

Document No: A441687

**Report To: Council**



**Meeting Date:** 27 August 2019

**Subject:** Deputation – Nick Ferris (Rangitoto Dairies Limited)

**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Nick Ferris, Managing Director of Rangitoto Dairies Ltd will be in attendance at 9.00am to address the Council in respect to a request to install a cattle stop for a stock crossing on Pururu West Road.

### Suggested Resolutions

The Deputation from Nick Ferris, Managing Director of Rangitoto Dairies Ltd be received.

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

MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

Document No: A441388

**Report To: Council**



**Meeting Date:** 27 August 2019

**Subject:** Deputation - Sport Waikato – Reporting against Provision of Services Grant Agreement

**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Matthew Cooper, Chief Executive Officer Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.15am to present Sport Waikato's initiatives and activities for the six month period (1 January 2019 to 30 June 2019).
- 1.2 The Sport Waikato Quarterly Report for 1 January 2019 to 31 March 2019 was presented to Council at its meeting of 25 June 2019.
- 1.3 Attached to and forming part of this business paper is the Sport Waikato Quarterly Report for the period 1 April 2019 to 30 June 2019.

### Suggested Resolutions

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

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

HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

August 2019

Attachment: Sport Waikato Quarterly Report (1 April 2019 to 30 June 2019)

# MOVING WAIKATO 2025

A STRATEGY TO GROW PARTICIPATION IN SPORT,  
RECREATION AND PHYSICAL ACTIVITY

Moving Waikato 2025 is an evidenced based strategy that seeks to build on the positive momentum of existing loyal partnerships and to increase the provision of opportunities for both participation and sporting success for the people of the region.

## ONE VISION

A HEALTHY,  
VIBRANT, PHYSICALLY  
ACTIVE & SUCCESSFUL  
SPORTING REGION

### OUR PEOPLE

A focus on the provision of opportunities that meet the needs of the people of our region - more adults and more children out there and active

Women and Girls  
Young People  
Maori  
Rural Communities  
Older People

### BUILDING COMMUNITIES

A focus on quality local delivery of sport, recreation and physical activity experiences – helping communities to help themselves

Local Sport  
Education  
Recreation & Physical Activity  
Maaori Settings

### COACH REGIONAL LEADERSHIP

A focus on regional and national partners working together to lead change and enhance outcomes – leading and delivering change

Insights  
Facilities  
Urban Growth  
Home of High Performance

ACHIEVING SUCCESS THROUGH WORKING TOGETHER

# Sport Waikato Waitomo District Report

**1 APRIL to 30 JUNE 2019**

## **Sport Waikato's Vision –**

*'Everyone out There and Active'*

**Role Purpose –** *'Grow participation by connecting our communities to quality experiences in sport, recreation and physical activity'.*

## **Aligning with.....**

## **Waitomo District Council's Vision –**

*'Creating a better future with vibrant communities and thriving business'.*

This future relies on the promotion of a healthier, safer and more rewarding lifestyle across all of the diverse communities that make up our district.

District Co-ordinator

Dede Downs

[waitomo@sportwaikato.org.nz](mailto:waitomo@sportwaikato.org.nz)

Phone 027 485 3692

## CONTENTS

1. Local Delivery Updates
2. Regional Sport Waikato team updates
3. Sport Waikato GM Regional Leadership Insights

### Our District Coordinators Regional Focus


Across the region our District Coordinators continue to support their local communities with three common KPI's:

1. To grow participation – connecting the community with opportunities to be active
2. To grow the quality of experiences – supporting sports clubs and physical activity providers to meet the needs of a changing society
3. To provide local leadership and partnerships – connecting organisations to work together to achieve outcomes on behalf of the community

### Waitomo District Co-ordinator Updates

#### LOCAL DELIVERY

Our People		
Project	Subject	Future Actions
Advocacy: Clubs/Community organisations	Continued to work closely with the <b>North King Country Junior Football Association</b> to ensure sustainability and growth in confidence of administrators for remainder of the 2019 season.	To remain 'in the loop' in a support and guidance role through to end of season and with planning of 2020 season.
	<b>Piopio Community Recreation Club</b> – Work with this group to set up an activity area for older children, situated on Piopio College Grounds. Funding, infrastructure advice and feasibility studies.	Continued assistance as and when required.
	<b>Te Kuiti Gymsport/Gymnastics</b> – Despite extensive promotion and support of this activity numbers fell away so sessions were put on hold until winter sport finishes.	Continue to meet with and assist coach when sessions begin again in August.
	<b>Te Kuiti Table Tennis</b> – Continuing weekly activity whilst working towards setting up a club structure.	Ongoing Co-facilitation
	Worked with <b>Te Kuiti Croquet Club</b> to provide ongoing promotion, funding information and referrals to grounds maintenance experts. The club have purchased a new mower with Trust Waikato funding, making the job much easier for club volunteers.	Continue to assist the committee with ideas for promotion days/events and ideas to encourage new players.

Advocacy: Clubs/Community organisations	<p><b>Waitomo Golf Club</b> – Women and Girls golf introduction sessions.</p> 	Ongoing activity to be repeated in the Spring and offered to all.
	<p><b>Volunteer Week</b> – Visited all winter junior sport codes to identify worthy volunteers who have not previously been acknowledged publicly. DC profiled a number of these volunteers in a Waitomo News article which resulted in some great feedback. A selection of Coaches and officials were also acknowledged at sports fields, courtside or prize-givings and presented with small Volunteer Week branded gifts.</p> <p>Sport volunteers nominated on the SW Facebook page were also acknowledged with one 'selected' volunteer receiving a 'Volunteer Week' gift pack.</p>	Continue to encourage and support schools and clubs to manage their volunteer recruitment, retention and reward programmes.
	<p><b>Summer Nature Programme Funding</b> – As a group member, the DC promoted this funding opportunity and assisted community groups with funding applications.</p>	Two coalition groups received funding to provide activities – 1) A Spring Dance 2) PINK WALK event. DC will partner with these groups to present the activities.
	<p><b>Kiwisport Volleyball Regional Coach</b> – Presented a total of 6 sessions at Te Kuiti High School and Piopio College prior to the King Country SS Volleyball Championships.</p>	DC supported KCSS Volleyball Championships held in Te Awamutu alongside Convenor SW SS Dev. Officer.
Event Support	<p><b>Waitomo Trail Run</b> – Provided promotion of event and hands-on registration duties.</p>	Evaluations to be completed and recommendations made for 2020.
	<p><b>Te Waitere Boat Club Mountain Bike Classic</b> – Provided extensive promotion of this inaugural event.</p>	Continue to support the club with promotion & planning of events.
	<p><b>Waitomo district Primary Schools X Country event</b> – Hands-on assistance. Valuable networking with school representatives and parent volunteers.</p>	Ongoing annual assistance provided.
	<p><b>Waitomo district /North King Country Primary Schools Orienteering, Aria.</b> Attended and provided equipment.</p>	Ongoing annual assistance provided
	<p><b>CNITMA – National Conference, Taupo</b> – DC provided administration and event management assistance to Central North Island Turf Managers Association ensuring a well-run Conference hosting over 200 sports turf managers, International speakers and Turf equipment suppliers. Networked with and engaged NZ Golf and NZ Turf Culture Institute.</p>	To remain in contact with this Waikato/BOP organisation as there is a chance they may be asked to present future bi-annual conferences. Administrators reside in North King Country/Waitomo.

## Local Sport Capability

Valuable workshops organised for Waitomo district

- **'Sports Strapping Workshop'**- Held in May at Waitomo Golf Club. District Co-ordinator organised, Physiotherapist Maneesh Nahna facilitated - 22 attendees.
- **'Growing Effective Volunteer Teams'** – to be held 1<sup>st</sup> July. Fees subsidised by the district 'Volunteers' budget. *This workshop was postponed owing to lack of registrations.*
- **'Sustainable Funding Workshop'** – Scheduled for 2<sup>nd</sup> September.



**Secondary Schools** – Sport Waikato Secondary Schools Development Officer

**Events facilitated by online support including entry/results processes and/or attendance for event management.**

### **Regional events involving Waitomo District students:**

- NISS Athletics – WaiBOP SS AA Team support and entry process – Tauranga Domain
- WSS Regional Swimming championships – Water world
- Equestrian – web support
- Moto X Cross - web support
- Central North Island Area Schools Coaching Clinic – Te Awamutu Event Centre organisational support
- Cross Country Zones for
  - King Country @ Piopio Domain [Piopio College]
  - WaiBOP SS regional Cross-Country, Kihikihi Domain [Te Awamutu]
  - WSS Squash – Individual and teams
  - Volleyball – King Country Championships

### **Waikato Secondary School Basketball League (WSSBL Competition)**

155+ teams across the region with key venue hubs used on Tuesday, Thursday and Friday. Venue hubs included Waitomo Sports Stadium.

### **Communications**

**Cluster/Planning Meetings** for Sport coordinators, Directors and District Co-ordinators -

King Country meetings are held every school term at Te Kuiti High School.

Attendees in May included - Leanne Stewart {SW - Facilities}, Nikki Blake [WILSS], Homey Hireme (Halberg Foundation), Alex Mariano [Waikato Volleyball]



### **This is ME**

The This is ME Secondary Schools Programme continues to operate in both Te Kuiti High School and Piopio College in 2019, with female student leaders engaged in the co-design and co-delivery of physical activity opportunities for young women at school. Through the programme, Te Kuiti High School has implemented

a 'Stay and Play' after school initiative for youth alongside This is ME activities for girls in an effort to engage the school's young people in movement that is exciting and relevant to them.

The Piopio College This is ME Leaders are currently working with Sport Waikato staff to lead lunchtime activities for their fellow female students and have thus far been involved in Swimming and Ultimate Frisbee. Ripper Rugby, in partnership with NZ Rugby and KCRFC was offered in Term 2 in both schools, which will culminate in a King Country Quick-Rip Rugby Festival for secondary-school aged girls later in the year. This is ME community activations are in planning for the second half of 2019.



### Active & Well

#### GREEN PRESCRIPTION PROGRAMME:

Total Clients = 20    Gender: Female = 10; Male = 10

Ethnicity: European = 2; Maaori = 11; NZ European = 6; Other Ethnicity = 1

<u>Age Band</u> :	GRx TEENS	1
	18-29yrs	3
	30-49yrs	7
	50-64yrs	6
	65+	3

**ACTIVE FAMILIES PROGRAMME:** Families continuing being serviced from the last quarter = 1

#### **ACTIVE FAMILY, HEALTHY KIDS - WHAANAU KORI, TAMARIKI ORA**

New Families Referred = 8

Families continuing being serviced from the last quarter = 4

#### **Success Stories**

Whaanau Kori Tamariki Ora - Client T, Female, 10yrs, Maaori  
This whaanau has made some great improvements and the client is now eating breakfast most days (5/7) where before it was only occasionally. Mum's now limiting wi-fi time, so all screen time has been reduced. She is going to bed now at 8.30pm instead of 9.30pm. With all of these changes she is feeling a lot more energetic and playing a lot more sport including Netball, Rippa Rugby and Baseball.

A&W COMMUNITY DELIVERIES:		
Delivery Type	No.	No. Attending
Workshops	0	0
Presentations	0	0
Classes	1	9
Events	1	25



### He Oranga Poutama

He Oranga Poutama Kaiwhakahaere in the Maniapoto rohe works with Whanau, Hapu, Iwi Maori to provide activities that are relevant and meaningful to these focus groups in the as Maori settings. These settings are where there is a high number of Maori, on Marae, in the Ngahere, on the Awa/Moana, in Wharekura, Kohanga Reo and in collaboration with other Maori Community, Health and Service Providers. Recent activities would be in a preparation and planning role with Maniapoto Primary Schools (Whikoi mo te Reo), Maniapoto Iwi U11s Netball Team, Te Wharekura o Maniapoto Inaugural Netball Tournament, Traditional Maori Game Development, Marae Fundraising Efforts.





### **Project Energize in Waitomo Primary Schools**

*Project Energize is a Waikato District Health Board funded initiative, whose aim is to increase the quality and quantity of physical activity and improve the nutritional status of primary and intermediate school aged children in the Waikato/North King Country.*

This term saw a big focus on Cross Country and Orienteering activities.

With the Rangitoto Crosscountry in the first few week of term, all schools hit the ground running (literally). Lots of sessions in all schools for daily fitness and huff n puff games and activities. All schools had their own school cross countries. Energize attended many of these with some of the schools taking advantage of our local recreation areas. Brook Park was used by Te Kuiti Primary and St Josephs school for their events, and Pukenui used the local farm across the road from their school. The Interschool event at Rangitoto saw a fine sunny day with students from most Waitomo schools attending.

Rippa Tournaments run by the Rugby Union. Energize helped run the Te Kuiti module. The teams then went on to the KC tournament, with both Te Kuiti Primary teams running out the winners in both the Year 7 & 8 grade, as well as the 5 & 6 grade. The year 5 & 6 Team now head to Wellington for the National Tournament.

During the term Energize held sessions at some schools combining Orienteering with TMG as well as some TMG sessions.

Coming up - The 20<sup>th</sup> Aria Interschool Orienteering Event in June.

Matariki celebrations and Traditional Maori Games in July.

### **Under 5s**

The Sport Waikato Under Fives Fundamental Skills Advisor works with community organisations in the Waitomo District to help improve the physical development of children under the age of 5. There were no sessions held in this period. Kiwi Manuals are a series of e-book for Waikato parents, providing information and activity ideas to encourage physical activity from birth. A total of 3 KiwiBaby manuals were downloaded.

**District Co-ordinator - Coming Up locally**

- Holiday activities
- Sustainable Funding workshop
- Sports Awards organisation
- King Country Secondary Schools Badminton Championships
- King Country Secondary Schools Touch Competition
- King Country Secondary School Ki O Rahi Championships
- Te Kuiti Celebration of Dance
- Waitomo district PINK WALK event

**REGIONAL SPORT WAIKATO TEAM UPDATES****SPORT CAPABILITY - Roseanne Murray and Alan McDonald**

The Sport Capability team leads the development and awareness of best practice models, resources and learning opportunities for sport and recreation deliverers to provide sustainable, quality experiences as part of the Building Communities strategy.

During this period, the Advisors have supported the District Coordinators to provide advice, guidance and relevant resources to sports clubs and associations including the rollout of the club development workshop series and initiatives to recognise and support our local volunteers.

**REGIONAL FACILITIES – Leanne Stewart**

1. Regional Facilities Forum # 1 hosted by Hamilton City Council at Waterworld May 2019 - 34 stakeholders in attendance
2. 2020 Regional Sports Facilities Plan Review process underway with audit of all Waikato Secondary Schools to be undertaken over the next 2-3 weeks. Intermediate and Primary Schools will be surveyed to lesser extent in next few months.
3. Sport NZ currently inputting all facility audit information into the newly created Facility Planning Tool – will form the basis of the WRSFP Review. Facility planning tool due to be rolled out in July 2019.
4. Recent Lotteries Significant Funding round resulted in only \$4M investment into the Waikato Regional Theatre – very little investment into Sport and Recreation sector.
5. Collaborative Sport Field Study underway across three councils – Hamilton City Council, Waipa and Waikato District Councils. GLG contracted to undertake and address capacity, usage and future provision.

## Insights – General Manager Michelle Hollands

1. **Review of Moving Waikato 2025:** The First Horizon – Sport Waikato is currently building a programme of activities to review the success of the first horizon in the partnered delivery of objectives for Moving Waikato 2025. The first unified strategy to grow participation in sport, recreation and physical activity with the vision of “A healthy, vibrant, physically active and successful sporting region”, Sport Waikato will work with a cross sector leadership advisory, a small group of community grassroot voices, a youth advisory council and it’s own Board/Leadership Team to review and share the outcomes and next steps for this important regional strategy.
2. **Healthy Active Learning Announcement** – as part of the Governments Wellbeing Budget, announcements were made that Sport New Zealand will be working with the Ministries of Education and Health to deliver Healthy Active Learning. An investment of \$47.6 million over four years will see an increased focus on supporting schools/kura and early learning settings to improve child and youth wellbeing through healthy eating and physical activity. Whilst the Waikato is not one of the regions targeted immediately for this funding an early iteration has been launched by Sport Waikato alongside Sport NZ in 2018 into part of Hamilton. This is known as Taakaro-Ora and through collaboration and partnership within a group of schools is working alongside the Waikato DHB funded and Sport Waikato Energize to improve wellbeing in our young people.
3. **2019 New Zealand Sport and Recreation Awards** – Sport Waikato was proud to have two finalists in the recent Sport and Recreation Awards Evening. **This is ME** was a finalist in the Inclusion and Diversity awards for programmes targeting equality in provision of sport and Andrew Corkill, GM People and Communities with Sport Waikato, was a finalist for the Future Leader Award.

Nga mihi

The Sport Waikato Team



Piopio community and Maniapoto Netball Volunteer Carolyn Webster.



Waitomo Caves Sports Day Volunteers



Te Waitere Mountain Bike Classic

**Document No:** A440225

**Report To: Council**



**Meeting Date:** 27 August 2019

**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.

<b>Declarations</b>
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Mayor Hanna 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>Name:</b>	
<b>Item of Business on the Agenda:</b>	
<b>Reason for Declaration:</b>	
<b>Is this Declaration –</b> <ul style="list-style-type: none"> <li>• Interest Only</li> <li>• Conflict of Interest</li> </ul>	



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

<b>Local Authority (Members' Interests) Act 1968</b>
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- 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.



<b>Waitomo District Council Procurement Policy – 23 February 2013</b>
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4.1 The following is an extract from the Procurement Policy:

**2.1.11 Conflicts of Interest**

*WDC procurement process will be conducted with a spirit of probity demonstrating:*

- *integrity;*
- *honesty;*
- *transparency;*
- *openness;*
- *independence;*
- *good faith; and*
- *service to the public.*

*A conflict of interest occurs where:*

*A member's or official's duties or responsibilities to Council could be affected by some other interest or duty that the member or official may have.*

*The other interest or duty might exist because of:*

- *holding another public office;*
- *being an employee, advisor, director, or partner of another business or organisation;*
- *pursuing a business opportunity;*
- *being a member of a club, society, or association;*
- *having a professional or legal obligation to someone else (such as being a trustee);*
- *owning a beneficial interest in a trust;*
- *owning or occupying a piece of land;*
- *owning shares or some other investment or asset;*
- *having received a gift, hospitality, or other benefit from someone;*<sup>9</sup>
- *owing a debt to someone;*
- *holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue ; or*
- *being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of Council*

*A relative or close friend includes:*

- *For matters covered by the Local Authorities (Members' Interests) Act 1968, the interests of a spouse, civil union partner, or de facto partner must be considered.*
- *Generally, the interests of any relative who lives with the member or official (or where one is otherwise dependent on the other) must be treated as being effectively the same as an interest of the member or official.*
- *For other relatives, it will depend on the closeness of the relationship, but it will usually be wise not to participate if relatives are seriously affected*
- *Where Council's decision or activity affects an organisation that a relative or friend works for, it is legitimate to take into account the nature of their position or whether they would be personally affected by the decision.*

*Examples of potential conflicts of interest include:*

- *conducting business on behalf of Council with a relative's company;*
- *owning shares in (or working for) particular types of organisation that have dealings with (or that are in competition with) Council;*

- *deliberating on a public consultation process where the member or official has made a personal submission (or from making submissions at all, in areas that directly relate to the entity's work);*
- *accepting gifts in connection with their official role; or*
- *influencing or participating in a decision to award grants or contracts where the member or official is connected to a person or organisation that submitted an application or tender.*

*All elected members, WDC staff or advisers involved in a procurement process are required to declare any other interests or duties that may affect, or could be perceived to affect, their impartiality. WDC will then decide the steps necessary to manage the conflict, having regard to any relevant statutory requirements. WDC will maintain a register of declarations of conflicts of interest that records any conflicts of interest and how they will be managed.*

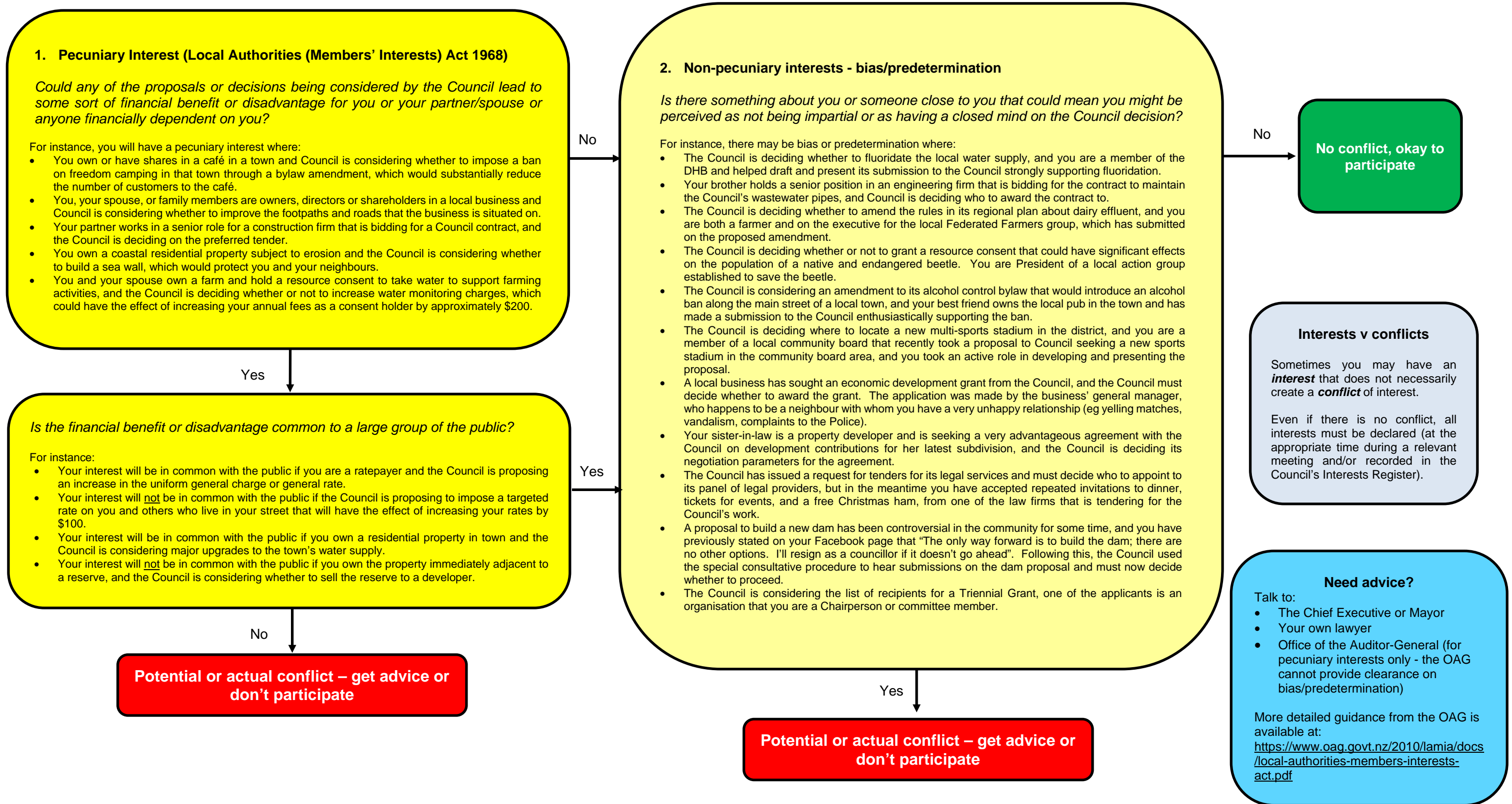
*An annual update of the register will be coordinated and maintained by the Executive Office.*

*Under no circumstances will a procurement process allow as an outcome of that process a circumstance where Council elected members, WDC staff or advisers to receive preferential treatment.*

Before you participate in any Council decision ...

CONFLICTS OF INTEREST

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



**Remember: If in doubt, stay out!**

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 30 JULY 2019 AT 9.00AM

**PRESENT:** Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Allan Goddard, Janene New and Sue Smith

**IN ATTENDANCE:** Heather Carston (Waitomo News)

Chief Executive; Manager – Governance Support; General Manager – Community Services (for part only); General Manager – Strategy and Environment (for part only) and Leader - Communications and Engagement (for part only)

#### 1. Council Prayer

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

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

##### Deputy Mayor Whitaker

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Receipt of Brook Park Incorporated Society Minutes	Trustee on Brook Park Incorporated Society	Interest – No Conflict

#### 3. Verbal Reports: Individual Councillor Roles and Responsibilities

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

##### Cr Brodie

- RMA Making Good Decisions Re-Certification

##### Cr New

- Legendary Te Kuiti
- Waitomo Sister City – Tatsuno Trip
- Waitomo Sister City
- Creative Communities
- Waitomo District Youth Council
- Hillview

##### Cr Goddard

- Benneydale Hall
- RMA Making Good Decisions Re-Certification

##### Cr Smith

- Tere Waitomo
- Waitomo Museum

Deputy Mayor Whitaker

- Legendary Te Kuiti Meeting
- Timber Trail
- Brook Park
- Waitomo Sister City – Tatsuno Trip

Mayor Hanna

- Sponsored Farmers Evening at Otorohanga
- Citizenship Ceremony
- Meeting - Waitomo/Ruapehu/Otorohanga/Maniapoto Maori Trust Board – Treaty Settlements
- Regional Transport Committee
- Bryce Poole Funeral Service
- LGNZ AGM and Annual Conference
- Rotary – Guest Speaker
- 100<sup>th</sup> Birthday Celebration – Katie Rudduck
- RATA Meeting
- WATA (Waters Collaboration) Meeting
- Waikato Plan Leadership Meeting
- Waitomo Tuia Representative – Luke Moss
- Ross L'Anson – New Zealand Transport Agency Director for Waikato Region
- Maru Trust
- Andrew MacPherson – Governor (started VetEnt in Te Awamutu) – standing for Regional Council

**Resolution**

The verbal reports be received.

Hanna/Brodie Carried

<b>4. Confirmation of Minutes – 25 June 2019</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 25 June 2019 be confirmed as a true and correct record.

Goddard/Brodie Carried

<b>5. 2019 Aspiring Leaders Forum</b>
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Council considered a business paper presenting a report prepared by the Mayor's 2019 Aspiring Leader Delegate on the 2019 Aspiring Leaders Forum.

Mayor Hanna expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on 2019 Aspiring Leaders Forum be received.

Hanna/Whitaker Carried

<b>6. Receipt of Brook Park Incorporated Society Minutes: 8 July 2019</b>
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Council considered a business paper providing information relating to the 10 June 2019 Brook Park Incorporated Society Meetings.

The Deputy Mayor expanded verbally on the business paper and answered Members questions.

Council noted that as Brook Park grows in popularity as being a venue a Booking System will need to be introduced.

**Resolution**

The business paper on Brook Park Incorporated Society: Minutes of 8 July 2019 be received.

Whitaker/Brodie Carried

<b>7. Document Signed under Council's Common Seal</b>
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Council considered a business paper informing of documents signed under the Common Seal of the Council.

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

**Resolution**

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

Brodie/Goddard Carried

<b>8. Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House</b>
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Council considered a business paper informing of the update received from Civic Financial Services Ltd (CFS) on the sale of the Civic Assurance building located at Wellington CBD.

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

**Resolution**

The Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House be received.

Brodie/Smith Carried

<b>9. Hamilton City Council – Request for Support: SKYCITY Casino Hamilton Application</b>
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Council considered a business paper providing further information pertaining to Hamilton City Council's (HCC) request for support in opposing an application by

SKYCITY Casino Hamilton to introduce 60 gaming machines in exchange for three blackjack tables at the SKYCITY Casino in Hamilton.

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

Council noted that some of the gaming machines will be located in the public area of the Casino where the blackjack tables being removed are located in a private area and also that Hamilton City Council has a “sinking lid” policy on gambling.

### Resolution

- 1 The business paper on Hamilton City Council – Request for Support: SKYCITY Casino Hamilton Application be received.
- 2 Council support “in principle” Hamilton City Council’s opposition to the SKYCITY Casino Hamilton application.

New/Smith          Carried

## 10. Financial Reporting Schedule for the Year Ending 30 June 2020

Council considered a business paper presenting the Financial Reporting Schedule to Council for the 2019/20 Financial Year as follows:

Meeting Date		Report to be issued
30 July 2019	Council	Financial reporting schedule for year ending 30 June 2020.  No financial report issued as organisational capacity will be directed to completing year end adjustments and preparing the draft annual report.
13 Aug 2019	ARC	Interim report on 2018/19 Annual Report.
27 Aug 2019	Council	Interim Non Financials (KPIs) results for 2018/19.
7 Oct 2019	ARC	Recommend adoption of the 2018/19 Annual Report.
8 Oct 2019	Council	Adoption of the 2018/19 Annual Report.
26 Nov 2019	Council	Quarterly report for the period ending 30 Sept 2019.
Feb 2020	ARC	Quarterly Report for the period ending 31 December 2019.
May 2020	ARC	Audit Service Plan and outline of 2019/20 Draft Annual Report development process and timeline.  Audit Engagement letter for the 2019/20 Draft Annual Report and the Limited Assurance Report in respect of the Debenture Trust Deed.  Quarterly Report for the period ending 31 March 2020.
June 2020	Council	Monthly Financial Report for the period ending 31 May 2020.

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

### Resolution

The business paper on Financial Reporting Schedule for the Year Ending 30 June 2020 be received.

New/Whitaker          Carried

The General Manager – Community Services entered the meeting at 9.28am.

**11. Waikato Regional Economic Development Agency - Te Waka – Annual Report (July 2018 to June 2019) and Schedule of Functions and Services (July 2019 to June 2020)**

Council considered a business paper presenting to Council the Waikato Regional Economic Development Agency (Te Waka) Annual Report (July 2018 to June 2019) and Schedule of Functions and Services (July 2019 to June 2020).

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

**Resolution**

The business paper on Waikato Regional Economic Development Agency - Te Waka – Annual Report (July 2018 to June 2019) and Schedule of Functions and Services (July 2019 to June 2020) be received.

Whitaker/New Carried

The General Manager – Community Services left the meeting at 9.36am.  
Heather Carston (Waitomo News) left the meeting at 9.37am.

**12. 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 Council agree the Chief Executive, Manager – Governance Support, Acting General Manager – Infrastructure Services, General Manager – Strategy and Environment and Leader - Communications and Engagement having relevant knowledge, remain in attendance to assist Council with its decision making.
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution 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 this resolution
1. Waikato Local Authority Shared Services Ltd – Statement of Intent for 2019/20	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)





Confidential Confidential

Confidential Confidential

Confidential

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Confidential Confidential

Confidential

**Document No:** A440227

**Report To:** Council



**Meeting Date:** 27 August 2019

**Subject:** Receipt of Brook Park Incorporated:  
Minutes – 5 August 2019

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the latest Brook Park Incorporated meeting.

## Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

## Background

- 3.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 3.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 3.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, and as a primary objective, to raise funds for achieving park projects and developments.
- 3.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 3.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 3.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.
- 3.7 The Policy implemented by Council through the Brook Park MP is as follows:
1. Council will support and encourage the formation of a Friends of Brook Park, as a charitable incorporated society.
  2. The aims of the Friends of Brook Park shall be:
    - i) To foster interest in Brook Park;
    - ii) To promote the development of Brook Park;
    - iii) To raise funds for approved projects

- iv) *To preserve the integrity of Brook Park*
3. *The Constitution of the Friends of Brook Park shall provide for Council representation on the Society's Committee, and to enable the representative to veto any decision that is not in the best interests of the park or the community.*
  4. *Council will dissolve the Brook Park Advisory Committee on the successful establishment of the Friends of Brook Park.*
- 3.8 During 2011 WDC advertised several times seeking interested persons to join the committee with limited success. Council considered that a Leadership Work Group consisting of three Council members would be beneficial to provide political leadership and assist in getting the FBP established and in December 2011 Council established the Brook Park Leadership Work Group.
- 3.9 The FBP Group was finally established early in 2012 with numbers fluctuating as more members of the public become interested in the future of the park. By mid-2012 the group was incorporated as "Brook Park Incorporated" (BPI) to administer the day to day operations/development of Brook Park.
- 3.10 Brook Park is operated as a farm park, with any grazing licence to be granted by WDC to a lessee. The Reserves Act 1977 states that any lease or agreement on reserve land has to be granted by the administering body, which in this case is the Waitomo District Council. Therefore BPI cannot lease the grazing rights to another entity or individual.
- 3.11 With the administering body being WDC and any consequent income stream for a grazing lease being part of WDC's reserve income), there is little opportunity for BPI to achieve a sustainable income stream for minor works and administration. The income derived by BPI at that time was by way of subscription donation (\$10 per member) and any successful grant applications for specific projects.
- 3.12 To improve the financial viability and robustness of the BPI, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPI was developed and approved. Council also agreed to provide an annual grant to BPI for operational management of the reserve, equivalent to the annual derived lease income.

## Commentary

- 4.1 Since early in 2014, BPI has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper is a copy of the BPI unconfirmed Minutes of 5 August 2019.

## Suggested Resolution

The business paper Brook Park Incorporated: Minutes of 5 August 2019 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**



**BROOK PARK**  
INCORPORATED SOCIETY

**Meeting Minutes**  
Monday 5 August 2019  
5.30 pm

Council Chambers  
Queen Street  
**TE KUITI**

**BROOK PARK INCORPORATED SOCIETY****THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 5 August  
2019 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Gerald Kay, Neil Brooks, Phillip Houghton, Graeme Churston, Jane Murray, Sue Wagstaff, Sheralee Buchanan, Elly Kroef, Andrea Hanna, Glynn Meads, Dawn Anselmi, Arie Jackman.

**Apologies** – Nil

**Confirmation of Minutes of 8 July**

That minutes of previous meeting be amended to include Glynn's name in Weed Control help. Accepted as a true and accurate record. M/S Graeme / Gerald

**Matters Arising from Minutes-** Nil**Financial Report**

Opening Balance \$16 154.23

Closing Balance \$16 155.69

Interest \$1.46

Term investment: \$ 10 335.97 Due 13.9.2019 when it will be \$ 10 504.39

No accounts to pay.

Report accepted . M/S- Phillip/ Neil

**Correspondence**

Inward- E- Wedding to be held in the rotunda changed to another venue.

Outwards-Thanks to Robin Charteris for his service to BPIS.

**Maintenance/Fencing**

Boundary fencing has begun.

**MOU-** MOU draft a work in progress.

**Weed Control**

Too wet and cold. WDC has strayed some gorse. WRC has sprayed woolly nightshade. Wednesday spraying group to re-commence in September.

**Disc Golf**

Glynn, Graeme and Gerald to build styles and bridges, with WDC help. Prototypes to be built first, then approved by WDC.

Neil to thank Waitete Sawmills for donation of timber for styles, bridges.

**General Business**

**Rotary Rotunda Sign**

Quin happy with the sign erected by Rotary.

**Park access**

Gate locked complaint from member of the public has been referred to WDC.

Troy Sircombe has been approached re trimming boundary trees.

A tree has been chosen by the family as a memorial for Rob Gordon.

Discussion re police presence in the Park.

Suggestion that Brook Park be predator-free starting place for Project Manu's 25 Year Celebration in 2020, for Te Kuiti to have rat traps in 20% of homes. BPIS could fund traps?

**Future Workdays – ADD TO YOUR GOOGLE CALENDAR, PHONE, FRIDGE .**

Saturday 24 August-8am -1pm

Sunday 22 September-9am-1 pm; 1-5 pm or until Gerald says 'Stop!'

Neil to let Lions and Rotary know and remind BPIS members the week prior.

Meeting closed: 6.34 pm

**Next meeting:** Monday 2 September.

Neil Brooks

Secretary



**Document No:** A441758

**Report To:** Council



**Meeting Date:** 27 August 2019

**Subject:** Waitomo District Sister City Committee –  
Minutes of Meetings: March to July 2019

**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Waitomo Sister City meetings for the period March to July 2019.

### Commentary

- 2.1 On 22 March 1994 it was adopted that Waitomo District Council (WDC) would have a Waitomo Sister City Committee (the Committee). This Committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.2 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities. The Agreement was later signed in Tatsuno on the 26 April 1995. This Agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.3 The relationship with the Tatsuno International Association has been led by the Committee on which the WDC staff and Councillors of different appointments have historically sat.
- 2.4 There has been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.5 A Waitomo Sister City Terms of Reference and Guidelines was developed to support the Committee, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township. These documents were adopted by both the Committee and Council in October 2017.
- 2.6 In accordance with clause 6 of the Terms of Reference, copies of Committee meeting minutes are attached to and form part of this business paper for Council's information.

**Suggested Resolution**

The business paper on Waitomo District Sister City Committee – Minutes of Meetings: March to July 2019 be received.



MICHELLE HIGGIE

**MANAGER – GOVERNANCE SUPPORT**

August 2019

Attachments: Waitomo Sister City Minutes:

- 12 March 2019
- 16 April 2019
- 30 July 2019
- 20 August 2019

## WAITOMO SISTER CITY COMMITTEE

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### MINUTES OF A MEETING OF THE WAITOMO SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON TUESDAY 12 MARCH 2019 AT 4:00PM

#### MEMBERS

Janis MacDonald  
**(Chairperson)**  
Email: RJ Ventures  
[rossandjanis@xtra.co.nz](mailto:rossandjanis@xtra.co.nz)

Mrs MacKinder  
Email:  
[docmac\\_chas@xtra.co.nz](mailto:docmac_chas@xtra.co.nz)

Andrea Hanna  
Email:  
[andrea@hanna.net.nz](mailto:andrea@hanna.net.nz)

Jenny Crown  
Email:  
[jennyc@pukenui.school.nz](mailto:jennyc@pukenui.school.nz)

Mayor Brian Hanna  
Email:  
[brian@hanna.net.nz](mailto:brian@hanna.net.nz)

Cr Janene New  
Email:  
[Janene.New@waitomo.govt.nz](mailto:Janene.New@waitomo.govt.nz)

Cr Guy Whitaker  
Email:  
[guy@tekuiti100.co.nz](mailto:guy@tekuiti100.co.nz)

**PRESENT:** Janis MacDonald (Chairperson)  
Andrea Hanna  
Deputy Mayor Guy Whitaker  
Marilyn MacKinder  
Jenny Crown

**APOLOGIES:** Mayor Brian Hanna and Cr Janene New

**WDC STAFF:** Clowdy Ngatai (WDC Community Development Coordinator)

#### **1. Apologies**

Apologies were received

Moved M MacKinder / 2<sup>nd</sup> J MacDonald

#### **2. Confirmation of Minutes - 13 February 2019**

**Confirmation of Minutes:** It was noted that apologies from Clowdy Ngatai be recorded. Marilyn Mackinder also asked that the Capital M on her name be removed.

With the amendment made it was resolved that the Minutes of the meeting held 13 February 2019 in the Mayor's Meeting Room were a true and correct record.

Moved M MacKinder / 2<sup>nd</sup> J Crown.

#### **3. Matters Arising**

No further matters arising that are not already included on the circulated agenda.

#### 4. Inward Correspondence and Outward Correspondence

Emails logged by Janis.

22.2.19	To committee	update re incoming groups and questions regarding itineraries
28.3.19	To committee	Update re Powhiri
22.2.19	From Akira	Wanting to know hostname/profiles; student schedule; info re Te Wharekura; Blackwater rafting.
27.2.19	To Akira	Profiles of hosts, visit schedule and information re visit to Te Wharekura and BWR sent
24.2.19	To Tyakuba	Advising of June arrival dates and requesting accommodation for first night.
18.2.19	To Caveworld - Kyle	Re Caveworld trips and costs etc – resent Feb 28
2.3.19	From Akira	re costs of bus etc
7.3.19	To Akira	will let know after meeting
8.3.19	From Akira	re what accommodation we require in Tatsuno
10.3.19	To Akira	will let know after meeting
10.3.19	From Akira	Question re: powhiri and time to change clothes

#### 5. Establishment of a Incorporated Society

To be delayed till April 2019.

#### 6. 2019 Travel to Tatsuno

Vicki is sorting the accommodation and following discussions Janis will confirm.

Sleeping configurations and arrangement were discussed with is agreed that boys and girls were to be separated with girls and Jenny in one room and males and Kevin in another. The indication of room sizes means a second supervisor will need to be another room with the boys and Guys has agreed to do this.

Travel to and from the Auckland airport was discussed with accommodation in Auckland for the night before to be confirmed.

#### 7. Travel Arrangement for Delegation and Students visiting Waitomo

Committee looks over the itinerary and confirm availability throughout the week that the Delegation and Students are visiting and the tasks to undertake by the committee.

#### 9. Second Chaperone

Kevin Ikin has agreed to be our second chaperone. J MacDonald has spoken with Mr. Ikin and answered any of his queries.

#### 10. General Business

Clowdy Left the meeting at 5pm

Janis to enquire with Clowdy about the payment process for the Kiwi house and Cave world tours.

## **11. Next Meeting**

Tuesday 16 April 2019 at 4pm in the Mayor's meeting room.

Meeting closed at: 5:30pm

## WAITOMO SISTER CITY COMMITTEE

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Minutes of a meeting of the Waitomo Sister City Committee held in the Mayor's Meeting Room,  
Queens Street, Te Kuiti on Tuesday 16 April 2019 at 4.30pm

**Present:** Janis MacDonald (chairperson), Marilyn MacKinder, Andrea Hanna, Jenny Crown, Cr Guy Whitaker, Cr Janene New.

1. **Apologies:** Mayor Brian Hanna,
2. **Confirmation of Minutes:** Minutes of Tuesday 12 March 2019 4pm confirmed as a true and correct record. Moved M MacKinder / 2<sup>nd</sup> J MacDonald.
3. **Matters Arising.** No further matters arising that are not already included on the circulated agenda.
4. **Inbound Delegation.** The visit went very well with positive feedback from the student and adult delegation. All accounts are nearly paid.
5. **2019 Travel to Tatsuno.**
  - Sheryl Randle has organized the Op Shop with a full contingent of helpers.
  - \$221 for two nights accommodation and breakfast is yet to be paid by the students and adults.
  - Total costs paid by students so far is \$1616 for flights, insurance, one night in Auckland and one night in Tokyo with breakfast. They have to pay for Disneyland, (NZD\$80) the aforementioned accommodation and two evening meals.
  - The children need to be told that food at Disneyland is very expensive.
  - We had earlier indicated that \$2500 would be the total cost and looks like we are on track.
  - Parents were enquiring how much spending money to take. Recommended a minimum of NZD\$300 and maximum NZD\$500.
  - We will allocate an adult to hold on to their funds.
  - We need to recommend to the families to order their JPY early as the local banks do not hold a stock of JPY.
  - Ideas for gifts have been shared with the students .e.g. soap, book on Waitomo, umbrellas, manuka honey, NZ wine, chocolates
  - The Chandlers need to be invited to a pre-brief dinner meeting for the adult delegation. Set for 16 May @ Stoked.

- Janene and Janis will do the RAMS report, medical, dietary and confidential sleeping habits permission slips.

- 

6. **Incorporated Society.** Janene and Janis will push on with the application.

7. **Meeting Closed.** 5.34pm.

8. **Next meeting.** Pre-brief dinner meeting @ Stoked 16 May.

## Waitomo Sister City

Minutes of Meeting

**30 July 2019 4pm**

**Present:** Guy Whitaker, Andrea Hanna, Janis MacDonald, Janene New, Marilyn Mackinder & Brian Hanna.

**Apologies:** Jenny Crown

**Minutes of previous meeting:** 16 April 2019 read as a true and correct record. Guy/Janene

Purpose of Meeting to set up inaugural AGM for new society.

1. Common seal has been ordered.
2. Need to apply for income tax exemption from the Charities Commission
3. Invitations to be extended to members on the register
4. Additional invitation to Morans, Donna MacDonald, Pete & Libby Chandler and Kevin Ikin
5. Brian will chair the meeting
  - a. Welcome
  - b. Apologies
  - c. Election of officers
  - d. Nomination of committee
  - e. Signatures on bank account
6. Invite a representative from schools to become a member
7. Advertise 8 & 22 August.
8. AGM 27 Aug 7pm

**Meeting closed:** 4.55pm



## Minutes of Waitomo Sister City meeting

20 August 2019 4pm

**Present:** Guy Whitaker, Andrea Hanna, Jenny Crown, Marilyn Mackinder, Janis MacDonald, Janene New, Brian Hanna & Helen Beever, General Manager – Community Services.

**Minutes of Previous Meeting:** 30 July 2019 Minutes moved as a true and correct record:  
**Brian / Marilyn**

*It is noted that the meeting before 30 July was an informal evaluation of outbound delegation on 4 July and an informal preparation information evening for outbound adult delegates on 16 May.*

**Matters Arising:** Nil

**Correspondence inward:**

- WDC letter advising process to dis-establish committee.

**Outward correspondence:**

- Letter to WDC confirming formation of incorporated society including grant application for Years 2 & 3 of Triennial Grant period.

Inward approved and outward accepted. Guy/Jenny

### **General Business**

We have called this meeting to dissolve our current relationship with Waitomo District Council and transition to an incorporated society.

**Financial report:** presented by Janene.

The accompanying report summarises the costs against expected expenditure discussed at each meeting as we planned the inward and outward delegations.

Committee resolved the costs to be a true and correct record of planned activities and noted that volunteers had incurred personal costs not claimed in order to achieve goals.

**Jenny / Marilyn**

**Pronunciation of Waitomo.** Jenny requested that as we move forward into a new chapter with our new society we all make a conscious effort to pronounce Waitomo correctly. Committee agreed unanimously.

**Meeting closed** 4.30pm.

<b>Sister City Expenses</b>		<b>Actual excl</b>	<b>Budget excl</b>
Annual membership fee		\$ 300	\$ -
Gift	retiring long serving committee member	\$ 71	\$ 70
<b>Inbound Delegation</b>			
Ammon's van hire	4 return trips to Akld	\$ 715	\$ 950
J MacDonald	reimburse fuel for van	\$ 21	\$ -
Caveworld	adult entry	\$ -	\$ 200
Stoked Eatery	meals and refreshments for 11 Tatsuno delegates	\$ 570	\$ 500
Fish & Chips	student farewell meal	\$ 70	\$ 80
Gifts	students	\$ 206	\$ 200
Te Kuiti Pa	koha	\$ 400	\$ 400
Kiwi House	student entry	\$ 97	\$ 100
Waitete Rugby Club	koha for venue	\$ 100	\$ 100
		<b>\$ 2,180</b>	<b>\$ 2,530</b>
<b>Outbound Delegation</b>			
Gift to host school		\$ 38	\$ 45
Travel Managers	chaperones' (x2) airfares	\$ 2,884	\$ 2,500
Ibis & Mitsu Garden Hotel	chaperones' (x2) 11 & 12 June	\$ 442	\$ 450
Narita Hotel & Disney Pass	chaperones' (x2) accomodation - 12 June	\$ 326	\$ 350
Tokyo Events	chaperones x 2 - entry fee	\$ 89	\$ 90
Parking	Chaperone's vehicle	\$ 56	\$ 65
		<b>\$ 3,835</b>	<b>\$ 3,500</b>
<b>Total costs</b>		<b>\$ 6,387</b>	<b>\$ 6,100</b>

**Document No:** A441822

**Report To:** Council



**Meeting Date:** 27 August 2019

**Subject:** Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to provide a progress report on Civic Financial Services Ltd (CFS) sale of the Civic Assurance building located in the Wellington CBD.

## Background

- 2.1 CFS is owned by local government (and Waitomo District Council is a shareholder) and supplies local government with a range of financial services. Prior to 1 March 2017, it traded under the name of Civic Assurance. It has been trading for over 50 years and is owned by Local Government (72 out of 78 New Zealand Councils, plus TrustPower holding 1.22% at 31 December 2017, are shareholders of Civic).
- 2.2 The core function of CFS is to provide long term risk financing solutions to the local government sector.
- 2.3 **October 2017**
- 2.4 At the Special General Meeting held on 5 October 2017, the shareholders voted in favour (98.9%) to sell the Civic Assurance House (a ten-storey building in Wellington's CBD).
- 2.5 Shareholders were advised at that time that the building had an earthquake rating of 50% New Building Standard (NBS).
- 2.6 As communicated to Council in the Statement of Intent in April 2018, CFS advised that work was required to earthquake strengthen the non-structural south and west boundary walls of Civic Assurance House before taking the building to market. This work was scheduled to be completed by the end of the first quarter of 2019 at which time, if a satisfactory sale price can be obtained, the proceeds net of selling costs will be distributed to shareholders via a special dividend.
- 2.7 **January 2019**
- 2.8 CFS advised that the strengthening work on the south and west boundaries was well underway and scheduled to be completed by 31 March 2019.
- 2.9 CFA further advised that engineers involved in the strengthening work have confirmed that further work to effectively detach the western side of the building from where it joins the footpath on level three of the building would achieve a 70% NBS rating for the property.

- 2.10 The Board felt that undertaking the necessary work to ensure an earthquake rating of 70% would result in increased buyer interest when the property is placed on the market.
- 2.11 This additional work was expected to be completed by 31 March 2019. CFS stated that once the strengthening project is completed, a sales and marketing campaign will take place, followed by negotiation and settlement.
- 2.12 It was expected that the pay out of the special dividend to the shareholders will happen sometime during the third quarter of 2019.
- 2.13 June 2019**
- 2.14 CFS advised that a price has been accepted of \$10.115 million with settlement being 15 August 2019. This is significantly higher than the valuation range of \$7.5 to \$8.1 million received for the building in 2017.
- 2.15 WDC's holding of 16,940 shares approximates to a special dividend of \$14,182.94 plus \$5,515.59 imputation credits as set out in the attached letter from CFS (Doc A435301).

### Commentary

- 3.1 On 19 August 2019 CFS confirmed in writing the following:
- WDC's special dividend certificate amounts to \$14,182.94 plus \$5,515.59 imputation credits.
  - The imputation credits fully offset the amount of tax that WDC would otherwise be liable to pay on the dividend.
  - The special dividend represents the sale price of Civic Assurance House of \$10.115 million less selling costs of \$696,520.
  - WDC's holding of 16,940 shares this equates to 83.72 cents per share.
  - The sale of the building was concluded with settlement on 15 August 2019.
  - This special dividend will be paid out on 19 August 2019.
  - The sale price of \$10.115 million is significantly higher than the valuation range of \$7.5 to \$8.1 million received for the building in 2017, being a 23.12% increase and comparing favourably to the estimated dividend as advised in June 2017.
- 3.2 A copy of CFS's 19 August 2019 letter, together with a copy of the Shareholder Dividend Statement is attached to and forms part of this business paper.

### Suggested Resolution

The Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House be received.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

Attachment: Letter from CFS - Update on Sale of Civic Assurance House (Doc A441740)

RECEIVED 45

22 AUG 2019

WAITOMO DISTRICT  
COUNCIL

Chris Ryan  
Chief Executive  
Waitomo District Council  
PO Box 404  
TE KUITI 3941

19 August 2019

Dear Chris

**Civic Financial Services - Sale of Civic Assurance House – Payment of Special Dividend**

As advised to you in our letter of 27 June 2019 I am pleased to confirm the following:

- Please find attached your special dividend certificate for the amount of \$14,182.94 plus \$5,515.59 imputation credits.
- These imputation credits fully offset the amount of tax that you would otherwise be liable to pay on this dividend.
- This special dividend represents the sale price of Civic Assurance House of \$10.115 million less selling costs of \$696,520.
- For Waitomo District Council's holding of 16,940 shares this equates to 83.72 cents per share.
- The sale of the building was concluded with settlement on 15 August 2019.
- This special dividend will be paid into your nominated bank account this evening.
- The sale price of \$10.115 million is significantly higher than the valuation range of \$7.5 to \$8.1 million received for the building in 2017.
- This is a 23.12% increase and compares favourably to the estimated dividend as advised to you in June 2017.

Thank you for your continued support of Civic Financial Services.

Yours sincerely,

Ian Brown  
Chief Executive  
Email: [ian.brown@civicfs.co.nz](mailto:ian.brown@civicfs.co.nz)



Waitomo District Council  
 PO Box 404  
 TE KUITI

3941

**Civic Financial Services Limited  
 Shareholder Dividend Statement**

**Payment date:** 19 August 2019  
**Security description:** Ordinary Shares  
**Number of shares:** 16,940  
**Dividend per share:** 0.8372

Ordinary dividend amount	Resident withholding tax deducted	Non-resident withholding tax deducted	Net dividend	Imputation credits attached	Gross dividend
\$ 14,182.94	\$ -	\$ -	\$ 14,182.94	\$ 5,515.59	\$ 19,698.53

The Income Tax Act 2007 specifically lists New Zealand Local Government Insurance Corporation, which is now known as Civic Financial Services Limited (CFS), as being a Council Controlled Organisation (CCO) for income tax purposes. With CFS being a CCO for income tax purposes a dividend received from CFS by a council shareholder is a taxable amount to that shareholder.

Please retain this advice for taxation purposes.

**Document No:** A427672

**Report To:** Council



**Meeting Date:** 27 August 2019

**Subject:** Progress Report: Civil Defence Emergency Management Joint Committee Minutes

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 4 March 2019.

## Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Waikato CDEM Joint Committee member Councils comprise; Waikato Regional Council, Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waipa District Council and Waitomo District Council.
- 2.6 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.

## Commentary

- 3.1 Attached to and forming part of this business paper are the minutes of the Committee meeting convened on 4 March 2019.

**Suggested Resolution**

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.



HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

August 2019

Attachment:           1.     Joint Committee Minutes – 4 March 2019



**Waikato Regional Council**

**Waikato Civil Defence and Emergency Management Group**

**OPEN MINUTES**

**Date:** Monday, 4 March, 2019, 1:00 pm

**Location:** Genesis Building  
Bryce Street  
Hamilton

**Members Present:** Cr H Vercoe (Chair - Waikato Regional Council)  
Cr L Tooman (Deputy Chair - Hamilton City Council)  
Cr A Goddard (Waitomo District Council)  
Cr P Buckthought (Hauraki District Council)  
Cr T Lee (South Waikato District Council)  
Cr A Park (Taupo District Council) *arrived at 1.05pm*  
Cr J Bannon (Waipa District Council)  
Cr A Williams (Alternate - Otorohanga District Council)  
Cr S Christie (Alternate - Thames - Coromandel District Council)

Ministry of Civil Defence and Emergency Management  
Department of Prime Minister and Cabinet

J Titmus (Regional Emergency Management Advisor)  
R Hyde (Principal Policy Advisor)

**Staff Present:** J Snowball (Group Manager/Controller - Civil Defence and Emergency Management)  
L Cavers (CEG Chair)  
M Bang (Team Leader - CDEM Group Services)  
G Talbot (Group Recovery Manager - Civil Defence and Emergency Management)  
J Bouwer (EM Administration Coordinator)  
T Bio (Democracy Advisor)

**SECTION A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)****1. Apologies**

Apologies were received from Cr Noel Smith of Waikato District Council, Cr Brian Hunter of Matamata Piako District Council and Cr Rex Simpson and noted Cr Sally Christie present for Thames Coromandel District Council.

The Chair welcomed John Titmus (MCDEM), and Rachel Hyde from the Department of Prime Minister and Cabinet to the meeting.

CD19/01

**Moved By** Cr S Christie

**Seconded By** Cr J Bannon

**RESOLVED**

**THAT the apologies of Noel Smith of Waikato District Council, Cr Brian Hunter of Matamata Piako District Council and Cr Rex Simpson and noted Cr Sally Christie present for Thames Coromandel District Council.**

**The motion was put and carried**

**2. Confirmation of Agenda**

CD19/02

**Moved By** Cr J Bannon

**Seconded By** Cr L Tooman

**RESOLVED**

**THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee meeting of 11 March 2019 as circulated be confirmed as the business for the meeting.**

**The motion was put and carried**

**3. Disclosures of Interest**

There were no disclosures of interest noted

**4. Minutes of Previous Meeting**

Minutes taken as read.

CD19/03

**Moved By** Cr J Bannon

**Seconded By** Cr L Tooman

**RESOLVED**

**THAT the minutes of the previous meeting of the Waikato Civil Defence Emergency Management Joint Committee dated 19 November 2018 were received and accepted as a true and accurate record.**

**The motion was put and carried**

The Chair took the item titled 'Summary of the minutes taken at the Coordinating Executive Group minutes' at this time and all other items remained as outlined in the agenda package.

**5. Summary of Coordinating Executive Group Minutes**

Coordinating Executive Group Chair (L Cavers) presented the report. The Committee noted the summary and had no further questions.

CD19/04

**Moved By** Cr P Buckthought

**Seconded By** Cr A Goddard

**RESOLVED**

**THAT the report Summary of Coordinating Executive Group Minutes – 15th February 2019 (Doc # 13852619 dated 4 March 2019 & Attachment 1 (Doc # 13854204) be received.**

**The motion was put and carried**

**6. Amendments to the CDEM Act**

Principal advisor for the Department of the Prime Minister and Cabinet (R Hyde) provided a power point presentation (Doc#13956547) to the Joint Committee.

The summarised points of the presentation noted the following:

- Department of the Prime Minister and Cabinet launched the Emergency Management System Reform Programme in response to the TAG report.
- The aim would be to have the legislation changes for the Civil Defence Act in front of a Select Committee by mid-December 2019 however policy teams were still awaiting directions from the Government.
- Still in consultation stage at the moment whereby policy advisors were talking to the Civil Defence Emergency Management groups nationwide. The aim of this was to identify the policy gaps and mould the legislation accordingly.
- The programme would also focus on how to better provide for iwi and Maori participation in emergency management. The legislation would be mindful to take into consideration marae and iwi protocols as well.
- The feedback from Groups, thus far, showed a strong call to protect those working under the Civil Defence Emergency Management from liabilities.

During discussion the following was noted:

- Iwi participation and planning would be at the CEG level whereby iwi could nominate a representative to sit on the CEG.
- The issue of what the authority and delegation of a controller outside of a 'declared emergency' would require more clarification.
- The possibility of combining all departments of safeties into one was addressed. This combination included fire, ambulances and police. Staff noted this was a possibility that had not been looked at before and would require further discussions.
- It was explained that the legislation would clarify that CDEM groups have the authority in emergency situations and would work as a group and not individuals. It would be clarified in the legislation how this would work and what the consequences would be.

CD19/05

**Moved By** Cr A Park

**Seconded By** Cr A Goddard

**RESOLVED**

**THAT the report 'Amendments to CDEM Act' Update (Doc # 13859544 dated 25 February 2019) be received.**

**The motion was put and carried**

**7. Appointment of Controllers**

Group Manager/Controller (J Snowball) presented this report which provided an opportunity to consider the appointment of Local Controllers.

During discussion the following was noted:

- All appointments have been endorsed by the respective Councils.

CD19/06

**Moved By** Cr S Christie

**Seconded By** Cr L Tooman

**RESOLVED**

1. **THAT the report Appointment of Controllers (Doc # 13828379 dated 19 February 2019) be received, and**
2. **THAT the Joint Committee endorse the recommendation of the Controller Appointment Sub-Group and appoint David Simes as Local Controller for Waipa District Council, Waitomo District Council and Otorohanga District Council under Sec 27 (1) of the CDEM Act, and**
3. **THAT the Joint Committee appoint Terrena Kelly as a Local Controller for Waitomo District Council and Otorohanga District Council, and**
4. **THAT the Joint Committee reaffirm existing Local and Group Controller appointments as listed and revoke any previously appointed controllers not listed.**

**The motion was put and carried**

**8. CDEM Induction of Elected Officials**

Team Leader CDEM Group Services (M Bang) presented this report. It provided an opportunity to provide feedback on the preferred options for conducting inductions for elected officials post the October local body elections.

During discussions the following was noted:

- The Joint Committee noted that the crossover of responsibilities would be difficult in clarifying which council does what. The example of the Ngatea stop bank event was given.

CD19/07

**Moved By** Cr A Park

**Seconded By** Cr J Bannon

**RESOLVED**

**THAT the report 'CDEM Induction of Elected Officials' (Doc# 13854106) dated 24 February 2019 be received.**

**The motion was put and carried**

**9. Group Monitoring and Evaluation**

Group Manager/Controller (J Snowball) presented this report. It provided a review of the Group performance.

During discussion the following was noted:

- The review would ensure that the Terms of Reference would be same across Councils.
- The costs involved for each Council at the present time was around roughly \$5000 - \$6000 per year. The idea was that with the addition of more Councils and using the same contractor economies of scale may exist.

CD19/08

**Moved By** Cr L Tooman

**Seconded By** Cr S Christie

**RESOLVED**

**THAT the report 'Group Monitoring and Evaluation' (Doc#13855699) dated 24 February 2019 be received.**

**The motion was put and carried**

**10. Group Work Plan - update**

Team Leader CDEM Group Services (M Bang) presented the report. It provided a status update regarding the implementation of the priority 1 actions in the Group Plan. The report was taken as read and members noted that actions in orange were not a risk to the Joint Committee.

CD19/09

**Moved By** Cr J Bannon

**Seconded By** Cr A Park

**RESOLVED**

**THAT the report 'Group Work Plan - update' (Doc#13856313 dated 25 February 2019) be received.**

**The motion was put and carried**

**11. Ministry of Civil Defence & Emergency Management Update**

Regional Emergency Management Advisor of the Ministry of Civil Defence and Emergency Management (J Titmus) presented the report to provide an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management

During discussion the following was noted:

- Concepts of Operations Version 1 was discussed. Version 2 was to come out later that day. Staff believed at least six versions may be produced before a final iteration is produced.
- Fly in teams were discussed. The Joint Committee noted that the request of group controller or direction to deploy by Director were the only two ways of deploying into region. Current legislation did not accommodate for the Controller of this team to have powers to direct a nationwide deployment but this was something that policy makers were looking to establish in the future.

CD19/10

**Moved By** Cr A Park

**Seconded By** Cr T Lee

**RESOLVED**

**THAT the report Ministry of Civil Defence Emergency Management Update (Doc # 13855592 dated 24 February 2019) be received.**

**The motion was put and carried**

**12. Submission on National Disaster Resilience Strategy**

Group Manager/Controller (J Snowball) presented this report and provided the Joint Committee with the submission provided to the Ministry of Civil Defence Emergency Management on the proposed national disaster resilience strategy. The report was taken as read and members noted that the strategy will be confirmed by April 10 2019.

CD19/11

**Moved By** Cr S Christie

**Seconded By** Cr P Buckthought

**RESOLVED**

**THAT the report Submission on National Disaster Resilience Strategy (Doc # 13838511 dated 19 February 2019) be received for information.**

**The motion was put and carried**

**13. Shared Service Arrangements update**

Group Manager/Controller (J Snowball) presented the report and provided an update regarding the Shared Service arrangements in the Waikato CDEM Group Area.

During discussion the following was noted:

- Waikato District Council have resolved to terminate the Service Level Agreement with WRC and move CDEM back in-house. This decision has gone to the WRC for their consideration.
- The Thames Valley Emergency Operating Area recommendation to dissolve their shared service agreement has gone to the respective councils.
- Members discussed and considered any potential impacts on the Group. The Chair recognised the right of individual councils to decide their own local operating models. The Chair and Deputy Chair positively endorsed the central shared service model currently operated by HCC, which is also being considered by HDC and MPDC”.

CD19/12

**Moved By** Cr L Tooman

**Seconded By** Cr A Goddard

**RESOLVED**

**THAT the report Shared Service Arrangements Update (Doc # 13859787 dated 25 February 2019) be received.**

**The motion was put and carried**

**14. Group Emergency Management Office - update**

Team Leader CDEM Group Services (M Bang) presented the report and provided an update regarding the status and operation of the Group Emergency Management Office. The report was taken as read.

CD19/13

**Moved By** Cr J Bannon

**Seconded By** Cr S Christie

**RESOLVED**



**THAT the report Group Emergency Management Office Update (Doc # 13855209 dated 24 February 2019) be received.**

**The motion was put and carried**

Meeting closed at 2.39pm.

**Document No:** A441268

**Report To:** Council



**Meeting Date:** 27 August 2019

**Subject:** Progress Report – Community Development

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Community Development portfolio.

## Background

- 2.1 The Community Development Group exists to provide a dedicated resource for collaborating with the community across elements of well-being. It facilitates access to many opportunities and resources available within and beyond the District in support of community outcomes – Vibrant Communities, Thriving Business and Effective Leadership.
- 2.2 Waitomo District Council is committed to the provision of the Community Development Group to support and encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.
- 2.3 The Community Development Group involves:
- Community Support
  - Tourism Development and District Promotion
  - District Development
  - Te Kuiti i-SITE Visitor Information Centre
  - Library Services
  - Customer Services
- 2.4 These activities form the foundation for engagement and the focus of work streams.

## Commentary

### 3.1 Youth Liaison/Waitomo District Youth Council

- 3.2 The Waitomo District Youth Council (WDYC) presented to Council at the 28 May 2019 Council meeting. The presentation provided a highlight of the tasks undertaken by the group and recommendations that could be implemented to strengthen the portfolio over coming years.

- 3.3 A business paper was subsequently presented to Council at the 25 June 2019 meeting, outlining the proposed 2019 Work Programme and the amended draft Term of Reference. Amendments to the Terms of Reference, as approved by Council, were as follows:
- The annual membership term will run from April to November of each calendar year. This will enable the WDYC to better commit to and engage within the Work Programme. The new term is aligned to the calendar year and will conclude prior to the secondary school's exam period. As an interim transition, the 2019 WDYC cohort will work from July to November 2019. *Refer Membership section of TOR*
  - Should two consecutive meetings be missed, and/or a planned event, the retrospective member should consider whether they are able to continue with their commitment to the WDYC. *Refer Meetings section of TOR*
- 3.4 WDYC nominations were called for in June 2019 via social media and email correspondence with both Secondary Schools and Te Wharekura. This was followed up with the Community Development Coordinator presenting at the Te Kuiti High School Assembly and meeting with the senior cohort of students at Piopio College and Te Wharekura o Maniapoto. The purpose of attending the schools was to provide an opportunity for students to discuss joining the WDYC and the commitment level required.
- 3.5 Councillor New and the Community Development Coordinator conducted WDYC interviews on 26 July 2019. Four students were interviewed, seeking election to the WDYC. The formal induction was held on 2 August 2019 at the Waitomo District Council Chambers.
- 3.6 The full cohort of Waitomo District Youth Council is less than previous years, a reflection of other commitments young people in leadership positions already have. Unfortunately, the Piopio College students withdrew their nominations due to other commitments and a lack in capacity.
- 3.7 Members of the 2019 WDYC are as follows:
- Xavier Turner (Waikato University)
  - Paige Coffin-Bell (Waikato University)
  - Waipono Jerry (Te Wharekura o Maniapoto)
  - Makarena Moana Stephens (Te Wharekura o Maniapoto)
  - Hinearangi Ngatai (Te Kuiti High School)
  - Taetia Kopa (Te Kuiti High School)
  - Ngarangi Barrett (Te Kuiti High School)
  - Hannah Brough (Te Kuiti Resident)
- 3.8 Weekly meetings have been held with the cohort to prepare for the formal Black-Tie Leaders Dinner on Friday 23 August 2019. The promotional message for this event is "*encourage dreams, tempered only by the necessity of hard work*". The entertainment will include interviews conducted by three of the WDYC members and guided by Maori Television Host Wikitoria Day. The interviews will take place with individuals from our community who have achieved, and are still achieving, in business, academic studies and community connections.

3.9 The three sections of interviews include:

**1 Entrepreneurship**

Naomi Hughes, Kyle Barnes and Abi and Andy Rawles

**2 Academia**

Kelleisha Kawerau-Wade, Ruby Lindstrom and Jordan Bright, Mathew Barnett

**3 Community Connections**

Luke Moss, Hilary Karaitiana and Erana Wehi

3.9 The first of a series of Triangular meetings is scheduled to take place in Te Aroha on Thursday 29 August 2019 with the Matamata Piako Volunteer Youth Ambassadors and Mayor Jan Brown hosting both WDYC and the Tauranga Youth Advisory Group. The WDYC will prepare a presentation on activities they have provided in the community. The focus of the Triangular meetings is for the groups to better understand how young people are working within Local Government in a meaningful way and to showcase their District. The WDYC will be supported by the Community Development Coordinator and Councillor New.

**3.10 Vibrant Safe Waitomo (VSW)**

3.11 Raising awareness within community groups that could be linked to Vibrant Safe Waitomo has commenced. One-on-one meetings have been held with the Operations Managers of both Kokiri Trust – Maniapoto Whanau Ora Center and the Marae Pact Trust Social Services Department. Presentations have been delivered at the Maniapoto Family Violence Intervention Network meeting and at a Senior Management and Trustees Workshop with the Maniapoto Maori Trust Board. Meetings to provide an update on Vibrant Safe Waitomo have also been held with the Waitomo Women's Refuge Manager and with MP Paula Bennet and MP Barbara Kuriger.

3.12 An Advisory Panel with key partners has been socialized with the Team Manager for the Alcohol and Other Drugs services, Tuia representative Te Miri Takerei and Number Twelve Manager Hilary Karaitiana.

3.13 The draft VSW Application for Accreditation Report was presented to the Regional Coalition at the 9 May 2019 meeting.

3.14 The VSW Application for Accreditation was submitted on 7 June 2019 with the Safe Communities Foundation New Zealand (SCFNZ). The SCFNZ review panel comprised:

- Tania Peters (Lead Reviewer, SCFNZ Director)
- Laurie Gabites (SCFNZ Trustee)
- Tessa Sturley (SC Coordinator, Community Team Manager, Waimakariri District Council)
- Steve Sparrow (KSPAN Program Coordinator, Kentucky Injury Prevention and Research Center, Lexington, Kentucky, USA) – Desk Top Review.

3.15 On Wednesday 14 August 2019 three of the SCFNZ Assessors attended a site visit along with the Regional Advisor for ACC and the Northern Manager from the Health Promotions Agency.

- 3.16 This group met with two specific community-based groups, the Maniapoto Family Violence Intervention Network to hear about the Champions Campaign and the Maniapoto Maori Trust Board CEO to hear about the link between settlement, Maniapoto Iwi and VSW.
- 3.17 Following the site visits the VSW Regional Coalition held their meeting and the official launch of Vibrant Safe Waitomo followed.
- 3.18 There is a considerable amount of work to be undertaken within the community to develop an Action Plan and this is to be preceded by the VSW Regional Coalition Strategic Plan.
- 3.19 A timeline to consult and develop within the Coalition has been agreed with a working meeting scheduled for 26 September 2019.

**3.20 Te Kuiti Community House – Reporting against Service Level Agreement for Novice Driving Programme**

- 3.21 In accordance with the Service Level Agreement between the parties, Te Kuiti Community House, Otorohanga District Council and Waitomo District Council have met to discuss the deliverables, key performance indicators, reporting and performance.

- 3.22 Key objectives for the 2018/2019 financial year included:

- Achieving the following pass rates with students aged 16-24 years of age with a target pass rate of 90% achieved

<b>Licence Type</b>	<b>Number of Students</b>
Learners	30 per annum
Restricted	50 per annum
Full	30 per annum

- 3.23 120 students have successfully obtained their Learner Licence in the period 1 July 2018 to 30 June 2019. 77 of these students reside within the Waitomo District.
- 3.24 In the Restricted Programme, 92 students have obtained their Restricted Drivers Licence. Of the 92 students, 47 reside within the Waitomo District.
- 3.25 The target pass rate for the Full Licence Programme is 30 per annum. For the period 1 July 2018 to 30 June 2019, 28 students have successfully obtained their Full Driver Licence with 12 being Waitomo District residents.
- 3.26 There are a number of key issues for the programme that have remained this contractual year which include:
- The lack of testing available locally and the increased challenges in getting people to testing in Taumarunui and Te Awamutu and passing.
  - The added financial associated costs in having to travel to tests.
  - No shows and poor attendance is typically behaviour associated with at risk drivers and uses considerable staffing capacity to remedy.
  - There are some restrictions in the reporting template with it not providing the background information.

- Legislation is to be introduced and meaning a repeat theory test to reinstate your licence must be done after 5 years, this is due to happen in November 2019. Approximately 50 people who have restricted licences will be affected. With 30 of those requiring a full licence they are now the priority to avoid potentially funding people a second time from the start.

3.25 Key Highlights of the programme include:

- The shift to a web-based application to book appointments and manage bookings.
- Easier communication with young people.
- Addition of learner and full licences within this contract it is advantageous to broaden the service.
- Secured additional funding from Trust Waikato for secondary schools and this can cover the actual test fee as well.
- Recruiting a second driving instructor for the secondary school's programme will allow a stronger focus on the youth that have left school and the older youth 19-24 years within the Novice Driver Programme.

## Suggested Resolution

The Progress Report: Community Development be received.



HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

August 2019

Document No: A439528

**Report To: Council**



**Meeting Date:** 27 August 2019

**Subject:** **Interim Non-Financial Reporting for the Year Ending 30 June 2019**

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this report is to provide Council with the interim results of the non-financial performance or statements of service performance for the 2018/19 financial year.

## Background

- 2.1 WDC has a range of non-financial performance measures (key performance indicators). They were adopted as part of the 2018-28 Long Term Plan. This is the first year of reporting against the 2018-28 Long Term Plan key performance indicators.
- 2.2 Council uses these key performance indicators to measure its service provision to the Community. The key performance indicators and their targets allow the measurement, over time, of whether or not the service delivery and performance has been properly focused on Council's priorities.
- 2.3 Non-financial performance measures are reviewed every 3 years as part of the Long Term Plan development process.
- 2.4 Many of the key performance indicators are mandatory (through the Department of Internal Affairs) and Council is required to measure and report on these.
- 2.5 The results presented in this paper are interim and will be audited as part of the 2018/19 Annual Report audit process. Council will receive the final results as part of the adoption of the Annual Report in October 2019.

## Commentary

- 3.1 This business paper contains the interim results of WDC performance from 1 July 2018 until 30 June 2019 and will be reported in the 2018/19 Annual Report. The results are reported in tabular form, grouped under each significant activity and includes:
  - A description of the **level of service**, which translates the rationale of the service provided into measurable service levels.

- The **key performance indicator**, is a description of the measure that will be monitored throughout the financial year and the life of the 2018-28 Long Term Plan.
- The **performance target**, which is the quantitative target Council will strive to achieve.
- **Performance achieved** 1 July 2018 - 30 June 2019. The result is recorded stating whether the target has been achieved and comments to further explain actual results to target result (where required).

3.2 There are different methods of measurement for the key performance indicators like response time, resolution time, number of complaints received and residents' satisfaction.

3.3 Table 1 below summarises the results against performance targets for each of the 10 Groups of Activities.

3.4 For the 2018/19 year, the Groups of Activities which achieved 100% of their targets were Governance: Leadership and Investments, Community Service, Community Development, Stormwater Drainage, Resource Management, and Sewerage and the Treatment and Disposal of Sewage.

**Table 1 – Interim results for WDC's 2018/19 key performance indicators**

Activity	Total number of targets	Achieved or On Track	Not Achieved	Not measured
Governance: Leadership and Investments	4	4		
Community Service	11	11		
Community Development	7	7		
Compliance	8	5	3	
Solid Waste Management	5	4	1	
Stormwater Drainage	8	8		
Resource Management	2	2		
Sewerage and Treatment Disposal of Sewage	8	8		
Water Supply	17	10	7	
Roads and Footpaths	6	4	2	

3.5 **Attachment 1** provides the interim result for each key performance indicator along with the level of service it supports, sorted by Groups of Activities.

#### **Suggested Resolution**

The business paper on interim non-financial reporting for the year ending 30 June 2019 be received.

TERRENA KELLY  
**GENERAL MANAGER STRATEGY AND ENVIRONMENT**

20 August 2019



## ATTACHMENT 1: Statements of Service Performance for Council Activities

### Governance: Leadership and Investments

#### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Decision making in compliance with provisions of the Local Government Act 2002.	Number of successful challenges to the decision making process.	0	Achieved (0)	Nil challenges received.
Consultation is in accordance with the procedures outlined in LGA 2002. Depending on the nature of the consultation, the procedure will either be the Special Consultative Procedure or a process that gives effect to the requirements of section 82 of the LGA 2002.	Number of successful challenges to the decision making process.	0	Achieved (0)	Nil challenges received.
Effective communication with the community.	Percentage of residents satisfied with the effectiveness and usefulness of Council Communications	90%	Achieved (90%)	90% of respondents to Council's 2019 Resident Survey were somewhat satisfied, satisfied or very satisfied that the effectiveness and usefulness of Council communications is good or better.
<b>Investments</b>				
Investments are managed prudently and in a manner that promotes the current and future interests of the community.	Analysis of investment financials and activity including investment company reporting statements are reported to Council and made available to the public as applicable.	2 reports per year	Achieved (2)	Regular reports were received by Council throughout the year on its investments. Half yearly financials and annual financials were provided on time.

## Community Services

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
High quality Parks and Reserves will be provided.	Percentage of residents satisfied with the quality of Parks and Reserves.	≥ 80%	Achieved (90%)	
Provision and maintenance of Elderly Persons Housing that meets the needs of the tenants.	Percentage of tenants satisfied with the provision and maintenance of Elderly Persons Housing.	> 80%	Achieved (88%)	Of the 17 surveys received, 15 were satisfied with all aspects of the provision and maintenance, 2 were dissatisfied, 1 with security (broken window lock) and 1 with handling of queries/service issues.
Quality public amenities will be provided.	Percentage of residents satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 85%	Achieved (93%)	
Provision of effective pool facilities for the community.	Percentage of residents satisfied with the quality of the pool facilities and service.	≥ 80%	Achieved (93%)	
Provision of effective Arts and Culture facilities for the community.	Percentage of residents satisfied with the quality of the Arts and Culture facilities and service.	≥ 80%	Achieved (96%)	
Council's public facilities are provided to standards of fitness for use.	Current Building Warrant of Fitness (BWOFF) for facilities with compliance schedules.	100%	Achieved (100%)	All current Building Warrant of Fitness are compliant.
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	Achieved (100%)	This measure is achieved and has been granted PoolSafe Accreditation for 2018/2019 and 2019/2020
	Number of pool non complying water quality readings per year.	< 2	Achieved (0)	

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Playground equipment is safe to use for parks and reserves playground users.	Number of accidents directly attributable to playground equipment failure.	Nil accidents	Achieved (Nil accidents)	There were no service requests or incident reports received.
Community education and information provided to build community awareness and preparedness.	The number of residents who understand the need to plan for the ability to survive on their own for 3 days if there was an emergency event.	≥ 75%	Achieved (96%)	
WDC is resourced and staff trained to a level sufficient to efficiently operate the Civil Defence Headquarters during an emergency	One major training exercise involving Civil Defence HQ staff will be held per year	One exercise per year	Achieved (1)	On 12 April 2019, staff took part in a Civil Defence orientation training exercise which included the setting up of the Emergency Operations Centre and working through a scenario of a developing weather event.

## Community Development

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100% Compliance	Achieved (100%)	All funding rounds throughout the 2018/2019 year were advertised and administered as per the Community Development Fund Policy.
Support the positive development of youth within the District.	Youth Council meet with Council once per year.	1 per annum	Achieved (1)	The Waitomo District Youth Council presented their 2018/2019 Work Programme to Council at the 28 May 2019 Council meeting.
	Youth Council undertakes two youth related projects per year.	2 per annum	Achieved (2)	The Waitomo District Youth Council undertook a number of youth related projects throughout the 2018/2019 year, including but not limited to: <ul style="list-style-type: none"> <li>• A family movie night held at the Piopio Memorial Hall on 25 August 2018.</li> <li>• Hosting of Waitomo's Got Talent held on 10 November 2018 at Brook Park.</li> </ul>
Council will support major District events that build community pride and raise the District's profile.	Council provide support for major district events.	2 per annum	Achieved (2)	The Great NZ Muster was held on 30 March 2019. The Waitomo District Christmas Parade was scheduled to take place on Friday 14 December 2018. The parade was cancelled late on event day due to weather conditions.

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Provision of comprehensive library facilities for the community.	Percentage of residents satisfied with the quality of the library facilities and service.	≥ 85%	Achieved (95%)	95% of respondents to the Council's 2019 Resident Survey were satisfied with the quality of the library facility and service.
Council will encourage and support sustainable economic development opportunities within the District.	Enhance the promotion of the District with the support of Hamilton Waikato Tourism through taking up District promotion opportunities in key publications and industry events.	>4 promotion opportunities taken up	Achieved (4+)	<p>The Waitomo District was profiled in a range of key publications and industry events over the 2018/2019 year including:</p> <ul style="list-style-type: none"> <li>• Explore your own Backyard Campaign</li> <li>• Short Escapes Campaign</li> <li>• Waikato Regional Visitor Guide</li> <li>• Annual Tour – North Island Campaign</li> <li>• 2019 Waikato Regional Visitor Guide</li> <li>• Ongoing campaign through a number of social media channels</li> </ul>
	Involvement in economic development initiatives alongside Waikato Means Business.	1 initiative per annum	Achieved (1)	<p>Development of the Sub Regional (Southern) Waikato Economic Development Action Plan has been completed.</p> <p>The Southern Waikato Economic Action Plan (SWEAP) Application Package to the Provincial Growth Fund was lodged with the Ministry of Business, Innovation and Employment on 10 April 2019.</p> <p>In conjunction with Te Waka, the Business Growth Advisor Services initiative commenced.</p>

## Compliance

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
All food and alcohol retail premises will be inspected and appropriately registered and licensed.	Percentage of food and alcohol premises that are licensed or registered.	100%	Achieved (100%)	100% of the premises selling alcohol are licensed to do so. 100% of the premises requiring food licences are registered.
Provision of an effective environmental health service for the community.	Percentage of residents satisfied with the provision of the Environmental Health Service.	> 85%	Achieved (89%)	
Building consents and project information memoranda (PIMs) processed within 20 working days.	The percentage of building consents and PIMs processed within 20 working days.	100%	Not Achieved (98.9%)	Of 182 building consent applications processed, 2 were not processed within the 20 working days due to administrative errors. These processes have been reviewed and training undertaken.
Council will process, inspect and certify building work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements.	BCA Accreditation achieved	Achieved	BCA accreditation was achieved in June 2018. WDC's next assessment is due in June 2020.
Provision of an effective building control service to the community.	Percentage of users satisfied with the provision of the Building Control Service.	> 75%	Not Achieved (69%)	<p>Respondents to the building services questions in the Resident Survey indicated their main reasons for dissatisfaction was that the process takes a long time, and the process is complicated.</p> <p>Some applicants find the building process challenging, however the requirements are set by regulation by central government and are unable to be changed by WDC. However, WDC is a member of the WLASS Building</p>

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
				Consent Group where a key strategic focus of the councils is to continue to improve building consenting processes that are permitted to be changed by the legislation.
Council meets its obligations under the Dog Control Act 1996	Percentage of Special Owner Status properties inspected per year.	100%	Not Achieved (48%)	This has not been achieved due to resourcing constraints as a result of a vacancy. Prioritisation has been given to responding to dog related service requests (i.e. wandering dogs, attacks etc).
Provision of an effective Animal Control Service.	Percentage of residents satisfied with the provision of the Animal Control Service.	≥ 75%	Achieved (81%)	
Dog Owners are well informed of their responsibilities and WDC Support.	Number of Dog/Owner Education initiatives.	≥ 2	Achieved (8)	A number of initiatives have been undertaken throughout this year including; public advertisements, information on Council's website and social media, and the promotion of dog safety and responsible dog ownership messages. Free homework books were provided to Waitomo and District schools including Waitomo Caves, Piripiri, Rangitoto, Te Kura O Tahaaroa and Kinohaku.

## Solid Waste Management

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Provision of safe solid waste facilities within District	Percentage of users that rate the safety of the facilities (landfill and rural transfer service stations) as satisfactory or better.	≥85%	Achieved (95%)	
Provision of effective solid waste management services for the community.	Average number of complaints received per month regarding solid waste activities.	≤ 10	Achieved (1.75 per month)	
	Percentage of users satisfied with the provision of waste management facilities (Landfill and rural transfer stations)	80%	Achieved (94%)	
To work towards a waste minimisation outcome	Percentage reduction per annum in quantity of recyclables (like paper and plastics) in bag collection that goes to landfill.	1.0%	Achieved (-12.18% reduction)	Council has started implementing a Waste Minimisation communication plan which is proving positive. New recycling bins were issued to all properties on the collection route and this is likely to have encouraged more recycling uptake as well. Figures are from a waste audit conducted in July 2018 (15.2% of household rubbish) comparing to 2016 results (27.38% of household rubbish).



What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
	Percentage reduction per annum in quantity of organic waste (like food scraps) in bag collection that goes to landfill	1.0%	Not Achieved (2.57% increase)	A waste audit conducted in July 2018 showed an increase in the organic waste component in landfill bags compared to the 2016 waste audit (an increase from 38.93% to 41.5%). The increase in organic waste is a national problem. The Council will be addressing this through an increased involvement in national campaigns and local initiatives and education around food recycling and composting, for example the EnviroSchools program, the Love Food Hate Waste program, subsidies for compost bins, and composting and worm farming workshops.

## Stormwater Drainage

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Storm water drainage system is adequate and is sufficiently maintained.	The number of flooding events* that occur in the district in a financial year.	0	Achieved (0)	There were no flooding events in the district during the 2018/19 year.
	For each flooding event* the number of habitable floors affected in a financial year.	≤ 1 per 1000 properties	Achieved (0)	
Compliance with resource consent conditions for discharge from the Councils urban storm water system that relate to environmental effects	Compliance with resource consents for discharge from its storm water system, measured by the number of the following (received by Council with a financial year):			
	• abatement notices	0	Achieved (0)	
	• infringement notices	≤2	Achieved (0)	
	• enforcement orders	0	Achieved (0)	
	• successful prosecutions	0	Achieved (0)	
The Council responds to failures and request for service in a prompt and efficient way	The median response time to attend a flooding event*, (measured from the time that the notification is received to the time that service personnel reach the site)	≤ 180 minutes (3hrs)	Achieved (0)	

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
The Council provides a reliable storm water collection service	The number of complaints received about the performance of the Council's urban storm water system per 1,000 properties connected <i>1,945 connections.</i>	≤4 complaints per 1000 properties <i>(2,056 connections)</i>	Achieved (1)	

\* A flooding event means an overflow of stormwater from a territorial authority's stormwater system that enters a habitable floor. Habitable floor refers to the floor of a building (including a basement) but does not include ancillary structures such as stand-alone garden sheds or garages.

## Resource Management

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Resource consents are processed consistently, efficiently and to a high standard.	The percentage of resource consent applications which are processed within statutory timeframes.	100%	Achieved (100%)	All resource consents have been processed within statutory timeframes
Land Use consents are monitored to ensure they comply with the conditions of consent.	All land use consents that require monitoring are monitored.	100%	Achieved (100%)	All land use consents which require monitoring have been monitored

## Sewerage and Treatment and Disposal of Sewage

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Sewerage System is adequate and is sufficiently maintained.	Number of complaints received in a financial year about; <ul style="list-style-type: none"> <li>sewage odour;</li> <li>sewage system faults;</li> <li>sewage system blockages; and</li> <li>Council's response to issues with the sewage system.</li> </ul>	Total complaints per 1,000 connections $\leq 35$  <i>(Total number of connections 1,942)</i>	Achieved (19)	
Environmental impacts of Sewerage systems will be managed effectively.	Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of the following: <i>(received by Council in a financial year)</i>			
	<ul style="list-style-type: none"> <li>abatement notices</li> </ul>	0	Achieved (0)	
	<ul style="list-style-type: none"> <li>infringement notices</li> </ul>	0	Achieved (0)	
	<ul style="list-style-type: none"> <li>enforcement orders</li> </ul>	0	Achieved (0)	
	<ul style="list-style-type: none"> <li>convictions received</li> </ul>	0	Achieved (0)	

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Timely response and resolution for sewage overflows.	The median response times for attendance, in a year, measured from the time that the Council receives notification to the time that service personnel reach the site.	≤180 minutes (3hrs)	Achieved (0.59hrs)	
	The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.	≤ 540 minutes (9hrs)	Achieved (7.16hrs)	
Provision of effective and reliable sewerage systems and service to the community.	Number of dry weather sewage overflows from the Council's sewerage system in a financial year.	Total complaints per 1,000 connections ≤ 15  <i>(Total number of connections 1,942)</i>	Achieved (0)	

## Water Supply

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Water supply system is adequate and sufficiently maintained for public health purposes.	The extent to which WDC's drinking water supplies comply with Part 4 of NZ Drinking-water Standards 2005 (revised 2008) (bacteria compliance criteria)	100%	Achieved (100%)	All plants and network complied with Bacteriological requirements.
	The extent to which WDC's drinking water supplies comply with Part 5 of NZ Drinking-water Standards 2005 (revised 2008) (protozoal compliance criteria)	100%	Not achieved (15%)	This measures system capacity for the monitoring and reporting of compliance, rather than measuring supplies for risk of instances of protozoa contamination.  Only the Piopio Water Treatment Plant shows protozoa compliance.  The compliance arrangements for Te Kuiti, Benneydale and Mokau water supply schemes are in progress. This includes the installation of UV monitoring and other instrumentation to demonstrate compliance. This work is scheduled for completion during the 2019/20 year.
Water Supply networks are being maintained adequately.	Percentage of real water loss from the Council's networked reticulation system in a financial year in: ( <i>'Water loss' includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption.</i> )			
	• Te Kuiti	≤25%	Achieved (15.33%)	
	• Mokau	≤25%	Achieved (1.10%)	
	• Piopio	≤25%	Achieved (11.99%)	
	• Benneydale	≤15%	Achieved (4.8%)	

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Timely response and resolution of service requests.	The median response times for attendance for urgent call-outs in a financial year**	≤180 minutes (3 hrs)	Not achieved (4:49 hrs)	There were three urgent calls which exceeded the three hour response time over the year.
	The median resolution time of urgent call-outs in a financial year***	≤540 minutes (9hrs)	Achieved (6:20 hrs)	
	The median response times for attendance for non-urgent call outs in a financial year**	≤660 Minutes (11hrs)	Achieved (10:38hrs)	Most of the non-urgent callouts were addressed well within the target response time. However there were a number (less than 10%) where the response time was significantly longer than the target response time.
	The median resolution time of non-urgent call-outs in a financial year***	≤96 hours (4 days)	Not Achieved (7 days)	
** from the time that the local authority received notification to the time that service personnel reach the site. *** from the time that the local authority received notification to the time that service personnel confirm resolution of the fault or interruption.				
Provision of effective and reliable water supply system to the community.	The total number of complaints received by Council in a year for: (Total number of connections 2,056)			
	• drinking water clarity	≤5 per 1000 connections	Not Achieved (27)	Complaints mostly related to the Te Kuiti water supply during the period January–March 2019. The type of complaints received were common to most of the central and lower North island water supply areas during that period.
	• drinking water taste	≤5 per 1000 connections	Not Achieved (18)	
	• drinking water odour	≤5 per 1000 connections	Not Achieved (16)	
	• drinking water pressure flow	≤30 per 1000 connections	Achieved (6)	
	• continuity of supply	≤30 per 1000 connections	Achieved (16)	
Median response time to any of these issues within a year.	≤540 minutes (9hrs)	Not Achieved (19:49hrs)		
Efficient management of demand for water for the community.	Average consumption of drinking water per day per resident within the district.	≤400 litres per person per day	Achieved (230.53 litres)	



## Roads and Footpaths

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
Monitor safety of local roads to assist in planning and prioritising works required to upgrade, maintain or change the condition of the roading environment in order to reach and maintain a specified level of safety.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	1 (or maintain at 0)	Not Achieved (7)	There was one fatality on a local road in the 2017/18 year, and one fatality and seven serious injury crashes in the 2018/19 year.  Council has limited ability to influence road crashes resulting in fatalities or serious injury due to the wide range of external factors involved. However, where safety issues are identified with a road, improvements are scheduled and implemented.
Maintain the overall condition of local roads to a specified adequate standard  <i>*NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort</i>	The average quality of ride on a sealed local road network, measured by smooth travel exposure, in a financial year.  (Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90%.)	90%	Achieved (95.4%)	The total length of sealed road is 461km of which 446km had a NAASRA roughness count of less than 150.
Maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metalled each year.	10% (of total)	Not Achieved (8.87% of total)	The cumulative total length of roads metalled up till end of June 2019 was 49.88km. 10% of the total length of unsealed roads is 55km.  Due to an extended dry summer over 2018/19, the majority of the unsealed road metalling was deferred to later in the

What We Do (Level of Service)	How We Measure Success (Performance Measure)	Target	Result 1 July 2018 - 30 June 2019	Commentary
				<p>financial year to a time when the required amount of moisture is available to achieve appropriate compaction.</p> <p>A review of the current asset management strategy for this part of the maintenance of unsealed roads is being undertaken.</p>
Maintain the overall condition of sealed roads to a specified adequate standard.	Percentage of the sealed local road network that is resurfaced each year.	7% (of total)	Achieved (8.8%)	The cumulative total of resurfaced roads for the year was 40.38km. The total length of sealed roads is 461 km
Maintain the overall condition of footpaths to a specified adequate standard.	The percentage of footpath network that falls within a condition rating of 3.	90%	Achieved (94%)	The footpath condition is determined from a walkover, visual survey to assess factors such as extent of cracking, unevenness, and tree root intrusion.
Manage the timeliness and appropriateness of responses to problems and service requests.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.	80%	Achieved (83.17%)	A total of 590 requests were received this year. Of these, 511 requests were responded to within 10 working days. 79 of the requests related to state highway.

**Document No:** A439708

**Report To:** Council



**Meeting Date:** 27 August 2019

**Subject:** Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider and adopt the Waitomo District Council Dog Control Policy and Practices Report 2018/2019 ("the Report").

## Background

- 2.1 Section 10A of the Dog Control Act 1996 ("The Act") requires councils to report annually on the administration of its Dog Control Policy and Practices. This has been a requirement since the Act was amended in 2003.

## Commentary

- 3.1 Section 10A of the Act specifies the information that Council must include in its report in respect of each financial year as follows:
- "a) the number of registered dogs in the territorial authority district:*
  - "b) the number of probationary owners and disqualified owners in the territorial authority district:*
  - "c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made:*
  - "d) the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made:*
  - "e) the number of infringement notices issued by the territorial authority:*
  - "f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:*
  - "g) the number of prosecutions taken by the territorial authority under this Act."*
- 3.2 The Report (attached as Appendix 1) addresses all the matters required by the Act.
- 3.3 Section 10A also specifies that Council must publically notify the Report within one month of adopting the report, publish the report online, and send a copy of it to the Secretary for Local Government.

## Considerations

### 4.1 **Risk**

4.2 There is no risk to Council in adopting this report.

### 4.3 **Significance and Community Views**

4.4 This is not a significant decision (in accordance with Council's Significance and Engagement Policy) and there is no requirement for Council to consider any affected persons. Providing the report to the Secretary of Local Government is an operational matter.

## Recommendation

5.1 It is recommended that Council resolves to adopt the Report and give public notice of the report as required by the Act.

## Suggested Resolutions

- 1 The business paper on 'Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices' be received.
- 2 Council adopt the Report on Waitomo District Council Dog Control Policy and Practices 2018/2019 (Reference A439694).



TERRENA KELLY  
**GENERAL MANAGER STRATEGY AND ENVIRONMENT**

27 August 2019

Attachment: Report on Waitomo District Council Dog Control Policy and Practices 2018/2019 (Doc A439694)

**REPORT ON  
WAITOMO DISTRICT COUNCIL DOG CONTROL POLICY AND PRACTICES  
2018/2019**

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**TO:** The Secretary for Local Government  
**FROM:** General Manager Strategy and Environment  
**SUBJECT:** Report on Waitomo District Council Dog Control Policy and Practices - 2018/2019  
**DATE:** 27 August 2019

## **1 INTRODUCTION**

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This is Waitomo District Council's (WDC) annual report on Dog Control Policy and Practices for the period 1 July 2018 to 30 June 2019, as required by section 10A of the Dog Control Act 1996.

## **2 DOG CONTROL POLICY AND PRACTICES**

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### **2.1 Dog Control in the District**

The total number of active dogs on WDC's Register at the end of the 2018/19 registration year was 3,401, a decrease of 67 dogs from 2017/18.

WDC provides a twenty-four hour Animal Control Service, with Animal Control Officers ("ACO") covering this function during normal business hours. Any urgent animal control service requests received after-hours (including weekends and public holidays) are responded to by an after-hour's Contractor. Training is provided to Contractors, with both providers working closely together on animal control matters.

WDC also maintains good working relationships with the local Police, veterinarians and the Waikato SPCA.

WDC employs one full time ACO and a Compliance Administrator. The Team Leader Compliance and Monitoring leads the Team, and performs the ACO role when required for operational reasons.

The ACO works predominantly in the field, whilst the Compliance Administrator oversees the administration of the WDC Database, the National Dog Database (NDD), and the registration process.

WDC operates a Dog Pound in William Street, Te Kuiti. The Pound equipment is updated on an as needed basis.

This year there was a decrease in the number of dogs impounded from the previous year. 153 dogs were impounded (compared to 185 in 2017/18), with 59 dogs returned to their owner, 35 dogs euthanized, and 57 re-homed. Two dogs remain impounded.

The Dog Owners of impounded dogs are required to pay an impounding fee, as well as registration fees if the dog is unregistered, plus micro-chipping fees if applicable. In addition, sustenance fees are charged for each day the dog is in the Pound.

Microchipping continues to be a key focus. It is noted that the Act requires dogs being registered for the first time to be chipped within two months of registration (with herding dogs exempt from the requirement), and classified dangerous and menacing dogs are also required to be microchipped.

Microchipping is carried out by the ACO who has the appropriate training to perform the task. Owners are charged a nominal fee of \$25 to cover costs.

The WDC Dog Control Policy and Bylaw was formally adopted in 2015.

## 2.2 Dog Control Enforcement Practices

For this period, WDC received 349 dog control related complaints (426 in 2017/18) that required action.

WDC takes a pragmatic approach to enforcement, and generally attempts to educate dog owners in the first instance. For example, if a registered dog is picked up for a first wandering offence, the dog might be returned to the Owner with a verbal warning, rather than impounding.

Complaints relating to wandering dogs numbered 194 this year, a significant reduction from the 2017/18 period (277). In addition, 59 complaints were received in relation to barking dogs (40 in 2017/18), and 23 complaints were received for rushing/aggression. WDC works with complainants to identify and capture wandering dogs, sometimes using WDC owned cage traps if required.

In respect of barking complaints, most are resolved quickly once the owner is advised of the issue and has been provided advice on methods to resolve the issue. Where the issue is not resolved within a timely manner, an Abatement Notice is issued (as provided by the Act) and this has proven to be a useful tool in these circumstances. WDC has issued no Abatement Notices in this period.

WDC received 62 complaints related to attacks, rushing and/or aggressive dog incidents. Each incident is investigated, a report made (including an attack rating assessment). Upon completion of the investigation and reporting, a decision is made (and recorded) as to what action is appropriate as per the requirements of the Act. Each incident is assessed on its merits on a case by case basis.

For this period, 48 (51 in 2017/18) Infringement Notices have been issued and have since either been paid by the Dog Owner or sent to the Court.

The Infringement Notices were issued as follows:

- Three for breach of section 33EC(1) (failure to comply with effects of classification of dog as menacing dog);
- 28 for breach of Section 42 (failure to register dog);

- Five for breach of Section 52A (failure to keep dog controlled or confined);
- 11 for breach of Section 53(1) (failure to keep dog under control); and
- One for breach of Section 20(5) (failure to comply with any bylaw authorised by Section 20(5))

### **2.3 Dogs Prohibited, Leash Only and Dog Exercise Areas**

WDC's Policy requires all dogs to be on a leash in public places.

The Policy also identifies dog prohibited areas (i.e. sports grounds, children's playgrounds and schools), and dog exercise areas. Signs are installed as appropriate to advise the public.

### **2.4 Dog Registration and Other Fees**

There were no changes to the Dog Registration fees for 2018/19.

Where dog owners have not registered their dogs within the required timeframe, these are followed up. The process involves an initial reminder letter and phone call / visit to the Owner. If dog owners continue to fail to register their dogs, the dog(s) are then seized and impounded. Dogs are only released from the pound once they are registered. If this approach is unsuccessful, dogs are seized and held until registered.

### **2.5 Education**

WDC proactively engages in education for dog owners on a monthly basis by a range of mediums including the local newspaper, Waitomo Way (a council newsletter) and WDC's two Facebook pages (one dedicated to Animal Control).

### **2.6 Disqualified and Probationary Dog Owners**

Waitomo District has one disqualified Dog Owner, and no probationary owners.

### **2.7 Menacing and Dangerous Dogs**

For this period, there are no classified dangerous dogs and 28 menacing dogs classified in the District out of a population of 3,401 dogs. Any new dog of a menacing breed/type is identified following registration, classified and referred for a compliance check.

In April 2017, WDC received funding from the Department of Internal Affairs (DIA) to run a Menacing Dog Campaign for the neutering of menacing dogs. As at 30 June 2019, 19 dogs have been neutered under this campaign (since the commencement in May 2017). The Campaign is ongoing while funding is available.

### **2.8 Other Information**

Council requires owners of more than two dogs on any urban property to apply for a permit from Council. Upon application, the Dog Owner's property is inspected in accordance with the requirements of the Dog Control Bylaw. If the requirements are met, the permit is issued subject to any necessary conditions. A permit may be reviewed by WDC at any time, and may be modified or revoked if any non-compliances with the permit are detected.

## 3 STATISTICAL INFORMATION

Category	For period 1 July 2015 – 30 June 2016	For period 1 July 2016 – 30 June 2017	For period 1 July 2017 – 30 June 2018	For period 1 July 2018 – 30 June 2019
Total number of Registered Dogs	3,330	3,590	3,468	3,401
Total number of Probationary Owners	0	0	0	0
Total number of Disqualified Owners	0	0	1	1
Total number of Dangerous Dogs	0	1	0	0
▪ Dangerous by Owner Conviction Under s31(1)(a)	0	0	0	0
▪ Dangerous by Sworn Evidence s31(1)(b)	0	1	0	0
▪ Dangerous by Owner Admittance in Writing s31(1)(c)	0	0	0	0
Total number of Menacing Dogs	<b>20</b>	<b>26</b>	<b>28</b>	<b>28</b>
▪ Menacing under s33A(1)(b)(i) - i.e. by Behaviour	2	3	3	8
▪ Menacing under s33A(1)(b)(ii) - by Breed Characteristics	5	6	7	5
▪ Menacing under s33C(1) by Schedule 4 Breed	13	17	18	15
Total number of Infringement Notices (excluding cancelled)	24	74	51	48
Total number of prosecutions	0	0	1	0
Complaints received:				
▪ Aggressive	0	2	8	21
▪ Bins/Signs	0	0	0	0
▪ Bite/attack	6	33	37	39
▪ Barking	50	93	40	59
▪ Breach of Council Bylaw or permits	0	4	3	2
▪ Lost Dog/other	0	1	26	18
▪ Rushing in public place	26	17	14	2
▪ Unregistered	0	0	4	5
▪ Wandering	241	314	277	194
▪ Worrying animals	0	19	1	1
▪ No water, shelter, food or exercise	25	35	16	8
<b>Total Complaints Received</b>	<b>524</b>	<b>518</b>	<b>426</b>	<b>349</b>

*Note:* Variations in reporting numbers on aggressive, bite/attacks and rushing between years can occur as a result of how service requests are coded.