

Document No: A577257

**Report To: Council**



**Meeting Date:** 28 September 2021

**Subject:** **Presentation: Hamilton and Waikato Tourism – Annual Report**

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Jason Dawson, Chief Executive, Hamilton and Waikato Tourism will attend the meeting via Zoom at 9.05am to present and speak to the Hamilton and Waikato Tourism Annual Report.

## Commentary

- 2.1 During preparation of the 10 Year Plan 2021-2031, Council confirmed its continued support with the existing Partnership/Service Level Agreement in place with Hamilton Waikato Tourism (HWT).
- 2.2 This arrangement reflects a multi-partner approach to work collaboratively with regional partners, for the betterment of the community.
- 2.3 HWT undertakes regional tourism marketing and development activities for the Hamilton and Waikato Region.
- 2.4 The general description of the services provided by HWT are to promote and develop the Hamilton and Waikato region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure in the Region to provide sustainable economic, environmental, social and cultural benefits to local communities.
- 2.5 The agreement confirms that HWT will report twice a year (6 Month Report and Annual Report) to Council in writing in respect to:
  - HWT's performance of the Regional Tourism Services;
  - HWT's delivery of the Deliverables;
  - HWT's achievement of KPIs; and
  - Current or anticipated issues.

## Suggested Resolutions

The Presentation from Hamilton and Waikato Tourism – Annual Report be received.

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

HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

September 2021

Attachment: Hamilton and Waikato Tourism – Annual Report

# Hamilton & Waikato TOURISM

## Annual Report to Waitomo District Council 1 July 2020 – 30 June 2021

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend. It leads destination management, destination marketing, business events & conventions, major event coordination and the Thermal Explorer Regional Events Fund for the region.

Hamilton & Waikato Tourism is a subsidiary company under the Council Controlled Organisation (CCO) of Waikato Regional Airport Limited. It has a commercial board with Annabel Cotton as its Chair.

During the 2020-21 financial year, HWT was funded through a public/private partnership with the region's tourism industry and seven local authorities including Hamilton City and Matamata-Piako, Ōtorohanga, Waikato, Waipā, Waitomo and South Waikato Districts.

From 1 July 2021, Hamilton & Waikato Tourism will no longer be funded by South Waikato District Council to promote and support tourism businesses in South Waikato District. The withdrawal of support follows a decision by the council to cut its \$60,000 annual investment and not renew its three-year funding agreement with Hamilton & Waikato Tourism.

### Key highlights



## Executive summary

Hamilton & Waikato Tourism has been relentless in leading the restart, recovery and reset strategy for Waikato's visitor economy to ensure our sector could move from 'survive' to 'thrive'. From supporting our tourism and event businesses through the long-term impacts of COVID-19, using this time to reset the industry for the future, lobbying for additional Government support and executing multi-channel marketing campaigns targeting the leisure, business and events market in key 'drive and fly' markets, including Australia when the quarantine-free travel opened.

Locals and wider Waikato residents are a key audience for our tourism businesses which make-up a third of their market. We decided to accelerate and enhance our locals campaign through the new 'Mighty Local' platform which included a new 'hot deals' section on our website waikatoz.com to incentivise our residents to explore their own backyard on weekends and school holidays.

We continue to partner with Tourism New Zealand's 'Do Something New, New Zealand' national domestic marketing campaign to successfully drive demand, visitation and expenditure into our region. We also collaborated with a number of other regions to drive visitation and expenditure into Waikato such as our first-ever Auckland partnership and working with our Central North Island regions like Bay of Plenty, Rotorua, Taupo, Ruapehu and Tairāwhiti Gisborne with a 'Get Out More NZ' short-break itineraries. Our geographic location continues to drive our success with 2.6 million people living within a three-hour drive radius of our region.

The long-term economic and social impact for the tourism sector is ongoing. It has been estimated that 42% of New Zealand's visitor economy comes from international tourism and there is an expected gap of \$12.9 billion in visitor expenditure. Tourism is vital to the region's recovery with every \$178,000 of tourism spend creating a job; this equates to 40 international visitors or 480 domestic overnight trips. International visitors spend on average \$232 per day which is over three-times more than local residents at \$74 per day or domestic travellers at \$155 per day.

Compared to 2019-2020, tourism spending has increased 11% for the Waikato tourism region over 2020-2021 achieving \$785 million in visitor expenditure for the year ended June 2021. Although we are seeing increased expenditure and visitation across the region, it is a very different story for the Waitomo District which continues to remain well-below industry averages with double-digit expenditure decreases and visitor numbers over 75% down compared to pre-COVID levels.

The latest figures released by the Business Events Data Programme show the Waikato region secured 13% market share of all New Zealand business events being held in Q1 2021. With 196 business events held in the region during January to March 2021, this placed the Waikato region second in the country behind Wellington at 29% for the number of meetings, conferences and exhibitions held.











Over 17,000 delegates were hosted in the region during this time, equating to a 13% market share of the total number of delegates hosted in the country, third behind Wellington (28%) and Auckland (14%).

Domestic business events delegates have always been an important visitor segment for the region contributing \$480 per day to the economy, double the amount of the leisure visitor. Business events are also a key seed market driving repeat visitation and further economic benefit as delegates will often return for a holiday with their friends or family.

The first round of funding from the Thermal Explorer Regional Events Fund was announced in June 2021 with \$1.6 million allocated to a total of 15 events from the Waikato, Rotorua, Taupō and Ruapehu regions. The selected events are a mixture of new and existing and include business, sport, culture and exhibitions. In total, the events are predicted to attract over 120,000 attendees, with two-thirds being visitors from outside the host region.

## Performance targets

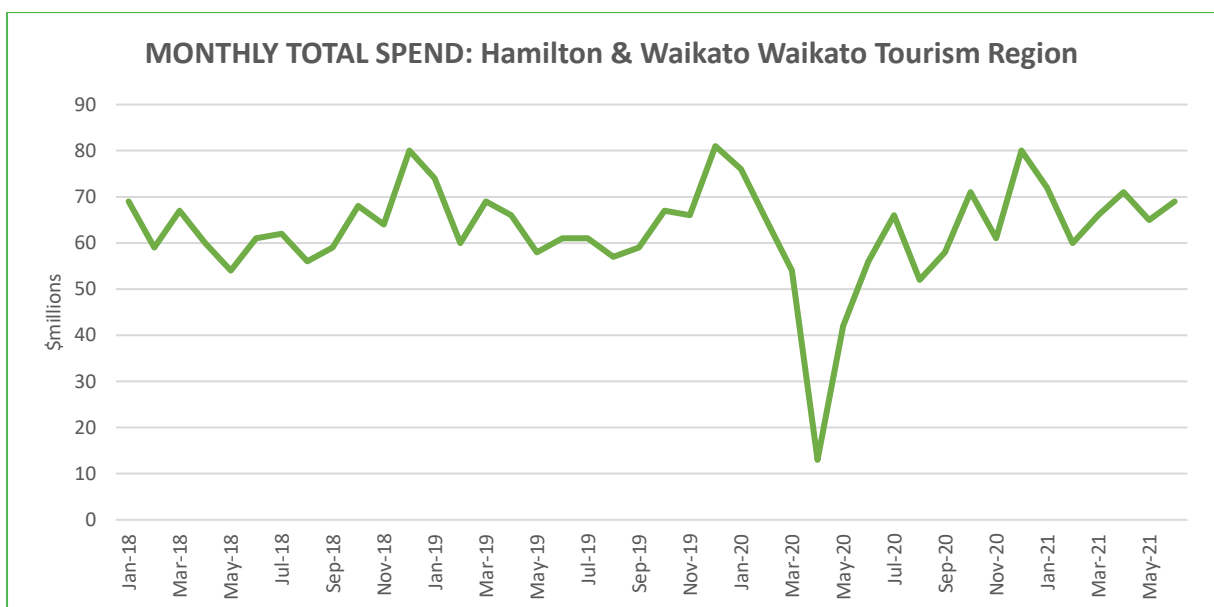
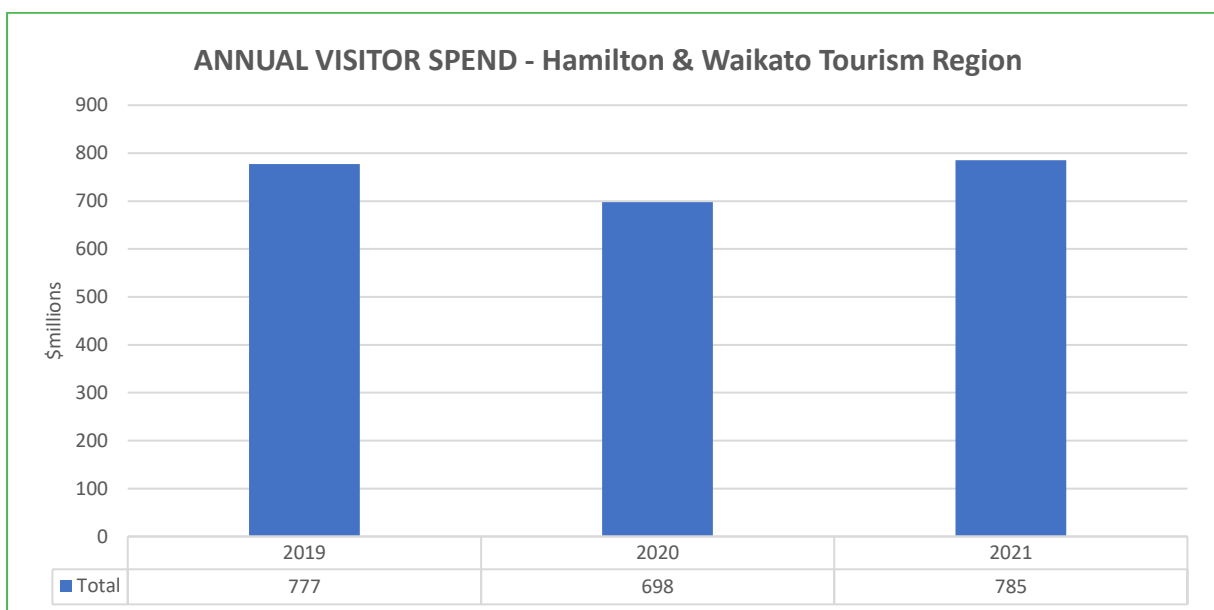
Given the restart journey for the visitor economy post-COVID, Hamilton & Waikato Tourism (HWT) revised five performance targets which are set in the 'Schedule of Services for Local Government 2020-2021'. The results are provided below.

Measure	Result
 <p><b>Visitor nights</b> 0% increase of total visitor nights' vs national compared to 2019-20</p>	 <p><b>1.187m</b> guest nights (Accommodation Data Programme, Year ending June 2021)</p>
 <p><b>Visitor spend</b> 0% increase in visitor spend across the region compared to 2019-20</p>	 <p><b>11%</b> up on previous year <b>\$785million</b> annual expenditure (MBIE; TECT; Year ending June 2021)</p>
 <p><b>Conventions, incentives &amp; business events</b> Rebuild &amp; restore market share of total business events to 5%</p>	 <p><b>13%</b> market share of business events hosted within NZ Second behind Wellington (Business Events Data Programme Q1 2021)</p>
 <p><b>Industry investment</b> \$100,000 of industry contribution towards marketing activities &amp; campaigns</p>	 <p><b>\$160,000</b> domestic campaigns, famil in-kind contributions &amp; visitor guide sales (As at 30 June 2021)</p>
 <p><b>Media &amp; travel trade</b> 10 media outlets hosted + 50 travel trade trained or hosted</p>	 <p><b>23</b> media outlets hosted    <b>12</b> agents hosted    <b>1200</b> agents trained (As at 30 June 2021)</p>

## Visitor statistics and expenditure

The Ministry of Business, Innovation and Employment (MBIE) have discontinued the Monthly Regional Tourism Estimates (MRTEs) as they were becoming unreliable within the Covid-19 environment. They have replaced the data with an interim data set capturing electronic card transactions. The key difference is that this data does not make any estimates for online or cash spending. This interim data set provides some district level information but is more limited than the older MRTEs. MBIE have provided three years of TECT data for comparisons.

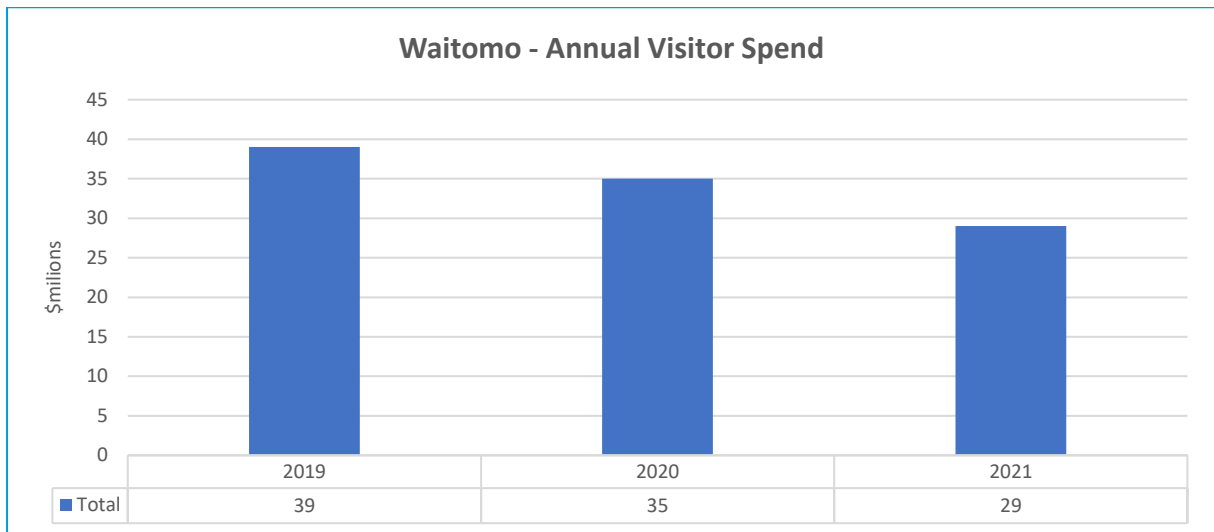
Compared to 2020, tourism spending has increased 11% for the Waikato RTO region for the year ended June 2021.



Source: Tourism Electronic Card Transactions, MBIE (June 2021)

## Visitor expenditure in Waitomo District

Annual visitor expenditure for Waitomo district decreased 20.7% to year end June 2021. For the year ending June 2021, the visitor economy injected \$29 million into Waitomo’s economy (based on electronic card transactions).

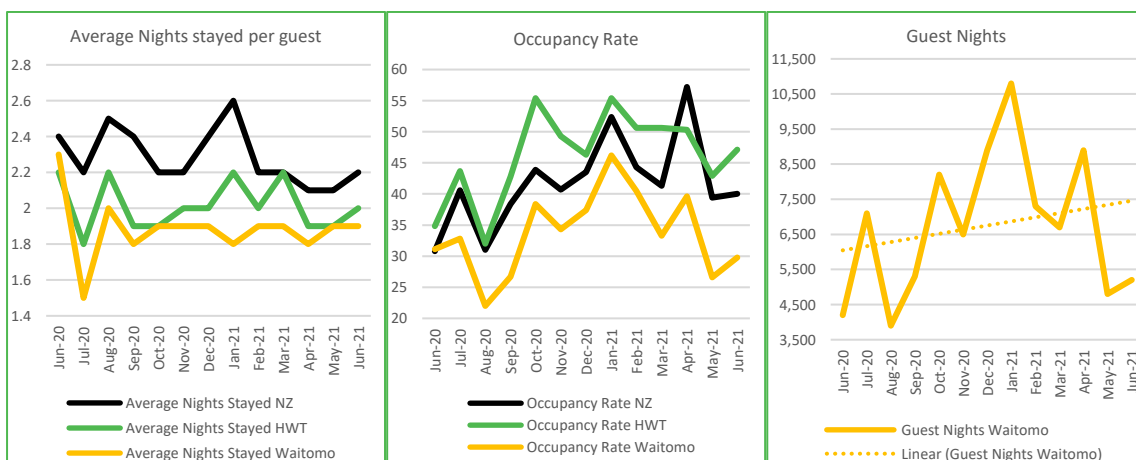


Source: Tourism Electronic Card Transactions, MBIE (June 2021)

## Commercial accommodation in Waitomo District

The new national ‘bed nights’ measurement tool, the Accommodation Data Programme (ADP) began providing monthly measurements from June 2020.

Waitomo district has 16 commercial accommodation providers contributing data into this programme (unlike the old Commercial Accommodation Monitor, this is not a legal requirement). The occupancy rate for Waitomo accommodation providers in June 2021 was 29.8%. In comparison, the Waikato region achieved 47.1% and the national occupancy was 40%. People stayed an average of 1.9 nights per visit/stay. This resulted in 5,200 guest nights in June 2021. For the 12 months up to and including June 2021, Waitomo achieved 83,600 guest nights.

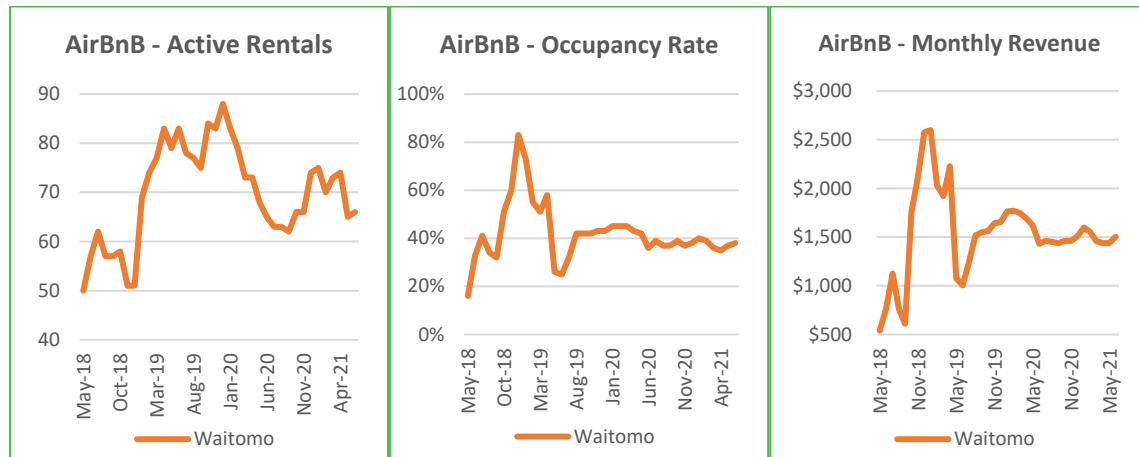


Source: Accommodation Data Plan, MBIE (June 2021)

## Non-commercial accommodation in Waitomo District

Waitomo district also had 66 properties listed on AirBnB during June 2021 as alternative accommodation to the traditional commercial offerings. This has increase slightly from the 65 listings in June 2020.

These properties experienced 38% occupancy during June 2021. For the 12 months May 2020 to June 2021, the average occupancy rate for AirBnB properties in Waitomo was 38%.



Source: AirDNA (June 2021)

## Trade & leisure marketing

### Domestic marketing

#### External domestic markets: Open for Exploration Campaign

Our domestic marketing campaign, 'Open for Exploration', ran from June to August targeting the key drive markets for the Waikato (Auckland, Bay of Plenty, Rotorua, Taupo and Taranaki).

This campaign ran across Facebook, Instagram, Google Display & Search, YouTube and digital placements with NZ Herald, the campaign was designed to complement the 'Do something new, New Zealand' national campaign by encouraging visitors to see new things in familiar places, while also exploring the known and unknown adventures of the Waikato. The campaign creative included user generated content (UGC) imagery, videos featuring our tourism operators welcoming visitors back and the 'Do Something New NZ' device.

#### External & internal domestic markets: school holiday promotions

Given the environment and the importance of the September 2020 school holidays for operators after lockdown, HWT undertook a specific digital 'school holidays' campaign. The campaign targeted drive markets as well as Waikato residents to promote travel to and within the Waikato and channels included social media advertising and e-DMs.

## **Hot Deals platform**

HWT launched a free, user-generated platform designed to showcase operators' latest promotions, experiences, deals and information to HWT's consumer audience while optimising their Google My Business (GMB) posts at the same time.

The platform integrates a wide variety of Waikato businesses – from activities and accommodation to tour operators, as well as retail and hospitality providers. Businesses are able to upload their own offer, experience, deal or upcoming event through the platform and the information displays on waikatonz.com as well as their Google business listing. HWT understands this to be the first platform in NZ that allows for this to happen, providing time and process-efficiencies for operators across the two channels.

## **External domestic markets: Summer 'It's just magic!' campaign**

Our Summer inspiration campaign 'It's just magic,' targeting key drive markets inspiring them to visit the Mighty Waikato as part of their summer travel plans, was live from 18 November to 14 December. Like the rest of New Zealand, we have never had to promote the region to domestic visitors over the summer period as our tourism operators are normally busy with international visitors.

The Summer campaign was primarily video-led and focused on highlighting personal experiences of previous visitors to the region. We know the Waikato is well placed for a short break, so this campaign targeted this type of travel rather than the traditional week-long breaks taken over the summer period.

## **Internal domestic market: Christmas Campaign - Gift Guide**

Our annual Christmas Gift Guide campaign launched into the local Waikato market on 30 November and concluded on 21 December. With the theme of 'Give the gift of Magic' the campaign encouraged Waikato residents to gift experiences from local tourism businesses or tickets to upcoming local events. This campaign targeted the internal domestic market for the Waikato through Facebook and Google adverts and advertising in local newspapers including the Cambridge Edition, Hamilton Press, Matamata Chronicle and Waikato Times.

## **Internal domestic market: Summer 'It's just magic!' Campaign**

The Summer "Explore Your Own Backyard" campaign used the same personal concept as the external summer campaign with video pieces from locals who had visited and loved Waikato various attractions. Aimed to encourage locals who weren't travelling out of the Waikato during this time to explore the region over the festive holiday season, this campaign launched in late December and ran through January. The online campaign featured domestic operator partners and the region's natural assets such as walks, waterfalls, beaches and cycleways as well as summer events and school holiday activities.

## **'Get Out More NZ' Domestic Campaign – Central North Island collective**

For the first time, HWT partnered with our neighbouring regions Bay of Plenty, Rotorua, Taupo, Ruapehu and Tairāwhiti Gisborne in the domestic market. Targeting drive markets through online and print channels, the first phase of the 'Get out More NZ' campaign ran from September until mid-December with the second phase running from late March until late May 2021.



The collective produced a lift-out print magazine as part of the second phase which was distributed via the Dominion Post, Waikato Times, The Press (Christchurch), Taranaki Daily News, Manawatu Standard and Sunday Star Times. A total of 99,800 copies were distributed.

As part of our collaborative activity, the group exhibited at the 2020 Motorhome & Caravan Show as well as at Fieldays 2021. Using a life-size viewmaster and the theme of 'view something new' as the hook, the aim was to raise awareness and drive preference for holidays in the Central North Island.

### **Love This, Love That Campaign – Auckland JV**

For the first time, we partnered with Auckland RTO on a joint campaign to encourage residents to enjoy experiences in their extended backyard. The campaign launched on 22 March and ran through until late April. Based on the familiar expression 'love thy neighbour', the campaign targeted Auckland and Waikato residents and was designed to encourage travel around the two regions during autumn by showcasing activities and attractions across five themes – nature, active breaks, family, relaxation and wellness, and food. We also worked with Urban List to create articles that tie into campaign theme.

### **External & internal domestic markets: Easter & School Holidays Campaign**

We launched a digital campaign at the end of March to target local and travellers over the Easter break and April school holidays period. This campaign was targeting both Waikato residents, and those within a drive distance of the region encouraging travel to and around the region during autumn by showcasing activities and attractions on offer via digital ads. This phase of domestic marketing activity ran until late-April across Facebook in various ad formats.

### **Kids Cycling Guide**

Cycling continues to be a key special interest topic for both local and domestic visitors to the region. HWT worked with influencer and travel guide creator Outdoor Kid to create a "Family-Friendly Guide to Cycle Trails in the Waikato". The guide features rides such as Te Awa - The Great NZ River Ride.

### **Internal domestic market: Mighty Locals Campaign**

To continue the 'Mighty Local' message we developed during lockdown in 2020, we launched a digital campaign to encourage local residents to continue to explore their own backyard, and to share great Waikato experiences with visiting family and friends from NZ or Australia. This campaign launched in early May and ran until late June, running across Google Display Network and Facebook.

### **Tourism New Zealand - Urban Experiences Campaign**

As a region with a main metro, we worked with Tourism New Zealand and the other four main cities across the country (Auckland, Wellington, Christchurch and Dunedin) on an 'Urban Experiences' campaign to encourage city visitation through short breaks and holidays. The first phase of the campaign launched mid-October using the content platform Neat Places and showcased each city through five local experts' guides of their favourite things.

The second phase of this campaign went live mid-January until the end of February 2021, again partnering with Neat Places to create more bespoke guides for each city. The Hamilton guide was distributed to all i-SITEs in the region and Hamilton Airport. Billboard advertising at Hamilton Airport was also introduced in February. Hamilton was Tourism New Zealand's top performing city for the Urban Leisure campaign with a referral rate of 36%.

### **Tourism New Zealand - summer campaign**

Tourism New Zealand worked with Regional Tourism Organisations (RTOs) across the country to develop the content for their summer campaign. The production crew visited the Waikato during early October filming in three locations to showcase different ways to 'do something new' in the region over summer. Surfing in Raglan was a key feature of the creative, as well as visiting Hamilton Gardens and kayaking with Lake District Adventures. This campaign launched into market late November to play off the back of their 'firework' song launch in early November in which the region also features.

### **Content Creators Project**

HWT worked with Tourism New Zealand and social media agency Socialites on a content creation project. The programme matched micro-influencers around New Zealand with operators in each region who needed assistance with creating visual content for their social media channel. The content created by the influencers can be used by the operators, HWT and Tourism New Zealand as well.

Tourism New Zealand funded five influencers per region and HWT funded an additional four to enable the region to access a total of nine content creation pieces. The project also included some workshops and resourcing to lift capability and upskill operators in their own social media content creation and utilisation as well.

### **Regional Events**

HWT supported regional events throughout the year by profiling them in campaign activity, on social media and with coverage on waikatanz.com. Events are an important driver for domestic visitation as well as local expenditure, and post-COVID they provide great reasons for repeat visitation to a region. The events section of waikatanz.com has ranked amongst the most visited sections of the site illustrating that the interest and demand for events remains high.

### **Summer Events**

A specific 'Waikato Summer Events Guide' campaign launched mid-January and concluded mid-February after running for four weeks. This campaign targeted Waikato residents and key drive markets including Auckland, Taranaki, Bay of Plenty and Manawatu. Ads targeting these markets ran on Google and Facebook as well as a print version distributed as an insert (117,000 copies) in the Bay of Plenty Times, Cambridge Edition, Hamilton Press, Manawatu Standard, Taranaki Daily News, Piako Post and Waikato Times.

### **Fieldnights Campaign**

In support of Fieldays we implemented our annual 'Fieldnights' campaign. This campaign is designed to encourage exhibitors and visitors who are in the region for Fieldays to explore while they are here, whether that be on tourism experiences or dining out at local eateries.

This small campaign launched the first week of June and ran until the conclusion of the Fieldays event on 18 June.

## **The Apprentice Aotearoa**

HWT partnered with Great Southern Television and Hamilton City Council on a task challenge for episode three of The Apprentice Aotearoa. Classics Museum and Hamilton Gardens were featured, plus Mayor Paula Southgate and HWT CE Jason Dawson were panel judges.

## **Matariki Events Campaign**

A new initiative this year was the creation of a specific 'Waikato Matariki Events' campaign which launched in early June and will conclude at the end of July to coincide with Matariki from 11 June – 31 July. Supporting the Matariki Ki Waikato festival, this campaign is targeting Waikato residents encouraging them to participate in events happening across the region to celebrate the Māori New Year. This campaign ran across digital channels and included 84,000 printed copies of an events guide which was distributed through the Waikato Times, Hamilton Press and Cambridge Edition in June.

## **Annual Visitor Guide**

50,000 copies of the 2021 Official Regional Visitor Guide were distributed in late December 2020. This is a reduced number from the 2020 distribution due to the impacts of COVID-19 and international borders being closed. The guides have proven popular as NZers travel through their own backyard, with national distribution through i-SITEs and airports, displays at visitor attractions, used at trade shows, and conference delegate packs. This guide remains a cost-neutral project with discounted advertising sales (out of recognition of the impact of COVID on industry) funding the production and distribution of the guide.

## **Media**

Post-lockdown, we have had a successful year for domestic travel media coverage with a number of media pitches, famils and hosting. Domestic media platforms and publications are content hungry and we have leveraged this opportunity. Coverage includes content in:

- Kia Ora magazine
- NZ Herald Travel Supplements
- NZ House & Garden
- Cuisine magazine
- NewsHub
- Good magazine
- AA Directions
- MindFood
- Coverage across the Stuff network in print and online

HWT undertook a content partnership with Cuisine magazine for their January edition. This partnership included an eight-page feature on the region's F&B offering by editor Kelli Brett, plus a regional map of foodie hot spots, a Waikato eatery being showcased in their five-page bar bites article and a four-page recipe feature with guest chef Martin Bosley showcasing Waikato produce and products.

## Virtual International Media Marketplace Australia

HWT attended the Virtual International Media Marketplace event on 5 -6 May. The AU/NZ media focused event highlighted trends and changes in the media industry and featured a series of speaker sessions including; Australia industry insights, how to collaborate with media and consumer behaviours in 2021.

The 'marketplace' is an exhibition-style event that brings top Australian and New Zealand travel journalists and freelancers together for a series of 16 x 15min appointments. We are currently working through media opportunities that have resulted from the event in collaboration with our neighbouring regions. HWT attended the event alongside other regions from the ECNI collective, to showcase not only each of the individual regions but also highlight the collective offering in the Central North Island.

## International marketing

While no physical training or sales activity with international travel trade has been possible (on or offshore), we have continued to undertake virtual trade training and promotional activities throughout the year. This resulted in over 1,200 travel sellers (wholesalers, product managers, frontlines OTAs, home-based agents) across the globe being trained on the Waikato.

### Webinars

- **TNZ North America – Relaxation & Romance webinar:** 180 agents from around North America tuned in for the NZ Relaxation & Romance webinar which featured a live cross to Waikato and the Hamilton Gardens along with five other destinations around the country.
- **TNZ Australia Virtual Famil:** This the first 'virtual famil' activation where six regions across New Zealand were selected as part of a Relaxation & Romance themed event. For Waikato, we featured Zealong Tea Estate where HWT and a representative from Zealong toured the plantation and took part in a tea tasting together.
- **TNZ UK/Europe – Wildlife webinar:** The Waikato was selected to be the only RTO to present to 140 travel sellers around the UK/Europe in TNZ's Wildlife webinar. HWT presented on the wildlife experiences available in the Waikato including Sanctuary Mountain Maungatautari and trade-ready experiences that showcase glowworms such as Waitomo operators and Lake District Adventures.
- **Explore Central North Island webinars:** HWT took part in two ECNI webinars for the NZ and AU markets in early December – the first being a Thermal Explorer Highway overview/update and the second being a dedicated Waikato webinar. For the dedicated webinar HWT provided a regional overview and we invited a selection of trade-ready operators to provide updates on their businesses through live crosses so viewers could see and hear what was happening in real time and provided an interactive element.
- **TNZ South East Asia Virtual Road Trip:** HWT took part in the TNZ South East Asia Virtual Road Trip series by contributing to two webinars based on the products available in the Waikato. The first of the webinars was on the 3rd of March and attracted 119 agents. This webinar featured highlights and videos from Hobbiton Movie Set and Sanctuary Mountain Maungatautari along with a regional introduction about further products in the Waikato.

The second webinar was on the 17th of March and attracted 118 agents. This webinar was livestreamed from The Henley in Cambridge, and also featured highlights and videos from Hamilton Gardens and Discover Waitomo's Ruakuri Cave.

- **TNZ Korea Webinar:** HWT also took part in a webinar with TNZ Korea. This was on 31 of March and attracted 74 agents. The key product that was featured was Hamilton Gardens as the webinar was livestreamed and hosted from the gardens. There was also a regional introduction about the other key trade products available in the region.
- **TNZ Japan Webinar:** HWT hosted a webinar in early May with TNZ Japan. The 253 attendees joined HWT, TNZ and Hobbiton Movie Set for the webinar which was livestreamed from Hobbiton Movie Set. While showcasing the Green Dragon Inn and The Millhouse on Set, HWT also provided an introduction to the region and highlighted other key trade products available.
- **Southern World Trade Training:** 2 x 2 ½ hour one-on-one virtual training session. 48 agents and Southern World team (NZ IBO and USA based wholesaler). Live chat and presentation to update and train agents on the regional offerings and updates.
- **TNZ Australia Virtual Trade Show:** Online event with over 200 Australian and NZ retail and wholesale agents. Virtual stand, live chat and PPT presentation sessions, plus a 6-minute mainstage video.
- **ANZCRO Webinar:** Part of a wider JV initiative with ANZCRO – webinar session to train agents and support ANZCRO in promotion of the region and the development of Waikato packages. This webinar went live to 77 Australian agents – and the full 137 registrations received the link to watch again or share. A new Waikato blog page on ANZCRO site was also created. The webinar featured a regional 101, product updates, and a live cross and virtual tours with Hobbiton Movie Set and THL/Ruakuri Cave, as well as a virtual tour of Hamilton Gardens. This was presented from Hidden Lake Hotel in Cambridge.
- **ECNI Kiwi Trade Chat:** Virtual Trade Show – one-on-one online appointments with 34 Product Managers from NZ and Australia as part of the ECNI Group trade training programme. Discussions, queries and regional power point presentation featuring key products and product updates.

## Accor Famil

We hosted an Accor-organised famil in November with 12 key Inbound Tour Operators (ITOs). During the visit, we showcased Zealong Tea Estate and Good George Brewery, including their tours and experiences. The itinerary included Novotel Tainui Hamilton to view the new executive rooms and we presented on what the wider region has to offer. As a result, several of the ITOs have reached out about follow-up opportunities and itinerary creation for their NZ-based clients and international clients when borders open.

## JV campaign with Flight Centre NZ

HWT partnered with Flight Centre NZ in December on a week-long content promotion through Flight Centre's brands (Flight Centre, Travel Associates and Travel Managers) and retail stores. The campaign was delivered through GDN and Facebook advertising and as well e-DMs and in-store billboards.

## TRENZ

The tourism industry's largest international buying and selling event TRENZ did not happen due to the continued international border closure.

Instead, TRENZ Hui was held in May where 750+ people from across the industry came together for two days of strategy sessions and industry workshops. While it wasn't like the traditional 'selling' trade show, it was an opportunity to connect on a large scale and plan for the future of the sector.

## Marketing activity for Waitomo District

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

Target market	Campaign or activity	Waitomo experiences profiled
<b>Media – domestic &amp; international famils</b>	Media hosting and famils profiling Waitomo: <ul style="list-style-type: none"> <li>• Bare Kiwi</li> <li>• Stuff.co.nz Roadie</li> <li>• NZ Herald famil</li> <li>• Cuisine Magazine</li> <li>• Growing up without borders</li> <li>• Mike Yardley</li> <li>• Toni Street famil</li> </ul>	Waitomo Adventures, Waitomo Glowworm Caves, Marokopa Falls, Mangapohue Natural Bridge, Ruakuri Cave, Huhu café, Hairy Feet, Caveworld, Waitomo Arts Month
<b>Media - domestic</b>	Waitomo was profiled as part of regional promotions in the following publications: <ul style="list-style-type: none"> <li>• NZ Herald Travel Supplements</li> <li>• Avenues Magazine</li> <li>• NZME 'Retro Revival'</li> <li>• Family Times</li> <li>• Stuff.co.nz</li> <li>• For the love of travel</li> <li>• Kiwi Tripsters podcast</li> <li>• MindFood</li> <li>• Hamilton Press</li> <li>• NZ House &amp; Garden Magazine</li> </ul>	The Timber Trail, Marokopa Falls, Mangapohue Natural Bridge, Ruakuri Cave, Waitomo Arts Month, Caving in Waitomo, Waitomo Adventures, Legendary Black Water Rafting Co, Waitomo Glowworm Caves, Waitomo Day Spa, Lost World Through the Window
<b>Travel Trade – webinars</b>	International trade training webinars: <ul style="list-style-type: none"> <li>• TNZ Uk/Europe</li> <li>• TNZ SEA Virtual Road Trip</li> <li>• TNZ SEA Virtual Road Trip</li> <li>• TNZ Korea</li> <li>• TNZ Japan</li> <li>• ANZCRO Waikato</li> <li>• TNZ Virtual Expo</li> <li>• Southern World Virtual Trade Training Event</li> </ul>	Trade-ready products: Waitomo Adventures, Caveworld, Spellbound, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo Homestead, Legendary Black Water Rafting Co

<p><b>Travel Trade – Explore Central North Island Alliance</b></p>	<p>HWT are part of the Central North Island RTO alliance known as ‘Explore Central North Island’ which includes the two touring routes – The Thermal Explorer Highway and the Pacific Coast Highway. Trade training webinars Jul-Dec:</p> <ul style="list-style-type: none"> <li>• Thermal Explorer highlights</li> <li>• Waikato region update</li> <li>• ECNI 'Kiwi Chat' virtual trade expo</li> <li>•</li> </ul>	<p>Trade-ready products: Waitomo Adventures, Caveworld, Spellbound, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo Homestead, Legendary Black Water Rafting Co</p>
<p><b>Domestic consumer - Local, Hamilton &amp; Waikato</b></p>	<ul style="list-style-type: none"> <li>• School Holidays – Sept 2020</li> <li>• Hot Deals – Oct 2020 &amp; Jan 2021</li> <li>• Christmas Gift Guide – Dec 2020</li> <li>• Locals – It’s just magic! – Dec 2020 – Jan 2021</li> <li>• Get Out More NZ – phase one and two</li> <li>• Christmas Gift Guide – Dec 2020</li> <li>• Summer Events – Jan – Feb 2021</li> <li>• Easter &amp; School Holidays – April 2021</li> <li>• Kids Cycling Guide – Apr – May 2021</li> <li>• Mighty Locals – May – June 2021</li> <li>• Fieldnights – June 2021</li> <li>• Matariki Events – June – July 2021</li> </ul>	<p>The Timber Trail, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo Adventures, Caveworld, Legendary Black Water Rafting Co, Troll Cave, Marakopa Falls, Mangapohue Natural Bridge, Carols in the Cave, Waitomo District Christmas Parade, Underground Sounds, Matariki Evening Event, Mangaokewa Scenic Reserve, Matariki Events: Matariki Twilight Tour - Waitomo Caves, Art Exhibition - Waitomo Caves, Matariki Rongoa Stories - Waitomo Caves, Waitomo Glowworm Caves Matariki Evening Event</p>
<p><b>Domestic consumer - External Drive &amp; Fly Markets</b></p>	<ul style="list-style-type: none"> <li>• Open for Exploration Campaign – July - August 2020</li> <li>• School Holidays – Sept 2020</li> <li>• Hot Deals – Oct 2020 &amp; Jan 2021</li> <li>• It’s just magic! – Nov – Dec 2020</li> <li>• Summer Events – Jan – Feb 2021</li> <li>• Easter &amp; School Holidays – April 2021</li> <li>• Kids Cycling Guide – Apr – May 2021</li> <li>• Love This, Love That Auckland Campaign</li> <li>• Fieldnights – June 2021</li> </ul>	<p>Marakopa Falls, Mangapohue Natural Bridge, Waitomo village, Waitomo Glowworm Caves, Ruakuri Cave, The Timber Trail, Waitomo Adventures, Troll Cave, Legendary Black Water Rafting Co, Caveworld, Underground Sounds</p>

Target market	Campaign or activity	Waitomo experiences profiled
<p><b>Domestic consumer – Chinese New Zealanders</b></p>	<p>Ongoing campaign activity has continued through our Weibo social media channel, blogs, forums etc</p>	<p>Mangapohue Natural Bridge, Omaru Falls, Waitanguru Falls, The Timber Trail, Waitomo District Christmas Parade, Carols in the Cave, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo Adventures, Legendary Black Water Rafting Co, Caveworld, Waitomo Caves, Marokopa Falls, Mangaokewa Reserve, Piripiri Cave, Mangaotaki Scenic Reserve, Pio Pio, Te Kuiti, Ruakuri Bush Walk, Tawarau Falls, Madonna Falls, Huhu Café</p>
<p><b>Domestic &amp; International consumer and trade</b></p>	<p>2021 Hamilton &amp; Waikato Regional Visitor Guide</p> <p>Guide to Waikato Walking Trails</p> <p>Guide to Waikato Cycle Trails</p>	<p>Waitomo district and towns profiled in ‘Regional highlights’ ‘Events’ and ‘Waitomo &amp; Surrounds’ sections. Waitomo district-based tourism operators have advertised in their respective section</p> <p>Mangaokewa Scenic Reserve, Te Kuiti, Mangapohue Natural Bridge, Waitomo Village, Marokopa Falls, Piripiri Cave and Opapaka Pa Walk</p> <p>The Timber Trail, Pureora Forest Park, Pureora Village, Maramataha Bridge, Ongarue Spiral</p>
<p><b>Domestic &amp; international consumer, travel trade and media</b></p>	<p>Quarterly e-newsletters distributed to our consumer, trade and media databases</p>	<p>Troll Cave, Marokopa Falls, Waitomo Glowworm Caves, Waitomo Adventures, Spellbound, Underground Sounds, Legendary Black Water Rafting Co, Waitomo Homestead Cabins, Waitomo Trail Run, Waitomo Top 10 Holiday Park</p>



Target market	Campaign or activity	Waitomo experiences profiled
<b>Domestic &amp; International consumer</b>	Waitomo profiled through HWT's website and various social profiles including Facebook, Instagram, Twitter & YouTube	The Timber Trail, Marokopa Falls, Omaru Falls, Waitomo Trail Run, Waitanguru Falls walking track, Waitomo District Christmas Parade, Carols in the Caves, Mangaokewa Reserve, Mangapohue Natural Bridge, Waitomo Adventures, Waitomo village, Waitomo Trail Run, Piripiri Cave, Ruakuri Cave, Hairy Feet Waitomo, Waitomo Caves, Waitomo Glowworm Caves, Caveworld, Legendary Black Water Rafting Co, Waitomo Museum of Caves, Pureora Forest Park, Ruakuri Reserve Walk, The Great NZ Muster, Tawarau Falls, Madonna Falls, The Ruakuri Bush Walk, Waitomo Arts Month, Waitomo Glowworm Caves Underground Sounds, Matariki Events, Dog friendly walks in Waitomo, Shearing Statue Te Kuiti, Gallagher Meads Brothers Exhibition, Mangaotaki Scenic Reserve, Mangaotaki Walk, Huhu cafe, Bosco cafe, The General Store, The Fat Pigeon

## Conferences, incentives & business events

### Conference leads and rehousing

During the 2020-21 financial year, Business Events Waikato managed 18 leads, four bid document requests and 50 referrals as well as some basic assist requests such as supplying regional imagery. Our business events team successfully relocated 16 business events after Jet Park Hotel Hamilton Airport became a designated Managed Isolation Facility earlier in the year and we were able to re-house most of the events within the Waikato.

We are fortunate the Waikato is predominantly a domestic conference destination and easy to get to from key markets. Our marketing activity is focused on multi-day association and the corporate conference market.

Unfortunately, three of our largest commercial accommodation providers are now unavailable as they are Managed Isolation Facilities which has impacted on the conference market, significantly reducing our offer for larger multi-day association conferences. Hosting some of these conferences is now very challenging due to limited accommodation availability.

In addition to our limited commercial accommodation inventory, the biggest threat to the conference market is uncertainty. Event organisers cannot confidently book conference venues and accommodation, plus they are afraid of the force majeure clauses in contracts. Currently venues are experiencing short lead-in times which brings its own challenges.

## Business Events Waikato Showcase

The Business Events Waikato Showcase scheduled for 24<sup>th</sup> September 2020 had to be cancelled due to the change in COVID-19 alert levels. The business events team have rebooked this event to be held on 23<sup>rd</sup> September 2021. The target market for this event will be local organisers, meeting planners, EAs and PAs based within driving distance of the Waikato. We will predominantly target corporates who organise one day meetings through to multi-day conferences and events.

## Convention Bureau activity

Summary of specific conference marketing activity (1 July 2020 to 31 June 2021)

Activity	Detail
<b>Enquiries</b>	86 enquiries managed
<b>Buyers Hosted</b>	<ul style="list-style-type: none"> <li>• International Hobbit Day - 5 Waikato PCOs</li> <li>• Pre BE:Reconnected dinner – 6 hosted buyers</li> <li>• Bespoke famils – 4 local buyer famils hosted</li> <li>• Wellington Soiree – 50 buyers, co-hosted with 6 BE partners</li> <li>• Pre-MEETINGS dinner – 7 buyers, co-hosted with three BE partners</li> <li>• Local buyer famils – 6 postponed March 2022</li> <li>• Mega Famil – 1 postponed until Nov 2021</li> </ul>
<b>Trade Shows &amp; Event Attendance</b>	<ul style="list-style-type: none"> <li>• AuSAE LINC – shared site with Dunedin business events</li> <li>• BE:Reconnected – BEIA</li> <li>• Office &amp; PA Show – shared site with Hobbiton™ Movie Set</li> <li>• Association X + Business Exchange</li> <li>• MEETINGS – Australasian trade show in Auckland</li> <li>• AuSAE Networking Lunch, Auckland</li> <li>• AuSAE BA4, Auckland</li> <li>• AAPNZ Waikato annual breakfast – Abby Camp represented</li> <li>• AAPNZ BA5s throughout the year</li> </ul>
<b>BE partner activity</b>	<ul style="list-style-type: none"> <li>• BEW partner zoom</li> <li>• Reunite Industry Dinner</li> <li>• Christmas partner breakfast</li> <li>• BEW sustainability breakfast</li> <li>• Hobbiton event</li> <li>• Gold partner catch ups</li> <li>• HWT Symposium</li> </ul>
<b>Campaigns &amp; advertising</b>	<ul style="list-style-type: none"> <li>• WBN quarterly advertorial</li> <li>• Pre-MEETINGS LinkedIn campaign</li> <li>• Preview Mag advertorial (pre-MEETINGS magazine)</li> <li>• Meetings Newz advertising</li> <li>• BEW Directory</li> </ul>

	<ul style="list-style-type: none"><li>• <a href="http://www.meetwaikato.com">www.meetwaikato.com</a></li><li>• HWT Industry Newsletter – BE inclusion</li><li>• Locals LinkedIn campaign</li><li>• Mighty Waikato Campaign – phase 1 July, phase 2 Dec 2020</li></ul>
<b>Waitomo District BE partners</b>	Discover Waitomo & Waitomo Adventures

## Restart, recover & reset the visitor economy

Hamilton & Waikato Tourism has been instrumental in leading the restart, recovery and reset of the regional tourism and events sector. The impacts of the COVID-19 pandemic were swift and severe for the entire visitor economy which includes tourism businesses, activities and attractions, accommodation providers, retail and hospitality, transport operators, conferences and business events, major events and venues, education institutions, plus the many suppliers who partner with the sector.

There are a number of key initiatives underway to support the rebuild and reset of Waikato's tourism sector.

### **Strategic Tourism Assets Protection Programme (STAPP)**

The \$230m Strategic Tourism Assets Protection Programme (STAPP) was announced in the Government's budget in May 2020 to protect the assets in the tourism landscape that form the core of our essential tourism offerings to ensure their survival through the disruption caused by COVID-19. Grants and loans were allocated to tourism businesses, Inbound Tour Operators and Regional Tourism Organisations.

#### **TOURISM BUSINESSES**

130 tourism businesses received a total of \$261m in support comprised of a mix of grants and loans. The Waikato region were successful with initial funding support provided to the following tourism businesses:

- Discover Waitomo: up to \$4m over two years (year one will be a grant and year two will be a loan if required)
- Ōtorohanga Kiwi House: \$500,000
- Waitomo Adventures: \$500,000
- Spellbound Glowworm and Cave Tour, Waitomo: 401,440
- Caveworld Waitomo: \$290,000

#### **REGIONAL TOURISM ORGANISATIONS**

Hamilton & Waikato Tourism successfully applied for a maximum of \$700,000 to address the significant shortfall in industry investment. The criteria for applying for the grant was to retain existing local government investment.

The financial support could only be used to enhance work from the Aotearoa New Zealand Government Tourism Strategy in the following three priority areas:

1. domestic marketing;
2. industry capability; and
3. adopting a destination management approach.

Out of the 27 programmes of work we successfully received funding under the three tagged areas listed above, 11 were collaboration projects with other regions which border the Waikato.

Specific STAPP projects we have either completed or will be finalised by December 2021 for Waitomo District include:

- Developing a locals Ambassador programme to train frontline staff in the history, stories of people and place of Waitomo and Otorohanga Districts, plus exceptional customer service - ***underway***
- Review and refresh of touring routes (collaboration project with Visit Ruapehu and Destination Rotorua) – ***underway***
- Development of West Coast Journey touring routes (collaboration project with Venture Taranaki) - ***underway***
- Co-curate and development of food tourism experiences, including itineraries, marketing initiatives and product development (collaboration project with Destination Rotorua) – ***complete and action plan developed***
- Domestic marketing to build demand and attract visitation to the district, including event promotion and a joint Auckland drive market campaign with Auckland Unlimited (previously ATEED) - ***completed***
- Participation in the national and Central North Island domestic marketing campaigns driving visitation into the district - ***completed***
- Regional tourism marketing advisory services for tourism businesses - ***underway***
- Launching a regenerative tourism leadership programme to enhance sustainability initiatives for tourism operators - ***completed***

All other projects from participation with Tourism New Zealand's national domestic marketing campaign, partnerships with AA Traveller and the NZ Motor Caravan Association through to procurement of visitor travel data, will benefit the city and wider region as well.

### **Tourism Communities: Support, Recovery and Reset Plan**

In addition to the \$20.2 million in grants that was allocated to RTOs through the Strategic Tourism Assets Protection Programme (STAPP) by the Government in 2020/2021, the \$26 million Tourism Communities: Support, Recovery and Re-set Plan was announced in May for RTOs to manage, plan, promote, and market tourism activities in their regions. This funding is for the 2021/2022 financial year.

As a medium-large RTOs with a local government contribution of \$1 million to \$3 million, HWT are eligible to receive up to \$1 million.

This funding support is available for a programme of activity across three categories and appropriately scaled to the RTO's needs, priorities and agreed investment plan;

1. **Destination Management & Planning**
2. **Industry Capacity Building and Product Development**
  - Engaging specialist support to assist with planning, industry capability building and product development;
  - To provide capacity to implement the work programme across the three categories;
  - RTO capability building including participation in MBIE-RTNZ forums and events; and
  - Feasibility and business case development (please specify the specific opportunities).
3. **Domestic and International Marketing.**
  - Tactical domestic marketing activity including creative development, enhancing digital platforms, media buying, and PR activity;
  - Tactical international marketing activity that complements Tourism New Zealand's marketing activities including creative development, enhancing digital platforms, media buying, and PR activity;
  - Event and business event promotion (eg. promotion of venues, events, marketing);

This work must be completed by using RTO staff, or by external capability.

On 17<sup>th</sup> August 2021, Minister of Tourism, Hon Stuart Nash, visited the Waikato and Waitomo where he announced our Tourism Reset Investment Plan application was successful and we will receive \$1 million to undertake the activities listed above and implement the new regional Destination Management Plan.

## **Adopting a destination management approach for Waikato**

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

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

Destination management requires a holistic and integrated approach with three interdependent components:

1. **Visitor Experience:** the Waikato's experience offering, including activities, attractions, supporting infrastructure, services and amenities.
2. **Marketing and Promotion:** the destination's marketing and promotional activity, creating demand and enabling the destination to be competitive, productive and sustainable.

3. **Resource Management:** the region's strategy, policy and regulatory frameworks, Te Tiriti o Waitangi, co-governance arrangements, organisational structures and the investments that support the destination.

We have successfully managed to attract funding from the Ministry for Business, Innovation and Employment to undertake this work. After the first round of stakeholder consultation, a Draft Waikato Destination Management Plan will be released for a second round shortly.

## **Major and regional events**

Hamilton & Waikato Tourism know that hosting major and business events are crucial to lead the economic and social recovery of the Waikato region. Tourism New Zealand research indicates that up to one-third of domestic travel is primarily driven by people looking to participate in events.

Post-COVID, the national funding made available has enabled us to activate our Regional Major Events Strategy.

### **Regional Events Fund – Thermal Explorer Highway**

The four regions of the Thermal Explorer Highway collective including Waikato, Rotorua, Taupō and Ruapehu were approved \$3.75 million for regional events by Tourism Minister Stuart Nash on 18 December 2020.

The Regional Tourism Organisations (RTOs) from Waikato, Rotorua, Taupō and Ruapehu, alongside their council partners, worked together on developing a collaborative regional events investment plan for the next 2-3 years to drive additional domestic visitation into their regions.

Hamilton & Waikato Tourism were selected as the Lead Entity for the Regional Events Fund across the four regions. We see the collaboration between Waikato, Rotorua, Taupō and Ruapehu will lead to a strong and compelling event proposition for our four regions, who also partnered together for the Domestic Events Fund.

The bulk of the \$3.75 million fund will be used to create a contestable fund with successful events being supported over a three-year period. The focus will be on the development of iconic or anchor events, with a mix of new and expansion of existing events. Another portion of the funding will be used to run capability building workshops and training for event organisers and suppliers, plus develop or update existing regional event strategies; with the remainder to cover administration, legal and event measurement.

The first round of funding from the Thermal Explorer Regional Events Fund was announced in June 2021 with \$1.6 million allocated to a total of 15 events from the Waikato, Rotorua, Taupō and Ruapehu regions. The selected events are a mixture of new and existing and include business, sport, culture and exhibitions. In total, the events are predicted to attract over 120,000 attendees, with two-thirds being visitors from outside the host region. The second round for the Contestable Fund will open in February 2022.

## Industry support

The Kirikiriroa-Hamilton Ambassador workshops continue to be offered monthly and we now have trained 221 people.

We continue to coordinate the Event Venues and Crowded Spaces Forum, with the latest meeting held in May 2021. This forum is an opportunity for venues to share intelligence, emergency services to update venues, plus changes to health, safety and risk mitigation, including COVID-19 actions. The next meeting will be held in August 2021.

## Regional Business Partner Network

The Government provided funding for subsidised business advice services under the COVID Business Recovery Programme. In the Waikato region, this was delivered through the Regional Business Partner (RBP) programme with Te Waka. Hamilton & Waikato Tourism were sub-contracted to Te Waka for three months to provide advice and support for tourism businesses. In total, 77 tourism businesses were supported through the RBP programme.

## Establishment of Waikato Screen

The Waikato Regional Council has decided to allocate one of its first grants from the Regional Development Fund to Hamilton & Waikato Tourism. Over the next three financial years, \$575,000 will be granted to HWT to establish a Waikato Film Office – to be called ‘Waikato Screen’.

Waikato Screen will be established as a separate entity and be co-located with HWT for the next three years. HWT will then contract Waikato Screen to undertake the role of a Regional Film Office including marketing activities to showcase Waikato as a desirable screen destination. They will also work alongside prospective filmmakers to facilitate their needs from film permits through to post-production, creating sustainable employment opportunities within Waikato.

## Conclusion

As we continue to lead the rebuilding and reimagining of our tourism industry post-COVID, our key focus areas for the coming six months include:

- continue to work with our industry to stimulate domestic demand throughout the winter/spring season;
- support tourism businesses through delivery of free industry capability building training;
- undertake a second round of consultation for the Draft Waikato Destination Management Plan;
- investigate, review and enhance existing and new touring routes around the region and across borders;
- accelerate sales, marketing and trade activity in the business events sector to maintain market share;

- support the development of large-scale commercial accommodation to increase average length of stay;
- assist new visitor experience development across the region;
- lead round two of the Regional Events Fund for Waikato, Rotorua, Ruapehu and Taupō;
- complete the additional 27 programmes of work funded under STAPP to boost our economic and social recovery;
- continue to lobby and advocate for the tourism sector with Government; and
- establishment of a Regional Film Office to be called 'Waikato Screen'.

On behalf of the board and management of Hamilton & Waikato Tourism, we would like to sincerely thank Waitomo District Council, our local government partners and the industry for their continued support, especially as we continue to work our way through the long-term impacts of COVID-19. Your proactive and supportive approach managing the impacts of COVID-19 has been greatly appreciated by the tourism sector and our community.

**Jason Dawson**

Chief Executive

Hamilton & Waikato Tourism

September 2021



**Document No:** A577404

**Report To: Council**



**Meeting Date:** 28 September 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:

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



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

## Local Authority (Members' Interests) Act 1968

- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
  2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
  2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."
- 3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?
- 3.10 Further guidance is provided in the booklet "Guidance for members of local authorities about the Local Authorities (Members' Interests) Act 1968" which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council's business where staff do not set out to provide

pro-active advice and members are personally liable for compliance with the provisions of this Act.

### **3.11 Non-Pecuniary Interest**

3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is "bias" or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where:-

- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council's debate); or
- The member has a close relationship with an individual or organisation affected by the matter.

3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: "Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?" If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council's decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

## Waitomo District Council Procurement Policy 2018

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

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

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

### **Conflict of Interest and Declarations Policy 2018**

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

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

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

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

### **DEFINITION OF CONFLICT OF INTEREST**

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

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

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

A Conflict of Interest may exist where the employee:

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

# Managing conflicts of interest

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

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

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

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

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

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

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



## Tips for managing conflicts

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

**If in doubt, stay out.**



## When you have to make a decision, ask yourself:

### FINANCIAL

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

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

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

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

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

### NON-FINANCIAL

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

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

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

Questions you need to think about include:

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

### CONFLICT OF ROLES

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

If so:

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

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

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



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

### PRE-DETERMINATION

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

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

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

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

## Where to read more

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

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD VIA ZOOM ON TUESDAY 31 AUGUST 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; Alister Duncan, General Manager – Business Support (for part only); Charmaine Ellery, Manager – Strategy and Policy

#### 1. Council Prayer

#### 2. Declarations of Member Conflicts of Interest

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

<b>Item(s) of Business on the Order Paper</b>	<b>Reason for Declaration</b>	<b>Type of Conflict</b> <i>Financial / Non-Financial / Conflict of Roles / Pre-Determination</i>
Public Excluded: North King Country Sport and Recreation Centre	<ul style="list-style-type: none"><li>• Cr New Trustee of Game On Charitable Trust</li></ul>	Conflict of Roles
Public Excluded: North King Country Sport and Recreation Centre	<ul style="list-style-type: none"><li>• Cr Goddard Member of the North King Country Sport and Recreation Centre Steering Group</li></ul>	No Conflict – Council Representative appointed by Council resolution
Public Excluded: North King Country Sport and Recreation Centre	<ul style="list-style-type: none"><li>• Mayor Robertson Member of the North King Country Sport and Recreation Centre Steering Group</li></ul>	No Conflict – Council Representative appointed by Council resolution

#### 3. Confirmation of Minutes – 27 July 2021

##### Resolution

The Minutes of the Waitomo District Council meeting of 27 July 2021, including the public excluded portion of the Minutes, be confirmed as a true and correct record.

Robertson/Whitaker

Carried

## 4. Verbal Reports: Elected Member Roles and Responsibilities

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

### Deputy Mayor Whitaker

1. Brook Park Meeting
2. Waitomo Sister City Incorporated
3. Legendary Te Kuiti
4. Business After 5
5. State Highway 3 – Awakino Tunnel Bypass Official Opening

### Cr Marshall

1. Te Kuiti Community House
2. State Highway 3 – Awakino Tunnel Bypass Official Opening

### Cr New

1. Meeting with Barbara Kuriger
2. Legendary Te Kuiti
3. Business After 5
4. Waitomo Sister City Incorporated
5. Game on Charitable Trust

### Cr Goddard

1. Benneydale Hall
2. Emergency Management and Civil Defence
3. North King Country Sport and Recreation Centre Steering Group

### Cr Brodie

1. Regional Transport Committee
2. King Country Rivercare Group
3. Federated Farmers
4. Three Waters Reform Meeting (Taupo)
5. Three Waters Reform Webinars
6. Kiwi Rail Webinar
7. State Highway 3 – Awakino Tunnel Bypass Official Opening
8. Tainui Trading Post – Three Waters Reform Article
9. Infometrics Webinar

### Mayor

1. Ratepayers Meeting
2. Justice of the Peace Dinner
3. State Highway 3 – Awakino Tunnel Bypass Official Opening
4. Meeting with Minister for Local Government
5. Meeting with Minister of Tourism at Waitomo Village
6. Waikato Mayoral Forum
7. Maniapoto Maori Trust Board Support Committee
8. Three Waters Reform
9. North King Country Sport and Recreation Centre Steering Group

### **Resolution**

The verbal reports be received.

Robertson/Brodie

Carried



## **5. Local Government Funding Agency – Statement of Intent 2021/2022**

Council considered a business paper presenting the Local Government Funding Agency's Statement of Intent for Council's information.

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

### **Resolution**

- 1 The business paper on Local Government Funding Agency – Statement of Intent 2021/2022 be received.
- 2 The Local Government Funding Agency Statement of Intention 2021/2022 be received.

Robertson/Whitaker Carried

## **6. Review of Nga Wai o Waipa Co-Governance Joint Management Agreement**

Council considered a business paper briefing Council on a discussion document received from the Waikato Regional Council on the proposed review of the Maniapoto Joint Management Agreement for the co-management of the Waipa River and its catchment and seeking Council's endorsement to the review process.

### **Resolution**

- 1 The business paper on Review of the Ngā Wai o Waipā Co-Governance Joint Management Agreement be received.
- 2 Council agree to participate in the Ngā Wai o Waipā Co-Governance Joint Management Agreement review process following the timeline outlined in the Discussion Document.
- 3 Council appoint Mayor Robertson and the General Manager – Strategy and Environment to attend the meetings and report back on any major decisions.

Whitaker/Smith Carried

## **7. Adoption of Statement of Proposal for Consultation on Council's Dangerous and Insanitary Buildings Policy**

Council considered a business paper presenting a Statement of Proposal for consideration and adoption to enable public consultation on proposed changes to Council's Dangerous and Insanitary Buildings Policy.

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

### **Resolution**

- 1 The business paper on Adoption of Statement of Proposal for Consultation on Council's Dangerous and Insanitary Buildings Policy Review be received.

- 2 Council adopts the Statement of Proposal for the proposed amendments to the Dangerous and Insanitary Buildings Policy for public consultation from 8 September to 8 October 2021.

Brodie/Goddard Carried

## **8. 2021 Community Events Fund – Consideration of Funding Application**

Council considered a business paper presenting for Council's consideration the application received for Council's Community Events Fund as part of Council's broader Community and Partnership Fund.

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

### **Resolution**

- 1 The business paper on 2021 Community Events Fund – Consideration of Funding Application be received.
- 2 Council approve the allocation of a Community Events Fund Grant as follows:

<b>Name of Applicant</b>	<b>Allocation</b>
Ngati Maniapoto Marae Pact Trust	\$2,181.50

Marshall/New Carried

## **9. Mayor's Report: August 2021**

Council considered the Mayor's Report prepared for the 31 August 2021 Council Meeting.

### **Resolution**

The Mayor's Report for the 31 August 2021 Council Meeting be received.

Robertson/Goddard Carried

## **10. 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. North King Country Sport and Recreation Centre	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
General Manager – Community Services	Portfolio Holder
Manager – Strategy and Policy	Portfolio Holder

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

Robertson/Whitaker Carried

**11. 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, Council agreed that only the Resolutions and public Report prepared by the King Country Sport and Recreation Centre Steering Group’s Independent Chairperson (Steve Bramley) be made public.

The Resolutions passed are as follows:

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

c. *the advice received with respect to policies around procurement.*

3 *That taking into account:*

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

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

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

- a. *The Game on Charitable Trust:*
  - i. *successfully novating to Council all grants committed for the purpose of the development of the Sports Centre; and*
  - ii. *delivering to Council all documents relating to the project, including plans and design specifications, resource and other consents secured, costings and quotations;*
  - iii. *amending its Deed of Trust to allow for a Trustee Appointments Committee to be established with membership determined by the Council.*
- b. *Acceptable Agreements being reached between the relevant parties as to:*
  - i. *an acceptable land tenure arrangement, to include Council access and usage rights for a period of no less than 34 years;*
  - ii. *the roles and responsibilities regarding the development and subsequent management and operation of the Sports Centre; and*
  - iii. *the ongoing capital and operating expenses contributions by the parties.*

- c. *Council receiving the minimum funding contributions from funding partners as follows:*
    - i. *The Ministry of Education - \$1,740,000*
    - ii. *Te Kuiti High School Board of Trustees - \$773,014*
    - iii. *Other committed funding parties as obtained by GOCT.*
  - d. *Agreement being reached with a contractor to construct the Sports Centre to an agreed design, price and specifications.*
  - e. *Any other matters deemed relevant by Council to enable the delivery of this Centre.*
- 5 *That Council agrees to amend its Procurement Policy to ensure the realisation of the funding partnership required to facilitate and complete the proposed development and that it delegates its authority to the Chief Executive and the Mayor to approve the amendment to Council's Procurement Policy for this project.*
- 6 *Legal advice be obtained in relation to Council's obligations to publicly consult on this proposal and that legal advice be presented for Council's consideration at the next Council meeting scheduled for Tuesday 28 September 2021.*
- 7 *These Resolutions and the public Report prepared by the King Country Sport and Recreation Centre Steering Group's Independent Chairperson (Steve Bramley) be made public following this meeting.*
- 8 *A Press Release be made to support the detail of these Resolutions.*

*Robertson/Brodie Carried*

*Robertson/Whitaker Carried*

There being no further business the meeting closed at 10:47am

Dated this                    day of                    2021

JOHN ROBERTSON  
**MAYOR**

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## 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 17 AUGUST 2021 AT 9.15AM

**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:** Steve Bramley (SGL Funding Limited), Chair of the King Country Sport and Recreation Centre Steering Group

Paul Charman (Waitomo News)

Chief Executive; General Manager – Business Support; Manager – Governance Support; General Manager – Infrastructure Services, Manager – Strategy and Policy and General Manager – Community Services (for part only) and Leader – Communications and Engagement (for part only)

<b>1. Declarations of Member Conflicts of Interest</b>
--

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

<b>Item(s) of Business on the Order Paper</b>	<b>Reason for Declaration</b>	<b>Type of Conflict</b> <i>Financial / Non-Financial / Conflict of Roles / Pre-Determination</i>
Order Paper Public Excluded Item No. 1 – Presentation – King Country Indoor Sport and Recreation Centre Steering Group	<ul style="list-style-type: none"> <li>• Mayor Robertson</li> </ul> Council appointee to Steering Group	Interest Only
Order Paper Public Excluded Item No. 1 – Presentation – King Country Indoor Sport and Recreation Centre Steering Group	<ul style="list-style-type: none"> <li>• Cr Goddard</li> </ul> Council appointee to Steering Group	Interest Only
Order Paper Public Excluded Item No. 1 – Presentation – King Country Indoor Sport and Recreation Centre Steering Group	<ul style="list-style-type: none"> <li>• Cr New</li> </ul> Trustee of Game on Charitable Trust	Conflict of Roles

The Committee agreed that as this is a Presentation from the Steering Group Chairperson no conflicts of interest occur in this instance.

**Resolution**

The declarations be received.

Robertson/Brodie      Carried

## **2. Confirmation of Minutes – 11 May 2021**

### **Resolution**

The Minutes of the Waitomo District Council Audit, Risk and Finance Committee meeting of 11 May 2021, including the Public Excluded minutes, be confirmed as a true and correct record.

Goddard/Whitaker      Carried

## **3. Mastercard Expenditure Report (April – June 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.

### **Resolution**

The Mastercard Expenditure Report for the period April – June 2021 be received.

B Robertson/Whitaker      Carried

## **4. Progress Report: Procurement Summary Schedule (April 2021 – June 2021)**

The Committee considered a business paper presenting a summary of the procurements made in the period April 2021 to June 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 (April 2021 to June 2021) be received.

B Robertson/J Robertson      Carried

## **5. Staff Submission to the Construction Contracts (Retention Money) Amendment Bill**

The Committee considered a business paper providing a brief on a staff submission made to the Construction Contracts (Retention Money) Amendment Bill.

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

The Chairperson requested that a report on retentions be provided to the Audit Risk and Finance Committee as least once per year. The General Manager – Business Support undertook to provide reporting on retentions in the annual reporting.

### **Resolution**

The business paper on Staff Submission to the Construction Contracts (Retention Money) Amendment Bill be received.

B Robertson/New      Carried

## **6. Local Government Funding Agency – Quarterly Report to Shareholders for the year ended June 2021**

The Committee considered a business paper presenting the Local Government Funding Agency Quarterly Report to Shareholders for the year ended 30 June 2021

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

### **Resolution**

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

Whitaker/J Robertson Carried

## **7. Progress Report for Year Ended 30 June 2021**

The Committee considered a business paper providing a high-level summary of progress on:

- Council's Activities (quarterly progress reports); and
- Council's Budget (quarterly financial reporting); and
- How Council is delivering against the service performance measures (quarterly non-financial reporting).

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

The Committee requested that future quarterly reports include a summary providing information on what any surplus consists of i.e. what is permanent savings and what is a surplus due to the timing of works.

### **Resolution**

The business paper on Progress Report for the year ended 30 June 2021 be received.

Brodie/Whitaker Carried

## **8. Risk Management Framework**

The Committee considered a business paper presenting the Risk Management Framework for adoption.

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

### **Resolution**

- 1 The business paper on Risk Management Framework be received.
- 2 The Audit, Risk and Finance Committee adopt the Risk Management Framework.

New/Marshall Carried

**9. Progress Report: Three Waters Reform Project Delivery – 30 June 2021 – Preparation for the Reform – Tranche 2**

The Committee considered a business paper providing an update on Three Waters Reform Project Delivery (Tranche 1) for the period ended 30 June 2021 and preparation for reform (Tranche 2).

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

**Resolution**

The business paper on Progress Report for the period ended 30 June 2021 be received.

B Robertson/Brodie Carried

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

**Resolution**

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

Brodie/J Robertson Carried

Paul Charman (Waitomo News) left the meeting at 10:55am.

The General Manager – Community Services entered the meeting at 10:56am.

**11. Progress Report: Health and Safety**

The Committee considered a progress report on Waitomo District Council Health and Safety systems and processes.

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

The Chairperson asked that any incidents reported within the wider PCBU i.e. including external Contractors be included in future reporting.

**Resolution**

The Progress Report: Health and Safety be received.

New/Smith Carried

**12. 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. Presentation – King Country Indoor Sport and Recreation Centre – Steering Group	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. Bank Deposit – 8 June 2021	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
Leader – Communications and Engagement	Communications

- 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/Smith      Carried

The General Manager – Infrastructure Services and Manager – Strategy and Policy left the meeting at 11:02am.

<b>13. Consideration of Public Excluded Items for the purpose of making information Public following Council's decision taking</b>
--

Following consideration and decision taking of items of business with the public excluded, the Committee agreed that the following information be made public:

**1 Presentation – King Country Indoor Sport and Recreation Centre – Steering Group**

Resolution 1 only be made public as follows:

***Resolution***

*1 The Presentation from King Country Indoor Sport and Recreation Centre Steering Group be received.*

Note: The business paper and remainder of Resolutions for this item are not made public for the reasons set out in Item 12 - "Motion to Exclude the Public" of these Minutes.

**2 Bank Deposit – 8 June 2021**

The Resolution only be made public as follows:

***Resolution***

*The business paper on Bank Deposit – 8 June 2021 be received.*

Note: The business paper for this item is not made public for the reasons set out in Item 12 - "Motion to Exclude the Public" of these Minutes.

B Robertson/Brodie                      Carried

There being no further business the meeting closed at 2:18pm

Dated this            day of            2021.

BRUCE ROBERTSON  
**INDEPENDENT CHAIRPERSON**

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<b>Document No:</b> A577400	
<b>Report To:</b>	<b>Council</b>
	<b>Meeting Date:</b> 28 September 2021
	<b>Subject:</b> <b>Mayor's Report</b>

Since the August Council meeting my focus has been on working with the Executive through the various conditions that we set at that meeting with respect to the King Country Indoor Sports and Recreation Centre. These conditions need to be fulfilled before Council takes over the project to construct and operate the Centre in partnership with the Ministry of Education and the Te Kuiti High School Board.

The timetable to achieve this has been tight. As at the time of writing this report, I expect a number of matters to be outstanding when Council meets. Negotiations between WDC and the other partners are in play as I write.

This is a complex proposal, requiring detailed agreements by the Council with the Ministry of Education and the School Board, and other agreements with a number of funding partners. It is important to get these right to reduce risk and ensure that the project is sustainable long term.

I acknowledge the considerable efforts by the Chief Executive and his team to assist with this proposition, following on from the Steering Group's work and recommendations that a partnership model be developed.

Today we are considering community grants. The Council has budgeted \$72,000 for single year community assistance grants and \$220,000 per annum for three year partnership grants. This adds to total annual grants budgeted of \$292,000, a little over one percent of the annual rate take. Applications received total \$340,000.

In a Workshop last week elected members considered the applications received, guided by policies. At today's meeting decisions will be made.

Council today will also discuss the proposed three waters reform. This is a proposal that the Government is making. Central Government owns these proposals, not Local Government.

Councils have been investing considerable time reviewing and commenting on the proposals. On Thursday I spent much of the day with the Mayors and Chief Executives from the twenty-two Councils in what is called the Entity B area. There remains considerable concern over both the process and proposition.

The reform agenda is in the hands of Central Government. Where it moves from here is a call for Central Government to make.



JOHN ROBERTSON, QSO  
**MAYOR**

Document No: A577394

**Report To: Council**



**Meeting Date:** 28 September 2021

**Subject:** **CHIEF EXECUTIVE – RECRUITMENT PROCESS**

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to confirm the appointment of a Recruitment Agency for the purpose of completing the recruitment process for appointment of a new Chief Executive.

## Background

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

**42 Chief executive**

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

- 2.2 Sections 33-35 of Schedule 7 of the Local Government Act 2002 state as follows:

**33 Appointment of chief executive**

*The local authority must, in making an appointment under section 42, have regard to the need to appoint a person who will—*

- (a) *discharge the specific responsibilities placed on the appointee; and (b) imbue the employees of the local authority with a spirit of service to the community; and*
- (c) *promote efficiency in the local authority; and*
- (d) *be a responsible manager; and*
- (e) *maintain appropriate standards of integrity and conduct among the employees of the local authority; and*
- (f) *ensure that the local authority is a good employer; and*
- (g) *promote equal employment opportunities.*

**34 Terms of employment of chief executive**

- (1) *A chief executive appointed under section 42 may not be appointed for a term of more than 5 years.*
- (2) *The local authority and the chief executive must enter into a performance agreement.*
- (3) *When the term of appointment expires, a vacancy exists in the office of the chief executive, and that vacancy must be advertised.*
- (4) *Despite subclause (3), if the local authority has completed a review under clause 35, that local authority may, without advertising the vacancy, appoint the incumbent chief executive for a second term not exceeding 2 years on the expiry of the first term of appointment.*
- (5) *After completing a review under clause 35, but before the date on which the chief executive's contract of employment for the first term expires, the local authority must resolve whether or not to—*
- (a) *appoint the chief executive for a second term under subclause (4); or*
- (b) *advertise the vacancy.*

- (6) *If a vacancy is advertised,—*
  - (a) *the incumbent chief executive may apply for the position; and*
  - (b) *the local authority must give due consideration to any application for the position by the incumbent chief executive.*
- (7) *Despite the provisions of any other enactment or rule of law, a chief executive has no right or expectation of renewed employment at the end of any term.*

**35 Performance review at end of first term of appointment**

- (1) *A local authority must, not less than 6 months before the date on which the chief executive's contract of employment for the first term expires, conduct and complete a review of the employment of the chief executive.*
- (2) *The review must assess—*
  - (a) *the performance of the chief executive; and*
  - (b) *the mix of skills and attributes possessed by the chief executive, and the degree to which they are consistent with the skills and attributes that the local authority considers necessary for the future; and*
  - (c) *any other factors that the local authority considers relevant.*
- (3) *To avoid doubt, responsibility for determining the degree to which any factors in subclause (2)(a) and (b) apply to a review, and the relevance of any additional factors under subclause (2)(c), rests solely with the local authority.*
- (4) *Subclause (1) does not apply if the incumbent chief executive declares in writing to the local authority that he or she does not wish to be considered for appointment to a second term.*

2.3 The incumbent Chief Executive was initially employed at Waitomo District Council in February 2007 and completed terms of employment in accordance with the Local Government Act 2002 as follows:

2007 – Employed for a five year term (ending February 2012)  
2012 – Employed for a five year term (ending February 2017)  
2017 – Employed for a five year term (ending February 2022)

2.4 The incumbent Chief Executive has confirmed with the Council that he will not be making himself available for re-appointment at the end of the current five year term in February 2022.

## Commentary

- 3.1 The Council has obtained recruitment proposals from three separate recruitment agencies (Greg Tims & Associates, LGNZ Equip and Sheffield Search).
- 3.2 The recruitment proposals received are held by the Mayor.
- 3.3 Greg Tims & Associates, who also has a longstanding relationship with Waitomo District Council, presented the preferred proposal and has commenced the recruitment process, with advertising of the Chief Executive position due to close on Friday 24 September 2021.

## Suggested Resolutions

- 1 The business paper on Chief Executive – Recruitment Process be received.
- 2 Council confirm the appointment of Greg Tims and Associates as the preferred provider for the Chief Executive Recruitment Process.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

**Document No:** A576951

**Report To:** Council



**Meeting Date:** 28 September 2021

**Subject:** **2021 Single-Year Community Assistance Grant – Consideration of Funding Applications**

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the 2021 Single-Year Community Assistance Grant Applications and to allocate funding.

## Background

- 2.1 The Single-Year Community Assistance Grant forms part of the Waitomo District Council's broader Community and Partnerships Fund Policy.
- 2.2 The Single-Year Community Assistance Grant focuses on providing assistance for not-for-profit community organisations that support community led projects. These projects are aligned with Council Plans and Strategies and contribute and support the social, cultural, economic and environmental well-being of the Waitomo District.
- 2.3 Of particular interest for Council is those projects and initiatives that align and support WDC's Community Outcomes and that contribute to and support the Vibrant Safe Waitomo Strategy.

## Commentary

- 3.1 The assessment and allocation of the Single-Year Community Assistance Grant is at the discretion of the elected members and is for one-off projects or initiatives that will be completed within a 12-month period from receiving the grant.
- 3.2 The amount of \$72,000 has been allocated to the Single-Year Community Assistance Grant.
- 3.3 Applications were received as follows:

Te Kuiti and District Memorial RSA	Te Kuiti Amateur Swimming Club Inc
Hamilton Tomo Group	Waitomo Education District Trust
Te Waitere Boating Club Inc	

- 3.4 To maintain the integrity of the assessment process, elected members independently completed an assessment for the applications. The assessments were undertaken in accordance with the CPF Policy.
- 3.5 At a Workshop held on 21 September 2021, Council reviewed and discussed the applications. The average score and a recommended grant value was independently assigned by elected members and then reviewed to reach agreed funding allocations.

## Considerations

### 4.1 **RISK**

4.2 If Council does not consider the applications to the Single-Year Community Assistance Grant, it will not be meeting its obligation under the Community and Partnerships Fund Policy.

### 4.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

4.4 The consideration of the funding applications has been undertaken consistently in accordance with the Community and Partnerships Fund Policy.

### 4.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

4.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

## Suggested Resolutions

1. The business paper on 2021 Single-Year Community Assistance Grant – Consideration of Funding Applications be received.
2. Council approve /not approve the allocation of the 2021 Single-Year Community Assistance Grants, as follows:

<b>Name of Applicant</b>	<b>Allocation</b>
Te Kuiti and District Memorial RSA	\$2,000.00
Hamilton Tomo Group	\$10,000.00
Te Kuiti Amateur Swimming Club Inc	\$5,000.00
Te Waitere Boating Club Inc	\$10,000.00
<b>TOTAL</b>	<b>\$27,000.00</b>



HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

21 September 2021

**Document No:** A577070

**Report To:** Council



**Meeting Date:** 28 September 2021

**Subject:** **2021 Multi-Year Community Partnership Grant – Consideration of Funding Applications**

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the 2021 Multi-Year Community Partnership Grant Applications and to allocate funding.

## Background

- 2.1 The Multi-Year Community Partnership Grant forms part of the Waitomo District Council's broader Community and Partnerships Fund Policy.
- 2.2 Waitomo District Council's Multi-Year Community Partnership Grant supports the not-for profit organisations whose work is aligned with Council plans and strategies and contribute to the social, cultural, economic and community well-being of the Waitomo District.
- 2.3 The Multi-Year Community Partnership Grant supports community organisations that offer services or facilities that make a significant contribution and improved well-being in the Waitomo District.
- 2.4 Waitomo District Council supports resource sharing by organisations and encourages, where possible, a collaborative approach to achieve positive community outcomes.

## Commentary

- 3.1 The Multi-Year Community Partnership Grant is for a three-year period, aligning with Council's 10 Year Plan cycle.
- 3.2 There is **\$220,000** per annum available for distribution in this funding round.
- 3.3 Applications were received as follows:

Lifelink/Samaritans Incorporated	Te Kuiti Community House Trust
Tainui Historical Society (Mokau Museum)	Te Kuiti and District Historical Charitable Trust
Te Kuiti and District Highland Pipe Band Incorporated	Piopio Community Swimming Pool Charitable Trust
Citizens Advice Bureau Te Kuiti Inc	New Zealand Shearing Championships Inc
The Hillview Trust Incorporated	Game on Charitable Trust
Sport Waikato	Youthline Auckland Charitable Trust
Te Kuiti Development Inc/Legendary Te Kuiti	Maniapoto Ruby Football Sub-Union Incorporated
Pinetree No.5 Trust	Piopio Amateur Swimming Club
Maniapoto Netball Association Incorporated	Waitomo Sister City Incorporated
Creative Waikato	Piopio Lions Club
Waikato Screen	Waitomo Caves Museum
Waitete RFC	

- 3.4 To maintain the integrity of the assessment process, elected members independently completed an assessment for each application. The assessments were undertaken in accordance with the CPF Policy.
- 3.5 At a Workshop held on 21 September 2021, Council reviewed and discussed the applications. The average score and a recommended grant values were independently assigned by elected members and reviewed to reach agreed funding allocations.

## Considerations

### 4.1 **RISK**

- 4.2 If Council does not consider the applications to the Multi-Year Community Partnership Grant, it will not be meeting its obligation under the Community and Partnerships Fund Policy.

### 4.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 4.4 The consideration of the funding applications has been undertaken consistently in accordance with the Community and Partnerships Fund Policy.

### 4.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 4.6 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

## Suggested Resolutions

1. The business paper on 2021 Multi-Year Community Partnership Grant – Consideration of Funding Applications be received.
2. Council approve/not approve the allocation of the 2021 Multi-Year Community Partnership Grants, as follows:

Name of Applicant	Allocation (per annum)
Tainui Historical Society (Mokau Museum)	\$10,000.00
Te Kuiti and District Highland Pipe Band Incorporated	\$2,000.00
Citizens Advice Bureau Te Kuiti Inc	\$4,500.00
Te Kuiti Community House Trust	\$12,000.00
Te Kuiti and District Historical Charitable Trust	\$15,000.00
New Zealand Shearing Championships Inc	\$6,000.00
Sport Waikato	\$35,000.00
Youthline Auckland Charitable Trust <ul style="list-style-type: none"> <li>• <i>Condition: The Applicant to be informed that funding is conditional on an annual visit to a Waitomo District School</i></li> </ul>	\$2,000.00
Te Kuiti Development Inc/Legendary Te Kuiti	\$10,000.00
Pinetree No.5 Trust	\$3,000.00




<b>Name of Applicant</b>	<b>Allocation (per annum)</b>
Piopia Amateur Swimming Club	\$400.00
Maniapoto Netball Association Incorporated	\$10,000.00
Piopia Community Swimming Pool Charitable Trust	\$10,000.00
The Hillview Trust Incorporated	\$20,000.00
Waitete RFC	\$5,000.00
Maniapoto Ruby Football Sub-Union Incorporated	\$20,000.00
Piopia Lions Club	\$550.00
Waitomo Sister City Incorporated	\$3,000.00
Waitomo Caves Museum	\$44,000.00
<b>TOTAL</b>	<b>\$212,450.00</b>



HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

21 September 2021

<b>Document No:</b> A572006	
<b>Report To:</b> Council	
	<b>Meeting Date:</b> 28 September 2021 <b>Subject:</b> <b>Motion to Exclude the Public for the Consideration of Council Business</b> <b>Type:</b> Decision Required

## Purpose

1.1 The purpose of this business paper is to enable Council to consider whether or not the public should be excluded from the consideration of Council business.

Note: It is Council's decision whether or not to consider any of the items listed below in the public or public excluded portion of the meeting.

## Commentary

2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives the right, by resolution, to exclude the public from the whole or any part of the proceedings of any meeting, only on one or more of the grounds contained within that Section.

## Suggested Resolutions

- 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. Progress Report: Proposed Waitomo District Plan	Section 7(f) – To maintain the effective conduct of public affairs through - (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment;	Section 48(1)(a)(i)
2. Resident Survey 2021	Section 7(f) – To maintain the effective conduct of public affairs through - (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty;	Section 48(1)(a)(i)

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
3. Three Waters Reform – 8 Week Consideration	Section 7(2)(c) – To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest.	Section 48(1)(a)(i)
4. North King Country Indoor Sport and Recreation Centre	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)
5. 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
General Manager – Community Services	Portfolio Holder
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Business Support	Portfolio Holder
Acting General Manager – Infrastructure Services	Portfolio Holder
Manager – Strategy and Policy	Author

- 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.



**MICHELLE HIGGIE**  
**MANAGER – GOVERNANCE SUPPORT**