

Document No: A634017

Report To: Council



Meeting Date: 6 October 2022

Subject: **Declaration of Members' Conflicts of Interest**

Type: Declarations Required

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 1968.

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:

Item(s) of Business on the Order Paper	Elected Member Name and 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.

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 30 AUGUST 2022 AT 9.00AM

Present: Mayor John Robertson; Councillor Phil Brodie; Councillor Allan Goddard and Councillor Janene New

In Attendance: Matthew Cooper, Chief Executive Officer and Robbie Matthews, Regional Connectivity Coordinator (Sport Waikato)

Te Awhina Anderson, 2022 Rangatahi for Tuia Programme

Janette Osborne and Gavin Todd, 2022 Rural Ward Electoral Candidates

Submitters and Supporters to the Freedom Camping Bylaw Review 2022

In person: Maria Willison
Nora Haupoki
Rory Stafford
Ronnie Takerei
One other

Via Zoom: Paerau Bell
Jon Te Whau
Natasha Willison (Marokopa Enviro Roopu)
Mairingi (jnr) Kete
Rangi Joseph
Eva Kawhena
B Brown

Chief Executive, Ben Smit
Manager – Governance Support, Michelle Higgin
General Manager – Community Services, Helen Beever (for part only)
Special Projects Coordinator, Greg Boyle (via Zoom for part only)
General Manager – Business Support, Alister Duncan (for part only)
General Manager – Infrastructure Services, Shyamal Ram (for part only)
Roading Contractor – Te Iwa Fisher (Pinnacles) (for part only)
General Manager – Strategy and Environment, Alex Bell (for part only)
Manager – Strategy and Policy, Charmaine Ellery (for part only)
Leader – Communications and Engagement, Jenelle Burnell (for part only)

1. Council Prayer

Mayor John acknowledged the attendance of 2022 Rural Ward Electoral Candidates – Janette Osborne and Gavin Todd.

2. Apologies

Resolution

The apologies from Deputy Mayor Whitaker and Councillor Lisa Marshall be received and leave of absence granted.

Robertson/New Carried

3. **Presentation: Sport Waikato – Reporting against Provision of Services Grant Agreement**

Council received a presentation from Sport Waikato representatives Mathew Cooper, Chief Executive Officer and Robbie Matthews, Regional Connectivity Coordinator presenting Sport Waikato's Report to Council as per the Provision of Services Grant Agreement.

Matthew Cooper thanked the Council for its ongoing support of Sport Waikato and acknowledged the work of Mayor Robertson, the Chief Executive and the General Manager – Community Services in respect to the North King Country Indoor Sport and Recreation Centre.

The Leader – Communications and Engagement entered the meeting at 9.16am

Resolution

The Presentation from Sport Waikato – Reporting against the Provision of Services Grant Agreement be received.

Robertson/Goddard Carried

Matthew Cooper and Robbie Matthews (Sport Waikato) left the meeting at 9.20am.

4. **Introduction of 2022 Tuia Programme Rangatahi – Te Awhina Anderson**

Council considered a business paper providing information of the Mayors Taskforce for Jobs Tuia Programme and received a deputation from Te Awhina Anderson (Mayor Robertson's appointed 2022 Rangatahi for the Tuia Programme) on her involvement in the Programme to date.

Resolution

The verbal report from Te Awhina Anderson, 2022 Tuia Programme Rangatahi, be received.

Robertson/Brodie Carried

Te Awhina Anderson and the Leader – Communications and Engagement left the meeting at 9.35am

5. **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 12 – 2022 Community Events Fund – Consideration of Funding Applications	Cr New <ul style="list-style-type: none"> • Member of Waitomo Waipa Womens Refuge • Member of Rotary Club of Te Kuiti 	Non-Financial

6. Confirmation of Minutes – 26 July 2022
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Resolution

The Minutes of the Waitomo District Council meeting of 26 July 2022 be confirmed as a true and correct record.

Robertson/Brodie Carried

7. Receipt of Unconfirmed Audit, Risk and Finance Committee Minutes – 16 August 2022

Resolution

The Unconfirmed Minutes of the Audit, Risk and Finance Committee of 16 August 2022 be received.

Brodie/Goddard Carried

The General Manager – Infrastructure Services entered the meeting at 9.40am.

8. Verbal Reports: Elected Member Roles and Responsibilities

Elected members gave verbal reports on their individual portfolio roles and responsibilities as follows:

Council noted that due to the Covid, many scheduled meetings/events are still being cancelled with some meetings being convened online.

Cr Goddard

1. Benneydale Hall Meeting
2. Civil Defence and Emergency Management

Cr New

1. Legendary Te Kuiti Business After 5
2. Violence Free Maniapoto – She is not your Rehab
3. Rotary/Legendary Te Kuiti – Retail Space
4. Legendary Te Kuiti Meeting
5. Gallery Committee/Rotary Meeting
6. Waitomo Sister City Incorporated
7. Game On Trust – Resignation as Trustee

Cr Brodie

1. Regional Transport Committee Meeting

Mayor

1. Select Committee Hearing – 3 Waters Bill
2. Trust Waikato AGM
3. Te Kuiti Primary – Entrance Carving Unveiling
4. Kaumatua Ball
5. North King Country Development Trust – Director Training
- 6.

Resolution

The verbal reports be received.

Brodie/New Carried

9. Mayor's Report – August 2022
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Council considered the Mayor's Report for August 2022.

Resolution

The Mayor's Report – August 2022 be received.

Robertson/Goddard Carried

10. 2022 Single-Year Community Assistance Grant – Consideration of Funding Applications
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Council considered a business paper to enable Council to consider the allocation of funding for the 2022 Single-Year Community Assistance Grant Applications.

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

Resolution

- 1 The business paper on 2022 Single-Year Community Assistance Grant – Consideration of Funding Applications be received.
- 2 Council approve the allocation of the 2022 Single-Year Community Assistance Grants, as follows:

Name of Applicant	Allocation
Benneydale Hall Inc	\$9,775.00
Waitomo District Education Trust	\$10,000.00
Piopio Primary PTA Incorporated	\$7,100.00
Road Safety Education Limited	\$2,056.00
Te Kuiti Primary School	\$10,000.00
Maniapoto Maara Kai Roopu Trust	\$3,584.00
Te Kūiti Amateur Swimming Club	\$5,000.00
Te Puna Oranga – Whare Ora	\$0
TOTAL	\$47,515.00

Robertson/Brodie Carried

The Special Projects Coordinator entered the meeting at 9.50am

11. 2022 Community Events Fund – Consideration of Funding Applications

Note: Councillor New made declarations of conflicts of interest for both 2022 Community Events Fund Grants at the beginning of the meeting and refrained from participating in consideration of this item.

Council considered a business paper to enable Council to consider the allocation of funding for the 2022 Community Events Fund Applications.

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

Resolution

- 1 The business paper on 2022 Community Events Fund – Consideration of Funding Applications be received.

2 Council approve the allocation of Community Events Fund Grants, as follows:

Name of Applicant	Allocation
1. Waitomo Waipa Womens Refuge	\$5,600.00
2. Rotary Club of Te Kuiti	\$8,245.00
TOTAL	\$13,845.00

Goddard/Brodie Carried

Roading Contractor, Te Iwa Fisher (Pinnacles) entered the meeting at 9.51am.

12. Progress Report: King Country Indoor Sport and Recreation Centre

Council considered a progress report on the building phase of the King Country Indoor Sport and Recreation Centre.

The General Manager – Community Services and Special Projects Coordinator expanded verbally on the business paper and answered Members' questions.

Resolution

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

Robertson/Goddard Carried

Three submitters and supporters to the Freedom Camping Bylaw Review 2022 entered the meeting (2 in person and 1 via Zoom) at 9.58am

13. Progress Report: Cyclone Dovi – Infrastructure Damage Repairs

Council considered a progress report on the Cyclone Dovi Infrastructure Damage repairs.

The General Manager – Infrastructure Services and Pinnacles Roding Contractor expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report - Cyclone Dovi Infrastructure Damage Repairs is received.

Robertson/Goddard Carried

Roding Contractor, Te Iwa Fisher (Pinnacles) left the meeting at 10.02am

14. Solid Waste Management (Emissions Trading) –Additional budget for purchase of Carbon Credit Units for Financial Year 2022-23

Council considered a business paper seeking approval of additional funding for purchasing carbon credit units (ETS) for the financial years 2022/23 and 2023/24 year.

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

Mayor Robertson asked that for future recommendations that some source of expertise is referenced.

Resolution

- 1 The business paper on Solid Waste Management (Emissions Trading) – Purchase of Carbon Credit Units be received.
- 2 Council authorises the purchase of carbon credit units up to the value of \$700,000 to cover expected carbon credit unit surrenders for the period January 2023 to June 2024.

Robertson/Goddard Carried

The meeting adjourned for morning tea at 10.15am and reconvened at 10.37am.

Submitters and Supporters to the Freedom Camping Bylaw Review 2022 entered the meeting as follows:

- In person: Maria Willison
 Nora Haupoki
 Rory Stafford
 Ronnie Takerei
 One other
- Via Zoom: Paerau Bell
 Jon Te Whau
 Natasha Willison (Marokopa Enviro Roopu)
 Mairingi (jnr) Kete
 Rangi Joseph
 Eva Kawhena
 B Brown

Hearing of Submitters to Council's Freedom Camping Bylaw

Council considered a business paper presenting copies of all submissions received to Council's Freedom Camping Bylaw and providing a schedule of the Submitters who have indicated they wish to speak in support of their written submissions to the Freedom Camping Bylaw.

- | | | | |
|-----------|---|---|------------------|
| 39 | Maria Willison | Willison Whanau | In person |
| | Maria Willison spoke in support of her written submission and answered Members' questions. | | |
| 34 | Natasha Willison | Marokopa Environmental Team
(Marakopa Marae) | Via Zoom |
| | Natasha Willison (via Zoom) spoke in support of her written submission on behalf of the Marokopa Environment Team and informed Council of some of the cultural issues which have arisen with freedom camping at Kiritehere. | | |
| 24 | Nora Haupokia | H1B1 & H1B2 Trustees | In person |
| | Nora Haupokia spoke in support of her written submission providing Council with some history of the Kiritehere Cemetery and how there are burials in the sand dunes outside the cemetery site dating back to the Spanish flu epidemic. Nora also raised ongoing issues with the cleaning of the toilet and clearing of the rubbish. | | |

- 37 Jon Te Whau H1B1 & H1B2 Trustees Via Zoom**
- John Te Whau spoke in support of his written submission in particular the economic costs to both the local and district communities, noting that Freedom Campers do not bring money into the community but there is a significant cost of providing infrastructure services (toilet and litter bins) which are service is inadequate to support camping at Kiritihere.
- 14 Greg Gaukrodger H1B1 & H1B2 Papakainga**
- Apology
- 15 Paerau Bell H1B1 & H1B2 Papakainga Via Zoom**
- Paerau Bell spoke in support of his written submission on behalf and answered Members' questions.
- Rory Stafford In Person**
- Spoke in support of the Submitters who have spoken in support of their submissions.
- 26 Rangi Joseph Via Zoom**
- Spoke in support of her written submission. The cost not just financial – psychological, cultural, spiritual.

Resolution

- 1 The business paper on Hearing of Submissions to the Freedom Camping Bylaw be received.
- 2 Council note the verbal submissions made by the following Submitters:

Submission No.	Submitter Name
39	Maria Willison
34 and 35	Natasha Willison
24	Nora Haupokia
37	Jon Te Whau
15	Paerau Bell
	Rory Stafford
26	Rangi Joseph

- 3 Council note the verbal submissions made and refer them for deliberation later in this meeting.
- 4 Council acknowledge its appreciation to the Submitters for participating in the consultation process.

Robertson/New Carried

Two submitters/supporters left the meeting at 11.38am.

15. Three Waters Reform: Programme - Transitional Support Funding

Council considered a business paper informing of the Government's funding package in support of the implementation of the Three Waters Reform Programme and seeking Council's approval to enter into the funding arrangement.

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

Council requested that consideration on entering into any further Tranches be referred back to Council.

Resolution

- 1 The business paper on Three Waters Services Reform Programme – Transition Support Package Funding Agreement, be received.
- 2 Council agrees to enter into the Three Waters Services Reform - Transition Support Package Funding Agreement with Department of Internal Affairs.
- 3 Council notes that the Government transitional support funding that will become available upon signing of the Transition Support Package Funding Agreement is \$374,000, to be expended by 30 June 2023 on eligible transition costs.

Robertson/Goddard Carried

16. 2021/22 Carry Forwards

Council considered a business paper informing of Capital and Operational projects that were delayed in the 2021/2022 financial year and to obtain approval to carry forward the budgets to the 2022/2023 financial year.

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

Resolution

- 1 The business paper 2021 /2022 Carry Forwards, be received.
- 2 Council approve the carry forward of \$5,528,050 of unexpended 2021/2022 capital budget and \$662,700 operational budget to the 2022/2023 financial year as follows:

CAPITAL

Activity	Project	Carry Over \$	Comment
Business Support and Fleet	Information Services – Building Access Security System Replacement	266,900	WDC currently has various building access security systems in place for entry to Council facilities, these systems are not integrated and have been in place for a number of years. This will be increase with the introduction of the new building access security system at the King Country Indoor Sports and Recreational Centre (KCISRC). The current building access security systems are at the end if life and replacement is required. It is planned to expand the Building Access Security System installation project at the KCISRC to include other Council facilities with security Systems.
	Furniture Replacement	23,000	Renewal of furniture (including kitchen appliances where applicable) in the staffroom and kitchen area as part of Queen Street seismic strengthening and upgrade works.

Activity	Project	Carry Over \$	Comment
	Mower Replacement	50,000	Due to delays in supply and shipping caused by COVID-19, the fleet and mower renewals ordered for the 2021/2022 financial year cannot be supplied until later in the current 2022/2023 financial year. Because suppliers have advised that these delays are ongoing, fleet renewal orders have already been placed for the current financial year.
	Motor Vehicle	228,000	
Recreation and Property	Development Coastal Reserves	19,500	Project underway – Mokau surface track for emergency vehicles.
	Park Renewals	39,700	Project underway – Tui Park fencing and Centennial Park bollard installation.
	Playground Renewals	20,000	Concept plans for Benneydale parks – currently on hold due to Town Centre Concept project.
	Administration Building Renovations	568,300	Design completed and procurement of contractors underway.
	Campground Renewals	28,000	Procurement underway for the driveway into Marokopa Holiday Park.
	Library Building Renewals	14,700	Renewal of Library Office furniture and layout.
	Aquatic Centre Renewals	10,000	Replacement parts for gas boiler at the Aquatic Centre were delayed due to supply chain issues.
	Les Munro Building Renewals	180,000	Procurement is underway for the replacement of the air conditioning system.
	Runway Resurfacing	14,200	Procurement underway for repairing of the runway.
	Indoor Sports and Recreation Centre Improvements	367,800	Project underway and will be completed by December.
	Toilet Renewals	12,200	Scoping the repair of Mokau Jetty toilets.
	Mokau Toilet Renewal	474,000	Project underway and is expected to be completed by December.
	Access Way Renewals cemeteries	63,500	Contract awarded to chipseal the access way for the Te Kuiti Cemeteries.
	Improvements Te Ara Tika Amenity areas	161,800	Will be done together with the Town Centre Concept projects.
	Security Camera Renewal	5,000	Installation of cameras underway.
	Pound Renewals	10,000	Procurement underway to install security lights and cameras at the Te Kuiti Pound.
Landfill	Cell Development	156,000	Project underway.
	Purchase of NZU (carbon credits)	8,850	The 2022/2023 capital budget for the purchase of carbon credits was brought forward to the 2021/2022 with the majority of that budget being utilised. The remaining budget is being returned to its original budgeted year.
Stormwater	Te Kuiti Storm Water Renewals	110,500	Project underway– contract awarded.
	Rural Stormwater Renewals	5,000	Project underway.
Wastewater	Te Kuiti Reticulation Renewal	254,000	Project underway– contract awarded.
	Te Kuiti Sewer Renewals	52,400	Project underway– contract awarded.
	Te Waitere Renew & Extend Soakage Field	66,700	Project underway and currently negotiating agreements with the landowner.

Activity	Project	Carry Over \$	Comment
Water Supply	Reservoir Seismic Strengthening Improvements	20,000	Project will be incorporated with the Te Kuiti Resilience project and reservoir condition assessments.
	Investigate Raw Storage Dam	162,200	The project will be rescoped and incorporated with the Te Kuiti Resilience project.
	Te Kuiti WTP Renewals	27,300	Replacing equipment at the WTP.
	Te Kuiti Reticulation Renewals	101,300	Project underway – contract awarded.
	Mokau Resource Consent (Backwash)	16,200	Project underway.
	Piopio WTP Renewal	11,000	Replacing equipment at the WTP.
	Piopio Reticulation Renewal	10,000	Project underway.
	Piopio Resource Consent Renewal	20,000	Project underway.
	Benneydale Water Reticulation	9,000	Project underway.
Subsidised Rooding	Minor Improvements	553,000	Waka Kotahi approved a three-year funding programme that WDC needs to deliver or that funding is lost. Delaying all of the underspent 2021/2022 budget to 2023/2024 increases the possibility that WDC will not be able to complete the funded programme.
	Footpath Renewals	268,000	
	Drainage Renewals	85,000	
	Pavement Rehabs Renewals	418,000	
	Sealed Road Surfacing Renewals	254,000	
	Structural Bridge Renewals	80,000	
	Structures Components Renewals	272,000	
	Unsealed Road Metalling Renewals	11,000	
Total:		\$5,528,050	

OPERATIONAL

Activity	Project	Carry Over \$
Infrastructure	Project Management System Implementation	250,000
	Routine Drainage Maintenance - Subsidised Roads (as per three year Rooding program)	63,000
	Aquatic Centre – Painting and crack repairs pool (project commenced)	11,000
	Stormwater Catchment Plans (project commenced)	50,000
	Quarry Assessment (project commenced)	23,500
	Wastewater consent compliance (project commenced)	18,200
Strategy and Environment	Bylaw and Policy Reviews (Public Places, Public Health and Safety and Solid Waste)	98,000
	Long Term Plan - Policy Reviews and Programme Support	49,000
Community Services	Safe Communities and Image Library (use to fund operating cost component of Town and District Entrance Statements)	100,000
Total:		\$662,700

Robertson/Goddard

Carried

Marokopa Holiday Park – Service Arrangements

Council considered a business paper presenting options for the future delivery of service arrangements at the Marokopa Holiday Park for Council’s consideration.

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

Resolution

- 1 The business paper on Marokopa Holiday Park – Service Arrangement be received.
- 2 Council adopts Option 2, being to procure the services for the day-to-day operation and management of the Marokopa Holiday Park (with or without the Kiwi Camp model), from a service provider, through a Request for Proposal tender process.

Robertson/New Carried

17. Marokopa Section – Lot 2, DP556776

Council considered a business paper seeking a decision on the Marokopa section owned by Waitomo District Council, which is adjacent to the Marokopa Holiday Park.

The Chief Executive expanded verbally on the business paper and answered Members’ questions advising that upon completion of the tender process the matter would be referred back to Council for a decision.

Resolution

- 1 The business paper on Marokopa Section – Lot 2, DP556776 be received.
- 2 Council adopts Option 2, being to lease the Marokopa Section (Lot 2 DP556766) for a term and rate to be approved by the Council.

Robertson/New Carried

18. Adoption of Local Alcohol Policy

Council considered a business paper recommending Council resolve pursuant to section 90 of the Sale and Supply of Alcohol Act 2012 (the Act) to adopt the Waitomo District Council Local Alcohol Policy (LAP) to come into force on 1 September 2022.

The General Manager – Strategy and Environment and Manager – Strategy and Policy expanded verbally on the business paper and answered Members’ questions

Resolution

- 1 The business paper on Adoption of the Waitomo District Council Local Alcohol Policy be received.
- 2 Council adopts the Waitomo District Council Local Alcohol Policy for public notification on 1 September 2022.

Goddard/Brodie Carried

19. Freedom Camping Bylaw – Deliberation of Submissions and Adoption

Council considered a tabled business paper presenting a summary of all the submissions received on the Freedom Camping Bylaw 2018 and providing an analysis of the points raised for Council’s consideration.

Council noted the verbal submissions heard earlier in the meeting.

The General Manager – Strategy and Environment and Manager – Strategy and Policy expanded verbally on the business paper and answered Members’ questions

Resolution

- 1 The business paper on Review of Submissions to the Freedom Camping Bylaw be received.
- 2 Council adopts the Waitomo District Council Freedom Camping Bylaw 2022 as presented, subject to the removal of all freedom camping in the Kiritehere area.
- 3 A business paper be prepared for Council giving consideration to the following matters raised by the Submitters: signage, public toilets, waste management, fencing, erosion and carparking.
- 4 Council acknowledges and thanks all those who have made submissions and to those attending the Hearing and deliberations today.

Robertson/Brodie Carried

The meeting adjourned for lunch at 12.38pm and reconvened at 1.13pm

20. 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
Piopio Village Green – Subdivision	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
Te Kuiti West – Catchment Improvements	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
Chief Executive – Six Month Performance Review	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

- 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
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Infrastructure Services	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/Goddard Carried

21. 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 Piopio Village Green – Subdivision

The business paper and resolution be made public following the meeting.

2 Te Kuiti West – Catchment Improvements

This item not be made public for the reason set out in Item 20 above.

3 Chief Executive – Six Month Performance Review

This item not be made public for the reason set out in Item 20 above.

There being no further business the meeting closed at 3.00pm.

Dated this day of 2022.

JOHN ROBERTSON
MAYOR

Confidential

Confidential

Document No: A631195

Report To: Council



Meeting Date: 6 October 2022

Subject: Mokau Toilet Associated Works and Ailsa Street Extension

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval for funding of the Mokau Toilet associated works and Ailsa Street Extension.

Background: Mokau Toilet associated works

- 2.1 Mokau village is an important stop-over for road users travelling north and south through the King Country. Public rest room facilities are under high demand especially during the summer period.
- 2.2 The lack of a good toilet facility and suitable truck parking can, in part, determine whether road users stop at Mokau to use facilities and contribute to local businesses or not.
- 2.3 The new toilet facility has been designed and is planned to be built towards the end of this year. The associated works will ensure that road users have better and safer access to the new facilities.

Commentary: Mokau Toilet associated works

- 3.1 Providing a good toilet facility and truck parking would allow road users to use Mokau as a fatigue stop destination which in turn contributes to the overall road safety along the State Highway.
- 3.2 The recent footpath works completed in Mokau has some issues. The main one being the footpath let down in front of the River Run Café where some people have lost their footing due to the undesirable slope of the footpath in front of the stairs. This is proposed to be fixed as part of these works.
- 3.3 The section of footpath between the café and the existing toilet block is old, damaged and of different width than the new footpath. This section is proposed to be upgraded to match the new footpath section.
- 3.4 The car parking spaces that accesses the café and the toilet blocks is proposed to be remarked and installed with 'parking stops' that will avoid vehicles parking too far onto the footpath.
- 3.5 The pedestrian refuge constructed near the existing toilet block exceeds the maximum walking distance and poses a safety risk to pedestrians using it. This is proposed to be fixed by installing buildouts to reduce the walking distance across the State Highway. Directional and warning tactile pavers will also be installed to provide safer and more accessible use especially for those who are vision impaired.

- 3.6 There are two truck parks proposed for the northbound traffic and three truck parks proposed for the southbound traffic. These will be placed north of the new toilet block. Placing the truck parks away from the other car parks will help avoid interaction with pedestrians using the toilet facilities.

3.7 PROJECT COST AND FUNDING

- 3.8 The cost of the proposed works is estimated to be \$400,000.

- 3.9 There are two options available to fund the expenditure associated with the renewal of footpaths, construction of additional truck parking and improving the safety.

1. **Option 1** - Fund the expenditure by loan, as it is of a capital nature. This is consistent with current practice when constructing new assets and for some renewals owned by Waitomo District Council (WDC).

The majority of the new assets constructed in this project will be transferred to Waka Koahi (New Zealand Transport Agency) as the Truck Parking will form part of State Highway 3, in essence an operational cost to WDC.

2. **Option 2** - Fund the expenditure from the Unsubsidised Roads Operational Reserve. Funding a project that is of a capital nature from an operational reserve is not the usual practice. The Unsubsidised Roads Operational Reserve is the accumulation of surpluses and deficits from the Unsubsidised Roads Operations over a number of years.

- 3.10 Option 2 is the preferred option. This project is in essence an operational project, and therefore funding the project from an operational reserve is appropriate.

Background: Ailsa Street Extension

- 4.1 The Ailsa Street extension is not a legal road owned or maintained by WDC. It is an accessway constructed across private property between 25 Ailsa Street and 39 Ailsa Street.
- 4.2 There is an existing stormwater issue on Ailsa Street which originates from the road corridor and scours out part of Ailsa Street extension.

Commentary: Ailsa Street Extension

- 5.1 The stormwater issue is proposed to be remedied to avoid scouring in future and as part of these works, Ailsa Street extension will be resealed.
- 5.2 Any future maintenance required on Ailsa Street extension will be the responsibility of the owners and occupiers of the relevant properties to address amongst themselves. Owners and occupiers will be provided with a letter confirming this to ensure there is no misunderstanding or false expectation that WDC will undertake any future works on this section.

5.3 PROJECT COST AND FUNDING

- 5.4 The cost of the proposed works is estimated to be approximately \$70,000.

- 5.5 There are two funding options available

1. Option 1 - Fund the expenditure from this years Unsubsidised Roads budget and defer a part of the programmed maintenance program.
2. Option 2 - Fund the expenditure from the Unsubsidised Roads Operational Reserve.

- 5.6 Option 2 is the preferred option. Funding additional operational expenditure from an operational reserve is appropriate.

Recommendation

- 6.1 It is recommended that Council approve:
- (a) Proceeding with the specified projects.
 - (b) Funding of \$400,000 required for the Mokau Toilet Associated Works.
 - (c) Funding of \$70,000 required for the Ailsa Street Extension.
 - (d) That both the specified projects be funded from the Unsubsidised Roads Operational Reserve.

Suggested Resolutions

- 1 The business paper on Mokau Toilet Associated Works and Alisa Street Extension be received.
- 2 Council approve:
 - (a) Proceeding with the specified projects.
 - (b) Funding of \$400,000 required for the Mokau Toilet Associated Works.
 - (c) Funding of \$70,000 required for the Ailsa Street Extension.
 - (d) That both the specified projects be funded from the Unsubsidised Roads Operational Reserve.



SHYAMAL RAM
GROUP MANAGER – INFRASTRUCTURE SERVICES

6 October 2022

Document No: A632939

Report To: Council



Meeting Date: 6 October 2022

Subject: **Te Kuiti Water Supply Resilience Improvements**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this Business Paper is to inform Council of the resilience issues relating to the Te Kuiti water supply and seek approval to implement options that will improve the resilience.
- 1.2 This matter was presented to the Audit, Risk and Finance Committee Workshop, workshop reader: Te Kuiti Water Scheme – Resilience Improvement on 16 August 2022 (A623528) and follows the Council Business Paper: 3 Waters Reform - 'Better-off' Funding and Resilience Planning presented at the 26 April 2022 (A610472) meeting.

Background

- 2.1 During the 2022 summer period, when water demand was at its highest, a burst on a major pipeline caused the reservoirs to drain rapidly. This resulted in a critical water level being reached in Te Kuiti.
- 2.2 The Water Treatment Plant (WTP) managed to slowly restore levels over a period of days, however, this event highlighted the risk that the community faces with current water storage.
- 2.3 In 2007, WDC engaged a consultant to model the Te Kuiti water network. The subsequent report identified both network and operational shortcomings.
- 2.4 From this report/model, locations for additional reservoirs in Te Kuiti were identified. The estimated cost for developing these reservoirs was prohibitive at the time, and therefore were not pursued.
- 2.5 The priority, at that time, moved from providing additional storage to upgrading all the water and wastewater treatment plants. These upgrades were completed by 2018.
- 2.6 During the heavy rain in 2017, a major slip deposited large amounts of mud and other debris into the Mangaokewa River. This event, as well as potential contamination from spillages, shows how vulnerable the water supply in Te Kuiti is to weather and accident-related events.
- 2.7 In early 2018, high concentrations of iron and manganese were recorded in the water supply which forced the shutdown of the WTP. This created a period of low water production, identifying a potential resilience risk.
- 2.8 In addition, power failures also cause a loss in production and low water volume in the reservoirs risks the Te Kuiti scheme running out of water.

Commentary

3.1 CURRENT SITUATION

- 3.2 The current water abstraction consent from the Mangaokewa River is 4,800 m³ per day, reducing to 4,200 m³ per day during certain drought conditions. This volume was reduced

from 6,100 m³ per day when the resource consent was renewed in 2015 for a 25 year duration.

3.3 The WTP was designed to treat 6,300 m³ per day at peak demand for short periods of time.

3.4 The total current storage volumes in each scheme are shown in the table below:

Reservoir	Total Volume (m³)
WTP	936 approx.
Total	936 approx.
Hospital	1,253
Mangarino	1,063
Hetet	1,132
Blackmans	71
Total	3,519

Table One: Total storage volumes in each reservoir scheme 2022

3.5 A 936 m³ reservoir sited at the WTP acts as both the disinfection contact time reservoir and the storage reservoir for pumping the water into the Hospital Zone reticulation.

3.6 The reticulation is configured to supply the demand first, with excess treated water filling the Hospital Reservoir for later storage in a “push-pull” regime. This results in some reservoirs taking several days to fill during high demand periods or after a major pipe burst and leaves the scheme in a vulnerable situation.

3.7 The Hospital Zone also provides the demand for the Hetet Reservoir through the Tonga Street Pump Station, Blackmans Reservoir through the Awakino Pump Station, and the Mangarino Reservoir through the Rata Street Pump Station.

3.8 The Industrial Zone is interconnected with the central Hospital Zone and supplies approximately 25% of the total daily demand into this area via gravity.

3.9 There are essentially three distinct issues affecting the resilience of the Te Kuiti water scheme:

1. the lack of adequate storage for treated water.
2. an ineffective method of filling the reservoirs.
3. pressure fluctuations in the central Hospital Zone due to the pumping regimes and the large demand from the Industrial Zone.

3.10 A solution is required to address these issues to achieve the greatest benefit for Te Kuiti.

3.11 The whole of network operation needs to be considered to solve the issues, as making changes at one site could detrimentally affect conditions at the other end.

4.1 **INDEPENDENT REVIEW**

4.2 Jeff Booth Consulting Limited (Consultant) investigated the Te Kuiti water scheme operation and reservoir volumes.

- 4.3 The typical summer demand at the present time is in the region of 4,200 m³ per day. The available service reservoir storage is approximately 80% of the summer demand. In addition, following a survey of all the existing reservoirs and from anecdotal evidence, major works are required at all reservoirs.
- 4.4 Industry good practice identifies that water supplies should have a minimum of one day storage at peak demand or 1.5 days storage at average demand.
- 4.5 Peak demand per day is in the region of 4,500 m³ which equates to a storage of 4,500 m³. The average demand is in the region of 3,200 m³ which equates to a storage of 4,800 m³.
- 4.6 Best practice also dictates that there should be a dedicated rising main and a separate reservoir outlet pipe to avoid pressure spikes, as these are damaging to the pipework. By providing separate rising and gravity mains means that the "push-pull" by pumping through the supply is eliminated. It also assists with providing fresh disinfected water into the top of the reservoir and drawing from the bottom and this eliminates water stagnating.
- 4.7 Following a review of the Consultant's report and with institutional knowledge, WDC favour the following proposed approach to resolve the identified issues:
- 1) the construction of a 1,500 to 2,500 m³ new reservoir at the Hetet Reservoir.
 - 2) the construction of a new rising main along the best route from the WTP to the new Hetet Reservoir. The best route for a rising main needs to be determined that will limit conflict with other utilities such as gas, electricity, sewer, stormwater, and other water mains.
 - 3) the construction of a gravity main through farmland, along an existing easement, to the existing Hospital Reservoir with a bypass pipe, controlled by a pressure reducing valve, to supply the Hospital Zone while maintenance is performed on the existing reservoir or additional supply into the zone is required.
 - 4) The installation of a new high lift pumps at the water treatment plant to exclusively supply the proposed Hetet Reservoir and necessary valves around the network.
 - 5) Completing ancillary work on the existing Blackmans, Mangarino, Hetet and Hospital Reservoirs as identified from a 2015 report commissioned on their condition. The work identified in all the reservoirs is, but not limited to cleaning of the sludge buildup from many years' service; repair of the rusted and non-functioning overflow pipes; repairs to the corroded internal access ladders, concrete crack repairs and sealing of the tanks, repairs to the corroded steel trusses and roof sheets and earthquake assessment and strengthening of each reservoir.
- 4.8 Each of the reservoirs needs to be empty to be able to do this work, meaning a deficiency in available drinking water for that zone.

5.1 **ESTIMATED COSTS**

- 5.2 The estimated cost of the Proposed Works identified above are high level estimates only derived from industry rates currently known to WDC.
- 5.3 Many factors can influence the total cost of the Proposed Works, that include, but are not limited to:
- Economically driven cost fluctuations.
 - Tenderers risk appetite and premium on that risk.
 - Geotechnical conditions that are currently unknown.
 - Unknown asset condition, especially with the existing reservoirs.
 - Landowner consultations.

- 5.4 Every effort has been made to accurately forecast the costs and required budget for the Proposed Works, as follows:

Project Management	
Design and seismic assessment	\$590,000
Technical supervision and PM	\$590,000
Subtotal A	<u>\$1,180,000</u>
Physical Works	
Rising Main	\$920,000
New Reservoir	\$2,000,000
Gravity main	\$280,000
Network adjustment	\$1,000,000
Existing Reservoir strengthening and cleaning	\$1,700,000
Subtotal B	<u>\$5,900,000</u>
Subtotal A + B	<u>\$7,080,000</u>
Contingency Sum	\$1,770,000
Total	<u>\$8,850,000</u>

- 5.5 The above cost estimates are excluding GST and any future cost fluctuations.

6.1 **DESIGN AND BUILD**

- 6.2 To expedite the project, it is recommended to manage this project as a "Design and Build" type project.

- 6.3 Design and Build places more of the risk on the overall successful contractor and has the following benefits:

- 1) The project timeframe is shortened considerably, as the decision-making process is shortened with the final decision coming from Council.
- 2) The communication lines are considerably shortened which saves time, as the decision-making process is more direct between the designers and the constructors.
- 3) There is a much higher certainty of the costs, as the risks for unknowns, such as material costs and construction costs, are placed with the successful contractor.
- 4) Improved design certainties, as the successful contractor designing the assets, work closely with the constructors of the assets, and the technical and practical aspects of the project are considered more prominently.
- 5) There is also less input from the Council required so more focus can be placed on managing the project as a whole.

- 6.4 Disadvantages of the Design and Build type projects are:

- 1) It is usually more costly, as the Council accepts less risk.
- 2) There is more emphasis required in choosing the correct designer/contractor combination to achieve the desired outcomes and trust in that combination is important.
- 3) Design and Build projects require a much higher scope definition with clearly defined outcomes and no to little interference during construction, as any changes can be detrimental to the project.

7.1 THREE WATERS REFORM IMPLICATIONS

- 7.2 If the three waters reform goes ahead, the three waters activities will be taken over by the new water entities from 1 July 2024.
- 7.3 Once the current Water Services Entities Bill (Bill) is passed by the New Zealand Parliament, any major decisions made on three waters activities will require approval from the Department of Internal Affairs (DIA) and/or the National Transition Unit (NTU).
- 7.4 The Bill is expected to be passed towards the end of 2022 or the beginning of 2023. Until the Bill is passed, WDC has full control over the assets and any decisions made in relation to three waters activities. Any three waters debt existing as at 1 July 2024 will be taken over by the new water entities.
- 7.5 DIA and NTU have started preparation work on the Transitional Asset Management Plans (TAMPs). The TAMPs will be split into three different levels as follows
- (Level 1 Base) – Funded 2021 programmes with adjustments.
 - (Level 2 Base +) - Base programme + new known high priority projects. The raw water storage dam will be in this category.
 - (Level 3 + unconstrained) – Base + programme with unfunded projects from 2021 and any other lower priority projects. The Te Kuiti Water Supply - Resilience Improvement Project will fall in this category. The project may not be undertaken for several years.

Analysis of Options

8.1 OPTIONS

- 8.2 There are two options available to address the issues.
- 8.3 **Option 1 – Do Nothing**
- 8.4 The Te Kuiti community will be no worse off than what it currently is.
- 8.5 The risk of potentially running out of potable water in some zones still exists due to bursts mains or lengthy maintenance on critical equipment i.e. pumps.
- 8.6 The risk of contaminated source water is ever present and when contaminated water is present it necessitates shutting down the WTP for a period of time, as and when required.
- 8.7 No internal maintenance will be able to be completed on the reservoirs, such as cleaning and repairing inlets / outlets, and there is a layer of sediment inside that gets swirled up when the reservoir levels are low that causes dirty water to be distributed throughout the reticulation.
- 8.8 The higher demand during summer increases the water availability risk and this issue will still be present if this option is chosen.
- 8.9 If Council does not proceed at this time, any improvements will be prioritised by the new water entity. This project will then have to compete with other projects in the region under the influence of the entity. Progress may be beyond the current 10-year LTP period that Council has approved.
- 8.10 **Option 2 – Improve the Resilience of Te Kuiti’s Water Supply**
- 8.11 Option 2 is as identified in paragraph 4.7 above. By proceeding with this option, Council can improve the resilience of the Te Kuiti water supply and can be confident that the issues will be resolved appropriately.

- 8.12 The additional storage created at Hetet Reservoir will assist water supplies during the peak period should the WTP not be able to produce water for a reasonable period of time.
- 8.13 The reservoirs will be effectively maintained and cleaned providing better quality drinking water to the Te Kuiti community.
- 8.14 The reservoirs can be strengthened against earthquakes reducing the risk of having reservoirs out of action following an earthquake.
- 8.15 Existing pipes will be subjected to lower stresses by reducing the pressure changes during the pumping periods, as the reticulation will be under stable pressure conditions.
- 8.16 The Level of Service will improve in the Industrial Zone, as less pressure fluctuations will provide better flow to the significant users.
- 8.17 A reduction in water use will become evident, as the reticulation is not subjected to higher pressures during the pumping phases within the reticulation and will therefore reduce the risk of running out of potable water.

Considerations

9.1 **Risk**

- 9.2 There is a potential risk that properties in Te Kuiti could run out of drinking water in the future that could detrimentally affect the community.
- 9.3 By delaying the project, maintenance work on the reservoirs is further delayed that could cause LoS issues through taste, odour and discolouration in the drinking water.
- 9.4 A sudden failure of any of the high level reservoir will leave Te Kuiti residents vulnerable and potentially without drinking water that can further cause health issues.

9.5 **Consistency with Existing Plans and Policies**

- 9.6 The current LTP provides for improvements in the storage of water for Te Kuiti. This project can be brought forward to the current LTP period.

9.7 **Significance and Community Views**

- 9.8 There is no specific evidence of the view of the community on this particular item, however, there is an expectation that the Council would endeavor to mitigate any additional costs where possible.

Recommendation

- 10.1 It is recommended that:

- (a) Council approves the decision to proceed with the water resilience project to improve the resilience of the Te Kuiti water supply.
- (b) Council agree to proceed with Option 2 and complete the following proposed works:
 - (i) the construction of a 1,500 to 2,500 m³ new reservoir at the Hetet Reservoir;
 - (ii) the construction of a new rising main along the best route from the WTP to the new Hetet Reservoir;
 - (iii) the construction of a gravity main through farmland, along an existing easement, to the existing Hospital Reservoir with a bypass pipe, controlled by a pressure reducing valve, to supply the Hospital Zone while maintenance

is performed on the existing reservoir or additional supply into the zone is required;

- (iv) the installation of a new high lift pumps at the water treatment plant to exclusively supply the proposed Hetet Reservoir and necessary valves around the network; and
 - (v) completing ancillary work on the existing Blackmans, Mangarino, Hetet and Hospital Reservoirs including but not limited to cleaning of the sludge buildup from many years' service; repair of the rusted and non-functioning overflow pipes; repairs to the corroded internal access ladders, concrete crack repairs and sealing of the tanks, repairs to the corroded steel trusses and roof sheets and earthquake assessment and strengthening of each reservoir.
- (c) Council approves to fund the project from loan funding for up to a total of \$8,850,000 + GST.

Suggested Resolutions

- 1 The business paper on **Te Kuiti Water Supply Resilience Improvements** be received.
- 2 Council approves the decision to proceed with the water resilience project to improve the resilience of the Te Kuiti water supply.
- 3 Council agree to proceed with Option 2 and completed the following proposed works:
 - (a) the construction of a 1,500 to 2,500 m³ new reservoir at the Hetet Reservoir;
 - (b) the construction of a new rising main along the best route from the WTP to the new Hetet Reservoir;
 - (c) the construction of a gravity main through farmland, along an existing easement, to the existing Hospital Reservoir with a bypass pipe, controlled by a pressure reducing valve, to supply the Hospital Zone while maintenance is performed on the existing reservoir or additional supply into the zone is required;
 - (d) the installation of a new high lift pumps at the water treatment plant to exclusively supply the proposed Hetet Reservoir and necessary valves around the network; and
 - (e) completing ancillary work on the existing Blackmans, Mangarino, Hetet and Hospital Reservoirs including but not limited to cleaning of the sludge buildup from many years' service; repair of the rusted and non-functioning overflow pipes; repairs to the corroded internal access ladders, concrete crack repairs and sealing of the tanks, repairs to the corroded steel trusses and roof sheets and earthquake assessment and strengthening of each reservoir.
- 4 Council approves to fund the project from loan funding for up to a total of \$8,850,000 + GST.

SHYAMAL RAM
GROUP MANAGER – INFRASTRUCTURE SERVICES

Document No: A631853

Report To: Council



Meeting Date: 6 October 2022
Subject: **Te Kuiti Aerodrome – Electrical Works**
Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval from Council to realign the aboveground electrical power supply at the Te Kuiti Aerodrome.

Background

- 2.1 The Te Kuiti Aerodrome is supplied by overhead electrical cables that follow an alignment directly over existing aircraft hangars.
- 2.2 Up until recently these power cables did not pose a safety threat to any assets at the aerodrome, as the existing hangars were constructed well away from them.
- 2.3 Additional hangar allotments were marked out for lease and new hangars were constructed to accommodate growth in the facility.
- 2.4 Interest has grown and applications for more hangar construction, than are marked out in the private aircraft hangar space, have been received.
- 2.5 The Lines Company, who are responsible for the power supply and are considered an affected party, have indicated they will not agree to the construction of any new hangars until the overhead cables have been moved. The Lines Company advise there is a health and safety risk due to the proximity of the cable to the most recently constructed hangar's roof.
- 2.6 There are no other private aircraft hangar allotments, currently assigned, that could be offered to Lessees.
- 2.7 The commercial aircraft hangars are not affected by the overhead power lines.

Commentary

3.1 **CURRENT SITUATION**

- 3.2 There are currently two applications waiting on construction approval for new hangars.
- 3.3 The Lines Company will not agree to the construction of any new hangars until the overhead cables are realigned.
- 3.4 Both proposed hangar sites have already been leased out and the Lessees are currently paying rent on the allotments.
- 3.5 No new hangars can be approved or considered in the marked-out development area because of the existing power cable.
- 3.6 By realigning the overhead power cables, additional space for fertilizer loading trucks is created well outside the influence of any electrical cables.
- 3.7 Price proposals have been requested from:

1. The Lines Company for the realignment of the existing power cable.
2. Action Electrical for the connecting of the existing users to the newly installed power supply, complete with pillar boxes.
3. McIndoe Group to drill new ducts under the recently upgraded accessway for the new consumer power cables.
4. ECL Group for the relocation of the fuel tank power supply, control and monitoring equipment and fuel vent pipe.

3.8 Cost estimates are set out as below:

Supplier	Scope	Estimate (all prices are excluding GST)
The Lines Company	Realign new overhead power cables and energise.	\$60,868.94
Action Electrical	Connect power from The Lines Company terminal into new pillar boxes and supply same, connect Aero Club building.	\$35,950.00
McIndoe Group	Drill ducting under the recently upgraded accessway for new pillar boxes, Aero Club building power supply and fuel tank power cables.	\$17,370.00
ECL Group	Relocate existing fuel tank power boxes, controls, communication and monitoring equipment and fuel vent pipe	\$46,500
	Contingency	\$25,000
	Total	\$185,688.94

- 3.9 A total of \$186,000 is required for this project that has not been budgeted for, as the need for the realignment of the power cables was not foreseen as the Lines Company did not raise the issue during the consenting process for the most recently constructed hangar. The estimate is excluding GST.
- 3.10 A strategic assessment of the future of the aerodrome is underway currently. This will outline the future opportunities for the development of the aerodrome. Irrespective of the outcome of that analysis this power line realignment will be required to cope with current demand for leases.

4.1 OPTIONS

4.2 There are two options to address the issues.

4.3 Option 1 – Do Nothing

4.4 The Te Kuiti Aerodrome will not be able to expand in its current layout.

4.4 Any future growth will be dependent on the realignment of the existing overhead power cables.

4.6 New allotments will have to be allocated to the affected Lessees and there are currently no spare allotments.

4.7 Council will not have to fund the realignment of the cables now.

4.8 Option 2 – Realign the Overhead Power Supply

4.9 By proceeding with this project, Council can modernize the Te Kuiti Aerodrome power supply.

4.10 The Lessees can build their proposed hangars.

4.11 More hangar allotments can be leased out.

- 4.12 Potential users of the aerodrome may be spurred on to invest in further hangar allotments.
- 4.13 The new alignment, with new cables and power boxes, will be better protected against flooding in the future, making provision for climate change.

Analysis of Options

- 5.1 By not proceeding with the realignment, the construction of the hangars will be halted and there may be potential reputational harm to Council for renegeing on agreements.
- 5.2 Approving this project shows Council's willingness to invest in community facilities.

Considerations

- 6.1 **Risk**
- 6.2 There is a risk that growth in the Te Kuiti Aerodrome is suspended.
- 6.3 There is a risk that, due to climate change and the frequency of heavy rain events, flooding will disrupt the resilience of the existing power supply.
- 6.4 **Consistency with Existing Plans and Policies**
- 6.5 There is no provision in the current Long-Term Plan for the realignment of power cables to facilitate the construction of aircraft hangars.
- 6.6 **Significance and Community Views**
- 6.7 There is no specific evidence of community held views on this particular issue, however, there is an expectation that the Council would endeavor to mitigate any additional costs where possible.

Recommendation

- 7.1 It is recommended that:
1. Council approves the decision to proceed with the project to realign the power supply cables for the Te Kuiti Aerodrome – Electrical Works
 2. Council approves to fund the project from loan funding.

Suggested Resolutions

- 1 The business paper on **Te Kuti Aerodrome – Electrical Works** be received.
- 2 Council approves the project to realign the power supply cables at the Te Kuiti Aerodrome – Electrical Works.
- 3 Council approves the estimate of \$186,000 (excluding GST) for this project. This will be funded by loan.



SHYAMAL RAM
GROUP MANAGER – INFRASTRUCTURE SERVICES

Document No: A6634285

Report To: Council



Meeting Date: 6 October 2022

Subject: **Kiritehere Cemetery Reserve Operational Matters**

Type: Information only

Purpose

- 1.1 The purpose of this business paper is to provide an update to Council on the operation matters considered to address signage, public toilets, waste management, fencing, erosion and carparking at the Kiritehere Cemetery Reserve.

Background

- 2.1 Council received 39 submissions on its Freedom Camping Bylaw, all of which related to freedom camping at the Kiritehere Cemetery. The issues raised in the submissions related to a number of operational matters at the Kiritehere Cemetery, such as, signage, public toilets, waste management, fencing, erosion and carparking.
- 2.2 After deliberating on the submission, one of the Council resolutions at the 30 August 2022 was for:
- A business paper be prepared for Council giving consideration to the following matters raised by the Submitters: signage, public toilets, waste management, fencing, erosion and carparking.*
- 2.3 The operational matters have been considered and responded to by Council officers below.

Commentary

- 3.1 **SIGNAGE**
- 3.2 The freedom camping sign has now been removed and replaced with a sign that states freedom camping is prohibited.
- 3.3 **PUBLIC TOILETS**
- 3.4 We will contract cleaning services for the public toilet as follows:
- 1 x a week October to December
 - 3 x a week December to the end of February
 - 1 x a week March to May.
- 3.5 **WASTE MANAGEMENT**
- 3.6 We will contract waste collection services for the bin by the toilet facility as follows:
- 1 x a week October to December
 - 3 x a week December to the end of February
 - 1 x a week March to May.

3.7 **FENCING AND PARKING**

3.8 Currently, there are bollards that prevent vehicles from entering the cemetery and the beach. There is a small portion of road reserve, outlined in **Attachment 1** below that is currently utilised for parking. It is considered that this area should not be fenced off, as we need to ensure sufficient parking for the use of the cemetery, day fisherman, and it would be inefficient for lawn mowing. Therefore, no change to the fencing and parking arrangements is recommended by Council officers.

3.9 **EROSION**

3.10 Submitters advised that erosion is occurring on the bank on the western side of the cemetery reserve, and that they considered it was exacerbated due to people walking across the dunes. It is noted that there is currently a planting programme in place for which the Waikato Regional Council (WRC) has contributed funds towards for plants and fencing. In order to effectively restrict access to the dunes, Council would need to erect a 'deer fence' along the whole western ridge, as a post a wire fence would be insufficient to prevent access.

3.11 Council staff will work with the WRC to see if this can be funded through their existing work on dune restoration, and whether erecting a fence on this boundary is considered to be beneficial given the rate of erosion.


Suggested Resolution

The business paper on the Kiritehere Cemetery Reserve Operational Matters be received.



ALEX BELL
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

29 September 2022

Document No: A634448	
Report To:	Council
	Meeting Date: 6 October 2022
	Subject: Mayor's Report – October 2022

This is the last Council meeting of the Triennium, a time for reflection as to what has been achieved over the past three years and a time to thank all who have contributed.

We have made some significant changes in this term of Council.

1. Chris Ryan, Chief Executive for fifteen years, decided to stand down. Elected members undertook a recruitment process that saw the appointment of Ben Smit.
2. We took action to address affordability of rates. We have held rate increases to an average of just under 1.3% per year for the past three years, perhaps the lowest in the country.
3. We have made changes to some of Council's financial policies. The two most significant of these were to:
 - Cease rating for depreciation on the subsidised portion of expenditure on roads, thus correcting a policy that saw our Council over-rating for years.
 - Cease budgeting for dividends from our subsidiary company, Inframax Construction Ltd.
4. We changed and completely reset the business case for the King Country Indoor Sports and Recreation Centre, after this project lost the support of the Ministry of Education. This is the largest project ever undertaken by Council and involved:
 - Partnering with the Ministry of Education and Te Kuiti High School to take over the project from a community trust.
 - Reviewing the design to reduce costs, and finding further funding to support capital works and operations of the Centre.
 - Executing a fixed price construction contract that will deliver this Centre by year-end.
5. We have begun to recognise mana whenua connections and history through the naming and cultural embellishment of major infrastructure projects within our district, including Te Ara Tika and the pending King Country Indoor Sports and Recreation Centre.
6. We have worked to achieve a more open and transparent Council. This has included livestreaming our public meetings and changing the approach to the way we consider and report on public excluded matters.

This term has not been without its challenges. The most significant of these was negotiating our way through COVID – the lockdowns and the uncertainties. In addition to this we are dealing with changes that go to the heart and purpose of local government. Its very future is at risk, as central government seeks a more regionalised and centralised approach to the ownership of public assets and the provision of public services in communities throughout New Zealand.

Thank you to Council staff for your support over the past three years. It has been a difficult three years to conduct operations. We recognise the pressures that you have faced from COVID and from the changing landscape. Thank you for your devotion to your work.

And finally, I thank Councillors for your service to the community.



JOHN ROBERTSON, QSO
MAYOR

Document No: A634020

Report To: Council



Meeting Date: 6 October 2022

Subject: Documents Signed under Council's Common Seal

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of documents signed under the Common Seal of the Council.

Commentary

- 2.1 Council's Policy on Use of the Council Seal (Policy) provides that all documents authenticated or signed on behalf of the Council by way of affixing the Common Seal must be reported to the Council so that, if necessary, Council can ratify the sealing and pass appropriate resolutions to record the same.
- 2.2 Council's Policy also provides that any bylaws made by the Council must be authenticated or signed on behalf of the Council by way of affixing the Common Seal.
- 2.3 **Freedom Camping Bylaw**
- 2.4 Council its meeting of 30 August 2022, adopted the Freedom Camping Bylaw following the required public consultation process.
- 2.5 The adopted Freedom Camping Bylaw has now been authenticated with the Council's Common Seal.

Suggested Resolutions

The business paper on Documents Signed and Sealed under Council's Common Seal be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A

Report To: Council



Meeting Date: 6 October 2022

Subject: **Inframax Construction Limited – Governance Matters for 2022 Annual General Meeting**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council matters for consideration relating to the upcoming Inframax Construction Limited (ICL) 2022 Annual General Meeting (AGM).
- 1.2 The ICL AGM is yet to be scheduled.

Commentary

3.1 Number of Directors

- 3.2 With respect to the number of Directors, Clause 11.1 of the ICL Constitution provides:

"The minimum and maximum number of Directors may be determined from time to time by the Council, and unless so determined, the minimum number shall be four and the maximum number shall be six."

- 3.3 Council at its 26 October 2021 meeting resolved that the ICL Board of Directors (BoD) consist of two Directors (including the Chairperson) until the vacancy created by the resignation of Andrew Johnson was filled and no later than 1 April 2022, and then a minimum of three Directors (inclusive of the Chairperson).
- 3.4 Council at its meeting of 30 November 2021 was presented and agreed to a process and timeline to advertise, shortlist, interview and select preferred Director candidates for appointment to the Board.

3.5 Resignation of Chairperson – Craig Rowlandson

- 3.6 Mid 2021, Craig Rowlandson indicated that he would resign from the BoD and Chairperson roles following the ICL Annual General Meeting in October 2021, however following the resignation of Director Andrew Johnson just prior to the AGM, Craig undertook to stay on until the vacancies on the BoD were filled.

3.7 Current Board Membership

- 3.8 On 3 March 2022, the Mayor received formal notification from Craig Rowlandson of his resignation from the BoD and Chairperson positions effective from 31 March 2022.
- 3.9 Council at its meeting on 29 March 2022, resolved as follows:
 - 1 *The business paper on Inframax Construction Limited – Board Governance be received.*
 - 2 *Three new appointments be made to the Inframax Construction Limited Board of Directors to bring the number of Directors to four (including the Chairperson) in line with the Inframax Construction Limited Constitution.*
 - 3 *Council appoint Earl Rattray as Chairperson of the Inframax Construction Limited Board of Directors effective 1 April 2022.*

- 4 Council appoint Janie Elrick to the Inframax Construction Limited Board of Directors effective 1 April 2022.
- 5 Council appoint Hugh Goddard to the Inframax Construction Limited Board of Directors effective 1 April 2022.
- 6 Council appoint Chris Ryan to the Inframax Construction Limited Board of Directors effective 1 April 2022.
- 7 Council record its appreciation to Craig Rowlandson for his governance contribution to Inframax Construction Limited, firstly as a Director for the period 3 May 2011 to 18 December 2014 and then as Chairperson for the period 19 December 2014 to 31 March 2022.

3.10 As of 1 April 2022, the ICL BoD is made up as follows:

Director Earl Rattray *Appointed as a Director effective 3 May 2011.
Re-appointed as a Director after each retirement by rotation since.
Appointment as BoD Chair effective 1 April 2022.*

Director Janie Elrick *Appointed as a Director effective 1 April 2022*

Director Hugh Goddard *Appointed as a Director effective 1 April 2022*

Director Chris Ryan *Appointed as a Director effective 1 April 2022*

3.11 Retirement by Rotation

3.12 Section 11.6 of the ICL Constitution refers to the Rotation of Directors as follows:

11.6.1 **One Third Retire:** *At the annual meeting in every year, one third of the Directors (with a minimum of two) or if the number is not a multiple of three then the number nearest to one third, shall retire from office.*

3.13 Section 11.6 of the ICL Constitution also provides:

11.6.2 **Longest Serving Retire:** *The Directors to retire shall be those who have been longest in office, but as between persons who became Directors on the same day, the directors to retire shall, unless otherwise agreed between them, be determine by lot.*

11.6.3 **Re-Election:** *A retiring Director shall be eligible for re-election.*

3.14 In accordance with Clause 11.6.1 of the ICL Constitution, with the current number of directors being four (including the Chair), one director must retire by rotation and on Clause 11.6.2, current BoD Chairperson Earl Rattray, as longest serving, is required to retire by rotation at this year's AGM. Earl has confirmed he is available for reappointment at this year's AGM to the BoD as Chairperson.

3.15 Appointment of Chairperson

3.16 Section 13.4 of the ICL Constitution reads:

13.4 **Chairperson:** *The chairperson shall be appointed from time to time by notice in writing from the Council to the Company; but if no such chairperson is appointed at any time, or if at any meeting the chairperson is not present within fifteen minutes after the time appointed for the meeting, the meeting shall be cancelled.*

3.17 As the current Chairperson (Earl Rattray) is retiring by rotation, Council must appoint a Chairperson.

3.18 Directors Remuneration

3.19 Sections 2.3 and 3.3 of Council's Policy on the Appointment of Directors to Council Controlled Organisations (June 2021) reads:

2.3 Remuneration

2.3.1 *Remuneration will be determined on a case by case basis taking in to account the size, form and purpose of the organisation, any previous level of fees paid by the shareholder and any other relevant requirements contained in the organisation's constitution.*

3.3 Remuneration

3.3.1 *The Council will set ICL directors' remuneration either by resolution at the Annual General Meeting or by way of resolution of Council. The resolution will state whether the remuneration is set as a fixed cap for Board Remuneration, to be allocated by the Board, or specifying the salaries to be paid to the directors and chairperson.*

3.3.2 *Remuneration for directors will be determined by an analysis of market rates for comparable positions at the time appointment(s) are being made and thereafter assessed every three years.*

3.20 Since 2011, as Council approved a Board of three Directors, with one Director retiring by rotation at each AGM (effectively at the end of a three-year term), and therefore no appointment being longer than three years, remuneration has been reviewed annually to align with the Policy's requirement of being assessed every three years following appointment(s).

3.21 The Directors remuneration has remained unchanged since 2015 and is currently at the following rates:

- 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

3.22 At the time of preparing this business paper, the BoD has not recommended any change to the current remuneration levels.

Recommendation

4.1 It is recommended that Council –

- 1 Review the number of Directors for ICL pursuant to Clause 11.1 of the ICL Constitution i.e. "unless so determined, the minimum number shall be four and the maximum number shall be six."
- 2 Re-appoint Earl Rattray to the BoD following retirement by rotation pursuant to the ICL Constitution.
- 3 Re-appoint Earl Rattray as Chairperson of the BoD pursuant to the ICL Constitution.
- 4 Set BoD remuneration rates by resolution specifying the remuneration to be paid to the Directors and Chairperson.

Suggested Resolutions

- 1 The business paper on Inframax Construction Limited – 2022 Annual General Meeting be received.
- 2 Pursuant to Clause 11.1 of the Inframax Construction Limited Constitution, Council confirm that the Inframax Construction Limited Board of Directors consist of ... Directors (inclusive of the Chairperson).

- 3 Pursuant to Clause 11.6.3 of the Inframax Construction Limited Constitution, Council re-appoint Earl Rattray to the Inframax Construction Limited Board of Directors following retirement by rotation.
- 4 Pursuant to Clause 13.4 of the Inframax Construction Limited Constitution, Council re-appoint Earl Rattray as Chairperson the Inframax Construction Limited Board of Directors following retirement by rotation.
- 5 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



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Attachment: ICL Constitution

Document No: A634236

Report To: Council



Meeting Date: 6 October 2022

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) project as at 28 September 2022.

Background

- 2.1 The contract for the design and build of the KCISRC was awarded to Apollo Projects Limited on 14 October 2021 and commenced on 15 October 2021.
- 2.2 The overall contract build phase has a duration of approximately 14 months with completion and code compliance due by 19 December 2022.
- 2.3 The total cost of the design/build phase is approximately \$8M. On top of that are additional fit-out costs, giving a total project cost of \$9.05M.
- 2.4 On completion, ownership of the new stadium will be shared between the Ministry of Education, Te Kuiti High School Board of Trustees, and Waitomo District Council in the ratios of 24.7%, 10.3%, and 65% respectively.
- 2.5 A "turning of the first sod" ceremony was held on 9 February 2022, following which site establishment and earthworks commenced.

Commentary

3.1 **PROJECT BUILD UPDATE**

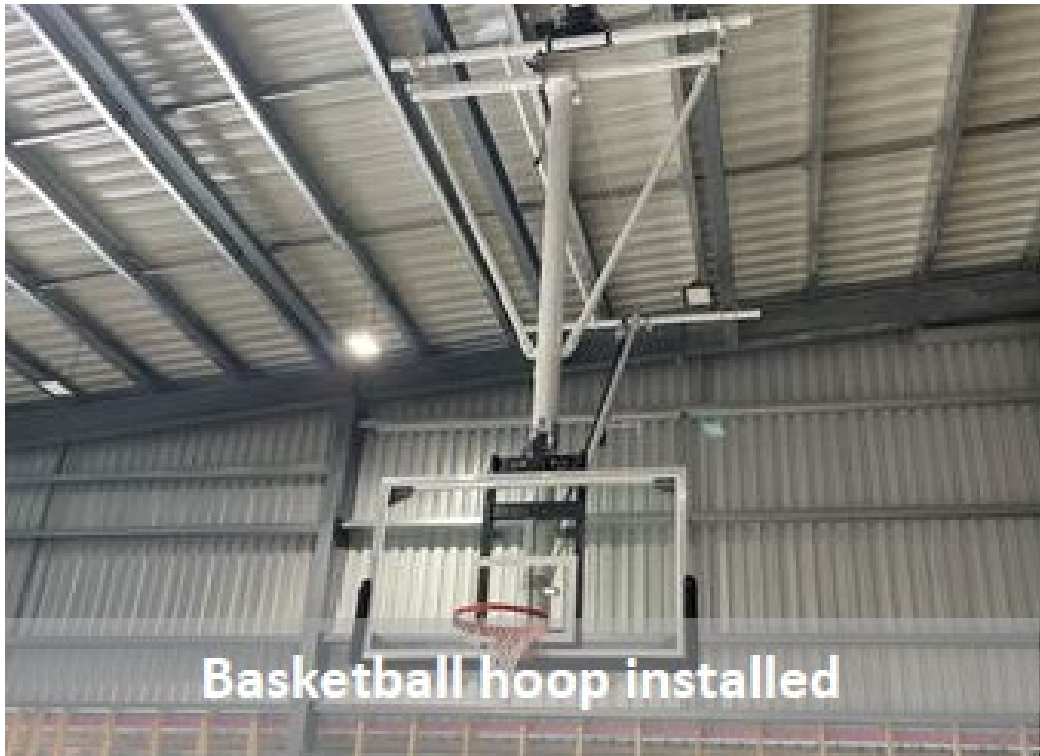
- 3.2 The build phase is tracking approximately 1 week behind the critical path programme due to delays in the supply date for some building materials, and the inclement weather particularly over the winter months. Heavy rain was again experienced on 19 September impacting on progress with the roof and wall cladding installation, and carpark civil works. The stadium is now fully enclosed with the exterior roof and wall cladding in place. Other, non-critical parts of the programme are lagging up to three weeks behind schedule but do not impact on the critical path. The contractor remains confident of making that time up with better progress on other construction items, now that the building has a weatherproof covering. Target completion date for the construction phase remains mid-November with code compliance expected by late December.



- 3.3 Internal framing for the amenities area has been completed and the interior wall separating the gymnasium area from the indoor playing courts (Gridline E wall) now lined.



- 3.4 Installation of sports equipment in the main gymnasium (indoor courts) is underway.



- 3.5 External windows and doors have been installed and glazed with internal wall linings well underway. The main entrance door has been installed.



- 3.6 The carpark construction is well advanced with placement and shaping of basecourse to finish levels underway along with associated surface drainage. The new entrance road is under construction.
- 3.7 Installation of the main gymnasium timber sports flooring is underway.
- 3.8 The new 1.8m high close-boarded boundary fence adjacent to the southern boundary of the stadium has been completed.

- 3.9 Installation of internal building services, namely heating and ventilation, electricity, security and plumbing is underway.
- 3.10 A plan for the cultural artwork has still to be costed. As reported previously, there will be a need for additional funding to implement the proposed artwork including signage for naming of the building. Discussions on possible opportunities for funding have taken place with the Board of Trustees.
- 3.11 Work on options for upgrading WDC's wastewater and stormwater networks to accommodate discharges from the stadium and surrounding sub-catchment is well advanced. Easement agreements protecting the associated infrastructure have been prepared awaiting approval by Ministry of Education. A sewer pumpstation has been added to the network.

3.12 RISK MANAGEMENT

- 3.13 The project Risk Register has been formatted to align with the project delivery programme and reviewed on a routine 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.

3.14 STADIUM MANAGEMENT CONTRACT

- 3.15 A request for tenders for the management of the stadium facility once construction has been completed was advertised on TenderLink on 1 July 2022. The management contract is for a period of five years with a right of renewal of two further discretionary terms of 5 years each. Tenders closed on 29 July 2022 with tender evaluation since completed. The Tender Evaluation Team comprised representation from Waitomo District Council, Te Kuiti High School Board of Trustees, Game On Charitable Trust and Sport Waikato.
- 3.16 WDC expect to complete the tender process in the coming weeks.

3.17 FUNDING AND FINANCIAL MANAGEMENT

- 3.18 All construction related funding has either been approved or novated to Council. Game on Charitable Trust has \$75,000 of general fund raising to complete the funding required for the fit out.
- 3.19 Total capital expenditure of \$6,503,841 has been expended to date.
- 3.20 Council has received to date \$3,516,787 of the budgeted \$7,062,432 external funding. The first installment of the Ministry of Education contribution is now payable, and the claim preparation is in progress.
- 3.21 Contracts let are tabled below:

Contract	Original Value	Variations	Total
Apollo	7,905,921		7,905,355
Less WW Pumping Station		-87,205	
Plus:			
- Basketball (adjustable junior backboard) and Futsal equipment		18,215	
- MoE design envelope recommendations (moisture barrier systems to walls and amenities roof)		14,950	
- Installation of Gallagher Security System		53,474	
Lines Company	87,748		87,748
Frequency NZ (Project management)	146,860		146,860
TOTAL			\$8,139,963

3.22 COMMUNICATIONS PLAN

3.23 The Joint Communications Plan has been finalised and a dedicated WDC web page developed. The web page is being updated throughout the Stadium build phase, keeping the community informed of progress. Funding partners are also kept up to date by way of a monthly newsletter and links to drone footage when available.

3.24 PROJECT CONTROL GROUP (PCG)

3.24 In accordance with the Development Agreement, a PCG has been formed comprising representatives of the Te Kuiti High School Principal, Ministry of Education, the Contractor, the Engineer (Frequency NZ) and WDC. Organising, reporting to, and chairing the PCG is the responsibility of the Project Manager. The purpose of the PCG is to monitor progress against project timetable and budget and to address matters of mutual interest.

3.25 The PCG meets on a monthly basis, with Council's representatives on the PCG being the Mayor, and the Client Representative.

Suggested Resolution

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



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES



GREG BOYLE
SPECIAL PROJECTS COORDINATOR

26 September 2022

Document No: A634104

Report To: Council



Meeting Date: 6 October 2022

Subject: **Waitomo District Council Grant Allocations 2021/2022**

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 2021/2022 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 and Partnerships Fund Policy.

- 2.2 Set out below is a description of each of the grant categories that form Council's Community and Partnerships Fund Policy.

2.3 SINGLE-YEAR COMMUNITY ASSISTANCE GRANT

- 2.4 The Single-Year Community Assistance Grant focuses on providing assistance for not-for-profit community organisations that support community led projects. These projects are aligned with Council plans and strategies and contribute and support the social, cultural, economic, and environmental well-being of the Waitomo District.

- 2.5 Priority for funding is given to community organisations that are delivering projects in collaboration with other organisations.

- 2.6 The Single-Year Community Assistance Grant is for one-off projects or initiatives that will be completed within a 12-month period from receiving the grant.

2.7 MULTI-YEAR COMMUNITY PARTNERSHIP GRANT

- 2.8 The Multi-Year Community Partnership Grant supports not-for-profit organisations whose work is aligned with Council plans and strategies and contribute to the social, cultural, economic and community well-being of the Waitomo District.

- 2.9 The Multi-Year Community Partnership Grant supports community organisations that offer services or facilities that make a significant contribution and improved well-being in the Waitomo District.

- 2.10 The Multi-Year Community Partnership Grant is for a three-year period.

2.11 COMMUNITY EVENTS FUNDS

- 2.12 The Community Events Fund supports community events that create opportunities to build and celebrate community pride and for the community to connect and celebrate.

- 2.13 Priority for the fund is given to community organisations that wish to partner with WDC for the delivery of district events, such as the Waitomo District Christmas Parade and the Great NZ Muster.

2.14 Consideration will also be given to community-led events or cultural celebrations open to the wider community participation.

2.15 COMMUNITY HALLS GRANT

2.16 The Community Halls Grant provide funding to assist with the maintenance of Community Halls throughout the District.

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

2.18 There are two special grants administered by WDC 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.

2.19 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 for the 2021/2022 financial year under each of the grant categories, including:

- Single-Year Community Assistance Grant
- Multi-Year Community Partnership Grant
- Community Events 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 2021/2022 be received.



SARAH MCELROY
MANAGER – COMMUNITY DEVELOPMENT

28 September 2022

Attachment: Summary of Grants 2021/2022

Summary of Grants 2021/2022

Single-Year Community Assistance Grants

Name of Applicant	Project Description	Amount Granted
Te Kuiti and District Memorial RSA	Inscribe the names of the fallen of Aria District from World War 1 and 2 on the Piopio cenotaph	\$2,000.00
Hamilton Tomo Group	Upgrade and improve facilities at the Hamilton Tomo Group Hut	\$10,000.00
Te Kuiti Amateur Swimming Club Incorporated	Lane hire for the 2021/2022 swimming season	\$5,000.00
Te Waitere Boating Club Incorporated	Restoration of a 150 year old original whaleboat	\$10,000.00

Community Assistance Grants - Hall Hire

Friends of the Timber Trail Incorporated	Committee Meetings	\$104.34
Te Wharekura o Maniapoto	Nga Manu Koorero Speech Competitions	\$1,420.00
TOTAL		\$28,524.34

Multi-Year Community Partnership Grant

Name of Applicant	Project Description	Annual Amount Granted
Tainui Historical Society (Mokau Museum)	Operational costs to support the Mokau Museum operations	\$10,000.00
Te Kuiti and District Highland Pipe Band Incorporated	Operational costs	\$2,000.00
Citizens Advice Bureau Te Kuiti Incorporated	Operational costs	\$4,500.00
Te Kuiti Community House Trust	Operational costs	\$12,000.00
Te Kuiti and District Historical Charitable Trust	Operational costs to protect and preserve the communities cultural and historical heritage	\$15,000.00
Sport Waikato	Support for the provision of sport and recreation related services	\$35,000.00
Youthline Auckland Charitable Trust	Costs associated with operating the Youthline helpline service	\$2,000.00
Te Kuiti Development Inc/Legendary Te Kuiti	Operational costs	\$10,000.00
Pinetree No.5 Trust	operational costs to support the Gallagher Meads Brothers Exhibition	\$3,000.00
Maniapoto Netball Association Incorporated	Operational costs to support the Maniapoto Netball Centre	\$10,000.00
Piopio Community Swimming Pool Charitable Trust	Operational costs	\$10,000.00
The Hillview Trust Incorporated	Operational costs to support planned extension	\$20,000.00
Waitete RFC	Operational costs	\$5,000.00
Maniapoto Ruby Football Sub-Union Incorporated	Suypport operational costs to maintain Rugby Park in Te Kuiti	\$20,000.00
Waitomo Sister City Incorporated	To facilitate cultural exchange visits to experience the Japanese culture	\$3,000.00
Waitomo Caves Museum	Operating costs to support the museum and the provision of community/visitor facilities	\$44,000.00
TOTAL		\$205,500.00

Note: The following Multi-Year Community Partnership Grants were approved by Council however the funds were not uplifted by the applicants in the 20/21 financial year. This was due to COVID-19 disruptions.

Name of Applicant	Project Description	Annual Amount Granted
New Zealand Shearing Championships Inc	Hall hire for the annual New Zealand Shearing and Woolhandling Championships event in Te Kuiti	\$6,000.00
Piopio Amateur Swimming Club	Lane hire for pre-season training	\$400.00
Piopio Lions Club	Hall hire for Senior Citizens Luncheon and market in Piopio	\$550.00
	TOTAL	\$6,950.00

Community Events Fund

Name of Applicant	Project Description	Amount Granted
Ngati Maniapoto Marae Pact Trust	Te Kuiti Kaumatua/Seniors Ball	2,181.50

Community Halls Grant

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
Mapiu	Operational Costs	\$1,000.00
Waitanguru	Operational Costs	\$1,000.00
Rangitoto	Operational Costs	\$1,000.00
	TOTAL	\$12,000.00

DC Tynan Trust

Name of Applicant	Project Description	Amount Granted
The Hillview Trust Incorporated	Syringe Pump	\$1,784.02

Creative Communities Scheme**Nov-21**

Name of Applicant	Project Description	Amount Granted
Waikato Rocks Trust	Songs of Waikato	\$1,845.00
Kiana Ormsby	Raumati Festival 2021	\$4,885.00
Aria Primary School	Annual School Production	\$750.00
Piopio Primary School	Footsteps Dance at Piopio Primary School	\$1,900.00
Mau Maniapoto Whare Tu Taua	Te Ao Haka Rakau	\$1,080.00
	TOTAL	\$10,460.00

May-22

Name of Applicant	Project Description	Amount Granted
Centennial Park School	Tukutuku Whakairo o Te Kura Rautau	\$13,600.00
Waitomo Caves Museum	Artist in residence - Waitomo Caves Musuem	\$5,050.00
	TOTAL	\$18,650.00

Sport NZ Rural Travel Fund**Oct-21**

Name of Applicant	Project Description	Amount Granted
Aria Primary School	Subsidise travel costs	\$750.00
Piopio College Sport Executive Committee	Subsidise travel costs	\$2,010.92
Te Kuiti BMX Club Incorporated	Provide fuel vouchers	\$250.00
Waitete Rugby Football Club	Support for the junior rugby teams	\$1,000.00
Rangitoto Primary School	Provide a partial reimbursement of travel costs	\$500.00
Waitomo District Junior Cricket	Provide fuel vouchers	\$250.00
Piopio Amateur Swimming Club	Subsidise travel costs	\$750.00
Te Kuiti High School	Subsidise travel costs	\$1,500.00
Piopio Youth Sports Committee	Provide petrol vouchers	\$1,500.00
Coast Rugby Football Sports Club	Support travel, fuel and van costs	\$1,000.00
	TOTAL	\$9,510.92

Document No: A633289

Report To: Council



Meeting Date: 6 October 2022

Subject: Vibrant Safe Waitomo Action Plan 2022/2023

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Vibrant Safe Waitomo Action Plan for 2022/2023.

Background

- 2.1 In 2018 the Waitomo District Council adopted the inclusion of Safe Communities within the 2018-2028 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 and awarded in 2019. This marked the establishment of the Vibrant Safe Waitomo (VSW) governing group referred to as the VSW Regional Coalition (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. The Regional Coalition will achieve this through ongoing leadership and governance of Vibrant Safe Waitomo to ensure a coordinated approach is taken in the delivery of services and contracts within our communities."*
- 2.4 The VSW Strategy was adopted by the Coalition in December 2019. This Strategy would hold its own autonomy but required endorsement from the Council as it enhanced the work undertaken within Community Development.
- 2.5 The Strategy has provided the foundation for the development of annual Action Plans. These Plans have incorporated key themes and areas of work to guide the intended approach to cross sector delivery within the Waitomo District.

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the Vibrant Safe Waitomo Action Plan 2022/2023.
- 3.2 The Plan was adopted by the Regional Coalition at its meeting held on 27 September 2022. The Plan outlines measurable localised actions focused on priority areas of work.
- 3.3 The Vibrant Safe Waitomo Action Plan 2022/2023 is a transitional Action Plan to support and allow time for the development of a more collaborative model where larger more strategic actions are identified.
- 3.4 The Coalition will meet over coming months to discuss and agree its strategic approach going forward.

Suggested Resolution

The business paper on Vibrant Safe Waitomo - Action Plan 2022/2023 be received.



SARAH MCELROY
MANAGER COMMUNITY DEVELOPMENT

October 2022

Attachment: Vibrant Safe Waitomo Action Plan 2022/2023

Vibrant

Safe Waitomo

ACTION PLAN

2022/2023: E Whanake Ana



**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 was developed by the Vibrant Safe Waitomo Regional Coalition, with input from community stakeholder groups and service providers. It was 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 Māori Trust Board / Te Nehenehenui Trust
- Accident Compensation Corporation
- New Zealand Police
- Ministry of Education
- Ministry of Social Development
- Te Whatu Ora Waikato
- Legendary Te Kūiti
- Integrated Safety Response
- Fire and Emergency NZ
- Sport Waikato
- Oranga Tamariki
- Representative for Taranaki MP
- Kāinga Ora
- Regional Management Committee
- Waitomo District Council

Vibrant Safe Waitomo Action Plan 2022/2023: E Whanake Ana

This is the fourth Action Plan developed in support of the Vibrant Safe Waitomo (VSW) Strategy 2019-2024. This plan is a transitional plan as VSW moves from operational action planning to strategic action planning and is therefore called "*E Whanake Ana*", which means developing, moving onwards or upwards.

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 the 2021/22 Action Plan the attention on supporting communities to cope with Covid-19 was maintained, but the focus moved to resilience and communities being equipped to strengthen their own wellbeing.²

The 2022/23 Action Plan commences the transition from operational action planning to strategic action planning. Because of this, there are fewer actions in this plan than in previous plans. The actions included are largely carried over from 2021/22, with minor updates if required, either because they weren't able to be completed during 2021/22 or because they are key ongoing actions that have a big impact in the district. One new action (action 4.3) has been added in the Kotahitanga/Connected Leadership theme to facilitate the creation of a high-level, strategic action plan for 2023/24.

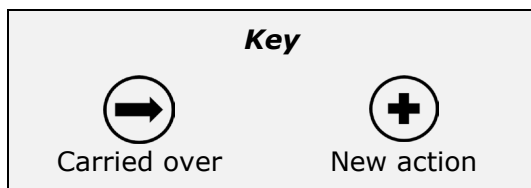
Service providers within the Waitomo community are continuing to work hard to deliver a range of programmes and actions. It is important to note that the VSW Action Plan does not represent everything undertaken within the Waitomo District to make our communities safer and enhance wellbeing.

How to read this Action Plan

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

The priorities within each of these themes remain an important part of the strategic direction and these 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 2022/23 year, icons have been included in the first column of the action tables to denote these. This key shows what each of the icons represents.



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.

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.

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.1 	Burglary & Personal Safety & Prevention Expo. By March 2023	One expo held with partnering entities.	NZ Police Rural Support	Utilise Legendary Te Kuiti (LTK) to invite members to expo.	Legendary Te Kuiti Integrated Safety Response

The success measures identified for each action have been created to provide a specific, measurable output for that action. These are 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 in impact reporting, which is intended to be done every two to three years.

Vibrant Safe Waitomo – Branding

In 2021 a logo was created for VSW to help develop the VSW brand, 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 Kowhai bird itself being representative of the fourth theme, Kotahitanga/Connected Leadership.

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

The Kowhai 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 kawau 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.*


#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.1 	Burglary & Personal Safety & Prevention Expo. By March 2023	One expo held with partnering entities.	NZ Police Rural Support	Utilise Legendary Te Kuiti (LTK) to invite members to expo.	Legendary Te Kuiti Integrated Safety Response
1.2 	Create a consultation group focused on vulnerable Waitomo families. Group will work with families around Youth, Family Harm and Drug and Alcohol Harm issues. By June 2023	Group has formed and is meeting regularly with action taken to support Waitomo families.	NZ Police		Ministry of Social Development Oranga Tamariki Waitomo / Waipa Woman's Refuge



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.

#	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 June 2023	Workshop is well attended, and positive evaluation outcomes are identified.	Te Whatu Ora Waikato Public Health/Mental Health Foundation	To promote the workshop. Identify areas of need.	Waitomo District Council Legendary Te Kuiti
2.2 	'She's Not Your Rehab' presentation by Matt & Sarah Brown Business after 5 (BA5) & workplace "toolbox talk". By June 2023	One BA5 for members & community. One breakfast event held for up to 50 invitees for a "toolbox talk".	Violence Free Maniapoto (VFM) Legendary Te Kuiti (LTK) (Joint Lead)	VFM organises the speakers. LTK organises the event.	Integrated Safety Response NZ Police


#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
2.3 	<p>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 Te Pūkenga.</p> <p>By February 2023</p>	A bus is in place and operational.	Ministry of Education	Explore shared funding options.	<p>Te Pūkenga</p> <p>University of Waikato</p> <p>Waikato Plan: Youth, Training and Employment</p> <p>Waikato Regional Council</p>
2.4 	<p>A platform is provided to connect potential employees, training providers and employers.</p> <p>Delivered by June 2023</p>	1 Mahi Expo is delivered within the Waitomo District attracting 100+ participants.	Ministry of Social Development		<p>Waitomo District Council</p> <p>Number Twelve</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.

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
3.1 	<p>Complete Home Fire Safety Visits (HFSV) in 60% of our medium-high risk homes.</p> <p>By June 2023</p>	<p>60%* of HFSVs completed in medium-high risk homes in the Waitomo District. Data will be captured through FENZ computer system.</p> <p>*This is higher than the current FENZ target of 40%</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>
3.2 	<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 2023</p>	<p>Funding is secured with Health Promotion Agency.</p> <p>Two Club Champs Workshops are undertaken each year.</p> <p>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>Te Whatu Ora Waikato</p> <p>Waitomo District Council</p> <p>Violence Free Maniapoto</p> <p>Ōtorohanga District Council</p>



#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
3.3 	<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 2023 *Controlled Purchase Operations</p>	<p>2x CPO are undertaken with zero failures in the Waitomo district.</p>	NZ Police	Provide minor volunteers.	Te Whatu Ora Waikato
3.4 	<p>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.</p> <p>By June 2023</p>	<p>District Sport Advisory Group has been established.</p> <p>Advisory Group has at least 2 rangatahi/young people as members.</p>	Sport Waikato		


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.

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
4.1 	Engage and inform local communities to the necessity of community resilience and recovery. By June 2023	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
4.2 	Refresh and deliver the communications plan for the VSW Programme to ensure VSW's mahi is promoted. By June 2023	Refreshed Communications plan presented at VSW Regional Coalition meeting in September 2022. 4x good news stories are released on WDC Social Media platforms. Radio Interviews are done on local platforms which support events linked to the VSW Action Plan 2022/23.	Waitomo District Council Communications Lead	Providing insights into the project work as it develops or is completed.	VSW Regional Coalition and Stakeholders

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
4.3 	Create a 2023/24 VSW Action Plan, containing high-level, strategic actions with alignment to each of the VSW strategic themes. Ready for VSW Coalition adoption by June 2023	The VSW Coalition successfully transitions from operational action planning to strategic action planning for 2023/24.	Waitomo District Council	Sub-actions/milestones <ul style="list-style-type: none"> • New Coalition member Kainga Ora • Strategic action planning workshops with active participation 	All VSW Coalition members

Document No: A634514

Report To: Council



Meeting Date: 6 October 2022

Subject: **Progress Report: Delivery against Communications Strategy 2022**

Type: **Information Only**

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council on the progress made in respect of implementation of the Communications Strategy 2022.

Background

2.1 A review of the Communications Strategy 2018 was undertaken in March 2022 and a decision was made to create a new strategy that took a more streamlined approach as well as realigning to the new strategic direction set out in the 10 Year Plan 2021-31.

2.2 The Communication Strategy 2022 (CS) was adopted on 29 March 2022 and sets the direction on how Waitomo District Council (WDC) intends to communicate with the community and other external stakeholders.

2.3 The CS has three key components: Aims, Principles and Outcomes.

2.4 AIMS

2.4.1 The aims of the CS that the WDC seeks to promote are:

- To foster strong connections with our community through engagement on things that matter most to them.
- To ensure the community understands our services, challenges, and decision-making processes as we communicate in ways that add value and build trust.
- To connect with the community in a way that shows them we are part of their day, every day, working to deliver a better community for all of us.

2.5 PRINCIPLES

2.5.1 The principles that WDC will adopt in all communications and engagement are:

- **Honest:** True and accurate
- **Open:** Transparent and accessible
- **Timely:** Planned proactive and responsive
- **Clear:** Concise and easy to understand
- **Consistent:** Uniform in tone and meaning regardless of channel or audience, strong brand recognition
- **Purposeful:** Relevant, topical, strategic and of interest to the community.
- **Accessible:** Delivered across multiple channels

2.6 **OUTCOMES**

- 2.6.1 Outcomes are the specific results that we aim to achieve through communication. They are the backbone of the strategy and influence all aspects of communication as well as aligning to WDC's vision: *Waitomo – a vibrant district*.
- **Increase community awareness:** To increase community awareness and understanding of our services, activities, projects, planning and decision-making processes;
 - **Proactively deliver information:** To proactively deliver clear, accessible, timely, relevant, and targeted information in ways that best meet the local interests and needs of our communities;
 - **Provide accessible communication:** To provide accessible, interactive, informative, and agile communication and digital services that meet the needs of our community;
 - **Strengthen relationships:** To strengthen relationships within our community, through communications activities, to increase confidence and support the development of trust;
 - **Build our identity:** To build a clearly identifiable and approachable corporate brand that reflects our identity and promotes a sense of community and pride of place; and
 - **Community involvement:** Encourage involvement in local decision-making; enhanced community input
- 2.7 A copy of the new CS is enclosed separately as **Attachment 1** and forms part of this business paper.

Commentary

3.1 **COMMUNICATIONS DEPARTMENT**

- 3.2 The delivery of effective communications and engagement across the organisation has been the responsibility of a sole position for many years – the Leader of Communications and Engagement.
- 3.3 Since the adoption of the new CS, there has been a considerable effort to increase community awareness and understanding of WDC's services, activities and projects.
- 3.4 As a result, WDC has seen the need to provide additional support to the role and in July, a part-time support role was established to help in meeting the growing demands of the communications department.
- 3.5 Duties and tasks include admin support, website updates, social media monitoring, graphic design and content creation.

3.6 **COMMUNICATIONS OVERVIEW**

- 3.7 WDC uses a range of communications channels to inform and engage with residents and ratepayers, including; our website, social media, face to face, radio, print media, forms and guides, letters, information documents, media releases, advertising, brochures, and newsletters.
- 3.8 WDC has regular monthly adverts broadcasting on radio station Cruise FM covering a range of topics, and advertising in the local newspaper has increased. With society becoming increasingly reliant on instant digital activity and technology, WDC considers its website and social media to be the best method of delivering communications, with statistics showing an increase in online engagement. See 3.25
- 3.9 A new consultation platform, Social Pinpoint, has also been acquired and has proven to be a successful tool in engaging with the community. See 3.18

3.10 **CONSULTATION AND ENGAGEMENT**

3.11 Since the last Communications Report in October 2021, WDC has undertaken six consultation and engagement projects, including four policy reviews.

3.12 The two significant consultation projects were the Draft Waitomo District Plan and 'Our People Our Place' – the Three Waters Better Off Funding/Town Concept Plan consultation. Both projects required a significant amount of time and capacity from the communications department.

3.13 **Draft Waitomo District Plan**

3.14 Extensive consultation was undertaken from 19 April – 31 May 2022. A detailed and extensive Communications Plan was developed with a range of delivery methods, including a media release, newsletter, fact sheets, Facebook, an interactive online tool, website, advertising, and stakeholder meetings.

3.15 Daily social media posts were scheduled on Council's dedicated PDP Facebook page, and all were well received with a page reach of 5757.

3.16 **Our People Our Place – Three Waters Better Off Funding Consultation**

3.17 Extensive consultation was undertaken from 22 June – 14 August 2022. A detailed Communications Plan was developed with a range of delivery methods, including media releases, a consultation document, Facebook promotion, website, print and radio advertising, letter drop, district wide drop in sessions, and community and stakeholder meetings.

3.18 A new consultation platform, Social Pinpoint, was also acquired and proved to be a successful tool in engaging with the community. The platform received a total of 1323 visits with 297 being unique users. We received 115 comments/feedback and 24 survey responses.

3.19 Throughout the consultation, 23 Facebook posts were scheduled. The combined total reach from the posts was 25,832.

3.20 **COMMUNICATION ACTIVITY**

3.21 The following provides a summary of the communication activity that has taken place in support of achieving the six outcomes of the CS.

a. Waitomo District Library

A more proactive approach has been taken to promote the library and its services. A dedicated Facebook page was created on 1 April 2022 and regular posts are scheduled so we can build a good following. As at 27 September 2022, the page has 78 likes and a reach of 4365.

A regular "Fun Fact Friday with Waitomo District Library" is posted on social media as well as promotion of the library's programmes and learning activities. Newspaper advertising, school newsletters and Council's newsletter Waitomo Way is also used to promote these programmes and other library services.

b. Civil Defence Emergency Preparedness

The promotion of civil defence emergency management is undertaken in conjunction with the Waikato Region Civil Defence Emergency Management (CDEM) Group and the Western Waikato group, which includes Waipa District Council and Ōtorohanga District Council.

The Leader – Communications and Engagement is also part of the Waikato Region Civil Defence Public Information Management (PIM) group, which has an active duty roster to provide CDEM communications across the Waikato. The rotation is about every six weeks.

The Leader – Communications and Engagement is also part of the Waikato Region PIM Community of Practice (COP) group, and the Public Awareness Community Engagement (PACE) COP group. Both groups meet every two months.

A small local emergency operations centre (EOC) was raised in February to manage the impact of Cyclone Dovi. Local messaging, updates and warnings were published on Council's Facebook page and website.

An education campaign started in July which focuses on promoting the ways our residents can be prepared for an emergency event. Each month has a specific focus, with giveaways also planned. Topics covered to date have been flooding, lack of communication during an emergency, and encouraging participation in Shake Out Day – the national earthquake drill.

A project to update the emergency management section of Council's website is also underway.

c. Community Services and Infrastructure Services

This area receives high engagement on social media, indicating the importance of these activities within our community.

Examples of proactive communications updates during this period include water services information and water alert levels, Landfill and transfer station information, recycling, dog registrations, Rates reminders, rates rebates, road works and road closures, project updates, Community and Partnerships funding and other available funds, club champs, job vacancies, Council meetings, public holidays, local events and campaigns, awareness week campaigns, Council news and events, policy reviews, weather watch, i-SITE information and appreciation posts.

d. Animal Control Service

Notices of impounded dogs and other stock are published on Council's dedicated Animal Control Facebook page and website. The Facebook page currently has 1768 followers, a 112% increase since the same time last year.

A more proactive approach to dog education has been undertaken with a "Love your Dog" social media campaign running since December 2021.

A dog registration campaign is also undertaken each year along with promotion of the annual fees and charges.

e. Triennial Elections

An extensive communications campaign to promote the Local Government Elections started in May this year.

The campaign has four phases and includes local tactics as well as collateral from LGNZ's Vote 22 Media Campaign kit, as purchased by WDC. We are currently in the "VOTE" phase.

- ENROL - Encourage people to enrol to vote. Let people know how they can enrol or how to update any details
- STAND – Encourage people to stand for Council
- VOTE – Encourage people to vote
- MOTIVATE & EDUCATE – Encourage the public to stay engaged in what's happening in Council

As at 27 September, 38 Elections related posts have been published on Council's Facebook page since May, and there has also been regular advertising on Radio Station Cruise FM, as well as on air interviews with WDC's Chief Executive. Two information sessions were also held at Council.

f. Smart Water Campaign

In 2021, WDC joined CoLab's Smart Water programme. Smart Water is a partnership between subscribed Councils to foster a greater understanding and appreciation of water from source to tap. It supports schools, organisations and the community to value water and use it an efficient way.

WDC's Smart Water key messages began in December and focused on education and awareness, and why it's important to conserve water regardless of what restriction level we are on.

In late December, when restrictions and alert levels were initiated, messaging move to reactive, asking people to conserve water.

3.22 **Work Programmes, Projects and Operations**

3.23 Communication messages were implemented for the following work programmes, projects and operations to ensure that the community were informed and engaged in the process.

- The adoption of Council's Annual Plan and Fees and Charges 2022/23;
- Provided people the opportunity to make a submission on Council's policy reviews;
- Council Meetings – providing the community with information on upcoming meetings, and the key decisions that were made;
- Temporary roads closures, footpath renewals and issues with the roading network as a result of weather events were communicated across Council's website and Facebook page;
- Regular roading network updates were also published on social media and our website, along with updates provided by Waka Kotahi;
- Urgent issues i.e. temporary road closures / blocked roads, water issues and weather warnings were communicated in a timely manner to the community;
- Regular updates on the King Country Indoor Sports and Recreations Centre construction project are published on social media and our website. A monthly newsletter is also created and distributed to external funders;
- Ensuring Council's website is updated with information, publications and news as required;
- Distribution of service request queries received via social media to appropriate WDC departments;
- Coordination of media requests and responses are facilitated;
- Development and publication of media releases on the website and shared on social media; and
- Sharing positive stories, photos and events on social media to support a positive reputation in the District.

3.24 **Social Media**

3.25 As at 27 September 2022, the WDC Facebook page has 4381 followers, a 122% increase since the same time last year.

3.26 The Te Kuiti i-SITE visitor information page has 1221 followers. Plans are in place to utilise and promote this page more regularly.

3.27 Post frequency has increased significantly with a focus on engaging information, graphics and photos. Posts with photos attract the most views and engagement.

3.28 **Website**

3.29 The website is an important tool for WDC. It is updated regularly with news, public notices, community newsletters, regulatory information, calendar of events and other important updates and information.

3.30 **Media Releases**

3.31 Media Releases are an important communication tool as they keep the community updated, and improve engagement and WDC presence in the community.

3.32 From 1 October 2021 to 27 September 2023, 47 media releases have been published, plus a large amount of smaller news items and updates.

3.33 **Upcoming Communications Projects**

- Proposed Waitomo District Plan and Resource Management Plan
- King Country Indoor Sports and Recreation Centre progress
- Three Waters Better Off Funding progress
- Roothing project updates
- Infrastructure project updates
- Annual Report
- Vibrant Safe Waitomo
- Mayors Taskforce for Jobs
- Te Kuiti i-SITE promotion
- Smart Water education programme
- Waitomo Way Newsletters
- Te Kuiti Christmas Parade

Recommendation

The Business Paper Progress Report: Delivery against Communications Strategy 2022 be received.



JENELLE BURNELL

LEADER – COMMUNICATIONS AND ENGAGEMENT

29 September 2022

Attachment: Communications Strategy 2022

Waitomo District Council

Communications Strategy 2022

First Adopted:	29 March 2022
Review History:	
Date of Next Review:	March 2025
Responsibility:	Leader - Communications and Engagement
Adopted by:	Council (date of adoption)

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INTRODUCTION | KUPU ARATAKI

We are everywhere our community lives, works and plays every day.

We are at work on our roads, bridges, footpaths in our main streets, parks and reserves.

We care for our community through building and developing community connections.

We plan for the sustainable use of our land, we protect and manage our natural environment as we look to our community's future.

We strive towards a better tomorrow through economic development initiatives and tourism partnerships.

We support events, we provide water and waste services to large parts of our community.

This is what we do for our community - every day, and these are what we need our community to know.

Effective communication is about telling our story and telling it well. We can do this by building relationships with mana whenua, iwi and stakeholders, telling our unique stories, celebrating our successes and milestones, disseminating factual information to key audiences, and inspiring public ownership of Waitomo District Council (WDC) business.

This Communications Strategy (CS) provides a 'road map' of how WDC needs to develop and implement its communications to support and meet its organisational objectives and legislated requirements which enable democratic local decision making, as well as promoting the social, economic, environmental and cultural wellbeing of the Waitomo District. It will also be consistent with organisational values.

The CS will also describe what Council wants to achieve, who it will engage with, through what channel, and how we plan to evaluate the usefulness and effectiveness of Council communications.

This strategy has three key components:

- Aims
- Principles
- Outcomes and Measurement (achieved results)

The intended impact of all communications is to raise public awareness and help build better understanding and knowledge. The key to effective and successful communications will be to define the target audience and align key messages, which ultimately supports our vision and outcomes.

We cover a wide geographic area with one urban town and several rural towns – all of which are unique and have different ways of receiving information and different interests and communication needs.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

The purpose of the CS is to provide a strategic direction for the WDC on how it is to engage with the community and meet the aims and principles set out below while ensuring that the intended outcomes are met.

1. Our Aims

The aims of the CS that the WDC seeks to promote are:

- To foster strong connections with our community through engagement on things that matter most to them.
- To ensure the community understands our services, challenges and decision-making processes as we communicate in ways that add value and build trust.
- To connect with the community in a way that shows them we are part of their day, every day, working to deliver a better community for all of us.

2. Our Principles

The principles that WDC will adopt in all of its communications and engagement are:

- **Honest:** True and accurate
- **Open:** Transparent and accessible
- **Timely:** Planned proactive and responsive
- **Clear:** Concise and easy to understand
- **Consistent:** Uniform in tone and meaning regardless of channel or audience, strong brand recognition
- **Purposeful:** Relevant, topical, strategic and of interest to the community.
- **Accessible:** Delivered across multiple channels

In accordance with the LGA, the following six principles apply when a Council undertakes consultation:

- Councils must provide anyone who will or may be affected by the decision, or anyone who has an interest in the decision, with reasonable access to relevant information;
- These people should also be encouraged to express their views to Council;
- People who are invited to present their views to Council should be given clear information about the purpose of the consultation and the scope of the decisions being made;
- People who wish to present their views must be given reasonable opportunity to present them;
- Councils should receive these views with an open mind and give them due consideration when making a decision; and
- Council should provide people presenting their views with information relevant to decisions and the reasons for them.

3. Our Outcomes

Outcomes are the specific results that we aim to achieve through communication. They are the backbone of the strategy and influence all aspects of communication as well as aligning to WDC's vision: *Waitomo – a vibrant district.*

- **Increase community awareness:** To increase community awareness and understanding of our services, activities, projects, planning and decision-making processes;

- **Proactively deliver information:** To proactively deliver clear, accessible, timely, relevant and targeted information in ways that best meet the local interests and needs of our communities;
- **Provide accessible communication:** To provide accessible, interactive, informative and agile communication and digital services that meet the needs of our community;
- **Strengthen relationships:** To strengthen relationships within our community, through communications activities, to increase confidence and support the development of trust;
- **Build our identity:** To build a clearly identifiable and approachable corporate brand that reflects our identity and promotes a sense of community and pride of place; and
- **Community involvement:** Encourage involvement in local decision-making; enhanced community input

4. Audience and Communication Channels

When we are communicating with the public, we are mindful that we are not dealing with one group of people, but rather a complex and diverse range of audiences.

All these audiences are important in different ways, and at different times, to the delivery of WDC services.

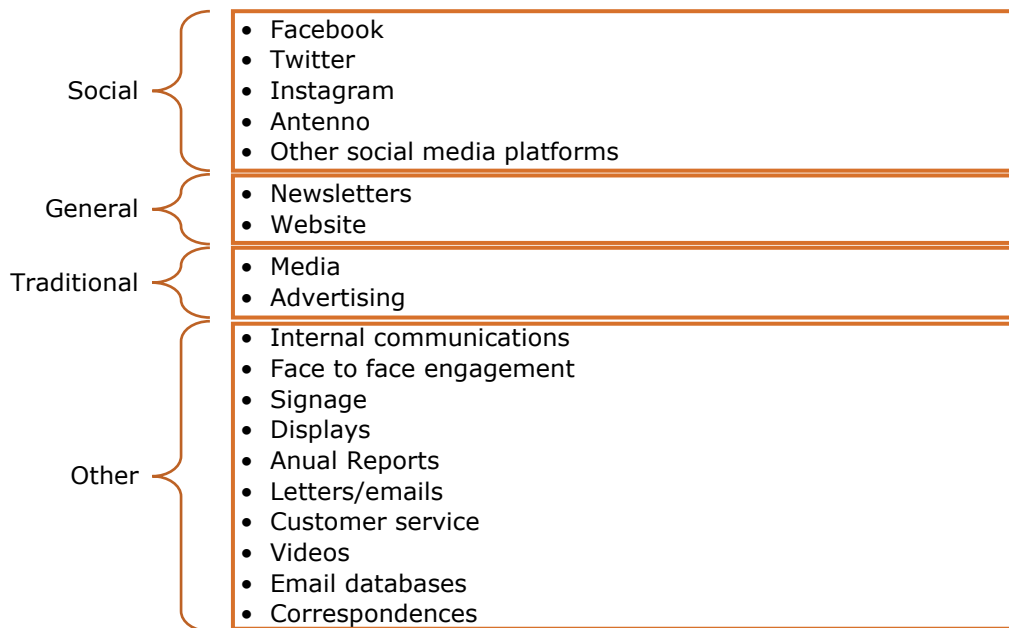
The majority of the time we are not trying to communicate with everyone, as specific WDC issues, initiatives or programmes usually only relate to segments of our community, so we need to be constantly thinking about who we need to reach with our particular activities.

In broad terms our audiences fall into several categories:

Our Community	Council	Tangata Whenua	Other Key Stakeholders
<ul style="list-style-type: none"> • Residents • Ratepayers • Visitors • Businesses and business organisations • Community, and social groups • Environmental groups • Key service users 	<ul style="list-style-type: none"> • Mayor and Councillors • Council committees • Employees 	<ul style="list-style-type: none"> • Iwi Maori • Hapu • Mana Whenua 	<ul style="list-style-type: none"> • Council volunteers and contractors • CoLab (Waikato LASS) • COs and CCOs • Local Members of Parliament • Government • LGNZ and Taituara • Economic development agencies • Local government support agencies • MPs • Media • Private and corporate funders

Potential communication channels:

Not all communication channels are currently being utilised, however WDC will review, consider and apply specific communication methods and channels as and when needed.



5. Internal Communications

Internal communication includes both operational staff (employees) and elected members.

In both cases, communication can be a deliberate and planned effort, as well as informal, ie. staff social club, internal celebrations and social get-togethers.

All internal communications will be consistent WDC's organisational values.

The goal is that staff are well informed and know what they need to know to ensure the effective and efficient running of council operations, and the development of a positive and healthy workplace culture.

Internal communication channels include email, phone, face-face, staff meetings, online meetings, intranet and signage.

6. Processes

Along with well-developed Communications Plans, Council will also use the internationally recognised IAP2 Spectrum of Public Participation framework to determine which level of communication is appropriate for the subject and audience.

Where Joint Management Agreements, Memorandum of Understandings or any other similarly high-level agreements exist, these will be considered as a starting point when engaging with Māori when appropriate.

For mana whenua groups without a formal agreement a separate engagement plan will be developed as appropriate.

When Council makes a decision that is significantly inconsistent with this strategy, the steps identified in Section 80 of the Local Government Act 2002 will be undertaken.


IAP2 framework identifies the form of engagement Council will use to respond to some specific issues. It also provides examples of types of issues and how and when communities could expect to be engaged in the decision-making process.

It is important to recognise that there are many forms of engagement – all of which have an appropriate place. Each engagement needs to be considered as to which technique is used. For example not all engagement requires consultation. From one extreme we are just informing (ie telling) and at the other extreme Council is empowering someone else to make the engagement decisions.

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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EVALUATION AND REVIEW | ARO MĀTAI

This strategy will be reviewed every three (3) years to ensure it continues to reflect the principles and objectives of the WDC and is delivering on the communications needs of our community.

A six-monthly progress report to Council will provide an update on the actions and campaigns undertaken to meet the objectives set out in this strategy.

To assess performance, WDC carries out a Resident Satisfaction Survey as a means of gauging the satisfaction of residents with the activities it carries out and the services delivered. This strategy will be monitored in line with the Resident Satisfaction Survey.

Specific engagement may also be undertaken to further understand what our community wants in terms of communication.

1. Related Documents

Social Media Guidelines for Waitomo District Council (A220030).

Media Policy – September 2018 (A362751)

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Engagement	Term used to describe the process of seeking information from the community to inform and assist decision making. There is a continuum of community involvement.
Group of Activities	The term is used to describe a whole-of-activity approach. Without limiting the application of this provision to other assets, it means all activities and assets comprised within a group as a whole and not each individual component of the group.
Joint Management Agreement	<p>An agreement between a local authority and an iwi authority (or other group representing hapu) that provide for the parties to jointly perform the local authority's functions in relation to a natural or physical resource in all or part of the region/district.</p> <p>An agreement that state's each party's intention to take action, conduct a business transaction, or form a new partnership.</p>
Memorandum of Understanding	A memorandum of understanding is a document that describes the broad outlines of an agreement that two or more parties have reached and communicates the mutually accepted expectations of all of the parties involved in a negotiation.
LGA 2002	Local Government Act 2002.

Document No: A634016

Report To: **Council**



Meeting Date: 6 October 2022

Subject: **Waitomo District Council Landfill Forestry Harvest – Financial Result**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a financial report on the Waitomo District Landfill Forest Harvest.

Background

- 2.1 A business paper was presented to Council on the 26 October 2021 outlining the independent advice from Forme Consulting Group Ltd who undertook a yield and market assessment of the approximately 16 hectares of Pinus Radiata production forest located on part of the Waitomo District Landfill site (the Forest).
- 2.2 Council Resolved:

2. Waitomo District Landfill – Harvest of Mature Production Forest

Council considered a business paper requiring Council's ratification of the decision to harvest for sale the mature production forest located at the Waitomo District Landfill.

The Chief Executive and Acting General Manager – Infrastructure Services expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 *The business paper on Waitomo District Landfill – Harvest of Mature Production Forest be received.*
- 2 *The mature Pinus Radiata Plantation located at the Waitomo District landfill be harvested for sale.*
- 3 *Following harvest of the tree crop, the site be replanted.*
- 4 *The proposal made by Professional Harvest Systems be accepted.*
- 5 *The Chief Executive be authorised to negotiate satisfactory terms and conditions given the commercial and market sensitive time related considerations of the offer.*

Goddard/Smith Carried

- 2.3 The harvest of the forest has now been completed.

Commentary

- 3.1 The yield and market assessment identified a potential market stumpage value of \$527,000. Tabled below is the actual yield and stumpage rate applied to the harvest.

PHS Stumpage	Total recoverable volume Tonnes	Stumpage Rate	Stumpage Payment	Stumpage Payment +GST
February	2918.73	\$ 53.00	\$ 154,692.69	\$ 177,896.59
March	2860.89	\$ 53.00	\$ 151,627.17	\$ 174,371.25
April	4209.03	\$ 53.00	\$ 223,078.59	\$ 256,540.38
May	295.76	\$ 53.00	\$ 15,675.28	\$ 18,026.57
PHS Actual Total	10284.41	\$ 53.00	\$ 545,073.73	\$ 626,834.79
Forme comparison 2021 valuation	10450.50	\$ 50.42	\$ 526,927.80	
Difference	-166.09	\$ 2.58	\$ 18,145.93	
Difference %	-1.59%	5.11%	3.44%	

- 3.2 The actual recoverable tonnes were less than estimated by 166 tonnes or 10t/Ha, this was compensated by an increased in the stumpage rate.
- 3.3 Overall the harvest of the forest returned \$18,000 more than the market assessment completed by Forme Consulting Group Ltd.
- 3.4 The revenue generated by the sale of the Forest has been applied to general debt prepayment in accordance with Council's Revenue and Financing Policy.

Suggested Resolution

The Waitomo District Landfill Forest Harvest – Financial Report be received.



ALISTER DUNCAN
GENERAL MANAGER - BUSINESS SUPPORT

27 September 2022

Document No: A634454	
Report To: Council	
	Meeting Date: 6 October 2022
	Subject: 3 Waters Reform: Better Off Funding – Application
	Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to inform Elected Members of the submission of the Three Waters Reform Better-off Funding application.

Background

- 2.1 Council has completed extensive community engagement using multiple tools to establish community priorities for a refresh of Town Concept Plans (TCPs). This refresh has helped to prioritise the projects that funding is being applied for.
- 2.2 The value of the funding is \$14.2m and is split into two tranches. The first tranche of \$3.55m is available for application in September 2022 and \$10.64m in July 2024.
- 2.3 The application has been made for \$3.55m worth of funding and \$2.182m has also been included as contingency projects.

Commentary

- 3.1 Council staff received advice from the Department of Internal Affairs (DIA) that when it makes the application that instead of making individual applications for every project that we should look group our projects together into five main groups with sub-projects for each individual project.
- 3.2 The project groups are town gateway statements, walkways, community and cultural hub, social good partnerships, and town amenity improvements. The five projects will come under one funding agreement.
- 3.3 The application was made on 30 September 2022 to DIA, there will be a six week period where the applications are assessed, and any further information sought. Once the application is approved the funding agreement will be signed between Waitomo District Council (WDC) and DIA.
- 3.4 We expect to receive acceptance or otherwise for this application between November 2022 and February 2023.

Suggested Resolution

The business paper on Three Waters reform – Better Off Funding application be received.



CHARMAINE ELLERY
MANAGER – STRATEGY AND POLICY



ALEX BELL
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Document No: A634287

Report To: Council



Meeting Date: 6 October 2022

Subject: Delegations to the Chief Executive during Interim Election Period

Information Only

Purpose

- 1.1 The purpose of this business paper is to remind Council that during the interim election period (approximately 7-10 days), the responsibilities, duties and powers of the Council, except for certain powers, are delegated to the Chief Executive.

Background

- 2.1 Sections 115 and 116 of the Local Electoral Act 2001 (as set out below) provide that, from the day after the declaration of election results (which is by way of public notice), until the new elected members declaration is taken at the inaugural Council meeting, neither the outgoing nor the incoming elected members can act in their capacity as members of the Council. The previous members exit office at the same time as the new members come into office (the day after the public notice).

"115 When members come into office

- (1) *A candidate who is declared to be elected comes into office on the day after the day on which the official result of the election is declared by public notice under section 86..."*

"116 When members leave office

- (1) *Every member of a local authority or local board or community board, unless vacating office sooner, vacates office, –*
 (a) *in a case where the member's office is the subject of an election, when the members elected at the next election come into office;*
 (b) *in a case where provision is made by any enactment to fill a vacancy by appointment, when the member's successor comes into office.*
 (2) *Despite subsection (1)(a), if a member's office is the subject of an election, and neither the member nor any other person is elected at the election to that office, the member vacates office at the same time as any other member of the local authority who is not re-elected at the election."*

- 2.2 This is also consistent with Schedule 7, s14 of the Local Government Act 2002 (LGA), which provides that a person newly elected to Council may not act until they have made the necessary declaration at the inaugural Council meeting.

- 2.3 To ensure the continuation of effective and efficient conduct of the Council's business during this interim period, Council at its meeting on 24 November 2020, delegated its authority to the Chief Executive to make decisions on behalf of the Council during this interim election period, and only in respect of urgent matters. Below is the excerpt from the WDC Delegation Register:

Excerpt from the WDC Delegated Authority Register (last updated by Council on 24 November 2020) - Sub-Part 3 – Operational Delegations

3. Interim Powers

Delegation	Date Amended
<p>In relation to matters arising at the end of the term of the Council, from the day of the declaration of results of the triennial general election until the first meeting of the Council, to make decisions on behalf of the Council, in respect of urgent matters arising during this time:</p> <ul style="list-style-type: none"> ▪ in consultation with the General Manager - Infrastructure Services in respect of tenders and contracts with delegated powers up to FIVE HUNDRED THOUSAND DOLLARS (\$500,000) in accordance with an approved budget; ▪ in consultation with the General Manager Strategy and Environment in respect of Liquor Licensing and Regulatory matters; ▪ in consultation with the incoming Mayor, as may be appropriate in respect of other matters. <p>Any decision made is to be reported to the first ordinary meeting of the incoming Council.</p>	

- 2.4 This interim election period is estimated to be between 13–25 October 2022.
- 2.5 The earliest opportunity for the declaration of election results to be publicly notified following the Elections is Thursday 13 October 2022.
- 2.6 Pursuant to Schedule 7, s32(1) of the LGA, Council delegated its authority to the Chief Executive of all of its responsibilities, duties, and powers for the period in question except those set out in paragraphs (a) to (h) below:
- "32(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—*
- (a) the power to make a rate; or*
 - (b) the power to make a bylaw; or*
 - (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
 - (d) the power to adopt a long-term plan, annual plan, or annual report; or*
 - (e) the power to appoint a chief executive; or*
 - (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.*
 - (g) [Repealed]*
 - (h) the power to adopt a remuneration and employment policy."*
- 2.7 This delegation is for the limited time period between the declaration of the election result and the first 'swearing in' meeting of the new Council.
- 2.8 The Chief Executive is required to report any decisions made under this delegation to the first meeting of the new Council.

Suggested Resolutions

- 1 The business paper on Delegations to the Chief Executive during Interim Election Period be received.
- 2 Council note the existing delegated authority of the Chief Executive to make decisions on behalf of the Council during the interim election period and only in respect of urgent matters.

ALEX BELL
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Document No: A634434

Report To: Council



Meeting Date: 6 October 2022

Subject: **Publicly Notification of the Proposed Waitomo District Comprehensive Reserve Management Plan**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval from Council to publicly notify the Proposed Waitomo District Comprehensive Reserve Management Plan in accordance with section 41(6) of the Reserves Act 1977.

Background

- 2.1 Waitomo District Council ('WDC') is required under section 41 of the Reserves Act 1977 ('Reserves Act') as an "administering body" to prepare Reserve Management Plans for any reserves under its control, management or administration. Section 41(4) requires that Reserve Management Plans are kept under continuous review, so that, the plan is adapted to changing circumstances or amended in accordance with increased knowledge.
- 2.2 In line with Council's direction, a draft Waitomo District Comprehensive Reserve Management Plan (RMP) was developed to provide a framework to better facilitate discussions with stakeholders about the district's reserves. The draft RMP identifies reserves that are owned or administered by WDC along with their legal status, land area, location, purpose and current use.
- 2.3 The draft RMP also specifies the legislative context, strategic framework and identifies what activities can be undertaken on a reserve without Council approval (allowed activities) and which activities would require approval from Council before being undertaken (activities requiring authorisation). Each reserve also has an individual management plan that contains its name, legal description and a short description of its values (heritage, natural, recreation and any other identified value).
- 2.4 In December 2019, key stakeholders were invited to an open day to facilitate initial discussions. Informal feedback was accepted until the end of February this year and stakeholder comments have been incorporated into the draft RMP.
- 2.5 A Council Workshop was held on 24 September 2020 to discuss the draft RMP. During this Workshop elected members requested that the following reserves be removed from the draft RMP, as they were not deemed as being suitable for continued use as passive or active reserves, and their disposal should be investigated in the future:
- Aria Road Quarry Reserve.
 - Eight Mile Junction Quarry Reserve.
 - Gadsby Road Quarry Reserve.
 - Marokopa Quarry Reserve.
 - Oparure Recreational Reserve.
 - Piopio Quarry Reserve.
 - Te Waitere Recreational Reserve.
 - Rangitoto Road Reserve.
 - Rangitoto Quarry Reserve.

- 2.6 The above reserves have been removed from the final RMP which is enclosed separately and forms part of this business paper.
- 2.7 Council resolved the following at the Council meeting on 27 October 2020:
1. *The business paper on Draft Waitomo District Reserve Management Plan – Pre-notification be received.*
 2. *Pursuant to Section 41(5) and 41(6) of the Reserves Management Act 1977, Council resolves:*
 - (a) *That in accordance with section 41(5A) of the Reserves Management Act 1977, written suggestions on the proposed (draft) Waitomo District Comprehensive Reserve Management Plan would not materially assist in its preparation; and*
 - (b) *To publicly notify the proposed (draft) Waitomo District Comprehensive Reserve Management Plan in accordance with Section 41(6) of the Reserves Management Act 1977 contemporaneously with the public notification of the Proposed District Plan.*

Commentary

- 3.1 Section 41(5) – (6) of the Reserves Act 1977 ('Reserves Act') sets out the process for notification and adoption of Reserve Management Plans. Section 41(5) states that Council is required to:
- 41(5) Before preparing a management plan for any 1 or more reserves under its control, the administering body shall—*
- (a) *give public notice of its intention to do so; and*
 - (b) *in that notice, invite persons and organisations interested to send to the administering body at its office written suggestions on the proposed plan within a time specified in the notice; and*
 - (c) *in preparing that management plan, give full consideration to any such comments received.*
- 3.2 However, section 41(5A) states that this process is not required if WDC as the administering body, determines by Council Resolution that written suggestions on the proposed RMP would not materially assist in its preparation.
- 41(5A) Nothing in subsection (5) shall apply in any case where the administering body has, by resolution, determined that written suggestions on the proposed plan would not materially assist in its preparation.*
- 3.3 The requirements for public notification of the RMP are specified in section 41(6) of the Reserves Act. This requires the following:
- A public notice must be prepared and published in accordance with section 119(1)(b) of the Reserves Act, this requires the notice to be published in a newspaper of the area of the reserves; and any other such newspaper that the administering body (WDC) decides. A copy of the draft public notice is attached to this business paper.
 - Give notice in writing to all persons and organisations who or which made suggestions to the administering body on the RMP that it is available for inspection at the locations specified in the public notice.
 - The RMP must be made available for inspection at the locations and times specified in the public notice.

Analysis of Options

- 4.1 An analysis of options is not required, Council resolved on 27 October 2020 to publicly notify the Proposed Waitomo District Comprehensive Reserve Management Plan contemporaneously with the public notification of the Proposed District Plan.
- 4.2 The amendments that Council requested to the draft RMP at the Workshop on 24 September 2020 have now been made, and no further material changes to the RMP have been made. Therefore, it is considered that a further review of the RMP by Council is not required.

Considerations

5.1 **RISK**

5.2 The risks of proceeding with public notification were set out in the Council Business Paper on 27 October 2020. There are no risks associated with proceeding with public notification of the Proposed Waitomo District Comprehensive Reserve Management Plan to notify it contemporaneously with the Proposed District Plan in 2021.

5.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.4 The RMP has been written to align with the Proposed District Plan in order to reduce duplication and streamline administration between the two documents. The RMP is high level but suggests that provision should be made for detailed development planning for some of the larger reserves. This allows these reserves to use development plans to complement the RMP and address the specific needs of a reserve (or parts of a reserve).

5.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

5.6 The level of engagement undertaken to date is considered appropriate to the significance of the issue and is compliant with the legislative requirements. The pre-notification process is not considered to be a significant decision pursuant to Council's Significance and Engagement Policy.

Recommendation

6.1 Council agree to notify the Proposed Waitomo District Comprehensive Reserve Management Plan, contemporaneously with the Proposed District Plan, in accordance with Section 41(6) of the Reserves Management Act 1977 for the reasons detailed above.

Suggested Resolutions

- 1 The business paper on publicly notifying the Proposed Waitomo District Reserve Management Plan be received.
- 2 Pursuant to section 41(6) of the Reserves Management Act 1977, Council resolves:
 - (a) To publicly notify the Proposed Waitomo District Comprehensive Reserve Management Plan in accordance with Section 41(6) of the Reserves Management Act 1977 contemporaneously with the public notification of the Proposed District Plan on 20 October 2022.

SHYAMAL RAM

GENERAL MANAGER INFRASTRUCTURE SERVICES

ALEX BELL

GENERAL MANAGER STRATEGY AND ENVIRONMENT

6 October 2022

Attachment:	Draft Public Notice
Separate Enclosure:	Proposed Waitomo District Comprehensive Reserve Management Plan

**PUBLIC NOTICE PURSUANT TO SECTION 41(6) OF THE RESERVES
ACT 1977**

**THE PROPOSED WAITOMO DISTRICT COMPREHENSIVE RESERVE
MANAGEMENT PLAN**

The Proposed Waitomo District Comprehensive Reserve Management Plan can be viewed online at [[website address](#)] and for physical inspection at the following locations:

Location	Time
Waitomo District Council office - 15 Queen Street, Te Kuiti	Monday - Friday : 9.00am - 4.00pm
Waitomo District Council Library - 28 Taupiri Street, Te Kuiti	Monday to Friday 10am to 5pm and Saturday 9.30am to 12.30pm

You are invited under section 41 Reserves Act 1977 to lodge written submissions on the Proposed Waitomo District Comprehensive Reserve Management Plan by 23 December 2022 at the Waitomo District Council office, or online via the following link [[insert web link to submission form](#)]. Submitters should state whether or not they wish to be heard in support of their submission.

Dated at Te Kuiti this 20th day of October 2022.

Ben Smit
Chief Executive

Document No: A634449

Report To: Council



Meeting Date: 6 October 2022

Subject: Notification of Proposed District Plan

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek approval to notify the Proposed District Plan on 20 October 2022.

Background

- 2.1 The District Plan is Waitomo's principal statutory planning document and has been prepared in accordance with the Resource Management Act 1991 (RMA). It sets out the objectives, policies and rules to manage the use, development and protection of land and associated natural and physical resources in the District.
- 2.2 The existing Operative District Plan was made operative in March 2009. It has now been reviewed to respond to the changing needs of the District, to give effect to national and regional policies, and to ensure there is sufficient housing and business land available to accommodate future population and economic growth.
- 2.3 The district plan review process, which started in 2017, has included targeted stakeholder input into the development of the Proposed District Plan (PDP). This has involved testing provisions and ongoing discussion with those stakeholders.
- 2.4 The district plan review also included the development of five Town Concept Plans (TCPs) for Te Kuiti, Maniaiti/Benneydale, Piopio, Mokau and the Waitomo Caves Village.
- 2.5 The TCPs were subject to extensive community consultation using the special consultative process under the Local Government Act 2002 (LGA). This included two separate rounds of public open days in each town; with submissions and feedback received considered by Council. The TCPs provided the framework for the zoning of the Proposed District Plan, and the feedback from the community on their aspirations for their towns has helped inform the PDP.
- 2.6 The TCPs were adopted by Council in June 2019.
- 2.7 A Draft District Plan (DDP) was also consulted on from 19 April 2022 to 31 May 2022. A total of 66 submissions were received. Council staff then reviewed these submissions and where appropriate have made amendments to the PDP.
- 2.8 During the process of the development of the PDP, of particular note has been the extensive engagement of the Maniapoto Maori Trust Board (MMTB), who worked

with council staff through the Regional Management Committee Working Group (RMC) on the PDP during its development. This forum has enabled Council to understand and address a range of iwi and hapū concerns in resource management. The enduring relationships established throughout this process will help to ensure improved decision-making processes and outcomes under the PDP. We thank the MMTB and RMC for their support and engagement during this process.

- 2.9 We also thank Ngāti Maniapoto for the gifting of the whakataukī to the district plan. The whakataukī is contained in the mihi (introduction) section of the PDP. As explained in the mihi:

This whakataukī was gifted to the district plan by Ngāti Maniapoto. Rangawhenua spoke these words to King Tawhiao prior to his departure to England in 1884 to deliver a petition to Queen Victoria seeking recognition of tribal sovereignty. In this context, the whakataukī represents the shared journey of the people of Waitomo District in contributing to and developing this plan.

- 2.10 The PDP has been aligned with the National Planning Standards that were gazetted in April 2019.

Commentary

3.1 **THE PROPOSED DISTRICT PLAN**

- 3.2 The PDP uses an activities based planning framework to enable forward thinking and cohesive planning into the future. In particular it will deliver:

- a) A National Planning Standards compliant plan that includes GIS maps which are accessible to the community;
- b) A consistent District Plan structure that provides for outcomes focused objectives, directive policies and clear and simple rules;
- c) Strategic objectives that articulate the key strategic outcomes for the district including:
 - Protecting and providing for natural and cultural features;
 - Ensuring compatible activities with similar effects and functions are zoned together, and new development is directed towards appropriate zones;
 - Enabling a range of housing choices for the changing population;
 - Ensuring Mana whenua are able to exercise customary activities, protect, develop and use Māori land in a way that is consistent with their culture and traditions and provides for their social and economic aspirations; and
 - Managing and providing for industry and rural activities.

- 3.3 The PDP will increase certainty for the community on where activities can locate increasing confidence for investment by directing activities into appropriate areas.

- 3.4 To implement the new planning framework a review of all zones has been undertaken. As well as aligning with the National Planning Standards, this ensures that the appropriate zoning applies to properties to reflect current use or to achieve the wider strategic objectives of the PDP.
- 3.5 A more specific consenting approach for District wide activities has also been applied to align with the National Planning Standards. Energy activities, Network Utilities and Hazardous Substances are examples of district wide activities.
- 3.6 There are also a large number of designations that will be proposed in the PDP from a number of requiring authorities. The majority of these are existing designations that are being rolled over from the Operative District Plan.
- 3.7 The new PDP will take a more integrated approach to the management of historical and cultural features, waterbodies and the coastal environment. Reviews of special features have been undertaken to ensure that the objectives to protect key features can be achieved. Aligning with the National Planning Standards, particular changes include:
- a) Inclusion of sites of significance to Maori and archaeological sites;
 - b) Inclusion of mapped Significant Natural Areas as part of the review of Significant Natural Areas;
 - c) Addition of heritage buildings;
 - d) Reviews of the coastal environment and coastal hazard information to include updated information, and consideration of climate change; and
 - e) Reviews of natural hazard information including land stability and flooding.
- 3.8 One of the key changes in the PDP is the incorporation of Kaupapa Māori principles and cultural values throughout the Plan. This is intended to lead to value added participation of tangata whenua in resource management processes as outlined later in this report.
- 3.9 **SUPPORTING INFORMATION**
- 3.10 There are a number of technical reports supporting the recommendations in the PDP.
- 3.11 As required by the RMA, these are documented in section 32 reports which provide an assessment of the changes and document the process around a particular change. Each section of the District Plan has a corresponding section 32 report. The Overview / Introduction report provides a higher-level assessment of the changes and should be read in conjunction with a particular matter of interest.
- 3.12 **COUNCIL DESIGNATIONS**
- 3.13 The Council has updated its own designations relating to its infrastructure assets. Designations are included in the PDP for two main reasons, either to enable the on-going operation of existing strategic assets (ie: existing roads and pump stations) or to place requirements on land for longer term infrastructure planning (ie, future roads and reservoirs).

3.14 There are 53 Council designations included in the PDP relating to assets. Of these a large proportion are or have been existing designations that have been rolled over from the Operative District Plan.

3.15 **NEXT STEPS**

3.16 Notification marks the start of the formal PDP consultation process. Schedule 1 of the RMA sets out the statutory process which Council must follow with respect to notification.

3.17 Council obligations under Schedule 1 include having to write to every landowner in the District, formally notify all relevant statutory organisations and specify a minimum number of days that the submission period must be open for. It also confirms that Council cannot make any further changes to the PDP. Schedule 1 also requires Council to make available a summary of decisions requested by persons making submissions and allows submitters to make further submissions. All aspects of the submission process are subject to statutory timeframes.

3.18 Once the submission process is completed, planning staff will carry out detailed analysis of submissions and prepare topic-based reports in accordance with section 42A of the RMA. These reports may recommend amendments to the PDP based on submissions where this is considered appropriate.

3.19 A Hearings Panel comprising an Independent Commissioner Chair, and accredited commissioners will be established to consider submissions on the PDP. The Hearings Panel will consider verbal submissions and evidence alongside s42A reports in their deliberations and will recommend changes to the PDP were considered justified. The Hearings Panel has the statutory ability to request further evidence from Council and other parties if necessary.

3.20 Once the Hearings Panel have finished their deliberations and recommended changes to the PDP and once Council has agreed to these, they will be published as decisions on the PDP. Submitters then have the ability to appeal decisions to the Environment Court on matters within the scope of their submission.

3.21 It is noted that the hearings panel was appointed by Council resolution on 8 October 2019. Mr Greg Hill is appointed as the Independent Commissioner Chair, with Councillors Allan Goddard and Phil Brodie (who are accredited RMA commissioners) as hearings commissioners. The Council also resolved to appoint at least one further Independent Hearing Commissioner with an understanding of Tikanga Maori and of the perspectives of mana whenua.

3.22 **COMPREHENSIVE RESERVE MANAGEMENT PLAN**

3.23 It is noted that as per Council's resolution at its Meeting on 27 October 2020, the proposed Comprehensive Reserve Management Plan (RMP) will be notified under the Reserves Act 1977 contemporaneously with the PDP.

3.24 The RMP consultation process will occur at the same time, however, be separate to the PDP consultation process under the RMA.

3.25 **SUBMISSION ON THE NATURAL AND BUILT ENVIRONMENTS AND SPATIAL PLANNING BILLS**

3.26 Unfortunately, the timetabling of the select committee process, introducing the Natural and Built Environments Bill and the Spatial Planning Bill is likely to fall during the period of

Council recess. This means that the submissions on the Bills will probably need to be lodged before the new Council reconvenes. The topics in the Bills likely to impact the Waitomo District include:

- Environmental limits and resource allocation
- Governance arrangements
- Treaty settlement arrangements and other transitional matters
- Consenting and designations (including the role of Council as a requiring authority)
- Council functions and input into the spatial strategy and plan development process
- Issues specific to those councils with more than one region
- Issues affecting rural councils, particularly in respect of spatial planning

3.27 It is considered that should the submission period for the Bills fall during the Council recess, a "staff" submission which is not endorsed by Council will be lodged on behalf of the district.

Analysis of Options

4.1 There are two reasonably practicable options, as follows:

(a) Option 1 – Publicly notify the Proposed District Plan in accordance with the Resource Management Act 1991; or

(b) Option 2 – Do not publicly notify the Proposed District Plan in accordance with the Resource Management Act 1991.

4.2 Option 1 is recommended to ensure Council meets its obligations under the RMA to review its District Plan, and to ensure that the PDP gives effect to the required higher order policy direction (i.e., National Planning Standards, Regional Policy Statements).

Considerations

5.1 **RISK**

5.2 The public notification of the PDP commences the statutory process as required under the RMA.

5.3 The key risk of this process is on-going litigation of provisions through hearings and Environment Court appeals.

5.4 The targeted stakeholder engagement process has reduced the risk as a number of issues have been worked through and refined. Legal advice has been sought through the drafting of the Proposed District Plan as required.

5.5 The provisions of the PDP are based on a strategic approach that look to provide the best outcomes for the community as a whole. There may be stakeholders and individual property owners who consider their interests are compromised by these provisions. In such situations a formal submission can be made, and the matter will be considered through the hearings process.

5.6 If the PDP is not publicly notified the Council will not be meeting its obligations under the RMA to review its District Plan.

5.7 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 5.8 The PDP is consistent with Councils Policies and Plans, particularly the Town Concept Plans.
- 5.9 The PDP is a specific project budgeted for and recognised in Council's 10 Year Plan 2021-31.

5.10 SIGNIFICANCE AND COMMUNITY VIEWS

- 5.11 In accordance with Council's Significance and Engagement Policy, this matter has been assessed as significant. The public notification of the Proposed District Plan is a statutory process under the Resource Management Act 1991.
- 5.12 The District Plan is a statutory document required under the RMA that provides guidance and rules about how land can be used and developed. The District Plan sets the baseline for how land-use activities can occur and the requirements for resource consents.
- 5.13 The District Plan affects all individuals and organisations within the District. Those people most directly affected by the matter are those who have had changes in zoning or have had the addition of specific features to their properties. The rules relating to specific natural features such as indigenous biodiversity, waterbodies, sites of significance to Māori and historic heritage will apply when the Proposed District Plan is notified. All other planning rules will not apply until decisions have been released.
- 5.14 There has been some targeted stakeholder engagement on aspects of the Proposed District Plan during its development. This included contacting all properties with Significant Natural Areas (SNAs), and targeted engagement with other stakeholders (i.e., quarry operators, network utilities).
- 5.15 As discussed above, extensive consultation and engagement has also been undertaken with the Maniapoto Maori Trust Board and their appointed Regional Management Committee Working Group.
- 5.16 The pre notification engagement with stakeholders has been specific and targeted for cost efficiency reasons.
- 5.17 The RMA prescribes the notification process to be undertaken for Proposed District Plans, as summarised above.

Recommendation

- 6.1 That Council approve the public notification of the Proposed District Plan and associated Section 32 reports.

Suggested Resolutions

- 1 The business paper on Notification of Proposed District Plan be received.
- 2 That Council approve the public notification of the Proposed District Plan (PDP) and associated section 32 reports.
- 3 That Council authorises the Chief Executive, Principal Planner (consultant) and Senior Planner to make any minor editorial or technical amendments to the Proposed District Plan and associated section 32 reports deemed necessary before public notification.
- 4 Council authorise a staff submission to be made on the Natural and Built Environment and Spatial Planning Bills should the submission period fall within the Council recess period.
- 5 That Council acknowledges and thanks the Maniapoto Maori Trust Board and the Regional Management Committee Working Group for their considered advice and input into the development of the Proposed District Plan. Council also thanks Ngāti Maniapoto for the gifting of the whakataukī to the District Plan:

Kia hora te marino, Kia whakapapa

pounamu te moana, kia tere te

Kārohirohi i mua i tōu huarahi

May the calm be widespread, may the ocean glisten as greenstone, may the shimmer of light ever dance across your pathway.



ALEX BELL

GENERAL MANAGER STRATEGY AND ENVIRONMENT

29 September 2022