

Document No: A585789

Report To: Council



Meeting Date: 30 November 2021

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 the 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 Interests and Conflicts**

2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests to declare. Some elected members may not have any, other elected members may have many.

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 These declarations should be clear as to whether there is just an "interest" with no pecuniary benefit and no greater benefit than to any member of the public, or they may be a Council appointed representative to an organization, or whether there is a "conflict of interest" in that there could potentially be a pecuniary or other direct benefit to the elected member.
- 2.11 Members who have declared a "conflict of interest" at the commencement of a meeting should make a further declaration when that item of business is considered and leave the meeting table (or the meeting room) and not take part in any discussion, debate or voting on the matter of conflict.
- 2.12 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Robertson 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:

Elected Member Name:		
Item(s) of Business on the Order Paper	Reason for Declaration	Type of Conflict Financial Non-Financial Conflict of Roles Pre-Determination
Item No -	•	•



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Local Authority (Members' Interests) Act 1968

- 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 2018

4.1 The following are extracts from WDC's Procurement Policy:

WDC's procurement activities will be conducted in line with the core Procurement Principles and a decision framework that ensures:

- **Adherence** – all procurement is required and is undertaken in accordance with the Procurement Policy and all other associated WDC Policies and Strategies;
- **Openness** - all procurement is made in an open and transparent manner with full and fair opportunity for all eligible suppliers;
- **Fairness** - all procurement is carried out in a fair manner and decisions are made with impartiality and without bias;
- **Integrity** - all WDC employees and/or authorises third parties undertaking procurement do so ethically, equitably and with behavioural standards of the highest levels;
- **Value for Money** – all procurement considers the costs and benefits over the life of the goods, services and/or works, and in doing so takes into consideration local procurement;
- **Risk** – all procurement considers the risks (commercial and otherwise) and ensures these are managed appropriately;
- **Lawfulness** - all procurement is within the law and meets WDC's legal and organisational obligations;
- **Accountability** - employees and/or authorised third parties and suppliers are accountable for their performance; and
- **Sustainability** - all procurement is environmental and socially sustainable wherever possible, having regard to economic, environmental, and social impacts over their lifecycle.

Conflict of Interest and Declarations Policy 2018

WDC is required to identify, disclose, document and manage employees' conflicts of interest, and to ensure that decisions made on behalf of WDC and the community are fair and free of bias or perceived bias.

Note: the words "decision" and "decisions" should be taken to include recommendations and advice:

- (a) that might significantly influence decisions that will be made by other people; or
- (b) on development of strategies and policies that will guide future WDC decision making on service provision, purchasing, contracting or staff employment.

WDC recognises that the professional and personal interests of employees mean that conflicts of interest sometimes cannot be avoided, and can arise without necessarily establishing a fault. Conflict need not cause difficulties, and can be managed so that the best interests of WDC and its ratepayers, residents or customers are served.

DEFINITION OF CONFLICT OF INTEREST

A **conflict of interest** exists when an employee could be influenced or could be perceived as being influenced by a personal or private interest in **any transaction** while performing their WDC duties and/or responsibilities. A personal or private interest is an interest that may bring benefit to an employee as an individual, or to others associated with the employee i.e. spouse or family member, to whom the employee may later benefit.

A **transaction** includes, but is not limited to:

- (a) the exercise or performance of a function, duty, or power of WDC; or
- (b) an arrangement, agreement, or contract to which WDC is a party; or
- (c) a proposal that WDC enter into an arrangement, agreement, or contract; or
- (d) development of a strategy or policy that will guide future decision making on service provision, purchasing, contracting or staff employment; or
- (e) the consideration of or decision made by or at a meeting of Council or its committees and subcommittees.

A Conflict of Interest may exist where the employee:

- will or may derive a benefit from the transaction – a financial, professional or personal benefit;
- has a financial interest in another party to a transaction;
- is a director, shareholder, officer or trustee of another party to the transaction, or is a person who will or may derive a financial benefit from the transaction;
- has an interest in another party tendering for work which WDC is considering; or
- is the partner, parent, child, spouse, sibling, or close friend of another party to the transaction, or a person who will or may derive a benefit from the transaction; or
- is an affected member or interested party in a proposal considered by Council.

Managing conflicts of interest

A conflict of interest is a situation where the responsibilities you have in your work for a public organisation are affected by an interest or relationship you have in your private life.

Having a conflict of interest does not necessarily mean you have done anything wrong. It all depends on how you manage it.

You need to ask yourself not just whether the interest or relationship means you are biased, but also whether someone looking in from the outside could have reasonable grounds to think you might be.

The “rules” for managing conflicts of interest in the public sector are generally stricter than in the private sector. If you work for a public organisation, the public needs to have confidence that any decisions you make:

- are made impartially and for the right reasons; and
- are not influenced by personal interests or ulterior motives.

Any decisions about conflicts of interest should take into account the core public service values:

- integrity;
- impartiality
- trustworthiness;
- respect; and
- responsiveness.



Tips for managing conflicts

- Make sure you know what rules apply to you, whether in your employment contract, contract for services, terms of appointment, or any internal policies of the entity you work for.
 - Declare any interests you have that might pose a conflict. This shows you are being open. It will also help the entity you work for avoid putting you in a situation where a conflict might arise, or to manage a conflict if one arises.
 - Follow any rules or guidance provided by the entity you work for when deciding how to manage a conflict.
- As a minimum, declare any conflicts you have as soon as you become aware of them, preferably in writing.
 - Think about what else you might need to do to manage the conflict. Get advice if you need to. Talk to your manager, or if you are on a board, the chairperson.
 - You need to consider ethics as well as legal rules. Just because it's not unlawful to participate, that does not necessarily mean it would be appropriate to participate.

If in doubt, stay out.



When you have to make a decision, ask yourself:

FINANCIAL

- Do you stand to gain or lose financially from the decision?
- Does someone close to you – like an immediate family member – or a business you are involved with stand to gain or lose financially from the decision?

A situation does not need to involve cash changing hands to be considered a financial interest. A financial interest could, for example, relate to an effect on the value of property.

A financial interest might be direct or indirect. In situations that someone close to you or a business you are involved with has a financial interest, you might be considered to share their interest.

Financial interests are generally treated more strictly than other types of interest. If you have a financial conflict of interest, the law presumes you are biased. This is why you should automatically treat a financial conflict of interest seriously, even if it seems trivial to you.

For some entities in the public sector, there are specific statutory requirements that apply to managing the financial conflicts of interest, which you need to be aware of.

NON-FINANCIAL

- Is someone close to you or an organisation you are involved with likely to be affected by the decision you make?
- If so, is there a risk that you will be seen to be biased in your decision because of this relationship or association?

If you have a conflict of interest, but not one from which you stand to gain or lose financially, the law does not automatically assume you are biased.

This does not necessarily mean a non-financial conflict is less serious than a financial conflict – but there is generally more room for judgement about whether it is acceptable for you to participate.

Questions you need to think about include:

- How close is your relationship with this other person or organisation?
- Will they be directly affected by the decision?
- How seriously will they be affected?

CONFLICT OF ROLES

Will a second organisation you have a role in (entity B) be affected by the decision you are making for the public organisation you work for (entity A)?

If so:

- Is there a risk that you will be seen to be acting in the interests of entity B rather than entity A?
- If you participate in this decision, is there a risk that you might breach obligations you owe to either entity – for example, a duty of loyalty or confidentiality?

The issue with a conflict of roles is not so much whether you personally have a conflict, but whether the interests of the two organisations conflict.

If you have a conflict of roles, you will need to consider whether it is appropriate for you to participate in the decision-making process “on both sides of the table”. You will also need to think about whether you are going to be in a position to fulfil your obligations to both entities at the same time.



If there is a risk that there might be conflicts at some point during the decision-making process, you should discuss your situation with both entities. This gives each an opportunity to consider the risks from their perspective and decide whether they are comfortable with you participating on both sides.

PRE-DETERMINATION

Is there anything you have previously done or said that might make people think you are not going to listen fairly to all the relevant information before you make your decision?

It is accepted that people working for public entities will have their own views on many matters, and, in many cases, might already have views on what the “right answer” to an issue is.

You are not required to approach every decision as though you have given it no prior thought, or have no existing knowledge or opinion. However, you are required to keep an open mind, and you must be prepared to change or adjust your views if the evidence or arguments warrant it.

That means you need to take care that what you do or say does not make it look like you have already made your decision before you have considered all the relevant information and evidence.

Where to read more

FINANCIAL	NON-FINANCIAL	CONFLICT OF ROLES	PRE-DETERMINATION
Paragraphs 3.7-3.11	Paragraphs 3.12-3.24	Paragraphs 3.25-3.31	Paragraphs 3.32-3.40
Scenarios 3, 5	Scenarios 1, 2, 3, 9, 11	Scenarios 8, 10	Scenarios 4, 7
If you are an elected member of a local council, or a member of the governing body of any other entity to which the Local Authorities (Members' Interests) Act 1968 applies, please also read our Guide on that Act.			

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD VIA ZOOM ON TUESDAY 26 OCTOBER 2021 AT 9.00AM

PRESENT: Mayor John Robertson; Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Allan Goddard, Janene New and Sue Smith

IN ATTENDANCE: Bruno Dente and Yan Yi Oon (Deloitte)

Chris Ryan, Chief Executive; Michelle Higgle, Manager – Governance Support; Alister Duncan, General Manager – Business Support; Alex Bell, General Manager – Strategy and Environment (for part only); Charmaine Ellery, Manager – Strategy and Policy (for part only) and Greg Boyle, Acting General Manager – Infrastructure Services (for part only)

1. Council Prayer

2. Apologies

Resolution

The apology from Councillor Marshall be received and leave of absence granted.

Robertson/Smith Carried

3. Declarations of Member Conflicts of Interest

Members declared interests/conflicts of interest in respect to the Agenda as set out below:

Item(s) of Business on the Order Paper	Member and Reason for Declaration	Type of Conflict <i>Financial / Non-Financial / Conflict of Roles / Pre-Determination</i>
Item 14 - Reappointment of District Licensing Committee	Deputy Mayor Whitaker <ul style="list-style-type: none">Member of District Licensing Committee	Conflict

4. Confirmation of Minutes – 28 September 2021

Resolution

The Minutes of the Waitomo District Council meeting of 28 September 2021, including the public excluded portion of the Minutes, be confirmed as a true and correct record subject to recording that Councillor New left the meeting at 12.30pm.

Robertson/Goddard Carried

5. Confirmation of Minutes – 12 October 2021 (reconvened from 28 September 2021)

Resolution

The Minutes of the reconvened Waitomo District Council meeting of 12 October 2021, including the public excluded portion of the Minutes, be confirmed as a true and correct record.

Robertson/Smith Carried

6. Receipt of Unconfirmed Audit, Risk and Finance Committee Minutes – 12 October 2021

Resolution

The Unconfirmed Minutes of the Waitomo District Council Audit, Risk and Finance Committee meeting of 12 October 2021 be received.

Robertson/Goddard Carried

The Manager – Strategy and Policy entered the meeting at 9.06am

7. Adoption of 2020/2021 Annual Report

Council considered a business paper presenting the Draft Annual Report 2020/2021 for consideration and adoption as recommended by the Audit Risk and Finance Committee.

Council noted that members from Deloitte will be in attendance at 10.30am to speak to the confidential Deloitte Final Audit Report circulated as a separate enclosure to this business paper.

The General Manager – Business Support expanded verbally on the business paper and answered Members' questions.

The Chief Executive briefed the Council on the impacts of COVID-19 on the overall outcome for the 2020/2021 Financial Year.

Resolution

- 1 The business paper on the Annual Report 2020/21 – Adoption be received.
- 2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback from Council is accurately reflected in the Final Annual Report 2020/21 prior to publication.
- 3 The Mayor and Chief Executive be delegated authority to sign the Letter of Representation for the year ended 30 June 2021 to Deloitte on behalf of Waitomo District Council.
- 4 The audited Annual Report 2020/21 be adopted.
- 5 Council records its thanks to the Chief Executive and his staff for their work under the extenuating and trying circumstances of the last year.

Smith/New Carried

8. Verbal Reports: Elected Member Roles and Responsibilities

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

Council noted that due to the Covid restrictions in place, many scheduled meetings/events have been cancelled with some meetings being convened via Zoom.

Cr New

1. DC Tynan Trust
2. 3 Waters Webinar
3. Legendary Te Kuiti – AGM and Monthly Meeting
4. LGNZ Webinar on Vaccine Hesitancy
5. Mayor’s Breakfast Zoom Meeting

Cr Brodie

1. State Highway 3 Working Group Meeting
2. 3 Waters Webinar
3. Mayor’s Breakfast Zoom Meeting
4. 3 Ministry for the Environment Webinars on Climate Change

Deputy Mayor Whitaker

1. DC Tynan Trust
2. Legendary Te Kuiti – AGM and Monthly Meeting

Cr Smith

1. Mayor’s Breakfast Zoom Meeting
2. Tere Waitomo AGM
3. Waitomo Museum

Mayor

1. Waikato Regional Council and Otorohanga Mayor Max Baxter re Signage
2. The Lines Company
3. Powhiri for new Principal of Te Kuiti High School
4. Maniapoto Maori Trust Board - Covid 19 Response Team

Resolution

The verbal reports be received.

Robertson/Goddard Carried

9. Progress Report: Delivery against Communications Strategy

Council considered a business paper informing of progress made in respect of the Communications Strategy.

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

Councillor Smith asked if Waitomo District Council Media Releases on Social Media (Facebook) could be supplied to the Waitomo i-SITE for sharing also.

Resolution

The Business Paper Progress Report: Delivery against Communications Strategy be received.

Whitaker/Brodie Carried

10. Adoption of Strategic Risk Register and Risk Management Framework

Council considered a business paper presenting the Strategic Risk Register and the Risk Management Framework and Guideline for adoption and to present the work plan for the review of the Strategic Risks.

The General Manager – Business Support and Chief Executive expanded verbally on the business paper and answered Members’ questions, and in particular the influence of COVID-19 on Council’s Strategic Risk Register.

Council noted the importance of Health, Safety and Wellbeing, particularly with the impact of COVID-19 and recommended that the Health, Safety and Wellbeing Workshop scheduled in the Work Plan be brought forward to February 2022.

Resolution

- 1 The business paper on Adoption of the Strategic Risk Register and Risk Management Framework be received.
- 2 Council adopt the Proposed Waitomo District Council Risk Management Framework and Guideline.
- 3 Council adopt the Proposed Waitomo District Council Strategic Risk Register.
- 4 Council note and endorse the Strategic Risk Review Work Plan subject to re-scheduling of the Health, Safety and Wellbeing Workshop to February 2022.

Robertson/Smith Carried

11. Receipt of Civic Financial Services Half Year Accounts

Council considered a business paper presenting the half-yearly report for Civic Financial Services Ltd for the six months ended 30 June 2021.

The General Manager – Business Support expanded verbally on the business paper and answered Members’ questions.

Resolution

- 1 The business paper on Civic Financial Services Limited Half yearly Report to 30 June 2021 be received.
- 2 The Civic Financial Services Limited – Half Yearly Accounts to 30 June 2021 be received.
- 3 The Civic Financial Services Limited – Half Yearly Report to 30 June 2021 be made public and published on Council’s website in accordance with Section 66(5) of the Local Government Act 2002.

Robertson/Goddard Carried

12. Receipt of Local Government Funding Agency – Annual Report

Council considered a business paper presenting the Annual Report of the Local Government Funding Agency for year ended 30 June 2021.

The General Manager – Business Support expanded verbally on the business paper and answered Members’ questions.

Resolution

- 1 The business paper on Annual Report – Local Government Funding Agency be received.
- 2 The Annual Report – Local Government Funding Agency for the year ended 30 June 2021 be received.

Whitaker/Brodie Carried

13. Review of Dangerous and Insanitary Buildings Policy

Council considered a business paper presenting the submission received from Heritage New Zealand Pouhere Taonga, and the updated Dangerous and Insanitary Buildings Policy for adoption.

The General Manager – Strategy and Environment expanded verbally on the business paper.

Resolution

- 1 The business paper on the Review of the Dangerous and Insanitary Buildings Policy be received.
- 2 Council receive and acknowledge the submission from Heritage New Zealand Pouhere Taonga.
- 3 Council adopt the amended Dangerous and Insanitary Buildings Policy 2021 (Option Two, Attachment 3).

Robertson/Brodie Carried

14. Reappointment of District Licensing Committee

Note: Deputy Mayor Whitaker had noted a conflict of interest and abstained from voting on this item of business.

Council considered a business paper requiring reappointment of the District Licensing Committee Chairperson, Alternate Chairperson, Deputy Chairperson and Members for a period of five years to 21 November 2026.

The General Manager – Strategy and Environment expanded verbally on the business paper.

Resolution

- 1 The business paper on Reappointment of the Waitomo District Licensing Committee be received.
- 2 One District Licensing Committee be retained for Waitomo District.
- 3 Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Sarah Grayson be reappointed Commissioner (Chairperson) of the District Licensing Committee.
- 4 Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Tegan McIntyre be reappointed as the Alternate Commissioner (Chairperson) of the District Licensing Committee.
- 5 Pursuant to section 189(3) of the Sale and Supply of Alcohol Act 2012, Councillor Guy Whitaker be reappointed as Deputy Chairperson of the District Licensing Committee.
- 6 Pursuant to section 192 of the Sale and Supply of Alcohol Act 2012, the following persons be reappointed as members of the District Licensing Committee:
 - Mr Ross Murphy
 - Ms Patsi Davies
 - Dr Michael Cameron
 - Mr Roy Johnston
 - Mr John Gower
 - Mr Guy Whitaker
 - Ms Tegan McIntyre
- 7 All appointments be for a period of five years.

Brodie/Goddard Carried

15. Inframax Construction Ltd – 2021 Annual General Meeting – Appointment of Shareholder Representatives

Mayor Robertson noted the public excluded item – “Inframax Construction Ltd – 2021 Annual General Meeting” in this Agenda and recommended that while the meeting is still open to the public that Council, as Shareholder, make two appointments for representation on behalf of Council at the Inframax Construction Ltd 2021 Annual General Meeting.

Resolution

The Mayor and Chief Executive be appointed as Shareholder Representatives at the Inframax Construction Limited 2021 Annual General Meeting.

Robertson/Whitaker Carried

16. 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 and/or staff from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Council noted the Amended Order Paper and tabled items of business and agreed to re-order the public excluded business after moving the 2021 Resident Survey into the public part of this meeting.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter, as specified by Section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Inframax Construction Ltd – 2021 Annual General Meeting	Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons; and Section 7(2)(i) – (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	Section 48(1)(d) – That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
2. Waitomo District Landfill – Harvest of Mature Production Forest	Section 7(2)(i) – (i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	

- 3 Council agree the following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
Acting General Manager – Infrastructure Services	Portfolio Holder
General Manager – Business Support	Portfolio Holder

- 4 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in the public.

Robertson/Brodie Carried

The General Manager – Strategy and Environment and Manager – Strategy and Policy left the meeting at 10.02am.

The meeting closed to the public and adjourned at 10.02am

17. Consideration of Public Excluded Items to be made public following Council's decision taking

Resolution

Following Council's consideration and decision taking of the public excluded items of business, Council agreed:

1 Waitomo District Landfill – Harvest of Mature Production Forest

The Resolution be made public once all commercial negotiations have been completed to the satisfaction of the Chief Executive.

2 Inframax Construction Ltd – 2021 Annual General Meeting

The Business Paper and Resolutions (with the exception of the two attachment emails) be made public.

Robertson/Smith Carried

There being no further business the meeting closed at 11.25am.

Dated this day of 2021

JOHN ROBERTSON
MAYOR

Confidential Confidential

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Document No: A585916	
Report To:	Council
	Meeting Date: 30 November 2021
	Subject: Mayor's Report

On 5 November, the first case of the COVID-19 Delta was identified in the Waitomo District, in Te Kuiti.

A week later, 12 November, Te Kuiti had 2 active cases.

Two weeks later, 19 November, Te Kuiti had 10 active cases.

As I write this, 24 November, Te Kuiti has 26 active cases.

The Prime Minister has announced that Aucklanders will be able to travel outside of Auckland from 15 December. The rules are that they be double vaccinated and have a negative COVID test before they travel. That sounds safe, but the experience over the past few months is that the virus has spread outside of Auckland largely because of rule breakers.

What does this mean for us in Waitomo?

The expectation is that post December 15, the Delta variant will find its way to infect many more people in our District than are infected today.

- It means many more people will be required to self-isolate - at home if that is possible, or in some other place.
- It means that more people will become ill, and that those not double vaccinated may become very ill.
- It means that our health workers and our hospitals, already under stress, will face even more pressure.

I meet weekly with the Iwi Response Team, a group that has been up and running in our Maniapoto rohe since the first lockdowns in 2020. We are as a group extremely concerned about the challenges that our community will face in the months ahead.

The Government is convinced that it can manage the health and welfare needs created by COVID in our community by tightly controlling everything from the centre – with the Ministry of Health and the Ministry of Social Development leading the way.

I think that the Government is wrong. Local input is important when things are about local whanau.



JOHN ROBERTSON, QSO
MAYOR

Document No: A585277

Report To: Council



Meeting Date: 30 November 2022

Subject: Adoption of 2022 Meeting Schedule

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to formally adopt a Meeting Schedule for the 2022 calendar year.

Commentary

- 2.1 Council generally considers and adopts a Meeting Schedule at the end of each calendar year for the following year.
- 2.2 This Meeting Schedule includes all planned meetings required to complete Council's work programme as contained in Council's Road Map Work Programme (Road Map).
- 2.3 The Road Map includes timelines prepared on the basis of ordinary monthly Council meetings taking place on the last Tuesday of each month.
- 2.4 It should be noted however, that because of the "living" nature of the Road Map, scheduled meeting dates over and above the normal monthly meetings often alter as time passes and therefore only the known dates are included for adoption in the Meeting Schedule. Any additional meetings will be scheduled if and when required.
- 2.5 No Council or Committee Meetings are scheduled for January or December.
- 2.6 The adopted Meeting Schedule includes only official meetings which must be publicly notified. Informal workshops do not form part of the official Meeting Schedule.
- 2.7 Audit, Risk and Finance Committee Meetings**
- 2.8 Audit, Risk and Finance Committee (ARFC) meetings are scheduled quarterly, with the exception of the last meeting of the year which is brought forward a month to October. This enables the Committee to consider and make recommendations to Council on the Annual Report prior to adoption before the end of October in pursuance with the Local Government Act 2002.
- 2.9 The Local Government Act 2002, Part 6, Section 98(3) states:

(3) *Each annual report must be completed and adopted, by resolution, within 4 months after the end of the financial year to which it relates.*

2.10 2022 Triennial Elections

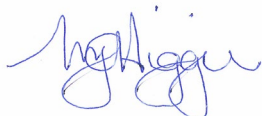
- 2.11 2022 is Triennial Election year (Saturday 8 October).
- 2.12 The proposed Meeting Schedule only covers the period up to Friday 7 October 2022 as the newly elected Council will be required to consider its own Meeting Schedule following the elections.
- 2.13 For the outgoing Council to adopt its Annual Report prior to the Elections, it is proposed to defer the September Council meeting until the Thursday prior to the Elections to enable as much time as possible to complete the Annual Report. For the same reasons, the Audit, Risk and Finance Committee meeting is also scheduled for the week prior to the Elections.

Recommendation

- 3.1 It is recommended that Council adopt a Meeting Schedule for the 2022 calendar year based on the requirements of Council's Road Map Work Programme.

Suggested Resolutions

- 1 The business paper on Adoption of 2022 Meeting Schedule be received.
- 2 Council adopt a Meeting Schedule for 2022 up until the October 2022 Elections as follows:
- | | | |
|----------|------------------|--|
| Tuesday | 15 February 2022 | Audit and Risk Committee Meeting |
| Tuesday | 22 February 2022 | Council Monthly Meeting |
| Tuesday | 29 March 2022 | Council Monthly Meeting |
| Tuesday | 26 April 2022 | Council Monthly Meeting |
| Thursday | 12 May 2022 | Hearing: Submissions to Exceptions Annual Plan |
| Tuesday | 17 May 2022 | Audit and Risk Committee Meeting |
| Tuesday | 31 May 2022 | Council Monthly Meeting |
| Tuesday | 28 June 2022 | Council Monthly Meeting |
| Tuesday | 19 July 2022 | Hearing: Local Alcohol Policy |
| Tuesday | 26 July 2022 | Council Monthly Meeting |
| Tuesday | 16 August 2022 | Audit and Risk Committee Meeting |
| Tuesday | 30 August 2022 | Council Monthly Meeting |
| Tuesday | 4 October 2022 | Audit and Risk Committee Meeting |
| Tuesday | 6 October 2022 | Council Monthly Meeting |
- 3 Meetings are to be convened in the Council Chambers, Queen Street, Te Kuiti commencing at 9.00am, unless publicly notified otherwise.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A585276

Report To: Council



Meeting Date: 30 November 2021

Subject: **Chief Executive – Recruitment Process**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to pass a resolution confirming the employment of a new Chief Executive for the Waitomo District Council.

Background

- 2.1 The incumbent Chief Executive was initially employed at Waitomo District Council in February 2007 and completed terms of employment in accordance with the Local Government Act 2002 as follows:
- 2007 – Employed for a five-year term (ending February 2012)
 - 2012 – Employed for a five-year term (ending February 2017)
 - 2017 – Employed for a five-year term (ending February 2022)
- 2.2 The incumbent Chief Executive confirmed with the Council that he will not be making himself available for re-appointment at the end of the current five-year term in February 2022.
- 2.3 The Council obtained recruitment proposals from three separate recruitment agencies (Greg Tims & Associates, LGNZ Equip and Sheffield Search). Those recruitment proposals received are held by the Mayor.
- 2.4 Greg Tims & Associates, which also has a longstanding relationship with Waitomo District Council, presented the preferred proposal and at Council's request commenced the recruitment process, with advertising of the Chief Executive position closing on Friday 24 September 2021.
- 2.5 Council at its meeting of 28 September 2021 confirmed the appointment of Greg Tims & Associates as the preferred provider for the Chief Executive Recruitment Process.

Commentary

- 3.1 Council completed the recruitment process, facilitated by Greg Tims & Associates, and made an offer of employment to Mr Ben Smit. The offer of employment has been accepted.
- 3.2 Mr Smit is the current Chief Executive at South Waikato District Council where he has been employed since 2010 in the roles of Group Manager Corporate, Deputy Chief Executive and Chief Executive. Mr Smit is a Chartered Accountant with a background, prior to local government, in the health and dairy industries.
- 3.3 Mr Smit will commence his employment with Waitomo District Council on Monday 21 February 2022.

Analysis of Options

4.1 Council has no option other than to appoint a Chief Executive in accordance with the Local Government Act 2002.

4.2 Part 4 of Section 42(1) of the Local Government Act 2002 (LGA) states as follows:

42 Chief executive

(1) A local authority must, in accordance with clauses 33 and 34 of Schedule 7, appoint a chief executive.

Considerations

5.1 **RISK**

5.2 Should Council not appoint a Chief Executive it will be in breach of the LGA.

5.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.4 Appointment of a Chief Executive is consistent with Council's plans and policies including the LGA.

5.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

5.6 The appointment of a Chief Executive is an employment matter and therefore the requirements of Section 78 of the LGA relating to giving consideration to the views and preferences of persons likely to be affected by, or to have an interest in, is not applicable.

5.7 The employment of a Chief Executive is not significant in terms of Councils Significance and Engagement Policy.

Suggested Resolutions

- 1 The business paper on Chief Executive – Recruitment Process be received.
- 2 Council confirm the employment of Mr Ben Smit as Chief Executive of the Waitomo District Council commencing on Monday 21 February 2022.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A585705

Report To: Council



Meeting Date: 30 November 2021

Subject: **Inframax Construction Limited – Board Governance**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the process for the appointment of a Director to the Inframax Construction Board.

Background

- 2.1 Waitomo District Council has a 100% shareholding investment in the construction company Inframax Construction Limited.
- 2.2 The Chairman of the Board has received the resignation from Andrew Johnson, following discussion with Waitomo District Council, Mr. Johnson's resignation was accepted with immediate effect.
- 2.3 An extract of the Council resolution at the meeting on the 26 October follows:
 - 1 *The business paper on Inframax Construction Limited – 2021 Annual General Meeting be received.*
 - 2 *Council accept the resignation of Andrew Johnson from the Inframax Construction Limited Board of Directors.*
 - 3 *Pursuant to Clause 11.1 of the Inframax Construction Limited Constitution, Council confirm that the Inframax Construction Limited Board of Directors consist of two Directors (including the Chairperson) until the vacancy created by the resignation of Andrew Johnson has been filled and no later than 1 April 2022, and then a minimum of three Directors (inclusive of the Chairperson).*
 - 4 *Pursuant to Clause 11.6.3 of the Inframax Construction Limited Constitution, Council reappoint Craig Rowlandson to the Inframax Construction Limited Board of Directors following retirement by rotation.*
 - 5 *Pursuant to Clause 13.4 of the Inframax Construction Limited Constitution, Council reappoint Craig Rowlandson as Chairperson the Inframax Construction Limited Board of Directors following retirement by rotation.*
 - 6 *Pursuant to Sections 2.3 and 3.3 of Council's Policy on Appointment of Directors to Council Controlled Organisations 2021, the Inframax Construction Limited Director remuneration rates be as follows:*
 - *The Board Chair remuneration is to be set at \$60,000 per annum*
 - *The Board Directors remuneration is to be set at \$30,000 per annum*
 - 7 *Council note that the Board of Directors intend to continue the engagement of Janie Elrick as an Advisor to the Inframax Construction Limited Chief Executive.*
 - 8 *Council start the process of filling the vacant Director position(s) in accordance with Section 3 of Council's Policy on the Appointment of Directors to Council Controlled Organisations.*

2.4 Section Three of Council’s Policy on Appointment of Directors to Council Controlled Organisations outlines the general process for the appointment of Directors to Inframax Construction Limited as follows:

Procedures for Appointment of Directors to Inframax Construction Limited

NOTE: This section is to be read in conjunction with the Constitution of Inframax Construction Limited.

3.1 Appointment Process

1.1.1 Directors on the board of Inframax Construction Limited (ICL) will be appointed by way of Council resolution on receipt of advice/recommendation by the Investment Oversight Working Party. The Investment Oversight Working Party will provide advice to Council on the following matters:

- a) Whether to advertise a particular vacancy or make an appointment without advertisement, and outline the process for appointment and setting of remuneration including:
 - i. Recruiting of candidates,
 - ii. Contract development and negotiation,
 - iii. Ongoing performance monitoring.
- b) In preparation of this advice the Investment Oversight Working Party will consider:
 - i. The costs and benefits of any advertisement,
 - ii. The availability of qualified candidates,
 - iii. The urgency of the appointment,
 - iv. The degree of public interest in the issue.
- c) The Investment Oversight Working Party will select and interview a shortlist of candidates, undertake a structured evaluation and make recommendation to Council for final approval. Council may consider applications and resolve an appointment in committee (this protecting the privacy of natural persons). Public notice of the appointment will be made as soon as practicable after Council has made its decision.
- d) An elected member who is under consideration to fill a particular vacancy may not be present in the discussion or vote on that appointment and may not continue to be an elected member if appointed as a director of ICL.

Commentary

3.1 Following Council’s resolution of 26 October 2021, the Investment Oversight Working Party has considered the appointment process and consider it prudent to advertise the position to attract suitably qualified candidates. Advertisements will be placed with the King Country News, the Waikato Times and via the Institute of Directors website. The process will be managed inhouse.

3.2 The process timeline is as follows:

Action	Dates
Advertising of Directors Position	10 January to the 4 February 2022
Short listing of applications	7 February to the 18 February 2022
Interviewing of shortlisted candidates	21 February to the 28 February 2022
Selection of preferred candidate	28 February to 4 March 2022

Action	Dates
Complete negotiations with preferred candidate	7 March to the 18 March 2022
Council Meeting: Appointment of Director	30 March 2022

- 3.3 The shortlisting and interviewing of candidates will be conducted by the Investment Oversight Working Party.

Considerations

4.1 RISK

- 4.2 The reduction in the number of Directors places additional workload on the remaining Directors and has reduced the resilience of the Board to operate effectively.

4.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 4.4 The appointment of a Director is consistent with existing plans and policies.

4.5 SIGNIFICANCE AND COMMUNITY VIEWS

- 4.6 This decision is not a significant decision pursuant to Council's Significance and Engagement Policy.

Suggested Resolutions

- 1 The business paper on Inframax Construction Limited - Appointment of Director be received.
- 2 Council note the advice of the Investment Oversight Working Party to appoint a Director to Inframax Construction Limited and the process timeline.



ALISTER DUNCAN
GENERAL MANAGER BUSINESS SUPPORT

23 November 2021

Document No: A585930

Report To: Council Meeting



Meeting Date: 30 November 2021

Subject: **Waikato Local Authority Shared Services:
Appointment of a Director**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek Council's support to appoint Ben Smit as a Director on the Waikato Local Authority Shared Services (WLASS) Board to represent the Otorohanga, Waitomo, South Waikato, Taupo, and Rotorua District Councils.

Background

- 2.1 WLASS started a transformation project including a change to the structure of the Company's Board in 2019, where it reduced the number of board members from 12 directors (each council appointing a director) to six directors.
- 2.2 The appointment of the directors to the Board under the new structure is as follows:
 - a. An Independent Director
 - b. One may be appointed by the Waikato Regional Council
 - c. One may be appointed by Hamilton City
 - d. One may be appointed by Waikato and Waipa District Councils
 - e. One may be appointed by Thames-Coromandel, Hauraki, and Matamata-Piako District Councils
 - f. One may be appointed by Otorohanga, Waitomo, South Waikato, Taupo, and Rotorua District Councils
- 2.3 The new Board structure took effect on the 1 July 2019.
- 2.4 Gareth Green (Taupo District Council) was appointed as a director by the Otorohanga, Waitomo, South Waikato, Taupo, and Rotorua District Councils in 2019 and was reappointed in 2020 following the transition arrangements included in the WLASS constitution, to provide consistency of representation and continuity of knowledge, by staggering the appointment / reappointment of two board members each year.

Commentary

- 3.1 Gareth Green has advised of his intention to resign as a Director, however, will continue in the role until a replacement is appointed to ensure the continued representation of Otorohanga, Waitomo, South Waikato, Taupo, and Rotorua District Councils.
- 3.2 The Chief Executives of Otorohanga, Waitomo, South Waikato, Taupo, and Rotorua District Councils have been canvassed and Ben Smit has been nominated unopposed and is a suitable candidate.
- 3.3 To confirm an appointment to the WLASS Board, a written notice must be served on WLASS and signed by the body or person entitled to make the appointment.

Analysis of Options

- 4.1 Council has two options -
1. Endorse the appointment of Ben Smit.
 2. Propose an alternative candidate, then canvas the Otorohanga, South Waikato, Taupo, and Rotorua District Councils for support to appoint the alternative candidate.
- 4.2 Option 2 would require identifying an alternative suitable candidate and then canvassing the Otorohanga, South Waikato, Taupo, and Rotorua District Councils to support the appointment of that alternative candidate.
- 4.3 This could take time and result in Gareth Green remaining in the role or the Board operating for a period of time with five directors. The delay in appointing a director will not interrupt the operation of the Board as the Constitution enables the Board to operate with a minimum of three directors.

Considerations

- 5.1 **RISK**
- 5.2 There is minimal risk associated with appointing Ben Smit, a director of WLASS.
- 5.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**
- 5.4 Support of Ben Smit's appointment to the WLASS Board is consistent with Council's plans and policies.
- 5.5 **SIGNIFICANCE AND COMMUNITY VIEWS**
- 5.6 Under the Significance and Engagement Policy 2021 this matter is of low significance.

Recommendation

- 6.1 It is recommended that Council support the appointment of Ben Smit as a Director on the Waikato Local Authority Shared Services Board.

Suggested Resolutions

- 1 The business paper on Appointment of a Director to Waikato Local Authority Shared Services Board be received.
- 2 Council support the appointment of Ben Smit as a Director on the Waikato Local Authority Shared Services Board.
- 3 Council delegate to Chief Executive the authority to sign the necessary documentation and notify Waikato Local Authority Shared Services of its decision.



ALISTER DUNCAN
GENERAL MANAGER - BUSINESS SUPPORT

23 November 2021

Document No: A585882

Report To: Council



Meeting Date: 30 November 2021

Subject: **Progress Report: King Country Indoor Sport and Recreation Centre**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide a progress report on the King Country Indoor Sport and Recreation Centre (KCISRC).

Background

- 3.1 The contract for the design and build of the KCISRC was awarded to Apollo Projects Ltd on 14 October 2021 and commenced on 15 October 2021.
- 3.2 The overall contract implementation phase has a duration of approximately 14 months and a total cost of approximately \$8M. On top of that are additional fit-out costs, giving a total project cost of \$9.05M.
- 3.3 On completion, ownership of the new stadium will be shared between the Ministry of Education, Te Kuiti High School Board of Trustees, and WDC in the ratios of 24.7%, 10.3%, and 65% respectively.

Commentary

4.1 Project Build

- 4.2 The attached programme sets out the sequence and timeline for the project build phase.
- 4.3 The next stage of the project involves completion of final design ahead of application for building consent. A multi-discipline design team has been assembled by Apollo to which has been added the Ministry of Education infrastructure representative. The undersigned also attends these meetings. Consent application is scheduled for the second week of December and is on track for that.
- 4.4 A resource consent for the project has already been obtained.
- 4.5 An order has been placed for installation of power cabling and transformer to the Stadium site.
- 4.6 Site establishment is scheduled for early February 2022, followed by earthworks and construction.
- 4.7 Project fit-out items have been the subject of an initial discussion with the Te Kuiti High School and Game On Charitable Trust representatives to improve understanding of scope and budget provision. Items that overlap with the construction stage have been taken up with the Apollo design team to ensure appropriate integration is in place.
- 4.8 Requests for pricing and information from project management specialists have been sought from selected suppliers, closing 26 November 2021.

4.9 **Risk Management**

4.10 The project Risk Register has been formatted to align with the project delivery programme and reviewed on a weekly basis through an internal Project Control Group chaired by General Manager – Community Services. Risk controls and treatments are updated as part of the review process. Current risk management measures have been met, as appropriate.

4.11 **Funding and Financial Management**

4.12 Grant funding committed to the project is summarised in the table below:

Grant	Amount	Status	Due / Received	Reporting
Lottery Special Projects	\$3,000,000	Novated, Contract signed	First installment due 15 Dec 2021	Pre-payment report lodged and approved
Crown Infrastructure Partners	\$500,000	Novated, awaiting contract	Payment schedule to be determined	October report lodged
Crown Infrastructure Partners (<i>contingency</i>)	\$200,000	Grant approved	Payment schedule to be determined	October report lodged
Trust Waikato	\$700,000	Balance transferred from Game on Charitable Trust	Received	Report scheduled.
Trust Waikato (<i>contingency</i>)	\$200,000	Grant approved	Received	Report scheduled.
Grassroots Trust	\$200,000	Pending Council resolution	Payment schedule to be determined	

4.13 Capital contributions from the Ministry of Education and the Te Kuiti High School are budgeted to be received in 2022 and 2023.

4.14 Council has received to date \$773,987 of the budgeted \$7,636,987 external funding.

4.15 **Communications Plan**

4.16 A draft communications plan has been prepared aimed at keeping the community readily informed and up to date with project development.

4.17 The plan is a joint communications plan, the owners being WDC, Ministry of Education and the Te Kuiti High School Board of Trustees.

4.18 Multiple communication channels will be utilised over the coming year to keep the community and key stakeholders up to date with progress.

4.19 **Project Plan**

4.20 A detailed project plan has been prepared in draft form to ensure all relevant project information is included in a single, documents covering all aspects of the project. The draft is currently undergoing an internal review.

Suggested Resolution

The business paper updating progress on the build phase of the King Country Indoor Sport and Recreation Centre to the end of November 2021, be received.

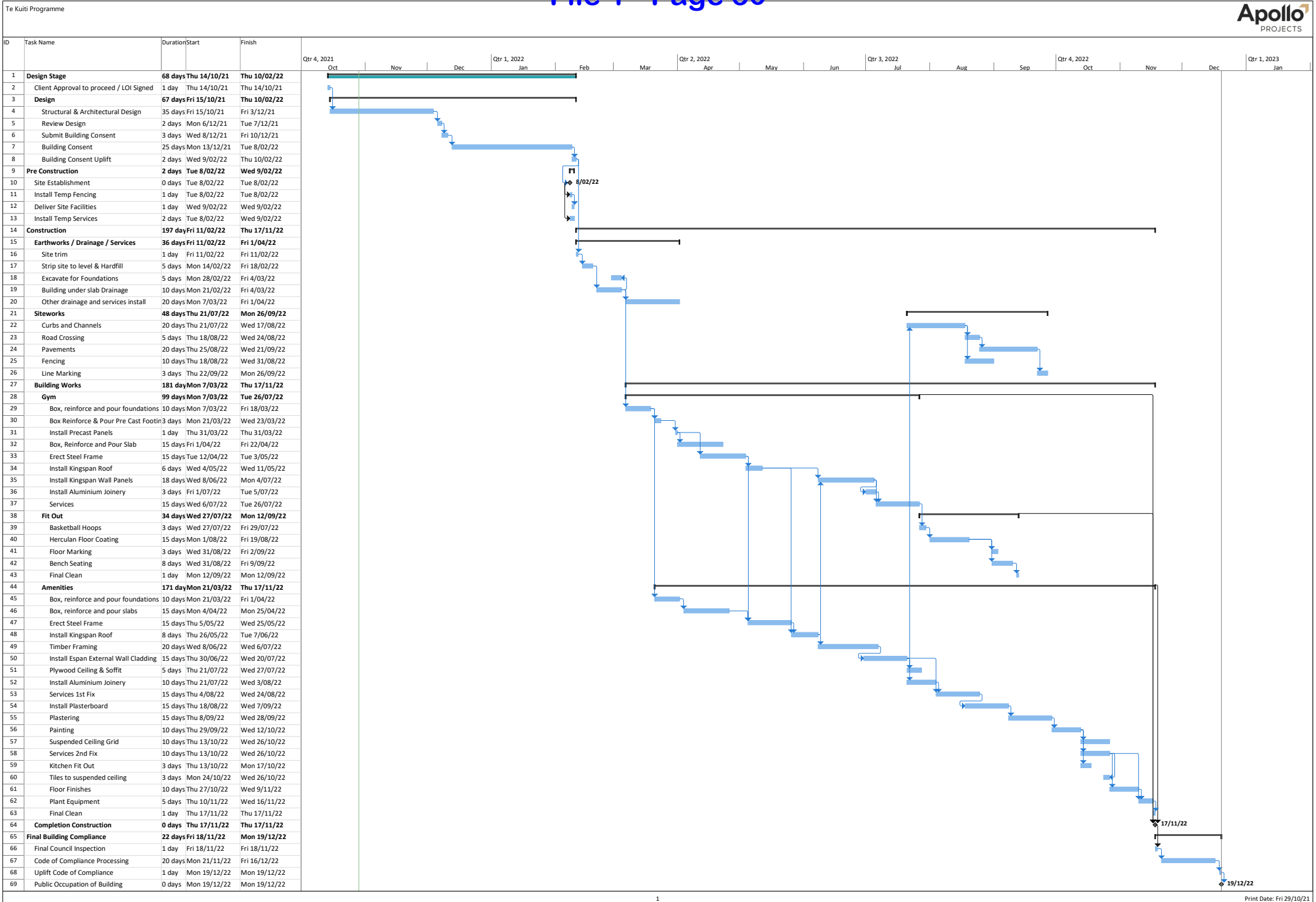
A handwritten signature in black ink, appearing to read 'Greg Boyle', is written over a light blue rectangular background.

GREG BOYLE

ACTING GENERAL MANAGER – INFRASTRUCTURE SERVICES

22 November 2021

Attachment: Project Timetable.



Document No: A585385

Report To: Council Meeting



Meeting Date: 30 November 2021

Subject: **King Country Indoor Sport and Recreation Centre - Grassroots Trust Grant Application**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider a grant application to Grassroots Trust to fund a portion of the flooring cost of the King Country Indoor Sport and Recreation Centre.

Background

- 2.1 The development of the King Country Indoor Sport and Recreation Centre has been an aspiration of the Waitomo community for several years, with the Game on Charitable Trust leading the fundraising effort.
- 2.2 In early 2021 a Steering Group with representatives from key stakeholders was formed to support the development of the King Country Indoor Sport and Recreation Centre.
- 2.3 Following investigations and discussion, the steering committee recommended that Waitomo District Council lead the development of King Country Indoor Sport and Recreation Centre and take an ownership share, in partnership with the Ministry of Education and the Te Kuiti High School Board of Trustees.
- 2.4 Council resolved on the 31 August 2021:

Following Council's consideration and decision taking of the public excluded item of business, Council agreed that only the Resolutions and public Report prepared by the King Country Sport and Recreation Centre Steering Group's Independent Chairperson (Steve Bramley) be made public.

The Resolutions passed are as follows:

- 1 *The business paper on King Country Indoor Sport and Recreation Centre be received.*
- 2 *That Council notes:*
 - a. *the recommendations from the Audit, Risk and Finance Committee meeting of 17 August 2021;*
 - b. *the Report from the Steering Group including the Business Case for the King Country Indoor Sports Centre and its forecasted capital costs, operational costs, funding sources, assumptions, and associated risks;*
 - c. *the advice received with respect to policies around procurement.*
- 3 *That taking into account:*

- a. *Council's strategic vision of a vibrant district, and in helping to realise that, a people focused community outcome whereby Council promotes health, wellbeing and participation;*
- b. *the strategic plan of Sport NZ, the Regional Sports Facilities Plan of Sport Waikato, the desire by the Ministry of Education and Te Kuiti High School Board of Trustees to form a partnership for the delivery of school and community facilities with the Council;*
- c. *the capital funding offered by national and regional organisations totalling \$4.7 million;*
- d. *the capital funding offered by the Ministry of Education of \$1.74 million;*
- e. *the capital funding offered by Te Kuiti High School Board of Trustees of \$773,014;*
- f. *Waitomo District Council's grant of \$1.5 million set aside for the project in 2018;*
- g. *the challenges faced by the Game on Charitable Trust in delivering the project, and*
- h. *having reviewed and satisfied itself of the robustness of the reset business case,*

Council conditionally agrees, in conjunction with the Ministry of Education and Te Kuiti High School Board of Trustees, to proceed to take over from the Game on Charitable Trust the proposed development, ownership, and management of the proposed King Country Indoor Sports Centre.

4 *That Council's commitment to the proposed project will be conditional upon:*

- a. *The Game on Charitable Trust:*
 - i. *successfully novating to Council all grants committed for the purpose of the development of the Sports Centre; and*
 - ii. *delivering to Council all documents relating to the project, including plans and design specifications, resource and other consents secured, costings and quotations;*
 - iii. *amending its Deed of Trust to allow for a Trustee Appointments Committee to be established with membership determined by the Council.*
- b. *Acceptable Agreements being reached between the relevant parties as to:*
 - i. *an acceptable land tenure arrangement, to include Council access and usage rights for a period of no less than 34 years;*
 - ii. *the roles and responsibilities regarding the development and subsequent management and operation of the Sports Centre; and*
 - iii. *the ongoing capital and operating expenses contributions by the parties.*
- c. *Council receiving the minimum funding contributions from funding partners as follows:*
 - i. *The Ministry of Education - \$1,740,000*
 - ii. *Te Kuiti High School Board of Trustees - \$773,014*
 - iii. *Other committed funding parties as obtained by GOCT.*
- d. *Agreement being reached with a contractor to construct the Sports Centre to an agreed design, price and specifications.*

- e. *Any other matters deemed relevant by Council to enable the delivery of this Centre.*
- 5 *That Council agrees to amend its Procurement Policy to ensure the realisation of the funding partnership required to facilitate and complete the proposed development and that it delegates its authority to the Chief Executive and the Mayor to approve the amendment to Council's Procurement Policy for this project.*
- 6 *Legal advice be obtained in relation to Council's obligations to publicly consult on this proposal and that legal advice be presented for Council's consideration at the next Council meeting scheduled for Tuesday 28 September 2021.*
- 7 *These Resolutions and the public Report prepared by the King Country Sport and Recreation Centre Steering Group's Independent Chairperson (Steve Bramley) be made public following this meeting.*
- 8 *A Press Release be made to support the detail of these Resolutions.*

2.5 Council resolved on the 12 October 2021:

King Country Indoor Sport and Recreation Centre

The Resolutions only be made public as follows:

- 1 *The business paper on King Country Indoor Sport and Recreation Centre (Doc Ref A577539) prepared and tabled at the 28 September 2021 Council meeting be received.*
- 2 *The business paper Supplementary Report: King Country Indoor Sport and Recreation Centre (Doc Ref A579446) be received.*
- 3 *Council note:*
 - a) *The work undertaken to identify project risks and methods to mitigate those risks.*
 - b) *The agreements with the Ministry of Education and the Te Kuiti High School Board of Trustees.*
 - c) *The proposed fixed price Construction Agreement with Apollo Projects Ltd.*
 - d) *Council's decision that public consultation in accordance with the special consultative procedure in the Local Government Act 2002 is not required.*
 - e) *The progress made to address the conditions set at the 31 August 2021 Council meeting, which have been met as follows:*
 - i. *The Game on Charitable Trust has asked all Grantors to the project to novate those grants to the Council.*
 - ii. *The Game on Charitable Trust has delivered to Council all documentation relating to the project, including plans and design specifications, resource and other consents secured, costings and quotations.*
 - iii. *The Game on Charitable Trust has agreed to amend its Deed of Trust to allow for a Trustee Appointments Committee to be established with membership to be determined by the Council.*
 - iv. *The Ministry of Education has agreed to provide Council with a licence to occupy for the site at which the Centre is to be located, to include access and usage rights, for a period of 34 years and 364 days.*
 - v. *Acceptable agreement has been reached between the Council, the Ministry of Education and the Te Kuiti High School Board of Trustees*

that enables Council to manage the development and operation of the Centre.

- vi. Agreements have been reached for certain funding support from the Ministry of Education and Te Kuiti High School to assist to cover operational costs.*
 - vii. The Ministry of Education has agreed to contribute a minimum of \$2,350,000 to the Centre development.*
 - viii. Te Kuiti High School has agreed to contribute a minimum of \$163,014 to the Centre development.*
 - ix. Lotteries have novated their \$3 Million grant to the Council.*
 - x. Crown Infrastructure Fund has agreed to novate \$500,000 to the Council.*
 - xi. Trust Waikato has agreed to the transfer of the balance of the \$700,000 grant to the Council from the Game on Charitable Trust.*
 - xii. Grassroots Trust has undertaken to grant \$200,000 to the Council.*
- 4 *Council delegate the responsibility for execution of the documents as follows to the Mayor and Chief Executive:*
- a) A Property Sharing Agreement with the Crown and Te Kuiti High School Board of Trustees.*
 - b) A Development Agreement with the Crown and Te Kuiti High School Board of Trustees.*
 - c) A Construction Contract with Apollo Projects Ltd.*

Commentary

- 3.1 The viability of the King Country Indoor Sport and Recreation Centre project is dependent on all budgeted funding being received.
- 3.2 The budgeted funding included a \$200,000 grant from the Grassroot Trust Limited to part fund the flooring cost of \$297,000.
- 3.3 An application has been lodged with Grassroot Trust Limited and Council has received notification that the application requires a copy of a Council resolution that meets the following criteria:
 - Placed on letterhead and signed by the Mayor,
 - Includes those Elected Members that were present when the resolution was passed, and those that offered their apologies,
 - Note any Elected Member that abstained from discussion due to a conflict of interest,
 - The funding resolution itself must include the name of the Trust, the purpose of the application and the amount that has been applied for.
- 3.4 To satisfy the grant application Council is required to resolve to make an application, state the purpose of the application and the amount.
- 3.5 Should Council resolve to make an application to Grassroots Trust Limited, the resolution will be forwarded in the required format.

Considerations

4.1 RISK

- 4.2 There is an identified risk that all of the budgeted funding is required to ensure the completion of the King Country Indoor Sport and Recreation Centre construction project. The Grassroots Trust Limited grant of \$200,000 is one of the budgeted grants.

4.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 4.4 The application for grant funding is consistent with existing plans and policies.

4.5 SIGNIFICANCE AND COMMUNITY VIEWS

- 4.6 Under the Significance and Engagement Policy 2021 this matter is of low significance.


Suggested Resolutions

- 1 The business paper on Grassroot Trust Grant Application - King Country Indoor Sport and Recreation Centre be received.
- 2 That Council lodge a grant application with the Grassroots Trust Limited for \$200,000 for the flooring component of the King Country Indoor Sport and Recreation Centre development.



ALISTER DUNCAN
GENERAL MANAGER – BUSINESS SUPPORT

22 November 2021

Document No: A585773	
Report To:	Council
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	Subject: Vibrant Safe Waitomo - Action Plan 2021/2022
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Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Vibrant Safe Waitomo Action Plan for 2021/2022.

Background

- 2.1 In 2018 Council adopted the inclusion of Safe Communities within the Long Term Plan. The service delivery was to be managed out of the Community Services portfolio and delivered within Community Development.
- 2.2 An application for accreditation was submitted to Safe Communities Foundation NZ (SCFNZ) and awarded in 2019. This marked the establishment of the Vibrant Safe Waitomo (VSW) governing group called the VSW Regional Coalition.
- 2.3 Within the Coalition Terms of Reference, the following is stated:
- “The purpose of the Regional Coalition is to enable a cross disciplinary approach to delivering increased positive safety outcomes for those that live and work within our communities.”*
- 2.4 The VSW Strategy 2019-2024 was adopted by the Coalition in December 2019. The Strategy has four key themes:
1. Whanau/Families
To support and foster a caring and safe place to live for every resident.
 2. Mahi/Workplaces
To support and enable economic development with a clear agenda on health and safety.
 3. Hakinakina/Recreation
To foster community connection through providing safe and stimulating environments.
 4. Kotahitanga/Connected Leadership
To provide stewardship to manage meaningful partnerships within the community.
- And three key areas:
1. Demographic – 20-24yrs (youth)
 2. Issues – Alcohol and Other Drugs
 3. Population – Māori
- 2.5 The VSW Strategy provided a foundation for the development of the first VSW Action Plan which ran for a six-month period from 1 January to 30 June 2020. The Plan incorporated key themes and areas of work to guide the intended approach to cross sector delivery within the Waitomo District.
- 2.6 This cross sectorial approach has been illustrated within the VSW Action Plans that have followed, year on year.

- 2.7 In 2020 the VSW Regional Coalition agreed, as requested by Council, that in order to be responsive to the COVID-19 Pandemic a recovery approach would be temporarily incorporated into the 2020/2021 Action Plan.
- 2.8 In the 2021/2022 Action Plan a slight alteration to focus on Covid-19 response has been made. There is a consensus within the coalition that response is the appropriate term to be used in supporting communities in being equipped to strengthen their own well-being.

Commentary

- 3.1 The VSW Action Plan 2021/2022 was presented to Council at a Workshop held on 23 November 2021.
- 3.2 Attached to and forming part of this business paper is a copy of the VSW Action Plan 2021/2022 for Council's reference.

Suggested Resolution

The business paper on Vibrant Safe Waitomo - Action Plan 2021/2022 be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

November 2021

Attachment: Vibrant Safe Waitomo Action Plan 2021/2022

Vibrant

Safe Waitomo

ACTION PLAN 2021/2022: Kōkiri



**Vibrant Safe Waitomo
Regional Coalition Group**

KEY CONTACT: MANAGER COMMUNITY DEVELOPMENT
WAITOMO DISTRICT COUNCIL

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Introduction | He kupu whakataki

Vibrant Safe Waitomo Strategy

Vibrant Safe Waitomo (VSW) is a community led collaboration that provides leadership and direction, with everyone working in partnership to create a safer community for all.

The Vibrant Safe Waitomo Strategy 2019-2024 has been developed by the Vibrant Safe Waitomo Regional Coalition, with input from community stakeholder groups and service providers. It is also informed by existing international, national and local strategies and the results of research into the specific needs of this community.

Vibrant Safe Waitomo Regional Coalition Members

The Vibrant Safe Waitomo Regional Coalition has been in place since 2018 with accreditation being approved in 2019. The main purpose of the Coalition is to provide enablement, influence and support at a governance level.

The Coalition comprises of, but is not limited to:

- Maniapoto Maori Trust Board
- Accident Compensation Corporation
- New Zealand Police
- Ministry of Education
- Ministry of Social Development
- Waikato District Health Board
- Legendary Te Kuiti
- Integrated Safety Response
- Fire and Emergency NZ
- Sport Waikato
- Oranga Tamariki
- Representative for Taranaki MP
- Waitomo District Council

Vibrant Safe Waitomo Action Plan 2021/2022: Kōkiri

This is the third Action Plan developed in support of the Vibrant Safe Waitomo (VSW) Strategy 2019-2024. This plan is focused on new initiatives and is therefore called Kōkiri.

The first Action Plan covered the initial six months of the strategy, providing a starting point, and a snapshot of work that was already planned or underway in the Waitomo District. Progress on actions within this term was positive, however the COVID-19 pandemic impacted on the ability of stakeholders and service providers to deliver all actions as intended.

The second Action Plan ran from 1 July 2020 to 30 June 2021, the actions within the plan at this time broadly aligned with the 2019-2024 strategy however the temporary shift in focus to that of Recovery was made. The immediate priority of the plan was to support the district's recovery from the effects of the COVID-19 pandemic. The recovery process

was about supporting people to rebuild their lives and restore their emotional, social, economic and physical wellbeing.¹

In this 2021-2022 Action Plan the attention on supporting communities to cope with COVID-19 is maintained, but the focus is now on resilience and communities being equipped to strengthen their own wellbeing.² This change is reflected within the "Key" now reading COVID-19 response and not Covid recovery and is indicative of the collective efforts being long-term focussed.

This still means that in the context of the Action Plan, actions are categorised based on the overarching theme areas of Whānau/Families, Mahi/Workplaces, Hākinakina/Recreation and Kotahitanga/Connected Leadership. There is no further breakdown to individual priorities for the 2021/2022 Action Plan. The priorities still exist within the strategic framework (as shown on page 5), however the broader framework of the theme areas is suitable for providing the appropriate structure.

Some of the actions within this plan have been carried over from the 2020/2021 action plan. This is because many of them were unable to be completed due to COVID-19 disruptions, and for various other reasons. Service providers within the Waitomo community are continuing to work hard to deliver a range of programmes and actions which aim to make our communities safer and enhance wellbeing. It is important to note that while considerable effort to invite providers to contribute into this Action Plan, it does not represent everything undertaken within the Waitomo District.

How to read this Action Plan

This Action Plan uses the framework established by the Vibrant Safe Waitomo Strategy with actions listed under each theme: Whānau/Families, Mahi/Workplaces, Hākinakina/Recreation and Kotahitanga/Connected Leadership.

As both the 2020/2021 and 2021/2022 Action Plan have been developed with COVID-19 as a key focus, the actions are no longer split out under the 11 strategic priority headings as they were in the first Action Plan. The priorities remain an important part of the strategic direction however, and are listed under each theme heading. Progress reporting is expected to be linked back to the priorities as this will continue to show progress towards the VSW strategic outcomes.


To identify which actions have been carried over and which ones are new for the 2021/2022 year, as well as which actions are directly linked to a COVID-19 response, icons have been included in the first column of the action tables to denote these. A Key is provided to show what each of the icons represents.

Key		
		
Carried over	New action	COVID-19 response

¹ Winder, P. (May 2020) *Waikato Regional Recovery post Covid-19 – Frameworks and Priorities for Waikato Mayoral Forum and Partners*.

² Ministry of Health. (September 2021) *Kia Manawanui Aotearoa: Long-term pathway to mental wellbeing*. Wellington: Ministry of Health.

Each specific action is listed with one or more success measures identified and the responsible (lead) service provider named, which is the organisation that will deliver the action. Most of the actions also have input from other partners such as other service providers, community groups, iwi, businesses, councils, and/or central government agencies. These are listed for each action, along with any supporting actions these partners will take to enable the specific action to succeed. This reflects the partnership approach which underpins the strategy within the Action Plan.

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.1  	Undertake promotions to link more people in the community to family violence intervention services. (Throughout 2020/21)	Increased number of people reached by Violence Free Maniapoto.	Violence Free Maniapoto	Funding	<ul style="list-style-type: none"> Ministry of Social Development Integrated Safety Response

The success measures identified for each action have been created to provide a specific, measurable output for that action. These are most often proxy short term measures for the Action Plan term, given that longer term behaviour and culture change (as an outcome) is difficult to measure and achieve in the space of a single year, however capturing these metrics will contribute to longer term aggregated measure of outcomes

Vibrant Safe Waitomo – Branding

In order to raise awareness of VSW within the District a communications plan has been developed. One of the first stages of this is the creation of a VSW Brand, specifically a logo. It is envisaged that this will help strengthen the presence of VSW in the community, and connect the many contributions to the VSW korowai.

The colours used in the logo reflect the first three themes within the plan, with the Kawai bird itself being representative of the fourth theme, Kotahitanga/Connected Leadership.

- Blue – Whānau/Families
- Green -Mahi/Workplaces
- Yellow - Hākinakina/Recreation

The Kawai bird is significant to the people of Ngāti Maniapoto providing a reminder of the instructions of the dying ancestor Maniapoto to his people. Such strength of purpose characterises much of their history, including the early economic success, protecting the King Country, and the preservation of culture.

'Kia mau tonu ki tēnā; kia mau ki te kawai mārō. Whanake ake! Whanake ake!'

'Stick to that, the straight-flying cormorant!'



Strategic Framework | He pou tarāwaho rautaki

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

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

**THEME 1:
WHĀNAU/FAMILIES**
Goal 1:
To support and foster a caring and safe place to live for every resident.

**THEME 2:
MAHI/WORKPLACES**
Goal 2:
To support and enable economic development with a clear agenda on health and safety.

**THEME 3:
HĀKINAKINA/
RECREATION**
Goal 3:
To foster community connections through providing safe and stimulating environments.

**THEME 4:
KOTAHITANGA/
CONNECTED LEADERSHIP**
Goal 4:
To provide stewardship to manage meaningful partnerships within the community.

PRIORITIES

1. Safe and healthy homes

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

2. Confident and capable carers

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

3. Reduce alcohol and drug-related harm

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

4. Safety of young children and elderly

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

5: Health, safety and wellbeing in workplaces

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

6: Reduce self-harm in farming communities

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

7: Economic development and education

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

8: Safety in public and recreational spaces.

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

9: Partnerships to inform decision making

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

10: Collaboration across service providers

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

11: Civil Defence emergency preparedness

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


Theme 1: Whānau/Families





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

VSW Strategic Priorities:




- To promote the benefits of increased safety in residents' homes.
- To connect whānau and families with services that are culturally appropriate and support healthier and safer homes and environments.
- To support our parents, grandparents and wider whānau to be confident and capable.
- To prevent and reduce the rate of alcohol and drug related harm experienced in homes.
- To specifically support young people aged 0-5 and elderly people to be safer in their homes.




Key		
		
Carried over	New action	COVID-19 response





#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.1 	Work collaboratively with Waitomo District Council and NZ Cancer Society to investigate the development of a Smokefree Environment Policy. By December 2021	Scoping for a Waitomo District Council Smokefree Policy is completed, and a draft Policy is prepared and adopted.	Waikato DHB Public Health	Waitomo District Council to determine scope and content of proposed policy and level of support required. Develop and report draft policy to Council. Cancer Society and Waikato DHB Public Health to support preparation of background information/evidence, and reporting, as required.	Waitomo District Council NZ Cancer Society

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.2 	Engage with *LMCs and primary care in training and ongoing support to increase referrals of Hapū Māmā to stop smoking services, with the aim of reducing maternal smoking rates. By June 2022 *Lead Maternity Carer	Training workshops are well attended, and positive evaluation outcomes are identified.	Waikato DHB Public Health	To build working relationships with stakeholders and local providers. To participate in training workshops.	Waitomo LMCs Waitomo primary care practices
1.3 	To address barriers to accessing a localised Car Seat Technician to support baby and tamariki safety in vehicles. By June 2022	Identify and provide appropriate training to a localised Car Seat Technician.	Waikato DHB Te Kuiti Maternity Resource Centre (MRC)	Support training.	Waitomo District Council
1.4 	Re-instate car seat check clinics. By June 2022	Two Car Seat Check Workshops are set up in the Waitomo District. These will support families, their babies and tamariki to be safer in cars.	Waikato DHB Te Kuiti Maternity Resource Centre (MRC)	Workshop traffic control support.	NZ Police
1.5 	Establish a schedule of Parenting workshops held with young parents to discuss skills of parenting, services available and how to access these. By June 2022	Connecting new parents with services from MRC. Hapū Māmā workshop provided for expecting mums. *Maternity Resource Centre	Waikato DHB Te Kuiti Maternity Resource Centre (MRC)	Localised networking.	Number Twelve

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#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.6 	Burglary & Personal Safety & Prevention Expo. By March 2022	One expo held with partnering entities.	NZ Police Rural Support	Utilise Legendary Te Kuiti (LTK) to invite members to expo.	Integrated Safety Response
1.7 	Mothers Matter *BA5 with guest speaker Lisa McKimm to help stop maternal suicide and perinatal depression. By June 30 2022 *Business After 5pm	One BA5 event plus supporting workshops yet to be confirmed.	Violence Free Maniapoto & Legendary Te Kuiti (Joint Lead)	VFM organises the speakers. LTK organises the event.	Integrated Safety Response NZ Police
1.8 	In partnership with Waitomo District Secondary Schools to establish a new whānau hui and Pacific fono programme that will better connect parents/ family/ whānau to their children's education. The primary purpose being to establish learning and curriculum, particularly as relevant to NCEA, that is more responsive to parent/family/whānau and learner needs and aspirations, with the ultimate goal of strengthening the attendance, engagement, and successful transitions of learners By June 2022	Sustainable programme of hui and fono is in place with at least three of each having occurred.	Ministry of Education	Review and re-design of community engagement strategies for Secondary Schools.	Piopio College Te Kūiti High School

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.9 	<p>Create a consultation group focused towards vulnerable Waitomo families. Group will work with families around Youth, Family Harm and Drug and Alcohol Harm issues.</p> <p>By June 2022</p>	<p>Group has formed and meeting regularly with action taken to support Waitomo families.</p>	NZ Police		<p>Ministry of Social Development</p> <p>Oranga Tamariki</p> <p>Waitomo / Waipa Woman's Refuge</p>
1.10 	<p>Waitomo / Waipa Women's Refuge to implement a 'Whanau Resilience Approach', specifically: long-term engagement, social and service connections and walking alongside whanau to become and stay violence free.</p> <p>By June 2022</p>	<p>Intake numbers into the Refuge's Whanau Resilience contract.</p>	Waitomo /Waipa Women's Refuge	Funding of Whanau Resilience - Full Time Equivalent.	Ministry of Social Development
1.11 	<p>Facilitate a raising awareness event supporting the wellbeing of new mothers.</p> <p>By June 2022</p>	<p>One collaborative event held in the Waitomo District.</p>	Violence Free Maniapoto	Event Support. Funding.	<p>Waitomo District Council</p> <p>Maternity Resource Centre</p>

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.12  	<p>Whanau and community have an increased understanding of para kore/recycling practices to support their whanau in lockdown situations.</p> <p>By June 2022</p>	<p>1x workshops are completed within the Waitomo District.</p> <p>1x workshop will accommodate up to 20 participants.</p> <p>1x workshop to create reusable resources to support the community to better understand para kore.</p>	<p>Waitomo District Council Waste Management</p>	<p>Networking with community groups.</p> <p>Providing presentations.</p> <p>Providing Te Ao Māori view point on Para Kore.</p>	<p>Ko 1 Aroha</p> <p>Para Kore (Waikato)</p>
1.13 	<p>Provide awareness and understanding of the law change around Smokefree waka with a particular focus on hauora for 0-5yrs.</p> <p>Strengthen relationships with organisations that support a joined up approach to working in events and communities.</p> <p>By May 2022</p>	<p>To disseminate messaging about the Smokefree Cars (Law change due Nov 2021). Partner with positive and professional social media platforms.</p> <p>Provide quiz prizes at 7x identified events.</p>	<p>Te Kuiti Otorohanga Action Smokefree Team (T.O.A.S.T)</p>	<p>Funding.</p> <p>Leadership/Chair.</p> <p>Event connection.</p>	<p>Health Promotion Agency</p> <p>Ngati Maniapoto Marae Pact Trust</p> <p>Te Kuiti Community House</p> <p>Waitomo District Council</p>
1.14 	<p>Raising awareness of Youthline support services for all young people in the Waitomo District.</p> <p>By June 2022</p>	<p>One promotion of services event is held in at least 1 Waitomo district secondary school per annum.</p> <p>Youth line service is continued in the district.</p>	<p>Youthline</p>	<p>Funding.</p> <p>Hosting.</p>	<p>Waitomo District Council</p> <p>District wide Secondary Schools</p>



Theme 2: Mahi/Workplaces






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

Priorities as per VSW Strategy 2019-2024:


- To promote employment programmes to support health, wellbeing and safety in the workplace.
- To educate and build resilience in farming communities and mitigate self-harm risks.
- To promote economic development within the district and prioritise young people as a target group to work with.
- To educate the community.
- To support young people to have the tools, opportunity and ability to achieve their success.

Key		
		
Carried over	New action	COVID-19 response

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
2.1 	Facilitate a “Planning for mental wellbeing in the workplace” workshop for staff from organisations based in the Waitomo District By February 2022	Workshop is well attended, and positive evaluation outcomes are identified.	Waikato DHB Public Health/Mental Health Foundation	To promote the workshop.	Waitomo District Council Legendary Te Kuiti
2.2 	Business After 5 (BA5) for employers to support the employment of *NEETS. By August 2021 *Not in Employment, Education or Training.	One BA5 event held. Complete	Legendary Te Kuiti	Aotahi Ltd arranging guest speaker and some employers.	Aotahi Ltd Eight73 Consulting

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
2.3 	'She's Not Your Rehab' presentation by Matt & Sarah Brown BA5 & workplace "toolbox talk". By April 2022	One BA5 for members & community. 1-2 staff room "toolbox" talks in TKT Meats / UBP & Crusader Meats.	Violence Free Maniapoto (VFM) & Legendary Te Kuiti (LTK) (Joint Lead)	VFM organises the speakers. LTK organises the event.	Integrated Safety Response NZ Police
2.4 	Establish a bus from Waitomo District that transports students involved in Vocational Education and Training to and from Hamilton daily to undertake Tertiary programmes at Wintec. By February 2022.	A bus is in place and operational.	Ministry of Education	Explore shared funding options.	Wintec University of Waikato Waikato Plan: Youth, Training and Employment
2.5   	To provide training and the delivery of initiatives that will increase the likelihood of recruitment into the workforce with a targeted approach to support those affected by COVID-19-19, young people that are NEET*, those dealing with disabilities and those at risk of benefit dependency. By June 2022 *Not in Employment, Education or Training.	Provide at least 50 people with support to secure casual, part-time or permanent employment (with permanent employment being the target).	Waitomo District Council	Delivery of service. Funding. Providing best practice support. Inter-sectorial networking.	Ministry of Social Development Local Government NZ Mayor's Taskforce for Jobs Ministry of Education Number Twelve

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#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
<p>2.6</p> 	<p>A platform is provided to connect potential employees, training providers and employers.</p> <p>Delivered by June 2022</p>	<p>1 Mahi Expo is delivered within the Waitomo District attracting 100+ participants.</p>	<p>Ministry of Social Development</p>		<p>Secondary Schools</p> <p>Waitomo District Council</p> <p>Training/education providers</p> <p>Local employers</p>



Theme 3: Hākinakina/Recreation




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




Priorities as per VSW Strategy 2019-2024:

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

Key		
		
Carried over	New action	COVID-19 response

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
3.1 	<p>A targeted approach is undertaken to increase Firewise knowledge base of Primary school children across the district.</p> <p>This will be undertaken in a way that does not increase admin demand on localised *FENZ personal.</p> <p>By June 2022 *Fire and Emergency NZ</p>	<p>Year 1 and 2 Firewise Programme delivered to 4 primary schools within the Waitomo District catchment.</p> <p>All admin, planning, co-ordinating and recording of actions to be completed by Fire Risk Management Team from Hamilton.</p>	Fire and Emergency NZ	<p>Te Kuiti Volunteer Fire Brigade will undertake Fire-fighter presentations.</p> <p>Provide links to tamariki in years 1 to 3 attending local schools.</p>	Primary Schools
3.2 	<p>There is localised education provided free of charge to the wider Waitomo District. A targeted focus will be on Kitchen Fire awareness/Home Fire Safety advice.</p> <p>By May 2022</p>	<p>Local brigade will attend and provide education display for the public utilising Kitchen Fire Demonstration Unit at The Great NZ Muster event. The focus will be on home fire safety matters and dangers of unattended cooking utilising kitchen fire demo unit.</p>	Fire and Emergency NZ	<p>Event Management.</p> <p>Presentation with public.</p>	<p>Waitomo District Council</p> <p>Te Kuiti Volunteer Fire Brigade</p>

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
3.3 	<p>A hands on approach is taken towards increased fire safety in homes within the Waitomo District. HFSV's* are offered to local home occupants.</p> <p>By June 2022 *Home Fire Safety Visits</p>	<p>A minimum of 25 HFSV's will be completed and at least 1 smoke alarm installed within any at risk homes identified within the Waitomo area.</p> <p>Each HFSV will be recorded in FENZ SMS? System.</p>	Fire and Emergency NZ	Making connections with eligible members of the local community.	<p>Te Kuiti Volunteer Fire Brigade</p> <p>Waikato Fire Risk Management Group</p>
3.4 	<p>Sustain the Club Champs programme - Provide education to the wider Waitomo District area to reduce and eradicate the alcohol related harm experienced by Club Members.</p> <p>By June 2022</p>	<p>Funding is secured with Health Promotion Agency.</p> <p>Two Club Champs Workshops are undertaken each year. WDC Inspector reports a marked improvement in the quality of applications for alcohol licences.</p>	Club Champs Committee	<p>Facilitation of event.</p> <p>Funding.</p> <p>Presentations.</p> <p>Coordination of event.</p> <p>Advertising.</p>	<p>NZ Police</p> <p>Health Promotion Agency</p> <p>FENZ</p> <p>Waikato DHB</p> <p>Waitomo District Council</p> <p>Violence Free Maniapoto</p> <p>Ōtorohanga District Council</p>
3.5 	<p>The effects of alcohol related harm upon young people are minimised within the Waitomo District. Localised licenced premises will be tested through the undertaking of 2x CPO*.</p> <p>By June 2022 *Controlled Purchase Operations</p>	2x CPO are undertaken with zero failures in the Waitomo district.	NZ Police	Provide minor volunteers.	Waikato DHB

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
3.6 	Support rangatahi/young people (from the Waitomo District) to have their say and participate in decision making through their inclusion on a District Sport Advisory Group. By June 2022	District Sport Advisory Group has been established. Advisory Group has at least 2 rangatahi/young people as members.	Sport Waikato		
3.7 	Sport Waikato to work in partnership with Waitomo District Council with future planning and design of urban spaces that considers connecting spaces to improve accessibility to physical activity/Hākinakina opportunities. By June 2022	Greater connectivity is exemplified through urban planning that supports increased physical activity (e.g., footpaths, cycleways, walkways).	Sport Waikato		Waitomo District Council
3.8 	The Waitomo District Council has an agenda on increasing awareness of open water safety for residents involved in water activities. BY June 2022	All WDC Multi-Year and Single-Year grants provided to a pool complex or swimming club in the district will have a condition of providing an open water safety component within their programme. Connections between Water Safety NZ and local swim clubs will be initiated to provide support in this area.	Waitomo District Council	Delivery of Open Water Safety Module	Piopio Amateur Swimming Club Te Kuiti Amateur Swimming Club Inc. Piopio Community Swimming Pool Charitable Trust Te Waitere Boating Club Incorporated



Theme 4: Kotahitanga/Connected Leadership






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



Priorities as per VSW Strategy 2019-2024:


- Partnerships are developed and priority groups are consulted to inform decision making processes, in particular Māori youth under 24yrs and youth with disabilities.
- To take a joined-up approach with service providers and other agencies to better support the community to access services.
- To have a strategy and mechanisms in place to respond to Civil Defence emergencies.

Key		
		
Carried over	New action	COVID-19 response

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
4.1 	Local tourism operators have an increased knowledge of support available from Regional Tourism operator, Hamilton & Waikato Tourism. By March 2022	LTK hosts one event for local tourism providers to inform them of the support available through the Regional Tourism operator, Hamilton & Waikato Tourism.	Legendary Te Kuiti	Meeting attendees and venue sponsorship of event.	Hamilton & Waikato Tourism Otorohanga District Development Board Waitomo District Council
4.2 	Police will conduct a minimum of three community meetings within the Waitomo District to provide a coordinated approach to community safety. By June 2022	Three community meetings will be held in the Waitomo District. The information provided enables Police to shape their response to these communities and informs the style of policing our communities expect.	NZ Police	Promotions of meeting dates and times.	Waitomo District Council

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
4.3 	Feedback received from isolated communities on ways to “keep safe and to feel safe”. This feedback will create actions to deliver an appropriate response. By June 2022	Create initiatives focused on supporting isolated communities with a focus on crime and harm reduction.	NZ Police		
4.4  	Engage and inform local communities to the necessity of community resilience and recovery. By June 2022	Undertake 7 workshops across Waitomo District (Mokau, Marokopa, Waitomo, Piopio, Benneydale/Maniaiti, and Te Kuiti x 2) promoting community Resilience and Recovery.	Waitomo District council Recovery Office	Provide Resilience and Recovery tools.	Waikato Civil Defence Group Emergency Management Office
4.5 	Increase and improve organisational capability and resilience for Waitomo Waipa Women’s Refuge specifically: strategic governance, financial viability and sustainability and innovation and collaboration. By June 2022	Outcomes Agreement signed and Action Plan points completed.	Waitomo Waipa Women’s Refuge	Funding of Provider Capability and Resilience Action Plan.	Ministry of Social Development
4.6 	Investigate and participate in transitional housing forums / opportunities for our Waitomo district. By June 2022	Acquisition and management of local transitional housing.	Waitomo Waipa Women’s Refuge	Property Provision Funding.	Kainga ora Ministry of Housing and Urban Development

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
4.7 	That a Branding/Marketing campaign is undertaken in the WDC to raising awareness of VSW. By November 2021	Branding – development of logo and letter heads. All VSW correspondence to be branded.	Waitomo District Council Communications Lead	Consideration and approval.	VSW Regional Coalition
4.8 	The VSW Programme is promoted within WDC communities through the delivery of a new Communications Plan. By June 2022	New Communications plan adopted at VSW Regional Coalition meeting in October 2021. 4x good news stories are released on WDC Social Media platforms. Radio Interviews are done on local platforms which supports events linked to the VSW Action Plan 2021/2022. An engagement portal is added to the WDC/VSW site and is promoted.	Waitomo District Council Communications Lead	Providing insights into the project work as it develops or is completed. Communities engage in providing opinions and suggestions on safety in the WDC.	VSW Regional Coalition and Stakeholders Communities

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
<p>4.9</p> 	<p>Young people of the WDC are provided and supported to participate in representing their peers among decision makers.</p> <p>By February 2022</p>	<p>At least 2x young people from the Waitomo District are supported to make application for Youth MP of either the, Taranaki/King Country electorate with Barbra Kuriger or for Te Tai Hauāuru with Adrian Rurawhe.</p> <p>These young people meet with and are supported by NZ Parliamentary MP Support.</p>	<p>NZ Parliament – Parliamentary MP Support</p>	<p>Promotions within district networks and on social media platforms.</p>	<p>Waitomo District Council</p>

Document No: A582694

Report To: Council



Meeting Date: 30 November 2021

Subject: **Waitomo District Council Grant Allocations 2020/2021**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with details of grant allocations made by Waitomo District Council for the 2020/2021 financial year.

Background

- 2.1 Waitomo District Council (WDC) is committed to annually allocating funds and resources to support community initiatives through grants managed in accordance with Council's Community Development Fund Policy, now known as the Community and Partnerships Fund Policy.

- 2.2 For clarification purposes, set out below is a description of each of the grant categories that formed Council's Community Development Fund Policy.

2.3 DISCRETIONARY GRANT

- 2.4 The focus of the Discretionary Grant Fund was to provide community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant was determined on a case-by-case basis during each funding round.

- 2.5 The Discretionary Grant Fund was advertised and administered via four rounds per annum.

2.6 TRIENNIAL GRANT

- 2.7 The focus of the Triennial Grant Fund was to provide support to 'not for profit' organisations whose work could be shown to support the social and cultural well-being goals of the Waitomo District.

- 2.8 Council, as part of the Long-Term Plan process, considered applications to the Triennial Grant Fund and grants were allocated for a period of three years with funding distributed annually.

2.9 PROVISION OF SERVICES GRANT

- 2.10 The Provision of Services Grant provided funding to 'not for profit' organisations who undertook to provide services that complimented Council's Long Term Plan objectives.

- 2.11 These organisations offered services that made a significant contribution to the achievement of Waitomo District Council's Community Outcomes and improved well-being within the District.

- 2.12 The value of each of these grants was determined on a case-by-case basis and developed with the recipient by way of a Provision of Services Grant Agreement.

2.13 COMMUNITY PARTNERSHIP FUND

2.14 The Community Partnership Fund sought to facilitate and support strong and sustainable partnerships and co-funding arrangements to support improved social outcomes of our community.

2.15 The fund aimed to provide opportunities by offering access to funding and in kind support to groups working on community initiatives. Of particular interest were those projects and initiatives that demonstrated strong links to Vibrant Safe Waitomo.

2.16 COMMUNITY HALLS GRANT

2.17 The Community Halls Grant provided funding to assist with the maintenance of Community Halls throughout the District.

2.18 SPECIAL GRANTS - CREATIVE COMMUNITIES SCHEME, SPORT NZ RURAL TRAVEL FUND AND DC TYNAN GRANT

2.19 There are two special grants administered by Council on behalf of central government: Creative Communities Scheme and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.

2.20 WDC administers the DC Tynan Grant which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti. The purpose of the grant fund is to support organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational, or recreational activities.

Commentary

3.1 Attached to and forming part of this business paper is a summary setting out details of grants allocated by WDC for the 2020/2021 financial year under each of the grant categories, including:

- Discretionary Grants
- Triennial Grants
- Provision of Services Grants
- Community Partnership Fund
- Community Halls Grants
- Creative Communities Scheme
- Sport NZ Rural Travel Fund
- DC Tynan Grant

Suggested Resolution

The business paper on Waitomo District Council Grant Allocations 2020/2021 be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

November 2021

Attachment: Summary of Grants 2020/2021

Summary of Grants 2020/2021

Discretionary Grant

June 2021

Name of Applicant	Project Description	Amount Granted
Te Piruru Papakainga Marae	Administration and operational costs	\$2,500.00
Te Aronui Toomua o Te Roha Potae	Administration and operational costs	\$2,500.00
Pukenui Primary School	Contribution to playground project	\$5,000.00
TOTAL		\$10,000.00

March 2021

Name of Applicant	Project Description	Amount Granted
No Applications Received		

December 2020

Name of Applicant	Project Description	Amount Granted
Te Kuiti Amateur Swimming Club Incorporated	Lane hire	\$1,620.00
Music and Memory Charitable Trust	Hall hire and flier printing for Music and Memory Tour	\$360.00
Piopio Lions Club	Christmas Luncheon - Senior Citizens	\$277.00
Maniapoto Maara Kai Roopu Trust (MMKR)	Training for Volunteers	\$1,128.00
TOTAL		\$3,385.00

September 2020

Name of Applicant	Project Description	Amount Granted
On Stage Te Kuiti	Venue hire for performance of a play	\$720.00
Te Kawau Maaro Trust Incorporation	Hui-a-iwi 2020	\$2,300.00
TOTAL		\$3,020.00

Triennial Grant

Name of Applicant	Project Description	Amount Granted
Benneydale & District Historical Display	Operational costs to provide historical display	\$500.00
Citizens Advice Bureau Te Kuiti Incorporated	Operational costs	\$4,000.00
Number 12	Operational costs for provision of Youth Centre	\$10,000.00
Te Kuiti Community House Trust	Support of the provision of community based services and facilities	\$10,000.00
Mokau School	Pool operation costs	\$2,800.00
Project Piopio Trust	Operational costs associated with community projects	\$3,000.00
Te Kuiti Development Incorporated	Administration costs	\$6,000.00
TOTAL		\$36,300.00

Provision of Services Grant

Name of Applicant	Project Description	Amount Granted
Maniapoto Rugby Football Sub-Union Incorporated	Operational costs to maintain facility	\$13,700.00
Pinetree No.5 Trust	Operational and promotional costs to provide exhibition	\$5,000.00
Piopio Community Swimming Pools Charitable Trust	Operational costs for pool operations	\$10,500.00
Sport Waikato	Support for the provision of sport and recreation related services	\$55,364.07
Tainui Historical Society Incorporated	Operational costs to provide museum services	\$10,000.00
Te Kuiti & District Historical Society Incorporated	Operational costs and facility upgrades	\$15,000.00
Waitomo Caves Museum Society Incorporated	Support provision of tourist information and other related services at Waitomo Village	\$42,322.46
TOTAL		\$151,886.53

Community Partnership Grant

October 2020

Name of Applicant	Project Description	Amount Granted
Te Kuiti Volunteer Fire Brigade	TV to display reports	\$350.00
Maniapoto Maori Trust Board	Kawenata Awards	\$4,000.00
Te Kuiti BMX Club Incorporated	Upgrade starting gate	\$14,000.00
MenzShed Te Kuiti	Start up equipment	\$2,500.00
Piopio Primary School PTA	Shade sails for playground	\$6,500.00
Te Kuiti and Districts Pony Club	Metcalf measuring stand	\$2,000.00
Maniapoto Netball Association	Upgrade goal posts	\$3,400.00
Te Kuiti Development Inc/Legendary Te Kuiti	Gallery of local legends	\$16,000.00
Waitomo Indoor Sports Centre Incorporated	Purchase of a defibrillator	\$1,450.00
Te Kuiti Primary School	New sand and cover for sandpits	\$600.00
Awakino Hall	Labour for painting of building	\$1,200.00
TOTAL		\$52,000.00

Community Halls Grant

Date: August 2020

Name of Applicant	Project Description	Amount Granted
Aria	Operational costs	\$1,000.00
Awakino	Operational costs	\$1,000.00
Benneydale	Operational costs	\$1,000.00
Kinohaku	Operational costs	\$1,000.00
Mahoenui	Operational costs	\$1,000.00
Mairoa	Operational costs	\$1,000.00
Marokopa	Operational costs	\$1,000.00
Mokau	Operational costs	\$1,000.00
Mokauiti	Operational costs	\$1,000.00
Te Anga	Operational costs	\$1,000.00
Waitanguru	Operational costs	\$1,000.00
Rangitoto	Operational costs	\$1,000.00
TOTAL		\$12,000.00

Creative Communities Scheme

November 2020

Name of Applicant	Project Description	Amount Granted
Everybody is a Treasure Trust	Click Happy Live Waitomo	\$3,500.00
Aria Primary School	Annual School Production	\$750.00
	TOTAL	\$4,250.00

May 2021

Name of Applicant	Project Description	Amount Granted
Brook Park Incorporated	Brook Park Fireworks and Talent Concert	\$4,000.00
Waitomo Society of Arts Inc	WSA Festival of Arts and Crafts 2021	\$3,000.00
Silver Belles Choir	Music folders and songs	\$850.00
Te Kuiti Primary School	Production - The Mystery of the Tomo	\$10,169.10
Te Kuiti Combined Schools' Music Festival Committee	Singing performance	\$3,000.00
	TOTAL	\$21,019.10

Sport NZ Rural Travel Fund

October 2020

Name of Applicant	Project Description	Amount Granted
Aria Primary School	Subsidise travel costs	\$1,000.00
Piopio College Sport Executive Committee	Subsidise travel costs	\$4,083.16
Piopio Youth Sports Committee	Subsidise travel costs	\$2,000.00
Waitete Rugby Football Club	Subsidise travel costs	\$1,000.00
Rangitoto Primary School	Subsidise travel costs	\$850.00
Waitomo District Junior Cricket	Subsidise travel costs	\$500.00
	TOTAL	\$9,433.16

DC Tynan Trust

August 2020

Name of Applicant	Project Description	Amount Granted
Te Kuiti and District Highland Pipe Band Inc	New lighting in band hall	\$914.50
Te Kuiti Bowling Club Inc	Heat pump for club room	\$1,000.00
Maniapoto Netball Association Inc	Purchase laptop	\$1,000.00
Te Kuiti MenzShed	Start-up equipment	\$1,000.00
Te Kuiti Development Inc/ Legendary Te Kuiti	Gallery of local legends	\$2,073.26
	TOTAL	\$5,987.76

Document No: A584313

Report To: Council



Meeting Date: 30 November 2021

Subject: **Provision of Services Grant Fund 2020/2021 Annual Reports**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with the 2020/2021 Annual Reports from the recipients of the Provision of Services Grant Fund.

Background

- 2.1 The Provision of Services (POS) Grant Fund formed part of Waitomo District Council's (WDC) broader Community Development Fund.
- 2.2 The POS grants were in place to provide funding to not for profit organisations who undertook to provide services or facilities that complemented WDC's Long Term Plan objectives. These organisations offered services or facilities that made a significant contribution to the achievement of WDC's Community Outcomes and improved well-being within the District.
- 2.3 Council considered applications to the POS Grant Fund at its meeting held on 21 August 2018.

Commentary

- 3.1 In accordance with Grant Agreements, enclosed separately and forming part of this business paper are copies of Annual Reports received from Grant recipients, as follows:
 - Maniapoto Rugby Sub-Union Incorporated
 - Pinetree No 5 Trust
 - Te Kuiti and District Historical Charitable Trust
 - Piopio Community Swimming Pools Charitable Trust
 - Tainui Historical Society
- 3.2 Sport Waikato and Waitomo Caves Museum Society, in accordance with their respective Grant Agreements, presented their reports to Council.

Suggested Resolution

The business paper on Provision of Services Grant Fund 2020/2021 Annual Reports be received.

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

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

November 2021

Separate Enclosure: Provision of Services Grant Fund Annual Reports 2020/2021 - (A584670)