

Document No: A407377

Report To: Council



Meeting Date: 25 September 2018

**Subject: Deputation – Hamilton and Waikato
Tourism Limited - 2017/2018 Annual
Report**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism (HWT) will be in attendance at 9.00am to present the HWT 2017/2018 Annual Report.
- 1.2 Attached to and forming part of this business paper is the HWT 2017/2018 Annual Report.

Suggested Resolutions

The Deputation from Hamilton and Waikato Tourism Limited – 2017/2018 Annual Report (year ending 30 June 2018) be received.

A handwritten signature in blue ink that reads "H Beever".

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

September 2018

Attachment: 1 Hamilton and Waikato Tourism 2017/2018 Annual Report



2017-2018 Annual Report to Waitomo District Council

Year ending 30 June 2018

Executive Summary

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend. HWT is funded through a public/private partnership with the region's seven local authorities and the tourism industry.

We are now into the second year of delivering on the Tourism Opportunities and Development Plan which was created to move from a 'volume-led' to a 'value-add' sector for the Waikato. We are seeing significant gains with the goals set in the plan with the industry now contributing \$1.532 billion to the regional economy – the fifth highest visitor expenditure in New Zealand behind Auckland, Wellington, Christchurch and Queenstown.

Domestic visitors are still our number one market, spending \$1.167 billion annually into the region, while international visitors contribute \$365 million. Within the domestic space, 55% of travellers to our region are visiting friends and relatives (VFR), 21% are now coming on holiday and 9% for business purposes.

Delivering on the five game-changers from the Tourism Opportunities and Development Plan is progressing well with the completion of the Regional Major Events Strategy following consultation with stakeholders, venues, event organisers and promoters.

The completion of the Regional Brand Strategy project was made possible with co-funding from the Ministry for Business, Innovation & Employment's Regional Growth Programme. A regional visitor proposition and story has been developed based on The Waikato Story framework. Design and content execution are now underway.

This financial year has seen a focus on national sector issues around the Tourism Infrastructure Fund, Provincial Growth Fund, proposed International Visitor Levy, NZ Tourism Sustainability Commitment and the International Visitor Survey review.

Performance targets

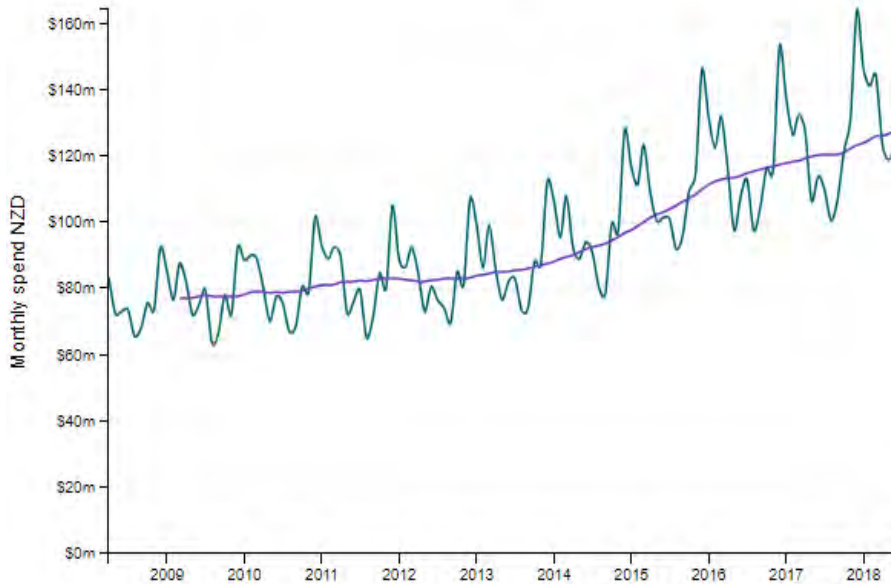
Hamilton & Waikato Tourism (HWT) have seven performance targets which are set in the 'Schedule of Services for Local Government 2017-2018'. HWT and the sector have performed exceptionally well in the previous 12 months (1 July 2017 to 30 June 2018).

Measure	Result
 Visitor nights 5% increase of total visitor nights' vs national	 -1.2% for Hamilton & Waikato 2.4% national growth rate (Year ending June 2018)
 Visitor spend 5% increase in visitor spend across the region	 6% increase on previous year \$1.532 billion annual expenditure (Year ending June 2018)
 Conventions & business events Grow market share of business events from 9% to 10%	 10.6% market share Third largest region behind Auckland & Wellington (Year ending March 2018)
 Visitor awareness & perceptions Improve favourability by 3 points, including Waikato residents	 7.24 avg score out of 10 Likelihood to recommend as a place to visit (Year ending June 2018)
 Website & social media: hamiltonwaikato.com 5% digital engagement on previous year	 10.64% 1 July 2017 – 30 June 2018 (1 July 2016 - 30 June 2017 = 10.4% engagement rate)
 Industry investment \$400,000 of industry contributions towards marketing activities	 \$437,914 international & domestic partnerships, trade show investment, famil in-kind contributions and visitor guide sales (Year ending June 2018)
 Return on investment Total visitor spend per dollar of HWT spend	 \$1,261 Visitor spend per dollar of council funding (Year ending June 2018) 1.16 Commercial guest nights per dollar of council funding (Year ending June 2018)

Visitor statistics and expenditure

Hamilton & Waikato Regional Tourism Organisation

Historical spending pattern

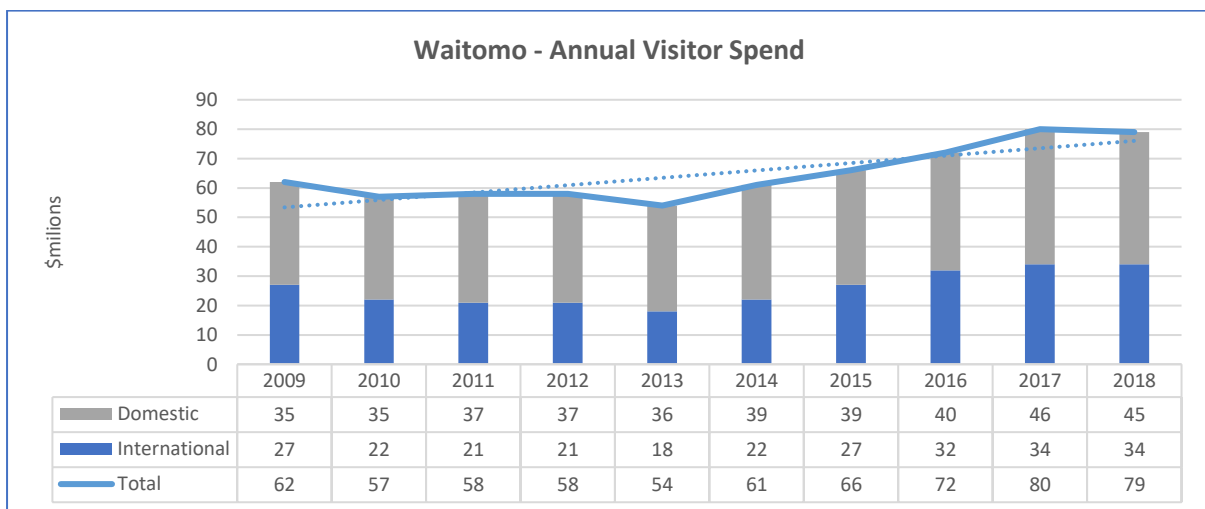


Source: Monthly Regional Tourism Estimates, MBIE (June 2018)

Visitor expenditure in Waitomo

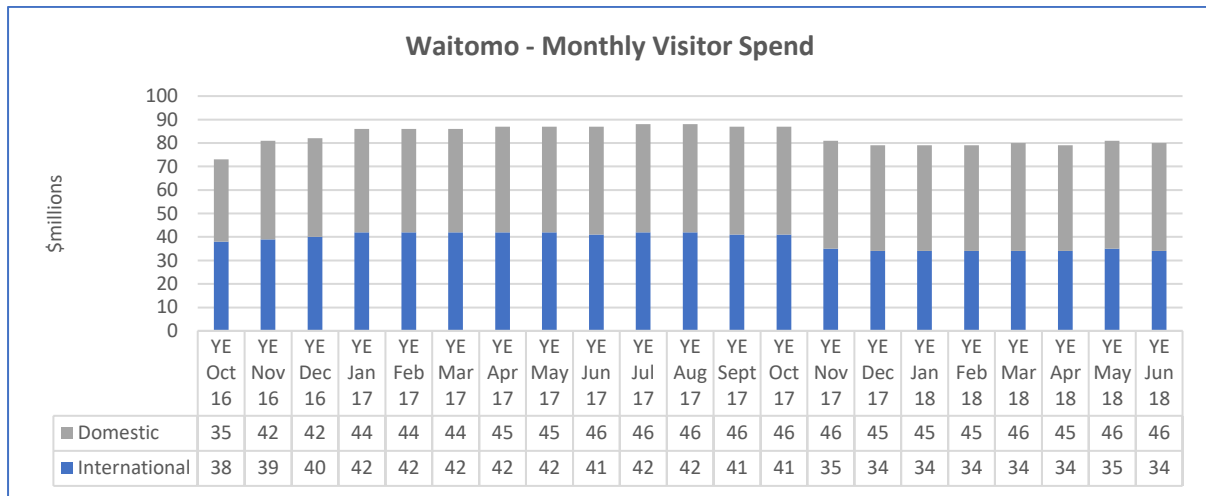
Visitor expenditure data is measured by the Ministry of Business, Innovation and Employment (MBIE) in the Monthly Regional Tourism Estimates (MRTE).

Annual visitor expenditure has continued to climb for Waitomo and reached a total of \$80 million for the year ending June 2018. Latest visitor spend data shows domestic visitors are contributing \$46 million into the district’s economy, with international bringing in \$34 million for the year ending June 2018. (NOTE: the decrease from October 2017 is due to a change in MBIE’s methodology)



Source: Monthly Regional Tourism Estimates, MBIE (June 2018)

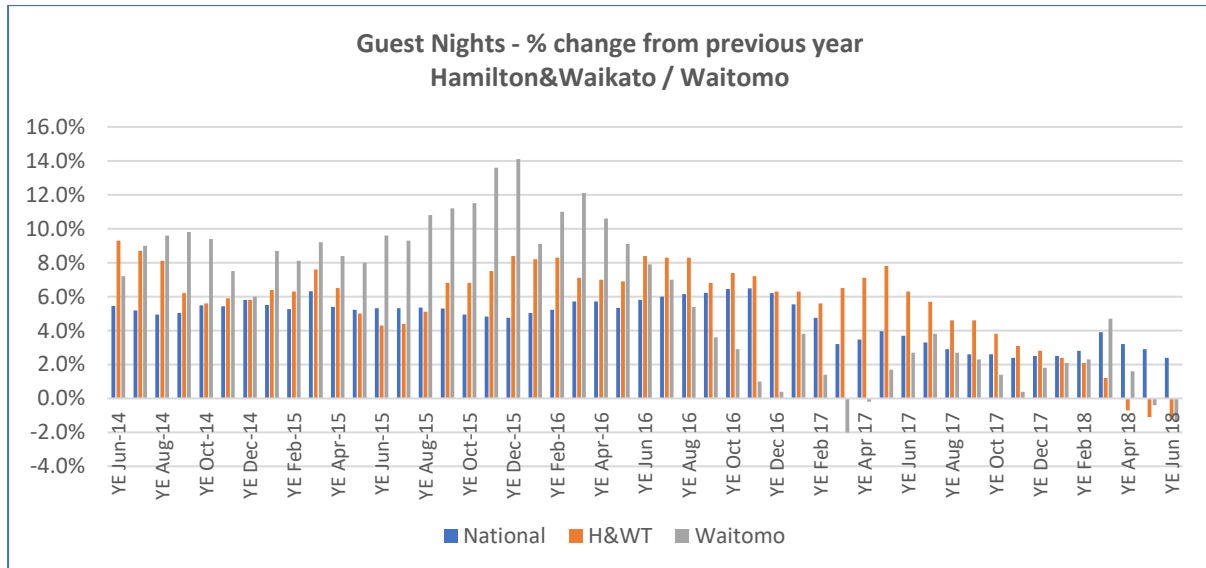
From September 2016, we have been able to provide monthly visitor expenditure data at a territorial local authority level which shows a consistent spend level between domestic and international. From October 2016, domestic expenditure has increased by \$11 million.



Source: Monthly Regional Tourism Estimates, MBIE (June 2018)

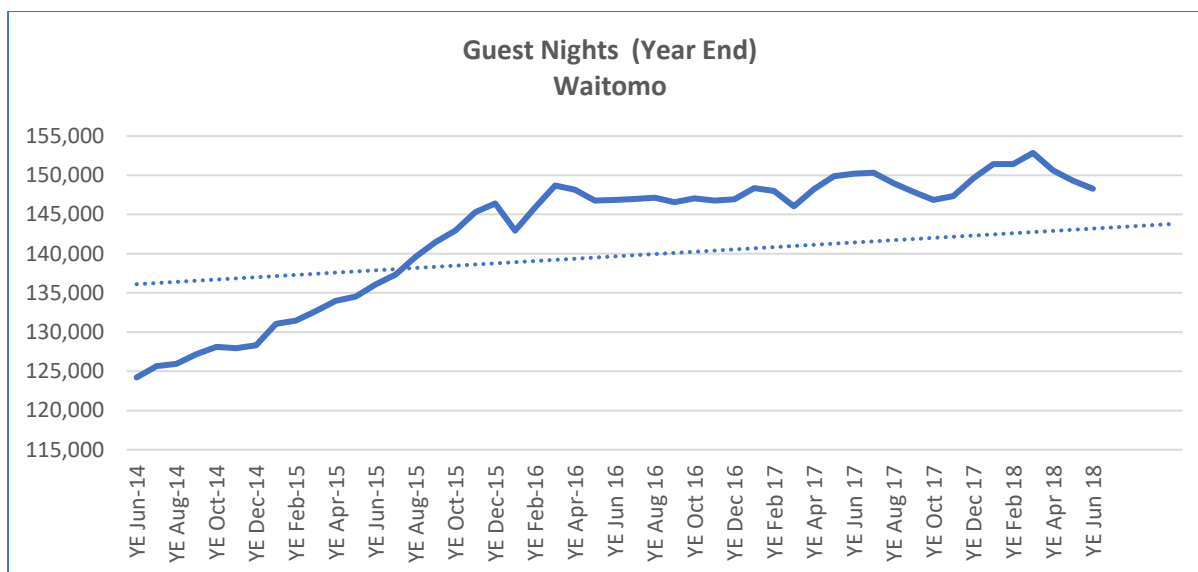
Commercial guest nights in Waitomo

The annual percentage growth rate for Waitomo commercial guest nights (hotels, motels, backpackers & holiday parks) has remained steady over the previous twelve months, however growth has slowed in the later part of this period. This could indicate accommodation is fully occupied and being utilised, with very little room for growth in bed nights until new commercial accommodation comes on-stream.



Source: Commercial Accommodation Monitor, Statistics NZ (YE May 2018)

Commercial guest nights for Waitomo have remained relatively steady, achieving 148,298 guest nights for the year ending June 2018.



Source: Commercial Accommodation Monitor, Statistics NZ (YE June 2018)

International visitor expenditure

Across the Hamilton & Waikato region, the top six international visitor markets based on expenditure include:

1. Australia: \$86 million
2. China: \$48 million
3. United States of America (USA): \$41 million
4. United Kingdom (UK): \$40 million
5. Rest of Europe: \$34 million
6. Rest of Asia: \$33 million

Trade and Leisure Marketing

DOMESTIC MARKETING

Short Escapes Campaigns

During October 2017, our first Short Escapes domestic campaign of the year ran in our key markets of Auckland, Wellington, Christchurch, as well as neighbouring regions Bay of Plenty and Taranaki. This campaign also included a component in partnership with AA Traveller called the AA Great Spots Promotion, which promoted travel into the Waikato region. This campaign was run solely online, with Google Display Advertising, search advertising, social media advertising and e-newsletters

The second Short Escapes consumer campaign, and HWT's largest domestic campaign for the year, commenced in late January and ran through to Easter 2018. The campaign was designed to encourage consumers in external domestic markets (drive and fly) to take a short break in the region, with a focus on outdoor activities, summer events and partner operator experiences. The campaign consisted mostly of online activity including Google display advertising, search advertising, social media activity, e-newsletters, and influencer marketing.

Explore Your Own Backyard Campaigns

The first Explore Your Own Backyard campaign took place in from December 2017 to January 2018 encouraging locals to explore the Hamilton & Waikato region over the Christmas / Summer period. This campaign was split in two with the first half encouraging the purchase of voucher to key activities in the region as Christmas gifts, and the second half focussed on summer activities & attractions. This campaign consisted of both online and offline advertising including Google Display, search, social media and print.

The second Explore Your Own Backyard campaign was undertaken in June - July 2018 to promote exploring the region in the winter months and during the July school holidays. This campaign consisted of Google Display, Search, Social Media and Cinema advertising

Hamilton & Waikato Regional Visitor Guide

The 2018 Official Hamilton & Waikato Regional Visitor Guide was published in December 2017 and distributed through New Zealand i-SITEs, airports, national and international trade shows, Tourism NZ off-shore offices and conference delegate packs. The guide operates on a cost-neutral basis with advertising sales paying for production and distribution.

Preparation has already commenced on the 2019 Visitor Guide, with advertising sales opening in June 2018. The 2019 guide is due to be published in December 2018.

Major Events – Rugby League World Cup and HSBC NZ Sevens

As a member of the host city committee, HWT worked in partnership in the planning and preparation of these two major events, and in conjunction with Hamilton City Council/H3, NZ Rugby and NZRL. The RLWC saw Hamilton City as the host city for the Tongan teams, including activations such as the team welcome, along with the host games. The HSBC NZ Rugby Sevens saw all the teams hosted in the region for a week leading up to the tournament along with a successful sell-out event, with the region securing the rights to host the event again in 2018. Specific activities included:

- Promotion of these events through HWT's Short Escapes campaign and in the Official 2018 Hamilton & Waikato Regional Visitor Guide
- Provision of support to organising committee, including special deals, and visitor collateral for teams and supporters
- Creation and hosting of web landing pages on hamiltonwaikato.com
- Event profiled through HWT social media channels
- Provision of story angles and coordination of media famils before and during the Sevens event
- Assisting and attendance at team welcomes and hosted media welcome event.
- Team & Referee visits to the Waitomo region

i-SITE Visits

As part of the ongoing relationship and Charter activities, members of the marketing team visited each of the region's 14 i-SITES prior to Christmas. The team presented the new visitor guide and outlined HWT's marketing initiatives for the first half of 2017. The visits were well-received and are an annual initiative. We also provided support and advice for the Hamilton i-SITE visitor information centre review.

INTERNATIONAL MARKETING

Tour the North Island Campaign

Hamilton & Waikato worked with Tourism New Zealand on this NZD\$1.533m consumer campaign focussed on the eastern seaboard of Australia during July-August 2017. This is the fourth year of this targeted Australian campaign, with the campaign driving 35% more referrals than 2016. Other campaign partners included Northland, Auckland, Coromandel, Bay of Plenty, Rotorua, Taupō and Ruapehu, key tourism operators, Flight Centre and Air New Zealand. The campaign targeted first time arrivals as well as repeat visitors, promoting North Island touring holidays in the shoulder season of September-November 2017.

Travel Trade

HWT participated in a number of onshore and offshore travel trade events and promotional activities throughout the year, resulting in training over 1,900 travel trade representatives.

HWT also hosted over 192 travel trade agents on famils in the region throughout the year.

New Zealand's largest international travel trade event, TRENZ, was held at the Edgar Centre in Dunedin in May. Approximately 1,500 delegates attended TRENZ, including 387 international travel buyers (up from 377 last year) and 314 tourism operators, engaged in one on one 15-minute appointments.

HWT was joined by nine regional tourism operators including Hobbiton Movie Set, Waitomo Glowworm Caves, Legendary Black Water Rafting Co, Waitomo Adventures, Rural Tours, Hamilton Gardens, Sanctuary Mountain Maungatautari, The Henley Hotel and Roselands Waitomo. HWT had 56 appointments with buyers from various markets over the three-day event, promoting the regions travel trade ready products and experiences.

During the period 1 July 2017 to 30 June 2018, Hamilton & Waikato region and our trade ready products were represented and promoted offshore in India, South East Asia (Philippines, Indonesia, Malaysia) and China.

Explore Central North Island

HWT has continued its participation in the 'Explore Central North Island' (ECNI) collective which is an international marketing alliance with Rotorua, Taupō, Coromandel, Bay of Plenty, Ruapehu, Tairāwhiti Gisborne and Hawke's Bay regional tourism organisations.

ECNI collective activity during this period included trade training missions in the USA, Canada, United Kingdom and Europe.

The collective also hosted an expo for travel trade in Auckland in April 2018 'The eXplore Show' which was attended by 103 exhibitors from around the central North Island (including 19 tourism businesses and 9 new products being launched to trade from the Hamilton & Waikato region) attracting nearly 200 travel trade 'buyers'.

ECNI also participated in a joint venture marketing campaign, running from 1 January 2018 to 30 June 2018, with North American Wholesaler 'Down Under Answers' to increase awareness and bookings in the Central North Island. Bookings for Hamilton City activities and accommodation increased by 12.5% from the previous year.

Media

Media continues to be an important workstream and area of influence for HWT. Throughout the year HWT pitches, provides information and hosts a wide variety of tourism-related broadcast, print and online media representatives. During 2017-2018, HWT hosted 112 international and domestic media outlets.

Marketing activity for Waitomo District

A summary of specific trade and leisure marketing for Waitomo is detailed below.

Target market	Campaign or activity	Waitomo experiences profiled
International consumer and travel trade - Australia	4th Annual Tour the North Island Campaign (Tourism NZ) July - August 2017	Waitomo Glowworm Caves, Ruakuri/Aranui Caves, Legendary Black Water Rafting Co, Waitomo Adventures, The Timber Trail
Media – domestic & international	Media hosting and famils profiling Waitomo: <ul style="list-style-type: none"> • Middle-earth Instameet • International Hobbit Day Press Trip • AU Social Influencer – Jarrad Seng • AU Social Influencer – Lauren Bath • China Be Wild Broadcast • Philippines Broadcast • New Strait Times - Malaysia • German Social Influencer – Max • Travel Channel US • Indian Journalist – Amin Ali • US Social Influencer – Philip Nguyen • Indonesian Freelancer – Randy Mulyanto 	Waitomo Top 10 Holiday Park, Lost World – Waitomo Adventures, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo Homestead, Legendary Black Water Rafting Co, Hairy Feet, Fat Pigeon Café, Marokopa Falls, Natural Bridge, Troll Cave – Waikato Adventures, Huhu Cafe

Target market	Campaign or activity	Waitomo experiences profiled
Media – domestic & international <i>continued</i>	<ul style="list-style-type: none"> • German Social Influencer – Joyce Ilg • India Freelancer – Supriya Sehgal • AU Freelancer – Kristie Lau • Carpe Diem Our Way – Travel Blog • Vaughan Smith + Family • German Freelancer – Lina Strahl • Philippines Airline Press Trip • German Freelancer – Michael Marek • CNN Travel – Lilit Marcus • TNZ Board Meeting • Adventure Instameet 	
Travel Trade – events	<p>Waitomo profiled at following trade events:</p> <ul style="list-style-type: none"> • KiwiLink India, July 2017 • KiwiLink South East Asia, Oct 2017 • KiwiLink China, Oct 2017 • Experience the Trilogy Event – Australia, Nov 2017 • TNZ RTO Workshop, Sydney, Nov 2017 • TNZ SSEA Agent Training, Feb 2018 • RTO/ITO training, April 2018 • RTO/ITO TNZ training day, April 2018 • Explore show, April 2018 • TNZ NZSP Australian Agents Training day, April 2018 • TRENZ, May 2018 <p>Sales calls to IBOs and wholesalers throughout the year</p>	<p>Discover Waitomo – Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Waitomo Homestead, Legendary Black Water Rafting, The Timber Trail, Waitomo Adventures, Waitomo Top 10 Holiday Park, Roselands, Huhu Cafe</p>
Travel Trade – Famils	<p>Waitomo profiled in following trade famils:</p> <ul style="list-style-type: none"> • ECNI Itinerary winner, Lise Croll – USA • ECNI Itinerary winner, Cindy Olsen – USA • TNZ Roadshow winners Jeff & Gail Woloz- USA • TNZ SSEA NZSP Indonesia Famil- SSEA • TNZ SSEA NZSP North Island- SSEA • ECNI, DUA Winner Malou Livelu- USA • Air NZ FIT Product Manager Famil- CHI • TNZ NZSP Australian Agent Famil-AUS • China New Product, Product Manager Famil-CHI • Tamara Steger ECNI Winner- South America • Ngahuru Frontline Sellers- GER 	<p>Waitomo Glowworm Cave, Ruakuri Cave, Blackwater Rafting, Waitomo Homestead</p>

Target market	Campaign or activity	Waitomo experiences profiled
Travel Trade – Explore Central North Island Alliance	<p>HWT are part of the Central North Island RTO alliance known as ‘Explore Central North Island’ which includes the two touring routes – The Thermal Explorer Highway and the Pacific Coast Highway</p> <ul style="list-style-type: none"> • ECNI North American / Canada Roadshow, Oct 14–21, 2017 (Frontline Agent Training) • ECNI Representation for Waikato region at USA Treasures of NZ Showcase Oct 2017 and UK/ Europe Sept 2017 Roadshow. • USA- Frontline Agent training via Webinar – July & Dec 2017 • UK- Frontline Agent Training via Webinar- Feb 2018 • eXplore show, April 2018 	<p>Discover Waitomo – Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Waitomo Homestead, Legendary Black Water Rafting, The Timber Trail, Waitomo Adventures, Waitomo Top 10 Holiday Park, Huhu Café, Roselands.</p>
Domestic – consumer	<p>Waitomo District was profiled as part of regional promotions in the following publications:</p> <ul style="list-style-type: none"> • Go Travel Magazine • Kia Ora Magazine • Arrivals Magazine • Tempo Magazine • Hamilton Press • Air New Zealand Regional Brand Toolkit • What’s Up Motel Compendium • Inspo Magazine - March 	<p>The Timber Trail, Mangapohue Natural Bridge, Marokopa Falls, Black Water Rafting, Waitomo Glowworm Caves, Ruakuri Cave, Troll Cave – Waitomo Adventures, Legendary Black Water Rafting Co, Waitomo Trail Run.</p>
Domestic consumer – Auckland, Bay of Plenty & Taranaki, Wellington, Rotorua, Christchurch	<p>‘Short Escapes’ campaign, October – November 2017</p> <p>‘Short Escapes’ campaign February – April 2018</p>	<p>Discover Waitomo (Glowworm Caves, Ruakuri Cave), Legendary Black Water Rafting, Mangapohue Natural Bridge, Waitomo Adventures, Marokopa Falls, Mangaokewa Scenic Reserve, Timber Trail, The Great NZ Muster, Waitomo Trail Run</p>
Domestic consumer - Local, Hamilton & Waikato	<p>‘Explore Your Own Backyard’ campaign, Dec 17 – Jan 18</p> <p>‘Explore Your Own Backyard’ campaign, June – July 2018</p>	<p>Discover Waitomo (Glowworm Caves, Ruakuri Cave), Legendary Black Water Rafting, Mangaokewa Scenic Reserve, Timber Trail, Waitomo Adventures</p>

Target market	Campaign or activity	Waitomo experiences profiled
Domestic consumer – Chinese New Zealanders	Ongoing campaign activity has continued through our Weibo social media channel, blogs, forums etc	Piripiri Cave, Waitomo Glowworm Caves, Marokopa Falls, Ruakuri Walk, Ruakuri Cave, Legendary Black Water Rafting, Timber Trail
Domestic & International consumer and trade	2018 Hamilton & Waikato Regional Visitor Guide	Waitomo profiled in 'Regional Highlights' section and featured in the Waitomo section. A number of Waitomo-based operators advertised in the guide.
Domestic & international consumer, travel trade and media	Quarterly e-newsletters are distributed to our consumer, trade and media databases	Waitomo Adventures, Legendary Black Water Rafting Co, Waitomo Glowworm Caves, Ruakuri Walk, Waitomo Trail Run, Marokopa Falls, Mangapohue Natural Bridge, Timber Trail, Timber Trail Lodge, Great NZ Muster,
Domestic & International consumer	Waitomo District profiled through HWT's various social profiles including Facebook, Instagram, Twitter & YouTube.	Discover Waitomo, Legendary Black Water Rafting Co, Waitomo Adventures, Hairy Feet Waitomo, The Timber Trail, Te Kuiti, Mangapohue Natural Bridge, Piripiri Cave, Waitanguru Falls, Pureora Forest Walks, Waitomo Hilltop Glamping, Omaru Falls, Marokopa Falls, Ruakuri Walk, Mangaokewa Scenic Reserve, Waitomo Rally, Waitomo Trail Run, The Great NZ Muster
Domestic & International consumer	HWT ran an Instameet in September 2017 and June 2018 where we hosted social media influencers in the region	Hairy Feet Waitomo, Ruakuri Cave (Discover Waitomo), Legendary Black Water Rafting, The Homestead, Waitomo Glowworm Caves Visitor Centre

Conferences & Business Events

The Hamilton & Waikato region remains the third largest region behind Auckland and Wellington for conferences, meetings and business events for the year ending March 2018. Our region has secured a 10.6% market share of total business events and 8.2% of delegates.

Every conference we can secure for Hamilton and Waikato is significant for the region, regardless of the sector or size. Conference delegates are also influenced to return for a future holiday based on their positive Waikato experiences.

A delegate attending a business event is worth twice as much of a leisure traveller to the region, with an average delegate per night value of \$299 per night for international delegates and \$461 per night for domestic delegates.

Convention bureau activity for Waitomo District

A summary of specific trade and convention marketing activity for Waitomo is detailed below.

Activity	Detail																																																																																											
<p>Enquiries</p>	<p>115 total business event enquiries for the year (1 July 2017 – 30 June 2018)</p> <p style="text-align: center;">Conference & Business Events Leads & Enquiries</p> <table border="1" style="display: none;"> <caption>Estimated data for Conference & Business Events Leads & Enquiries</caption> <thead> <tr> <th>Month</th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>9</td><td>6</td><td>2</td><td>5</td><td>10</td><td>6</td></tr> <tr><td>Feb</td><td>2</td><td>10</td><td>12</td><td>7</td><td>10</td><td>11</td></tr> <tr><td>Mar</td><td>5</td><td>4</td><td>3</td><td>20</td><td>26</td><td>32</td></tr> <tr><td>Apr</td><td>11</td><td>13</td><td>7</td><td>18</td><td>15</td><td>10</td></tr> <tr><td>May</td><td>6</td><td>12</td><td>8</td><td>17</td><td>19</td><td>22</td></tr> <tr><td>Jun</td><td>10</td><td>11</td><td>13</td><td>14</td><td>21</td><td>13</td></tr> <tr><td>Jul</td><td>9</td><td>11</td><td>22</td><td>27</td><td>2</td><td>0</td></tr> <tr><td>Aug</td><td>14</td><td>9</td><td>22</td><td>24</td><td>21</td><td>0</td></tr> <tr><td>Sep</td><td>8</td><td>8</td><td>7</td><td>10</td><td>11</td><td>0</td></tr> <tr><td>Oct</td><td>3</td><td>9</td><td>8</td><td>22</td><td>9</td><td>0</td></tr> <tr><td>Nov</td><td>5</td><td>6</td><td>9</td><td>18</td><td>7</td><td>0</td></tr> <tr><td>Dec</td><td>11</td><td>8</td><td>11</td><td>12</td><td>19</td><td>0</td></tr> </tbody> </table>	Month	2013	2014	2015	2016	2017	2018	Jan	9	6	2	5	10	6	Feb	2	10	12	7	10	11	Mar	5	4	3	20	26	32	Apr	11	13	7	18	15	10	May	6	12	8	17	19	22	Jun	10	11	13	14	21	13	Jul	9	11	22	27	2	0	Aug	14	9	22	24	21	0	Sep	8	8	7	10	11	0	Oct	3	9	8	22	9	0	Nov	5	6	9	18	7	0	Dec	11	8	11	12	19	0
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<p>Buyers Hosted</p>	<p>106 buyers hosted to the region on famils and sites.</p>																																																																																											

Activity	Detail
Famils	<ul style="list-style-type: none"> • August 2017 - Post Business Events Waikato Showcase multiday famil, attended by 12 buyers, visited 9 Convention Bureau Partners. • November 2017- annual multiday famil, attended by 13 buyers, visited 15 Convention Bureau Partners including Hamilton Airport Venues, The Avantidrome and Vilagrad. • May 2018 - Waitomo operators famil in conjunction with Podium Lodge – included: Hamilton Airport Venues, The Avantidrome, Camjet, The Boatshed, Cambridge Raceway, The Float Room, River Riders, Boatshed Kayaks, The Bikery Café. • June 2018 – Post-MEETINGS tradeshow Australian buyer famil, attended by 28 Australian buyers, visited Claudelands and Hobbiton, Leisure Time Tours provided transport
TNZ Famils	<ul style="list-style-type: none"> • May 2018 - China Mice Famil, attended by 10 buyers. • June 2018 - Meetings 2018 SEA Incentive Manager Famil, attended by 5 buyers.
Bespoke Sites	<ul style="list-style-type: none"> • Debbie Pardekooper, Avenues Event Management • Nick Porter & Nicki Tilsley, ENJO • Leigh Keown, Transpower • Kerry Warn & Liz Waite-Cooper, Natural Health Products • Nikki Wright, Federated Farmers • Makiko Wimbush & Narena Dudley, RANZCOG
Trade Shows	<ul style="list-style-type: none"> • July 2017 - Get Global, Sydney • August 2017 - Second Hamilton & Waikato Business Events Showcase – 53 exhibitors, 117 buyers through the door. Show owned and organised by Hamilton & Waikato Tourism • November 2017 – regional stand Australian Society of Association Executives (AuSAE) Link Conference, Wellington • November 2017 – Meeting on the Green, Hunter Valley • April 2018 – regional stand Convene Tradeshow, Auckland • April 2018 – AAPNZ (Waikato breakfast), Hamilton • May 2018 – Corporate PA Summit, Auckland • May 2018 – regional stand Meetings tradeshow, Auckland
Hosted Events	<ul style="list-style-type: none"> • August 2017 - Wellington, attended by 39 guests • March 2018 - Auckland, attended by 11 guests
Sales Activity	<ul style="list-style-type: none"> • 32 companies visited (corporate, association, PCO) • Sales blitzes with Platinum & Gold Partners – Auckland, Wellington & Christchurch • Sydney and Melbourne in conjunction with Claudelands

Activity	Detail
Tourism NZ Activity	<ul style="list-style-type: none"> • September - co-hosted table at Kudos Awards • October - CAP (Conference Assistance Programme) Bid Champions Awards Dinner • November - Co-hosted lunch to promote CAP, University of Waikato, November • March 2018 - Convention Bureau Roadshow, Adelaide and Melbourne
Partner Communication & Development	<ul style="list-style-type: none"> • June 2018 - Inaugural Business Events Seminar • Business events training delivered by Tourism Marketing Solutions x 2 workshops. 33 Partners trained. • Networking & update events x 1 • Partner EDM newsletters/updates x 6 • Two monthly reporting to Platinum, Gold & Silver Partners • 73 Convention Bureau Partners (increase of 10 from 2016/17). • 98 Face-to-face Partner meetings - includes mentoring & support.
Communications & Media	<ul style="list-style-type: none"> • Client newsletters x 4 (database over 2,500) • Editorial x 15 • Media releases x 4 • Business Events Directory • Association Info Sheet • Website
TNZ CAP Bid wins 2017/18	<p>International conference wins in association with Tourism NZ Conference Assistance Programme (CAP). totalling \$4,547,350.00 value to the region.</p> <ul style="list-style-type: none"> • IEEE International Conference on Industrial Electronics for Sustainable Energy Systems 2018 • International Conference on Asian Digital Libraries 2018 • Australasian Association for Engineering Education 2018 • International Conference on Polar & Alpine Microbiology 2019 • IEEE International Conference on Trust, Security & Privacy in Computing & Communication 2019 • Native American & Indigenous Studies Association 2019

Destination management and product development

We are now into the second year of delivering on the Tourism Opportunities and Development Plan which was created to move from a 'volume-led' to a 'value-add' sector for the Waikato. We are seeing significant gains with the goals set in the plan with the Development that furthers the Tourism Opportunities Plan (adopted 2016) continues to be a focus. The key focus of the Plan is based around five game-changers:

1. **Waikato River** – activate the Waikato River across the region
2. **Brand Strategy** – create a strong and compelling visitor proposition for the region
3. **Hamilton City Riverfront** – support plans to revitalise the Waikato River
4. **Kiingitanga Story** – deliver a suite of Maaori visitor experiences
5. **Regional Major Events Strategy** – develop an events strategy that further secures, develops, promotes and encourage events which generate financial and social benefits to the region

The Plan also identified the following opportunities for Waitomo:

- The home of cycling – including The Timber Trail
- Waitomo Precinct
- Waikato Walks
- Agritourism; and
- Themed-drive itineraries – particularly the west coast (Port Waikato through to Moku)

Activating tourism development opportunities in Waitomo

Opportunities, development and new tourism experiences supported in Waitomo over the previous 12 months (1 July 2017 – 30 June 2018) include:

Programme	HWT role	Matamata Piako District activity
Product development: New & emerging experiences	Support	Waitomo ATV Farm Tours Waitomo Hilltop Glamping Waitomo Adventures Troll Café Waitomo Great Walk Timber Trail marketing collaborative Waitomo Hotel development Waitomo Sky Garden development

To find out more and download a copy of the Tourism Opportunities Plan:

www.hamiltonwaikato.com/TOP

Regional Major Events Strategy

We worked with a number of key event stakeholders and Duco Events to develop the Regional Major Events Strategy. This was adopted by the HWT Board in June 2018 and a high-level summary is provided below.

Major Events Vision:	The Waikato region’s major events portfolio showcases and positively positions the region, brings new money into the economy and makes residents proud of where they live.
Major Events Outcomes:	<ol style="list-style-type: none"> 1. Showcases the Waikato region as a destination 2. Grows incremental regional GDP 3. Contributes to a vibrant region and grows community pride 4. Maximises uses of event infrastructure, venues and spaces
Major Events Enablers:	<ol style="list-style-type: none"> 1. Effective governance and decision-making 2. Fit for purpose staff structure with an event secretariat 3. Stakeholder coordination 4. Funding – fit for purpose financial resources (public + private) to provide event bid fund 5. Regional commitment to consistent measurement framework 6. Communications – engage and inform stakeholders and the community

We are now seeking funding to activate the recommendation of an event secretariat service aligned with the RTO (year one) and the development of an event bidding fund (year two). The event measurement framework is being developed at a national level with Major Events New Zealand.

An overview of the event classification matrix will be provided during the Annual Report presentation.

Regional Brand Strategy

The Hamilton & Waikato tourism region needed a clear and strong brand framework and positioning to raise awareness as a destination in the domestic visitor market. Better visitor engagement and connectivity with the region is created if a visitor is able to connect to one idea rather than considering a multitude of regional attributes.

A definitive brand and positioning for the Hamilton & Waikato region will:

- inform how the area is perceived in the market;
- provide consistent messaging;
- improve efficiency for content development, copy, image and video etc. for marketing which is also consistent with the messaging in the Waikato Story; and
- set the Hamilton & Waikato region apart from other regional destinations.

This project was aligned to the Waikato Means Business programme and the Waikato Plan action around building regional and local identity. It is also aligned to The Waikato Story around creating the narrative for the 'visit' chapter, plus fits into the hierarchy of the New Zealand Story:

New Zealand Story

Open Spaces. Open Hearts. Open Minds.



Waikato Story

The Beating Heart of New Zealand.



Regional Brand Strategy

[A chapter of the Waikato Story]

Following 12 months of consultation and perception research, the regional brand proposition centred around 'The Mighty Waikato' is detailed below.

Brand purpose:	The Mighty Waikato
Brand values:	<ul style="list-style-type: none"> ↳ Authentic ↳ Magical ↳ Surprising
Desired perception:	A deeply authentic, easily accessible escape to the strong beating heart of the North Island – packed with hidden discoveries, and a place where you can actually feel the real New Zealand.

<p>Our tourism story:</p>	<p>The Mighty Waikato – where magic runs deep</p> <p>Come with us, share our waka and feel our strength and passion. For this is a place beyond the expected, which constantly surprises with natural beauty, powerful history and out-of-this-world experiences.</p> <p>Always far from the ordinary, this is a magical region of villages to play, relax, connect and explore in. Here, our kaitiaki runs deep, our mana inspires and unforgettable discoveries are just around the bend. A welcoming place where our people keep it real – and experiences become unreal.</p> <p>This is the Mighty Waikato. It's all yours to discover</p>
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Although we are creating a Regional Brand Strategy for Hamilton & Waikato as a visitor destination, we know that effective regional brands also contribute to local identity and pride. Through this project, the use of the term 'The Mighty Waikato' has already been used for new regional road and airport gateway signage, major events and other content executions.

The completion of the Regional Brand Strategy was made possible with co-funding from the Ministry for Business, Innovation & Employment's Regional Growth Programme.

Design of a brand blueprint and content execution are now underway.

Industry development

Industry Symposiums

We held two tourism industry conferences for the region in Spring and Autumn. Attendance at these symposiums has been steadily increasing from around 60-70 people to now consistently around 110-120 people.

Development workshops

Hamilton & Waikato Tourism participated in development workshops for Matamata Piako in relation to activating economic development alongside the extension of the Hauraki Rail Trail from Te Aroha to Matamata. We also participated in a development workshop in conjunction with the newly established "Open Ngaruawahia to Tourism" initiative. Advisory support has been provided at the Waitomo Discovery Centre workshop. We will be attending an i-SITE led workshop in Otorohanga in September.

New Zealand Tourism Sustainability Commitment

Hamilton & Waikato Tourism have now signed up to the New Zealand Tourism Sustainability Commitment. Under the commitment, we have begun our sustainability journey under the four areas of focus and 14 goals:

ECONOMIC

1. **Sustainable Businesses:** Focused on long-term financial performance.
2. **Capital Investment:** Businesses invest capital to grow, and/or improve quality and productivity.
3. **Productivity:** Businesses innovative and have effective strategies to mitigate the effects of seasonality.

VISITOR

4. **Visitor Satisfaction:** Businesses undertake customer satisfaction monitoring, evaluation and reporting.
5. **Product and Market Development:** Businesses innovate to improve or upgrade their offering to enhance visitor experience.
6. **Visitor Engagement:** Businesses educate visitors about New Zealand's cultural and behavioural expectations.

HOST COMMUNITY

7. **Sustainable Employment:** Businesses pay a fair wage to all staff.
8. **Quality Employment:** Businesses support their workforce to flourish and succeed.
9. **Community Engagement:** Businesses actively engage with the communities in which they operate.
10. **Sustainable Supply Chains:** Businesses have socially and environmentally sustainable supply chains.

ENVIRONMENTAL

11. **Ecological Restoration:** Businesses contribute to ecological restoration initiatives.
12. **Carbon Reduction:** Businesses have carbon reduction programmes towards carbon neutrality.
13. **Waste Management:** Businesses have waste reduction and management programmes.
14. **Education:** Businesses actively engage with their visitors and communities on the importance of restoring, protecting and enhancing New Zealand's natural environment.

We will be required to report annually to Tourism Industry Aotearoa on our journey towards achieving the 14 goals. This will also be reported to the HWT board and may be added to our Annual Report as well.

Our overall goal is to have all Waikato tourism operators signed up to the Sustainability Commitment by 2020.

Provincial Growth Fund

The Provincial Growth Fund (PGF) continues to target investment to lift productivity, create jobs and provide economic benefits to communities. The Fund has three investment tiers which will deliver these priorities:

- 1. Regional projects and capability:**
Support of economic development projects, feasibility studies and capability building identified by the regions.
- 2. Sector investment (including One Billion Trees programme):**
Investment in initiatives targeted at priority and/or high value economic opportunities.
- 3. Enabling infrastructure projects:**
Investment in regional infrastructure projects that will lift productivity and grow jobs.

Hamilton & Waikato Tourism are keen to coordinate tourism opportunities which require funding for feasibility studies or development projects across the region. We have been working with MBIE to advise and support Expressions of Interest or Application Forms from our region which are related to tourism opportunities or development.

Tourism Infrastructure Fund (TIF)

The Tourism Infrastructure Fund (TIF) will be maintained and remain separate from the PGF. During round one of the Tourism Infrastructure Fund (TIF) in December 2017, the following Waikato councils attracted funding:

- Matamata-Piako District Council (\$221,000 for Wairere Falls carpark); and
- Waikato District Council (\$868,000 for new toilet and rubbish facilities at Raglan).

Round Two funding decisions were announced in September 2018, including two Waikato councils:

- Hamilton City Council (\$220,000 for additional toilets at Hamilton Gardens); and
- Waipa District Council (\$250,000 for the provision of toilets in Pirongia).

Responsible Camping Fund

Funding of around \$8 million was approved in August 2018 for various projects and initiatives to help councils manage freedom camping in their districts during the 2018/19 summer season.

Two Waikato councils attracted funding including:

- Waikato District Council (\$67,000 to resolve camping issues at Te Kauwhata & Onewhero Domain); and
- Waitomo District Council (\$269,000 for cooking and ablution camping facilities at Te Kuiti and temporary toilet facilities at Mokau township for peak season 2018/19, ahead of more permanent facilities being installed later).

Proposed International Visitor Conservation and Tourism Levy (IVL)

The tourism industry is prepared to accept a new charge to be paid by international visitors but insists that it is used in a carefully targeted way to enhance their experience of New Zealand.

Tourism operators have indicated broad support for the introduction of the IVL. However, the sector's support is conditional on several factors. These include:

- clarity on the decision-making process;
- allocating the funds to priorities that will enhance the visitor and community experience; and
- the funding generated is 'additional' and not a 'replacement' for existing Government expenditure.

We are also keen to work with local government to ensure there is sustainable funding of regional investment into key infrastructure as a priority. The adoption of regional levies and the Provincial Growth Fund are both potential funding mechanisms being considered.

International Visitor Survey review findings

A critical review of the accuracy of the International Visitor Survey (IVS) has validated our long-held frustrations that New Zealand requires robust measurements for its largest export earner.

The IVS has serious flaws, in both the way the sampling was undertaken and the processing of data. We see this review as a prime opportunity for the Government to step up and serve the tourism industry and regions effectively by delivering useful, accurate information.

The review was carried out by Statistics New Zealand on behalf of the Ministry of Business, Innovation and Employment in response to tourism industry concerns. The review identifies ten areas to improve:

- the future operation and governance of the survey, including better processes for survey design documentation;
- improved sample allocation;
- improving the online questionnaire;
- improvement of governance; and
- improved engagement with stakeholders and customers.

Hamilton & Waikato Tourism use the International Visitor Survey data extensively within the region to secure funding, plan for future tourism growth and infrastructure demand and to assess the value of our international visitors to our regions.

Access to robust tourism data at a national and regional level has been a core concern for a long time and we hope this review works as a catalyst to ensure all tourism data sets are delivering the sort of information central and local government and the sector needs to make informed, well considered business decisions.

To read the executive summary and full report of the IVS review, visit:

www.stats.govt.nz/consultations/international-visitor-survey-review-2018-final-report

Conclusion

The Hamilton & Waikato region has had another successful year with tourism helping to super-charge the regional economy. Increased domestic and international visitor numbers and tourism expenditure contribute to a more sustainable and diverse regional economy.

Although the financial benefits are regularly reported by the media, we are also seeing social and economic outcomes through increased student numbers on tourism-related training programmes, hospitality providers moving into larger premises and retailers extending opening hours to meet demand. We are also seeing suppliers and professional services to the tourism industry flourishing as well.

Employment numbers are growing in the sector with increased opportunities for graduates and those more experienced. Lifting the pay of workers within the sector is also a key focus to ensure everyone benefits from the growth. Ensuring the growth is sustainable and delivers value is a key driver of our activity for the coming year.

We acknowledge the support of Waitomo District Council elected members and staff, our regional local government partners, our i-SITE visitor information network and the industry for their continued support of Hamilton & Waikato Tourism.

Jason Dawson

Chief Executive

Hamilton & Waikato Tourism

September 2018

Document No: A407366

Report To: Council



Meeting Date: 25 September 2018

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

- 1.1 The purpose of this business paper is for elected members to –
- 1 Declare interests that may be deemed a potential conflict with their role as an elected member relating to the business papers for this meeting, and
 - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

Commentary

- 2.1 **Conflicts of Interest**
- 2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.
- 2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:
- ensure members are not affected by personal motives when they participate in local authority matters; and
 - in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).
- 2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.
- 2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in Waitomo District.
- 2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.
- 2.7 **Declarations of Interest**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves and spouses or partners. It is

up to the elected member to judge whether they have any interests to declare. Some elected members may have none.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 Members who have declared an interest in any matters that are due to be considered at a Council or Committee meeting should declare that they have an interest in the matter, leave the table and not take part in any discussion, debate or vote on that matter.
- 2.11 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Hanna will invite elected members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

Name:	
Item of Business on the Agenda:	
Reason for Declaration:	



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Local Authority (Members' Interests) Act 1968
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- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
 2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
 2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."

- 3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?
- 3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

3.11 Non-Pecuniary Interest

- 3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where: -
- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
 - The member has a close relationship with an individual or organisation affected by the matter.
- 3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

Waitomo District Council Procurement Policy – 23 February 2013

4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

WDC procurement process will be conducted with a spirit of probity demonstrating:

- *integrity;*
- *honesty;*
- *transparency;*
- *openness;*
- *independence;*
- *good faith; and*
- *service to the public.*

A conflict of interest occurs where:

A member's or official's duties or responsibilities to Council could be affected by some other interest or duty that the member or official may have.

The other interest or duty might exist because of:

- *holding another public office;*
- *being an employee, advisor, director, or partner of another business or organisation;*
- *pursuing a business opportunity;*
- *being a member of a club, society, or association;*
- *having a professional or legal obligation to someone else (such as being a trustee);*
- *owning a beneficial interest in a trust;*
- *owning or occupying a piece of land;*
- *owning shares or some other investment or asset;*
- *having received a gift, hospitality, or other benefit from someone;*
- *owing a debt to someone;*
- *holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue ; or*
- *being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of Council*

A relative or close friend includes:

- *For matters covered by the Local Authorities (Members' Interests) Act 1968, the interests of a spouse, civil union partner, or de facto partner must be considered.*
- *Generally, the interests of any relative who lives with the member or official (or where one is otherwise dependent on the other) must be treated as being effectively the same as an interest of the member or official.*
- *For other relatives, it will depend on the closeness of the relationship, but it will usually be wise not to participate if relatives are seriously affected*
- *Where Council's decision or activity affects an organisation that a relative or friend works for, it is legitimate to take into account the nature of their position or whether they would be personally affected by the decision.*

Examples of potential conflicts of interest include:

- *conducting business on behalf of Council with a relative's company;*
- *owning shares in (or working for) particular types of organisation that have dealings with (or that are in competition with) Council;*

- *deliberating on a public consultation process where the member or official has made a personal submission (or from making submissions at all, in areas that directly relate to the entity's work);*
- *accepting gifts in connection with their official role; or*
- *influencing or participating in a decision to award grants or contracts where the member or official is connected to a person or organisation that submitted an application or tender.*

All elected members, WDC staff or advisers involved in a procurement process are required to declare any other interests or duties that may affect, or could be perceived to affect, their impartiality. WDC will then decide the steps necessary to manage the conflict, having regard to any relevant statutory requirements. WDC will maintain a register of declarations of conflicts of interest that records any conflicts of interest and how they will be managed.

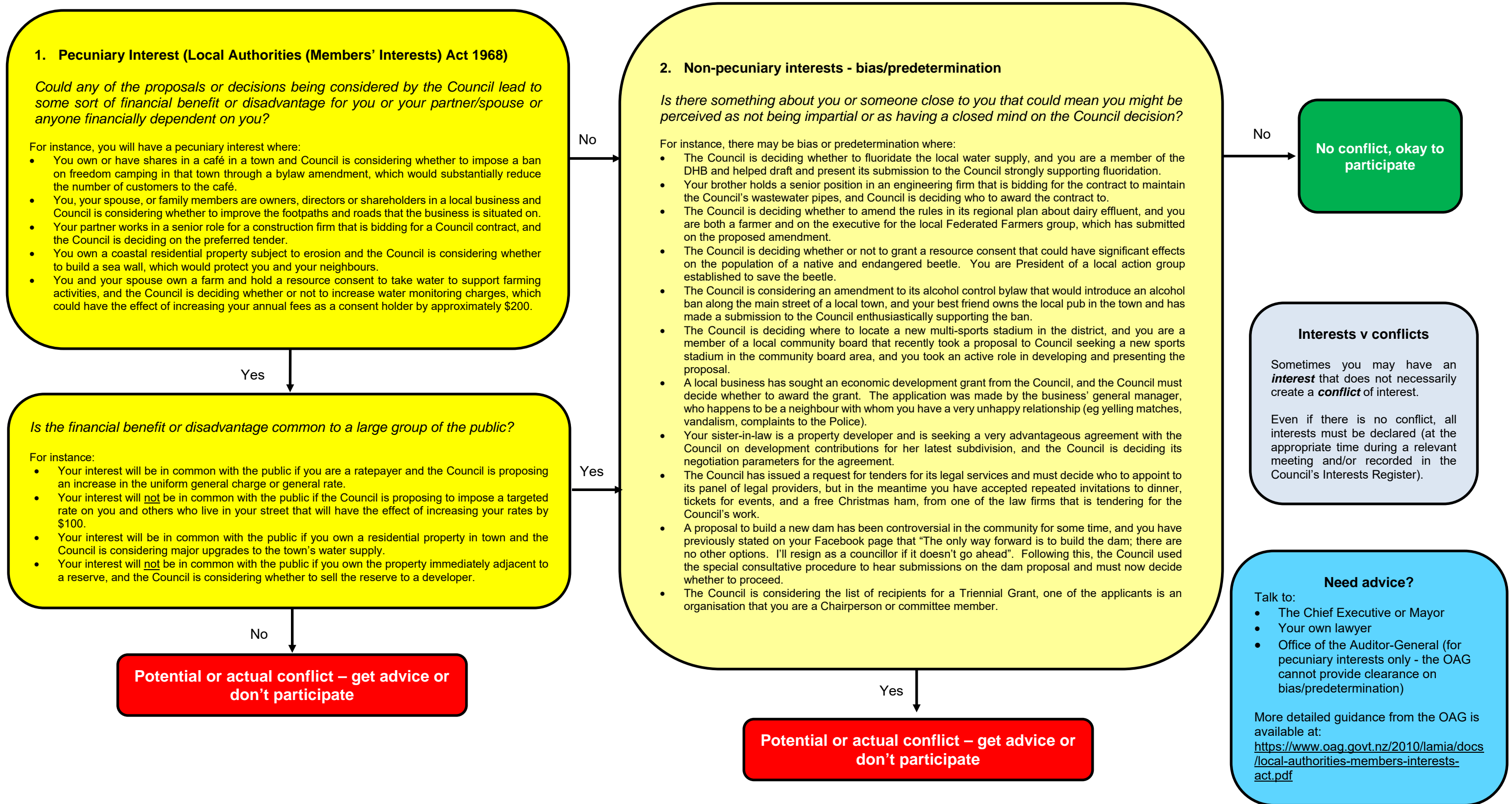
An annual update of the register will be coordinated and maintained by the Executive Office.

Under no circumstances will a procurement process allow as an outcome of that process a circumstance where Council elected members, WDC staff or advisers to receive preferential treatment.

Before you participate in any Council decision ...

CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.



Remember: If in doubt, stay out!

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 21 AUGUST 2018 AT 10.40AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, Janene New and Sue Smith

IN ATTENDANCE: Mark Brittenden (Te Kuiti Development Incorporated)
Lyn Merchant (Project Piopio Trust)

Penelope Hall (Waitomo News)

Chief Executive; Executive Assistant; Group Manager – Community Services and Community Development Coordinator (for part only);
Group Manager – Corporate Services (for part only);

1. Council Prayer

2. Declarations of Member Conflicts of Interest
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Members noted various conflicts of interest in regard to the Out of Funding Round Triennial Grants Fund Applications and Provision of Services Grant Applications which are detailed in Items 11 and 12 of these Minutes.

3. Deputation: Project Piopio Trust – Triennial Grant Application
--

Council received a Deputation from Lynn Merchant of the Project Piopio Trust in respect to a Triennial Grant Application made by Project Piopio Trust which was received by Council outside the required funding round timeframe for Triennial Grants.

Consideration of the Application is dealt with elsewhere in these Minutes.

Resolution

The Deputation: Project Piopio Trust –Triennial Grant Application be received.

Brodie/New Carried

4. Deputation: Te Kuiti Development Incorporated – Triennial Grant Application

Council received a Deputation from Mr Mark Brittenden, Chairperson of Legendary Te Kuiti in respect to a Triennial Grant Application made by Te Kuiti

Development Incorporated (trading as Legendary Te Kuiti) which was received by WDC outside the required funding round timeframe for Triennial Grants.

Consideration of the Application is dealt with elsewhere in these Minutes.

Resolution

The Deputation: Te Kuiti Development Incorporated – Triennial Grant Application be received.

Smith/Davey Carried

Mark Brittenden, Lyn Merchant, the Group Manager – Community Services and Community Development Coordinator left the meeting at 10.56am.

5. Confirmation of Minutes – 31 July 2018

Resolution

The Minutes of the Waitomo District Council meeting of 31 July 2018, including the public excluded portion, be confirmed as a true and correct record.

New/Goddard Carried

6. Verbal Reports: Individual Councillor Roles and Responsibilities

The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- Regional Transport Committee
- WRC Zone Induction Course
- Waipa Catchment Committee
- Mokau Coastal Hazards District Plan Consultation Meeting

Cr New

- Waitomo Sister City
- DHB Health System Plan Consultation Meeting
- Legendary Te Kuiti Meeting

Cr Goddard

- Destination Pureora

Cr Smith

- Waitomo Museum
- King Country River Care Group
- Marokopa Coastal Hazards District Plan Consultation Meeting

Cr Whitaker

- Brook Park
- Waitomo Sister City
- Department of Conservation re setting up Timber Trail Incorporated Society
- Destination Pureora
- Legendary Te Kuiti Meeting

Mayor Hanna

- Waipa Joint Management Agreement Meeting
- WDC Staff – Tina Hitchen – 25 Year Recognition
- Maru Energy Trust Launch
- Citizenship Ceremony
- Quarterly Meeting with UBP
- Quarterly Meeting with Te Kuiti Meats
- Rotary
- LGNZ 3 Waters Meeting
- North King Country Development Trust
- Parekawhia McLean and Karen Boyt (NZTA) – WDC Site Visit
- Mayoral Forum
- Waikato Region Cycle Network
- Provincial Growth Fund - Localism

Resolution

The verbal reports be received.

Whitaker/Brodie Carried

7. Receipt of Brook Park Incorporated Society Minutes – 6 August 2018
--

Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 6 August 2018.

Cr Whitaker expanded verbally on the Minutes and answered Member's questions.

Resolution

The business paper on Brook Park Incorporated Society: Meeting Minutes – 6 August 2018 be received.

Whitaker/Davey Carried

8. Temporary Appointment of Deputy Mayor

Council considered a business paper advising of the temporary appointment of Cr Allan Goddard to Deputy Mayor for the period 25 August 2018 to 16 September 2018.

The Mayor expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The Business Paper – Temporary Appointment of Deputy Mayor be received.
- 2 Council acknowledges the Mayor’s exercising of Section 41A(3)(a) of the Local Government Act 2002 in making a temporary appointment to Councillor Allan Goddard to act as Deputy Mayor for the period 25 August 2018 to 16 September 2018.

New/Brodie Carried

The Group Manager – Corporate Services entered the meeting at 11.18am.

9. National Environmental Standard for Air Quality (Air Quality NES)

Council considered a business paper providing a brief on the potential review of the National Environmental Standards for Air Quality (NESAQ).

The Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

The business paper on National Environmental Standard for Air Quality (Air Quality NES) be received.

Brodie/New Carried

10. Representational Arrangement

Council considered a business paper presenting a Representation Review Proposal for the 2019 and 2022 Local Body Elections for consideration and adoption for public consultation.

The Group Manager - Corporate Services expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on Representation Arrangement be received.
- 2 The current Representation Arrangements be retained for the 2019 and 2022 Elections as follows:
 - 6 Elected Members elected by Wards, plus the Mayor elected at large
 - Two Wards:
 - Urban Ward (3 Elected Members)
 - Rural Ward (3 Elected Members)
 - No Community Boards

- 3 The Chief Executive be delegated authority to develop the necessary consultation material for the proposal pursuant to Section 19M of the Local Electoral Act 2001

Whitaker/Smith Carried

The Group Manager – Corporate Services left the meeting at 11.25am
The Group Manager – Community Services and Community Development Coordinator re-entered the meeting at 11.28am

<p>11. Out of Funding Round Applications – Te Kuiti Development Incorporated and Project Piopio Trust</p>
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Declarations of conflict of interests were made as follows:

Mayor Hanna – Member of Te Kuiti Development Incorporated
Cr New – Member of Te Kuiti Development Incorporated
Cr Whitaker – Member of Te Kuiti Development Incorporated

Council considered a business paper requiring consideration of Out of Funding Round Triennial Grants Fund Applications from:

- 1 Te Kuiti Development Incorporated (trading as Legendary Te Kuiti)
- 2 Project Piopio Trust

The Group Manager – Community Services expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on Out of Funding Round Applications – Te Kuiti Development Incorporated and Project Piopio Trust be received.
- 2 Council accept the Out of Funding Round Triennial Grants Fund Application from Te Kuiti Development Incorporated.

Smith/Davey Carried

- 3 Council approve a Triennial Grant of \$6,000 to Te Kuiti Development Incorporated.

Brodie/Goddard Carried

Note: Mayor Hanna, Cr New and Cr Whitaker refrained from participation in the consideration of the Te Kuiti Development Incorporated Triennial Grant application.

- 4 Council accept the Out of Funding Round Triennial Grants Fund Application from Project Piopio Trust.

Whitaker/New Carried

- 5 Council approve a Triennial Grant of \$3,000.00 to Project Piopio Trust.

New/Smith Carried

12. Provision of Services Grant Fund 2018-2021 Allocation
--

Declarations of conflict of interests were made as follows:

- Mayor Hanna** – Trustee of Sport Waikato
 – Trustee of Pinetree No 5 Trust
 – Member Te Kuiti & District Historical Society
- Cr Smith** – Member of Waitomo Caves Museum Society
- Cr Whitaker** – Member of Te Kuiti & District Historical Society

Council considered a business paper presenting for allocation the Provision of Services Grant Fund applications 2018-2021.

The Group Manager – Community Services and Community Development Coordinator expanded verbally on the business paper and answered members questions.

Resolution

- | | | | |
|---|---|-----------------|---------|
| 1 | The business paper on Provision of Services Grant Fund 2018-2021 Allocation be received. | Whitaker/Brodie | Carried |
| 2 | Council approve allocation of the Provision of Services Grants for the 2018-2021 period, as follows: | | |
| | 1. Sport Waikato: \$74,609.00 plus GST per annum (plus CPI) | | |
| | 2. Waitomo Caves Museum Society: \$41,000 plus GST per annum (plus CPI) | | |
| | 3. Maniapoto Rugby Sub Union Inc: \$13,700 plus GST per annum | | |
| | 4. Pinetree No 5 Trust: \$5,000 plus GST per annum | | |
| | 5. Te Kuiti & District Historical Society: \$15,000 plus GST per annum | | |
| | 6. Piopio Community Swimming Pools Charitable Trust: \$10,500 plus GST per annum | | |
| | 7. Tainui Historical Society: \$10,000 plus GST per annum | New/Brodie | Carried |
| 3 | Council not approve the one-off grant request for \$19,825.00 (plus GST) from Waitomo Caves Museum Society. | Whitaker/Davey | Carried |

13. Safe Community Waitomo – Work Plan and Terms of Reference
--

Council considered a business paper presenting the Safe Community Waitomo Draft Work Plan and Draft Terms of Reference for consideration.

The Group Manager – Community Services and Community Development Coordinator expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on Safe Community Waitomo – Work Plan and Terms of Reference be received.
- 2 Council adopt the Safe Community Waitomo Work Plan for inclusion in the Road Map Work Programme as amended,
- 3 Council adopt the Safe Community Waitomo Draft Terms of Reference as amended.

Whitaker/New Carried

14. Motion to Exclude the Public

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The tabled item on Te Kuiti Cemetery be included for discussion in the public excluded portion of this meeting.
- 2 The public be excluded from the following part of the proceedings of this meeting.
- 3 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive, General Manager – Infrastructure Services and Executive Assistant
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds for this resolution
1. Resident Survey 2018	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Te Kuiti Cemetery	7(2)(g) maintain legal professional privilege	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Smith/Whitaker Carried

There being no further business the meeting closed at 12.28pm

Dated this 25th day of September 2018.

BRIAN HANNA
MAYOR

Confidential Confidential

Confidential Confidential

Confidential

Document No: A407006

Report To: Council



Meeting Date: 25 September 2018

Subject: Waitomo District Sister City Committee –
Minutes of Meetings: 26 June 2018 and 31
July 2018

Type: Information Only

Purpose of Report

- 1.1 The purpose of this Business Paper is to provide Council with information relating to the Waitomo Sister City meetings of 26 June 2018 and 31 July 2018.

Commentary

- 2.1 On 22 March 1994 it was adopted that Waitomo District Council (WDC) would have a Waitomo Sister City Committee (the Committee). This Committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.2 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council 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.
- 2.3 The relationship with the Tatsuno International Association has been led by the Committee on which the WDC staff and Councillors of different appointments have historically sat.
- 2.4 There has been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.5 A Waitomo Sister City Terms of Reference and Guidelines was developed to support the Committee, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township. These documents were adopted by both the Committee and Council in October 2017.
- 2.6 In accordance with clause 6 of the Terms of Reference, a copy of the latest Committee meeting minutes are attached to and forms part of this business paper for Council's information.

Suggested Resolution

The business paper on Waitomo District Sister City Committee – Minutes of Meetings: 26 June 2018 and 31 July 2018 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

September 2018

- Attachments:
1. Waitomo Sister City Minutes 26 June 2018 (A398409)
 2. Waitomo Sister City Minutes 31 July 2018 (A404802)

WAITOMO DISTRICT SISTER CITY COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON TUESDAY 26 JUNE 2018 AT 4:00PM

PRESENT: Janis MacDonald (Chairperson)
Mayor Brian Hanna
Deputy Mayor Guy Whitaker
Jenny Crown
Janene New

Clowdy Ngatai (WDC Community Development Coordinator)

APOLOGIES: Marilyn MacKinder
Andrea Hanna

1. Agenda

- Apologies
- Confirmation of Previous Minutes
- Matters Arising
- Visiting Students
- Financials
- General Business
- Set Next Meeting Date/Time

2. Apologies**Resolved**

The apologies from Marilyn MacKinder and Andrea Hanna were accepted.

Moved Janis / 2nd Janene

3. Confirmation of Minutes - 24 May 2018

The Community Development Coordinator requested a budget for the purchase of a gift for Val Sherriff and undertook to have the gift at the next meeting.

Resolved

- 1 The Minutes of the Waitomo Sister City meeting convened on 24 May 2018 were read and confirmed as a true and correct record.
- 2 A budget of \$100 be approved for the purchase of a gift for Val Sherriff.

Moved Janis / 2nd Brian

4. Visiting Students from Tatsuno

A card has been sent to Tatsuno in acknowledgement of their visit.

A card and \$100.00 gift voucher for the host school (St Joseph's Catholic Primary School) was filled in and presented to the School by Janis.

Discussion to plan for the 2019 visit from the Tatsuno students took place. Consideration for the following additions to the programme were noted:

- Te Wharekura o Maniapoto be invited to host the visiting students at the Te Kuiti Pa for a day.
- Try to work the dates to coincide with the Waitomo Sports Day, which will be the 24th March 2019.
- The Committee will look at developing a rotation of host schools.

5. Financial Report

It was clarified that the budget aligned to the Sister City costs for the year was an annual budget and could not be carried over.

Brian suggested a Trust could be started.

6. General Business

A contingency will visit Tatsuno in 2019 with a cohort of 6-8 students from the Waitomo District.

A number of relevant discussions were had to help planning for the future, including:

Adult Delegation

- There would need to be some promotion to test community interest in travelling from Waitomo District.
- Those wishing to travel will need to be currently living in the Waitomo District.
- Brian has contacted Akira Kakiuchi (Chairman of the Tatsuno International Association) to make enquiries for hosting availability.

Student Delegation

- Students able to attend would need to be in Year 8 with a group of 6-8 students selected.
- All schools within the District would be eligible to nominate students to attend and students will need to complete an Application Form to be considered by the Committee.

- No parents will attend and students will be chaperoned at a ratio not higher than 1 adult : 4 students. Consideration of a Tuia representative being a chaperone for the students will be prioritized.
- Any monies used as subsidy shall not be allocated to the airfares of those travelling, but can be allocated to the incidentals.
- The programme will include a ½ day at a local school for the travelling students.
- Students will need to fund parts of the trip themselves.
- On return to the Waitomo District, the students will be expected to reciprocate the hospitality by hosting a Tatsuno Exchange Student in the next year's rotation.
- Some of the student activities will be done separately from the WDC contingency.

7. Next meeting

The next meeting is set for Tuesday 31 July 2018 at 4.00pm in the Mayor's Meeting Room.

Meeting closed at: 5:00pm



CLOWDY NGATAI
COMMUNITY DEVELOPMENT COORDINATOR

WAITOMO DISTRICT SISTER CITY COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON TUESDAY 31 JULY 2018 AT 4:00PM

- PRESENT:** Janis MacDonald (Chairperson)
Janene New
Andrea Hanna
Deputy Mayor Guy Whitaker
Jenny Crown
Marilyn MacKinder
- Clowdy Ngatai (WDC Community Development Coordinator)
- APOLOGIES:** Mayor Brian Hanna

1. Agenda

- Apologies
- Confirmation of Previous Minutes
- Matters Arising
- Visiting Students
- Financials
- General Business
- Set Next Meeting Date/Time

2. Apologies**Resolved**

The apologies from Brian Hanna were accepted.

CDC informed committee that Marilyn MacKinder will be late.

Moved Janis /2nd Guy

3. Confirmation of Minutes - 26 June 2018**Resolved**

- 1 The Minutes of the Waitomo Sister City meeting convened on 26 June 2018 were read and confirmed as a true and correct record.

Matters arising from the June 26 2018 Minutes

- 1 CDC reported the Blanket and Hand cream has been purchased for Val Sherriff. A card has also been written by Janis on behalf of the committee acknowledging Val's years of unwavering support and dedication – the gift was \$71.30 exclusive of GST.
- 2 Financial report – discussion about the letter to go to Council was moved to Financial Report.

Moved Janis / 2nd Janene

4. Visiting Students from Tatsuno

- Brian has received an email from Akira Kakiuchi about the dates being pushed out – CDC to clarify with Brian what the exact proposed dates are in reference to.
- The committee confirmed that they would look to take a travel group of 20 people from the district consisting of:
Independent Adults – 10
Students from various schools – 8
Chaperones – 2 (Preference will be with a Tuia and Teacher)

A criteria schedule was put together for the most appropriate student sector of the community to be invited to make application. Consideration and discussion was had to identify how to invite applications and what to include in the promotions. For example: What the financial expectations will be, the funding options available to explore, the process for them to make application and reciprocal expectations on return to Aotearoa.

A timeline was developed by the committee to help guide them leading up to the 2019 Tatsuno trip.

Communication plans were discussed and it was suggested a Face book page be started.

5. Financial Report

A letter has been forwarded to Council by Janis (Chair) on behalf of the WDSC Committee requesting support to address the suggestion of the committee taking on its own entity (also attached).

Guy has reported back to the committee that the letter was presented to council and spoken to with support for the committee to be added to the Roadmap of Council work streams.

The committee has asked CDC to follow up on the most appropriate entity and how funds would be allocated to the Committee once a legal entity is taken.

Each year a Budget of \$6,000.00 dollars is allocated to the WDC portfolio for Sister Cities, these monies will not be rolled over or accumulated.

The current balance of funds for the WDSCC is: \$5,928.70

6. General Business

The next two meeting dates were set for the committee being: Wednesday 22nd August and Tuesday 18th September, 2018 both at 4pm and to be held in the Mayor's meeting room at the WDC.

7. Next meeting

The next meeting is set for Wednesday 22 August 2018 at 4.00pm in the Mayor's Meeting Room.

Meeting closed at: 5:10pm



CLOWDY NGATAI
COMMUNITY DEVELOPMENT COORDINATOR

Document No: A407043

Report To: Council



Meeting Date: 25 September 2018

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 Group exists to provide 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 Group to support and encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.
- 2.3 The Community Development Group involves:
- Community Support
 - Tourism Development and District Promotion
 - District Development
 - Te Kuiti i-SITE Visitor Information Centre
 - Library Services
 - Customer Services
- 2.4 These activities form the foundation for engagement and the focus of work streams.

Commentary

3.1 Community Development Fund Policy

- 3.2 The Community Development Coordinator continues to provide advice to potential grant applicants on the Community Development Fund Policy grant criteria and the application process.
- 3.3 Triennial Grants: The Triennial grants have been processed with six in round applications funded at a value of \$31,000.00 and two out of round applications funded at a value of \$9,000.00. A combined value of \$40,000.00.
- 3.4 Provision of Services Grant: A total of 7 applications were funded to provide service to the Waitomo Districts communities with a combined value of \$169,809.00.

- 3.5 Provision of Services Grant Agreements have been developed to ensure a focus of partnerships that is mutually beneficial is reflected throughout.
- 3.6 The first round of Discretionary Grants for 2018/2019 financial year closed on the 1 September 2018 with 10 applications received. Applications are being assessed.
- 3.7 The Rural Sports Fund will be advertised over the coming weeks in preparation for the assessment and allocation of funds in November 2018.
- 3.8 The DC Tynan Trust Committee will meet on 18 September 2018 to consider two applications.

3.9 Community Events

- 3.10 Christmas Parade: The date for the annual Waitomo District Christmas Parade has been set for 14 December 2018. Parade participants will assemble from 5:30 pm with the parade commencing at 6:00 pm.
- 3.11 Initial conversations with Legendary Te Kuiti are underway as they seek once again to provide "The Legendary Christmas Market" which was initiated last year.
- 3.12 The Great NZ Muster: Enquiries are being received for the 2019 Great NZ Muster with the confirmed date for the event being 30 March 2019. In conjunction, the New Zealand Shearing Championships will run from 28 to 30 March 2019.
- 3.13 ITO Graduation: The 2018 graduation ceremony will be hosted this year by Waitomo District Council. The ceremony will take place at the Les Munro Centre in November 2018.

3.14 Waitomo District Youth Council (WDYC)

- 3.15 Movie Night: The 2018/19 cohort of WDYC have now completed the first of their events on their Work Plan, the Piopio Movie Night. The movie shown was "Moana".
- 3.16 The event attracted approximately 100 community members including RAD (Ride Against Depression) rider Blair Benefield and members of the Youth in Tact Addictions Team who promoted their messages of wellbeing.
- 3.17 Along with many parents it was promising to see a number of teenaged young people in attendance which may be an indicator that free community connectivity events on Friday nights could grow in popularity.
- 3.18 The WDYC has developed considerably in their ability to host the event by allocating tasks and taking an independent role to get the job done.
- 3.19 Waitomo's Got Talent: The Waitomo's Got Talent competition will be held as a pre-event bracket at the Brook Park Fireworks event this year. The WDYC will commence promotions on social media in the week beginning 24 September 2018 with auditions opening on 1 October 2018.

3.20 Waitomo Sister City Relationship

- 3.21 The Waitomo Sister City Committee will be engaged in the application process for 8 Waitomo District students to travel with Committee members for the 2019 exchange.
- 3.22 At the time of writing this Business Paper 11 applications have been received, with further applications expected.

3.23 Vibrant Safe Waitomo

- 3.24 A meeting of the proposed Regional Coalition Group will be scheduled for the first week of October 2018.
- 3.25 The proposed Vibrant Safe Waitomo model will be presented to the Coalition at the meeting as a means of gaining support and buy in.
- 3.26 Forming part of the meeting proceedings a presentation of the Taupo District Safe Communities model will take place.
- 3.27 Staff have been working with the Regional ACC Advisor, Nigel Kapa, regarding meeting preparations.

Suggested Resolutions

The Progress Report: Community Development be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

September 2018

Document No: A406889

Report To: Council



Meeting Date: 25 September 2018

Subject: Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress regarding development of the Sub Regional (Southern) Waikato Economic Development Action Plan.

Background

- 2.1 The Waikato Plan was finalised in June 2017. The Plan unites the Waikato Region with a regional vision of one voice about important issues that affect the region now and, in the future, specifically the next 30 years.
- 2.2 The Plan aims to "build champion communities, together". To achieve this the Plan has identified five regional priorities:
 1. People – Planning for population change
 2. Connections – Connecting our communities through targeted investment
 3. Iwi/Maori – Partnering with iwi/Maori
 4. Environment – Addressing water allocation and quality
 5. Economy – Advancing regional economic development
- 2.3 Waikato Means Business (WMB) forms the economic pillar of the Waikato Plan. It is the Economic Development Strategy of the Waikato Region.
- 2.4 Waikato Means Business has identified 5 strategic priorities:
 1. Telling the Waikato story
 2. Making business easier
 3. Building, attracting and retaining skills and talent
 4. Growing global industries
 5. Maintaining and building our location advantage
- 2.5 Upon finalisation of the Waikato Plan the WMB Steering Group proposed a new project - the Southern Waikato Economic Development Action Plan (SWEAP) which would focus on the sub-region comprising Waitomo, Otorohanga and South Waikato Council areas.
- 2.6 The proposal was initially canvassed with Council at a Workshop held on 8 August 2017. Council were advised the majority of funding to support this project would be jointly funded by Waikato Regional Council and central government. The estimated cost of the work being \$150,000 to \$200,000 spread over an 18-month timeframe.

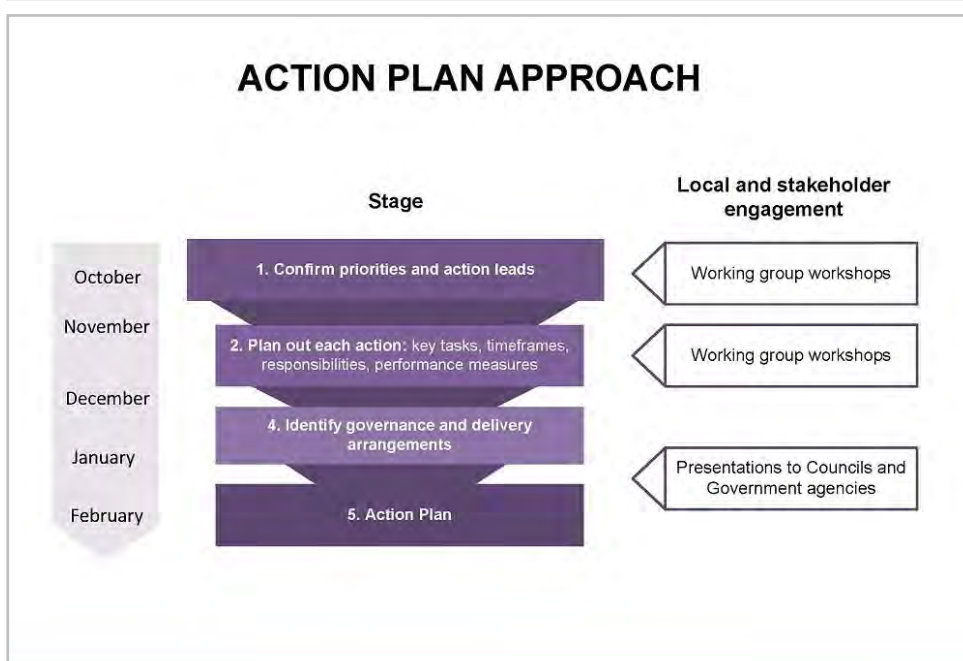
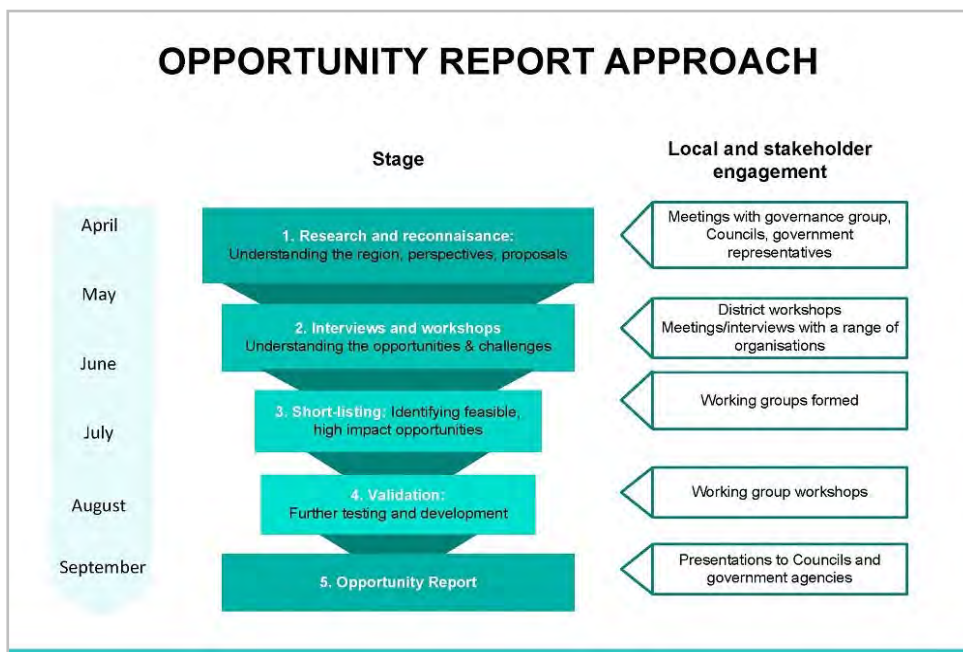
- 2.7 It was noted the project is aligned with the Government Regional Growth programme which is jointly managed by the Ministry of Business, Innovation and Employment and the Ministry for Primary Industries.
- 2.8 The Regional Growth Programme consists of a study culminating in the production of a Regional Growth Report and subsequent Regional Economic Plan. Regional Growth Studies are aimed at cataloguing significant economic opportunities in regions to increase employment and incomes. Regional Economic Development Action Plans are developed by regions in conjunction with Central Government and outline actions that seek to realise opportunities identified in the Growth Report.
- 2.9 The focus of the SWEAP project is to accelerate progress on economic growth by identifying existing and new potential programmes of action which will build on the strengths of the sub-region and help address any limitations or areas for further improvement.
- 2.10 The WMB Programme Manager, Harvey Brookes, presented a funding proposal to Council at the 26 September 2017 Council meeting. Council were advised a Project Governance Group (PGG) and a Project Management Group (PMG) would be formed to guide and oversee this project.
- 2.11 Following discussion Council approved funding of \$10,000 per annum towards the development of the SWEAP. Mayor Hanna was appointed the WDC Representative on the PGG with Councillor Goddard appointed as the Mayor's Alternative.
- 2.12 Council's feedback was requested for potential business representatives to join the PSG.

Commentary

- 3.1 The first meeting of the SWEAP Governance Group was held on 30 November 2017 at the South Waikato District Council.
- 3.2 The purpose of the meeting was to bring the parties together to discuss the SWEAP project scope and action points.
- 3.3 The PGG is made up of the three TLA elected members, three Southern Waikato business representatives, two Iwi representatives, and one Central Government official (senior regional officer). Membership of the PGG includes:
- Mayor Brian Hanna – Waitomo District
 - Mayor Jenny Shattock – South Waikato District
 - Mayor Max Baxter – Otorohanga District
 - Nicky Atkinson – Waitomo Business Representative
 - John Waldon – South Waikato Business Representative
 - Marain Hurley – Otorohanga Business Representative
 - Vanessa Epirairama – Raukawa Charitable Trust Board
 - Representatives for the Maniapoto Maori Trust Board and Raukawa Settlement Trust are to be confirmed.
- 3.4 The PGG is accountable to the WMB Steering Group for all aspects of the SWEAP. The role of the PGG is to:
- Ensure development of the SWEAP advances growth goals of the Waikato Economic Development Strategy and is aligned to the Government's Regional Growth Programme
 - Approve terms of reference for the PMG

- Approve the preferred supplier regarding the contract to develop the SWEAP
 - Share experience, business and sector knowledge
 - Identify key stakeholders for consultation to inform the SWEAP
 - Provide high level guidance to the project and advice to the PMG
 - Provide line of sight for the WMB Steering Group to the actions recommended in the completed SWEAP
 - Report back to key stakeholders
 - Assist in the facilitation of large, multi-agency, cross-boundary regional development projects/actions once the action plan moves into the implementation phase
- 3.5 The PMG is made up of three TLA representatives, up to four representatives from Central Government Agencies (MBIE, MSD, MPI and Te Puni Kokiri) and the WMB Programme Manager. Membership of the PMG includes:
- Harvey Brookes – Waikato Means Business
 - Helen Beever – Waitomo District Council
 - Trish Ambury – Otorohanga District Council
 - Sam Marshall – South Waikato District Council
 - Nease Carroll – Ministry of Business Innovation and Employment
 - Terry Curran – Ministry of Social Development
 - Cathy Stephenson – Ministry for Primary Industry
 - Michelle Paki – Te Puni Kokiri
- 3.6 The role of the PMG is to:
- Form a sub-group to oversee the Request for Proposal process and make recommendations to the PGG on a preferred supplier
 - Keep the project process on track
 - Assist consultants to ensure key resources are provided
 - Oversee secretariat and other support
 - Ensure council entities/subsidiaries and central government agencies are engaged and kept informed of the project
 - Provide advice to the PGG on resources required to implement the SWEAP.
- 3.7 A copy of the Project Scope and Terms of Reference for the PGG and PMG is attached to this Business Paper for Councils reference.
- 3.8 It was agreed at the 30 November 2017 Governance Group Meeting that the engagement of a Contractor to develop the SWEAP was the next step. The Request for Proposal (RFP) documentation was subsequently finalised and released in mid-December 2017.
- 3.9 RFP responses are scheduled to be evaluated on 19 February 2018 with Contractor candidates shortlisted for interview on 26 February 2018.
- 3.10 It is intended the SWEAP will give confidence to local, regional and national scale funding and support agencies in that there is an integrated Plan and set of actions for this area so as to help unlock the resources which are potentially available to assist with implementation. The Plan is about developing a collaborative, concerted effort at a sub-regional level to boost jobs, incomes and investment in the Southern Waikato.
- 3.11 Council will be kept informed of progress in the development of the SWEAP.
- 3.12 The RFP process has been completed and the project renamed the Sub Regional (Southern) Waikato Economic Development Action Plan.

- 3.13 In mid April 2018 a contract for service was agreed with the successful contractor MartinJenkins to develop the Action Plan.
- 3.14 A commissioning meeting was initially scheduled for the 30 April 2018. Due to the unavailability of a number of representatives the meeting has been re-scheduled to the 7 May 2018. The meeting will be held in the WDC Council Chambers with the Project Governance and Project Management Groups in attendance.
- 3.15 At this meeting MartinJenkins will outline the intended project approach, respective timeframes and required deliverables.
- 3.16 The work programme for the Project Governance and Project Management Groups will also be discussed and agreed at this meeting.
- 3.17 The approach that will be used to develop the Action Plan will comprise two key elements - a focus on identifying validated major opportunities and then prioritising those opportunities and determining how they will be implemented.



- 3.18 Stakeholder engagement is well underway. One-on-one interviews with identified groups and organisations has commenced and Workshops are scheduled in the three Districts during the month of June to draw on business and community understanding, ideas and knowledge.
- 3.19 At the Workshops participants will be asked to consider the following:
1. What would you like to see the district and broader sub-region (Waitomo, Otorohanga and South Waikato) aspire to over the next ten years?
 - What aspects of the economy and way of life do you want to see change and/or remain?
 - What will drive change? – changes in business activity and industry mix, population, amenities, image and perceptions, social inclusion etc
 2. What are the key opportunities for improving prosperity and growing jobs and incomes in the district and sub-region? What sectors/niches have major development/growth potential?
 - Are there opportunities for particular sectors/niches to significantly grow in value and scale?
 - Are there any 'game changing' opportunities?
 - What actions are required to unlock the identified opportunities?
 3. What major constraints does the sub-region and district face in improving prosperity, employment and incomes? Considering:
 - The availability of labour and skills.
 - Connectivity and the quality and reliability of transport and telecommunications infrastructure.
 - Quality of infrastructure – water, waste, energy.
 - Quality of the environment and management of natural resources.
 - Image and perceptions.
 - Business environment and regulation.
 - Quality of and access to amenities and services (e.g. housing, education, cultural assets, health services, recreation opportunities).
- 3.20 An assessment of the information gathered, and identification of potential opportunities will take place at the conclusion of the interviews and Workshops. Sub working groups, by sector, will then be created to inform and provide more in-depth detail of opportunities.
- 3.21 The Waitomo District Workshop was held on Monday 11 June 2018 at the Les Munro Centre with an excellent turn out of approximately 40 community/business representatives. Around 150 representatives attended the workshops across the three districts.
- 3.22 The majority of the workshop time was spent in roundtable discussions, focusing on obtaining participant feedback on the three questions noted above.
- 3.23 It is of note that from the three workshops held consistent messaging came through across the three sets of questions.
- 3.24 Below is a summary of the key messages from across the three workshops.

3.25 Question 1 - What would you like to see your district and broader sub-region aspire to over the next ten years?

- Key Economic Aspirations – Increased productivity, affordable housing, reliable telecommunications infrastructure, sufficient infrastructure and accommodation to encourage and support increased tourism
- Key Social Aspirations – Improved local employment growth, better standards of living, opportunities for youth, visible community spirit and engaged communities
- Key Cultural Aspirations – Culture and history are better understood and valued, strong Iwi, business and community collaboration, well supported sports and recreation facilities
- Key Environmental Aspirations – Clean and healthy rivers, biodiversity is protected in key areas, sub-region is a leader in resource management practices and in sustainable farming practices and water management

3.26 What are the key opportunities for improving prosperity and growing jobs and incomes in the district and sub-region? What sectors/niches have major development/growth potential?

- Housing and Accommodation – Investment in the upgrade and development of tourism accommodation, capturing the population of families moving south from Auckland/North Waikato
- Education and Training – Opportunities to improve education offerings, businesses and community groups working with education providers to respond to community needs
- Community Development and Engagement – Additional resources and support for community groups to either accelerate or implement community plans, expansion of initiatives focusing on youth to overcome local issues and problems
- Tourism – Collaboration of tourism attractions – create a stay destination rather than a 'stop-off'

3.27 What major constraints does the sub-region and district face in improving prosperity, employment and incomes?

- Housing and Accommodation – limited quality housing, lack of development interest, lack of accommodation options
- Skills, Education and Training – difficulty to attract and retain skilled people, high proportion of unemployment in youth and challenges associated with quality and perception of schools
- Image/Identity – Perception and external view of sub-region
- Community Inclusion and Engagement – Residents lack of pride and not willing to engage in development opportunities, lack of support for community group engagement, challenges with encouraging youth to engage, job and life opportunities

3.28 Attached to and forming part of this business paper is the full Summary Report prepared by MartinJenkins.

- 3.29 A meeting of the Governance Group has tentatively been scheduled for 14 August 2018. MartinJenkins and Crowe Horwath will be updating the Group on the project, the emerging areas of priority and action, and to receive feedback and guidance from the Governance Group.
- 3.30 A meeting of the Governance Group was held in Tokoroa on 28 August 2018. The purpose of the meeting was for the Project Advisors (MartinJenkins and Crowe Horwath) to report back on findings gathered to date from District Workshops, stakeholder interviews and desktop research.
- 3.31 MartinJenkins confirmed messaging from District Workshop participants was largely consistent across the 3 Districts. There is clearly an aspiration for the sub-region to be a great place to invest, live, work and raise a family.
- 3.32 Major constraints to raising prosperity as identified via the District Workshops included housing and accommodation, skills availability, broadband/cellphone coverage, tourism infrastructure pressures, image/identity, community inclusion and engagement.
- 3.31 In analysing all of the information gathered to date MartinJenkins presented a range of potential opportunities to the Governance Group for discussion. These opportunities fell into two groups.
- 3.32 **Sector Based Opportunities:** Proposals that focus on building upon underlying strengths and/or overcoming constraints.
- 3.33 **Cross-cutting Opportunities:** Issues that will impact on several sectors and communities across the sub-region. As an example digital connectivity, housing, transport connectivity, skills and learning.
- 3.34 It was noted additional stakeholder interviews are scheduled for the coming weeks to further inform this topic.
- 3.35 In conjunction with the potential opportunities outlined above, possible priority initiatives were also discussed by the Governance Group. As an example:
- tourism development strategies
 - dairy and beef and lamb farming productivity
 - wood processing and forestry supply and demand
 - the provision of housing and related infrastructure
 - sector workforce engagement programmes
 - digital connectivity
 - supporting community economic development
- 3.36 **Next steps:** Final stakeholder interviews have been scheduled.
- 3.37 Working Groups will be established, cross district and interest based, to refine and develop actions specific to opportunities.
- 3.38 Development of the Opportunity Report will then commence. The Report will provide background on the process, sectoral analysis and detailed information relating to sector and cross-cutting opportunities (performance – evidence and trends, strengths and challenges, assessment of the opportunities). The final section of the report will be - Next Steps.
- 3.39 The draft Opportunity Report will be presented to the 3 Councils and Government Agencies for feedback.

3.40 The next meeting of the Governance Group will be held in late October 2018.

Suggested Resolution

The business paper on Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan be received.

A handwritten signature in blue ink, appearing to read 'H. Beever'.

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

September 2018

Document No: A407027

Report To: Council



Meeting Date: 25 September 2018

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 meeting of 25 June 2018 and 3 September 2018.

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 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.
- 2.6 The members of the Waikato CDEM Joint Committee are:
 1. Councillor Hugh Vercoe (Chair) (Waikato Regional Council)
 2. Councillor Leo Tooman (Dep. Chair) (Hamilton City Council)
 3. Mayor Phillip Buckthought (Hauraki District Council)
 4. Councillor Brian Hunter (Matamata-Piako District Council)
 5. Councillor Annette Williams (Otorohanga District Council)
 6. Councillor Thomas Lee (South Waikato District Council)
 7. Councillor Anna Park (Taupo District Council)
 8. Councillor Rex Simpson (Thames-Coromandel District Council)
 9. Councillor Jacqui Church (Waikato District Council)
 10. Councillor Judy Bannon (Waipa District Council)
 11. Councillor Allan Goddard (Waitomo District Council)

- 2.7 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Committee meetings convened on 25 June 2018 and 3 September 2018.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

September 2018

- Attachments: 1 Joint Committee Minutes – 25 June 2018
2 Joint Committee Minutes – 3 September 2018

**Waikato Civil Defence Emergency Management Joint Committee
MINUTES**

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on Monday 25 June 2018 at 1.13pm.

Present:

Hamilton City Council	Cr L Tooman (Chair)
Hauraki District Council	Cr P Buckthought
Matamata Piako District	Cr B Hunter
Otorohanga District Council	Cr A Williams
South Waikato District Council	Cr T Lee (from 1.19pm)
Thames Coromandel District Council	Cr R Simpson
Waipā District Council	Cr J Bannon
Waitomo District Council	Cr A Goddard

In Attendance:

Ministry of Civil Defence and Emergency Management	S Vowles
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Staff

L Cavers – CEG Chair
L Hazelwood – Group Controller
G Talbot – Group Recovery Manager
J Snowball - Controller Thames Valley Emergency
Operating Area
J Cox – Democracy Advisor

Welcome

Noting the absence of the Chair, the Deputy Chair Cr Tooman welcomed members to the meeting.

Apologies

Apologies from the Cr Vercoe (on other Council business) and Cr Park were noted for absence and Cr Buckthought for lateness.

Cr Hunter moved/Cr Bannon seconded.

CD18/21

RESOLVED

THAT the apologies of Cr Vercoe, Cr Park and Cr Buckthought (lateness) are accepted.

The motion was put and carried (CD18/21)

Confirmation of Agenda

Agenda Item 2

Cr Tooman moved/Cr Goddard seconded.

CD18/22

RESOLVED

THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 25 June 2018, as circulated, be confirmed as the business for the meeting.

The motion was put and carried (CD18/2)

Disclosures of Interest

(Agenda Item 3)

There were no disclosures of interest.

Minutes of Previous Meeting

(Agenda Item 4) Doc # 12445372

Cr Goddard moved/Cr Tooman seconded.

CD18/23

RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee Extraordinary meeting of 14 May 2018 be received and approved as a true and correct record.

The motion was put and carried (CD18/23)

Ministry of Civil Defence & Emergency Management update

(Agenda Item 6) Doc #12605164, 12605469

Presented by S Vowles the report provided the Joint Committee with an update regarding the work programme undertaken by the Ministry.

In summary, and further to the written report it was noted.

- With respect to the response to M Bovis, the Ministry was involved in the support of the Ministry of Primary Industries in Wellington and there would be a level of support required in the Waikato for local operations. This would be undertaken however it had been noted that if there were any regional events the support would revert to traditional regional duties.

During questions, answers and related discussion, the following was noted:

- Noting the Director had commenced a review of the Recovery legislation, the question was asked whether the results of the review would trigger another review or update of the Group Plan. Members were advised that it was not expected to trigger an update, more to provide clarity for each Civil Defence and Emergency Management Group.

Cr Lee in the meeting at 1.19pm.

Cr Simpson moved/Cr Bannon seconded.

CD18/24

RESOLVED

THAT the report “Ministry of Civil Defence & Emergency Management update” (Doc #12605164 dated 27 April 2018) be received.

The motion was put and carried (CD18/24)

Summary of Coordinating Executive Group Minutes

(Agenda Item 7) Doc #12620393

Presented by L Cavers, the report provided an update of the Coordinating and Executive Group meeting held 8 June 2018. The report was taken as read and there was no further discussion or questions.

Cr Tooman moved/Cr Hunter seconded.

CD18/25

RESOLVED

That the report “Summary of Coordinating Executive Group Minutes” (Doc # 12620393 dated 13 June 2018) be received.

The motion was put and carried (CD18/25)

Group Controller/Manager's Report

(Agenda Item 8) Doc # 12606454

Presented by the Group Controller (L Hazlewood), the report provided the Joint Committee with an update on operational activities and the status of the Service Level Agreements with Hamilton City Council and Waikato District Council.

Cr Buckthought in the meeting at 1.31pm.

During questions, answers and related discussion, the following was noted:

- A member, noting the presence of M Bovis on properties around Cambridge, asked what the potential impact to the region would be. In response members were advised that the Ministry for Primary Industries were looking at staffing an Emergency Operating Centre for the next two years but had a long term "business as usual" approach for a proposed 10 years. The Waikato Civil Defence Emergency Management Group would provide additional support for around two months to give the Ministry time to employ individuals for the various roles.
- The Ministry for Primary Industries would be reimbursing councils for the services provided.
- From a recent trip to Australia it was noted that it appeared that the co-ordination across the states was similar to how New Zealand functioned. With more standardisation in process New Zealand would be comparative to Australia.
- A member noted agreement to the approach of standardising roles and responses across groups in New Zealand and asked where the platform for the standard operations was for New Zealand. In response it was noted that most of the standardising questions and roles were wrapped up in the Ministerial Technical Advisory Group review. Once the outcome of the review was known it would become clear to the groups whether there would be changes to policy or legislation. As the review is being run from outside of the Ministry of Civil Defence and Emergency Management, it was not known where the review would end up.

Cr Simpson moved/Cr Lee seconded.

CD18/26

RESOLVED

THAT the report "Group Controller/Manager's report" (Doc # 12606454 dated 29 May 2018) be received.

The motion was put and carried (CD18/26)

Group Emergency Management Office Report

(Agenda Item 9) Doc #12605161

Presented by the Group Controller (L Hazelwood), the report provided the Joint Committee with an update on the activities undertaken by the Group Emergency Management Office.

During questions, answers and related discussion, the following was noted:

- Amendment to table under point 2 – Taupo District Council should refer to the appointed member being Cr Anna Park, not Mayor Trewavas.

Cr Bannon moved/Cr Goddard seconded.

CD18/27

RESOLVED

THAT the report “Group Emergency Management Office Report” (Doc # 12605161 dated 29 May 2018) be received.

The motion was put and carried (CD18/27)

Strengthening Governance – Strategic Planning for Recovery and Risk Reduction
(Agenda Item 10) Doc #12605468

Presented by the Group Recovery Manager (G Talbot) and Emergency Management Co-ordinator – Strategic Planning (D Kruger), the report provided the Joint Committee with background information relating to a presentation and workshop aimed at exploring the opportunities to strengthen risk reduction at a local level. The report was supported by a presentation (Doc # 12661511).

During questions, answers and related discussion, the following was noted:

- Members noted that it was important that Civil Defence had a role in the review of policies and plans to ensure that appropriate consideration was being given to the role held by Civil Defence.
- Members were advised that a key part of their role on the Joint Committee was to take back to their councils the Civil Defence view, and make sure that when the discussion of policies and plans were being had, that they were challenging and testing their councils to ensure the Civil Defence view was being sought or considered. The more the Group Controller and his team could do to identify the issues for the members to disseminate to their councils, the better the Waikato would be.
- Members noted their agreement with the strategy that was presented to them, and noted that the message was around reducing the risk. A member noted that through generations, if there had been no event, people forget. It is important to remind people.

Cr Williams moved/Cr Bannon seconded.

CD18/28

RESOLVED

THAT the report “Strengthening Governance – Strategic Planning for Recovery and Risk Reduction” (Doc # 12605468 dated 28 May 2018) be received.

The motion was put and carried (CD18/28)

Members were introduced to the Team Leader – Group Services (M Bang). The Group Controller provided members with a brief history of Mr Bang’s previous experience and identified his role within the Group Emergency Management Office.

EQC Presentation

(Agenda Item 11) Doc #12695389

Presented by staff from the Hamilton office of the Earthquake Commission, members received a verbal presentation. The verbal presentation was supported by a presentation Doc # 12695389.

Presenting was:

Fiona Sistern – Customer Care

Bridgett Attwood – Technical expert

Rebecca Selwood – Principal advisor (Comms).

During questions, answers and related discussion, the following was noted:

- In terms of flood cover to land following flood and inundation, the cover would relate to dwellings, under buildings and land within an 8m radius of buildings. Cover did not extend to commercial aspects of a rural property like silt on paddocks.
- The method of settlement to a landowner would depend on the cause of the loss. Section 19 of the Earthquake Commission Act provided for calculations and dictated how a claim could be settled.
- The team from the Earthquake Commission would assist all Emergency Operation Centres and be able to respond to any requests for assessment or assistance within around a day. This would support local authorities in working with their communities.
- Subsidence would only be covered by the Commission if it was as a direct result of an event.
- The value of the property and land was determined through local valuers who would provide the market value information.
- Members indicated concern that there was a large portion of the public who did not realise the need for personal insurance to be eligible for cover through the Commission. It was noted that private insurance did not cover natural disasters, where the commission would cover the first \$100,000.
- A member questioned whether direct cover would be available for properties where there was no private cover available. In response it was noted that there was a proposal for direct cover to be considered however it would be on a case by case basis.
- When a claim was paid out, it was up to the claimant how that money would be used, whether to repair their building on their land, sell the land, or purchase and rebuild elsewhere.

The Chair thanked the team for the presentation.

Cr Lee moved/Cr Buckthought seconded.

CD18/29

RESOLVED

THAT the verbal presentation from the Earthquake Commission be received.

The motion was put and carried (CD18/29)

Items for the Next Meeting

(Agenda Item 12)

Members did not note any matters of interest that they wished included on the agenda for the next meeting.

It was confirmed for members that the next meeting would be 3 September 2018 and held at Waikato Regional Council offices, 401 Grey Street, Hamilton East.

Meeting closed at 3.13pm.

Doc # 12639949

**Waikato Civil Defence Emergency Management Joint Committee
MINUTES**

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on 3 September 2018 at 1.02pm.

Present:

Hamilton City Council	Cr J Casson
Hauraki District Council	Cr P Buckthought
Matamata Piako District	Cr B Hunter
South Waikato District Council	Mayor J Shattock
Taupō District Council	Cr A Park
Thames Coromandel District Council	Cr R Simpson
Waikato Regional Council	Cr H Vercoe (Chair)
Waipā District Council	Cr J Bannon
Waitomo District Council	Cr A Goddard

In Attendance:

Ministry of Civil Defence and Emergency Management	S Vowles
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Staff

L Cavers – CEG Chair
 L Hazelwood – Group Controller
 J Snowball – Group Controller Thames Valley
 M Bang – GEMO Team Leader
 G Talbot – Group Recovery Manager
 D Kruger – GEMO Strategy & Planning
 J Cox – Democracy Advisor

SECTION A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)**Welcome**

The Chair welcomed members to the meeting.

Apologies

(Agenda Item 2)

Apologies were received from Cr Smith and Cr Fulton (Waikato District Council), Cr Lee (South Waikato District Council), Cr Williams and Mayor Baxter (Otorohanga District Council) and Cr Tooman (Hamilton City Council).

Cr Goddard moved/Cr Hunter seconded.

CD18/30

RESOLVED

THAT the apologies of Cr Smith, Cr Fulton, Cr Lee, Cr Williams, Mayor Baxter, and Cr Tooman be accepted.

The motion was put and carried (CD18/30)

Confirmation of Agenda

(Agenda Item 3)

Cr Vercoe moved/Cr Park seconded.

CD18/31

RESOLVED

THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 3 September 2018, as circulated, be confirmed as the business for the meeting.

The motion was put and carried (CD18/31)

Disclosures of Interest

(Agenda Item 4)

There were no disclosures of interest.

Minutes of Previous Meeting

(Agenda Item 5) Doc # 12639949

Cr Simpson moved/Cr Buckthought seconded.

CD18/32

RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 25 June 2018 be received and approved as a correct record.

The motion was put and carried (CD18/32)

Ministry of Civil Defence & Emergency Management Update

(Agenda Item 6) Doc # 12957731, 12970736

Presented by the Regional Emergency Management Advisor (S Vowles) the report provided the Committee with an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management.

Mayor Shattock in the meeting at 1.04pm.

During questions, answers and related discussion, the following was noted:

- The outcomes of the CDEM review (“Delivering better responses to natural disasters and other emergencies”) were wide ranging and considered operational matters like “How do we make our responses better” to societal outcomes and how we incorporate Iwi in to planning.
- The Draft National Strategy was being worked on and there would be a chance for the Joint Committee and territorial authorities to provide comment and make submissions. The strategy was expected to be released between October and December 2018.

Cr Simpson moved/ Cr Bannon seconded.

CD18/33

RESOLVED

THAT the report “Ministry of Civil Defence & Emergency Management Update” (Doc # 12957731 dated 22 August 2018) be received.

The motion was put and carried (CD18/)

Summary of Coordinating Executive Group Minutes

(Agenda Item 7) Doc # 12956781

Presented by the Coordinating Executive Group Chair (L Cavers) the report provided the Committee with a summary of the minutes taken at the Coordinating Executive Group Meeting that took place on 17 August 2018.

During questions, answers and related discussion, the following was noted:

- A member, noting the discussion on the alerting device asked whether it would be picked up for use by territorial authorities. In response it was noted that Tauranga and Thames Coromandel District Council were leading the way with the alerting device. One of the objectives of the working party was to look at broader technology so that the device was suitable for all areas of the country and not just on localised technology.
- The project was only in the feasibility phase and this will be followed by research and development phase and then testing and evaluation of a device.
- In terms of review of the National Strategy from MCDEM members noted that the Group Emergency Management Office would review the strategy and report to

CEG. From there depending on timeframes for responses and meetings it would be determined whether the submission would meet the standard meeting schedule or whether there would be an extraordinary meeting for the Joint Committee.

- Territorial authorities could make their own submission but it would be useful to all the authorities if their submission took in to account the group submission, as they would not want to be at odds with the group submission.

Cr Bannon moved/Cr Park seconded.

CD18/34

RESOLVED

THAT the report "Summary of Coordinating Executive Group Minutes" (Doc # 12956781 dated 21 August 2018) be received.

The motion was put and carried (CD18/34)

GEMO Report

(Agenda Item 8) Doc # 12956857

Presented by the Team Leader Group Services (M Bang) the report provided the Committee with an update on the activities undertaken by the Group Emergency Management Office.

During questions, answers and related discussion, the following was noted:

- 100% staffing numbers equated to around 13 staff.
- A member asked what was going to happen with the work plan that had gotten off track. In response it was noted that some time ago the team had discussed the process of operationalising all the high level goals. Over that time while the goals were being discussed the team has gone through a period of change and further work was needed to bring all new staff on board with the programme. In terms of re-evaluating the priorities the Group Emergency Management Office would bring a report to the CEG and then to the Joint Committee. The timing of this would be after the TAG review, as there may be further need identified through the review to consider priorities.
- It was expected that this review and re-consideration of priorities would be complete by the end of the year and reported through early 2019.

Mayor Shattock moved/Cr Casson seconded.

CD18/35

RESOLVED

THAT the report "GEMO Report" (Doc # 12956857 dated 21 August 2018) be received.

The motion was put and carried (CD18/35)

Appointment of Local Recovery Managers

(Agenda Item 9) Doc #1297055

Presented by the Group Controller (L Hazelwood) and Recovery Manager (G Talbot) the report provided the Committee with the opportunity to consider the suitability of the nominated candidates for the position of Local Recovery Manager.

Members were advised that the report did not include the alternate Recovery Manager for Waikato District Council, and were asked to consider Reece Turner for the position, along with the other appointments. A copy of the Ministry document for the powers of a Recovery Manager during transition was tabled for members.

During questions, answers and related discussion, the following was noted:

- Each council had thought about their appointment for the position of Local Recovery Manager and in some cases had also put forward an alternate member.
- Waitomo District Council were working with staff on an appointment for their council.
- The key for the appointments was local level knowledge and all local managers would be supported by the Group Recovery Manager.
- The Group Recovery Manager was contributing to a National competency framework for recovery managers that would be similar to the policy adopted for Local Controllers.
- Members noted that through the Group Plan the Joint Committee were required to approve the appointments of the Local Recovery Manager before powers were able to be used.

Cr Park moved/Cr Bannon seconded.

CD18/36

RESOLVED

1. **THAT the report “Appointment of Local Recovery Managers” (Doc # 1297055 dated 21 August 2018) be received.**
2. **That the Joint Committee appoint the following candidates as Local Recovery Managers in their specified areas:**
 - **Hamilton City: Paul Gower, Sarah Steel**
 - **Hauraki District: Peter Thom**
 - **Matamata-Piako District: Dennis Bellamy**
 - **Otorohanga District: Roger Brady**
 - **South Waikato District: Andrew Pascoe**
 - **Taupo District: Brian Fox, Gareth Robinson**
 - **Thames-Coromandel District: Ken Coulam, Trevor Butler**
 - **Waikato District: Kurt Abbot, Reece Turner**
 - **Waipa District: Barry Bergin**

The motion was put and carried (CD18/36)

Group Controllers Out Brief

(Agenda Item 10)

Presented by the Group Controller (L Hazelwood) the Committee received a verbal update on matters of interest from the Group Controller.

During questions, answers and related discussion, the following was noted:

- The Chair requested that the notes the Group Controller had on the achievements in his time be appended to the minutes.
- The Chair noted that the Joint Committee could be proud of providing the support to the team to enable all of the achievements listed in the brief.

Cr Vercoe moved/Cr Park seconded.

CD18/37

RESOLVED

THAT the verbal report from the Group Controller be received.

The motion was put and carried (CD18/37)

Cr Vercoe moved/Cr Park seconded.

CD18/38

RESOLVED

THAT the Joint Committee note their thanks and appreciation to the outgoing Group Controller Lee Hazelwood for his work and achievements for Civil Defence in the Waikato

The motion was put and carried (CD18/)

Items for the Next Meeting

Agenda Item

There was no discussion about proposed reports or items and members noted the next meeting scheduled for 19 November 2018 at the Genesis building.

Meeting closed at 1.58pm.

Doc # 13012342

Appendix 1 – Outgoing report of Group Controller**Report Out**

As you are probably aware I am heading off to Air New Zealand to become the Manager of Emergency Response and Business Resilience. I would like to take this opportunity to review where the Group was, what we have collectively achieved and where I believe you need to go.

7.5 years ago I was brought on to help governance continue the improvements they had set in place after the infamous *worst in the nation* M&E.

It was an exciting time for someone like me to enter CDEM in NZ. I was and still am a builder and a fixer. Waikato was a green fields environment and nationally there was no end of issues to fix. Both environments in which I thrive. Most impactful however was that I was coming under the direction of a governance group (the CEG and JC) that was keen and, more importantly, motivated to make a change, and whether they intended it or not, a difference. Furthermore, we also had a highly skilled REMA who was not going to let anything fail on her watch.

To coin the old term, the environment was such that we could make great music together!

To date the Waikato CDEM Group, its stakeholders, the GEMO and the Local CDEM staff has:

- Established the first policy to greatly enhance the engagement and capabilities of controllers in the country. We also went on to be the first to integrate into its Group Plan the concept of controllers working across boundaries.
- The Waikato was the birthplace of the integrated training framework, a grass roots attempt to standardise and enhance training across New Zealand. This is now the nationally adopted programme which will be rolling out functionally training under the auspices of MCDEM this year. The ITF Steering Committee was also pivotal in the decision to reinstate a Controller Training Programme.
- Moved from 16th to 6th in four years in the national audit.
- Developed probably the best model of CDEM integration into council BAU anywhere in the country, in the form of WDC.
- Established a model of CDEM project management and metrics reporting that was often quoted as best practice for the broader sector.
- Moved a dysfunctional and non-productive Lifelines committee into an engaged body of sector representatives who have overcome a number of proprietary interest challenges to complete a number of collaborative projects of value to both CDEM and Lifeline entities. 25 members.
- Created a highly effective welfare model both under MSD and now as a CDEM led programme. A model that has resulted in our region's welfare members being utilised extensively (often requested by name) in practically every significant event in New Zealand since ChCh.
- Bourne out of our welfare programme is the Waikato Primary Sector Adverse Event Cluster Group 45 agency strong. A model now being rolled out across the country.
- Initiated the Caldera Advisory Group in partnership with BoP.
- Brought six organisations together to agree on the protocols for managing volunteers across the region. Putting us in a position whereby we should a large scale event occur we have the networks in place to manage one of the most challenging aspects of response in a disaster.
- Through our partnership with WRC, in the form of Derek Phyn, are leading the nation in GIS application in emergencies both here and on a national level.
- After a number of hurdles, have established the first IL4 public/private sector CC facility in the nation.
- Created a Local Recovery Plan approach which was emulated by a number of regions.

- Built the strongest emergency management Social Media profile in the country, recognized and often discussed by TV, radio and print media both nationally and internationally. Influencing a mass change by government agencies in how to deliver and risk manage social media; from GNS to NZ Police.
- We were first to have a fulltime EMIS coordinator, first and only to complete a regional resource register for EMIS, first to have an LUC project manager on staff funded by Lifelines, first to develop a Regional PIM Group capability, first to fund membership of International Association of Emergency Managers for all staff, first to adopt an emergency vehicle policy, first to have a large-scale evacuation plan thanks to Irving Young (adopted by Auckland and BoP), first, in cooperation with BoP, to develop a Maeria Preparedness toolkit, first to create a regional alliance to improve inter-regional cooperation.
- This region has directly influenced changes at the national level in:
 - Capability development
 - GIS
 - Welfare
 - Structures for inter-regional cooperation
- 3 ministerial awards have been received at the governance, management and staff level for contributions to the sector
- We have provided the development ground for the leaders of the future such as Greg Ryan with WRC and Matt Prior with AIG
- We have provided the environment for such highly competent individual's as Kelly Newell with WDC and Julian Snowball with Thames to master their exceptional skills
- We have nurtured a number of individuals who are now seen as the top subject matters experts in their field such as Irving Young and Danielle Kruger
- We have deployed 51 staff to such events as
 - Manawatu-Whanganui/Taranaki (2015?) – 3
 - Kaikoura – 30
 - Edgecumbe – 9
 - Ruapehu snow event - 3
 - New Plymouth Cyclone Gita – 4
 - Rotorua Ngongotaha floods – 2
- We have received a number of awards or nominations for social media and others initiatives (Vodafone/Fulton Hogan/WRC Collaboration awards)
- One of our controllers has been asked to speak at the national toolbox
- We have created a step change in the likes of HCC score improvement and a culture of transparency
- Our most recent event in the region was viewed by senior members of MCDEM as one of the best they have encountered in their time
- We are currently driving the national policy on deployment
- And, finally, we have a local across border initiative that may well become a national model for in-fill home alerting, courtesy of Gary Towler and Thames.

Where to from here:

Challenges

Broader responsibilities

- Loss of response skill sets
- More help needed from council SME's

Greater engagement with non-traditional partners:

- Corporate citizenship
- Focus on BCP and leverage results – Fonterra today
- Interconnectedness of risk

- Bring business into to be part of the solution and the desig of our future
- Continue to support outreach through training
Support national initiative between GMs to drive more efficiency

Lee Hazlewood BSc, CEM® | CDEM Group Manager / Controller
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Document No: A405427

Report To: Council



Meeting Date: 25 September 2018

Subject: Interim Non-Financial Reporting for the Year Ending 30 June 2018

Type: Information Only

Purpose of Report

- 1.1 The purpose of this report is to provide Council with the interim results of the non-financial performance or service performance for the 2017/18 financial year.

Background

- 2.1 The service performance measures (or Key Performance Indicators) were adopted as part of the Long Term Plan 2015-25. Council uses service performance measures to measure its service provision to the Community.
- 2.2 WDC has a range of key performance indicators and targets that allow the measurement, over time, of whether or not the service delivery and performance has been properly focused on Council's priorities.
- 2.3 Service performance measures are reviewed every 3 years as part of the Long Term Plan development process.
- 2.4 Many of the key performance indicators are mandatory (through the Department of Internal Affairs) and Council is required to measure and report on these.
- 2.5 This business paper contains the interim results of WDC performance for the 2017/18 year to be reported in the 2017/18 Annual Report. The results are reported in tabular form, grouped under each significant activity;
- Description of the **level of service**, which translates the rationale of the service provided into measurable service levels.
 - The **key performance indicator**, is a description of the measure that will be monitored throughout the financial year and the life of the Long Term Plan 2015-25.
 - The **performance target**, which is the quantitative target Council will strive to achieve.
 - **Performance achieved** 1 July 2017 - 30 June 2018. The result is recorded stating whether the target has been achieved and comments to further explain actual results to target result (where required).

- 2.6 There are different methods of measurement for the key performance indicators like response time, resolution time, number of complaints received and residents' satisfaction.

Commentary

- 3.1 Table 1 summarises the results against performance targets for each of the 10 Groups of Activities.
- 3.2 For the 2017/18 year, the Groups of Activities which achieved 100% of their targets were Governance, Community Development, Resource Management, Stormwater Drainage and Roads and Footpaths.

Table 1

Activity	Total number of targets	Achieved or On Track	Not Achieved	No data available
Governance: Leadership and Investments	4	4	0	0
Community Service	11	10	0	1
Community Development	7	7	0	0
Compliance	9	7	2	0
Solid Waste Management	8	6	2	0
Resource Management	3	3	0	0
Stormwater Drainage	8	8	0	0
Sewerage and Treatment Disposal of Sewage	8	7	1	0
Water Supply	17	14	3	0
Roads and Footpaths	6	6	0	0

- 3.3 **Attachment 1** provides the result for each KPI along with the level of service it supports, sorted by Groups of Activities.
- 3.4 These results are interim and will be audited as part of the 2017/18 Annual Report audit process. Council will receive the final results as part of the adoption of the Annual Report in October 2018.

Suggested Resolution

The business paper on interim non-financial reporting for the year ending 30 June 2018 be received.

VIBHUTI CHOPRA
GROUP MANAGER CORPORATE SERVICES

29 August 2018

ATTACHMENT 1: Statements of Service Performance for Council Activities

Governance: Leadership and Investments

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Decision making in compliance with provisions of the Local Government Act 2002.	Number of successful challenges to the decision making process.	0	Achieved (0)		
Consultation is in accordance with the procedures outlined in LGA 2002. Depending on the nature of the consultation, the procedure will either be the Special Consultative Procedure or a process that gives effect to the requirements of section 82 of the LGA 2002.	Number of successful challenges to the decision making process.	0	Achieved (0)		

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 60%	Achieved (96%)		
Investments					
Investments are managed prudently and in a manner that promotes the current and future interests of the community.	Analysis of investment financials and activity including investment company reporting statements are reported to Council and made available to the public as applicable.	2 reports per year	Achieved (2+)		ICL Half Yearly Results ICL Annual Results ICL Statement of Intent 2018-21 WLASS Annual Directors Report 2017 WLASS statement of Intent 2018

Community Service

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
High quality Parks and Reserves will be provided.	Percentage of community satisfied with the quality of Parks and Reserves in annual and research surveys.	≥ 80%	Achieved (83%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
Provision and maintenance of Elderly Persons Housing that meets the needs of the tenants.	Percentage of tenants satisfied with the provision and maintenance of Elderly Persons Housing in the User Survey.	> 65%	No data		Last survey conducted 2016/17 financial year with 80% achieved. No survey of tenants was carried out in 2017/18 as the operations were being reassessed. This will be reinstated for 2018/19 year.
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 82%	Achieved (86%)		Assessed through 2018 Resident Satisfaction Survey (RSS).

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Provision of effective pool facilities for the community.	Percentage of community satisfied with the quality of the pool facilities and service in the annual satisfaction survey and research survey results.	≥ 77%	Achieved (85%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
Provision of effective Arts and Culture facilities for the community.	Percentage of community satisfied with the quality of the Arts and Culture facilities and service in the annual satisfaction survey and research survey results.	≥ 80%	Achieved (94%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
Council's public facilities are provided to standards of fitness for use.	Current Building Warrant Of Fitness (BWOFF) for facilities with compliance schedules.	100%	Achieved (100%)		
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	Achieved (100%)		Pool Accreditation is in place to 1 April 2019.
	Number of pool non complying water quality readings per year.	< 5	Achieved (2 non complying readings)		

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Community education and information provided to build community awareness and preparedness.	The number of residents who understand the need to plan for the ability to survive on their own for 3 days if there was an emergency event, as measured by the Resident Satisfaction Survey.	≥ 50%	Achieved (91%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
WDC is resourced and staff trained to a level sufficient to efficiently operate the Civil Defence Headquarters during an emergency.	One major training exercise involving Civil Defence HQ staff will be held per year.	One exercise per year	Achieved (1 training exercise)		A total of 53 staff across the Western Waikato Emergency Operating Area participated in training during the month of September 2017.
Playground equipment is safe to use for parks and reserves playground users.	Number of accidents directly attributable to playground equipment failure.	Nil accidents	Achieved (0 accidents)		No reported incidents

Community Development

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100% Compliance	Achieved (100%)	All funding rounds throughout the 2017/2018 year were advertised and administered as per the Community Development Fund Policy.
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum	Achieved (1 submission)	The Youth Council made submission to the 2018/2028 Long Term Plan
	Youth Council undertakes two youth related projects per year.	2 per annum	Achieved (5 projects)	The Youth Council undertook a number of youth related projects throughout the 2017/2018 year which included: <ul style="list-style-type: none"> • Hosting of a Movie Evening at the Piopio Memorial Hall • Participation in the Keep NZ Beautiful Clean Up Week 2017 • The arrangement of entertainment at the Annual Book Park Fireworks Extravaganza • Youth Council support with the WDC Float at the 2017 Christmas Parade • A music workshop for young people with the Modern Maori Quartet

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Council will support major District events that build community pride and raise the District's profile.	Number of major District events held on time and to budget.	One Major event (the Muster) and one minor event (the Christmas Parade)	Achieved (2 events)	The Great NZ Muster was held on 7 April 2018. The Waitomo District Christmas Parade with held on 8 December 2017.
Provision of comprehensive library facilities for the community.	Percentage of community satisfied with the quality of the library facilities and service in the annual satisfaction survey and research survey results.	≥ 85%	Achieved (89%)	Assessed through 2018 Resident Satisfaction Survey (RSS).
Council through its membership of the Hamilton and Waikato Regional Tourism Organisation will ensure enhanced presence in national and international markets for the District.	Number of District Promotion opportunities taken in key publications and industry events.	> 4	Achieved (4+)	The Waitomo District was profiled in a range of key publications and industry events over the 2017/2018 year which included: <ul style="list-style-type: none"> • Explore Central North Island • Explore your Own Backyard • Short Escapes • 2nd Annual Tour the North Island Campaign • Experience the Trilogy Event – Australia, Nov 2017 • Ongoing campaigning through a number of social media channels

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
					<ul style="list-style-type: none"> Go Travel Magazine, Arrivals Magazine, Hamilton Press, Air NZ Regional Brand Toolkit
Council will encourage and support business expansion and sustainable economic development opportunities within the District.	Economic Development Action Plan developed and implemented.	Actions implemented as per Economic Development Action Plan.	Achieved		Implementation of the Action Plan Initiatives are ongoing.

Compliance

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
All food and alcohol retail premises will be inspected and appropriately registered and licensed.	Percentage of registration or licensing of food and alcohol retail premises inspected annually.	100%	Achieved (100%)		All premises requiring registration have been registered. 100% of the premises selling alcohol are licensed to do so. 100% of the premises requiring food licenses are registered.
Provision of an effective environmental health service for the community.	Customer Satisfaction Survey Rating on Environmental Health Service.	> 50%	Achieved (88%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
Building consents and project information memoranda issued within 15 working days.	Percentage of building consents and project information memoranda issued within 15 working days.	90%	Not Achieved (87%)		The reason for not issuing within the target number of days was mainly due to the change in regulations resulting in more time being required to process every consent. Resourcing in the building area has been reviewed. This has been discussed with Council in detail. To be noted: 100% of consents and PIMs have been issued within the required statutory timeframe of 20 working days.

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Council will process, inspect and certify buildings work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements.	BCA Accreditation maintained/ achieved every 2 years.	Achieved		Accreditation has been maintained. The IANZ audit was conducted 19-22 June 2018.
Provision of an effective building control service to the community.	Customer Satisfaction Survey rating on Building Control.	> 50%	Achieved (84%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
Dog owners' properties will be inspected to ensure compliance with the Dog Control Act 1996 and Council's bylaws.	Percentage of dog owners' properties inspected per year.	Urban (*100% Of owners approved under 'Selected Owners Policy')	Not Achieved (98.5%)		
		Rural (* Inspections are carried out if there are breaches to the Dog Control Act)	Achieved		No inspections were done as there were no reported breaches to the Dog Control Act.

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
High level of customer satisfaction with animal control service.	Customer Satisfaction survey rating on Animal Control.	≥ 50%	Achieved (70%)	Assessed through 2018 Resident Satisfaction Survey (RSS).
Dog Owners are well informed of their responsibilities and WDC Support.	Number of Dog/Owner Education initiatives.	≥ 2	Achieved (>7 education initiatives)	Council provides educational information monthly on Facebook, and also provides regular information in Waitomo Way and the Waitomo News.

*Target changed by Council resolution document number #A345198 Council Minutes #A345407

Solid Waste Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Users find the recycling facilities safe to use.	Percentage of users rate the safety of Council's recycling facilities as satisfactory or better.	75%	Achieved (94%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
Provision of effective waste service for the community.	Customer satisfaction survey rating on waste transfer stations.	60%	Achieved (90%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
The solid waste management facilities feel safe to the user.	Percentage of users rate the District's waste transfer stations safe to use.	70%	Achieved (95%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
Users find the landfill facility safe to use.	Percentage of users rate the safety of Council's landfill facility as satisfactory or better.	75%	Achieved (92%)		Assessed through 2018 Resident Satisfaction Survey (RSS).
The solid waste management facilities are open and accessible to users at advertised times.	Number of complaints per month due to facilities not being open at advertised times.	≤1	Achieved (0)		Assessed through 2018 Resident Satisfaction Survey (RSS).

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Reduce quantity of recyclables like paper and plastics in bag collection that goes to landfill.	Percentage of reduction per annum leading to 10% reduction by 2016 and 15% by 2025 achieved through continual education (both measured against the 2014 Biennial Waste Audit).	2.0%	Not Achieved	The results from the 2016 Waste Audit identified a 1.57% reduction in recyclables against the 2014 Waste Audit. A 2% reduction was required to meet the performance target. This is however tracking in a downwards trend.
Reduce the quantity of organic waste like food scraps etc. in bag collection that goes to landfill.	Percentage of reduction per annum achieved through continual education leading to 10% reduction by 2025 (measured against the 2014 Biennial Waste Audit).	1.5%	Not Achieved	The results from the 2016 Waste Audit identified an almost 3% increase in putrescible (organic/food waste) against the 2014 Waste Audit. A 1.5% reduction was required to meet this performance target. Reducing food waste is a key strategy for meeting the goals of the Waste Minimisation Act. WDC are involved in a collective of Councils throughout the country to implement a national 'Love Food, Hate Waste' campaign in an effort to reduce food waste sent to landfills.
Provision of an effective solid waste service for the community.	Average number of complaints received per month regarding solid waste activities.	≤ 10	Achieved (31 total complaints)	

Resource Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Council will ensure that resource consents are processed in a timely and customer friendly manner so as to facilitate district wide development.	Percentage of notified consents processed within 80 working days of receipt.	90%	Achieved (100%)		
	Percentage of non-notified consents processed within 20 working days.	90%	Achieved (100%)		All non-notified consents processed during this financial year were processed within 20 working days.
All premises where resource consents have been issued will be monitored at least biennially to ensure compliance.	Percentage of consented premises visited each year.	50%	Achieved (100%)		All resource consents requiring monitoring have been monitored.

Stormwater Drainage

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Stormwater drainage system is adequate and is sufficiently maintained.	The number of flooding events that occur in the district in a financial year.	Nil (for less than 1 in 2 year event)	Achieved (0 events)	No flooding events of less than 1 in 2 year has occurred in the district for the 2017/18 year.
	For each flooding event the number of habitable floors affected in a financial year.	≤ 1 per 1000 properties	Achieved (0 floors affected)	There were no flooding events of less than 1 in 2 year, therefore no habitable floors were affected by a flooding event for the 2017/18 year.
Compliance with resource consent conditions for discharge from the Councils urban stormwater system that relate to environmental effects	Compliance with resource consents for discharge from its Stormwater system, measured by the number of the following (received by Council within a financial year):			
	• abatement notices	0	Achieved (0 notices)	No abatement notices have been issued to WDC for the 2017/2018 year.
	• infringement notices	≤2	Achieved (0 notices)	No infringement notices were issued to WDC for the 2017/2018 year.
	• enforcement orders	Nil	Achieved (Nil orders)	No enforcement orders were issued to WDC for the 2017/2018 year.

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
	<ul style="list-style-type: none"> successful prosecutions 	Nil	Achieved (Nil prosecutions)	No successful prosecutions were issued to WDC for the 2017/2018 year.
The Council responds to failures and request for service in a prompt and efficient way	The median response time to attend a flooding event, (measured from the time that the notification is received to the time that service personnel reach the site)	≤ 180 minutes (3hrs)	Achieved (0 requests)	There have been no requests for the 2017/2018 year.
The Council provides a reliable stormwater collection service	The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.	≤4 complaints per 1000 properties	Achieved (4 complaints)	There have been a total 4 complaints for the 2017/2018 year (or 2 per 1000 properties)

Sewerage and Treatment and Disposal of Sewage

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Sewerage System is adequate and is sufficiently maintained.	Number of complaints received in a financial year about ; <ul style="list-style-type: none"> sewage odour; sewage system faults; sewage system blockages, and Council's response to issues with the sewage system. 		Not Achieved (41 complaints)	There have been a total of 41 complaints for the 2017/2018 year. (target total ≤ 39 complaints)
	Total complaints per 1,000 connections ≤20 (Total number of connections 1,936)			
Environmental impacts of Sewerage systems will be managed effectively.	Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of the following (<i>received by Council in a financial year</i>)			
	• abatement notices	Nil	Achieved (0 notices)	No abatement notices have been issued to WDC for the 2017/2018 year.
	• infringement notices	Nil	Achieved (0 notices)	No infringement notices were issued to WDC for the 2017/2018 year.
	• enforcement orders	Nil	Achieved (0 orders)	No enforcement orders were issued to WDC for the 2017/2018 year.
	• convictions received	Nil	Achieved (0 convictions)	No convictions were received by WDC for the 2017/2018 year.

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Timely response and resolution for sewage overflows.	The median response times for attendance, in a year, measured from the time that the Council receives notification to the time that service personnel reach the site	≤180 minutes (3hrs)	Achieved (55 Minutes Median)	
	The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	≤ 540 minutes (9hrs)	Achieved (306 Minutes Median)	

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Provision of effective and reliable sewerage systems and service to the community.	Number of dry weather sewage overflows from the Council's sewerage system in a financial year.	Total complaints per 1,000 connections \leq 5 (Total number of connections 1,936)	Achieved (0)	For the year ending 2017/2018 there were a total of nil complaints. (target \leq 10 complaints)

Water Supply

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018		Commentary
Water supply system is adequate and sufficiently maintained for public health purposes.	The extent to which WDC's drinking water supplies comply with Part 4 of NZ Drinking-water Standards 2005 (revised 2008) (bacteria compliance criteria)	100%	Not Achieved (75%)		Technically non-compliant.
	The extent to which WDC's drinking water supplies comply with Part 5 of NZ Drinking-water Standards 2007 (revised 2008) (protozoal compliance criteria)	100%*	Not Achieved		Technically non-compliant.
Water Supply networks are being maintained adequately.	Percentage of real water loss from the Council's networked reticulation system in a financial year in: (<i>'Water Losses' includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption</i>)				

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
	Te Kuiti	≤ 25%	Achieved (16%)	
	Mokau	≤ 25%	Achieved (4.8%)	
	Piopio	≤ 25%	Achieved (6.4%)	
	Benneydale	≤ 15%	Achieved (7.8%)	
Timely response and resolution of service requests.	The median response times for attendance for urgent call-outs in a financial year*	≤ 180 minutes (3 hrs)	Achieved (51 Minutes Median)	
	The median resolution time of urgent call-outs in a financial year**	≤ 540 minutes (9hrs)	Achieved (234 Minutes Median)	
	The median response times for attendance for non-urgent call outs in a financial year*	≤ 660 Minutes (11hrs)	Achieved (438 Minutes Median)	

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
	The median resolution time of non-urgent call-outs in a financial year**	≤ 850 minutes (14.1hrs)	Achieved (438 Minutes Median)	[[KM1]]
<p>* from the time that the Council receives notification to the time that the service personnel reach the site. ** from the time that the Council receives notification to the time that service personnel confirm resolution of the fault or interruption.</p>				
Provision of effective and reliable water supply system to the community.	The total number of complaints received by Council in a year for (2580 connections):			
	drinking water clarity	≤ 5 per 1000 connections	Not Achieved (19)	Total for the 2017/2018 year is 19 (target total ≤ 13)
	drinking water taste	≤ 5 per 1000 connections	Achieved (4)	Total of complaints for 2017/2018 year is 4 (target total ≤13)

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
	drinking water odour	≤ 5 per 1000 connections	Achieved (2)	Total of complaints for 2017/2018 year is 2 (target total ≤ 13)
	drinking water pressure flow	≤ 5 per 1000 connections	Achieved (1)	Total complaints for 2017/2018 year is 1 (target total ≤13)
	continuity of supply	≤ 5 per 1000 connections	Achieved (9)	Total complaints for 2017/2018 year is 9 (target total ≤13)
	Median response time to any of these issues within a year.	≤ 180 minutes	Achieved (51 Minutes Median)	
Efficient management of demand for water for the community.	Average consumption of drinking water per day per resident within the district.	≤ 400 litres per person per day	Achieved (276 litres)	

Roads and Footpaths

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Monitor safety of local roads to assist in planning and prioritising works required to upgrade, maintain or change the condition of the roading environment in order to reach and maintain a specified level of safety.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	1 (or maintain at 0)	Achieved (1)	1 fatality for year ending 30 June 2018. Oparure Rd 04/02/18
Maintain the overall condition of local roads to a specified adequate standard *NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort	The average quality of ride on a sealed local road network, measured by smooth travel exposure, in a financial year. (Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90%.)	90%	Achieved (97%)	This is measured every two years. The latest NAASRA roughness count is from 2018 survey.
Maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metalled each year.	15% (of total)	Achieved (15%)	81km of the total 553.2 km of unsealed road was metalled this year.

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance Achieved 1 July 2017 – 30 June 2018	Commentary
Maintain the overall condition of sealed roads to a specified adequate standard	Percentage of sealed local road network that is resurfaced each year.	7% of total	Achieved (8%)	WDC resurfaced 37.6km out of 461.2km of sealed road in the 2017/18 year.
Maintain the overall condition of footpaths to a specified adequate standard.	The percentage of footpath network that falls within a condition rating of 3.	90%	Achieved (94%)	94% of footpaths in the Waitomo District network fell within a condition rating of 3 in the 2017/2018 year as per June 2018 survey.
Manage the timeliness and appropriateness of responses to problems and service requests.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.	95%	Achieved (100%)	Requests received for 2017/2018 year were a total of 432.

Document No: A407510

Report To: Council



Meeting Date: 25 September 2018

Subject: Waikato Region Territorial Authorities Group (WARTA) – Ratification of Participation and approval of WARTA further submission

Purpose of Report

- 1.1 The purpose of this business paper is for Council to:
- a) Formally ratify the decision to participate in Phase 1 of the (newly formed) "Waikato Regional Territorial Authorities Group" (WARTA) to present a joint further submission under the Resource Management Act 1991 (RMA) in relation to the Waikato Regional Council Plan Change 1 and Variation 1 to the Waikato Regional Plan ("Healthy Rivers"); and
 - b) Receive and resolve to retrospectively approve the WARTA further submission as lodged with the Waikato Regional Council (WRC) on 17 September 2018.

Background

- 2.1 Proposed Plan Change 1 (and variation 1) amends the Waikato Regional Plan to incorporate the requirements of Te Ture Whaimana o Te Awa o Waikato, the Vision and Strategy for the Waikato River. Variation 1 reinstates the area (part of the Lower Waikato River catchment) and the provisions that were withdrawn. It also makes a series of amendments to Proposed Plan Change 1.
- 2.2 Council lodged an initial submission on Plan Change 1 on 8 March 2017.
- 2.3 WRC released a summary of submissions and called for further submissions formally under the Act on 20 August 2018. The further submission period closed on 17 September 2018.

Commentary

- 2.1 In June 2018, the Waikato Region's Territorial Authorities (TAs) (initiated by Waipa District Council), considered whether there was merit in forming a group for the purpose of lodging a further submission to the Plan Change.
- 2.2 A workshop was subsequently held on Wednesday 25th of July 2018, to consider the issues and determine if there was adequate "common ground" to progress further.
- 2.3 The workshop confirmed that there was strong alignment between the concerns expressed by all TAs regarding the Plan Change. This applied to both point source discharges and the use of the new offset provisions, as well as to the rules relating to diffuse discharges and the economic impact on communities.
- 2.4 Subsequent to that workshop, the Mayor and Chief Executive considered the benefits to Waitomo District Council (WDC) of participating in the WARTA group,

and agreed to participate in the WARTA further submission; but has made no commitment to any further WARTA participation post the future submission phase.

- 2.5 As this decision was taken outside the Waitomo DC's scheduled meeting timeframe, the matter is now being presented for Council to confirm the decision to participate in WARTA Phase 1.
- 2.6 The further submission, as lodged with WRC by WARTA is attached for retrospective approval by Council.

Suggested Resolutions

- 1 The business paper on the Waikato Regional Territorial Authorities Group (WARTA) and retrospective approval of the WARTA Further Submission be received.
- 2 Council resolve to retrospectively endorse and approve the WARTA Further Submission attached as Appendix 1.



TERRENA KELLY
GENERAL MANAGER ENVIRONMENTAL SERVICES

25 September 2018

Attachments: 1 WARTA Further Submission (A407603)



17 September 2018

Chief Executive
Waikato Regional Council
401 Grey Street
Private Bag 3038
Waikato Mail Centre
Hamilton 3240

For: Vaughan Payne, Chief Executive

Email: healthyrivers@waikatoregion.govt.nz

Dear Mr Payne

FURTHER SUBMISSION IN SUPPORT OF SUBMISSIONS ON PROPOSED PLAN CHANGE 1 AND PROPOSED VARIATION 1 TO THE WAIKATO REGIONAL PLAN

1. As you are aware, we act for the Waikato Region Territorial Authorities Group ("WARTA") in relation to Plan Change 1 and Variation 1 to the Waikato Regional Plan ("PC1").
2. WARTA is an informal group of the following ten Waikato Region territorial authorities:
 - (a) Waikato District Council;
 - (b) Thames-Coromandel District Council;
 - (c) Hauraki District Council;
 - (d) Matamata-Piako District Council;
 - (e) Hamilton City Council;
 - (f) Waipa District Council;
 - (g) South Waikato District Council;
 - (h) Waitomo District Council;
 - (i) Otorohanga District Council; and
 - (j) Taupo District Council.

3. Although they could be separately represented, these ten TAs have decided to form the WARTA Group as an informal grouping for the purpose of responding to PC1 in respect of the matters of common concern to WARTA members, and particularly for the purpose of enhancing efficiency by:
 - (a) Jointly liaising with the WRC, sector groups and other key stakeholders in relation to the issues arising with a view to achieving resolution on an appropriate resource management framework or, as a minimum, narrowing the issues arising; and
 - (b) Presenting a joint case in relation to the issues of common concern.
4. WARTA Group members support PC1 in principle and agree that it is appropriate that substantive measures be adopted to implement the Vision and Strategy for the Waikato River (Te Ture Whaimana o Te Awa o Waikato). However, WARTA members have two areas of common concern in relation to the potential effects of implementing PC1, which fall into two broad categories as follows:
 - (a) Issues that will be referred to as "rural issues", namely, the potential impact of PC1 on the primary sector and rural communities arising out of the land-use aspects of the plan change to deal with diffuse discharges, including the economic impact on the farming community and the practical workability of PC1.
 - (b) Issues that will be referred to as "urban issues", namely, the potential impact of PC1 on the urban communities within the Waikato Region, particularly in relation to the potential impact on urban growth and other issues relating to point source discharges (such as the restricted scope of offsetting the point source discharges).
5. The WARTA Group's position is that amendments to PC1 are required in order to address WARTA's concerns with respect to the rural and urban issues outlined above.
6. Against that background, please find **enclosed** for filing WARTA's further submission in relation to PC1.
7. Please do not hesitate to contact us should you have any queries.

Yours sincerely



S J Berry | Jen Vella
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Encl. WARTA Further Submission on PC1

IN THE MATTER of the Resource Management Act 1991

AND

IN THE MATTER of Proposed Plan Change 1 to the Waikato Regional Plan and Variation 1 to Proposed Plan Change 1

AND

IN THE MATTER of a further submission by **TEN WAIKATO REGION TERRITORIAL LOCAL AUTHORITIES COMPRISING THE WARTA GROUP** under clause 8 of Schedule 1 of the Resource Management Act 1991 to Proposed Plan Change 1 and Variation 1 to Proposed Plan Change 1

TO: WAIKATO REGIONAL COUNCIL

NAME OF PARTIES MAKING FURTHER SUBMISSIONS:

- Waikato District Council
- Thames-Coromandel District Council
- Hauraki District Council
- Matamata-Piako District Council
- Hamilton City Council
- Waipa District Council
- South Waikato District Council
- Waikato District Council
- Otorohanga District Council
- Taupo District Council

FURTHER SUBMISSION IN SUPPORT OF SUBMISSIONS ON PROPOSED PLAN CHANGE 1 AND PROPOSED VARIATION 1 TO THE WAIKATO REGIONAL PLAN

WARTA Group – further submission

1. This is a further submission in support (in whole or in part) of submissions on:
 - (a) Proposed Plan Change 1 to the Waikato Regional Plan ("PC1"); and
 - (b) Variation 1 to Proposed Plan Change 1 to the Waikato Regional Plan ("V1").

(References to PC1 in this further submission are intended to be read as including a reference to both PC1 and V1.)

2. The further submission is lodged by the following ten local territorial authorities ("TAs"):
 - (a) Waikato District Council ("Waikato DC");
 - (b) Thames-Coromandel District Council ("TCDC");
 - (c) Hauraki District Council ("HDC");
 - (d) Matamata-Piako District Council ("MPDC");
 - (e) Hamilton City Council ("HCC");
 - (f) Waipa District Council ("Waipa DC");
 - (g) South Waikato District Council ("SWDC");
 - (h) Waitomo District Council ("Waitomo DC");
 - (i) Otorohanga District Council ("ODC"); and
 - (j) Taupo District Council ("TDC").
3. The submission is lodged in the name of the listed above **WAIKATO REGION TERRITORIAL AUTHORITIES GROUP** (hereinafter referred to as "WARTA" or "WARTA Group").
4. All members of the WARTA Group exercise functions under the Local Government Act 2002 and the Resource Management Act 1991 ("RMA") within the Waikato Region.
5. All ten TAs comprising the WARTA Group have lodged submissions on PC1 in their own capacity and therefore have the right to appear and be represented in respect of PC1.
6. All ten TAs are also qualified to lodge a further submission in terms of Clause 8(1) of Schedule 1 to the RMA to the extent that they all:
 - (a) Represent a relevant aspect of the public generally; and
 - (b) Have an interest in PC1 greater than the public generally.

Role of the WARTA Group - WARTA Group joint further submission

7. Although they could be separately represented, these ten TAs have decided to form the WARTA Group as an informal grouping for the purpose of responding to PC1 in respect of the matters of common concern to WARTA members, and particularly for the purpose of enhancing efficiency by:
 - (a) Jointly liaising with the WRC, sector groups and other key stakeholders in relation to the issues arising with a view to achieving resolution on an appropriate resource management framework or, as a minimum, narrowing the issues arising; and
 - (b) Presenting a joint case in relation to the issues of common concern.

8. A similar approach was adopted by:
 - (a) A number of Waikato TAs, which formed the Waikato River Municipal Users Group for the purpose of responding to Regional Plan Variation 6 (Water Allocation); and
 - (b) The Joint Working Party, for the purposes of responding to the Waikato Regional Policy Statement.
9. Senior management at the Waikato Regional Council ("WRC") have indicated support for such an approach in relation to PC1.
10. Having reviewed each other's submissions and those of other key stakeholders, these TA's have decided to lodge a single further submission under the "WARTA banner" in relation to matters of common interest in relation to both rural and urban issues as set out below.
11. WARTA does not purport to lodge this further submission as a separate legal entity that requires standing as a submitter under the RMA. Each WARTA Group TA is therefore lodging and pursuing this joint further submission in its capacity as a primary submitter.

WARTA member individual further submissions

12. Some WARTA members have also lodged individual submissions in respect of issues that:
 - (a) Do not relate to the two key issues of common concern outlined below; and/or
 - (b) Relate to those issues, but are more specific and detailed than the approach that can be pursued in a joint further submission of this nature.
13. A number of those TAs intend to lodge a further submission on PC1 that is in addition to the WARTA submission. Care has been taken to ensure that there is no inconsistency between the WARTA further submission (which is necessarily somewhat general in its approach) and the specific TA further submission. Those councils making separate submissions fully support the general WARTA position and the principles reflected in this further submission.

Submissions supported by the WARTA Group

14. The WARTA Group's members support (in whole or in part) the submissions lodged by primary submitters listed in Column 2 of **Appendix A** of this further submission.

Parts of submissions supported by the WARTA Group

15. The particular parts of the submissions supported by the WARTA Group are set out in Column 3 of **Appendix A** of this further submission, with the relevant provision of PC1 listed in Column 1.

Aspects of the primary submission that WARTA seeks be allowed (in whole or part) – WARTA approach

16. WARTA Group members support PC1 in principle and agree that it is appropriate that substantive measures be adopted to implement the Vision and Strategy for the Waikato River (Te Ture Whaimana o Te Awa o Waikato). However, WARTA members have two areas of common concern in relation to the potential effects of implementing PC1, which fall into two broad categories as follows:
 - (a) Issues that will be referred to as “rural issues”, namely, the potential impact of PC1 on the primary sector and rural communities arising out of the land-use aspects of the plan change to deal with diffuse discharges, including the economic impact on the farming community and the practical workability of PC1.
 - (b) Issues that will be referred to as “urban issues”, namely, the potential impact of PC1 on the urban communities within the Waikato Region, particularly in relation to the potential impact on urban growth and other issues relating to point source discharges (such as the restricted scope of offsetting the point source discharges).
17. The WARTA Group’s position is that amendments to PC1 are required in order to address WARTA’s concerns with respect to the rural and urban issues outlined above.
18. The primary submissions on PC1 collectively seek a wide variety of amendments and suggest a range of approaches to achieving the objectives of PC1. WARTA considers that the relief sought by the primary submissions collectively provides sufficient scope to achieve an outcome that would address WARTA Group members’ concerns.
19. In developing its further submission, WARTA has identified the primary submissions that seek relief that WARTA Group members consider may appropriately form part of PC1 as it is ultimately promulgated, and which the WARTA Group supports and wishes to be allowed in whole or in part. WARTA has identified those submissions (and parts of submissions) that it wishes to support, in whole or in part (see below). (The WARTA Group has not sought to oppose any primary submission, in whole or in part.)

20. In doing so, WARTA Group members have been guided by a set of key principles or objectives that WARTA members wish PC1 to achieve. In that regard, the WARTA Group wishes to ensure that PC1 achieves the following:
- (a) Effects based provisions that accommodate sufficient flexibility to change land use activities and provide for multiple land-use opportunities and diversification (including land use intensification in appropriate circumstances), and can be supported by sustainable land management practices.
 - (b) That discharges of all four contaminants will be managed to address the key water quality issues at each location or sub-catchment.
 - (c) An implementation regime:
 - (i) That is certain, practicable, sensible, fair and reasonable in its application; and
 - (ii) Will be applied within realistic, fair and reasonable time frames for reporting and deadlines for compliance.
 - (d) Methods of implementation that are affordable to landowners and communities and minimise potential adverse effects on the social, economic and cultural well-being of communities.
 - (e) That the Nitrogen Reference Point is used in an appropriate manner, having regard to the issues with respect to the use of OVERSEER.
 - (f) An approach which enables the TAs to meet their various responsibilities with respect to renewal of consents for existing municipal discharges and for accommodating urban growth within the region.
 - (g) An evaluation that can satisfy section 32 of the RMA to inform decision-making that the Plan Change and/or alternative approaches are fit for purpose to promote sustainable management of natural and physical resources.
21. WARTA has not reached a final position in terms of which aspects of the broad array of relief sought in the submissions it has supported, as set out in **Appendix A**, that it wishes to be allowed in whole or part. Rather, WARTA intends to refine and determine their position as regards to the final detail of the relief it supports as a result of further analysis and discussions with primary submitters. The primary purpose of the WARTA further submission is to advise those primary submitters of the WARTA Group's intent to engage with them to explore the impact that the alternative proposals will have on the WARTA councils' communities.

Reasons for WARTA Group's support

22. The WARTA Group supports the relief sought in the submissions that are supported in whole or in part on the basis that amending PC1 in accordance with that relief would represent the most appropriate provisions in terms of section 32 of the RMA and will promote the sustainable management purpose, and the principles of the RMA.
23. Without limiting the generality of the foregoing, the amendments sought in submission are supported (in whole or in part) for the following main reasons:
- (a) For the reasons set out in the primary submissions that are supported.
 - (b) The amendments will assist to achieve the principles and objectives supported by WARTA as set out in paragraph 19 above, particularly insofar as they will:
 - (i) Improve the workability, fairness and practical application of PC1;
 - (ii) Will enhance flexibility and reduce the potential adverse social, economic and cultural effects of PC1 of the primary sector and rural communities; and
 - (iii) Will reduce the potential impact of PC1 on the urban communities within the Waikato Region, particularly in relation to the potential impact on urban growth and the cost effective ongoing management of point source discharges.
 - (c) Will assist Waikato Regional Council to carry out its functions under the RMA so as to achieve the purpose of the Act.
 - (d) Will appropriately:
 - (i) Give effect to all applicable higher order planning instruments, including the Vision and Strategy for the Waikato River (Te Ture Whaimana o Te Awa o Waikato), the National Policy Statement for Freshwater Management 2014, all other national policy statements and national environmental standards and the Waikato Regional Policy Statement; and
 - (ii) Not be inconsistent with any directive policies or constraints from such higher order instruments.
 - (e) Will better enable people and communities to provide for their social, economic and cultural wellbeing and for their health and safety.
 - (f) Recognise iwi relationships with the Waikato and Waipā Rivers, together with other associated waahi tapu and taonga.
 - (g) Ensure the maintenance and enhancement of amenity values, the intrinsic values of ecosystems and the quality of the environment with respect to the Waikato and Waipā River catchments.

WARTA Group wishes to be heard

- 24. The TAs which comprise WARTA wish to be heard in support of this further submission and intend to present a joint case at the hearing of submissions on PC1.
- 25. To the extent that other submitters have made submissions in respect of these issues and have sought relief that WARTA Group members support or conditionally support, WARTA intends to collaborate with other parties involved in the PC1 process.

DATED this 17th day of September 2018

Thames-Coromandel District Council



Sandra A Goudie
Mayor, Thames-Coromandel District Council

Waikato District Council
Hauraki District Council
Matamata-Piako District Council
Hamilton City Council
Waipa District Council
South Waikato District Council
Waitomo District Council
Rotorohanga District Council
Taupo District Council

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APPENDIX A

Submissions supported in full or in part

Plan provision	Submitter	Submission Point ID
General	Otorohanga District Council	V1PC1-431
General	South Waikato District Council	V1PC1-383 - V1PC1-389
General	Watercare Services Ltd	PC1-8454
General	Federated Farmers of New Zealand	V1PC1-778
General	Hancock Forest Management (NZ) Limited	PC1-8933
General	Horticulture NZ	V1PC1-971
General	Horticulture NZ	V1PC1-984
General	Beef + Lamb NZ	V1PC1-1705
General	Beef + Lamb NZ	V1PC1-1706
General	Fonterra Co-operative Group Ltd	V1PC1-746
General	Dairy NZ	PC1-10159
General	Oji Fibre Solutions (NZ) Limited	PC1-8935
General	Ata Rangi 2015 Limited Partnership	PC1-11373
General	New Zealand Forest Owners Association Inc	PC1 – 9952
Full achievement of Vision and Strategy will be intergenerational	Oji Fibre Solutions (NZ) Limited	PC1 -6196
Full achievement of Vision and Strategy will be intergenerational	Miraka Limited	PC1-8759
3.11 Waikato and Waipa River Catchments	Miraka Limited	PC1-8742
3.11.1 Values and uses for the Waikato and Waipa Rivers	Hamilton City Council	PC101-1070
3.11.1 Values and uses for the Waikato and Waipa Rivers	Watercare Services Ltd	PC-8341
3.11.1 Values and uses for the Waikato and Waipa Rivers	Oji Fibre Solutions (NZ) Limited	PC1 - 6316
3.11.2 Objectives	Watercare Services Ltd	PC1-8450
3.11.2 Objectives	Oji Fibre Solutions (NZ) Limited	PC1 - 6364
Objective 1	Federated Farmers of New Zealand	V1PC1-122
Objective 1	Fertiliser Association of New Zealand	PC1 – 9699
Objective 2	Federated Farmers of New Zealand	V1PC1-126

Plan provision	Submitter	Submission Point ID
Objective 2	Fertiliser Association of New Zealand	PC1 – 9700
Objective 2	Oji Fibre Solutions (NZ) Limited	PC1 - 6366
Objective 3	Federated Farmers of New Zealand	V1PC1-129
Objective 4	Federated Farmers of New Zealand	V1PC1-143
Objective 5	Miraka Limited	PC1-8809
3.11.3 Policies	Watercare Services Ltd	PC1-8455
3.11.3 Policies	Federated Farmers of New Zealand	V1PC1-172
3.11.3 Policies	Federated Farmers of New Zealand	V1PC1-175
3.11.3 Policies	Federated Farmers of New Zealand	V1PC1-240
3.11.3 Policies	Hamilton City Council	PC1-10259
3.11.3 Policies	Fertiliser Association of New Zealand	PC1 – 11176
Policy 1	Fertiliser Association of New Zealand	PC1 - 9707
Policy 2	Fertiliser Association of New Zealand	PC1 – 9712
Policy 2	Federated Farmers of New Zealand	V1PC1-164
Policy 3	Federated Farmers of New Zealand	V1PC1-176
Policy 4	New Zealand Forest Owners Association Inc	PC1 – 9956
Policy 4	Hancock Forest Management (NZ) Limited	PC1 - 5608
Policy 5	Federated Farmers of New Zealand	V1PC1-193
Policy 6	Primary Land Users Group	PC1-11152
Policy 6	Hamilton City Council	PC1-10262
Policy 6	Federated Farmers of New Zealand	V1PC1-194
Policy 6	Oji Fibre Solutions (NZ) Limited	PC1 - 6404
Policy 7	Hamilton City Council	PC1-10754
Policy 7	Federated Farmers of New Zealand	V1PC1-224
Policy 7	Oji Fibre Solutions (NZ) Limited	PC1 - 6423
Policy 9	Taupo District Council	PC1-8111
Policy 9	Oji Fibre Solutions (NZ) Limited	PC1 - 6425
Policy 10	Watercare Services Ltd	PC1-8339
Policy 10	South Waikato District Council	PC1-4056
Policy 10	Oji Fibre Solutions (NZ) Limited	PC1 – 6426
Policy 10	Waikato Regional Council	PC1-3061
Policy 11	Watercare Services Ltd	PC1-8122
Policy 11	Matamata-Piako District Council	PC1-3507
Policy 11	South Waikato District Council	PC1-4059

Plan provision	Submitter	Submission Point ID
Policy 11	Oji Fibre Solutions (NZ) Limited	PC1 – 6547
Policy 11	Waikato Regional Council	PC1-3062
Policy 12	Hamilton City Council	PC1-10843
Policy 12	Oji Fibre Solutions (NZ) Limited	PC1 – 6551
Policy 12	Waikato Regional Council	PC1-3062
Policy 13	Hamilton City Council	PC1-11038
Policy 16	Waikato and Waipā River Iwi	PC1-3405
Policy 17	Waikato and Waipā River Iwi	PC1-3406
Policy 17	South Waikato District Council	PC1-4101
3.11.4 Implementation methods	NZ Forest Owners Association Inc	PC1 – 9953
3.11.4 Implementation methods	Oji Fibre Solutions (NZ) Limited	PC1 – 6563
Method 3.11.4.2	Waikato and Waipā River Iwi	PC1-3408
Method 3.11.4.3	Taupo District Council	PC1-8121
Method 3.11.4.3	Waikato and Waipā River Iwi	PC1 – 3409
Method 3.11.4.5	Waikato and Waipā River Iwi	PC1 – 3418
Method 3.11.4.5	Oji Fibre Solutions (NZ) Limited	PC1 – 6929
Method 3.11.4.6	Taupo District Council	PC1-8126
Method 3.11.4.6	Oji Fibre Solutions (NZ) Limited	PC1 - 6939
3.11.4.7	Oji Fibre Solutions (NZ) Limited	PC1 – 6941
3.11.4.12	Fertiliser Association of New Zealand	PC1 – 10615
3.11.5 Rules	South Waikato District Council	PC1-4175
3.11.5 Rules	Federated Farmers of New Zealand	V1PC1-499
3.11.5 Rules	Federated Farmers of New Zealand	V1PC1-570
3.11.5 Rules	Federated Farmers of New Zealand	V1PC1-571
3.11.5 Rules	Federated Farmers of New Zealand	V1PC1-708
3.11.5 Rules	Oji Fibre Solutions (NZ) Limited	PC1 - 7704
3.11.5.1	Federated Farmers of New Zealand	V1PC1-327
3.11.5.1	Fertiliser Association of New Zealand	PC1 – 10618
3.11.5.2	Federated Farmers of New Zealand	V1PC1-338
3.11.5.2	Primary Land Users Group	PC1-11173
3.11.5.2	Fertiliser Association of New Zealand	PC1 - 10621
3.11.5.2	Oji Fibre Solutions (NZ) Limited	PC1 - 8083
3.11.5.3	Federated Farmers of New Zealand	V1PC1-357
3.11.5.3	Oji Fibre Solutions (NZ) Limited	PC1 - 8084

Plan provision	Submitter	Submission Point ID
3.11.5.4	Federated Farmers of New Zealand	V1PC1-468
3.11.5.5	Horticulture NZ	V1PC1-894
3.11.5.5	Federated Farmers of New Zealand	V1PC1-498
3.11.5.6	Federated Farmers of New Zealand	V1PC1-572
3.11.5.6	Oji Fibre Solutions (NZ) Limited	PC1 - 13076
3.11.5.7	Primary Land Users Group	PC1-11179
3.11.5.7	Federated Farmers of New Zealand	V1PC1-705
3.11.5.7	Fertiliser Association of New Zealand	PC1 – 10632
3.11.5.7	Ata Rangi 2015 Limited Partnership	PC1-6201
Schedule A Registration with Waikato Regional Council	Matamata-Piako District Council	PC1-3670
Schedule A Registration with Waikato Regional Council	South Waikato District Council	PC1-4115
Schedule A Registration with Waikato Regional Council	Federated Farmers of New Zealand	V1PC1-710
Schedule A Registration with Waikato Regional Council	Waipa District Council	PC1-3225
Schedule A Registration with Waikato Regional Council	Waitomo District Council	PC1-10337
Schedule B Nitrogen Reference Point	Federated Farmers of New Zealand	V1PC1-717
Schedule B Nitrogen Reference Point	Oji Fibre Solutions (NZ) Limited	PC1 – 8743
Schedule C Stock exclusion	Federated Farmers of New Zealand	V1PC1-758
Schedule C Stock exclusion	Fertiliser Association of New Zealand	PC1 – 10649
Schedule C Stock exclusion	Oji Fibre Solutions (NZ) Limited	PC1 – 8803
Schedule 1 Requirements for Farm Environment Plans	Federated Farmers of New Zealand	V1PC1-766
Schedule 1 Requirements for Farm Environment Plans	Waipa District Council	PC1-3243
Schedule 1 Requirements for Farm Environment Plans	Oji Fibre Solutions (NZ) Limited	PC1 – 8806
Schedule 2 Certification of Industry Schemes	Waikato and Waipā River Iwi	PC1-3668
Schedule 2 Certification of Industry Schemes	Federated Farmers of New Zealand	PC1-10857
Table 3.11-1	Beef + Lamb NZ	V1PC1-675
Table 3.11-1	Hamilton City Council	PC1-11044

Plan provision	Submitter	Submission Point ID
Table 3.11-1	Waipa District Council	PC1-3238
Table 3.11-1	Waitomo District Council	PC1-10848
Table 3.11-1	Waikato and Waipā River Iwi	PC1-3250
Table 3.11-1	Watercare Services Ltd	PC1-8435
Table 3.11-1	Federated Farmers of New Zealand	V1PC1-783
Table 3.11-1	Oji Fibre Solutions (NZ) Limited	PC1 – 8828
Additions to Glossary of Terms	Hamilton City Council	PC1-10208
Additions to Glossary of Terms	Federated Farmers of New Zealand	PC1-10858
Additions to Glossary of Terms	Federated Farmers of New Zealand	V1PC1-811
Additions to Glossary of Terms	Watercare Services Ltd	V1PC1-830
Additions to Glossary of Terms	Oji Fibre Solutions (NZ) Limited	PC1 - 12311
Definition - Certified Farm Nutrient Advisor	Waipa District Council	PC1-3239
Definition - Certified Farm Nutrient Advisor	Waitomo District Council	PC1-10851
Definition - Farming Activities	Waipa District Council	PC1-3241
Definition - Farming Activities	Waitomo District Council	PC1-10853
Definition - Offset	Federated Farmers of New Zealand	V1PC1-806
Definition - Offset	Oji Fibre Solutions (NZ) Limited	PC1 - 8946
Definition - Point source discharge/s	Hamilton City Council	PC1-11049
Definition – Stock Unit	Oji Fibre Solutions (NZ) Limited	PC1 - 8948