

Document No: A461041

**Report To: Council**



**Meeting Date:** 25 February 2020

**Subject:** Deputation – Waitomo Sister City Incorporated

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that members of the Waitomo Sister City Committee will be in attendance at 9.00am to make a deputation to Council.
- 1.2 Attached to and forming part of this business paper is a letter provided by Waitomo Sister City Incorporated for Council's consideration as part of the Deputation.

## Suggested Resolutions

The Deputation from Waitomo Sister City Incorporated be received.

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

HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

February 2020

Attachment: Letter from Waitomo Sister City Incorporated

**Waitomo Sister City Inc.**

7 Tawhana ST  
TeKuiti

10 December 2019

Mr Chris Ryan,  
Chief Executive  
Waitomo District Council  
P O Box 404  
**Te Kuiti 3941**

Dear Chris,

Thank you for meeting members of Waitomo Sister City Inc. on Monday 9 December 2019 to discuss the proposal to relocation of the Tatsuno City friendship gifts.

We have the following concerns with the proposal to relocate the gifts to the Les Munro Centre:-

- The security of the items cannot be guaranteed irrespective of how secure the display cabinets are,
- Access by the public is limited to one's attendance of functions at the Les Munro Centre
- Informal access by members of Tatsuno City delegation, or casual visitors from Tatsuno is unachievable.
- We do not wish to cause additional expenditure to the ratepayers of the Waitomo District by the creation of a secure relocation.
- Existing, well utilised, seating will be lost to the display

The committee met on Thursday 5 December 2019 to further consider the proposal. Taking the above points into consideration it is the Societies request that the gifts be reinstated to their original location. It is also the Societies request that the gifts be appropriately stored until such time as they are re-instated in the public area of the Waitomo District Council building.

Our gifts to Tatsuno City are respectfully displayed in the foyer of their council building. We feel it is insulting to our relationship that are not extending the same honour to their gifts.

We look forward to your response to our requests.

Yours faithfully



**Janis MacDonald**  
Chairperson

Document No: A460494

**Report To: Council**



**Meeting Date:** 25 February 2020

**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, Amy Marfell, General Manager Regional Leadership, 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 July 2019 to 31 December 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**

February 2020

Attachment: Sport Waikato Report 1 July 2019 to 31 December 2019

# Sport Waikato Waitomo District Report

1 JULY to 31 DECEMBER 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.

Report prepared by:

Waitomo District Co-ordinator

Dede Downs

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

Phone: 027 485 3692

Sport Waikato's Regional Strategy

# 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



**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



## CONTENTS

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

### Insights – General Manager Amy Marfell

1. This quarter included the celebration of our local sports people and volunteers through the delivery of 9 district Sports Awards. Always a highlight on the calendar, the Sports Awards are a proud moment in the districts and represent an important opportunity to celebrate all that has been achieved by athletes, coaches, administrators and volunteers. This year saw increases in nominations in the Innovation in Sport and Recreation category, which highlights the effort organisations and groups are going to in order to think differently and more inclusively about opportunities for activity. This year's awards were also a brilliant showcase of the emerging talent of our Region's youth, with districts celebrating the incredible talents of young people across a number of categories and sports. We now look forward to hosting the Regional Sports Awards in Hamilton on the 30th of January.
2. A major focus for Sport Waikato across the last period has been the completion of the Moving Waikato 2025 Horizon 1 review and direction setting for the next strategic period. With the support of an expert Advisory Group (including representatives from Local Authorities, Health, Education, and Iwi), we have reviewed progress against our strategic aims whilst also looking to the future to ensure our strategy is relevant, impactful and aligned to the needs of our community. We look forward to socialising the next iteration of Moving Waikato 2025 with our council partners in 2020.
3. In 2020, we move into the next review and iteration of the Waikato Regional Sports Facilities Plan (WRSFP) to ensure its relevance for our partners and communities. The review of the WRSFP is now underway and includes the intention to broaden the plan's scope to include both active recreation and play provision. The review is scheduled to be completed in time to support this year's LTP submissions to ensure Sport Waikato continues to support our region's Territorial Authorities with evidence-based decisions.

### 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	Assisted the <b>North King Country Junior Football Association</b> through their end of season Closing tournament and prizegiving. Provided guidance to new office holders, player certificates and volunteer recognition.	To meet with committee and assist with planning of 2020 season. Changes in competition day and format have been suggested and require full discussion.
	<b>Piopio Community Recreation Club</b> – Worked alongside 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. Meeting with the group shortly to discuss new fundraising ideas.
	<b>Te Kuiti Gymsport/Gymnastics</b> – Provided support to the sole coach and the few parent helpers through to the end of term three. Assisted with final display session and provided participation and skills certificates.	To meet with coach and parents to plan 2020 sessions and goals, identify parent helpers and provide training and support.
	<b>Volunteer recognition</b> – Follow-on from the June Volunteer Awareness Week promotion – Acknowledged, rewarded and publicly thanked volunteers	Continue to encourage and support schools and clubs to manage their volunteer recruitment, retention and reward programmes.
	<b>Te Kuiti Table Tennis</b> – Continued to co-manage weekly ‘club nights’ through to mid- December whilst working towards setting up a formal club structure.	Ongoing Co-facilitation in 2020 depending on interest. Recruitment of volunteers to form a roster system is a priority.
	Continued to work with <b>Te Kuiti Croquet Club</b> providing ongoing promotion and funding information.	Will continue to assist the committee with ideas for promotion days/events and ideas to encourage new players, secondary school partnerships and competitions.
Advocacy: Clubs/Community organisations	<b>Waitomo Golf Club</b> – Offered Women and Girls golf introduction sessions as and when requested. Two novices enjoyed lessons and participated in the Twilight golf competition.	A similar activity is to be offered as a ‘This is ME’ incentive in early 2020. Golf professionals and NZ Golf to be involved.

	<p><b>Holiday Programmes – 15 &amp; 16<sup>th</sup> July</b> – Frisbee Golf at Brook Park and movie at Journey Church – 18 attendees                  Provided promotion and support to community coach running the 3-day Football and Gymnastics programme.</p> <p><b>7<sup>th</sup>,8<sup>th</sup>,9<sup>th</sup> October</b> – Provided promotion and support to community coach running the 3-day Football and Gymnastic programme</p>	<p>Active family programmes to be provided in school holiday breaks.</p> <p>Possible partnership with D.O.C, offering outdoor activities in the vicinity of Pureora Forest Park.</p>
	<p><b>Kaumatua Games Day</b> – Facilitated by our local coalition group.</p> <p>Recruited and guided community volunteers and 6 Te Kuiti High School students to assist with the running of Kaumatua Games. The students have been presented with volunteer certificates and Sport NZ Volunteer items of sports clothing.</p>	<p>An annual event. Planning starts in July.</p> <p>District co-ordinator will recruit volunteers, provide equipment and oversee the 2020 games.</p>
	<p><b>Attended - Trust Waikato ANNUAL PUBLIC MEETING</b> in Otorohanga.</p> <p><b>Legendary Te Kuiti AGM</b> – Offered support of LTK projects and gained support for PINK PARK WALK.</p> <p><b>Te Kuiti Rotary Club</b> – Guest speaker at November dinner meeting.</p> <p><b>Te Kuiti Community House Trust</b> – Monthly meetings and AGM (Trustee)</p> <p><b>Rural Travel Fund</b> – A member of the grants allocation committee dispersing funds to applicants in the Waitomo district.</p> <p><b>Radio Maniapoto MFM</b> – Provided Sport, Active Living and Recreation reports and information via weekly live radio show with Kaiwhakahare o Maniapoto Rozel Coffin.</p> <p><b>Local Media</b> - Provided regular Sport, Active Living and Recreation reports and articles to Waitomo News.</p>	<p>DC to continue relationship with these organisations.</p>
<b>Event Support</b>	<p><b>This is ME – PINK PARK WALK/Breast Cancer activity</b> – Facilitated this community event at Brook Park, offering 3 walk/trek options – 74 participants. Volunteers and walkers rewarded.</p> <p>Funding for advertising this event was successfully gained by applying to the Summer Nature Programme fund.</p>	<p>Ongoing annual district event.</p> <p>Not necessarily led by Sport Waikato but the District Co-ordinator partners and supports a local group or coalition that comes together to make it happen.</p>

	<p><b>Building Awesome Whanau</b> with Pio Terei – Supported this community event – provision of promotion and children’s activities.</p>	<p>Available to support future MFVIN led events of this nature.</p>
	<p><b>Waitomo district Primary Schools Road Patrol activity day</b> – Provided hands-on support and facilitation to organisers Te Kuiti Community Police and SW Energize staff. 100 children from district schools attended.</p>	<p>Ongoing annual assistance will be offered.</p>
	<p><b>Waitomo District Sport Plan</b> - Consultation to inform a District Sport and Recreation plan occurred through October in partnership with Sport Waikato and the Waitomo District Council. Surveying was open for the Waitomo Sport Clubs until the 30 October. Additionally, community consultation evenings were held in Te Kuiti (14 October) and Piopio (15 October) to provide opportunities for club and community members to have their say. A meeting was held with Waitomo District council staff on the 8 November to provide them with an update and summary of results from the consultation process. A draft Waitomo Sport and Active Recreation plan was prepared by the Planning and Insights team and provided to Waitomo District Council Staff in December.</p>	<p>Future updating and communications to continue.</p>
	<p><b>The Lines Company Waitomo district Sports Awards ceremony</b> – Facilitated and presented the annual awards ceremony – 55 nominees (including 9 Service to Sport acknowledgements). 260 attendees. Guest speaker World Cup winning Black Ferns captain Lesley Elder.</p>	<p>Waitomo has two finalists selected for the Brian Perry Regional Sports Awards in late January 2020 – Sportsperson Chris Lord and Community Coach Rangī Te Whare. A good number of Waitomo whanau are expected to attend the event in support of both Chris and Rangī.</p>
	<p><b>Water Safety day</b> - (Mangaokewa River and Waitomo Aquatic centre). Partners - WDC, Police, TWA and supported by SW district Co-ordinator. The group of local Rangatahi who attended this 4-hour presentation now have the tools to lead their peers in safer water activity practises whether in open water spaces or controlled pool environment.</p>	<p>Follow-up conversations and visits to local swimming areas will be made throughout the summer months.</p>
	<p><b>Celebration of Dance</b> – Facilitated by the original Kaumatua Games Coalition group and community volunteers. A dance evening for adults, showcasing</p>	<p>There were many calls to repeat events of this nature.</p>



	<p>different dance groups around the North King Country – Rock n Roll, Sequence and Zumba from Otorohanga, Scottish country, Belly Dance, Old time. 65 attendees enjoyed the occasion immensely and want more.</p> <p>Initial funding, which covered advertising and venue hire, was successfully gained by applying to the Summer Nature Programme fund.</p>	<p>The DC will be available to assist with future activities as a coalition member.</p>
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## District Co-ordinator - Coming Up locally

- Coast Sports Day – 100 years celebration
- Brian Perry Regional Sports Awards
- This is ME – Golf for Women & Girls
- This is ME – Ultimate Frisbee Day
- District Sport Plan
- Good Sports Workshop
- Vibrant Safe Waitomo
- KC Secondary School Athletics and Swimming champs
- Waitomo Caves Sports Day
- Winter sport planning

## Regional Sport Waikato Team Updates

### Local Sport Capability

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.

Valuable workshops organised for the Waitomo district

- **‘Growing Effective Volunteer Teams’** – Was to be held 1<sup>st</sup> July. *This workshop was postponed owing to lack of registrations and will be offered again in 2020.*
- **‘Sustainable Funding Workshop’** – 2<sup>nd</sup> September. Facilitated by Megan from EXHULT. 11 attendees, from a variety of clubs, enjoyed this very informative workshop.

**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:**

- King Country Secondary schools Badminton Championships held in Te Awamutu. Teams from Piopio college and Te Kuiti High School attended.
- King Country Secondary School Touch competition held in Te Awamutu.

### **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 October included - Alex Marino [Waikato Volleyball]



#### **This is ME®**

This quarter has seen the continuation of the This is ME Secondary Schools Programme in both Piopio College and Te Kuiti High School. With both schools winding down to the end of the year and their senior students heavily involved in NCEA exams the This is ME® Student Leaders were keen to provide activity opportunities for the junior girls that were fun, engaging and outdoors in the sunshine. Piopio College student leaders planned a Colour Filled Obstacle Course which saw 20 girls completing various obstacles whilst being covered in paint powder. Junior students from Te Kuiti High School expressed their interest in a range of activities which saw them partake in three 'This is ME classes' including Volleyball, Lacrosse, Ultimate Frisbee and enjoying a session at the local Aquatic Centre/Swimming pools. The aim of the programme is to support schools to offer activity opportunities that are relevant, meaningful and exciting for young women to increase participation in physical activity.

In the community space, the Pink Park Walk in October was a great success with more than 70 locals partaking, including many families getting involved. After much planning with local community members and the support of Dede Downs and Rozel Coffin, a Family Ultimate Frisbee day planned for November unfortunately had to be postponed due to poor weather. The aim is to now look at alternative delivery dates for the event in 2020.



Sport Waikato's Active & Well service helps people keep active, eat well and lead a healthier lifestyle. We provide multiple free programmes to individuals, whanau, or groups with physical activity advice and healthy eating ideas, plus suggestions for low-cost community exercise options.

**GREEN PRESCRIPTION PROGRAMME:** The Green Prescription programme is an individual programme for adults and teenagers who are not currently meeting the recommended 150 minutes per week of physical activity. The main goal is to enhance overall lifestyle by increasing physical activity and improving healthy food choices. Delivery of the Green Prescription service is now flexible with less-intensive and more-intensive options being offered to help clients make positive behaviour change around exercise and healthy kai.

Referrals = 27

The District Co-ordinator also makes referrals to GRX, refers clients to active options and often physically supports clients to get started with a physical activity.

**ORANGA TOOTIKA PROGRAMME:** Introducing our new service, Oranga Tootika (the pinnacle of well-being), which combines Waiora (tradition models of wellbeing) and Hauora (modern models of wellbeing), and targets Maaori with high comorbidities. The service allows for home visits and is also significantly longer (up to 12 months) to help Maaori on their journey to better health.

Referrals = 9

**ACTIVE FAMILY, HEALTHY KIDS - WHAANAU KORI, TAMARIKI ORA:** The WKTO team, together with the whaanau, look at current food, activity and sleep habits and offer gentle support in setting goals and achieving simple lifestyle changes. They provide information, tips and advice and will cater the programme to suit the whaanau's individual needs.

Referrals = 1

**TOTAL CLIENTS SERVICED FOR THE DISTRICT = 37**

Gender: Female = 21; Male = 16

Ethnicity:

- Cook Island Maori = 1
- Maaori = 23
- NZ European = 12
- Samoan = 1

Age Band:

- 2-12 years = 1
- GRx TEENS = 1
- 18-29yrs = 6
- 30-49yrs = 15
- 50-64yrs = 8
- 65+ = 6

**SUCCESS STORY - Programme – Green Prescription**

Client X was referred to us for weight management. Our first three months were spent building rapport and helping X get in the right mindset to make change. Further along the track, we discussed home

exercise and X found an online workout that she could follow. She started this 1-2 times a week for the next two months. From here we sent X another workout video, and she began to increase to 2-3 times a week and started doing workouts back to back (10 and 15 minutes respectively). During this time X also gained support from a physiotherapist and dietitian. This wrap-around support has allowed X to increase her mobility, with X noticing that she is able to move more freely and get out of her chair more often. X has also improved portions sizes and has lost 22kg. Ka rawe X! Watene Hema.

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## He Oranga Poutama

He Oranga Poutama Kaiwhakahaere in the Maniapoto rohe (Rozel Coffin) 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. Support in the district over the last period includes:

- Tribal War commemorations
- Support PINK PARK WALK
- Maniapoto Hui a iwi
- Kaumatua Games
- Te Kuiti High School Waka ama
- Waitomo District Sports awards
- Celebration of Dance
- Sport NZ Whakatau at Hamilton Gardens
- Maniapoto MFM weekly live Radio show



## Project Energize in Waitomo District 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.**

The miniball season in Te Kuiti is the highlight of the sporting year for schools. From as far north as Kio Kio School, out to the Coast schools, and as far south as Aria & Piopio, 61 teams gathered to contest this years' competition. From ages 6 (Yr2) - 13 (Yr 8) students play 3 days a week over a period of 12 weeks to find the eventual winners. With teams comprising of 8-10 players that's about 500 students playing after school sport. The support from whanau and the community for the students is huge, with the stadium packed out for games, especially during the midget and junior grades games

This year Te Kuiti Primary embarked on a lot of fundamental skills related to Large Ball skills with Energize. Their teams, particularly in the midget and junior grades performed exceptionally well as a result of the skill work and training put in.

Energize works closely with all schools prior to this competition to increase the fundamental skills needed for playing and doing activity with large balls.

After a successful Waitomo Interschool Athletics Competition we organised to take the students who had qualified for any events to the Waikato Full Primary School Athletics Competition at Porritt Stadium.

Along with help from Te Kuiti Primary staff we selected a team of 12 student from Te Kuiti Primary, Pukenui Primary, St Josephs Catholic School, Te Wharekura o Maniapoto and Benneydale School. Two students from Waitomo Caves went with their teacher as well.

As this was the first time a team had been sent, we had great success on the day. With many of the students in the Year 7 competition next year should be even more successful.

Vicki Coll

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## **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-books for Waikato parents, providing information and activity ideas to encourage physical activity from birth. A total of 3 KiwiBaby manuals were downloaded in the district.

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## **Regional Facilities**

Sport Waikato are working with Game On Trust and the Waitomo District Council around reviewing and identifying both capital and operational requirements for the new two court indoor facility.

The Regional Sports Facilities Plan Review is process underway with the first local authority partnership workshop facilitated on the 17th December 2019 by Robyn Cockburn – Lumim and attended by representatives from 6 of our 10 local authorities. The workshop was held to review the existing plan with a particular focus on how it has been used, the key sections/components that have contributed to the plan's success , any information that would be of value to users in the next iteration and to identify plan components that might be redundant.

Other work being progressed includes:

- A collaborative Sport Field Study ongoing across three councils – Hamilton City Council, Waipa and Waikato District Councils. The draft winter report is now with councils for sense checking and review. Summer sport code information is currently being collated. The final report is due for completion March/April 2020.
- The Sport NZ Facility Planning Tool will be used to inform the WRSFP Review process. The Facility Planning Tool and HUB Guide is due to be rolled out to local authorities early in 2020. Dates and process for roll out to be confirmed.
- 2020 Facilities Planning Forum programme and dates to be agreed with local authorities

Document No: A464133

**Report To: Council**



**Meeting Date:** 25 February 2020

**Subject:** Deputation – Game On Charitable Trust

**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that members of the Game On Charitable Trust will be in attendance at 9.30am to make a deputation to Council.

### Suggested Resolutions

The Deputation from Game On Charitable Trust be received.

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

HELEN BEEVER  
**GENERAL MANAGER – COMMUNITY SERVICES**

February 2020

Document No: A464087

**Report To: Council**



**Meeting Date:** 25 February 2020

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

## Purpose of Report

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

## Commentary

- 2.1 **Conflicts of Interest**
- 2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.
- 2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:
- ensure members are not affected by personal motives when they participate in local authority matters; and
  - in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).
- 2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.
- 2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in the Waitomo District.
- 2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.
- 2.7 **Declarations of Interests and Conflicts**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests

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

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

## Declarations

Mayor 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  
**MANAGER – GOVERNANCE SUPPORT**

## Local Authority (Members' Interests) Act 1968

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

3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?

3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

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

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

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

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

## Waitomo District Council Procurement Policy – 23 February 2013

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;*
- *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.*

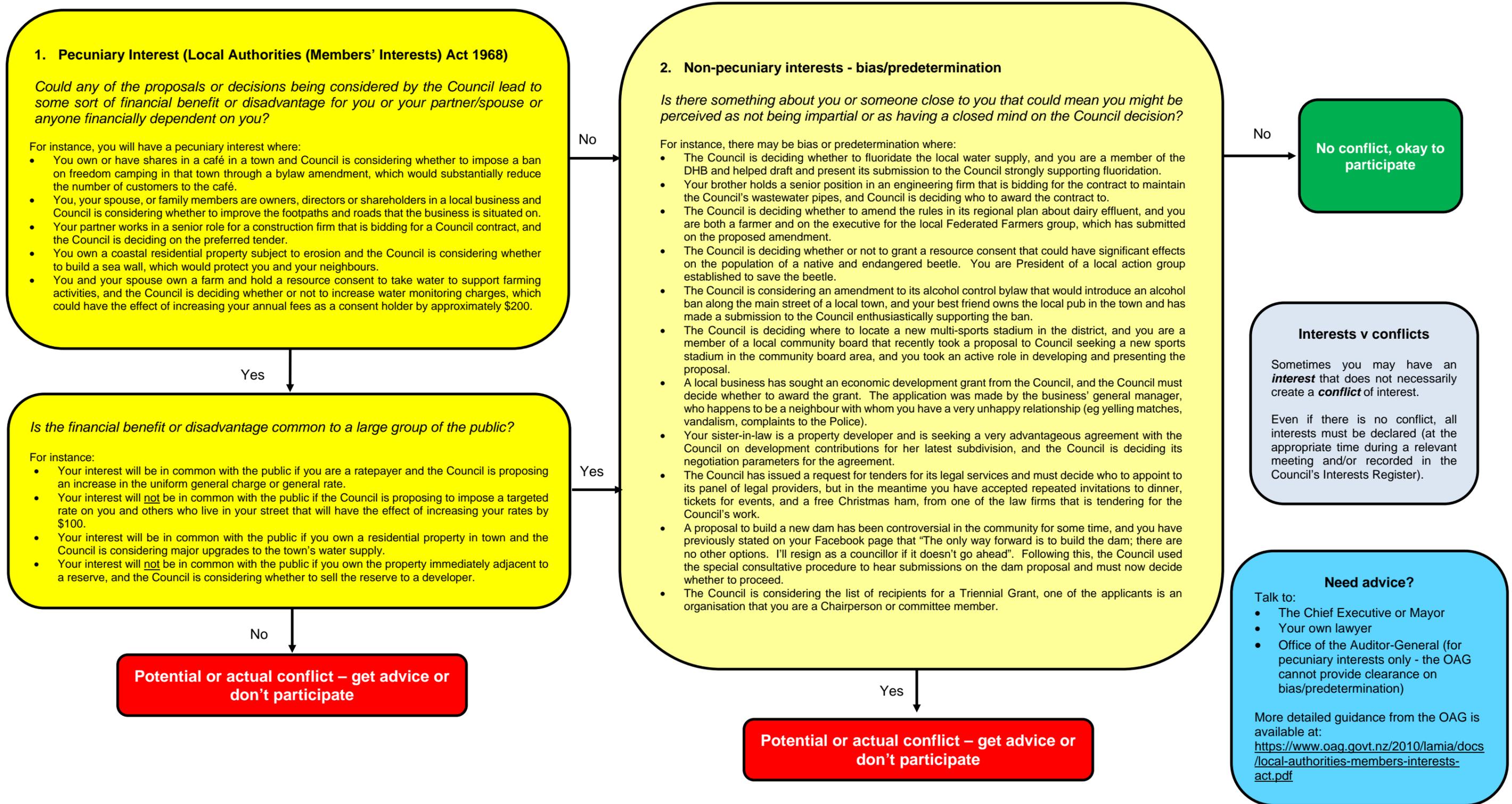
*An annual update of the register will be coordinated and maintained by the Executive Office.*

*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!

Mayor's Report to Council

25 February 2020

Elected members are exposed to a range of things as they undertake their responsibilities.

We help shape some of our landscapes and provide amenities that add to our public domain.

At this meeting we will discuss the opportunities to add artistic and cultural features to the proposed Te Kuiti pedestrian overbridge. I am keen for us to move this project from one that merely enables the crossing of the rail line to one that makes a statement visually and culturally. Let's make it a *work of art*.

Over the last ten years Council has invested heavily in the Te Kuiti town centre. We have recognized our rugby and shearing heritage. We have recognized our rail heritage by restoring old rail buildings.

The pedestrian overbridge project opens up an opportunity for mana whenua to tell further history of our place, before and during the arrival of the settlers. The bridge has a boundary with rail land that is being held for possible Treaty settlement. The site is visible to the Te Kuiti Pa and to those who travel on State Highway 3. Let's make it an *art bridge*.

At a future meeting we need to discuss Brook Park / Motakiora. This maunga is a sacred place to Ngati Rora. We need a process to restore guardianship of the Pa site to mana whenua. These processes have been successfully implemented in other parts of New Zealand.

This park is a place that hosts native and exotic fauna. It includes the collection of miniature conifers. We need a plan that enables us to nurture this landscape and its fauna so that it becomes an outstanding public space for our district. It is a very large public space.

It is challenging for both the volunteers and Council to maintain.

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 26 NOVEMBER 2019 AT 9.00AM

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

**IN ATTENDANCE:** Jason Dawson, Chief Executive of Hamilton and Waikato Tourism  
Dr Bridget Mosley, Director, Waitomo Caves Museum Society Incorporated (trading as Waitomo Caves Discovery Centre)

Heather Carston (Waitomo News)

Three Members of the Public

Chris Ryan, Chief Executive; Michelle Higgie, Manager – Governance Support; Helen Beever, General Manager – Community Services (for part only); Alister Duncan, General Manager – Business Support (for part only); Terrena Kelly, General Manager – Strategy and Environment (for part only) and Tony Hale, General Manager – Infrastructure Services (for part only)

<b>1. Council Prayer</b>
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<b>2. Deputation at 9.00am: Deputation – Hamilton and Waikato Tourism Limited - Reporting against Partnership Agreement</b>
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Council considered a business paper introducing Jason Dawson, Chief Executive of Hamilton and Waikato Tourism who was in attendance to present and speak to the HWT 2018/2019 Annual Report.

The General Manager – Business Support entered the meeting at 9.15am

Jason Dawson gave a Powerpoint Presentation and answered Members' questions.

Council congratulated Jason Dawson on another very successful year for Hamilton and Waikato Tourism.

#### **Resolution**

The Deputation from Hamilton and Waikato Tourism Limited – Reporting against Partnership Agreement be received.

Whitaker/Smith                      Carried

Jason Dawson, Chief Executive of Hamilton and Waikato Tourism left the meeting at 9.27am.

### 3. 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
<ul style="list-style-type: none"> <li>• Receipt of Brook Park Incorporated Society Minutes</li> </ul>	Trustee on Brook Park Incorporated Society	Interest – No Conflict
<ul style="list-style-type: none"> <li>• Community Partnership Fund Applications:                             <ul style="list-style-type: none"> <li>– Te Kuiti Development Incorporated (Legendary Te Kuiti)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Member</li> </ul>	Interest – No Conflict

#### **Councillor Brodie**

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
<ul style="list-style-type: none"> <li>• Community Partnership Fund Applications:                             <ul style="list-style-type: none"> <li>– Piopio Community Gym and Recreation Centre</li> <li>– Tainui Wetere Domain Incorporated Society</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Member</li> <li>– Council representative to Domain Society</li> </ul>	Interest – No Conflict

#### **Councillor New**

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
<ul style="list-style-type: none"> <li>• Community Partnership Fund Applications:                             <ul style="list-style-type: none"> <li>– The Hillview Trust Incorporated</li> <li>– Te Kuiti Development Incorporated (Legendary Te Kuiti)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Council representative to Hillview Trust</li> <li>– Member</li> </ul>	Interest – No Conflict

#### **Councillor Marshall**

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
<ul style="list-style-type: none"> <li>• Community Partnership Fund Applications:                             <ul style="list-style-type: none"> <li>– Piopio Community Gym and Recreation Centre</li> <li>– Maniapoto Netball Association Incorporated</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Child attending Piopio School</li> <li>– Member of Maniapoto Netball</li> </ul>	Interest – No Conflict

Dr Bridget Mosely, Director, Waitomo Caves Museum Society Incorporated entered the meeting at 9.29am

### 4. Deputation at 9.30am: Deputation – Waitomo Caves Museum Society Incorporated – Reporting against Partnership Agreement

Council considered a business paper introducing Dr Bridget Mosley, Director, Waitomo Caves Museum Society Incorporated (trading as Waitomo Caves Discovery Centre) who was in attendance to present and speak to the Waitomo Caves Museum Society Report.

## Resolution

The Deputation from Waitomo Caves Museum Society Incorporated – Reporting against Partnership Agreement be received.

Brodie/Goddard Carried

Dr Bridget Mosely, Director, Waitomo Caves Museum Society Incorporated and the General Manager – Community Services left the meeting at 9.54am

## 5. Confirmation of Minutes – 31 October 2019

### Resolution

The Minutes of the Waitomo District Council meeting of 31 October 2019 be confirmed as a true and correct record.

Robertson/Whitaker Carried

## 6. 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

- Waitomo Catchment Trust Committee Meeting
- Tainui-Wetere Domain Board – didn't get a quorum
- Rukahia Domain AGM
- LGNZ Rural & Provincial Sector Meeting in Wellington
- Waitomo Sports Awards

### Cr New

- Legendary Te Kuiti
- Hillview Trust AGM (and Friends of Hillview)
- Waitomo Sister City Committee
- Waitomo District Youth Council – Farewell to Brian Hanna
- LGNZ Induction (Hamilton)
- Waitomo Sports Awards

### Cr Goddard

- Benneydale Hall AGM
- Destination Pureora AGM (resolved to wind-up)

### Cr Smith

- Waikato Regional Council (West Coast Zone Harbours)
- Waitomo Sports Awards

One member of the public entered the meeting at 10.06am

## Cr Marshall

- LGNZ Induction (Hamilton)
- Waitomo Sports Awards

## Cr Marshall

- Destination Pureora AGM (resolved to wind-up)
- Waitomo Sister City Committee
- Legendary Te Kuiti
- Brook Park Committee
- Waitomo Sports Awards

## Mayor Robertson

- Te Kuiti Marae WW1 Commemoration
- Meeting with TUIA Programme and Previous Rangatahi representatives
- White Ribbon Day
- Mokau Museum Society – review of Constitution
- Waikato Mayoral Forum

## **Resolution**

The verbal reports be received.

New/Robertson

Carried

## **7. Mayor's Report: 26 November 2019**

Council considered a business paper presenting the Mayor's Report for the 26 November 2019 Council Meeting.

## **Resolution**

The Mayor's Report for the 26 November 2019 Council Meeting be noted.

Robertson/Goddard

Carried

## **8. Adoption of Standing Orders**

Council considered a business paper presenting a review of Standing Orders for the conduct of Council meetings and those of its committees.

## **Resolution**

- 1 The business paper on Adoption of Standing Orders be received.
- 2 Council adopt the Draft Standing Orders (Doc #A455862) personalized for Waitomo District Council purposes as follows:
  - 1 **Clause 19.3** - Provision is included for a Chairperson casting vote.
  - 2 **Clauses 13.11 - 13.16** - Attendance by audio and audio-visual link be available if the appropriate quality conditions can be met.
  - 3 **Clause 22** - Option C be the default position for general procedures for speaking and moving motions.

Robertson/Whitaker

Carried

## 9. Adoption of Code of Conduct

Council considered a business paper presenting a review of Council's Code of Conduct following the 2019 Triennial Election.

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

### Resolution

- 1 The business paper on Review of Code of Conduct be received.
- 2 Council adopt the Draft Code of Conduct (Doc #A455976) as personalized for Waitomo District Council purposes.

Robertson/Goddard Carried

## 10. Adoption of Meeting Schedule for 2020

Council considered a business paper presenting for consideration and adoption a Meeting Schedule prepared for the 2020 calendar year in line with Council's adoption Road Map Work Programme.

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

### Resolution

- 1 The business paper on Adoption of 2020 Meeting Schedule be received.
- 2 Council adopt the following Meeting Schedule for the 2020 calendar year:

Tuesday	11 February 2020	Audit and Risk Committee Meeting
Tuesday	25 February 2020	Council Monthly Meeting
Tuesday	31 March 2020	Council Monthly Meeting
Tuesday	28 April 2020	Council Monthly Meeting
Tuesday	5 May 2020	Audit and Risk Committee Meeting
Tuesday	12 May 2020	Hearing: Submissions to Exceptions Annual Plan ( <i>subject to requirement</i> )
Tuesday	26 May 2020	Council Monthly Meeting
Tuesday	30 June 2020	Council Monthly Meeting
Tuesday	21 July 2020	Hearing: Gambling Venues ( <i>subject to requirement</i> )
Tuesday	28 July 2020	Council Monthly Meeting
Tuesday	11 August 2020	Audit and Risk Committee Meeting
Tuesday	25 August 2020	Council Monthly Meeting
Tuesday	29 September 2020	Council Monthly Meeting
Tuesday	13 October 2020	Audit and Risk Committee Meeting ( <i>consideration of Annual Report</i> )
Tuesday	27 October 2020	Council Monthly Meeting
Tuesday	24 November 2020	Council Monthly Meeting

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

Whitaker/Marshall          Carried

<b>11. Council Roles and Responsibilities</b>
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Council considered a business paper presenting details of elected member roles and responsibilities including the appointment to Committees (including Joint Committees) and Working Parties and liaison roles within various community groups for the 2016-2019 Triennium for review and adoption for the current Triennium.

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

**Resolution**

- 1 The business paper on Council Roles and Responsibilities be received.

2 **North King Country Development Trust**

- (a) Council recommend to Otorohanga and Taupo District Councils that Brian Hanna not be replaced as one of the Councils’ appointees to the North King Country Development Trust.
- (b) Brian Hanna be approached to ascertain his willingness to remain on the Trust for the balance of the current four year term as one of the Councils’ appointees.
- (c) An approach be made to Otorohanga and Taupo District Councils to support the appointment.

3 **Game On Charitable Trust**

Council’s appointment (made in May 2017) of Brian Hanna as Councils’ Representative Trusteeship to the Game On Charitable Trust continue for the remainder of the Trusteeship term subject to Brian Hanna’s agreement.

4 **Te Kuiti Community House Trust**

Council’s Appointee to act as nominee on Te Kuiti Community House Trust is Councillor Lisa Marshall.

- 5 Council make appointments as set out in the Schedule of Council Roles and Responsibilities (Doc No. A454899) as follows:

Details	Appointment
<b>Waitomo District Council Committees</b>	
<p><b>Audit, Risk and Finance Committee</b></p> <p>The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).</p>	<p>All Elected Members</p> <p>Independent Member Bruce Robertson</p>

Details	Appointment
<b>Waitomo District Council Committees</b>	
<p><b>District Licensing Committee</b></p> <p><i>Note: A TA's DLC established pursuant to s186 of the Sale and Supply of Alcohol Act 2012 is not a Committee of Council under the LGA. Therefore a DLC is not discharged following a General Election.</i></p> <p>Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of three members, one of whom must be the Chairperson).</p> <p>Section 192(1)(b) of the Act requires that TAs together with 1 or more other territorial authorities establish, maintain and publish a "list" of persons jointly approved by the TAs to be members of the TA's DLC.</p> <p>Waitomo, Otorohanga and Waipa DCs maintain a joint list with the only exception being each Council appoints its own elected representative.</p> <p>The DLC is responsible for considering applications made under the Act.</p>	<p>Sarah Brown (Commissioner/ Chair)</p> <p>Cr Guy Whitaker (Deputy Chair)</p> <p>Mr Ross Murphy</p> <p>Ms Patsi Davies</p> <p>Dr Michael Cameron</p> <p>Mr Roy Johnstone</p> <p>Mr John Gower</p> <p>Ms Tegan McIntyre</p> <p>Mrs Jennie McFarlane</p>

Details	Appointment
<b>Waitomo District Council Hearings Panels</b>	
<p><b>District Plan Hearings Panel</b></p> <p>The role of the Hearings Panel is to consider all submissions received, hear the evidence of Submitters. Council has appointed an Independent Commissioner Chair to hear the District Plan. The Independent Commissioner Chair in combination with Councillors and Iwi, will form hearings panels to hear submissions on different topics. The final composition of the topics (and therefore the hearings) will not be known until submissions have been received.</p> <p>Council has delegated to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 (clauses 8AA to, and including, 10 of the First Schedule of the RMA) to case manage, consider, hear, deliberate and decide on all submissions and further submissions received on, and provisions of, the Proposed Waitomo District Plan; and to the Hearings Panel Chairperson the powers to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions and further submissions on the Proposed Waitomo District Plan, to the Independent Commissioner Chair</p>	<p>Greg Hill (Independent Commissioner and Chair)</p> <p>Councillor Brodie RMA Accredited</p> <p>Councillor Goddard RMA Accredited</p> <p>1 x Commissioner with an understanding of Tikanga Maori and of the perspectives of mana whenua (<i>yet to be appointed</i>)</p>
<p><b>Hearings Panel (Other than for District Plan)</b></p> <p>Each Hearings Panel will consist of three Members.</p> <p>The Mayor will convene a Hearings Panel for each separate Hearing.</p> <p>Hearings Panel members should be RMA Accredited unless in exceptional circumstances as provided by Section 39B of the RMA.</p>	<p>Councillor Brodie RMA Accredited</p> <p>Councillor Goddard RMA Accredited</p> <p>Plus additional RMA accredited Commissioner(s) as required</p>

Details	Appointment
<b>Waitomo District Council Working Parties</b>	
<p><b>Citizen Awards Working Party</b></p> <p>Council recognises the contribution both individuals and community organisations make in achieving improved community well-being and positive community outcomes. Council's Citizen's Awards Policy identifies two award types; Lifetime Achievement and Citizen Award.</p> <p>Awards take place on a biennial basis with Waitomo residents making nominations via a formal nomination process.</p> <p>Council's Policy provides for a Citizens Award Working Party to be appointed consisting of community members who have a strong knowledge of the District community. The CAwp can have up to four community members plus one Council representative and serves a term of four years. Appointment of the CAwp is made by the full Council.</p> <p>The next review of the CAwp is scheduled for February 2020.</p>	<p>Mayor Max Lamb Mac Waretini Leo Dempsey</p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<p><b>Taranaki Regional Council – State Highway 3 Working Party</b></p> <p>The SH3 Working Party was formed by the Taranaki Regional Council in 2002.</p> <p>The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance.</p> <p>WDC is represented on the Working Party by both an elected representative and a staff member.</p>	<p>Councillor Brodie</p>
<p><b>Waikato Civil Defence Emergency Management Joint Committee</b></p> <p>Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Joint Committee known as the Civil Defence Emergency Management Group (CDEMG).</p> <p>Civil Defence Emergency Management Groups (CDEM Groups) are responsible for the implementation of local CDEM in an efficient and effective manner.</p> <p>CDEM Groups are formed from local authorities that work together and with other organisations to provide co-ordinated CDEM planning for reduction, readiness, response, and recovery.</p> <p>The Joint Committee is a local government committee with one elected representative from each council. The role of the joint committee is to provide political oversight and governance to ensure that the functions and obligations of the Waikato Civil Defence Emergency Management Group are fulfilled.</p> <p>The members of the Waikato CDEM Joint Committee are:</p> <ul style="list-style-type: none"> <li>• Waikato Regional Council</li> <li>• Hamilton City Council</li> <li>• Hauraki District Council</li> <li>• Matamata-Piako District Council</li> <li>• Otorohanga District Council</li> <li>• South Waikato District Council</li> <li>• Taupo District Council</li> </ul>	<p>Councillor Goddard Alternate - Mayor</p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<ul style="list-style-type: none"> <li>Thames-Coromandel District Council</li> <li>Waikato District Council</li> <li>Waipa District Council</li> <li>Waitomo District Council</li> </ul>	
<p><b>Waikato Mayoral Forum</b></p> <p>Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each Region must enter into an agreement (Waikato Triennial Agreement) containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.</p> <p>In March 2012, the Regional Triennial Forum governing body (which undertook reviews of the Regional Triennial Agreement at that time) recommended the formation of a Regional Governance body with appropriate delegated authority to provide Regional leadership and representation on matters of strategic importance for the Waikato in accordance with the Triennial Agreement, including completing future reviews of the Triennial Agreement in accordance with the LGA 2002.</p> <p>As a result, in 2012 the Waikato Mayoral Forum (WMF) was established.</p> <p>Since its formation, the Waikato Mayoral Forum has been collaboratively and successfully pursuing its goal of collaborating and working together to develop tangible benefits for the Region through greater local government co-operation.</p> <p>The Forum – made up of Mayors and the Regional Council Chair – has initiated a series of work streams aimed at improving joint planning, economic development and local government efficiency generally.</p> <p>Two of these work streams have now become standalone, independent processes:</p> <ul style="list-style-type: none"> <li>A joint committee of council representatives is overseeing the creation of a common Waikato Plan to guide the region's future</li> <li>A business-led governance body is implementing the Waikato Means Business economic development strategy.</li> </ul> <p>Other work streams covering the key areas of policy and bylaws, water services and roading have also been delivering tangible results in the areas of cutting red tape, positioning councils for major water savings and significant efficiencies on roading services.</p> <p>All this work dovetails with related efforts by councils through the jointly owned Waikato Local Authority Shared Services company to drive savings and other efficiencies.</p>	<p>Mayor Alternate - Deputy Mayor</p>
<p><b>Waikato Plan Joint Committee</b></p> <p>The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:</p> <ul style="list-style-type: none"> <li>Set a strategic direction for the Waikato and its communities.</li> <li>Outline a high level development strategy that identifies settlement, infrastructure and service needs.</li> <li>Provide an evidential basis to support policy and investment decision making within the Waikato.</li> <li>Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato.</li> <li>Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies.</li> </ul> <p>The Waikato Plan Joint Committee was established to facilitate and encourage the implementation of the Waikato Plan and</p>	<p>An approach be made to the other Council's for a Nominee</p> <p><i>(Jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council)</i></p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<p>undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging the allocation of resources to achieve agreed regional priorities. It also acts as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.</p> <p>As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities. The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election.</p> <p>Membership of the Committee is comprised:</p> <ul style="list-style-type: none"> <li>• One voting member appointed by the Waikato Regional Council</li> <li>• One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)</li> <li>• One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council.</li> <li>• One voting member jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council</li> <li>• One voting member appointed by Hamilton City Council</li> <li>• Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council</li> <li>• Up to four voting members being business and/or community representatives confirmed as members by the Waikato Regional Council</li> <li>• One non-voting member being a representative of the Waikato District Health Board</li> <li>• One non-voting member being a representative of the New Zealand Transport Agency</li> <li>• Ministry of Social Development</li> <li>• Ministry of Education non-voting members being representatives of relevant Government Agencies as required.</li> </ul>	
<p><b>Waikato Regional Council – Regional Transport Committee</b></p> <p>The RTC is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport.</p> <p>The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Brodie Alternate = Mayor</p>
<p><b>Waikato River Authority</b></p> <p>The Waikato River Authority is an independent statutory body under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>The arrangement covers a catchment of 11,000 km<sup>2</sup> comprising the Waikato River from Huka Falls to Te Pūaha o Waikato, the Waipa River from its source to its connection with the Waikato River, and their catchments.</p> <p>The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	<p>Await approach be to be made to support a Nominee appointment</p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<p><b>Waipa Joint Management Agreement (<i>Nga Wai O Waipa Co-Governance Forum (Waikato District/Waipua District/Waitomo District/Otorohanga)</i>)</b></p> <p>In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Maori Trust Board through the Nga Wai o Maniapoto (Waipa River Act) 2012.</p> <p>The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Maori Trust Board as part of the co-management arrangements.</p> <p>To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Maori Trust Board. This collective approach also satisfies Council's legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	<p>Mayor Alternate - Deputy Mayor</p>

Details	Appointment
<b>Trusts Providing for Council Appointment</b>	
<p><b>Game On Charitable Trust</b></p> <p>The Te Kuiti High School (TKHS) Board of Trustees and other members of the community identified an opportunity to develop a facility for the North King Country, to be used by the wider community, rather than just a school gymnasium. Initially, a Project Steering Group was established to oversee the project representing TKHS, the community, Sport Waikato, Waitomo and Otorohanga District Councils. That Steering Group progressed the project until such time as the development of a Charitable Trust was required.</p> <p>On 17 May 2017 Council resolved to appoint the Mayor as Council's representative on the Trust. The purpose of the Trust includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Raise and provide funds for the development, establishment, operation and maintenance of land, buildings and equipment for a facility for recreational, sporting and education needs.</li> <li>• To develop, operate, maintain and manage the land, buildings and equipment of the facility.</li> <li>• To promote, coordinate and provide recreational and educational programmes and activities.</li> </ul>	<p>Brian Hanna <i>(Subject to Brian Hanna's acceptance)</i></p>
<p><b>Te Kuiti Community House</b></p> <p>Te Kuiti Community House Trust is a registered NZ Charitable Trust.</p> <p>The purpose of the Trust is to support the Te Kuiti community to develop and grow by facilitating appropriate services in the promotion of the well-being of the people living and working in the community including:</p> <ol style="list-style-type: none"> <li>1. Reduce social isolation</li> <li>2. Reduce Family violence</li> <li>3. Strengthening our Community</li> <li>4. Support for youth and Rangatahi</li> <li>5. Support for families and whanau</li> <li>6. Community interaction and cooperation to create a vibrant caring society.</li> </ol>	<p>Councillor Marshall</p>

Details	Appointment
<b>Trusts Providing for Council Appointment</b>	
<p><b>North King Country Development Trust</b></p> <p>The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes. Appointment of Trustees is as per the registered Deed of Trust.</p> <p>WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.</p>	<p>Brian Hanna <i>(Subject to Brian Hanna's acceptance)</i></p>

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

Details	Appointment
<b>Other Representation Appointments</b>	
<p><b>Community Youth Connections</b></p> <ul style="list-style-type: none"> <li>• Youth Council</li> <li>• Social Sector Trials</li> <li>• Tuia Programme</li> <li>• Mayor's Taskforce for Jobs</li> <li>• Employment Partnerships</li> </ul>	<p>Mayor Councillor New Councillor Marshall</p>
<p><b>Piopio Wastewater Community Liaison Group</b></p> <p>Pursuant to Clause 34 of the Environment Court "Order of Court", Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.</p>	<p>Mayor Councillor Brodie</p>

Details	Appointment
<b>Other Representation Appointments</b>	
<p><b>Te Kuiti and District Historical Society</b>            In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.</p>	Councillor New
<p><b>Waitomo/Tatsuno Sister City Committee</b>            Councils sister city relationship with Tatsuno in Japan was entered into in May 1995 with Council at that time believing that such a relationship had the potential to provide an enriched cultural experience for the residents of the Waitomo District. Signed agreements between Tatsuno and Waitomo are displayed in the Council chambers and confirm the purpose of the relationship is: "To encourage understanding and awareness of our separate cultures and to encourage the exchange of ideas and people."</p>	<p><i>Note:</i>  <i>Service Delivery of this activity is currently under review.</i></p>
<p><b>Rural Ward</b>            The representation of these areas will include Councillor representation for liaison purposes at all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.</p>	
<p><b>Rural North West</b> (incorporating old Waitomo/Te Anga Rural Wards)</p>	
<p><b>Marokopa Recreation Ground Committee</b>  <b>Rural Halls - Waitomo / Te Anga</b>  <b>Waitomo Caves Museum</b>  <b>Tere Waitomo Community Trust</b>  <b>Maraes</b></p>	Councillor Smith
<p><b>Rural South East</b> (incorporating old Aria/Mangaokewa Wards)</p>	
<p><b>Benneydale Residents and Ratepayers Association</b>  <b>Benneydale Hall</b>  <b>Mokauti Hall</b>  <b>Rangitoto Hall</b>  <b>Maraes</b></p>	Councillor Goddard
<p><b>Rural South West</b> (incorporating old Paemako/Tainui Wards)</p>	
<p><b>Piopio Retirement Board</b>  <b>Piopio Sports Club</b>  <b>Mokau Residents and Ratepayers Association</b>  <b>Tainui Waitere Domain Board</b>  <b>Tainui Ratepayers</b>  <b>Maraes</b></p>	Councillor Brodie
<p><b>Urban Ward</b>            The representation of these areas will include Councillor representation for liaison purposes at all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.</p>	
<p><b>Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court)</b>            To build relationships with Elderly Housing providers and residents and to act as a Point of Contact in respect to Council related matters pertaining to Elderly Housing.</p>	Councillor New

<b>Te Kuiti Development Incorporated</b> TKDI is an Incorporated Society registered in April 2011 and was formed for the purpose of promoting the welfare of the business community of Te Kuiti and in particular to provide a forum for networking and collaboration of members.	Deputy Mayor Councillor New
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Robertson/Smith      Carried

The meeting adjourned for morning tea at 11.19am and reconvened at 11.30am.  
The General Manager – Strategy and Environment entered the meeting at 11.30am.  
Two members of the public left the meeting at 11.30am.

## 12. Establishment of an Audit, Risk and Finance Committee

Council considered a business paper providing details to inform the establishment of an Audit, Risk and Finance Committee in line with recommended best practice.

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

### Resolution

- 1 The business paper on Establishment of Audit, Risk and Finance Committee be received.
- 2 The Mayor exercised his powers in accordance with Section 41A and establishes an Audit, Risk and Finance Committee as follows:
  - 1 The Audit, Risk and Finance Committee is to be a committee of the whole Council with one additional Independent Member.
  - 2 The Independent Member is to be the Committee Chairperson.
  - 3 Mr Bruce Robertson be appointed as the Independent Member for the 2019-2022 Triennium based on both his national experience and the fact that he is already familiar with Waitomo District Council.

Robertson/New      Carried

The General Manager – Infrastructure Services entered the meeting at 11.34am.

## 13. Audit, Risk and Finance Committee – Terms of Reference

Council considered a business paper presenting a revised Terms of Reference for the Audit, Risk and Finance Risk Committee.

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

### Resolution

- 1 The business paper on Terms of Reference – Audit, Risk and Finance Committee be received.

- 2 The Terms of Reference of the Audit, Risk and Finance Committee be adopted.
- 3 The Delegations Register be updated to reflect the delegations as documented in the Terms of Reference.

Whitaker/New                      Carried

## **14. District Licensing Committee - Appointment of Deputy Chairperson**

Council considered a business paper recommending Council appoint an elected member as Deputy Chairperson of the District Licensing Committee.

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

Council noted that the following “List of persons approved to be members” (established in accordance with Section 192(1)(b) of the Sale and Supply of Alcohol Act 2012) with the exception of the Waitomo District Council elected member, remain in place until 29 November 2021.

Sarah Brown (Chair)  
Dr Michael Cameron  
Ms Tegan McIntyre

Mr Ross Murphy  
Mr Roy Johnstone  
Mrs Jennie McFarlane

Ms Patsi Davies  
Mr John Gower

### **Resolution**

- 1 The business paper on District Licencing Committee - Appointment of Deputy Chairperson be received.
- 2 Council appoint Deputy Mayor Guy Whitaker as Deputy Chairperson and member of the District Licencing Committee.

Smith/Brodie                      Carried

## **15. Elected Member Remuneration – Allocation of Remuneration Pool**

Council considered a business paper requiring Council to consider and make recommendations to the Remuneration Authority on how the Remuneration Pool for 2019/2020 should be distributed.

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

### **Resolution**

- 1 The business paper on Elected Members Remuneration 2019/20 be received.
- 2 Council recommend to the Remuneration Authority division of the Remuneration Pool for 2019/20 as follows:
  - a) Councillor remuneration be set at \$32,644 per annum.

- b) The Deputy Mayor's remuneration be set at \$48,748 per annum based on approximately 50% of the Mayor's remuneration. A brief description of the Deputy Mayor's role is as follows:
  - a) *Performs all the responsibilities and duties, and exercises all the powers of the Mayor:*
    - i) *with the consent of the Mayor at any time during his temporary absence,*
    - ii) *without the Mayor's consent, at any time while the Mayor is prevented by illness or otherwise from performing his duties,*
    - iii) *while there is a vacancy in the office of mayor*
  - b) *Deputises for the Mayor when the latter has competing commitments including chairing meetings of the Council, addressing the media on Council issues, representing the Mayor at civic events and chairing informal meetings of councillors.*
  - c) *Community leadership through holding meetings with various community groups on topical issues, as requested by the Mayor, and working with those groups and council staff to resolve issues.*

Robertson/Goddard Carried

**16. Review of Policy on Elected Members Allowances and Recovery of Expenses**

Council considered a business paper presenting a revised version of Council's Policy on Elected Members Allowances and Recovery of Expenses to align with the latest Remuneration Authority Determination for Council's consideration and adoption.

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

**Resolution**

- 1 The business paper on Review of Policy on Elected Members Allowances and Recovery of Expenses be received.
- 2 Council's Policy on Elected Members Allowances and Recovery of Expenses (Doc A307812) be adopted as amended.

Whitaker/New Carried

**17. LGNZ Zone Two Election for an LGNZ National Council Representative**

Council considered a business paper advising of the need for a LGNZ Zone Two Election to appoint a representative to the LGNZ National Council.

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

## Resolution

- 1 The business paper on LGNZ Zone Two Election for an LGNZ National Council Representative be received.
- 2 Council vote for Stuart Crosby as the Zone Two Representative to the LGNZ National Council.
- 3 The Mayor and Councillor Smith attend the Zone Two Meeting and vote on behalf of Waitomo District Council.

New/Whitaker Carried

### **18. Receipt of Brook Park Incorporated Society Minutes: 14 October 2019**

Council considered a business paper providing information relating to the 14 October 2019 Brook Park Incorporated Society Meeting.

The Deputy Mayor expanded verbally on the business paper advising that there will be a Christmas Picnic in the Park on Sunday 15 December 2019 at 5.00pm.

## Resolution

The business paper on Receipt of Brook Park Incorporated Society Minutes: 14 October 2019 be received.

Whitaker/Smith Carried

One Member of the public left the meeting at 12.10pm.

The General Manager – Community Services re-entered the meeting at 12.10pm.

### **19. Development of Exceptions Annual Plan 2020/21**

Council considered a business paper presenting for confirmation the process for the development of the Draft Exceptions Annual Plan (DEAP) 2020/21 as workshopped by the Council on 12 November 2019.

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

## Resolution

- 1 The business paper on Development of Exceptions Annual Plan 2020/21 be received, and
- 2 Council undertake a standard Exceptions Annual Plan development process, which includes all the usual considerations in respect of rates affordability and financial prudence within the statutory constraints of the Local Government Act 2002 Exceptions Annual Plan process; and
- 3 Council not make any amendments to the Exceptions Annual Plan that would statutorily require a concurrent amendment to Council's 2018-28 Long Term Plan as mandated by the Local Government Act 2002; and
- 4 Council acknowledges that considerations of rates affordability, the distribution of benefits, and all considerations pursuant to section 101 of

the Local Government Act 2002 are important issues which will be appropriately considered in a financially prudent manner as part of the development of the Long Term Plan 2021-2031 commencing early 2020.

Robertson/Goddard Carried

## 20. Progress Report: Progress Report: Delivery against Communications Strategy

Council considered a progress report on delivery against the Communications Strategy.

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

### Resolution

The Progress Report: Delivery against Communications Strategy be received.

Whitaker/New Carried

## 21. Progress Report: Regulation and Resource Management

Council considered a progress report on the monitoring and enforcement functions undertaken by the Compliance Group during the 2018/19 financial year, including activities planning, building, environmental health, licensed premises, animal control and monitoring and enforcement.

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

### Resolution

The Progress Report: Regulation and Resource Management be received.

Robertson/New Carried

## 22. 2019 Community Partnership Fund – Consideration of Funding Applications

Council considered a business paper presenting for consideration and allocation the 2019 Community Partnership Fund Applications as workshopped by the Council on 12 November 2019.

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

Note: The declarations of interests made by Members at the beginning of the meeting relating to this item of business are not deemed to be conflicts in this circumstance as there is no direct pecuniary benefit to any individual elected member, the allocating of grants is completed in accordance with Council Policy, and the benefit to the community organizations outweighs any potential conflict.

## Resolution

- 1 The business paper on 2019 Community Partnership Fund – Consideration of Funding Applications be received.
- 2 Council approve the allocation of Community Partnership Fund Grants and associated conditions, where applicable, as follows:

Name of Applicant	Allocation
<b>1. Te Kuiti Police</b> <i>The Applicant be informed that Council's Community Partnership Fund aims to provide funding for new community initiatives. Council has used its discretion to approve a one-off grant in this instance.</i>	\$400.00
<b>2. The Hillview Trust Incorporated</b>	\$13,000.00
<b>3. Piopio Community Gym and Recreation Centre</b> <i>Condition: The Applicant be informed that funding is conditional on sufficient funds being obtained from other benefactors to cover all project costs.</i>	\$15,000.00
<b>4. Rangitoto Community Incorporated</b>	\$0.00
<b>5. Te Kuiti Development Incorporated</b> <i>The Applicant be informed that Council's Community Partnership Fund aims to provide funding for new community initiatives. Council has used its discretion to approve a one-off grant in this instance.</i>	\$843.00
<b>6. Maniapoto Netball Association</b> <i>The Applicant be advised to apply to the Discretionary Grant Fund for this project.</i>	\$0.00
<b>7. St Joseph's Catholic Parent Support Group</b>	\$5,000.00
<b>8. Piopio College Trust Incorporated</b>	\$0.00
<b>9. Piopio Bowling Club</b>	\$2,000.00
<b>10. Maniapoto Maori Trust Board</b>	\$2,000.00
<b>11. Tainui Wetere Domain Incorporated Society</b> <i>Condition: The Applicant be informed that funding is conditional on sufficient funds being obtained from other benefactors to cover all project costs.</i>	\$9,000.00

- 3 Council approve repurposing the unexpended Community Partnership Fund allocation of \$3,757.00 to the 2019/2020 Discretionary Grant Fund.

Smith/Brodie      Carried

<b>23. Progress Report – Community Development</b>
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Council considered a progress report on current work streams within the Community Development portfolio.

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

## Resolution

The Progress Report: Community Development be received.

Whitaker/Goddard Carried

The General Manager – Community Services left the meeting at 12.34pm.  
The meeting adjourned for lunch at 12.34pm and reconvened at 1.05pm.  
The General Manager – Infrastructure Services entered the meeting at 1.05pm.

## 24. Ministry for the Environment Consultation: Proposed Priority Products and Priority Product Stewardship Scheme Guidelines

Council considered a business paper informing of a Submission from the Waikato/BOP Territorial Authority Liaison Group regarding the Ministry for the Environment's Proposed Priority Products and Priority Product Stewardship Scheme Guidelines.

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

## Resolution

- 1 The business paper on the Ministry for the Environment Consultation: Proposed Priority Products and Priority Product Stewardship Scheme Guidelines be received.
- 2 Council endorse the Waikato/Bay of Plenty Waste Liaison Group Submission to the Ministry for the Environment's Proposed Priority Products and Priority Product Stewardship Scheme Guidelines subject to the provision that the regulatory costs do not fall on local government.

Brodie/New Carried

## 25. Road Stopping Proposal - Mangaorongo Road, Mahoenui (GG & LS Merchant)

Council considered a business paper seeking a decision on a request received from Lynn and Graeme Merchant under the Public Works Act 1981, for Council to stop an area of unformed 'paper' road, which contains existing dwellings constructed in 2003-2005. The area of road to be stopped is approximately 8,300m<sup>2</sup> and adjoins Mangaorongo Road, Mahoenui.

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

## Resolution

- 1 The business paper on Road Stopping Proposal – Mangaorongo Road, Mahoenui (GG & LS Merchant) be received.
- 2 Council notes the GG & LS Merchant – Road Stopping Proposal under the Public Works Act 1981 to implement a Public Works Act 1981 Road Stopping Process for unformed legal road adjoining Mangaorongo Road

subject to GG & LS Merchant agreeing to meet all costs associated with the process.

- 3 Council consent to the GG & LS Merchant – Road Stopping Proposal to seek the declaration of the stopping of road pursuant to Section 116(2) of the Public Works Act 1981 subject to:
  - (a) The Merchants undertake to pay **all** costs incurred by the Waitomo District Council in considering and addressing the application.
  - (b) The Chief Executive, as Principal Administrative Officer, is satisfied that all potential affected parties have been fully consulted with and the written consent of the confirmed affected parties is provided to Waitomo District Council.

Roberson/Goddard Carried

## **26. Land Transport Procurement Strategy 2019-2022**

Council considered a business paper presenting for consideration and adoption the Waitomo District Council Land Transport Procurement Strategy for the 2019-2022 period, as endorsed by NZ Transport Agency (NZTA).

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

### **Resolution**

- 1 The business paper on Land Transport Procurement Strategy 2019-2022 be received.
- 2 Council adopts the 2019-2022 Land Transport Procurement Strategy.

Robertson/Whitaker Carried

The General Manager – Strategy and Environment left the meeting at 1.31pm.

## **27. Progress Report: Housing and Other Property**

Council considered a progress report on work streams within the Housing and other Property activity.

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

### **Resolution**

The Progress Report: Housing and other Property be received.

Marshall/Brodie Carried

## 28. Progress Report: Parks and Reserves

Council considered a progress report on service delivery within the Parks and Reserves Activity.

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

### Resolution

The Progress Report: Parks and Reserves be received.

Smith/Goddard Carried

The General Manager – Strategy and Environment re-entered the meeting at 1.42pm.

## 29. Progress Report: Public Amenities

Council considered a progress report on work streams within the Public Amenities portfolio.

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

### Resolution

The Progress Report: Public Amenities be received.

Brodie/Whitaker Carried

## 30. Progress Report: Recreation and Culture

Council considered a progress report on work streams within the Recreation and Culture Activity.

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

### Resolution

The Progress Report: Recreation and Culture be received.

Robertson/Brodie Carried

## 31. Progress Report: Roads and Footpaths

Council considered a progress report on the key projects and programmes, Roads and Footpaths activity, outlined in the Waitomo District Council Long Term Plan 2018-2028 (the LTP).

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

## Resolution

The Progress Report – Roads and Footpaths be received.

Marshall/Smith      Carried

### **32. Progress Report: Water Supply, Sewerage and Stormwater**

Council considered a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

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

## Resolution

The Progress Report: Water Supply, Sewerage and Stormwater be received.

Whitaker/Brodie      Carried

### **33. Progress Report: Solid Waste Services**

Council considered a progress report on work streams within the Solid Waste management portfolio, including contracted services.

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

## Resolution

The Progress Report: Solid Waste Services be received.

Smith/Goddard      Carried

### **34. 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, General Manager – Infrastructure Services and General Manager – Strategy and Environment 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. Progress Report: Regulation and Resource Management	7(2)(a) Protection of privacy of natural persons and 7(2)(g) To maintain legal professional privilege	48(1)(d)
2. Piopio Village Green	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)
3. Land Transport Bylaw 2015: Cattle Stops and Gates	7(2)(a) Protection of privacy of natural persons	48(1)(d)
4. Mokau Public Toilets – Concept Considerations	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)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Robertson/Smith Carried

Heather Carston (Waitomo News) left the meeting at 2.13pm.

**35. Consideration of Public Excluded Items for the purpose of making information Public following Council’s decision taking**

**Resolution**

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

**1. Progress Report: Regulation and Resource Management**

Council’s Resolution only be made public as follows:

***Resolution***

*The Progress Report: Regulatory and Resource Management be received.*

Whitaker/Brodie Carried

Note: The business paper for this item is not made public to protect the privacy of natural persons and maintain the Council’s legal privilege.

**2. Piopio Village Green**

No Information on this item of business is be made public at this time to ensure the protection of Council’s ongoing commercial negotiations.

### 3. Land Transport Bylaw 2015: Cattle Stops and Gates

Council's Resolution only be made public as follows:

#### **Resolution**

- 1 *The business paper on Land Transport Bylaw 2015: Cattle Stops and Gates be received.*
- 2 *Council notes the applications received in 2017 (Tapuwae Road) and 2019 (Pururu West Road) for cattle stops across roads failed to meet the prerequisite legislative criteria for the use of cattle stops across a public road for farm business purposes.*
- 3 *Council endorses the following Guidelines for processing similar applications from farm businesses for cattle stops or gates to be installed on public roads:*

#### **Guidelines for Installation of Underpasses, Cattle Stops and Gates on Public Roads**

Note: *WDC has no lawful authority to allow the use of cattle stops on public roads except in a very limited number of special circumstances.*

- i. *Stock Underpasses are the preferred stock crossing option and must be installed when the conditions of Council's Land Transport Bylaw 8.4.2 Stock underpasses are met.*
- ii. *An application for construction of a stock underpass beneath a WDC road must be completed in accordance with Council's Policy on Stock Underpasses.*
- iii. *In other situations, the crossing of stock from one side of a public road to the other shall be completed efficiently to minimise inconvenience to road users and stock shall be controlled at all times to avoid stock wandering loose along the road.*
- iv. *In situations where section 344 (1) of the Local Government Act 1974 applies, and Council agrees to the installation of swinging gates across the road, the gates across the road can only be closed during a stock crossing event and must not be left unattended while closed. Swinging gates across a road must remain open at all other times.*
- v. *In situations where section 344 (1) of the Local Government Act 1974 applies, and Council agrees to the installation of a cattle stop(s), the continued maintenance of the public road to Council's standards within 200 metres either side of the location of the cattle stop(s) will become the responsibility of the farm business and the farm business must enter into a binding arrangement to ensure the ratepayer interest is protected.*
- vi. *The farm business must purchase, install and maintain on a permanent signpost the appropriate warning signage, to be installed on the WDC road 140m ahead of, and on either side, each crossing structure.*
- vii. *Prior to any associated construction works commencing, the farm business must provide Waitomo District Council, for consideration and determination:*
  - (a) *An appropriate and site specific Traffic Management Plan;*
  - (b) *A Site Specific Safety Plan, and;*



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## WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 11 FEBRUARY 2020 AT 9.00AM

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

**IN ATTENDANCE:** Chief Executive, Manager – Governance Support, General Manager – Business Support, General Manager – Strategy and Environment, General Manager – Infrastructure Services (for part only) and General Manager – Community Services (for part only)

#### **1. Declarations of Member Conflicts of Interest**

No declarations of conflicts of interests were made.

#### **2. Mastercard Expenditure Report (September – November 2019)**

The Committee considered a business paper presenting for the Committee's information and consideration, details of expenditure incurred via WDC issued Corporate Mastercards.

##### **Resolution**

The Mastercard Expenditure Report for the period September – November 2019 be received.

B Robertson/J New Carried

#### **3. North King Country Indoor Sports and Recreation Centre – Project Update**

The Committee considered a business paper providing a brief on the Game On Charitable Trust public briefing held on 21 January 2020 and the current status of the North King Country Indoor Sports and Recreation Centre community led project.

The Committee considered the need for a condition to include that Council will not underwrite the project and any cost overruns will not be covered by the Council.

The Mayor briefed the Committee on a meeting with the Trustees and his advice to the Trustees of Council's need to put conditions on any ongoing funding commitment.

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

## Resolution

- 1 The business paper on North King Country Indoor Sports and Recreation Centre – Project Update be received.
- 2 The Audit and Risk Committee note the \$1.5 million funding commitment to the Game On Charitable Trust, adopted by Council on 29 May 2018.
- 3 The Audit, Risk and Finance Committee note the grant was conditional upon the Game On Charitable Trust raising all capital to complete the project.
- 4 The Audit, Risk and Finance Committee recommend to Council that a formal grant agreement be entered into with the Game On Charitable Trust with the following conditions:
  1. Payment of the Council grant is subject to the Council satisfying itself that the proposed facility is operationally sustainable.
  2. The Council grant is subject to the Council being satisfied that public access to the facility is guaranteed by way of an appropriate Agreement.
  3. All capital funds to complete the project, including fit-out, are secured prior to release of the Council grant to ensure the building is equipped with fixtures and fittings to make it a functional facility.
  4. The project is underwritten by non-Council sources and any capital cost overruns during the construction phase are met by the Underwriter. Note: The Waitomo District Council will not underwrite any cost overruns.
5. The Audit, Risk and Finance Committee recommend to Council that the Mayor and Chief Executive be tasked with communicating a proposed formal agreement with the Game On Charitable Trust.

B Robertson/G Whitaker Carried

## 4. Progress Report: Civil Defence and Emergency Management

The Committee considered a business paper providing a brief on current activities within the Civil Defence and Emergency Management portfolio.

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

The Committee noted that paragraph 3.2 of the business paper should read: "...Waitomo, Otorohanga and Waipa District Councils."

## Resolution

The Progress Report: Civil Defence and Emergency Management be received.

A Goddard/P New Carried

## 5. Financial Reporting Schedule for the Period ending 30 June 2021

The Committee considered a business paper presenting an amended Financial Reporting Schedule for recommendation to Council for adoption.

The Committee discussed the need to receive reporting for the first quarter and agreed that the reporting for the period ending 30 September should be presented to the November Council meeting for receipt.

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

### Resolution

- 1 The business paper on Financial Reporting Schedule be received.
- 2 The Audit, Risk and Finance Committee recommend to Council the adoption of an amended Financial Reporting Schedule to 30 June 2021 as follows:

Meeting Date		Report to be issued
11 Feb 2020	AR&F	Six Month Report for the period ending 31 December 2019.
May 2020	AR&F	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.  Nine Month Report for the period ending 31 March 2020.
13 Aug 2020	AR&F	Interim report on 2019/20 Annual Report.  Interim Non Financials (KPIs) results for 2019/20.
7 Oct 2020	AR&F	Recommend adoption of the 2019/20 Annual Report.
8 Oct 2020	Council	Adoption of the 2019/20 Annual Report.
24 Nov 2020	Council	Quarterly Financial and Non-Financial reporting for period ending 30 September 2020
February 2021	AR&F	Six Month Report for the period ending 31 December 2020.
May 2021	AR&F	Audit Service Plan and outline of 2020/21 Draft Annual Report development process and timeline.  Audit Engagement letter for the 2020/21 Draft Annual Report and the Limited Assurance Report in respect of the Debenture Trust Deed.  Nine Month Report for the period ending 31 March 2021.

B Robertson/G Whitaker                      Carried

## 6. Financial Strategy – Management of Financial Reserves

The Committee considered a business paper providing a brief on the practice followed for Financial Reserves to assist in the upcoming review of the Financial Strategy and wider revenue and financing considerations, which will form part of the development of a draft 2021-2031 LTP.

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

The Committee discussed rating for Depreciation and noted that this will be revisited as part of the process for development of the 2021-2031 LTP.

## **Resolution**

The business paper on Financial Strategy – Management of Financial Reserves be received.

B Robertson/S Smith Carried

The meeting adjourned at 10.36am for morning tea and reconvened at 11.00am

## **7. Progress Report: Risk Management Framework – Implementation Plan and Monitoring**

The Committee considered a progress report in respect to implementation of the Risk Management Framework and Risk Management Implementation Plan adopted by the Council on 28 May 2019.

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

The Chief Executive undertook to present an Action Plan for addressing Business Continuity at the May 2020 Audit, Risk and Finance Committee meeting.

## **Resolution**

The business paper on Progress Report: Risk Management Framework – Implementation Plan and Monitoring be received.

B Robertson/P Brodie Carried

## **8. Financial and Non-Financial Report to 31 December 2019**

The Committee considered a business paper presenting the financial and non-financial results for the period ended 31 December 2019.

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

The General Manager – Infrastructure Services entered the meeting at 11.35am.

The General Manager – Business Support undertook to ascertain if the Game On Charitable Trust grant should be noted as a “Contingent Liability” or a “Commitment” in the financial reporting.

The Committee expressed its appreciation to the Chief Executive and his team for their work in attaining the current financial position of the Council.

## Resolution

The business paper on Financial and Non-financial Report for the period ended 31 December 2019 be received.

G Whitaker/J New Carried

## 9. Progress Report – Development of the Exceptions Annual Plan 2020/21

The Committee considered a business paper providing an update on the development and progress of the Exceptions Annual Plan 2020/21 for year 3 of the 2018-28 Long Term Plan (LTP).

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

## Resolution

The Progress Report - Development of the Exceptions Annual Plan 2020/21 be received.

B Robertson/J Robertson Carried

The meeting adjourned for lunch at 12.02pm and reconvened at 12.30pm.

## 10. Mokau Water Supply - Compliance

The Committee considered a business paper reporting on non-compliance of the Mokau Water Supply with the water turbidity requirement of the Drinking Water Standards for New Zealand 2005 (Revised 2018) (DWSNZ) over the December 2019 – January 2020 period, and WDC's duties under the Health Act 1956 in response to those non-compliance incidents.

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

## Resolution

- 1 The business paper on Mokau Water Supply – Compliance be received.
- 2 The Audit, Risk and Finance Committee notes:
  - (a) The compliance events which occurred at the Mokau Water Supply over the December 2019 to January 2020 period.
  - (b) The response taken to those compliance events.
  - (c) The measures proposed to reduce the likelihood of a repeat occurrence of those events together with the upgrade programme to improve the resilience, compliance and operational redundancy of the water supply.

B Robertson/P Brodie Carried

**11. Progress Report: WDC Resource Consent – Compliance Monitoring**

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

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

**Resolution**

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

S Smith/A Goddard                      Carried

**12. Motion to Exclude the Public for the consideration of:**

The Committee considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public and/or staff from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1        The public be excluded from the following part of the proceedings of this meeting.
  
- 2        The Committee agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive  
 Manager – Governance Support  
 General Manager – Strategy and Environment  
 General Manager – Infrastructure Assets  
 General Manager – Business Support  
 General Manager – Community Services

- 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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Progress Report: Risk Management – Procurement/Contract Schedule (August 2019 to December 2019)	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)

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
2. Progress Report: Health and Safety	7(2)(a) protect the privacy of natural persons, including that of deceased natural persons; or	48(1)(d)
3. Marokopa Seawall - Consent Status and Remedial Maintenance Works	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)
4. Waitomo Village Waters – THL Consent Application for Wastewater Treatment Discharge	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)
5. Council Investments	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)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

B Robertson/G Whitaker Carried

**13. Consideration of Public Excluded Items for the purpose of making information Public following Council’s decision taking**

**Resolution**

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

**1. Progress Report: Risk Management – Procurement/Contract Schedule (August 2019 to December 2019)**

Council’s Resolution only be made public as follows:

**Resolution**

*The Progress Report: Risk Management – Procurement/Contract Schedule (October 2019 to September 2019) be received.*

A Goddard/P Brodie Carried

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

## 2. Marokopa Seawall - Consent Status and Remedial Maintenance Works

Council's Resolution only be made public as follows:

### **Resolution**

- 1 *The business paper on the Marokopa Seawall consent status and remedial maintenance works, be received.*
- 2 *The Audit, Risk and Finance Committee notes the consent status and current condition of the Marokopa Seawall and the proposals for addressing both matters.*
- 3 *Waitomo District Council's ownership responsibilities in respect of public access and safety over public land are investigated and addressed.*

*L Marshall/P Brodie      Carried*

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

## 3. Waitomo Village Waters – THL Consent Application for Wastewater Treatment Discharge

Council's Resolution only be made public as follows:

### **Resolution**

- 1 *The business paper on Waitomo Village Waters – THL Consent Application for Wastewater Treatment Discharge be received.*
- 2 *The Audit and Risk Committee notes the WDC Submission on Tourism Holdings Limited Resource Consent Application for the Waitomo Village Wastewater Treatment Plant Discharge.*

*B Robertson/J Robertson      Carried*

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

## 4. Progress Report: Health and Safety

Council's Resolution only be made public as follows:

### **Resolution**

*The Progress Report: Health and Safety be received.*

*J New/G Whitaker      Carried*

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

## 5. Resolution to Adjourn the Meeting

### *Resolution*

*The meeting adjourn to workshop a process for review of the strategy and policy settings for Council's existing investment.*

*B Robertson/P Brodie      Carried*

## 6. Council Investments

No Information on this item of business is be made public at this time for the reasons set out in Item 12 - "Motion to Exclude the Public" of these Minutes.

There being no further business the meeting closed at 2.45pm

Dated this      day of                      2019.

BRUCE ROBERTSON  
**INDEPENDENT CHAIRPERSON**

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**Document No:** A464093

**Report To:** Council



**Meeting Date:** 25 February 2020

**Subject:** **Receipt of Brook Park Incorporated:  
Minutes – 11 November 2019, 2 December  
2019 and 3 February 2020**

**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.

## 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 Society" (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. 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 let the grazing rights to another entity or individual.
- 3.11 With the administering body being WDC and any consequent income stream for grazing 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 grazing 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 are copies of the BPI Minutes of 11 November 2019, 2 December 2019 and 3 February 2020.

## Suggested Resolution

The Minutes of Brook Park Incorporated of 11 November 2019, 2 December 2019 and 3 February 2020 be received.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**



# BROOK PARK INCORPORATED SOCIETY

## **AGM and Monthly Meeting Minutes**

Monday 11 November 2019

5.30 pm

Council Chambers

Queen Street

TE KUITI

## BROOK PARK INCORPORATED SOCIETY

### THE MINUTES OF THE AGM and Monthly MEETINGS OF THE BROOK PARK INCORPORATED SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 11 NOVEMBER 2019 COMMENCING AT 5.30 PM

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#### AGM MINUTES

**Attendance:** Guy Whitaker, Neil Brooks, Graeme Churston, Helen Sinclair, Phillip Houghton, Sheralee Buchanan, Graeme Plenderleith, Robin Charteris, Andrea Hanna, Jane Murray, Elly Kroef, Dawn Anselmi, Gerald Kay, Sue Wagstaff.

**Apologies – Nil**

**Confirmation of last AGM Minutes of Monday 3 December**

Accepted as a true and accurate record. M/S Neil/ Gerald

**Chairperson's Report-**See attached. Accepted. M/S Guy/ Graeme

**Performance Report- Attached to AGM Agenda.** Accepted M/S Phillip/ Sue.

**Committee Elections-**All present, except Robin and Plendy, plus absent BPIS Committee members, were deemed to be committee members. M/S Guy/ Neil

**Election of Officers-** Current Office holders re-elected. M/S Elly/ Andrea.

Chairperson-Guy Whitaker.

Treasurer-Phillip Houghton

Secretary- Neil Brooks.

**Setting of Subscriptions-**\$10 individual/ \$20 couple per year; Life membership \$100 individual/ \$200 couple. M/S Sue/ Phillip.

**Other business.** Neil to publish a BPIS newsletter, 3x per year, with the first one in November 2019 . Team members to supply photographs and / or captions/ text to Neil's specifications. Newsletter to be emailed to team members, who will forward it to other interested others.

AGM mtg closed 6.08 pm

## November Monthly Meeting Minutes

**Attendance:** Guy Whitaker, Neil Brooks, Graeme Churston, Helen Sinclair, Phillip Houghton, Sheralee Buchanan, Graeme Plenderleith, Andrea Hanna, Jane Murray, Elly Kroef, Dawn Anselmi, Gerald Kay, Sue Wagstaff.

**Apologies – Nil**

### Confirmation of Minutes of Monday 14 October

Accepted as a true and accurate record. M/S Helen/ Sheralee

### Financial Report

Current account Westpac -Opening   \$ 5848.79

Closing                   \$3663.25

Westpac Term deposits @ 1.10   \$20504.39

Accounts to approve: \$60 repaid to WDC for Portaloo Hire in 2018

                          \$ 480 to Smith Mitchell Accountants for Performance Report

                          \$67.90 Waitomo News, AGM adverts x2

                          \$167 Gerald kay, posts.

Report accepted. M/S Phillip/ Jane

Neil to thank Smith Mitchell for 50% discount of fees for Performance Report.

### Correspondence

Inward- - Quin @ WDC-See Weed Control note

          -Lines Company-to Guy re Guy Fawkes plans.

          - Martha Ash re Carols in the Park-see note below.

Outward-E-Guy's reply to Lines Co as above.

### Maintenance/Fencing

Bonfire bridge completed-thanks Graeme/ Gerald.

**Weed Control-** I have arranged for another spray of weeds with large areas of thistle being the target. Todd has been advised. Fencing replacement continues as required and when Todd can do.

I have arranged for additional signage regarding falling trees and branches to be erected to the main entry points of the park. This is to act as a warning to visitors during high winds.

Suggested that WDC continue to mow grass under the conifers on a regular basis, and that there is no sheep grazing under them. Quin.

### Disc Golf

-36 entries, with positive comments about the course .

-Suggested that local children be more involved via Sport Waikato. Elly to approach Dede Downs, and then email Neil, with a view to putting a proposal to Sport Waikato.

-Could Bosco's be the contact place for those wanting to use the course?

## **Guy Fawkes**

- \$7800 received in sponsorship refer to Guy's list.
- Expenses-Fireworks \$7417.50; Portaloos \$300.
- Extra income will be our profit.
- Tasks to do: Pallets, cattle-stop boards, glowsticks, coffee trailer (Katie's), 'Legends' to collect donations and help with clean up, signs, safety plan, tape and standards, rubbish bins, Portaloos to collect.
- Helpers to Brook Park at 9 am Saturday.

## **Christmas in the Park**

- Guy read Martha Ash's email re suggestions for the event.
- Decided :
- Renamed as 'Christmas Picnic in the Park'.
- Jane to put posters in shop windows; Andrea to fashion a sign to be displayed on the fence in time for Guy Fawkes.
- Date set as Sunday 15 December @ 5 pm.
- Elly to approach Waitomo News re advertising.
- Same sound set-up as 2018.
- Supper via Sue Webster and Debbie Chappell-Elly to co-ordinate.
- Guy and Neil to co-ordinate delicious, award-winning, free sausages and onions that were such a hit last year.

## **General Business**

- Waitomo Sports Awards, Monday 25 November. Disc Golf has been nominated. Two tickets available, see Guy if keen.

Meeting closed 7.12 pm

Next Meeting – Monday 2 December.

Neil Brooks  
Secretary



# BROOK PARK INCORPORATED SOCIETY

## **Meeting Minutes**

Monday 2 December 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 2 December 2019 COMMENCING AT 5.30 PM

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#### MINUTES

**Attendance:** Guy Whitaker, Neil Brooks, Graeme Churston, Phillip Houghton, Rob Buckley, Jane Murray, Elly Kroef, Andrea Hanna, Dawn Anselmi

**Apologies** –Suzie Hoare, Glynn Meads, Sheralee Buchanan.

**Apologies accepted**-M/S Graeme/ Neil

**Confirmation of Minutes of 11 November, inc AGM minutes.**

Accepted as a true and accurate record. M/S Jane/ Andrea.

**Financial Report**

Current account Westpac -Opening \$ 3663.25

Closing \$4275.55

Westpac Term deposits \$20 504.39

Total \$24 779.94

November Income:

Sponsors ex Guy Fawkes-\$7200 + \$600 ex November

Site Fee " " " "- \$80 ex 'Little Do-Nuts'

Cash "" "" "" \$1862.90

Total \$ 9742.90

Subs \$120

Westpac Interest .13

Total Income \$9263.03

Expenditure

Van Teil \$ 7417.50

Prizes 169.79

Toilets 288.00

Total \$7875.29

Nov approved payments- 775.44

Total \$8650.69

Accounts to be paid Dec- Charities return \$51.11

Report accepted . M/S- Phillip/ Neil.

## **Correspondence**

Inward- - Finance papers from Smith / Mitchell

Outward-E-Smith/ Mitchell Thanks.

## **Maintenance/Fencing**

- Congratulations to Graeme for his new bridge-very positive feedback.
- Concerns re a dangerous tree next to the #8 Tee, a health and safety risk. Suggested it be felled by WDC asap. BPIS will arrange clean-up after tree felled.

## **Weed Control**

- Concerns raised re WDC weed control Is it time to employ some-one on a part-time basis to manage weeds? BPIS happy to help.
- Reserve Management Plan to be emailed to Neil from Guy, to distribute to BPIS members so that we can have an input when it comes up for public consultation in December. Guy to confirm date .
- Pine felled area to be re-planted in native trees?
- BPIS impressed with Todd's management of the Park.

## **Disc Golf**

- We won the 'Innovative Sport/ Recreation Award ' for 2019 for our setting up of the Disc Golf course in Brook Park. The plaque to be displayed in Guy's store in Rora Street.
- Guy to approach Simon re schools' visits, likely to be in 2020, to demonstrate Disc Golf to staff and students.

## **Guy Fawkes**

- 1600 attendees.
- Legendary Te Kuiti to be thanked for their collection of donations and for helping out the next day.
- Current # of stalls seen as enough.
- 'Guy' competition-one class in 2020.
- Fire location suitable.

## **General Business**

### **Christmas Picnic in the Park**

- Display posters have been put in shops, thanks Jane, and will be sent to schools to be included in their newsletters.
- A larger sign to go on the roadside-Guy to arrange.
- Waitomo News to be approached re an advertorial for next Tuesday, 10 December .
- Santa, possibly on a fire engine , and a lolly scramble to be included.

Meeting closed: 6.35 pm

**Next meeting:** Monday 3 February 2020

Neil Brooks  
Secretary



# BROOK PARK INCORPORATED SOCIETY

## **Meeting Minutes**

Monday 3 February 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 3 February 2020 COMMENCING AT 5.30 PM

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### MINUTES

**Attendance:** Guy Whitaker, Neil Brooks, Graeme Churston, Phillip Houghton, Elly Kroef, Dawn Anselmi, Helen Sinclair, Gerald Kay, Sheralee Buchanan

**Apologies** – Glynn Meads, Andrea Hanna, Jane Murray, Rob Buckley

**Apologies accepted**-M/S Neil/ Elly

#### Confirmation of Minutes of 2 December 2019

Accepted as a true and accurate record. M/S Phillip/ Gerald

#### Financial Report

Current account Westpac -Opening \$ 4275.55 ( Dec 1)

Closing \$ 3950.94 ( Jan 31)

Westpac Term deposits \$20 504.39 ( Jan 31)

	Deposit	Debit
Jan Charteris Funeral-	\$195	
Waitomo News		\$783.66
Dec Westpac Interest	\$0.16	
Signs Alone ( Picnic in Park)		\$575
JG Hire ( Toilets)		\$ 96
TK Sound ( P in P )		\$288
Charities ( Return)		\$ 51.11
WDC transfer ( Disc Golf)	\$ 1215.00	
Accounts to pay Lyceum Club		\$ 250
TA Brass band		\$ 500

Report accepted . M/S- Phillip/ Graeme.

#### Correspondence

Inward- - E Simon re Disc Golf event 7/8 March

-Lines Co card ex Yvette

-Quin-see Fencing below.

-Weston whanau-cheque \$100 and card.

Outward-Condolences card to Charteris family

Neil to send a Thank you card to Westons, acknowledging their donation, and to include a receipt.

## **Maintenance/Fencing**

-Todd has repaired the fence to make access to the Guy Fawkes fire easier, with wheels on a gate.

## **Weed Control**

-Gorse an issue. Craig Goddard to be contacted re helicopter spraying.

- Elly and John the Mayor to walk through the Park on Thursday 13.2 @ 10 am-all welcome.

- Walnuts are spreading, but Gerald has sprayed the ivy and it's dying.

## **Disc Golf**

-Guy to see Dede Downs re schools' involvement. Neil to talk to Vikki Coll, Energizer, re the same.

## **General Business**

### **Picnic in the Park**

-Signs were up, weather inclement, but approx.. 100 people attended.

-Similar date / time for 2020

-Robin Charteris memorial tree to be planted. Andrea to liaise with Robin's family.

-Reserve Management Plan feedback? Guy to follow up with WDC.

Meeting closed: 6:15pm

**Next meeting:** Monday 2 March 2020

Apologies –Sheralee Buchanan.

Neil Brooks

Secretary

<b>Document No:</b>	
<b>Report To:</b>	<b>Council</b>
	<b>Meeting Date:</b> 25 February 2020
	<b>Subject:</b> <b>Council Roles and Responsibilities</b>
	<b>Type:</b> Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider further appointments in respect to Council representation following consideration of elected member roles and responsibilities at the 26 November 2019 Council meeting.

## Background

- 2.1 Council at its meeting of 26 November 2019 considered a business paper presenting a proposed Schedule of Council Roles and Responsibilities, which included appointments to committees, groups and Elected Member portfolios.

- 2.2 At that meeting Council resolved as follows:

**2 North King Country Development Trust**

- (a) *Council recommend to Otorohanga and Taupo District Councils that Brian Hanna not be replaced as one of the Councils' appointees to the North King Country Development Trust.*
- (b) *Brian Hanna be approached to ascertain his willingness to remain on the Trust for the balance of the current four year term as one of the Councils' appointees.*
- (c) *An approach be made to Otorohanga and Taupo District Councils to support the appointment.*

**3 Game On Charitable Trust**

*Council's appointment (made in May 2017) of Brian Hanna as Councils' Representative Trusteeship to the Game On Charitable Trust continue for the remainder of the Trusteeship term subject to Brian Hanna's agreement.*

- 2.3 Council also resolved to make appointments as set out in a Schedule of Council Roles and Responsibilities (Doc No. A454899). A copy of the Schedule of Council Roles and Responsibilities is attached to and forms part of this business paper.

## Commentary

### **3.1 North King Country Development Trust (NKCDT)**

- 3.2 In 1993 as part of reforms to the electricity industry, the NKCDT was established.
- 3.3 The reforms saw The Lines Company (Waitomo Energy Services Ltd) as the successor of the then Power Board, and as part of an establishment plan the NKCDT was formed and funded to assist in the stimulation of economic growth within the North King Country region.
- 3.4 The NKCDT is overseen by a board of six trustees who meet on a monthly basis, and each year the NKCDT makes funding available for the promotion of economic well-being within the region through application for either a interest-free loan or a grant.
- 3.5 The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes.
- 3.6 Appointment of Trustees is as per the registered Deed of Trust. WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.
- 3.7 Brian Hanna was approached regarding Council's preference that he continue on as a Council representative on the NKCDT, subject to approval from Otorohanga and Taupo District Councils, and has confirmed that he is willing to do so.
- 3.8 Confirmation is yet to be received from Otorohanga and Taupo District Council's to support Brian Hanna remaining one of the two Trustees appointed by the three councils. Note: Mayor Max Baxter is the other appointee made by the three Councils.

### **3.9 Game On Charitable Trust (GOCT)**

- 3.10 The Te Kuiti High School (TKHS) Board of Trustees and other members of the community identified an opportunity to develop a facility for the North King Country, to be used by the wider community, rather than just a school gymnasium. Initially, a Project Steering Group was established to oversee the project representing TKHS, the community, Sport Waikato, Waitomo and Otorohanga District Councils. That Steering Group progressed the project until such time as the development of a Charitable Trust was required.
- 3.11 The purpose of the GOCT includes, but is not limited to:
- Raise and provide funds for the development, establishment, operation and maintenance of land, buildings and equipment for a facility for recreational, sporting and education needs.
  - To develop, operate, maintain and manage the land, buildings and equipment of the facility.
  - To promote, coordinate and provide recreational and educational programmes and activities.

3.12 On 17 May 2017 Council resolved to appoint the Mayor as Council's representative on the GOCT.

3.13 Brian Hanna has advised that due to the significant investment the Council is proposing to make toward the Sports Stadium, it would be best to appoint an elected Council member and on that basis has declined Council's invitation to continue as Council's representative.

3.14 Council must now consider a new appointment to the GOCT.

### **3.15 Waikato Plan**

3.16 The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:

- Set a strategic direction for the Waikato and its communities.
- Outline a high level development strategy that identifies settlement, infrastructure and service needs.
- Provide an evidential basis to support policy and investment decision making within the Waikato.
- Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato.
- Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies.

3.17 The Waikato Plan Joint Committee was established to facilitate and encourage implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging allocation of resources to achieve agreed regional priorities. It also acts as facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.

3.18 As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities.

3.19 The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election.

3.20 Membership of the Committee is comprised:

- One voting member appointed by the Waikato Regional Council
- One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council.

- One voting member jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council
- One voting member appointed by Hamilton City Council
- Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council
- Up to four voting members being business and/or community representatives confirmed as members by the Waikato Regional Council
- One non-voting member being a representative of the Waikato District Health Board
- One non-voting member being a representative of the New Zealand Transport Agency
- Ministry of Social Development
- Ministry of Education Non-voting members being representatives of relevant Government Agencies as required.

3.21 Prior to the 2019 General Election, Brian Hanna was the member jointly appointed by Otorohanga, South Waikato, Taupo and Waitomo District Councils.

3.22 Taupo and South Waikato District Councils approached Mayor Max Baxter of Otorohanga District Council to be the jointly appointed representative and Mayor Baxter has agreed to represent the four Councils.

3.23 It is recommended that Council ratify the appointment of Mayor Baxter.

### 3.24 Hearings Panel

3.25 An oversight was made in the Schedule of Council Roles and Responsibilities, presented to Council on 26 November 2019 in that the Hearings Panels section, as set out below, was not removed from the Schedule to reflect the Resource Management Act provisions and Council's Delegations Register.

Details	Appointment
<b>Waitomo District Council Hearings Panels</b>	
<p><b>Hearings Panel (Other than for District Plan)</b>                      Each Hearings Panel will consist of three Members.                      The Mayor will convene a Hearings Panel for each separate Hearing.                      Hearings Panel members should be RMA Accredited unless in exceptional circumstances as provided by Section 39B of the RMA.</p>	<p>Councillor Brodie RMA Accredited                      Councillor Goddard RMA Accredited                      Plus additional RMA accredited Commissioner(s) as required</p>

3.26 This section of the Schedule of the Schedule should have been removed as –

- 1 It is inconsistent with the Resource Management Act (which provides applicants and submitters the right to request independent commissioners).

- 2 It is inconsistent with Council's adopted Delegations Register which provides the Chief Executive, Group Manager – Strategy and Environment and Policy Planner with the authority to make appointments of commissioners as required (note, this can include Councillors who are accredited).
- 3 It is not always appropriate to have three members on a Hearings Panel – it could be one, two, three, or more if required. The decision on the size of a Hearings Panel will be made by Group Manager – Strategy and Environment and Chief Executive, factoring in complexity, specific expert skills required (i.e. a highly complex transport issue component of a resource consent may require an expert Traffic Engineer who is accredited under the RMA) and RMA planning issues, etc.

## Suggested Resolutions

- 1 The business paper on Council Roles and Responsibilities be received.
  - 2 Council's Appointee to act as Representative Trustee to the Game On Charitable Trust is
- 
- 3 Council support the nomination of Mayor Max Baxter to represent the Otorohanga, South Waikato, Taupo and Waitomo District Councils on the Waikato Plan Joint Committee.
  - 4 The Hearings Panel section of Council's Schedule of Council Roles and Responsibilities (Doc No. A454899) be removed.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

Attachment: Schedule of Council appointed Committees, Groups and Elected Member appointments (Doc No. A454899)

Council Roles and Responsibilities

Details	Appointment
<b>Waitomo District Council Committees</b>	
<p><b>Audit, Risk and Finance Committee</b></p> <p>The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).</p>	<p>All Elected Members Independent Member Bruce Robertson</p>
<p><b>District Licensing Committee</b></p> <p><i>Note: A TA's DLC established pursuant to s186 of the Sale and Supply of Alcohol Act 2012 is not a Committee of Council under the LGA. Therefore a DLC is not discharged following a General Election.</i></p> <p>Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of three members, one of whom must be the Chairperson).</p> <p>Section 192(1)(b) of the Act requires that TAs together with 1 or more other territorial authorities establish, maintain and publish a "list" of persons jointly approved by the TAs to be members of the TA's DLC.</p> <p>Waitomo, Otorohanga and Waipa DCs maintain a joint list with the only exception being each Council appoints its own elected representative.</p> <p>The DLC is responsible for considering applications made under the Act.</p>	<p>Sarah Brown (Commissioner/ Chair) Cr Guy Whitaker (Deputy Chair) Mr Ross Murphy Ms Patsi Davies Dr Michael Cameron Mr Roy Johnstone Mr John Gower Ms Tegan McIntyre Mrs Jennie McFarlane</p>

Details	Appointment
<b>Waitomo District Council Hearings Panels</b>	
<p><b>District Plan Hearings Panel</b></p> <p>The role of the Hearings Panel is to consider all submissions received, hear the evidence of Submitters. Council has appointed an Independent Commissioner Chair to hear the District Plan. The Independent Commissioner Chair in combination with Councillors and Iwi, will form hearings panels to hear submissions on different topics. The final composition of the topics (and therefore the hearings) will not be known until submissions have been received.</p> <p>Council has delegated to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 (clauses 8AA to, and including, 10 of the First Schedule of the RMA) to case manage, consider, hear, deliberate and decide on all submissions and further submissions received on, and provisions of, the Proposed Waitomo District Plan; and to the Hearings Panel Chairperson the powers to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions and further submissions on the Proposed Waitomo District Plan, to the Independent Commissioner Chair</p>	<p>Greg Hill (Independent Commissioner and Chair) Councillor Brodie RMA Accredited Councillor Goddard RMA Accredited 1 x Commissioner with an understanding of Tikanga Maori and of the perspectives of mana whenua (yet to be appointed)</p>
<p><del><b>Hearings Panel (Other than for District Plan)</b></del></p> <p><del>Each Hearings Panel will consist of three Members.</del></p> <p><del>The Mayor will convene a Hearings Panel for each separate Hearing.</del></p> <p><del>Hearings Panel members should be RMA Accredited unless in exceptional circumstances as provided by Section 39B of the RMA.</del></p>	<p><del>Councillor Brodie RMA Accredited</del></p> <p><del>Councillor Goddard RMA Accredited</del></p> <p><del>Plus additional RMA accredited Commissioner(s) as required</del></p>

Details	Appointment
<b>Waitomo District Council Working Parties</b>	
<p><b>Citizen Awards Working Party</b></p> <p>Council recognises the contribution both individuals and community organisations make in achieving improved community well-being and positive community outcomes. Council's Citizen's Awards Policy identifies two award types; Lifetime Achievement and Citizen Award.</p> <p>Awards take place on a biennial basis with Waitomo residents making nominations via a formal nomination process.</p> <p>Council's Policy provides for a Citizens Award Working Party to be appointed consisting of community members who have a strong knowledge of the District community. The CAwp can have up to four community members plus one Council representative and serves a term of four years. Appointment of the CAwp is made by the full Council. The next review of the CAwp is scheduled for February 2020.</p>	<p>Mayor Max Lamb Mac Waretini Leo Dempsey</p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<p><b>Taranaki Regional Council – State Highway 3 Working Party</b></p> <p>The SH3 Working Party was formed by the Taranaki Regional Council in 2002.</p> <p>The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance.</p> <p>WDC is represented on the Working Party by both an elected representative and a staff member.</p>	<p>Councillor Brodie</p>
<p><b>Waikato Civil Defence Emergency Management Joint Committee</b></p> <p>Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Joint Committee known as the Civil Defence Emergency Management Group (CDEMG).</p> <p>Civil Defence Emergency Management Groups (CDEM Groups) are responsible for the implementation of local CDEM in an efficient and effective manner.</p> <p>CDEM Groups are formed from local authorities that work together and with other organisations to provide co-ordinated CDEM planning for reduction, readiness, response, and recovery.</p> <p>The Joint Committee is a local government committee with one elected representative from each council. The role of the joint committee is to provide political oversight and governance to ensure that the functions and obligations of the Waikato Civil Defence Emergency Management Group are fulfilled.</p> <p>The members of the Waikato CDEM Joint Committee are:</p> <ul style="list-style-type: none"> <li>• Waikato Regional Council</li> <li>• Hamilton City Council</li> <li>• Hauraki District Council</li> <li>• Matamata-Piako District Council</li> <li>• Otorohanga District Council</li> <li>• South Waikato District Council</li> <li>• Taupo District Council</li> <li>• Thames-Coromandel District Council</li> <li>• Waikato District Council</li> <li>• Waipa District Council</li> <li>• Waitomo District Council</li> </ul>	<p>Councillor Goddard Alternate - Mayor</p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<p><b>Waikato Mayoral Forum</b></p> <p>Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each Region must enter into an agreement (Waikato Triennial Agreement) containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.</p> <p>In March 2012, the Regional Triennial Forum governing body (which undertook reviews of the Regional Triennial Agreement at that time) recommended the formation of a Regional Governance body with appropriate delegated authority to provide Regional leadership and representation on matters of strategic importance for the Waikato in accordance with the Triennial Agreement, including completing future reviews of the Triennial Agreement in accordance with the LGA 2002.</p> <p>As a result, in 2012 the Waikato Mayoral Forum (WMF) was established.</p> <p>Since its formation, the Waikato Mayoral Forum has been collaboratively and successfully pursuing its goal of collaborating and working together to develop tangible benefits for the Region through greater local government co-operation.</p> <p>The Forum – made up of Mayors and the Regional Council Chair – has initiated a series of work streams aimed at improving joint planning, economic development and local government efficiency generally.</p> <p>Two of these work streams have now become standalone, independent processes:</p> <ul style="list-style-type: none"> <li>• A joint committee of council representatives is overseeing the creation of a common Waikato Plan to guide the region’s future</li> <li>• A business-led governance body is implementing the Waikato Means Business economic development strategy.</li> </ul> <p>Other work streams covering the key areas of policy and bylaws, water services and roading have also been delivering tangible results in the areas of cutting red tape, positioning councils for major water savings and significant efficiencies on roading services.</p> <p>All this work dovetails with related efforts by councils through the jointly owned Waikato Local Authority Shared Services company to drive savings and other efficiencies.</p>	<p>Mayor</p> <p>Alternate - Deputy Mayor</p>
<p><b>Waikato Plan Joint Committee</b></p> <p>The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:</p> <ul style="list-style-type: none"> <li>• Set a strategic direction for the Waikato and its communities.</li> <li>• Outline a high level development strategy that identifies settlement, infrastructure and service needs.</li> <li>• Provide an evidential basis to support policy and investment decision making within the Waikato.</li> <li>• Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato.</li> <li>• Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies.</li> </ul> <p>The Waikato Plan Joint Committee was established to facilitate and encourage the implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging the allocation of resources to achieve agreed</p>	<p>Mayor Max Baxter</p> <p><i>(Jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council)</i></p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<p>regional priorities. It also acts as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.</p> <p>As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities.</p> <p>The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election.</p> <p>Membership of the Committee is comprised:</p> <ul style="list-style-type: none"> <li>• One voting member appointed by the Waikato Regional Council</li> <li>• One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)</li> <li>• One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council.</li> <li>• One voting member jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council</li> <li>• One voting member appointed by Hamilton City Council</li> <li>• Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council</li> <li>• Up to four voting members being business and/or community representatives confirmed as members by the Waikato Regional Council</li> <li>• One non-voting member being a representative of the Waikato District Health Board</li> <li>• One non-voting member being a representative of the New Zealand Transport Agency</li> <li>• Ministry of Social Development</li> <li>• Ministry of Education non-voting members being representatives of relevant Government Agencies as required.</li> </ul>	
<p><b>Waikato Regional Council – Regional Transport Committee</b></p> <p>The RTC is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport.</p> <p>The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Brodie Alternate = Mayor</p>
<p><b>Waikato River Authority</b></p> <p>The Waikato River Authority is an independent statutory body under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>The arrangement covers a catchment of 11,000 km<sup>2</sup> comprising the Waikato River from Huka Falls to Te Pūaha o Waikato, the Waipa River from its source to its connection with the Waikato River, and their catchments.</p> <p>The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	<p>Await approach be to be made to support a Nominee appointment</p>

Details	Appointment
<b>Regional and Sub-Regional Appointments</b>	
<p><b>Waipa Joint Management Agreement (<i>Nga Wai O Waipa Co-Governance Forum (Waikato District/Waipua District/Waitomo District/Otorohanga)</i>)</b></p> <p>In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Maori Trust Board through the Nga Wai o Maniapoto (Waipa River Act) 2012.</p> <p>The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Maori Trust Board as part of the co-management arrangements.</p> <p>To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Maori Trust Board. This collective approach also satisfies Council's legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	<p>Mayor</p> <p>Alternate - Deputy Mayor</p>

Details	Appointment
<b>Trusts Providing for Council Appointment</b>	
<p><b>Game On Charitable Trust</b></p> <p>The Te Kuiti High School (TKHS) Board of Trustees and other members of the community identified an opportunity to develop a facility for the North King Country, to be used by the wider community, rather than just a school gymnasium. Initially, a Project Steering Group was established to oversee the project representing TKHS, the community, Sport Waikato, Waitomo and Otorohanga District Councils. That Steering Group progressed the project until such time as the development of a Charitable Trust was required.</p> <p>On 17 May 2017 Council resolved to appoint the Mayor as Council's representative on the Trust. The purpose of the Trust includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Raise and provide funds for the development, establishment, operation and maintenance of land, buildings and equipment for a facility for recreational, sporting and education needs.</li> <li>• To develop, operate, maintain and manage the land, buildings and equipment of the facility.</li> <li>• To promote, coordinate and provide recreational and educational programmes and activities.</li> </ul>	
<p><b>Te Kuiti Community House</b></p> <p>Te Kuiti Community House Trust is a registered NZ Charitable Trust. The purpose of the Trust is to support the Te Kuiti community to develop and grow by facilitating appropriate services in the promotion of the well-being of the people living and working in the community including:</p> <ol style="list-style-type: none"> <li>1. Reduce social isolation</li> <li>2. Reduce Family violence</li> <li>3. Strengthening our Community</li> <li>4. Support for youth and Rangatahi</li> <li>5. Support for families and whanau</li> <li>6. Community interaction and cooperation to create a vibrant caring society.</li> </ol>	<p>Councillor Marshall</p>

Details	Appointment
<b>Trusts Providing for Council Appointment</b>	
<p><b>North King Country Development Trust</b></p> <p>The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes. Appointment of Trustees is as per the registered Deed of Trust.</p> <p>WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.</p>	<p>Brian Hanna</p>

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

Details	Appointment
<b>Other Representation Appointments</b>	
<p><b>Community Youth Connections</b></p> <ul style="list-style-type: none"> <li>• Youth Council</li> <li>• Social Sector Trials</li> <li>• Tuia Programme</li> <li>• Mayor's Taskforce for Jobs</li> <li>• Employment Partnerships</li> </ul>	<p>Mayor Councillor New Councillor Marshall</p>
<p><b>Piopio Wastewater Community Liaison Group</b></p> <p>Pursuant to Clause 34 of the Environment Court "Order of Court", Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.</p>	<p>Mayor Councillor Brodie</p>

Details	Appointment
<b>Other Representation Appointments</b>	
<p><b>Te Kuiti and District Historical Society</b></p> <p>In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.</p>	Councillor New
<p><b>Waitomo/Tatsuno Sister City Committee</b></p> <p>Council's sister city relationship with Tatsuno in Japan was entered into in May 1995 with Council at that time believing that such a relationship had the potential to provide an enriched cultural experience for the residents of the Waitomo District. Signed agreements between Tatsuno and Waitomo are displayed in the Council chambers and confirm the purpose of the relationship is: "To encourage understanding and awareness of our separate cultures and to encourage the exchange of ideas and people."</p>	<p><i>Note:</i>  <i>Service Delivery of this activity is currently under review.</i></p>

<p><b>Rural Ward</b></p> <p>The representation of these areas will include Councillor representation for liaison purposes at all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.</p>	
<p><b>Rural North West</b> (incorporating old Waitomo/Te Anga Rural Wards)</p>	
<p><b>Marokopa Recreation Ground Committee</b></p> <p><b>Rural Halls - Waitomo / Te Anga</b></p> <p><b>Waitomo Caves Museum</b></p> <p><b>Tere Waitomo Community Trust</b></p> <p><b>Maraes</b></p>	Councillor Smith
<p><b>Rural South East</b> (incorporating old Aria/Mangaokewa Wards)</p>	
<p><b>Benneydale Residents and Ratepayers Association</b></p> <p><b>Benneydale Hall</b></p> <p><b>Mokauiti Hall</b></p> <p><b>Rangitoto Hall</b></p> <p><b>Maraes</b></p>	Councillor Goddard
<p><b>Rural South West</b> (incorporating old Paemako/Tainui Wards)</p>	
<p><b>Piopio Retirement Board</b></p> <p><b>Piopio Sports Club</b></p> <p><b>Mokau Residents and Ratepayers Association</b></p> <p><b>Tainui Waitere Domain Board</b></p> <p><b>Tainui Ratepayers</b></p> <p><b>Maraes</b></p>	Councillor Brodie

<p><b>Urban Ward</b></p> <p>The representation of these areas will include Councillor representation for liaison purposes at all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.</p>	
<p><b>Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court)</b></p> <p>To build relationships with Elderly Housing providers and residents and to act as a Point of Contact in respect to Council related matters pertaining to Elderly Housing.</p>	<p>Councillor New</p>
<p><b>Te Kuiti Development Incorporated</b></p> <p>TKDI is an Incorporated Society registered in April 2011 and was formed for the purpose of promoting the welfare of the business community of Te Kuiti and in particular to provide a forum for networking and collaboration of members.</p>	<p>Deputy Mayor Councillor New</p>

Document No: A463635

**Report To: Council**



**Meeting Date:** 25 February 2020

**Subject:** Manawatu-Whanganui Region Triennial Agreement

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the draft Manawatu-Whanganui Region Triennial Agreement for the period from 1 March 2020 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.
- 1.2 Attached to and forming part of this business paper is a copy of the proposed Triennial Agreement for the Manawatu-Whanganui Regional.

## Background

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

## Commentary

### 3.1 Non-Primary Signatory

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

- 3.3 On this basis the Agreement notes that the degree of involvement of the Non-primary Signatories will be in proportion to the degree to which the parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.

### 3.4 Amendments to Triennial Agreement

- 3.5 Horizons Regional Council has circulated the draft Triennial Agreement for agreement by the party Councils so that the final Triennial Agreement can be signed by all party Councils by 1 March 2020.
- 3.6 Minor amendments have been made to the current Triennial Agreement following requests from respective Councils as set out below. All of these changes are considered minor in nature.

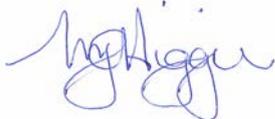
1. Horizons Regional Council:
  - Sect B. Communication & Coordination
    - a. delete 1. (renumber, now 1-8 instead of 1-9)
    - b. No. 8 – replace 'economic growth and development' with 'economic prosperity'.
  - Sect C. Regional Co-operation – add iv. Information sharing.
  - Sect E. Form
    - a. delete No. 1 and replace with 'Agrees to review the agreement annually in regard to its effectiveness'.
    - b. Delete No. 4.
  - Appendix Two
    - a. First paragraph and third paragraph and fifth bullet point under 'The Agreement' – replace 'economic growth and development' with 'economic prosperity'
2. Whanganui District Council:
  - Sect C. Regional Co-operation – add v. 'Transport infrastructure: roads, rail, airports, and ports'.
3. Palmerston North City Council:
  - Appendix One – delete reference to the 'Regional Community Outcomes Group (COGS) and the Local Authorities Public Relations Network (LAPRN)'.

## Recommendation

- 4.1 It is recommended that Council approve the draft Manawatu-Whanganui Regional Triennial Agreement for signature by the Mayor on behalf of WDC.

## Suggested Resolutions

- 1 The business paper on Manawatu-Whanganui Region Triennial Agreement be received.
- 2 Council approve/not approve the draft Manawatu-Whanganui Region Triennial Agreement for the period from 1 March 2020 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

13 February 2020

Attachment: Triennial Agreement for the Manawatu-Whanganui Region (Doc A463636)



# Triennial Agreement for the **Manawatū**-Whanganui Region

March 2020

## MANAWATŪ-WHANGANUI REGION

### TRIENNIAL AGREEMENT

#### PURPOSE

This Triennial Agreement (Agreement) is established under section 15 of the Local Government Act 2002 (LGA) (but also has relationships with sections 14 and 16). The purpose of this Agreement is to give effect to the principles of local government through the establishment of protocols for communication and coordination between the local authorities of the Manawātū-Whanganui Region. The Agreement gives particular effect to the promotion of desired community and local authority outcomes and objectives in such a way as to achieve sustainable development and promote the interests of the Region's communities. The Agreement also establishes the process for consultation on proposals for new Regional Council activities.

The Agreement is effective from 1 March 2020 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.

#### PARTIES

The signatories to this agreement are:

##### **Principal Signatories:**

(those local authorities whose boundaries are completely or primarily encompassed within the Manawātū-Whanganui Region and who primarily identify with that Region).

1. *Horizons Regional Council (Manawātū-Whanganui Regional Council)*
2. *Horowhenua District Council*
3. *Manawatu District Council*
4. *Palmerston North City Council*
5. *Rangitikei District Council*
6. *Ruapehu District Council*
7. *Tararua District Council*
8. *Whanganui District Council*

##### **Non-primary Signatories:**

(those local authorities whose boundaries bisect the Manawātū-Whanganui Region but whose principal identification is with another Region).

1. *Taupo District Council*
2. *Waitomo District Council*
3. *Stratford District Council*

This Triennial Agreement is binding on all local authorities of the Manawātū-Whanganui Region. It is recognised that for Non-primary Signatories, the degree of involvement in the actions required under "B. Communication and Coordination" and "D. Form" will be in proportion to the degree to which these parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.

## AGREEMENT

### A. General

Signatories to this Agreement agree to work together in good faith for the good governance of their localities and the Region.

Signatories to this Agreement recognise that:

- The communities within the Region are diverse and encompass a range of desired outcomes and objectives.
- Collaboration and cooperation between local authorities of the Region can more effectively promote social, economic, and cultural interests of communities in the Region, and maintenance and enhancement of the Region's environment.
- Collaboration and cooperation between local authorities of the Region can bring efficiencies in terms of planning, administration costs and consideration of decision-making and consultation requirements, increases available resources and promotes cooperative approaches in taking strategic judgements about the allocation of resources.
- Although collaboration and cooperation are outcomes that should be strived for, each local authority has the legislative mandate to govern their own area as appropriate.
- Collaboration and cooperation between local authorities of the Region can more effectively grow the region's economy for the benefit of its communities.

### B. Communication and Coordination

Signatories to this agreement will:

1. Work together to develop a common process for promoting or achieving priorities and community outcomes, and making efficient use of resources, in accordance with section 14(e) LGA;
2. Develop joint approaches as required.
3. Provide for early notification (through the appropriate council or officer forum) of, and participation in, decisions that may affect other local authorities in the Region in accordance with the requirements of sections 77-89 LGA (decision-making and consultation). This will include distribution of draft documentation of major policy discussions and the development of consultation policies;
4. Apply a 'no surprises' policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before critical public announcements are made;
5. Use existing structures to pursue greater collaboration within the Region (refer to Appendix One);
6. Consider joint community consultation for issues affecting more than one authority.
7. Provide opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.

8. Work together to achieve regional economic prosperity (refer to Appendix Two).

## **C. Regional Co-operation**

1. The parties note that there is value, in the appropriate circumstances, in working together to take a regional approach to issues and opportunities of mutual benefit.
2. In this triennium the parties note that areas of regional focus include:
  - i. Climate change response – Councils have signed an MoU (attached) and are developing a region wide action plan;
  - ii. Sustainable regional growth and prosperity (eg. through Accelerate25, collaboration between councils and across EDAs;
  - iii. Three waters policy and services with the initial focus on drinking water;
  - iv. Information sharing;
  - v. Transport infrastructure: roads, rail, airports, and ports.
3. Other areas of regional focus may arise during the triennium and will be considered by mutual agreement including any matters relevant to section 15(2)(c) LGA.
4. The parties are committed to ongoing and open discussions about how they best work together to develop opportunities that are regionally as well as locally significant.

## **D. Proposals for New Regional Council Activities**

### **1. New Activities**

New activities for Horizons Regional Council may be proposed either by the Regional Council itself or by one or more constituent territorial authorities when they see an opportunity for the Regional Council to pick up new activities. The process for consultation on proposals for such activities shall be as follows:

- a. The affected parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).
- b. The Regional Council will inform all territorial authorities within the Region of:
  - the nature of the activity proposed to be undertaken;
  - the scope of the proposal (including size, districts covered and why);
  - and
  - the reasons for the proposal.

- c. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.
- d. Final decisions (including considerations leading to the specific decision) will be communicated to the next available Regional Chiefs' meeting.

## 2. **Significant New Activities proposed by Horizons Regional Council**

If the Regional Council or a Regional Council controlled organisation proposes to undertake a significant new activity, and these activities are already undertaken or proposed to be undertaken by one or more territorial authorities within the Region, section 16 of the LGA will apply.

However, in the spirit of this agreement, the parties agree to an expanded consultation and communication process. The parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).

The parties also agree that prior to implementing the formal provisions of section 16 (2 and 3):

- a. The Regional Council will inform all territorial authorities within the Region of:
  - the nature of the activity proposed to be undertaken;
  - the scope of the proposal (including size, districts covered, and why); and
  - the reasons for the proposal.
- b. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.

Should the mediation processes outlined in section 16(4) be initiated, the parties agree to the following process. If no agreement on a mediator is forthcoming a mediator will be appointed by the president of the Manawatu District Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

## **E. Form**

Consultation in relation to this agreement will take one or more of the following forms:

1. Agrees to review the agreement annually in regard to its effectiveness.
2. Existing regional and sub-regional forums, such as Regional Chiefs' meeting.
3. Meetings between councils and meetings between staff as necessary to achieve communication and coordination on issues identified in the Agreement.

## **F. Agreement to Review**

The parties agree to review the terms of this Agreement within 40 working days of a request by one of the parties being made in writing to the local authority with delegated responsibility to service the Agreement. Such a request will be accompanied by a Statement of Proposal including outcomes sought and reasons for the proposal, and engage all affected parties in consultation.

## **G. Consultation in Relation to Resource Management Act 1991 (RMA) Policy and Plans**

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

1. The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the Regional Policy Statement, or regional or district plan.
2. For the Regional Policy Statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.
3. The parties to this agreement acknowledge their obligation to act in accordance with the principles of consultation set out in Section 82 LGA.

## **H. Resolving Disagreement**

In the event of a disagreement over the actions taken to give effect to this agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation.

## **I. Servicing**

Signatories agree that responsibility for servicing this agreement shall be carried out by Horizons Regional Council. Servicing involves:

- Providing those secretarial services required; and
- Acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the Agreement on a case by case basis and in a format agreed by affected parties.

## J. Statutory Requirements

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

**Section 15** of the LGA requires that:

1. Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and coordination among them during the period until the next triennial general election of members.
2. Each agreement must include a statement of the process for consultation on proposals for new Regional Council activities.
3. After the date specified in subsection (1), but before the next triennial general election of members, all local authorities within each region may meet and agree to amendments to the protocols.
4. An agreement remains in force until replaced by another agreement.

In addition, other sections of the Act also require collaboration:

### **Section 14(e)**

1. A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources.

### **Section 16 – (summarised)**

1. If a Regional Council, or a Regional Council-controlled organisation, proposes to undertake a significant new activity, the Regional Council must advise all the territorial authorities within its Region and the Minister of Local Government of the proposal, include it in the draft Long Term Plan, and go through mediation if agreement is not reached.

**Schedule 1 Clause 3A(1)** of the RMA requires that:

A triennial agreement entered into under section 15(1) of the LGA must include an agreement on the consultation process to be used by the affected local authorities in the course of—

- (a) preparing a proposed policy statement or a variation to a proposed policy statement; and
- (b) preparing a change to a policy statement; and
- (c) reviewing a policy statement.

## AUTHORITY

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

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

## APPENDIX ONE

Existing structures that promote communication and collaboration include, but are not limited to:

Forum	Members	Comments
Regional Chiefs	<i>Horizons RC Horowhenua DC Manawatu DC Palmerston North CC Rangitikei DC Ruapehu DC Tararua DC Whanganui DC</i>	
SOLGM – Society of Local Government Managers		
LGNZ Zone and sector meetings		
IPWEA (Institute of Public Works Engineering Australasia)		<a href="http://www.ipwea.asn.au/">http://www.ipwea.asn.au/</a>
Civil Defence and Emergency Management Group		
ALGIM – Association of Local Government Information Management		Mission is to provide leadership to Local Government in Information Management and Information Processes. <a href="http://www.algim.org.nz/">http://www.algim.org.nz/</a>
MW LASS Ltd – Manawatū-Whanganui Local Authority Shared Services Limited	<i>Horizons RC Horowhenua DC Manawatu DC Rangitikei DC Ruapehu DC Tararua DC Whanganui DC</i>	
Manawatu District and Palmerston North City Joint Strategic Planning Committee	<i>Manawatu DC Palmerston North CC</i>	

## APPENDIX TWO

### Collaboration and Co-operation for Regional Economic Development

The purpose of this Appendix is to describe how the district, city and regional councils (the Councils) in the Horizons (Manawatū-Whanganui) region will work together to achieve economic prosperity.

This Appendix is a demonstration of the Councils' shared vision which is

To work collaboratively to grow the region's economic prosperity for the benefit of its communities.

#### *The agreement*

Notwithstanding the requirements of Sections 16 and 77-89 of the LGA, the parties agree:

- To use the Regional Chiefs Forum as a mechanism to formally discuss any issue relating to Economic Development.
- To work collaboratively to enhance opportunities for growth and development in the region.
- That the principle of a regional approach benefits all parties.
- To communicate openly about opportunities for growth whilst respecting commercial confidentiality.
- To make economic prosperity a priority and a standing item at their regular meetings, termed 'Meetings of the Regional Chiefs'.
- To review proposed works on an annual basis. Additional items may be added to this Appendix at any stage with the agreement of all parties.

#### *Works proposed this triennium*

In this triennium the parties will work collaboratively to implement the opportunities identified in the Manawatū-Whanganui Economic Action Plan under Accelerate25.

The work may include:

- Providing feedback on implementation from the Regional Chiefs to the Accelerate25 Lead Team.
- Engaging both governance and staff in supporting implementation of actions arising from the Regional Economic Action Plan.
- Working with iwi, business leaders and economic development agencies to aid implementation of the Regional Economic Action Plan.
- Progressing actions from the Regional Economic Action Plan.

Document No: A463645

**Report To: Council**



**Meeting Date:** 25 February 2020

**Subject:** 2019-2022 Waikato Region Triennial Agreement

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for consideration and adoption the 2019-2022 Waikato Region Triennial Agreement (Triennial Agreement).
- 1.2 A copy of the 2019-2022 Waikato Triennial Agreement is attached to and forms part of this business paper.

## Background

### 2.1 LGA Requirement for a Triennial Agreement

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

### 2.3 **Waikato Region Triennial Agreement**

2.4 As a "Primary Signatory" to the Waikato Region Triennial Agreement, the Mayor and Chief Executive represent Council at the Waikato Mayoral Forum. The Mayoral Forum membership is made up of the Mayors and Chief Executive's of all those Council's located within the Waikato Region boundaries.

### 2.5 **Manawatu-Wanganui Region Triennial Agreement**

2.6 Waitomo District Council is also a "Non-Primary Signatory" to the Manawatu-Wanganui Region Triennial Agreement due to the fact that while Waitomo's boundary bisects the Manawatu-Wanganui Region, Waitomo is principally identified as being within the Waikato Region.

2.7 The Manawatu-Wanganui Region Triennial Agreement is dealt with elsewhere in this Agenda.

## Commentary

- 3.1 The Triennial Agreement represents the shared desire of the 12 local authorities in the Waikato region to work together, maximise efficiency and promote wellbeing in their respective communities. It signals the intended work and activities of the

Waikato Mayoral Forum, recognising a significant level of formal and informal co-operation already exists between local authorities.

## **3.2 Regional Collaboration**

3.3 A review of regional collaboration undertaken by McGredy Winder in 2017 identified challenges and achievements, looked across key collaborative projects, and identified potential priorities for improved communication, collaboration, coordination and shared services across local government in the Waikato.

3.4 As a result, the 2016-2019 Triennium focussed on regional collaboration in the areas of roading, economic development (Te Waka), Waikato Plan, regional policy and bylaws. Progress on these focus areas is reported to the Mayoral Forum.

3.5 The Mayoral Forum is well placed to build on its strong collaborative platform. The Triennial Agreement aims to continue to expand relationships that help local authorities to work co-operatively and collaboratively to advance community wellbeing through advocacy and process for developing clearly articulated priorities, targets and actions.

## **3.6 2019-2022 Triennial Agreement Development**

3.7 At its meeting on 25 November 2019 the Mayoral Forum considered a draft Triennial Agreement and provided feedback. The Mayoral Forum then referred the draft Triennial Agreement, amended to reflect the Mayoral Forum's feedback, to the Chief Executives Forum on 6 December for further consideration and review.

3.8 The feedback received from both the Mayoral Forum and Chief Executives Forum has been incorporated and the 2019-2022 Waikato Triennial Agreement and has been circulated to all of the Waikato Region's councils for adoption.

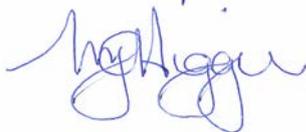
## **Recommendation**

4.1 It is recommended that Council adopt the 2019-2022 Waikato Region Triennial Agreement.

## **Suggested Resolutions**

1 The business paper on 2019-2022 Waikato Region Triennial Agreement be received.

2 The 2019-2022 Waikato Triennial Agreement, as endorsed by the Mayoral Forum on 25 November 2019, be adopted.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

13 February 2020

Attachment: 1 2019-2022 Waikato Triennial Agreement (#A463642)



## Waikato Triennial Agreement 2019-2022

### SCOPE

The Triennial Agreement represents the shared desire of local government in the Waikato region to work collaboratively, to maximise efficiency and to promote sustainable development in their respective communities.

It is also intended to align our efforts to work with Central Government to achieve a range of mutually beneficial outcomes (that may include increased Government funding), to interact with each other and with neighbouring regions in a coherent manner, and to foster projects of a strategic nature within the region.

It incorporates the work and activities of the Waikato Mayoral Forum.

This document is deemed to duly constitute fulfilment of section 15 of the Local Government Act 2002 by containing protocols for communication and co-ordination among the region's councils.

### LEGISLATIVE CONTEXT AND PURPOSE

Through this Triennial Agreement, councils agree to work together to support the purpose of local government which provides for councils to play a broad role in promoting the social, economic, environmental and cultural well-being of their communities, taking a sustainable development approach. The purpose of local government is defined in Section 10 of the Local Government Act 2002:

#### **10 Purpose of local government**

- (1) *The purpose of local government is –*
  - (a) *to enable democratic local decision-making and action by, and on behalf of, communities; and*
  - (b) *to promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.*

This Agreement gives effect to Section 15 of the Local Government Act 2002 which states:

## **15 Triennial agreements**

- (1) *Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement under this section covering the period until the next triennial general election of members.*
- (2) *An agreement under this section must include—*
  - (a) *protocols for communication and co-ordination among the local authorities; and*
  - (b) *a statement of the process by which the local authorities will comply with [section 16](#) in respect of proposals for new regional council activities; and*
  - (c) *processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than 1 district.*
- (3) *An agreement under this section may also include—*
  - (a) *commitments by local authorities within the region to establish or continue 1 or more joint committees or other joint governance arrangements to give better effect to 1 or more of the matters referred to in subsection (2); and*
  - (b) *the matters to be included in the terms of reference for any such committees or arrangements, including any delegations.*
- (4) *An agreement under this section may be varied by agreement between all the local authorities within the region.*
- (5) *An agreement under this section remains in force until it is replaced by another agreement.*
- (6) *If a decision of a local authority is significantly inconsistent with, or is expected to have consequences that will be significantly inconsistent with, the agreement under this section that is currently in force within the region, the local authority must, when making the decision, clearly identify—*
  - (a) *the inconsistency; and*
  - (b) *the reasons for the inconsistency; and*
  - (c) *any intention of the local authority to seek an amendment to the agreement under subsection (4).*
- (7) *As soon as practicable after making any decision to which subsection (6) applies, the local authority must give to each of the other local authorities within the region notice of the decision and of the matters specified in that subsection.*

The agreement provides an opportunity for improved communication, collaboration, co-ordination and shared services at all levels of local government in the Waikato region whilst recognising a significant level of formal and informal co-operation already exists between councils.

The success of the Triennial Agreement will be demonstrated through expanded relationships that help councils to work co-operatively and collaboratively to advance community wellbeing.

## **SIGNATORIES**

The parties:

- Hamilton City Council
- Hauraki District Council
- Matamata-Piako District Council
- Ōtorohanga District Council
- Rotorua District Council
- South Waikato District Council
- Taupō District Council
- Thames-Coromandel District Council
- Waikato District Council
- Waikato Regional Council
- Waipā District Council
- Waitomo District Council.

## **PRINCIPLES**

Signatories to this agreement recognise that:

1. The communities within the region are diverse and encompass a range of desired outcomes. Issues and concerns that are shared by some councils may be of little relevance to others. The Triennial Agreement acknowledges that it will be appropriate to have a range of sub-agreements on local issues between and among councils.
2. Collaboration can aid in effective and efficient planning and encourage shared services and a collective approach to reduce costs, increase available resources and help to make strategic judgements about the allocation of resources.
3. Collaboration can assist councils promote outcomes consistent with the purpose of local government.
4. There is a need for open communication, information sharing and seeking agreement on strategic issues.
5. We will speak as one voice when there is unanimous agreement for this to happen.

6. Common direction on all strategic issues may not be achieved given that each party to the agreement has functions, obligations and rights to make decisions for their area which may conflict with the position of other signatories to this agreement.
7. Aligning with and influencing Central Government policy is important to the delivery of good quality, cost effective infrastructure, public services and regulatory functions to promote and enhance well-being of our communities.

## **PROTOCOLS FOR COMMUNICATION AND COORDINATION**

1. Councils will work together on issues where it is agreed that the region will benefit from a collaborative approach.
2. When a council has a significant disagreement with the position of the others, the other councils will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.
3. When a significant decision or issue affects a particular council then that council should be consulted in formulating the region's response.
4. This Triennial Agreement acknowledges that each council has accountability to different communities.
5. Councils agree to act in good faith and in a transparent manner on issues of information and disclosure.
6. Councils should provide early notification of decisions that may affect other councils in the region. Communication protocols may be developed between Councils where it is agreed better communication is desired.
7. All formal public communications from Mayoral Forum meetings will be circulated to all councils for comment prior to their release.
8. Councils will apply a 'no surprises' approach whereby early notice will be given over disagreements concerning policy or work programmes before critical public announcements are made.
9. If councils make decisions that are inconsistent with the agreement for their region, they must explicitly note that inconsistency and the reasons for it and also notify the other councils that are parties to the agreement.

## **GENERAL APPROACH TO COLLABORATION**

Signatories to this agreement should:

1. Share resources for the purpose of preparing background information on the various communities within the region. Such information may include demographics, survey data and scientific studies and the analysis of social, economic, environmental and cultural trends.
2. Seek to attract investment and Government support in the region by aligning community interests, working collaboratively through Waikato Mayoral Forum work streams and other options, developing agreed positions on matters of importance to the region and continuing to develop and strengthen existing joint approaches to engage with Government agencies and other organisations.
3. Determine and prioritise strategic collaborative initiatives and projects.
4. Promote communication and co-operation among the region's councils with respect to shared services and other collaborative opportunities.
5. Make draft strategies, policies and plans available to all councils in the region for discussion and development.
6. Provide guidance on the implementation of strategic collaborative projects and monitor progress of collaborative initiatives, such as the Waikato Plan.
7. Utilise the Waikato Mayoral Forum work streams and other collaborative options to ensure that all councils can participate in identifying, delivering and funding facilities and services of significance to more than one council.
8. Invite Government Ministers, relevant officials, corporate, community and Iwi leaders to meet to discuss issues of strategic importance to the region.
9. Advocate for strategic investment in the region and promote the strategic benefits and advantages of the Waikato.
10. If necessary, establish one or more joint committees or other joint governance arrangements to give better effect to communication and coordination or to assist with identifying, delivering and funding facilities and services of significance to more than one district, or to consider proposals for new regional council activities.

## **MAYORAL FORUM**

1. Signatories to this agreement will endeavour to hold a meeting of Mayors and the Regional Chairperson (supported by their Chief Executives) at least once every six months to discuss any pertinent issues and to review the performance of the agreement. These meetings will be under the banner of the Waikato Mayoral Forum.

2. The Waikato Mayoral Forum is not a formal committee constituted under the Local Government Act, therefore meetings are not public. Recommendations from the Mayoral Forum are for members to take to their respective councils for consideration and decisions.
3. The appointed Mayoral Forum Chairperson will ensure minutes of the meeting are kept and that a summary of the meeting is provided to all councils.
4. All public communications from these meetings will be approved by all participants prior to their release.
5. The Regional Chief Executives' Forum will also meet regularly to advance initiatives as requested by the Mayors and Regional Chairperson.

## **SIGNIFICANT NEW ACTIVITIES PROPOSED BY THE REGIONAL COUNCIL**

1. If the regional council or a regional council-controlled organisation proposes to undertake a significant new activity then section 16 of the Local Government Act 2002 shall be adhered to.
2. The regional council agrees to discuss the issues involved at one or more of the existing fora and to provide preliminary draft proposals to the affected councils for early comment, including any amendments to the regional council's Significance and Engagement Policy.
3. Where the regional council proposes to undertake a significant new activity that involves one or more territorial authorities within the region the following protocols will apply:
  - (a) The regional council will as soon as practicable inform all councils within the region of the nature, scope and reasons for the proposal.
  - (b) Councils will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The regional council will fully consider any submissions on the proposal made by councils within the region.
  - (c) Should there be substantive disagreement between the councils on whether the regional council should undertake the activity, the parties will refer the matter to mediation as set out in the process in this agreement for resolving disagreement.

## **CONSULTATION IN RELATION TO THE REGIONAL POLICY STATEMENT**

For the purpose of meeting the requirements of clause 3A of Schedule 1 to the Resource Management Act 1991, the consultation process to be used by affected councils in relation to any further changes to the Waikato Regional Policy Statement will be developed and agreed to by all the councils. Protocols will be developed that ensure affected councils have full and effective involvement in the scoping and drafting of any changes to the Waikato Regional Policy Statement.

## TERM OF THE AGREEMENT

The Triennial Agreement will continue to operate until such time as it is either amended by the accord of all parties or is renewed following the 2022 local government elections.

## RESOLVING DISAGREEMENT

In the event of a disagreement over the terms of this agreement, the parties agree to refer the issue to mediation for a resolution. In the absence of an agreement to mediation between the local authorities, the matter will be referred to a process as specified by the Minister of Local Government.

## AUTHORITY

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

Hamilton City Council

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Mayor

Date

Hauraki District Council

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Mayor

Date

Matamata-Piako District Council

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Mayor

Date

Ōtorohanga District Council

---

Mayor

Date

Rotorua District Council

---

Mayor

Date

South Waikato District Council

---

Mayor

Date

Taupō District Council

---

Mayor

Date

Thames-Coromandel District Council

---

Mayor Date

Waikato District Council

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Mayor Date

Waikato Regional Council

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Chairperson Date

Waipā District Council

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Mayor Date

Waitomo District Council

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Mayor Date

<b>Document No:</b>	
<b>Report To:</b>	<b>Council</b>
	<b>Meeting Date:</b> 25 February 2020
	<b>Subject:</b> Development of 2020/21 Exceptions Annual Plan – Process and Timeline
	<b>Type:</b> Decision Required

**Purpose of Report**

- 1.1 The purpose of this business paper is to present the amended process/timeline for Council’s consideration and adoption of its 2020/21 Exceptions Annual Plan.

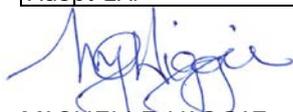
**Commentary**

- 2.1 Council at its 26 November 2019 meeting resolved to not trigger any Long Term Plan (LTP) Amendment for Year 3 of Council’s 2018-2028 LTP when developing the 2020/21 draft EAP.
- 2.2 Based on that resolution and the feedback received from Council at its Workshops of 12 November 2019 and 18 February 2020, as there will be no material or significant changes to Year 3 of the 2018-2028 LTP in the 2020/21 draft EAP, there is no requirement for the LGA Special Consultation Process and subsequent Hearings and Deliberations, nor the detailed Audit process as set out in Council’s Road Map Work Programme. As a result, an amended process timeline to adopt the 2020/21 EAP can be approved.

**Suggested Resolutions**

- 1 The business paper on Development of 2020/21 Exceptions Annual Plan – Process and Timeline.
- 2 The Process and Timeline for adoption of the 2020/21 Exceptions Annual be adopted as follows:

Key Milestone	Indicative Timeframe
Project planning for EAP 2020/21 development	August 2019
Identification of any “strategic” amendments to LTP for 2020/21 year	August - September 2019
Complete 2020/21 budgets in consideration of 2020/21 LTP budgets	September –October 2019
Modelling of budgets and finances for 2020/21	October - November 2019
Management Review of 2020/21 budgets	November 2019
<b>Council Workshop #1</b> Strategic Issues, Policy Considerations and preliminary budget forecasts	26 November 2019
<b>Council Workshop #2</b> <ul style="list-style-type: none"> <li>• Preliminary draft financial forecasts including Rating Implications</li> <li>• Assessment of dEAP against consultation threshold</li> </ul>	18 February 2020
<b>Council Meeting</b> Adopt EAP	31 March 2020



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

Document No: A457963

**Report To: Council**



**Meeting Date:** 25 February 2019

**Subject:** Local Declaration of State of Emergency or Notice of Transition into Recovery

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to obtain Council's approval to formally designate the elected members who have authorisation to make a local declaration of state of emergency and/or give notice of transition into recovery, should the Mayor be unavailable for any reason.

## Background

- 2.1 It has been generally accepted that a local declaration of state of emergency and/or notice of transition into recovery, can be given by the Deputy Mayor in the Mayor's absence.
- 2.2 However, while this is generally accepted practice, the Waikato Emergency Management Group Plan 2016-2021 ("the Plan"), states that each territorial authority must officially designate who, in the Mayor's absence, can make a local declaration of state of emergency and/or give notice of transition into recovery.
- 2.3 This arrangement is not currently formally provided for.

## Commentary

- 3.1 The Plan is a statutory document prepared in accordance with the Civil Defence Emergency Management Act 2002, and all territorial authorities within the Waikato Region must give effect to it.
- 3.2 In respect of the authorisation to declare a state of local emergency, or notice of transition period, the Plan states:

*"AUTHORISATION TO DECLARE*

*In accordance with section 25(5) of the Act, the following persons are appointed to make local declarations within all or part of a territorial authority area:*

- *The Mayor, or a designated elected member of the territorial authority in the absence of the Mayor.*

*In accordance with Section 25 of the CDEM Act 2002, the following persons are appointed by the Joint Committee to make local declarations for all or part of the Waikato Group area:*

- *The Chairperson of the Joint Committee.*

*In the absence of the Chairperson, the following person is authorised, in order, to undertake this function:*

- *The Deputy Chairperson of the Joint Committee.*

*In the absence of the Chairperson and Deputy Chairperson, the following persons are authorised to undertake this function:*

- *Any other Member's representative on the Joint Committee.*

*If at any time it appears to the Minister of Civil Defence that an emergency has occurred or may occur in the area and a state of local emergency has not been declared, the Minister of Civil Defence may declare a state of local emergency for that area.*

#### AUTHORISATION FOR NOTICE OF TRANSITION PERIOD

*In accordance with section 25(1) (b) of the Act, persons must be appointed to authorise a notice of transition period within all or part of a territorial authority area. Across the Waikato CDEM Group:*

*The Mayor, or a designated elected member of the territorial authority, in the absence of the Mayor.*

*In accordance with Section 25 of the CDEM Act 2002, the following persons are appointed by the Joint Committee to authorize a notice of transition period within all or part of the Waikato Group area:*

- *The Chairperson of the Joint Committee.*

*In the absence of the Chairperson, the following person is authorised, in order, to undertake this function:*

- *The Deputy Chairperson of the Joint Committee.*

*In the absence of the Chairperson and Deputy Chairperson, the following persons are authorised to undertake this function:*

- *Any other Member's representative on the Joint Committee.*

*If at any time it appears to the Minister of Civil Defence that notice of a local transition period is required and a local notice of transition period has not been declared, the Minister of Civil Defence may declare a local transition period emergency for that area."*

- 3.3 To ensure Council can fulfil its statutory duties under the Civil Defence Emergency Management Act 2002, it is prudent for Council to formally designate two Councillors to undertake these tasks should the Mayor not be contactable or able to physically sign the document(s) required.
- 3.4 In the absence of these formal designations, in circumstances where the Mayor is unavailable, legally the declaration / notice of transition period would need to be made by either the Chairperson of the Joint Committee, the Deputy Chairperson of the Joint Committee, or any other Member's representative on the Joint Committee.
- 3.5 The Mayor has indicated that the following Councillors should be considered by Council to make a local declaration of state of emergency and /or notice of transition period in his absence:
  1. First alternative - Deputy Mayor
  2. Second Alternative - Councillor Allan Goddard (Council's representative on Waikato Civil Defence and Emergency Management Joint Committee)
- 3.6 Waitomo District Council's Local Controller will provide training on the declaration process and notice of transition period.

## **Analysis of Options**

- 4.1 There are two options available to Council:
  - a) Formally resolve to designate alternative Councillors who can make a local declaration of state of emergency and /or notice of transition periods; or

- b) Do not formally resolve to designate alternative Councillors to make the require declaration / notice of transition period.
- 4.2 Option (a) is the most appropriate option to ensure appropriate contingencies are in place if required.

## Considerations

### 5.1 **RISK**

- 5.2 Formally identifying the Councillors authorised to make local declaration of state of emergency and /or notice of transition periods will ensure adequate contingencies are in place should the Mayor be unavailable.

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

- 5.4 The decision is consistent with the Waikato Emergency Management Group Plan 2016-2021.

### 5.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.6 The decision is not a significant decision under Council's Significance and Engagement Policy.

## Recommendation

- 6.1 It is recommended that Council authorise two Councillors to make local declarations of state of emergency and /or notice of transition periods.

## Suggested Resolutions

- 1 The business paper on local declaration of state of emergency or notice of transition period be received.
- 2 That in the Mayor's absence or unavailability, the following Councillors are formally authorised to make a local declaration of state of emergency and/or give notice of transition into recovery:
  - a) The Deputy Mayor; and
  - b) Where the Deputy Mayor is unavailable, Councillor Allan Goddard (Council's representative on the Waikato Civil Defence and Emergency Management Joint Committee).



TERRENA KELLY  
**GENERAL MANAGER STRATEGY AND ENVIRONMENT / LOCAL CONTROLLER**

Document No: A459267

**Report To: Council**



**Meeting Date:** 25 February 2020

**Subject:** **Progress Report: Proposed Waitomo District Plan and Reserve Management Plan**

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to update Council on:
- a) The development and review of the Proposed Waitomo District Plan (PDP) pursuant to the Resource Management Act 1991; and
  - b) The development and review of the Comprehensive Reserve Management Plan (RMP) pursuant to the Reserves Act 1977.

## Background

### 2.1 DISTRICT PLAN REVIEW

- 2.1 In September 2015, Council resolved to undertake a full review of the Operative Waitomo District Plan. This is provided for in Council's 2018-28 Long Term Plan. The District Plan Review commenced in 2017.
- 2.2 The the Proposed Waitomo District Plan (PDP) must be legally robust and provide guidance for long term resource management in the District.
- 2.3 District Plan Reviews are inherently complex, with many associated workstreams. The usual complexities have been further complicated by central government introducing new National Planning Standards which define and mandate a wide range of district plan structure, formatting and content.
- 2.4 For cost efficiency and effectiveness reasons, the PDP has been drafted using the new National Planning Standards, making Waitomo District Council one of the first councils to notify a PDP in accordance with the mandatory requirements.

### 2.5 COMPREHENSIVE RESERVE MANAGEMENT PLAN

- 2.5 Section 41 of the Reserves Act 1977 requires every reserve (with the exception of most local purpose reserves) to have an operative Reserve Management Plan (RMP), and to keep the RMP under continuous review.
- 2.6 On 29 August 2017, Council for cost efficiency reasons, resolved to undertake the review and development of a comprehensive RMP contemporaneously with the PDP. At that time, Council also saw merit in aligning the provisions of the RMP with the PDP's open space zone (formerly referred to as the reserve zone) in order to reduce duplication and ensure appropriate provision was made for the use and development of reserves.

## Commentary

### 3.1 DISTRICT PLAN REVIEW

3.2 The following table is an update on the various PDP workstreams.

Project	Progress
Identification and Management of Coastal Hazards	Consultation with coastal communities has been completed. The coastal scientist consultants have completed the draft section 32 report to support PDP provisions.
Te Kuiti, Benneydale and Piopio Town Concept Plans, Waitomo Caves Village and Mokau Structure Plans	The five Town Concept Plans were formally adopted by Council in June 2019.
Land Stability Hazard Assessment	This workstream is substantially completed. Ground truthing is now being undertaken to finalise the modelling in Te Kuiti. Waikato Regional Council contributed most of the funding for the land stability hazard assessment.
Flood Hazard Assessment	The hydrological assessments have been completed for Te Kuiti and Piopio areas using digital elevation modelling and hydrological data, and the qualitative assessments have been completed. The section 32 report has been completed and the Waikato Regional Council are assisting with finalising the hazard mapping.
Landscapes, Natural Features and the Coastal Environment	The draft natural features assessment is complete. The landscapes and coastal environment assessments have been visually confirmed. The final landscape boundaries which are reliant on the Significant Natural Area dataset to ensure boundary alignment of the two layers, are being confirmed.
Identification of Significant Natural Areas	Consultation with landowners was undertaken in October and November 2019. Landowners were provided suggested provisions (rules) and potential external funding sources / resources to support indigenous biodiversity management. Consultants are checking and ground truthing selected sites.
Identification of heritage buildings	The information collected by volunteer groups on potential heritage sites has been compiled and verified. Council's expert, Dr Alexy Simmonds is working on the final heritage sites, railway cottage character cluster and archaeological sites.
Identification of cultural sites	Council staff have been working with staff from the Maniapoto Maori Trust Board and the Regional Marae Committee (RMC) representative working group on the identification of cultural sites. Priority has been given to collecting information about the significance of the 129 "heritage sites" in the Operative District Plan. Sites which have a legal description as an "urupa" or "burial ground" have also been identified. The mapped information is now being checked.
Iwi Consultation	Please see section 3.5 of this report.
Industry and Special Industrial Areas Energy sector and network utilities	Consultation with these stakeholder groups has been largely completed. Staff are considering their feedback.

Project	Progress
Designations	The formal call for designations has closed.

3.3 Over the past two years, Council has provided feedback through workshops on all of the topic areas that will be included as chapters or zones in the PDP. While some of these topic areas will be renamed as a result of the draft National Planning Standards, the majority of work directing the overall approach to be taken in the PDP is now complete.

3.4 The following table summarises the matters that the Council has considered and provided direction on since 27 March 2017.

Matters Council has workshopped and provided direction on:	Date of Workshop
Application of the purpose of the Resource Management Act Application of the hierarchy of statutory documents The purpose of the rural zone Planning maps	12 April 2017
Structure planning and Town Concept planning – Te Kuiti, Waitomo, Benneydale, Piopio and Mokau The purpose of the rural-residential zone The purpose of the residential zone	20 June 2017
Manaipoto Maori Trust Board Engagement Strategy The Designation process	20 July 2017
Consultant scope – Coastal hazards, landscapes, natural hazards, ecology, heritage and archaeology projects. Manaipoto Maori Trust Board Engagement Strategy The Communication Strategy Coastal hazards, coastal flooding and adaptive management strategies	15 August 2017
Consultation – Te Kuiti and Mokau Reserve Management Plan alignment The purpose of the settlement zone The purpose of the Industrial zone Special Industrial Areas	19 September 2017
Waitomo District Natural Hazards Summary	10 October 2017
Local Indigenous Biodiversity Strategies (LIBS) Te Kuiti Town Concept Plan and Mokau Structure Plan – Draft versions The purpose of the papakaainga zone	17 October 2017
Te Kuiti Town Concept Plan and Mokau Structure Plan – Final versions	21 November 2017
Te Kuiti Town Concept Plan and Mokau Structure Plan – consideration of feedback from open days Heritage structures and buildings – proposed project approach	13 February 2018
The purpose of the conservation zone The purpose of the open space zone	20 February 2018
The purpose of the subdivision chapter The purpose of the commercial zone Progress on coastal hazards consultation – Mokau/Awakino, Marokopa/Kiritehere, Te Waitere/Kinohaku	6 March 2018

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Matters Council has workshopped and provided direction on:	Date of Workshop
Progress on Significant Natural Area identification Progress on the Structure Planning and Town Concept Planning work	
The purpose of the works and utilities chapter The purpose of the transport chapter Initial rezoning approach The Waitomo Structure Plan, The Benneydale Town Concept Plan and the Piopio Town Concept Plan New national environmental standards for plantation forestry	17 April 2017
Strategic guidelines for the District Plan Progress on Significant Natural Area identification - stakeholders Reserves Management Plan progress Town centre survey Rezoning project National Planning Standards Coastal hazards, coastal flooding and adaptive management strategies update The Waitomo Structure Plan, the Benneydale Town Concept Plan and the Piopio Town Concept Plan – Final versions	5 June 2018
The purpose of the tourism zone The purpose of the deferred zone The purpose of the hazards chapter The purpose of the landscapes chapter The flooding and instability hazards project Coastal hazards – community open days Summary of feedback from the Piopio, Waitomo Caves Village and Benneydale Planning processes The MAP process for Te Kuiti and Mokau	24 July 2018
The Te Kuiti Town Concept Plan – Final Version for Round 2 Consultation. The Mokau Structure Plan – Final Version for Round 2 Consultation. Consultation - Te Kuiti Town Concept Plan and Mokau Structure Plan Te Kuiti Town Centre Retail Assessment. Cultural Sites Identification. The purpose of the Heritage Chapter. The purpose of the Indigenous Biodiversity Chapter.	21 August 2018
The purpose of the lakes and water bodies chapter (Now Natural Environmental Values & Activities on the Surface of Water) The purpose of the amenity chapter (Now General District Wide Matters) The purpose of the strategic direction chapter The Piopio Town Concept Plan – Final Version for Round 2 Consultation. The Waitomo Caves Village Structure Plan – Final Version for Round 2 Consultation. The Benneydale Town Concept Plan – Final Version for Round 2 Consultation.	18 September 2018
The purpose of the Landscape, Landforms and Natural Character Chapter	20 November 2018

Matters Council has workshopped and provided direction on:	Date of Workshop
Confirmation of the Town Concept Plans and proposed amendments resulting from Round Two Consultation Feedback – Te Kuiti, Waitomo Caves Village, Piopio, Benneydale and Mokau Significant Natural Areas and resequencing of the District Plan	19 March 2019
The draft structure of the Proposed Waitomo District Plan; The precincts; SNAs; Landscapes; The Reserve Management Plan; Coastal Hazards	23 July 2019
Flood hazard modelling; Land instability modelling; Hearing the Proposed District Plan; Notification of the Proposed District Plan Resource management reforms and proposed/draft NPS/NES; One Plan – Proposed Plan Change 2 – Existing intensive farming land uses; Provision for tiny houses and co-housing; Railway Cottage Character Cluster; SNAs; landscapes and coastal landscapes; Coastal Environment Line; The Maori Purpose Zone; Coastal hazard management – update	17 September 2019
Contaminated land chapter; Hazardous substances chapter; Activities on the surface of water chapter; Earthworks chapter; Light chapter; Noise chapter; Signs chapter; Temporary activities chapter; Financial contributions chapter; Amateur radio chapter; Relocated buildings chapter.	12 November 2019

3.5 In line with the Maniapoto Māori Trust Board Engagement Strategy, a working group comprising members of the Regional Marae Committees (RMC) was convened to provide input into the district planning process. Members of the group work with Council staff to ensure that the concerns and views of the Hapū and Marae that they represent are directly reflected in the development of plan provisions. The first workshop was held on 7th December 2018. Five full day workshops have been completed in total, with two more scheduled for this year. In late 2019, representatives from Tainui joined the working group. To date, the working group have considered and provided feedback on the majority of the draft PDP and draft RMP provisions they consider are pertinent to mana whenua. The liaison role through the Marae Pact Trust has been working well.

3.6 The focus for 2020 is finalising the PDP chapters and section 32 evaluation documents and working through these documents with Council. It is anticipated that pre-notification of Iwi Authorities under Schedule 1, 4A(1)(a) of the Resource Management Act 1991 will occur in May 2020, however may be later depending on progress with remaining workstreams.

3.7 It is noted that if formal notification occurs later than currently anticipated, this will likely result in a need to re-sequence proposed district plan budgets across the 2020/21 and 2021/22 financial years. This will not affect current budgetary considerations for the Exceptions Annual Plan 2020/21, due to the District Plan being loan funded.

### **3.8 COMPREHENSIVE RESERVE MANAGEMENT PLAN**

3.9 In line with Council's direction, the RMP specifies the legislative context, strategic framework and identifies what activities can be undertaken on a reserve without Council approval (allowed activities), what activities would require approval from Council before being undertaken (activities requiring authorisation) and what activities may not occur on a reserve (prohibited activities).

- 3.10 As part of the RMP, each reserve also has a brief individual management plan which specifies its name (if known), location, legal description, size, a short description of the values of the reserve (heritage, natural, recreation) any other identified values. As appropriate, the individual management plans also identify activities specific to that reserve that are allowed or require authorisation under the RMP.
- 3.11 Pre notification consultation with relevant stakeholders commenced in November 2019. This included consultation with the RMC working group to ensure that mana whenua interests were been appropriately identified and provided for. In addition, reserve management committees were contacted, invited to an open day in December 2019, and, as necessary, staff have attended reserve management committee meetings. Interested parties were also invited to provide written feedback to the draft RMP and this feedback will be incorporated as appropriate.
- 3.12 Notification of the RMP will align with the PDP.

### **3.13 DISTRICT PLAN REVIEW - FINANCIAL**

- 3.14 Full project costing for the District Plan Review was assessed as part of the Long Term Plan 2018-28 (LTP) and totaled \$4.08 million. The budget allocation comprised direct expenditure, which includes consultant and experts' costs, legal costs and advertising costs of \$1.66 million; and a total of \$2.42 million in allocated internal resourcing costs.
- 3.15 The District Plan Review was forecast to span six years, starting 1 July 2017 and concluding 30 June 2023. It is noted that some minor expenditure was incurred within existing budget allocation prior to 1 July 2017.
- 3.16 Total expenditure as at 31 December 2019 is \$1.45 million. This comprises direct costs of \$435,000, mainly in relation to expert consultant input into required workstreams (i.e. ecology, natural hazards); and \$1.02 million of allocated expenditure.
- 3.17 It is noted that funding contributions from Waikato Regional Council (which were not anticipated at the time of budget development) have been received. This results in a net project cost as at 31 December 2019 of \$1.35 million.
- 3.18 The following table presents a summary of actual costs (and Revenues) against total project budget.

<b>District Plan Development Project Budget</b>	<b>Project Budget</b>	<b>Actual To Date</b>
<i>Project Life (Years)</i>	<i>6</i>	<i>2 years 6 months</i>
Direct Expenditure	1,662	435
Allocated Costs	2,420	1,015
<b>Gross Cost of Project</b>	<b>4,082</b>	<b>1,450</b>
Less Funding Contributions	0	(100)
<b>Net Project Cost</b>	<b>4,082</b>	<b>1,350</b>

- 3.19 As outlined to Council at the commencement of the District Plan Review (DPR), DPRs are very complex projects, with many associated technical workstreams. The timing of key stages of the District Plan Review is therefore highly dependent on a wide range of matters, including those which are mandated by the Resource Management Act 1991. It is noted that for cost efficiency reasons, the Proposed District Plan has

been drafted in the statutorily required National Planning Standard (NPS) Format prior to the mandated timeframe prescribed. This will significantly reduce post-operative implementation costs.

- 3.20 As discussed above, if formal notification occurs later than currently anticipated, this will likely result in a need to re-sequence proposed district plan budgets across the 2020/21 and 2021/22 financial years. This will not affect current budgetary considerations for the Exceptions Annual Plan 2020/21, due to the District Plan being loan funded.

## Suggested Resolution

The Progress Report: Proposed Waitomo District Plan and Reserve Management Plans be received.



TERRENA KELLY  
**GENERAL MANAGER STRATEGY AND ENVIRONMENT**



CATHY O'CALLAGHAN  
**PRINCIPAL PLANNER**

25 February 2020