

Document No: A463784

Report To: Council



Meeting Date: 25 February 2020

Subject: Out of Funding Round Application – Tainui Historical Society

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider an Out of Funding Round Community Partnership Fund Application from Tainui Historical Society Museum (Mokau Museum).

Background

- 2.1 In 2016 and 2017 the Tainui Historical Society received Community Partnership Fund Grants to support the Kingfisher Development Project. The total amount granted was \$10,750.00.
- 2.2 The Society had secured the 'Kingfisher', an early vessel built in New Zealand with strong connections to Newton King and the Nukuhakari Station. The grant funds were sought to support expansion of the Museum to house the vessel.
- 2.3 Although many volunteer hours were committed to the Kingfisher Development Project unforeseen delays occurred and the project came to a halt.
- 2.4 The Tainui Historical Society Committee requested authorisation from Waitomo District Council to 'repurpose' the grant funds to support a new project.
- 2.5 The Committee were advised that, in accordance with the Policy, grant funds are to be spent in accordance with the purpose for which they are allocated and therefore the grant funds were required to be returned.
- 2.6 The unspent grant of \$10,750.00 was returned by the Society on 17 January 2020.
- 2.7 The Society have now submitted an Out of Funding Round Community Partnership Fund Application for Council's consideration.

Commentary

- 3.1 The Out of Round Community Partnership Fund Application was received from the Tainui Historical Society on 7 February 2020. A copy of the application and supporting documentation is attached to this business paper for Council's reference.
- 3.2 The application for funding is for a specific project, to review the existing Constitution (1981), with grant funding applied to:

- Supporting consultation process with Iwi, civic and other community stakeholders.
 - Supporting legal costs in drafting and ratifying the document and registering the new organisation with the Charities Commission.
- 3.3 The Application states the project will establish a 'fit for purpose' Museum Constitution that will operate as a living, resilient, wise yet adaptable guiding document, imbued with the principals of good guardianship and stewardship (kaitiaki), thereby connecting the Museum's future with Iwi and all community stakeholders.
- 3.4 The Application seeks grant funding of \$10,000.00.
- 3.5 Community Development Fund Policy Considerations**
- 3.6 The Community Development Fund Policy (CDFP) states out of funding round applications, those received outside of the specified timetable will not be considered for funding unless exceptional circumstances apply.
- 3.7 For Community Partnership Grants, the Policy also states any project already receiving a Provision of Services (POS) grant is ineligible.
- 3.8 Of note, the Tainui Museum Society receives a Provision of Services (POS) Grant covering the 2018-2021 triennium for a purpose that is different to that outlined in the attached application. The purpose of the POS grant is to assist the Society with operational costs relating to the running of the Museum. The annual grant amount is \$10,000.00.
- 3.9 For Council's consideration, the CDFP does refer to exceptions, as follows:
- "Council at its discretion, in exceptional circumstances, and on a case by case basis, may consider funding applications out of round or from organisations who do not meet the eligibility criteria if:*
- *There is evidence of significant volunteer labour and fundraising*
 - *The project is of significant District wide benefit*
 - *The project or activity supports WDC's Safe Communities Framework*
- 3.10 Council may wish to consider the attached application due to the significant volunteer labour and the fundraising efforts of the Society.
- 3.11 Council may also wish to take into consideration the intention of this project which is to continue the journey of cementing the Museum's future as a vibrant representative part of the community where all people can connect and learn. This has alignment with Vibrant Safe Waitomo.
- 3.12 Of note, the application states income from WDC (\$10,000). This is made on the assumption the grant application will be approved for the amount requested.
- 3.13 Council's guidance is sought.
- 3.14 Should Council approve the application, grant conditions can be imposed such as timeline for completion of the project and the securing of Lotteries Community Matters funding (to be confirmed mid-March 2020).

Considerations

4.1 Risk

4.2 There is no identified risk in Council considering this Out of Round Funding Application.

4.3 Consistency with Existing Plans and Policies

4.4 The consideration of funding applications is undertaken consistently in accordance with the Community Development Fund Policy.

4.5 Significance and Community Views

4.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

Suggested Resolutions

1 The business paper on Out of Funding Round Application – Tainui Museum Society be received.

2 Council accept / not accept the Out of Funding Round Community Partnership Application from Tainui Museum Society.

If 2 above is accepted, then:

3 Council approve / not approve a Community Partnership Fund Grant of \$_____ to Tainui Museum Society.



HELEN BEEVER

GENERAL MANAGER – COMMUNITY SERVICES

February 2020

Attachments 1. Tainui Museum Society – Community Partnership Fund Application



1. About your Organisation

Full Name **Tainui Historical Society (Mōkau Museum)**

Postal Address **PO Box 11**
Mōkau

Physical Location **33 North St, Mōkau**

Contact Numbers **06 7529072** **021 431432**
Phone Mobile Fax

Email **info@mokaumuseum.nz**

GST Number **052 337 747**

Legal Status
 Trust Formally Constituted Society
 Incorporated Society Informal Group or Committee
 Other (Please Describe)

Years of Operation **40 years**

Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- Culture and Recreation
- Education and Research
- Health
- Social Services and Emergency Relief
- Environmental and Animal Protection
- Development and Housing
- Civic and Advocacy Groups
- Philanthropic Organisation, Aid and Relief
- International Organisations, Aid and Relief
- Religious Congregations and Associations
- Not elsewhere classified

Purpose - What is the organisations main purpose and objectives?

The defining purpose of the Mōkau Museum is to collect, research, preserve, document, display and otherwise make available taonga, natural history and cultural heritage relating to the Tainui region.

Key Objectives are

- Engage capable and committed personnel
- Manage, preserve, develop, and enhance access to the collection
- Enhance the professional management of the museum
- Effectively manage the museum assets
- Engage, build and strenghten our community relationships

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Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 6 of the application.

Name	Murray Seamark	Name	Kerry O Sullivan
Position	Chairperson	Position	Secretary
Phone(day)	021 431432	Phone(day)	06 7525863
Email	seamarkmw@gmail.com	Email	osullivan.ferryhouse@xtra.co.nz

Referee Details

Name	Peter Gallagher	Name	Marie Callander
Position	Retired	Position	Lawyer
Phone(day)	021 08177631	Phone(day)	027 6348659
Email	pete1054@gmail.com	Email	marie.callander@abmm.co.nz

Which of the following Community Categories will benefit from the project or initiative?
(Tick as many, or as few, as appropriate)

- Urban Rural All of District

2. About your Project or Initiative

Describe your Project

For example; Will this grant fund capital expenditure? (i.e. purchase of equipment). Will this grant fund the development of existing facilities or services?

The project is to review the existing constitution (1981) which does not reflect the culture of today. There is no reference to Maori, the Treaty of Waitangi, or the principles and values we need for the future.

We need funding to

1. To help cover the consultation process with iwi, civic and other community stakeholders
2. Legal costs in drafting the document in accordance to the relevant Acts of Parliament, assisting with the ratification of the document and registering it with the new organisation with the Charities Commission

This project will establish a 'fit for purpose' Museum Constitution that will operate as a living, resilient, wise yet adaptable guiding document, imbued with the principals of good guardianship and stewardship (kaitiaki). thereby connecting the museum's future with Iwi and all community stakeholders

Length of Project - How long will your project or initiative continue for?

12-18 months

Community Benefit - How will the community benefit from your project or initiative?

This project instils cultural diversity and vibrancy in the Museum, the community volunteers and the operating practises both now and into the future. It enshrines the rights of Maori and the Treaty of Waitangi in relationship to Maori taonga and kaitiakitanga, and also connects and engages the wider rural Mōkau community improving overall community wellbeing

The community will benefit by having common Iwi and community values, principles and guidelines that will enhance the collection of all taonga in the Mōkau Museum in line with tikanga and the Treaty of Waitangi principles both now and for our mokopuna

Project Focus - Is your project or initiative focused within the Waitomo District?

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The basis of this Community Development Fund is to ensure recipients are undertaking projects that make a positive contribution to achieving the Council's Strategic Community Outcomes. Below is a list of Community Outcomes that contribute to the Community Development Group. Please identify which outcomes your project or activity will contribute to. Tick as many or as few as appropriate.

- CO1 Cultural Heritage**
A place where people are enriched by the multicultural values of all its people and, in particular, Maori heritage and culture are an inherent and valued part of decision making that affects community life.
- CO2 Recreation and Social Amenities**
A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
- CO3 Youth**
1. A place where young people have access to education, training and work opportunities.
2. A place where young people feel valued and have opportunities for input into the District.
- CO4 Vibrant and Prosperous District**
1. A place that attracts more people who want to live, work and play, and raise a family.
2. A place where wealth and employment are created through local businesses and development of tourism opportunities.

4. Funding for this Project or Initiative

- If you are GST registered please do not include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attached written estimates for verification) and not just a total figure.

Expenditure	\$
Cost of the project	
Community consultation costs (venue, kai..etc)	1500
Legal Fees phase 1 (see note below)	7500
Legal Fees Phase 2 (see note below)	15000
Estimated expenses and disbursements	2500
A Total Cost of Project/Service	26500

Income	\$
How do you plan to fund the project	
Museum OPEX	1500
Lotteries Community Matters	15000
WDC	10000
B Funds for Project/Service	26500

Total amount applied for(A - B)	\$ \$10000
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Have you applied to, do you intend to apply to, or will you receive funding from any other group for the project or initiative?

No Yes

If Yes, please detail below:

Name of Group	\$
Lotteries Community Matters	\$15000

6. Previous Council funding for this Project or any other Service

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, Triennial Grant / Discretionary Grants)

No Yes

If Yes, please detail below:

What was the purpose of funding?	\$
Triennial Operation Grant	\$10500/year

7. Previous Funding for any other Projects or Initiative

Have you received financial assistance from any other body or organisation during the last three years for any purpose?

No Yes

If Yes, please detail below:

What was the purpose of funding?	\$
COGS	\$10000
Security Upgrade	\$5000
Collection Audit and documentation	\$165000

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Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a statement of income and expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations latest bank statement/s.

See attached
F19 annual report
F20 YTD management report

9. Volunteer Support

What level of volunteer support will this project or service receive from your organisation?

Number of volunteer workers involved?

10

Describe the work volunteers will undertake

Community/Stakeholder groups consulted include; Ngati Tama, Ngati Maniapoto Regional Marae Council, Waitomo District Council, Museums Aotearoa, and current Mokau Museum members and volunteers.
The "Constitution Review team" consisting of Museum Chair, Maniapoto, Ngati Tama, and a community representative has already began discussions and a formal hui was held in Nov 19 and has held subsequent meetings with legal representative

Resources supplied by volunteers

All people, except legal council, involved with the Constitution Review Team, and all community and professional stakeholder groups are contributing their time and personal expenses as volunteers

10. Further Information

Please add any further information you may wish to provide. This could include details of voluntary input towards the project or service and how you think the project will benefit our community, or what the impact would be on the community if the project is not provided. Letters of support from other organisations within the community would assist with defining the level of community benefit.

See attached estimate cost from Lawyer and letter of engagement

Phase 1 estimated legal costs include initial briefings, stakeholder consultation, (hui) research and draft Trust Deed

Updated estimated costs include assisting with stakeholder consultation with the draft document, adapting it to fit community needs, assisting with the ratification of the document, modifying the existing Society Constitution as required and addressing all legal requirements meeting the relevant Acts of Parliament

Letters of support

1. Ngāti Tama
2. Ngāti Maniapoto RMC

Mōkau Museum Strategic and Annual Plans (reviewed March 19)

In making this funding application I/we declare that:

1. I/We are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. I/We have read the Community Development Funding Policy and understand and meet the criteria for applying to the Community Partnership Fund.
3. Any funding received will be used for the project/initiative for which is was approved.
4. If the application is successful, on completion of our project/initiative, I/we agree to provide an Accountability Report to the Waitomo District Council.
5. I/We also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
6. I/We agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.

Name Murray Spamer
 Signature [Signature]
 Position Chair
 Date 7th Feb 2020

Name KERRY OSULLIVAN
 Signature [Signature]
 Position Secretary
 Date 7th Feb 2020

12. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

Have you:



- Office Use Applicant Use
- Completed **ALL** sections of the application?
 - Checked **ALL** figures within the application?
 - Attached a copy of your Financial Report/Accounts?
 - Attached a detailed Business Plan?
 - Attached Referee Details - Letters of Support?
 - Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account)

Please send completed applications to:

Waitomo District Council
 PO Box 404
 Te Kuiti 3941

Ph: 07 878 0800
 Fax: 07 878 7771

Te Runanga o Ngati Tama

Email: silich@slingshot.co.nz

Phone: 06 755 0240

Postal Address: PO Box 143, Waitara

22 January 2020

Waitomo District Council

Tena koutou

This panui is to confirm that Te Runanga o Ngati Tama supports the Mokau Museum project and encourage other likeminded organisations to consider whatever assistance you are able provide.

Nga mihi

Paul Silich

Chairman

The Tainui Historical Society

Also known as Mokau Museum

2019-2020 Annual Plan

Prepared by: Murray Seemark, Amanda Griffin, Maxine Lovell, and Chris Poletti

Objective 1: Engage and inspire capable and committed personnel to run the Mokau Museum and Gallery

Goal: The Society is committed to having the personnel required to run the Museum and Gallery and will ensure that the people who are volunteering are kept engaged and involved in achieving the museum's objectives.

Tasks/Actions	Person Responsible	Targets	Date	Other Key Players	Resources required	Cost
To appoint a volunteer co-ordinator	Committee Chair	Appointment made	1/5/2019	Committee		Nil
Advertise regularly and in various places for volunteers. Talk to potential volunteers in the community.	Volunteer Co-ordinator	All volunteer slots are filled with back-ups as required	Ongoing	Committee members/ other volunteers	Local media Time talking to potential volunteers	Nil
Encourage our volunteers to up-skill by studying the Service IQ Museums Studies Certificate	Volunteer Co-ordinator	All volunteers have been told about the programme.	Ongoing	Collections Manager	\$200 per volunteer	\$200
Look for workshops for volunteers to attend in their area of interest for the Museum	Volunteer Co-ordinator	Ascertain which focus areas each volunteer is interested in.	Ongoing		Travel/ course cost Apply for travel grants where possible	\$500
Have a programme in place that matches up each volunteer with jobs that suit them	Volunteer Co-ordinator	Job descriptions written for every volunteer	1/10/2019	Collections Team		Nil
Each new volunteer is inducted and confident in what they need to do at the Museum	Volunteer Co-ordinator		On-going	Committee Chair or designate		Nil
Explore opportunities to employ paid staff	Committee Chair	Part time person for admin and volunteer coordination activities. Curator?	1/3/2020	Committee		Nil

Objective 2: Manage, preserve, develop and enhance access to the Collections

Goal: The Society will ensure that collections are professionally managed, preserved for future generations, developed

Tasks/Actions	Person Responsible	Targets	Date	Other Key Players	Resources required	Cost
Year 1 of Phase III of the Collection Audit	Collections Manager	Year 1 as per scope completed.	31/12/2019	Collection Technician, Archivist, volunteers	TSB grant - \$25,000 LEH grant - \$62,000	\$75000
Oral History	Oral History Volunteer	4 Oral Histories Captured	31/3/2020	Collections Team/Committee	Transcribe, edit and publish Display materials WDC	\$1500
To establish a plan for the maritime wing	Chairman	Secure artefacts Secure land Establish Project Team	1/12/2019	Committee	Kingfisher fund	\$5000
Investigate the old slaughter house	TBC	Is there a story to preserve?	1/10/2019			Nil
Develop an Integrated Pest Management Strategy	Collections Manager	Strategy written with procedure	30/6/2019			Nil
Write new collection policies not already covered.	Collections Manager	Loans Risk Management	30/6/2019	Committee Chair	Volunteered hours	Nil
Canon preservation and outdoor display	TBC	Restore and present pieces on veranda	1/3/20			\$1000

strategically and are accessible for all communities.

Objective 3: Have a safe, well maintained asset for the successful operation of the museum

Goal: The Society will ensure that the building and facilities are fit for purpose and health and safety procedures are adhered to.

Tasks/Actions	Person Responsible	Targets	Date	Other Key Players	Resources	Cost
Ensure all display furniture are health and safety compliant	Building and security	All displays have been checked and signed off.	1/10/2019		Time and materials WDC	\$1000
Create a building asset management plan	Building and Security	Asset Management Plan in place with associated budget	1/10/2019	Committee		Nil
Lighting improved	Building and Security	Better lighting system throughout building	1/7/2019		Grant required	\$4000
Security improved	Building and Security	Security system that ensures needs are met	Applied		Grant required	\$5000
Modernise front office to include retail space	TBC	TBC	1/12/2019		TBC	\$2000
Tidy up area to back shed and restrict access	TBC	Beautify area	1/10/19		General Operations	\$300

Objective 4: Engage, build, strengthen our Community relationships

Goal: The Society is committed to strengthening existing community relationships, supporting the needs of the community, as well as being dedicated to developing new and reconnecting old, relationships.

Tasks/Actions	Person Responsible	Targets	Date	Other Key Players	Resources	Cost
Create an Exhibition Plan for the next 3-5 years separate from the Collection Audit.	Collection Manager	Plan created	1/7/2019	Exhibition Team		Nil
Host key community events	Chair	TBC High Tea...etc		Volunteers	General	\$1000
Create new exhibitions according to the exhibition Plan for year 1	Exhibition Team	To modernise 3 displays At The Bach...etc	1/3/2020	Collection Manager	Firstgas	\$6000
Create a modern interactive area in the old jail house	Exhibition Team	Stocks, display, "escape the room" puzzle. Connected with social media	1/10/2020	Volunteers	Phase 3 grants	\$2000
Build a meaningful and mutually beneficial relationship with the local Iwi.	Committee Chair	1 exhibition project planned with Iwi involvement To have Iwi connection on committee	1/3/2020	Collection Mgr Cultural advisor	WDC	\$1000
Create event for Museum's 25th anniversary	Committee	Event Planned	1/3/2020	Volunteers	General	\$2500
Install community notice board	Chairperson	To have an active community board	1/11/2019	Other Mokau service groups	WDC	\$1000
To get involved with the local roading contacts	TBC	To be the local hub for communication To record the event	Ongoing to 2022	NZTA Main Contractors Recorder	Outside funding required	Nil
Install a sound system for the veranda	TBC	To attract visitors	1/11/19		General	\$500

Objective 5: Enhance professionalism and business sustainability

Goal: The Society is committed to the continual improvement of operations and to ensuring the Museum has the resources to carry out the activities to achieve its vision, mission and objectives in a professional manner in order to meet community needs.

Tasks/Actions	Person Responsible	Targets	Date	Other Key Players	Resources	Cost
Review constitution	Committee Chair		1/4/2020	Legal Iwi WDC	WDC	\$1000
Museum Promotion	Committee	Signage Mural	1/10/2019	Community Iwi WDC	General There may be some other funding sources	\$1500
Write policies	Committee	Which ones?	TBC			Nil
Attract greater numbers of visitors to the Museum	Committee	Increase the visitation numbers by 5%	1/4/2020	Volunteers	WDC	\$1000

Strategic Plan

2017 - 2022



**MOKAU
MUSEUM
& GALLERY**



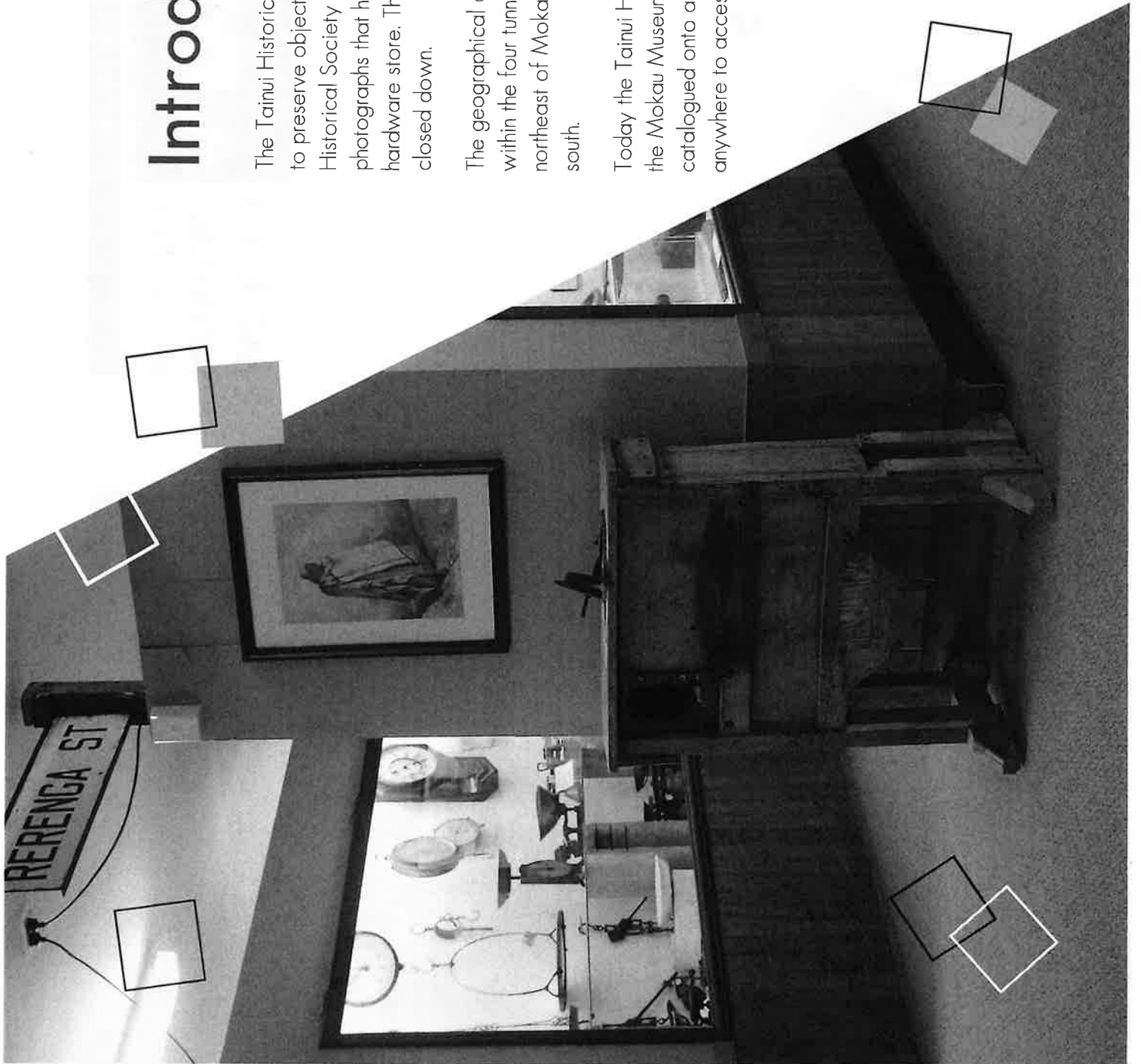
TAINUI HISTORICAL SOCIETY

Introduction

The Tainui Historical Society was established in 1980 in order to preserve objects of interest to the Tainui region. The Tainui Historical Society started with an assortment of documents and photographs that had been collected and displayed in the local hardware store. These were gifted to the Society when the store closed down.

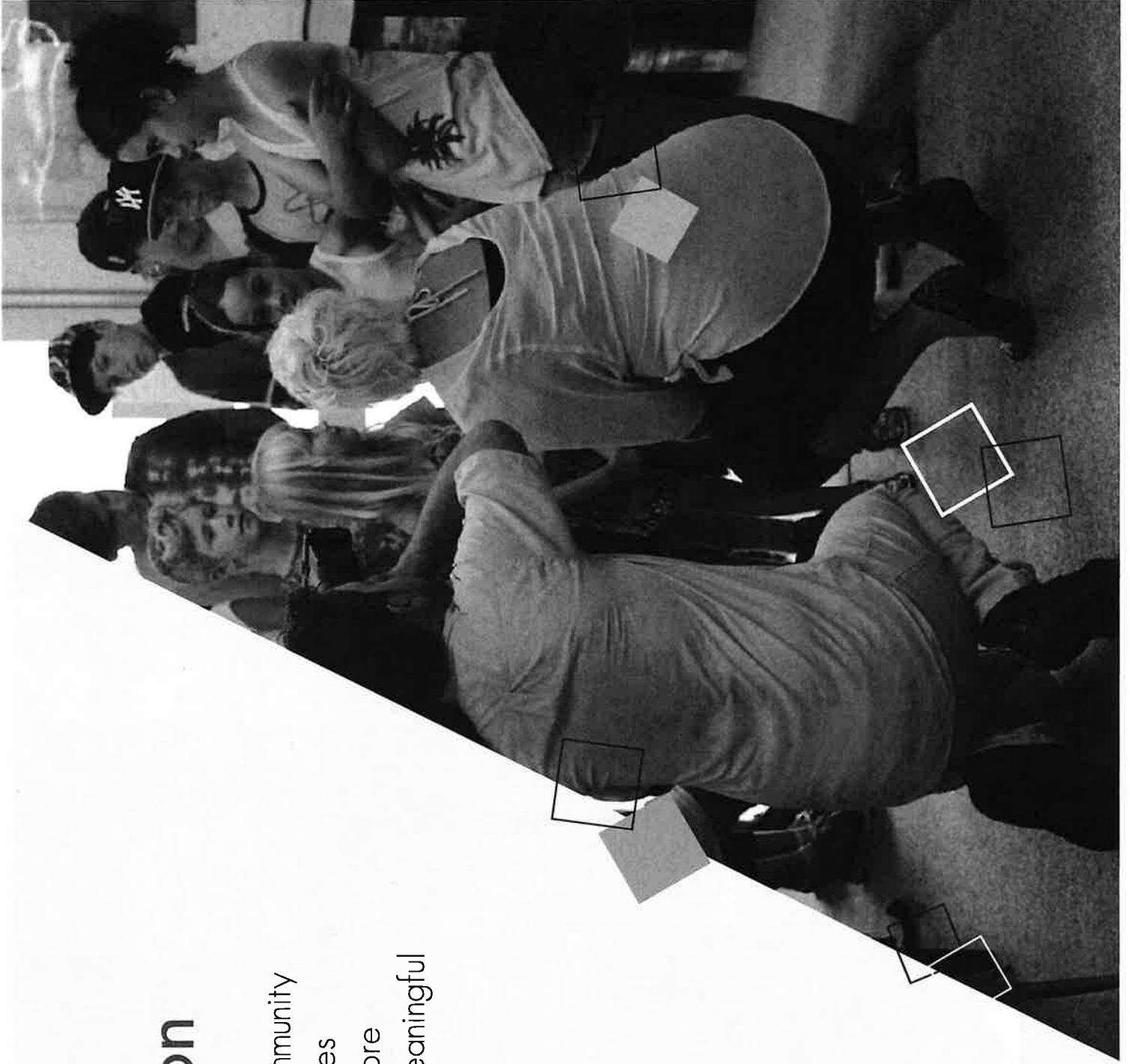
The geographical collection area is loosely encompassed within the four tunnels of Waikawau, north of Mokau; Awakino, northeast of Mokau; Okau to the east; and Mt Messenger in the south.

Today the Tainui Historical Society now is better known as the Mokau Museum and Art Gallery. Our collection is being catalogued onto a cloud-based system allowing anyone from anywhere to access our catalogue and view our collection.



Our Vision

We envisage a community museum which inspires generations to explore history and make meaningful connections.



Mission Statement

The Society's purpose is to collect, preserve, document, research, display and otherwise make available taonga, natural history and cultural heritage relating to the Tainui region.



Our Objectives

1. Engage Personnel
2. Collection needs are met
3. Safe building
4. Community Engagement
5. Enhance Professionalism



Objective 1:

Engage capable and committed personnel to run the Mokau Museum & Gallery

Goals	Actions	Performance Indicator
<p>The Society is committed to having the personnel required to run the museum and gallery and will ensure that the people who are volunteering are kept engaged and involved in achieving the museum's objectives</p>	<ul style="list-style-type: none"> • Advertise regularly and in various places for volunteers • Encourage our volunteers to up-skill by studying the Service IQ Museum Studies Certificate • Look for workshops that volunteers can attend in their interest areas of the museum • Have a programme in place that matches up each volunteer with jobs that suit them • Ensure each new volunteer is inducted and confident in what they need to do at the museum • Explore opportunities to employ paid staff 	<ul style="list-style-type: none"> ▪ Advertising options are being explored and implemented ▪ All volunteers know about the opportunity to upskill via the Service IQ Museum Studies Certificate ▪ Volunteers are updated as and when workshops are available ▪ Volunteers are matched up with projects and jobs soon after they have started ▪ Volunteer induction is implemented ▪ Funding options are explored and applied for if appropriate

Objective 2.

Manage, preserve, develop and enhance access to the collections

Goals	Actions	Performance Indicator
<p>The Society will ensure that collections are professionally managed, preserved for future generations, developed strategically and are accessible for all communities</p>	<ul style="list-style-type: none"> • Secure funding to be able to continue with the Collection Audit moving onto more phases • Develop internal policies and procedures for the management of the collection • Store collections to Museum standards • Develop an IPM (Integrated Pest Management) strategy to ensure pests are kept at bay 	<ul style="list-style-type: none"> • Funding is applied for in a timely manner to ensure the best possible outcome • Policies and Procedures have been developed and implemented • Collection items are stored following Museum standards • Pest management strategy has been developed and implemented

Objective 3:

Have a safe, well maintained plant for the successful operation of the museum

Goals	Actions	Performance Indicator
<p>The Society will ensure that the building and facilities are fit for purpose and health and safety procedures are adhered to</p>	<ul style="list-style-type: none"> • Replace all the heavy glass cabinet fronts with sliding glass • Create a maintenance programme that ensures the building upkeep is timely • Keep up-to-date with technology to enhance our ability to help the local community and passing visitors • Improve lighting, security and maintain temperature services for the preservation of collection items 	<ul style="list-style-type: none"> ▪ All heavy glass cabinets have sliding glass fronts ▪ A maintenance programme is created that ensures longevity of the building. ▪ Technology is updated as its usefulness to the Museum's visitors is ascertained. ▪ Security and environmental factors are managed and improved.

Objective 4:

Engage, build, and strengthen our Community relationships

Goals	Actions	Performance Indicator
<p>The Society is committed to strengthening existing community relationships, supporting the needs of the community, as well as being dedicated to developing new, and reconnecting old, relationships</p>	<ul style="list-style-type: none"> • Create engaging displays that shed new light on, and increase the understanding of, the region • Develop meaningful and understandable communication strategies and interpretative content that make our collection accessible to all • Develop a strategy for engaging with community groups that are not already targeted • Explore collaborations with local iwi • Support and collaborate with other local and regional Museums • Create Community events and meetups for all from within the community or outside of it to be able to take part and feel included 	<ul style="list-style-type: none"> ▪ Displays created with new or updated information about the region that engages audiences. ▪ Labels, web content and eHive information is written that is informative and yet easily understandable. ▪ Strategy developed for engaging with community groups not yet targeted ▪ Local iwi approached to explore collaborations ▪ Regional and local museums approached to see what support and collaboration can be provided. ▪ At least one Community event created per year.

Objective 5:

Enhance professionalism and business sustainability.

Goals	Actions	Performance Indicator
<p>The Society is committed to the continual improvement of operations and to ensuring the museum has the resources to carry out the activities to achieve its vision, mission and objectives in a professional manner</p>	<ul style="list-style-type: none"> • Continue to develop and write policies and procedures that cover all aspects of Museum operations • Best practice financial management and accounting processes are used • Ensure all funding avenues are utilised throughout each year 	<ul style="list-style-type: none"> ▪ Procedures and policies are written, checked and altered annually if the need arises ▪ Procedures have been updated and adopted for an easier and accurate financial audit of each year ▪ The funding team has a plan in place that targets all avenues at the right time.

TSB Bank Limited

TSB Bank 

Deposit

TSB Bank Limited

TSB Bank Limited

WAITARA

Date _____

Paid in by _____

Notes _____

Description _____

Coins _____

For credit of
TAINUI HISTORICAL SOCIETY

Cheques _____

Total \$ _____



Stamp

⑈ 153945⑆ 0167495⑈00 ⑈ 50

Special Purpose Financial Statements

Tainui Historical Society

For the year ended 31 March 2019

Contents

- 3 Directory
- 4 Statement of Profit or Loss
- 5 Balance Sheet
- 6 Statement of Cash Flows
- 7 Notes to the Financial Statements

Directory

Tainui Historical Society
For the year ended 31 March 2019

Legal Name of Entity

Tainui Historical Society Incorporated, also known as at the Mokau Museum

Nature of Entity

Tainui Historical Society is a charitable trust.

Registration Number

CC42157

Entity's Purpose

To collect, preserve, document, research and display taonga, natural history and cultural heritage relating to the Tainui region - that geographical area loosely encompassed by the four tunnels at Waikawau, Awakino, Okau and Mt Messenger

Structure of Entity

The Society is administered by a Committee elected by its membership. The day-to-day operation of the museum is by volunteers who may or may not be members.

Source of Funds

The society is funded mainly through donations and grants

Reliance on Volunteers

The Society relies on volunteers and a voluntary committee.

Location Details

33 North Street
Mokau, Waitomo 4350

Postal Details

PO Box 11
Mokau 4376

Statement of Profit or Loss

Tainui Historical Society

For the year ended 31 March 2019

	Notes	2019	2018
Income			
Donations		35,740	10,678
Grants		19,429	90,656
Sundry Income		12,636	12,985
Dividends		0	160
Interest Received		192	251
Total Income		67,998	114,730
Expenses			
Advertising		89	75
Bank Fees		39	33
Bone Carving		2,119	1,928
Books		330	1,052
Building R & M		11,937	7,648
Contractors - Cataloguing		53,232	53,420
Donation		411	0
Exhibit Maintenance		0	1,661
Insurance		2,476	1,857
Membership		30	105
Paintings		2,035	5,485
Light, Power, Heating		3,724	3,636
Rates		1,316	1,400
Stationery		2,003	813
Sundries		2,914	2,244
Tradegoods		299	1,760
Total Expenses		82,954	83,117
Net Profit (Loss)		(14,956)	31,613

Balance Sheet

Tainui Historical Society
As at 31 March 2019

	Notes	31 Mar 2019	31 Mar 2018
Assets			
Current Assets			
Cash and Bank			
Cheque Account		44,559	20,870
Savings Account		19,049	59,047
Total Cash and Bank		63,608	79,917
Total Current Assets		63,608	79,917
Non-Current Assets			
Property, Plant and Equipment	4	548,999	548,999
Total Non-Current Assets		548,999	548,999
Total Assets		612,607	628,916
Liabilities			
Current Liabilities			
GST Payable		(3,231)	(1,878)
Total Current Liabilities		(3,231)	(1,878)
Total Liabilities		(3,231)	(1,878)
Net Assets		615,838	630,794
Equity			
Accumulated Funds			
Opening Balance		630,794	599,181
Current Year Earnings		(14,956)	31,613
Total Equity		615,838	630,794

Statement of Cash Flows

Tainui Historical Society

For the year ended 31 March 2019

	2019	2018
Cash Flows from Operating Activities		
Donations, grants and fundraising	67,998	114,705
GST	(1,353)	(1,056)
Payments to suppliers and contractors	(82,954)	(83,117)
Total Cash Flows from Operating Activities	(16,309)	30,532
Cash Flows from Investing and Financing Activities		
Total Cash Flows from Investing and Financing Activities	0	0
Net Increase/ (Decrease) in Cash	(16,309)	30,532
Cash Balances		
Cash and cash equivalents at beginning of period	79,917	49,385
Cash and cash equivalents at end of period	63,608	79,917
Net change in cash for period	(16,309)	30,532

Notes to the Financial Statements

Tainui Historical Society

For the year ended 31 March 2019

1. Statement of Accounting Policies

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$125,000. All transactions in the Performance Report are reported using the cash basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Historical Cost

These financial statements have been prepared on an historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Property, Plant and Equipment

Property, plant and equipment and investment property are stated at historical cost, less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

Income Tax

The Society is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST), except for accounts payable and accounts receivable, which are stated inclusive of GST.

2. Related Parties

There were no related party transactions during the year under review.

3. Contingent Liabilities

At balance date there are no known contingent liabilities. Tainui Historical Society as not granted any securities in respect of liabilities by any other party.

	2019	2018
4. Property, Plant and Equipment		
Land		
33 North Road, Mokau	90,000	90,000
Total Land	90,000	90,000
Buildings		
33 North Road, Mokau	380,000	380,000
Total Buildings	380,000	380,000
Artefacts		
Artefacts	68,999	68,999
Total Artefacts	68,999	68,999
Office Equipment		
Furniture and Computers	10,000	10,000
Total Office Equipment	10,000	10,000
Total Property, Plant and Equipment	548,999	548,999

6th August 2019

Review Report

To the Members of the Tainui Historical Society Committee

I have carried out a review of the accompanying special purpose financial statements of Tainui Historical Society for the year ended 31 March 2019. These comprise of the Profit or Loss, Balance Sheet, Statement of Cash Flows and Statement of Accounting Policies.

A review provides a lower level of assurance than an audit. I have not performed an audit, and accordingly do not express an audit opinion.

I have examined on a test basis, evidence relevant to the amounts disclosed in the financial statements. I have also confirmed the closing balance of the bank accounts.

Based on my review I confirm that nothing has come to my attention that causes me to believe that the accompanying financial statements do not give a true and fair view, or materially misstated.

Signed,

A handwritten signature in black ink, appearing to be 'CB', written over a light blue horizontal line.

Chris Black

Chartered Accountant

New Plymouth

Profit and Loss

Tainui Historical Society For the year ended 31 March 2020

2020

Trading Income

Book Sales	932.18
Calendars	56.07
Cards	430.86
Donations Received	5,934.97
DVD	17.40
Electric Vehicle Power	13.05
Fundraising Income	1,786.94
Gallery Commission	257.61
Grants	162,416.00
Interest Income	268.74
Membership Donation	255.00
Printing Income	41.66
Rubbish Bags	555.60
Sponsorship Income	6,000.00
Sundry Income	200.52
Total Trading Income	179,166.60

Gross Profit

179,166.60

Operating Expenses

Advertising	461.49
Bank Fees	30.25
Bone Carving	2,100.00
Books Purchased	121.74
Calendar	197.82
Cards Purchases	744.78
Consulting & Accounting	276.44
Contractors	11,800.00
Donations	60.00
Eftpos	275.00
Exhibit Maintenance	264.37
Freight & Courier	12.17
Fundraising Expenses	918.55
Gallery	54.18
General Expenses	920.81
Insurance	2,513.58
KiwiSaver Employer Contributions	1,036.93
Legal expenses	3,228.70
Light, Power, Heating	3,704.03
Membership Fees	214.50
Printing & Stationery	988.79

Profit and Loss

	2020
Rates	860.66
Repairs and Maintenance	2,039.08
Rubbish Bags Purchased	485.21
Salaries	34,562.80
Security	5,131.91
Subscriptions	637.44
Sundry Expenses	10,495.52
Travel	260.87
Total Operating Expenses	84,397.62
Net Profit	94,768.98



AULD BREWER MAZENGARB & MCEWEN

Lawyers and Notary Public Roia Whai Mana Take Tūmatanui

5 February 2020

By email: seamarkmw@gmail.com

Tainui Historical Society Incorporated
PO Box 11
Mōkau 4350

Attention: Murray Seamark (Chairperson)

**Establishment of Charitable Trust
Estimate of Costs**

1. As requested, we set out below our estimate of costs to complete work to establish a new charitable trust to be a co-governance entity constituted by the Tainui Historical Society Incorporated, Maniapoto Iwi and Ngāti Tama Iwi to govern the operation of the Mōkau museum.
2. We estimate that our costs for this work (and the work that have already completed to meet with and provide advice about possible options/risks/structures/processes for establishing a co-governance arrangement for the museum) will be no more than \$25,000 plus GST and disbursements.
3. In preparing this estimate, we are providing for:
 - a. preparing an initial skeleton draft of the Trust Deed for the new trust for input from the Society's constitution review committee about specific matters relating to the Mōkau/Maniapoto/Ngāti Tama communities and their history, cultural, tīkanga and taonga
 - b. a hui with the committee to discuss and finalise a draft Trust Deed for circulation to:
 - i. the Society
 - ii. Maniapoto, and
 - iii. Ngāti Tama
 - c. attendance at hui at Pukearuhe (Ngāti Tama) marae about the draft Trust Deed
 - d. preparation of a final draft of the Trust Deed and necessary resolutions for formal confirmation by the Society, Maniapoto and Ngāti Tama
 - e. preparing a Side Agreement between the Society, Maniapoto and Ngāti Tama to set out their commitments to the new trust (since the Trust Deed can only bind the Trustees and not those appointing the Trustees)
 - f. amendments to the Rules of the Society to take account of the establishment of the new trust and expected new requirements to govern incorporated societies set out in the Incorporated Societies Bill which is expected to be enacted in the near future, and

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Auld Brewer Mazengarb & McEwen

- g. the process to:
 - i. incorporate and apply for charitable status for the new Trust (including preparing all the necessary documents), and
 - ii. register the changes to the Rules of the Society at the Companies Office (Societies and Trusts) and apply for approval for the changes from Ngā Rātonga Kaupapa Atawhai (Charities Services at the Department of Internal Affairs).
- 4. If you have any questions about any of the above, please give me a call.
- 5. Please let me know if you would like us to proceed with this work.

Yours faithfully



Marie Callander

Partner

Email: marie.callander@abmm.co.nz
mc/rk



AULD BREWER MAZENGARB & MCEWEN

Lawyers and Notary Public Roia Whai Mana Take Tūmatanui

13 September 2019

By email: seamarkmw@gmail.com

Tainui Historical Society Incorporated
PO Box 11
Mokau 4350

Attention: Murray Seamark

New Legal Instructions – Review of Constitution

We welcome you as a new client of Auld Brewer Mazengarb & McEwen.

What we are to do for you

You have asked us to review the Constitution/Rules of the Tainui Historical Society Incorporated.

Who will do the mahi for you

I will have overall responsibility for this mahi. Other members of our staff may also be involved, under my supervision, where appropriate.

Our fees

We estimate our fees for this mahi will be between \$6,500 and \$7,500 plus GST, office expenses and disbursements. This estimate is based on our understanding of what we are to do, our experience with similar mahi and the information we have at this time and includes:

- attendance at a one day hui at Manairoa Marae to discuss the values and principles to be adopted by the Society
- preparing a new draft Constitution/Rules for the Society, and
- a meeting with Committee members to discuss the draft document.

Once we have completed the above mahi, we will then be better able to provide a further estimate of costs for the mahi required to:

- finalise the new Constitution/Rules
- provide any assistance that you may require with the process to adopt the Constitution/Rules
- register the new Constitution/Rules at the Companies Office (Societies and Trusts), and
- apply to have the new Constitution/Rules approved and registered with the Department of Internal Affairs (Ngā Rātonga Kaupapa Atawhai (Charities Services)).

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If it becomes apparent that this estimate (or any subsequent estimate that we provide in relation to this mahi) is likely to be exceeded (such as if unforeseen events occur or if more accurate estimates are possible as the mahi progresses), we will let you know before we do mahi that is not covered by this estimate.

Terms of Engagement

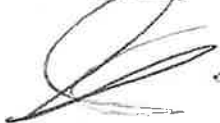
We enclose our Terms of Engagement. That document:

- sets out the standard terms on which we do mahi for our clients;
- explains what you can expect from us and what you agree to when we mahi for you; and
- includes information we are required to tell you under the New Zealand Law Society's Rules of Conduct and Client Care for Lawyers.

If you have any questions about our terms, please ask.

Thank you for your instructions. Please do not hesitate to contact us if you would like to discuss any aspect of the mahi that you have asked us to do.

Yours faithfully



Marie Callander

Partner

Email: marie.callander@abmm.co.nz

mc/rk



AULD BREWER MAZENGARB & MCEWEN

Lawyers and Notary Public Roia Whai Mana Take Tūmatanui

STANDARD TERMS OF ENGAGEMENT

1. The purpose of this document

1.1 This document:

- sets out the standard terms on which we do work for our clients;
- explains what you can expect from us and what you agree to when we work for you;
- includes information we are required to tell you under the New Zealand Law Society's Rules of Conduct and Client Care for Lawyers; and
- applies to any current work and to any future work we do for you (unless we agree in writing to change these terms).

1.2 Occasionally we may change these terms. If we make changes, we will notify you.

2. Our letter of engagement for each job

2.1 For each new job we do for you, we will give you a 'letter of engagement'. The letter will outline:

- what we will do for you on that job; and
- the person/partner with overall responsibility for that job. That person/partner will be the one we believe is most suited to that job and to our relationship with you. Other members of our staff may also be involved, under that person's/partner's supervision, where appropriate (such as where this enables us to do the job in a more efficient and timely manner). If we do not advise you in writing, then the person with overall responsibility will be the person you have instructed to do that job.

3. Our duties to you

3.1 Achieving client satisfaction is a major priority at Auld Brewer Mazengarb & McEwen. Feedback is taken very seriously and considered to be extremely important in our desire to provide excellent legal services and to be a great law firm.

3.2 When we do work for you, we will:

- protect your privacy and confidentiality;
- act competently, promptly and according to your instructions;
- protect and promote your interests;
- give you clear information and advice;
- keep you informed about progress;
- treat you fairly and respectfully;
- charge you a fee that is fair and reasonable; and
- subject to any overriding duties we have (eg to the courts and the justice system) and any legal obligations we have (eg to provide information to some government agencies).

3.3 Our duties are owed to you, the client named in our letter of engagement. Nobody else (such as family members, shareholders, directors or related entities) can rely on our advice without our written consent.

4. Your privacy and confidentiality

4.1 We consider client confidentiality to be of utmost importance. We will treat all information we hold about you in strict confidence. We will not use it or share it unless:

- you agree or ask us to;
- we need to so we can carry out work for you; or
- the law requires us to;
- the Rules of Conduct and Client Care for Lawyers permit us to.

4.2 Information we hold about you will as far as practicable be only made available to our partners and staff who are doing work for you.

4.3 If we hold funds in our trust account on your behalf, you authorise us to:

- provide any information we hold relating to your United States Foreign Account Tax Compliance Act (FATCA) or Common Reporting Standard (CRS) status, or other FATCA or CRS matters, to Inland Revenue and to our banks if they request information to be able to meet their FATCA or CRS obligations.
- if you do not provide any such information we request, report your non-response, identity, and reportable balance to our banks and Inland Revenue (who will in turn pass this information to the relevant foreign tax authority).

4.4 Please ask us if you would like more information about FATCA or CRS.

5. How we avoid conflicts of interest

5.1 When we do work for you, we will always protect and promote your interests.

5.2 Before we accept a job from you, we will do our best to find out if any conflict of interest exists.

5.3 If we find a conflict at any time, we will immediately let you know and tell you how we plan to deal with the conflict. That may mean we stop working for you, the other client or both.

5.4 Where we do work for more than one person in a relationship or venture (for example a couple, partnership or multiple shareholders) we may want to advise each person separately.

6. Scope of our work

6.1 We are not qualified to give:

- investment advice. You should get that advice from a qualified financial advisor;
- tax advice. You should get that advice from your accountant or tax advisor;
- insurance advice. You should get that advice from your insurance broker;
- advice about foreign laws. We can help you to contact a lawyer in the other country.

6.2 Unless we agree to do so in writing, we will not:

- remind you about dates (eg PPSR, lease or consent expiry dates); or
- update advice after it is given.

7. Intellectual property

7.1 Unless we agree otherwise:

- we retain ownership of all opinions, documents and other intellectual property created by us;
- you must not provide our advice to others (such as using our opinions in any public document or statement).

8. Online Client Interface Services

8.1 If you use any online client interface services that we may offer for use but which are provided by any third party, you:

- agree to comply with and accept any terms of use in respect of any such online client interface services that we may disclose to you from time to time; and
- consent to the terms of any privacy policy in respect of any such online client interface services that we may disclose to you from time to time.

9. Emails

9.1 We may communicate with you by email about the work we do for you.

9.2 We have virus protection software and security protocols in place, however we cannot guarantee that electronic communications will always be free from viruses or other defects, are secure or will be received.

9.3 We may occasionally email you information we feel is relevant and useful to you. If you do not want to receive that information, let us know.

10. Storing records

10.1 We will keep a record of all material documents we receive or create working for you on each instruction on the following basis:

- we may, at any time, keep a document electronically and destroy paper originals (this includes any original documents you give to us unless you tell us you do not want them to be destroyed, in which case, we may return the originals to you once we have made an electronic copy). We will not destroy any original documents we have agreed to hold in safe custody for you (eg your Will);
- we may, at any time, dispose of documents that are duplicates, do not contain substantive information, or belong to us; and
- if you ask us to provide documents to you or another person, we are not obliged to retain copies of those documents, but we may do so for our own records.

10.2 We will provide you with copies of documents you are entitled to under the Privacy Act or any other law if you ask us to. We may charge you our reasonable costs to do so.

10.3 You authorise us (without further reference to you) to destroy, or delete in the case of electronic documents, all files and documents relating to an instruction seven years after that instruction has been completed. We may retain files and documents for longer at our option.

11. How you can help us

11.1 You can help us by:

- giving us clear instructions;
- asking if there is anything you are not sure of;
- telling us if you have any important time limits;
- dealing promptly with any questions we have;
- telling us if your contact details change; and
- keeping in touch. Please ask if you are concerned about anything or do not hear from us when expected.

12. Who we can accept instructions from

12.1 Unless you let us know otherwise:

- if you are a **couple**, we can accept instructions from either of you.
- if you are a **trust**, we can accept instructions from any of your trustees or officers;
- if you are a **partnership**, we can accept instructions from any of your partners or officers;
- if you are a **company**, we can accept instructions from any of your directors or employees or any other person you have authorised to work with us;
- if you are a **body corporate** or **incorporated society**, we can accept instructions from any person holding themselves out as being authorised by the officers to instruct us.

13. Verifying your identity and source of funds, and credit checks

13.1 We are required by law to verify your identity and, in some circumstances, the source of funds for a transaction.

13.2 We may wish to carry out reasonable credit checks on you from time to time.

13.3 You authorise us to collect information about you (including customer due diligence information and credit reports), to obtain, exchange, hold, and use such information, and to make any other enquiries we think appropriate to:

- confirm information provided to us about you is true;
- undertake initial and on-going customer due diligence and monitoring in accordance with the Anti-Money Laundering and Countering Financing of Terrorism Act (AML/CFT Act);
- enforce debt and legal obligations (including recovery of money owed to us); and
- comply with other legal obligations we may have.

13.4 You authorise any person (including credit reporters) to disclose information (including credit information) to us in response to such enquiries.

13.5 You accept that we may use customer due diligence services (including electronic based services from a third party) to verify your identity and conduct other customer due diligence or monitoring required under the AML/CFT Act, and that we may use credit reporting services to credit check you, and that when we use such services:

- the other third party or credit reporter (each a Service Provider) will exchange information about you for that purpose and the Service Provider may hold information on its system and use it to provide their customer due diligence service or credit reporting service (as the case may be) to their other customers;
- we may use the Service Provider's services in the future for any authorised purpose (including in relation to ongoing customer due diligence or the provision of credit). This may include using the Service Provider's monitoring services to receive updates if information held about you changes; and
- if you default in your payment obligations to us, information about that default may be given to credit reporters and given by credit reporters to their other customers.

14. Our fees and expenses

Fees

14.1 We will always charge you fair and reasonable fees.

14.2 Unless we agree with you otherwise, our fees will be calculated based on the time we spend on a job charged

- at our hourly rates, and adjusted where appropriate for other factors permitted by the Rules of Conduct and Client Care for Lawyers (such as the complexity, urgency, importance, specialised knowledge, responsibility and risk involved and the results achieved). We will provide you with our hourly rates on request.
- 14.3 We will give you an estimate of fees if you ask for one. Special fee arrangements may be available for certain work (eg capped fees). Any estimate or special fee arrangement for a job will be outlined in our letter of engagement or otherwise recorded in writing.
- 14.4 If you have any questions about our fees please ask.
GST
- 14.5 Unless we state otherwise, our fees, estimates and hourly rates do not include Goods and Services Tax (GST) or office expenses and disbursements, which are payable by you.
Office expenses
- 14.6 We charge you a service fee to cover office expenses (such as photocopying, printing, telecommunication charges, faxing, file storage and other similar costs likely to be incurred when doing work for you). This fee is based on a percentage of the legal fees charged (excluding GST). These will be included separately in our account to you.
Disbursements
- 14.7 When we do work for you, we may have to cover some expenses or make other payments on your behalf (such as search fees, registration fees, travel costs, court charges and agents' fees). You authorise us to incur these expenses, which will be included separately in our account to you.
Changes
- 14.8 Fees, hourly rates, office expenses and disbursements may change from time to time without notice.
Legal aid
- 14.9 In some cases, you may be eligible for legal aid. If you want to apply for legal aid, we will refer you to another firm as we do not carry out legal aid work.
- 15. Money handling procedures**
- 15.1 We maintain a trust account for all funds we hold on behalf of clients (except funds we receive for payment of accounts).
- 15.2 If we hold funds on your behalf, we will deposit them in an interest-bearing deposit with a bank, where reasonable and practicable. You acknowledge that we cannot place your funds in an interest-bearing deposit if you have not provided us with any information we request relating to your FATCA and CRS status. We are not responsible for obtaining the best interest rate available or for any loss of interest you suffer as a result of our failure or delay in placing your funds in an interest-bearing deposit.
- 15.3 We reserve the right to charge a 5% administration fee on the gross interest earned on funds held in an interest-bearing deposit.
- 15.4 Withholding tax will be deducted on the interest earned and paid to IRD. If we have your IRD number you can elect to have withholding tax deducted at your applicable rate. If we do not have your IRD number we are required to deduct it at the default rate (which may be higher than your actual rate).
- 15.5 Where you transfer funds to our trust account in a foreign currency, we will convert those funds into New Zealand dollars at the prevailing exchange rate offered by our bank. We are not responsible for seeking or obtaining a better exchange rate.
- 16. Paying your account**
- 16.1 We issue accounts monthly and on completion of a job or the ending of our engagement. We may also send you an account when we incur a significant expense.
- 16.2 Our accounts must be paid by the 20th of the month following the date of our account. The only exception to this is for conveyancing when:-
- for a purchase, fees must be paid in advance;
 - for a sale, fees are deducted from the sale proceeds on settlement.
- 16.3 If you have any questions about an account, please contact us straight away.
- 16.4 Sometimes we may require you to pay fees, office expenses and disbursements in advance. If we do, we will hold your payment in our trust account and only deduct our fees, office expenses and disbursements when we issue you an account.
- 16.5 If we hold funds in our trust account on your behalf (including any judgment, sale proceeds, settlement amount or other money), any fees, office expenses or disbursements we have issued you an account for may be deducted.
- 16.6 We may charge interest on unpaid accounts at the rate of 5% per annum above our bank's current overdraft facility rate calculated on a daily basis and charged monthly. We may take action to recover unpaid accounts and charge you the cost of that recovery.
- 16.7 Any failure or delay by us to charge interest on an unpaid account or to exercise any of our other rights will not operate as a waiver of those rights.
- 16.8 If your account is overdue we may:
- stop work we are doing for you until our account is paid in full; and
 - require an additional payment of fees in advance or other security before starting work again.
- 16.9 At your request or with your approval, we may send our accounts to a third party to pay on your behalf. You are still responsible for payment by the due date if the third party does not pay us.
- 17. Ending our engagement**
- 17.1 You may end our engagement at any time by giving us reasonable notice.
- 17.2 If we have good cause, we may decide to stop working for you, such as if you:
- do not provide us with instructions promptly;
 - are unable to, or do not, pay our fees as agreed;
 - give us instructions that require us to breach any professional obligation, or mislead or deceive us in a material respect; or
 - against our advice, act in a way we believe is highly imprudent and may be inconsistent with our fundamental obligations as lawyers. This does not apply to litigation instructions.
- 17.3 If we decide to stop working for you, we will give you reasonable notice and help you find another lawyer.
- 17.4 Before you take your records, you need to pay our fees for the work we have done for you. We may keep a copy of any records you take.
- 17.5 The enforceability of these terms is not affected by
- the ending of our engagement; or
 - any changes to our partners or the incorporation of our firm.

18. New Zealand law applies

18.1 Our relationship is governed by New Zealand law and the New Zealand courts have exclusive jurisdiction.

We value our relationships with our clients. If you have any questions about these terms, please ask.

19. Professional Indemnity Insurance and Lawyers' Fidelity Fund

Effective 1 April 2019

19.1 We hold professional indemnity insurance that exceeds the New Zealand Law Society's minimum standards. If you would like further information about our insurance, please ask.

19.2 The New Zealand Law Society operates a Lawyers' Fidelity Fund to compensate clients who suffer theft of money or property entrusted to lawyers. The Fund covers losses of up to \$100,000 per individual claimant. It does not cover loss where you have instructed us to invest money on your behalf (subject to limited exceptions set out in the Lawyers and Conveyancers Act).

20. How we handle complaints

20.1 We are committed to providing services of the highest professional standards.

20.2 We will deal with any complaints promptly and fairly.

20.3 Please contact us straight away if you have a question about an account or if you are unhappy with any other aspect of our work. You may contact:

- the partner responsible for your work; or
- our management partner, **Jeremy Hucker**: by phone on **06 757 5183**, by post at PO Box 738, New Plymouth 4340, or email to Jeremy.hucker@abmm.co.nz

20.4 The New Zealand Law Society also has a complaints service. Please telephone 0800 261 801 for information and advice about making a complaint.

21. Client care and service information

21.1 We are committed to complying with the New Zealand Law Society's Rules of Conduct and Client Care for Lawyers. The following statement describes some of our professional responsibilities to you:

21.2 Whatever legal services your lawyer is providing, he or she must:

- a. act competently, in a timely way, and in accordance with instructions received and arrangements made;
- b. protect and promote your interests and act for you free from compromising influences or loyalties;
- c. discuss with you your objectives and how they should best be achieved;
- d. provide you with information about the work to be done, who will do it and the way the services will be provided;
- e. charge you a fee that is fair and reasonable and let you know how and when you will be billed;
- f. give you clear information and advice;
- g. protect your privacy and ensure appropriate confidentiality;
- h. treat you fairly, respectfully, and without discrimination;
- i. keep you informed about the work being done and advise you when it is completed;
- j. let you know how to make a complaint and deal with any complaint promptly and fairly.

The obligations lawyers owe to clients are described in the Rules of Conduct and Client Care for Lawyers. Those obligations are subject to overriding duties, including duties to the courts and to the justice system.

If you have any questions, please visit:

www.lawsociety.org.nz or call 0800 261 801.

Document No: A441515

Report To: Council



Meeting Date: 25 February 2020

Subject: Waitomo Sister City Committee – Review of Service Delivery

Type: Decision Required

Purpose of Report

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

Background

- 2.1 On 22 March 1994 the Council established a Waitomo Sister City Committee (WSCC). At that time, the WSCC comprised of the Mayor, the Chief Executive, Customer Services Executive and such members of the public as may from time to time be agreed.
- 2.2 At the same Council meeting a Terms of Reference for the WSCC was adopted as follows:

Terms of Reference (Approved by Council 22.3.94 Min No. 99/94)

- To develop and maintain a meaningful and beneficial sister city relationship with Tatsuno in Japan.
- To prepare a sister city agreement outlining the respective responsibilities and obligations of the Waitomo District Council and the Tatsuno Town Council for consideration.

- To prepare an annual budget setting out the desired initiatives and expenditures for the consideration of the Waitomo District Council.
- To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
- To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
- To prepare the details of desired points of contact or exchanges with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.

- 2.3 A Sister City relationship was formed on 30 March 1995 with the signing of a formal Agreement by Waitomo District Council (WDC) and the Tatsuno Township on behalf of their communities. The Agreement was later signed in Tatsuno on the 26 April 1995. This Agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.4 The relationship with the Tatsuno International Association has been led by the WSCC on which both WDC staff and Elected Members of different appointments have historically sat.
- 2.5 There have been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.6 In 2017 guideline documents were developed to support the Waitomo Sister City Committee, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township.
- 2.7 The documents were reviewed and considered by the Committee and subsequently the Waitomo Sister City Guidelines and the Committee Terms of Reference were adopted by Council at its 31 October 2017 meeting.

2.8 WAITOMO SISTER CITY COMMITTEE – REQUEST TO REVIEW DELIVERY MODEL

- 2.9 At its meeting of 31 July 2018, Council considered a business paper presenting a written request from the Chairperson of the WSCC for Council to consider a review of the Waitomo Sister City relationship delivery model.
- 2.10 The WSCC proposed the establishment of a stand-alone entity and suggested an Incorporated Society, or similar appropriate entity.
- 2.11 The written request noted WDC continuing to play an important role as a funder and member on the Committee.
- 2.12 Consideration to re-purpose WDC's Sister City annual operational budget to support an annual grant was also proposed. It was noted the WSCC would endeavour to source additional funds from third parties and that the annual WDC grant could be carried over to subsequent years if unspent.

- 2.13 The letter advised the intent of the WSCC is to be in a position where it can offer students in the District the experience of a cultural exchange on a more regular basis.
- 2.14 The WSCC considered the concept of a stand-alone entity with the ability to support enhanced cultural exchange experiences through annual grants and funding opportunities would help considerably with achieving the WSCC's goals.
- 2.15 Following the request from the WSCC to establish an independent entity to deliver the Sister City relationship service, Council agreed to include a project in the 2018-2028 Road Map Work Programme to investigate future delivery options.
- 2.16 A review was subsequently undertaken with three options identified, as follows:
- **Option 1:** Business as Usual – do nothing.
 - **Option 2:** Form an Incorporated Society (**Society**) (incorporated under the Incorporated Societies Act 1908).
 - **Option 3:** Register as a Charitable Trust (**Trust**) (incorporated under the Charitable Trusts Act 1957).
- 2.17 At its meeting of 27 November 2018 Council considered a business paper on the review of the WSCC relationship delivery and resolved:
- Council support the disestablishment of the Waitomo Sister City Committee upon the successful establishment of a Sister City Incorporated Society.*
- Council approve the re-purposing of the Sister City annual budget to a Triennial Grant for the period 1 July 2018 – 30 June 2021 upon the successful establishment of a Sister City Incorporated Society.*
- 2.18 The WSCC were notified of Council's decision.
- 2.19 Due to a delay in formalising the Incorporated Society, the re-purposing of the 2018/2019 Sister City budget to a Triennial Grant did not occur. A business paper was presented to the Audit and Risk Committee at the 13 August 2019 meeting advising of the delay and confirming Sister City expenditure for 2018/2019 financial year was allocated by WDC through the Sister City 2018/2019 annual budget.
- 2.20 The business paper advised WDC was awaiting formal notification of the incorporation of the Society together with a Triennial Grant Application for Years 2 and 3 of the current triennium.
- 2.21 It was noted in the business paper that the Triennial Grant Application would fall outside WDC's Triennial Grant criteria of aligning with WDC's Long Term Plan cycle. It was further noted that the Grant Application would be an outlier in that Council would not be granting new expenditure. Council would be re-purposing Sister City relationship funds already budgeted for and therefore the process would not serve any precedent for accepting Triennial Grant applications out of cycle.

Commentary

3.1 WAITOMO SISTER CITY INCORPORATED

- 3.2 Council's intent, as resolved at the 27 November 2018 Council meeting, was to:
1. Support the disestablishment of the Waitomo Sister City Committee upon the successful establishment of an Incorporated Society, and
 2. To re-purpose WDC's Sister City annual operational budget to support a Triennial Grant upon formal notification of the establishment of an Incorporated Society.
- 3.3 On 20 August 2019 a letter was received from the Waitomo District Sister City Committee confirming formal incorporation of Waitomo Sister City Incorporated. A copy of the Certificate of Incorporation, Application to Incorporate and the Rules of the Society were provided.
- 3.4 Upon receipt of the "Application to Incorporate" it was noted that three elected members of the Council had become members of the Society in their own right. This, coupled with the resignation of Councillor Terry Davey resulted in an inability to provide a meeting quorum to consider the out of round Triennial Grant funding application.
- 3.5 The Society were therefore advised consideration of the funding application would be undertaken by the new Council following the October 2019 local body elections.
- 3.6 Attached to and forming part of this business paper is a copy of the Waitomo Sister City Incorporated Certificate of Incorporation, Application to Incorporate, Rules of the Society and draft Memorandum of Understanding between Waitomo District Council and Waitomo Sister City Incorporated. Also attached is a Community Development Fund Triennial Grant Fund Application.

3.7 WAITOMO SISTER CITY INCORPORATED MANAGING COMMITTEE

- 3.8 As per Clauses 4.3 and 4.4 of the attached Rules of Waitomo Sister City Incorporated, the Society requires the Mayor and two elected Councillors to be Committee Members of the Society.
- 3.9 At the 26 November 2019 meeting, Council considered a business paper presenting details of elected member roles and responsibilities including the appointment to Committees. It was noted in this business paper that service delivery arrangements for the Sister City activity was under review and therefore no appointments were confirmed.
- 3.10 Council's confirmation of representative appointments to the Society's Managing Committee is required.
- 3.11 In considering representation, it would be prudent for Council to take into consideration that Councillors New and Whitaker have chosen to become members of the Society in their own right. Council may wish to consider appointing these two members as eligible Council representatives to the Waitomo Sister City Incorporated Committee.

3.12 It is noted that an Incorporated Society cannot dictate the Council's final form of any representation arrangement. Should Council not agree to appoint the Mayor and/or two Councillors to the Committee (be that Councillor New and Whitaker, or any other Councillor) then the Society will need to make amendments to their Rules.

3.13 FINANCIAL CONSIDERATIONS

3.14 Council's resolution of 27 November 2018 was to re-purpose the annual operational Sister City budget to support a Triennial Grant application, upon formal notification of the establishment of an Incorporated Society.

3.15 Attached to and forming part of the business paper is a Triennial Grant Application received from the Waitomo Sister City Incorporated Society requesting an annual grant of \$6,800.00. As outlined above, the Grant Application is out of round and applies to Years 2 and 3 of the current triennium.

3.16 The Sister City annual operational budget is \$6,000.00. There has been no expenditure applied within the current financial year.

3.17 Traditionally, an annual donation is received from Tatsuno in March of each year to support delegation visits. The value of the annual donation over the past three years has ranged between \$1,500.00 and \$2,000.00. To date, a donation has not been received within the current financial year.

3.18 The draft MoU, as attached, states the recipient of the annual Tatsuno donation, where applicable, will be the Waitomo Sister City Society (as the Society is responsible for arranging and paying for all expenses associated with delegation visits). The MoU also states the Society will maintain the New Zealand Sister City Association Fee (\$300.00 - last renewed on 20 January 2019).

3.19 Council's feedback in regard to the draft MoU is required.

3.20 Council's consideration as to the value of the annual triennial grant pertaining to Years 2 and 3 of the current triennium is required.

3.21 CONFLICTS OF INTEREST / MEETING QUORUM

3.22 As Councillors New and Whitaker are members of the Society in their own right, they have a conflict of interest in respect to the consideration of any Triennial Grant application from the Society or the consideration of any Memorandum of Understanding and therefore are advised to leave the meeting while these issues are under consideration.

Considerations

4.1 RISK

4.2 There is no identified risk in Council confirming its support of a new delivery arrangement for the Waitomo Sister City relationship provided the necessary mitigation measures are adhered to relating to the identified elected member conflicts of interest.

4.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES

4.4 The consideration of the proposal received from Waitomo Sister City Incorporated is undertaken in accordance with Council's existing plans and policies.

4.5 SIGNIFICANCE AND COMMUNITY VIEWS

4.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

Suggested Resolutions

1. The business paper Waitomo Sister City Committee – Review of Service Delivery be received.
2. In line with its resolution of 27 November 2018, Council confirm the disestablishment of the Waitomo Sister City Committee and the re-purposing of the 2019/2020 and 2020/2021 Sister City annual operational budget to support the making of a Triennial Grant for Years 2 (2019/2020) and 3 (2020/2021) of the current Long Term Plan cycle.
3. Council confirm the value of the Triennial Grant for Years 2 (2019/2020) and 3 (2020/2021) of the current Long Term Plan cycle, \$_____.
4. Council appoint/not appoint the following elected members to the Waitomo Sister City Managing Committee:
 1. _____
 2. _____
 3. _____
5. Council adopt/not adopt the draft Memorandum of Understanding between Waitomo District Council and Waitomo Sister City Incorporated.

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

February 2020

- Attachments:
1. Waitomo Sister City Incorporated - Certificate of Incorporation
 2. Application to Incorporate and Rules of Waitomo Sister City Incorporated
 3. Triennial Grants Fund Application
 4. Draft Memorandum of Understanding



CERTIFICATE OF INCORPORATION

WAITOMO SISTER CITY INCORPORATED

2740552

WAITOMO SISTER CITY INCORPORATED is incorporated under the Incorporated Societies Act 1908 this 17th day of July 2019.

A handwritten signature in black ink, appearing to read "D. H. H.", positioned above the title of the Registrar.

Registrar of Incorporated Societies





ion 7)
ovt.nz

Application to Incorporate

10065181373

Name

WAITOMO SISTER CITY INCORPORATED

- The society's name must end with the word Incorporated
- The name cannot be the same as any other society, company or organisation - check existing society and company names for free by doing a Register Search online at www.societies.govt.nz and www.companies.govt.nz

Address for Registered Office

This address must be a physical address
e.g. 6 Anywhere Street,
Somewhereville

Address: Waitomo Sister City Incorporated,
Waitomo District Council
Queen St
Te Kuiti

Email Address for Communication

The Registrar may contact the society
by email. This email address will
not be publicly available.

[Redacted]

Address for Communication

Postal Address (e.g. P O Box) to which
Communications from the Registrar
may be sent.

Address: Waitomo Sister City Incorporated
Waitomo District Council
P.O BOX 404
Te Kuiti 3941

Contact Person Details (optional)

This will allow the Registrar to have
a direct contact person for your
society. The email address will not
be publicly available.

Name: Janis Mac Donald, Position Held: Chairperson
Address: 137 Gadsby Rd.
RDS, Te Kuiti 3985

[Redacted]

The society's annual general meeting will usually be held in AUGUST (month)

Checklist before filing:

- Have you checked that the society's name is available by conducting a Register Search at www.societies.govt.nz?
- Has the application form been signed by 15 members of the society?
- Have all the signatures been witnessed by someone who isn't one of the 15 members signing the form?
- Is a copy of the society's endorsed rules attached to the application?
- Is the fee of \$100.00 included? (Cheques should be made payable to Ministry of Economic Development)
- Has an officer of the society or a solicitor completed the attached certification?

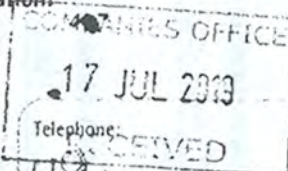
Your Contact
Details

Name and Postal Address:

[Redacted contact details box]

Other Details:

Telephone:
17 JUL 2019
Email:



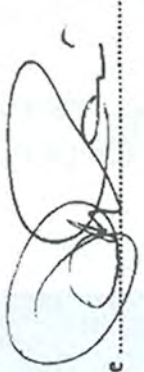
Post To

Incorporated Societies Register
Companies Office
Private Bag 92061
Victoria Street West, Auckland 1142

Name of Incorporated Society Waitomo Sister City Incorporated.

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

Dated 13.12.18


Signature


Option 1 Witnessed by (to be completed if there is only one witness for all members signatures):

Name Cloudy Ngatai Address 51 William Street Signature


Option 2 Members 1-7 (N.B. Members 8-15 are continued on the next page)

1 Name Athole Brien Hana Signature 

Address 160 TATE ROAD, R.D.2, TE KUITI

2 Name Andrea Mae Hanna Signature 


Address 160 TATE ROAD, R.D.2, TE KUITI

3 Name Cheryl Randle Signature 


Address 1276 Rangitoto Road, RD2, Te Kuiti 3982

4 Name Marilyn Mackinder Signature 

Address 200 Hangaiki East Rd RD6 Te Kuiti 3986

5 Name Jenny Crown Signature 

Address 7 Tawhana Street Te Kuiti 3910

6 Name Dwayne O'Carroll Signature 

Address 7 Tawhana Street, Te Kuiti

7 Name Janene New Signature 

Address 75 Anakiro Rd, Te Kuiti

Witnessed by (to be completed if there is more than one witness)
1 Name _____ Signature

Address _____

2 Name _____ Signature

Address _____

3 Name _____ Signature

Address _____

4 Name _____ Signature

Address _____

5 Name _____ Signature

Address _____

6 Name _____ Signature

Address _____

7 Name _____ Signature

Address _____

Name of Incorporated Society _____

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.

Dated _____

Option 2 Members 8-15 (continued from previous page)

8 Name Janis Mac Donald Signature [Signature]
Address 137 Gadsby Rd RD 5 Tekuiti 3985

9 Name Phillip New Signature [Signature]
Address 75 Anakiro Rd, Tekuiti

10 Name Guy Whitaker Signature [Signature]
Address 15 Liverpool St, Te Kuiti

11 Name Ross Mac Donald Signature [Signature]
Address 137 Gadsby Road, Te Kuiti

12 Name Donna Macdonald Signature [Signature]
Address 78 Auahi Nona Rd Porio

13 Name Nicky Whitaker Signature [Signature]
Address 15 Liverpool St, Tekuiti

14 Name Dionette Cannon Signature [Signature]
Address 4 Waterford Tekuiti

15 Name Lynette Crown Signature [Signature]
Address 6 Taohana Street, Te Kuiti 3910

Witnessed by (to be completed if there is more than one witness)

8 Name _____ Signature _____
Address _____

9 Name _____ Signature _____
Address _____

10 Name _____ Signature _____
Address _____

11 Name Sam Soobe Signature [Signature]
Address Queen St Te Kuiti

12 Name _____ Signature _____
Address _____

13 Name _____ Signature _____
Address _____

14 Name _____ Signature _____
Address _____

15 Name _____ Signature _____
Address _____



Incorporated Society Application to Incorporate - Certificate

Society's Name

WAITOMO SISTER CITY INCORPORATED

I certify that the rules that are endorsed with this application have been approved by a majority of the members of the society.

Name

JANIS ELIZABETH MACDONALD

Position

CHAIRPERSON

Signature

Date

16 July 2019

The certificate must be completed by an officer of or solicitor for the society who should also sign the first page of the rules that are being submitted.

Note: Section 6 of the Incorporated Societies Act 1908 requires a society's rules to include the following:

- The name of the society (ending with the word Incorporated)
- The objects for which the society is established
- How people become members of the society and cease being members of the society
- How meetings of the society will be called and held and how voting will take place
- How officers of the society will be appointed
- Control and use of the common seal
- How the society's funds will be controlled and invested
- The powers (if any) that the society has to borrow money
- How any property of the society will be distributed in the event of the society being wound up
- How the rules of the society can be altered.

Your Contact Details

Name and Postal Address:

[Empty box for Name and Postal Address]

Other Details

COMPANIES OFFICE
17 JUL 2019
RECEIVED

Telephone:

Email:

Post To

Incorporated Societies Register
Companies Office
Private Bag 92061
Victoria Street West, Auckland 1142

Rules
of Waitomo Sister City Incorporated

The Society

1.0 Name

1.1 The name of the society is Waitomo Sister City Incorporated ("the Society").

1.2 The Society is constituted by resolution dated 13 December 2018

2.0 Registered Office

2.1 The Registered Office of the Society is at Queen Street, Te Kuiti.

3.0 Purposes of Society

3.1 The purposes of the Society are to:

- a. To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno
- b. To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno
- c. To prepare the details of desired points of contact with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
- d. Facilitate the meaningful and supportive relationship between the Waitomo District Council, Waitomo Community and local Waitomo District schools
- e. Assist in developing any standards, rules, policies, or procedures relating to the enhancement of the Sister City relationship held with Tatsuno International Association.

3.2 Pecuniary gain is not a purpose of the Society.

MANAGEMENT OF THE SOCIETY

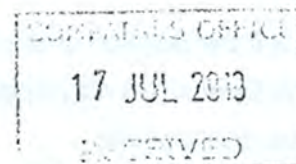
4.0 Managing Committee

4.1 The Society shall have a managing committee ("the Committee"), comprising the following persons:

- a. The Chairperson
- b. The Secretary/Treasurer
- c. Such other Members as the Society shall decide.
- d. At least three Committee Members, in addition to the Officers

4.2 Only Members of the Society may be Committee Members.

4.3 The Mayor of Waitomo District Council will be one of the Committee Members.



4.4 Two elected councillors will be Committee Members.

5.0 Appointment of Committee Members

5.1 At a Society Meeting, the Members may decide by majority vote:

- a. How large the Committee will be;
- b. Who shall be the Chairperson
- c. Who shall be the Secretary/treasurer
- d. How long each person will be a Committee Member ("the Term").

6.0 Cessation of Committee Membership

6.1 Persons cease to be Committee Members when:

- a. They resign by giving written notice to the Committee.
- b. They are removed by majority vote of the Society at a Society Meeting.
- c. Their Term expires.

6.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Society documents and property.

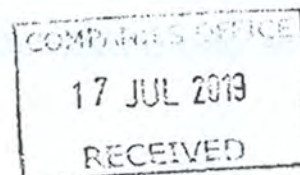
7.0 Nomination of Committee Members

7.1 Nominations for members of the Committee shall be called for at the Annual General Meeting. Each candidate shall be proposed and seconded by Members present at the Annual General Meeting or in writing delivered to the Secretary/ Treasurer before commencement of the Annual General Meeting.

7.2 If the position of any Officer becomes vacant between Annual General Meetings, the Committee may appoint another Committee Member to fill that vacancy until the next Annual General Meeting.

7.3 If the position of any Committee Member becomes vacant between Annual General Meetings, the Committee may appoint another Society Member to fill that vacancy until the next Annual General Meeting.

7.4 If any Committee Member is absent from three consecutive meetings without leave of absence the Chairperson may declare that person's position to be vacant.



8.0 Role of the Committee

8.1 Subject to the rules of the Society ("The Rules"), the role of the Committee is to:

- a. Administer, manage, and control the Society;
- b. Carry out the purposes of the Society, and Use Money or Other Assets to do that;
- c. Manage the Society's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;
- d. Set accounting policies in line with generally accepted accounting practice
- e. Delegate responsibility and co-opt members where necessary
- f. Ensure that all Members follow the Rules;
- g. Decide how a person becomes a Member, and how a person stops being a Member;
- h. Decide the times and dates for Meetings, and set the agenda for Meetings;
- i. Make regulations.

8.2 The Committee has all of the powers of the Society, unless the Committee's power is limited by these Rules, or by a majority decision of the Society.

8.3 All decisions of the Committee shall be by a majority vote. In the event of an equal vote, the Chairperson shall have a casting vote, that is, a second vote.

8.4 Decisions of the Committee bind the Society, unless the Committee's power is limited by these Rules or by a majority decision of the Society.

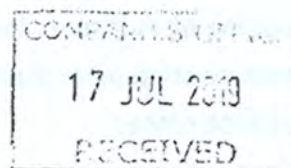
9.0 Roles of Committee Members

9.1 The Chairperson is responsible for:

- a. Ensuring that the Rules are followed;
- b. Convening Meetings and establishing whether or not a quorum (half of the Committee) is present;
- c. Chairing Meetings, deciding who may speak and when;
- d. Overseeing the operation of the Society;
- e. Providing a report on the operations of the Society at each Annual General Meeting.

9.2 The Secretary/ Treasurer is responsible for:

- a. Recording the minutes of Meetings;
- b. Keeping the Register of Members;



- c. Holding the Society's records, documents, and books
- d. Receiving and replying to correspondence as required by the Committee;
- e. Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting.
- f. Advising the Registrar of Incorporated Societies of any rule changes;
- g. Keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained;
- h. Preparing annual financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with the Societies' accounting policies (see 8.1.d).
- i. Providing a financial report at each Annual General Meeting;
- j. Providing financial information to the Committee as the Committee determines.

10.0 Committee Meetings

10.1 Committee meetings may be held via video or telephone conference, or other formats as the Committee may decide;

10.2 No Committee Meeting may be held unless more than half of the Committee Members attend;

10.3 The Chairperson shall chair Committee Meetings, or if the Chairperson is absent, the Committee shall elect a Committee Member to chair that meeting;

10.4 Decisions of the Committee shall be by majority vote;

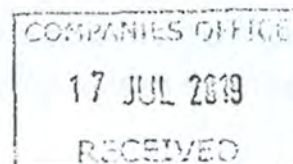
10.5 The Chairperson or person acting as Chairperson has a casting vote, that is, a second vote;

10.6 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.

10.7 Subject to these Rules, the Committee may regulate its own practices;

10.8 The Chairperson or his nominee shall adjourn the meeting if necessary.

10.9 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chairperson of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chairperson may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.



Society membership

11.0 Types of Members

11.1 Members have the rights and responsibilities set out in these Rules.

12.0 Admission of Members

12.1 To become a Member, a person ("the Applicant") must:

- a. Supply any information should the Committee require it.

12.3 The Committee shall have complete discretion when it decides whether or not to allow the Applicant become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.

13.0 The Register of Members

13.1 The Secretary/ Treasurer shall keep a register of Members ("the Register"), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members.

13.2 If a Member's contact details change, that Member shall give the new postal or email address or telephone number to the Secretary.

13.3 Each Member shall provide such other details as the Committee requires.

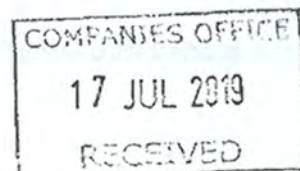
13.4 Members shall have reasonable access to the Register of Members.

14.0 Cessation of Membership

14.1 Any Member may resign by giving written notice to the Secretary / Treasurer.

14.2 Membership terminated in the following way:

- a. If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice"). The Committee's Notice must:



- i. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;
 - ii. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.
 - iii. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
 - iv. State that if the Committee terminates the Member's Membership, the Member may appeal to the Society.
- b. Fourteen days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.
- c. If the Member gives the Member's Notice to the Secretary/ Treasurer, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary/ Treasurer to give the Member's Explanation to every other Member within 7 days of the Secretary/ Treasurer receiving the Member's Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Society Meeting.
- d. When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.
- e. The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision will be final.

15.0 Obligations of Members

15.1 All Members (and Committee Members) shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute.

Money and other assets of the society

16.0 Use of Money and Other Assets

16.1 The Society may only Use Money and Other Assets if:

- a. It is for a purpose of the Society;
- b. It is not for the sole personal or individual benefit of any Member; and
- c. That Use has been approved by either the Committee or by majority vote of the Society.

17.0 Joining Fees, Subscriptions and Levies

17.1 There are no joining fees or subscriptions.

18.0 Additional Powers

18.1 The Society may:

- a. Employ people for the purposes of the Society;
- b. Exercise any power a trustee might exercise;
- c. Invest in any investment that a trustee might invest in;
- d. Borrow money and provide security for that if authorised by Majority vote at any Society Meeting.

19.0 Financial Year

19.1 The financial year of the Society begins on 1 July of every year and ends on 30 June of the next year.

20.0 Assurance on the Financial Statements

20.1 The Society shall appoint a Reviewer from the Waitomo District Council Corporate Services team to review the annual financial statements of the Society ("the Reviewer"). The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Society's accounting policies. The Reviewer must be a suitably qualified person, and must not be a member of the Committee, or an employee of the Society. If the Society appoints a Reviewer who is unable to act for some reason, the Committee shall appoint another Reviewer as a replacement.

The Committee is responsible to provide the Reviewer with:

- a. Access to all information of which the Committee is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters

- b. Additional information that the Reviewer may request from the Committee for the purpose of the review; and
- c. Reasonable access to persons within the Society from whom the reviewer determines it necessary to obtain evidence.

Conduct of meetings

21.0 Society Meetings

21.1 A Society Meeting is either an Annual General Meeting, or a Special General Meeting.

21.2 The Annual General Meeting shall be held once every year no later than five months after the Society's balance date. The Committee shall determine when and where the Society shall meet within those dates.

21.3 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary/ Treasurer receives a written request signed by at least 10% of the Members.

21.4 The Secretary/ Treasurer shall:

- a. Give all Members at least 14 days Written Notice of the business to be conducted at any Society Meeting
- b. Additionally, the Secretary/ Treasurer will provide, appropriate:
 - i. A copy of the Chairperson's Report on the Society's operations and of the Annual Financial Statements as approved by the Committee,
 - ii. Notice of any motions and the Committee's recommendations about those motions.
 - iii. If the Secretary/ Treasurer has sent a notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.

21.5 All Members may attend and vote at Society Meetings.

21.6 No Society Meeting may be held unless at least 50 % of eligible Members attend. (This will constitute a quorum.)

21.7 All Society Meetings shall be Chaired by the Chairperson. If the Chairperson is absent, the Society shall elect another Committee Member to Chair that meeting. Any person Chairing a Society Meeting has a casting vote.

21.8 On any given motion at a Society Meeting, the Chairperson shall in good faith determine whether to vote by:

- a. Voices;
- b. Show of hands; or
- c. Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chairperson will have a casting, that is, second vote.

21.9 The business of an Annual General Meeting shall be:

- a. Receiving any minutes of the previous Society's Meeting(s);
- b. The Chairperson's report on the business of the Society;
- c. The Treasurer's report on the finances of the Society, and the Annual Financial Statements;
- d. Election of Committee Members;
- e. Motions to be considered;
- f. General business.

21.10 The Chairperson or his nominee shall adjourn the meeting if necessary.

21.11 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chairperson of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chairperson may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

22.0 Motions at Society Meetings

22.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Society Meeting. The Member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Society will vote on the motion.

23.0 Common seal

23.1 The Committee shall provide a common seal for the Society and may from time to time replace it with a new one.

23.2 The Secretary shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the Chairperson and countersigned by the Secretary/treasurer or a member of the Committee

Altering the rules

24.0 Altering the Rules

24.1 The Society may alter or replace these Rules at a Society Meeting by a resolution passed by a two-thirds majority of those Members present and voting.

24.2 Any proposed motion to amend or replace these Rules shall be signed by at least 50 % of eligible Members and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

24.3 At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary/ Treasurer shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.

24.4 When a Rule change is approved by a General Meeting no Rule change shall take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.

Bylaws

25.0 Bylaws to govern the Society

25.1 The Committee may from time-to-time make, alter or rescind bylaws for the general management of the society, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on members of the Society. A copy of the bylaws for the time being, shall be available for inspection by any member on request to the Secretary.

Winding up

26.0 Winding up

26.1 If the Society is wound up:

- a. The Society's debts, costs and liabilities shall be paid;
- b. Surplus Money and Other Assets of the Society may be disposed of:
 - i. By resolution; or
 - ii. According to the provisions in the Incorporated Societies Act 1908; but

- c. No distribution may be made to any Member;
- d. The surplus Money and Other Assets shall be distributed to the Waitomo District Council for the purposes of promoting international relationships.

Definitions

27.0 Definitions and Miscellaneous matters

27.1 In these Rules:

- a. "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- b. "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Society.
- c. "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- d. "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.
- e. "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.
- f. It is assumed that
 - i. Where a masculine is used, the feminine is included
 - ii. Where the singular is used, plural forms of the noun are also inferred
 - iii. Headings are a matter of reference and not a part of the rules
- g. Matters not covered in these rules shall be decided upon by the Committee.

- c. No distribution may be made to any Member.
- d. The surplus money and Other Assets shall be distributed to the Wyoming District Council for the purposes of promoting fraternal relationships.

Definitions

27.9 Definitions and Miscellaneous Matters

27.1 In these Rules

- a. "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- b. "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled in any extent by the Society.
- c. "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- d. "The Money or Other Assets" means to use, handle, invest, transfer, give, deposit, borrow, borrow of, or in any other way deal with Money or Other Assets.
- e. "Written Notice" means communication by post, electronic means (including email and website posting) or advertisement in newspapers or a combination of those methods. It is assumed that:
 - i. Where a resolution is read, the notice is included.
 - ii. Where the notice is read, printed form of the notice was also printed.
 - iii. Headings are a matter of reference and not a part of the text.
- f. Matters not covered in these rules shall be decided upon by the Committee.



**Community Development Fund
Triennial Grants Fund Application**

1. About your Organisation

Full Name

Postal Address

Physical Location

Contact Numbers

Phone Mobile Fax

Email

GST Number

Legal Status

Trust Formally Constituted Society

Incorporated Society Informal Group or Committee

Other (Please Describe)

Years of Operation

Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- Culture and Recreation
- Environmental and Animal Protection
- International Organisations, Aid and Relief
- Education and Research
- Development and Housing
- Religious Congregations and Associations
- Health
- Civic and Advocacy Groups
- Not elsewhere classified
- Social Services and Emergency Relief
- Philanthropic Organisation, Aid and Relief

Purpose

What is the organisations main purpose and objectives?

The purposes of the Society are to:

- a. To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno
- b. To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno
- c. To prepare the details of desired points of contact with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
- d. Facilitate the meaningful and supportive relationship between the Waitomo District Council, Waitomo Community and local Waitomo District schools
- e. Assist in developing any standards, rules, policies, or procedures relating to the enhancement of the Sister City relationship held with Tatsuno International Association.

Contact Persons

Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 6 of the application.

Name	Name
Janis MacDonald	Jenny Crown
Position	Position
Chairperson	Secretary/treasurer
Phone(day)	Phone(day)
0276967122	0211180588
Email	Email
rossandjanis@xtra.co.nz	jennyc@pukenui.school.nz

Referee Details

Name	Name
Marilyn Mackinder	Janene New
Position	Position
committee member	committee member
Phone(day)	Phone(day)
0274873983	027336061
Email	Email
docmac_chase@xtra.co.nz	philandjanene@gmail.com

Which of the following Community Categories will benefit from the project or initiative?
(Tick as many, or as few, as appropriate)

Urban
 Rural
 All of District

2. Basis of Application

Describe your Funding Needs

Please identify what the funding will be used for in the 2018-2021 triennium. Will this grant fund operational costs for a service? e.g. rates, power, phone, minor items, or will this grant fund the development of existing facilities or services?

The funding will be used to facilitate the annual hosting of incoming groups from Tatsuno, Japan. This will include travel costs to collect the delegation and from Auckland; general hospitality in the form of excursions and events including powhiri, visiting local attractions, dinner functions, and providing gifts from the Society as is the custom between the two societies.

The funding will also be used for outgoing groups that will visit Tatsuno biennially. Specifically for 2 chaperones to accompany the 8 students selected and to cover the costs of airfares, accommodation, excursions and a small contribution to costs.

In the future it is hoped that the Society, out of this fund, will be able to sponsor a student who would benefit greatly from being part of an exchange, but possibly be unable to afford the opportunity.

Note: It is expected we will apply to other funders for grants now that we are incorporated.

Community Benefit

How do you expect the Community to benefit from your organisations services over the 2018-2021 triennium?

The community will benefit from our organisation through the exchanges between Waitomo and Tatsuno. Next year we expect that we will again have a group of students come and stay in our district in March. The students will be home hosted and spend time at a nominated school and out in the community visiting a variety of attractions within the Waitomo district. This is a continuation of the exchange that will be 25 years old in 2020, and that has seen over 200 Japanese students visit the Waitomo District.

In 2021, we will again take a delegation of 8 students and 2 chaperones to visit Tatsuno. All students in year 7 and 8 from the Waitomo district can apply for this opportunity. Watching the students that travelled to Tatsuno in June of this year making the most of the opportunities they were given, enjoying the new experiences and representing the Waitomo so well was an excellent illustration of how the community will benefit in the future with the learning and experience that the students and the chaperones bring back to the Waitomo.

It was evident in our last trip to Tatsuno in June 2019 that the exposure of our reciprocal visits generates interest in the Waitomo district as a holiday destination.

The projected cost of the outbound delegation is \$4,000 comprising of chaperones, gifts to host schools, and gifts to Tatsuno governance. In the expenditure for the remaining 2 years of the triennial grant, we have illustrated this as \$2,000 per annum.

3. Community Outcomes and Funding Priorities File 2 - Page 73

The basis of this Community Development Fund Triennial Grant is to ensure recipients are undertaking projects and services that make a positive contribution to achieving the Council's Strategic Community Outcomes over the 2018-2021 triennium. Below is a list of Community Outcomes that contribute to the Community Development Group. Please identify which outcomes your organisation will contribute to over this period. (Tick as many or as few as appropriate)

Vibrant Communities

- A place where the multicultural values of all its people and, in particular, Maori heritage and culture is recognised and valued.
- A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
- A place where young people have access to education, training, and work opportunities.
- A place where young people feel valued and have opportunities for input into the decisions for the District.

Thriving Business

- A place that attracts more people who want to live, work and play, and raise a family.

Effective Leadership

- A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

4. Funding for your Services

- Please include annual funding - the level of funding requested annually over the 2018-2021 period.
- If you are GST registered please do not include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attached written estimates for verification) and not just a total figure.

Expenditure Cost of the Project	\$
inbound delegation transport	\$2000
inbound delegation - excursions	\$2500
inbound delegation - hospitality and gifts	\$1800
outbound delegation - as per Community Benefit explanation	\$2000
A Total Cost of Project/Service	\$8300

Income How do you plan to fund the project	\$
potential other funder	\$1500
B Funds for Project/Service	\$1500

Total Amount Applied for(A - B)	\$6800
--	---------------

5. Funding from other Parties File 2 - Page 74

Have you applied to, or do you intend to apply for funding from any other source for the services identified in this application?

No Yes

If Yes, please detail below:

Name of Group	\$
see note in point 2	

6. Previous Council Funding

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, previous annual grants/discretionary grants)

No Yes

If Yes, please detail below:

What was the purpose of funding?	\$
Not as a new entity	

7. Financial Accounts

Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a statement of income and expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations most recent bank statement.

Although we are a newly formed entity we previously operated as the Waitomo District Council Sister City committee, and operated within the confines of a WDC operational budget. At the end of each financial year what wasn't spent was absorbed back into the council funds. As a newly incorporated society we held our inaugural AGM on August 27, 2019 where a Chairman and Secretary/treasurer were elected. Following this AGM, a bank account has been opened and details are supplied as required.

What level of volunteer support does your organisation currently receive?

Number of volunteer workers involved?

7

Describe the work volunteers undertake

Co-ordinate and liase with schools with regard to hosting of students from Tatsuno (usually a different school from the Te Kuiti area hosts the Japanese students) this includes working out a programme/itinerary that works well for both the school and the Japanese group. Arranging excursions, transport and working with host families. Escorting the students on their excursions and organising and catering social gatherings. When adult delegations come to Te Kuiti - organising similar excursions and entertainment.
Preparing selection criteria and coordinating the application process for outgoing students, Liasing with selected students and their families to prepare them for their Japanese experience - including meeting with students for cultural and language prep and students and parents for trip updates. Make travel arrangements for whole group.
Minute taking at meetings, organising payments, corresponding with Tatsuno re inbound/outbound logistics etc

Please identify any resources supplied by volunteers

Vehicles to transport Tatsuno adults and children when visiting; office supplies;computers; catering equipment; food; entertainment venues for barbeques, farm show; gifts; 2 drivers to drive vans to transfer students/adults to and from Auckland; games equipment; translation ability.

9. Further Information



Please add any further information you may wish to provide including letters of support, strategies and business plans.

[Empty text box for further information]

10. Declaration and Consent

In making this funding application I/we declare that:

1. I/We are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. Any funding received will be used for the purpose for which it was approved.
3. If the application is successful, I/we agree to provide an accountability report to the Waitomo District Council annually for the 2018-2021 triennium period.
4. I/we also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
5. I/we agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.

Name	Janis MacDonald	Name	Jenny Crown
Signature		Signature	
Date	21. 11. 2019	Date	21. 11. 2019

11. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

Have you:

Office Use	Applicant Use
<input type="radio"/>	<input checked="" type="checkbox"/> Completed ALL sections of the application?
<input type="radio"/>	<input checked="" type="checkbox"/> Checked all figures within the application?
<input type="radio"/>	<input type="checkbox"/> Attached a copy of your Financial Report/Accounts?
<input type="radio"/>	<input checked="" type="checkbox"/> Attached Referee Details?
<input type="radio"/>	<input checked="" type="checkbox"/> Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account)
<input type="radio"/>	<input type="checkbox"/> Attached additional information - any applicable letters of support, strategies or business plans?

Please send completed applications to:

Waitomo District Council
 PO Box 404
 Te Kuiti 3941

Ph: 07 878 0800
 Fax: 07 878 7771

info@waitomo.govt.nz

MEMORANDUM OF UNDERSTANDING

Between

Waitomo District Council

and

Waitomo Sister City Incorporated

DRAFT



DRAFT

Staff Responsible	General Manager – Community Services
Created	January 2020
Reviewed	
Next Review Date	August 2021

MEMORANDUM OF UNDERSTANDING

PARTIES:

Between: **WAITOMO DISTRICT COUNCIL**, having its registered offices at Queen Street, Te Kuiti, ("WDC")

And: **WAITOMO SISTER CITY INCORPORATED** having its registered offices at Queen Street, Te Kuiti , ("Society")

Background

- A. WDC is a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- B. The Society was incorporated on 17 July 2019 under the Incorporated Societies Act 1908. The purposes of the Society are:
- To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
 - To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
 - To prepare the details of desired points of contact with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
 - Facilitate the meaningful and supportive relationship between the Waitomo District Council, Waitomo Community and local Waitomo District schools.
 - Assist in developing any standards, rules, policies, or procedures relating to the enhancement of the Sister City relationship held with Tatsuno International Association.
- C. The parties are entering into this memorandum of understanding (MOU) to record the roles and responsibilities of each party.

THE PARTIES HEREBY AGREE:

1. Understanding

- 1.1 The parties agree to:
- (a) support each other to deliver the outcomes of the Society;
 - (b) be open, honest and constructive in all dealings with each other and to act in good faith at all times;
 - (c) meet on a regular basis to keep their organisations, and the members of the other party, advised of issues that may affect one party as a result of the activities by the other – the principle of "no surprises";
 - (d) act in good faith in meeting their responsibilities under this MOU and in resolving any differences away from public attention;

- (e) resolve issues as they arise in a manner that maintains the integrity, professionalism and statutory accountabilities of each party; and
- (f) optimise the value and benefit delivered to the Waitomo District by the investment of ratepayer funds.

2. Obligations of Waitomo Sister City Incorporated Society

2.1 In order to achieve its objectives the Society agrees to:

- (a) act voluntarily to foster and encourage exchanges of people and culture at a people to people level through existing sister city relationships, in line with the Tatsuno/Waitomo 1995 signed agreement;
- (b) maintain and foster a meaningful and beneficial Sister City relationship with Tatsuno;
- (c) maintain a relationship with Sister Cities New Zealand Incorporated and fund the annual membership fee;
- (d) ensure any donation received from Tatsuno to support the costs of delegations is appropriately applied to foster the relationship;
- (e) ensure available resources are used to encourage as wide as possible involvement and activities by the community;
- (f) hold Society meetings, as required whereby proposed activities being undertaken by the Society are discussed, agreed and acted upon. Minutes of those meetings will be provided to WDC by the Society;
- (g) assist in developing any standards, rules, policies, or procedures relating to the enhancement of the Sister City relationship held with the Tatsuno International Association;
- (h) encourage youth activity aimed at community and international friendship;
- (i) disseminate information gathered from local and international sources; and
- (j) be responsible for facilitating and arranging an exchange program and home stay with a host school annually, which will include:
 - (i) appointing a coordinator who accepts responsibility for the organisation of the exchange programme;
 - (ii) providing sufficient funds and resourcing to facilitate the exchange programme from the time the students arrive and depart from the school;
 - (iii) arranging the provision of returning transport from Auckland to the host school;
 - (iv) maintaining communications with the host school and WDC throughout the student exchange;
 - (v) supporting the exchange as and where appropriate, i.e. the use of school vehicles and transport, hosting powhiri, host family and visiting group dinner, visiting local attractions;
 - (vi) funding the return transportation from Auckland to the hosting school;
 - (vii) providing the host pairings for the exchange of the Tatsuno students;
 - (viii) providing a gift that is significant to the Waitomo District for the visiting students;
 - (xi) facilitating the pairing of schools with the intended Tatsuno visiting group;
 - (xii) ensuring that the host school has a designated representative on the Society for at least one meeting prior to, and for one meeting post-exchange visit.

2.2 The Society also agrees to:

- (a) achieve the objectives:
 - (i) in accordance with the terms of this MOU;
 - (ii) with all due care, skill, promptness and diligence;
 - (iii) in a professional and timely manner;
- (b) comply with all laws and regulations relevant to the objectives.

3. Obligations of Waitomo District Council

3.1 WDC agrees to:

- (a) provide a meeting room, free of charge, in which the Society can hold their meetings;
- (b) support communications between the Society, WDC and the Tatsuno Township representative;
- (c) maintain and provide the upkeep of the Japanese Garden;
- (d) arrange an introduction meeting for visiting students with his worship the Mayor;
- (e) provide funding by way of a WDC Triennial Grant, as approved by Council, for the period 01 July 2019 to 30 June 2021, subject to the valid incorporation of the Society under the Incorporated Societies Act 1908.
- (f) forward any donation received from Tatsuno in support of exchange delegations to Waitomo Sister City Incorporated

4. Funding Contribution

- 4.1 The triennial grant contributions are payable annually in advance and the Society will invoice WDC. WDC will pay upon receipt of the invoiced amount.
- 4.2 Funding referred to in this MOU will be payable in New Zealand Dollars; and are exclusive of GST where applicable.

5. Confidentiality

- 5.1 The parties agree that any discussions held in the context of this MOU shall remain confidential between the parties except as agreed for the purposes of communication as outlined in clause 6 below, or for the purposes of reporting back to those they represent.
- 5.2 The restrictions in this clause 5 do not apply where disclosure is required by law or by a government agency or governmental authority. The Society acknowledges that WDC is subject to the Local Government Official Information and Meetings Act 1987, the Privacy Act 1993 and the Public Records Act 2005 (collectively the "Acts"); and this MOU, and the Society is likely to be subject to the Acts.

6. Communications

- 6.1 Communication on all matters relating to this MOU, to performance and to activities undertaken in terms thereof, will be made via the following representatives:

For WDC

Name:

Position:

Email:

Phone:

For the Society

Name:

Position:

Email:

Phone:

- 6.2 All official information requests received that relate to this MOU is to be forwarded to WDC to address and respond pursuant to the Local Government Official Information and Meetings Act 1987.

7. Term of MOU

- 7.1 The term of this MOU will continue until terminated by either party, and will be reviewed every two (2) years.

8. Liability

- 8.1 Neither party shall be liable to the other for any costs, liability, damages, loss, claims or proceedings of whatever nature arising out of this MOU and neither party shall be liable to the other for any loss of profit, loss of business or consequential loss of that party, howsoever caused.
- 8.2 The parties also agree that it is not the intention for any of the Terms and Conditions of this MOU to be legally binding on either or both parties.

9 Disputes

- 9.1 If a dispute arising out of this MOU occurs between the parties, then the parties will in good faith try to resolve that dispute. This process may also include mediation.
- 9.2 If the dispute is not resolved within twenty (20) working days from the date the dispute was advised in writing, then the dispute shall be referred to arbitration in accordance with the Arbitration Act 1996.

10 General

- 10.1 No party will have authority to act in the name or on behalf of or otherwise to bind the other in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 10.2 The parties do not intend for this MOU to create a legally enforceable agreement.

Signed by **WAITOMO DISTRICT COUNCIL**

Signed by **WAITOMO SISTER CITY
INCORPORATED**

Signature

Signature

Name of authorised signatory

Name of authorised signatory


Position

Position

Date

Date

DRAFT

Document No: A460446	
Report To: Council	
	Date: 25 February 2020
	Subject: Vibrant Safe Waitomo Regional Coalition – Amended Terms of Reference
	Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the amended Vibrant Safe Waitomo (VSW) Regional Coalition Terms of Reference (ToR).

Background

- 2.1 At the VSW Regional Coalition meeting held 7 February 2019 the Vibrant Safe Waitomo Regional Coalition adopted the ToR.
- 2.2 Following the Local Body Elections the ToR required an amendment to reflect the change to the VSW Regional Coalition Chair.
- 2.3 The VSW Regional Coalition adopted the amended ToR at its meeting on 6 December 2019.

Commentary

- 3.1 For Councils information a copy of the amended Vibrant Safe Waitomo Regional Coalition Terms of Reference is attached to and forms part of this business paper.

Suggested Resolution

The business paper on Vibrant Safe Waitomo Regional Coalition – Amended Terms of Reference be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

Attachment: 1. VSW Regional Coalition Terms of Reference

Vibrant Safe Waitomo Regional Coalition

Terms of Reference

Purpose

Achieving community safety involves building strong, cohesive, vibrant and participating communities. A safe community is one in which all sectors of the community work together to promote safety. This includes forming partnerships, managing risks, educating and informing and increasing overall safety in the community.

Vibrant Safe Waitomo aims to improve the quality of life of the Waitomo community and visitors to the district through its actions.

The purpose of the Regional Coalition is to enable a cross disciplinary approach to delivering increased positive safety outcomes for those that live and work within our communities.

The Regional Coalition will achieve this through ongoing leadership and governance of Vibrant Safe Waitomo to ensure a coordinated approach is taken in the delivery of services and contracts within our communities.

Vision

To create safe and vibrant communities where people want to live, work and do business.

Mission

To initiate valued and meaningful partnerships with those that have a vested interest in our communities and increase positive outcomes for those that live and work within its bounds.

Values

- 1) Transparency of systems and processes
- 2) Strong leadership
- 3) Joined up - collaborative approach
- 4) People focused - respectful and holistic
- 5) Community focused
- 6) Sustainable approach to delivery

Scope

Priority sectors that support the promotion of safety in order to reduce harm and injury include, but are not limited to:

- 1) Drug and Alcohol Programmes
- 2) Workplace Safety
- 3) Crime Prevention
- 4) Education and Employment
- 5) Transport and Roads
- 6) Urban Safety
- 7) Positive Early Intervention
- 8) Environment - Built and Natural
- 9) Home Safety
- 10) Public Health

Membership

The Vibrant Safe Waitomo Regional Coalition will comprise, but not be limited to:

- 1) Waikato District Health Board
- 2) Accident Compensation Corporation
- 3) New Zealand Police
- 4) Ministry of Education
- 5) Fire and Emergency New Zealand
- 6) Maniapoto Maori Trust Board
- 7) Ministry of Social Development
- 8) Oranga Tamariki Ministry for Children
- 9) Health Promotion Agency
- 10) Waikato Regional Council
- 11) Integrated Safety Response
- 12) Representative for MP for Taranaki-King Country
- 13) Waitomo District Council

Coalition Roles and Responsibilities

The Vibrant Safe Waitomo Regional Coalition is responsible for:

- 1) Providing regional political support
- 2) Provide sector knowledge and be able to make decisions on behalf of the agency they represent
- 3) Providing sector knowledge to support the positive implementation of Vibrant Safe Waitomo
- 4) Contribute to local, regional and national discussions about Waitomo community safety, injury and crime prevention needs
- 5) Providing feedback on issues, concerns and data collection
- 6) Providing feedback on reports including the Accreditation Report
- 7) Supporting stakeholders and local contractors to enable successful delivery of programmes
- 8) Maintaining at all times the focus of the Coalition on the agreed scope, outcomes and benefits
- 9) Implementing and measuring the objectives and strategies of the strategic plan
- 10) To advocate and support those organisations operating in the field, at a local level, providing a range of support services

The membership of the Vibrant Safe Waitomo Regional Coalition will commit to:

- 1) Fostering collaboration
- 2) Having a sound understanding of the Vibrant Safe Waitomo work plan
- 3) Attending all scheduled Coalition meetings (approximately four per year). In the event a member is unavailable to attend a scheduled meeting, the member will arrange for a Proxy to attend
- 4) Wholeheartedly championing the Vibrant Safe Waitomo approach
- 5) Sharing all communications and information across all Coalition members
- 6) Notifying members of the Coalition, as soon as practical, if any matters arise which may be deemed to affect the delivery of the Vibrant Safe Waitomo approach
- 7) Be available to attend and participate in accreditation process and ceremony
- 8) Treating sensitive material discussed in meetings with respect and confidence

Responsibilities - Operational

Waitomo District Council is responsible for:

- 1) Building on existing services and networks in a manner that meets local needs
- 2) Promotion of Vibrant Safe Waitomo activities at a national level
- 3) Contributing to the development of opportunities for collaborative projects under the umbrella of Vibrant Safe Waitomo



Coalition Meetings

The Vibrant Safe Waitomo Regional Coalition will meet quarterly. If required, additional meetings will be arranged outside of these times.

- 1) Meetings will be held in the Waitomo District Council Chamber
- 2) Waitomo District Council will provide secretariat support
- 3) The quorum for the Coalition meetings is 6 members
- 4) Meetings will be chaired by the Mayor ~~Brian Hanna~~

Decision Making

All decisions must be proposed for approval by a member of the Coalition and seconded by another. Once a decision has been proposed the Coalition will reach final decision by way of verbal consensus.

Where there is no decision by consensus the Chairperson may call for a show of hands or other such method to count votes for and against. In such cases the Chairperson should consider what changes could be made to the recommendations to ensure a consensus decision, including deferring the decision to allow for further considerations at a later meeting.

Conflicts of Interest

A conflict of interest could arise if a member’s duties or responsibilities to the Vibrant Safe Waitomo Regional Coalition were affected by some other entity or duty which the member may have.

On an on-going basis, each member must disclose any conflict or potential conflict of interest to the Chairperson and follow directions of the Chairperson to manage the relevant conflict.

Review of Terms of Reference

This Terms of Reference will be reviewed annually. The first review is due in March 2020.


Once adopted this Terms of Reference may only be amended, varied or modified after consultation and in agreement with the Vibrant Safe Waitomo Regional Coalition members.

As a member of the Vibrant Safe Waitomo Regional Coalition I have read, understood and agree to the Terms of Reference above.

Name: _____

Position: _____

Date: _____

Document No: A461037	
Report To:	Council
	Date: 19 February 2020
	Subject: Vibrant Safe Waitomo - Strategy and Action Plan
	Type: Information Only

Purpose of Report

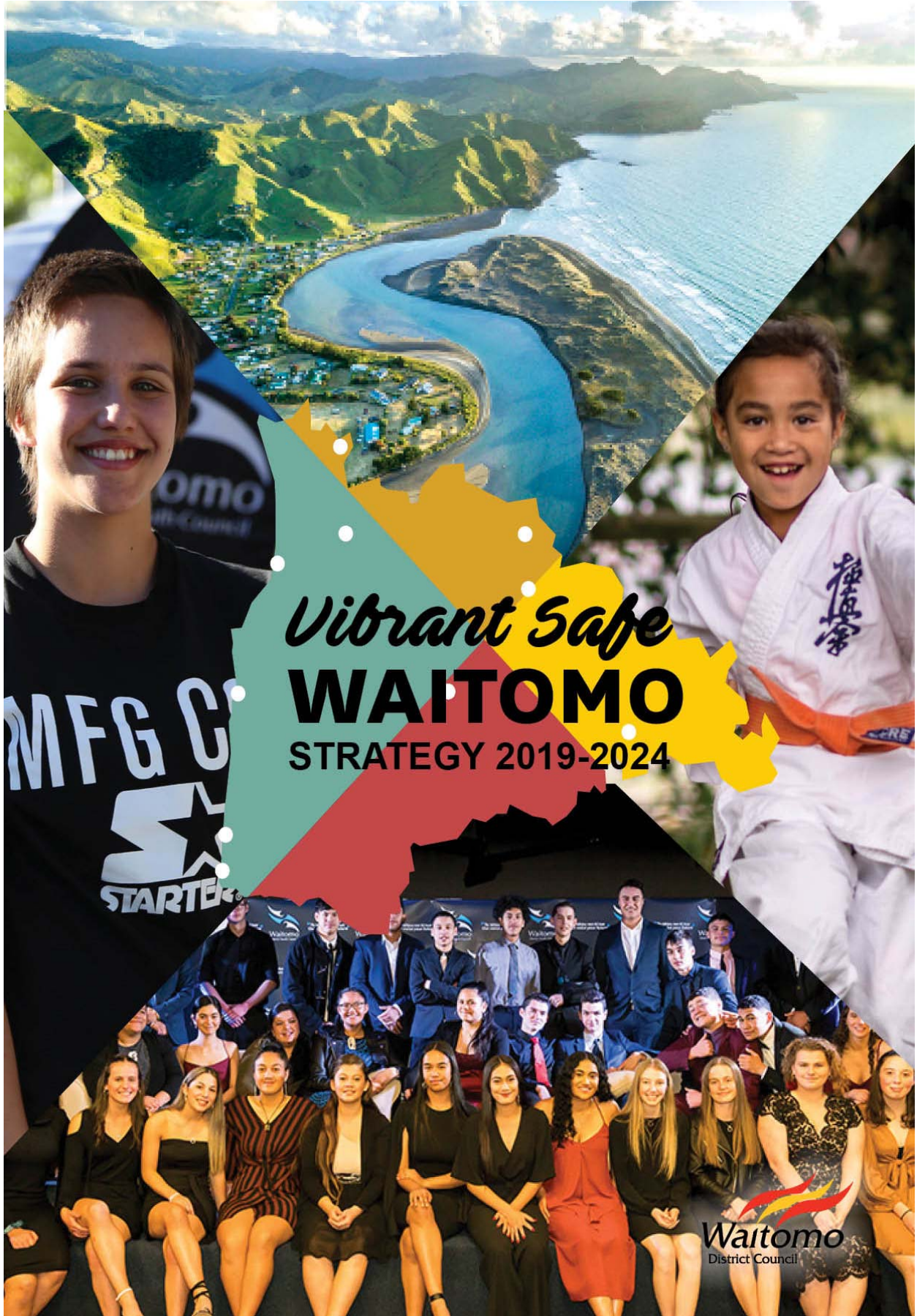
- 1.1 The purpose of this business paper is to present to Council the Vibrant Safe Waitomo Strategy and Action Plan.

Background

- 2.1 At its meeting on 14 August 2019 the Vibrant Safe Waitomo (VSW) Regional Coalition application was granted accreditation by the Safe Communities Foundation NZ. This accreditation was provided with the recommendation to develop a Strategy and Annual Action Plan.
- 2.2 As a measure of best practice the VSW Regional Coalition agreed that the development of the Strategy would be prioritised and the development of an initial six month Action Plan would subsequently follow.
- 2.3 A Workshop was held with the VSW Regional Coalition on 26 September 2019 where members were provided the opportunity to have input into the themes and priorities of the Strategy which would guide development of the six month Action Plan.
- 2.4 The information drawn from the 26 September 2019 Workshop was collated and reviewed by the VSW Regional Coalition. Feedback was provided and taken into consideration and the draft Strategy developed.
- 2.5 The draft Strategy guided the development of the initial six month VSW Action Plan with a commencement date of 1 January 2020, for a six month period. The shortened time frame will allow the realignment with the contract year 1 July 2020 to 30 June 2021.
- 2.6 The VSW Regional Coalition adopted the draft Strategy and draft Action Plan at its meeting on 6 December 2019.

Commentary

- 3.1 The VSW Strategy and Action Plan was presented to Council at the Workshop held 19 February 2020.
- 3.2 A copy of the VSW Strategy and Action Plan are attached to this business paper for Councils information.



Vibrant Safe
WAITOMO
STRATEGY 2019-2024

Waitomo
District Council

**NĀU TE TOKANGA,
NĀKU TE TOKANGA KA NGATA
A HIAHIA**

WITH YOUR BASKET AND MY BASKET
ONE'S DESIRES SHALL BE FULFILLED

*A newly created Maniapoto proverb that alludes to 'te tokanga nui'
and a recital of words from one of Maniapoto iwi's revered koroua.*

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Foreword from the Mayor | He Kupu nā Te Koromatua

Tena Koutou

We have many communities in Waitomo. We live here because we love the place. It is Waitomo, with its towns and villages, its staggering landscapes and its rich history. We are in the heart of the King Country.

Yet while we love the place, we strive to make it better. We want:

- a safe place for our tamariki to be nurtured, our rangatahi to grow and our whanau to thrive.
- a place where business prospers, and enterprise is encouraged.
- a place where social, cultural and recreational opportunities abound.

We know that through inspired local leadership and well-constructed local, regional and national service delivery partnerships, our community “wants” will most effectively and efficiently be met. To bring this together, we have developed our framework - Vibrant Safe Waitomo.

In the 1860’s, in our region, King Tawhiao placed his hat on the map to claim the area of his sovereignty – “Te Rohe Potae”.

Vibrant Safe Waitomo is like a hat, but with its underside facing up. The hat contains the coalition of groups that endeavour every day to make our communities better. It captures energy and focus, collaboration and direction.

Vibrant Safe Waitomo has begun its journey.

Let’s make it a journey of great outcomes.



JOHN ROBERTSON
WAITOMO DISTRICT COUNCIL MAYOR
VIBRANT SAFE WAITOMO REGIONAL COALITION CHAIR
DECEMBER 2019

Introduction | He kupu whakataki

Vibrant Safe Waitomo is a community led collaboration that provides leadership and direction, with everyone working in partnership to create a safer community for all. This strategy has been developed by the Vibrant Safe Waitomo Regional Coalition Group, with input from community stakeholder groups and service providers. It is also informed by existing international, national and local strategies and the results of research into the specific needs of this community.

The strategy will provide a road map to collectively address community safety issues in the Waitomo District, in order to work towards Vibrant Safe Waitomo's vision to create safe and vibrant communities where people want to live and do business. It covers all people, all ages, and all ethnicities living, visiting or passing through our District. Most importantly, this strategy aims to add value to all the work that is already happening in our neighbourhoods and communities.

Governance: The Regional Coalition

The Vibrant Safe Waitomo Regional Coalition has been in place since October 2018. The Coalition's main purpose is enablement, providing influence and support at a governance level. The Regional Coalition Group is the owner of this strategy and supports the activities and projects that will form the yearly VSW action plans.

Through the Coalition's kotahitanga/collaborative leadership approach, obstacles for stakeholders and local contractors can be worked on and removed to enable successful delivery of community safety programmes through Vibrant Safe Waitomo.

The Regional Coalition operates under an overarching Terms of Reference This ensures a full understanding of Vibrant Safe Waitomo's mandate and scope.

The Regional Coalition group comprises of, but is not limited to:

- Maniapoto Māori Trust Board
- Waikato District Health Board
- Accident Compensation Corporation
- New Zealand Police
- Ministry of Education
- Fire and Emergency New Zealand
- Ministry of Social Development
- Oranga Tamariki Ministry for Children
- Integrated Safety Response
- Representative for MP for Taranaki – King Country
- Waitomo District Council

In addition to the Collaborative Leadership framework (the regional coalition and stakeholder groups) an advisory council is appointed to support the action plans of VSW year to year. This Advisory council consists of:

- Number 12 Manager
- Tuia representative
- Alcohol and Other Drug Team Lead for Maniapoto Whanau Ora Centre

Strategic Context | He horopaki rautaki

The Safe Communities Model

A safe community is one where people want to live, work, visit and interact with one another, it is where homes, workplaces, public transport, community spaces and neighbourhoods are welcoming and where people feel safe and free from harm. Community safety is therefore more than policing and crime reduction or preventing injuries, it involves building vibrant, cohesive, and participating communities.

A safe community is also one in which all sectors of the community work together to form meaningful partnerships. Together, these partnerships work to educate and inform the community, as well as manage risks and increase overall safety, especially for the most vulnerable. The Safe Communities model can help to achieve this.

The Safe Communities model is not a programme to be replicated and rolled out; nor is it a mechanism for assessing if a community is safe or if there are potential risks. Rather, it is a framework to enable community members, community organisations, businesses, local government, government agencies and others with an interest in and concern about community safety issues to work together in a coordinated and collaborative way. It enables community safety to be prioritised and regularly examined so that joint activities and projects can be put in place, and local issues can be addressed at a local level.

The Safe Communities model was developed and established in Sweden in the 1990s. Since then it has expanded worldwide to more than 270 designated Safe Countries. The Safe Communities Foundation New Zealand (SCFNZ) is part of the Pan Pacific Safe Communities Network, which also includes Australia, the United States of America and Canada.

Accreditation

The Waitomo community told Waitomo District Council through the development of the 2018-28 Waitomo Long Term Plan that the creation of prosperous and safe communities was important. A focus was placed on forming partnerships for the implementation for the Safe Communities model, which is an internationally recognised model for communities. The Vibrant Safe Waitomo regional coalition group was formed, and work began on the accreditation application.

As part of the accreditation process, a comprehensive report was prepared, highlighting the community safety challenges and opportunities particular to the Waitomo District, and the commitment from all regional coalition members to work together collaboratively to address these. In 2019, the Vibrant Safe Waitomo accreditation application was successful, and Waitomo District is now one of 22 districts in New Zealand to have been accredited as a Safe Community.

Strategic Links

This strategy has links to, and is informed by, many international, national, regional and local strategies, plans and networks. VSW is a contributing member of the New Zealand Safe Community Network.

In May 2019, the Local Government (Community Well-being) Amendment Act 2019 was passed, reinstating the emphasis on the four well-beings in the Local Government Act. The purpose of local government now includes "to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future".

Waitomo District Council is now broadening its focus of work towards supporting a District that nurtures communities towards becoming thriving, positive and sustainable for the future. This focus has been incorporated into WDC's Long Term Plan 2018-2028 and is directly relevant to the work being undertaken by Vibrant Safe Waitomo.



Background to Strategic Plan | Te Takenga mai

In order to put a strategy in place around community safety and wellbeing, it is important to understand the demographic and socioeconomic makeup of the Waitomo District. It is worth noting that with 44.8% of people in the district identifying as Māori, Waitomo District has a much greater representation of Māori than many other areas of New Zealand (with the national average being 16.5%).

There are fewer people of working age in the district than in younger and older age groups. The decrease in population between the ages of 20 to 50 indicates migration out of the district by people of tertiary education and working age.

Statistics Snapshot

KEY DISTRICT STATISTICS

total population	9,303
—	*2018 Census
maori population	44.8%
—	*NZ 16.5%
school leavers 17 or over	61.3%
—	*2018 MoE figures
non-fatal injuries by hospital discharge	148
—	*2017 figures
crime victimisations	20-24 years
—	*peak age group
hazardous drinking in maori populations	32%
—	*national figures

2018 Census Data

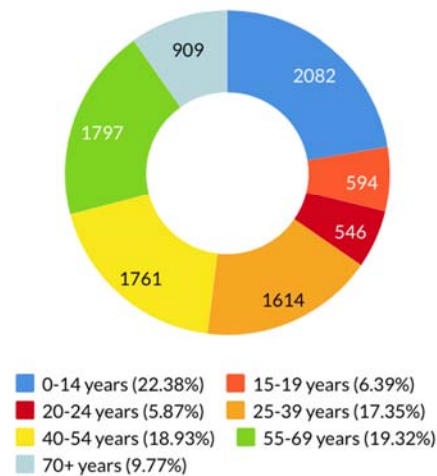
Population by gender



Population by ethnicity



Population by age



Waitomo District has been classed as a decile 10 (most deprived area). Evidence from various sources including health surveys and Census data relate lower socioeconomic status to poorer outcomes in life. This is heightened if a person's childhood has been affected by poor emotional, social and educational growth in which their needs are not adequately met.

Addressing this imbalance in life equity outcomes for Māori has been a focus throughout the research and development of this strategy. Equity means that people's needs rather than their social privileges guide the distribution of opportunities for wellbeing¹.

In Aotearoa New Zealand, people have differences in health that are not only avoidable but unfair and unjust. Equity recognises different people with different levels of advantage require different approaches and resources to get equitable health outcomes.

This definition of equity is used by the Ministry of Health and was signed-off by Director-General of Health, Dr Ashley Bloomfield, in March 2019.

Supporting all people in the Waitomo District to achieve the vision of creating safe and vibrant communities where people want to live and do business is the top priority for Vibrant Safe Waitomo. Through the SCFNZ accreditation process, VSW conducted a stocktake of issues around safety and harm in order to identify strategic themes to direct our focus.

Through analysing data sets, gathering information and cross referencing we have been able to determine the main issues that affect our communities, and which populations are most at risk. An illustration of these findings can be found in The Course of Life Safety Matrix on pages 23 – 25 of the Vibrant Safe Waitomo Report².

The findings have been filtered down to identify three primary strategic themes most suited to promoting better safety outcomes:

- Whānau/Families
- Mahi/Workplaces
- Hākinakina/Recreation

Underpinning all three of these is a fourth theme of **Kotahitanga/Connected Leadership**, which is a hugely important aspect for all the work Vibrant Safe Waitomo and our community partners endeavour to undertake.



The Course of Life Safety Matrix shows that youth are vulnerable to many of the areas of harm that exist in society. In particular, the 20-24 year old age group has the greatest number of red indicators (i.e. of high or extreme concern) compared to all other age groups, followed closely by 15-19 year olds and 25-29 year olds.

¹ Braveman P, Tarimo E, Creese A. et al. 1996. Equity in Health and Health Care: A WHO/SIDA initiative. Geneva: World Health Organization.

² An electronic copy of the Vibrant Safe Waitomo Report (the accreditation application) can be found here: <https://www.safecommunities.org.nz/safe-community-networks/waitomo-district>

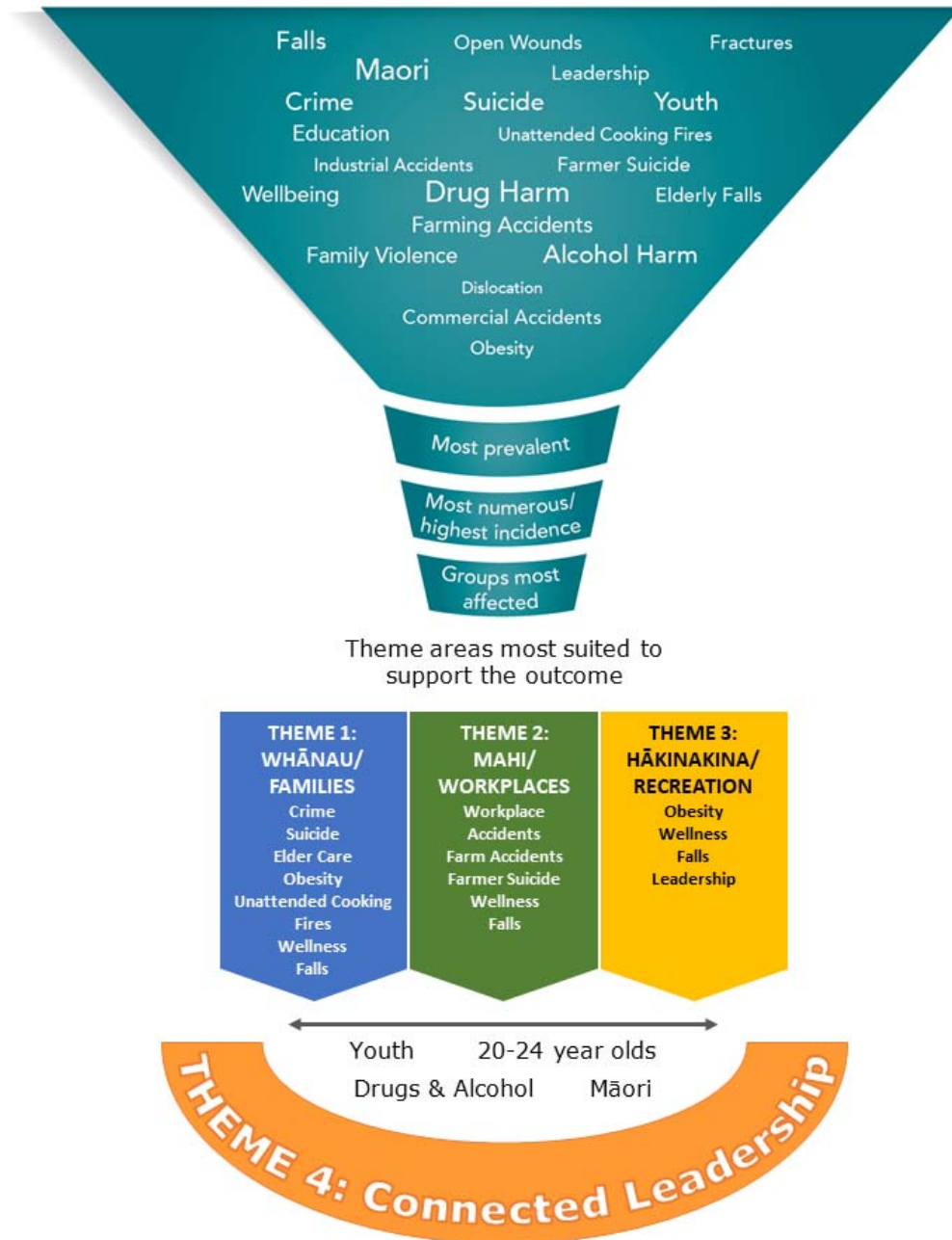
Drug and alcohol harm has been identified as a key issue that needs to be addressed across all three primary theme areas. Alcohol harm is a national problem. Relating national information and evidence to a local level is important as the demographics of the district put Waitomo potentially at a higher risk for alcohol and drug harm, with a focus on males, youth and Māori. While local data specific to Waitomo has been difficult to obtain, the Waitomo District Youth Council conducted a survey of high school students in 2018, in which survey respondents highlighted drugs and alcohol as two of their top four concerns of 15 issues young people might address in their area.

Throughout the research associated with the Course of Life Safety Matrix and this strategy document, Māori have been identified as experiencing poor economic, health and education outcomes which impact negatively on their overall wellbeing. A unilateral approach of targeted support across all theme areas is needed if life equity for all Māori is to be obtained.

The diagram below shows the range of safety issues affecting people in the Waitomo District, filtered to show which primary theme area is most suited to where the issue or outcome can be addressed. There is certainly crossover between the themes and priorities, so a kotahitanga/connected leadership approach is shown as the fourth theme underpinning the other three.



Priority Areas and Themes for Vibrant Safe Waitomo





OUR VISION | NGĀ MOEMOEĀ

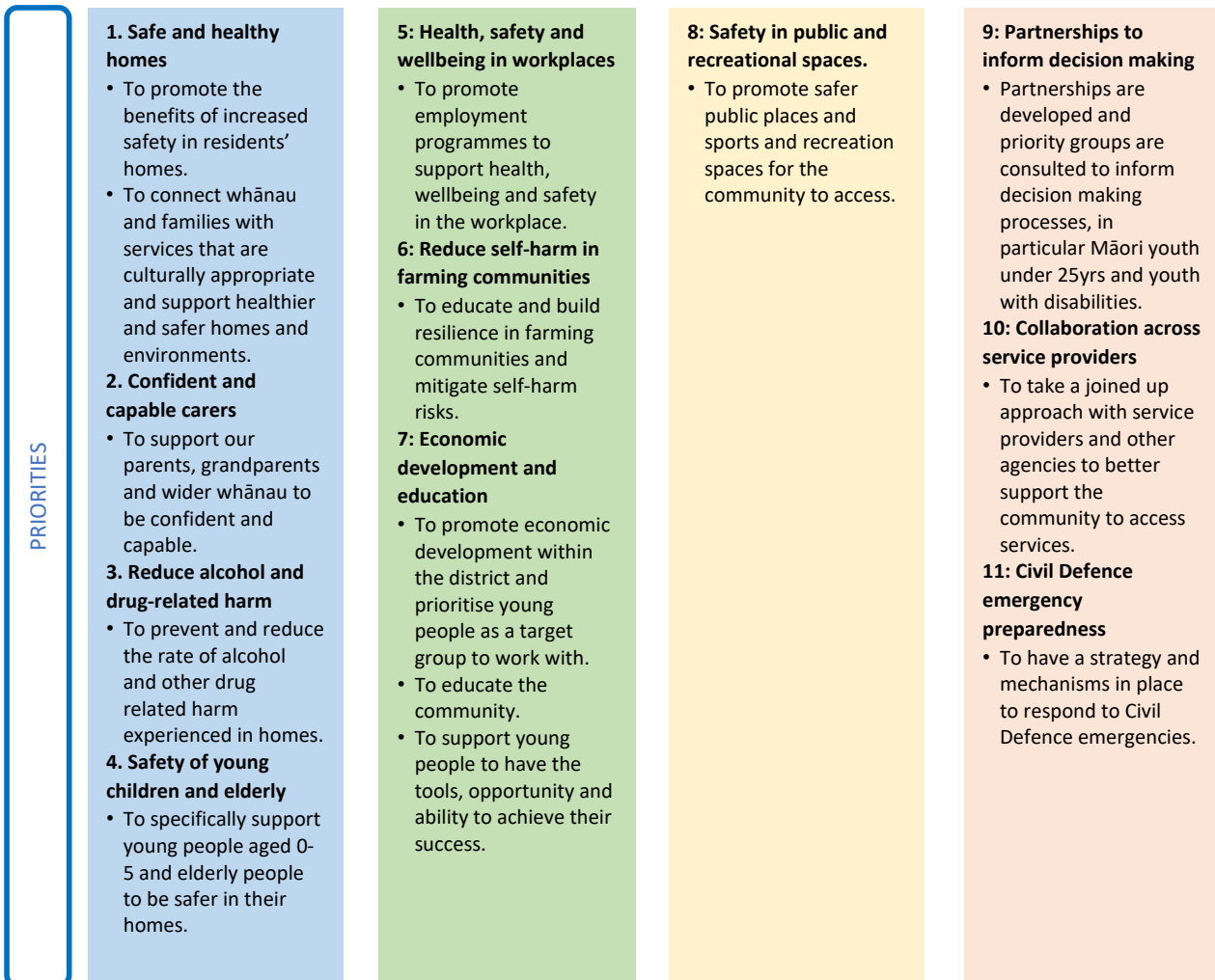
TO CREATE SAFE AND VIBRANT COMMUNITIES
WHERE PEOPLE WANT TO LIVE AND DO BUSINESS



Strategic Framework | He pou tarāwaho rautaki

VISION: To create safe and vibrant communities where people want to live and do business.

MISSION: To initiate valued and meaningful partnerships with those that have a vested interest in our communities and increase positive outcomes for those that live and work within its bounds.



Theme 1: Whānau/Families

Goal 1: To support and foster a caring and safe place to live for every resident.

How we will address this | Our priorities

1. Safe and healthy homes

- To promote the benefits of increased safety in residents' homes.
- To connect whānau and families with services that are culturally appropriate and support healthier and safer homes and environments.

2. Confident and capable carers

- To support our parents, grandparents and wider whānau to be confident and capable.

3. Reduce alcohol and drug-related harm

- To prevent and reduce the rate of alcohol and other drug related harm experienced in homes.

4. Safety of young children and elderly

- To specifically support young people aged 0-5 and elderly people to be safer in their homes.

What we will do | Our actions

- Educate and raise awareness of the impact of family violence and support available.
- Educate whānau living within the Waitomo District on alcohol and other drug related harm in homes.
- Educate elderly community members and carers of young children on health and safety issues specific to them in their homes.

**Specific actions are detailed in VSW's yearly action plan.*



What we are trying to achieve | Community Outcomes

- Multicultural values of all our people and, in particular, Māori culture is recognised and valued.

(Vibrant Communities, Outcome 1)

- A place that attracts more people who want to live, work, play and raise a family.

(Thriving Business, Outcome 6)

Who will be involved | Lead and key partners

- Maniapoto Family Violence Intervention Network (Lead)
- Maniapoto Whānau Ora Centre (Lead)
- Te Kuiti Community House Trust (Lead)
- Ministry of Social Development
- Health Promotion Agency
- Waikato DHB
- NZ Police
- Waitomo District Council
- ACC
- Sport Waikato

How we will know we are having an impact | Our measures of success

- People in the community understand how to identify abusive behaviour, how to access family violence support services and how to support one another.
- Support is available to whānau to reduce alcohol and other drug related harm, and reduce the desire to use alcohol and other drugs.
- The number and severity of hospitalisations of the very young and the elderly are reduced.

Theme 2: Mahi/Workplaces

Goal 2: To support and enable economic development with a clear agenda on health and safety.

How we will address this | Our priorities

5. Health, safety and wellbeing in workplaces

- To promote employment programmes to support health, wellbeing and safety in the workplace.

6. Reduce self-harm in farming communities

- To educate and build resilience in farming communities and mitigate self-harm risks.

7. Economic development and education

- To promote economic development within the district and prioritise young people as a target group to work with.
- To educate the community.
- To support young people to have the tools, opportunity and ability to achieve their success.



What we are trying to achieve | Community Outcomes

- A place where young people have access to education, training and work opportunities.

(Vibrant Communities, Outcome 3)

- A place where wealth and employment are created through business and tourism opportunities and facilities being facilitated and encouraged.

(Thriving Business, Outcome 7)

What we will do | Our actions

- Raise awareness of family violence as a whole-of-community issue including workplace support.
- Facilitate community connectedness and education through social and technical support initiatives.
- Seek opportunities to enable young people to influence decisions which affect them and the community.

**Specific actions are detailed in VSW's yearly action plan.*

Who will be involved | Lead and key partners

- Maniapoto Family Violence Intervention Network (Lead)
- Te Kuiti Community House Trust (Lead)
- Aotahi (Lead)
- Club Champs
- Number 12 Youth Hub
- Waitomo District Council
- Ministry of Education
- Youth Council

How we will know we are having an impact | Our measures of success

- Workplace culture change nurtures an environment which values employee's wellbeing at work and at home.
- Increased proportion of school leavers moving on to tertiary education.
- More people in farming communities access support services.

Theme 3: Hākinakina/Recreation

Goal 3: To foster community connections through providing safe and stimulating environments.

How we will address this | Our priorities

8. Safety in public and recreational spaces.

- To promote safer public places and sports and recreation spaces for the community to access.

What we will do | Our actions

- Educate licensed premises on legal obligations under the Sale and Supply of Alcohol Act 2012.
- Encourage Waitomo District residents to become more active.
- Promote Smokefree events in the District.

**Specific actions are detailed in VSW's yearly action plan.*



What we are trying to achieve | Community Outcomes

- A Place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our district.
(Vibrant Communities, Outcome 2)
- A place where we preserve the natural environment for future generations ensuring that the natural resources are used in a sustainable manner.
(Vibrant Communities, Outcome 5)
- A place that provides safe, reliable and well managed infrastructure which meets the District community needs and supports maintenance of public health, provision of good connectivity and development of the District.

(Sustainable Infrastructure, Outcome 10)

Who will be involved | Lead and key partners

- Club Champs (Lead)
- NZ Police (Lead)
- Sport Waikato (Lead)
- Maniapoto Family Violence Intervention Network
- Waitomo District Council
- Te Kuiti Community House Trust
- Waikato DHB
- Population Health
- Health Promotion Agency – Community Action
- Fire and Emergency NZ

How we will know we are having an impact | Our measures of success

- Licensed premises fully understand and operate responsibly within the law.
- There is an increase in safe recreational opportunities available.
- Waitomo residents are actively involved in recreational opportunities around the District.
- Public places in the District are smokefree.

Theme 4: Kotahitanga/Connected Leadership

Goal 4: To provide stewardship to manage meaningful partnerships within the community.

How we will address this | Our priorities

9. Partnerships to inform decision making

- Partnerships are developed and priority groups are consulted to inform decision making processes, in particular Māori youth under 25yrs and youth with disabilities.

10. Collaboration across service providers

- To take a joined up approach with service providers and other agencies to better support the community to access services.

11. Civil Defence emergency preparedness

- To have a strategy and mechanisms in place to respond to Civil Defence emergencies.

What we will do | Our actions

- Establish and maintain partnerships with key service providers in the district to ensure they are consulted on relevant initiatives.
- Align the Vibrant Safe Waitomo Strategy and future Action Plans with the Sustainable Development Goals.
- Increase community emergency readiness, resilience and recovery.

**Specific actions are detailed in VSW's yearly action plan.*



What we are trying to achieve | Community Outcomes

- Young people are valued and have opportunities for input into the decisions for their district.

(Vibrant Communities, Outcome 4)

- The development of partnerships for the delivery of programmes and services is encouraged and prioritised.

(Effective Leadership, Outcome 8)

- Where governance actively seeks to participate and take a leadership role in regional and national initiatives aimed at the development of the District.

(Effective Leadership, Outcome 9)

Who will be involved | Lead and key partners

- Vibrant Safe Waitomo Regional Coalition (Lead)
- Waitomo District Council (Lead)
- Waikato Civil Defence Emergency Management Group

How we will know we are having an impact | Our measures of success

- The Vibrant Safe Waitomo Stakeholders Group is instrumental in assisting and securing local partnerships to support the positive implementation of Vibrant Safe Waitomo and advise on project progress.

Monitoring and Reporting | Te aroturuki me te arotake

This strategy is a roadmap broadly covering Vibrant Safe Waitomo's plans and priorities over the five-year period from 2019 to 2024. It will inform a detailed yearly action plan which will lay out the specific and enabler actions to be taken by Coalition members, as well as other stakeholders and service providers as necessary to achieve VSW's goals and work towards the Vision.

The action plan will contain details of how we will measure success for each specific action so that progress can be evaluated and reported on each year. These success measures will be different depending on the type of action but will generally be non-financial in nature and some will rely on longer term data gathering on a national or regional level to establish trends.

Review period

This strategy is a living document and will be revisited yearly before the development of each action plan. As the Vibrant Safe Waitomo programme progresses, this strategy may be reviewed by the Coalition before the five-yearly timeframe as required. The action plan will be reviewed yearly and progress will be reported for the previous year alongside the refreshed action plan.

Appendices | He tāpiritanga

I. Glossary

Actions are things happening or that will happen within the community (programs, projects, etc) which work towards achieving the priorities. These actions may have input from various service providers such as community groups, iwi, businesses, councils, and/or central government agencies.

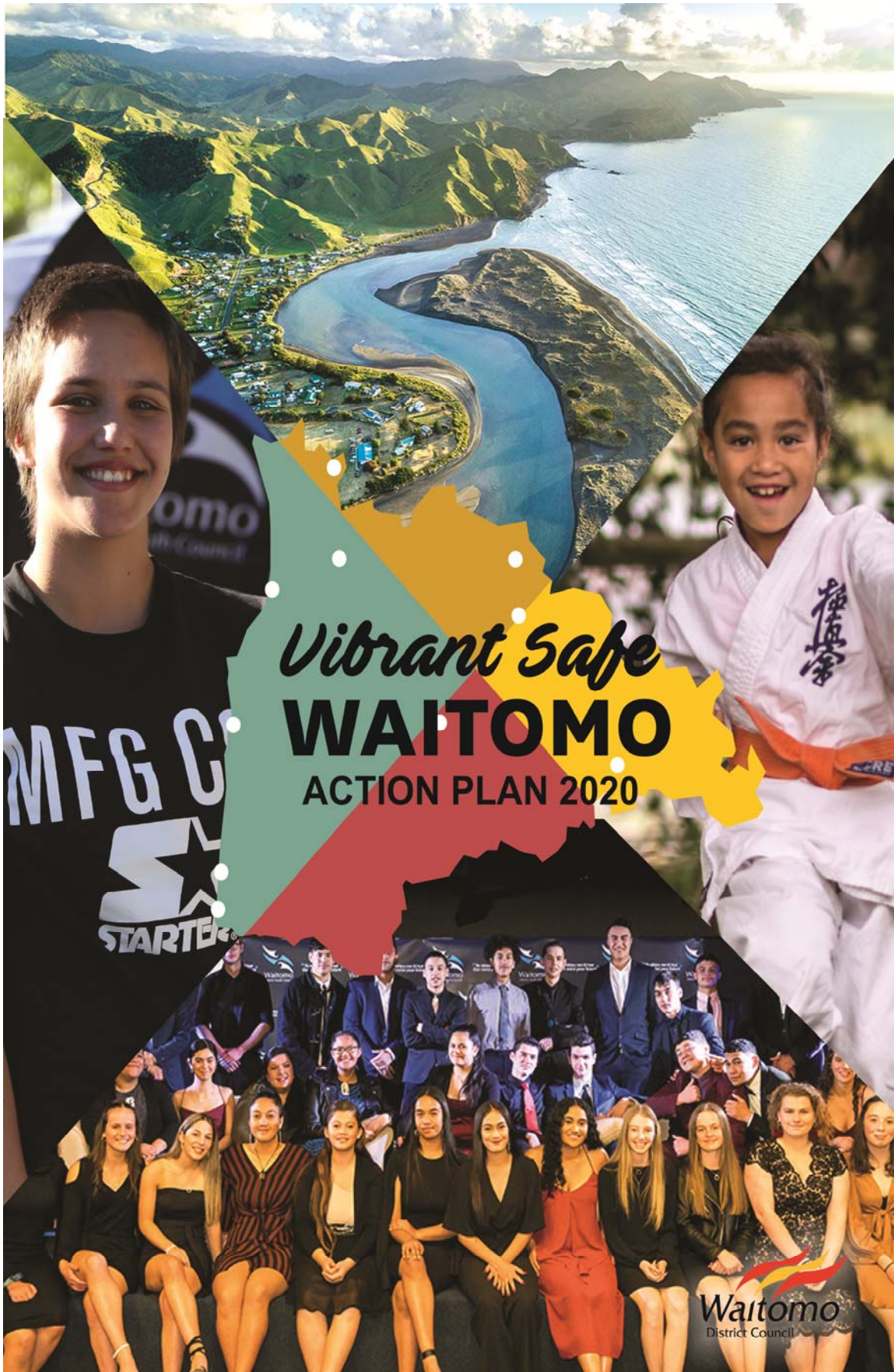
Coalition is the Vibrant Safe Waitomo Regional Coalition group which jointly supports the strategy.

Equity is the absence of avoidable or remediable differences among groups of people (as defined by the World Health Organisation).

Goals are high level objectives the strategy works towards, a way of grouping key priorities and actions.

Priority is something very important which must be dealt with before other things. These priorities were set in response to data and information collected and analysed during 2018/2019.

VSW means Vibrant Safe Waitomo – the name of the local initiative formed under the umbrella of the Safe Communities New Zealand model of a collaborative approach to addressing local issues in community safety and harm.



Vibrant Safe
WAITOMO
ACTION PLAN 2020

Waitomo
District Council

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Introduction | He kupu whakataki

Vibrant Safe Waitomo Strategy

The Vibrant Safe Waitomo Strategy is a community led collaboration that provides leadership and direction, with everyone working in partnership to create a safer community for all. The strategy has been developed by the Vibrant Safe Waitomo Regional Coalition Group, with input from community stakeholder groups and service providers. It is also informed by existing international, national and local strategies and the results of research into the specific needs of this community.

Vibrant Safe Waitomo Action Plan 2019/2020

This is the first action plan developed in support of the Vibrant Safe Waitomo Strategy 2019-2024. It details actions which support the goals and priority areas identified in the strategy which are planned or underway in the 2019/2020 year.

This action plan was signed off by the Vibrant Safe Waitomo Regional Coalition in December 2019. Therefore, this initial document will cover the first six months of the strategy and is designed to be a starting point for future action plans which will cover a full 12 month period.

Service providers within the Waitomo community are already working hard to deliver programmes and actions which aim to make our communities safer and vibrant. The intention of this document is to provide a snapshot of those actions which best align with the goals and priority areas within the strategy, or the actions which seek to provide additional programmes or services to what is currently being delivered within the community. This does not represent everything being undertaken by service providers within the Waitomo community.

How to read this action plan

This action plan uses the framework established by the Vibrant Safe Waitomo Strategy to group actions by goals and priority areas.

Each priority area shows specific actions and the responsible service provider, which is the agency delivering the action. Actions are things happening or that will happen within the community (programmes, projects, etc) which work towards achieving the priorities. These actions may have input from various service providers such as community groups, iwi, businesses, councils, and/or central government agencies.

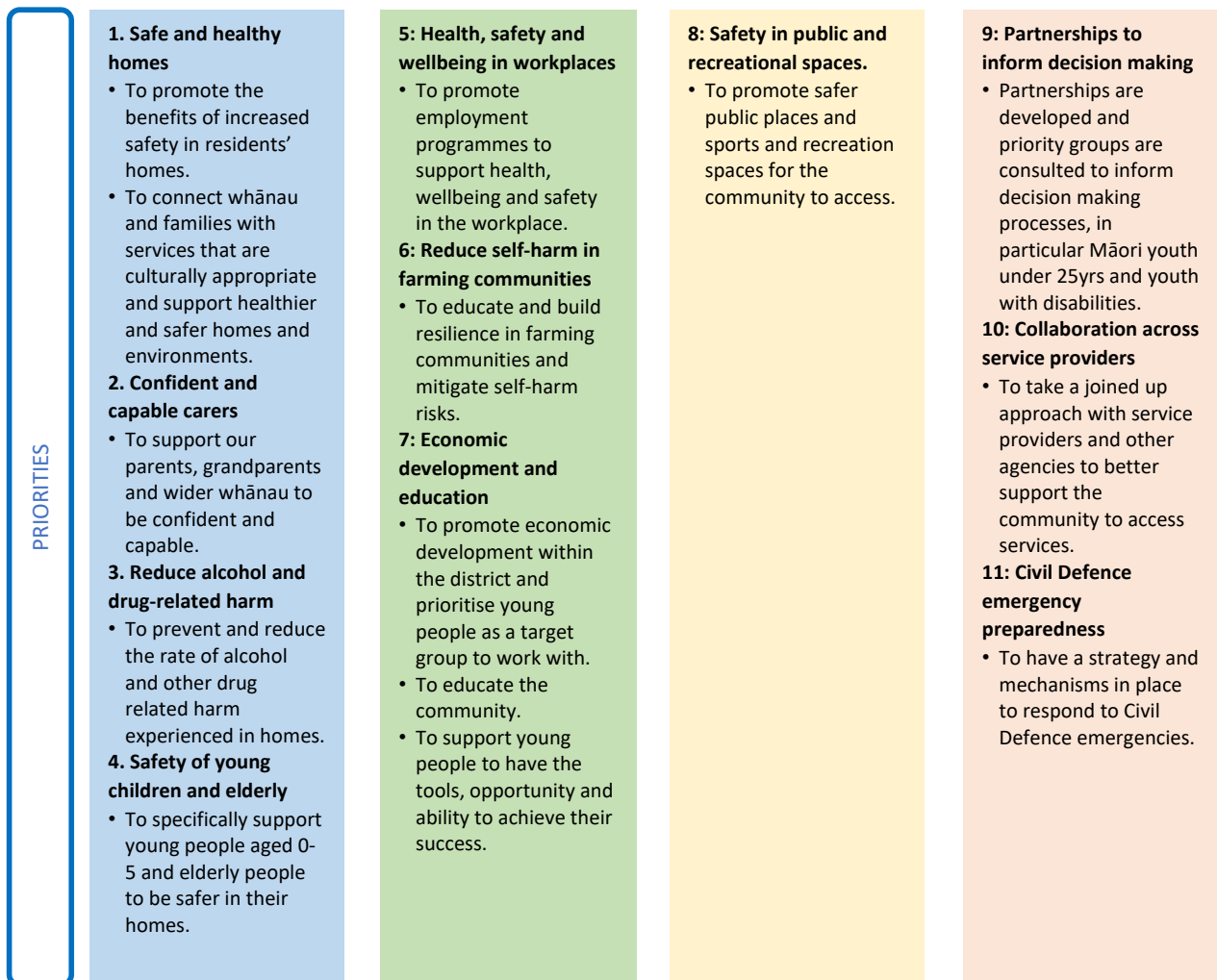
It is important to reflect the partnership approach which underpins the strategy within the action plan. The enabler actions referred to within this action plan are those actions provided by a service provider, usually a funder or provider of resources, which the specific action relies upon to succeed.

Success measures are included within each priority area, so the Coalition Group and the community knows what success looks like for each action, and how the actions have made an impact towards achieving each priority area. Many of the success measures associated with each action reflect the strategy's goal to create long term behaviour and culture change within the community and as such not all of the actions will see immediate short term achievement to these outcomes. Where possible, in these cases output measures have been used as proxy.

Strategic Framework | He pou tarāwaho rautaki

VISION: To create safe and vibrant communities where people want to live and do business.

MISSION: To initiate valued and meaningful partnerships with those that have a vested interest in our communities and increase positive outcomes for those that live and work within its bounds.



Theme 1: Whānau/Families

Goal 1: To support and foster a caring and safe place to live for every resident.

Community Outcomes

- Multicultural values of all our people and, in particular, Māori culture is recognised and valued. (Vibrant Communities Outcome 1)
- A place that attracts more people who want to live, work, play and raise a family. (Thriving Business, Outcome 6)

1: Safe and healthy homes					
Priorities:					
To promote the benefits of increased safety in residents' homes.					
To connect whānau and families with services that are culturally appropriate and support healthier and safer homes and environments.					
#	Specific actions	Lead	Partner actions	Partners	Success measures
1.1	Link more people in the community to family violence intervention services. (Throughout 2020)	Maniapoto Family Violence Intervention Network	Funding to the Maniapoto Family Violence Intervention Network.	<ul style="list-style-type: none"> • Ministry of Social Development • Integrated Safety Response 	Increased number of people reached by the Maniapoto Family Violence Intervention Network (<i>in 2018/19 there were 329 one-on-one contacts with members of the public and 1,200 people reached through group presentations</i>)
1.2	To advocate for at risk families to have access to safe follow up healthy homes after leaving Women's Refuge emergency housing and services. (Throughout 2020)	Waipa/Waitomo Women's Refuge	Develop a collective between the lead agency and partner agencies to address the housing stock shortage within the Waitomo District.	<ul style="list-style-type: none"> • Te Puni Kokiri • Waikato DHB (Whare Ora) • Ministry of Social Development • Kainga Ora • Community Impact Forum • Waitomo District Council 	A researched plan is set in place to address the housing shortage for the most at risk families.

2: Confident and capable carers

Priorities:

To support our parents, grandparents and wider whānau to be confident and capable.

#	Specific actions	Lead	Partner actions	Partners	Success measures
2.1	One family violence intervention training session is provided to local hospital nursing staff (March 2020)	Maniapoto Family Violence Intervention Network	DHB provides access to staffing for training	<ul style="list-style-type: none"> Waikato DHB 	50% of local hospital nursing staff access training session on family violence intervention in 2020.

3: Reduce alcohol and drug-related harm

Priorities:

To prevent and reduce the rate of alcohol and other drug related harm experienced in homes.

#	Specific actions	Lead	Partner actions	Partners	Success measures
3.1	To provide positive messaging to the whanau that will support harm reduction related to alcohol and access to alcohol and other drugs service.	Maniapoto Whanau Ora Centre	Provide statistics on alcohol related family harm incidents and traffic offences involving alcohol	<ul style="list-style-type: none"> NZ Police Waikato DHB Club Champs 	<p>Reduction of alcohol being a factor in family harm incidents as reported by NZ Police.</p> <p>A reported reduction in the number of driving while intoxicated charges processed by NZ Police locally.</p>

4: Safety of young children and elderly

Priorities:

To specifically support young people aged 0-5 and elderly people to be safer in their homes.

#	Specific actions	Lead	Partner actions	Partners	Success measures
4.1	Monthly car seat clinics held in Te Kuiti. (Throughout 2020)	Maternity Resource Centre	Support car seat clinics	<ul style="list-style-type: none"> Waikato DHB NZ Police Baby on the move 	<p>Increased number of car restraints are fitted correctly.</p> <p>An average of 12 vehicles inspected at each clinic.</p>
4.2	Run exercise classes with social aspect for elderly and mobility challenged members of the community (Strong and Stable weekly classes). Includes bus service to pick up and drop off attendees. (Throughout 2020)	Te Kuiti Community House Trust	Funding for exercise classes ACC Accreditation	<ul style="list-style-type: none"> Lion Foundation ACC Sport Waikato 	Increased average number of community members attending weekly exercise classes.

Theme 2: Mahi/Workplaces

Goal 2: To support and enable economic development with a clear agenda on health and safety.

Community Outcomes

- A place where young people have access to education, training and work opportunities. (Vibrant Communities, Outcome 3)
- A place where wealth and employment are created through business and tourism opportunities and facilities being facilitated and encouraged. (Thriving Business, Outcome 7)

5: Health, safety and wellbeing in workplaces					
Priorities:					
To promote employment programmes to support health, wellbeing and safety in the workplace.					
#	Specific actions	Lead	Partner actions	Partners	Success measures
5.1	Educate and raise awareness within the community and workplaces of the impact of family violence and the support available through a meeting held by Legendary Te Kuiti, with business owners and leaders. (By June 2020)	Maniapoto Family Violence Intervention Network	Meeting attendees and venue	<ul style="list-style-type: none"> • Legendary Te Kuiti 	Meeting held with Legendary Te Kuiti members.

6: Reduce self-harm in farming communities					
Priorities:					
To educate and build resilience in farming communities and mitigate self-harm risks.					
#	Specific actions	Lead	Partner actions	Partners	Success measures
6.1	Undertake a promotion at the Te Kuiti Muster in 2020 to educate the farming communities about which services they can access for support. (April 2020)	Maniapoto Whanau Ora Centre	Provision of resources to support the promotion.	<ul style="list-style-type: none"> • Waikato DHB 	Maniapoto Whanau Ora Centre attends Te Kuiti Muster 2020 and presents information targeted to farming communities.

7: Economic development and education

Priorities:

To promote economic development within the district and prioritise young people as a target group to work with.

To educate the community.

To support young people to have the tools, opportunity and ability to achieve their success.

#	Specific actions	Lead	Partner actions	Partners	Success measures
7.1	One Loves Me Not programme run within each secondary school. This will offer teacher and staff training, communications with four local colleges (including Otorohanga), teaching staff, police and local services (May 2020)	Maniapoto Family Violence Intervention Network	Provide resources and support for funding, including access to the student's education setting	<ul style="list-style-type: none"> • Ministry of Education • Local schools 	One programme run for each secondary school in the Waitomo District.
7.2	Facilitate access to Spark Jump (low-cost broadband including free modem for families through Spark Foundation) and help with setup. (Throughout 2020)	Te Kuiti Community House Trust	Spark Jump programme	<ul style="list-style-type: none"> • Spark Foundation 	Te Kuiti community accesses Spark Jump programme (access to broadband)
7.3	Youth Council engages with Waitomo District councillors to influence decision making in the District. (By June 2020)	Waitomo Youth Council	Resources and funding	<ul style="list-style-type: none"> • Waitomo District Council 	Youth Council present at one Waitomo District Council meeting per year.
7.4	Apply for funding from Ministry of Education for projects supporting local vocation of students living within the Maniapoto catchment. (By June 2020)	Aotahi Ltd	A tender will be placed with Ministry of Education for funds to hold an event	<ul style="list-style-type: none"> • Ministry of Education • WDC • Mayoral support • Local employers • Smart Waikato • Ministry of Social Development 	An event is provided to support the direct engagement between students and local employers.

Theme 3: Hākinakina/Recreation

Goal 3: To foster community connections through providing safe and stimulating environments.

Community Outcomes

- A Place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our district (Vibrant Communities, Outcome 2)
- A place where we preserve the natural environment for future generations ensuring that the natural resources are used in a sustainable manner. (Vibrant Communities, Outcome 5)
- A place that provides safe, reliable and well managed infrastructure which meets the District community needs and supports maintenance of public health, provision of good connectivity and development of the District. (Sustainable Infrastructure, Outcome 10)

8: Safety in public and recreational spaces					
Priorities:					
To promote safer public places and sports and recreation spaces for the community to access.					
#	Specific actions	Lead	Partner actions	Partners	Success measures
8.1	<p>Two Community Action workshops held annually within the district to support licenced premises to better understand their legal obligations under the Sale and Supply of Alcohol Act 2012 (SASA). (By June 2020)</p> <p>Workshops will focus on educating communities to understand the objective of the SASA which is to minimise harm related to alcohol including:</p> <ul style="list-style-type: none"> • Family violence • Fire safety compliance • Road safety 	Club Champs	Support through coordination, funding and provision of training	<ul style="list-style-type: none"> • NZ Police • Health Promotion Agency – Community Action • Waikato DHB • Maniapoto Family Violence Intervention Network • Waitomo District Council • Otorohanga Road Safety (ODC) • Māori Women’s Welfare League • Sport Waikato • Fire and Emergency NZ 	<p>Sports clubs and licenced premises from the District attend the workshops and have an increased understanding of responsibilities under the SASA and host responsibilities are visible within licenced premises.</p> <p>Licence renewals are better prepared as reported by WDC and ODC inspectors.</p>

8.2	A strategic plan is developed by Sport Waikato to better understand what it takes for Waitomo District residents to become more active. (By June 2020)	Sport Waikato	WDC and Sport Waitomo finalise the Strategic plan.	<ul style="list-style-type: none"> • Waitomo District Council • Community groups • Community sports clubs 	<p>The strategic plan is presented to the Vibrant Safe Waitomo Regional Coalition by June 2020.</p> <p>The Strategic Plan is launched in the community</p>
8.3	Continue with meeting schedules and provide access to resources for Smokefree events for the Te Kuiti Otorohanga Action Smoking Team (TOAST). (Throughout 2020)	Maniapoto Māori Womens Welfare League	Banners to promote smoke free environments are provided a Saturday morning rugby games	<ul style="list-style-type: none"> • Population Health, Waikato DHB • Te Kuiti Community House Trust • Sport Waikato • Maniapoto Marae Pact Trust • Cancer Society 	Six events in the district are provided with Smokefree promotional resources

Theme 4: Kotahitanga/Connected Leadership

Goal 4: To provide stewardship to manage meaningful partnerships within the community.

Community Outcomes

- Young people are valued and have opportunities for input into the decisions for their district. (Vibrant Communities, Outcome 4)
- The development of partnerships for the delivery of programmes and services is encouraged and prioritised. (Effective Leadership, Outcome 8)
- Where governance actively seeks to participate and take a leadership role in regional and national initiatives aimed at the development of the District. (Effective Leadership, Outcome 9)

9: Partnerships to inform decision making

Priorities:					
Partnerships are developed and priority groups are consulted to inform decision making processes, in particular Māori youth under 25yrs and youth with disabilities.					
#	Specific actions	Lead	Partner actions	Partners	Success measures
9.1	Addition of a Vibrant Safe Waitomo representative to the Maternity Resource Centre Governance Group to partner in a joined up approach to addressing inequities experienced by the very youngest of residents. (By June 2020)	Maternity Resource Centre	Resource and coordination	• Waitomo District Council	New ways of working together and opportunities for collaboration between Vibrant Safe Waitomo and the Maternity Resource Centre are identified.
9.2	The Stakeholders Groups for Vibrant Safe Waitomo are formalised to engage key stakeholders in the Vibrant Safe Waitomo Strategy. (By June 2020)	Vibrant Safe Waitomo Regional Coalition	Resource and coordination support	• Waitomo District Council	Membership of the Stakeholders Group is identified and a first meeting is held before June 2020.

10: Collaboration across service providers

Priorities:

To take a joined up approach with service providers and other agencies to better support the community to access services.

#	Specific actions	Lead	Partner actions	Partners	Success measures
10.1	Vibrant Safe Waitomo Regional Coalition advocates for community safety at local and central government levels. (Throughout 2020)	Vibrant Safe Waitomo Regional Coalition	Resource the coordination of the Coalition	<ul style="list-style-type: none"> Waitomo District Council 	<p>The Coalition meets regularly, achieving 80% attendance on average at each meeting.</p> <p>Vibrant Safe Waitomo reports annually to Safe Communities NZ Foundation on achievements and community safety issues and concerns.</p>
10.2	Host local family violence related professional development courses that are useful for social services staff. (Throughout 2020)	Maniapoto Family Violence Intervention Network	Connections to social services staff	<ul style="list-style-type: none"> Vibrant Safe Waitomo Regional Coalition 	A minimum of one professional development course is held in the 2019/20 year.
10.3	Investigate opportunities for the Vibrant Safe Waitomo Strategy and future Action Plans to align with the Sustainable Development Goals work undertaken by the Waikato Wellbeing Project. (By June 2020)	Waitomo District Council	Connections to regional networks	<ul style="list-style-type: none"> Vibrant Safe Waitomo Regional Coalition 	Vibrant Safe Waitomo aligns with the Sustainable Development Goals and has specific actions in place supported by the Waikato Wellbeing Project.

11: Civil Defence emergency preparedness

Priorities:

To have a strategy and mechanisms in place to respond to Civil Defence emergencies.

#	Specific actions	Lead	Partner actions	Partners	Success measures
11.1	Community education and information is provided to build community awareness and preparedness. (Throughout 2020)	Waitomo District Council	Regional group advice and support.	<ul style="list-style-type: none"> Waikato Civil Defence Emergency Management Group. 	At least 75% of residents understand the need to plan for the ability to survive on their own for three days if there was an emergency event, measured by the Waitomo District Council's annual resident survey.

Appendix I: Future work

Throughout the development of the 2019/2020 Action Plan, service providers and the coalition identified planned or desired actions and programmes which will inform and feed into future action plans for Vibrant Safe Waitomo. They are recorded here for reference.

Priority area	Future action	Responsibility (if known)
1: Safe and healthy homes	<ul style="list-style-type: none"> Further coordination with community stakeholders to focus on reduced harm and increased safety in homes to ensure a consistent message 	
	<ul style="list-style-type: none"> Undertake home needs assessments 	
	<ul style="list-style-type: none"> Fire safety check leading to smoke detection units in all homes in the Waitomo District 	
	<ul style="list-style-type: none"> Identify and provide new opportunities for parents to come together and learn new skills and strategies from each other to keep homes safe 	
	<ul style="list-style-type: none"> Look at funding opportunities to support birthing units and sustainable neonatal course 	
	<ul style="list-style-type: none"> Arthritis outreach clinic 	
	<ul style="list-style-type: none"> Waitomo District Parenting Group 	Maternity Resource Centre
	<ul style="list-style-type: none"> Lobbying for funding for family violence prevention rather than just raising awareness, resources are required across all sectors (workplaces, homes, education, clubs etc) to enable societal change 	Maniapoto Family Violence Intervention Network
	<ul style="list-style-type: none"> Undertake research to obtain a true picture of family harm, within the wider community. Include both family violence and sexual harm 	
	<ul style="list-style-type: none"> Safe Kids Aotearoa 	
	<ul style="list-style-type: none"> ISR – Family Harm 	
	<ul style="list-style-type: none"> Live Stronger for Longer programme 	
	<ul style="list-style-type: none"> Crime Prevention through Environmental Design (CPTED) 	
	2: Confident and capable carers	<ul style="list-style-type: none"> Identify and provide new opportunities for parents to come together and learn new skills and strategies from each other to keep homes safe
<ul style="list-style-type: none"> Look at funding opportunities to support birthing units and sustainable neonatal course 		
<ul style="list-style-type: none"> A programme to reduce injuries that occur in the home 		
<ul style="list-style-type: none"> Involve whanau in the service development via co-design workshops 		
3: Reduce alcohol and drug-related harm	<ul style="list-style-type: none"> Work with service deliverers regarding promotions relating to social supply 	
	<ul style="list-style-type: none"> Understand supply, demand and control measures used to monitor alcohol and drug use 	

	<ul style="list-style-type: none"> Firmer sanctions on drinking behaviour allowed in clubs in the area. Disrupt the social behaviour which allows harmful drinking to be accepted. 	
	<ul style="list-style-type: none"> More clubs to have Family Violence Intervention Champions, to change the culture from within 	
	<ul style="list-style-type: none"> Wastewater testing for methamphetamine levels. 	
	<ul style="list-style-type: none"> More information provided to the community promoting the benefits of delaying starting, and outlining the facts around drug taking 	
	<ul style="list-style-type: none"> Review the Waitomo District Council Local Alcohol Policy (due for review 2021) to reduce the availability of alcohol and other drugs in the district. 	Waitomo District Council
4: Safety of young children and elderly	<ul style="list-style-type: none"> Increase the number of Lead Maternity Carers in the District 	
	<ul style="list-style-type: none"> Future Child Matters Workshop 	Maternity Resource Centre
	<ul style="list-style-type: none"> New role of a road safety coordinator 	
	<ul style="list-style-type: none"> Development of a rental car-seat scheme 	Maternity Resource Centre
	<ul style="list-style-type: none"> Investigate running a local 'Child Matters' course and a 'Parenting through Separation' course. 	
	<ul style="list-style-type: none"> Safe Kids 	Kokiri Trust – Maniapoto
	<ul style="list-style-type: none"> Live Stronger for Longer 	Whanau Ora Centre, Maniapoto
5: Health, safety and wellbeing in workplaces	<ul style="list-style-type: none"> Family Start Programme 	Marae Pact Trust
	<ul style="list-style-type: none"> Community is better supported to understand the benefits of businesses in small communities 	
	<ul style="list-style-type: none"> Support social enterprises and self-employment 	
	<ul style="list-style-type: none"> More attitudinal change to encourage workplaces to engage with family violence prevention 	
	<ul style="list-style-type: none"> Increase in workplace trainings 	Maniapoto Family Violence Intervention Network
	<ul style="list-style-type: none"> EDA Co-location hub 	
	<ul style="list-style-type: none"> Te Waka services connections 	
6: Reduce self-harm in farming communities	<ul style="list-style-type: none"> Workplace awards 	
	<ul style="list-style-type: none"> Work with local industry in promoting health and wellbeing programmes in the workplace 	
	<ul style="list-style-type: none"> Support workplaces and individuals to connect with available programmes and services 	
	<ul style="list-style-type: none"> Promote self-referral mechanisms 	
	<ul style="list-style-type: none"> Increase social connectivity within the community 	
7: Economic development and education	<ul style="list-style-type: none"> Support young leaders and their initiatives within the district 	
	<ul style="list-style-type: none"> Increase accessibility – transport and broadband etc. 	
	<ul style="list-style-type: none"> Drivers licensing programme 	
	<ul style="list-style-type: none"> Employability initiatives 	

	<ul style="list-style-type: none"> Support better connectivity to Te Waka services through youth employment partnerships 	
	<ul style="list-style-type: none"> Access funding and set up 'Stepping up' Spark Foundation programme linked to Spark Jump. Teaching community members how to set up email and use software on computers provided by Spark Foundation 	Te Kuiti Community House Trust
	<ul style="list-style-type: none"> Provide professional counselling and support to schools and educators who are trying to solve highly complex social issues beyond areas of expertise 	Principals Collective
8: Safety in public and recreational spaces	<ul style="list-style-type: none"> Multi-user, multi-functional facilities 	
	<ul style="list-style-type: none"> Youth led design 	
	<ul style="list-style-type: none"> Community events to include community civil awareness and safety 	
	<ul style="list-style-type: none"> Programmes to support positive side-line behaviour 	
	<ul style="list-style-type: none"> Programmes which focus on innovative actions to address CPED (Crime Prevention through Environmental Design) 	
	<ul style="list-style-type: none"> Road safety promotion 	
	<ul style="list-style-type: none"> Water safety promotion 	
	<ul style="list-style-type: none"> Ride For Ever promotion 	
9: Partnerships to inform decision making	<ul style="list-style-type: none"> Hire a local Te Kuiti Youth INTact worker to provide young people with positive alcohol and other drug free activities in recreational areas. Current services provided via Tauramanui. 	Maniapoto Whanau Ora Centre with support from Waikato DHB
	<ul style="list-style-type: none"> Involve community groups in the implementation of Vibrant Safe Waitomo Strategy 	
	<ul style="list-style-type: none"> Support rangatahi/young people to have their say and participate in decision making 	
	<ul style="list-style-type: none"> CPED (Crime Prevention through Environmental Design) is considered via CCTV, town concept plans, and district plan zoning. 	
10: Collaboration across service providers	<ul style="list-style-type: none"> Address gap in men's services within the district 	
	<ul style="list-style-type: none"> Work with Waitomo District Council to inform policies which relate to injury prevention, safety and wellbeing 	
	<ul style="list-style-type: none"> Communication plan is developed to raise the profile of VSW 	
	<ul style="list-style-type: none"> Interagency meetings are held on a regular basis to promote VSW 	
11: Civil Defence emergency preparedness	<ul style="list-style-type: none"> Monitoring of VSW is undertaken 	
	<ul style="list-style-type: none"> Strengthen community resilience 	
	<ul style="list-style-type: none"> Coordinated response plan 	

Document No: A460676

Report To: Council Meeting



Meeting Date: 25 February 2020

Subject: **Adoption of Citizens Awards Policy**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the revised Draft Citizens Awards Policy to Council for adoption.

Background

- 2.1 In 2011, Council agreed that it wished to recognise the contribution that individuals make in the achievement of improved community well-being and positive community outcomes.
- 2.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 2.3 Council, at its meeting on 13 December 2011, adopted a Citizens Awards Policy. The Policy identified two award types, the Lifetime Achievement Award and the Citizen of the Year Award.
- 2.4 The Citizens Awards Policy was reviewed by Council at its meeting on 13 December 2016. Amendments to the Policy included the term of the awards, from annual to a biennial ceremony and the name of the Citizen of the Year Award to the Citizen Award.

Commentary

- 3.1 The Citizens Awards Policy and supporting documents were reviewed by Council at a workshop held on the 18 February 2020.
- 3.2 Council discussed the recommended amendments to the Policy as detailed in the table below.

Issue	Recommended Amendments to the Policy
Streamlining	The current Policy has a number of instances where the same or similar information is repeated. It is recommend the Policy be streamlined and the information (without changing the intent of the Policy) be reorganised to reflect a better flow of information.
Operational Information	The current Policy includes a level of operational detail that is more appropriate to be captured in a Guideline document. A draft Guideline document is attached.

Issue	Recommended Amendments to the Policy
	The intent of the Guideline document is to capture operational and process related tasks to support decision making by the working party.
Providing improved clarification throughout the Policy	The current Policy states the Awards will be held every other year.
	It is recommend the Policy states Awards will be held on a biennial basis in May/June of every even numbered year.
	The current Policy is silent on the number of recipients that may be awarded.
	It is recommended the Policy states one recipient will be selected for the Citizen Award and multiple recipients may be selected for the Lifetime Achievement Award.
	The current Policy is not clear on the length of service associated with the Lifetime Achievement Award.
	It is recommended eligibility for the Lifetime Achievement Award reflects a community contribution of 10 years or more.
	The current Policy, while it can be easily assumed, is silent on who can put forward a nomination.
	The addition of a new clause is proposed stating nominations for the Awards can be made by any person or organisation.

- 3.3 No further amendments to the Policy were recommended by Council.
- 3.4 Attached to and forming part of this business paper is a copy of the Draft Citizens Awards Policy for Councils consideration.
- 3.5 In accordance with the Policy, the Citizens Awards Working Party is appointed by Council and comprises a maximum of four community representatives and one Council representative. The term of the CAWP is four years (the duration of two awards).
- 3.6 Council is asked to consider and appoint a Council representative.
- 3.7 Council is also asked to consider community representatives to be invited to join the CAWP.
- 3.8 Upon confirmation from nominees accepting the invitation, a business paper will be presented to Council to confirm and formally appoint the community representatives to the CAWP.

Considerations

4.1 Risk

- 4.2 No significant risks have been identified.

4.3 Consistency with Existing Plans and Policies

4.4 This decision is consistent with existing plans and policies.

4.5 Significance and Community Views

4.6 Under the Significance and Engagement Policy 2014 this matter is of low significance.

Suggested Resolutions

- 1 The business paper on the adoption of the Waitomo District Council Citizens Awards Policy be received.
- 2 The Waitomo District Council Citizens Awards Policy be adopted.
- 3 Council appoint _____ to the Citizens Awards Working Party.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

February 2020

Attachment: 1 Draft Citizens Awards Policy



DRAFT Citizens Awards Policy

DRAFT

DRAFT

First adopted	13 December 2011
Last Reviewed	November 2016
Next Review Date	In the month of November following each Triennial Elections (November 2022) or earlier if required
Associated documents	Citizens Awards Working Party Guidelines Citizens Awards Assessment Form

1. Purpose and Scope

- 1.1 The purpose of this Policy is to provide a clear statement on Council's commitment in recognising the significant contributions that individuals make to the achievement of improved community well-being and positive community outcomes of the district.
- 1.2 The objective of this policy is to outline and document the principles and parameters that form the basis for the Waitomo District Council Citizens Awards.
- 1.3 This policy sets out the types of awards and honours Council can bestow.
- 1.4 The awards will be held on a biennial basis in May/June of every even numbered year.

2. Strategic Alignment

- 2.1 This Policy deliver's against Council's vision of "Creating a better future with vibrant communities and thriving business".

3. Policy

3.1 Awards and Criteria

- 3.2 The Waitomo District Council Citizens Awards include the presentation of two types of awards on a biennial basis; the Lifetime Achievement Award and the Citizen Award.

1. **Lifetime Achievement Award:** Recipients of the Lifetime Achievement Award will have demonstrated outstanding community focus and through their involvement in community projects or initiatives, made a significant difference within the Waitomo District. Applicants are considered against the following criteria:

- a) Must live within the Waitomo District;
- b) Displayed outstanding community focus; and
- c) Made significant contributions to the community over 10 or more years.
- d) In exceptional circumstances, and on a case-by-case basis, nominees may be considered if they have moved away from the Waitomo District, but prior to that had lived within the district for a significant time and there is evidence of significant community contribution.

2. **Citizen Award:** The recipient of the Citizen Award will have, over the relevant two year period, demonstrated outstanding community focus and been involved in community projects or initiatives that have resulted in positive outcomes for the Waitomo District. Applicants are considered against the following criteria:

- a) Must live within the Waitomo District;
- b) Displayed outstanding community focus; and
- c) Made significant contributions to the community over the previous two years.

- 3.3 One recipient will be selected for the Citizen Award from nominations received.
- 3.4 Multiple recipients may be selected for the Lifetime Achievement Award from nominations received.
- 3.5 If sufficient nominations are not received within the specified timeframe and/or the working party does not consider nominations received to be suitable, awards may not be allocated for that two year period.

3.6 Nominations

- 3.7 Nominations for the Awards can be made by any person or organisation.

3.8 All nominations must be accompanied by the following information about the nominee:

- Completed Nomination Form;
- Details of the nominees service history; associations/organisations involved with and roles held;
- Details of key projects the nominee has been involved in;
- Details of the nominees key achievements;
- Further information to support the nomination i.e. any examples/stories/anecdotes that are applicable;
- Referee / reference details; and
- 2 letters of support for the nomination.

3.9 Nominations will not be considered unless the nomination form and supporting information, as outlined above, has been submitted. Incomplete nominations will be returned to the nominator for completion prior to consideration.

3.10 Nominators and authors of support letters will be invited to speak in support of their nomination.

3.11 All nominations will be assessed by the Citizens Awards Working Party.

3.12 Citizens Awards Working Party

3.13 The Citizens Awards Working Party (the working party) is appointed by Council and is made up of community members who have a strong knowledge of the district.

3.14 The working party will be made up of a maximum of four community representatives and one representative of Council.

3.15 Community representatives invited to join the working party may be selected from the pool of previous recipients of the Citizens Awards.

3.16 All award decisions are made by the working party.

Document No: A460453

Report To: Council



Meeting Date: 25 February 2020

Subject: 2019 Waitomo District Christmas Parade Report

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a briefing on the outcome of the 2019 Waitomo District Christmas Parade.

Background

- 2.1 The Waitomo District Christmas Parade is held annually in Te Kuiti.
- 2.2 The 2019 Christmas Parade was held on 13 December 2019.

Commentary

- 3.1 The theme for the 2019 Waitomo District Christmas Parade was "Christmas".
- 3.2 Celebrations commenced at 6:00pm with the Te Kuiti Highland Pipe Band leading the parade.
- 3.3 Weather conditions were good on the day which was well received by the participants as the festivities took place.
- 3.4 Thirteen floats participated on the night of the parade, down from previous years. Participants included schools, community groups and local businesses.
- 3.5 While numbers were down on the parade floats registering, contact was made with some of the groups that might normally have floats in the parade but were absent in the line-up this year.
- 3.6 Responses indicated time constraints and capacity of voluntary support was an issue due to the time of the year (2nd week of December). With this in mind staff will consider holding this year's parade in late November 2020.
- 3.7 The floats had a good level of quality and creativeness and the effort that was put into each float was evident.
- 3.8 Placeholders were:
 - 1st Place: St Joseph Catholic Primary School
 - 2nd Place: Creative Kids Childcare Centre
 - 3rd Place: Explorers Childcare Centre

- 3.9 The judges for the 2019 parade were local celebrities from the 2019 television series; The Block. The Team Orange duo Ethan Ordish and Sam Whatarangi spent time talking with the float participants and were positive about the community effort reflected in the creations to celebrate the festive season.
- 3.10 Legendary Te Kuiti (LTK) supported the event once again by providing Santa and his sleigh at the end of the parade.
- 3.11 An opportunity for local artists was extended to sell their arts and crafts which was well received by the public.
- 3.12 As an addition to the Christmas events 'Enchanted Entertainment NZ' provided entertainment for the young families with signature super hero Batman and lead character from the hit movie Frozen - Princess Elsa. The characters participated in the parade and then read to the children outside Railway Building 1 as the children awaited their turn to visit Santa in the Grotto.
- 3.13 The theme for 2020 Christmas Parade will be confirmed and socialised with the community later in the year.
- 3.14 As outlined in the WDC Roadmap, Council will consider the implementation of an Events Policy in May/June 2020.
- 3.15 It is envisaged this policy will guide the notion that community groups are enabled to partner with the Council, working to transition for appropriate groups to take a lead role in the delivery of events within the community.
- 3.16 Delivery of the 2020 Waitomo District Christmas Parade may reflect a new community partnership arrangement.

Suggested Resolution

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



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

February 2020

Document No: A463766

Report To: Council Meeting



Meeting Date: 25 February 2020

Subject: North King Country Indoor Sports and Recreation Centre – Formal Grant Agreement

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the GoCT public briefing held on 21 January 2020 and to present a recommendation from the Audit, Risk and Finance Committee regarding preparation of a formal grant agreement.

Background

- 2.1 Council consulted with the community during development of the Long Term Plan 2018-2028 to gauge the community's support, or not, of the proposed North King Country Sports and Recreation Centre.
- 2.2 The consultation document "Shape Waitomo To Your Liking" referred to the Game on Charitable Trust (GoCT) proposed development of an Indoor Sports and Recreation Centre in Te Kuiti.
- 2.3 The consultation document confirmed Council had been invited to consider whether or not it would provide funding for development of the proposed facility.
- 2.4 The consultation document outlined, in considering the request from the GoCT, that Council had assessed:
 - Alignment of the request with the vision and outcomes Council wanted to achieve for the community.
 - Community access to the proposed facility.
 - Robustness of the financial estimates provided.
 - Mechanisms that Council could use if it agreed to the request.
 - Impact of the request on rates.
 - Affordability of the request.
- 2.5 The community was invited to consider two options, as follows:
- 2.6 *"Option 1 (noted as the preferred option)*

Provide a maximum capital funding grant to the GoCT of \$1.5 million, with \$1 million provided in the 2018/19 year and \$500,000 in the 2019/20 year under the proviso that if the GoCT are able to source additional funding from other benefactors then the Council would contribute less.

Council is of the view that it does not have enough information at this stage about the operating costs requirements of the Sports Centre and is therefore not in a position to make a contribution towards the operating costs.

Raise a 30 year loan to make this capital contribution so that the costs are distributed to future ratepayers as well who would benefit from the facility in the future. The cost to the ratepayers will be the cost of servicing this loan.

The Council's view is that the overall potential benefits that will become available to the District Community justify the funding cost especially given the fact that we will have decreased our public debt by \$1.77 million by the end of next year."

2.7 Option 2

Not provide any capital funding for the sports centre. This option could mean that the sports centre project will not go ahead."

- 2.8 Of the 94 submissions received, 67% were in support of Option 1 to provide a maximum capital funding grant to the GoCT of \$1.5 million.
- 2.9 At its meeting on 29 May 2018 Council adopted Option 1 – to make a capital funding grant of \$1 million in the first year and \$500,000 in the second year.
- 2.10 Council's commitment was reflected in the Long Term Plan 2018-2028 with \$1 million allocated in the 2018/19 financial year and \$500,000 in the 2019/20 financial year. Following a request from the GoCT, this was subsequently re-sequenced to the 2019/20 and 2020/21 financial years respectively.

Commentary

- 3.1 The GoCT remain active with their fund-raising initiatives.
- 3.2 Key stakeholders and the general public were invited to attend a meeting on 23 January 2020. The purpose of the meeting was to inform attendees of progress to date with the project and the forward plan to bring the project to fruition and commence the build.
- 3.3 The GoCT advised the revised forecast capital cost for the build is \$6.44 million. Additional costs to cover demolition of the existing Gymnasium, site preparation and fit-out of the new build are estimated at \$750,000.
- 3.4 To GoCT have secured committed funds of \$3.99 million, comprising:
- Ministry of Education \$1.74 million
 - Trust Waikato \$700,000
 - Grassroots Trust \$50,000
 - Waitomo District Council \$1.5 million
- 3.5 Additional capital funds required are \$2.45 million and the GoCT remain confident that their funding aspirations can be met.
- 3.6 The GoCT have formally requested that Council further re-sequence their capital contribution grant pledge to the 2020/21 and 2021/22 financial years.

3.7 Councils Draft Exceptions Annual Plan (DEAP) reflects budget capacity of \$1 million allocated in the 2020/21 financial year. The remaining \$500,000 capital contribution will need to be considered by Council during development of the 2021-2031 Long Term Plan as it will fall within Year 1 of the new Plan.

3.8 AUDIT, RISK AND FINANCE COMMITTEE RECOMMENDATION

3.9 At its meeting on 11 February 2020 the Audit, Risk and Finance Committee considered a business paper on the current status of the North King Country Indoor Sports and Recreation Centre community led project.

3.10 The Committee discussed the benefits of entering into a formal grant agreement with GoCT for transparency, clarity and risk mitigation purposes.

3.11 The Committee resolved to recommend to Council that a formal grant agreement be developed with the following conditions:

1. Payment of the Council grant is subject to the Council satisfying itself that the proposed facility is operationally sustainable.
2. The Council grant is subject to the Council being satisfied that public access to the facility is guaranteed by way of an appropriate Agreement.
3. All capital funds to complete the project, including fit-out, are secured prior to release of the Council grant to ensure the building is equipped with fixtures and fittings to make it a functional facility.
4. The project is underwritten by non-Council sources and any capital cost overruns during the construction phase are met by the Underwriter. Note: The Waitomo District Council will not underwrite any cost overruns.

3.12 The Committee also resolved to recommend to Council that the Mayor and Chief Executive be tasked with communicating a proposed formal agreement with the Game On Charitable Trust.

Considerations

4.1 Risk

4.2 There is identified risk that the Game On Charitable Trust may not secure the total funds required and the project may therefore not proceed.

4.3 Consistency with Existing Plans and Policies

4.4 Consideration of the Game On Charitable Trust request for grant funding is undertaken in accordance with Councils Long Term Plan 2018-2028.

4.5 Significance and Community Views

4.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

Suggested Resolutions

1. The business paper on North King Country Indoor Sports and Recreation Centre – Formal Grant Agreement be received.
2. Council approve/not approve entering into a formal grant agreement with the Game On Charitable Trust with the following conditions:
 1. Payment of the Council grant is subject to the Council satisfying itself that the proposed facility is operationally sustainable.
 2. The Council grant is subject to the Council being satisfied that public access to the facility is guaranteed by way of an appropriate Agreement.
 3. All capital funds to complete the project, including fit-out, are secured prior to release of the Council grant to ensure the building is equipped with fixtures and fittings to make it a functional facility.
 4. The project is underwritten by non-Council sources and any capital cost overruns during the construction phase are met by the Underwriter. Note: The Waitomo District Council will not underwrite any cost overruns.
3. Council approve/not approve the Mayor and Chief Executive to be tasked with communicating the proposed formal agreement with the Game On Charitable Trust.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

February 2020

Document No: A460479

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meetings of 24 June 2019 and 2 September 2019.

Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Waikato CDEM Joint Committee member Councils comprise; Waikato Regional Council, Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waipa District Council and Waitomo District Council.
- 2.6 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.

Commentary

- 3.1 Attached to and forming part of this business paper are the minutes of the Committee meetings convened on 24 June 2019 and 2 September 2019.

Suggested Resolution

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



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

February 2020

- Attachments:
1. Joint Committee Minutes – 24 June 2019
 2. Joint Committee Minutes - 2 September 2019

Waikato Civil Defence and Emergency Management

Group Joint Committee

MINUTES

Date: Monday, 24 June, 2019, 1:00 pm

Location: Te Puia Room, Genesis Building
Bryce Street
Hamilton

Members Present: Cr H Vercoe - Chair (Waikato Regional Council)
Cr L Tooman - Deputy Chair (Hamilton City Council)
Cr A Goddard (Waitomo District Council)
Cr P Buckthought (Hauraki District Council)
Cr T Lee (South Waikato District Council)
Cr R Simpson (Thames - Coromandel District Council)
Cr J Bannon (Waipa District Council)

Others Present: Cr J Casson - Hamilton City Council
J Rollin - Ministry of Civil Defence and Emergency Management
L Cavers - Chair of the Coordinating Executive Group
J Baird - Member Coordinating Executive Group (Hamilton City Council)
J Snowball - Group Manager Civil Defence and Emergency Management
(Waikato Regional Council)
D Kruger - Emergency Management Strategic Planning Coordinator
(Waikato Regional Council)
M Bang - Team Leader Civil Defence and Emergency Management
(Waikato Regional Council)
G Talbot - Group Recovery Manager Civil Defence and Emergency
Management (Waikato Regional Council)
S McLeay - Democracy Advisor (Waikato Regional Council)

1. Call to order and Apologies

The meeting was opened at 1.03pm. Apologies were received from Cr N Smith, Cr A Park and S Vowles.

CD19/14

Moved by: Cr L Tooman

Seconded by: Cr R Simpson

RESOLVED (SECTION A)

That the apologies of Cr N Smith, Cr A Park and S Vowles be accepted.

The motion was put and carried

2. Confirmation of Agenda

It was noted that Mayor J Tregidga and Cr D Fulton were omitted from the list of members and alternates on the front page of the agenda. This would be rectified so that the agenda for the next meeting was correct in that regard.

CD19/15

Moved by: Cr L Tooman

Seconded by: Cr R Simpson

RESOLVED (SECTION A)

That the agenda of the meeting of Waikato Civil Defence Emergency Management Group Joint Committee - 24 June 2019, as circulated, be confirmed as the business for the meeting.

The motion was put and carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Minutes of Previous Meeting

Minutes from the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee held on 4 March 2019.

CD19/16

Moved by: Cr T Lee

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

That the minutes of the previous meeting of the Waikato Civil Defence Emergency

Management Group Joint Committee held on 4 March 2019 be received and accepted as a true and accurate record.

The motion was put and carried

5. Amendments to the Waikato CDEM Group Controllers Policy

The report was presented by the Group Manager Civil Defence and Emergency Management (J Snowball). The following was noted:

- The Policy amendments were required to reflect legal advice received, ensure the Policy aligned with the Group Plan, simplify and clarify operability of the Policy and reflect the focus on professionalisation in the Emergency Management System Reforms.
- Each council would have increased financial obligations for controller training and this may require consideration in councils' Long Term Plans.
- Tier 3 controllers operated within specified local areas only. Tier 2 controllers operated for any Group member Local Authority. At present only three controllers had sufficient experience to work across the entire region. Changes to the Policy made it clear that numbers would increase over time and the intention was to have a pool of 12 Tier 2 controllers. The Tier 4 controller category had been replaced by 'trainee Controller' who was not appointed and had no delegated powers.
- It was preferred that local controllers were recruited from executive leadership level of management, and were eligible to take part in the local authorities' leadership programme. The demands of controller responsibilities and impact on their business as usual responsibilities was discussed. These demands had increased over time and would continue to do so with the requirements of professionalisation.

CD19/17

Moved by: Cr J Bannon

Seconded by: Cr A Goddard

RESOLVED (SECTION A)

1. **That the report Amendments to the Waikato CDEM Group Controllers Policy (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.**
2. **That the amended Waikato Civil Defence Emergency Management Group Controller Policy, be adopted.**

The motion was put and carried

6. Appointment of Local Controllers – Taupō District Council

The report was presented by the Group Manager Civil Defence and Emergency Management (J Snowball).

CD19/18

Moved by: Cr T Lee

Seconded by: Cr A Goddard

RESOLVED (SECTION A)

1. That the report **Appointment of Local Controllers - Taupō District Council (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019)** be received.
2. That the **Waikato Civil Defence Emergency Management Group Joint Committee** notes that, in accordance with legal advice relating to the caveat in resolution CD18/43 resolved in the meeting of November 2018, the decision to appoint D Tahau and J Ridd as Local Controllers, has not been formally completed.
3. That the **Waikato Civil Defence Emergency Management Group Joint Committee** appoints J Ridd and D Tahau as Local Controllers for Taupō District Council (without restriction).

The motion was put and carried

7. Appointment of Local Recovery Manager – Waitomo District Council

The report was presented by Group Recovery Manager (G Talbot).

CD19/19

Moved by: Cr L Tooman

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

1. That the report **Appointment of Local Recovery Manager - Waitomo District Council (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019)** be received.
2. That **M Berryman** be appointed as Local Recovery Manager for the Waitomo District Council's territorial area.

The motion was put and carried

8. Elected Officials Induction

The report was presented by Group Emergency Management Office Team Leader / Western Waikato Group Controller (M Bang). The following was noted:

- The Committee would continue uninterrupted over the election period.

- The Committee was a joint committee of the mayors of the territorial authorities and the Chair of the Regional Council (or their delegates). The mayors were elected and took over from the current mayors contemporaneously so there would be no interruption in the ability of the Committee to form a quorum and discharge its functions between trienniums.
- If required, the Minister could declare an emergency during that period.
- The Ministry of Civil Defence and Emergency Management would confirm the requirements for groups to declare emergencies during an election. Committee members would discuss with their Mayors.

CD19/20

Moved by: Cr J Bannon

Seconded by: Cr T Lee

RESOLVED (SECTION A)

That the report Elected Officials Induction (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

9. Potential Regional Impacts – Emergency Management System Reforms (EMSR)

The report was presented by the Group Manager Civil Defence and Emergency Management (J Snowball). The following was noted:

- On 21 May 2019 the Ministry of Civil Defence and Emergency Management Regional Emergency Management Advisor met with the Committee Chair, the Co-ordinating Executive Group Chair and the Group Manager, to gauge progress towards the known deliverables in the Emergency Management System Reforms.
- There were aspects of the Emergency Management System Reforms that were being delivered within the existing Group Work Plan, and other deliverables that were not. The latter would require significant time, and potentially additional resources, to scope, understand and implement.
- The Group Manager / Controller was of the opinion that the information provided to the Ministry of Civil Defence and Emergency Management by the Waikato Civil Defence Emergency Management Group, would provide a good degree of assurance to the Minister regarding the efforts underway to deliver on the Emergency Management System Reforms within the region.

CD19/21

Moved by: Cr A Goddard

Seconded by: Cr R Simpson

RESOLVED (SECTION A)

That the report Potential Regional Impacts – Emergency Management System Reforms (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

10. Group Work Plan – Progress Towards Completion of Priority 1 Actions

The report was presented by Group Emergency Management Office Team Leader / Western Waikato Group Controller (M Bang). The following was noted:

- There were some parts of the Group Work Plan that for one reason or another were behind the intended schedule. However, there were no issues raising concern for completion of the priority actions.
- The iwi engagement report was required annually. Local reporting received to date indicated that it was reasonably foreseeable that some provisions of section 8.5 of the Group Plan, iwi partnership, may not be met.
- It was anticipated that with the Emergency Management System Reforms and National Disaster Resilience Strategy (2019), iwi engagement would require an increased focus.

CD19/22

Moved by: Cr R Simpson

Seconded by: Cr T Lee

RESOLVED (SECTION A)

That the report Group Work Plan – Progress Towards Completion of Priority 1 Actions (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

11. Summary of CEG Meeting held on 7 June 2019

The report was presented by the Chair of the Coordinating Executive Group (L Cavers). It was noted that the Coordinating Executive Group had decided to call a hui with all councils that had iwi liaison officers to see how it could facilitate iwi involvement.

CD19/23

Moved by: Cr A Goddard

Seconded by: Cr L Tooman

RESOLVED (SECTION A)

That the report Summary of CEG Meeting held on 7 June 2019 (Waikato Civil Defence Emergency Management Group Joint Committee 24 July 2019) be received.

The motion was put and carried

12. Ministry of Civil Defence Emergency Management Update

The report was presented by the representative for the Ministry of Civil Defence and Emergency Management (J Rollin). The following was noted:

- There was a plan in place to progress the branding change from Ministry of Civil Defence and Emergency Management to National Emergency Management Agency, once required.
- There was support for the change. It was acknowledged that the term 'civil defence' wasn't well understood. It was commonly perceived to be concerned solely with natural hazards. The new branding would help shift this perception to managing risk as well as responding.

CD19/24

Moved by: Cr L Tooman

Seconded by: Cr A Goddard

RESOLVED (SECTION A)

That the report Ministry of Civil Defence Emergency Management Update (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

The meeting closed at 2.56pm.

Waikato Civil Defence and Emergency Management Group Joint Committee

MINUTES

Date: Monday, 2 September, 2019, 1:00 pm

Location: Te Puia Room, Genesis Building
Bryce Street
Hamilton

Members Present: Cr H Vercoe - Chair (Waikato Regional Council)
Cr L Tooman - Deputy Chair (Hamilton City Council)
Cr A Goddard (Waitomo District Council)
Cr T Lee (South Waikato District Council)
Cr A Park (Taupō District Council)
Cr J Bannon (Waipa District Council)
Mayor J Barnes (Matamata Piako District Council)
Cr A Williams (Otorohanga District Council)

Also Present Suzanne Vowles – Ministry of Civil Defence Emergency and Management

Staff Present: J Snowball - Group Manager/Controller
J Baird – Hamilton City Council
L Bartley – Democracy Advisor

1. Apologies

Apologies were received from Cr Rex Simpson, Mayor S Goudie from Thames-Coromandel District Council.

CD19/25

Moved by: Cr T Lee

Seconded by: Mayor J Barnes

RESOLVED (SECTION A)

THAT the apologies of Cr R Simpson and Mayor S Goudie from Thames-Coromandel District Council be accepted.

The motion was put and carried

2. Confirmation of Agenda

CD19/26

Moved by: Cr A Park

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

THAT the agenda of the meeting of the Waikato Civil Defence and Emergency Management Group, as circulated, be confirmed as the business of the meeting subject to any change or order to reflect the order set out in the minutes of that meeting.

The motion was put and carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Confirmation of Minutes

CD19/27

Moved by: Cr L Tooman

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

THAT the minutes of the previous meeting of the Waikato Civil Defence and Emergency Management Joint Committee dated 24 June 2019 were received and accepted as a true and accurate record.

The motion was put and carried

5. Appointment of Local Recovery Manager - Waipa District Council

Group Manager/Controller (J Snowball) presented the report to members to appoint a local recovery officer for Waipa District Council. The appointee is a staff member of Waipa District Council and the role of Recovery Manager will be additional to their permanent position. The Ministry of Civil Defence & Emergency Management have recently released a director's

guideline. The Director's Guideline will assist the GEMO in providing information to all territorial authorities on the scope of the position, proposed job description, estimation of hours required along with the skill set required to undertake the position. This is work in progress for the Statutory Roles Advisory and Appointment Committee.

CD19/28

Moved by: Cr A Park

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

- 1. That the report (Waikato CDEM Group Joint Committee 2 September 2019) be received.**
- 2. That Debbie Lascelles be appointed as Local Recovery Manager for the Waipa District Council territorial area.**

The motion was put and carried

6. Information Communications Technology (ICT) Business Case

Group Manager / Controller (J Snowball) presented the report. He noted to members that whilst the building is state of art and meets the needs as an Emergency Coordination Centre, the facility needs further updates in relation to communications technology in order to meet the needs of all partners in an emergency.

1.07 pm - Cr A Williams entered the meeting.

A review of the ICT equipment has been reviewed and the following areas were found to be needing improvements:

- Printer technology - current have 2 separate printers each linked to a server that has limited access beyond Council staff. Need to buy one standalone printer which can be used by anyone.
- Computer Suite - insufficient computers currently available - need to increase from the 6 desktops and purchase 21 additional laptops and appropriate docking and storage.
- TV's screens + Hardware to connect to these - mobile tv screens
- Bluetooth speakers - to cover 3 offices once opened up
- Mobile phones - to replace existing stock. Will be used by staff on shift so that critical information is not lost by them using their own phones
- Security door lock so that swipe access is required.

Members expressed surprise at the report - thought this would have been dealt with through the initial kitout. They were also concerned whether the budget identified would be sufficient or was it just enough. Group Manager/Controller (J Snowball) felt that a 10% increase as a contingency would be helpful.

CD19/29

Moved by: Mayor J Barnes

Seconded by: Cr A Williams

RESOLVED (SECTION A)

1. That the report (Waikato CDEM Group Joint Committee 2 September 2019) be received.

RECOMMENDS (SECTION B)

2. That the use of financial reserves, to a maximum of \$110,000 plus GST, for purchase and installation of increased ICT capability in the Group ECC and Hamilton EOC, be approved.

The motion was put and carried

7. Group Work Plan

Group Manager/Controller (J Snowball) presented the report. All priority one action points are on target with exception of one. The one that is off target is due to one Council stating that they do not have a recovery plan. An ongoing independent audit of regional CDEM shows that other Council's recovery plans could also be improved. The new Directors guide for Recovery will assist all Council's.

A brief update was given by the Group Manager/Controller regarding the independent audit. It was noted that all draft reports are due in by 14 September. 2 reports are fully signed off, 5 are in draft format and 4 are not yet received. Members felt that a press release should be issued to reassure public that all Council's have reviewed their audit reports and the region is in a good position to respond to an emergency.

CD19/30

Moved by: Cr A Williams

Seconded by: Cr T Lee

That the report Group Work Plan – Progress towards completion of priority 1 actions (Waikato Civil Defence Emergency Management Group Joint Committee 2 September 2019) be received.

The motion was put and carried

8. GEMO - End of Year Performance - Financial Year 2018/2019

Group Manager/Controller (J Snowball) presented the report. The end of year financials show that the GEMO came in slightly under budget - this was due to staff vacancies throughout the year. The office is now fully resourced.

There is a slight overspend of \$35,000 of allocated costs - this is predominantly due to corporate costs and outside of the control of the office.

Members discussed the targeted rate set by Waikato Regional Council - members believe that the targeted rate should be set against the number of properties each year rather than reducing due to increases in population. This would future proof the budget without having to revisit how funds are gathered. The Chair, Cr H Vercoe is to address with Waikato Regional Council.

Surplus funds are carried over into the reserves fund for future year's expenditure.

CD19/31

Moved by: Cr A Goodard

Seconded by: Cr L Tooman

That the report GEMO – end of year performance – financial year 2018/2019 (Waikato CDEM Group Joint Committee 2 September 2019) be received.

The motion was put and carried

9. Group CDEM Delivery Arrangements

Group Manager/Controller (J Snowball) presented the report. Service level agreements with Matamata-Piako and Hauraki District Council's have been signed. Matamata-Piako have filled their staff vacancy for a full-time civil defence officer and Hauraki is at interview stage.

The Civil Defence audit reports will provide the new staff with a start of a business plan/work programme to commence their activities.

CD19/32

Moved by: Cr A Park

Seconded by: Cr J Bannon

That the report Group CDEM Delivery Arrangements (Waikato CDEM Group Joint Committee 23 August 2019) be received.

The motion was put and carried

10. Inter Group Collaborations

Group Manager/Controller (J Snowball) presented the report which outlined an application for resilience funding made by Taranaki CDEM Group, for the development of an Eruption Response and Recovery North Island Plan (TERRNIP). The application for funding is to scope out what the impact of an explosion would be. It is estimated that there is a 50% chance that Mt Taranaki will erupt within the next 50 years.

The Taranaki Group have asked for support from Waikato Civil Defence and Emergency Management as its neighbour. It was recognised that any potential eruption would likely impact the lower western and southern reaches of the Waikato region.

There is a need for CDEM Groups to establish working relationships with their neighbours and to engage in establishing a framework of response, roles of each entity for our shared hazards and risks

J Snowball highlighted that any support of the application, could mean that we are committing to supporting the Taranaki group, even if they are unsuccessful in their funding application. This could lead to an expectation of financial support in the future.

Members discussed the benefits to be gained from establishing a better working relationship with the group and felt there was much to be gained through a better working relationship.

CD19/33

Moved by: Cr A Goddard

Seconded by: Cr A Park

That the report Inter Group Collaboration – Taranaki CDEM Group (Waikato CDEM Group Joint Committee 2 September 2019) be received.

The motion was put and carried

11. Update on the Status of Public Education and Public Engagement

Group Manager/Controller (J Snowball) presented the report.

The public education and public engagement is one of the Group Plan action plan points that is currently off track. He doesn't believe that being off track is a bad point as having reviewed the requirements, he does not believe that the current programme of work provides the best possible public engagement for those most vulnerable in our communities.

One of our Group plan goals is that our communities are ready - this is currently achieved by communities being prepared and aware of risk. One of the main activities used to deliver our goal is community response planning with community groups. Experience shows us that the most vulnerable people in communities are those that are not engaged through community response planning. There is no way to measure that we are reaching our most vulnerable communities.

Prioritisation of targeted community engagement needs to happen in a wider way. It is recommended that the action plan be updated so that the action point focusses on vulnerable communities. Need to have greater communication on warning systems, what hazards exist in each community. Some will have risk of tsunami, other will have great risk of flooding. So more individualised engagement is required depending on risk involved. This may require an increase in resources, including staff time, to achieve this. Also need to do further engagement with iwi. Some of the extra work will be achieved by the staff at the territorial authorities but the refocus needed to get staff to target most vulnerable communities.

The role of community engagement and education is probably one of the highest requirements of Civil Defence and Emergency Management - one of the most fundamental responsibilities.

Members discussed timing and the mechanism of delivery which are operational issues. However, it was felt that any decision of change will go beyond operational and into governance and strategy. Some outcomes will be identified by November however any increase in funding won't make this year's annual plan funding round.

The purpose of the report was to make committee aware and seek input from the committee.

Members discussed that there were difficulties in keeping people engaged when no emergency had occurred. Until something actually happens, it is hard to keep community focussed and engaged. Member also discussed that the most vulnerable (homeless and those in poverty) will always rely on community to help them recover and get through an

emergency. These pockets of communities live day to day - pay packet to pay packet - and simply are unable to become prepared due to circumstances.

CD19/34

Moved by: Cr A Williams

Seconded by: Cr L Tooman

That the report, Update on the status of public education and public engagement, (Waikato CDEM Group Joint Committee 02nd September 2019) be received.

The motion was put and carried

12. Summarised CEG Minutes

The report was presented by J Baird, Hamilton City Council. J Baird outlined:

- the results of the CEG meeting and minutes. Legal opinion discussed with regard to group plan standing with respect to Resource Management Act planning documents. It was noted that it was a very useful piece of work. Members requested a copy of the legal opinion.
- GIS - update on programme of work being undertaken. A significant update to spatial understanding of area and ensuring there is the right mix of people/skills in place to be effective.
- Waikato Lifelines Utility Group - hotspots where multiple lifeline utilities, core infrastructure, and hazards collide - what if something happened in that space. Work is progressing with external/commercial partners

The Chairperson also noted to members that he had attended the joint meeting of the Waikato/BOP Lifeline Utilities meeting recently and was good to see the collaboration/networking happening.

CD19/35

Moved by: Cr A Park

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

That the report Summarised CEG Minutes – 8 August 2019 (Waikato CDEM Group Joint Committee 2 September 2019) be received.

The motion was put and carried

13. Ministry of Civil Defence Emergency Management (MCDEM) Update

The Regional Emergency Management Advisor, Ministry of Civil Defence and Emergency Management, Suzanne Vowles presented a report, updating the work programme being undertaken:

- There are 2 plans out for consultation
 - Risk Assessment and how it relates to group plan
 - Recovery Preparedness Guidelines - need to discuss and provide feedback on how the guidelines will impact operations
- Also, recently released CIMS which explains how agencies work together. EMAT teams - Ministry have recently completed another part of the selection process. Members to be announced shortly.
- Legislation about new entity (NEMA) due out in early December - a number of regulations will be attached to the legislation. The regulations will be item specific. A project manager has been appointed to create the entity (NEMA) to do the work to enable change but project manager won't do change work.
- Members queried what the opinion of Central Govt was - S Vowles noted that central government is closely watching and will be providing feedback. Group Manager/Controller J Snowball is going to Wellington and should have more information to provide after that visit.

Members queried whether there was any progress on warning devices. It was noted that the number of communication tools and methods being relied on will depend on hazard and area affected. A tsunami warning must include sirens. It was noted that under legislation warning is the number one requirement. How to alert is part of a regional/national discussion. MCDEM only have ability to issue an ultra-short national message telling people of the emergency and directing them to seek further information locally.

CD19/36

Moved by: Mayor J Barnes

Seconded by: Cr A Park

RESOLVED (SECTION A)

That the report Ministry of Civil Defence Emergency Management Update (CDEM Joint Committee 2 September 2019) be received.

The motion was put and carried

14. Items for Next Meeting

Members noted the following item for next meeting:

- Update on Hikurangi
- Budgets

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Minutes Waikato Civil Defence and Emergency Management 2 September 2019

The Chairperson thanked members for their hard work over the last 3 years and looked forward to welcoming back members, if successful, to the new triennium.

2.40 pm The meeting closed.

Document No: A460429

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report – Community Development

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Community Development portfolio.

Background

- 2.1 The Community Development portfolio provides a dedicated resource for collaborating with the community across elements of well-being. It facilitates access to many opportunities and resources available within and beyond the District in support of community outcomes – Vibrant Communities, Thriving Business and Effective Leadership.
- 2.2 Waitomo District Council is committed to the provision of the Community Development portfolio to support and encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.

Commentary

3.1 VIBRANT SAFE WAITOMO (VSW)

- 3.2 At its meeting on 14 August 2019 the VSW Regional Coalition application was granted accreditation by the Safe Communities Foundation NZ. This accreditation was provided with the recommendation to develop a Strategy and Annual Action Plan.
- 3.3 As a measure of best practice the VSW Regional Coalition agreed that the development of the Strategy would be prioritised and the development of an initial six month Action Plan would subsequently follow.
- 3.4 A business paper is contained elsewhere in this Agenda, informing Council of the development of the Strategy and Action Plan.

3.5 YOUTH LIAISON/WAITOMO DISTRICT YOUTH COUNCIL

- 3.6 The 2019 Local Body Elections provided an opportunity for members of the WDYC to better understand the democratic process of local body elections.
- 3.7 The WDYC were motivated to enlist past members of the WDYC and rangatahi in the community to meet and mihi to outgoing Mayor Brian Hanna as a poroporoake (formalised farewell) dinner.
- 3.8 A poroporoake dinner was held on 13 November 2019 with all attending providing a mihi to Brain Hanna for his commitment to youth matters in the community during his 9 year term as Mayor of the WDC.

- 3.9 The term for the new Youth Council to undertake their work plan will align with the 2020 school calendar year, as previously discussed and agreed with Council.
- 3.10 A meeting with Principals of nominating schools (secondary and wharekura) will be arranged to discuss the nomination process and participation of students in the WDYC work plan.
- 3.11 In late November 2019 a meeting was held with Aotahi Limited – Naomi Hughes and Erin Grey, to discuss project work that focussed on young people's options to live locally and have a successful career and/or business.
- 3.12 Previous consultations undertaken by Aotahi Limited with local secondary schools on behalf of the Ministry of Youth Development in October 2019 will be a network advantage.
- 3.13 Local representative for the Secondary School Employment Programme – Isaac Boss has connected with Aotahi Limited to discuss future proofing and career paths for our local young people and how the two organisations might work together.
- 3.14 In late December Aotahi Limited placed a tender to the Ministry of Education to broker and provide opportunities for local students (Te Kuiti, Piopio, Otorohanga and Taumarunui) to engage with local employers in order to better understand careers and business opportunities.
- 3.15 This project has been included in the Vibrant Safe Waitomo Action Plan under the Mahi/Workplaces theme as one of the economic development priorities. Forming part of the Action Plan, this will be reported against in June 2020.
- 3.16 The 2020 Tuia Prospectus has been received and initial conversations have been held to better understand the expectations and benefits for both WDC/Community and the Tuia Rangatahi Leadership kaupapa.
- 3.17 A meeting with the Tuia representatives and the Mayor was held on 13 November 2019. The purpose of this meeting was for all parties to better understand the purpose of Tuia and the expectations from each of the parties involved. Attendees included Mayor John Robertson, North Island Mentoring Support for Tuia – Haimona Waititi, Current WDC Tuia – Luke Moss, Past WDC Tuia - Te Miri Takerei, Otorohanga Tuia Support – Eru Tane and the WDC Community Development Coordinator.
- 3.18 In short, the word 'Tuia' means to weave together, when people are woven together well their contribution has a greater positive impact on the community. The Tuia programme looks to embody this by connecting young Maori from the Waitomo District through connecting passions, aspirations and dreams in order to serve their communities well.
- 3.19 Past Tuia (tuakana) Luke Moss and Te Miri Takerei have confirmed the nominated Tuia for 2020 to be Te Oranga Anderson. Local Tuia Rep Te Miri Takerei, tuakana Tuia Luke Moss and CDC initiated the first meeting with Mayor John Robertson and Te Oranga Anderson on 14 January 2020.
- 3.20 It is likely that the first of the Tuia wananga will be held either in Waikato or Maniapoto, in which case it will be held at the Te Kuiti Pa from Friday 6 to Sunday 8 March 2020. Mayor John Robertson has confirmed he will support this wananga by attending.

3.21 NOVICE DRIVING TRAINING PROGRAMME

- 3.22 In mid-2013 the New Zealand Transport Agency (NZTA) commenced development of a proposal to provide pilot Learner Driver programmes including one for Te Kuiti and the surrounding district.
- 3.23 A pilot programme was developed with the purpose of reducing the number of young drivers involved in road crashes, improving their safety as a priority in accordance with the Government's Safe Journeys Road Safety Strategy, and to develop a best practice model for novice driver training in rural New Zealand communities.
- 3.24 The Pilot was implemented, run by the Te Kuiti Community House Trust and Number Twelve Youth Hub, to:
- a) Address issues of disadvantage for learner drivers in the 16-24 age group seeking to get their restricted licences, including access to suitable vehicles, mentors and supervised practice; and
 - b) Improve levels of safe driving for the learner drivers.
- 3.25 Also, at the time, a number of government actions were introduced nationally to improve young driver safety, including:
- a) Raising the standard of competency required to gain a restricted licence with a harder test;
 - b) Increasing the minimum driving age to 16;
 - c) Cutting the youth alcohol limit for teen drivers to zero; and
 - d) Limiting the locations at which the practical driver tests could be completed.
- 3.26 The Pilot ran from 2013 to 2016, and as a result of its success led to the implementation of the locally delivered Novice Driver Training Programme.
- 3.27 NZTA confirmed its support of a locally led and locally delivered Programme and further confirmed agreement for both Councils to allocate their annual subsidised road safety budget to support delivery of the Programme.
- 3.28 An Agreement was entered into in July 2016 between Waitomo District Council, Otorohanga District Council and Te Kuiti Community House Trust for the provision of the services relating to the Novice Driver Training Programme. The current Agreement expires 30 June 2020.
- 3.29 Key objectives for the 2019/2020 financial year included:
- Achieving the following pass rates with students aged 16-24 years of age with a target pass rate of 90% achieved
- | Licence Type | Number of Students |
|---------------------|---------------------------|
| Learners | 30 per annum |
| Restricted | 50 per annum |
| Full | 30 per annum |
- 3.30 In the Learner Licence Programme, 23 students have successfully obtained their Learner Licence in the period 1 October – 31 December 2019.
- 3.31 In the Restricted Programme, 50 students are to pass in the contract year. 21 students obtained their Restricted Drivers Licence between July and September 2019 and a further 16 students between October and December 2019, a total of 37.

3.32 The target pass rate for the Full Licence Programme is 30 per annum. For the period 1 July 2019 to 30 September 2019, 7 students successfully obtained their Full Driver Licence and a further 6 students between the period 1 October 2019 and 31 December 2019, a total of 13.

3.33 CREATIVE COMMUNITIES SCHEME (CCS)

3.34 Advertising to invite nominations to become part of the CCS Assessment Committee resulted in six new members nominated from the community. In addition to this Councillor Marshall will take on a role in the Assessment Committee alongside remaining members Councillor New and Dianna White.

3.35 The seven new members to the CCS Assessment Committee increases the members total to nine with a wider networking catchment and increased engagement with community groups across the district.

3.36 The CCS Assessment Committee members are:

Waitomo District Councillors:

- Councillor Janene New
- Councillor Lisa Marshall

Community Representatives:

- Diana White
- Pat Loft
- Pianika Waugh
- Andre Roach
- Te Miri Takerei
- Jane King
- Mitchell Hughes

Waitomo District Council Staff:

- Community Development Coordinator, Clowdy Ngatai
- Community Services Administrator, Sasha Rickit

3.37 With the recruiting of new members and as a refresher for the current members a CCS Assessors training was arranged on 29 November 2019. This workshop was facilitated by the National Advisor to CCS for Creative NZ.

3.38 COMMUNITY AND CIVIC EVENTS

3.39 A business paper is contained elsewhere in this Agenda regarding the 2019 Waitomo District Christmas Parade.

3.40 Preparation for The Great NZ Muster 2020 has commenced with initial meetings with the NZ Shearing Championship Committee held.

Suggested Resolution

The Progress Report: Community Development be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

February 2020