

Document No: A653372

Report To: Council



Meeting Date: 28 February 2023

Subject: Presentation: Hamilton & Waikato Tourism – Six Monthly Report

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Nicola Greenwell, Chief Executive of Hamilton & Waikato Tourism will be in attendance at 9.00am to present and speak to the Hamilton & Waikato Tourism Six Monthly Report.

Background

- 2.1 During preparation of the 2021-2031 Ten Year Plan, Council confirmed its continued support with existing Partnership/Service Level Agreements. These arrangements reflect a multi-partner approach to work collaboratively with regional partners, for the betterment of the community.
- 2.2 Hamilton and Waikato Tourism Limited (HWT) undertakes regional tourism marketing and development activities for the Hamilton and Waikato Region.
- 2.3 The general description of the services provided by HWT are:
- To promote and develop the Hamilton and Waikato region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure in the region to provide sustainable economic, environmental, social and cultural benefits to local communities.
- 2.4 The Partnership Agreement Waitomo District Council has with HWT requires for HWT to report twice each year to Council in respect to:
- HWT's performance of the Regional Tourism Services
 - HWT's delivery of the Deliverables
 - HWT's achievement of Key Performance Indicators
 - Current or anticipated issues

Suggested Resolutions

The Presentation from Hamilton & Waikato Tourism – Six Monthly Report be received.

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

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

Attachment: Hamilton & Waikato Tourism Six Monthly Report

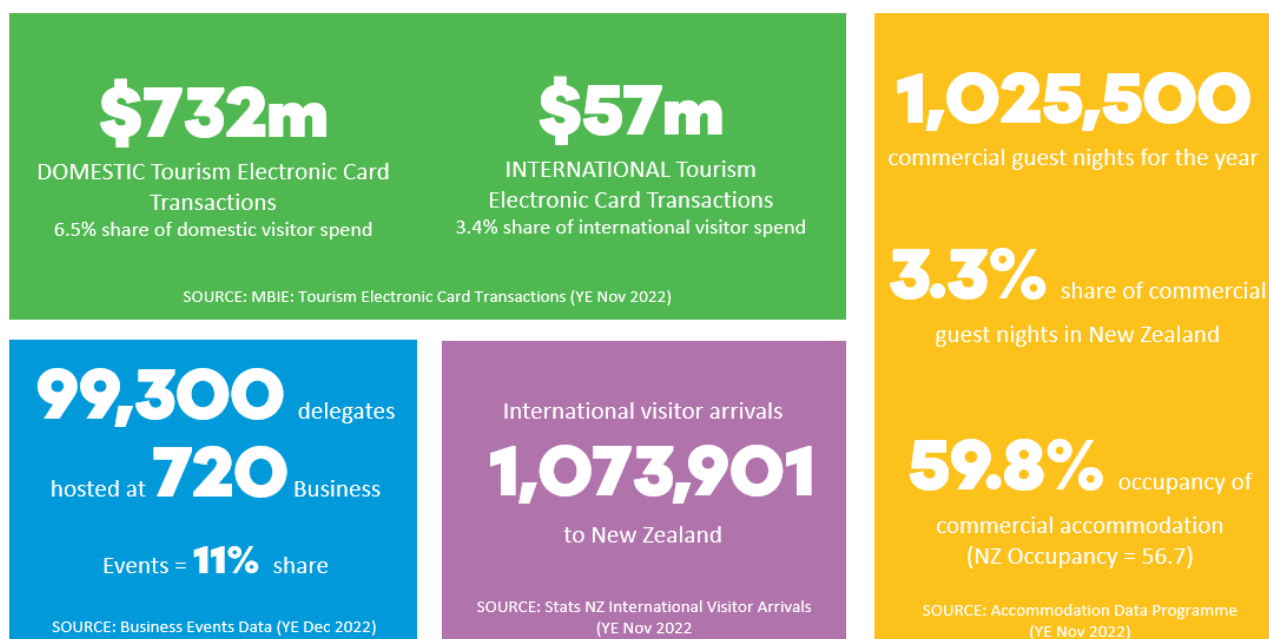
Six Month Update to Waitomo District Council 1 July – 31 December 2022

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend.

Hamilton & Waikato Tourism is a subsidiary company under the Council Controlled Organisation (CCO) of Waikato Regional Airport Limited. It has a commercial board with Richard Leggat appointed as the Chair in December 2021. Nicola Greenwell was appointed as Chief Executive from 1 July 2022.

HWT is funded through a public/private partnership with the region's tourism industry and six local authorities including Hamilton City, Matamata-Piako, Ōtorohanga, Waikato, Waipā and Waitomo. This is the six-month report covering the period from 1 July 2022 through to 31 December 2022.

Key highlights (July to December 2022)



Executive summary

During the first six months of the financial year we have seen strong return of visitation across the country, and our own region. When the borders opened in August and our Covid restrictions were lifted in September, a sigh of relief was heard and felt across the tourism, events and hospitality sector. We had been looking ahead to the 2023 calendar year with positivity, albeit cautiously.

We have challenges to realising a full recovery. Labour shortages across the sector continue to impact deliverability and availability of some experiences and services. While not part of this six-month reporting period, the weather impacts during January and February have been devastating in our neighbouring regions and across parts of our own region. Waitomo District Council declared a State of Emergency; Matamata-Piako suffered flooding; the road to Raglan is currently closed; the waterways were deemed unsuitable to engage with for a week; and some individual operators suffered damage to properties. The weather continues to impact, with Cyclone Gabrielle now a State of National Emergency; the longer-term impacts are yet to be realised. This weather certainly dampened spirits and the hope of a strong summer season for some of our operators.

Looking ahead, we have some incredible events that bring opportunities for our visitor sector. The FIFA Women's World Cup 2023™ event, with five games being hosted in Kirikiriroa Hamilton, will bring visitation right across region. An estimated \$18 million will be pumped into the Waikato region during the FIFA Women's World Cup 2023™. The spending is projected to come from both international and domestic visitors throughout the main tournament.

Waikato Stadium will host five matches between 20 July – 20 August 2023 and it's estimated the region will see 12,500 unique international visitors spend \$13.7 million in the region. In addition, these matches will see many domestic visitors, who will contribute \$3.9 million into the region economy. These estimates do not include the additional Play Off Tournament being hosted in Hamilton in February.

The FIFA Women's World Cup 2023™ will be the largest women's sporting event ever held globally. TV viewership alone is forecast to be two billion compared to 1.2 billion in France in 2019.

The benefit from hosting provides the opportunity to create legacy for our city and region – for example, the people watching on the other side of the world may be inspired to visit. Those visitors attending the event, if we host them well and offer a great experience in our region, will head home and share their stories with friends and family, increasing our international profile and likelihood of return and future visitation.

The Central Government funding received by all Regional Tourism Organisations was originally required to be utilised by December 2022. Due to many projects being delayed with Covid restrictions, we have an extension for some projects to be delivered by June 2023. Once this funding has been fully utilised, our activity will return to 'business as usual', based on our council funding and industry contributions.

As HWT continues to lead the sector in managing the ongoing impacts of COVID-19 and recovery, key focus areas for the upcoming period include embedding the Destination Management Plan into our regular activities, as well as assisting and encouraging operators to embed Regenerative Tourism and sustainability measures into their own activity.

HWT recognises its role to support event organisers, venues and suppliers with the ongoing challenges with hosting events, including those already experienced in the current year. We will also be continuing to work more broadly with our industry to develop enhanced capability for hosting additional events, both business and major events, in region through the Business Events Strategy for Waikato and the Thermal Explorer Regional Event Fund. With much change in the political and regulatory environment, continue to lobby and advocate for the tourism sector with Government.

Performance targets

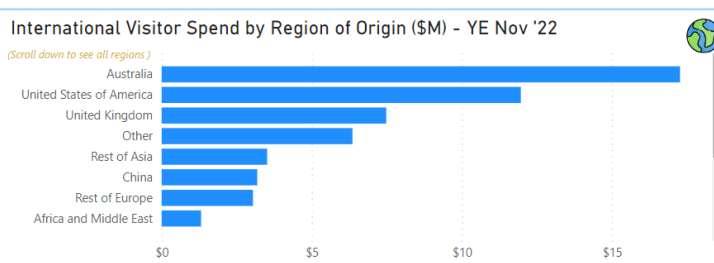
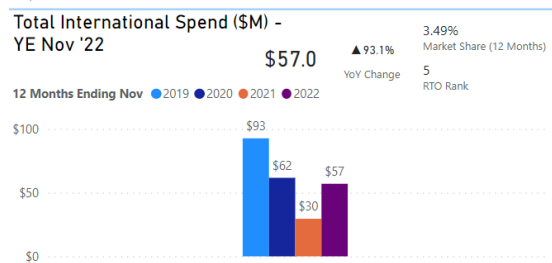
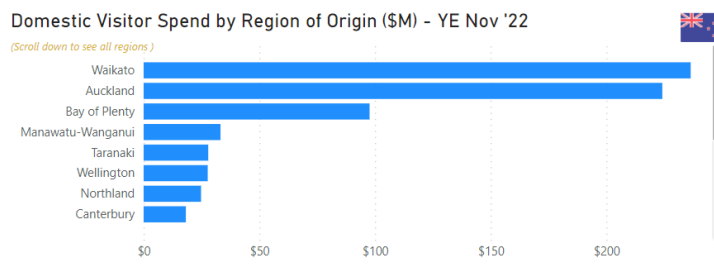
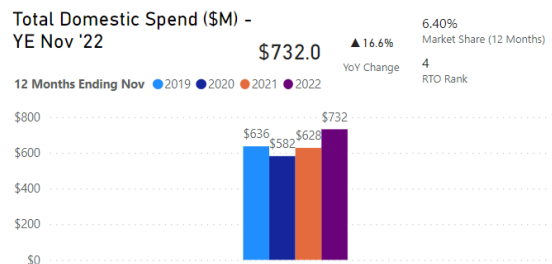
Hamilton & Waikato Tourism (HWT) have eight performance targets which are set in the 'Schedule of Services for Local Government 2022-2023'. The results are provided below.

Measure	Result	Measure	Result
Visitor nights Hold total visitor nights compared to previous year	1,025,500 visitor nights (YE Nov 2022) 59.8% occupancy (NZ: 56.7%)	Media & travel trade 10 media outlets hosted 150 travel trade trained or hosted	22 media outlets hosted 34 agents hosted and 174 agents trained (as at 31 Dec)
<small>SOURCE: MBIE, Accommodation Data Programme Note: Excludes MIQ hotels and MSD motels</small>			
Visitor spend electronic card transactions 5% increase in total visitor spend across region compared to previous year	DOMESTIC 17% increase on last year 15% increase on 2019 \$732million 6.5% market share INTERNATIONAL 93% increase on last year 39% decrease on 2019 \$57million 3.4% market share (YE Nov 2022)	Govt funded projects Successfully deliver STAPP and RESET funded projects	99% of funding allocated/spent MBIE have approved extended timeframes to June 2023 for Capability Building and Destination Management projects
<small>SOURCE: MBIE, Tourism <u>Electronic Card Transactions</u> TECT does not capture ALL spend, ie: pre-paid accommodation/experiences or cash purchases, are not included</small>			
Conventions & business events Rebuild and restore market share of total business events to 5%	11% market share of business events 10% of delegates (YE Dec 2022)	Regional Events Fund (REF) Successfully deliver year one of the REF for Waikato, Rotorua, Ruapehu & Taupo	Workshops held in Ruapehu and Waikato Small Contestable funding round opened January 2023 – utilising returned/unutilised allocated funding
<small>SOURCE: Business Events Data Programme</small>			
Industry investment \$100,000 of industry contributions towards marketing activities	\$156,000 partnership \$73,000 Visitor Guide (As at 26 Jan 2023)	Cashflow To ensure the company has sufficient cash to fund activity for the year without recourse to the shareholder	Cashflow maintained

Visitor statistics

Visitor expenditure in Waikato Region

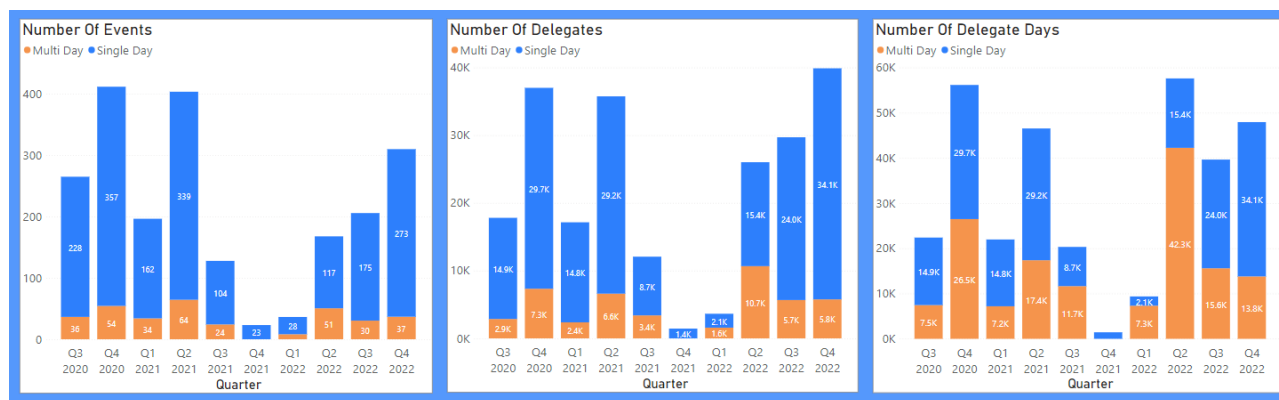
Domestic visitation contributed \$732m per annum to the regional economy, an increase of 17% on 2021. This ranks the Waikato region fourth against other RTOs and achieves 6.4% market share of all domestic spend in the country. International visitation contributed \$57m per annum to the regional economy; an increase of 93% on 2021. This has Waikato region ranked 5th, with 3.5% market share of international spend.



Source: Tourism Electronic Card Transactions, MBIE (Nov 2022) The Ministry of Business, Innovation and Employment (MBIE) have discontinued the Monthly Regional Tourism Estimates (MRTEs) as they were becoming unreliable within the COVID-19 environment. They have replaced the data with an interim data set capturing electronic card transactions. The key difference is that this data does not make any estimates for online or cash spending.

Business Events in Waikato Region

Waikato hosted 720 business events; 11% of NZ events. These events hosted 99,300 delegates; 10% market share. Delegates spent an average of \$438 per day. For the third quarter of 2022 (October-December) – we achieved 12% market share of events hosted, 10% market share of delegates hosted, 9% market share of delegate days.

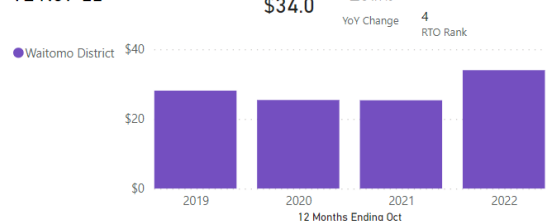


Explanation: The Business Events Data Plan (BEDP) is another new data set developed by Fresh Info; this replaces the older Business Events Research Programme (BERP). The development was co-funded by RTNZ and MBIE, with RTOs contributing annually for access. As per the ADP above, venue are not obliged to provide their data.

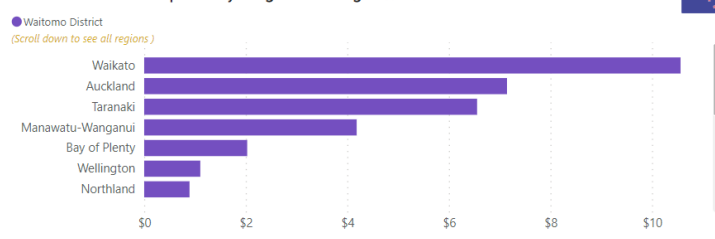
Visitor expenditure in Waitomo

Domestic visitation contributed \$34m per annum to the Waitomo District, an increase of 34.1% from November 2021. International visitation contributed \$2.6m per annum, an increase of 406% from November 2021.

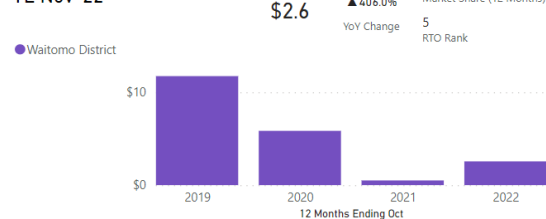
Total Domestic Spend (\$M) - YE Nov '22



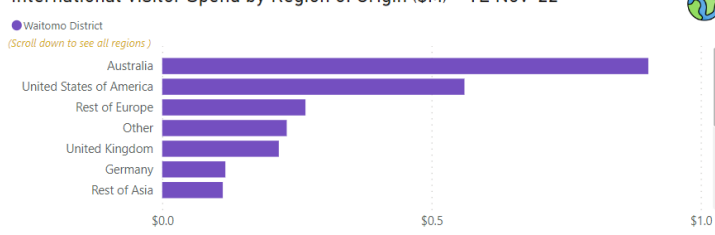
Domestic Visitor Spend by Region of Origin (\$M) - YE Nov '22



Total International Spend (\$M) - YE Nov '22



International Visitor Spend by Region of Origin (\$M) - YE Nov '22

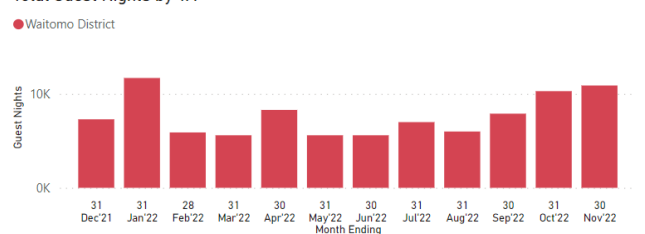


Source: Tourism Electronic Card Transactions, MBIE (Nov 2022) The Ministry of Business, Innovation and Employment (MBIE) have discontinued the Monthly Regional Tourism Estimates (MRTES) as they were becoming unreliable within the COVID-19 environment. They have replaced the data with an interim data set capturing electronic card transactions. The key difference is that this data does not make any estimates for online or cash spending.

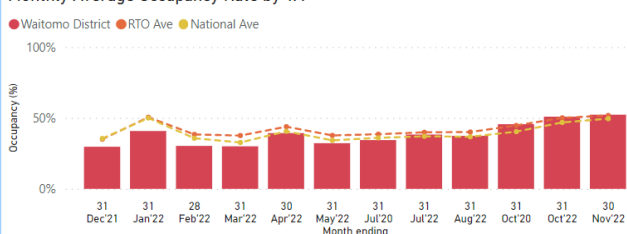
Commercial accommodation in Waitomo

Based on the Accommodation Data Programme (commercial accommodation), Waitomo district achieved 52% occupancy rate for the month of November 2022, an increase of 156.4% on November 2021. The district provided 6,400 guest nights in November 2022, an increase of 392.3% on November 2021.

Total Guest Nights by TA



Monthly Average Occupancy Rate by TA

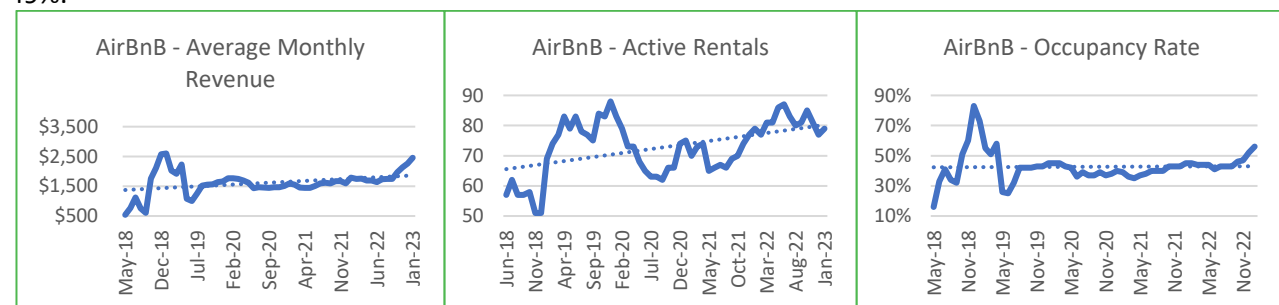


Source: Accommodation Data Plan, MBIE (Nov 2022)

Non-commercial accommodation in Waitomo

Waitomo also had 77 properties listed on AirBnB during December 2022 as alternative accommodation to the traditional commercial offerings. This the same number of listings from December 2021.

These properties experienced 52% occupancy during December 2022, which was 9% higher than December 2021. For the 12 months December 2022, the average occupancy rate for AirBnB properties in Waitomo was 49%.



Source: AirDNA (Jan 2023)

Destination management

Destination management brings together different stakeholders to achieve the common goal of developing a well-managed, sustainable visitor destination. It is an ongoing process that requires destinations to plan and considers the social, economic, cultural and environmental risks and opportunities.

Adopting a destination management approach enables communities and destinations to respond to changing conditions and determine the type of tourism they would like to have and the benefits they would like to receive, taking an active role in managing these.

Destination management requires a holistic and integrated approach across the following 16 components:



A 12-page Destination Management Plan “[Snap Shot](#)” is available on our website. The document provides operators with a brief description of what the management plan entails and how their tourism activities contribute to achieving the common goal of developing a well-managed, sustainable visitor destination.

Positioning Project

Our Positioning Project is now underway with Miles Partnership. Underpinning the DMP, this project will create a destination positioning strategy which identifies three to four key pillars on which the current and future destination marketing and management decisions will be based.

Using our Mighty Waikato brand as a foundation the project will look at what the region ‘owns’ in regards to domestic and international tourism, and how we can position ourselves as a destination going forward ie what we want to become known for.

This is not about a brand, campaign, logo or tagline. It is not about one event, attraction or experience; it is about creating a long-term thematic or values-based framework that will base our destinational positioning on.

It is important that this framework supports the short- and long-term goals of Waikato stakeholders and communities and authentically reflect what the Waikato stands for.

It will shape how we develop and market the region going forward in all aspects – from consumer, business events, travel trade and media activities to product development and regenerative tourism initiatives.

Leisure & Trade Marketing

Domestic marketing

HWT has undertaken a number of marketing campaigns between July and December 2022 to keep Waikato at the front of minds for those looking to travel domestically, and to highlight key experiences, events, F&B and passion points for locals and visitors as they progress through the travel decision-making process. HWT has targeted the drive markets of Auckland, Bay of Plenty, Manawatu and Taranaki; and the fly markets of Wellington and Christchurch; as well as our own Waikato residents. We implemented hero/impact campaigns to drive travel over the summer and winter periods as well as an 'always on' demand layer campaign through Facebook and Google. Similar to our 'always-on' Facebook approach, HWT also undertakes year-round activity through Weibo to promote visiting the Waikato to the Chinese New Zealanders community, predominantly in Auckland.

Matariki

From 10 June to 17 July HWT profiling experiences, accommodation and activities as well as all the fantastic events taking place across the region through Matariki ki Waikato. Working in partnership with Matariki ki Waikato, activity targeted Waikato residents and key drive markets via digital channels and printed newspaper ads. Print ads ran in the Waikato Herald, Bay of Plenty Times, Hamilton Press, Cambridge Edition, Piako Post, Taupo Times, Waikato Times, King Country News and TA Courier with a total reach of 320,856.

Berry Activation

'Berry' has been identified as a key pillar of the region's F&B narrative in our Food & Beverage Tourism Market Development Plan. As such, and in partnership with the F&B Advisory Group, HWT launched the inaugural 'Berry Month' campaign in late November to highlight all the places in the region where Waikato locals can pick your own, try tasty berries on the menu, grab a real fruit ice cream or purchase fresh berries to take home. This campaign was scaled back from initial concept due to the devastating frost that impacted the blue berry producers, but the aim is to expand this activity further in 2023.

Events

HWT continues to support HCC, FIFA and Tourism NZ with tourism related activities in the lead up to the FIFA Women's World Cup 2023 Play-Off Tournament in February and the FIFA Women's World Cup 2023 Tournament in July-August. Alongside Hamilton Central Business Association and Hamilton City Council, HWT co-hosted a FIFA Women's World Cup 2023 information evening on 22 November for retail, hospitality and tourism providers, from around Hamilton and the Waikato region. The purpose of this evening was to allow businesses to learn more about this major event and how they can get involved.

HWT has supported regional events during July-December by profiling them in campaign activity, on social media and coverage on waikatonz.com. Events are an important driver for domestic visitation as well as local expenditure, and post-COVID provide great reasons for repeat visitation to a region. In partnership with the Waikato i-SITE network, HWT exhibited at the Motorhome & Caravan show in September to promote the activities and attractions in the region.

Waikato to Taranaki Way

Central government STAPP funding allowed HWT and Venture Taranaki Tourism to partner on the creation of 'The Waikato to Taranaki Way' road journey to encourage visitors and road trippers to discover new experiences while travelling along State Highway 3.

The Waikato to Taranaki Way is a curated map and itinerary for an easy, self-driving journey along the west coast of the North Island from Port Waikato to Paritutu in Taranaki. The itinerary recommends a number of activities and attractions, to discover local stories and facts, places of cultural significance, and stunning views along the way. The road trip was launched in late November and promotion to date has included local and industry media coverage, Auckland International Airport advertising, and a digital marketing campaign.

Annual Visitor Guide

50,000 copies of the 2023 Official Regional Visitor Guide were distributed in late December 2022 and early January 2023. They have been distributed nationally through i-SITEs and airports, displayed at visitor attractions, used at trade shows, and conference delegate packs. This guide remained a cost-neutral project with advertising sales funding production and distribution.

Media

HWT has continued to work on a number of media pitches over the last six months. Born out of our Mighty Local campaign, we have managed to secure a regular editorial spot in the Waikato Herald to showcase our local tourism operators and hospitality. We continue to be successful in pitching to domestic publications including Good Magazine, Motorhomes, Caravans and Destinations Magazine, and Dish Magazine with additional features being worked on for early 2023. International media attention has also increased in line with the border enabling the planning for several key broadcast opportunities in late 2022 and in to 2023 including the Today Show from Australia.

Communications Specialist

HWT employed a 12month Communications Specialist in November 2021. This role was funded from central Government funding. This role sat within the marketing team and created content for all departments across the organisation including media releases and pitches, case studies/testimonials, articles, e-newsletters, web copy and promotional collateral. This was a very welcome addition to the team and allowed HWT to capitalise on further content and media opportunities. Now that this funding has been fully utilised, this contracted position has also ended. The consequence is that we will no longer have the resources to elevate our media/content creation to this same level unless additional funding is able to be secured.

Travel Trade

With international borders opening, we have experienced a hybrid model of trade training and sales activity with on- and off-shore travel trade in the last six months. HWT travelled to North America as part of the 70pax strong NZ contingent for the first Tourism New Zealand KiwiLink event in three years. We represented the region and the wider Thermal Explorer International Marketing Alliance (TEH IMA) of Waikato, Rotorua, Taupo and Ruapehu. HWT also attended KiwiLink Asia; was represented by TEH IMA partner regions at KiwiLink UK/Europe; and undertook several virtual webinars updating North American and Australian travel sellers about the Waikato's tourism experiences and accommodation offering. The last few months have also seen the re-introduction of international trade famils into NZ, with several leisure and incentive famils from the US, UK/Europe and Singapore markets spending time in the region.

HWT had the unparalleled opportunity to host over 100 Tourism New Zealand staff on who were in New Zealand for their Global Hui in November. We hosted 89 staff on a 'surprise and delight' mini famil at Hamilton Gardens, while another group of 19 key TNZ off-shore staff spent two days exploring the region in more depth with us.

Marketing activity for Waitomo

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

Target market	Campaign or activity	Waitomo experiences profiled
Media – domestic & international famils + coverage	Media coverage, hosting and famils profiling Waitomo: <ul style="list-style-type: none"> • National Geographic UK • TODAY Show AU • TNZ Global Hui • Waikato Herald • Stuff.co.nz • NZ Herald • King Country News 	Waitomo Adventures, Discover Waitomo (Waitomo Glowworm Caves, Ruakuri Cave), Legendary Black Water Rafting, Waitomo Trail Run, Caveworld, Omaru Falls, The Waikato to Taranaki Way, The Timber Trail, Matariki ki Waitomo events, Fat Pigeon, Te Kuiti township, Waitomo Caves Discovery Centre, Sir Colin Meads statue, Mōkau
Travel Trade – webinars & training	International trade events and webinars profiling/attended by Waikato: <ul style="list-style-type: none"> • eXplore virtual event –AU & NZ wholesalers • ECNI Down Under Endeavours virtual training • KiwiLink North America • KiwiLink Asia • KiwiLink UK/Europe Hosted in region: <ul style="list-style-type: none"> • Singapore incentive famil • TNZ UK 'launch' famil • TNZ US 'launch' famil • TNZ Global hui – 2 x famils 	Trade-ready products: Waitomo Adventures, Discover Waitomo (Waitomo Glowworm Caves, Ruakuri Cave, Legendary Black Water Rafting Co, Homestead Cabins), Waitomo Top 10 Holiday Park, Caveworld, Abseil Inn, Te Tiro, Waitomo Village Chalets, Roselands, Spellbound, Down to Earth, The Timber Trail
Domestic consumer -Local, Hamilton & Waikato	<ul style="list-style-type: none"> • Matariki June – July 2022 • Always On Facebook • Motorhome & Caravan Show • Berry Activation • Waikato to Taranaki Way 	Waitomo Adventures, Discover Waitomo (Waitomo Glowworm Caves, Ruakuri Cave), Legendary Black Water Rafting, Waitomo Trail Run, The Waikato to Taranaki Way, The Timber Trail, Marokopa Falls, Ruakuri Bush Walk, Matariki ki Waitomo events, Fat Pigeon, Te Kuiti township, Waitomo Caves Discovery Centre, Sir Colin Meads statue, Mōkau
Domestic consumer - External Drive & Fly Markets	<ul style="list-style-type: none"> • Matariki June – July 2022 • Winter Campaign • Always On Facebook • Motorhome & Caravan Show • Waikato to Taranaki Way 	Matariki ki Waitomo events Legendary Black Water Rafting, Waitomo Trail Run, The Waikato to Taranaki Way, Waitomo Adventures, Discover Waitomo (Waitomo Glowworm Caves, Ruakuri Cave), The Timber Trail, Marokopa Falls, Ruakuri Bush Walk, Fat Pigeon, Te Kuiti township, Waitomo Caves Discovery Centre, Sir Colin Meads statue, Mōkau
Domestic consumer – Chinese New Zealanders	Ongoing campaign activity has continued through our Weibo social media channel, blogs, community forums etc	Mangapohue Natural Bridge, Marokopa Falls, Omaru falls, Waitanguru Falls.
Domestic & International consumer and trade	2023 Hamilton & Waikato Regional Visitor Guide	Waitomo district and towns profiled in 'Regional highlights', 'Waitomo and Surrounds' sections. Waitomo district-based tourism operators have advertised in their respective sections. Events based in Waitomo have also been profiled in the 'Events' section.

<p>Domestic & international consumer, travel trade and media</p>	<p>Quarterly e-newsletters distributed to our consumer, trade and media databases featuring: Discover Waitomo, Waitomo Glowworm Caves, Waitomo Trail Run, Waitomo Caves, Black Water Rafting.</p>
<p>Domestic & International consumer</p>	<p>Waitomo profiled through HWT's website and various social profiles including Facebook, Instagram, Twitter & YouTube, including: Ruakuri Walk, Omaru Falls, Waitanguru Falls, Waitomo Trail Run, Marokopa Falls, Discover Waitomo, Mangaotaki Scenic Reserve, Pureora Forest Park, Mangaokewa Scenic Reserve, The Timber Trail, Tunes of Waikato, Te Kuiti township, Waitomo Caves Discovery Centre, Meads Brothers Exhibition, Conservation Week, Waitomo Trail Run 2022, Waitomo Caves-Māori Language Week, Waitomo District Christmas Parade, Hairy Feet Waitomo, Piripiri Cave Walk, Wai Dome O, Marokopa, Mangapohue Natural Bridge, Waitomo Adventures - The Lost World.</p>

Events and Incentives

Business Events

The HWT partnership model has been reconsidered with the restructured model successfully rolled out and included joint face to face meetings with partners. We have held two successful partner breakfast events.

We have presented seven regional conference bids in the last six months; proposals are proving hard to win due to funds provided from some of our other regional competitors.

The HWT Business Events team have attended and exhibited at MEETINGS, Corporate PA Summit, Office PA Show, AuSAE Linc Conference representing the Waikato as a business events destination to New Zealand and Australian buyers. Have also attended two AuSAE networking events and the BEIA Industry Conference.

We hosted two prestigious business events in region over the past six months, Tourism Summit Aotearoa and the NZ Tourism Awards. We also hosted a number of buyers along with some of our regional business events partners at our annual Wellington Soiree. Other joint hosted activities have included a Christchurch PCO dinner, International Hobbit Day, Wellington Association Executives lunch and an Auckland PCO luncheon. We also wrapped sales calls around those hosting visits and have met with event professionals in Auckland, Wellington, Christchurch and Waikato over the last six months.

We welcomed attendees to Tourism Summit Aotearoa on three pre famil itineraries and in early December we held a Waikato Mega Famil (first since 2019) which saw 13 quality buyers spend two days with us learning what the Waikato has to offer future delegates. This famil included Waitomo district and was a valuable opportunity for our regional operators to spend time with these influential event planners, with the goal of establishing relationships during the famil as well as continuing to build on these connections far beyond the event.

We have started to grow our regional business events image library with a joint Woundcare Conference shoot at Claudelands Conference & Exhibition Centre. We also grew image capacity with capturing our regional Mega famil, which included activity in Waitomo, as well as a shoot at Hamilton Gardens and Jet Park Hotel Hamilton. We have more imagery planned to shoot in the next 6 months also.

Thermal Explorer Regional Events Fund

The four regions of the Thermal Explorer Highway collective including Waikato, Rotorua, Taupō and Ruapehu were approved \$3.75 million for regional events by Tourism Minister Stuart Nash on 18 December 2020. The Regional Tourism Organisations (RTOs), alongside their council partners, developed a collaborative regional events investment plan to drive additional domestic visitation into their regions.

Hamilton & Waikato Tourism were selected as the Lead Entity for the Regional Events Fund across the four regions. The collaboration between Waikato, Rotorua, Taupō and Ruapehu has led to a strong and compelling event proposition for our four regions.

The bulk of the \$3.75 million fund has been allocated through a contestable funding process with successful events being supported over a three-year period. Two rounds of contestable funding have now been allocated. These two rounds have resulted in 34 events being allocated \$2.9million. This sees the contestable fund aspect fully utilised and allocated. There have been a number of events that have not been able to go ahead which has caused previously allocated funds to be returned. In December the panel agreed to move forward with a third contestable funding round. However, this round will be much smaller than previous rounds and is now open, due to close June 2023.

ThermEx capability workshops have been held online and in person over the last six months. Capability will continue for this sector over the next two years including a Thermal Explorer roadshow being planned centred around capability building, event development and feasibility initiatives.

Development and support

Product support provided to cultural operators across the region

The team have provided a variety of support services to our Maori tourism operators. Some of this support has been funded by STAPP/RESET funds allocated to provide consultants; attendance at capability building workshops; and other support has been by the way of one-on-one support with the HWT team:

- Te Ahurei Maori Tourism – now BRONZE Qualmark certified
- Sands of Kawhia Hotel
- Tainui Waka Tourism Inc
- Rangiriri Development
- Okū Tea
- Te Puna Wai Tours
- Move Your Tinana Kawhia (event)
- NZ Maori Tourism connections and strong relationship developing
- IBCPC Dragon Boat Event – connected organisers with local hapu for assistance

In addition, the HWT team have been working more with NZ Maori Tourism and have undertaken Te Reo lessons with Fraser High Schools's Adult Learning team.

Capability Building for the Industry

Our central Government STAPP and RESET funding has provided us with the opportunity to offer an accelerated capability building programme. Symposiums, workshops, webinars and one-on-one support has been provided to a range of operators throughout the region.

The funding timeframe was extended until June 2023 for this activity therefore, we have many more opportunities scheduled for the remainder of this financial year.

Ambassador programmes

Designed for anyone engaging with manuhiri (visitors) who come to the Waikato, our Ambassador Programmes help create storytellers and ambassadors who can connect with people and authentically engage with what all New Zealanders understand as 'manaakitanga' and 'kaitiakitanga'. There are five unique location centric programmes that will support Kirikiriroa Hamilton, Waikato, Waipa, Waitomo/Otorohanga and Matamata-Piako. Programmes have been promoted and commence in March 2023.

Tiaki in Waitomo

Tiaki – Care for New Zealand was created through a collective national desire to share a connection to the natural world, inspiring and helping visitors to travel safely and conscientiously.

As part of our regenerative tourism workstream HWT are piloting a programme in Waitomo around embracing the Tiaki kaupapa, which if successful, can then be implemented in other parts of the region. Many Waitomo operators are already undertaking some fantastic initiatives which embrace the values of the Tiaki Promise.

With the support of Tourism New Zealand's Tiaki Manager, HWT has formed a Tiaki in Waitomo working group to assist with the direction of the project and undertaken several activities to support operators and Council to fully embrace Tiaki including holding a business after five event to launch the initiative, providing support to individual operators and creating Tiaki collateral in conjunction with Council.

Regenerative Tourism

The Mighty Waikato Sustainability Programme has been developed in conjunction with InStep and has been launched to our operators late January. The Programme provides guidance to operators to measure what they do and identify changes to their business to achieve better regenerative outcomes. Operators will sign up by donating \$50 to Waikato RiverCare, then attend an individual sustainability coaching session with InStep. InStep will provide a report of the operator's sustainability actions, carbon emissions and recommendations for improvements. Our aim is to encourage 100 Waikato operators to participate in the programme.

We have introduced a Regenerative tourism section of waikatoz.com for operators, providing advice and resources to assist operators on their journey. The visitor's section is underway.

Food & Beverage Tourism Strategy

We utilised STAPP funding to produce a Food & Beverage Tourism Market Development Strategy for the region. The strategy was developed with consultation from producers, hospitality sector, event managers and caterers. We are now implementing the strategy's action plan including:

- Development of an Advisory Group to share in the ownership of the strategy, to help guide direction for the action plan and collaborate on specific projects
- Content creation – new content created and existing refreshed for waikatoz.com, social media content created including Reels, specific media pitching and coverage (see above marketing media section)
- Image library asset creation – photo and video shoot in May in Hamilton, Raglan and Cambridge areas
- Development of a Waikato Provenance Mark – research project currently underway to explore if and what a provenance mark for the Waikato could look like.
- Conducting feasibility work towards developing a new event for the region.

Visitor Perceptions and Positioning

We engaged Angus & Associates to conduct research to ascertain what potential visitors think that Waikato has to offer. The research was updated with new survey data for the year ending December 2022. Key findings:

- 21% of NZers who travelled around NZ last year, visited Waikato
- 48% of NZ travellers associate Waikato with “Gardens, Parks and Reserves”
- 55% of NZ travellers agree that Waikato is a great place to visit for a short-term break
- 36% of NZ travellers agree that they would pay more for a regenerative tourism experience over an otherwise equivalent experience
- 71% agree that Waikato is either “highly appealing” or “somewhat appealing” as a destination to visit.
- 83% of those who have recently visited, said that the region is either “highly or somewhat” appealing.

And of our Australia visitors:

- 16% of Australians who travelled to NZ last year, visited Waikato
- 37% of Australian travellers associate Waikato with “Walking & Hiking”
- 65% of Australian travellers agree that Waikato is a great place to visit for a short-term break
- 50% of Australian travellers agree that they would pay more for a regenerative tourism experience over an otherwise equivalent experience
- 71% agree that Waikato is either “highly appealing” or “somewhat appealing” as a destination to visit.
- 97% of those who have recently visited, said that the region is either “highly or somewhat” appealing.

This research will now inform the work we are conducting with Miles Partnership to confirm what our Positioning Pillars are and how we then include these in our activity moving forward.

Residents Sentiment towards Tourism

This is another substantive research project carried out by Angus & Associates – this time ascertaining what our residents consider to be the benefits of tourism, and what are the challenges that tourism brings to their community. The first survey period was summer 2021/22, which has already been shared with councils. The results from the new survey, conducted over summer 2022/23, will be shared as results become available.

Insights tool

HWT partnered with Bay of Plenty, Ruapehu, Taupō and Tairāwhiti to develop a data/insights dashboard. This is simple to use, provides interactive filters to produce data for each district/TLA (where its available). This will help our reporting in the future.

Weather related State of Emergency

At the time of writing this report, a National State of Emergency has just been announced in response to the damage caused (and ongoing) from Cyclone Gabrielle, which has followed closely behind Cyclone Hale and been even more devastating.

With official advice being “delay travel” and only travel if absolutely necessary, visitation over the two long weekends has been much lower than we would have expected for this time of year. Our operators will be greatly impacted at a time when they had hoped to have some form of recovery over the summer period.

MBIE instigated the Visitor Support Emergency Advisory Group (VSEAG) to support visitors to Auckland. They then invited us, Northland and Coromandel to join the meeting; and extended again to include Tairāwhiti and Hawkes Bay. This group consists of TEC, TIA, TNZ, MBIE, NEMA, MFAT, DOC, Ministry of Education, Immigration NZ etc. The purpose of VSEAG is to support the emergency response when the emergency impacts large numbers of visitors and managing the response for those visitors; and then some small part in the "recovery" afterwards.

Sustainable Funding

Post Central Government Funding

As you are aware, HWT received funding from central Government as part of COVID recovery funding packages, as did all RTOs. This additional funding elevated our existing mahi and allowed further workstreams to be implemented. This funding has now been utilised, with some projects being granted extended timeframes to June 2023.

With this funding concluded, returning to our normal levels of funding will see our activity also return to pre-covid levels. Therefore, the projects/workstreams impacted are:

- Food & Beverage – we now have a fantastic Food & Beverage Tourism Market Development Strategy for the region and have created powerful assets. We will include the food and beverage offering within our usual work but will be unable to elevate further or fully realise the recommendations of the Strategy.
- Regenerative Tourism/Sustainability – we are providing our Mighty Waikato Sustainability Programme for operators until June, and then will need to cease any major work towards this including subsidising the operator assessments.
- Communications Specialist – this was a 12-month fixed term position which enabled increased content creation and cut-through with media articles and coverage. This activity will return to pre-covid levels.

- Ambassador programmes – the 4 additional programmes have been created and workshops will be provided free of charge while this funding is available until the end of June 23. After this funding, we will need to charge an attendance fee to cover the associated costs.
- Capability Building - work will continue as per pre-covid plans – two symposiums per year and our Development Manager available to support operators. However, the extensive and intensive workshop programme which was provided to operators free of charge will no longer be possible to deliver.
- Marketing campaigns - domestic, international and business events promotional activities were elevated and increased in frequency with this funding. This activity will return to pre-covid levels.
- Mighty Local campaign – this activity was launched during Covid. Building on existing efforts the increased focus on targeting locals proved incredibly beneficial in building ongoing awareness of our visitor offerings. This activity will return to pre-covid levels.
- Attraction of Business Events was increased during this period. We were able to host more event buyers in region and out of region than we are typically able to with usual levels of funding.

We are grateful for the funding we receive, however sustainability delivering to the now elevated stakeholder expectations while also managing rising implementation costs will become challenging. We will need to work with councils to either seek increased funding or decrease expectations.

The above information and comments are not provided for resolution for this council reporting period but are intended to highlight the discussions that we'll be seeking during the next Long Term Plan process.

Conclusion

As we continue to lead the sector with recovering from the impacts of covid, and now cyclones, our key focus areas for the remainder of the financial year and the coming year includes:

- further embedding the Destination Management Plan into our activities
- continuing to assist and encourage operators to embed Regenerative Tourism and sustainability measures into their activity
- delivering the new Ambassador programmes for Waipā, Ōtorohanga-Waitomo, Waikato and Matamata-Piako districts
- supporting event organisers, venues and suppliers with new methods of hosting events
- continuing to work with our industry to develop capability
- delivering enhanced capability building opportunities with the Regional Events Fund for Waikato, Rotorua, Ruapehu and Taupō
- delivering the remaining programmes of work funded under STAPP/Reset
- continuing to lobby and advocate for the tourism sector with Government.

On behalf of the board and management of Hamilton & Waikato Tourism, we thank Waitomo District Council, our local government partners and the industry for their continued support. Your proactive support is greatly appreciated by the tourism sector and our community.

Nicola Greenwell

Chief Executive
 Hamilton & Waikato Tourism
 March 2023

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 29 NOVEMBER 2022 AT 9.00AM

PRESENT: Mayor John Robertson, Council Members Allan Goddard, Eady Manawaiti, Janene New, Janette Osborne, Dan Tasker and Gavin Todd

IN ATTENDANCE: Deputation: Oparure Marae, Te Wharekura o Maniapoto and Kohanga Reo Oparure

Ben Smit, Chief Executive; Michelle Higgie, Manager – Governance Support; Helen Beever, General Manager – Community Services; Alex Bell, General Manager – Strategy and Environment; Charmaine Ellery, Manager – Strategy and Policy; Andreas Senger, Manager - Programme Delivery; Alister Duncan, General Manager – Business Support and Greg Boyle, Special Projects Coordinator

1. Karakia Tuwhera

2. Deputation: Representatives from Oparure Marae, Kohanga Reo and Wharekura – Roothing and Speed Issues

Council received a deputation from representatives from Oparure Marae, Te Wharekura o Maniapoto and Kohanga Reo Oparure presenting a petition relating to road safety, speed limit issues and the recurring slump on Oparure Road in the vicinity of the Marae, Wharekura and Kohanga Reo.

Resolution

The Deputation from representatives of the Oparure Marae, Te Wharekura o Maniapoto and Kohanga Reo Oparure be thanked and received.

Robertson/New Carried

3. Declarations of Member Conflicts of Interest

No declarations were made.

4. Confirmation of Minutes: 25 October 2022

Resolution

The Minutes of the Waitomo District Council meeting of 25 October 2022 be confirmed as a true and correct record.

Robertson/Goddard Carried

5. Verbal Reports: Elected Member Roles and Responsibilities

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

Deputy Mayor Allan Goddard

1. Armistice Day Commemoration
2. Benneydale Hall AGM

Councillor Janene New

1. Waitomo Sister City Inc
2. Legendary Te Kuiti AGM and co-hosting of She Is Not Your Rehab
3. Opening of Waitomo Society of Arts Exhibition
4. Launch of Cultural Exhibition at Te Kuiti and Districts Museum
5. LGNZ Online Webinar (First of Three)

Councillor Gavin Todd

1. Opening of Waitomo Society of Arts Exhibition
2. Tainui Wetere Domain Board Meeting

Councillor Dan Tasker

1. Opening of new Mokau Public Toilets Facility
2. Meetings at Maarakai
3. Attending Te Wharekura O Maniapoto Prizegiving
4. She is Not Your Rehab at Waitete Rugby Club
5. Opening of Waitomo Society of Arts Exhibition
6. LGNZ Induction in Hamilton

Councillor Janette Osborne

1. Tere Waitomo Working Bee
2. Waitomo Sister City Inc
3. Waitomo Society of Arts Exhibition
4. Waitomo Sports Day Planning (4 March 2023)
5. Waitomo Rugby Club AGM
6. Waitomo Museum Committee Meeting
7. LGNZ Online Webinar (First of Three)

Councillor Eady Manawaiti

1. LGNZ Induction in Rotorua
2. Meetings with Kaumatua historians re new Committee to be established
3. Maniapoto Munch Fest
4. Two new displays at Cultural Exhibition at Te Kuiti and Districts Museum
5. Meetings at Te Kuiti Pa in preparation for 150 Year celebrations

John

1. Attending Te Wharekura O Maniapoto Prizegiving
2. Opening of new Mokau Public Toilets Facility
3. Art Exhibition
4. Rehab Breakfast

Resolution

The verbal reports be received.

Robertson/Tasker

Carried

6. Mayor's Report – November 2022
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Council considered the Mayor's Report for November 2022.

Resolution

The Mayor's Report – November 2022 be received.

Robertson/Manawaiti Carried

7. Adoption of Standing Orders for Meetings
--

Council considered a business paper presenting for Council's consideration draft Standing Orders for the conduct of Council meetings and committees.

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

Resolution

- 1 The business paper on Adoption of Standing Orders for Meetings of Council (including Council Committees) be received.
- 2 Council adopt new Standing Orders for Meetings of Council (including Council Committees) based on the Local Government New Zealand 2022 template with the following personalization:

1 Attendance by audio or audiovisual link (Clause 13.7)

Retain provision for members to attend meetings by audio/audiovisual link as provided for in the LGNZ 2022 Standing Orders template.

2 Provision for Chairperson casting vote (Clause 19.3)

Retain provision for the Chairperson to have a casting vote as provided for in the LGNZ 2022 Standing Orders template.

3 Speaking and moving motions (Clause 22)

Retain Option C as the default rule for speaking and moving motions.

4 Webcasting meetings (Clause 4.4)

The following paragraphs be added to Clause 4.4 -

Meetings (including parts of meetings) which are public excluded in accordance with the Local Government Official Information and Meetings Act 1987 will not be recorded.

Recordings of webcast meetings shall be available via a link on the Council's website for both the current and previous trienniums.

5 Public may record meetings (Clause 12.4)

The following paragraph be added to Clause 12.4 -

Members of the public in attendance and making their own recording of any Council/Committee meeting are to ensure that their recording is focused solely on the proceedings of the meeting and shall not film or record any other persons present.

6 Webcasting protocols (Appendix 7)

Appendix 7 be amended to read as follows:

- 1 The default shot will be a wide-angle shot of the meeting room.

- 2 Cameras may cover a member who is addressing the meeting. Cameras may also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting.
- 3 In the event of any interjections from elected members, any general disorder, or a disturbance from the public gallery, recording will continue unless the majority of members in attendance agree to stop the recording.
- 4 PowerPoint presentations and any other matters displayed by overhead projector shall be the focus of the recording.
- 5 Shots unrelated to the proceedings, or not in the public interest, are not permitted.
- 6 If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
- 7 Appropriate signage will be displayed both inside and outside the meeting room alerting people that the proceedings are being webcast.
- 8 Council meetings shall be webcast in real time.
- 9 Recorded webcast meetings shall be made available to the public by way of a link located on the Waitomo District Council Website.
- 10 The following Disclaimer will apply to the webcasting of Council/Committee meetings and will be displayed on the Waitomo District Council Website:

Disclaimer - Webcasting of Public Council Meetings

All public meetings of Council and its Committees shall be webcast in real time, recorded and made available to the public after the meeting via a link on this website.

Webcasting in real time allows you to watch and listen to the meeting in real time, giving you greater access to Council debate and decision making and encouraging openness and transparency.

Every care is taken to maintain individuals' privacy and attendees are advised they may be recorded.

There may be situations where, due to technical difficulties, a webcast in real time may not be available. Technical issues may include, but are not limited to – the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. While every effort will be made to ensure the webcast and website are available, Waitomo District Council takes no responsibility for, and cannot be held liable for the webcast, if Council's website is temporarily unavailable due to technical issues.

Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of the Waitomo District Council. Council accepts no liability for any opinions or statements made during a meeting.

Access to webcasts and recordings of Council meetings is provided for personal and non-commercial use. Video, images and audio must not be altered, reproduced or republished without the permission of Council.

8. Adoption of Code of Conduct and Policy
--

Council considered a business paper presenting for Council's consideration a draft Code of Conduct and Policy for dealing with alleged breaches of the Code

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

Resolution

- 1 The business paper on Adoption of Code of Conduct and Policy be received.
- 2 The Code of Conduct | Anga Tikanga Whanonga be adopted.
- 3 The Policy for dealing with alleged breaches of the Code | Te kaupapahere hei whakahaere i ngā whakapae i takahia te Tikanga be adopted subject to amendment as follows:

Addition of an Introductory Note stating that this Policy will only be triggered if a complaint cannot be solved by the Mayor, or if the Mayor is the Subject, the Deputy Mayor.

Goddard/Osborne Carried

The meeting adjourned for morning tea at 10.31 and reconvened at 10.45am

The General Manager – Business Support entered the meeting at 10.45am.

9. Establishment of Committees (including adoption of Terms of Reference)
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- **Audit and Risk Committee**
- **Te Raangai Whakakaupapa Koorero (Maori Relationship Committee)**
- **Appointments and Chief Executive Relationship Committee**

Council considered a business paper requiring the establishment of a Committee Structure for the current 2022-2025 triennium and presenting for consideration draft Terms of Reference for the three proposed Committees.

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

Resolution

- 1 The business paper on Establishment of Committees (including adoption of Terms of Reference) be received.

Audit and Risk Committee

- 2 Council establish an Audit and Risk Committee with a membership consisting of the full Council plus an Independent Chairperson, to convene four times per year in February, May, August and October and any other times that may be required.

- 3 Council adopt the Terms of Reference for the Audit and Risk Committee as presented. (Doc A642048)

Te Raangai Whakakaupapa Koorero

- 4 Council establish a Māori Relationship Committee to be known as Te Raangai Whakakaupapa Koorero with membership consisting of the Mayor, Councillor Eady Manawaiti (Chairperson) and Councillor Dan Tasker, to convene on an as required basis.

- 5 Council adopt the Terms of Reference for Te Raangai Whakakaupapa Koorero as presented. (Doc A641565)

Appointments and Chief Executive Relationship Committee

- 6 Council establish an Appointments and Chief Executive Relationship Committee with a membership consisting of the full Council, with the Mayor as Chairperson, to convene on an as required basis, but not less than twice per year.
- 7 Council adopt the Terms of Reference for the Appointments and Chief Executive Relationship Committee as presented. (Doc A642049)

Robertson/Todd Carried

10. Elected Member Appointments, Roles and Responsibilities

Council considered a business paper presenting for consideration proposed elected member appointments, roles and responsibilities within the District and wider region.

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

Resolution

- 1 The business paper on Elected Member Appointments, Roles and Responsibilities be received.
- 2 Council note and make appointments as set out in the Schedule below

Details	Appointment
Waitomo District Council Committees	
Audit, Risk and Finance Committee The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).	All Elected Members Independent Chairperson - Bruce Robertson Deputy Chairperson – Mayor
Te Raangai Whakakaupapa Koorero The purpose of the Committee is to provide guidance, assistance and support to Waitomo District Council (WDC) on matters specific to Iwi and Mana Whenua relationships.	Mayor John Robertson Councillor Manawaiti (Chairperson) Councillor Tasker
Appointments and Chief Executive Relationship Committee The purpose of this Committee is to undertake processes relative to – <ul style="list-style-type: none"> a. Reviewing the Chief Executive’s performance b. Appointment of directors to Council Controlled Organisations 	All Elected Members Mayor (Chairperson)
District Licensing Committee <i>Note: A TA’s DLC established pursuant to s186 of the Sale and Supply of Alcohol Act 2012 is not a Committee of Council under the LGA. Therefore a DLC is not discharged following a General Election.</i> Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of three members, one of whom must be the Chairperson). Section 192(1)(b) of the Act requires that TAs together with 1 or more other territorial authorities establish, maintain and publish a “list” of persons jointly approved by the TAs to be members of the TA’s DLC. Since 2013, Waitomo, Otorohanga and Waipa DCs have been sharing resources for its DLC and maintain a joint list. The DLC is responsible for considering applications made under the Act.	<i>Council Resolution 26 October 2021</i> Sarah Grayson (Commissioner/Chair) Tegan McIntyre (Alt Commissioner) Guy Whitaker (Deputy Chair) Ross Murphy Patsi Davies Dr Michael Cameron Roy Johnstone John Gower <i>Note: All appointments were made for a 5 year period</i>

Details	Appointment
Waitomo District Council Hearings Panels	
<i>Note:</i> With the exception of the District Plan Hearings Panel, the authority to make appointments of a commissioner(s) for Hearings has been delegated to the Chief Executive, Group Manager – Strategy and Environment and Principal Planner. (Refer WDC Delegations Register – Doc #A434592)	

Details	Appointment
<p>District Plan Hearings Panel</p> <p>The role of the Hearings Panel is to consider all submissions received, hear the evidence of Submitters. Council has appointed an Independent Commissioner Chair to hear the District Plan. The Independent Commissioner Chair in combination with Councillors and Iwi, will form hearings panels to hear submissions on different topics. The final composition of the topics (and therefore the hearings) will not be known until submissions have been received.</p> <p>Council has delegated to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 (clauses 8AA to, and including, 10 of the First Schedule of the RMA) to case manage, consider, hear, deliberate and decide on all submissions and further submissions received on, and provisions of, the Proposed Waitomo District Plan; and to the Hearings Panel Chairperson the powers to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions and further submissions on the Proposed Waitomo District Plan, to the Independent Commissioner Chair</p>	<p><i>Council Resolution 8 October 2019</i></p> <p>Greg Hill (Independent Commissioner and Chair)</p> <p>Allan Goddard RMA Accredited</p> <p>Phil Brodie RMA Accredited</p> <p>1 x Commissioner with an understanding of Tikanga Māori and of the perspectives of mana whenua (yet to be appointed)</p>

Details	Appointment
Regional and Sub-Regional Appointments	
<p>Taranaki Regional Council – State Highway 3 Working Party</p> <p>The SH3 Working Party was formed by the Taranaki Regional Council in 2002.</p> <p>The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance.</p> <p>WDC is represented on the Working Party by both an elected representative and a staff member.</p>	<p>Councillor Todd Alternate – Mayor</p>
<p>Waikato Civil Defence Emergency Management Joint Committee</p> <p>Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Joint Committee known as the Civil Defence Emergency Management Group (CDEMG).</p> <p>Civil Defence Emergency Management Groups (CDEM Groups) are responsible for the implementation of local CDEM in an efficient and effective manner.</p> <p>CDEM Groups are formed from local authorities that work together and with other organisations to provide co-ordinated CDEM planning for reduction, readiness, response, and recovery.</p> <p>The Joint Committee is a local government committee with one elected representative from each council. The role of the joint committee is to provide political oversight and governance to ensure that the functions and obligations of the Waikato Civil Defence Emergency Management Group are fulfilled.</p> <p>The members of the Waikato CDEM Joint Committee are:</p> <ul style="list-style-type: none"> • Waikato Regional Council • Hamilton City Council • Hauraki District Council • Matamata-Piako District Council • Otorohanga District Council • South Waikato District Council • Taupo District Council • Thames-Coromandel District Council • Waikato District Council • Waipa District Council • Waitomo District Council 	<p>Deputy Mayor Alternate - Mayor</p>
<p>Waikato Mayoral Forum</p> <p>Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each Region must enter into an agreement (Waikato Triennial Agreement) containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.</p> <p>In March 2012, the Regional Triennial Forum governing body (which</p>	<p>Mayor Alternate - Deputy Mayor</p>

Details	Appointment
Regional and Sub-Regional Appointments	
<p>undertook reviews of the Regional Triennial Agreement at that time) recommended the formation of a Regional Governance body with appropriate delegated authority to provide Regional leadership and representation on matters of strategic importance for the Waikato in accordance with the Triennial Agreement, including completing future reviews of the Triennial Agreement in accordance with the LGA 2002.</p> <p>As a result, in 2012 the Waikato Mayoral Forum (WMF) was established. Since its formation, the Waikato Mayoral Forum has been collaboratively and successfully pursuing its goal of collaborating and working together to develop tangible benefits for the Region through greater local government co-operation.</p> <p>The Forum – made up of Mayors and the Regional Council Chair – has initiated a series of work streams aimed at improving joint planning, economic development and local government efficiency generally.</p> <p>Two of these work streams have now become standalone, independent processes:</p> <ul style="list-style-type: none"> • A joint committee of council representatives is overseeing the creation of a common Waikato Plan to guide the region's future • A business-led governance body is implementing the Waikato Means Business economic development strategy. <p>Other work streams covering the key areas of policy and bylaws, water services and roading have also been delivering tangible results in the areas of cutting red tape, positioning councils for major water savings and significant efficiencies on roading services.</p> <p>All this work dovetails with related efforts by councils through the jointly owned Waikato Local Authority Shared Services company to drive savings and other efficiencies.</p>	
<p>Waikato Plan Joint Committee</p> <p>The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:</p> <ul style="list-style-type: none"> • Set a strategic direction for the Waikato and its communities. • Outline a high level development strategy that identifies settlement, infrastructure and service needs. • Provide an evidential basis to support policy and investment decision making within the Waikato. • Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato. • Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies. <p>The Waikato Plan Joint Committee was established to facilitate and encourage the implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging the allocation of resources to achieve agreed regional priorities. It also acts as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.</p> <p>As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities.</p> <p>The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election.</p> <p>Membership of the Committee is comprised:</p> <ul style="list-style-type: none"> • One voting member appointed by the Waikato Regional Council • One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council) • One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council. • One voting member jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and 	<p style="text-align: center;">Note:</p> <p>Otorohanga Mayor Max Baxter was jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council for the 2019-2022 triennium.</p> <p>Liaison is currently underway with the other Councils to appoint a representative.</p> <p>Mayor Max Baxter will be supported should he indicate his willingness to continue in the current triennium.</p>

Details	Appointment
Regional and Sub-Regional Appointments	
<p>Waitomo District Council</p> <ul style="list-style-type: none"> • One voting member appointed by Hamilton City Council • Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council • Up to four voting members being business and/or community representatives confirmed as members by the Waikato Regional Council • One non-voting member being a representative of the Waikato District Health Board • One non-voting member being a representative of the New Zealand Transport Agency • Ministry of Social Development • Ministry of Education non-voting members being representatives of relevant Government Agencies as required. 	
<p>Waikato Regional Council – Regional Transport Committee</p> <p>The RTC is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport.</p> <p>The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Osborne Alternate – Mayor</p>
<p>Waikato Regional Council – Regional Connections Committee</p> <p>The RCC is a WRC Committee and its objective is to enhance the wellbeing of our communities through the achievement of the goals set out in the Regional Public Transport Plan. The particulars of its scope of activities are:</p> <ul style="list-style-type: none"> • Consider and recommend on matters relevant to the implementation and monitoring of the Regional Public Transport Plan • Develop the draft Regional Public Transport Plan and recommend it to Council (via the Strategy & Policy Committee) for public consultation (as required) • Ensure all policy developed in the Regional Public Transport Plan is consistent with the operative Regional Land Transport Plan. <p>Membership of the committee is:</p> <ul style="list-style-type: none"> • 3 voting members from WRC and the Chair or Deputy Chair WRC (full voting rights) • 4 voting members appointed by Hamilton City Council • 1 voting member from each Territorial Authority by invitation • 1 non-voting member from each of the following agencies: Waka Kotahi – NZ Transport Agency and Access and Mobility Sector 	<p>Same membership as RTC above at the invitation of WRC.</p> <p>Councillor Osborne Alternate - Mayor</p>
<p>Waikato River Authority</p> <p>The Waikato River Authority is an independent statutory body under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010. The purpose of the of the Authority is to set the primary direction through its Vision and Strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River and Waipā River for future generations.</p> <p>The Authority covers a catchment of 11,000 km2 comprising the Waikato River (from Huka Falls to Te Pūaha o Waikato), and the Waipa River (from its source to its connection with the Waikato River) including both rivers' catchments.</p> <p>The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	<p>Territorial Authorities Appointee:</p> <ul style="list-style-type: none"> - Waiting to hear of any nominations

Details	Appointment
Regional and Sub-Regional Appointments	
<p>Waipa Joint Management Agreement Nga Wai O Waipa Co-Governance Forum <i>(Waikato, Waipa, Otorohanga and Waitomo Districts)</i> In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Māori Trust Board through the Nga Wai o Maniapoto (Waipa River Act) 2012. The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Māori Trust Board as part of the co-management arrangements. To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Māori Trust Board. This collective approach also satisfies Council's legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	<p>Mayor Alternate – Cr Manawaiti</p> <p>(Cr Manawaiti in his capacity as Chair of Te Raangai Whakakaupapa Koorero)</p>
<p>Te Nehenehenui Joint Committee This joint committee has been formed to commence the co-governance and co-management provisions and other obligations relevant to the Councils, triggered on the commencement of the Maniapoto Claims Settlement Act 2022 (the Act). The Act is the final settlement of all historical Treaty of Waitangi claims of Maniapoto and recognises that despite Maniapoto persistently advocating for the maintenance and recognition of their rangatiratanga and mana whakahaere the Crown has failed to uphold its obligations under Te Tiriti and has had a severe impact on Maniapoto's socio economic wellbeing and tribal identify. Te Nehenehenui is the mandated iwi authority established by Trust deed, to receive the treaty settlement. Maniapoto Māori Trust Board will cease to exist, and Te Nehenehenui is now the entity responsible for the functions previously performed by the Maniapoto Māori Trust Board.</p>	<p>Mayor Alternate – Cr Manawaiti</p> <p>(Cr Manawaiti in his capacity as Chair of Te Raangai Whakakaupapa Koorero)</p>

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
<p>North King Country Development Trust The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes. Appointment of Trustees is as per the registered Deed of Trust. WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.</p>	<p>Mayor</p> <p>Note: Current term expires in August 2024.</p>
<p>Waitomo Energy Services Customer Trust Waitomo Energy Services Customer Trust (WESCT) is the 100% shareholder of The Lines Company Limited (TLC) and holds the shares for the benefit of Customers of the Company in the former Waitomo Electric Power Board District - commonly known as the "Northern Area" of TLC's network. WESCT has six trustees: three are "A" trustees - elected by customers, two are "B" trustees - elected by major customers, and the "A" Trustees appoint one trustee.</p>	<p>Nomination recommendations will be sought from the Council as current B Trustee terms come to an end and elections are called.</p>
<p>Maru Energy Trust Maru Energy Trust is a not-for-profit charitable trust, established in August 2018 by The Lines Company. The Trust provides support to improve the energy efficiency of households and wellbeing of the occupants including:</p> <ol style="list-style-type: none"> A. Developing and implementing educational programmes to help households and the community understand how to better manage their energy use. B. Identifying households within the community who would benefit from advice and assistance regarding their energy use. C. Facilitate physical modifications to the home and environment to improve energy use. D. Securing funding to support the charitable purposes of the Trust; and 	<p>Liaison currently underway with the four Councils to appoint a representative.</p>

Details	Appointment
Trusts Providing for Council Nomination/Appointment	
<p>E. Undertaking any other purpose that benefits households or the community in keeping with the charitable purposes of the Trust.</p> <p>The Trust Board must comprise of at least three and no more than eight Trustees appointed in accordance with the Trust Deed.</p> <p>One Trustee is to be appointed to represent the Waitomo, Otorohanga, Taupo and Ruapehu District Councils jointly. The term of this Trustee is three years.</p>	

Details	Appointment
External Funding Partners – Administered by Council	
<p>Creative Communities</p> <p>WDC administers a local Creative Communities Assessment Committee consisting of two Councillors and community representatives having knowledge of the arts in the Waitomo District, to join the Creative Communities Assessment Committee. The Committee meets twice yearly, in June and November, to distribute funds made available by Creative New Zealand to support community based arts activities in the Waitomo District.</p>	<p>Councillor Osborne Councillor New</p>
<p>DC Tynan Trust</p> <p>The DC Tynan Trust is a Council Controlled Organisation and was established for the purpose of making disbursements from a very generous bequest made to the Borough of Te Kuiti by the late Daniel Tynan. In terms of his will, it was Mr Tynan's wish that his bequest be utilised for such social, cultural, educational or recreational purposes within the Borough of Te Kuiti as the trustees think fit. The Trust is administered by four Trustees, three of which are the urban Councillors.</p>	<p>3 Urban Ward Councillors</p>
<p>Sport New Zealand</p> <p>The Sport New Zealand (SNZ) (formerly SPARC) Rural Travel Fund's objective is to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund's based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre. Council administers one SNZ Rural Travel funding round per year, usually in October. The SNZ Rural Travel Assessment Committee consists of two Council staff, two Councillors, one NZ Police representative and a Sport Waikato representative.</p>	<p>Councillor Manawaiti Councillor Tasker</p>

Details	Appointment
Other Representation Appointments/Portfolios	
<p>Community Youth Connections</p> <p>Examples:</p> <ul style="list-style-type: none"> Youth Council TUIA Programme Mayor's Taskforce for Jobs Employment Partnerships 	<p>Mayor Councillor New</p>
<p>Piopio Wastewater Community Liaison Group</p> <p>Pursuant to Clause 34 of the Environment Court "Order of Court", Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.</p>	<p>Mayor Councillor Todd</p>
<p>Te Kuiti and District Historical Society</p> <p>In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.</p>	<p>Councillor Tasker</p>

Rural Ward Portfolios	
The portfolio representation of these areas will include Councillor representation for liaison purposes at community activities, attending community events in these areas, and being the point of contact for residents and ratepayers within these areas of the District. Examples of representation/portfolios are listed beneath the relevant area.	
Rural Northwest (incorporating old Waitomo/Te Anga Rural Wards)	
<ul style="list-style-type: none"> • Marokopa Recreation Ground Committee • Community Halls • Waitomo Caves Museum • Tere Waitomo Community Trust 	Councillor Osborne
Rural Southeast (incorporating old Aria/Mangaokewa Wards)	
<ul style="list-style-type: none"> • Benneydale Hall • Mokauti Hall • Rangitoto Hall 	Councillor Goddard
Rural Southwest (incorporating old Paemako/Tainui Wards)	
<ul style="list-style-type: none"> • Piopio Retirement Board • Mokau Residents and Ratepayers Association • Tainui Wetere Domain Board 	Councillor Todd

Urban Ward	
The portfolio representation of the urban area will include representation for liaison purposes at community activities, attending community events and being a point of contact for residents and ratepayers within the urban area.	
Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court) To build relationships with Elderly Housing providers and residents and to act as a Point of Contact in respect to Council related matters pertaining to Elderly Housing.	Councillor New
Te Kuiti Development Incorporated (Legendary Te Kuiti) TKDI is an Incorporated Society registered in April 2011 and was formed for the purpose of promoting the welfare of the business community of Te Kuiti and in particular to provide a forum for networking and collaboration of members.	Councillor New Councillor Tasker Note: Councillor Osborne is a member in her own right

Tasker/Goddard Carried

11. Adoption of Meeting Schedule for 2023

Council considered a business paper presenting for consideration a proposed Meeting Schedule for the 2023 calendar year.

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

Resolution

- 1 The business paper on Adoption of 2023 Meeting Schedule be received.
- 2 Council adopt the following Meeting Schedule for the 2023 calendar year:

Wednesday	22 February 2023	Audit and Risk Committee Meeting
Thursday	23 February 2023	Te Raangai Whakakaupapa Koorero (Maori Relationship Committee)
Tuesday	28 February 2023	Council Monthly Meeting
Tuesday	28 March 2023	Council Monthly Meeting
Wednesday	26 April 2023	Council Monthly Meeting

(deferred by 1 day due to ANZAC Day)

Tuesday	16 May 2023	Audit and Risk Committee Meeting
Thursday	18 May 2023	Hearing: Submissions to Annual Plan (subject to requirement)
Tuesday	30 May 2023	Council Monthly Meeting
Tuesday	27 June 2023	Council Monthly Meeting
Tuesday	25 July 2023	Council Monthly Meeting
Tuesday	15 August 2023	Audit and Risk Committee Meeting
Tuesday	29 August 2023	Council Monthly Meeting
Tuesday	26 September 2023	Council Monthly Meeting
Tuesday	17 October 2023	Audit and Risk Committee Meeting (consideration of Annual Report)
Tuesday	31 October 2023	Council Monthly Meeting
Tuesday	28 November 2023	Council Monthly Meeting

- 3 Meetings are to be convened in the Council Chambers, Queen Street, Te Kuiti commencing at 9.00am, unless publicly notified otherwise.

Robertson/New Carried

<p>12. Elected Member Remuneration – Recommendations to the Remuneration Authority and review of Policy on Elected Members Allowances and Recovery of Expenses</p>

Council considered a business paper requiring –

- Council to consider making a recommendation to the Remuneration Authority on how the Remuneration Pool should be divided; and
- Recommending an amendment to Policy on Elected Members' Allowances and Recovery of Expenses

Resolution

- The business paper on Elected Members Remuneration and Policy on Elected Members' Allowances and Recovery of Expenses be received.
- Council recommends to the Remuneration Authority that the Remuneration Pool be divided on the basis of the Ratio Calculation Spreadsheet as follows:

Deputy Mayor	1 x Base remuneration: \$44,431 x 1.5	\$66,647
Councillor	5 x Base remuneration: \$44,431	<u>\$222,155</u>
Total Pool		\$288,802

- The following short description of the Deputy Mayor role be provided to the Remuneration Authority as follows:
 - Performs all the responsibilities and duties, and exercises all the powers of the Mayor:*
 - with the consent of the Mayor at any time during his temporary absence,*
 - without the Mayor's consent, at any time while the Mayor is prevented by illness or otherwise from performing his duties,*
 - while there is a vacancy in the office of mayor*

- b) *Deputises for the Mayor when the latter has competing commitments including chairing meetings of the Council, addressing the media on Council issues, representing the Mayor at civic events and chairing informal meetings of councillors.*
- c) *Community leadership through holding meetings with various community groups on topical issues, as requested by the Mayor, and working with those groups and council staff to resolve issues.*
- 4 Council adopts the Policy on Elected Members' Allowances and Recovery of Expenses as presented noting the following amendment:
- *Expense claims for the Mayor are approved by the Deputy Mayor and Chief Executive, and full original receipts are required*

Robertson/Manawaiti Carried

The General Manager – Community Services, General Manager – Strategy and Environment and Special Projects Coordinator (via Zoom) entered the meeting at 11.00am.

13. Te Nehenehenui Joint Committee – Terms of Reference

Council considered a business paper presenting for consideration and approval the draft Terms of Reference for the Te Nehenehenui Joint Committee.

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

Resolution

- 1 The business paper on Te Nehenehenui Joint Committee - Terms of Reference be received.
- 2 The draft Te Nehenehenui Joint Committee - Terms of Reference be approved.

Goddard/Osborne Carried

14. Progress Report: North King Country Sports and Recreation Centre

Council considered a progress report on the King Country Indoor Sport and Recreation Centre (KCISRC) project as at 18 November 2022.

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/New Carried

The General Manager – Community Services and Special Projects Coordinator left the meeting at 11.12am.

15. Civic Financial Services Ltd – Half-Yearly Report to 30 June 2022

Council considered a business paper presenting the half-yearly report for Civic Financial Services Ltd for the six months ended 30 June 2022.

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

Resolution

- 1 The business paper on Civic Financial Services Limited Half-yearly Report to 30 June 2022 be received.
- 2 The Civic Financial Services Limited – Half Yearly Accounts to 30 June 2022 be received.
- 3 The Civic Financial Services Limited – Half Yearly Report to 30 June 2022 be made public and published on Council’s website in accordance with Section 66(5) of the Local Government Act 2002.

Tasker/Todd Carried

The General Manager – Strategy and Environment and Manager – Strategy and Policy entered the meeting at 11.17am.

16. External Debt Reconciliation (Actual -v- Budget)

Council considered a business paper providing an explanation and reconciliation between the budgeted external debt and the actual closing debt as at 30 June 2022.

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

Resolution

The business paper on External Debt Reconciliation - Budget v Actual be received.

Robertson/Tasker Carried

17. Financial and Performance Delivery Report for the period ended 30 September 2022

Council considered a business paper providing an overall progress report on Waitomo District Council’s financial and non-financial activities for the period ending 30 September 2022.

The Chief Executive, General Managers and Manager – Strategy and Policy expanded verbally on the business paper and answered members’ questions.

Resolution

The business paper on Quarterly Report for period ended 30 September 2022 be received.

Robertson/Todd Carried

Bruno Dente and Callum Maxwell (Deloitte) entered the meeting via Zoom at 11.48am

18. Annual Report 2021/22 – Adoption

Council considered a business paper presenting to the Council the Draft Annual Report 2021/2022 for consideration and adoption.

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

Council acknowledged that former Chief Executive, Chris Ryan was in place for the first seven months of the period covered in this Annual Report.

Deloitte representatives Bruno Dente (a Partner at Deloitte and appointed by the Auditor General to complete the audit for Waitomo District Council) and Callum Maxwell (an Audit Manager for Deloitte) introduced themselves to the new Councillors.

Resolution

The business paper on the Annual Report 2021/22 – Adoption be received.

Robertson/Goddard Carried

19. 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

- The public be excluded from the following part of the proceedings of this meeting.
- 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
Te Kuiti West Catchment Improvements - Request for Additional Funds	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)
Consideration of Audit Report for the Annual Report 2021/2022	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)

- 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
Manager – Programme Delivery	Portfolio Holder
General Manager – Strategy and Environment	Portfolio Holder
Manager – Strategy and Policy	Portfolio Holder
Deloitte Representatives	Auditors

- 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/Todd Carried

20. 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 Annual Report 2021/22 - Adoption

The Resolutions only be made public as follows:

Resolution

- 1 *The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback from Council is accurately reflected in the Final Annual Report 2021/22 prior to publication.*
- 2 *The Mayor and Chief Executive be delegated authority to sign the Letter of Representation for the year ended 30 June 2022 to Deloitte on behalf of Waitomo District Council.*
- 3 *The Mayor and Chief Executive Officer be delegated authority to sign the Letter of Representation for the Limited Assurance Report in respect of Waitomo District Council's Debenture Trust Deed.*
- 4 *Council thanked the staff for their input into completing the Annual Report under very trying circumstances.*
- 5 *The audited Annual Report 2021/22 be adopted subject to the amendment recommended by Deloitte as follows:*

On page 75 under the heading 'Three Waters Service Delivery Reforms' – amend the note to read:

'In June 2022, the Government introduced legislation to establish four publicly owned water services entities to take over responsibilities for service delivery and infrastructure from local authorities with effect from 1 July 2024. The impact of these proposed reforms, once legislated, will mean that the Council will no longer deliver three waters services or own the assets required to deliver these services. The bill is currently before Parliament and as such, the impacts of the proposed reforms are currently unclear.

Council continues to recognise its three waters assets at 30 June 2022 in accordance the accounting policies set out on pages 71 to 72. There has been no adjustment in these financial statements to reflect the expected future transfer of assets to the new water entity. Additional legislation is expected later in 2022 that will provide detail on the transfer of assets and liabilities to the water service entities. As further details are established this may require adjustments to Council's three water assets either in respect of disclosure or measurement.'

Robertson/Goddard Carried

2 Te Kuiti West Catchment Improvements - Request for Additional Funds

Resolution 1 only be made public as follows:

Resolution

1 The business paper on Te Kuiti West Catchment Improvements Request For Additional Funds be received.

Robertson/Goddard Carried

Robertson/New Carried

21. Karakia Whakamutunga

There being no further business the meeting closed at 12.39pm

Dated this 28th day of February 2023

JOHN ROBERTSON
MAYOR

Confidential

Confidential

Document No: A653475

Report To: Council



Meeting Date: 28 February 2023

Subject: Mayor's Report – February 2023

Waitomo District has been hit by three cyclones in the last year – Cyclone Dovi in February 2022, and Cyclone Hale and Cyclone Gabrielle this year. The latter did little damage to our public infrastructure but it wreaked havoc in other parts of the North Island.

Cyclone Dovi caused significant damage to our roads, much of which has not yet been addressed. The total estimate for this work is around \$15 million.

The severe rainfall event on 28th January caused further damage to our roads and significant flooding in our towns. In Te Kuiti in particular the river rose to levels just below the historic peak for other storm events; flooding was extensive in some areas of town. Some of Council's stormwater network simply could not cope with the rainfall, up to 200mm in 24 hours.

In Piopio, the Mokau River rose to levels not seen since the 1958 floods.

Getting our rural roads back into shape is a priority. Council staff and elected members have reviewed much of the network, seen the slips and road drop-outs. Repair plans are being drawn up by the executive, with negotiations on associated funding taking place with our main funder, NZTA/Waka Kotahi.

Just how repair work from weather events is prioritized is a matter that Council and Waka Kotahi determine. It is important that the public and ratepayers are kept informed.

In the case of Te Kuiti's underground stormwater network, the same applies. Council asset management plans have been in the making for two decades. Knowledge about the condition of our network should be improving.

Council should also be more knowledgeable today than it was in the past about the condition of the public drinking water underground infrastructure in Te Kuiti, Piopio, Mokau and Benneydale, and public wastewater networks in Te Kuiti, Piopio and Benneydale.

Officers have been asked to report to Council at Council's March public meeting on the flood events on 28th and 29th of January in Te Kuiti. We need to understand how and why flooding occurred in some areas of Te Kuiti. We need to know whether we can mitigate the risk of flooding from weather events like this in the future, and if so, how. We need to question assumptions, past ways of doing things, and discover lessons learned.

Declaration of Civil Defence Emergency:

The efforts of Council staff when the civil defence state of emergency was declared on 28 January were exceptional. Waitomo, Otorohanga and Waipa Councils shared resources during this event and during Cyclone Gabrielle. The system worked well.

Also exceptional was our community's response towards assisting those who needed help.

Currently various groups in our district are reaching out to assist flood victims from Cyclone Gabrielle outside of Waitomo. We thank all those who are helping in this time of huge disruption and distress.

A handwritten signature in blue ink, appearing to read "John Robertson".

JOHN ROBERTSON, QSO

MAYOR

Document No: A653257

Report To: Council



Meeting Date: 28 February 2023

Subject: **Governance Statement Review**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present Council's Governance Statement for review and adoption.

Background

2.1 Legislative Requirement

- 2.2 Section 40 of the Local Government Act 2002 requires every local authority to prepare and make publicly available, within six months after a triennial election, a local governance statement which must include the matters set out in subsection 40(1). The intention is to ensure that the principles relating to local authorities, governance principles, and obligations relating to contributions to decision-making processes, are set out in a transparent manner.

- 2.3 The Governance Statement can be adopted by ordinary resolution, and is separate from the obligations to prepare a long-term plan and the annual plan, which both require the special consultative procedure to be followed.

40 *Local governance statements*

- (1) *A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—*
- (a) *the functions, responsibilities, and activities of the local authority; and*
 - (b) *any local legislation that confers powers on the local authority; and*
 - (ba) *the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under [section 158](#) or [159](#); and*
 - (c) *the electoral system and the opportunity to change it; and*
 - (d) *representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
 - (e) *members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*
 - (f) *governance structures and processes, membership, and delegations; and*
 - (g) *meeting processes (with specific reference to the applicable provisions of the [Local Government Official Information and Meetings Act 1987](#) and standing orders); and*
 - (h) *consultation policies; and*
 - (i) *policies for liaising with, and memoranda or agreements with, Māori; and*
 - (j) *the management structure and the relationship between management and elected members; and*
 - (ja) *the remuneration and employment policy, if adopted; and*
 - (k) *equal employment opportunities policy; and*
 - (l) *key approved planning and policy documents and the process for their development and review; and*
 - (m) *systems for public access to it and its elected members; and*
 - (n) *processes for requests for official information.*

- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.*

Note: The adoption of this Governance Statement, which was prepared for adoption at the 31 March 2020 Council meeting, is outside the six month timeline under the Act as a direct result of implementation of the Covid-19 Levels restrictions. This meeting is the first meeting of the Council following the lifting of the Level 4 restrictions.

Commentary

- 3.1 Since the Governance Statement was last reviewed by Council following the 2019 Triennial Elections, there have been no legislative amendments impacting on the content of local governance statements.
- 3.2 WDC's Governance Statement has been amended to reflect –
- The new Council for the 2022-2025 Triennium
 - Other minor amendments i.e. Bylaw adoption and review dates and descriptions (amended as a result of reviews completed during the 2019-2022 period)
 - Governance Structures (including external organisation appointments) as adopted by Council following the 2022 Triennial Election
 - Updated WDC Management Structure
- 3.3 A copy of WDC's amended Governance Statement with the above amendments is attached to and forms part of this business paper.
- 3.4 Due to the fact that the content of a Governance Statement is clearly defined by legislation, this draft Governance Statement has not been referred to Council for workshopping purposes as the Council itself is relatively limited in any influence it may have on the actual content of the document.
- 3.5 Council must also note the statutory deadline for completion of the Governance Statement is six months after each triennial election, which means that the document must be adopted by mid April 2023.
- 3.6 Historically, Council has resolved not to include Elected Member photographs in the Governance Statement. Council's guidance is requested as to whether or not it wishes to continue this practice.
- 3.7 Other councils' Governance Statements vary considerably in this area. Some contain photographs, written briefs and full contact details for elected Members, others contain names and contact details only.

Suggested Resolutions

- 1 The business paper on Governance Statement Review be received.
- 2 The draft Governance Statement be adopted with/without the inclusion of Member photographs.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Enclosure: Draft Governance Statement – February 2022

Waitomo District Council

Governance Statement February 2023

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INTRODUCTION | KUPU ARATAKI

The Local Government Act 2002 (the LGA) is a re-write of previous legislation, designed to shift councils toward governing for the long-term well-being of their communities – and away from being involved in the day-to-day operational decisions that distract elected members from strategic thinking and planning.

That is to say that the legislation now makes mandatory, the requirement for councils to always consider the future well-being of their communities and to consider the whole community above individuals or individual sectors.

What is Governance Statement?

A Governance Statement is a collection of information summarising how a council engages with its communities, how it makes its decisions and how residents and ratepayers can become involved in those processes. It is a requirement of Section 40 of the LGA, which reads as follows:

40 Local governance statements

- (1) *A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—*
 - (a) *the functions, responsibilities, and activities of the local authority; and*
 - (b) *any local legislation that confers powers on the local authority; and*
 - (ba) *the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and*
 - (c) *the electoral system and the opportunity to change it; and*
 - (d) *representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
 - (e) *members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*
 - (f) *governance structures and processes, membership, and delegations; and*
 - (g) *meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and*
 - (h) *consultation policies; and*
 - (i) *policies for liaising with, and memoranda or agreements with, Māori; and*
 - (j) *the management structure and the relationship between management and elected members; and*
 - (ja) *the remuneration and employment policy, if adopted; and*
 - (k) *equal employment opportunities policy; and*
 - (l) *key approved planning and policy documents and the process for their development and review; and*
 - (m) *systems for public access to it and its elected members; and*
 - (n) *processes for requests for official information.*
- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.*

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

Functions, Responsibilities and Activities of Council

Purpose of Local Government

The LGA defines the purpose of local government as providing for democratic and effective local government that recognises the diversity of New Zealand communities; and, to that end, the LGA –

- (a) states the purpose of local government; and
- (b) provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them; and
- (c) promotes the accountability of local authorities to their communities; and
- (d) provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities, taking a sustainable development approach.

Translated, Council is obliged to ensure that –

1. Decision-making is transparent and engages the community enabling community democracy; and
2. The needs of communities for infrastructure, community services and regulatory functions are met in a manner that is both efficient and effective, and is also appropriate to present and anticipated future circumstances.

The Role of Council

The LGA further defines that the role of any local authority is specifically to give effect to the purpose of local government and to carry out the duties within the rights and powers conferred on it by the LGA.

Status and Powers

1. A local authority is a Territorial Local Authority (TLA) with perpetual succession in terms of its legal definition.
2. For the purposes of performing its role, a TLA has, subject to the LGA, any other enactment, and the general law:
 - a. the full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and
 - b. the full rights, powers, and privileges for the purposes of paragraph (a),
3. A TLA must exercise its powers under the LGA wholly or principally for the benefit of its District and community.
4. That said, nothing in the LGA prevents two or more local authorities engaging in a joint undertaking, a joint activity, or a co-operative activity; or prevents a transfer of responsibility from one local authority to another in accordance with the LGA, or restricts the activities of a council-controlled organisation.

The LGA also contains a number of other provisions that dictate what a TLA may, or may not do.

POLICY | KAUPAPA HERE

1.0 Principles Relating to Local Authorities

Council **must** act in accordance with the following principles.

- Conduct its business openly, transparently and in a democratically accountable manner.
- Pursue and achieve identified priorities and goals efficiently and effectively.
- Be aware and take notice of the view of all its constituent communities.
- Make decisions that take account of the diversity of the community, and the community's interests, within its district or region.
- Take account of the interests of future as well as current communities.
- Measure and have regard to, the impact of any decision in terms of achieving the economic, social, cultural and environmental well-being of the District.
- Provide opportunity for Maori to contribute to the decision-making processes of Council.
- Collaborate and co-operate with other local authorities and relevant organisations.
- Employ sound and acceptable good business practices in its operation.
- Ensure that the resources and assets of the District are managed prudently for the good of the community, present and future. The Council is given the responsibility of looking after key services and assets such as roads, water supplies and sewerage to ensure such services are there for future communities in a well-kept state.
- Pursue development of the community in a way that is sustainable in the future.

2.0 Principles of Governance

Council is required to ensure:

- The public and elected members are aware and understand what local governance means to its community.
- The public and elected members fully appreciate how an elected member is expected to conduct themselves.
- That governance organisations (i.e. Council, Community Boards, etc.) and the way in which they work, are effective, efficient, open and transparent.
- That wherever possible, the management of Council's regulatory responsibilities is kept separate from service activities.
- That Council acts as a "good employer".
- That the relationship between the elected members and management of the WDC organisation is understood, respected and appreciated by everyone in the community.

3.0 Legislation

3.1 General

- 3.1.1 Local government operates in a highly regulated environment and there is a range of national legislation that applies to all Territorial Local Authorities.
- 3.1.2 The key Acts are listed below. For more information visit www.legislation.govt.nz

Animal Welfare Act 1999	Local Authorities (Members' Interests) Act 1968
Arts Council of New Zealand Toi Aotearoa Act 2014	Local Electoral Act 2001
Biosecurity Act 1993	Local Government Act 2002
Building Act 2004	Local Government Official Information and Meetings Act 1987
Building Research Levy Act 1969	Local Government (Rating) Act 2002
Burial and Cremation Act 1964	New Zealand Library Association Act 1939
Bylaws Act 1910	Nga Wai o Maniapoto (Waipa River Act) 2012
Citizenship Act 1977	Privacy Act 1993
Civil Defence Emergency Management Act 2002	Property Law Act 2007
Disabled Persons Community Welfare Act 1975	Protected Disclosures Act 2000
Dog Control Act 1996	Prostitution Reform Act 2003
Fencing Act 1978	Public Records Act 2005
Food Act 2014	Public Works Act 1981
Freedom Camping Act 2011	Racing Act 2003
Gambling Act 2003	Rates Rebate Act 1973
Government Roding Powers Act 1989	Rating Valuations Act 1998
Hazardous Substances and New Organisms Act 1996	Reserves Act 1977
Health Act 1956	Residential Tenancies Act 1986
Health and Safety at Work Act 2015	Resource Management Act 1991
Heritage New Zealand Pouhere Taonga Act 2014	Sale and Supply of Alcohol Act 2012
Impounding Act 1955	Te Ture Whenua Maori Act 1993
Land Drainage Act 1908	Trespass Act 1980
Land Transfer Act 2017	Unit Titles Act 2010
Land Transport Act 1998	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Land Transport Management Act 2003	Waste Minimisation Act 2008
Litter Act 1979	Weathertight Homes Resolution Services Act 2006.

3.2 Local Legislation

3.2.1 Local legislation is law made by Central Government relating specifically to a localised area. There is currently no such legislation in existence pertaining solely to the Waitomo District. However, the following acts related to the Waitomo District as well as other TLAs:

- Waikato-Tainui - Waikato Raupatu Claims Settlement Act 1995
- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
- Nga Wai o Maniapoto (Waipa River Act) 2012
- Rereahu - Maraeroa A and B Blocks Claims Settlement Act 2012
- Raukawa Claims Settlement Act 2014
- Ngāti Tūwharetoa - Ngāti Tūwharetoa Claims Settlement Act 2018
- Maniapoto Claims Settlement Act 2022

4.0 Bylaws

Pursuant to the Local Government Act 2002 (LGA) a TLA may make bylaws for its district for one or more of the following purposes:

- protecting the public from nuisance;
- protecting, promoting, and maintaining public health and safety;
- minimising the potential for offensive behaviour in public places.

Section 158 of the LGA requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made, and once that initial five year review is completed, bylaws are then required to be reviewed at a minimum on a

10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into "new" Bylaws.

Set out in the table below is the timeline for each (currently adopted) Bylaw, including the statutory review date.

Bylaw	Bylaw Adoption Date	5 Year Review Adoption Date	Other Reviews	Next (10 Year) Review Adoption Date
Public Health and Safety	3 November 2009	25 June 2014	Amended in 2019 to give effect to s446 of the Food Act 2014	25 June 2024
Public Places Bylaw	24 March 2009	25 June 2014	Amended in 2019 to align with the Freedom Camping Bylaw 2018	25 June 2024
Solid Waste Bylaw	3 November 2009	1 August 2014	/A	1 August 2024
Public Amenities Bylaw	10 February 2010	10 February 2015	N/A	10 February 2025
Water Services Bylaw	10 February 2010	10 February 2015	N/A	10 February 2025
Land Transport Bylaw ^[1]	10 February 2010	29 April 2015	N/A	29 April 2025
Dog Control Bylaw	22 February 2005	16 December 2008	15 December 2015 Minor amendments - 25 June 2019	15 December 2025
Trade Waste Bylaw	26 July 2006	26 July 2011	1 July 2016	1 July 2026
Freedom Camping Bylaw	27 November 2018	30 August 2022	N/A	30 August 2032

4.1 Trade Waste Bylaw

4.1.1 The purpose of this bylaw is to provide for the:

- (a) Acceptance of long-term, intermittent, or Temporary Discharge of Trade Waste to the Sewerage System;
- (b) Establishment of five grades of Trade Waste: Exempted, Permitted, Conditional, Controlled and Prohibited;
- (c) Evaluation of individual Trade Waste discharges to be against specified criteria;
- (d) Correct storage of materials in order to protect the Sewerage System from spillage;
- (e) Installation of flow meters, samplers or other devices to measure flow and quality of the Trade Waste discharge;
- (f) Pre-treatment of waste before it is accepted for discharge to the Sewerage System;
- (g) Sampling and monitoring of Trade Waste discharges to ensure compliance with the bylaw;
- (h) Inspection of points on a property from where Trade Waste is or could be discharged;
- (i) Council to accept or refuse a Trade Waste discharge;
- (j) Charges to be set to cover the cost of conveying, treating and disposing of, or reusing, Trade Waste and the associated costs of administration and monitoring;

- (k) Administrative mechanisms for the operation of the bylaw; and
- (l) Establishment of waste minimisation and management programmes (including sludge's) for Trade Waste producers.

Note - While this bylaw has a District wide application, its main focus is in relation to trade waste discharges to the Te Kuiti Sewerage System, principally from the two local abattoirs - Universal Beef Packers Ltd (UBP) and Te Kuiti Meat Processors Ltd (TKM). Other, smaller, trade waste dischargers include the Te Kuiti Stock Yards and the Lime Haulage truck-washing facility at Te Kuiti.

4.2 Dog Control Bylaw

4.2.1 The purpose of the bylaw is:

- (a) To give effect to Council's Dog Control Policy;
- (b) To protect and maintain public safety; and
- (c) To address how Council will fulfil its functions and duties pursuant to the Dog Control Act 1996.

4.2.2 This bylaw gives effect to the Dog Control Policy for the Waitomo District, the objective of which is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, whilst minimising danger, distress, and nuisance to the community generally.

4.3 Public Places Bylaw

4.3.1 The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

4.3.2 In particular this bylaw addresses damage to public facilities which may have an adverse effect on other users such as:

- Roads
- Grass Verges
- Garden Places and Reserves

4.3.3 The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

4.4 Public Health and Safety Bylaw

4.4.1 The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of public health and safety are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

4.4.2 In particular this bylaw addresses a wide range of issues that could have an adverse effect on the health and safety of the public by regulating:

- Scaffolding and Deposit of Building Materials
- Fire Prevention
- Keeping of Animals
- Food Safety
- Body Piercing
- Hostels
- Prostitution

- 4.4.3 The LGA 2002 and other relevant Acts e.g. Forest and Rural Fires Act 1977, Health Act 1956 and Prostitution Reform Act 2003 outline some of the powers and requirements of the Council in regard to public health and safety. Areas of control so prescribed by that legislation are not necessarily repeated within this bylaw and therefore the relevant sections of these acts should be read in conjunction with the Bylaw.

4.5 Solid Waste Bylaw

- 4.5.1 The purpose of this bylaw is to:

- (a) Ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner; and
- (b) Provide for the efficient collection and recovery of recyclable waste; and
- (c) Ensure that the obstruction of streets and roads by waste for collection is minimised; and
- (d) Manage waste management facilities for the optimum disposal or recycling of waste.

4.6 Public Amenities Bylaw

- 4.6.1 The purpose of this bylaw is to control a diverse range of activities in public amenities to ensure that acceptable standards of convenience, safety and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the District.

- 4.6.2 In particular this bylaw addresses conduct which may have an adverse effect on other users at public amenities such as:

- Libraries
- Reserves
- Aerodrome
- Public Parking Areas
- Public Toilets
- Swimming Pools
- Beaches
- Other Public Buildings
- Cemeteries

- 4.6.3 The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

4.7 Water Services Bylaw

- 4.7.1 The purpose of this bylaw is to:

- (a) protect the public health and the security of the public water supply;
- (b) detail the responsibilities of both the Council and the consumers with respect to the public water supply and other water related services;
- (c) ensure the safe and efficient creation, operation, maintenance and renewal of all public water services, sewerage and stormwater drainage networks;
- (d) ensure proper hazard management to prevent or minimise flooding and erosion;
- (e) minimise adverse effects on the local environment particularly freshwater ecological systems and beach water quality, and assists in maintaining receiving water quality;
- (f) ensure that watercourses are properly maintained;
- (g) ensure the protection of Council's water services, sewerage and stormwater drainage assets and the health and safety of employees;

- (h) set out acceptable types of connection to public water services, sewerage and stormwater networks.

4.8 Land Transport Bylaw

- 4.8.1 The purpose of this bylaw is to manage, control and protect all of the roading corridors including unformed "paper" roads in the District, other than state highways which are controlled by the New Zealand Transport Agency and which the relevant powers have not been delegated to the Waitomo District Council.

4.9 Freedom Camping Bylaw

- 4.9.1 The purpose of this bylaw is to control freedom camping in the District in order to:

- (a) Protect local authority areas;
- (b) Protect the health and safety of people who may visit local authority areas;
- (c) Protect access to local authority areas.

Note: This bylaw applies only to the areas under the control of the Waitomo District Council. Compliance with this Bylaw does not remove the need to comply with all applicable Acts, regulations, bylaws, and rules of law. This includes complying with any parking or other traffic restrictions in any area, any restrictions on keeping of animals, not littering, not lighting fires in breach of any fire ban, not making excessive noise, and complying with the directions of enforcement officers. This Bylaw should also be read alongside the Freedom Camping Act 2011.

5.0 The Electoral System

The Local Electoral Act 2001 (LEA) and the Local Electoral Amendment Act 2002 govern local authority elections.

In the past Council has employed a 'First Past the Post' (FPP) electoral system for triennial general elections. Under FPP, electors vote by indicating their preferred candidate, and the candidate with the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

The alternative system permitted under the LEA is the Single Transferable Vote system (STV). Under STV, electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- By counting all of the first preferences and electing those candidates who reach the quota, then
- by a transfer of spare votes (over the quota) from elected candidates in proportion to all their voters' second preferences, then
- by excluding the lowest polling candidates and transferring these votes to the voters' second preferences.

These steps continue until enough candidates have reached the quota and have been elected.

5.1 Changing the Electoral System

- 5.1.1 Section 27 of the LEA allows for the electoral system to be changed, provided that any change is made not later than 12 September in the year that is two (2) years before the year in which the next triennial general election is to be held. However such change must remain in effect for the following two triennial elections.

- 5.1.2 Pursuant to the LEA the public also has a right to demand a poll that the electoral system be changed, but in doing so must meet criteria as set out in the LEA.
- 5.1.3 Council will commence a full review of representation arrangements (including the electoral system) in 2023 to take effect at the 2025 Election.

6.0 Representation

The Waitomo District is currently separated into two constituencies known as wards (Urban Ward and Rural Ward). Three Councillors are elected for each ward (total six councillors) and a Mayor is elected by the whole District (i.e. "at large").

Council is required to review its representation arrangements at least once every six years through a public engagement process. This review must include:

- The number of Elected Members,
- Whether the Elected Members (other than the Mayor) shall be elected by the entire District (at large), or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of at large and ward representation,
- If the election by wards is preferred then the boundaries and names of those wards and the number of members that will represent each ward,
- Whether or not to have separate wards for electors on the Maori roll,
- Whether to have community boards and if so how many, their boundaries and membership and whether to further subdivide a community for electoral purposes.

Council must follow the procedure and timelines set out in the LEA when conducting this review and should also follow the guidelines published by the Local Government Commission.

Council will commence a full review of representation arrangements (including the Maori representation) in 2023 to take effect at the 2025 Election.

7.0 Elected Members' Role and Conduct

7.1 The Members

Mayor John Robertson

Address: 942 State Highway 3, Paemako, RD2, Piopio
 Email WDC: Mayor@waitomo.govt.nz
 Home Phone: 07 877 8012
 Mobile: 0275 992 780

Deputy Mayor Allan Goddard

Address: 566 Mangaokewa Road, RD7, Te Kuiti 3987
 Email WDC: Allan.Goddard@waitomo.govt.nz
 Phone: 07 878 7865

Dan Tasker

Address: 64 King Street West, Te Kuiti 3910
 Email WDC: Daniel.Tasker@waitomo.govt.nz
 Business Phone: 021 544 615
 Mobile: 027 813 8857

Eady Manawaiti

Address: 8 Walker Road, Te Kuiti 3910
 Email WDC: Eady.Manawaiti@waitomo.govt.nz
 Phone: 0211 029 519

Gavin Todd

Address: 531 Aria Road, RD2, Piopio
 Email WDC: Gavin.Todd@waitomo.govt.nz
 Home Phone: 07 877 7700
 Mobile: 021 087 00545

Janene New

Address: 75 Awakino Road, Te Kuiti 3910
 Email WDC: Janene.New@waitomo.govt.nz
 Home Phone: 07 878 7032
 Work Phone: 07 878 6292
 Mobile: 027 336 3061

Janette Osborne

Address: 2879 Hauturu Road, RD8, Te Kuiti
 Email WDC: Janette.Osborne@waitomo.govt.nz
 Home Phone: 07 878 8362
 Mobile: 021 890 933

7.2 Role of an Elected Member

7.2.1 Members of a Local Authority are elected to bring effect to the purpose of local government as set out elsewhere in this Statement, including:

- Developing and adopting Council policy
- Monitoring the performance of Council against its stated objectives, policies and identified community outcomes
- Representing the interests of the people of the Waitomo District
- Employment of the Chief Executive (pursuant to the LGA, a local authority employs the Chief Executive, who in turn employs all other staff on its behalf)

7.2.2 The manner and process by which Council Members must meet their responsibilities is widely prescribed in the LGA, particularly terms of Schedule 7.

7.3 Role of the Mayor

7.3.1 The Mayor, as one of the elected members, shares the same role as other members including, but not limited to, the following:

- 1) To provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- 2) To lead the development of the territorial authority's plans (including the long term plan and annual plan), policies, and budgets for consideration by the members of the territorial authority.

7.3.2 Pursuant to the LGA, the Mayor also has the following powers:

- (a) to appoint the deputy mayor;
- (b) to establish committees of the territorial authority;
- (c) to appoint the chairperson of each committee established (and may make the appointment before the other members of the committee are determined; and may appoint himself or herself)

Note: The LGA also provides for the Council to

- (a) remove a deputy mayor appointed by the mayor
- (b) discharge reconstitute a committee established by the mayor
- (c) discharge a chairperson appointed by the mayor

7.4 Conduct of an Elected Member

7.4.1 Elected members have specific obligations as to their conduct as outlined in the following legislation:

- Schedule 7 of the LGA, which includes obligations for Council to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct (refer section below) and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910 prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts and the use of official information for private profit.

7.5 Code of Conduct

7.5.1 All Councils must adopt a Code of Conduct as a requirement of the LGA. The Code of Conduct sets out Council's understanding and expectations of how the Mayor and elected members will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by, or is in the possession of, elected members, and contains details of the sanctions that council may impose if an individual member breaches the code.

8.0 Governance Structures and Processes, Membership and Delegated Authorities

8.1 Council

- 8.1.1 The Mayor and Council Members are elected by the people of the Waitomo District from the Council. The Council is responsible for the overall governance of the District and ensuring that Council acts in the best interests of its residents and ratepayers.
- 8.1.2 The Mayor presides over meetings of the Council. An Independent Chairperson presides over the Council's Audit and Risk Committee. That Independent Chair is currently Mr Bruce Robertson, an experienced Chair who is also the independent chair for a number of other TLA Audit and Risk Committees.
- 8.1.3 Council adopts a Meeting Schedule for the calendar year in December/January each year. The Council currently meets on a monthly basis on the last Tuesday of each month, except where such a meeting coincides with a public holiday or is required to be deferred for unforeseen reasons. The commencement time of these meetings varies depending on the amount of business to be considered. Council meetings and commencement times are publicly notified in the Waitomo News and the Agendas are available to the public via Council's Website.

8.2 Committees

- 8.2.1 Council may create committees of Council as it sees fit. A Committee Chairperson is responsible for presiding over meetings of a Committee and ensuring that the Committee acts within the powers delegated by Council. Committees are groups appointed by Council for specific functions.

- 8.2.2 Pursuant to the LGA, a committee includes, in relation to a local authority,—
- a committee comprising all the members of that local authority; and
 - a standing committee or special committee appointed by that local authority; and
 - a joint committee appointed under clause 30 of Schedule 7; and
 - any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)

Details	Appointment
<p>Audit and Risk Committee</p> <p>The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).</p>	<p>All Elected Members</p> <p>Independent Chairperson - Bruce Robertson</p> <p>Deputy Chairperson – Mayor</p>
<p>Te Raangai Whakakaupapa Koorero</p> <p>The purpose of the Committee is to provide guidance, assistance and support to Waitomo District Council (WDC) on matters specific to Iwi and Mana Whenua relationships.</p>	<p>Mayor John Robertson</p> <p>Councillor Manawaiti (Chairperson)</p> <p>Councillor Tasker</p>
<p>Appointments and Chief Executive Relationship Committee</p> <p>The purpose of this Committee is to undertake processes relative to –</p> <ol style="list-style-type: none"> Reviewing the Chief Executive’s performance Appointment of directors to Council Controlled Organisations 	<p>All Elected Members</p> <p>Mayor (Chairperson)</p>
<p>District Licensing Committee</p> <p><i>Note: A TA’s DLC established pursuant to s186 of the Sale and Supply of Alcohol Act 2012 is not a Committee of Council under the LGA. Therefore a DLC is not discharged following a General Election.</i></p> <p>Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of three members, one of whom must be the Chairperson).</p> <p>Section 192(1)(b) of the Act requires that TAs together with 1 or more other territorial authorities establish, maintain and publish a “list” of persons jointly approved by the TAs to be members of the TA’s DLC.</p> <p>Since 2013, Waitomo, Otorohanga and Waipa DCs have been sharing resources for its DLC and maintain a joint list.</p> <p>The DLC is responsible for considering applications made under the Act.</p>	<p><i>Council Resolution 26 October 2021</i></p> <p>Sarah Grayson (Commissioner/Chair)</p> <p>Tegan McIntyre (Alt Commissioner)</p> <p>Guy Whitaker (Deputy Chair)</p> <p>Ross Murphy</p> <p>Patsi Davies</p> <p>Dr Michael Cameron</p> <p>Roy Johnstone</p> <p>John Gower</p> <p><u>Note:</u> All appointments were made for a 5 year period</p>

8.3 Regional and Sub-Regional Appointments

Details	Appointment
<p>Taranaki Regional Council – State Highway 3 Working Party</p> <p>The SH3 Working Party was formed by the Taranaki Regional Council in 2002.</p> <p>The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance.</p> <p>WDC is represented on the Working Party by both an elected representative and a staff member.</p>	<p>Councillor Todd</p> <p>Alternate – Mayor</p>
<p>Waikato Civil Defence Emergency Management Joint Committee</p>	<p>Deputy Mayor</p> <p>Alternate - Mayor</p>

Details	Appointment
<p>Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Joint Committee known as the Civil Defence Emergency Management Group (CDEMG).</p> <p>Civil Defence Emergency Management Groups (CDEM Groups) are responsible for the implementation of local CDEM in an efficient and effective manner.</p> <p>CDEM Groups are formed from local authorities that work together and with other organisations to provide co-ordinated CDEM planning for reduction, readiness, response, and recovery.</p> <p>The Joint Committee is a local government committee with one elected representative from each council. The role of the joint committee is to provide political oversight and governance to ensure that the functions and obligations of the Waikato Civil Defence Emergency Management Group are fulfilled.</p> <p>The members of the Waikato CDEM Joint Committee are:</p> <ul style="list-style-type: none"> • Waikato Regional Council • Hamilton City Council • Hauraki District Council • Matamata-Piako District Council • Otorohanga District Council • South Waikato District Council • Taupo District Council • Thames-Coromandel District Council • Waikato District Council • Waipa District Council • Waitomo District Council 	
<p>Waikato Mayoral Forum</p> <p>Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each Region must enter into an agreement (Waikato Triennial Agreement) containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.</p> <p>In March 2012, the Regional Triennial Forum governing body (which undertook reviews of the Regional Triennial Agreement at that time) recommended the formation of a Regional Governance body with appropriate delegated authority to provide Regional leadership and representation on matters of strategic importance for the Waikato in accordance with the Triennial Agreement, including completing future reviews of the Triennial Agreement in accordance with the LGA 2002.</p> <p>As a result, in 2012 the Waikato Mayoral Forum (WMF) was established.</p> <p>Since its formation, the Waikato Mayoral Forum has been collaboratively and successfully pursuing its goal of collaborating and working together to develop tangible benefits for the Region through greater local government co-operation.</p> <p>The Forum – made up of Mayors and the Regional Council Chair – has initiated a series of work streams aimed at improving joint planning, economic development and local government efficiency generally.</p> <p>Two of these work streams have now become standalone, independent processes:</p> <ul style="list-style-type: none"> • A joint committee of council representatives is overseeing the creation of a common Waikato Plan to guide the region's future • A business-led governance body is implementing the Waikato Means Business economic development strategy. 	<p>Mayor Alternate - Deputy Mayor</p>

Details	Appointment
<p>Other work streams covering the key areas of policy and bylaws, water services and roading have also been delivering tangible results in the areas of cutting red tape, positioning councils for major water savings and significant efficiencies on roading services.</p> <p>All this work dovetails with related efforts by councils through the jointly owned Waikato Local Authority Shared Services company to drive savings and other efficiencies.</p>	
<p>Waikato Plan Joint Committee</p> <p>The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:</p> <ul style="list-style-type: none"> • Set a strategic direction for the Waikato and its communities. • Outline a high level development strategy that identifies settlement, infrastructure and service needs. • Provide an evidential basis to support policy and investment decision making within the Waikato. • Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato. • Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies. <p>The Waikato Plan Joint Committee was established to facilitate and encourage the implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging the allocation of resources to achieve agreed regional priorities. It also acts as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.</p> <p>As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities.</p> <p>The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election.</p> <p>Membership of the Committee is comprised:</p> <ul style="list-style-type: none"> • One voting member appointed by the Waikato Regional Council • One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council) • One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council. • One voting member jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council • One voting member appointed by Hamilton City Council • Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council • Up to four voting members being business and/or community representatives confirmed as members by the Waikato Regional Council • One non-voting member being a representative of the Waikato District Health Board 	<p style="text-align: center;">Note:</p> <p>Otorohanga Mayor Max Baxter was jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council for the 2019-2022 triennium.</p> <p>Liaison is currently underway with the other Councils to appoint a representative.</p> <p>Mayor Max Baxter will be supported should he indicate his willingness to continue in the current triennium.</p>

Details	Appointment
<ul style="list-style-type: none"> One non-voting member being a representative of the New Zealand Transport Agency Ministry of Social Development Ministry of Education non-voting members being representatives of relevant Government Agencies as required. 	
<p>Waikato Regional Council – Regional Transport Committee</p> <p>The RTC is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport.</p> <p>The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Osborne Alternate – Mayor</p>
<p>Waikato Regional Council – Regional Connections Committee</p> <p>The RCC is a WRC Committee and its objective is to enhance the wellbeing of our communities through the achievement of the goals set out in the Regional Public Transport Plan. The particulars of its scope of activities are:</p> <ul style="list-style-type: none"> Consider and recommend on matters relevant to the implementation and monitoring of the Regional Public Transport Plan Develop the draft Regional Public Transport Plan and recommend it to Council (via the Strategy & Policy Committee) for public consultation (as required) Ensure all policy developed in the Regional Public Transport Plan is consistent with the operative Regional Land Transport Plan. <p>Membership of the committee is:</p> <ul style="list-style-type: none"> 3 voting members from WRC and the Chair or Deputy Chair WRC (full voting rights) 4 voting members appointed by Hamilton City Council 1 voting member from each Territorial Authority by invitation 1 non-voting member from each of the following agencies: Waka Kotahi – NZ Transport Agency and Access and Mobility Sector 	<p>Same membership as RTC above at the invitation of WRC.</p> <p>Councillor Osborne Alternate – Mayor</p>
<p>Waikato River Authority</p> <p>The Waikato River Authority is an independent statutory body under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>The purpose of the of the Authority is to set the primary direction through its Vision and Strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River and Waipā River for future generations.</p> <p>The Authority covers a catchment of 11,000 km² comprising the Waikato River (from Huka Falls to Te Pūaha o Waikato), and the Waipa River (from its source to its connection with the Waikato River) including both rivers' catchments.</p> <p>The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	<p>Territorial Authorities Appointee:</p> <ul style="list-style-type: none"> - Waiting to hear of any nominations
<p>Waipa Joint Management Agreement Nga Wai O Waipa Co-Governance Forum (Waikato, Waipa, Otorohanga and Waitomo Districts)</p> <p>In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the</p>	<p>Mayor Alternate – Cr Manawaiti</p> <p>(Cr Manawaiti in his capacity as Chair of Te Raangai</p>

Details	Appointment
<p>Maniapoto Māori Trust Board through the Nga Wai o Maniapoto (Waipa River Act) 2012.</p> <p>The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Māori Trust Board as part of the co-management arrangements.</p> <p>To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Māori Trust Board. This collective approach also satisfies Council's legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	Whakakaupapa Koorero)
<p>Te Nehenehenui Joint Committee</p> <p>This joint committee has been formed to commence the co-governance and co-management provisions and other obligations relevant to the Councils, triggered on the commencement of the Maniapoto Claims Settlement Act 2022 (the Act).</p> <p>The Act is the final settlement of all historical Treaty of Waitangi claims of Maniapoto and recognises that despite Maniapoto persistently advocating for the maintenance and recognition of their rangatiratanga and mana whakahaere the Crown has failed to uphold its obligations under Te Tiriti and has had a severe impact on Maniapoto's socio economic wellbeing and tribal identity.</p> <p>Te Nehenehenui is the mandated iwi authority established by Trust deed, to receive the treaty settlement. Maniapoto Māori Trust Board will cease to exist, and Te Nehenehenui is now the entity responsible for the functions previously performed by the Maniapoto Māori Trust Board.</p>	<p>Mayor Alternate – Cr Manawaiti</p> <p>(Cr Manawaiti in his capacity as Chair of Te Raangai Whakakaupapa Koorero)</p>

8.4 Trusts providing for Council nomination/application

Details	Appointment
<p>North King Country Development Trust</p> <p>The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes.</p> <p>Appointment of Trustees is as per the registered Deed of Trust.</p> <p>WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.</p>	<p>Mayor</p> <p>Note: Current term expires in August 2024.</p>
<p>Waitomo Energy Services Customer Trust</p> <p>Waitomo Energy Services Customer Trust (WESCT) is the 100% shareholder of The Lines Company Limited (TLC) and holds the shares for the benefit of Customers of the Company in the former Waitomo Electric Power Board District - commonly known as the "Northern Area" of TLC's network.</p> <p>WESCT has six trustees: three are "A" trustees - elected by customers, two are "B" trustees - elected by major customers, and the "A" Trustees appoint one trustee.</p>	Nomination recommendations will be sought from the Council as current B Trustee terms come to an end and elections are called.
<p>Maru Energy Trust</p> <p>Maru Energy Trust is a not-for-profit charitable trust, established in August 2018 by The Lines Company. The Trust provides support to improve the energy efficiency of households and wellbeing of the occupants including:</p> <ul style="list-style-type: none"> A. Developing and implementing educational programmes to help households and the community understand how to better manage their energy use. B. Identifying households within the community who 	Liaison currently underway with the four Councils to appoint a representative.

Details	Appointment
<p>would benefit from advice and assistance regarding their energy use.</p> <p>C. Facilitate physical modifications to the home and environment to improve energy use.</p> <p>D. Securing funding to support the charitable purposes of the Trust; and</p> <p>E. Undertaking any other purpose that benefits households or the community in keeping with the charitable purposes of the Trust.</p> <p>The Trust Board must comprise of at least three and no more than eight Trustees appointed in accordance with the Trust Deed.</p> <p>One Trustee is to be appointed to represent the Waitomo, Otorohanga, Taupo and Ruapehu District Councils jointly. The term of this Trustee is three years.</p>	

8.5 **External Funding Partners (Administered by Council)**

Details	Appointment
<p>Creative Communities</p> <p>WDC administers a local Creative Communities Assessment Committee consisting of two Councillors and community representatives having knowledge of the arts in the Waitomo District, to join the Creative Communities Assessment Committee. The Committee meets twice yearly, in June and November, to distribute funds made available by Creative New Zealand to support community based arts activities in the Waitomo District.</p>	<p>Councillor Osborne Councillor New</p>
<p>DC Tynan Trust</p> <p>The DC Tynan Trust is a Council Controlled Organisation and was established for the purpose of making disbursements from a very generous bequest made to the Borough of Te Kuiti by the late Daniel Tynan. In terms of his will, it was Mr Tynan's wish that his bequest be utilised for such social, cultural, educational or recreational purposes within the Borough of Te Kuiti as the trustees think fit. The Trust is administered by four Trustees, three of which are the urban Councillors.</p>	<p>3 Urban Ward Councillors</p>
<p>Sport New Zealand</p> <p>The Sport New Zealand (SNZ) (formerly SPARC) Rural Travel Fund's objective is to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund's based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre. Council administers one SNZ Rural Travel funding round per year, usually in October. The SNZ Rural Travel Assessment Committee consists of two Council staff, two Councillors, one NZ Police representative and a Sport Waikato representative.</p>	<p>Councillor Manawaiti Councillor Tasker</p>

8.6 **Other Representation Appointments**

Details	Appointment
<p>Community Youth Connections</p> <p>Examples:</p> <ul style="list-style-type: none"> • Youth Council • TUIA Programme • Mayor's Taskforce for Jobs • Employment Partnerships 	<p>Mayor Councillor New</p>

Details	Appointment
<p>Piopio Wastewater Community Liaison Group Pursuant to Clause 34 of the Environment Court “Order of Court”, Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.</p>	<p>Mayor Councillor Todd</p>
<p>Te Kuiti and District Historical Society In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.</p>	<p>Councillor Tasker</p>
<p>Rural Ward Portfolios The portfolio representation of these areas will include Councillor representation for liaison purposes at community activities, attending community events in these areas, and being the point of contact for residents and ratepayers within these areas of the District. Examples of representation/portfolios are listed beneath the relevant area.</p>	
<p>Rural Northwest (incorporating old Waitomo/Te Anga Rural Wards)</p>	
<ul style="list-style-type: none"> • Marokopa Recreation Ground Committee • Community Halls • Waitomo Caves Museum • Tere Waitomo Community Trust 	<p>Councillor Osborne</p>
<p>Rural Southeast (incorporating old Aria/Mangaokewa Wards)</p>	
<ul style="list-style-type: none"> • Benneydale Hall • Mokauiti Hall • Rangitoto Hall 	<p>Councillor Goddard</p>
<p>Rural Southwest (incorporating old Paemako/Tainui Wards)</p>	
<ul style="list-style-type: none"> • Piopio Retirement Board • Mokau Residents and Ratepayers Association • Tainui Wetere Domain Board 	<p>Councillor Todd</p>
<p>Urban Ward The portfolio representation of the urban area will include representation for liaison purposes at community activities, attending community events and being a point of contact for residents and ratepayers within the urban area.</p>	
<p>Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court) To build relationships with Elderly Housing providers and residents and to act as a Point of Contact in respect to Council related matters pertaining to Elderly Housing.</p>	<p>Councillor New</p>
<p>Te Kuiti Development Incorporated (Legendary Te Kuiti) TKDI is an Incorporated Society registered in April 2011 and was formed for the purpose of promoting the welfare of the business community of Te Kuiti and in particular to provide a forum for networking and collaboration of members.</p>	<p>Councillor New Councillor Tasker Note: Councillor Osborne is a member in her own right</p>

8.7 Delegations

8.7.1 Under the LGA and other legislation, Council has considerable ability to delegate its powers, functions and duties to committees and staff. These delegations enable the Council to operate efficiently and effectively. The delegations made by Council are maintained in a Delegations Register which is subject ongoing review and required updates are referred to Council for approval.

9.0 Meetings of Elected Members

The legal requirements for Council's meetings are set down in the LGA, the Local Government Official Information and Meetings Act 1991 (LGOIMA) and the Standing Orders adopted by Council. Meetings of the Council must be publicly notified and the agenda made available to the public pursuant to the criteria set out in the LGOIMA.

All Council and Committee meetings are open to the public unless there is a reason to consider some item with the "public excluded", which means that these items are deemed to be confidential and members of the public will be asked to leave the meeting until discussion on the item has been completed. Section 48 LGOIMA outlines reasons for excluding the public from meetings. The most common reasons are as follows:

- For the protection of personal privacy
- To prevent disclosure of legally privileged information
- To prevent disclosure of commercially sensitive information
- To ensure the maintenance of public health and safety

Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Mayor.

All Council and Committee meetings are livestreamed and the recordings are available on Councils website.

10.0 Consultation Policies

Council is obliged to consult with its community on many matters and deems it advisable to do so regardless of legislative requirements. Council will seek to engage the community on any matter of significance or material interest to their well-being.

Specifically, Council will comply with all consultation requirements set down in relevant legislation and particularly those conditions set out in the LGA and the Resource Management Act.

11.0 Relationships with Maori

The Local Government Act 2002 includes a specific requirement for Council to set out the steps it intends to take which might foster Maori capacity to contribute to the decision making processes of Council. In the Waitomo District 44.8% of people identify in the census as belonging to the Maori ethnic group, compared with 16.5 percent for all of New Zealand. Therefore, it is important that we have effective mechanisms in place for promoting Maori involvement in decision-making.

As part of the full representation arrangements review commencing in 2023, Council will be considering Maori Wards.

Council's current processes to involve Maori in decision making are as follows:

- Meet with local Maori specifically during formal consultation processes at a location convenient to them, to seek their feedback.
- Invite Maori representatives to be part of any groups established by Council where feedback for the purpose of seeking community feedback or understanding community views, for example, invitation to be part of the Railway Buildings Project Reference Group.
- Maori representation at the Youth Council which provides opportunity for issues particular to Maori to be brought to the attention of Council.
- Iwi and Hapu representatives are consulted to discuss specific proposals which may involve a significant decision in relation to land or a body of water.

The ways in which Council has been fostering the development of Maori capacity is as follows –

- Commitment to developing a Memorandum of Understanding with Ngati Rora so as to enhance Council’s relationship with Ngati Rora and to enable them to put their thoughts and ideas forward. Council staff have monthly hui with Ngati Rora to discuss collaboration and the sharing of information.
- Co-management of the Waipa River with Tangata Whenua through the Joint Management Agreement.
- Consultation, particularly on Resource Management Planning and Town Concept Planning, with Regional Marae Committees.
- Development of Te Raangai Whakakaupapa Koorero, post the 2022 Local Government Elections to develop more formally Council’s relationship with iwi, mana whenua and Maori in general.
- Encouragement of the Youth Council, of which Maori are a part, to put forward their views and ideas and contribute to decision making.

Participation levels in decision-making forums, including elections, are an important measure of legitimacy for democratic institutions such as local government. As such securing Maori participation should be an important point for consideration by local government. This aspect, combined with the obligations of the Treaty of Waitangi, places a clear responsibility on local government to secure Maori participation to uphold both the Treaty and its own democratic legitimacy.

12.0 Management Structure and Relationship between Management and Elected Members

12.1 Relationship between Management and Elected Members

12.1.1 The roles of the elected Council and that of the Chief Executive (management) are distinct and prescribed by the LGA despite the employer/employee relationship. In simple terms, Council’s role is to decide “what” at Principal Activity sub-level (refer Schedule 10 LGA, LTP and Annual Plans) and the Chief Executive’s role is to execute, effectively and efficiently, Council’s decisions – i.e. the “how”.

12.1.2 The only direct employee of the Elected Council is the Chief Executive who is consequentially responsible for all staff. A number of terms and conditions relevant to the Chief Executive relationship are determined by the LGA in addition to a contractual agreement which sets out the employment relationship in detail.

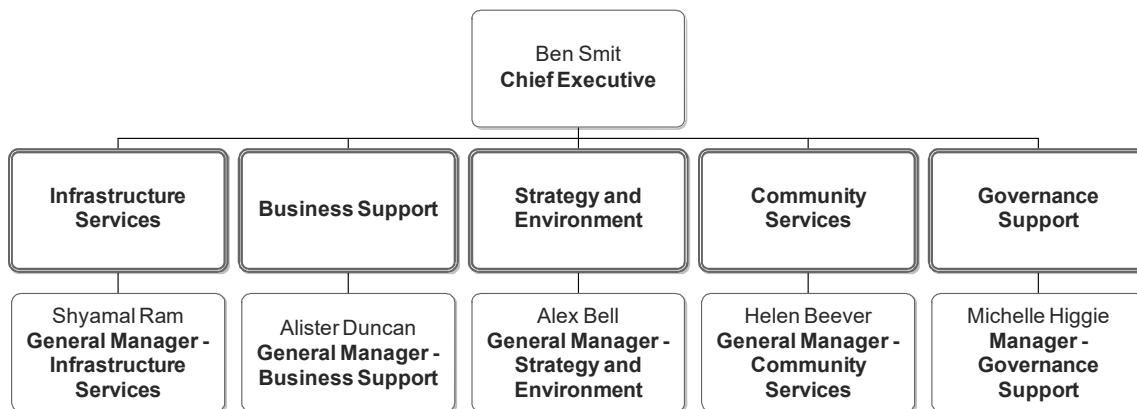
12.1.3 The Chief Executive reports to the Council. All staff report to and are employed by the Chief Executive.

12.1.4 Management is obliged to provide information to elected members’ that is relevant to their function in bringing effect to the purpose of local government and management recognises that Council decision-making is largely dependent on sound information and advice.

12.1.5 Elected members are entitled to access information held by the Council for the purpose of carrying out their role as an elected member, however in their private capacity their rights to accessing information held by Council are the same as those of a member of the public.

12.2 Management Structure

12.2.1 The following diagram sets out Council’s senior management structure:



12.2.2 The responsibilities of each Group are set out below:

Governance Support

- Executive Assistance to Chief Executive
- Executive Assistance to General Manager – Community Services
- Council Secretary
- Corporate Standards
- Property Access/Security
- Executive Assistance to Mayor
- Executive Assistance to General Manager – Infrastructure Services
- Fleet Management
- Citizenship Ceremonies
- Civic Functions

Infrastructure Services

- Roading
- Stormwater Services
- Waste Minimisation
- Design and Investigation
- Field Survey
- Property
- Recreation and Community Facilities
- Water Supplies
- Wastewater Services
- Contract Supervision
- Tender Evaluation
- Parks and Reserves
- Public Amenities

Business Support

- Financial Services
- Revenue Services (including Rates)
- Council's Central Records System
- Accounting Services
- Communication Systems
- Computer Systems

Community Services

- District Library Services
- District Promotion
- Civil Defence
- Health and Safety
- Visitor Information Centres
- Economic Development Promotion
- Human Resources

Strategy and Environment

- Annual Planning
- Resource Management Policy
- Community Consultation
- District Plan – Monitoring
- District Plan – Administration
- Building Control
- Environmental Health
- Long Term Plan
- Policy Preparation
- Resource Management Implementation
- District Plan – Review
- Compliance and Enforcement
- Animal Control
- General Inspections

13.0 Remuneration Policy

Doc Ref No. A642051

At the end of 2001, Parliament agreed to transfer the authority for setting elected members' remuneration from the Minister of Local Government to the Higher Salaries Commission (renamed the Remuneration Authority). The authority uses a formula to determine the total amount available for elected member remuneration in each council and must approve each council's proposal for its allocation.

The Mayor and Elected Members receive remuneration as determined by the Remuneration Authority and in accordance with the Council's Elected Members Allowances and Recovery of Expenses Policy.

Council's current Policy on Elected Members Allowances and Recovery of Expenses was adopted by Council on 29 November 2022.

The policy sets out rules on the claiming of allowances and expenses by elected members and the resources that will be available to them during their term of office.

The policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage, any Council appointed representative acting on behalf of the Council.

14.0 Equal Employment Policy

Doc Ref No. A78913

Waitomo District Council is committed to actively supporting the principles of equal opportunities through its Human Resourcing strategy of employment, training, and development.

Waitomo District Council will actively ensure there is no discrimination on the grounds of race, colour, ethnic or national origin, gender, ethnic beliefs, marital status, sexual orientation, family status, political opinion, employment status, age, disability (including illness), or religion.

15.0 Key approved Planning and Policy Documents

The Waitomo District Council is required to comply with various legislation in respect of planning, however Council regards the legislation as a minimum requirement for it to make a meaningful contribution to the community's future well-being.

In an effective organisation, planning follows a hierarchy of plans ranging between a high level vision for the future and action plans that deliver day-to-day results that progress toward the vision.

Council's key planning/policy documents are as follows:

Plan Title	Process for formulating the Plan	Review Process
Long Term Plan	Project plan formed by Council Informal community consultation – extensive Draft plan formulated Formal community consultation (esp. Maori) Final Consideration and adoption Total timeframe approx 12 months	Every three years. May be varied at any time provided that a due process is followed.

Plan Title	Process for formulating the Plan	Review Process
Annual Plan	Draft plan formulated taking account LTP and Council's own strategies Formal community consultation (esp. Maori) Final Consideration and adoption Total timeframe approximately six months	New annual plan each year creates a continual review of all services and activities.
Annual Report	Comparison of Council's actual performance with the proposed performance set out in the Annual Plan or LTP. Produced within four months of end of financial year. Must contain an audited financial statement, set of accounts and annual financial report assessing Council's financial performance and position against budget.	New Annual Report required each year.
District Plan	Resource management issues documents prepared. Consultation with key stakeholders Public notification of draft plan Submissions on draft plan considered by Council and publicly notified Preparation of proposed plan	Review required no later than 10 years after plan becomes operative. Council may vary at any time to suit changing circumstances.
Asset Management Plans	To comply with the Local Government Act 2002 key requirements of which include the preparation of a long term financial strategy and the recognition of changes in the service potential of assets, which are outputs of AM plans.	Reviewed and Updated Annually
Water and Sanitary Assessment	There is a legislative requirement under the Local Government Act to, from time to time, assess the provision of water services and other sanitary services. The assessment must include the provision of water and other sanitary services within the District including, but not limited to, how drinking water is provided, how sewage and stormwater are disposed of, identified risks to the community and estimated future demands.	It is considered best practice to review the Water and Sanitary Services Assessment on a three year basis to coincide with development of the LTP.

16.0 Public Access to Council

16.1 Contact Details for Waitomo District Council

Main Office: Queen Street, Te Kuiti 3910
 Postal Address: PO Box 404, Te Kuiti 39412
 Phone (Main Office): (07) 878 0800
 Freephone: 0800 932 4357
 Internet: www.waitomo.govt.nz
 Email: info@waitomo.govt.nz

16.2 Contact Details for Mayor and Councillors

16.2.1 Contact details for the Mayor and Councillors are contained in the "Elected Members' Role and Conduct" section of the Statement.

16.3 Access to Key Planning and Policy Documents

16.3.1 Key approved planning and policy documents are made available to the public through a variety of channels. Key documents are available on Council's website or by request at Council offices.

- 16.3.2 Where legislation requires consultation, Council engages with the community through local newspapers, social media, public meetings and direct written communication. Identified stakeholders in the process receive a copy of the planning documents.
- 16.3.3 Key public documents that do not require special consultation are made available at Council offices and are sent to identified stakeholders.

16.4 Access to Council Meetings

- 16.4.1 Meetings are open to the public and are publicly notified, although on occasion Council may require the exclusion of the public for a portion of a meeting. Council meetings are generally held on the last Tuesday of the month, with the exception of December and January. Any member of the public can attend a Council meeting, however, a member of the public wishing to speak at a meeting must gain prior approval from the Mayor or Chairperson.
- 16.4.2 All Council and Committee meetings are livestreamed and are available via the Council's website.

17.0 Requests for Official Information

Requests for information from the public may be made under Local Government Official Information legislation. All requests must be in writing and addressed to the Chief Executive and clearly state that they are a request under Local Government Official Information and Meetings Act (LGOIMA).

The Chief Executive will decide whether the request is to be granted and notify the requester of that decision within 20 working days of receiving the request. Specific charges may apply to a request, details of which are set out in the Council's fees and charges available on Council's website.

Where Council receives a request for information under the LGOIMA, the Chief Executive or authorised employee may extend the time limit set, for a reasonable time. This may occur if the request is for a large quantity of information or necessitates a search through a large quantity of information, or if consultations are needed before making a decision on the request and meeting the original time limit would unreasonably interfere with the operations of the local authority.

Reasons for withholding information requested under the LGOIMA, mainly relate to the protection of the privacy or interests of other parties who would be affected by the disclosure of information, or where the information in question should remain confidential to protect commercial interests.

If an applicant is dissatisfied with Council's decision in respect to a request for information under the LGOIMA, the applicant has the right to make a complaint to the Ombudsman, to seek an investigation and review of the Council's decision.

Document No: A653308**Report To: Council****Meeting Date:** 28 February 2023**Subject:** **Manawatu-Whanganui Region Triennial Agreement****Type:** Decision Required**Purpose of Report**

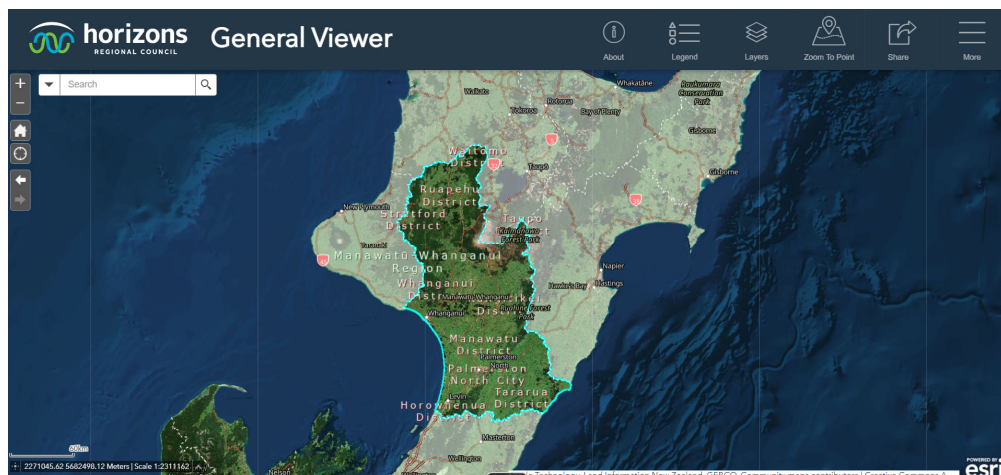
- 1.1 The purpose of this business paper is to present to Council the draft Manawatu-Whanganui Region Triennial Agreement for the period from 1 March 2023 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2025 local authority elections and before 1 March 2026.
- 1.2 Attached to and forming part of this business paper is a copy of the proposed Triennial Agreement for the Manawatu-Whanganui Regional.

Background

- 2.1 Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.

Commentary**3.1 Non-Primary Signatory**

- 3.2 It is important to note that WDC is a "Non-Primary Signatory" to the Manawatu-Whanganui Region Triennial Agreement. This is due to the fact that while Waitomo's boundary bisects the Manawatu-Whanganui Region, Waitomo is principally identified as being within the Waikato Region.
- 3.3 The two pictures below show where Waitomo's boundary bisects the Manawatu-Whanganui Region.



The northern most part of the Manawatu-Whanganui Region bisects the Waitomo District.



The eastern most section of the Waitomo District bisects the Manawatu-Whanganui Region.

- 3.4 As a Non-primary Signatory (along with Taupo and Stratford Districts) the Agreement notes that the degree of involvement of the Non-primary Signatories will be in proportion to the degree to which the parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.

3.5 Triennial Agreement

- 3.6 Horizons Regional Council has circulated the draft Triennial Agreement for agreement by the party Councils so that the final Triennial Agreement can be signed by all party Councils by 1 March 2023.
- 3.7 Minor amendments have been made to the previous 2019-2022 Triennial Agreement under the Governance section as a result of restructures by the new Councils following the 2022 elections. All of these changes are minor in nature and have no impact on WDC.
- 3.8 At the time of preparing this business paper, WDC is the only Council yet to consider and sign the Agreement.

Suggested Resolutions

- 1 The business paper on Manawatu-Whanganui Region Triennial Agreement be received.
- 2 Council approve the Triennial Agreement for the Manawatu-Whanganui Region 2022-25 for signature by the Mayor.

MICHELLE HIGGIE

MANAGER – GOVERNANCE SUPPORT

Attachment: Triennial Agreement for the Manawatu-Whanganui Region 2022-25

Triennial Agreement for the Manawatū-Whanganui Region 2022-25

Purpose

The signatories are committed to working together to promote the social, economic, environmental, and cultural wellbeing of their communities—in accordance with principles of sustainable management for current and future generations, and of the Treaty of Waitangi.

The purpose of this Triennial Agreement (the Agreement) is to ensure appropriate communication, coordination and collaboration between local authorities within the Manawatū-Whanganui Region.

This Agreement is established under section 15 of the Local Government Act 2002 (LGA). It is effective until such time as it is either amended by the agreement of all parties or is renewed following the 2025 local authority elections (and no later than 1 March 2026).

Parties

The signatories to this agreement comprise *principal signatories* (those local authorities whose boundaries are completely or primarily encompassed within the Manawatū-Whanganui Region and who primarily identify with that region) and *non-primary signatories* (those local authorities whose boundaries bisect the Manawatū-Whanganui Region but whose principal identification is with another region).

Principal Signatories:

- Manawatū-Whanganui Regional Council (Horizons)
- Horowhenua District Council
- Manawatū District Council
- Palmerston North City Council
- Rangitīkei District Council
- Ruapehu District Council
- Tararua District Council
- Whanganui District Council

Non-primary Signatories:

- Taupō District Council
- Waitomo District Council
- Stratford District Council

This Agreement is binding on all local authorities of the Manawatū-Whanganui Region. It is recognised that non-primary signatories retain discretion over the extent of their involvement, in proportion to the extent to which issues and decisions under consideration affect them.

Working Together

This Agreement focuses on responding to issues and opportunities facing our communities and local environment. The parties agree to work together in good faith for the good governance and sustainable development of their local areas and the region as a whole.

Signatories to this Agreement recognise that obligations to the Treaty of Waitangi, and to provide opportunities for Māori to contribute to local decision-making, extend to regional cooperation and joint decision-making. Central Government, too, has overlapping but distinct priority areas. The parties will seek to collaborate on matters of shared interest.

The wellbeing of our communities and health of our environment are best served by local authorities working together. We face increasingly complex governance issues, many of which cannot be resolved by any one organisation acting alone. Cooperation is necessary to tackle challenges such as:

- Delivering better social outcomes for communities, through affordable housing, well-functioning urban environments, infrastructure, and transport links;
- Improving the resilience of our environment and communities to the effects of climate change;
- Improving the health of our ecosystems and waterways;
- Supporting the development of a vibrant, sustainable regional economy.

The parties value and will maintain open communication, collaboration and trust, applying a ‘no surprises’ policy by ensuring other parties receive early notification of significant proposals that may affect them and their communities, and of divergent views on proposed decisions before critical public announcements are made.

Collaboration and cooperation between local authorities can yield administrative efficiencies, allowing for better use of available resources and more effective community participation. The parties undertake to work together toward common priorities and community outcomes, and making efficient use of resources, in accordance with LGA s14(1)(e).

While collaboration and cooperation are desirable, the region’s communities and landscapes are diverse, and each local authority has the legislative mandate to govern its own area as appropriate.

Governance

The primary mechanism to implement this Agreement is the Manawatū-Whanganui Mayoral Forum (the Mayoral Forum), comprised of the region’s Mayors and the Chair of Horizons Regional Council. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached at Appendix One.

The Manawatū-Whanganui Mayoral Forum will:

- Provide governance oversight of our response to regionally significant challenges;
- Promote understanding and alignment of effort across councils, with central government, and with tangata whenua;
- Advocate for the interests of the region, its councils and communities.

The Mayoral Forum will be supported by the Manawatū-Whanganui Chief Executives Forum. The Chief Executives Forum will:

- Identify and escalate to the Mayoral Forum strategic issues and opportunities for collaboration;
- Report to the Mayoral Forum on the delivery of its agreed actions, work programmes or collaborative projects.

Other groups will support regional coordination:

- The Climate Action Joint Committee is to continue. Terms of Reference are attached at Appendix Two.
- Regional Transport Committee is to continue, as required by s105(2) of the Land Transport Management Act 2003.
- For the avoidance of doubt, Manawatū-Whanganui Civil Defence and Emergency Management Group will continue, as required by s12 of the Civil Defence Emergency Management Act 2002.
- The Accelerate 25 Lead Team will continue to progress regional economic development.
- The Regional Leadership Group, convened by the Ministry for Social Development, will bring together senior officials from central and local government, tangata whenua, and other community groups with a focus on social wellbeing, health, and education.

These arrangements complement other mechanisms for inter-council collaboration, such as Local Government New Zealand, Taituarā, the Association of Local Government Information Management, the Institute of Public Works Engineering Australasia, the Local Authorities Public Relations Network, and the Manawatū-Whanganui Local Area Shared Services CCO (MWLASS).

Recognition of Resolutions by Joint Committees

Within the parameters set through legislation – and acknowledging each local authority’s mandate to govern in its own area – the parties agree to:

- Have particular regard to resolutions made by joint committees in developing policies, determining priorities, and allocating resource;
- Progress to the fullest possible extent actions identified through joint planning and decision-making arrangements.

Servicing and Support

Horizons will host a permanent secretariat to support the Manawatū-Whanganui Mayoral Forum. The secretariat will be funded jointly by participating councils.

Significant New Activities

When a party is considering a major policy initiative or proposal that may have implications for other parties, and unless such disclosure is inconsistent with the Local Government Official Information and Meetings Act 1987 or commercial confidences precludes such disclosure, they will give early notification to the affected parties and share the information with the Mayoral Forum and the Chief Executives Forum.

Horizons Regional Council will provide early advice to the Chief Executives Forum and the Mayoral Forum of any significant new regional council activity, in addition to other requirements specified in LGA s16.

Significant Facilities and Services

The Mayoral Forum and Chief Executives Forum may from time to time explore options for identifying, delivering and funding facilities and services of significance to more than one district. Any Party to this Agreement may raise these issues for consideration.

Consultation in Relation to Resource Management Act 1991 (RMA) Policy and Plans

The following consultation process will apply to the preparation of a new, or change, variation, or review of an existing, regional policy statement, regional plan or district plan by a local authority in the Region:

- The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the regional policy statement, or regional or district plan.
- For the regional policy statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.
- The parties to this Agreement acknowledge their obligation to act in accordance with the principles of consultation set out in LGA s82.

In addition, the parties agree to cooperate in implementing national policy statements, to ensure alignment of regional and district policies and plans, as well as efficiency of process. The parties undertake to report, through Chief Executives, to the Mayoral Forum on opportunities to share information, jointly commission advice, or otherwise pool effort in order to give effect to national direction within appropriate timeframes and in a practicable way.

Other Agreements

This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Manawatū-Whanganui region. Any other such agreement should not, however, be contrary to this Agreement.

Resolving Disagreement

All parties to this Agreement are committed to working strenuously, in good faith, to resolve any disagreements that may arise in relation to its application. Where a party has a significant

disagreement with the position of the others, all parties will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.

In the event of a disagreement over the actions taken to give effect to this Agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation. Should agreement on a mediator not be possible, a mediator will be appointed by the president of the Manawatū Branch of the Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

Agreement to Review

This Agreement remains in force until local authorities ratify a new agreement.

Any party may request an amendment to this Agreement by writing to the Chair of the Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum. The Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

Any agreed amendment will be referred to each local authority for ratification. No amendment to this Agreement has effect until signed by all parties.

Statutory Requirements

This document is deemed to duly constitute fulfilment of section 14(1)(e), 15 and 16 of the LGA, and Schedule 1 Clause 3A(1) of the RMA.

Authority

This Agreement is signed by the following on behalf of their respective authorities.

**2022-2025 TRIENNIAL AGREEMENT FOR THE
MANAWATŪ-WHANGANUI REGION**

This Agreement is signed by the following on behalf of their respective authorities.

Council		Signature
Horizons Regional Council	Rachel Keedwell Chairperson	_____ Date:
Horowhenua District Council	Bernie Wanden Mayor	_____ Date:
Manawatu District Council	Helen Worboys Mayor	_____ Date:
Palmerston North City Council	Grant Smith Mayor	_____ Date:
Rangitikei District Council	Andy Watson Mayor	_____ Date:
Ruapehu District Council	Weston Kirton Mayor	_____ Date:
Stratford District Council	Neil Volzke Mayor	_____ Date:
Tararua District Council	Tracey Collis Mayor	_____ Date:
Taupo District Council	David Trewavas Mayor	_____ Date:
Waitomo District Council	John Robertson Mayor	_____ Date:
Whanganui District Council	Andrew Tripe Mayor	_____ Date:

Appendix One

Manawatū-Whanganui Mayoral Forum

Terms of Reference

Statement of Purpose

The purpose of the Manawatū-Whanganui Mayoral Forum is to support effective leadership on shared priorities and matters of importance to the region's communities.

Objectives

The Manawatū-Whanganui Mayoral Forum has the following objectives:

- To enable Manawatū-Whanganui councils to work more collaboratively in response to regionally significant challenges and opportunities;
- To provide a forum for engagement between councils, central government, tangata whenua, and other leaders in the region;
- To explore, with iwi and hapū, how governance relationships might be further progressed in future;
- To provide a collective voice to advocate for and raise the profile of these issues and opportunities;
- To increase the effectiveness of local government in meeting the needs of Manawatū-Whanganui communities;
- To develop and implement programmes (including joint plans where appropriate), which are responsive to the needs and expectations of the community; and
- To prepare for institutional changes, such as joint planning arrangements, and oversee preliminary work to inform joint strategies and plans.

Principles

In pursuit of these objectives the Manawatū-Whanganui Mayoral Forum will observe the following principles:

- Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication;
- Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament;
- Recognise that obligations to the Treaty of Waitangi, and opportunities for Māori to contribute to local decision-making, extend to regional cooperation and joint decision-making;
- Work towards shared positions on issues of mutual concern, formalising these through letters of support, submissions and/or public statements as appropriate;

- Exercise its functions with due regard to the tangata whenua and cultural diversity of the community;
- Establish processes for reporting back to its respective councils and communities.

Powers

The Manawatū-Whanganui Mayoral Forum shall have the power to:

- Make submissions and undertake advocacy to external organisations on matters germane to the Committee's objectives;
- Engage with key agencies and neighbouring regions on matters relating to the Committee's objectives;
- Recommend to the parties actions that materially contribute to attainment of the Committee's objectives;

Membership

Membership shall be open to the eight councils wholly or primarily within the Manawatū-Whanganui Region (Horowhenua District Council, Palmerston North City Council, Manawatū District Council, Rangitīkei District Council, Whanganui District Council, Ruapehu District Council, Tararua District Council, Manawatū-Whanganui Regional Council (Horizons)).

Each member council shall be represented by its Mayor (or Chair in the case of the Regional Council) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Chair.

The Mayoral Forum will have the power to co-opt other members on a permanent and/or issues basis.

Election of Chair

The Manawatū-Whanganui Mayoral Forum shall select a Chair and Deputy Chair at the first meeting immediately following the Triennial Elections. These appointments may be reviewed after a period of 18 months.

The Chair selected will preside at all meetings of the Mayoral Forum.

The Mayoral Forum may appoint spokespersons from its membership for issues being considered, in which case each member council agrees to refer all requests for information and documents to the duly appointed spokespersons.

Meetings

Meetings will be held quarterly at Regional House in Palmerston North, unless otherwise advised.

Special meetings may be called at the request of members.

The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.

Agendas for meetings will be issued and minutes will be taken and circulated.

Quorum

The quorum will consist of four members (half the number of members including vacancies).

Meetings may be held in person or by other means (such as audiovisual link) as the Committee agrees and where permissible under New Zealand law and the standing orders of the parties.

Decision making

The practice of the Forum will be to determine issues before it by consensus.

If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of members attending the meeting.

Remuneration and expenses

Each party shall be responsible for remunerating its representative on the Committee.

Secretariat

The Manawatū-Whanganui Mayoral Forum will appoint Manawatū-Whanganui Regional Council to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties, including the taking of minutes and the keeping of any books and accounts and attending to any other business of the forum.

Variations to this Agreement

Amendments to this agreement may be required from time to time. Changes will be approved by the parties, on the recommendation of the Mayoral Forum.

Appendix Two

Climate Action Joint Committee

Manawatū-Whanganui Region

Terms of Reference

Statement of Purpose

The purpose of the Climate Action Joint Committee is to support a coordinated response to climate change across the councils and communities of the Manawatū-Whanganui Region.

It is established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

Objectives

The Climate Action Joint Committee's operating objectives are to:

- Collaborate on action to build organisational, community, and regional resilience in the face of climate change;
- Make use of available environmental, social, cultural and economic research, skills and capabilities to leverage opportunities and mitigate the impacts of climate change;
- Develop a climate action plan, including recommended actions for councils to contribute to mitigation of greenhouse gas emissions and to support community resilience to the effects of climate change
- Work collectively as a region to engage with Central Government, including any actions to deliver on responsibilities under the National Adaptation Plan and Emissions Reduction Plan, and to support a Just Transition for our region;
- Promote consistent and effective leadership, advocacy, communication and engagement on climate change issues to enable individual and collaborative action;
- Champion the integration of partner strategies, programmes, and plans and encourage partnerships with iwi and others in central and local government, health, education, youth, NGOs and business;
- Oversee implementation of agreed joint projects;
- Share climate change evidence and guidance to inform council work programmes and support explicit consideration of climate change impacts in decisions; and
- Monitor and report annually on implementation of the joint action plan.

Powers

The Climate Action Joint Committee does not have the power to legally bind any council to any act or decision, unless that act or decision has been agreed to by decision of that council. Within that context, the parties agree to:

- Have particular regard to the recommendations of the Committee in developing policies, determining priorities, and allocating resource;
- Progress, to the fullest possible extent, actions identified through joint planning and decision-making arrangements.

The Climate Action Joint Committee shall have the power to:

- Receive regular monitoring reports and presentations on the matters relevant to the Committee's objectives;
- Develop, adopt, and progress a joint climate action plan;
- Make of submissions and undertake advocacy to external organisations on matters germane to the Committee's objectives;
- Engage with key agencies and neighbouring regions on matters relating to the Committee's objectives;
- Recommend to the parties actions that materially contribute to attainment of the Committee's objectives;
- Receive any grant or subsidy;
- Receive financial contributions from member authorities, as may be mutually determined and acceptable to individual local authorities; and
- Determine and make payments from its funds for any or all of the purposes of its objects.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Climate Action Joint Committee's recommendations, these will be reported to the Joint Committee by its delegate. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Committee Membership

The Committee consists of the following members:

- The Mayor/Chair or designated delegate of each local authority within the Manawatū-Whanganui Region (total 8 members); and
- Up to eight non-Councillor members, to represent the views of Tangata Whenua. These appointments will be made by Horizons on the recommendation of iwi leaders, taking into consideration their skills, attributes or knowledge that will assist the work of the Committee.

This Committee may invite advisers to attend relevant portions of the Committee's business.

Election of Co-Chairs

The committee will elect Co-Chairs by the system described in clause 25(4) Schedule 7 of the Local Government Act 2002.

The governance group will have two Co-Chairs:

- A Councillor member of the group, and
- A Tangata Whenua member of the group.

Each Co-Chair shall preside on an alternate basis. If a Co-Chair is absent from a meeting at which they are scheduled to be the presiding member, the other Co-Chair shall preside at the meeting.

Meetings

The Committee will sit at least twice each year.

Special meetings may be called at the request of members.

Agendas for meetings will be issued and minutes will be taken and circulated.

Approved minutes and approved final reports and papers will be made available via Horizons' website and a Microsoft Teams portal.

Quorum

The quorum will consist of:

- Half of the members if the number of members (including vacancies) is an even number; or
- A majority of members if the number of members (including vacancies) is an odd number.

Non-elected positions to which no appointment has been made are not considered to be vacancies for the purposes of forming a quorum.

Meetings may be held in person or by other means (such as audiovisual link) as the Committee agrees where permissible under New Zealand law and the standing orders of the parties.

Decision making

The practice of the Forum will be to determine issues before it by consensus.

If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of members attending the meeting.

Remuneration and Expenses

Each party shall be responsible for remunerating its representative on the Committee.

Tangata whenua members shall be eligible for compensation for Joint Committee activity including travel and attendance at meetings.

Standing Orders

The Committee shall apply the standing orders of Manawatū-Whanganui Regional Council.

Duration

In accordance with clause 30(7) of Schedule 8 of the Local Government Act 2002, the Climate Action Joint Committee is not to be discharged following each triennial local government election.

Variations to this Agreement

Amendments to this agreement may be required from time to time. Changes will be approved by the parties, on the recommendation of the Climate Action Joint Committee.

Document No: A653623

Report To: Council



Meeting Date: 28 February 2023

Subject: **Progress Report: 2022-2025 Waikato Region Triennial Agreement**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is brief Council on preparation of the 2022-2025 Waikato Region Triennial Agreement (Triennial Agreement).

Commentary

- 3.1 Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.
- 3.2 Development of the Triennial Agreement for 2022-2025 is still progressing, with a draft having been considered at meetings of both the Waikato Mayoral Forum and Waikato Chief Executive's Forum. Co-Lab are making further amendments as a result of the feedback from these meetings.
- 3.3 The Chief Executives Forum noted that the due date for completion is 1 March, however agreed that getting the detail of the Agreement correct outweighs the requirement to sign the Agreement off by 1 March.
- 3.4 Co-Lab have advised that they are currently working toward representing the Agreement to the next Mayoral Forum meeting on 27 March 2023. It will then be circulated to Councils for approval and sign-off.

Suggested Resolution

The Progress Report: 2022-2025 Waikato Region Triennial Agreement be received.

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

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A653626

Report To: Council



Meeting Date: 28 February 2023

Subject: Council Performance Reporting Review

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to get feedback from Elected Members on changes to the Council Performance Reporting structure so that a new reporting model can begin for the March 2023 Council reports.

Background

- 2.1 The Audit and Risk Committee's (A+R) scope has changed for the new Triennium so that financials are reported through the Council meeting and not quarterly through A+R. This was done to improve the reporting frequency of Council's financials and allow A+R to focus on audit and risk.
- 2.2 Therefore the current A+R performance report needed to be re-modeled to remove the financial reporting. This was done for the February A+R meeting.
- 2.3 This gave the opportunity to revisit the Council activity and performance reporting structure. This paper highlights what these changes could look like.

Commentary

- 3.1 The current Council reporting framework:
- Gave little opportunity for Elected Members to get an understanding of the strategy and operational issues and activities that faced each of the parts of Council
 - Required the writing of a specific report on a topic to be discussed rather than allowing topic issues to be discussed
 - Had no mechanism for the Chief Executive to provide a 'potted summary' of the period being reported on
 - Meant financial results were only reported on quarterly
 - Gave lots of detail that, in some cases, could be represented more clearly
- 3.2 Proposed Two Steps of Change**
- 3.3 Step 1: Refine the information that goes to A+R meeting quarterly report.
- 3.4 The February A+R Report has been re-modelled (KPI reporting and Treasury Management) and develop a Financial Report to go to Council. The first draft of this is included as separate report in this agenda.

3.5 This will require splitting the current Quarterly Progress Report. Suggestions for the financial report to go bi-monthly to Council including the operating position, capital, rates and reporting follows:

- Suggest the current individual capex graphs are not used and there is only one table consisting of all capital expenditure reporting year to date actual vs budget, variance and a commentary on variance.
- Individual capital project line items will be reported for each 'significant' capex ie over \$500k. Also included will be other projects of high risk and / or of community interest. A draft list of these is detailed below for your comment:
 - Mokau Toilets
 - Te Kuiti West Catchment Improvements - wastewater
 - Te Kuiti Reticulation Renewals – includes water supply, wastewater and stormwater
 - Mokau Treatment Plant Upgrade
 - Te Kuiti Water Supply Resilience
 - Sealed Road Pavement Rehabilitation
 - Footpath Renewals
 - Minor Improvements Local Roads
 - Cyclone Dovi (expenditure only) – separate report for progress.
- Significant operational (non-capex) projects will be reported on through each of the group reports as detailed in Section 2. These will include:
 - Annual Plan 2023/24
 - Long Term Plan 2024 -2034
 - District Plan Review
 - Landfill Development Plan
 - Water Supply Safety Plans and Source Water Risk Management Plans
- For capex it is suggested that there is one report with a subtotal for each of the 10 Council Group Activities eg Governance, Property and Leisure, wastewater. In this report there will be an individual line for each of the individual 'Significant' project and a sub-total for all the rest of the projects in that Group Activity.
- This reporting will be enhanced once the Project Management Framework (being developed now) is introduced for the next financial year.
- The current operating position (revenue and expenditure) reporting for Council Groups is good. It is proposed that these will be included in one table.
- Commentary on activities and non-capex projects would be reported on in each of the Group Activity Reports. See Point 2 below.

3.6 Step 2: The proposed reporting structure to be reported to Council for the March Council meeting onward.

3.7 It is proposed that two Council groups (Community and Infrastructure and then Strategy / Environment and Business Support) will report on their activities every second month. Also every second month we would report full financials accompanying the Strategy / Environment and Business Support reports. There will have full financials at the end of February as detailed in point 1 so these would be reported again in April with hopefully March financial results.

3.8 There is an overlap in the organisation chart and general ledger chart of accounts eg the maintenance of the building in Infrastructure Group and the service delivery in Community Group in the following activities: Pools, Libraries, Les Munro and Stadium.

3.9 Furthermore Emergency Management is included in the Governance / Leadership Group of activities but is managed by Community Group. To keep reporting clear all these activities will be reported in the Community Group Activities report.

3.10 The suggested groups for reporting purposes follow:

- a. Business Support and Leadership / Governance and Regulatory on the same bi-monthly agenda. Financials will be reported the same month.
- b. Infrastructure and Community (with Community reporting on Pools, Libraries, Les Munro, Stadium, Emergency Management in Helen's activity report) on the other month.

3.11 The proposed reporting schedule for these is as follows:

Council Meeting	YTD for month of:	Covers
February	December	Full Financial Report
		Leadership, Business Support, Reg
March	February	Infrastructure and Community
April	March	Full Financial Report
		Leadership, Business Support, Reg
May	April	Infrastructure and Community
June	May	Full Financial Report
		Leadership, Business Support, Reg
July	June	Infrastructure and Community
August	June	Full Financial Report
		Leadership, Business Support, Reg
September	August	Infrastructure and Community
October	September	Full Financial Report
		Leadership, Business Support, Reg
November	October	Infrastructure and Community

YTD reports not presented due to timing of meetings:

July

November

January

Audit and Risk Committee	YTD for month of:	Covers
February	December	Treasury and KPIs
May	March	Treasury and KPIs
August	June	Treasury and KPIs
October	Sept	Treasury and KPIs

3.12 Suggestions around report template for these reports follows:

- a. Have one report for each GM / group and then within each of those reports report on each sub-group activities in the group. For example in the Infrastructure Group there will be a sub-activity of Roothing. There are about 15-20 of these sub-activities across the Council.
- b. Within each of the sub-group activities there will be a list of functions that are covered. Within each of there will be sections on these three components:

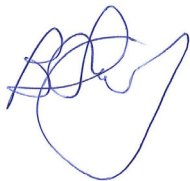
1. Current activity - This narrative will cover operational projects, any further narrative on capex projects not covered in the 2-monthly financial report, issues and operational topics in these activities. Not every cost centre in the subgroup of activities needs to be covered if there is nothing significant to report on. This needs to be high-level for governance report.
 2. Risk and Opportunities that are important to report in each of these sections.
 3. What is happening in the next 1 – 3 months in these sub-groups of activities to give a picture of what is upcoming.
- 3.13 There will be a short 'dashboard' report from the Chief Executive covering High level financials (when available), Comment on significant projects, Key decision / discussions required, 'Top of Mind' thoughts and big wins / learning from the period.

Recommendation

- 6.1 That the Council Activity and Performance Reporting and Audit and Risk reporting framework outlined in the report be adopted.

Suggested Resolutions

- 1 The business paper on Council Performance Reporting Review be received.
- 2 The Council Performance Reporting framework detailing bi-monthly financial reporting and Council group activity reporting be adopted.



BEN SMIT
CHIEF EXECUTIVE

22 February 2023