage numbers. Total Mobility: Target set to reflect current levels, no increases in subsequent years as change in Government policy around public transport and no planned investment in the 25/26 LTP mean nothing to drive increases in usage numbers.
10. Target set to reflect impact of current works on year 1, with no increases in subsequent years as change in Government policy around cycling and no planned investment in the 25/26 LTP.

## 6. Group of Activities: Stormwater

### Activity: Stormwater

#### Why We Do It

To ensure the adverse effects of urban stormwater run-off and flooding on the community and the environment are minimised.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
Provision of a safe and reliable stormwater system which minimises flooding and environmental impact, in a way that is most cost-effective	1	The number of complaints (per 1,000 properties connected) received about the performance of the stormwater system. <sup>42</sup> [M]	2.86	≤10	≤10	≤10	≤10
	2	Compliance with the resource consents for discharge from the stormwater system. <sup>43</sup> [M]	Number of Abatement notices	0	0	0	0
			Number of Infringement notices	0	0	0	0
			Number of Enforcement orders	0	0	0	0
			Number of Convictions	0	0	0	0
	3	The number of flooding events in the district. <sup>44</sup> [M]	0	≤5	≤5	≤5	≤5
4	For each flooding event, the number of habitable floors affected (per 1,000 properties connected). <sup>45</sup> [M]	0	<0.09	<0.09	<0.09	<0.09	
5	The median response time (hours) to attend a flooding event from the time that notification is received. <sup>46</sup> [M]	No flooding events	2 hours	2 hours	2 hours	2 hours	

[M] = DIA mandatory measure

<sup>42</sup> Full wording of mandatory measure is: The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.

<sup>43</sup> Full wording of mandatory measure is "Compliance with the territorial authority'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; (d) successful prosecutions, received by the territorial authority in relation to those resource consents"

<sup>44</sup> Full wording of mandatory measure is: The number of flooding events that occur in a territorial authority district.

<sup>45</sup> Full wording of mandatory measure is: For each flooding event, the number of habitable floors affected (expressed per 1000 properties connected to the territorial authority's stormwater system).

<sup>46</sup> Full wording of mandatory measure is: The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.

## Notes on Changes and Targets for: Stormwater

### Notes on targets

1. No changes to targets from previous LTP.

## 7. Group of Activities: Wastewater

### Activity: Wastewater

#### Why We Do It

To ensure the community and the environment are protected from the adverse effects of wastewater.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
Provision of a safe and reliable system for the treatment and disposal of wastewater which minimises public health risks and environmental impact, in a way that is most cost-effective	1	The number of dry weather sewerage overflows. <sup>47</sup> [M]	0.21	<1	<1	<1	<1
	2	Compliance with consents for discharge from the sewerage system. <sup>48</sup>	Number of Abatement notices [M]	0	0	0	0
			Number of Infringement notices [M]	0	0	0	0
			Number of Enforcement orders [M]	0	0	0	0
			Number of Convictions [M]	0	0	0	0
	3	The median response time for call outs in response to a sewerage overflow. <sup>49</sup>	The time (hours) from notification for service personnel to reach the site. [M]	0.58 hours	2 hours	2 hours	2 hours
The time (hours) from notification that resolution of a blockage or other fault. [M]			1.75 hours	6 hours	6 hours	6 hours	6 hours

<sup>47</sup> Full wording of mandatory measure is: The number of dry weather sewerage overflows from the territorial authority's sewerage system expressed per 1000 sewerage connections to that sewerage system.

<sup>48</sup> Full wording of mandatory measure is: Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: (a) abatement notices, (b) infringement notices, (c) enforcement orders, (d) convictions received by the territorial authority in relation to those resource consents

<sup>49</sup> Full wording of mandatory measure is: Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured: (a) Attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site, (b) Resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault

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What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
	4	The number of complaints (per 1,000 sewage connections) received about any of the following: odour, system faults, blockages, and the response to any of these issues. <sup>50</sup> [M]	3.00	<10	<10	<10	<10

[M] = DIA mandatory measure

### Notes on Changes and Targets for: Wastewater

#### Notes on targets

1. No changes to targets from previous LTP.

<sup>50</sup> Full wording of mandatory measure is: The total number of complaints received by the territorial authority about any of the following (expressed per 1000 connections to the territorial authority's sewerage system): Sewerage odour, sewerage system faults, sewerage system blockages, territorial authority's response to issues with its sewerage system.

## 8. Group of Activities: Water Supply

### Activity: Water Supply

#### Why We Do It

To ensure our community benefits from the ongoing provision of potable water.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target				
				2025/26	2026/27	2027/28	2028-34	
The community is provided with safe and wholesome drinking water within specified areas in a way that is most cost-effective	1	Water Treatment Plants – compliance with bacteriological criteria [M]	Alpha Street	C	C	C	C	C
			Frontier Road	C	C	C	C	C
			Karapiro	C	C	C	C	C
			Parallel Road	C	C	C	C	C
			Rolleston Street	C	C	C	C	C
			Te Tahi	C	C	C	C	C
		Water Treatment Plants – compliance with protozoal criteria [M]	Alpha Street	C	C	C	C	C
			Frontier Road	C	C	C	C	C
			Karapiro	C	C	C	C	C
			Parallel Road	C	C	C	C	C
			Rolleston Street	C	C	C	C	C
		Network zones – compliance [M]	Cambridge	C	C	C	C	C
			Kihikihi	C	C	C	C	C
			Ohaupo	C	C	C	C	C
			Pirongia	C	C	C	C	C

<sup>51</sup> Full wording of mandatory measure is: The extent to which the local authority’s drinking water supply complies with: (a) part 4 of the drinking water standards (bacteria compliance criteria); and (b) part 5 of the drinking water standards (protozoal compliance criteria).



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What You Can Expect From Us	How We Measure Success			Result 2023/24	Performance Target			
					2025/26	2026/27	2027/28	2028-34
			Pukerimu Rural	C	C	C	C	C
			Te Awamutu	C	C	C	C	C
The community is provided with safe and wholesome drinking water within specified areas in a way that is most cost-effective	2	Median response time for call outs in response to a fault or unplanned interruption to the network. <sup>52</sup> [M]	Attendance for urgent call-out from the time of notification. (hours) <sup>53</sup> [M]	0.27	2	2	2	2
			Resolution of urgent call outs from the time of notification (hours). <sup>54</sup> [M]	1.20	6	6	6	6
			Attendance for non-urgent call outs from the time of notification (days) <sup>55</sup> [M]	0.88	2	2	2	2
			Resolution of non-urgent call outs from the time of notification (days) <sup>56</sup> [M]	0.97	10	10	10	10
	3	The total number of complaints (per 1000 connections) received about any of the following: Drinking water clarity, taste, odour, pressure or flow, continuity of supply, and the response to any of these issues. <sup>57</sup> [M]	13.63	<15	<15	<15	<15	
The supply and demand are managed to ensure prudent use of water	4	The percentage of real water loss from the networked reticulation system. <sup>58</sup> [M]	Cambridge & Karāpiro	9%	<12%	<12%	<12%	<12%
			Te Awamutu & Pirongia	8%	<12%	<12%	<12%	<12%
			Kihikihi	8%	<20%	<20%	<20%	<20%
			Ohaupo & Pukerimu	20%	<20%	<20%	<20%	<20%
	5	The average consumption of drinking water per day per resident. <sup>59</sup> [M]	Cambridge & Karapiro	189	190	190	190	190
			Te Awamutu & Pirongia	175	190	190	190	190
			Kihikihi	194	190	190	190	190
			Ohaupo & Pukerimu	210	190	190	190	190

<sup>52</sup> Full wording is: Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response time measured.

<sup>53</sup> Full wording is: Attendance for urgent call-outs: from the time the local authority receives notification to the time that service personnel reach the site.

<sup>54</sup> Full wording is: Resolution of urgent call-outs: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption.

<sup>55</sup> Full wording is: Attendance for non-urgent call-outs: from the time the local authority receives notification to the time that service personnel reach the site.

<sup>56</sup> Full wording is: Resolution of non-urgent call-outs: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption.

<sup>57</sup> Full wording is: The total number of complaints received by the local authority about any of the following (expressed per 1000 connections to the local authority’s networked reticulation system): Drinking water clarity, drinking water quality, drinking water taste, drinking water odour, drinking water pressure or flow, continuity of supply, the local authority’s response to any of these issues.

<sup>58</sup> Full wording is: The percentage of real water loss from the local authority’s networked reticulation system.

<sup>59</sup> Full wording is: The average consumption of drinking water per day per resident within the territorial authority district.

[M] = DIA mandatory measure

## Notes on Changes and Targets for: Water Supply

### Notes on targets

1. No changes to targets from previous LTP.

## 9. Group of Activities: Support Services

### Activity: Information Services

#### Why We Do It

To provide convenient and reliable digital contact channels for customers.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
The online services Council provides are reliable.	1 Availability of Council website and online forms <sup>60</sup> .	99.99%	99% - 100%	99% - 100%	99% - 100%	99% - 100%

### Notes on Changes and Targets for: Information Services

#### Notes on targets

1. No change to target from previous LTP, just how it is written; switch from  $\geq 99\%$  to 99%-100%.

<sup>60</sup> [www.waipadc.govt.nz](http://www.waipadc.govt.nz) & [eservices.waipadc.govt.nz](http://eservices.waipadc.govt.nz) sites only.

## Activity: Customer Support

### Why We Do It

To provide a responsive and supportive customer service to our community.

### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result 2023/24	Performance Target			
				2025/26	2026/27	2027/28	2028-34
The community has enquiries completed at first resolution provided by Customer Support.	1	Percentage of query calls received by Customer Support resolved at the time.	81.93%	80% - 90%	80% - 90%	80% - 90%	80% - 90%
	2	Percentage of query emails received by Customer Support resolved at the time.	New measure	80% - 90%	80% - 90%	80% - 90%	80% - 90%
			100				
The community has a positive experience when contacting Council.	3	Percentage of respondents to resident's perception survey who are satisfied with how their enquiry or complaint has been handled <sup>61</sup> .	41%	35% - 45%	35% - 45%	40% - 50%	40% - 50%

### Notes on Changes and Targets for: Customer Support

New Measures	
Measures	Reason For Inclusion
Percentage of query emails received by Customer Support resolved at the time.	Email query volumes have increased over time, and account for an average of 19% (1,229) of all interactions each month between January to October 2024, and an average of 20% each month throughout 2023. Councils' telephony system enables reporting on this type of media including the wrap up of email communication, therefore this metric is a realistic inclusion moving forward to replace the proposed discontinuation of walk in data.

Discontinued Measures	
Measures	Reason For Discontinuation

<sup>61</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council a 8-10 on the ten point survey scale. Full working of question: "Overall, how satisfied are you with how your complaint or query was handled?".

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The percentage of walk in queries received by Customer Support resolved at the time.

The source of data for walk in interactions is no longer reliable, working for only 3 to 4 frontline staff members therefore the measure can no longer be accurately reported on.

**Notes on targets**

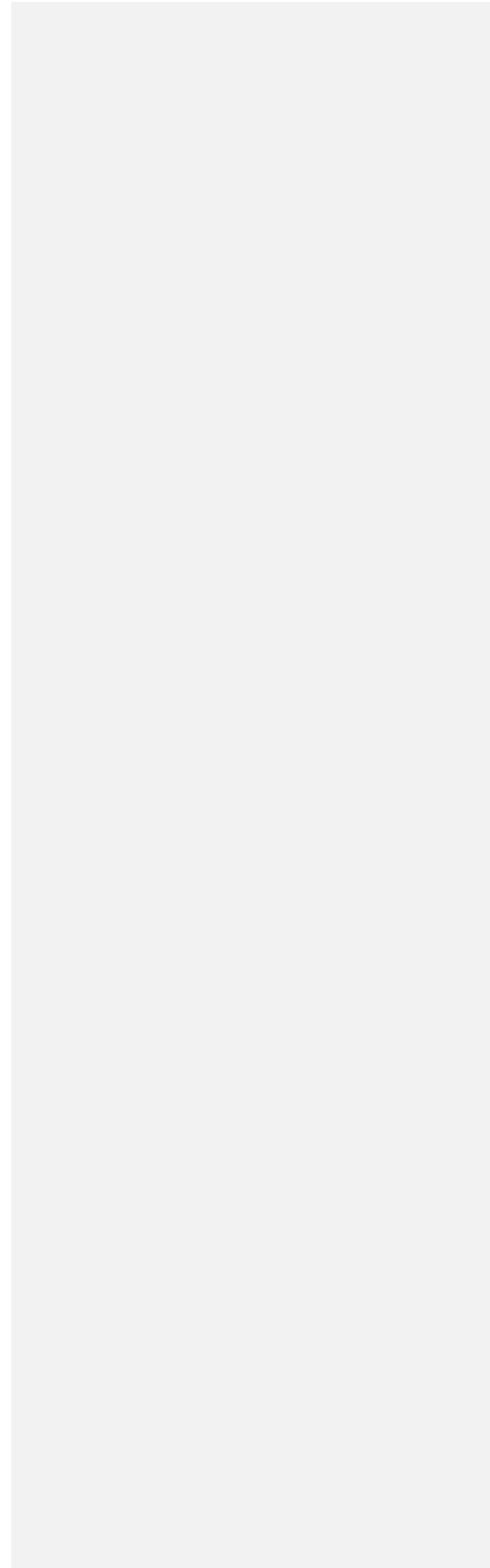
1. Aligns with realistic delivery performance.
2. Aligns with realistic delivery performance.
3. ~~No change to target from previous LTP, just how it is written; switch from >=99% to 90%-100%.~~
4. Target set to show a gradual increase over time.

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**Draft Performance Measure Framework  
2025-34 LTP**

**Levels of Service**

**December 2024**



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## 1. Introduction

The scope of this paper is the Levels of Service component of the framework.

There are a number of DIA set 'mandatory' measures that must be included under some of the activities. These are marked with an [M] in the tables.

### Level of Service Performance Framework Elements

There are four key elements of the framework. Each element is required for each activity under the group of activity. The four elements are:

1. [Why We Do It](#) – Tells the community why Council is involved
2. [What You Can Expect From Us](#) – Tells customers what service attributes they should be getting
3. [How We Measure Success](#) – Allows customers to understand whether the service attributes are being delivered
4. [Performance Target](#) – Reflects the point that indicates the service attributes are being delivered as intended

## Understanding the Tables and Supporting Information

For each activity a Why We Do It statement is provided along with a table containing the rest of the performance framework for that activity as per the example below:

### Activity: Heritage Service

#### Why We Do It

To ensure the support of the identification, celebration, protection, and promotion of Waipa District’s heritage which enriches the lives of current and future generations of locals and visitors.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2022/23	Performance Target				
			2024/25	2022/23	2024/25	2024-31	
The District’s community and visitors are provided with appropriate opportunities to experience the District’s heritage through interpretation, education and conservation delivered directly by Council and through partnerships.	1 The percentage of visitors to the Te Awamutu Museum – Education and Research Centre who were satisfied with their visit. <sup>25</sup>	96.3%	95%-100%	95%-100%	95%-100%	95%-100%	
	2 Number of annual visitors to key Heritage sites	Te Awamutu Museum – Education and Research Centre <sup>26</sup>	2920	3,250-3,750	3,250-3,750	30,000-40,000	65,000-75,000
		Pirongia Visitor Centre	2580	2,500-3,000	2,600-3,100	2,700-3,200	2,800-3,400
		Cambridge Museum	4847	4,800-5,300	4,900-5,400	5,000-5,500	5,100-5,600
	3 Usage of Te Ara Wai Journeys <sup>27</sup> website	10842	10,500-11,500	10,500-11,500	15,000-16,000	15,000-16,000	
	4 The number of school student experiencing Heritage based education through the ELC <sup>28</sup> programme	1776	3,900	3,900	3,900	3,900	
5 Percentage of residents who are satisfied with the Te Awamutu Museum – Education and Research Centre <sup>29</sup>	24%	20%-30%	25%-35%	70%-80%	70%-80%		
6 Percentage of residents who are satisfied with the Cambridge Museum	31%	30%-40%	35%-45%	40%-50%	45%-70%		

Yellow shaded areas indicate new or amended text compared to the 2021 LTP

1. Why We Do It – Tells the community why Council is involved
2. What You Can Expect From Us – Tells customers what service attributes they should be getting
3. How We Measure Success – Allows customers to understand whether the service attributes are being delivered
4. Performance Target – Reflects the point that indicates the service attributes are being delivered as intended

## Notes on Changes and Targets for: Representation

### Change to: Why We Do IT

Notes on changes/new statements and the rationale behind them.

### Change to: What You Can Expect From Us

Notes on changes/new statements and the rationale behind them.

### New Measures

Measures	Reason For Inclusion
New measure	Justification for adding new measure

### Amended Measures

Measures	Reason For Amendment
Amended Measures	Justification for amending previously utilised measure

### Discontinued Measures

Measures	Reason For Discontinuation
Discontinued Measures	Justification for adding removing previously utilised measure

### Notes on targets

1. Includes rationale for the targets, and whether those targets vary significantly from the previous LTP

Note: Tables only provided where required, not all activities will have all the tables.

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## 2. Group of Activities: Governance

### Activity: Representation

#### Why We Do It

To enable effective democratic local decision-making and action.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>1</sup> 99.42 2023/23	2025/26 <sup>2</sup> 99%	2026/27 <sup>2</sup> 99%	2027/28 <sup>2</sup> 99%	2028- 34 <sup>2</sup> 99%
The Community have access to timely and accurate information.	1 Percentage of official information requests are responded to within statutory timeframes.	99.42 98.4 2%	99% - 100%	99% - 100%	99% - 100%	99% - 100%
	2 Percentage of respondents to resident’s perception survey <sup>1</sup> who are satisfied with Council “for being transparent and communicating openly.”	17 18%	15% - 20%	15% - 20%	20% - 25%	20% - 30%
We provide opportunities for our communities to engage with Council and participate in decision-making processes.	3 Percentage of respondents to resident’s perception survey <sup>2</sup> who are satisfied with the opportunities provided to them to participate in Council decision making processes.	13 14%	10% - 15%	10% - 15%	15% - 20%	15% - 20%

#### Notes on Changes and Targets for: Representation

**Notes on targets**  
1. Aligns with realistic delivery performance, 2021 LTP target was 100%.

<sup>1</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council a 8-10 on the ten point survey scale. Full working of question: “How would you rate Council for being transparent and communicating openly?”.

<sup>2</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council a 8-10 on the ten point survey scale. Full working of question: “How satisfied are you with the performance of your Local Community Board and its members?,” how satisfied are you with the opportunities provided to you to participate in Council decision making processes?

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2. Aiming for improvement over time.
3. Aiming for improvement over time.

### Activity: Communications and Engagement

#### Why We Do It

- To keep our communities informed about council issues, activities and make it easy for them to be involved in Council's decision-making processes.
- To showcase Waipā District as a great place to live, work, play and invest creating pride in the District.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24 <sup>3</sup> 53/52%	Performance Target			
			2025/26 <sup>4</sup> 60/75	2026/27 <sup>4</sup> 65/75	2027/28 <sup>4</sup> 75/77	2028- 34 <sup>4</sup> 80/77
We provide regular communication to the district enabling community sharing and engagement.	1 Respondents to the resident's perception survey who know where to find the latest information on council activities and services <sup>3</sup> .	New measure	60% - 65%	65% - 75%	75% - 80%	80% - 100%
	2 The percentage of growth of followers or subscribers to council's digital channels <sup>4</sup> .	New measure	5% - 10%	5% - 10%	5% - 10%	5% - 10%
We showcase the how we're building champion communities to support creating pride in the District.	3 Overall percent of respondents to residents' perception survey who have pride in their district <sup>5</sup> .	53/52%	50% - 55%	50% - 55%	55% - 60%	55% - 60%

<sup>3</sup> From Waipa District Council Annual Resident Perception Survey result.

<sup>4</sup> Digital media channels include Instagram (Waipa NZ) , Facebook (Waipa District Council, Home of Champions, Waipa Libraries, Te Awamutu Museum) , Antenna.

<sup>5</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: "How proud do you feel to be able to say that you live in this district?".

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## Notes on Changes and Targets for: Communications and Engagement

Change to: Why We Do It
<p>New statements developed that provide better alignment with Councils vision and more in tune with the measures which are now included. The previous statements that have been replaced were:</p> <ul style="list-style-type: none"> <li>To focus on making sure our communities are kept up to date with Council issues and activities and also make it easy for them to be involved in Council’s decision-making processes.</li> <li>To bring domestic and international visitors into our district by supporting key events.</li> <li>To support the recovery of the Waipā district by building pride within our communities.</li> </ul>

New Measures	
Measures	Reason For Inclusion
Respondents to the resident’s perception survey who are confident that they know where to find the latest information on council activities and services.	Greater alignment with ‘why we do it’ and ‘what you can expect from us’.
The percentage of growth of followers or subscribers to council’s digital channels.	Greater alignment with ‘why we do it’ and ‘what you can expect from us’. We anticipate growth in numbers to align with the growing Waipā community.

Discontinued Measures	
Measures	Reason For Discontinuation
Average audience reach through traditional media.	The reach is not truly indicative of what we are trying to deliver, and measures nationwide reach with no focus on the Waipā community.
Average impression rate of Antenno posts	This measure is not feasible with Waipā’s post and publishing approach for Antenno which aims for short, concise content allowing notifications to be read by the user without opening the Antenno app. There is also a very repetitive nature of messaging, for example Recycling Collection Reminders which account for 85% of all outgoing posts throughout the 2022/23 year and in which content does not change.

Notes on targets
<ol style="list-style-type: none"> <li>From Waipa District Council’s Annual Resident Perception Survey result. The number of residents who answer yes to “Do you know where to find the latest information on council activities and services”.</li> <li>Reporting statistics from the digital channels used by council show growth year-on-year.</li> <li>Target range to reflect recent results and trends. Aiming to turn the tide and increase over time.</li> </ol>

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### 3. Group of Activities: Planning and Regulatory

#### Activity: Animal Control

##### Why We Do It

To ensure animals are kept in a way that promotes animal welfare and community safety.

##### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>6</sup> 2024/25	2025/26 <sup>6</sup> 24/25	2026/27 <sup>6</sup> 25/26	2027/28 <sup>6</sup> 26/27	2028- 33/2027-34
Animal control is managed in a way that ensures support is provided to both animals and the community in a timely manner.	1 The percentage of urgent dog attack allegations acted upon within one hour of Council being notified. <sup>6</sup>	100%	95% - 100%	95% - 100%	95% - 100%	95% - 100%

#### Notes on Changes and Targets for: Animal Control

Notes on targets
1. No change to target from previous LTP, just how it is written; switch from >=95% to 95%-100%.

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<sup>6</sup> Urgent is defined as a dog attack on a human or other animal where the Council has been notified within 12 hours of the event. Acted upon is defined as a phone call or site visit.

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### Activity: Building Compliance

#### Why We Do It

To ensure buildings and swimming pools are safe for the community and related regulations and standards are met.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>6</sup> 2023/23	2025/26 <sup>6</sup> 24/25	2026/27 <sup>6</sup> 25/26	2027/28 <sup>6</sup> 26/27	2028- 31/2027-24
We ensure that buildings, including earthquake prone buildings, are safe and fit for purpose.	1 Building consent applications are processed within statutory timeframes. <sup>7</sup>	99.8393%	99% - 100%	99% - 100%	99% - 100%	99% - 100%

#### Notes on Changes and Targets for: Building Compliance

Notes on targets
1. Aligns with realistic delivery performance, 2021 LTP target was 100%.

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<sup>7</sup> The Building Act 2004 states the time limit is “within 20 working days after receipt by the building consent authority of the application”.



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### Activity: Development Engineering

#### Why We Do It

To ensure the community and Council benefits from appropriate standards of development and infrastructure.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>8</sup> as at 30/3/23	2025/26 <sup>9</sup> 24/25	2026/27 <sup>9</sup> 25/26	2027/28 <sup>9</sup> 26/27	2028- 31/2027-24
We are responsive to enquiries	1 Enquiries are acknowledged <sup>8</sup> within 2 working days.	New measure	95% 100%	95% 100%	95% 100%	95% 100%
	2 Enquiries are responded <sup>9</sup> to within 10 working days.	96.28 86.6 0%	95% - 100%	95% - 100%	95% - 100%	95% - 100%

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### Notes on Changes and Targets for: Development Engineering

New Measures	
Measures	Reason For Inclusion
<del>Enquiries are acknowledged within 2 working days.</del>	<p>New measure surrounding acknowledgement of queries, to help monitor how well the activity is addressing the recent reduction in customer satisfaction with services in this area.</p> <p><b>Reviewed Nov 24 and removed from the Performance Framework for the following reason:</b></p> <p><u>The role of Graduate Engineer within the Development Engineering team, who is generally responsible for the triage and monitoring of CRMs, is vacant and at this point in time there is no certainty that the position will be filled due to budget constraints, this reduced capacity means that the additional workload is not realistic and therefore the desire is to have the team focus their efforts on a full response to customers. The impact on the customer is deemed to be minimal, as an acknowledgement would simply be confirmation of the request and</u></p>

<sup>8</sup> Acknowledged is defined as initial contact with the requestor (could include email, phone call or visit) to confirm receipt of the enquiry.

<sup>9</sup> Responded to is defined as contact with the requestor (could include email, phone call or visit) to advise the outcome or findings of the investigation into the enquiry.

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would not contain meaningful information in relation to their request. The removal of the measure enables staff to focus their efforts on the full response.

Amended Measures	
Measures	Reason For Amendment
Enquiries are responded to within 10 working days.	Amended from 4 working days to 10 working days to reflect realistic performance delivery.

**Notes on targets**

1. Target set to be consistent with the other measure.
2. No change to target from previous LTP, just how it is written; switch from  $\geq 95\%$  to 95%-100%.

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### Activity: Environmental Health

#### Why We Do It

To ensure the promotion and protection of our community’s health and related regulations and standards are met.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 as at 30/3/23	2025/26 24/25	2026/27 25/26	2027/28 26/27	2028-34 2027-24
We ensure the public sale and supply of alcohol is undertaken safely and responsibly.	1 All premises that sell alcohol are licensed.	100%	100%	100%	100%	100%
Noise and smoke control is provided to the community in a timely manner.	2 The percentage of excessive noise complaints investigated within 1 hour.	91.33 92.82%	95% - 100%	95% - 100%	95% - 100%	95% - 100%
	3 The percentage of smoke complaints investigated within 1 hour.	100 89.29%	95% - 100%	95% - 100%	95% - 100%	95% - 100%
Food premises maintain a high level of food safety.	4 All premises that sell food to the public are registered.	100 98.49%	99% - 100%	99% - 100%	99% - 100%	99% - 100%

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### Notes on Changes and Targets for: Environmental Health

Notes on targets
1. No change to target from previous LTP. 100% required under the Sale and Supply of Alcohol Act.
2. No change to target from previous LTP, just how it is written; switch from >=95% to 95%-100%.
3. No change to target from previous LTP, just how it is written; switch from >=95% to 95%-100%.
4. Target set at 99%-100%, was 100% in the 2021 LTP. Amended to reflect the normal ‘flux’ of businesses changing hands etc. When change occurs one registration is ended before the new one is processed, therefore it shows as non-registered for a period.

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### Activity: Resource Consents and Monitoring and Land Information Memorandums

#### Why We Do It

**Resource consents and monitoring** – Continuing to build a sustainable thriving economy based upon the district’s unique characteristics, and building a community that is proud of Waipā’s physical and cultural environment.

**Land information memorandums** - To provide relevant information to property owners and potential owners about that property and any associated buildings to help inform their decisions.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <del>2023/24</del> 2022/23	2025/26 <del>26</del>	2026/27 <del>27</del>	2027/28 <del>28</del>	2028-34 <del>34</del>
We <u>respond to all general enquiries and</u> process all applications within agreed timeframes.	1 The percentage of Resource Consents processed within statutory timeframes.	96.87 <del>99.7</del> 6%	95% - 100%	95% - 100%	95% - 100%	95% - 100%
	2 The percentage of LIMs processed within statutory timeframes.	100%	100%	100%	100%	100%
	3 <del>The percentage of requests for general resource consent information and planning enquiries acknowledged<sup>10</sup> within 2 working days.</del>	New Measure	<del>95% - 100%</del>	<del>95% - 100%</del>	<del>95% - 100%</del>	<del>95% - 100%</del>
	4 <del>The percentage of requests for general resource consent information and planning enquiries responded to within 10 working days</del>	<del>93.23<del>91.2</del> 5%</del>	<del>90% - 100%</del>	<del>90% - 100%</del>	<del>90% - 100%</del>	<del>90% - 100%</del>
We ensure we investigate compliance with the District Plan when requested.	5 We respond <sup>11</sup> to requests to check compliance of the District Plan and land use consents within 4 working days.	<del>100</del> 98.38%	100%	100%	100%	100%
We complete the required safety inspections of swimming pools and associated fencing.	6 <del>The percentage of residential pool barriers inspected in the last three years.<sup>12</sup></del>	New Measure	95% - 100%	95% - 100%	95% - 100%	95% - 100%

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<sup>10</sup> Acknowledged is defined as initial contact with the requestor (could include email, phone call or visit) to confirm receipt of the enquiry.

<sup>11</sup> Responded to is defined as contact with the requestor (could include email, phone call or visit) to advise the outcome or findings of the investigation into the enquiry.

<sup>12</sup> The Building Act requires all residential pool barriers to be inspected at least every 3 years for compliance.

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### Notes on Changes and Targets for: Resource Consents and Monitoring and Land Information Memorandums

New Measures	
Measures	Reason For Inclusion
The percentage of requests for general resource consent information and planning enquiries acknowledged within 2 working days.	<p>New measure surrounding acknowledgement of queries, to help monitor how well the activity is addressing the recent reduction in customer satisfaction with services in this area.</p> <p><u><a href="#">Reviewed Nov 24 and removed from the Performance Framework for the following reason: The Consents team has one Duty Planner and for the remainder of the team, the processing of resource consents and notices remains the priority focus within due to legislative requirements and monetary impact on Council should the statutory timeframes not be met. For this reason, diversion of efforts to the acknowledgement of general enquiries is not realistic and therefore the desire is to have the team focus their efforts on a full response to customers. The impact on the customer is deemed to be minimal, as an acknowledgement would simply be confirmation of the request and would not contain meaningful information in relation to their request. The removal of the measure enables staff to focus their efforts on the full response.</a></u></p>
The percentage of swimming pool barriers inspected in the last three years	This measure replaces the previous swimming pool barrier measure which was focused on inspecting 500 swimming pool fences per annum. However, the number of swimming pool fences is constantly changing. The new measure acknowledges this and provides the flexibility for the number done to vary from exactly a 3rd each year. Instead, it focuses on how many have been inspected in a 3 year period, thus aligning with the Building Act 2004 requirement that all swimming pools in the District must be inspected every 3 years.

Discontinued Measures	
Measures	Reason For Discontinuation
We will inspect 500 swimming pool fences per annum.	Replaced with a more appropriate measure for swimming pool fence inspections

Notes on targets% required under the Sale and Supply of Alcohol Act.
<p>1. Target set at 95%-100%, was 100% in the 2021 LTP. Amended to reflect realistic service outputs based on expected workload and resourcing.</p> <p>2. No change to target from previous LTP, target is consistently met year on year.</p> <p><del>3. Target set at a level that is believed to be a realistic achievement rate based on expected workload and resourcing.</del></p> <p><del>4-3.</del> Target set at 80%-90%, was 100% in the 2021 LTP. Amended to reflect realistic service outputs based on expected workload and resourcing. <u><a href="#">Following review in Nov 24 and the removal of the proposed measure re: acknowledgment of enquiries, this target has been increased to reflect the efforts freed up based on that removal.</a></u></p> <p><del>5-4.</del> No change to target from previous LTP. Performance target has been consistently met in prior years.</p>

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6.5. Target set at 95%-100%. This reflects what is believed to be a realistic achievement rate based on expected workload and resourcing.

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### Activity: Emergency Management

#### Why We Do It

To provide effective emergency management response and recovery outcomes for our communities.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>13</sup> 66%	2025/26 <sup>14</sup> 24/25	2026/27 <sup>14</sup> 25/26	2027/28 <sup>14</sup> 26/27	2028-34 <sup>14</sup> 2027-24
We remain suitably capable to provide a high level <sup>13</sup> response and recovery in the event of a Civil Defence Emergency.	1 The percentage scored in an emergency response annual evaluation exercise <sup>14</sup> .	66%	60% - 70%	60% - 70%	60% - 70%	60% - 70%
	2 The percentage of staff trained working in the Emergency Operating Centre to an intermediate level <sup>15</sup> .	New measure	95% to 100%	95% to 100%	95% to 100%	95% to 100%

### Notes on Changes and Targets for: Emergency Management

**Notes on targets**

1. Target set to align with current performance and reflect the balancing impacts of improvements and staff changes. Previously target was “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>13</sup> High level is considered to be Advancing or Mature score. Scores are based on the CDEM Capability Scoring Guide & Capability level.  
<sup>14</sup> Council will be assessed on the capability shown during the exercise and scored a percentage based on the CDEM Capability Scoring Guide & Capability level: Unsatisfactory = 0-20%, Early Developing = 21-40%, Late Developing = 41-60%, 61-80% = Advancing, 81-100% = Mature.  
<sup>15</sup> In accordance with the Integrated Training Framework recognised by the National Emergency Management Agency

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#### 4. Group of Activities: Community Facilities and Services

##### Activity: Parks and Reserves – Open Spaces

###### Why We Do It

To ensure the provision of appropriate open spaces which provide for, and support opportunities for the community’s health and recreation needs to be met.

###### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>16</sup> 80%	2025/26 <sup>26</sup> 34/25	2026/27 <sup>26</sup> 25/26	2027/28 <sup>26</sup> 26/27	2028- 34 2027-24
Provision of an adequate network of multi-purpose open spaces which provide for passive and active recreation and sporting activities.	1 % of residents who are satisfied with parks, reserves, and open spaces. <sup>16</sup>	534%	50% - 60%	50% - 60%	55% - 65%	55% - 65%
	2 % of residents who have utilised parks, reserves, and open spaces in the last year <sup>17</sup>	813%	80% - 90%	80% - 90%	80% - 90%	80% - 90%

##### Notes on Changes and Targets for: Parks and Reserves – Open Spaces

**Notes on targets**

- Target set to show a gradual increase over time as current and proposed work takes effect. Previously target was “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.
- Utilisation targets set to show a steady level of usage over time, reflecting current and proposed work focus on maintaining LOS.

<sup>16</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: “How would you rate your overall satisfaction with each other the following facilities...Parks, reserves and open spaces?”.

<sup>17</sup> From Waipa District Council Annual Resident Perception Survey result. Full working of question: “Which of the following facilities have you visited or used within the last year...Parks, reserves and open spaces?”.

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### Activity: Parks and Reserves – Playgrounds

#### Why We Do It

To ensure the provision of playgrounds which provide for and support opportunities for the communities to engage in safe and stimulating play.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>18</sup> 2023/23	2025/26 <sup>19</sup> 24/25	2026/27 <sup>19</sup> 25/26	2027/28 <sup>19</sup> 26/27	2028- 31/2027-24
Provision of an adequate network of playgrounds which provide for safe and stimulating play.	1 % of residents who were satisfied with playgrounds <sup>18</sup>	478%	45% - 55%	50% - 60%	55% - 65%	55% - 65%
	2 % of residents who have utilised playgrounds in the last 12 year <sup>19</sup>	403%	35% - 45%	35% - 45%	35% - 45%	35% - 45%

### Notes on Changes and Targets for: Parks and Reserves – Playgrounds

**Notes on targets**

- Target set to show a gradual increase over time as current and proposed work takes effect.
- Utilisation targets set to show a steady level of usage over time.

General note: Previously targets were “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>18</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: “How would you rate your overall satisfaction with each other the following facilities...Playgrounds?”.

<sup>19</sup> From Waipa District Council Annual Resident Perception Survey result. Full working of question: “Which of the following facilities have you visited or used within the last year...Playgrounds?”.

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### Activity: Parks and Reserves – Public Toilets

#### Why We Do It

To ensure the provision of an adequate and accessible network of public toilets which meets the needs of the community and visitors to the district.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>1</sup> 2023/23	2025/26 <sup>1</sup> 24/25	2026/27 <sup>1</sup> 25/26	2027/28 <sup>1</sup> 26/27	2028- 31/2027-24
Provision of an adequate and accessible network of public toilets which meets the needs of the community and visitors while minimising public health risks and environmental impact, in a way that is most cost-effective	1 % of residents who are satisfied with public toilets. <sup>20</sup>	284%	25% - 35%	25% - 35%	30% - 40%	30% - 50%

### Notes on Changes and Targets for: Parks and Reserves – Public Toilets

**Notes on targets**

1. Target set to show a gradual increase over time as current and proposed work takes effect. Previously the target was “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>20</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: “How would you rate your overall satisfaction with each other the following facilities...Public toilets?”.

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### Activity: Parks and Reserves - Cemeteries

#### Why We Do It

To ensure the provision of adequate and appropriate places for interment and remembrance.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>1</sup> 397%	2025/26 <sup>1</sup> 35% - 45%	2026/27 <sup>1</sup> 35% - 45%	2027/28 <sup>1</sup> 40% - 50%	2028-29 <sup>1</sup> 45% - 55%
Provision of accessible cemeteries and interment services which meets the needs of the community	1 % of residents who are satisfied with cemeteries. <sup>21</sup>	397%	35% - 45%	35% - 45%	40% - 50%	45% - 55%

### Notes on Changes and Targets for: Parks and Reserves – Cemeteries

**Notes on targets**

1. Target set to show a gradual increase over time as current and proposed work takes effect. Previously the target was “Equal to or greater than previous year result”. We are moving away from “Equal to or greater than previous year result” type targets. This is because the target should reflect an agreed level of service output, rather than “just” better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.

<sup>21</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council an 8-10 on the ten-point survey scale. Full working of question: “How would you rate your overall satisfaction with each other the following facilities... cemeteries”.

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**Activity: Library Service**

**Why We Do It**

To ensure the provision of accessible facilities, resources and services which support the community’s learning and leisure needs.

**What You Can Expect From Us and How Success is Measured**

What You Can Expect From Us	How We Measure Success	Result	Performance Target					
		2023/24 <del>2023/24</del> Result	2025/26 <del>26</del>	2026/27 <del>27</del>	2027/28 <del>28</del>	2028- 31/2027-24		
Provision of library facilities with sufficient resources and services which provide the necessary support for the communities learning and leisure needs.	1	% of population who are active <sup>22</sup> library users	674,368 <del>83</del>	60% - 70%	60% - 70%	60% - 70%	60% - 70%	
	2	Size of the Library collection compared to the LIANZA standard of 3 items per resident.	2,837 <del>4</del>	2,760 - 2,870	2,705 <del>5</del> - 2,860	2,755 - 2,860	2,695 - 2,753 <del>05</del>	
	3	% of customers who are satisfied with libraries <sup>23</sup>	54 <del>1</del> %	55% - 65%	60% - 70%	60 <del>5</del> % - 70 <del>5</del> %	67 <del>0</del> % - 79 <del>0</del> %	
	4	Number of participants in library programmes	Cambridge	10,191 <del>8,527</del>	8,250 - 8,750 <del>10,000</del>	10,000 - 11,000 <del>8,750</del>	10,000 - 11,000 <del>8,750</del>	10,000 - 11,000 <del>9,000</del>
			Te Awamutu	4,290 <del>3,837</del>	4,000 - 4,500 <del>3,750</del>	3,850 - 4,350 <del>4,000</del>	3,950 - 4,450 <del>4,250</del>	4,050 - 5,550 <del>4,500</del>
			Online	6,441 <del>4,964</del>	6,000 - 7,000 <del>4,750</del>	4,750 - 5,250 <del>6,000</del>	4,750 - 5,250 <del>6,250</del>	4,750 - 5,250 <del>6,500</del>

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<sup>22</sup> Active = library card used in past 2 years  
<sup>23</sup> Percentage of respondents to residents perception survey question regarding satisfaction with libraries

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### Notes on Changes and Targets for: Library Service

Amended Measures	
Measures	Reason For Amendment
Number of participants in library programmes	Measure now split by Cambridge, Te Awamutu, and Online. This has been done to provide greater clarity around the individual performance of the three elements.

Discontinued Measures	
Measures	Reason For Discontinuation
The number of walk-in library visitors per annum	This measure is reliant on accurate readings from the security gates at the entrance to the two libraries. However, the counter element of the security gates (security being their primary purpose) are inaccurate, for example a group of 30 kids arriving together may only trigger a count of 2 or 3. Without accurate visitor counts there is no value in continuing with the measure.

Notes on targets
<ol style="list-style-type: none"> <li>1. Target set to reflect steady membership levels, and to a level consistent with historic results.</li> <li>2. The lowering of the target from the previous 2.95-3.05 range reflects that the collection size is now restricted by the size of the Cambridge facility. As the population continues to grow the result will decrease until such time as a new facility provide capacity to increase the collection size, as reflected in the target range for the 2028-34 period.</li> <li>3. Target set to show a gradual increase over time. The upper limit of the target range for the 2028-34 period is generally in line with the previous highest results, so aiming to be back to those satisfaction levels sometime in that period. Previously the target was "Equal to or greater than previous year result". We are moving away from "Equal to or greater than previous year result" type targets. This is because the target should reflect an agreed level of service output, rather than "just" better than before. Additionally with the old target type a poor result would mean subsequent targets are not representative of where the level the service outputs should be at.</li> <li>4. Participants in library programmes:</li> <li>4. Cambridge – Set to reflect the number of programmes remaining at current levels due to capacity limitations at the Cambridge Library, <del>until such time a new facility is available that allows additional programme sessions to be added.</del></li> <li>5. Te Awamutu – <del>No planned or funded changes to programmes or associated marketing so t</del>Target set for a small increase <del>year on year over time</del> to reflect the <del>expected increase in population. Te Awamutu library's capacity and intention to add additional programmes sessions.</del></li> <li>6. Online – <del>No planned or funded changes to programmes or associated marketing so t</del>Target set to show <del>to reflect intention to maintain the number of online programmes at current levels a small increase over time to reflect the expected increase in population.</del></li> </ol>

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**Activity: Property Services – Community Land and Buildings**

**Why We Do It**

To ensure the provision of land and buildings within the community that supports social and recreational interaction.

**What You Can Expect From Us and How Success is Measured**

What You Can Expect From Us	How We Measure Success	Result	Performance Target				
			2024/25	2025/26	2026/27	2027/28	2028/29

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Council are <del>is</del> responsive to community Land and Building related service requests	1	The median response time (hours) for urgent <sup>24</sup> service requests relating to land and buildings to be actioned.	No result reported	2 hours	2 hours	2 hours	2 hours
	2	The median response time (days) for non-urgent <sup>25</sup> service requests relating to land and buildings to be actioned	No result reported	2 days	2 days	2 days	2 days

~~Notes on Changes and Targets for: Community Land and Buildings~~

**Notes on targets**  
~~— No change to target from previous LTP.~~  
~~1. — No change to target from previous LTP.~~

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<sup>24</sup> Urgent service requests defined as a health & safety or public safety issue

<sup>25</sup> Non-urgent service requests defined as any other service request other than a health & safety or public safety issue

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**Activity: Property Services — Housing for the Elderly**

**Why We Do It**

To ensure the provision of suitable housing within the District for elderly of limited financial means.

**What You Can Expect From Us and How Success is Measured**

What You Can Expect From Us	How We Measure Success	Result	Performance Target				
			2024/25	2025/26	2026/27	2027/28	2028/29

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Council are is responsive to service requests relating to housing for the elderly	1	The median response time (hours) for urgent <sup>26</sup> service requests relating to housing for the elderly to be actioned	No result reported	2 hours	2 hours	2 hours	2 hours
	2	The median response time (days) for non-urgent <sup>27</sup> service requests relating to housing for the elderly to be actioned	No result reported	2 days	2 days	2 days	2 days

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**Notes on Changes and Targets for: Pensioner Housing**

**Notes on targets**  
 0. — No change to target from previous LTP.  
 0. — No change to target from previous LTP.

**Activity: Property Services**

**Why We Do It**

**Community land & buildings** – To ensure the provision of land and buildings within the community that supports social and recreational interaction.

**Housing for the elderly** – To ensure the provision of suitable housing within the district for elderly of limited financial means.

**What You Can Expect From Us and How Success is Measured**

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
Council is responsive to community requests related	1 The percentage of urgent service requests <sup>28</sup> responded to within 24 hours of notification.	New Measure	95%-100%	95%-100%	95%-100%	95%-100%

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<sup>26</sup> Urgent service requests defined as a health & safety or public safety issue

<sup>27</sup> Non-urgent service requests defined as any other service request other than a health & safety or public safety issue

<sup>28</sup> Urgent service requests are events that would make the facility imminently unusable.

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to Council owned and operated Land and Buildings	2	The percentage of non-urgent service requests <sup>29</sup> responded to within 20 working days of notification.		New Measure	95% - 100%	95%-100%	95%-100%	95%-100%
Council provides suitable housing for the elderly of limited financial means.	3	Percentage of occupied housing for the elderly which meets minimum standards <sup>30</sup> .		New Measure	90% - 100%	90% - 100%	90% - 100%	90% - 100%
	4	Percentage of occupied residential housing which meets minimum standards <sup>31</sup> .		New Measure	80% - 100%	80% - 100%	80% - 100%	80% - 100%
	5	The average wait time for availability of housing for the elderly.	Te Awamutu	New Measure	55 to 65 months	56 to 66 months	57 to 67 months	58 to 68 months
			Cambridge	New Measure	18 to 24 months	19 to 25 months	20 to 26 months	21 to 27 months
Council provides suitable facilities to support social and recreational interaction.	6	Percentage of Council owned buildings <sup>32</sup> which meets a minimum overall condition rating of Good <sup>33</sup> .		New Measure	80% - 100%	80% - 100%	80% - 100%	80% - 100%

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**Notes on Changes and Targets for: Property Services**

<u>New Measures</u>	
<u>Measures</u>	<u>Reason For Inclusion</u>
<a href="#">The percentage of urgent service requests responded to within 24 hours of notification.</a>	<a href="#">Combines prior measures which were split into service requests relating to Land &amp; Buildings, and Housing for the Elderly. This provides greater clarity around the definition of an urgent service request and provides more accurate expectations surrounding what is deemed to be an urgent request.</a>
<a href="#">The percentage of non-urgent service requests responded to within 20 working days of notification.</a>	<a href="#">This provides greater clarity around the definition of a non-urgent service request and provides more accurate expectations surrounding what is deemed to be a non-urgent request.</a>

<sup>29</sup> Non urgent service requests are events that pose a non-imminent reduction in the server level being provided.  
<sup>30</sup> As per the standards set out in the Healthy Homes Act.  
<sup>31</sup> As per the standards set out in the Healthy Homes Act.  
<sup>32</sup> This includes all Council owned facilities except for housing for the elderly and residential housing which have measures specific to their purpose.  
<sup>33</sup> Based on Condition Assessments carried out by third parties engaged by Council.

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<a href="#">Percentage of occupied housing for the elderly which meets minimum standards</a>	<a href="#">This measure ensures the provision of suitable housing within the district for elderly of limited financial means and that Council aligns with standards set out in the Healthy Homes Act, both now and as they change over time.</a>
<a href="#">Percentage of occupied residential housing which meets minimum standards.</a>	<a href="#">Ensures the provision of suitable housing within the district for elderly of limited financial means and that Council aligns with standards set out in the Healthy Homes Act, both now and as they change over time.</a>
<a href="#">The average wait time for availability of housing for the elderly.</a>	<a href="#">This measure is indicative of Councils ability to meet the growing demand for suitable housing within the district for elderly of limited financial means.</a>
<a href="#">Percentage of Council owned buildings which meets a minimum overall condition rating of Good.</a>	<a href="#">Ensures the provision of facilities which are adequately fit for purpose.</a>

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<b>Discontinued Measures</b>	
<b>Measures</b>	<b>Reason For Discontinuation</b>
<a href="#">The median response time (hours) for urgent service requests relating to land and buildings to be actioned.</a>	<a href="#">Lacked definition and as a result, the measure was open to individuals' perception of an urgent request. Merged with service requests relating to Housing for the Elderly in a new measure which provides greater clarity around the definition of an urgent service request and provides more accurate expectations surrounding what is deemed to be an urgent request.</a>
<a href="#">The median response time (days) for non-urgent service requests relating to land and buildings to be actioned.</a>	<a href="#">Lacked definition and as a result, the measure was open to individuals' perception of a non-urgent request. Merged with service requests relating to Housing for the Elderly in a new measure which provides greater clarity around the definition of a non-urgent service request and provides more accurate expectations surrounding what is deemed to be a non-urgent request.</a>
<a href="#">The median response time (hours) for urgent service requests relating to housing for the elderly to be actioned.</a>	<a href="#">Lacked definition and as a result, the measure was open to individuals' perception of an urgent request. Merged with service requests relating to Land &amp; Buildings in a new measure which provides greater clarity around the definition of an urgent service request and provides more accurate expectations surrounding what is deemed to be an urgent request.</a>
<a href="#">The median response time (days) for non-urgent service requests relating to housing for the elderly to be actioned.</a>	<a href="#">Lacked definition and as a result, the measure was open to individuals' perception of a non-urgent request. Merged with service requests relating to Land &amp; Buildings in a new measure which provides greater clarity around the definition of a non-urgent service request and provides more accurate expectations surrounding what is deemed to be a non-urgent request.</a>

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**Notes on targets**

1. The measure and targets are indicative of a realistic timeframe for service requests.
2. The measure and targets are indicative of a realistic timeframe for service requests.
- ~~3.~~3. The target reflects the current condition of the assets and the intention to maintain the assets to those levels.
- ~~4.~~4. The lower target than number 3 and the static nature of the target reflects that these are often temporary assets and are purchased as required. Council is not in the business of providing residential housing.
- ~~5.~~5. A growing target over time represents the predicted growth within the district and Councils inability to increase stock of housing for elderly at the same pace.
- ~~4.~~Ensures the provision of facilities which are adequately fit for purpose.

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### Activity: Heritage Service

#### Why We Do It

To ensure the support of the identification, celebration, protection, and promotion of Waipa District’s heritage which enriches the lives of current and future generations of locals and visitors.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result	Performance Target				
			2023/24 <sup>34</sup> Result 2023/23	2025/26 <sup>34</sup> 24/25	2026/27 <sup>34</sup> 25/26	2027/28 <sup>34</sup> 26/27	2028- 34 2027-24	
The District’s community and visitors are provided with appropriate opportunities to experience the District’s heritage through interpretation, education and conservation delivered directly by Council and through partnerships.	1	The percentage of visitors to the Te Awamutu Museum— Education and Research Centre who were satisfied with their visit. <sup>34</sup>	98.31%	95% - 100%	95% - 100%	95% - 100%	95% - 100%	
	2	Number of annual visitors to key Heritage sites	Te Awamutu Museum— Education and Research Centre <sup>35</sup>	6,058	3,250 - 3,750 0 - 4,500	3,250 - 3,750 0 - 8,000	7,000 - 8,000 0 - 40,000	65,000 0 - 8,500 -75,000
			Pirongia Visitor Centre	2,670	2,500 - 3,000	2,600 - 3,100	2,700 - 3,200	2,800 - 3,400
			Cambridge Museum	4,102	4,800 - 5,300	4,900 - 5,400	5,000 - 5,500	5,100 - 5,600
	3	Usage of Te Ara Wai Journeys <sup>36</sup> website	12,213	12,000 - 13,000 10,500 - 11,500	10,500 - 11,500 13,000	15,000 - 16,000 13,500	15,000 - 16,000 13,500	
4	The number of school student experiencing Heritage based education through the ELC <sup>37</sup> programme	4,452	>=3,900	>= 3,900	>= 3,900	>= 3,900		

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<sup>34</sup> As identified through the Museum’s survey questionnaire  
<sup>35</sup> Excludes school students visiting the museum as part of the LEOTC programme  
<sup>36</sup> Number of individual Te Ara Wai Journeys App sessions  
<sup>37</sup> Enriched Local Curriculum



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	5	Percentage of residents who are satisfied with the Te Awamutu Museum – Education and Research Centre <sup>38</sup>	3824%	230% - 430%	325% - 435%	3560% - 4570%	3560% - 4570%
	6	Percentage of residents who are satisfied with the Cambridge Museum <sup>39</sup>	316%	30% - 40%	35% - 45%	40% - 50%	45% - 5570%

**Notes on Changes and Targets for: Heritage Service**

New Measures	
Measures	Reason For Inclusion
Percentage of residents who are satisfied with the Te Awamutu Museum – Education and Research Centre	Added to provide a sense of satisfaction with the service within the wider community rather than just those that are surveyed whilst visiting the facility.
Percentage of residents who are satisfied with the Cambridge Museum	Added to provide a sense of satisfaction with the service within the wider community

Amended Measures	
Measures	Amendment and Reason
The percentage of visitors to the Te Awamutu Museum – Education and Research Centre who were satisfied with their visit	“Te Awamutu Museum” changed to “Te Awamutu Museum – Education and Research Centre” to align with the current branding in the new location.
Number of annual visitors to key Heritage sites - Te Awamutu Museum – Education and Research Centre	

Discontinued Measures	
Measures	Reason For Discontinuation
Number of annual visitors to key Heritage sites – Lake Ngā Roto	The measure related to the number of people recorded walking around the lake. As the bulk of those recorded are there walking dogs and/or exercising the numbers don’t reflect the effectiveness of the heritage offering. Additionally, variation in numbers typically reflects changes in weather, ground conditions, and closures due public health risks rather than any change in the heritage offering.

<sup>38</sup> From Waipā District Council Annual Resident Perception Survey result. Satisfied is that percent of individuals who scored Council a 8-10 on the ten point survey scale. Full wording of question: “How would you rate your overall satisfaction with each of the following facilities...Te Awamutu Museum?”

<sup>39</sup> From Waipā District Council Annual Resident Perception Survey result. Satisfied is that percent of individuals who scored Council a 8-10 on the ten point survey scale. Full wording of question: “How would you rate your overall satisfaction with each of the following facilities...Cambridge Museum?”

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**Notes on targets**

1. No change to target from previous LTP, just how it is written; switch from >=95% to 95%-100%. Target reflects current satisfaction levels.
2. Annual Visitor Numbers:
3. Te Awamutu Museum—~~Education and Research Centre~~: Target for first 2-years set lower than current levels to reflect a period of closure at the start of 25/26 while reestablishing in Roche Street site, to reflect steady usage consistent with current usage levels at temporary site, targets for subsequent year set to reflect historic pre-Covid levels for the Roache Street sitehigher to reflect the anticipated opening of Te Ara Wai.
  - a. Pirongia Visitor Centre – Targets set to show a slight yearly increase in usage as tourism continues to recover.
  - b. Cambridge Museum – Targets set to show a slight yearly increase in usage as tourism continues to recover.
4. Target ~~for first 2 years set to reflect steady usage align with 23/24 results and show steady levels (other than slight increase due to population growth) as no investment planned (in LTP period) that would drive growth in results~~consistent with current usage levels, targets for subsequent year set higher to reflect the anticipated impact of Te Ara Wai.
5. The target for the number of school students is set in the Ministry of Education ELC contract.
6. Target ~~set to reflect a potential dip in satisfaction the first year due to the period of closure (due to relocation) with later years aligned with 23/24 results as no investment planned (in LTP period) that would drive improvement in satisfaction levels~~for first 2 years set to reflect a gradual increase over time, targets for subsequent year set higher to reflect the anticipated opening of Te Ara Wai.
7. Target set to show a gradual increase over time as current and proposed work takes effect.

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### Activity: Public Swimming Pools

#### Why We Do It

To ensure the provision of appropriate Public Swimming Pools which provide for, and support opportunities for the community’s health and recreation needs to be met.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result	Performance Target				
			2023/24 Result	2025/26	2026/27	2027/28	2028-34	
Safe and pleasant aquatic facilities are provided which offer a variety of casual and programmed activities which cater for the needs of the community.	1	The percentage of users satisfied with swimming pool services (via survey mechanism).	8077%	<del>780%</del> - <del>1090%</del>	<del>780%</del> - <del>9100%</del>	<del>780%</del> - <del>9100%</del>	<del>780%</del> - <del>9100%</del>	
			8277%	780% - 9100%	780% - 9100%	780% - 9100%		
	2	The number of admissions per annum.	Te Awamutu	<del>1320,409</del> 659	135,000 - 140,000	135,000 - 140,000	135,000 - 140,000	135,000 - 140,000
			Cambridge	<del>16247,331</del> 625	1650,000 - 165,000	1650,000 - 165,000	1605,000 - 165,000	1605,000 - 165,000
	3	The percentage of compliance with water quality standards. (no. of tests compliant)	Te Awamutu	<del>952.0748</del> %	85% - 100%	85% - 100%	85% - 100%	85% - 100%
			Cambridge	<del>946.1554</del> %	85% - 100%	85% - 100%	85% - 100%	85% - 100%

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### Notes on Changes and Targets for: Public Swimming Pools

**Notes on targets**

- Set by Waipā Community Facilities Trust, reduction in target from 2021 LTP, previously =>80%. Previously =>80%, changed to a range. 100% not set as top of range as not realistically achievable.
- Set by Waipā Community Facilities Trust, targets in line with current usage levels. Changed to a range. Targets in line with current usage levels, no planned investment to drive an increase.

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3. Set by Waipā Community Facilities Trust, aligned with industry standard. Changed to a range, previously 85%.

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### Activity: Waste Management and Minimisation

#### Why We Do It

To support the management of the District’s waste to maximise sustainability and minimise waste to landfill.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>40</sup> 2023/23	2025/26 <sup>40</sup> 24/25	2026/27 <sup>40</sup> 25/26	2027/28 <sup>40</sup> 26/27	2028- 31/2027-24
Provision of an effective waste minimisation education programme	1 Number of face-to-face participants in the waste minimisation programme	1,518 <sup>5</sup> 54	1,82,000- 2,200	2,100- 2,300	2,200- 2,300	2,300- 2,400
Provision of a convenient kerbside recycling service	2 Annual average quantity (kg) of recycled material per household <sup>40</sup>	125.64 <sup>150</sup> .39	1320 - 1430	1320 - 1430	14520- 13025	12045- 13025
	3 Number of residents satisfied with the kerbside recycling service <sup>41</sup>	35 <sup>49</sup>	3540% - 5045%	4535% - 545%	540% - 650%	540% - 650%

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### Notes on Changes and Targets for: Waste Management and Minimisation

**Notes on targets**

1. Target set to reflect a realistic level of participation; the 22/23 result was exceptionally high due to the positive impact of consultation on the waste management plan align with 23/24 results, no increase in target in later years as no activities planned that would drive higher participation levels.
2. Target set to reflect a decline in the quantity of recycling per household. This is expected to be driven by an overall reduction in the volume of waste being generated along with the forecast reduction in the number of people per household align with 23/24 results, slight reduction in target in later years to reflect anticipated impact of waste minimisation programme.
3. Target set to show a gradual increase over time as the service continues to improve align with 23/24 results with gradual increase in satisfaction in subsequent year, other than slight dip in 26/27 to reflect possible teething issues with roll out of new contract that year.

<sup>40</sup> Household defined as: a property rated for recycling.

<sup>41</sup> Percentage of respondents to resident perception survey question regarding satisfaction with the kerbside recycling service.

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## 5. Group of Activities: Transportation

### Activity: Transportation

#### Why We Do It

To ensure the ongoing provision of an adequate local transport network which supports the transportation of people-, goods, and services as an integral part of everyday community activity.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target				
		2023/24 <sup>42</sup> 2023/23	2025/26 <sup>43</sup> 24/25	2026/27 <sup>43</sup> 25/26	2027/28 <sup>43</sup> 26/27	2028-34 24/24-34	
Roads and road usage is managed to reduce the risk of harm to users	1	Fatal and serious Injuries per 100,000 population. Number of annual crashes resulting in fatal and serious injuries on Waipa local roads (five year average)	40.925.4	<=3925.4	<=3823.8	<=3722.0	<=3622.8
	2	Fatal and serious Injuries per 100m vehicle kilometres travelled	6.3	<=6.0	<=5.9	<=5.8	<=5.7
	3	The change from the previous financial year in the number of fatal and serious injury crashes on the local road network. [M]	-3+4	<=+1	<= +1	<= +1	<= +1
Provision of road and footpath networks which supports usability and user comfort both now and in the future	4	The percentage of the sealed local road network that is resurfaced. <sup>42</sup> [M]	78.7574.0 9%	705% 1020%	705% 1020%	705% 1020%	75%-120%
	5	The percentage of footpaths whose condition meets the desired minimum standard for condition. <sup>43</sup> [M]	99.018.8%	97% - 99%	97% - 99%	97% - 99%	97% - 99%
	6	Length (km) of network which remains unsealed	39.08km1	39.1	39.1	39.1	39.1
	7	The percentage of vehicle kilometres travelled on smooth sealed local roads. <sup>44</sup> [M]	93%	90% - 95%	90% - 95%	90% - 95%	89% - 94%

[M] = DIA mandatory measure

<sup>42</sup> As compared to the average annual target set in the Asset Management Plan (82.6 centre line km per year)

<sup>43</sup> Full wording of mandatory measure is: The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan). For Waipa DC this is based on a five point scale (excellent, good, average, poor and very poor) the percentage will be the length of footpath recorded as average, good or excellent condition grade.

<sup>44</sup> Full wording of mandatory measure is: The average quality of ride on a sealed local road network, measured by smooth travel exposure.

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**What You Can Expect From Us and How Success is Measured (continued)**

What You Can Expect From Us	How We Measure Success		Result	Performance Target			
			2023/24 <sup>45</sup> 2023/24	2025/26 <sup>46</sup> 24/25	2026/27 <sup>46</sup> 25/26	2027/28 <sup>46</sup> 26/27	2028-34 27/28-34
We are responsive to roading issues raised by the community	87	The % of customer service requests relating to roads & footpaths responded to within the time frame specified in the long term plan. <sup>45</sup> [M]	952.862%	90% - 10095%	90% - 10095%	90% - 10095%	90% - 10095%
Alternative transport options are available and user friendly	98	Usage of the ratepayer funded passenger transport services	203,70147 2,685	170225,00 0-	175,000- 195,00022	180,000- 200,00022	185,000- 205,00022
				Bus <sup>46</sup>	275490,00 0	5,000- 275,000	5,000- 275,000
	Total Mobility	5,2053,29 ±	3,400 - 3,600	3,500 - 3,700	3,600 - 3,800	3,700 - 3,900	
	10 9	Length of dedicated cycling facilities <sup>47</sup> within the road corridor	44.37km0	475	47	479	4751

[M] = DIA mandatory measure

**Notes on Changes and Targets for: Transportation**

New Measures	Reason For Inclusion
Measures	

<sup>45</sup> Full wording of mandatory measure is: The percentage of customer service requests relating to roads & footpaths to which the territorial authority responds within the time frame specified in the long term plan - 10 Working Days.

<sup>46</sup> Te Awamutu and Cambridge services to Hamilton

<sup>47</sup> Defined as cycleways which are within the road corridor, but which are separate to the actual road, this includes cycleways which are designed to be shared by pedestrians and mobility device users.



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<u>Fatal and serious Injuries per 100,000 population</u>	<u>Provides a more meaningful metric as the influence of population changes on the result are removed.</u>
<u>Fatal and serious Injuries per 100m vehicle kilometres travelled</u>	<u>Provides a more meaningful metric as the influence of changes in vehicle kilometres travelled on the result are removed.</u>

<u>Discontinued Measures</u>	
<u>Measures</u>	<u>Reason For Discontinuation</u>
<u>Number of annual crashes resulting in fatal and serious injuries on Waipa local roads (five year average).</u>	<u>Measure results were as likely to be influenced by population or vehicle kilometres travelled changes than by council action. Replaced with measures that remove the influence of those factors.</u>

<u>Notes on targets</u>
<p>1. <u>Target set to reflect a balance between a decline back to historic norms following a spike in events and a gradual increase in events due to increasing traffic volumes on the district's roads. Target set based on prior years (not just 2023/24 result) and reasonable downward trend to reflect planned safety improvements. Target an 'equal or less than' rather than a specific figure – means we don't fail the measure if less people are injured/killed.</u></p> <p>4-2. <u>Target set based on prior years (not just 2023/24 result) and reasonable downward trend to reflect planned safety improvements. Target an 'equal or less than' rather than a specific figure – means we don't fail the measure if less people are injured/killed.</u></p> <p>5-3. <u>Target set to reflect a gradual increase in events due to increasing traffic volumes on the district's roads. Target type changes to an 'equal or less than' rather than a specific figure – means we don't fail the measure if less people are injured/killed.</u></p> <p>1. <u>No change. Target reduced for first 3 years (compared to previous LTP) to reflect reduction in renewal funding to target from previous LTP.</u></p> <p>2. <u>No material change to previous target, switch from &gt;=95% to 95%-99%. Range not set to 100% as unlikely to be achieved with current funding.</u></p> <p>3. <u>Target set to reflect no investment for seal extension in first 3 year LTP periods due to funding constraints, with 1km per year from 2027/28.</u></p> <p>4. <u>Target set to show a small decline from 2027/28, this reflects the longer-term longer-term impacts of constraints on maintenance and rehab work.</u></p> <p>5. <u>No material change to previous target, switch from &gt;=90% to 90%-100% 95%. Upper limit of range set to reflect realistic service levels.</u></p> <p>6. <u>Bus Service: seeking to increase passenger numbers annually, but lower rate of increase than historically achieved due to uncertainties around subsidies. Target set to reflect current levels, no increases in subsequent years as change in Government policy around public transport and no planned investment in the 25/26 LTP mean nothing to drive increases in usage numbers. Total Mobility: seeking an annual increase in usage, but at lower rate of increase than historically achieved as now past the high growth period of a new service. Target set to reflect current levels, no increases in subsequent years as change in Government policy around public transport and no planned investment in the 25/26 LTP mean nothing to drive increases in usage numbers.</u></p> <p>7. <u>Seeking an annual increase in the length of dedicated cycling facilities. Target set to reflect impact of current works on year 1, with no increases in subsequent years as change in Government policy around cycling and no planned investment in the 25/26 LTP.</u></p>

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## 6. Group of Activities: Stormwater

### Activity: Stormwater

#### Why We Do It

To ensure the adverse effects of urban stormwater run-off and flooding on the community and the environment are minimised.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result	Performance Target				
			2023/24	2025/26	2026/27	2027/28	2028-34	
Provision of a safe and reliable stormwater system which minimises flooding and environmental impact, in a way that is most cost-effective	1	The number of complaints (per 1,000 properties connected) received about the performance of the stormwater system. <sup>48</sup> [M]	2.86	≤10	≤10	≤10	≤10	
	2	Compliance with the resource consents for discharge from the stormwater system. <sup>49</sup> [M]	Number of Abatement notices	0	0	0	0	0
			Number of Infringement notices	0	0	0	0	0
			Number of Enforcement orders	0	0	0	0	0
			Number of Convictions	0	0	0	0	0
	3	The number of flooding events in the district. <sup>50</sup> [M]	0	≤5	≤5	≤5	≤5	
4	For each flooding event, the number of habitable floors affected (per 1,000 properties connected). <sup>51</sup> [M]	0	<0.09	<0.09	<0.09	<0.09		
5	The median response time (hours) to attend a flooding event from the time that notification is received. <sup>52</sup> [M]	No flooding events	2 hours	2 hours	2 hours	2 hours		

[M] = DIA mandatory measure

<sup>48</sup> Full wording of mandatory measure is: The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.

<sup>49</sup> Full wording of mandatory measure is "Compliance with the territorial authority'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; (d) successful prosecutions, received by the territorial authority in relation to those resource consents"

<sup>50</sup> Full wording of mandatory measure is: The number of flooding events that occur in a territorial authority district.

<sup>51</sup> Full wording of mandatory measure is: For each flooding event, the number of habitable floors affected (expressed per 1000 properties connected to the territorial authority's stormwater system).

<sup>52</sup> Full wording of mandatory measure is: The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.

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### Notes on Changes and Targets for: Stormwater

#### Notes on targets

1. No changes to targets from previous LTP.

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## 7. Group of Activities: Wastewater

### Activity: Wastewater

#### Why We Do It

To ensure the community and the environment are protected from the adverse effects of wastewater.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success		Result	Performance Target				
			2023/24	2025/26	2026/27	2027/28	2028-34	
Provision of a safe and reliable system for the treatment and disposal of wastewater which minimises public health risks and environmental impact, in a way that is most cost-effective	1	The number of dry weather sewerage overflows. <sup>53</sup> [M]	0.21	<1	<1	<1	<1	
	2	Compliance with consents for discharge from the sewerage system. <sup>54</sup>	Number of Abatement notices [M]	0	0	0	0	
			Number of Infringement notices [M]	0	0	0	0	
			Number of Enforcement orders [M]	0	0	0	0	
			Number of Convictions [M]	0	0	0	0	
	3	The median response time for call outs in response to a sewerage overflow. <sup>55</sup>	The time (hours) from notification for service personnel to reach the site. [M]	0.58 hours	2 hours	2 hours	2 hours	2 hours
			The time (hours) from notification that resolution of a blockage or other fault. [M]	1.75 hours	6 hours	6 hours	6 hours	6 hours

<sup>53</sup> Full wording of mandatory measure is: The number of dry weather sewerage overflows from the territorial authority's sewerage system expressed per 1000 sewerage connections to that sewerage system.

<sup>54</sup> Full wording of mandatory measure is: Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: (a) abatement notices, (b) infringement notices, (c) enforcement orders, (d) convictions received by the territorial authority in relation to those resource consents

<sup>55</sup> Full wording of mandatory measure is: Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured: (a) Attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site, (b) Resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault

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What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target			
			2025/26	2026/27	2027/28	2028-34
4	The number of complaints (per 1,000 sewage connections) received about any of the following: odour, system faults, blockages, and the response to any of these issues. <sup>56</sup> [M]	3.00	<10	<10	<10	<10

[M] = DIA mandatory measure

### Notes on Changes and Targets for: Wastewater

Notes on targets
1. No changes to targets from previous LTP.

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<sup>56</sup> Full wording of mandatory measure is: The total number of complaints received by the territorial authority about any of the following (expressed per 1000 connections to the territorial authority's sewerage system): Sewerage odour, sewerage system faults, sewerage system blockages, territorial authority's response to issues with its sewerage system.

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## 8. Group of Activities: Water Supply

### Activity: Water Supply

#### Why We Do It

To ensure our community benefits from the ongoing provision of potable water.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result 2023/24	Performance Target				
			2025/26	2026/27	2027/28	2028-34	
<u>The community is provided with safe and wholesome drinking water within specified areas in a way that is most cost-effective</u>	<u>The extent to which the local authority's drinking water supply complies with the drinking-water standards.</u> <sup>57</sup>	<u>Water Treatment Plants – compliance with bacteriological criteria [M]</u>	<u>Alpha Street</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
			<u>Frontier Road</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
			<u>Karapiro</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
			<u>Parallel Road</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
			<u>Rolleston Street</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
			<u>Te Tahi</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
	<u>Water Treatment Plants – compliance with protozoal criteria [M]</u>	<u>Alpha Street</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Frontier Road</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Karapiro</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Parallel Road</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Rolleston Street</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Te Tahi</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
	<u>Network zones – compliance [M]</u>	<u>Cambridge</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Kihikihi</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Ohaupo</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>
		<u>Pirongia</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>

<sup>57</sup> Full wording of mandatory measure is: The extent to which the local authority's drinking water supply complies with: (a) part 4 of the drinking water standards (bacteria compliance criteria); and (b) part 5 of the drinking water standards (protozoal compliance criteria).

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What You Can Expect From Us	How We Measure Success			Result	Performance Target			
				2023/24	2025/26	2026/27	2027/28	2028-34
			Pukerimu Rural	C	C	C	C	C
			Te Awamutu	C	C	C	C	C
The community is provided with safe and wholesome drinking water within specified areas in a way that is most cost-effective	2	Median response time for call outs in response to a fault or unplanned interruption to the network. <sup>58</sup> [M]	Attendance for urgent call-out from the time of notification. (hours). <sup>59</sup> [M]	0.27	2	2	2	2
			Resolution of urgent call outs from the time of notification (hours). <sup>60</sup> [M]	1.20	6	6	6	6
			Attendance for non-urgent call outs from the time of notification (days). <sup>61</sup> [M]	0.88	2	2	2	2
			Resolution of non-urgent call outs from the time of notification (days). <sup>62</sup> [M]	0.97	10	10	10	10
	3	The total number of complaints (per 1000 connections) received about any of the following: Drinking water clarity, taste, odour, pressure or flow, continuity of supply, and the response to any of these issues. <sup>63</sup> [M]	13.63	<15	<15	<15	<15	
The supply and demand are managed to ensure prudent use of water	4	The percentage of real water loss from the networked reticulation system. <sup>64</sup> [M]	Cambridge & Karāpiro	9%	<12%	<12%	<12%	<12%
			Te Awamutu & Pirongia	8%	<12%	<12%	<12%	<12%
			Kihikihi	8%	<20%	<20%	<20%	<20%
			Ohaupo & Pukerimu	20%	<20%	<20%	<20%	<20%
	5	The average consumption of drinking water per day per resident. <sup>65</sup> [M]	Cambridge & Karāpiro	189	190	190	190	190
			Te Awamutu & Pirongia	175	190	190	190	190
			Kihikihi	194	190	190	190	190
			Ohaupo & Pukerimu	210	190	190	190	190

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<sup>58</sup> Full wording is: Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response time measured.  
<sup>59</sup> Full wording is: Attendance for urgent call-outs: from the time the local authority receives notification to the time that service personnel reach the site.  
<sup>60</sup> Full wording is: Resolution of urgent call-outs: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption.  
<sup>61</sup> Full wording is: Attendance for non-urgent call-outs: from the time the local authority receives notification to the time that service personnel reach the site.  
<sup>62</sup> Full wording is: Resolution of non-urgent call-outs: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption.  
<sup>63</sup> Full wording is: The total number of complaints received by the local authority about any of the following (expressed per 1000 connections to the local authority's networked reticulation system): Drinking water clarity, drinking water quality, drinking water taste, drinking water odour, drinking water pressure or flow, continuity of supply, the local authority's response to any of these issues.  
<sup>64</sup> Full wording is: The percentage of real water loss from the local authority's networked reticulation system.  
<sup>65</sup> Full wording is: The average consumption of drinking water per day per resident within the territorial authority district.

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[M] = DIA mandatory measure

### Notes on Changes and Targets for: Water Supply

#### Notes on targets

1. No changes to targets from previous LTP.

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## 6.9. Group of Activities: Support Services

### Activity: Information Services

#### Why We Do It

To provide convenient and reliable digital contact channels for customers.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target			
		2023/24 <sup>66</sup> 2023/23	2025/26 <sup>26</sup> 24/25	2026/27 <sup>26</sup> 25/26	2027/28 <sup>26</sup> 26/27	2028- 31/2027-24
The online services Council provides are reliable.	1 Availability of Council website and online forms <sup>66</sup> .	<del>100</del> 99.99 %	99% - 100%	99% - 100%	99% - 100%	99% - 100%

#### Notes on Changes and Targets for: Information Services

Notes on targets
1. No change to target from previous LTP, just how it is written; switch from $\geq 99\%$ to 99%-100%.

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<sup>66</sup> [www.waipadc.govt.nz](http://www.waipadc.govt.nz) & [eservices.waipadc.govt.nz](http://eservices.waipadc.govt.nz) sites only.

[Draft Performance Measure Framework](#)[Draft Performance Measure Framework](#)[Draft Performance Measure Framework](#)[Proposed Performance Measure Framework - 2025-34 LTP](#)[2025-34 LTP](#)[2025-34 LTP](#)[2024-34 LTP - December 2024](#)[December 2024](#)[December 2024](#)[October 2023](#)

### Activity: Customer Support

#### Why We Do It

To provide a responsive and supportive customer service to our community.

#### What You Can Expect From Us and How Success is Measured

What You Can Expect From Us	How We Measure Success	Result	Performance Target				
		2023/24 <sup>67</sup> 2022/23	2025/26 <sup>67</sup> 24/25	2026/27 <sup>67</sup> 25/26	2027/28 <sup>67</sup> 26/27	2028- 31/30/31-34	
The community has enquiries completed at first resolution provided by Customer Support.	1	Percentage of query calls received by Customer Support resolved at the time.	<del>92.02</del> 81.93%	80% - 90%	80% - 90%	80% - 90%	80% - 90%
	2	Percentage of query emails received by Customer Support resolved at the time.	<del>New measure</del>	80% - 90%	80% - 90%	80% - 90%	80% - 90%
	2	Percentage of walk in queries received by Customer Support resolved at the time.	<del>98.22</del> 100%	90% - 100%	90% - 100%	90% - 100%	90% - 100%
The community has a positive experience when contacting Council.	3	Percentage of respondents to resident’s perception survey who are satisfied with how their enquiry or complaint has been handled <sup>67</sup> .	<del>36</del> 41%	35% - 45%	35% - 45%	40% - 50%	40% - 50%

#### Notes on Changes and Targets for: Customer Support

New Measures	
Measures	Reason For Inclusion
Percentage of query emails received by Customer Support resolved at the time.	Email query volumes have increased over time, and account for an average of 19% (1,229) of all interactions each month between January to October 2024, and an average of 20% each month throughout 2023. Councils' telephony system enables reporting on this type of media including the wrap up of email communication, therefore this metric is a realistic inclusion moving forward to replace the proposed discontinuation of walk in data.

<sup>67</sup> From Waipa District Council Annual Resident Perception Survey result. Satisfied are those percent of individuals who scored Council a 8-10 on the ten point survey scale. Full working of question: "Overall, how satisfied are you with how your complaint or query was handled?".

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<u>Discontinued Measures</u>	
<u>Measures</u>	<u>Reason For Discontinuation</u>
The percentage of <u>walk in queries</u> received by Customer Support resolved at the time.	The source of data for walk in interactions is no longer reliable, working for only 3 to 4 frontline staff members therefore the measure can no longer be accurately reported on.

<u>Notes on targets</u>
<ol style="list-style-type: none"> <li>1. <u>Aligns with realistic delivery performance.</u></li> <li>2. <u>Aligns with realistic delivery performance.</u></li> <li>3. <u>No change to target from previous LTP, just how it is written: switch from &gt;=99% to 90% 100%.</u></li> <li>4. <u>Target set to show a gradual increase over time.</u></li> </ol>

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[Draft Performance Measure Framework - 2025-34 LTP](#) [Draft Performance Measure Framework - 2025-34 LTP](#) [Draft Performance Measure Framework - 2025-34 LTP](#) [Proposed Performance Measure Framework - 2025-34 LTP - December 2024](#) [Proposed Performance Measure Framework - 2025-34 LTP - December 2024](#) [Proposed Performance Measure Framework - 2025-34 LTP - December 2024](#) [Proposed Performance Measure Framework - 2025-34 LTP - October 2023](#)

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2024											
LTP phase	Sept	Beg Oct	Mid October	End October	Beg November	Mid November	End November	End November	Beg December	Mid -December	Mid -December
	Growth planning	Project Dependencies	Financial strategy	Financial policies	Refined Budget	Refined Budget	Budget confirmed	Budget confirmed	Consultation confirmation	Infrastructure strategy	Sign-off
LTP outputs	DC policy parameters agreed	14 October -Related workshops for direction on projects: Cambridge Water Tower Pay as you Throw options Matos Sedegin Drive. Operational budgets	16 October - Workshop in depth financial context. Modelling of scenarios based upon assumptions for discussion. Preferred scenarios to take forward. Options for approach for prioritisation of use of preferred financial window.	29 October - Further budget workshop - explanation of 17% increase.	5 November - Workshop of significant forecasting assumptions. Sample of indicator properties. Preferred budget model/s and parameters confirmed. Risk profile if roll back to 2.8 required.	11 November -Workshop draft revenue and financing policy, rates remission and Treasury Management Plan discussion. Draft financial strategy.	20 November - Deferred	26 November - Deferred	3rd December- Sports field lease model. Budget confirmed subject to final minor changes. Full suite of indicator properties. Final check in revenue and financing policy, rates remission and Treasury Management Plan.	10th Dec Touch point on draft infrastructure strategy. DC fees Fees and charges Performance measures	17 Dec - Formal sign off on high-level budget parameters, consultation questions and financial strategy and policies, key assumptions and DC policy.
Fees and charges						11 November - Fees and charges first discussion - bands (revenue policy).				Fees and schedule workshop	
IFF/debt covenant						19 Nov - shareholder approval (AGM)	Application for 3.5				
LWDW		11 Oct - recommendation re: 2 versus 3 waters	11 October - PGC meeting - Beca report, SWOT analysis, update on heads of agreement, 2 waters vs 3 waters, consultation path (informing or consulting) 16th October - viability and sustainability update by BECA		4 November - LWDW Staff meeting	Consultation approach - LWDW legislation or LGA  14 November - presentation to Exec - Analysis of Options - Martin Jenkins  19 November Workshop - Full discussion - Viability and sustainability assessment including analysis of options - Beca/Martin Jenkins	29 November - LWDW PGG Meeting (report to Exec on 21 November)		3 December - Update to DIA on LWDW progress  10 December - Service Delivery Committee Meeting - Confirmation of preferred option for the WSDP		Bill 3 - Legislation introduced to the House.  17 December - EM Workshop - Consultation approach - LWDW legislation of LGA
Waikato Water Done Well				29th October Workshop - Heads of Agreement external presentations from Vaughan Payne WWDW, Michael Brewster TasWater & NP CC - 90 minutes		20 November - EM Workshop - WWDW - Heads of agreement, plus presentation from Marlon Bridge - DIA / Water Care	26 November - Council Committee Meeting - Heads of Agreement decision		Early December - Heads of Agreement Signed (depends on outcome of 26 November meeting)		
Ahu Ake		4 October - Consultation opens	Consultation	Consultation	4 November - Consultation closes.		27 November - Ahu Ake hearings				Ahu Ake deliberations
Other		14 Oct - Waikato Regional Council - Regional Rate for Public Transport			5 November - Cambridge Connections forward plan 5 November - NITZA funding options						

2026											
LTP phase	January	February	March	April	May	June	July	2026		2027	
	Audit	Audit	Consultation	Consultation	Consultation	Adoption					
LTP outputs	28th Jan Formal sign-off of budget and any remaining documentation including the infrastructure strategy.	3 Feb - Audit starts 25 Feb - Audit hot review	6 Mar Audit signs of CD and supporting documents for consultation xxx Mar Council sign off on CD and supporting documents for consultation 21 March consultation opens.	21 April Consultation ends	5 May Hearings 19 May deliberations. Budgets changed as necessary. LTP documentation confirmed	24 June Audit and confirmation Adoption by Council	Start 2027 LTP	2027 LTP development	2027 LTP development		
Fees and charges			4 March - Consultation material for fees and charges approved	28 April - Adoption of fee schedule							
IFF/debt covenant		Feb - Debt covenant decision TBC.						Potential for IFF to come online into budget			

<b>LWDW</b>	28 January - WSDP - Parts B & D - Draft presented to PGG meeting	February - WSDP - Parts A, C & E - Draft presented to PGG meeting	3 March - Update to DIA on LWDW progress			3 June - Update to DIA on LWDW progress Bill 3 - Enacted		CCO in place if preferred option	
<b>Waikato Water Done Well</b>	LWDW consultation planning	Start CCO project planning. LWDW consultation content confirmed.	Consultation begins on Water Services Delivery Plan	Consultation ends on Water Services Delivery Plan		WSDP adopted - pre LTP sign-off			
<b>Ahu Ake</b>		Ahu Ake adopted Implementation begins	Implementation	Implementation	Implementation	Implementation	Implementation	Informs 2027-37 strategic direction and business cases	
<b>Other</b>							Triennial election - pre-election report and decision embargo	25 Oct - Local Body elections	

## Parking lot items 2025-34 LTP

SOURCE	PROJECT	ACTION	ASSIGNED TO	STATUS	TIMEFRAME	NOTES
27 August EM LTP workshop	Finance	Incorporate LGCI movement in opex vs rates	Finance Manager	Complete	End of November	This is part of the overall financial prudence benchmarks that are presented as part of the budget modelling.
27 August EM LTP workshop	Finance	Itemise renewals catch up in graph	Finance Manager	Complete	05-Nov	Renewals have been reincluded into the budget in the later years. The size of the additions were outlined in the 5 November memo.
27 August EM LTP workshop	Finance	Growth breakdown of debt profile	Finance Manager	Complete	16-Oct	This was included in the 16 October financial strategy workshop with Elected Members.
10 Sept EM LTP workshop	Te Ara Wai	Provide operational funding to progress the project up until the 2027-37 LTP.	Manager Community Services	Complete	N/A	Opex funding to continue exploring opportunities for the project, including partnering options, is included in the baseline of the 2025-34 LTP budget.
10 Sept EM LTP workshop	Te Ara Wai	Research possible funding and partnering opportunities	Manager Community Services	In Progress	Ongoing	This work will occur in parallel to the long term planning cycles. EMs will be updated on progress over time.
10 Sept EM LTP workshop	Te Ara Wai	Bring back more information on the lease of the Bunnings building including the cost of owning the building, interest costs and lease considerations. Also to include how the Anglican Church views the project specifically regarding the potential to buy land.	Manager Community Services	In Progress	2025	This information will be provided to EMs at the next cornerstone community projects workshop. These projects will not be discussed in any further detail for this LTP but a workshop will be held next year to progress the projects for the 2027-37 LTP. Note also the comment above where further opportunities will continue to be explored and EMs will be updated on progress over time.
10 Sept EM LTP workshop	Cambridge Library	Provide operational funding to progress the project up until the 2027-37 LTP.	Manager Community Services	Complete	N/A	Opex funding to continue exploring opportunities for the project, including partnering options, is included in the baseline of the 2025-34 LTP budget. This work will occur in parallel to the long term planning cycles. EMs will be updated on progress over time.
10 Sept EM LTP workshop	Cambridge Library	Bring back information on any recent assessment of the building and the cost of refurbishing the current library.	Manager Community Services	In Progress	2025	These projects will not be discussed in any further detail for this LTP but a workshop will be held next year to progress the projects for the 2027-37 LTP. Note also the comment above where further opportunities will continue to be explored and EMs will be updated on progress over time.
10 Sept EM LTP workshop	Cambridge Library	Bring back information on what could be done to improve the situation at the library.	Manager Community Services	Complete	2025	Our operational budgets also don't currently have any flex in them for pop-ups/containers etc so we're unable to progress anything in that space in the short term. However, we are in the process of developing our Libraries Strategy which looks at what and how we develop our activity and programmes going forward. This may enable greater opportunities for taking the our library services outside to the public.
10 Sept EM LTP workshop	Cambridge Town Hall	Include the minimum funding required for capital renewals as per our SLA (~\$600k over the nine years).	Finance Manager	Complete	N/A	This has been included in the baseline of the draft budget.
10 Sept EM LTP workshop	Cambridge Town Hall	Bring back to EMs information on what our critical obligations are with regard to the town hall given the heritage status.	Property Manager	In Progress	2025	This information will be provided to EMs at the next major discretionary projects workshop. These projects will not be discussed in any further detail for this LTP but a workshop will be held next year to progress the projects for the 2027-37 LTP.
10 Sept EM LTP workshop	TA to Pirongia Cycleway	Provide operational funding to progress the project, specifically around partnership opportunities.	GM Service Delivery	Complete	N/A	It is considered that no further funding is required to continue to progress the project in regard to partnership opportunities.
10 Sept EM LTP workshop	Food scrap collection	Bring back the cost of contamination vs undertaking the service and potentially seeing less contamination in recycling.	Manager Transportation	Complete	N/A	It is difficult to quantify this noting that there is no evidence that undertaking a food waste service would lead to less recycling contamination.
10 Sept EM LTP workshop	Pay as you throw kerbside rubbish collection	Investigate further for inclusion as a consultation topic in the draft LTP. Include operational costs to set up the service and ongoing opex costs.	Manager Transportation	Complete	14-Oct	Elected Members guided staff to defer the service to year 4 of the draft LTP at the 16th October financial strategy workshop.
10 Sept EM LTP workshop	Holmes Garage	Work with TAKK CB and Chamber of Commerce to further consider partnership opportunities and to reconsider the scope of the project.	Manager Property	In Progress	On going	This work is ongoing.
10 Sept EM LTP workshop	Holmes Garage	Provide a copy of the letter from the Anglican Church.	Senior Strategic Policy Advisor	In Progress	TBD	This can be distributed now or further discussed in more context when the project is next workshoped (unknown at this stage).

10 Sept EM LTP workshop	Holmes Garage	Provide more information on the TA Concept Plan review being planned for year 2.	Strategy Manager	In Progress	TBD	The scope of the review is to be determined. More details will be provided to Elected Members once known.
10 Sept EM LTP workshop	Grants and Funding	Look specifically at what discretionary grants we could increase with an affordability lens.	GM Customer and Community Services	Complete	Nov-24	This will be canvassed as part of the ongoing development of the 2025-34 LTP budget. Increases have not been included in the preferred budget.
10 Sept EM LTP workshop	Grants and Funding	Clarify in a one pager what Sport Waikato does.	GM Customer and Community Services	Complete	N/A	Sport Waikato spoke to the Service Delivery Committee on 17 September 2024
10 Sept EM LTP workshop	Water Tower	Bring back information on water tower.	Manager Property	Complete	14-Oct	Latest information was workshopped with Elected Members on the 14 October.
10 Sept EM LTP workshop	Finance	Provide more granular information on what's driving rates requirements in years 1 to 3.	Finance Manager	Complete	N/A	The rates bridge was presented to Elected Members at a workshop on the 29 <sup>th</sup> October.
10 Sept EM LTP workshop	Finance	Provide certainty in later years in terms of rates increases.	Finance Manager	Complete	N/A	Due to the one nine year plan approach, from year 4 onwards we will take average inflation plus our level of growth expected each year.
10 Sept EM LTP workshop	Finance	Be clear about opex costs vs consequential opex costs.	Finance Manager	Complete	N/A	Both opex and consequential opex are noted within the appropriate business cases and budget lines.
10 Sept EM LTP workshop	Other	Update from Brad Olsen and Earl White	Finance Manager and Strategy Manager	Complete	16-Oct	Brad Olsen presented to Elected Members on 16 October.
10 Sept EM LTP workshop	Finance	Bring back IFF modelling scenarios.	Principal Engineer Growth	Complete	N/A	The models were further discussed at the workshop with Elected Members on the 16 October.
10 Sept EM LTP workshop	Finance	Line by line of budgets provided or reassurance that staff have done a thorough review of budgets.	Finance Manager	Complete	14-Oct	This was provided and discussed at the 14 October LTP workshop.
10 Sept EM LTP workshop	Finance	Provide affordability analysis	Finance Manager	Complete	16-Oct	This was modelled as part of the 16 October LTP workshop budget scenario modelling. An affordability measure is a parameter of the preferred budget.
10 Sept EM LTP workshop	Finance	Consider alternative revenue opportunities	GM Business Support	In Progress	Ongoing	This will be an ongoing piece of work as opportunities for further investigation are highlighted.
Other	Finance	Explanation as to how stormwater DC loans are paid off after the 2023/34 financial year.	Finance Manager	Complete	16-Oct	From our modelling, DC debt for stormwater starts at \$104 m and by the end of year 9 it is down to \$40m.
Other	Finance	More detailed reporting on the DCs for each of water, wastewater, and stormwater (as well as the other categories). Report that lists each of the growth cells and the amount of the DCs for the categories as a total and then a breakdown of the forecasted receipts of them for each year into the future until they are all repaid.	CFO	Complete	05-Nov	Presented to EMs at the 5 November workshop.
14 October LTP workshop	Finance	How is the water tower to be funded?	Finance Manager	Complete	05-Nov	Note - this is how the split is under current Revenue and Financing Policy which is currently under review. The project for the Cambridge Water Tower fits is under Community Properties - 20% from private (fees and charges), 19% from community - CB and TA, 61% from whole district (UAGC and general rate). This is not specific for the water tower. If the value of operating costs is included in the total, it would be split 19% community with the balance to the whole district as there won't be any revenue to offset.
16 October LTP workshop	Finance	LGFA covenant liquidity requirements. What are these?	Finance Manager	Not started	TBC	
16 October LTP workshop	Finance	What's driving the 17% rates increase in year 1?	Finance Manager	Complete	29-Oct	This information was presented to EMs on 29 October.
16 October LTP workshop	Finance	What is the impact on big water users?	Finance Manager	In Progress	November	Staff will engage with large waters users as part of the LTP communication and engagement planning process. A meeting has been scheduled with Fonterra to discuss the proposed increases.
16 October LTP workshop	Finance	Central government costs that have been imposed in recent years.	Finance Manager	Complete	End of calendar year	NZEIR report on this issue which will be of interest to Councillors: <a href="https://d11pepq1a2249p5.cloudfront.net/media/documents/Cost_impacts_of_central_government_reforms.pdf">https://d11pepq1a2249p5.cloudfront.net/media/documents/Cost_impacts_of_central_government_reforms.pdf</a>
16 October LTP workshop	Finance	Matos Segedin Drive further economic analysis required	Property	Complete	TBC	This work has been completed and will be presented to Elected Members in due course. The budget contained within the LTP is as has been presented previously and will remain unchanged.



29 October LTP workshop	Project	Sport field lease model review	Manager Community Services	Complete	Next LTP	A memo will be presented to EMs as part of the 3 December workshop.
5 November LTP workshop	Project	Frequently asked questions	Comms Manager	In Progress	End of November	Underway as part of broader messaging work for the LTP.
11 November LTP workshop	Project	Examine whether rural residential dogs should be classed as urban for fees and charges.	Manager Regulatory Services	Complete	03-Dec	Any dog not zoned rural is classified as urban. This includes properties in the large lot residential area.
11 November LTP workshop	Project	Reconsider fees for assistance and companion dogs.	Manager Regulatory Services	Complete	03-Dec	Certified assistance dogs are exempt from the fee but companion dogs are not.
11 November LTP workshop	Project	Look at smoothing cemetery fee increases	Finance Manager	Complete	03-Dec	Will be brought back to the 10 December workshop as part of the full fees and charges schedule.
11 November LTP workshop	Finance	Rewording of Treasury Management Policy to be more plain English.	Finance Manager	Complete	03-Dec	This has been done and will be presented to EMs at the 3 December workshop.
11 November LTP workshop	Project	Assumptions - How do types of demographics impact the district and should this be reflected in the assumptions?	Strategy Manager	Complete	03-Dec	The District Plan provides a mechanism for considering demographics and how their preferences influence planning requirements ie multigenerational homes.
11 November LTP workshop	Project	Assumptions - Could Council's potential role in promoting interest in sections (in relation to DC revenue) be reflected in the assumptions?	Strategy Manager	Complete	03-Dec	This is not considered to be Council's role and therefore not considered a monitoring mechanism against Council's key forecasting assumptions.

# 2025-34 Long-Term Plan Development

Elected Members Workshop  
10 December 2024



# Where we are in the process

- Environmental scan
- Strategic priorities
- Groups of activities
- Significance and Engagement Policy
- Non-financial forecasting assumptions
- AMPs
- Levels of service
- Project direction setting
- Finance strategy
- Finance and funding policies
- Budget confirmed

We are here ↓

- Performance measures (10<sup>th</sup> Dec)**
- Fees and charges (10<sup>th</sup> Dec)**
- Infrastructure Strategy (16<sup>th</sup> Dec)
- High-level budget adopted (17<sup>th</sup> Dec)
- Draft LTP package adopted (28<sup>th</sup> Jan)
- Consultation document (28<sup>th</sup> Jan)
- Audit (3<sup>rd</sup> Feb audit starts)
- Consultation (14<sup>th</sup> Mar)
- Hearings and deliberations (5<sup>th</sup> & 19<sup>th</sup> May)
- Audit (24<sup>th</sup> June)
- LTP adoption (end June)





# Today's objectives

- Performance Framework
- Revenue and Financing Policy
  - Fees and Charges
- Development Contribution Fees
- Updated work programme and parking lot

# Performance Framework

- What is it?
  - *‘a continuous process of determining objectives, measuring progress against those objectives, and using the results to improve your local authority’s delivery of services to the community’*
  - Needs to drive continuous improvement
- Review completed for the 2024-34 LTP
- Further light touch review considering:
  - Changes to capital works programme, changes to data available, more historical performance information

# Integrated Performance Framework

PERFORMANCE MONITORING FRAMEWORK			
OUR STRATEGY	PERFORMANCE ELEMENT	STRATEGY/PLAN	RISK MANAGEMENT
<b>WHY WE EXIST – Our Vision – Building Connected Communities</b>  <b>Our Purpose</b> - Through Ahu Ake, we partner with our communities to create a vibrant, liveable, safe and special place to call home  	Well-being Scorecard	Ahu Ake Waipā Community Spatial Plan	Long Term Plan Assumptions
		Long Term Plan/Annual Plan	
<b>WHO WE ARE – Our Organisational Statement</b>  We are an anchor for our communities. We are one team: - Known for excellence      - Thriving amid change - Seizing opportunities      - Boldly innovating		Anchor Institution Framework and Implementation Plan	Top Risk mitigant actions
<b>WHAT WE DO – Our External Strategic Priorities</b>  	Levels of Service	Long Term Plan/Annual Plan	Top Risk mitigant actions/ Key Risk Indicators
	Organisational KPIs	Business Plans	
<b>HOW WE ACHIEVE IT – Our Internal Strategic Priorities</b>  	Organisational KPIs	Business Plans	
<b>THE WAY WE WORK – Pou Tātaki, Our Organisational Charter</b>  	Operational Metrics	Business Plans	Key Risk Indicators/ Emerging Risks
	Individual Performance	Performance Development Review	Performance management process
Performance Monitoring and Reports	External	4, 8 month and Annual Reports/ Committee Reports	
	Internal	Monthly Organisational Performance Snapshot Performance Development Review Process	





# LTP Performance Layers

1. Levels of Service
  - Legislatively required
  - How we are performing against our service promises to our community
2. Strategic Priorities
  - Monitored through the delivery of projects
3. Community Outcomes
  - Introduction of a well-being scorecard
4. Note complimentary monitoring of LTP
  - Assumptions (key risk indicators) and budget

# Performance Framework Principles

- Organisation-wide view
- Considers Council's specific environment and circumstances
- Depicts the 'golden thread'
- Strikes the need between enabling an assessment of performance and feasibility to monitor
- Simple and easily understood

## Appropriateness

- Measures need to stand up to audit scrutiny
- Able to be reported on annually
- Longevity
- Mindful of effort versus value



# Improvements

- Realistic targets, not legislated targets
- Target ranges to reflect agreed levels of service and continuous improvement
- Rationalisation of Community Outcome metrics
- Note future consideration of integration with Ahu Ake and Anchor Institution monitoring

# Revenue and Financing Policy

- Policy sets out 'who pays for what' and 'by what means'
- Other proposed changes
  - Reference to Preamble to the Te Ture Whenua Māori Act
  - District Wide Funding now only rated through capital value rates and Uniform Annual General Charges.
  - Provision for new targeted rate for kerbside refuse collection
  - Removing Heritage, combined with Parks and Reserves activity
  - Removed district wide funding portion for three waters
- Targeted rate vs Targeted area rate – what is the difference?

# Fees and Charges schedule

- Elected Members first view of the draft schedule
- Change in review cycle – to align with the LTP
  - Flexibility retained should changes necessitate an annual review
- Changes discussed on 11 November now incorporated
  - Smoothing of increases to cemetery fees
  - Remains outside policy range in years six to nine
  - Change to three waters funding structure
- Other proposed changes
  - 2025/26 - fees increased with projected LGIC
  - Some exceptions - true cost structure available
  - Fees for 2026/27 based on 2025/26 updated fees plus projected LGIC

# Development Contributions

## Work done to date

- **Reviewed Policy:**
  - Three separate workshops working through options based on other high growth Councils that utilise DCs
  - Inclusion of Development Agreement interest payments on extensions
  - Inclusion of PC 26 provisions since partial adoption
- **Reviewed Methodology:**
  - Updated growth assumptions based on analysis of changes to housing market
  - Industrial growth multipliers added based on demand on infrastructure
  - Updated document to include latest legislative requirements
- **Refreshed Model:**
  - Updated DC Model (DCM) with all projects, revenue, and costs reflecting the 2025–2034 LTP and previous workshop guidance
  - Implemented necessary inputs based on policy and methodology updates

# Development Contributions

## Updated DC Rates for 2025-34

Funding Area	Roading	Stormwater	Water	Wastewater	Community Infra	Reserves	Total
Bond Rd	\$288	\$10,244	\$20,645	\$7,194	\$0	\$0	<b>\$38,372</b>
C1	\$17,892	\$28,949	\$5,081	\$14,374	\$96	\$22,939	<b>\$89,332</b>
C2	\$24,358	\$28,949	\$2,670	\$13,089	\$96	\$9,431	<b>\$78,594</b>
C3	\$24,358	\$28,949	\$2,670	\$13,089	\$96	\$21,946	<b>\$91,109</b>
C4	\$21,488	\$388	\$1,281	\$19,274	\$96	\$8,024	<b>\$50,551</b>
C6	\$14,270	\$0	\$699	\$0	\$96	\$0	<b>\$15,065</b>
Cambridge /Karāpiro	\$10,979	\$0	\$699	\$12,875	\$96	\$0	<b>\$24,649</b>
Cambridge North	\$9,983	\$6,446	\$3,201	\$10,689	\$96	\$5,398	<b>\$35,813</b>
Hautapu	\$3,548	\$13,279	\$12,024	\$21,157	\$0	\$3,432	<b>\$53,440</b>
Kihikihi	\$288	\$297	\$0	\$12,535	\$96	\$0	<b>\$13,216</b>
Ngāhinapōuri	\$6,858	\$0	\$0	\$0	\$96	\$9,414	<b>\$16,368</b>
Picquet Hill	\$34,218	\$341	\$2,613	\$16,070	\$96	\$674	<b>\$54,011</b>
Pirongia	\$0	\$0	\$1,657	\$0	\$96	\$0	<b>\$1,753</b>
Pukerimu	\$0	\$0	\$2,661	\$0	\$96	\$0	<b>\$2,757</b>
Rural	\$0	\$0	\$0	\$0	\$96	\$0	<b>\$96</b>
T1 / T2	\$14,972	\$0	\$4,768	\$10,850	\$96	\$11,868	<b>\$42,554</b>
T11	\$23,728	\$297	\$4,211	\$11,927	\$96	\$15,464	<b>\$55,722</b>
T3	\$1,188	\$5,149	\$5,733	\$10,961	\$96	\$674	<b>\$23,801</b>
T6	\$1,367	\$1,965	\$4,394	\$0	\$96	\$674	<b>\$8,496</b>
T7	\$0	\$0	\$1,657	\$10,961	\$96	\$674	<b>\$13,388</b>
T8	\$1,342	\$297	\$1,657	\$11,068	\$96	\$674	<b>\$15,135</b>
Te Awamutu	\$1,188	\$297	\$1,881	\$11,729	\$96	\$674	<b>\$15,865</b>

# Development Contributions

## Factors for DC Rate Changes

**Change range between -36% to +319%**

- **Decrease factors:**

- Project costs that have been fully recovered, removed from model
- Certain areas had accelerated uptake
- Increased density
- Multipliers added to industrial catchments

- **Increase factors:**

- Lending interest rates (average change from 2.29% to 4.52%)
- New and adjusted project cost escalations included (e.g. inflation, land value)
- Lower development uptake in current invested growth cells
- NZTA Waka Kotahi funding reductions

# Next steps

## 16 December

- Infrastructure Strategy workshop

## 17 December

Formal adoption of:

- Financial Strategy and policies
- High-level budget and key forecasting assumptions

## 28 January

- Formal adoption of full package of information for Audit

**Questions on timeline or parking lot**