

# Section 1: Introduction

## Council's Annual Plan 2008/09

This is the third year of Council's Long Term Plan 2006-16.

The Annual Plan 2008/09 is developed pursuant to Section 95 of the Local Government Act 2002 (LGA). Its purpose is to:

- Support Council's Long Term Council Community Plan (Long Term Plan 2006-16)
- Provide transparency and accountability by highlighting amendments and variations to Council's Long Term Plan 2006-16.

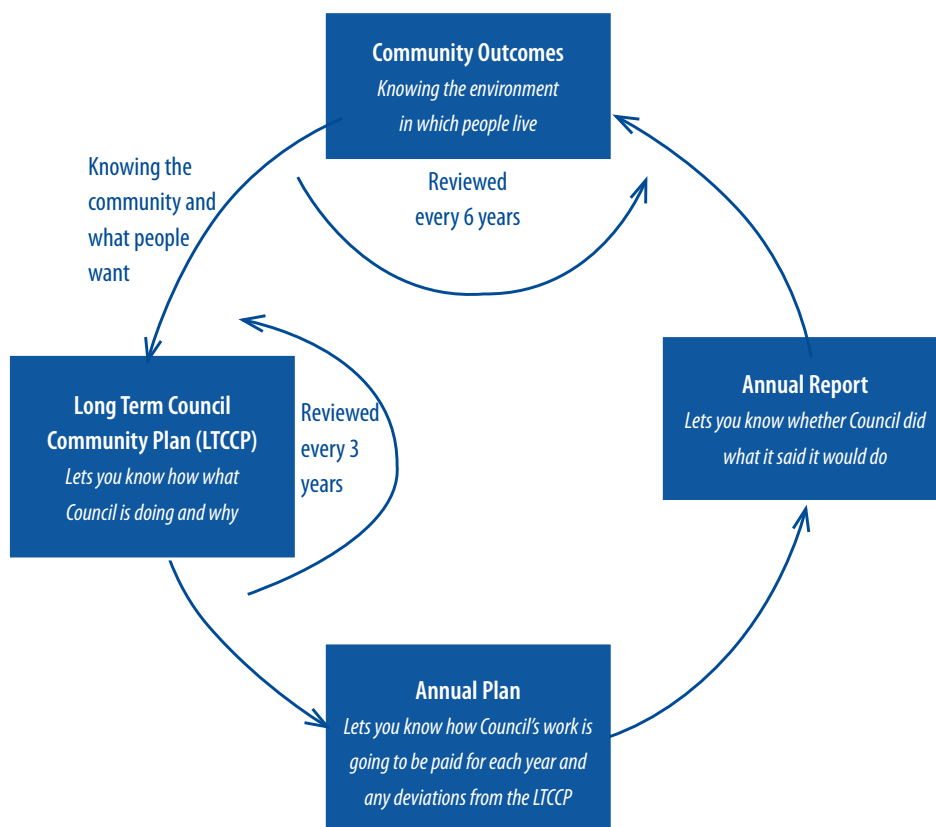
- Detail the annual budget of Council and funding impacts.
- Provide an opportunity for members of the public to participate in Council's decision making processes for the 2008/09 financial year.

This Annual Plan is the basis for Council's assessment and setting of rates for 2008/09.

Relevant references to council's Long Term Plan 2006-16 are shown throughout the document.

## Council's Annual and Strategic Planning Processes

The relationship between Council's Annual Plan and Long Term Plan is shown below. Opportunities are provided in approximately April to June each year for the public to give feedback on either a Draft Annual Plan or Long Term Council Community Plan. In addition, prior to each Long Term Council Community Plan review, opportunities are provided for the public to have input into the long-term direction of Council through the definition of Community Outcomes.



## Identifying South Waikato's Community Outcomes and Priorities

The Local Government Act 2002 obliges Council to:

- Identify community aspirations (Community Outcomes) and priorities for the District.
- Monitor and report on progress by the community towards South Waikato's Community Outcomes.
- Describe Council's contributions to South Waikato's Community Outcomes through its Long Term Plan.

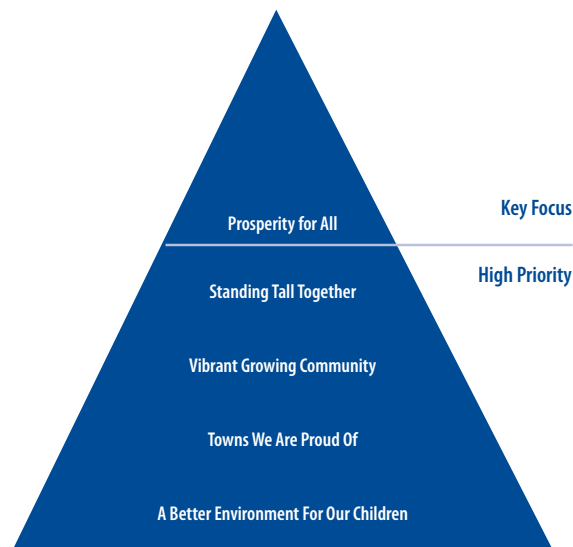
The aim of identifying, monitoring and reporting progress towards South Waikato's Community Outcomes, as indicated in the Local Government Act 2002, is to:

- Promote better co-ordination and application of community resources.
- Inform and guide the setting of priorities in relation to the activities of Council and other organisations.

The processes used to identify South Waikato's Community Outcomes are described in Council's Long Term Plan 2006-16.

Community consultation indicates that current key priorities for the District are to promote employment opportunities, economic growth and higher incomes and wealth.

Council considers this can only be achieved by taking a holistic approach towards improved quality of life, including excellent services and facilities, enhancement of South Waikato's natural and urban environments, and a commitment to addressing social issues.



## Promoting Better Co-ordination of Community Resources

The inaugural 2005 South Waikato Needs Summit was the start of an ongoing discussion with other stakeholders about working together to achieve Community Outcomes, including "who does what" and opportunities for collaborative planning in the future.

Council sees stakeholder collaboration as a key means by which to jointly achieve Community Outcomes and will look to enhance existing practices and partner with the community. An important aspect of the role is Council's facilitation and report card to the District from itself and the other key stakeholders.

Council's strategic partnership approach is that:

- Council will not attempt to take the lead in all Community Outcome areas.
- Council calls for other organisations to be lead agencies in Community Outcome areas where this is their primary statutory or desired role.
- Council will facilitate the process of meeting with lead agencies to monitor and integrate collaboration.
- Lead agencies are responsible for defining the needs lying behind South Waikato's Community Outcomes, and having input to the process of monitoring success or otherwise.

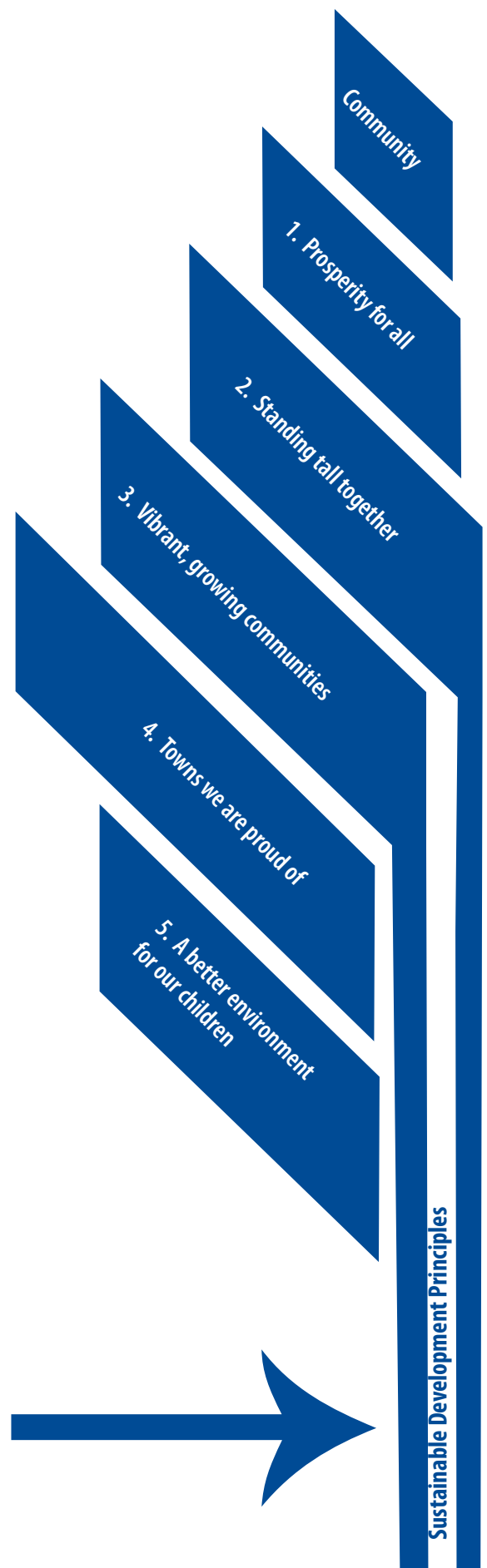


**Figure 2 - Strategic Context - Examples**

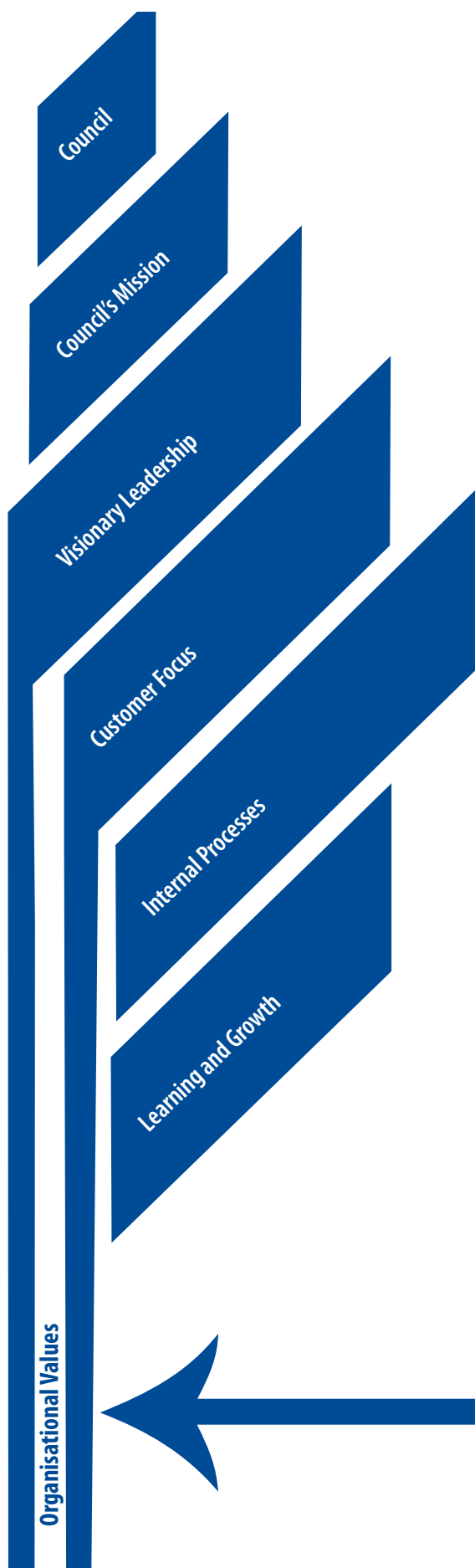
International	National	Regional	District	Implementation
Ottawa Charter for Health Promotion	National Environmental Standards for Air Quality	Waikato Regional Plan (air quality provisions)	District Plan resource consent conditions must give effect to Regional Policy Statement	Joint project between South Waikato District Council and Ministry for the Environment to replace inefficient wood burners in a trial number of homes and establish future regulations for home heating
Agenda 21 (Sustainable Development) Transport Provisions	New Zealand Transport Strategy	Waikato Regional Land Transport Strategy	South Waikato District Council Road Network Asset Management Plan  Walking and Cycling Strategy	Council's roading function is provided in conjunction with Land Transport New Zealand, Transit New Zealand, Carter Holt Harvey Limited and other agencies
OECD Labour Market Initiatives	Growth and Innovation Framework Department of Labour initiatives	Work and Income - Waikato Regional Plan Waiariki Institute of Technology – Charter and Profile	South Waikato Employment Skills Strategy 2005 South Waikato Economic Development Strategy 2006 ("Economic Spirit")	Joint projects between South Waikato District Council, Work and Income, Waiariki Institute of Technology, South Waikato Economic Development Trust and other stakeholders to ensure employers have the right skills for success, and to promote business and economic prosperity

## Community Outcomes

1. *Prosperity for all*
  - C01.1 Existing businesses and industries are retained and supported.
  - C01.2 New business start-ups are encouraged.
  - C01.3 Tourism is developed as a key industry and the potential of the Waikato River is realised.
  - C01.4 The economic potential of Māori and Pacific Island communities is fulfilled.
  - C01.5 South Waikato young people have a future in the District's workforce.
  - C01.6 South Waikato has quality infrastructure to support communities and businesses.
2. *Standing tall together*
  - C02.1 South Waikato has a positive image to anchor community pride and new investment.
  - C02.2 Māori, Pacific Island and other cultures are recognised, understood and celebrated.
  - C02.3 South Waikato is renowned for its flourishing arts and culture.
  - C02.4 South Waikato's history is protected and preserved.
  - C02.5 Māori and Pacific Island people are consulted in ways appropriate to them.
  - C02.6 Young people are involved in organising events and participating in decisions that affect them.
3. *Vibrant, growing communities*
  - C03.1 South Waikato communities are supportive of each other and have strong community spirit.
  - C03.2 Air quality and health are improved through better insulated homes and clean burning.
  - C03.3 Young people are provided with constructive activities outside of school.
  - C03.4 People are connected with employment and activities they want to do.
  - C03.5 Transport services are safe and efficient.
  - C03.6 Health care and education are well resourced and accessible for all people.
  - C03.7 Facilities, services and community events are affordable and accessible.
  - C03.8 People are safe at home and in the community.
  - C03.9 Everyone has the opportunity and encouragement to lead a healthy, active lifestyle.
4. *Towns we are proud of*
  - C04.1 South Waikato has attractive urban areas, open spaces and private properties that people take pride in.
  - C04.2 Urban design caters for the elderly and mobility impaired.
  - C04.3 The District's urban environments are kept clean and tidy and there is a widespread culture of respect for our communities and identity.
5. *A better environment for our children*
  - C05.1 The quality of the District's natural environment is monitored, protected and maintained and people are encouraged to respect and understand their environment.
  - C05.2 Māori stewardship of the District's environment is acknowledged and Māori are actively involved in planning and managing natural resources.
  - C05.3 Young people are actively involved in caring for their environment.
  - C05.4 The District's waterways and sensitive areas are monitored and protected.
  - C05.5 Community waste is disposed of with minimal impact on the environment and people are encouraged to recycle and reduce waste.
  - C05.6 Economic growth is in keeping with the special character and environment of the District.



# Council's Strategic Framework



## Council Directions

### *Council's Vision for the District*

To be recognised as a District with:

- A growing and vibrant community where cultural diversity is celebrated.
- A diverse, sustainable economy that provides full employment.
- A safe and healthy society, where people can achieve their goals.
- A pristine, sustainable environment.

### *Council's Mission*

To use our collective knowledge and insight to provide visionary leadership and prudent stewardship in enabling a co-operative community approach towards achieving Council's Vision for the District.

- Council offers unified representation, balancing the demands for change, stewardship and affordability.
- Dealings with customers and residents are professional and address real needs.
- The "right things" are done in the "right way" within the resources available.
- A high performing professional and satisfying work environment.

### *Council's Principles*

#### **Visionary Leadership**

- VL1 Creative, innovative and effective leadership of both the District and the organisation.
- VL2 Cohesive representation and careful stewardship of the District's resources and assets.

#### **Customer Focus**

- CF1 Customer service levels and advice are responsive.
- CF2 Council engages effectively with residents and all key communities of interest.

#### **Internal Processes**

- IP1 Council's infrastructural assets are proactively managed.
- IP2 Council's key business processes are responsive, relevant and work well.
- IP3 Council manages its risks wisely and complies with its statutory responsibilities.

#### **Learning and Growth**

- LG1 Council recruits and develops staff who are innovative, organised and productive.
- LG2 The organisation's knowledge and capabilities are put to good use.
- LG3 Staff enjoy a challenging and fulfilling work environment.

### *Council's Values*

- Accepting responsibility for our actions.
- Acting with integrity and honesty.
- Being fair and equitable, demonstrating sensitivity to the needs of all.
- Being innovative and creative.
- Working together to achieve our common goals and valuing the contribution each team member makes.
- Encouraging and enabling people to be involved in decisions that affect them.

## Looking Back: What We Said in 2006

To provide additional context to Council's plans for the coming year, below is an update on progress since publication of the 2004-14 Long Term Council Community Plan and Long Term Plan 2006-16.

### Sports and Events Centre

The 2004 Long Term Council Community Plan outlined Council's commitment toward a proposed Sports and Events Centre. The 2006 Long Term Plan expressed a desire on the part of Council, supported by the South Waikato Sport and Leisure Board, to continue to investigate a fit-for-purpose solution for both indoor sports and performance events in Tokoroa.

This has been achieved with Council setting aside \$2.8 million for this project. The South Waikato Sports and Leisure Board will also be approaching the community directly to request donations towards the project.

### Waikato River Trail

In the 2004-14 Long Term Council Community Plan, Council confirmed a five year commitment to funding the Waikato River Trail at a cost of \$50,000 per year. The Long Term Council Community Plan 2006-16 included an extension of Council's funding commitment by five more years to 2014/15.

Council has continued its support of this project by providing an additional \$800,000 to allow this work to progress more quickly.

### Broadband Internet

In the 2004-14 Long Term Council Community Plan, Council confirmed its commitment to the extension of Broadband in the South Waikato District. In 2006 we signalled that our financial commitment to initiatives of this type had concluded. Council does however reaffirm its desire to see the extension of fast Internet in the District and the increasing connectivity of people and businesses.

Demand for Council services is ever increasing as is the requirements for the service in Putaruru. This demand has seen Council commence the redevelopment of the Putaruru office and library.

The provision of a reliable network with which to transfer information electronically between Tokoroa and Putaruru has become critical. Council is therefore providing \$260,000 in this year's budget to enhance the ability to transfer more data between sites.

### Financial Contributions

In 2006 Council, in its efforts to promote development within the district, had not charged developers for the impact their developments placed on existing Council infrastructure. The Council has recently undergone a process that now provides for the charging of financial contributions for development in the District.

Realising the importance of development and also the fact that ratepayers should not bear all the cost of the development Council has chosen to set the financial contributions at a rate discounted by 60% for main infrastructural services only.



# Governance

## The Elected Council

The South Waikato District Council consists of the Mayor and ten Councillors. Together, they make the policy decisions for Council. A new Council was elected on 13 October 2007 which included six new members.

## What Council Does

Local Democracy is about

- conducting business in an open, transparent and democratically accountable manner
- giving effect to priorities and desired outcomes in an efficient and effective manner
- having regard to the views of all communities within a district
- prudent stewardship and the efficient and effective use of its resources in the interests of its district.
- Taking into account
  - The social, economic and cultural well-being of people and communities
  - The need to maintain and enhance the quality of the environment
  - The reasonably foreseeable needs of future generations
- Fair and effective representation for individuals and communities
- Public confidence in and understanding of the local electoral process.

## What Committees Do

Council has five principal Standing Committees and two advisory Committees to monitor and assist in the effective discharge of Council's role. The Principal Committees are:

- Corporate and Environment Committee
- Community and Assets Committee
- Grants Committee
- Chief Executive Relationship Committee
- Hearings Committee

The Advisory Committees are the Lichfield/Tirau Reserves Management Committee and the Waikato Region Civil Defence and Emergency Management Group (Joint Committee).

## What Community Boards Do

Council has one Community Board (Tirau Community Board). The Tirau Community Board consists of four elected members. A new Community Board was elected on 13 October 2007 for a three year term and all members seeking re-election were successful.

The Community Board provides a link between the community it represents (Tirau Ward) and Council. While Council generally focuses on District issues, the Community Board deals with local matters, which are referred to Council for adoption. The Community Board also overviews the activities of Council that affect its community. Council has provided no delegation to the Tirau Community Board.

## Councillors' Code of Conduct

Council has adopted a Code of Conduct for the Mayor and Councillors in November 2007. This prescribes their roles and responsibilities and guides the Mayor's and Councillors' relationships and behaviour towards each other, Council staff and the public. It also provides guidance on dealing with confidential matters, conflicts of interest, complying with standing orders and ethical conduct.

## Councillors' and Community Board Members Remuneration

Remuneration of elected members (Mayor, Councillors and Community Board Members) is approved by the Remuneration Authority.

The Mayor receives an annual salary which includes the use of a Council vehicle, while Councillors receive an annual salary set according to Council's recommendation to the Remuneration Authority.

## Councillor's Conflict of Interest

Councillors and Community Board Members' responsibilities are outlined in the Local Authority (Members Interests') Act 1968. They must comply with this Act. A register of Members' Interests is retained by Council and updated annually. A Tenders Board made up of Council's Management Team; provides an independent process to assess tenders, which removes some of the potential conflict of interest that may arise.

## Meetings

Council, its principal Committees and Advisory Committees and Community Board meetings are all publicly advertised and are open to the public, except for those parts of the meeting from which the public is excluded in accordance with the requirements of the Local Government Official Information and Meetings Act 1987. Agendas for meetings of Council, its Committees, the Tirau Community Board and Advisory Committee are available to members of the public before the meeting from Council's offices, libraries and service centres.

# Your Elected Representatives

## Mayor and Councillors



**Neil Sinclair MNZM JP BDS - Mayor  
(Elected at Large)**

(07) 885 0716 Bus Phone  
(07) 885 0719 Bus Fax  
(027) 4468 422 Mobile  
(07) 883 8122 Home Phone  
(07) 883 3030 Home Fax  
neil.sinclair@southwaikato.govt.nz

**Jenny Shattock JP - Deputy Mayor  
(Tokoroa Ward)**

(07) 886 9431 Bus Phone  
(07) 886 8391 Bus Fax  
(07) 886 8120 Home Phone  
(027) 441 6230 Mobile  
jennynsh@radionetwork.co.nz



**Eileen Barker (Tirau Ward)**

(07) 883 1839 Home Phone  
(07) 883 1833 Home Fax  
(027) 416 3165 Mobile  
barker.n@xtra.co.nz



**Frances Campbell (Tokoroa Ward)**

(07) 886 9124 Home Phone  
ovalau@slingshot.co.nz



**Wendy Cook (Tokoroa Ward)**

(07) 886 1270 Bus Fax  
(07) 886 7654 Home Phone  
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**Lyn Corban (Tokoroa Ward)**

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**Anne Edmeades (Putaruru Ward)**

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**Michael Gubb (Tokoroa Ward)**

(07) 886 6799 Bus Phone  
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(07) 886 6167 Home Phone  
(027) 476 6221 Mobile  
mike@planetcomputers.co.nz



**Shane McMahon (Putaruru Ward)**

(021) 662889 Bus Phone  
(07) 883 8040 Home Phone  
Shane.mcmahon@aatrix.co.nz



**Herman Van Rooijen JP (Putaruru Ward)**

(07) 883 6764 Home Phone  
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vanrooijen@xtra.co.nz



**Brenda Watkins (Tokoroa Ward)**

(07) 886 5969 Home Phone  
(07) 886 5963 Home Fax  
(027) 342 4625 Mobile  
b.b.watkins@xtra.co.nz

## Your Elected Representatives (cont)

### Tirau Community Board



***Nora Martelletti JP***  
***Chairperson***

(07) 883 4874 Home Phone



***Lois Gardiner***

(07) 883 1445 Home Phone  
(07) 883 1410 Bus Phone/Fax  
(021) 504 959 Mobile  
murray.gardiner@xtra.co.nz



***Mark May***

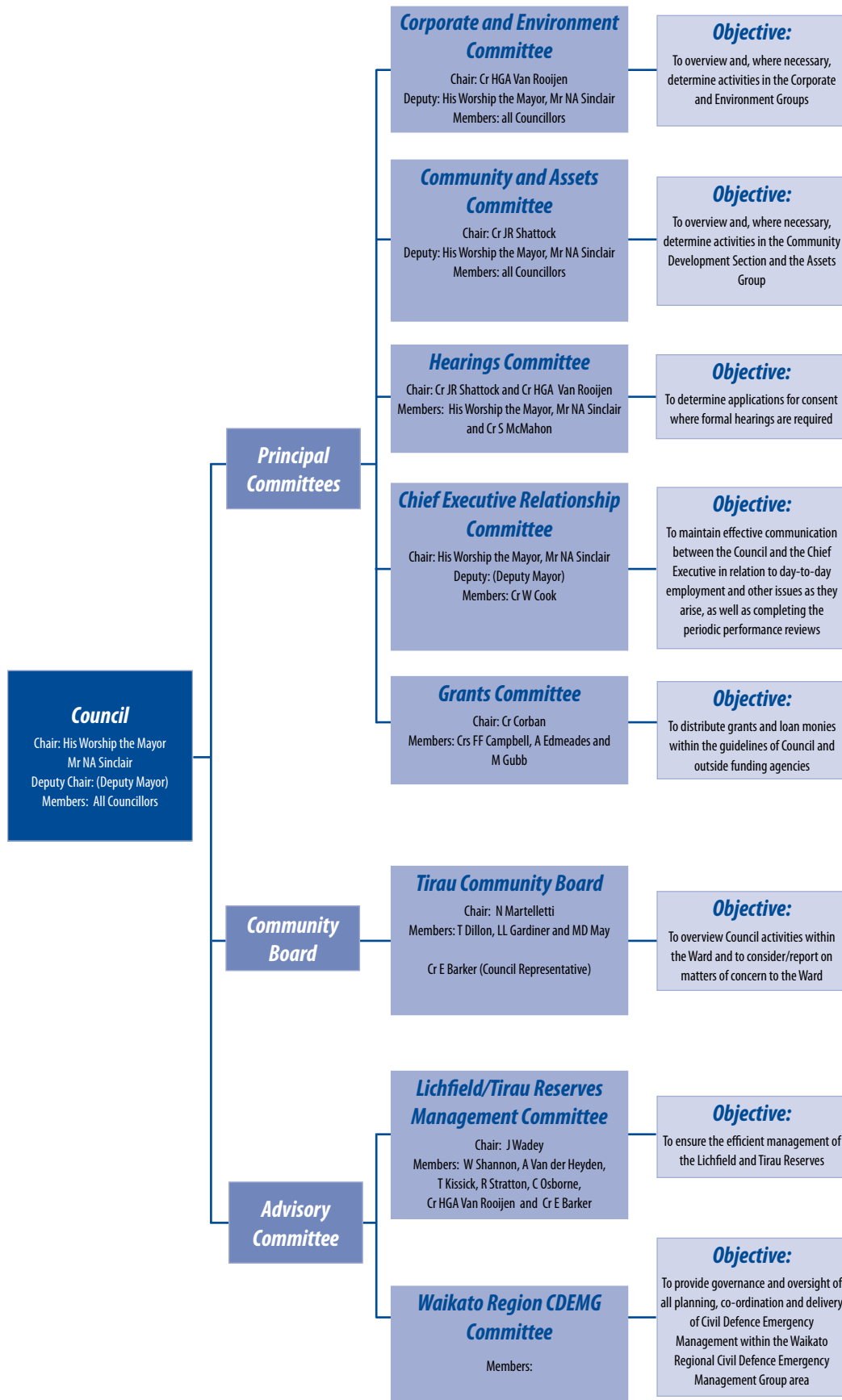
(07) 885 1550 Home Phone  
(07) 883 1995 Home Fax  
(027) 226 2222 Mobile  
maybld@xtra.co.nz



***Tena Dillon***

(07) 883 1601 Home Phone/Fax

# Committee Structure



# Corporate Governance

## Division of responsibility between Council and Management

A key to the efficient running of Council is the clear division between the roles of Council (elected members) and the Chief Executive. Council focuses on setting strategic vision and policies, while the Chief Executive and management team are concerned with implementing those strategies and policies.

Council's Executive Management Team in undertaking its responsibilities of implementing policies and strategies provides both a strategic and operational focus. The organisation is arranged in three major operational groups (Assets, Corporate and Environment) with additional expertise in Human Resources, Communications and Economic and Community Development provided to the Chief Executive.

All groups are responsible for setting their work plans and objectives in line with the Long Term Council Community Plan and Council's Annual Plan. Group Managers meet regularly with their direct reports to review performance of their group. Staff are assessed annually to ascertain their performance against objectives, key result areas and the organisations values.

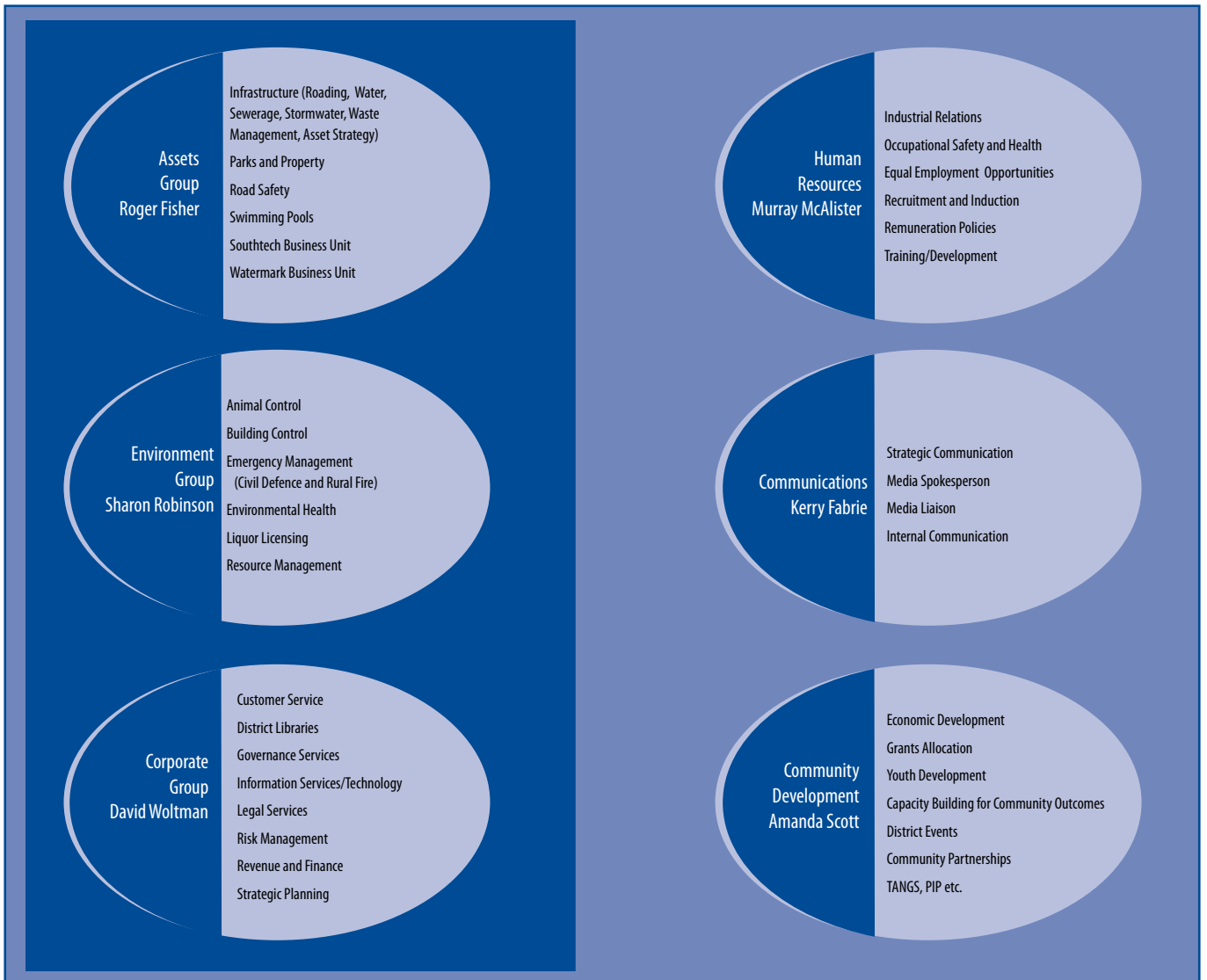
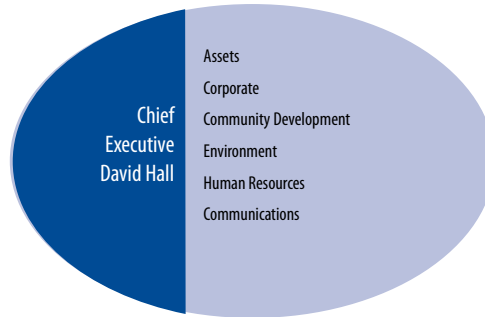
South Waikato's corporate governance practices have been put in place to ensure all legal responsibilities, such as financial accountability, are carried out. These responsibilities are set out principally in the Local Government Act 2002, the Local Electoral Act 2001 and the Public Audit Act 2001. Council utilises the services of both a staff lawyer and external expertise to ensure that it complies with applicable legislation.

## Auditing

Section 15 of the Public Audit Act 2001 requires the Auditor-General to audit the financial and non-financial statements of Council's performance. The Auditor-General also, in terms of its wider mandate maintains a watching brief for issues of performance and waste.

Deloitte is contracted to perform the audit on behalf of the Auditor-General. The Auditor-General reports the results of the audit to the Chief Executive, the Council, the Minister of Local Government and Parliament.

# Corporate Structure



# District Profile

## Population

*(Source: 2006 Census Data)*

<b>New Zealand</b>	<b>&gt;4 million</b>
<b>South Waikato District</b>	<b>22,700</b>

## Rating Information

*(as at 30 June 2007)*

Number of Properties	9,762
Area	182,000 ha
Gross Land Value	\$2,357,189,550
Gross Capital Value	\$4,235,415,810

## Main Industries

Forestry and pastoral farming, particularly dairying, are the predominant activities in the District. Around 20% of the workforce is employed in forestry and agriculture and a similar percentage is employed in manufacturing associated with these industries.

## Natural Resources

Approximately half of the District is covered in forest. Its southern and western boundaries are bordered by the Waikato River. There are also lakes and many streams in the District.

## Recreational Opportunities

Many recreational activities are centred on forests and waterways in the District, including bush walking, fishing and mountain biking. There is also a strong network of clubs providing opportunities from sports to theatre.

## Facilities

Council is responsible for a range of leisure facilities including a District library service, indoor (heated) and outdoor swimming pools, 240 hectares of parks, reserves and sportsgrounds, and The Plaza (theatre) in Putaruru.



## Council Directory

Postal Address	Private Bag 7 TOKOROA 3444	
Tokoroa Office	Torpin Crescent TOKOROA	Phone: +64 (0)7 885 0340 Fax: +64 (0)7 885 0718
Putaruru Office	Overdale Street PUTARURU	Phone: +64 (0)7 883 7189 Fax: +64 (0)7 883 7215
Tirau (Agency)	Tirau Information Centre Main Road TIRAU	Phone: +64 (0)7 883 1202 Fax: +64 (0)7 883 1202
All Areas:	After Hours Emergency Animal Control Civil Defence and Rural Fire	Phone: +64 (0)7 885 0340 Phone: +64 (0)7 885 0774 Phone: +64 (0)7 885 0778

