

Document No: A532415

Report To: Council



Meeting Date: 29 June 2021

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

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

Commentary

2.1 **Conflicts of Interest**

2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.

2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:

- ensure members are not affected by personal motives when they participate in local authority matters; and
- in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).

2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.

2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in the Waitomo District.

2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.

2.7 **Declarations of Interests and Conflicts**

2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests

to declare. Some elected members may not have any, other elected members may have many.

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

Declarations

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

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

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



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Local Authority (Members' Interests) Act 1968

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

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

3.11 Non-Pecuniary Interest

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

Waitomo District Council Procurement Policy 2018

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

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

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

Conflict of Interest and Declarations Policy 2018

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

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

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

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

DEFINITION OF CONFLICT OF INTEREST

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

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

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

A Conflict of Interest may exist where the employee:

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

Managing conflicts of interest

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

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

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

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

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

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

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



Tips for managing conflicts

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

If in doubt, stay out.



When you have to make a decision, ask yourself:

FINANCIAL

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

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

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

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

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

NON-FINANCIAL

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

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

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

Questions you need to think about include:

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

CONFLICT OF ROLES

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

If so:

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

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

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



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

PRE-DETERMINATION

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

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

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

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

Where to read more

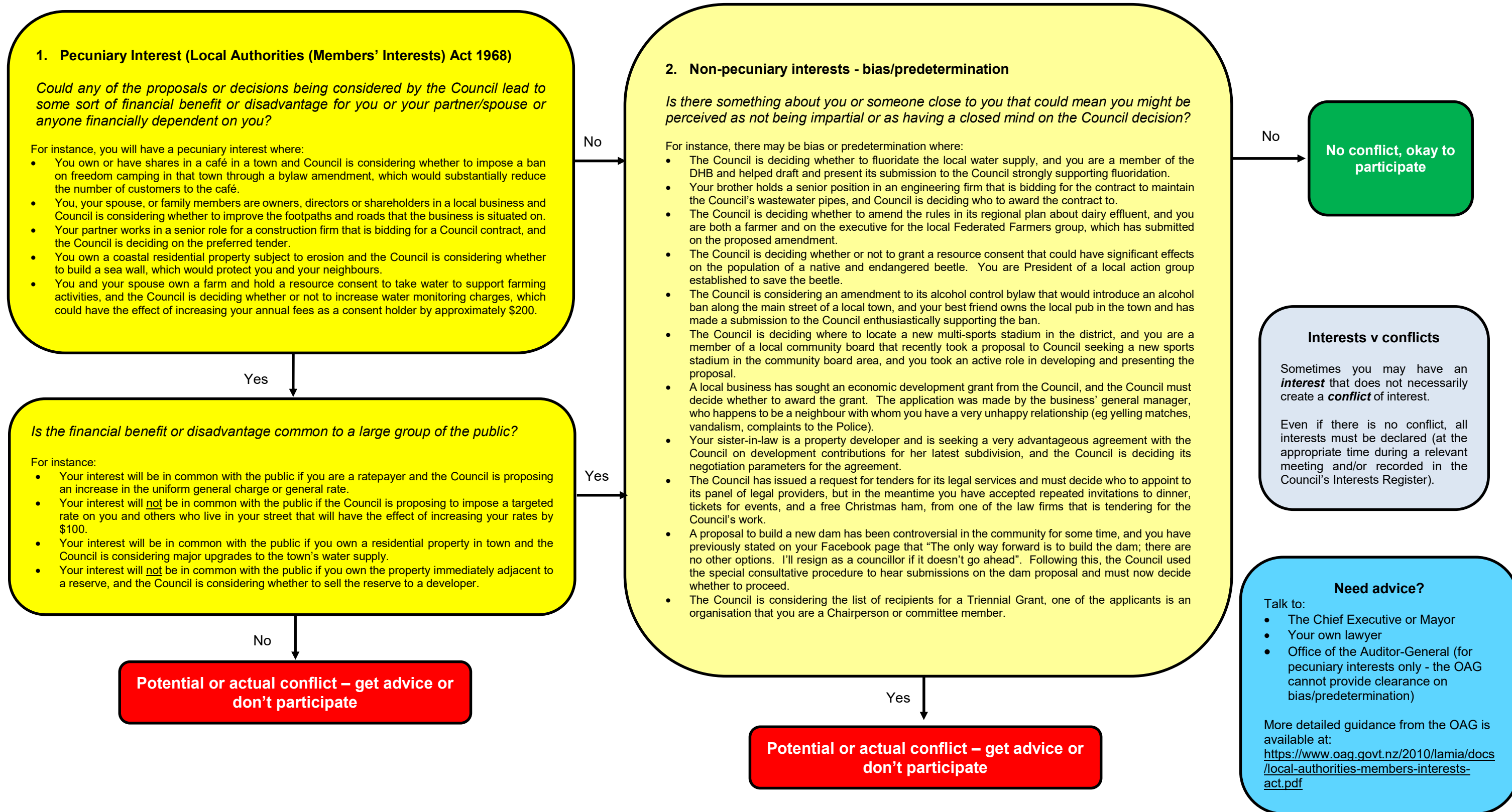
FINANCIAL	NON-FINANCIAL	CONFLICT OF ROLES	PRE-DETERMINATION
Paragraphs 3.7-3.11	Paragraphs 3.12-3.24	Paragraphs 3.25-3.31	Paragraphs 3.32-3.40
Scenarios 3, 5	Scenarios 1, 2, 3, 9, 11	Scenarios 8, 10	Scenarios 4, 7

If you are an elected member of a local council, or a member of the governing body of any other entity to which the Local Authorities (Members' Interests) Act 1968 applies, please also read our Guide on that Act.

Before you participate in any Council decision ...

CONFLICTS OF INTEREST

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



Remember: If in doubt, stay out!

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 APRIL 2021 AT 9.00AM

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

IN ATTENDANCE: Kiri Goulter, Deputy Chair and Jason Nepia, Maori Economic Development Manager (Te Waka)

Jason Dawson, Chief Executive (Hamilton Waikato Tourism)

2 Members of the Public

Andy Campbell (Waitomo News)

Chris Ryan, Chief Executive; Michelle Higgie, Manager – Governance Support; Helen Beever, General Manager – Community Services (for part only); Jenelle Burnell, Leader - Communications and Engagement (for part only); and Ihsana Ageel, Manager – Strategy and Policy (for part only)

The Mayor informed all attendees that this meeting is being recorded for the purpose of webcasting.

1. Council Prayer

2. Presentation: Waikato Regional Economic Development Agency - Te Waka - Six Monthly Report

Council received a Presentation from Kiri Goulter, Deputy Chair and Jason Nepia, Maori Economic Development Manager presenting the Te Waka Six Monthly Report.

Resolved

The Presentation from Waikato Regional Economic Development Agency - Te Waka - Six Monthly Report be received.

Robertson/Whitaker Carried

3. Presentation: Hamilton & Waikato Tourism – Six Monthly Report

Council received a Presentation from Jason Dawson, Chief Executive presenting the Hamilton & Waikato Tourism Six Monthly Report.

Andy Campbell (Waitomo News) entered the meeting.

Resolved

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

Robertson/Marshall Carried

The meeting adjourned for morning tea at 9.50am.

Kiri Goulter and Jason Nepia (Te Waka), Jason Dawson (Hamilton Waikato Tourism) and the General Manager – Community Services left the meeting.

The meeting reconvened at 10.15am.

4. Declarations of Member Conflicts of Interest

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

Cr New

Cr New noted a possible conflict of interest in the item of business relating to the North King Country Recreation Centre as follows:

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
Agenda Item 12: North King Country Sport and Recreation Centre – Establishment of Project Steering Group	<ul style="list-style-type: none">Trustee of the Game On Charitable Trust	Conflict / Non-pecuniary

5. Verbal Reports: Elected Member Roles and Responsibilities

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

Deputy Mayor Whitaker

- Brook Park
- Waitomo Sister City
- Te Kuiti ANZAC Day Service

Cr Smith

- Marokopa Seawall Blessing
- Tere Waitomo
- Waitomo Museum
- Regional Marae Committee 10 Year Plan Consultation Meeting

Cr Marshall

- Te Kuiti Community House
- Grants and Funding Workshops at Les Munro Centre

Cr Goddard

- Federated Farmers AGM
- Benneydale Hall Committee

Cr New

- Waitomo Sister City
- Grants and Funding Workshops at Les Munro Centre
- Te Kuiti ANZAC Day Service

Cr Brodie

- Marokopa Seawall Blessing
- Federated Farmers AGM
- Piopio Tennis Club Centenary
- Regional Land Transport Committee
- Mokau Site Visit – Footpaths and Stormwater
- King Country River Care Group
- Regional Marae Committee 10 Year Plan Consultation Meeting
- State Highway 3 Working Party Meeting
- Piopio ANZAC Day Service

Mayor

- Regional Marae Committee 10 Year Plan Consultation Meeting
- Unveiling of Headstones at Te Kuiti Cemetery for 6 Returned Serviceman
- ANZAC Day Services (Te Kuiti Marae, Te Kuiti and Piopio)

Resolution

The verbal reports be received.

Smith/Goddard Carried

6. Confirmation of Minutes – 30 March 2021

Resolution

The Minutes of the Waitomo District Council meeting of 30 March 2021, including the public excluded portion of the Minutes, be confirmed as a true and correct record.

Robertson/Brodie Carried

7. Confirmation of Minutes – 16 April 2021 (Extraordinary Meeting)

Resolution

The Minutes of the Extraordinary Waitomo District Council meeting of 16 April 2021, including the public excluded portion of the Minutes be confirmed as a true and correct record.

Robertson/Whitaker Carried

The General Manager - Community Services re-entered the meeting.

8. Mayor's Report: 27 April 2021

Council considered the Mayor's Report prepared for the 27 April 2021 Council Meeting.

Resolution

The Mayor's Report for the 27 April 2021 Council Meeting be received.

Robertson/Goddard Carried

9. Receipt of Minutes: Civil Defence Emergency Management Joint Committee Minutes – 7 September 2020 and 30 November 2020

Council considered a business paper presenting information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meetings of 7 September 2020 and 30 November 2020.

Councillor Goddard expanded verbally on the business paper and answered Members' questions.

Resolution

The Civil Defence Emergency Management Joint Committee Minutes of 7 September 2020 and 30 November 2020 be received.

Goddard/Whitaker Carried

The Manager – Strategy and Policy entered the meeting.

10. Waitomo District Play, Active Recreation and Sport Plan

Council considered a business paper presenting the Waitomo District Play, Active Recreation and Sport Plan to Council for consideration and adoption.

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

Resolved

- 1 The business paper on Waitomo District Play, Active Recreation and Sport Plan be received.
- 2 Council adopt the Waitomo District Play, Active Recreation and Sport Plan.

Robertson/Brodie Carried

11. Progress Report: North King Country Sport and Recreation Centre – Establishment of Project Steering Group

Council considered a business paper providing an update on the North King Country Sport and Recreation Centre Project Steering Group proposal.

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

Resolved

- 1 The Progress Report: North King Country Sport and Recreation Centre – Establishment of Project Steering Group be received.
- 2 Council substitute its current representation on the North King Country Sport and Recreation Centre Project Steering Group with the Mayor and Councillor Goddard.

Whitaker/Brodie Carried

Mayor Robertson abstained from voting on this item of business.

The General Manager – Community Services left the meeting.

12. Submission to Waikato Regional Council's 2021-2031 Long Term Plan Consultation Document

Council considered a business paper presenting the Waitomo District Council's draft Submission to Waikato Regional Council on the Consultation Document for their 2021-2031 Long Term Plan.

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

Council discussed and agreed amendments to the draft Submission.

Resolved

- 1 The business paper on Submission to Waikato Regional Council's 2021-31 Long Term Plan Consultation Document be received.
- 2 Council approve the Submission to Waikato Regional Council's 2021-31 Long Term Plan Consultation Document amended to read as follows:

Waitomo District Council (WDC) would like to thank representatives of the Waikato Regional Council (WRC) for the opportunity to make a submission to its Draft 2021-2031 Long Term Plan.

We would also like to thank Councillor Stu Kneebone, Councillor Andrew MacPherson and Greg Ryan (Acting Integrated Catchment Management Director) for making a presentation on WRC's proposals at WDC's Council meeting on 16 April 2021.

WDC considers having its views represented to WRC on behalf of the District's residents to be extremely important.

WDC would therefore like to provide feedback on the following proposals:

- *Proposal 1: Protecting our biodiversity*
- *Proposal 2: Sustainable homes schemes*
- *Proposal 4: Passenger rail services*
- *Proposal 5: Regional economic development funding*
- *Proposal 7: Rates remission and postponement*
- *Proposal 8: Cost recovery changes for consent holders*

Proposal 1: Protecting our biodiversity

WDC acknowledges the increased responsibility for councils to manage the Region's biodiversity driven by the Proposed National Policy Statement for Indigenous Biodiversity (NPS).

WDC supports WRC's work in relation to protecting our biodiversity in the Waikato Region and considers this a high priority for the Region. It is WDC's view that this work should be commenced as soon as possible, noting that it is also a core function of the Regional Council.

WDC notes that all District and Regional Plans are required to implement the NPS, and therefore WDC supports WRC's proposal to develop a biodiversity accord.

Further to this, the data collected under this proposal will need to be accessible and available to councils in the Region for mutual benefit to allow for more informed decision making.

WDC therefore **supports Option 2**, as outlined in WRC's Consultation Document. i.e., commence new services in Year One (2021/22).

Proposal 2: Sustainable homes scheme

WDC supports in principle that everyone in the Waikato Region should have a healthy home to live in. However, WDC does not support WRC being the service provider for this scheme.

WDC would encourage WRC to work with service providers who have the right skills to work in this area and support these providers to deliver the service.

It is WDC's view that this is not the core business of regional councils, noting that the proposal is unclear on the total cost of the scheme.

WDC therefore **supports Option 2** (status quo), as outlined in WRC's Consultation Document. i.e., WRC does not provide a sustainable homes programme.

Proposal 4: Passenger rail services

WDC is in general support of the passenger rail services proposal. WDC is also supportive of WRC's commitment to ongoing improvements.

However, WDC would urge caution to WRC's approach to expanding the service to include additional interpeak services on weekdays and investigating extending the service from Papakura further to Auckland, as the uptake of the current Te Huia services are still unknown.

WDC also expresses concern in relation to potential rates creep into rural district councils to support a service between two metro cities.

WDC therefore **supports Option 2** as outlined in WRC's Consultation Document. i.e., maintain current arrangements.

Proposal 5: Regional economic development funding

WDC is supportive of WRC's approach to consider providing funding for Te Waka: Anga Whakamua Waikato.

WDC agrees that more support is required to support Te Waka to enable a stronger voice in Wellington and to attract more funding to the Waikato Region.

WDC requests that clear tangible outcomes be outlined as a result of this investment.

WDC therefore **supports Option 1**, as outlined in WRC's consultation document. i.e., Te Waka receives funding of up to \$750,000 per annum for three years, funded from investment returns.

Proposal 7: Rates remission and postponement

WDC supports WRC's proposed changes to its Rates Remission Policy. **WDC supports Option 1**, as outlined in WRC's Consultation Document, i.e., update the Rates Remission Policy to reflect the changes identified.

Proposal 8: Cost recovery changes for consent holders

WDC acknowledges the responsibility on WRC to manage the Region's natural resources and the requirement for consenting to manage this responsibility.

WDC also acknowledges the work undertaken by WRC to monitor the state of our environment to assess the impact of consents.

WDC supports WRC's approach to balancing how this work is funded by ratepayers and consent holders. It is important that WRC is able to resource compliance monitoring for these activities to ensure that impacts on the environment are avoided, mitigated and minimised.

WDC therefore **supports Option 1** as outlined in WRC's Consultation Document. i.e., update the charges to reflect the proposed changes.

Other comments

WRC is proposing an increase in rates across all property types in Waitomo. WDC notes that the proposals outlined in the Consultation Document account for approximately 2% of the increase. The percentage increase for the property samples outlined in the Consultation Document range between 9% and 42%, and no explanation is provided.

WDC also notes that Catchment Rates are proposed to be increased by 10% across all property types. This increase is significant for the Waitomo District's ratepayers and WDC notes that there are no details or proposals made available for our ratepayers to engage on or have an input to.

WDC also notes that Waitomo is the only District in the Region with a 10% increase in Catchment Rates (noting slight increases in TCDC). Given the lack of clarity,

WDC therefore is not supportive of the proposed increase to the targeted Catchment Rates.

WDC wishes to speak at the WRC hearings in support of this submission.

- 3 Council appoint the Mayor to appear and speak in support of Council's Submission at the Waikato Regional Council's 2021-31 Long Term Plan Hearings scheduled for 10 – 13 May 2021.

Robertson/Whitaker Carried

13. 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.

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Verbal Progress Report: Investment Oversight Working Party	Section 7(2)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	Section 48(1) (a)(i)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary

- 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/Whitaker Carried

Andy Campbell (Waitomo News) and the Manager – Strategy and Policy left the meeting.

14. 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 item of business -

1 Verbal Progress Report: Investment Oversight Working Party

In accordance with Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987 – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations), the resolution only be made public as follows:

Resolution

The Verbal Progress Report: Investment Oversight Working Party be received.

Robertson/Goddard Carried

Robertson/Smith Carried

There being no further business the meeting closed at 11.32am

Dated this day of 2021

JOHN ROBERTSON
MAYOR

Confidential Confidential

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Confidential

WAITOMO DISTRICT COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE WAITOMO DISTRICT COUNCIL TO HEAR SUBMISSIONS TO THE 10 YEAR PLAN 2021-2031 HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON THURSDAY 27 MAY 2021 AT 9.00AM

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

Submitters:

Lisa Hill
Waikato Screen (Madelein Scholten and Erin Griffiths)
Te Kuiti and District Historical Charitable Trust (Russell Aldridge and Trevor Jones)
Creative Waikato (Dr Jeremy Mayall) (*attendance via ZOOM*)
Sport Waikato (Matthew Cooper and Amy Marfell)
Kyle Barnes
Kingi Turner
Waitomo Branch of Federated Farmers of New Zealand (Chris Ions and Paul Le Miere)
Hamilton & Waikato Tourism (Jason Dawson)
Marokopa Community Group (Glenys Neal on behalf of Jan Kearins)
Maniapoto Māori Trust Board (Keith Ikin, Tramaine Murray and Mia Morgan)

IN ATTENDANCE: 2 Members of the Public (as Observers)

Andy Campbell (Waitomo News)

Ihsana Ageel, Manager – Strategy and Policy; Michelle Higgin, Manager – Governance Support; Helen Beever, General Manager – Community Services; Alister Duncan, General Manager – Business Support; Tony Hale, General Manager – Infrastructure Services and Jenelle Burnell, Leader - Communications and Engagement

Note: As Submitters arrived to present, the Mayor informed them that this meeting was being recorded for the purpose of webcasting.

1. Council Prayer

2. Hearing of Submissions to the Consultation Document for the 10 Year Plan 2021-2031
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Water Safety New Zealand (Attendance by ZOOM) Sub No 013

Water Safety New Zealand did not attend the meeting.

The Manager – Strategy and Policy expanded on the business paper and process and answered Members’ questions.

Kyle Barnes entered the meeting at 9.14am.

Matthew Maxwell Sub No 022

Matthew Maxwell did not attend the meeting.

9:14–9:26am Kyle Barnes Sub No 049

Kyle Barnes spoke in support of his Submission No. 049 and the submission made on behalf of Tere Waitomo Community Trust, Submission No. 061.

Russell Aldridge and Trevor Jones (Te Kuiti and District Historical Charitable Trust) entered the meeting at 9:24am.

Kyle Barnes left the meeting at 9:26am.

9:27-9:34am Te Kuiti and District Historical Charitable Trust Sub No 040

Russell Aldridge spoke in support of his Submission on behalf of the Te Kuiti and District Historical Charitable Trust, Submission No. 040.

Lisa Hill entered the meeting at 9:33am.

Russell Aldridge and Trevor Jones (Te Kuiti and District Historical Charitable Trust) left the meeting at 9:34am.

9:35-9:47am Lisa Hill Sub No 025

Lisa Hill spoke in support of her Submission No 025.

Glenys Neal (Marokopa Community Group) entered the meeting at 9:37am.

Michelle Wi entered the meeting at 9:45am.

Lisa Hill and Michelle Wi left the meeting at 9:47am.

9:48-9:56am Marokopa Community Group Sub No 048

Glenys Neal spoke in support of the submission lodged by Jan Kearins on behalf of a Marokopa Community Group, Submission No 048.

Glenys Neal left the meeting at 9:57am.

The meeting adjourned for morning tea at 9:57am.

Tramaine Murray and Mia Morgan (Maniapoto Māori Trust Board) entered the meeting at 10:10am

Madelein Scholten and Erin Griffiths (Waikato Screen) entered the meeting at 10:15am

The meeting reconvened at 10:33am.

10:33-10:48am Waikato Screen..... Sub No 030

Madelien Scholten and Erin Griffiths gave a PowerPoint Presentation and spoke in support of the Waikato Screen Submission No 030.

Jason Dawson (Hamilton and Waikato Tourism) entered the meeting at 10:40am.

10:48-11:01am Hamilton & Waikato Tourism Sub No 058

Jason Dawson spoke in support of the Hamilton & Waikato Tourism Submission No 058.

Jason Dawson (Hamilton & Waikato Tourism) and Madelein Scholten and Erin Griffiths (Waikato Screen) left the meeting at 11:01am.

The meeting adjourned at 11:02am.

Matthew Cooper and Amy Marfell (Sport Waikato) entered the meeting at 11:04am.

The meeting reconvened at 11:11am.

11:11-11:22am Sport Waikato Sub No 043

Matthew Cooper and Amy Marfell spoke in support of the Sport Waikato Submission No 043.

Kingi Turner entered the meeting at 11:15am.

Matthew Cooper and Amy Marfell (Sport Waikato) left the meeting at 11:22am.

11:22-11:37am Kingi Turner..... Sub No 052

Kingi Turner spoke in support of his Submission No 052.

Keith Ikin (Maniapoto Maori Trust Board) entered the meeting at 11:24am.

11:30am Maniapoto Maori Trust Board Sub No 062

Keith Ikin, supported by Tramaine Murray and Mia Morgan, noted that Kingi Turner's submission and presentation replicates the intent of part of the Trust Board's submission and spoke in support of the remainder of the Maniapoto Māori Trust Board Submission No 062.

Chris Ions and Paul Le Miere (Waitomo Branch of Federated Farmers) entered the meeting at 11:55am.

Keith Ikin, Tramaine Murray and Mia Morgan (Maniapoto Maori Trust Board) and Kingi Turner left the meeting at Midday.

Dr Jeremy Mayall entered the meeting via Zoom at Midday

Midday-12:09pm Creative Waikato (via ZOOM)..... Sub No 042

Dr Jeremy Mayall representing Creative Waikato attended the meeting via Zoom and spoke in support of the Creative Waikato Submission No 042.

12:10-12:26pm Federated Farmers of New Zealand..... Sub No 054

Chris Ions and Paul Le Miere representing the Waitomo Branch of Federated Farmers of New Zealand spoke in support of Submission No 054.

Chris Ions and Paul Le Miere (Waitomo Branch of Federated Farmers) left the meeting at 12:27pm.

Resolution

- 1 The business paper on Hearing of Submissions to the Consultation Document for the 10 Year Plan 2021-2031 be received.
- 2 Council note the verbal submissions made by the following Submitters:

Submission No.	Submitter Name
025	Lisa Hill
030	Waikato Screen (Madelein Scholten and Erin Griffiths)
040	Te Kuiti and District Historical Charitable Trust (Russell Aldridge and Trevor Jones)
042	Creative Waikato (Dr Jeremy Mayall)
043	Sport Waikato (Matthew Cooper and Amy Marfell)
049	Kyle Barnes (including Tere Waitomo Community Trust – Submission No 061)
052	Kingi Turner

File 1 - Page 23

Submission No.	Submitter Name		
054	Waitomo Branch of Federated Farmers of New Zealand (Chris Ions and Paul Le Miere)		
058	Hamilton & Waikato Tourism (Jason Dawson)		
059	Marokopa Community Group (Glenys Neal on behalf of Jan Kearins)		
062	Maniapoto Māori Trust Board (Keith Ikin, Tramaine Murray and Mia Morgan)		
3	Council expressed its thanks to all of the Submitters who had attended the Hearing to speak in support of their submissions in person.	Robertson/Smith	Carried

There being no further business the meeting closed at 12:30pm

Dated this day of 2021

JOHN ROBERTSON
MAYOR

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL FOR THE PURPOSE OF DELIBERATING ON SUBMISSIONS TO THE 10 YEAR PLAN 2021-2031 HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 9 JUNE 2021 AT 9.00AM

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

IN ATTENDANCE: Chris Ryan, Chief Executive; Michelle Higgie, Manager – Governance Support; Helen Beever, General Manager – Community Services; Tony Hale, General Manager – Infrastructure Services, Terrena Kelly, General Manager – Strategy and Environment; Ihsana Ageel, Manager – Strategy and Policy and Jenelle Burnell, Leader - Communications and Engagement

1. Council Prayer

2. Declarations of Member Conflicts of Interest
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Members declared conflicts of interest in respect to the deliberation of submissions as set out below:

- | | |
|------------------------|---|
| Mayor Robertson: | <ul style="list-style-type: none">• Submission 16 – Husband of Submitter• North King Country Sport and Recreation Centre Steering Group – Council Representative |
| Deputy Mayor Whitaker: | <ul style="list-style-type: none">• Timber Trail Lodge - Director and Shareholder• Waitomo Sister City Incorporated Society - Committee Member• Brook Park Incorporated Society – Chairperson |
| Cr Brodie | No Conflicts |
| Cr Goddard | <ul style="list-style-type: none">• North King Country Sport and Recreation Centre Steering Group – Council Representative |
| Cr Marshall: | <ul style="list-style-type: none">• Property Owner – Te Mahoe Road, Mokau• Waitomo District Youth Council - Council Representative |
| Cr New: | <ul style="list-style-type: none">• Waitomo District Youth Council - Council Representative• Game on Charitable Trust – Trustee• Waitomo Sister City Incorporated Society - Committee Member• Te Kuiti and District Historical Charitable Trust - Council Representative |
| Cr Smith: | <ul style="list-style-type: none">• Tere Waitomo Community Trust – Council Representative |

Submissions to which Declarations of Conflict of Interest apply:

Sub No.	Submitter Name	Elected Member and Reason for Declaring a Conflict of Interest	Type of Conflict Financial Non-Financial Conflict of Roles Pre-Determination
001	Steve Tritt		
002	Ruth Auliff-Leonard		
003	Daryll Trow	Cr Marshall • Owner of property at Te Mahoe Road, Mokau	Non-Financial
004	Adrian Hodge		
005	John Thom		
006	Patrick Hine		
007	NZ Memorial Museum Trust		
008	Waikato Conservation Board		
009	Dorothy Lowry		
010	Waikato Regional Council		
011	Michelle S		
012	Sheree Heath	Mayor Robertson and Cr Goddard • North King Country Sport and Recreation Centre Steering Group - Council Representative Cr New • Game on Charitable Trust - Trustee	Non-Financial Conflict of Roles
013	Water Safety NZ		
014	Stephanie Smith-Kerr		
015	Member of the Mokau Community		
016	Karen Barrett	Mayor Robertson • Spouse of the Submitter Cr New • Waitomo Sister City Incorporated Society - Committee Member Deputy Mayor Whitaker • Waitomo Sister City Incorporated Society - Committee Member • Timber Trail Lodge - Director and Shareholder	Non-Financial Conflict of Roles Conflict of Roles Financial
017	Jenelle Burnell		
018	P Johns		
019	Rob Scott		
020	Jim Anderson		

Sub No.	Submitter Name	Elected Member and Reason for Declaring a Conflict of Interest	Type of Conflict Financial Non-Financial Conflict of Roles Pre-Determination
021	Lynda Skinner	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Brook Park Incorporated Society - Chairperson • Timber Trail Lodge - Director and Shareholder 	<p>Non-Financial</p> <p>Conflict of Roles</p> <p>Conflict of Roles</p> <p>Financial</p>
022	Matthew Maxwell		
023	Mary Davis	<p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder 	Financial
024	Ross & Janis MacDonald	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder 	<p>Non-Financial</p> <p>Conflict of Roles</p> <p>Financial</p>
025	Lisa Hill	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee • Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder • Waitomo Sister City Incorporated Society - Committee Member 	<p>Non-Financial</p> <p>Conflict of Roles</p> <p>Conflict of Roles</p> <p>Financial</p> <p>Conflict of Roles</p>
026	Sally Stuart		
027	Te Waka		
028	Heritage New Zealand		
029	Members of Community - Piopio		
030	Waikato Screen		
031	Fat Pigeon		
032	Lovinia Ball	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder 	<p>Non-Financial</p> <p>Conflict of Roles</p> <p>Financial</p>
033	The Lines Company		
034	Maxine Lovell		

Sub No.	Submitter Name	Elected Member and Reason for Declaring a Conflict of Interest	Type of Conflict Financial Non-Financial Conflict of Roles Pre-Determination
035	Paul Buist		
036	Rebecca		
037	Shay-Lee Wylie	<p>Cr New Waitomo Sister City Incorporated Society - Committee Member</p> <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Waitomo Sister City Incorporated Society - Committee Member 	<p>Conflict of Roles</p> <p>Conflict of Roles</p>
038	Katrina Winn	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee • Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Brook Park Incorporated Society - Chairperson • Waitomo Sister City Incorporated Society - Committee Member 	<p>Non-Financial</p> <p>Conflict of Roles</p> <p>Conflict of Roles</p> <p>Conflict of Roles</p> <p>Conflict of Roles</p>
039	QEII National Trust		
040	Te Kuiti and District Historical Charitable Trust	<p>Cr New</p> <ul style="list-style-type: none"> • Council Appointed Representative 	Conflict of Roles
041	John Ash		
042	Creative Waikato		
043	Sport Waikato	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee • Waitomo Sister City Incorporated Society - Committee Member 	<p>Non-Financial</p> <p>Conflict of Roles</p> <p>Conflict of Roles</p>
044	Annette Parkinson		
045	Myron Rapana	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee • Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder • Waitomo Sister City Incorporated Society - Committee Member 	<p>Non-Financial</p> <p>Conflict of Roles</p> <p>Conflict of Roles</p> <p>Financial</p> <p>Conflict of Roles</p>

Sub No.	Submitter Name	Elected Member and Reason for Declaring a Conflict of Interest	Type of Conflict Financial Non-Financial Conflict of Roles Pre-Determination
046	Tina Kowhai Bell	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee • Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder • Waitomo Sister City Incorporated Society - Committee Member 	<p style="text-align: center;">Non-Financial</p> <p>Conflict of Roles Conflict of Roles</p> <p style="text-align: center;">Financial</p> <p>Conflict of Roles</p>
047	Shannon Bell	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee • Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder • Waitomo Sister City Incorporated Society - Committee Member 	<p style="text-align: center;">Non-Financial</p> <p>Conflict of Roles Conflict of Roles</p> <p style="text-align: center;">Financial</p> <p>Conflict of Roles</p>
048	Jan Kearins		
049	Kyle Barnes		
050	Maniapoto Maara Kai Roopu		
051	Tollemache C W		
052	Kingi Turner		
053	Waitomo District Youth Council	<p>Cr Marshall and Cr New</p> <ul style="list-style-type: none"> • Council Appointed Representative 	<p>Conflict of Roles</p>
054	Federated Farmers of New Zealand		
055	Alannah Batger	<p>Cr New</p> <ul style="list-style-type: none"> • Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder • Waitomo Sister City Incorporated Society - Committee Member 	<p>Conflict of Roles</p> <p style="text-align: center;">Financial</p> <p>Conflict of Roles</p>
056	K C Hill	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> • North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> • Game on Charitable Trust - Trustee • Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> • Timber Trail Lodge - Director and Shareholder • Waitomo Sister City Incorporated Society - Committee Member 	<p style="text-align: center;">Non-Financial</p> <p>Conflict of Roles Conflict of Roles</p> <p style="text-align: center;">Financial</p> <p>Conflict of Roles</p>

Sub No.	Submitter Name	Elected Member and Reason for Declaring a Conflict of Interest	Type of Conflict Financial Non-Financial Conflict of Roles Pre-Determination
057	Sam Tata	<p>Mayor Robertson and Cr Goddard</p> <ul style="list-style-type: none"> North King Country Sport and Recreation Centre Steering Group - Council Representative <p>Cr New</p> <ul style="list-style-type: none"> Game on Charitable Trust - Trustee Waitomo Sister City Incorporated Society - Committee Member <p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> Timber Trail Lodge - Director and Shareholder Waitomo Sister City Incorporated Society - Committee Member 	<p>Non-Financial</p> <p>Conflict of Roles Conflict of Roles</p> <p>Financial</p> <p>Conflict of Roles</p>
058	Hamilton & Waikato Tourism	<p>Deputy Mayor Whitaker</p> <ul style="list-style-type: none"> Timber Trail Lodge - Director and Shareholder 	Financial
059	Marokopa Community Group (Jan Kearins)		
060	Waitomo Rates and Residents Collective		
061	Tere Waitomo Community Trust (Kyle Barnes)	<p>Cr Smith</p> <ul style="list-style-type: none"> Member of Tere Waitomo Community Trust 	Conflict of Roles
062	Maniapoto Maori Trust Board		

3. Deliberations on 10 Year Plan 2021-2031 and the Rates Remission Policy

Council considered a business paper providing a commentary on the submissions received to the Consultation Document for the 10 Year Plan 2021-2031 to assist with Council's deliberations and seeking Council's direction on the Rates Remission Policy for adoption on 29 June 2021.

Council considered the submissions and added commentary as set out in the table below.

Note: The Council's additional commentary is highlighted in red font and projects to be added to Council's Road Map Work Programme for consideration are highlighted in blue font.

SUMMARY OF SUBMISSION	STAFF RESPONSE
Infrastructure: Waste Minimisation	
Submission No: 010, 025, 038, 044, 045, 046, 047, 056, 057	
<ul style="list-style-type: none"> Submitter(s) encourage WDC to investigate the introduction of a food waste collection. Submitter notes that other Waikato Territorial Authorities are investigating or have recently started food scrap collections. Submitter suggests that WDC partner with these Councils to learn from their experience. Submitter suggests that new initiatives be introduced that encourages and grows a community space that promotes ideas 	<p style="color: red;">The response letters to those Submitters who made submissions on Waste Minimisation are to include information on some of the waste minimisation initiatives Council is already undertaking.</p> <ul style="list-style-type: none"> Council will be reviewing its Waste Management and Minimisation Plan in Year 4 of the 10YP.

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>about reducing, recycling waste and diverting waste from the Landfill.</p> <ul style="list-style-type: none"> • Submitter supports further education on waste minimisation. • Submitter suggests Council look at giving every household in the District 52 rubbish bags a year for free. 	<ul style="list-style-type: none"> • The issues raised by submitters on waste minimization will need to be addressed through this formal review. • The provision of 52 free rubbish bags would require subsidisation through rates. Consideration of this option is also best addressed during the review of the Waste Management and Minimisation Plan.
Infrastructure: Landfill / Transfer Station	
Submission No: 025, 045, 046, 047, 056, 057	
<ul style="list-style-type: none"> • Submitter(s) do not support the installation of License Plate Recognition technology at Te Kuiti Transfer Station and expresses concern that this will result in job loss. 	<ul style="list-style-type: none"> • This initiative is focused on health and safety and will not change any other operational matters at the Transfer Station.
Infrastructure: Marokopa	
Submission No: 059	
<ul style="list-style-type: none"> • Submitter would like to know the options for the Marokopa Holiday Park and the likelihood of a safe walkway to the beach at the end of Moerua Street. 	<ul style="list-style-type: none"> • A project has been scheduled for Year 1 of the 10YP to assess the operation of the Holiday Park. • Safe walkway – No future works are scheduled for beach access via Moerua Street and Council has fenced off this area for health and safety reasons; however, new steps are being constructed as part of the Marokopa Road end protection works.
Infrastructure: Pavement and Footpaths	
Submission No: 026	
<ul style="list-style-type: none"> • Submitter advocates for safer footpaths in Te Kuiti and that the replacement of all footpaths be made a priority. Submitter notes that the programme takes into consideration the requirements and needs of mobility scooters and pedestrians. 	<p style="color: red;">Every three years Council adopts a Footpath Renewal Plan as part of its Land Transport Programme. In future that Plan will be published on Council's Website so that residents and ratepayers can understand the long term plan for Council's footpath programme.</p> <ul style="list-style-type: none"> • WDC has a district wide annual footpath replacement and renewal programme, which takes into account safety and connectivity.
Dog Control	
Submission No: 012, 016, 021, 038, 044	
<ul style="list-style-type: none"> • Submitter comments that Mangaokewa Reserve is no longer an option for dog exercising and for the last 2 years has had to drive to Ōtorohanga to find a suitable dog friendly area. Submitter notes that Redwood Reserve is not suitable and questions the status of Brook Park. • Submitter notes that roaming dogs continue to be a problem in the district and suggests that Council monitor and 	<p style="color: red;">Brook Park is to all intents and purposes, an operational farm, and therefore the risks associated with having a dog exercise area located at the Park are considered too high for Council to consider it viable.</p> <p style="color: red;">Consideration of whether to review the Dog Control Bylaw prior to its legislative timeframe of 2025 to consider Dog Exercise Areas will be included for prioritisation in Council's Road Map Work Programme.</p>

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>address errant dog owners who refuse to abide by the rules.</p> <ul style="list-style-type: none"> • Submitter notes that the Dog Control Bylaw needs to be brought in line with the Dog Control Act through the next review. Submitter further comments that off leash dog exercise areas need to be assigned and advertised. • Submitter suggests Ward Street grassed area as a family dog area and notes that part of the area could be fenced. 	<ul style="list-style-type: none"> • Council's Dog Control Bylaw 2015 is consistent with the Dog Control Act 1996 and the Local Government Act 2002. The Bylaw is scheduled to be reviewed in 2025. • The Mangaokewa Reserve is owned and managed by the Department of Conservation; therefore, Council has no jurisdiction in respect of this reserve. • Motakiora / Brook Park is not a scheduled dog exercise area in the Bylaw, and dogs within this reserve must be on a leash at all times. • WDC operates a 24/7 Animal Control Service and responds to roaming dogs as required. It is noted that dog owners have a legal duty to keep dogs under control and ensure they do not roam. WDC will continue to focus on responsible dog ownership, and compliance.
Community and Recreation: Motakiora / Brook Park	
Submission No: 021, 038, 043	
<ul style="list-style-type: none"> • Submitter proposes installation of a gate at the Colin Brook Place entrance for Brook Park to address safety issues. • Submitter states the need for Council to contribute to the development of Brook Park. • Submitter supports the development for Motakiora/Brook Park as the park is a significant physical activity asset as well as a site of cultural significance to mana whenua. 	<p style="color: red;">Council notes that some of the things raised by Submitters for Motakiora could be done now rather than wait until Year 3 of 10YP i.e., installation of a pedestrian access gate at the Colin Brook Place entrance to the Park.</p> <p style="color: blue;">Development of the Motakiora/Brook Park Development Plan will be included for prioritisation in Council's Road Map Work Programme.</p> <ul style="list-style-type: none"> • The Motakiora / Brook Park Development Plan is scheduled to commence in Year 3 of the 10YP. The issues raised by submitters will be considered as part of the Development Plan at this time.
Community and Recreation: Aerodrome	
Submission No: 025, 045, 046, 047, 056, 057	
<ul style="list-style-type: none"> • Submitter(s) finds it unacceptable that the Aerodrome is not already a user pays facility and ratepayers are having to subsidise clubs and commercial businesses. 	<p style="color: red;">It is Council's objective is for the Aerodrome to be fully user pays by Year 5 of the 10YP.</p> <ul style="list-style-type: none"> • Commercial businesses pay a lease to occupy the land, and aircraft landing fees are collected. Leases are reviewed upon renewal to take into account market rates and cost recovery. • It is noted that the 2021/22 Fees and Charges Schedule proposes amendments for increased cost recovery where appropriate.
Community and Recreation: Public Toilet	
Submission No: 061	
<ul style="list-style-type: none"> • Submitter strongly recommends investigation into public access to toilet 	<p style="color: red;">Council has already carried out significant investigation work relating to public toilet</p>

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>facilities in the Waitomo Caves Village.</p>	<p>facilities at Waitomo Caves Village. The impediment to progressing the matter relates to land ownership for any stand-alone facility.</p> <p>Council currently provides funding to the Waitomo Museum to provide a level of service for public toilet facilities on a 24 hour basis at Waitomo Caves Village. Further discussions will be convened with the Museum on future upgrade plans and the public toilet service it provides.</p> <ul style="list-style-type: none"> Further investigations into public toilet facilities for the Waitomo Caves Village has been programmed for Years 2 and 3 of the 10YP.
<p>Community and Recreation: Walking and Cycling Strategy</p>	
<p>Submission No: 010, 025, 034, 038, 043, 045, 046, 047, 048, 056, 057</p>	
<ul style="list-style-type: none"> Submitter encourages WDC to begin work on this as a matter of urgency. Submitter notes that this being a requirement under the Regional Land Transport Plan, that there are benefits associated with enabling active modes of transport including increased health and social wellbeing and a reduction in carbon emissions. Submitter would like to see a walking track beside the river edge at the Tainui Wetere Domain from the bridge to the rugby clubroom. Submitter would also like to see this area developed into a camping ground. Submitter notes that one of the scenic opportunities (the river running through Te Kuiti) has not been developed as a destination walk. Submitter further notes that the side path is not linked to continue the length. Submitter queries whether there is funding or works planned to improve the walking tracks at Mangaokewa Reserve and recommends that funding be allocated if not already located. Submitter supports Council's proposed development of a walking and cycling strategy. Walking and cycling are in the top 5 physical activities for New Zealanders, with district level data indicating that 77% of adults in the Waitomo district had participated in walking (for recreational purposes) over the past 7 days. Submitter is in favour of a cycling strategy for Te Kuiti and suggests that the route for a safe bike way to Ōtorohanga (back road) and back and/or a circuit to Waitomo Caves, Fullerton Road, Oparure Road and back. Submitter does not support the proposed 	<p>The Walking and Cycling Strategy will be a district-wide strategy and not limited to Te Kuiti and surrounds. Council will work with neighbouring councils so as to integrate and align with neighbouring walking and cycling strategies accordingly.</p> <p>The Strategy will also provide Council with a document, inclusive of concepts, on which it can consult with the community.</p> <ul style="list-style-type: none"> The Walking and Cycling Strategy is strategically important to ensure that WDC is able to identify and prioritise the district's walking and cycling needs going forward. The Strategy will be consulted on with the community and will include an implementation plan to enable any proposed projects to be planned and budgeted for going forward. The Walking and Cycling Strategy will also enable WDC to potentially partner with other agencies and apply for any external funding that may be available going forward for specific projects.

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>cost of \$80,000 to develop the Walking and Cycling Strategy. Submitter proposes to instead Council focus on maintain and developing what is existing at Motakiora, possibly extending the walkway on Esplanade to get to the start of the Te Araroa Track.</p>	
<p>Community and Recreation: Playgrounds</p>	
<p>Submission No: 042, 043</p>	
<ul style="list-style-type: none"> • Submitter encourages Council to involve artists and creative practitioners in any improvements where appropriate and in the design phase of any future playgrounds to provide an interactive and engaging experience for the community and encourages Council to consider more than just traditional 'playground' infrastructure and look to spaces and places that encourage free play. • Submitter supports Council's proposed investment in plan. 	<ul style="list-style-type: none"> • The Submitters' comments are noted.

Deputy Mayor Whitaker reiterated his financial conflict of interest declaration relative to those submissions dealing with the Timber Trail and left the meeting at 10:01am to enable Council to consider those submissions.

<p>Community and Recreation: Economic Development and District Promotion</p>										
<p>Submission No: 012, 021, 024, 025, 027, 029, 038, 041, 045, 046, 047, 056, 057, 058</p>										
<ul style="list-style-type: none"> • Proposal to establish 'Te Kuiti's most beautiful street' or something similar, and Council supporting provision of native plants and night classes on DIY. Submitter view is that it would be easy to get companies (businesses) to run these types of things. • Submitter view is that investing in tourism through the contribution to Hamilton and Waikato Tourism and the Timber Trail is something that needs to happen, and money well spent. Submitter view is that people travelling into the District stopping in towns and villages and spending money helps the local economy to survive and potentially thrive. Submitter view is that these do not happen without promotion. • It is the submitter's view that Waitomo's current assets (Waitomo Caves, Hairy Feet, Natural Bridge, Marokopa Falls, etc) will benefit from the proposed \$60,000 spend. • Submitter supports the development of the Marketing Plan and notes the need for stakeholder input and the process to be facilitated by an experienced facilitator. • Submitter supports further event funding 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Te Waka</td> <td style="width: 20%;">\$10,000</td> <td style="width: 50%;">Support</td> </tr> <tr> <td>HWT</td> <td>\$60,000</td> <td>Support</td> </tr> <tr> <td>Marketing Strategy</td> <td>\$20,000</td> <td>Support*</td> </tr> </table> <p>* \$10,000 per year in Years 1 and 2</p> <p style="color: red;">WDC will work closely with its regional partners including Hamilton and Waikato Tourism and Te Waka as well as the Maniapoto Maori Trust Board in developing a Marketing Strategy.</p> <ul style="list-style-type: none"> • The Economic Development and District Promotion activities support Council's vision of 'a vibrant district' and Council's goal of achieving population growth. • To support these activities, strong and sustainable strategic partnerships remain important, this includes the regional partnership arrangements with Te Waka and Hamilton and Waikato Tourism. • The opportunity to provide a focused approach to identify opportunities for economic development initiatives, and to research and seek external funding to support the delivery of local projects, has been discussed with Council. 	Te Waka	\$10,000	Support	HWT	\$60,000	Support	Marketing Strategy	\$20,000	Support*
Te Waka	\$10,000	Support								
HWT	\$60,000	Support								
Marketing Strategy	\$20,000	Support*								

SUMMARY OF SUBMISSION	STAFF RESPONSE						
<p>be made available in the budget to expand community led initiatives such as a regional Kapa Haka Festival.</p> <ul style="list-style-type: none"> • Submitters recommends continued funding for Hamilton and Waikato Tourism and notes the return on investment with every \$1 of Council invested generates a return of \$1,067 in visitor spend in Waitomo District (prior to COVID-19). • Submitter expressed the view that Council must ensure the growth of the town and ensure that its thriving to attract more ratepayers. However, submitter expectation is that Council will only spend on essential items only in the foreseeable future. • Submitter encourages Council to put additional funding into Economic Development internally through staff and projects to help advance Te Waka's goals and activities on the ground. It is the submitter's view that a well-resourced Council can leverage the activities of Te Waka to have meaningful Economic Development outcomes for its community. • It is submitter view that Council is not taking the opportunity to access the funding available by Central Government through different initiatives. • Submitters asks Council to put signage at Kara Park and Andres Land at Village Green to acknowledge history. • Submitter highlights the issue related to signage leading into Waitomo Village and within the Village itself and wishes for these to be tidied up. • It is submitter(s) view that Council should not be paying Hamilton and Waikato Tourism a payment of \$60,000. Submitter further states that they should be paying for advertising an industry that could easily pay their own way. 	<ul style="list-style-type: none"> • The development of a Marketing Strategy in Years 1 and 2 of the Plan has also been discussed with Council. It is noted that the facilitation of this process by an experienced facilitator is critical, as is the need for stakeholder input. • Council's Community and Partnerships Fund Policy, effective 1 July 2021, includes a Community Events Fund grant category. This fund supports community events that create opportunities to build and celebrate community pride and for the community to connect and celebrate. • Priority for funding will be given to community organisations that wish to partner with WDC for the delivery of district events. Consideration will also be given to community-led events of cultural celebrations to wider community participation. 						
<p>Funding Contributions: Timber Trail</p>							
<p>Submission No: 012, 016, 021, 023, 025, 032, 038, 045, 046, 047, 055, 056, 057</p>							
<ul style="list-style-type: none"> • Submitter expressed the view that they did not support a rate payer contribution towards grant monies for the Timber Trail. Reasons stated range from, not supporting roading maintenance of the Trail, not supporting advertising costs and the view that the Timber Trail is owned by a private business and the cost should be borne by the private business. • Submitter also raised concern around a \$430,000 contribution that has already been paid to the private business and notes that is not in the best interest. 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Ruapehu District Council</td> <td style="text-align: right; padding: 2px;">\$30,000</td> </tr> <tr> <td style="padding: 2px;">Ministry of Business, Innovation and Employment</td> <td style="text-align: right; padding: 2px;">\$45,000</td> </tr> <tr> <td style="padding: 2px;">Waitomo District Council</td> <td style="text-align: right; padding: 2px;">\$15,000</td> </tr> </table> <p>Council supports this funding.</p> <p>The \$15,000 funding provided by Council is a sub-regional arrangement for promotion of the Timber Trail as a destination.</p> <p>None of this funding is used for operations or maintenance on the Timber Trail – it is solely for the promotion of the Timber Trail as a destination.</p>	Ruapehu District Council	\$30,000	Ministry of Business, Innovation and Employment	\$45,000	Waitomo District Council	\$15,000
Ruapehu District Council	\$30,000						
Ministry of Business, Innovation and Employment	\$45,000						
Waitomo District Council	\$15,000						

SUMMARY OF SUBMISSION	STAFF RESPONSE
	<p>Response letters to the Submitters who have submitted about the Timber Trail will include figures detailing revenue benefits generated within the Waitomo District from users of the Timber Trail.</p> <p>This funding is made to provide an economic development benefit to the District in that users of the Timber Trail also shop within the District on their way to and from the Trail. The benefits are far wider than those businesses located on the Timber Trail.</p> <p>The following two Key Performance Indicators will be included in the Grant Agreement as a condition of future funding–</p> <ol style="list-style-type: none"> 1 Business operators benefiting from the Timber Trail shall be encouraged to make financial contributions toward the continued advertising and promotion of the Timber Trail. 2 An annual presentation shall be made to Waitomo District Council on the results of the Grant Agreement Key Performance Indicators. <ul style="list-style-type: none"> • A Sub Regional arrangement is in place between Waitomo District Council and Ruapehu District Council (RDC) with Visit Ruapehu currently acting as the lead agency, on behalf of both Councils. • The partnership arrangement commenced in 2015 by way of agreement to provide collaborative support for the engagement of an independent contractor to undertake marketing and promotion activities. • The WDC funding contribution to date (six-year period from 2015/2016 to 2020/2021) totals \$135,000. • A Grant Agreement is in place between the parties. The Agreement aligns with Council’s planning cycle, the current Agreement expires 30 June 2021. Leveraging the combined value of the arrangement between WDC (\$15,000 per annum) and RDC (\$30,000 per annum), the Ministry of Business Innovation and Employment (MBIE) has committed to an additional matched amount of \$45,000 per annum for a period of 3 years to expand the role to better support the Trail offering. • MBIE funding has been secured through to June 2023 and there is strong indication that the MBIE funding commitment (matched amount to the Councils contribution) will be renewable for a further period. • Ruapehu District Council have advised of their ongoing support of the

SUMMARY OF SUBMISSION	STAFF RESPONSE
	arrangement.

The meeting adjourned for morning tea at 10:30am and reconvened at 10:46am.

Deputy Mayor Whitaker re-entered the meeting at 10.30am.

District Plan	
Submission No: 028, 029, 040, 061	
<ul style="list-style-type: none"> • Submitter considers that it is important that a District plan review makes provision for protection of Historic Heritage from inappropriate subdivision, use and development through the inclusion of robust objectives, policies and rules relating to the protection of historic heritage, supported by extensive schedule and identified heritage. • Submitter seeks the continued funding for the proposed District Plan review process is retained in the Plan and increased to address the protection of historic heritage as required. <p>TCP</p> <ul style="list-style-type: none"> • Submitter notes that Reserve Management Planning and Town Concept Plans are integral for developing an overall design and vision for development. Submitter further notes the designing skill of artists and creative practitioners in delivering innovative, strategic and cost-effective solutions and encourages Council to look at ways to involve the arts community in developing these strategic projects. • Submitter notes that input was sought by council and the submitter's committee structure to create a structure plan for Waitomo and that the plan formed the basis of the current town concept plans, appended to the district plan. Submitter notes that Waitomo village is conspicuous by its absence in the 10YP. Submitter expresses primary concern over unsafe pedestrian connectivity, unpaved walkways and high-speed traffic with no defined pedestrian crossings. 	<p style="color: red;">Council will, within existing budgets, consider what can be done to start initiating projects contained in the Town Concept Plans. This work will be considered in Council's Road Map Work Plan for prioritisation.</p> <p style="color: red;">Council needs to publicise the detail of work put into the unsuccessful PGF funding applications (x13) towards progressing Town Concept Plan projects.</p> <ul style="list-style-type: none"> • The Proposed Waitomo District Plan (PDP) aims to extensively amend and strengthen the provisions pertaining to the protection of historic and cultural heritage from inappropriate subdivision, use and development. As part of the development of the PDP, heritage consultants were contracted to assess the sites identified and nominated by Council, local historical societies and members of the public (through the Town Concept Plan process). Each site was assessed using the criteria prescribed in Schedule 10A of the Waikato Regional Policy Statement to ensure robust standards were applied and the approach was aligned to other District Councils. Detailed consultation with Heritage New Zealand on the process and on individual sites has been ongoing. As a result, a number of new heritage sites across the district are proposed to be scheduled in the PDP. The 10YP proposes continued funding for the district plan process. • The Waitomo Caves Village Town Concept Plan (TCP) was based on the excellent structure planning process undertaken by Tere Waitomo in 2014. The TCP built on the concepts envisaged by the 2014 document and sought to update a number of suggestions proposed. In 2020 WDC sought funding of \$1.8 million from central government's Provincial Growth Fund to upgrade the central village hub, provide pedestrian connections within and around the village to key tourist locations, and to establish lighting in public spaces which preserved the night sky. The application noted the need for improvement as there is very limited amenity, very restricted seating areas, poorly formed parking areas that are separated from roads and footpaths, and incoherent landscaping. The

SUMMARY OF SUBMISSION	STAFF RESPONSE
	<p>proposal was to upgrade the central area in a cohesive and integrated manner in collaboration with mana whenua, landowners, the museum, Department of Conservation and NZTA. Unfortunately, the government's fund became oversubscribed, and the proposal was not successful. However, WDC is still seeking external funding opportunities to undertake this work when these become available.</p> <ul style="list-style-type: none"> WDC will be carrying out some footpath improvements in Waitomo Village during June/July 2021, taking approximately 4 weeks to complete.
Financial	
Submission No: 054, 060	
<ul style="list-style-type: none"> Submitter recommends the following – that Council:- <ul style="list-style-type: none"> increase the amount in the UAGC to 30% to achieve maximum use of the UAGC funding mechanism. continue to consult and engage with a high level of transparency and include itemised rates examples for a wide range of property types to enable readers to compare rates and understand how rates are allocated. continue to work hard to reduce reliance on rates as the main source of revenue and continues utilizing subsidies and grants and user charges and explore opportunities to increase that use where-ever possible. rates revenue will be limited to an average of 65% of total operating expenditure. continue to work hard to make efficiency gains and exercise spending restraint, to ensure rates increases are within the rate of inflation. commits to a strong application of user charges, UAGC and alternative funding sources whenever possible to ensure that use of the variable general rate is kept as a minimal as possible. a hybrid funding model is introduced to fund roading; including rating differentials applied to a forestry blocks to ensure a much higher contribution towards maintenance and repairs than is currently proposed. Rates <ul style="list-style-type: none"> Submitter requests that Council spend less on the nice to haves as opposed to 	<p>The investigation of introducing a Roading (Forestry) Differential will be included in Council's Road Map Work Programme for Year 1.</p> <p>A number of other local authorities have instigated steps to try and address the forestry impact on roading issue with many variations being used. It is important to see what they achieve.</p> <p>Rates affordability is always top of mind in all that Council does.</p> <ul style="list-style-type: none"> In setting the proposed level of the UAGC, Council considered rates affordability and the impact on all ratepayers in the district. This is in keeping with section 101(3) of LGA 2002 which explicitly requires that the funding needs be met by sources considered appropriate by local authorities, after giving consideration to, among other things, the impact of the funding allocations on the interests of the community. The current rate revenue to total revenue ratio target of 75% should be maintained due to the high proportion of revenue generated from grants and subsidies and the volatile nature of subsidies and grants. Further investigation and data collection into the estimated additional road maintenance and renewals costs associated with forestry logging is needed to enable an informed discussion. The data collection and investigation will be completed during years one and two of the 10YP and the findings will be presented to Council for consideration during the development of the 10 Year Plan 2024-2034.

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>what is needed to keep rates at a reasonable rate and could look forward to some reduction in rates.</p>	
<p>Iwi Māori</p>	
<p>Submission No: 062</p>	
<p>The Submitter recommends the following improvements to Council's 10YP document:</p> <ul style="list-style-type: none"> • Recognition of Maniapoto Iwi as Tangata Whenua and understanding that there are many Mana whenua groups within the district. • The recognition of the Te Tiriti o Waitangi as a founding document of the New Zealand • A narrative regarding the collaborative nature of the relationship to date with a commitment to strengthen this relationship further. An example of this would be the Maniapoto Māori Trust Board Engagement Strategy. • Kotahitanga should underpin the relationship between iwi and WDC. • A dedicated section for Māori/Mana whenua partnerships and working with iwi to develop this section. <p>The Submitter notes the opportunity to provide more clarity and specificity regarding 'Fostering Maori participation in Council decision-making'. The Submitter suggests the following improvements in relation to this matter be included in the LTP document.</p> <ul style="list-style-type: none"> • Council member and/or staff training and development in this area. • Involvement and engagement of Iwi in the early stages of planning processes rather than only in the consultation phase. • Seeking to identify and understand the strategic aspirations of Maniapoto Iwi. • Ensure that Māori/Iwi presence is embedded within the council including but not limited to legislative documents, communications, website. • Implement a service level agreement between Iwi and WDC which would cover a range of matters including but not limited to; Environmental matters, resource consents, planning and monitoring. <p>The Submitter recommends that Council work with Iwi to build cultural capacity with Council staff and governance which should also be reflected across all documentation. Submitter recommends the development of a strategy as a tool to set achievable goals and outcomes to ensure that the right processes are in place to implement these. The strategy would include but not be limited to Te Reo me ōna tikanga, cultural inductions and history and whakapapa.</p>	<p>Iwi Māori - Strategic Planning and Engagement (education, relationships, training, decision-making, representation) will be included in Council's Road Map Work Programme.</p> <ul style="list-style-type: none"> • It is a legislative requirement to provide a statement of fostering Māori participation in council decision making in the 10YP document proper, therefore it is recommended that feedback is invited on this statement from Council's iwi partner and incorporated into the final 10YP for adoption. • It is noted that Council was invited through the Submitter's verbal submission to participate in a strategic planning session. Should Council wish to undertake this exercise, the actions, timeframes and implementation could be jointly agreed at that time.

SUMMARY OF SUBMISSION	STAFF RESPONSE
Māori Wards	
Submission No: 038, 052, 060, 062 add 025	
<ul style="list-style-type: none"> • Submitter expresses disappointment at Council's decision in 2018 to not establish Māori wards and maintain current 'status quo' of representation. Submitter expresses further disappointment Council did not take the opportunity under the Local Electoral (Māori Wards and Māori Constituencies) Amendment Bill to reconsider this decision. Submitter strongly suggests that the LTP signal preparatory discussions with MMTB regarding this matter before Council considers this matter again. Submitter acknowledges that this is sometime away, however within the timeframe of the LTP and is directly related to 'encouraging Māori contribution to decision-making'. • Submitter supports the introduction of a Māori ward on the basis that the elected councillor mix is not representative of the demography of Te Kuiti. • Submitter expresses disappointment that no mention of the establishment of Māori wards have been made. • Submitter considers it to be advantageous to consider a Māori ward representative with the advent of Ngāti Maniapoto going through PSGE (Post Governance Settlement Entity). Submitter hopes that the current council will consider a Māori ward representation in the next coming agenda. 	<p style="color: blue; text-decoration: underline;">Engagement with the Maniapoto Maori Trust Board and Regional Marae Committees will be included as part of the Representation Arrangement Reviews and Related Processes (Electoral Systems and Maori Wards) section in Council's Road Map Work Programme.</p> <p style="color: red;">Full details on the establishment of Maori Wards (including the criteria for candidate eligibility) will be provided to elected members prior to the drafting of Submitter response letters.</p> <ul style="list-style-type: none"> • Through the review of Waitomo District's last full representation review in August Council made a decision not to implement Maori Wards for the 2022 elections and to revisit the issue for the 2025 elections. • On 21 February 2021 the Local Electoral (Māori Wards and Māori Constituencies) Amendment Bill to remove the binding poll mechanism passed its third reading and become law. • This amended the Local Electoral Act 2001 to: <ul style="list-style-type: none"> ○ align the treatment of Māori wards and Māori constituencies with the treatment of general wards and general constituencies as much as possible; and ○ remove all mechanisms for binding polls to be held on whether Māori wards or Māori constituencies will be established; and ○ provide local authorities with an opportunity to make decisions on Māori wards and Māori constituencies, in light of these changes, in time for the 2022 local elections. • As a result of this change, it provided councils a short window of time to consider whether to establish a Māori ward for the 2022 elections. A final resolution on whether to establish a Māori ward would have to have been made by 21 May 2021 (as provided for by the amendment). Due to existing work programme commitments, these timeframes did not allow sufficient time for Council to formulate the required consultation proposal nor engage with mana whenua, and the community as a whole. • There is no obligation on councils to consider Māori wards or constituencies as a result of the recent legislative change. Council will be commencing the wider

SUMMARY OF SUBMISSION	STAFF RESPONSE
	<p>representation review in July 2023, and the establishment of Māori wards in consultation with key stakeholders and the wider community can be considered at this time.</p>
Climate Change	
Submission No: 010, 026, 049	
<ul style="list-style-type: none"> • Submitter recommends that WDC consider the implications of providing services and infrastructure to support communities operating in an increasingly carbon constrained economy. • Submitter also encourages WDC to develop a district and corporate emissions reduction plan to lower greenhouse gas emissions. Submitter (WRC) is happy to offer assistance or advice on the preparation and implementation of this plan. • Submitter seeks that funding is allocated towards climate change risk assessment in the context of the impacts of climate change on historic heritage. 	<p style="color: blue;">The Submitter be advised, that for affordability reasons, Council will not add this project to its work programme at this time. However, Climate Change and its implications will be included as a watching brief and the development of plans for reducing greenhouse gas emissions will be noted for further consideration in Year 4 or 5 of the work programme.</p> <ul style="list-style-type: none"> • Should Council invest in developing a corporate emissions reduction plan, assistance from the Waikato Regional Council could be sought at that time. It is noted that this work is not provided for in the 10YP. • If Council wishes to progress this matter, it will need to be planned for, and considered as part of Council's work programme, having regard to capacity constraints.
Funding Contributions: Tatsuno Sister City Relationship	
Submission No: 016, 025, 037, 038, 045, 046, 047, 055, 056, 057	
<ul style="list-style-type: none"> • Submitter does not support rate payer contribution towards the Tatsuno Sister City relationship. Submitter view is that individuals who are passionate about Japan or a connection with the country should support this relationship. Submitter also notes that grant funding received for trips in the last year be returned to WDC as the borders would have been closed due to COVID-19. • Submitter states their belief that the Sister City provides opportunity for selected students from all primary schools in the area to partake in the student exchange programme with children from Tatsuno and is a once in a lifetime opportunity. The submitter also states that it is commendable for any town to observe and celebrate the national cultural identity and that other cultures should not be dismissed as a waste of ratepayer's money. • Submitter preference is for Legendary Te Kuiti to take over the lead for this project and finance the \$6k and use the grant money to boost events that attract people into the area. 	<ul style="list-style-type: none"> • The Sister City relationship with Tatsuno commenced in March 1995 with the signing of a formal agreement between the communities. • The Agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities. • The relationship with Tatsuno was led by a Waitomo Sister City Committee for many years, with varied levels of membership and association to external supporting groups as a means of enhancing the Sister City relationship. • A review of the delivery model to support the relationship was undertaken in 2018 and following the review Council resolved to support the establishment of a Sister City Incorporated Society and further, resolved to approve the re-purposing of the Sister City annual budget to a Triennial Grant. • The Society will be eligible to apply for a Community Partnership Grant via the

SUMMARY OF SUBMISSION	STAFF RESPONSE
	<p>Community and Partnerships Fund Policy grant application process which takes effect from 1 July 2021. The fund is contestable and grant applications will be assessed by Council, in accordance with the Policy.</p>
<p>Funding Contributions: North King Country Indoor Sports and Recreation Centre (Stadium)</p>	
<p>Submission No: 012, 021, 024, 032, 038, 043, 045, 046, 047, 056, 057</p>	
<ul style="list-style-type: none"> • Submitter acknowledges support for the Stadium in principle, however, are not supportive of exceeding the already allocated monies nor the costs exceeding the township's affordability or need. • Submitter expresses concern that \$1.5 million has been granted to the project raising Council debt in addition to not attaching conditions on this grant. Submitter also finds it interesting that these conditions have not been met. • Submitter notes that while the business model may need reworking for the Stadium project, Council should still be supporting the project and the opportunity and likens it to the Les Munro Centre project as similar and now the Centre is seen as an asset to the District. • Submitter also notes the current travel distances to support children to play as there are no adequate venues locally and further comments that the Stadium would attract sporting teams and spend in the district which will help the local economy. • Submitter expresses the view that given the stadium will be commercially viable, the \$1.5 million should have been a loan to the Trust instead of a grant. • Submitter wishes to acknowledge Council's willingness to be part of the Stadium project and the significant contribution towards the much-needed facility. Submitter recommends Council to occupy 'a key seat at the table' as well as work collectively towards the development of the significant community asset. 	<ul style="list-style-type: none"> • Formal consultation was sought through Council's Long Term Plan 2018-2028 on whether Council should contribute funding towards this facility. Of the 94 submissions received; 64 submitters were in support of providing a capital funding grant to the Game on Charitable Trust of \$1.5m. • Budget allocation was included in the Long Term Plan 2018-2028. • In 2020 Council added conditions relative to the grant funding. • In March 2021, Council considered an invitation from Sport New Zealand, seeking Council's willingness and commitment to being represented and participating on a Steering Group. • The invitation followed an independent review of the stadium project, funded by Sport New Zealand. The objective of the review was to facilitate discussion between the relevant parties to progress a revised process and proposal that would address all parties' requirements and enable the project to proceed. • A Steering Group comprising key stakeholder organisations has been established, with Council represented and participating on the Steering Group. • Council is awaiting recommendations from the Steering Group to inform the pathway forward.
<p>Funding Contributions: Transport – funding request for feasibility study</p>	
<p>Submission No: 001</p>	
<ul style="list-style-type: none"> • Funding request for allocation of \$12,000 to evaluate the condition and suitability of the passenger rail infrastructure in each district and work with the Waikato Regional Council (WRC) or its consultants on the feasibility of an Electric Rail Autonomous Passenger Transport System ERAPT system serving the need of the southern communities. The submission is a copy of what was received by Council for 	<ul style="list-style-type: none"> • Investigation into the feasibility of an Electric Rail Autonomous Public Transport system to increase connectivity of the southern communities is a good idea. However public transport investments are the purview of regional councils and Waka Kotahi, it is more appropriate to seek financial support from these two entities. Waitomo District Council (WDC) will be able to provide other assistance in

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>the Long Term Plan 2018-2028.</p> <ul style="list-style-type: none"> The submission provides detail as to a proposal for modern autonomous passenger vehicles and how this proposal links to existing Government Policy Statements and the Regional Land Transport Plan (RLTP) and underlines the importance of developing strategies on intra-regional projects, within the Waikato Region. 	<p>support for this investigation.</p>
<p>Funding Contributions: Destination Playground</p>	
<p>Submission No: 013</p>	
<ul style="list-style-type: none"> Submitter is requesting council to support in concept now, the development of a destination playground in Piopio. Submitter proposes to fundraise for a significant portion of the associated costs. Submitter requests Council to make provision in the 10YP to support the project. Submitter expects to approach the council to request a contribution towards the cost of the equipment (when determined) and to assist with the removal of the current playground and ground works that maybe required on the site. 	<ul style="list-style-type: none"> The submission is noted. The proposal can be considered by Council when the project scope, timeframes and costs (capital and operational – ongoing) have been identified.
<p>Funding Contributions: Le Quesnoy New Zealand Memorial Museum Trust</p>	
<p>Submission No: 007</p>	
<ul style="list-style-type: none"> Submitter requests that Waitomo District Council supports the project to build a Museum and Visitor Centre in Le Quesnoy with a donation equivalent to \$1 per resident of the district, to remember those who gave their lives in the World Wars to give NZ freedom. 	<p style="color: red;">Council sees the funding of this initiative as being one of personal choice rather than something that Council should fund.</p> <ul style="list-style-type: none"> The cultural significance of the proposed museum is noted. The proposal requests funding to the amount of \$1 per ratepayer (approx. \$9k). Council has not previously considered providing funding towards an overseas project, and Council currently has no budget allocated in the 10YP that directly support a donation or grant to the Le Quesnoy New Zealand Memorial Museum Trust.
<p>Funding Contributions: Waikato Screen</p>	
<p>Submission No: 030</p>	
<ul style="list-style-type: none"> Submitter requests the following: <ul style="list-style-type: none"> That Council acknowledge the partners who have established Waikato Screen, to be the Regional Film Office for the Waikato. That Council support and endorse the ongoing operation of Waikato Screen, to be the Regional Film Office for Waikato. That the relationship between 	<ul style="list-style-type: none"> The Advisory Board of Waikato Screen was established in 2018 consisting of representatives from Te Waka, Hamilton and Waikato Tourism, Creative Waikato and the Hamilton Central Business Association. It is noted the Office is currently receiving approximately two enquiries a month regarding potential film location sites within the Waikato Region and that additional funding would allow for greater

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>Waikato Screen and Council is managed by one point of contact from the Council.</p> <ul style="list-style-type: none"> That Council financially support the future work of Waikato Screen with \$3,084 p.a. for the next three years. 	<p>traction to generate more enquiries and facilitate engagement.</p> <ul style="list-style-type: none"> Council's Community and Partnerships Fund Policy forms the basis for the provision of funding grants. The Multi-Year Community Partnership Grant supports not-for-profit organisations whose work is aligned with Council plans and strategies and contributes to the social, cultural, economic and community wellbeing of the Waitomo District. The grant fund is contestable and will open for applications in July 2021. Eligibility criteria applies. Grant applications are assessed by Council, in accordance with the Policy.
Funding Contributions: Creative Waikato	
Submission No: 042	
<ul style="list-style-type: none"> Submitter supports opportunities that enable communities to thrive, engage with the district and improve wellbeing. Submitter seeks endorsement of the Waikato Arts Navigator Strategy and a commitment to work with Creative Waikato on developing and Arts Action Plan for the Waitomo District. Submitter seeks \$10,000 per annum (for the next 3 years) to develop an Arts Action Plan and ongoing engagement in the implementation of the Waikato Arts Navigator. 	<ul style="list-style-type: none"> Creative Waikato presented the Waikato Arts Navigator Strategy to Council at the 30 March 2021 meeting. Support of the Strategy was verbally endorsed by Council. Forming part of the 2018-2028 Long Term Plan deliberations, Council responded to a submission from Creative Waikato, confirming support to work with Creative Waikato in developing the Arts Plan, acknowledging the benefits this could bring to the community. An invitation to apply for funding through the Community Partnership grant category was offered, however not taken up. The Multi-Year Community Partnership Grant will open for applications in July 2021. The contestable fund supports not-for-profit organisations whose work is aligned with Council plans and strategies and contributes to the social, cultural, economic and community wellbeing of the Waitomo District. Grant applications are assessed by Council, in accordance with the Policy.
Funding Contributions: Water Safety	
Submission No: 013	
<ul style="list-style-type: none"> Submitter requests that Council take a broader approach to water safety drowning prevention in freshwater, coastal waters and in, on and around vessels. Submitter also wishes council to compliment the investment that WSNZ make into water safety sector partner organisations (like Surf lifesaving NZ) or the funding that is given to other providers their contestable funding process. 	<p style="color: red;">The Submitter is to be advised of Council's contestable grant funding as per the Community and Partnerships Fund Policy which becomes effective on 1 July 2021.</p> <ul style="list-style-type: none"> It is noted that a change in the quantum of funding or a scope change to the Waikato Regional Emergency Services fund will need to be coordinated through the Waikato Mayoral Forum (as per the funding model).

SUMMARY OF SUBMISSION	STAFF RESPONSE
Funding Contributions: Kaitiakitanga Maara Kai and River Water Care project	
Submission No: 050	
<ul style="list-style-type: none"> • Submitter would like Council to consider an annual subsidy towards the Kaitiakitanga Maara Kai and River Water Care project as part of the 10YP to help build up and initiate growth and development of youth, unemployment and volunteer services. 	<ul style="list-style-type: none"> • The submission seeks Council's endorsement of an annual subsidy towards this project. The voluntary hours, donated materials and support received to date from local residents is acknowledged and congratulated. • Council's Community and Partnerships Fund Policy forms the basis for the provision of funding grants to support community organisations that offer services or facilities that make a significant contribution and improve well-being in the Waitomo District. • The grant fund is contestable and will open for applications in July 2021. To be eligible, Groups must be non-profit incorporated organisations or alternatively apply via an umbrella non-profit organisation which has agreed to receive and administer the grant on their behalf. • Grant applications are assessed by Council, in accordance with the Policy.
Funding Contributions: Te Kuiti and District Historical Charitable Trust	
Submission No: 040	
<ul style="list-style-type: none"> • Submitter notes the grant received from Council and comments that the grant is paid back to Council by way of rates and fees. • Submitter states the key issue facing them as the need to digitize their records and the requirement of a skilled person to undertake this role. • Submitter believes that Council should include the Museum in the planning with a view of helping the trust to provide best services to the general public, the same as the Library. 	<ul style="list-style-type: none"> • The Te Kuiti and District Historical Charitable Trust have been in receipt of a Provision of Services Grant for the period 1 July 2018 to 30 June 2021 comprising \$15,000.00 plus GST per annum. • The Trust also receives a rates remission for a portion of rates paid (the Museum component of the building), in accordance with the WDC Rates Remission Policy. • The Multi-Year Community Partnership Grant will open for applications in July 2021. The contestable fund supports not-for-profit organisations whose work is aligned with Council plans and strategies and contributes to the social, cultural, economic and community wellbeing of the Waitomo District. Grant applications are assessed by Council, in accordance with the Policy.
Funding Contributions: Funding for Biodiversity	
Submission No: 008, 010, 039	
<ul style="list-style-type: none"> • Submitter(s) requests that funds be allocated to support community groups undertaking pest control on private and council land in the district including restoration of indigenous planting programmes on council land. 	<ul style="list-style-type: none"> • The Waikato Regional Council provides a fund dedicated to pest control operations which are undertaken by private landowners and interest groups. When identifying significant natural areas as part of the proposed district plan (PDP) process, landowners were sent this information and the contact details of

SUMMARY OF SUBMISSION	STAFF RESPONSE
<ul style="list-style-type: none"> • One submitter(s) suggests that the investment in biodiversity could take the form of <ul style="list-style-type: none"> ○ Staff time and resourcing to respond to the NPS Biodiversity and to be actively involved in developing regional biodiversity strategies. ○ Sufficient budget to enable and respond to the specific requirements to identify and map significant natural areas (SNAs). We would see this as a co-investment with WRC and its proposed increase in investment to the regional biodiversity Inventory programme. ○ Expanding the funding available to private landowners who have SNAs on their property and who wish to undertake management of those sites. ○ An appropriate level of expenditure in council's own parks and reserves budgets where reserves include important biodiversity assets, to support the development of appropriate reserve management plans and delivery programmes (such as pest and weed control). • Submitter (QEII) works with many councils across the country to support landowners on their conservation journeys. Submitter sees opportunities for collaboration between council and the submitter over the next ten years to accelerate the protection of indigenous biodiversity on private land in the Waitomo district. 	<p>other organisations able to support and fund activities including fencing and planting.</p> <ul style="list-style-type: none"> • Staff resource is currently allocated to responding to the draft NPS on indigenous biodiversity. The primary recognition of this document is undertaken through the PDP process via the identification of significant natural areas and provisions which restrict the clearing of areas of indigenous biodiversity. • Budget was allocated for this process during the last long term plan. The process of identification has been completed and is being included in the PDP. This process was also supported by funding from the Waikato Regional Council. • The Waikato Regional Council has experts available to assist with locating funding for biodiversity management on private land. The Regional Council works closely with a number of other organisations including catchment groups, to secure funding for ecological integrity projects including restoration of natural inland and coastal wetlands, riparian planting, and creation of ecological corridors. • The draft Waitomo District Comprehensive Reserve Management Plan identifies areas of ecological importance on reserves. These areas have been identified in order assist with allocation of funds to enhance and restore these sites over time. Waitomo District Council notes that landowners in our district have one of the highest levels of QEII covenant uptake in New Zealand. Council is supportive of this and offers rates relief to landowners with these sites. WDC thanks the submitter for the ongoing work protection precious ecosystems.
<p>Funding Contributions: Sport Waikato</p>	
<p>Submission No: 043</p>	
<ul style="list-style-type: none"> • Submitter recommends the continued funding for Sport Waikato to lead implementation of the Waikato Regional Active Spaces Plan in partnership with Waitomo District Council and the Region's 9 other Territorial Authorities. The proportional contribution of this regional programme is \$2,750 plus GST per annum with the total regional budget valued at \$100,000 across all local authorities. • Submitter recommends Council continue to fund Sport Waikato, under the new and reduced funding quantum of \$35,000 plus GST per annum, to provide the Coordinator service and work in 	<ul style="list-style-type: none"> • The partnership arrangement between WDC and Sport Waikato spans many years. • The aim of Sport Waikato is to increase the physical activity levels of people in the Region by making play, active recreation and sport more accessible, exciting, relevant and inclusive. • Council, at its meeting of 27 April 2021 adopted the Waitomo District Play, Active Recreation and Sport Plan. The Plan is designed to help guide decision making and investment in sport and recreation for Council, Sport Waikato and Sport

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>partnership with the submitter to leverage quality play, active recreation and sport outcomes for the Waitomo District.</p>	<p>providers in the Waitomo District.</p> <ul style="list-style-type: none"> The Plan seeks to identify opportunities for strategic growth and development for partners who provide sport and recreation services that will help to contribute to community outcomes. Guidance is based on feedback provided by Waitomo District sport and recreation providers, Secondary Schools, community members, Sport New Zealand, sector data and demographic information. Sport Waikato will be eligible to apply to the Multi-Year Community Partnership Grant fund which opens for applications in July 2021. The contestable fund supports not-for-profit organisations whose work is aligned with Council plans and strategies and contributes to the social, cultural, economic and community wellbeing of the Waitomo District. Grant applications are assessed by Council, in accordance with the Policy.
<p>Funding Contributions: Te Waka</p>	
<p>Submission No: 027</p>	
<ul style="list-style-type: none"> Submitter states that after discussions with local government leaders last year, it was recognized that although the need for additional funding was substantial to make material improvements to regional Economic Development outcomes, the ability for many Councils to increase financial support was limited. Submitter is eager to engage in further funding discussions outside of the LTP process, with local leadership in acknowledgment that this will form part of a necessary ongoing dialogue between Te Waka and all of its funders and key stakeholders. Submitter thanks WDC for the support and ongoing financial contribution to Te Waka. 	<ul style="list-style-type: none"> Te Waka provides regional economic development functions to the Waikato Region. The organisation was formed on 1 July 2018. The objective of Te Waka is to lift economic performance across the Region, support and enable industry growth, and attract business and investment. A Partnership Agreement is in place between Te Waka and its 11 Council partners. The term of the Agreement aligns with Councils planning cycle, the current Agreement expiring on 30 June 2021. Te Waka supports its partners in working collaboratively to seek economic development opportunities, and to enhance business support services throughout the Region. Te Waka has requested a continuation of the current funding model for a further 3 year term.
<p>Funding Contributions: Hamilton and Waikato Tourism</p>	
<p>Submission No: 058</p>	
<ul style="list-style-type: none"> Submitter wishes to maintain existing funding levels for the next three financial years with the seven local government partners, including Waitomo District Council at an annual investment of \$60,000 per annum. Submitter states that the Return on 	<ul style="list-style-type: none"> Hamilton and Waikato Tourism was established from 1 July 2011 as the Region's Regional Tourism Organisation (RTO). The role of HWT is to generate competitive economic benefit through regional tourism marketing, visitor sector

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>Investment (RoI) has been significant for Waitomo District Council. This figure is calculated on every dollar of Council funding invested in the submitter, and the return to the district economy through visitor expenditure – domestic and international.</p> <ul style="list-style-type: none"> • Prior to COVID-19 border closures, the ROI with every \$1 invested generated a return of \$1,067 in visitor spend in the Waitomo District. • Submitter notes the importance of continuing the momentum of support to help Waitomo District and its visitor economy transitions from 'survive' to 'thrive' mode. 	<p>strategies and development activities focused on increasing visitor length of stay and spend for the Waikato Region.</p> <ul style="list-style-type: none"> • A Partnership Agreement is in place between Hamilton and Waikato Tourism and its 7 Council partners. The term of the Agreement aligns with Councils planning cycle, the current Agreement expiring on 30 June 2021. • As a result of the COVID-19 pandemic, HWT's current priority areas are domestic marketing, industry capability and supporting Tourism New Zealand's destination marketing approach. • HWT were successful in their application to the Strategic Tourism Assets Protection Programme (STAPP), receiving funding support to address the significant shortfall in industry investment. Grant criteria included the retention of existing local government investment. There is indication of an extension of Government support for RTO's, if existing local government funding levels are maintained. • HWT has requested a continuation of the current funding model for a further 3 year term.
Funding Contributions: Carbon Farming	
Submission No: 049	
<ul style="list-style-type: none"> • Submitter expresses concern relating to the emergence of carbon farming and recommends council to explore targeting rating or a way of applying a rates differential to those undertaking this activity. 	<p style="color: red;">Council has no control over who may purchase property within the District. This matter is of national significance and Council will maintain a watching brief.</p> <ul style="list-style-type: none"> • Council currently does not utilise differential rating. Council will consider differential rating as part of the comprehensive review of the Revenue and Financing Policy in 2023, in preparation for the development of the next 10YP. • A decision on whether to utilize differential rating and or the scope of application of differential rating is more appropriately addressed through the planned comprehensive review.
Infrastructure: provision for Infrastructure in the 10YP	
Submission No: 033	
<ul style="list-style-type: none"> • Submitter (the Lines Company) seeks additional comment be provided in Council's Infrastructure Strategy to the extent that: <ul style="list-style-type: none"> ○ Ensure recognition of the District's electricity distribution networks is 	<p style="color: red;">Council acknowledges and appreciates the joined-up working relationship it has with The Lines Company, particularly with regard to various infrastructure projects i.e., the provision of electric vehicle infrastructure throughout the District.</p>

SUMMARY OF SUBMISSION	STAFF RESPONSE
<p>provided in the LTP and the IS.</p> <ul style="list-style-type: none"> Recognition of TLC as a development partner in regard to infrastructure provision and meeting the desired environmental objectives for sustainable urban development. 	<ul style="list-style-type: none"> The purpose of the Infrastructure Strategy (IS) is to identify significant infrastructure issues for Waitomo District Council over the 30-year minimum period covered by the strategy, and to identify the principal options for managing those issues and the implications of those options. Under section 101B of the Local Government Act, the scope of the Infrastructure Strategy is limited to Council owned infrastructure, specifically its roading and 3-waters networks, as a minimum. Therefore, it would not be appropriate to include any externally owned assets, within the Council's IS.
Infrastructure: Funding for Urupa	
Submission No: 025, 045, 046, 047, 056, 057	
<ul style="list-style-type: none"> Submitter notes that Māori who are from the district area more likely to be buried in their own Urupa and would like to ask that the Marae receive their portion of payment for their Urupa for the upkeep from rates revenue aligning with the public cemetery. 	<p style="color: blue;">Funding of Urupa for mowing/maintenance will be included as part of Iwi Māori - Strategic Planning and Engagement in Council's Road Map Work Programme.</p> <p style="color: red;">Council also notes changes to rating of Urupa as a result of the Local Government (Rating of Whenua Maori) Amendment Act 2021.</p> <ul style="list-style-type: none"> It is acknowledged that Māori who are from the District are more likely to be buried in their own Urupā. Grant funding applications have been received in the past from the Marae Committee, however not during the term of the 2018-2021 triennium. The Multi-Year Community Partnership Grant will open for applications in July 2021. The contestable grant fund supports not-for-profit organisations whose work is aligned with Council plans and strategies and contributes to the social, cultural, economic and community wellbeing of the Waitomo District. Eligibility criteria applies. Grant applications are assessed by Council, in accordance with the Policy.
Infrastructure: Significant projects involving ground disturbance	
Submission No: 028	
<ul style="list-style-type: none"> Submitter (Heritage New Zealand Pouhere Taonga) consider that professional archaeological advice from local archaeologists' need to be sought prior to the development of significant projects involving ground disturbances to ensure significant archaeological sites are avoided. Submitter seeks that this provision for these and similar ground disturbances projects is retained subject to including the provision for obtaining advice and comprehensive assessment. 	<ul style="list-style-type: none"> It is usual practice for WDC to seek advice and guidance from HNZ on projects likely to involve significant earthworks or ground disturbance, and where appropriate to engage with technical experts.

Resolutions

- 1 The business paper on Deliberations on Submissions to the 10 Year Plan 2021-2031 and the Rates Remission Policy be received.
- 2 Harmonisation of Water Rates – Option 1, being the deferral of completing the harmonisation of water supply rates until Year 4 (2024/2025) be included in the Draft 10 Year Plan 2021-2031 financial forecasts for consideration at the 29 June 2021 Council Meeting.
- 3 Council’s Rates Remission Policy be amended by inserting the following wording into the ‘Purpose and Scope’ section to provide further clarification:

“Land protected for conservation purposes is excluded from the Remission Policy as Council is of the view that the Local Government (Rating) Act 2002 provides adequately for this type of land.

Land that is subject to the following is considered to be non-rateable under Schedule 1 of the Local Government (Rating) Act 2002:
 - *Queen Elizabeth the Second (QEII) covenant*
 - *Nga Whenua Rahui Kawenata (from 1 July 2021)*
 - *National Park under the National Parks Act 1980*
 - *Conservation area under the Conservation Act 1987*
 - *Reserve under the Reserves Act 1977*
 - *Wildlife management reserve, wildlife refuge, or wildlife sanctuary under the Wildlife Act 1953*
 - *Land owned by a society or association of persons that is used for conservation or preservation purposes, not used for private pecuniary profit and able to be accessed by the general public”*
- 4 As the impact of the Local Government (Rating of Whenua Māori) Amendment Act 2021 is deemed not material or significant in terms of Council’s Significance and Engagement Policy, the required changes be approved for inclusion in the Draft 10 Year Plan 2021-2031 financial forecasts for consideration at the 29 June 2021 Council Meeting.
- 5 The Chief Executive be delegated authority to make all required changes arising from deliberating on submissions, to the Draft 10 Year Plan 2021-2031 and Supporting Information (Council Policies, Activities and Asset Management Plans) for consideration at the 29 June 2021 Council Meeting.
- 6 Council note that the impact of the Waka Kotahi NZ Transport Agency funding changes will be modelled and presented for consideration as part of the Draft 10 Year Plan 2021-2031 on 29 June 2021 Council Meeting.
- 7 Council expresses its thanks to all Submitters for their contribution to the 10 Year Plan 2021-2031 development process.

Brodie/New Carried

There being no further business the meeting closed at 12:20am

Dated this day of 2021

JOHN ROBERTSON
MAYOR

WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 11 MAY 2021 AT 9.00AM

PRESENT: Independent Chairperson Bruce Robertson, Mayor John Robertson,
Deputy Mayor Guy Whitaker, Councillors Phil Brodie, Allan
Goddard, Lisa Marshall, Janene New and Sue Smith

IN ATTENDANCE: Miles O'Connor (Bancorp)

Andy Campbell (Waitomo News)

Chief Executive; General Manager – Business Support; Manager –
Governance Support; General Manager – Infrastructure Services
and General Manager – Community Services

1. Declarations of Member Conflicts of Interest

Councillor New declared a potential conflict of interest relating to the Public Excluded item of business "Progress Report: Procurement Register (October 2020 - December 2020).

2. Confirmation of Minutes – 13 October 2020

Resolution

- 1 The Minutes of the Waitomo District Council Audit, Risk and Finance Committee meeting of 16 February 2021, including the Public Excluded minutes, be confirmed as a true and correct record.

B Robertson/Whitaker Carried

3. Presentation: Bancorp Treasury Services Limited

The Committee received a presentation from Miles O'Connor of Bancorp Treasury Services Limited.

Resolution

The Presentation from Bancorp Treasury Services Limited be received.

B Robertson/Brodie Carried

Miles O'Connor left the meeting at 9.50am.

4. Quarterly Report for the period ended 31 December 2020

The Committee considered a business paper providing an overall progress report on Waitomo District Council's financial and non-financial activities for the period ended 31 March 2021, including the Treasury Report prepared by Bancorp Treasury Services Ltd.

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

Resolution

The business paper on Quarterly Report for period ended 31 March 2021 be received.

Whitaker/Goddard Carried

5. Mastercard Expenditure Report (February/March 2021)

The Committee considered a business paper presenting for the Committee's information and consideration, details of expenditure incurred via Waitomo District Council issued Corporate Mastercard.

The Manager – Governance Support answered Members questions.

Resolution

The Mastercard Expenditure Report for the period February/March 2021 be received.

B Robertson/J Robertson Carried

6. Progress Report: Procurement Summary Schedule (January 2021-March 2021)

The Committee considered a business paper presenting a summary of the procurements made in the period 1 January 2021 to 31 March 2021 in accordance with WDC's Procurement Policy.

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

Resolution

The Progress Report: Procurement Summary Schedule (January 2021 to March 2021) be received.

Brodie/Smith Carried

7. 2021 General Revaluation

The Committee considered a business paper providing a brief on the process for the 2021 General Revaluation for properties in the Waitomo District.

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

Resolution

The business paper on 2021 General Revaluation be received.

Goddard/Whitaker Carried

8. Inframax Construction Ltd – Half Annual Report to 31 December 2021

The Committee considered a business paper presenting the Half Annual Report to 31 December 2020 for Inframax Construction Ltd.

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

Resolution

- 1 The business paper on Inframax Construction Limited - Half Annual Report to the 31 December 2020 be received.
- 2 The Inframax Construction Limited – Half Annual Report to the 31 December 2020 be received.
- 3 The Inframax Construction Limited – Half Annual Report to the 31 December 2020 be published on Council’s website.

B Robertson/Whitaker Carried

9. New Zealand Local Government Funding Agency – Half Year Report to 31 December 2021

The Committee considered a business paper providing information on the Half Year Report to 31 December 2020 for New Zealand Local Government Funding Agency.

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

Resolution

The business paper on New Zealand Local Government Funding Agency: Half Year Report to 31 December 2020 be received.

J Robertson/Brodie Carried

10. Waikato Local Authority Shared Services Limited – Half-yearly Report to 31 December 2021

The Committee considered a business paper presenting the Half-yearly Report to 31 December 2020 for Waikato Local Authority Shared Services Limited.

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

Resolution

- 1 The business paper on Waikato Local Authority Shared Services Limited – Half Annual Report to the 31 December 2020 be received.
- 2 The Waikato Local Authority Shared Services Limited – Half Yearly Report to the 31 December 2020 be received.
- 3 The Waikato Local Authority Shared Services Limited – Half Yearly Report to the 31 December 2020 be published to Council's website.

New/Smith Carried

11. Insurance Update Report for the Insurance Year to 31 October 2021

The Committee considered a business paper providing a brief on the 2020/2021 insurance arrangements currently in place.

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

The Committee noted the need for a Council Policy to be developed regarding the insuring of community assets located on Council land.

Resolution

The business paper on the Insurance Update Report for the Insurance Year to 31 October 2021 be received.

Goddard/Smith Carried

12. Progress Report: Three Waters Reform Project Delivery – 31 March 2021 – Preparation for the Reform – Tranche 2

The Committee considered a business paper providing an update on Three Waters Reform (TWR) Project Delivery (Tranche 1) for the period ended 31 March 2021.

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

Resolution

The business paper on Progress Report for the period ended 31 March 2021 be received.

B Robertson/Whitaker Carried

13. Progress Report: WDC Resource Consents – Compliance Monitoring

The Committee considered a business paper providing a progress report on compliance reporting against Resource Consent conditions.

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

The Chairperson acknowledged the thanks and appreciation of the Committee.

Resolution

The Progress Report: Resource Consent – Compliance Monitoring be received.

Marshall/Smith Carried

14. Motion to Exclude the Public

The Committee 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.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Annual Report and Summary Annual Report 2020/2021 – Audit Engagement, Plan and Timeline	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(1)
2. Progress Report: Health and Safety	Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

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

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

- 4 This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in the public.

B Robertson/Whitaker Carried

Andy Campbell (Waitomo News) and the General Manager – Infrastructure Services left the meeting at 10.53am.

15. Consideration of Public Excluded Items for the purpose of making information Public following Council's decision taking
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Following consideration and decision taking of items of business with the public excluded, the Committee agreed that the following information be made public:

1 Annual Report and Summary Annual Report 2020/2021 – Audit Engagement, Plan and Timeline

The Resolution only be made public as follows:

Resolution

- 1 *The business paper on Annual Report and Summary Annual Report 2020/21 – Audit Engagement, Plan and Timeline be received.*
- 2 *The Deloitte Audit Engagement Letter be accepted as presented.*
- 3 *The Deloitte Draft Confirmation of Engagement – Limited Independent Assurance Report in respect to the Waitomo District Council's Debenture Trust Deed be accepted as presented.*
- 4 *The Deloitte Audit Planning Report be accepted as presented.*
- 5 *In accordance with the delegation contained in the Terms of Reference of the Audit, Risk and Finance Committee, the Chief Executive be delegated authority to sign on behalf of the Waitomo District Council –*
 - a) *The Deloitte Audit Engagement Letter; and*
 - b) *The Deloitte Confirmation of Engagement – Limited Independent Assurance Report in respect to the Waitomo District Council's Debenture Trust Deed, subject to no material changes from the draft enclosed.*

Brodie/New Carried

Note: The business paper for this item is not made public for the reasons set out in Item 14 - "Motion to Exclude the Public" of these Minutes.

2 **Progress Report: Health and Safety**

The Resolution only be made public as follows:

Resolution

The Progress Report: Health and Safety be received.

B Robertson/New Carried

Note: The business paper for this item is not made public for the reasons set out in Item 14 - "Motion to Exclude the Public" of these Minutes.

There being no further business the meeting closed at 11.55am.

Dated this day of 2021.

BRUCE ROBERTSON
INDEPENDENT CHAIRPERSON

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Confidential Confidential

Confidential

Confidential Confidential

Confidential Confidential

Confidential

Document No: A532407
Report To: Council
 Meeting Date: 29 June 2021
Subject: Mayor's Report

Today we consider the Council's Long Term Plan, 2021 / 31. Work on this plan began in 2020; it was brought together as a draft for consultation in May 2021 and consulted on, after which submissions were received. These were considered earlier this month.

Long Term Plans force us to think ahead and consider the future impacts of decisions that we make today.

This plan delivers outcomes that elected members sought. In a financial sense:

- We prioritised rates affordability. This plan takes account of this.
- We prioritised debt reduction, seeking to reduce debt to \$30 million by 2030. This plan meets this goal.

Holding rates has been largely driven by two matters:

- Firstly, a change in policy. The percentage of depreciation of the cost of roads on-charged to ratepayers has been decreased by removing that portion funded by NZTA.
- Secondly, lower interest rates.

On the latter, interest rates are on the way back up. This is why it is so important to tackle debt levels.

If this Council supports this plan today, elected members will have delivered the lowest rate increases by far in these last two years for well over a decade – an average over these two years of around 1 percent. That will help address rates affordability.


Nevertheless, we know that rates affordability remains an issue in our district. Thus we need to maintain tight controls over expenditure, better understand our business, and be "smart" as we deliver services in the years ahead.

In this plan certain new directions have been introduced to ensure that rates are used only to support public good. Our aerodrome must to get to break even as soon as possible, for example. We have agreed that our holiday parks must cover their costs. During discussions on the plan, we have agreed that our landfill should be structured as a business unit so that returns on this investment are understood fully. And the plan will have us undertake a comprehensive review of our rubbish collection and disposal, including how to help our community improve its waste minimisation practices.

No business can afford to stand still. No organisation can afford to stagnate.

This plan provides our council organisation with the opportunity to deliver for our community today while laying the foundation for us to improve performance in the years ahead.

The plan has involved many hours of work for staff. Your efforts are much appreciated.

A handwritten signature in blue ink, appearing to read "John Robertson". The signature is fluid and cursive, with a long horizontal stroke at the end.

JOHN ROBERTSON, QSO

MAYOR

Document No:

Report To: Council



Meeting Date: 29 June 2021

Subject: Local Government New Zealand – 2021 Annual General Meeting: Remits

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Remits received and approved by Local Government New Zealand (LGNZ) for consideration at the 2021 LGNZ Annual General Meeting (AGM) and for Council to resolve how it will vote at the LGNZ AGM on each of the Remits.

Commentary

- 2.1 Proposed remits, other than those relating to the internal governance and constitution of LGNZ, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.
- 2.2 LGNZ's Remits Screening Policy includes the criteria that remits must have formal support from at least one Zone or Sector Group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal.
- 2.3 LGNZ has screened the remits submitted and those that are accepted have been published and circulated to enable Council's to consider whether the remits should be supported or not at the 2021 LGNZ AGM.
- 2.4 The 2021 LGNZ AGM and Conference is being convened in Blenheim over the period 15 to 17 July 2021. Mayor Robertson will be attending the AGM to vote on WDC's behalf.
- 2.5 2021 LGNZ REMITS**
- 2.6 LGNZ has distributed seven Remits received and approved for consideration at the 2021 LGNZ AGM. One remit was declined as a result of the screening process, and a further four remits have been referred to the LGNZ National Council for action because they reflect existing local government policy or address matters that are primarily technical in nature.
- 2.7 Full detail of the Remits is included in the LGNZ 2021 Annual General Meeting Remits booklet which is enclosed separately and forms part of this business paper.

2.8 A summary of the Remits is as follows:

<p>1 TREE PROTECTION</p> <p>Remit: That LGNZ advocate that the provisions that were added to the RMA, that restricted tree protection, be repealed urgently and that this change be carried through into new resource management legislation, thereby restoring the right to councils to adopt and enforce locally appropriate policies to protect trees in their district. That LGNZ advocate to use the current RMA reform process to ensure these changes are carried through into new legislation.</p> <p>Proposed by: Auckland Council</p> <p>Supported by: Auckland Zone</p>
<p>2 RATING VALUE OF FORESTRY LAND</p> <p>Remit: That LGNZ request the Valuer General amend the relevant legislation to allow for Local Government to address the growing disparities between the rating valuation of forestry land and other land uses.</p> <p>Proposed by: Gisborne City Council</p> <p>Supported by: Hauraki District Council; Western Bay of Plenty District Council; New Plymouth District Council; Hastings District Council; Manawatū District Council; Ruapehu District Council; Whakatāne District Council; Central Hawkes Bay District Council; Wairoa District Council; and Waikato District Council.</p>
<p>3 FUNDING OF CIVICS EDUCATION</p> <p>Remit: That Local Government New Zealand (LGNZ) advocate to central government for provision of funding to enable Councils to engage in civics education for high school children.</p> <p>Proposed by: Hamilton City Council</p> <p>Supported by: Horizons Regional Council; Christchurch City Council; Tauranga City Council; Nelson City Council; New Plymouth District Council; Hastings District Council; Waikato District Council; Whakatāne District Council; and Ōpōtiki District Council.</p>
<p>4 PROMOTING LOCAL GOVERNMENT ELECTORAL PARTICIPATION</p> <p>Remit: That the power the Chief Executive has under the Local Government Act (42, 2 (da)) for "facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001" be removed and placed with the Electoral Commission.</p> <p>Proposed by: Palmerston North City Council</p> <p>Supported by: Zone Three</p>

5	CARBON EMISSION INVENTORY STANDARDS AND REDUCTION TARGETS	<p>Remit: That LGNZ works with central government in a) developing consistent emission inventory standards for use by local and regional authorities, and b) setting science- based emissions reduction targets to support delivery on our National Determined Contribution (NDC) under the Paris Agreement and on our nationwide emissions budgets being established by government via advice from the Climate Change Commission.</p> <p>Proposed by: Palmerston North City Council</p> <p>Supported by: Zone Three</p>
6	WINZ ACCOMMODATION SUPPLEMENT	<p>Remit: That LGNZ works with the Government to:</p> <ol style="list-style-type: none"> 1. Conduct an urgent review of the Work and Income New Zealand (WINZ) Accommodation Supplement (AS) system zones in partnership with Territorial Authorities. 2. Schedule a two yearly review of the WINZ AS system zones in partnership with Territorial Authorities ongoing. <p>Proposed by: Queenstown Lakes District Council</p> <p>Supported by: Hamilton City Council; Nelson City Council; Porirua City Council; Southland District Council; Clutha District Council; and Central Otago District Council.</p>
7	LIABILITY – BUILDING CONSENT FUNCTIONS	<p>Remit: That LGNZ works with Government to obtain legal protection/indemnity from the Crown in favour of all Councils, and/or to implement a warranty scheme, for any civil liability claim brought against a Council with regards to building consent functions carried out by Consentium (a division of Kāinga Ora), as any such costs should not be borne by ratepayers.</p> <p>Proposed by: Waikato District Council</p> <p>Supported by: Upper Hutt City Council; Hauraki District Council; Waipā District Council, Ōtōrohanga District Council</p>

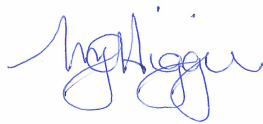
Recommendation

- 3.1 It is recommended that Council resolve its support/opposition to the remits so that the Mayor can vote accordingly at the 2021 LGNZ AGM.

Suggested Resolutions

- 1 The business paper on Local Government New Zealand – 2021 Annual General Meeting: Remits be received.
- 2 Mayor Robertson be authorised to vote in support/opposition of the Remits to be considered at the 2021 Local Government New Zealand Annual General meeting as follows:

Remit	Support / Oppose	Comments
1 Tree Protection		
2 Rating Value of Forestry Land		
3 Funding of Civics Education		
4 Promoting Local Government Electoral Participation		
5 Carbon Emission Inventory Standards and Reduction Targets		
6 WINZ Accommodation Supplement		
7 Liability – Building Consent Functions		



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Attachment: 2021 LGNZ AGM Remits

Document No: A524415

Report To: Council



Meeting Date: 29 June 2021

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

Type: Information Only

Purpose of Report

- 1.1 The purpose of this Business Paper is to inform Council on progress made in respect of the Communications Strategy.

Background

- 2.1 The Communications Strategy 2018 was adopted by Council in October 2018.
- 2.2 The focus of the strategy is to guide Council's day-to-day communications activities, set Council's expectations for media and allow better and more genuine engagement between Council and the community.
- 2.3 The Communications Strategy is attached as Appendix 1.

Commentary

3.1 **COMMUNICATION ACTIVITY**

3.2 The following provides a summary of the communication activity that has taken place in support of achieving the seven key objectives of the Strategy.

3.3 Since the last report to Council, there has been a change of staff in the communication and engagement position.

3.4 WDC uses a range of communications channels to inform and engage with residents and ratepayers, including; our website, social media, radio, print media, forms and guides, and community newsletters. With society becoming increasingly reliant on digital activity and technology, WDC considers its website and social media to be the best method of delivering communications.

3.5 **OBJECTIVE 1: PROMOTE THE VALUE OF COUNCIL'S ROLE IN THE COMMUNITY**

3.6 The following mechanisms promote the value of Council's role in the community.

(a) Waitomo District Library:

- The library provides range of services including reading programmes, electronic resources, recommended books.

- Updates are made to the Library webpage and social media, with an increase in promotions during the school holiday period. Activities included: Holiday reading bingo challenge, Christmas crafts, Mad Hatters Tea Party, learning magic, solving a library mystery, fun with food, flowerpot crafts, photography lessons, toddler time, wriggle and rhyme, and coffee and cake chat.
- (b) Civil Defence Emergency preparedness:
- The promotion of civil defence emergency management is undertaken in conjunction with the Waikato Region Civil Defence Emergency Management (CDEM) Group.
 - Council continues to promote the COVID-19 Pandemic Alert Levels as and when needed. There is a dedicated section on our website with information about COVID-19 and Emergency Management.
 - Council also promoted the "Make Summer Unstoppable" COVID-19 initiative, which encouraged people to scan the App, or sign in wherever they go; wash hands regularly and most importantly if showing symptoms get tested and isolate until they are sure they are COVID free.
- (c) Community Services activities and projects:
- This is the area that receives the highest engagement on social media, indicating the importance of these activities within our community.
 - Examples of proactive communications updates during this period include regular Te Ara Tika updates, water restrictions, Waitomo District Aquatic Centre, Three Waters Reform opt in and subsequent funding, The Meads Brothers Exhibition, holiday promotions available through our Te Kuiti i-Site,
- (d) Community Events:
- Promotion of leadership opportunities for our rangatahi, our Grants and Funding Expo, nominations wanted for Waitomo District Citizen of the Year, The Great New Zealand Muster, and our ANZAC services.
- (e) Solid Waste Management and Minimisation:
- Promotion of waste minimisation initiatives happening at the Great New Zealand Muster.
 - Promotion of a Love Food Hate Waste workshop held in Te Kuiti, a Make and Give workshop using recyclable materials, and sustainable living.
 - Kerbside collection reminders.
- (f) Animal Control Service:
- Publication of impounded dogs.
- (g) Rates Newsletter
- Provided useful rates related information including; what rates are made up of, how to pay your rates and how to apply for a rates rebate.
 - Two rates inserts: Promotion of our Draft 10 Year Plan consultation and a reminder Council will no longer accept cheques as a form of payment after 18 June 2021.

(h) Waitomo Way

- Promotion of the Marokopa Campground, Te Ara Tika updates, Creative Communities Scheme, Water Restrictions, and holiday hours for Council services

3.7 **OBJECTIVE 2: ENCOURAGE INVOLVEMENT IN LOCAL DECISION-MAKING**

3.8 Communication messages were implemented for the following work programmes to ensure that the community were informed and engaged in the process.

- Draft 10 Year Plan Consultation Document. For the past month, this has been promoted extensively on social media and our website.
- Review of Fees and Charges 2020/21.
- Review of the Revenue and Financing Policy and Rates Remission Policy.
- Council Meetings – providing the community with information on upcoming meetings, and the key decisions that were made.

3.9 **OBJECTIVE 3: ENSURE COMMUNITIES ARE WELL INFORMED ON COUNCIL'S ACTIVITIES/OPERATIONS**

- Council meetings were publicised each month.
- Temporary roads closures, bridge repairs, footpath renewals and issues with the roading network as a result of weather events were communicated by media releases, across Council's website and Facebook page.
- Urgent issues i.e. temporary road closures / blocked roads and weather warnings were communicated in a timely manner to the community.

3.10 **OBJECTIVE 4: SUPPORT COUNCIL'S REPUTATION IN THE DISTRICT**

3.11 The following initiatives have been undertaken in relation to this objective:

- Ensuring Council's website is updated with information, publications and news as required;
- Distribution of service request queries received via social media to appropriate WDC departments;
- Coordination of media requests and responses are facilitated;
- Development and publication of media releases on the website and shared on social media;
- Sharing positive stories, photos and events on social media to support a positive reputation in the District.

3.12 **OBJECTIVE 5: SUPPORT COUNCIL'S REPUTATION WITHIN THE LOCAL GOVERNMENT (LG) SECTOR**

3.13 The following initiatives have been undertaken in relation to this objective:

- Continued promotion of the services provided by WDC in relation to its role as a Local Government
- Publication of Local Government New Zealand media releases
- NZTA priority traffic updates relevant to our area.

3.14 **OBJECTIVE 6: ATTRACT PEOPLE TO LIVE OR WORK IN AND VISIT THE WAITOMO DISTRICT**

3.15 The following initiatives have been undertaken in relation to this objective:

- Proactively posting on our Te Kuiti Visitor information Facebook page
- Promotion of local events and activities
- Sharing of social media posts from Hamilton and Waikato Tourism

3.16 **OBJECTIVE 7: PROMOTE A SENSE OF COMMUNITY AND PRIDE OF PLACE**

3.17 The following initiatives have been undertaken in relation to this objective:

- Promotion of the Youth Council; including Youth Week
- Promoting the importance of recycling and disposing of litter responsibly, including supporting and promoting Legendary Te Kuiti community clean up days.
- Promotion of local services like the Library, Aquatic Centre, Visitor Information Centre, and Landfill.
- Promotion of Council events, including the Great New Zealand Muster.

3.18 Promotion of grant and funding opportunities as well as the benefit the community is seeing from our contributions.

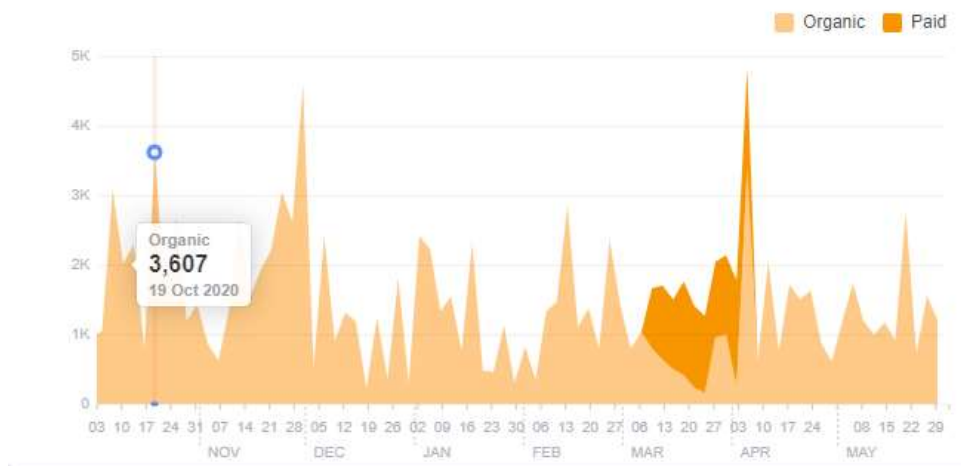
3.19 **KEY STATISTICS**

3.20 **SOCIAL MEDIA**

3.21 WDC Facebook Page:

- As at 31 May 2021, our page has 3,449 **likes**, a 10.8% increase since 1 October 2020.
- Post frequency has increased with a focus on engaging information and photos. Posts with photos attract the most views and engagement.
- Paid advertising was the Great NZ Muster and nominations for Waitomo District Citizens Awards

Post Reach 1 October 2020 – 31 May 2021



3.22 Animal Control Facebook page:

- Page likes have increased to 1,474 (increase of 14.8%).

3.23 Te Kuiti Visitor Information Centre page:

- The total of Page likes is 1052 as at 31 May 2021.
- The highest post engagement was in December 2020.

3.24 **Website**

3.25 The website is an important tool for WDC and the new-look website has enabled WDC to utilise functionality and tools that weren't available on the previous website (i.e. alert banners).

3.26 The website focuses on improving the user experience by making information easy to find. However, it is noted that there is an ongoing project to review and enhance content on the website over time.

3.27 Enhancements to the website include online payment functionality, with customers now able to pay rates, dog registration and water bills online.

3.28 **Media Releases**

3.29 There has been an increased focus on proactively publishing media releases in relation to WDC business.

3.30 Media Releases are an important communication tool as they keep the community updated, and improve engagement and WDC presence in the community. Media releases can be utilised across multiple mediums: local papers, stakeholder newsletters, on social media.

3.30 From 1 October 2020 to 31 May 2021, 28 media releases have been published.

4.0 **Upcoming and Current Communications Projects**

1. Three Waters Reform - Education and Engagement Project
2. Residents' Survey
3. Mayors Taskforce for Jobs
4. Communication on Council's updated Funding Policy
5. Vibrant Safe Waitomo
6. Youth Council
7. District property re-valuations by Quotable Value (QV)
8. Waitomo District Citizens Awards
9. Promotion of Waitomo District Library's new programmes
10. Waste Minimisation

Suggested Resolution

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

A handwritten signature in black ink, appearing to read 'J Burnell', written in a cursive style.

JENELLE BURNELL
LEADER COMMUNICATIONS AND ENGAGEMENT

23 June 2021

Attachment: Communications Strategy – 2018 (A412599)



Communications Strategy

2018

Table of Contents

Introduction	1
Communications Objectives.....	2
Communication Principles	3
Communication Methods.....	4
Key Audiences	5
Processes.....	6
Implementation of the Communications Strategy	7
Evaluation.....	8

Introduction

Communication is an essential part of good management and the effective delivery of Council services. We communicate to:

- Build support and advocacy,
- Engage the community and target audiences,
- Harness resources to create change, and
- Be authentic in demonstrating our core values.

Generally speaking, the “why” can be defined by five broad desired responses:

1. To raise awareness,
2. To build understanding,
3. To create a belief,
4. To create behaviour change, and
5. To generate advocacy.

Table 1: Why are we engaging with the community?

Awareness	Understanding	Belief	Behaviour Change	Advocacy
“Never heard of it/ them.”	“I get it – I can see this as important/ relevant to me.”	“I can relate to this – I want to get involved.”	“I will do something about this – and I know what to do.”	“Everyone needs to understand this and get involved.”
Build knowledge and consciousness	Education, engagement/ involvement	What’s the proposition for me? How is this relevant to me?	What’s the call to action? What do you want me to do about it?	Support and systems to facilitate systemic change

(Davies, 2011)

One flows from the other. You can’t drive behaviour change until you have awareness, understanding or belief.

Deliberate, planned and sustained communication effort from Council is critical to establish and maintain mutual understanding between Council and its community as well as its other stakeholders. It is also a key aspect of Council meeting its legislative requirements. The Local Government Act 2002 requires local authorities to assist and promote opportunities for public participation in local decision making. A Communications Strategy and an appropriately resourced function is an essential tool for meeting Council’s strategic objectives and statutory responsibilities.

This Communications Strategy aims to be a “broad statement of strategic direction” for Waitomo District Council’s approach to communications in both levels of service and function.

This strategy:

- Provides a guide to Council’s day-to-day communications activities;
- Sets Council’s expectations for media; and

- Allows Council to better engage with its community in a genuine way.

The Strategy has three key areas

1. Objectives
2. Principles
3. Processes

This strategy describes what Council wants to achieve, who it will engage with, through what channel and how we plan to evaluate the usefulness and effectiveness of Council communications.

Communications Objectives

Objectives are the specific results that we aim to achieve through communication. They are the backbone of the strategy and influence all aspects, including outcomes and actions. The Communication Objectives have been established taking into account Council's overall Vision for the District and strategic direction. They also take into account the broader local government environment.

Council's Vision is **"Creating a better future with vibrant communities and thriving business."** One of the focus areas in Council's 2015-25 LTP is placing a greater emphasis on community and economic development. The objectives align to this.

In May 2015, Local Government New Zealand research (Local Government New Zealand, 2015) found that general public understanding of what Councils do is extremely low and, while seen as important to society, Councils generally had a poor reputation.

While it can be debated that a majority of those negative perceptions are in fact due to the quality of or issues with service delivery itself, some of the solution lies in effectively promoting what Councils are doing well and communicating in a transparent and up-front manner when things go wrong.

With this in mind, Waitomo District Council is focused on developing those relationships and creating an environment where its stakeholders want to communicate with Council.

Council communication policies must also take account of statutory obligations to consult with the community. *"The prime purpose of consultation is to enable the effective participation of individuals and communities in the decision-making of Councils. This will enable elected representatives to make better-informed decisions on behalf of those they represent."* (Department of Internal Affairs)

In accordance with the Local Government Act 2002 the following six principles apply when a Council undertakes consultation:

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

- Council should provide people presenting their views with information relevant to decisions and the reasons for them.

Based on the needs and requirements above Council has set out the following Objectives:

1. Promote the value of Council's role in the community,
2. Encourage involvement in local decision-making,
3. Ensure communities are well informed on Council's activities/ operations,
4. Support Council's reputation in the District,
5. Support Council's reputation within the Local Government (LG) sector,
6. Attract people to live or work in and visit the Waitomo District, and
7. Promote a sense of community and pride of place.

Although all of the above objectives are important, in line with its vision, Council has determined that Objective 6, to attract people to live or work in and visit the Waitomo District, is the most important communication objective. Objective 5 - Support Council's reputation with the LG sector was also identified as a key objective.

Prioritising objectives assists with resource allocation during implementation of the strategy.

Communication Principles

The communication principles have been established to guide the form and content of messaging. The principles have been set out to move Council's target audiences from their current thinking or understanding to the preferred position.

These are:

- **Proactive communications** on projects, milestones, activities to pre-empt issues;
- Drive **consistent and repeated messaging** through an integrated communications approach to build credibility and legitimacy;
- **Link messaging to WDC's strategic direction** - social, economic and cultural interests of people and communities. Maintain and enhance quality of the environment, and reasonably foresee needs for future generations.
- **Messaging language** to be such that it comes across as accessible, hands-on, specialists in our field and as having a firm grasp of the issues and avoid the risk of being perceived as a nameless, faceless, authoritarian organisation.
- Establish **strong brand recognition** of Council by ensuring all Council communications bear Council's clear and consistent brand - both in terms of messaging style, logo and collateral. This will promote the breadth of our work;
- Seek to **understand our community** and its target audiences by proactively establishing relationships with key stakeholders to enable two-way communication. This is **particularly important with Māori**, both in respect to obligations under the Local Government Act and the Resource Management Act and as critical participants in our economy and communities;
- **Tailor messaging** to key audiences to ensure that our messaging resonates and also that we are using our limited resources efficiently;

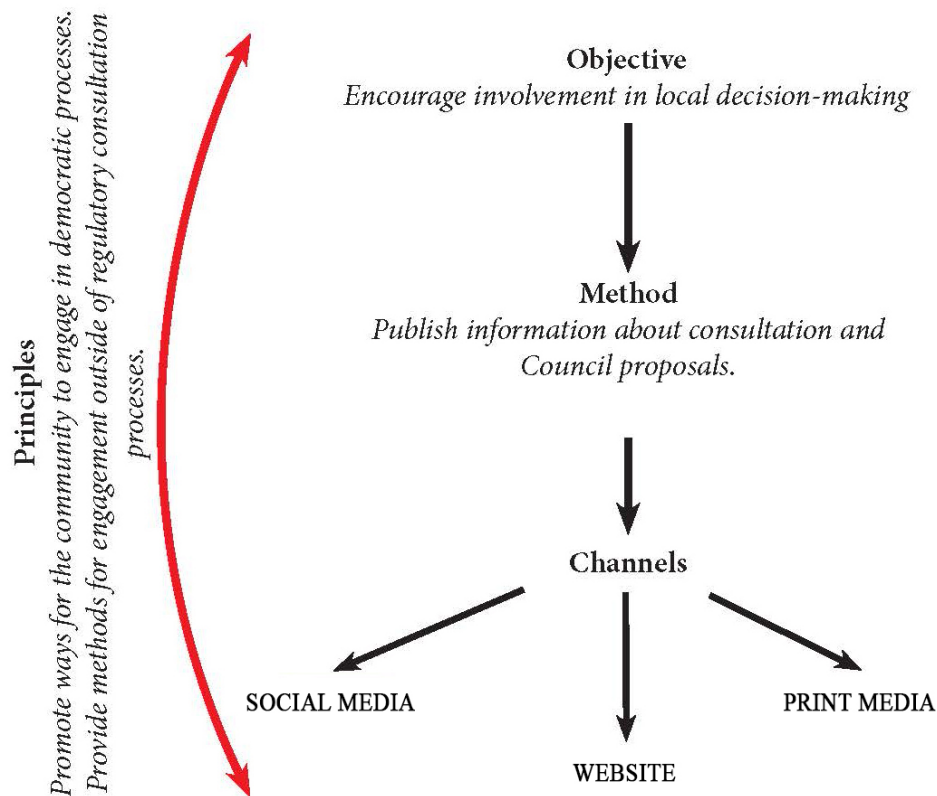
- Ensure internal stakeholders **understand our communications objectives** so we have a consistent message;
- Ensure our communications **clearly reflect Council’s collective position** and is 100% reliable to build trust and confidence;
- Ensure all communications are in **plain English, concise and balanced**;
- Ensure any **misinformation, biased or unfair information is addressed as soon as possible**;
- **Promote ways for the community to engage** in democratic processes. Provide methods for engagement outside of regulatory consultation processes.

Communication Methods

Methods are where the “rubber hits the road” for Council’s communications function. These are tasks, channels or campaigns that will bring into effect the objectives outlined previously. The principles will guide the messaging.

There may be a number of methods to achieve each objective. Subsequently, each method may be fed through a number of channels at Council’s disposal, both internal and external.

An example of how this may flow from objectives to principles, through to method is set out below.



Key Audiences

In order to maximise the penetration of communication resources, key audiences need to be identified.

Identifying leaders within those groups is essential to mobilising or soliciting feedback for various Council processes or projects. Likewise, understanding the motivations of those groups, the demographic of people that make up those groups and how they prefer to engage will inform tailored communications for each group.

The key audiences Council will engage are:

- District community in general,
- Businesses and business associations,
- Community Groups such as Ratepayers Group, Youth Council, Grey Power, Schools,
- Māori organisations,
- Media - local and regional,
- Central government and agencies, and
- Other Councils in the Waikato Region or Councils WDC shares a boundary with.

Council's stakeholder database aims to identify stakeholders and maximise the effectiveness of this resource.

The different channels that are used to communicate with the community are:

- Website
- Print media
- Social Media
- Radio
- Council publications; Rates newsletter, flyers, brochures/guides and posters.

Communicating online is a key element of communication in today's world. An effective website has become an essential means of communication for all organisations.

WDC's Customer Service Strategy includes a key action focused on providing technology solutions: *'Ongoing review of WDC website to provide online communications and transaction processing – i.e. 24/7 customer access'*.

WDC's website is an integral part of the way we deliver services to the community offering access to Council information 24 hours a day, seven days a week. It will be promoted as a key means of communicating and doing business with Council.

Processes

Processes outline a series of actions or steps taken in order to achieve the objectives. To ensure Council's messages are consistent, authentic, and accurate and in line with Council's collective position, it is important that there are robust processes for who can say what, when and to whom.

Forms and processes ensure that the objective of 'ensuring communities are well informed on Council activities/operations' is achieved.

The communications team lead the development of communications processes to ensure key messages are outlined early in the communication planning process, that spokespeople and project ambassadors are identified and contingencies for risks and challenges identified prior to the commencement of a project.

It is critical that all Council officers recognise, value, practice and take accountability for quality communication in their daily activities. In particular, when a new project or area of focus arises, staff will liaise with the communications team to prepare a plan for communication of the project.

Communications will be deployed prior to and following completion of public consultation.

Typically, Councils rationalise decisions on who will publically represent an issue in the media. WDC's Media Policy outlines who may speak to the media.

Communication involves not only keeping people informed about what Council is doing, but also providing people with the opportunity to provide feedback on Council's planning and decision making and how it is performing in its' service delivery.

Council will continue to actively seek feedback from the community with the support of the Communications team.

To assess performance, Council currently carries out annual Resident Satisfaction Surveys (RSS) as a means of gauging the satisfaction of residents with the activities it carries out and the services delivered. The RSS is a good means of gauging the satisfaction of residents.

The Customer Service Strategy provides for a range of targeted customer satisfaction surveys. These are implemented upon completion of the delivery of a specific Council service, such as building consents and provision of Elderly Persons Housing.

Council also communicates with it's communities on planning and decision making on matters such as:

- Long Term Plan and Annual Plans,
- Annual Report,
- Policies and Bylaws,
- Some Strategies and Plans,
- District Plan, and
- Certain Resource Management decisions.

Communications in the form of educational information is required from time to time, to support an improved level of community awareness.

Examples of the activities in which Council communications serve an education purpose are:

- Waste Minimisation,

- Responsible Dog Ownership, and
- Water Conservation.

Implementation of the Communications Strategy

Examples of how Council will implement its communication objectives are set out in the following table.

Objective	Example
Promote the value of Council's role in the community	<p>Regular sharing of service and project information via website, social media and print media.</p> <p>Ensure that the WDC logo and sponsorship is highlighted in communications.</p> <p>Publication of funding and grants information on the website.</p>
Encourage involvement in local decision-making	<p>Extensive promotion of opportunities to engage i.e. using various methods – website, social media, radio and print media.</p> <p>Provide advice on how to make a submission to Council.</p> <p>Communicate any opportunities to engage with Elected Members.</p> <p>Increase use of Mayor's Facebook page in consultation communications campaigns.</p> <p>Share snippets of consultation material on social media and radio in a way that is easy to understand and consider.</p>
Ensure communities are well informed on Council's activities/operations	<p>Proactively communicate significant operational activities and projects in a timely manner.</p> <p>Council operations/work that has the potential to significantly impact on the day-to-day service delivery will be publicly notified.</p>
Support Council's reputation in the District	<p>Promptly respond to Council issues with planned media release.</p> <p>Publish and share information about Council's performance and achievements.</p>

Support Council’s reputation within the LG sector	Contribute and showcase a particular success to ‘Local Wins’ under the LGNZ website. Share LGNZ news on Social media.
Attract people to live or work in and visit the Waitomo District	Promote District on social media.
Promote a sense of community and pride of place.	Encourage and promote compliance with Council’s regulations, bylaws, policies and vision in Council communications. Communicate negative effects of vandalism/graffiti on community environment and image. Communicate successful collaboration and partnerships that result in positive outcomes for community groups and organisations. Promote Council services that support positive outcomes for community using various communication methods.

Evaluation

Evaluation of the effectiveness of Council communications is increasingly important.

It is important that resources are used efficiently and demonstrating what works and what doesn’t will help refine future communications strategies.

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