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Report To: Council



Meeting Date: 26 April 2023

Subject: Presentation - Sport Waikato – Reporting against Multi-Year Community Partnership Grant Agreement

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Sport Waikato representatives Amy Marfell, General Manager Regional Leadership and Robbie Matthews, Regional Connectivity Coordinator (West) will be in attendance at 9.15am to present Sport Waikato's Report to Council as per the Community Partnership Grant Agreement.

Suggested Resolutions

The Presentation from Sport Waikato – Reporting against Multi-Year Community Partnership Grant Agreement be received.

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

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

April 2023

Attachment: Sport Waikato Report

Waitomo District Report

Date Range: 1 July – 31 December 2022

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ORGANISATIONAL UPDATE/S – Amy Marfell, Sport Waikato GM Regional Leadership

The work of Sport Waikato staff is guided by the Regional Strategy for Sport and Recreation in the Waikato – Moving Waikato – which is underpinned by a focus on 3 key areas: Our People; Building Communities; and Regional Leadership.



OUR PEOPLE

A focus on the provision of opportunities that meet the needs of the people of our region

MORE ADULTS, MORE CHILDREN 'OUT THERE AND ACTIVE'



BUILDING COMMUNITIES

A focus on quality local delivery of sport, recreation and physical activity experiences

HELPING COMMUNITIES TO HELP THEMSELVES



REGIONAL LEADERSHIP

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

LEADING AND DELIVERING CHANGE





For the 3rd year, Sport Waikato has led the Waikato Sport and Active Recreation Awards, which is a celebration of the work happening around the region to keep the communities of the Waikato active. With categories that celebrate community connection, sport and active recreation partnerships, outstanding active spaces, commitment to diversity and inclusion, community coaches, unsung heros and those with a commitment to youth engagement, the awards are an excellent showcase of the passion, commitment and dedication people and groups in our region have to supporting sport and recreation. The 2022 awards received over 100 excellent nominations who were celebrated at a special awards and networking evening on January 26th 2023. You can view the 2022 finalists here: [Sport Waikato - Awards](#)



It has been a busy year for the team of Regional Connectivity Coordinators and our Sport Waikato Insights Team as we have worked hard to support the review and/or creation of Local Play, Active Recreation and Sport Plans across our 10 districts and with our 10 Local Authorities. Having gathered and analysed a comprehensive data set following club, RSO and community engagement as well as Sport Waikato’s sample boost of Active NZ data, 2023 will see the draft plans coming together for socialisation with Councils and Elected Members. We look forward to continuing to work together with your Council on this important project that will inform your LTP process.

For more details about the recent impact of Sport Waikato’s work, please see our [2022 Annual Report](#)







WAITOMO SPORT AND ACTIVE RECREATION PLAN MAJOR PROJECT UPDATES

Status	On Track 	Some Challenges 	High Risk 	Complete 
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Focus Areas	Progress	Further Considerations/ Proposed Future Actions	Status
Opportunities for activity in the district are promoted via a central digital hub that is accessible to the community	<p>Sport Waikato continues to promote this service and traffic to the website outlines that Be Active is the key reason community members visit the Sport Waikato website.</p> <p>Sport Waikato has engaged a Business Analyst to review the way Be Active is currently being used and what the future of this platform could be to ensure that it provides adequate information on Play, Active Recreation and Sport opportunities for all communities across the entire Waikato Region.</p>	Sport Waikato website is in the process of being split into two parts – with an organisational website created alongside a renamed and relaunched 'Be Active' directory.	
Support activity deliverers in the district to better understand the needs of the participant (with a particular focus on target groups of children and young people, women and girls, and deprived communities)	<p>Sport Waikato continues to support the local education, community and sport and recreation sector in the region to access Tū Manawa funding opportunities to support the delivery of sport and recreation programmes, activations and play for children (tamariki 5-11 years) and youth (rangatahi 12-18). The fund aims to provide quality opportunities in play, active recreation and sport for those who are missing out.</p> <p>Within the Waitomo district during this reporting period \$51,890 has been allocated to a number of key initiatives including:</p> <ul style="list-style-type: none"> • Waitomo Bikes in Schools – Waitomo District Council & Te Waka kahui Ako (Waitomo District Primary School Cluster) • Play Opportunities (Aria Primary School) <p>We are working with future applicants for the next round of funding by providing support and advice through the expressions of interest process.</p> <p>Sport Waikato's website re-development will contain further resources available for those delivering into the districts to help them to better understand the needs of those participants they are targeting and to ensure they understand the funding criteria.</p>	<p>Sport Waikato will continue to drive applications from the district, including but not limited to, among sports clubs, recreation providers and education settings (e.g. primary and secondary schools). Sport Waikato are actively looking to support delivery to happen in the Waitomo District.</p> <p>Regional Connectivity Coordinator supported Council to partner with the Te Waka kahui Ako to apply to Tu Manawa for a 'Bikes in School' project that would provide all primary schools in the Waitomo access to bikes for education purposes. We would also invite Council to consider application to the fund for the purposes of any play, active recreation and sport delivery projects that they may wish to implement in the future.</p> <p>Continue to provide deliverers with connections and links to specific participation data, profiles and trends to assist with modifications in programming and or delivery methods to ensure quality experiences.</p> <p>Sport Waikato's new website was launched in March 2023.</p>	
	Sport Waikato produces a weekly newsletter with information for Regional Sport Organisations on topics relating to sector capability provision including		






<p>Grow local sector capability through the provision of targeted workshops and education initiatives</p>	<p>governance and funding. Whilst these newsletters are focussed at a regional audience, Sport Waikato realises that some of our local sector do not have access to this information and quarterly information is provided to the local sector through Sport Waikato's email contact information.</p> <p>A large proportion of lead teachers in the Health and PE curriculum space in Waitomo district have had professional development on play and balance is better philosophies.</p> <p>Sport Waikato PLP lead coordinated a Ki o rahi learning workshop for lead teachers in the Waitomo district which was followed up by a Ki o rahi participation tournament for primary aged students hosted by Piopio College which also embedded balance as better.</p> <p>This is Me ®</p> <ul style="list-style-type: none"> Partnered with AWWA to ensure ongoing access to period products for young women in Te Kuiti. Supporting King Country Rugby Unions Women and Girls Development officer to promote opportunities for wahine within the King Country region. <p>We have also supported the KCRU with their strategic plan review which has seen the organisation implement a plan that supports their core purpose, set measureable goals and take a longer lens in their planning to allow for transformational shifts in the ways they deliver their sport.</p>	<p>Sport Waikato will continue to work alongside the local sector to ensure awareness and access to these capacity building opportunities are delivered in a way that is suitable to them.</p> <p>With balance is better understanding at a regional and teacher environment increase, Sport Waikato is planning to increase the understanding of these principles to other members of the sector to ensure that tamariki have quality opportunities to participate in physical activity.</p> <p>Continue to work alongside and support the young wahine within the 'This is Me' Period Poverty project into other opportunities within the community.</p> <p>Have facilitated discussions with the Puna coordinator of this group of young wahine and Belgravia who have been appointed to manage the Gallagher Recreation Centre (King Country Indoor Stadium) regarding possible activities these wahine could have access to within the facility</p> <p>We will also look to targeted initiatives to support youth sport participation (e.g. Good Sports and Balance is Better) via a collaborative partnership between the region's Rugby Unions (see below</p> <p>Facilitated a planning session with KCRU RDO and KCRU Women and Girls RDO, Sport Waikato Secondary School lead, RCC and 'This is Me' to look at opportunities to support each other to foster Women participation opportunities within the King Country Region.</p> <p>Supported KCRU RDO at Community consultation in Te Kuiti regarding Maniapoto College Rugby Proposal.</p>	
<p>Support Coach Development in the</p>	<p>Sport Waikato continue to facilitate the development and growth of those coaches in our region who influence, educate and develop others through our coach advisor and coach advisor (youth).</p>	<p>Continue to support the relevant RSO in working with their respective game deliverers to encourage the adoption of this philosophy through their channels in 2022</p>	

<p>district in both school and community settings</p>	<p>A Champion Coach Programme (CCP) was facilitated by coach trainers that focussed on identifying how to create climates of development and the value of reflection that leads to personal and athlete growth/development.</p> <p>A Regional trainer workshop was delivered focussing on play or games-based coaching/skill development, sustainable system changes and capability building, sporting environment (e.g. balance is better, good sport), appropriate coaching for the person.</p> <p>We continue to work alongside the Provincial Rugby Unions in commitment to delivering quality rugby delivery for youth across the region, which continues with all three unions being invited to become part of national online hui on balance is better.</p> <p>The Regional Connectivity Coordinator provided valuable connection to assist the Sport Waikato Coach Advisor in the facilitation of District workshops with King Country Rugby Union.</p>	<p>Encourage other 'codes' to adopt a similar philosophy within the district, through this example, to ensure a quality experience.</p> <p>Coaches now must identify and put learning into action in their environments. Participants from the workshop have now been asked to be champions for these delivery focus areas to help develop tools and resources across the sector.</p> <p>Sport Waikato will continue to work alongside the 3 Provisional Rugby Unions to support them in their planning for further quality provision for rugby across the union. This includes King Country Rugby Union.</p>	
<p>Drive key outcomes, alongside District Council staff, as identified in the district sport and recreation plan – including and with specific attention to local facilities projects</p>	<p>King Country Indoor Stadium</p> <p>We congratulate Waitomo District Council on their decision in late 2021, formally entering into a partnership agreement with the Ministry of Education and Te Kuiti High School which saw the progression of the King Country Indoor Stadium project – A subregional priority project in the WRASP.</p> <p>Early 2022 saw the start of the construction phase on the High School grounds. Sport Waikato continued to have involvement in this development through the delivery steering group actions, representation on the Game on Charitable Trust and working alongside Council to develop the terms and reference of a Stakeholder Reference Group who assisted owners in pre-opening planning and are ensuring future sustainable operations for the Stadium. Sport Waikato's Regional Connectivity and Planning Manager continues to provide support in regard to the FitOut components of the stadium.</p> <p>Regional Connectivity Coordinator has connected with contracted operators 'Belgravia' and provided sporting group and community contact and general information to assist with the court scheduling.</p> <p>Regional Connectivity and Council Community Development leads are assisting the facility manager by coordinating community stakeholders to attend a presentation targeting at risk youth, green prescription, healthy hearts, diabetes, police youth section providers etc. This will allow Belgravia to share their community holistic usage model.</p>	<p>Sport Waikato will continue to support this project through the various stages as the King Country Indoor Stadium is highlighted as a key infrastructure project in the Waikato Regional Active Space Plan.</p>	



<p>Vibrant Safe Waitomo Attendance at the regional coalition group. Action items from the Waitomo District Play, Active Recreation and Sport Plan have been developed to link to Vibrant Safe Waitomo. Sport Waikato led action items are in progress including the development of the Sport and Active Recreation Advisory Group.</p>	<p>Continued inclusion of Sport Waikato representatives on the Coalition and local working groups doe VSW Continued link to Waitomo District Play, Active Recreation and Sport Plan. Activation of Relevant Action points that are in the 2021-2022 Action plan</p>	
<p>Waitomo District Sport and Active Recreation Advisory Group Identified as a key action within the Waitomo PARSP 2021-24 and Vibrant Safe Waitomo Action Plan 2021-22 Development of a group facilitated by Sport Waikato inviting key codes and providers including a wide cross section representation of the community. Cross section to include Councillors, Iwi, Educationalists, Community, Sport and Recreational organisations with a key targeted population Rangatahi ensuring a youth voice and focus. Advisory group to work together to review the state of Sport, Active Recreation, barriers, and real needs within the community. The advisory group will provide knowledge and guide areas of interest and support the development of initiatives to address agreed actions. Sport Waikato has established a draft Terms of Reference and has identified in partnership with Council a list of potential members to be included. Initial meeting of the group took place early 2023.</p>	<p>It is imperative that the Advisory Group remains focussed on the outcomes identified in the plans and does not become emotive. Sport Waikato – through the Regional Connectivity Coordinator’s presence on the group can provide this neutral stance utilising insights, data, trends and regional and or national examples and case studies to ensure informed decisions are based on need. Potential vision for the advisory group is to explore cross district collaborative opportunities with the potential to formulate a wider King Country Advisory group</p>	
<p>Town Concept Planning Review Regional Connectivity Coordinator supported Council to connect the Sports Clubs and Active Recreation Providers to attend the TCP consultation meetings to ensure that they understood the voice and contribution they needed to have within this process. Regional Connectivity Coordinator connected with Council Placemaking and Development Lead to consider Play being included within the TCP, identified Playground development in Bennydale and passed on potential options to include within the development. Connected also with Parks and Recreation Manager to support Play considerations within other Playground and Green space upgrades. This consultation also included discussion around considering community consultation within the development process.</p>	<p>Sport Waikato – through the Regional Connectivity Coordinator’s presence within this process can provide this neutral stance utilising insights, data, trends and regional and or national examples and case studies to ensure informed decisions are based on need .</p>	
<p>Building Connection with other Community Providers Have had a number of meetings with Waitomo Community providers to talk about the Waitomo Advisory Group concept and gauge their interest in being</p>	<p>Continue to have conversations with and work alongside Stakeholders to engage teams within Stakeholder working parties to consider and</p>	







	<p>part of this process. Have also been engaging in collaborative conversation, advocating for play and active recreation opportunities not just sport.</p>	<p>embrace play, active recreation and sport in their planning and collaborative projects</p>	
	<p>Hubbing Sport Waikato continues to work alongside both Council and and Community to explore needs and options within and for the community, with current infrastructure, needs and feasibility also being considered. External consultants have been appointed to explore options further.</p> <p>Regional Connectivity Coordinator has used the opportunity to connect with the local sport and recreation sector, through the process of following up survey uptake, to have thought provoking conversations around opportunities to collaborate.</p> <p>Regional Connectivity Coordinator has been in discussions with Council's Placemaking and Development Lead around the possible Hubbing opportunity at Centennial Park. Potential Community, Sport, Council and Iwi partnership.</p>	<p>Continue to build meaningful relationships</p> <p>Sport Waikato will continue to connect the local sport and recreation sector (e.g. clubs) with opportunities to reflect on and enhance their sustainability.</p>	
	<p>King Country Secondary School Sports Coordinator Cluster meeting Attended the Cluster meeting hosted by Sport Waikato Sport Development, Secondary School lead and 'This is Me' teams. Representatives from Taumarunui, Piopio, Te Kuiti, Otorohanga and Te Awamutu were at the meeting. The cluster meetings provide an opportunity for the Regional Connectivity Coordinator to present the concept of the Waitomo and Otorohanga District Sport and Active Recreation Advisory Group. Schools to identify youth from respective district school to be a voice within this advisory group. Other topics of discussion included the Rural Travel Fund that is managed by Councils and the need for more support within this Fund for the rural districts. Travel is definitely the biggest barrier for all of the above schools. This Cluster have already been collaborating on a range of actions from the meeting including:</p> <ul style="list-style-type: none"> • Initiating sharing of players to make up combined sports teams to make sure Rangatahi have an opportunity to participate in their chosen sport. • Initiating small game fun opportunities to have a go at sport within their lunchtime and PE spaces. Sharing concepts and brainstorming in this cluster space. • Coordinate KC Winter and Summer interschool sport fixtures and program. 	<p>Sport Waikato will continue to connect the local Secondary Schools with opportunities to enhance their participation in local sporting and active recreations opportunities. Sport Waikato will ensure Rangatahi have a voice within Play, Active Recreation and Sport within their local communities.</p>	
<p>Provide stakeholders with district specific insights to support decision-making</p>	<p>Voice of the Coach (VOC) There were 404 responses from community/volunteer coaches through to performance coaches. 65% of responses are from the Tight 5 (Rugby, Netball,</p>	<p>Encourage district schools to participate in the VOR surveys to ensure a local perspective and inform</p>	



<p>and enable community conversations</p>	<p>Football, Cricket, Hockey) giving us valuable insight about how to best recruit, support and retain coaches. The final report has been shared with RSOs and will be used to influence coaching systems and approaches throughout the region and district.</p> <p>Local Plans Three different surveys were conducted to support the development of the Waitomo play, active recreation and sport Plan. These included surveys of Regional Sporting Organisations, local clubs and organisations, and the local community. The data for the community surveys has been collated and is available at a regional level (which was shared with our council partners at the Regional Spaces and Place Forum at Seddon Park on 17 November), with the local club and organisation data currently being analysed and available early in the new year.</p> <p>Discussion Piece – local elections In September the CEO for Sport Waikato featured a discussion piece on LinkedIn driven by insights targeted at those running in local elections. This helped to facilitate region wide conversation on the future of play, active recreation and sport opportunities at a local and community level.</p> <p>Voice of Tamariki (VOT) & Voice of Rangatahi (VOR) VOT and VOR seek to understand the physical activity experiences of tamariki (children) and rangatahi (young people). This information will be collated at a district level and be included as part of district insights for the Waitomo play active recreation and sport Plan.</p> <p>Active NZ The key measure for our people, the percentage of our people being physically active, is measured through the Active New Zealand Survey. Surveying was completed in 2021 and data is now available to all strategic partners upon request.</p> <p>School Sport Census NZ Census 2022 Every year secondary schools are required to complete the School Sport NZ participation profiles or census. This provides a snapshot of participation rates, top sports, staff engagement and an indication of the coaches / managers that have committed to providing sport opportunities. Profiles have been made for each school, as well as school cluster and district profiles. The cluster profiles have been shared and the school profiles are to go out this term. 40 schools took part across all districts.</p>	<p>Sport Waikato support mechanisms moving forward.</p> <p>Encourage district schools to participate in the VOT surveys to ensure a local perspective and inform Sport Waikato support mechanisms moving forward.</p> <p>Continue to provide deliverers with connections and links to specific participation data, profiles and trends to assist with modifications in programming and or delivery methods to ensure quality experiences.</p> <p>Ensure relevant parties have access and are aware of these profiles to assist with decision making processes – particularly when organisations are considering applying to external funders.</p>	
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	<p>Census 2018 and population projections Demographic data for the district, including population projections, has also been collated and presented to Sport Waikato staff for consideration in decision making. This data will also contribute to the renewal of the district physical activity plan in alignment with the 2024 LTP process.</p>		
<p>Contribute to Council conversations about play, active recreation and sport via regular meetings and collaboration on key projects</p>	<p>Sport Waikato would like to thank the Waitomo District Council for their willingness to allow the Regional Connectivity Coordinator a regular hot desk arrangement within council offices, specifically within the community facilities team, that has allowed for these types of conversations to take place on a regular basis.</p> <p>Season Transition Guidelines – Conversation with staff to raise awareness of this partnership document between Council, RSO and Sport Waikato. The guidelines support the idea of limited season lengths, creating a window for field transition and maintenance between seasons and sports, and ultimately increasing players welfare through reducing competing demands for time, and increasing the quality of player experience.</p> <p>Natural Bodies of Water - Access to natural water resources will ensure community physical activity needs are met and the network remains sustainable Sport Waikato, through recommendations from the Waikato Regional Active Spaces Plan, has developed a proposed methodology for the development of a Regional Natural Bodies of Water Plan. This Plan will seek to gather information that identify any competitive advantages or opportunities for the Waikato region related to its water resources and activities and is a key optimisation initiative highlighted in the Waikato Regional Active Spaces Plan (WRASP).</p> <p>Play Workshop – Council staff attended a regional Play Workshop, facilitated by Sport Waikato in Matamata in November to discuss the role, opportunities, values, and benefits of Play to further promote and meet community wellbeing aims.</p> <p>Waikato Regional Spaces & Places Forum – November forum centred around the development of the next Waikato Regional Active Spaces Plan and involved presentations on insights, accessibility (Be.Lab) and Sport NZ facility updates and environmental sustainability, followed by workshopping on these issues.</p>	<p>Continue to have conversations with and work alongside Council to engage teams within Council to consider and embrace play, active recreation and sport in their planning and collaborative projects.</p> <p>Refreshing these guidelines within councils, where COVID and staff turnover has created this need.</p> <p>It is expected a Regional Natural Bodies of Water Network Plan will guide future strategic vision and direction for investment in spaces and places at a local community, district, sub-regional and regional level, while highlighting spaces of international significance.</p> <p>Internal PD workshop to be arranged in 2023 comprising council staff from across business units who could further develop play concepts within their respective planning, projects, and activities.</p> <p>Follow up has included a questionnaire to Mayors, CEOs and technical staff regarding their understanding and usage of the WRASP document, resulting in further workshopping online in December, and a 4th edition being published in 2023.</p>	
<p>Increase collaboration and connection between key stakeholders in play, active recreation and</p>	<p>A key role of Sport Waikato staff is to support connections between key stakeholders in play, active recreation and sport to enhance community outcomes. Key projects where Sport Waikato is supporting this type of action is</p>	<p>Continue to work alongside key stakeholders who activate play, active recreation and sport opportunities across the district.</p>	

<p>sport in the district through community partnerships</p>	<p>involvement in the King Country Indoor Stadium project, District Sport and Active Recreation Advisory Group and scoping Hubbing opportunities.</p> <p>Regional Connectivity Coordinator presently working on 2 Hubbing opportunities within the Waitomo District.</p> <ul style="list-style-type: none"> • Piopio Equestrian Hub – includes Piopio Pony Club, Piopio Adult Riding Club and Piopio Polocrosse Club. • Centennial Park Community, Sport and Cultural Hub – Working with Council staff to scope out the potential for a Community, Sport, Council and Iwi partnership opportunity to revamp Centennial Park. 	<p>Continue with membership on this advisory group.</p>	
<p>Lead the development and review of the district Sport and Recreation Plan, in collaboration with the District Council</p>	<p>Much of the work of the Sport Waikato Regional Connectivity Coordinator is informed by the district Sport and Active Recreation Plan, which was finalised and adopted in 2020. This is an evidence-based plan that combines local and regional insights, including participation and demographic trends.</p> <p>Sport Waikato has had ongoing productive conversations with Waitomo District Council around the renewal of these plans which has led to the formation of a Steering Group which is driving the development of the next edition of the Plan.</p> <p>Sport Waikato is currently in the data collection and analysis stage of plan development with Community, Club and RSO surveying planning to be released.</p> <p>1289 community and 561 club surveys were completed across the region and will help to inform play, active recreation and sport investment opportunities from a local level perspective.</p>	<p>Aspects of Waitomo District play, active recreation and sport plan required updating (due to further insights obtained within the last year). The refresh of this Plan will provide some key insights into the future of play, active recreation and sport investment in the next iteration of the Waitomo Long Term Plan 2024 – 34.</p> <p>Due to Sport Waikato’s high levels of engagement with community, clubs and RSO stakeholders there is significant appetite for guidance for play, active recreation and sport investment for upcoming LTPs from all council partners.</p>	
<p>Identify opportunities to appropriately celebrate positive sport and recreation outcomes</p>	<p>In January 2023 – the Waikato Sport & Active Recreation Awards, hosted by Sport Waikato were held at the Claudelands Event Centre.</p> <p>Following the success of the 2022 awards, despite being held under Covid Protection Framework, this community-focused celebration will recognise excellence across seven categories: Community Connection, Sport & Active Recreation Partnership, Outstanding Active Space Initiative, Commitment to Diversity & Inclusion, Community Unsung Hero, Community Coach, and Commitment to Youth Engagement.</p>	<p>Sport Waikato will continue to celebrate these new award categories, not least because they align with our strategic outcomes, but importantly because these individuals, groups and initiatives often go unrecognised without such an awards format.</p>	



REGIONAL SPORT WAIKATO PROGRAMME UPDATES

Programme	Programme Updates
<p>Regional Sector Support - Sector Capability</p>	<p>Increase capability of sector - Youth POET and WILSS were invited to attend a Mana Taiohi workshop alongside the Sport Development, Target Participation and Education teams at Sport Waikato. As key delivery partners in coach education, Good Sports, student leadership (WILSS) and active recreation (POET). Mana Taiohi is a principle based framework that informs the way people who work with young people work in Aotearoa</p> <p>Increase sector capability – Maori We have connected with Healthy Families Te Ngira driven by an iwi health coalition and led by Te Koohao Health – they have agreed to support our internal cultural capability journey and we will find ways to support their physical activity contract outcomes for HF through the work we are already doing.</p> <p>Balance is Better A pilot programme between Waikato / Bay of Plenty Netball and Waikato Rugby is underway working on a club collaboration with a small selection of clubs to collaborate on workshops and capacity building on good sport and balance is better.</p>
<p>This is ME®</p>	<p>This is ME® is part of both the Regional Coordination Group and Fan Festival Working Group for the Women’s FIFA World Cup 2023. We are now a WiSPA Insights Partner and have contributed 3 regional case studies to the national platform (Backyard/Sista Smash, Ikura Workshops, and Taupo Golf Series).</p> <p>Sport Waikato shared 13 quality opportunities for women to be active with our networks and social media channels, three of which are This is ME® support activities (Pink Walks and Women’s 5-aside).</p> <p>A new direction for Sport Waikato's This is ME® Instagram posts was developed in recognition of the “Instagram vs reality” trend. This has shown a higher reach and engagement.</p> <p>This is ME® were given a Merit Award at the most recent Recreation Aotearoa’s Recreation Awards and were asked to present on our work at the November 2022 conference in Nelson. This is ME® presented at the November 2022 Recreation Aotearoa conference in Nelson using the successful Te Kuiti Period Poverty partnership as the case study to inspire other opportunities for other regions to consider.</p>



WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 MARCH 2023 AT 9.00AM

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

IN ATTENDANCE: Grace Everitt, Resident of Te Kuiti

Ben Smit, Chief Executive
Michelle Higgie, Manager – Governance Support
Alister Duncan, General Manager – Business Support (for part only)
Alex Bell, General Manager – Strategy and Environment; (for part only)
Charmaine Ellery, Manager – Strategy and Policy (for part only)
Shyamal Ram, General Manager – Infrastructure Services (for part only)
Liz Riley, Property and Facilities Manager (for part only)
Ryan Stanley, Rooding Professional Services Contractor (Pinnacles) (for part only)
David Karrol, Three Waters Manager (for part only)
Sarah McElroy, Manager – Community Development (for part only)
Tina Hitchen, Finance Manager (for part only)

1. Karakia Tuwhera

2. Apologies / Leave of Absence

Council noted an email request from Councillor Janene New for leave of absence in accordance with Section 13.3 of Standing Orders.

Resolution

The request for leave of absence from Councillor Janene New and the apology from Councillor Dan Tasker be received and leave of absence granted.

Robertson/Manawaiti Carried

3. Deputation: Grace Everitt

Council received a Deputation from Grace Everitt, a resident of Te Kuiti, regarding illegal use of motor vehicles and anti-social behaviours within Te Kuiti township and asking Council to convene a community meeting at the Les Munro Centre to discuss the issues.

Council thanked Grace Everitt for taking the time to make a Deputation to Council. Mayor Robertson noted that some of the matters she has raised relate to private property over which Council has no jurisdiction, however Council can take action in an attempt to address the issues raised relative to public property.

Resolution

The Deputation from Grace Everitt be received.

Goddard/Manawaiti Carried

Grace Everitt left the meeting at 9.25am

4. Declarations of Member Conflicts of Interest

No declarations were made.

5. Confirmation of Minutes: 28 February 2023

Resolution

The Minutes of the Waitomo District Council meeting of 28 February 2023 be confirmed as a true and correct record.

Todd/Osborne Carried

6. Receipt of Unconfirmed Audit and Risk Committee Minutes – 22 February 2023

Resolution

The Unconfirmed Minutes of the Audit and Risk Committee of 22 February 2023 be received.

Robertson/Osborne Carried

7. Receipt of Unconfirmed Te Raangai Whakakaupapa Koorero Minutes – 23 February 2023

Resolution

The Unconfirmed Te Raangai Whakakaupapa Koorero Minutes of 23 February 2023 be received.

Manawaiti/Robertson Carried

8. Verbal Reports: Elected Member Roles and Responsibilities

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

Councillor Gavin Todd

1. Issues raised by Ratepayers

Deputy Mayor Allan Goddard

1. Benneydale Meeting - Better Off Funding Projects
2. Civil Defence Declared State of Emergency - Acknowledgement Lunch
3. Civil Defence and Emergency Management Joint Committee Meeting

Councillor Janette Osborne

1. Housing Strategy Workshop
2. Wahine in Governance Meeting in Hamilton
3. Regional Transport Committee
4. LGNZ Zone 2 Meeting
5. Waitomo Caves Museum
6. Meeting at Te Wharekura o Maniapoto
7. Waitomo Sports Day

Councillor Eady Manawaitio

1. Bush United – drainage of rugby field/ lights
2. Regional Marae Committees - consideration of Maori Wards
3. Joint Management Agreement Meeting for Waipa River
4. Climate Change Conference in Wellington
5. Attendance at presentation of Council Submission to the Select Committee in Wellington
6. Pokai hosted by Te Kuiti Pa

Mayor Robertson

1. Pokai hosted by Te Kuiti Pa
2. LGNZ Rural and Provincial Meeting in Wellington
3. Presentation of Council Submission to the Select Committee in Wellington
4. Lawrence Street Property Development Hui hosted by Council
5. Waikato Mayoral Forum meeting in Hamilton
6. Fire and Emergency New Zealand Meeting

Resolution

The verbal reports be received.

Robertson/Todd

Carried

The General Manager – Business Support entered the meeting at 9.47am.

9. Mayor's Report – March 2023

Council considered the Mayor's Report for March 2023.

Resolution

The Mayor's Report – March 2023 be received.

Robertson/Goddard

Carried

10. Co-Lab – Draft 2023 Statement of Intent for year ended 30 June 2024

Council considered a business paper presenting the Co-Lab Draft 2023 Statement of Intent for the year ended 30 June 2024.

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

Resolution

1. The business paper on draft Statement of Intent be received.
2. The draft 2023 Statement of Intent for the year ending 30 June 2024, be received.
3. No changes are suggested to the draft 2023 Statement of Intent for the year ending 30 June 2024 for Co-Lab.

Robertson/Manawaiti

Carried

Co-Lab – Half-yearly Report to 31 December 2022

Council considered a business paper presenting the Co-Lab Half-yearly Report to 31 December 2022.

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

Resolution

- 1 The business paper on Co-Lab Half Annual Report to the 31 December 2022 be received.
- 2 The Co-Lab Half Yearly Report to the 31 December 2022 be received.
- 3 The Co-Lab Half Yearly Report to the 31 December 2022 be published to Council's website.

Robertson/Osborne Carried

11. Inframax Construction Ltd – Draft Statement of Intent for Year Ending 30 June 2024

Council considered a business paper presenting the Inframax Construction Ltd draft Statement of Intent for the year ending 30 June 2024.

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

Resolution

- 1 The business paper on Inframax Construction Ltd – Draft Statement of Intent for year ending 30 June 2024 be received.
- 2 The Inframax Construction Ltd Draft Statement of Intent for the year ending 30 June 2024 be received.

Goddard/Osborne Carried

12. Inframax Construction Ltd – Half Annual Report to 31 December 2022

Council considered a business paper presenting the Inframax Construction Ltd Half Annual Report to 31 December 2022.

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

Resolution

- 1 The business paper on Inframax Construction Limited - Half Annual Report to the 31 December 2022 be received.
- 2 The Inframax Construction Limited – Half Annual Report to the 31 December 2022 be received.
- 3 The Inframax Construction Limited – Half Annual Report to the 31 December 2022 be published on Council's website.

Goddard/Osborne Carried

The meeting adjourned for morning tea at 10.30am and reconvened at 10.42am.

The General Manager – Business Support left them meeting at 10.30am.
 The General Manager – Strategy and Environment and Manager – Strategy and Policy entered the meeting at 10.42am.

13. Aotearoa Outdoor Access Commission Proposal for Waitomo District Council to become Controlling Authority

Council considered a business paper providing information to enable Council to take a decision on the Herenga ā Nuku Aotearoa – The Outdoor Access Commission proposal for Waitomo District Council to become a Controlling Authority for the proposed Walkway over Onetai Station, Manganui Road, Awakino.

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

Resolution

- 1 The Business Paper on ‘Outdoor Access Commission Request for Waitomo District Council to become Controlling Authority’ for the Walkway over land held in Record of Title: 577153 be received.
- 2 That Council resolve to consent in principle to the Outdoor Access Commission request for Waitomo District Council to become Controlling Authority for the Walkway held in Record of Title 577153 as shown on the plan submitted with the request to Waitomo District Council to assist with the creation of a walkway over Onetai Station, Awakino (A657221).
- 3 That Council delegate authority to the Chief Executive to identify and determine as appropriate the necessary actions to give effect to Council’s in principle decision, including the imposing of conditions subject to section 21 of the Walking Access Act 2008.
- 4 That Council notes that consent will be provided to Ceol & Muir Inc to voluntarily create an esplanade strip along the coastline where there is currently no riparian protection on land abutting the stream that belongs to Ceol & Muir Inc, on Lot 2 (Record of Title 577153), under delegated authority in accordance with the requirements of the Resource Management Act 1991 at the cost of Ceol & Muir Inc (the applicant).

Osborne/Todd Carried

14. 2024-2034 Long Term Plan Development Process and Timetable

Council considered a business paper providing an overview of the work programme for the 2024-2034 Long Term Plan (LTP) Project.

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

Resolution

- 1 The business paper on review of 2024-2034 Long Term Plan Development Process and Timetable be received.
- 2 The Key Milestones and Indicative Timeframes for Development of 2024-2034 LTP, including a facilitated review of Council’s Investment, Revenue and Financing Policy and Financial Strategy be approved as follows:

Council Touchpoint	Key Milestones	Date
LTP Workshop 1	Project Structure and Timeframes	14 March 2023
Council Meeting	Endorsement of Project development process and anticipated timeframes	28 March 2023

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Council Touchpoint	Key Milestones	Date
LTP Workshop 2	<ul style="list-style-type: none"> • Review of Council's Strategic direction including community outcomes and focus areas. • Context setting: Business we are in • 3 Waters approach • Pre-engagement 	11 April 2023
LTP Workshop 3 (full day)	<ul style="list-style-type: none"> • S&E Policy review • GOA structure • Performance measurement framework • LOS / AMP Rooding #1 • Infrastructure strategy #1 • Non-financial assumptions • Pre-engagement content 	9 May 2023
Council Meeting	Council's Strategic direction community outcomes and focus – Adoption	30 May 2023
LTP Workshop 4 (full day)	<ul style="list-style-type: none"> • Financial Strategy #1 • Revenue and Financing Policy (RFP) #1 • Financial forecasting assumptions • Rating structure review • Rate increase appetite • Rate remission policy review 	13 June 2023
LTP Workshop 5	<ul style="list-style-type: none"> • CCO policy • Review of the Community Development Fund Policy 	27 June 2023
LTP Workshop 6	<ul style="list-style-type: none"> • Financial Strategy #2 • Revenue and Financing Policy (RFP) #2 • Infrastructure strategy LOS / AMP Rooding #2 	11 July 2023
LTP Workshop 7 (full day)	<ul style="list-style-type: none"> • Treasury Policy • SWAMMP • Solid Waste AMP • LOS/ AMP Parks and Reserves • LOS / AMP Community Facilities • LOS / AMP Public Facilities • LOS/ AMP Housing and Property 	8 August 2023
LTP Workshop 8 (full day)	<ul style="list-style-type: none"> • LOS / AMP Community and Partnerships • LOS / AMP Information Services • LOS / AMP Regulatory / Resource Management • LOS and AMP wrap-up 	19 September 2023
LTP Workshop 9	<ul style="list-style-type: none"> • Business cases for new projects 	10 October 2023
LTP Workshop 10	<ul style="list-style-type: none"> • Development of capital programme • Waste Minimisation • BERL numbers due 	19 October 2023
LTP Workshop 11	<ul style="list-style-type: none"> • Post election review • Review of capital programme • RFP and FS Analysis and discussion of issues • Confirm financial and non-financial assumptions 	14 November 2023
LTP Workshop 12	<ul style="list-style-type: none"> • RFP • Financial Strategy #3 (if required) • Confirm rate appetite and rating structure. • Rooding AMP and IS (NZTA funding numbers) • Draft budget forecasts - Strategic financial issues • Rates Remission Policy confirmed 	12 December 2023
LTP Workshop 13	<ul style="list-style-type: none"> • Performance measures – outcome of reviews • Budget forecasts #2 • Right debate – to be included in CD • Finalise big issues to be consulted on 	8 February 2024
LTP Workshop 14	<ul style="list-style-type: none"> • Communication and Engagement Plan • Draft CD and WMMP • Preliminary draft financial forecasts 	20 February 2024
Council Meeting	<ul style="list-style-type: none"> • Adopt Consultation Document for Audit • Adopt draft financials for Audit • Other supporting information for Audit • Finalising draft CD 	5 March 2024
LTP Workshop 15	<ul style="list-style-type: none"> • Representation review • Preliminary draft Financial Strategy • Preliminary Draft Financials 	12 March 2024

Council Touchpoint	Key Milestones	Date
Audit of CD		8 – 15 March 2024
Hot Review OAG		16-17 March 2024
Council Meeting - Adoption of Supporting Information	<ul style="list-style-type: none"> • Adopt CD for consultation • Adopt Supporting Information for Consultation • Supporting information on proposals for consultation • Financial statements • LoS and performance measures • Infrastructure strategy • SWAMMP • Financial Strategy • Revenue and Financing policy • Planning assumptions • Rates remission policy • Treasury policy • Appointment of Directors for CCO policy • SEP 	26 March 2024
Public Notification		2 April 2024
Consultation Period		2 April – 2 May 2024
Council Hearings	Hearing of Submitters	15-16 May 2024
Council Meeting	Deliberation of Submissions	28 May 2024
LTP Council Meeting	Adoption	25 June 2024

Robertson/Manawaiti Carried

15. Review of the Public Health & Safety Bylaw 2014 and Determinations Report
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Council considered a business paper introducing the changes proposed to the Waitomo District Public Health & Safety Bylaw following a comprehensive inhouse review.

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

Resolution

- 1 The Business Paper on the Review of the Public Health & Safety Bylaw 2014 and Determinations Report be received.

- 2 Council determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the matters addressed within the Waitomo District Health & Safety Bylaw in accordance with section 155(1) of the Local Government Act 2002.

- 3 Council approves the initiation of a review of the Waitomo District Health & Safety Bylaw in accordance with section 158 of the Local Government Act 2002.

Osborne/Manawaiti Carried

16. Review of the Public Places Bylaw 2009 and Determinations Report

Council considered a business paper introducing the changes proposed to the Waitomo District Public Places Bylaw following a comprehensive inhouse review.

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

Resolution

- 1 The Business Paper on the Review of the Waitomo District Public Places Bylaw 2009 and Determinations Report be received.

- 2 Council determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the matters addressed within the Waitomo District Public Places Bylaw 2009 in accordance with section 155(1) of the Local Government Act 2002.
- 3 Council approves the initiation of a review of the Waitomo District Public Places Bylaw 2009 in accordance with section 158 of the Local Government Act 2002.

Todd/Goddard Carried

The General Manager – Strategy and Environment and Manager – Strategy and Policy left the meeting at 11.00am.

17. Regional Strategic Priority Setting – Shifting Landscapes Project

Council considered a business paper providing an overview to Elected Members of the Waikato Mayoral Forum / CoLab Shifting Landscapes project.

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

The General Manager – Infrastructure Services, Roading Professional Services Contractor, Property and Facilities Manager and Three Waters Manager entered the meeting at 11.05am

Resolution

The business paper on Regional Strategic Priority Setting – 'Shifting Landscapes Project' be received.

Goddard/Osborne Carried

18. Infrastructure Services Group Activity Update Report

Council considered a business paper providing an update on activities that form part of the Infrastructure Services Group.

The General Manager – Infrastructure Services, Roading Professional Services Contractor, Property and Facilities Manager and Three Waters Manager expanded verbally on the business paper and answered Members' questions.

The Roading Professional Services Contractor left the meeting at 11.25am.

The General Manager – Strategy and Environment and Manager – Community Development entered the meeting at 11.30am.

The Property and Facilities Manager left the meeting at 11.44am.

Resolution

The business paper on Infrastructure Services Group Activity update report be received.

Robertson/Todd Carried

19. Community and Partnerships Activity Update Report

Council considered a business paper providing an update on activities that form part of the Community and Partnerships Group including an update on emergency management activities and a range of council recreation services activities.

The Manager – Community Development, General Manager – Strategy and Environment and General Manager – Infrastructure Services expanded verbally on the business paper and answered Members’ questions.

The Three Waters Manager left the meeting at 12.20pm.

Resolution

The business paper on Community and Partnerships Performance Reporting be received.

Robertson/Todd Carried

The Manager – Community Development left the meeting at 12.2pm.

The meeting adjourned for lunch at 12.25pm and reconvened at 1.00pm.

The Finance Manager entered the meeting at 1.00pm.

20. 2023/2024 Annual Plan – Adoption of Consultation Document and Supporting Information for Public Consultation

Council considered a business paper presenting, for consideration and adoption for public consultation, the Consultation Document for the Draft Annual Plan 2023/24 and the Fees and Charges 2023/24.

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

Resolution

- 1 The business paper on Adoption of the Consultation Document and the Supporting Information for the Draft Annual Plan 2023/24 for Public Consultation be received.
- 2 The Consultation Document for the Draft Annual Plan 2023/24 with amendments be adopted for public consultation.

Key Milestone	Timeframe
Adoption of CD and Supporting Information	28 March 2023 (Council Meeting)
Community Consultation (1 month)	31 March – 1 May 2023
Hearings and deliberations	18 May 2023
Final Financial Forecasts presented	30 May 2023 (Council Workshop)
Adoption of Annual Plan	27 June 2023 (Council Meeting)

- 3 The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the Supporting Information, if required, prior to commencement of the consultation period on 31 March 2023.

Manawaiti/Osborne Carried

21. 2023/2024 Fees and Charges – Adoption of Consultation Document and Fees and Charges for public consultation

Council considered a business paper seeking a Council resolution to set Fees and Charges for the 2023/24 year and to review and adopt the Statement of Proposal (which forms part of the consultation document for the annual plan) for Consultation.

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

Resolution

- 1 The business paper on Setting the 2023/24 Fees and Charges and adoption of the Statement of Proposal for consultation be received.
- 2 The Chief Executive be delegated authority for any editorial, formatting, layout or font changes required to the 2023/24 Fees and Charges Statement of Proposal.
- 3 Council note that the Statement of Proposal Forms for Fees and Charges forms part of the consultation document for the Annual Plan 2023/24, and that the public consultation period will run from 31 March 2023 to 1 May 2023.

Robertson/Manawaiti Carried

22. Motion to Exclude the Public

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

Council noted the Amended Order Paper and tabled items of business and agreed to re-order the public excluded business after moving the 2021 Resident Survey into the public part of this meeting.

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Illegal Seawalls – Mokau	Section 7(2)(g) – Maintain legal professional privilege	Section 48(1)(a)(1)
2. Proposal to Release Council Properties for Housing Development	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Infrastructure Services	Portfolio Holder

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

Robertson/Todd Carried

The Manager – Strategy and Policy left the meeting at 1.45pm.

23. Consideration of Public Excluded Items to be made public following Council's decision taking

Resolution

Following Council's consideration and decision taking of the public excluded items of business, Council agreed:

1 Proposal to Release Council Properties for Housing Development

This information not be made public at this time.

2 Illegal Seawalls - Mokau

This information not be made public at this time.

Robertson/Goddard Carried

Councillor Manawaiti noted on Council's behalf their thoughts being with Councillor Janene New and Phil New at this time.

24. Karakia Whakamutunga

There being no further business the meeting closed at 2.46pm

Dated this day of April 2023

JOHN ROBERTSON
MAYOR

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Confidential

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Confidential

Document No: A661231

Report To: Council



Meeting Date: 26 April 2023

Subject: **Mayor's Report – April 2023**

The Government's reset of Three Waters has left the local government sector with even more uncertainty than before.

The Government has announced major changes to its earlier policy. Amending legislation will now need to be introduced to Parliament. The Government has advised that this will go through the Select Committee process.

Changes include:

- 1 The date for the transfer of water assets and services from Councils to the new water entities has been pushed out two years, from 1 July 2024 to 1 July 2026.
- 2 There are to be ten water entities rather than four. The business case on which these reforms are based recommended one, or a maximum of four entities for efficiencies to be secured.
- 3 The second tranche of the promised "Better off" funding to Councils, totalling \$1.5 billion is withdrawn. For Waitomo the promised share was just over \$10 million, the application of which we had begun consulting on. We will still receive the first tranche of \$3.55M funding.

Under the Government's new plans, Waitomo's water assets will be shifted to a Waikato region proposed entity. This entity will take over the assets of the ten Waikato Councils.

In a governance sense, the ten Councils will each have one vote on a Regional Representative Group made up of twenty members, being one representative from each Council and ten representatives from mana whenua. Hamilton City will not be impressed that Waitomo has an equivalent vote to them. Just how mana whenua will determine its representatives is yet to be advised.

Professional boards will run the entities. These Boards will have members appointed through a process that the Regional Representative Group sets up. Legislation defines the skill sets that these Boards must have.

A Department of Internal Affairs "fact sheet" that has been distributed to Councils advises that the Government intends to introduce and pass legislation to make these changes before this year's general election, and that this "... will be subject to the Parliamentary timetable and processes ...". Those words leave open the possibility that the amending legislation may not pass through the House prior to the election.

Our Council has invested considerable time and effort preparing for the changeover of water assets and services from our Council to the proposed new regional "Entity B" on 1 July next year.

We will now need to absorb and work through the implications of these latest changes.

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

JOHN ROBERTSON, QSO

MAYOR

Document No: A661283

Report To: Council



Meeting Date: 26 April 2023

Subject: 2022-2025 Waikato Triennial Agreement

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to obtain the Council's approval of the proposed 2022-2025 Waikato Region Triennial Agreement.
- 1.2 Attached to and forming part of this business paper is a copy of the Draft 2022-2025 Triennial Agreement for the Waikato Region.

Background

- 2.1 Pursuant to Section 15 of the Local Government Act 2002 (LGA), not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement covering the period until the next triennial general election of members.
- 2.2 Section 14 of the LGA sets out the details relating to a triennial agreement as follows:

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 sub- section.*

Commentary

- 3.1 Council was advised at its 28 February 2023 meeting that the Waikato Region Triennial Agreement 2022-2025 would not be finalized by the required date of 1 March as development of the Agreement was still being considered by both the Waikato Mayor Forum and the Waikato Chief Executive's Forum.
- 3.2 Over the past six months work has been undertaken by the Chief Executive's Forum to consider the significant changes facing local authorities and the issues confronting Waikato councils. This work identified some key regional, strategic issues that could be best dealt with through regional collaboration.
- 3.3 The attached draft Triennial Agreement reflects the considerations of the Chief Executive's Forum and further discussion at the Mayoral Forum on 27 March 2023 and has now been circulated to all Waikato councils for consideration and adoption.
- 3.4 The Waikato Mayors also agreed to meet on the 21st of April to discuss and agree a work plan to address some or all of the issues included in the Triennial Agreement.

Suggested Resolutions

- 1 The business paper on 2022-2025 Waikato Triennial Agreement be received.
- 2 Council note the endorsement of the Waikato Mayoral Forum of the draft 2022-2023 Waikato Triennial Agreement.
- 3 Council note that the Waikato Mayoral Forum will convene on 21 April 2023 to develop and agree a work plan for the triennium.
- 4 Council approve the draft 2022-2025 Waikato Triennial Agreement as presented.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

18 April 2023

Attachment:

- 1 Proposed 2022-2025 Waikato Triennial Agreement

2022 - 2025 Waikato Triennial Agreement

WHAKATAUKI (New Heading)

STRATEGIC CONTEXT & PURPOSE (new Heading)

In the previous triennium we have witnessed substantial global and national waves of change that have and will affect the Waikato region. Those three years encompassed:

- a global pandemic with associated supply chain disruptions and monetary policies that are now causing asset inflation and increasing disparities,
- rising attention to the effects of climate change and the transition away from fossil fuels,
- rising geopolitical tensions and 'de-globalisation', and
- global and political unrest exacerbating all these trends.

The Waikato came through the period generally well, and COVID taught us that we can be nimble, collaborative and decisive when we need to be. We are positioned well for the future, but how can we make the most of the strengths we already have?!

On top of these issues, in New Zealand, local government is confronting a spate of reforms including in health, education, 'three waters', infrastructure, agriculture and the bioeconomy, and the Resource Management system. All of which will affect how Waikato's future prosperity and well-being is determined. The Future for Local Government (FFLG) reform process has also highlighted the need for the local government system to prioritise stronger partnerships with Māori and more equitable, effective, and efficient relations with central government ensuring clear alignment on long-term strategic objectives. Subsidiarity is a key principle in the future system FFLG envisions, with strategic activity devolving locally (and upwards regionally and nationally) for greatest impact and efficacy.

None of these spheres are separate, they are all interrelated, but deciding what gets done, at what level, and by whom to achieve the greatest positive impact will be vitally important.

New and improved capabilities and capacity in people and institutions across the Waikato region will be needed to implement significant programmes of work required at a regional level.

Therefore, in this triennial agreement, it is incumbent upon Waikato's local government leaders to develop strong collaboration across strategies, institutions, and allocation of scarce resources.

In this triennial agreement, we seek to position ourselves to be architects of the future, not victims of it, as we respond to significant external change, address major challenges, and seize the many opportunities which lie ahead for the Waikato region. A strengthened, effective, and empowered Mayoral forum will be critical to enabling the successful execution of this agreement.

PURPOSE

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 both regionally and in their respective communities and rohe. It is intended to align our efforts to work with Central Government, iwi / Māori, and other stakeholders, to address significant issues and achieve a range of mutually beneficial outcomes for the region. It is also intended that we interact with each other and with neighbouring regions in a coherent manner, and foster projects of a strategic nature for the region.

Such collaboration will result in measurable improvements, quantitatively and qualitatively, in the way the region positively competes for resources and talent, and the manner in which it leads its communities.

CURRENT LEGISLATIVE CONTEXT

Under the Local Government Act 2002, the purpose of local government (refer Appendix 1) is to enable democratic decision-making and promote the four wellbeings.

This document is deemed to duly constitute fulfilment of section 15 of that Act (refer Appendix 1) by containing protocols for communication and co-ordination among the region's councils, including identifying and delivering facilities and services that are of significance to more than one district. The work incorporates the activities of the Waikato Mayoral Forum.

SCOPE

The role of the Mayoral Forum will become increasingly important to provide a nexus between central and local government, and in collaboration across the region, in deciding on, monitoring, and evaluating, significant programmes of work undertaken at a regional level¹. It will also play a role in where “the region” sees local government participating in key government functions alongside central government.

Strengthened institutions, governance, partnership, and collaborative arrangements will be necessary, and the Mayoral Forum can play a leading role in how those arrangements are formed and activated. The region's councils cannot address significant challenges, such as managing the transformation to a low-emissions economy, on their own. They will need to work closely together, and they will need partners, funders, and collaborators. The forum can play a role in convening partners and collaborators, and in coalescing resources to support regionally significant programmes of work that are adjacent to or outside business as usual for Councils, but serve to ‘...promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.’

The Chief Executive Forum is an important group in orchestrating and supporting a) the implementation and progress reporting of this triennial agreement, b) regionally significant and strategic programmes of work, and c) regional representation where required for and on behalf of the Mayoral Forum and the local communities they serve.

The signatories to this Triennial Agreement will need to be agile and proactive on behalf of their communities in the next three years. They will also have to lay the ground for longer-term programmes of work that serve regional and national interests.

SIGNATORIES The parties:

- Hamilton City Council
- Hauraki District Council

¹ The Mayoral forum's focus on regional priorities should not be seen to undermine or de-prioritise sub-regional arrangements between councils (a current example being Future Proof).

- 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 but may be of little relevance to others. The Triennial Agreement therefore acknowledges that it will be appropriate to have a range of sub-agreements that address more localised or sub-regional 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 and in good faith attempt to reach unanimity on issues of regional and national significance critical to the wellbeing of the region and its communities.
6. Common direction on all strategic issues brought before the forum 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. However, it is expected that a small number of regionally significant programmes of work will require collaboration on a common direction.
7. Where appropriate 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 the wellbeing of our communities. The forum will play an active role negotiating with Central Government on common, agreed, positions on national policy that affect

Local Government and their communities and, where regional functions can be better convened, governed and or implemented at a regional level, such as when they require Local Government relationships, knowledge, expertise, and support.

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 for their region that are inconsistent with the agreement, they must explicitly note that inconsistency and the reasons for it and 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 regionally significant projects and programmes, facilities, and services 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 regionally significant projects and programmes, facilities, and services to more than one district, or to consider proposals for new regional council activities.

MAYORAL FORUM MEETINGS

1. Signatories to this agreement will endeavour to hold a meeting of Mayors and the Regional Chairperson (supported by their Chief Executives) at least quarterly to discuss any pertinent issues and to review the performance of workstreams within 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, and 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 Chief Executives' Forum will also meet regularly to advance initiatives as requested by the Mayors and Regional Chairperson.
4. Special meetings may be called at the request of four members.
5. The secretariat will prepare an agenda for the Mayoral Forum meetings in consultation with the Chair and the Chief Executives' Forum.
6. Agendas for meetings will be issued and minutes will be taken and circulated.
7. The appointed Mayoral Forum Chairperson will ensure minutes are taken, approved, and circulated.
8. Any public communications from these meetings will be approved by all participants prior to their release.

9. The Waikato Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis.

SECRETARIAT SUPPORT

1. The Mayoral Forum will appoint Co-Lab to carry out the secretariat function.
2. As part of that role, Co-Lab's functions will include preparing agendas (in consultation with the Forum Chair, workstream leads (refer below), and the CE Forum Chair), arranging venues on the day of meetings, taking minutes and actions, keeping any books and accounts and attending to any other business required to support the forum.
3. Councils will fund Co-Lab *for the secretariat role* on the following basis:

Council	
Hamilton City	20.9%
Waikato Regional Council	13.2%
Waikato District	12.4%
Thames-Coromandel District	8.1%
Waipa District	9.4%
Rotorua Lakes	11.6%
Matamata-Piako District	5.9%
Hauraki District	5.0%
South Waikato District	4.6%
Waitomo District	3.9%
Otorohanga District	3.3%
Taupo District	1.7%

NB: With some minor exceptions (relating to shareholders) this aligns with the basis for funding the company more generally.

4. Co-Lab will also undertake the activities noted above in relation to any programmes of work agreed by the Mayoral Forum. The basis of funding the secretariat for these programmes will mirror the (yet to be agreed) funding allocation for other costs associated with each programme.

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 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 s16 (4)-(6) of the Local Government Act for resolving disagreement.

SIGNIFICANT NEW ACTIVITIES PROPOSED BY COUNCILS

New activities of regional significance proposed and or led by a Council or Councils, and agreed by the Mayoral Forum, will follow the spirit and intent of the protocols set out for the regional council and regional council-controlled organisations when new regional activities are proposed.

CONSULTATION IN RELATION TO THE REGIONAL POLICY STATEMENT

To meet 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.

STRATEGIC PRIORITIES OF REGIONAL SIGNIFICANCE

The Mayoral Forum will develop and agree a work plan for the triennium that will sit outside this Triennial Agreement. The Mayoral Forum will exercise governance oversight over this work plan.

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 2025 local government elections.

OTHER (SUB-REGIONAL) AGREEMENTS

This Agreement does not prevent Councils from entering into other agreements among themselves or outside the Waikato region. The Mayoral Forum recognises that it may make sense to collaborate and partner at a sub-regional level. Nothing in this agreement should be construed to prevent councils addressing issues, or capitalising on opportunities, at a sub-regional level. However, any other such agreement should not be contrary to the purpose and spirit of this Agreement.

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	Mayor	Date
Hauraki District Council	Mayor	Date
Matamata-Piako District Council	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	Mayor	Date
Waikato Regional Council	Chairperson	Date
Waipā District Council	Mayor	Date
Waitomo District Council	Mayor	Date

DRAFT

Appendix 1: Legislative provisions – 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.

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.

DRAFT

Document No: A661158

Report To: Council



Meeting Date: 26 April 2023

Subject: **Bi-Monthly Activity Report: Business Support and Leadership / Governance**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on activities that form part of the Business Support Group.

Background

- 2.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 2.3 The Business Support and Leadership / Governance report incorporates commentary and its activities, along with commentary on the Information Services, Finance, Inframax Construction, CoLab, Council Owned Quarries and Fleet.

Business Support

- 3.1 The Business Support group of activities incorporates –
 - Finance
 - Information Management
 - Information Technology
 - Risk Management
- 3.2 **CURRENT ACTIVITY**
- 3.3 **Finance**
- 3.4 The focus of the Finance team over the last few months has been the development of the Annual Plan Budget and rates modelling.
- 3.5 The initial phase of the migration of the Payroll function to the cloud has commenced with the go-live set for the first pay period in June 2023.
- 3.6 **Information Technology**
- 3.7 Three major projects are progressing –
 - **Cloud Migration**
 - Payroll migration has commenced and is progressing to plan.
 - Initial planning for MagiQ (financial system) is underway, it has preliminary go-live date set for early October.
 - Records Management filing structure is currently being reviewed so that any changes can be incorporated into the migration to the cloud. It is anticipated the migration of Objective will commence in November 2023.

- **Council Chamber Audio Visual upgrade**
 - The design and subsequent quote has been accepted with the installation of the upgrade planned for early June.
- **Les Munro Centre Audio Visual installation**
 - The design and subsequent quote has been accepted with the installation planned for early June.

Leadership / Governance

4.1 **CURRENT ACTIVITY**

4.2 **Council Owned Quarries**

4.3 A Safety Audit has been completed for all eight sites and further work is required to determine the actions required to mitigate operational risks.

4.4 An analysis of options for the future operational and financial management of Council owned quarries is being undertaken now in preparation of a new tendering round for the roading services contracts. These new roading contracts start in July 2024.

Suggested Resolution

The business paper on Business Support and Leadership / Governance Activity Update Report be received.



ALISTER DUNCAN
GENERAL MANAGER – BUSINESS SUPPORT

Document No: A661593

Report To: Council



Meeting Date: 26 April 2023

Subject: **Bi-Monthly Activity Report: Planning and Regulation**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this activity report is to brief Council on the Planning and Regulatory functions undertaken by the Strategy and Environment Group during the 2021/22 financial year, and the current financial year to date (1 July 2022 to 28 February 2023).
- 1.2 The report includes the activities of:
 - Planning
 - Building
 - Environmental Health
 - Licensed Premises
 - Animal Control
 - Monitoring and Enforcement

Summary

- 2.1 Land Use Consents (and other consent types pursuant to the Resource Management Act 1991 (RMA)) 2020/2021 financial year saw a large increase in applications, 2021/2022 has trended downward from this, however it still remains well above previous years. Land Information Memorandums (LIMs) have remained reasonably constant but have trended downwards over the last 12 months; this is also the case with building consents.
- 2.2 For building consents, it is noted that in 2021/22, 148 building consents (20 new dwellings) were processed, with a total value of \$27,261,391. For this financial year to 28 February 2023, 98 building consents were processed with a total value of \$13,176,727, including 8 new dwellings. This is indicative of the current national trend as reported by Statistics New Zealand (<https://www.stats.govt.nz/information-releases/building-consents-issued-february-2023/>)
- 2.3 Service requests for complaints for breaches of the RMA, resource consent conditions, District Plan rules, Bylaws and general enforcement are trending slightly upwards with 4 complaints received in the 2021/22 financial year and 5 complaints recorded so far this year. Noise complaints totaled 142 excessive noise complaints during the 2021/22 financial year, and 86 for this financial year, so far (to 28 February 2023).
- 2.4 Animal Control related service requests have trended downward in 2021/22 compared to 2020/21. In 2020/21, 319 dog control related complaints were received (163 wandering dogs), compared with 253 (120 wandering dogs) for the period 1 July 2021 to 28 February 2022. This is likely due to the strong focus applied to compliance and owner education and engagement.

Planning

- 3.1 During the 2021/22 financial year, Waitomo District Council (WDC) processed 55 applications pursuant to the Resource Management Act 1991 (RMA), and 2 applications pursuant to the Local Government Act 1974. 106 LIMs were also issued.

Planning Consents

3.2 The 55 applications processed for the 21/22 financial year are comprised of:

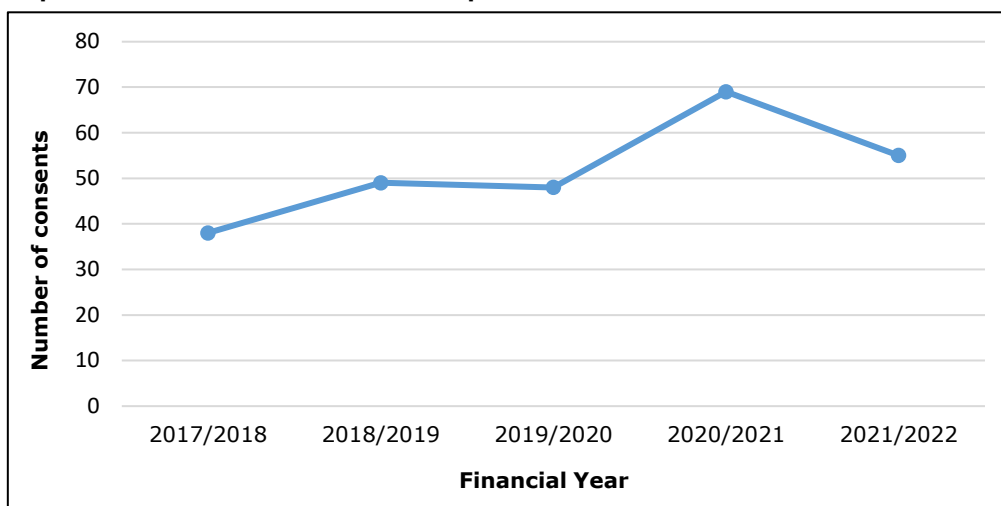
Application type	Number
Combined land use / subdivision consents	7
Land use consents	19
Subdivision consents	19
Certificates of compliance	1
Deemed permitted boundary activities	1
Existing use rights certificate	1
Outline plan waivers – section 176A of the Resource Management Act 1991	2
Section 127 applications (amendments to resource consents)	3
Section 348 of the Local Government Act 1974 (Right of Way)	2
Alteration to designation	0

3.3 The 58 applications processed for the period for this financial year (to 28 February 2023) are comprised of the following application types:

Application type	Number
Combined land use/ subdivision consents	2
Land use consents	12
Subdivision consents	23
Certificates of compliance	5
Deemed permitted boundary activities	4
Outline plan waivers – section 176A of the Resource Management Act 1991	4
Section 348 of the Local Government Act 1974 (Right of Way)	2
Section 127 applications (amendments to resource consents)	6

3.4 The following graph shows the trend for the number of consents processed during the previous 5 financial years.

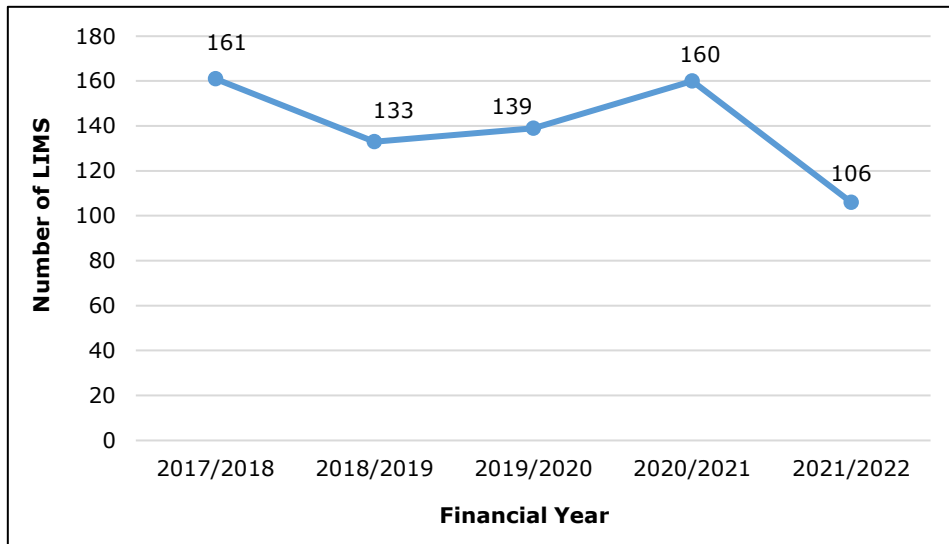
Graph 1: Number of resource consents processed



LIMs

3.5 The following graph shows the trend for the number of LIMs processed during the previous 5 financial years.

Graph 2: Number of LIMs processed



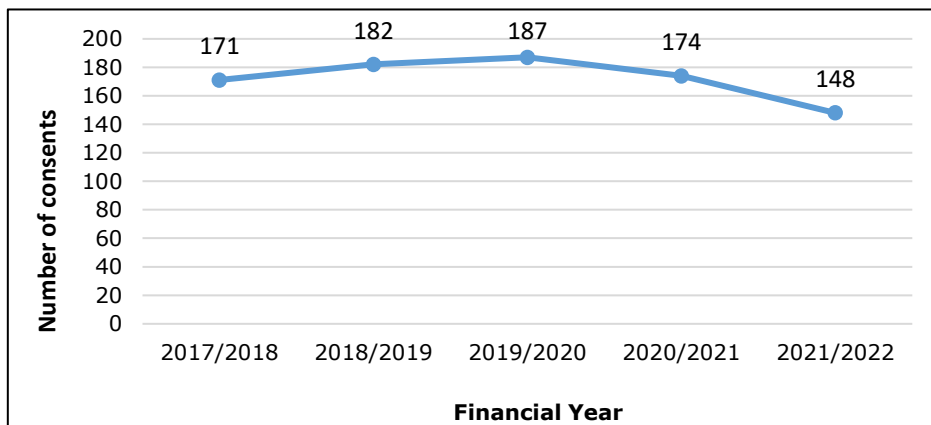
3.6 All resource consents were processed within the required statutory timeframes, 2 LIMs exceeded the statutory timeframe, this was due to an administration error.

Building

4.1 During the 2021/22 financial year, 148 Building Consent applications were processed (including amendments), with a total value of \$27,261,391 including 20 new dwellings, 20 relocated dwellings, and 15 commercial buildings.

4.2 The following graph shows the trend for the total number of building consents (all types) processed during the previous 5 financial years.

Graph 3: Number of building consents processed



4.3 For this financial year (to 28 February 2023), 98 building consents have been processed (including amendments), with a total value of \$13,176,727 including eight new dwellings, six relocated dwellings and six commercial buildings.

4.4 The number of new dwellings for this financial year (to 28 February 2023) is a marked difference from the 2020/21 financial year and is indicative of the trend nationally.

Monitoring and enforcement

Complaints

5.1 The total number of complaints received for breaches of the Resource Management Act 1991 (excluding noise), resource consent conditions, District Plan rules, Bylaws and general

enforcement was four for the 2021/22 financial year, and five received for this financial year (to 28 February 2023)

5.2 A breakdown of the complaints received is as follows:

Type	Number 2021/2022	Number 1 July 2022 to 28 Feb 2023
Resource Management Act 1991	1	0
Resource Consent Conditions	0	1
District Plan rules	2	1
Bylaws	1	3

District Plan

5.3 Two complaints were received for the 2021/22 financial year relating to property classification and zero for were received for this financial year (to 28 February 2023)

Resource consent monitoring

5.4 The Enforcement Officer has been actively monitoring compliance with resource consents as required; in addition to responding to complaints received via customer services.

5.5 The number of monitoring inspections undertaken are dependent on the number of consents requiring monitoring (i.e. subdivisions don't require monitoring, and consent holders have up to five years to give effect to a resource consent). Seven monitoring inspections have been conducted for this financial year to 28 February 2023.

Bylaw enforcement

5.6 Approximately three complaints were received during the 2021/22 financial year related to bylaws. The complaints ranged from food trucks, vehicles, and roosters. Two complaints were received for this financial year (to 28 February 2023) and were related to dogs in the main street.

Noise control

5.7 Council staff and contractors responded to 142 excessive noise complaints during the 2021/22 financial year, and 86 for this financial year (to 28 February 2023).

5.8 The complaints resulted in one written warning during the 2021/22 financial year and two issued during this financial year (to 28 February 2023) to reduce noise. The remainder of noise complaints were either addressed by verbal directions, or no noise was observed on attendance.

5.9 Zero excessive noise directions (abatement notice) were issued during the 2021/22 financial year. One excessive noise direction was issued during this financial year (to 28 February 2023)

Nuisance

5.10 Staff continue to receive a small number of nuisance complaints for rubbish, vermin, and odour. These are investigated and action undertaken as required. (9 vermin, 5 rubbish, 7 odour and 5 smoke nuisance).

Alcohol Licencing

6.1 Staff undertook eight visits of licensed premises, in conjunction with licence renewal applications this financial year (to 28 February 2023).

- 6.2 14 applications for on licence, off licence and club licence applications, 50 managers' certificates (new and renewal), 32 special licences were received during the 2021/22 financial year.
- 6.3 Six applications for on licence, off licence and club licences, 43 managers' certificates (new and renewal), 37 special licences and 3 temporary authorities were received for this financial year (to 28 February 2023).

Registered Food Premises

- 7.1 There were two complaints received about food premises received during the 2021/22 financial year and two for this financial year (to 28 February 2023)
- 7.2 Food complaints received range from customers complaining of illness as a result of consuming food, mouldy food and hygiene of a food premise.
- 7.3 In respect of complaints about illness, these are generally referred to the Waikato District Health Board's Health Protection Officers for further investigation. In addition, WDC's Environmental Health Officer inspects the food premises to ensure it complies with the Food Act 2014.

Animal Control

- 8.1 There were 3,311 registered dogs in the District as at 30 June 2022, a decrease of 52 dogs from the previous year. Of the total dogs registered, 27 were classified as menacing, and two were classified as a dangerous dog.
- 8.2 During the 2021/2022 financial year, 253 dog control and 109 'other animal' (i.e. stock) complaints and requests for service from the public were received. 120 complaints related to wandering dogs, with 63 related to barking dogs.
- 8.3 The significant dog related complaint areas are summarized below:

Type of complaint	Number
▪ Aggressive	13
▪ Bins/Signs	-
▪ Bite/attack	30
▪ Barking	63
▪ Breach of Council Bylaw or permits	0
▪ Lost Dog/other	22
▪ Rushing in public place	0
▪ Unregistered	2
▪ Wandering	120
▪ Worrying animals	0
▪ No water, shelter, food or exercise	3

- 8.4 During the 2021/2022 financial year:
- 92 dogs were impounded, of which 46 were claimed, 20 were euthanized and 26 were re-homed;
 - 58 infringement notices were issued and 4 barking abatement notices were issued; and
 - 30 attacks, rushing or aggressive dog incidents were reported.
- 8.5 For more detailed information on this activity, refer to the Council Business Paper - Annual Report on Animal Control functions for 2021/22 (A622406).
- 8.6 For this financial year (to 28 February 2023), there were 3,180 registered dogs in the District. Of the total dogs registered, 26 are classified as menacing within the definition described by the Act.

8.7 216 dog control and 53 'other animal' (i.e. stock) complaints and requests for from the public were received 126 complaints related to wandering dogs, with 37 related to barking dogs.

8.8 The significant dog related complaint areas are summarized below:

Type of complaint	Number
▪ Aggressive	-
▪ Bins/Signs	-
▪ Bite/attack	16
▪ Barking	37
▪ Breach of Council Bylaw or permits	-
▪ Lost Dog/other	21
▪ Rushing in public place	11
▪ Unregistered	-
▪ Wandering	126
▪ Worrying animals	4
▪ No water, shelter, food or exercise	-

- 99 dogs were impounded, of which 44 were claimed, 15 were euthanized and 40 were re-homed;
- 43 infringement notices were issued; and
- 11 rushing or aggressive dog incidents were reported.

Suggested Resolution

The Bi-Monthly Activity Report Planning and Regulation be received.



ALEX BELL
ENVIRONMENT AND STRATEGY – GENERAL MANAGER

19 April 2023

Document No: A661594

Report To: Council



Meeting Date: 26 April 2023

Subject: **Progress Report: Delivery against Communications Strategy 2022**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council on the progress made in respect of implementation of the Communications Strategy 2022. It covers the period October 2022 to 31 March 2023.

Background

- 2.1 A review of the Communications Strategy 2018 was undertaken in March 2022 and a decision was made to create a new strategy that took a more streamlined approach as well as realigning to the new strategic direction set out in the 10 Year Plan 2021-31.
- 2.2 The Communication Strategy 2022 (CS) was adopted on 29 March 2022 and sets the direction on how Waitomo District Council (WDC) intends to communicate with the community and other external stakeholders.
- 2.3 The CS has three key components: Aims, Principles and Outcomes.

2.4 AIMS

- 2.4.1 The aims of the CS that the WDC seeks to promote are:

- To foster strong connections with our community through engagement on things that matter most to them.
- To ensure the community understands our services, challenges, and decision-making processes as we communicate in ways that add value and build trust.
- To connect with the community in a way that shows them we are part of their day, every day, working to deliver a better community for all of us.

2.5 PRINCIPLES

- 2.5.1 The principles that WDC will adopt in all communications and engagement are:

- **Honest:** True and accurate
- **Open:** Transparent and accessible
- **Timely:** Planned, proactive and responsive
- **Clear:** Concise and easy to understand
- **Consistent:** Uniform in tone and meaning regardless of channel or audience, strong brand recognition
- **Purposeful:** Relevant, topical, strategic and of interest to the community
- **Accessible:** Delivered across multiple channels

2.6 **OUTCOMES**

2.6.1 Outcomes are the specific results that we aim to achieve through communication. They are the backbone of the strategy and influence all aspects of communication as well as aligning to WDC's vision: *Waitomo – a vibrant district*.

- **Increase community awareness:**
To increase community awareness and understanding of our services, activities, projects, planning and decision-making processes;
- **Proactively deliver information:**
To proactively deliver clear, accessible, timely, relevant, and targeted information in ways that best meet the local interests and needs of our communities;
- **Provide accessible communication:**
To provide accessible, interactive, informative, and agile communication and digital services that meet the needs of our community;
- **Strengthen relationships:**
To strengthen relationships within our community, through communications activities, to increase confidence and support the development of trust;
- **Build our identity:**
To build a clearly identifiable and approachable corporate brand that reflects our identity and promotes a sense of community and pride of place; and
- **Community involvement:**
Encourage involvement in local decision-making; enhanced community input.

2.7 A copy of the new CS is enclosed separately as **Attachment 1** and forms part of this business paper.

Commentary

3.1 **COMMUNICATIONS DEPARTMENT**

3.2 The delivery of effective communications and engagement across the organisation has been the responsibility of a sole position for many years – the Leader of Communications and Engagement.

3.3 Since the adoption of the new CS, there has been a considerable effort to increase community awareness and understanding of WDC's services, activities and projects.

3.4 As a result, WDC has seen the need to provide additional support to the role and in July 2022, a part-time support role was established to help in meeting the growing demands of the communications department.

3.5 Duties and tasks include admin support, website updates, social media monitoring, graphic design and content creation.

3.6 **COMMUNICATIONS OVERVIEW**

3.7 WDC uses a range of communications channels to inform and engage with residents and ratepayers, including; our website, social media, face to face, radio, print media, forms and guides, letters, information documents, media releases, advertising, brochures, and newsletters.

3.8 **COMMUNICATION ACTIVITY**

3.9 The following provides a summary of the communication activity that has taken place in support of achieving the six outcomes of the CS.

a. Waitomo District Library

A more proactive approach has been taken to promote the library and its services. A dedicated Facebook page was created on 1 April 2022 and regular posts are scheduled so we can build a good following. This page is still in its infancy. As at 31 March 2023, the page has 107 likes and 147 followers. This is an increase of 37% in the last six months.

A regular "Fun Fact Friday with Waitomo District Library" is posted on social media as well as promotion of the library's programmes and learning activities. Newspaper advertising, school newsletters and Council's newsletter Waitomo Way is also used to promote these programmes and other library services.

b. Civil Defence Emergency Preparedness

The promotion of civil defence emergency management is undertaken in conjunction with the Waikato Region Civil Defence Emergency Management (CDEM) Group and the Western Waikato group, which includes Waipa District Council and Ōtorohanga District Council.

The Leader – Communications and Engagement is also part of the Waikato Region Civil Defence Public Information Management (PIM) group, which has an active duty roster to provide CDEM communications across the Waikato. The rotation is about every six weeks.

The Leader – Communications and Engagement is also part of the Waikato Region PIM Community of Practice (COP) group, and the Public Awareness Community Engagement (PACE) COP group. Both groups meet every two months.

- **Auckland Anniversary Severe Weather event:** On Saturday 28 January, an Emergency Operations Centre (EOC) was raised to manage the impact of the severe weather event which hit the district. Local messaging, regular updates and warnings were published on Council's Facebook page and website throughout the weekend and into the following week. A State of Emergency was declared on Saturday evening by Mayor John Robertson, and a media release was distributed informing the declaration. Council's main Facebook page received its highest engagement ever during this event, with a post reach of 141,707K and 409 shares of the media release alone. In total, the Auckland Anniversary Severe Weather event drew a Facebook reach of 550,341K and 1262 shares of information.
- **Cyclone Gabrielle:** On Monday 13 February, an EOC was raised for the Western Waikato, based at Ōtorohanga District Council. Communications at a local level was provided by WDC's part time Communications Support Officer, supported by ŌDC's PIM. The Leader – Communications and Engagement was deployed to work for Waikato Civil Defence in Hamilton during this time and provided communications across the region.

Council's proactive education campaign which focuses on promoting the ways our residents can be prepared for an emergency event has been successful with great online engagement. The colouring in competition and promotion of National Shakeout Day in October 2022 was highly successful, and as a result, a Rangitoto School student won the national giveaway competition. The student won an i-Pad and a survival kit for her family, as well as one for her school. This was presented on 10 March. The campaign was paused from January to March due to the weather events.

A project to update the emergency management section of Council's website is also underway.

c. Community Services and Infrastructure Services

This area receives high engagement on social media, indicating the importance of these activities within our community.

Examples of proactive communications updates during this period include water services information, rates reminders, rates rebates, road works and road closures,

infrastructure project updates, job vacancies, Council meetings, public holidays, Council news, weather watch, event promotion, Citizenship ceremony, and visitor and i-SITE information.

d. Animal Control Service

Notices of impounded dogs and other stock are published on Council's dedicated Animal Control Facebook page and website. The Facebook page currently has 1911 followers, and an average reach of 4173. This is an 8% increase in the last six months.

A more proactive approach to dog education has been undertaken with a popular and successful "Love your Dog" social media campaign running since 2021. A dog registration campaign is also undertaken each year along with promotion of the annual fees and charges.

WDC has recently joined forces with Pound Hounds Rescue NZ to provide free microchipping, worming, flea treatment and parvo vaccination to local residents who cannot afford such treatments for their dogs. The promotion of these events on Facebook drew a total post reach of 13,816K.

e. Smart Water Campaign

Smart Water is a partnership with Co-Lab to foster a greater understanding and appreciation of water from source to tap. It supports schools, organisations and the community to value water and use it in an efficient way.

WDC's Smart Water key messages for the 2022/23 season began in October and focused on education and awareness, and why it's important to conserve water regardless of what restriction level we are on.

- Smart Water messages and advertising included: joint media releases, adverts published in the Piopio Birdtalk Newsletter and Tainui Trader Newsletter, radio advertising, targeted pamphlet drop in Mōkau, targeted advertising on google and Metservice, and social media posts, including giveaways.

No water alert levels were implemented during the summer period.

f. Community Development

On 24 February, a decision was made to permanently cancel the Great New Zealand Muster. A media release was subsequently distributed and posted on Council's main Facebook page. This drew a significant number of negative reactions and commentary, with the Facebook page needing to be heavily monitored and moderated, including the deletion of inappropriate comments. Due to the volume of comments on this post, commenting was turned off, as not all of the feedback could be monitored to ensure that it was appropriate. This resulted in people commenting on other WDC posts unrelated to the Muster.

The negative sentiment surrounding this decision is still apparent in the community today and communications/engagement on a proposed new event will need careful consideration.

3.10 Work Programmes, Projects and Operations

3.11 Communication messages were implemented for the following work programmes, projects and operations to ensure that the community were informed and engaged in the process.

- Council Meetings – providing the community with information on upcoming meetings;
- Temporary roads closures, roading project updates and issues with the roading network as a result of weather events were communicated across Council's website and Facebook page;
- Regular roading network updates were also published on social media and our website;

- Urgent issues i.e. temporary road closures / blocked roads, water issues and weather warnings were communicated in a timely manner to the community;
- Regular updates and extensive promotion of the opening of the Gallagher Recreation Centre;
- Ensuring Council's website is updated with information, publications and news as required;
- Distribution of service request queries received via social media to appropriate WDC departments;
- Coordination of media requests and responses are facilitated;
- Development and publication of media releases on the website and shared on social media; and
- Sharing positive stories, photos and events on social media to support a positive reputation in the District.

3.12 **Social Media**

3.13 As at 31 March 2023, the WDC Facebook page has 5627 followers, a 28% increase in the last six months. Post reach in the last six months was 359,991K, which is an all-time record.

3.14 The Te Kuiti i-SITE visitor information page has 1246 followers, an increase of 15 in the last six months. Plans are in place to utilise and promote this page more regularly.

3.15 **Website**

3.16 The website is an important tool for WDC. It is updated regularly with news, public notices, community newsletters, regulatory information, calendar of events and other important updates and information.

3.17 **Media Releases**

3.18 Media Releases and news items are an important communication tool as they keep the community updated and improve engagement and WDC presence in the community.

3.19 From 1 October 2022 to 31 March 2023, 32 news items were published.

Recommendation

The Business Paper Progress Report: Delivery against Communications Strategy 2022 be received.



JENELLE BURNELL

LEADER – COMMUNICATIONS AND ENGAGEMENT



ALEX BELL

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

26 April 2023

Attachment: Communications Strategy 2022

Waitomo District Council

Communications Strategy 2022

First Adopted:	29 March 2022
Review History:	
Date of Next Review:	March 2025
Responsibility:	Leader - Communications and Engagement
Adopted by:	Council (date of adoption)

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INTRODUCTION | KUPU ARATAKI

We are everywhere our community lives, works and plays every day.

We are at work on our roads, bridges, footpaths in our main streets, parks and reserves.

We care for our community through building and developing community connections.

We plan for the sustainable use of our land, we protect and manage our natural environment as we look to our community's future.

We strive towards a better tomorrow through economic development initiatives and tourism partnerships.

We support events, we provide water and waste services to large parts of our community.

This is what we do for our community - every day, and these are what we need our community to know.

Effective communication is about telling our story and telling it well. We can do this by building relationships with mana whenua, iwi and stakeholders, telling our unique stories, celebrating our successes and milestones, disseminating factual information to key audiences, and inspiring public ownership of Waitomo District Council (WDC) business.

This Communications Strategy (CS) provides a 'road map' of how WDC needs to develop and implement its communications to support and meet its organisational objectives and legislated requirements which enable democratic local decision making, as well as promoting the social, economic, environmental and cultural wellbeing of the Waitomo District. It will also be consistent with organisational values.

The CS will also describe what Council wants to achieve, who it will engage with, through what channel, and how we plan to evaluate the usefulness and effectiveness of Council communications.

This strategy has three key components:

- Aims
- Principles
- Outcomes and Measurement (achieved results)

The intended impact of all communications is to raise public awareness and help build better understanding and knowledge. The key to effective and successful communications will be to define the target audience and align key messages, which ultimately supports our vision and outcomes.

We cover a wide geographic area with one urban town and several rural towns – all of which are unique and have different ways of receiving information and different interests and communication needs.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

The purpose of the CS is to provide a strategic direction for the WDC on how it is to engage with the community and meet the aims and principles set out below while ensuring that the intended outcomes are met.

1. Our Aims

The aims of the CS that the WDC seeks to promote are:

- To foster strong connections with our community through engagement on things that matter most to them.
- To ensure the community understands our services, challenges and decision-making processes as we communicate in ways that add value and build trust.
- To connect with the community in a way that shows them we are part of their day, every day, working to deliver a better community for all of us.

2. Our Principles

The principles that WDC will adopt in all of its communications and engagement are:

- **Honest:** True and accurate
- **Open:** Transparent and accessible
- **Timely:** Planned proactive and responsive
- **Clear:** Concise and easy to understand
- **Consistent:** Uniform in tone and meaning regardless of channel or audience, strong brand recognition
- **Purposeful:** Relevant, topical, strategic and of interest to the community.
- **Accessible:** Delivered across multiple channels

In accordance with the LGA, the following six principles apply when a Council undertakes consultation:

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

3. Our Outcomes

Outcomes are the specific results that we aim to achieve through communication. They are the backbone of the strategy and influence all aspects of communication as well as aligning to WDC's vision: *Waitomo – a vibrant district.*

- **Increase community awareness:** To increase community awareness and understanding of our services, activities, projects, planning and decision-making processes;

- **Proactively deliver information:** To proactively deliver clear, accessible, timely, relevant and targeted information in ways that best meet the local interests and needs of our communities;
- **Provide accessible communication:** To provide accessible, interactive, informative and agile communication and digital services that meet the needs of our community;
- **Strengthen relationships:** To strengthen relationships within our community, through communications activities, to increase confidence and support the development of trust;
- **Build our identity:** To build a clearly identifiable and approachable corporate brand that reflects our identity and promotes a sense of community and pride of place; and
- **Community involvement:** Encourage involvement in local decision-making; enhanced community input

4. Audience and Communication Channels

When we are communicating with the public, we are mindful that we are not dealing with one group of people, but rather a complex and diverse range of audiences.

All these audiences are important in different ways, and at different times, to the delivery of WDC services.

The majority of the time we are not trying to communicate with everyone, as specific WDC issues, initiatives or programmes usually only relate to segments of our community, so we need to be constantly thinking about who we need to reach with our particular activities.

In broad terms our audiences fall into several categories:

Our Community	Council	Tangata Whenua	Other Key Stakeholders
<ul style="list-style-type: none"> • Residents • Ratepayers • Visitors • Businesses and business organisations • Community, and social groups • Environmental groups • Key service users 	<ul style="list-style-type: none"> • Mayor and Councillors • Council committees • Employees 	<ul style="list-style-type: none"> • Iwi Maori • Hapu • Mana Whenua 	<ul style="list-style-type: none"> • Council volunteers and contractors • CoLab (Waikato LASS) • COs and CCOs • Local Members of Parliament • Government • LGNZ and Taituara • Economic development agencies • Local government support agencies • MPs • Media • Private and corporate funders

Potential communication channels:

Not all communication channels are currently being utilised, however WDC will review, consider and apply specific communication methods and channels as and when needed.



5. Internal Communications

Internal communication includes both operational staff (employees) and elected members.

In both cases, communication can be a deliberate and planned effort, as well as informal, ie. staff social club, internal celebrations and social get-togethers.

All internal communications will be consistent WDC's organisational values.

The goal is that staff are well informed and know what they need to know to ensure the effective and efficient running of council operations, and the development of a positive and healthy workplace culture.

Internal communication channels include email, phone, face-face, staff meetings, online meetings, intranet and signage.

6. Processes

Along with well-developed Communications Plans, Council will also use the internationally recognised IAP2 Spectrum of Public Participation framework to determine which level of communication is appropriate for the subject and audience.

Where Joint Management Agreements, Memorandum of Understandings or any other similarly high-level agreements exist, these will be considered as a starting point when engaging with Māori when appropriate.

For mana whenua groups without a formal agreement a separate engagement plan will be developed as appropriate.

When Council makes a decision that is significantly inconsistent with this strategy, the steps identified in Section 80 of the Local Government Act 2002 will be undertaken.

IAP2 framework identifies the form of engagement Council will use to respond to some specific issues. It also provides examples of types of issues and how and when communities could expect to be engaged in the decision-making process.

It is important to recognise that there are many forms of engagement – all of which have an appropriate place. Each engagement needs to be considered as to which technique is used. For example not all engagement requires consultation. From one extreme we are just informing (ie telling) and at the other extreme Council is empowering someone else to make the engagement decisions.

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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EVALUATION AND REVIEW | ARO MĀTAI

This strategy will be reviewed every three (3) years to ensure it continues to reflect the principles and objectives of the WDC and is delivering on the communications needs of our community.

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

To assess performance, WDC carries out a Resident Satisfaction Survey as a means of gauging the satisfaction of residents with the activities it carries out and the services delivered. This strategy will be monitored in line with the Resident Satisfaction Survey.

Specific engagement may also be undertaken to further understand what our community wants in terms of communication.

1. Related Documents

Social Media Guidelines for Waitomo District Council (A220030).

Media Policy – September 2018 (A362751)

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Engagement	Term used to describe the process of seeking information from the community to inform and assist decision making. There is a continuum of community involvement.
Group of Activities	The term is used to describe a whole-of-activity approach. Without limiting the application of this provision to other assets, it means all activities and assets comprised within a group as a whole and not each individual component of the group.
Joint Management Agreement	<p>An agreement between a local authority and an iwi authority (or other group representing hapu) that provide for the parties to jointly perform the local authority's functions in relation to a natural or physical resource in all or part of the region/district.</p> <p>An agreement that state's each party's intention to take action, conduct a business transaction, or form a new partnership.</p>
Memorandum of Understanding	A memorandum of understanding is a document that describes the broad outlines of an agreement that two or more parties have reached and communicates the mutually accepted expectations of all of the parties involved in a negotiation.
LGA 2002	Local Government Act 2002.

Document No: A661211

Report To: Council



Meeting Date: 26 April 2023

Subject: **Financial Report - period ended 31 March 2023**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide an overall progress report on WDC's financial activities for the period ending 31 March 2023.
- 1.2 A copy of the Financial Report for the period ending 31 March 2023 is enclosed separately and forms part of this business paper.

Background

- 2.1 The financial report provides financial oversight and accountability of the Council's financial performance in delivering core services to the Waitomo District and community. It presents an overview of council operations for the period including significant variance commentary against year to date budget and updates on significant capital expenditure.
- 2.2 This business paper outlines a high-level summary of progress on the key aspects of the financial activities as detailed fully in the Financial Report.

Commentary

3.1 **INCOME STATEMENT HIGHLIGHTS**

3.2 **NET OPERATING SURPLUS**

3.3 The net operating surplus of \$4.2 million was \$4.9 million less than budget for the period ended 31 March 2023.

3.4 **Expenditure**

3.5 Total Expenditure was \$2.4 million less than budget for the period ended 31 March 2023.

3.6 Other expenditure was \$1.7 million more than budget due to the following:

- **Roads and Footpaths:** The underlying variance related to unforeseen weather events leading to emergency reinstatement of roads and associated networks.

The increase in expenditure was partly offset by below area:

- **Solid Waste:** The drivers for variance are reduced allocated costs and reduced waste minimisation levy expenditure due to lower waste volumes.
- **Regulation:** Other expenditure was below budget for animal control contractor costs, noise control, legal costs for animal and building control and reduced allocated costs.
- **Resource Management:** The District Plan Development expenditure was less than expected for this period. Due to the involved and complex nature of this project it is not unexpected to have variations in the timing of expenditure.

3.7 **Revenue**

3.8 Total Revenue was \$2.5 million less than budget for the period ended 31 March 2023.

- Subsidy revenue from Waka Kotahi NZTA was less than budget. As capital expenditure was less for the period, the associated subsidy was also below budget.
- Contributions from Ministry of Education and Te Kuiti High School Board of Trustees which were budgeted as subsidy revenue have been accounted for as an offset to the Service Commission Asset.
- Fees and charges revenue and income from construction were more than budget due to the recognition of construction services revenue for the Gallagher Recreation Centre (GRC). Other fees and charges were less than budget due to a reduction in refuse charges, building control income and reduced hireage of the Les Munro Centre.
- A gain on the disposal of fleet vehicles was recognised during the quarter.

3.9 **CAPITAL EXPENDITURE**

3.10 Capital Expenditure was **\$11.2** million for the period ended 31 March 2023, of which \$3.77 million (34%) relates to Recreation and Property, \$833,000 (7%) relates to Solid Waste, \$2 million (18%) relates to 3 Water and \$4.14 million (37%) relates to Roads and Footpaths.

3.11 The capital expenditure budget was revised to incorporate unspent carryovers (\$5.1 million) from the 2021/22 year and additional capital budget approved by Council (\$1.6 million). The budgeted capital expenditure for the construction of the GRC has been transferred to operational expenditure to match the accepted accounting for this project. After these adjustments the total expenditure budget is \$26.6 million.

3.12 **Leadership**

3.13 The largest underspends are due to:

- Three significant projects for Business Support and Information Services have been initiated and will be delivered in the last quarter of this financial year. WDC is experiencing supply chain issues with hardware supply.
- The renewal of fleet vehicles has been impacted by the pandemic with very long delivery delays being experienced. Fleet vehicles currently on order are now expected to be received later in the year.
- The cost estimate for the Administration Building Renewal project has come in higher than budgeted. The primary scope includes seismic strengthening and fire system upgrades to meet the current standards. The original scope is currently being reviewed to align it with the budget.

3.14 **Recreation and Property**

3.15 The largest underspend are in the following projects:

- Community Facilities this includes the replacement of the main air-conditioning unit at the Les Munro Centre and the additional budget approved for the electrical improvements at the aerodrome. Both projects scheduled for delivery in the new year.
- Public Facilities includes renewal of the access-way at Te Kuiti cemetery, and improvements for Te Ara Tika amenity areas which will be completed with the Town Centre Concept projects. The cemetery access is programmed for next year, the amenity areas are linked to better-off funding projects yet to be approved.

3.16 **Solid Waste**

3.17 The largest underspend in Solid Waste is the cell development project.

- The first stage involves installation of a gas collection system to mitigate increasing ETS charges. The highwall stabilisation and lining will commence in the later stages of this first phase. This project is on hold while these projects are being reviewed.

3.18 **Roads and Footpaths**

- Minor Improvements – the bulk of the minor improvement works has been awarded to contractors and are about to commence construction. Plan to complete budget expenditure before the end of the financial year. The site that was included as part of the pavement rehabilitations will now be deferred to next financial year.
- Pavement Rehabs Renewals - All projects for Sealed Road Pavement Rehabilitation have been tendered and awarded, works are either complete or underway. Some sites have been deferred due to weather related issues but will still be delivered this calendar year.
- Bridge and Drainage – The renewal contract has been awarded but works have been deferred to next financial year due to resourcing issues. Drainage renewals are underway and plan is to expend budget before end of financial year.
- Cyclone Dovi and Emergency reinstatement is reported separately to Council.

3.19 **BORROWINGS**

- 3.20 At 31 March 2023 public debt was \$28.6 million and net debt was \$26.5 million. At 30 June 2022 it was \$28.2 million and net debt was \$27.3 million.

Suggested Resolution

The business paper on Financial Report for period ended 31 March 2023 be received.



ALISTER DUNCAN
GENERAL MANAGER – BUSINESS SUPPORT

Attachment: Financial Report for the period ending 31 March 2023 (A654828)

FINANCIAL REPORT

FOR THE PERIOD 1 JULY 2022 TO 31 MARCH 2023



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INTRODUCTION

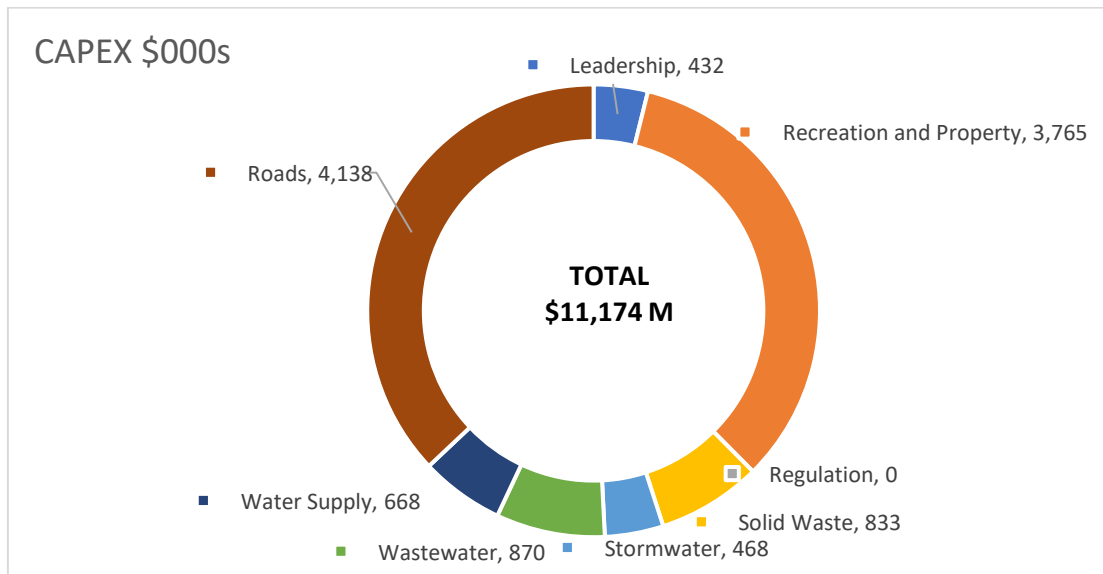
The 2021-31 10 Year Plan (10YP) was adopted in June 2021. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Council also uses Activity/Asset Management Plans to outline the detailed work programme and further communicate an annual programme of work at a high level through the Annual Plans 2022/23 and 2023/24.

Progress on the 10YP and Annual Plans are reported back to the community at the year-end through Council's Annual Reports.

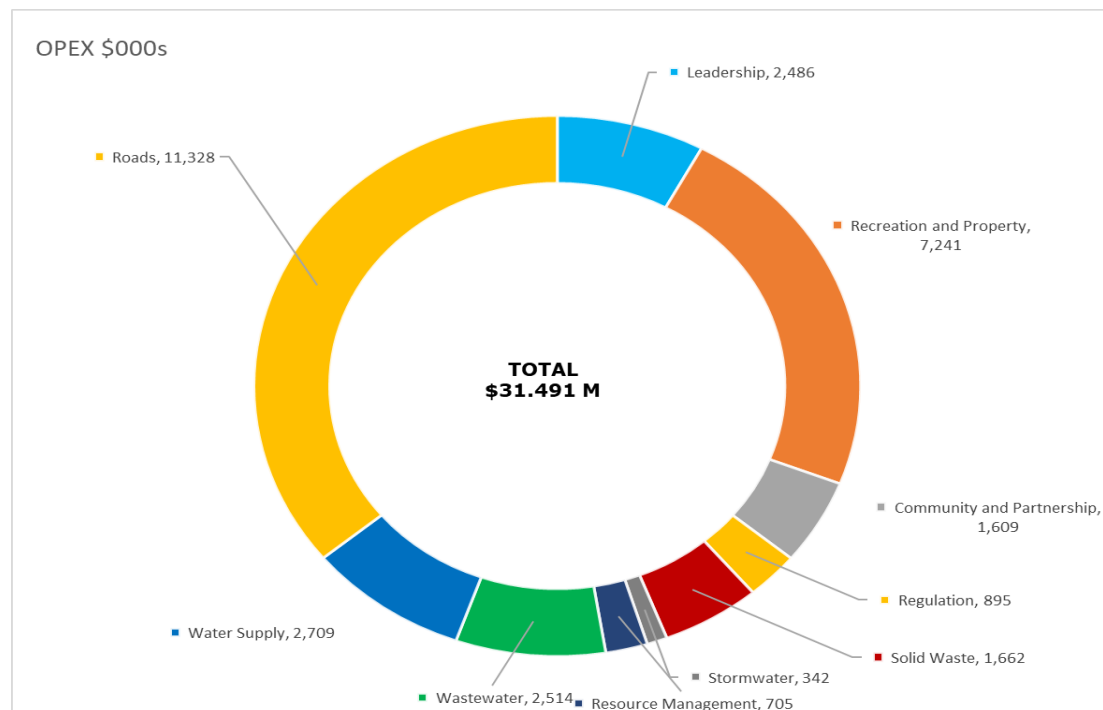
The purpose of this report is to provide high-level financial update of these Council activities for the months of July 2022 to March 2023.

SUMMARY

CAPITAL EXPENDITURE SUMMARY AS AT 31 MARCH 2023



OPERATIONAL EXPENDITURE SUMMARY AS AT 31 MARCH 2023



FINANCIALS

All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s). Budgets referred to as revised includes the 2022/23 budget, carryovers and any additional budgets approved.

INCOME STATEMENT HIGHLIGHTS

Set out below is the summary of financial information for the period ended 31 March 2023 (A cost of service statement and commentary on significant variances can found within each Group of Activities).

WHOLE OF COUNCIL \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(20,666)	(21,247)	(21,247)	(15,904)	(15,901)	3	
Subsidies and Grants	(14,610)	(21,712)	(24,163)	(12,492)	(18,902)	(6,410)	A
Interest Revenue	(33)	(12)	(12)	(34)	(8)	26	
Fees and Charges and Income from Construction	(8,288)	(4,176)	(4,256)	(6,928)	(3,227)	3,701	B
Other Revenue incl Gains/Losses	(627)	(190)	(190)	(321)	(143)	178	C
Total Revenue	(44,224)	(47,337)	(49,868)	(35,679)	(38,181)	(2,502)	7%
Operating Expenditure							
Other Expenditure	28,811	25,667	31,731	24,102	22,424	(1,678)	D
Depreciation	7,075	7,580	7,580	6,450	5,684	(766)	E
Finance Costs	978	1,257	1,257	939	936	(3)	
Total Operating Expenditure	36,864	34,504	40,568	31,491	29,044	(2,447)	-8%
Net (Surplus)/Deficit	(7,360)	(12,833)	(9,300)	(4,188)	(9,137)	(4,949)	54%

Net Operating Surplus: The net operating surplus of \$4.2 million was \$4.9 million less than budget for the period ended 31 March 2023.

Total Revenue was \$2.5 million less than budget for the period ended 31 March 2023.

A Subsidy revenue from Waka Kotahi NZTA was less than budget. As capital expenditure was less for the period, the associated subsidy was also below budget.

Contributions from Ministry of Education and Te Kuiti High School Board of Trustees which were budgeted as subsidy revenue have been accounted for as an offset to the Service Concession Asset.

B Fees and charges revenue and income from construction was more than budget due to the recognition of construction services revenue for the Gallagher Recreation Centre (GRC). Other fees and charges were less than budget due to a reduction in refuse charges, building control income and reduced hireage of the Les Munro Centre.

C A gain on the disposal of fleet vehicles was recognised during last quarter.

Total Operating Expenditure was \$2.4 million more than budget for the period ended 31 March 2023.

- D Other expenditure was \$1.7 million more than budget primarily for roads. The underlying variance related to unforeseen weather events leading to emergency reinstatement of roads and associated networks. Expenditure for Water Supply is also more than budget mainly for acquiring additional resource to facilitate the transition work for under Three Waters Reform. This was partly offset by reduced landfill operational expenditures for Solid Waste, Regulatory Services and Resource Management.
- F Depreciation expense was more than budget due to the revaluation of building assets, water, wastewater, and stormwater assets, roads and solid waste assets at 30 June 2022 which increased the value of these assets and the corresponding depreciation expense.
- G Finance costs were less than budget to a lower level of borrowings than forecast in the annual plan due to a lower opening debt position than budgeted for.

BALANCE SHEET HIGHLIGHTS

Balance Sheet highlights presented below show the movement in Council's financial position from 1 July 2022 to 31 March 2023.

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2022	Actual Position 31 Mar 2023	Movement from 30 Jun 2022
Assets			
- Cash and cash equivalents	2,352	2,153	(199)
- Receivables	6,145	5,006	(1,139)
- Other current assets	120	120	(0)
- Other financial assets	6,924	6,966	42
- Non-current assets	491,793	496,564	4,771
TOTAL ASSETS	507,334	510,809	3,475
Liabilities			
- Other Liabilities	7,574	6,315	(1,259)
- Total Borrowings	28,194	28,604	410
- Derivative financial instruments	31	31	0
Total Liabilities	35,799	34,950	(849)
Equity			
- Equity	471,535	475,859	4,324
TOTAL LIABILITIES AND EQUITY	507,334	510,809	3,475

Total Assets have increased from \$507.3 million to \$510.9 million.

- Cash and cash equivalents have decreased by \$199,000 from \$2.4 million to \$2.2 million.
- Receivables decreased by \$1.1 million since 30 June 2022 from \$6.1 million to \$5.0 million mostly due to Waka Kotahi subsidy receivable and rates receivable.
- Non-current assets have increased by \$4.8 million, which is asset additions of \$11.2 million, less depreciation of \$6.4 million.

Total Liabilities decreased from \$35.8 million to \$34.9 million.

- Other liabilities decreased by \$1.3 million due to a reduction in the revenue in advance of \$1.2 million recognised for the construction of the GRC and a decrease in general payables compared to June 2022. Included in the June 2022 balance were payables for GRC construction.
- Total Borrowings were \$28.6 million, an increase of \$410,000 from June due to the drawdown of the Wholesale Advance for cashflow purposes.

Total equity increased from \$4.3 million to \$475.9 million, which was the net surplus of \$4.2 million plus \$136,000 motor vehicle depreciation recovered put to the plant depreciation reserve.

CAPITAL EXPENDITURE

Set out below is the full year Capital Expenditure budget for the year compared to actual expenditure for the period ended 31 March 2023.

(Amounts in \$000's)	Annual Plan	Plus Carryover from prior year	Plus additional approved budget	Stadium transferred to Opex	Revised Budget	YTD Actual	Var - Actuals vs Revised Budget
Leadership	765	1,113	0	0	1,878	432	1,446
Recreation and Property	4,072	1,042	54	-3,732	1,436	1,000	436
Service Concession Asset (Gallagher Recreation Centre)	0	0	0	0	0	2,765	(2,765)
Regulatory Services	10	10	0	0	20	0	20
Solid Waste	2,708	209	0	0	2,917	833	2,084
Stormwater	128	115	230	0	473	468	5
Wastewater	579	342	683	0	1,604	870	734
Water Supply	353	377	581	0	1,311	668	643
Roads	14,999	1,941	50	0	16,990	4,138	12,852
Total	23,614	5,149	1,598	-3,732	26,630	11,174	15,455

The capital expenditure budget was revised to incorporate unspent carryovers (\$5.1 million) from the 2021/22 year and additional capital budget approved by Council (\$1.6 million). The budgeted capital expenditure for the construction of the GRC has been transferred to operational expenditure to match the accepted accounting for this project. After these adjustments the total expenditure budget is \$26.6 million.

The significant project budgets carried over from the prior year include the Mokau toilet renewal, seismic strengthening of the Administration Building, road improvements and renewals and information services capital and fleet vehicle renewals.

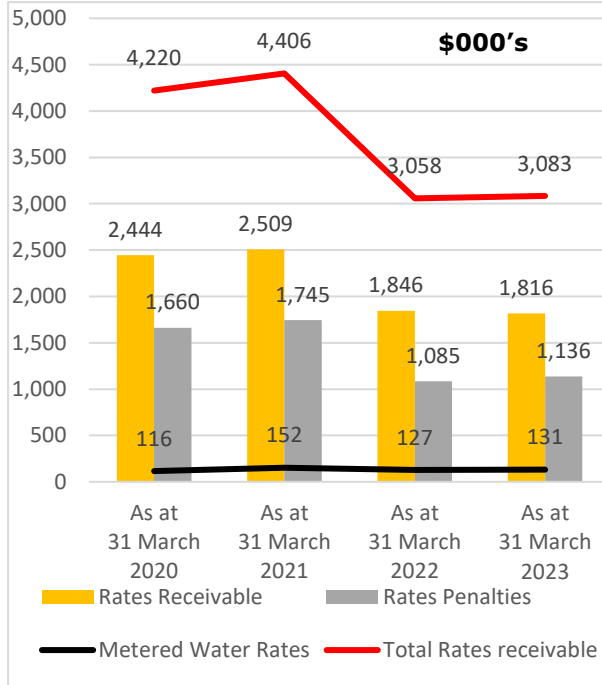
Total actual capital expenditure was \$11.2 million for the nine months ended 31 March 2023, of which \$2.8 million (25%) relates to the recognition of the Service Concession Asset Intangible asset for the right of use GRC, \$4.1 million (37%) relates to Roads and Footpaths and \$1.0 million (9%) relates to Recreation and Property mostly for the Mokau Public Toilets and air conditioning unit for the Les Munro Centre.

Further detail on the significant capital expenditure projects is included within each Group of Activities.

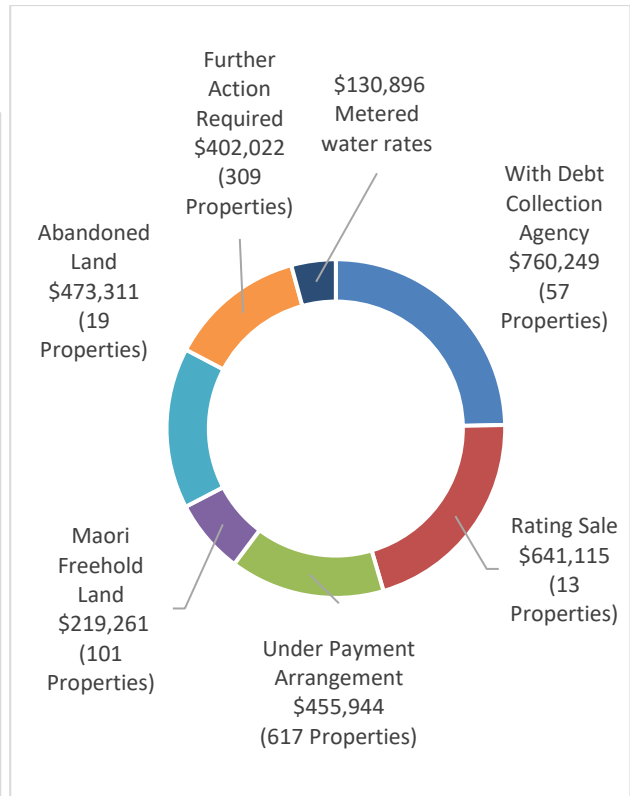
RATES RECEIVABLES

TOTAL RATES RECEIVABLES

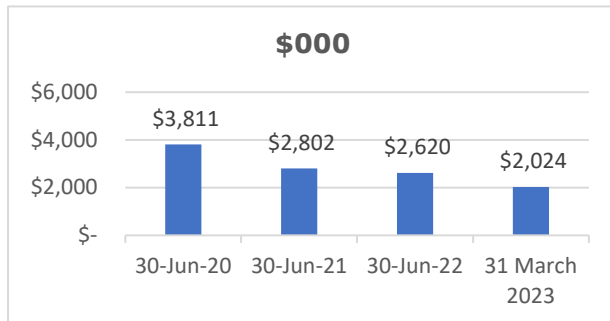
Set out below is the summary of Rates Receivables as at 31 March 2023.



RATES ARREARS AS AT 31 MARCH 2023



PREVIOUS YEARS RATES ARREARS SUMMARY*



*excludes metered water rates

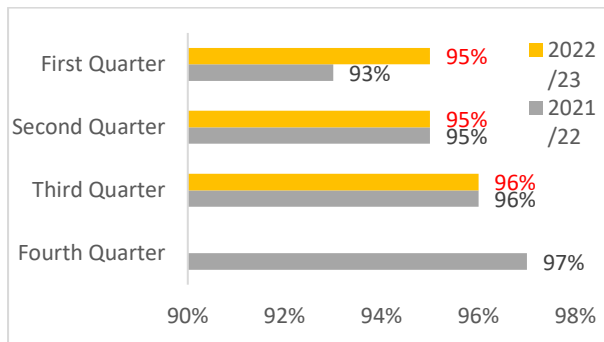
Progress:

We are pleased to report that two rate officers were commenced in February 2023 and accordingly the first quarter has been busy with learning the rates function.

Over the next few weeks staff will be sending letters to ratepayers that are in arrears to encourage them to enter a formal time to pay or lump sum payment arrangement before the end of the financial year.

Further progress has been made on a half share title located on Ellis Road in Maniaiti/Benneydale that is currently for sale via the abandoned land sale process. Tenders for this sale are due to close on 14th April 2023.

RATES INSTALMENT COLLECTION TRACKER



LEADERSHIP

FINANCIAL UPDATE

LEADERSHIP \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(3,473)	(3,675)	(3,675)	(2,862)	(2,802)	60	A
Subsidies and Grants	(1)	(20)	(394) ¹	(190)	(88)	102	B
Interest Revenue	(33)	(12)	(12)	(34)	(8)	26	C
Fees and Charges	(104)	(119)	(119)	(75)	(62)	13	D
Other Revenue incl Gains/Losses	0	0	0	(137)	0	137	E
Total Revenue	(3,611)	(3,826)	(4,200)	(3,298)	(2,960)	338	-11%
Operating Expenditure							
Other Expenditure	2,695	3,197	3,665 ²	1,919	2,005	86	F
Depreciation	536	665	665	434	499	65	G
Finance Costs	23	116	116	133	87	(46)	H
Total Operating Expenditure	3,254	3,978	4,446	2,486	2,591	105	4%
Net (Surplus)/Deficit	(357)	152	246	(812)	(369)	443	-120%

Variance comments:

- A Rates penalties revenue was more than forecast.
- B Subsidy was received as financial support for the impact of the transition work being undertaken for the Three Waters Reform work.
- C Interest revenue was tracking ahead of budget for interest earned on cash in the operational account. Only a very conservative interest revenue budget was forecast.
- D Quarry royalty revenue received is more than budget and contributions have been received for maintenance work in Brook Park.
- E Gains on the sale of vehicles was recognised last quarter.
- F Other expenditure is less than budget expenditure for Councillor remuneration and overhead allocated costs. The budget for Councillor remuneration assumed remuneration for District Plan hearings, however these have not yet begun.
- G Depreciation costs for IT assets and motor vehicles were less than forecast. Delays in completing capital renewal projects for both functions were experienced due to supply chain issues for motor vehicles and delays in completing information services capital projects last year. This was partly offset by additional depreciation expense for the administration building as a result of the revaluation of building assets at 30 June 2022.
- H Finance costs were more than forecast for the leadership activity however this is partly offset by additional interest received. It should be noted that overall external interest costs were \$940,000 for the nine months to March; just \$2,000 more than budget.

¹ The revised budget includes \$374,000 of additional funding to be received for TWR Transition Tranche 1. An equivalent amount has also been included in Other Expenditure.

² The revised budget includes \$374,000 of additional expenditure for TWR Transition costs, \$170,500 carryover from prior year for consultants fees, LTP development costs and quarry assessments and reduced allocated costs budgets to reflect the current organisational structure.

CAPITAL EXPENDITURE

Leadership \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Information Services Projects	389	633	99	534	A
Fleet Vehicles	303	581	306	275	B
Administration Building Renewals	6	364	13	351	C
Customer Services Relocation	0	210	0	210	D
Other Minor Projects	67	90	15	75	
Total Capital Expenditures	765	1,878	433	1,445	77%

Variance comments:

The revised budget includes carryover budgets of \$1,113,000.

- A Included in the revised budget is a carryover of \$243,900. Three significant projects for Business Support and Information Services have been initiated.

The replacement of the existing Honeywell security system will be carried out in five phases, of which the first phase is now complete.

The Magiq cloud migration and other associated system automation for the successful migration to the cloud work is underway, with user acceptance testing soon to be carried out. The infrastructure migration to cloud has also been started.

The end user device renewal work will continue throughout the financial year based on the devices' useful lives.

There is still supply chain issues for hardware, including a six week wait for the Zoom Room equipment for the council chambers and audio-visual system for the Les Munro Centre.

- B Included in the revised budget is a \$278,000 carryover from last financial year for fleet vehicles. The renewal of fleet vehicles has been impacted by the pandemic with very long delivery delays being experienced. All fleet vehicle renewals scheduled for 2021/2022 (the carryover referred above) have been completed. Latest advice received from Motor Vehicle Dealers is that we are on track to receive all vehicles ordered for the current year renewal programme before the end of June.

- C Included in the revised budget is a \$358,300 carryover from prior years. The cost estimate for the Administration Building Renewal project has come in higher than budgeted. The primary scope included seismic strengthening and fire system upgrades to meet the current standards. The renovation is currently on hold until the seismic strengthening requirements have been agreed.

- D Included in the revised budget is a carryover of \$210,000 from prior years. This project is for the relocation of customer services to the I-site building in the town centre. The contractor to carry out the renovations has been appointed and work will commence in May with expected completion this financial year.

COMMUNITY AND PARTNERSHIPS

FINANCIAL UPDATE

COMMUNITY AND PARTNERSHIP \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(1,720)	(1,635)	(1,635)	(1,226)	(1,226)	(0)	
Subsidies and Grants	(505)	0	(450) ³	(524)	(450)	74	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(4)	(4)	(4)	(5)	(3)	2	
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
Total Revenue	(2,229)	(1,639)	(2,089)	(1,755)	(1,679)	76	-5%
Operating Expenditure							
Other Expenditure	1,611	1,768	2,284 ⁴	1,598	1,568	(30)	B
Depreciation	2	4	4	11	3	(8)	
Finance Costs	0	0	0	0	0	0	
Total Operating Expenditure	1,613	1,772	2,288	1,609	1,571	(38)	-2%
Net (Surplus)/Deficit	(616)	133	199	(146)	(108)	38	-35%

Variance comments:

- A A grant received from Sport Waikato for Waitomo Bikes in Schools was received during the period. It is expected that this project will be implemented this financial year.
- B Expenditure is more than budget for the year to date largely due to costs associated with development of a District Housing Strategy, which will be funded through Better Off Funding (Government funding as part of the Three Waters Reform, now renamed Water Services Reform).

Total expenditure for Mayors Task Force for Jobs for the year has now been included, however the budget phasing assumes that expenditure will occur after March, this offsets the reduced expenditure for rates remissions, community assistance grants and allocated costs.

³ The revised budget includes \$450,000 of additional revenue for Mayors Taskforce for Jobs.

⁴ The revised budget includes \$435,000 of additional expenditure for Mayors Taskforce for Jobs, \$100,000 carryover to fund the operating cost component of Town and District Entrance Statements and reduced allocated costs budgets to reflect the current organisational structure.

RECREATION AND PROPERTY

FINANCIAL UPDATE

RECREATION AND PROPERTY \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(3,467)	(3,545)	(3,545)	(2,657)	(2,659)	(2)	
Subsidies and Grants	(2,267)	(3,611)	(3,741) ⁵	(2,822)	(3,681)	(859)	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges and Income from Construction	(4,955)	(508)	(508)	(4,320)	(402)	3,918	B
Other Revenue incl Gains/Losses	(390)	(1)	(1)	(1)	(1)	0	
Total Revenue	(11,079)	(7,665)	(7,795)	(9,800)	(6,743)	3,057	-45%
Operating Expenditure							
Other Expenditure	7,281	3,046	7,009 ⁶	6,240	6,140	53	C
Depreciation	1,065	1,195	1,195	914	896	(18)	D
Finance Costs	76	135	135	87	101	14	
Total Operating Expenditure	8,422	4,376	8,339	7,241	7,137	(57)	-1%
Net (Surplus)/Deficit	(2,657)	(3,289)	544	(2,559)	394	3,000	761%

Variance comments:

A Grant revenue of \$2.6 million was received from the funding partners for the construction of the Gallagher Recreation Centre. Contributions were received from Trust Waikato, Crown Infrastructure (Ministry of Business and Innovation), Lotteries Grants Board and Grassroots Trust. (Contributions were also received from the Ministry of Education and Te Kuiti High School Board of Trustees, however these are accounted for as an offset to the amount of the Service Concession Asset, included in capital expenditure below).

Grant revenues was also received from the Department of Internal Affairs for the NZ Library Partnership Programme, the Brook Park native tree planting project and for the construction of Mokau toilets.

B Included in fee and charges is revenue of \$3.9 million from construction services provided for the construction of the GRC. The amount recognised is equivalent to the cost of construction.

There is some offset to the construction services revenue, that being less income from Learn to Swim revenue and Les Munro Centre hireage.

C Other expenditure revised budget is higher than Annual Plan because of the recognition of construction services expenditure of \$3.9 million. Offsetting this is unspent budget for the power relocation and electrical improvements at the aerodrome.

Cleaning costs for public toilets is more than budget, due to an increase contract costs.

D Depreciation was more than budget due to the revaluation of building assets at 30 June 2022 which increased the asset value and the corresponding depreciation expense.

⁵ The revised budget includes additional revenue of \$130,000 to part fund the construction of Mokau Toilets.

⁶ The revised budget includes \$3,732,000 for the stadium construction which was originally budgeted in capital expenditure but is now recognised in operating expenditure, \$11,000 carryover for the Aquatic centre pool painting and repairs and a transfer of budgets for allocated costs to reflect the current organisational structure. \$132,500 additional budget was approved for power relocation and electrical improvements at the aerodrome.

CAPITAL EXPENDITURE

RECREATION AND PROPERTY \$000's	AP 2023	Stadium transferre d to Opex	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Parks and Recreation	98		177	96	81	A
Housing and Property	87		115	7	108	B
Les Munro Centre Renewals	21		201	107	94	C
Service Concession Asset (Gallagher Recreation Centre)	3,732	(3,732)	0	2,765	(2,765)	D
Community Facilities Projects	94		186	93	93	E
Mokau Toilets	0		474	597	(123)	F
Public Facilities Projects	41		283	101	182	G
Total Capital Expenditures	4,072	(3,732)	1,436	3,765	(2,330)	-162%

Variance comments:

The revised budget includes carryover budgets of \$1,042,000 and additional approved budgets of \$54,000 for the aerodrome electrical work (see note E below).

- A The revised budget for Parks and Recreation carryover budgets includes budget carryover of \$79,200 for Mokau Surfers track for emergency vehicles. Expenditure to date includes emergency renewals to strengthen Mokau jetty, reinstatement of the Tokopapa Street (Mokau) walking track, installation of bollards at Centennial Park and new and replacement tracks in Brook Park.
- B The revised budget for Housing and Property includes \$79,000 budget for campground renewals.
- C The revised budget for Community Facilities includes \$180,000 carryover budget for the replacement of the main air-conditioning unit at the Les Munro Centre (LMC). The HVAC unit for the LMC has been ordered from the overseas supplier. Delay in delivery is anticipated as it is a long lead item with lengthy delivery period. It is anticipated to arrive in September 2023.
- D Council through facilitating the construction of the Gallagher Recreation Centre, recognises an intangible asset which represents Council's access rights to the asset to provide recreational services to the district. The amount recognised is equal to the total cost of construction as defined in the Development Agreement that Council has with the Te Kuiti High School Board of Trustees and the Ministry of Education, less contributions received by Council from those two parties.
- E Included in Community Facilities Projects is the aerodrome power relocation and improvement works. The total additional budget approved by Council was \$186,000, with \$53,500 recognised as capital expenditure, and the remainder \$132,500 recognised as operational expenditure. The work has been completed under a revised scope and at a cost of \$33,000.
- F The construction of the Mokau public toilets is now complete with the official opening ceremony held on the 14 November 2022 with a small group of elected members, mana whenua, Mōkau Primary School staff and Council staff in attendance. This project was part funded by grant revenue.
- G The revised budget for Public Facilities Projects includes budget carryovers of \$242,500 for the improvements for Te Ara Tika amenity areas which will be completed with the Town Centre Concept projects. Expenditure to date includes for renewal of the access-way at Te Kuiti cemetery, installation of security cameras and Flagtrax system for Mokau.

REGULATORY SERVICES

FINANCIAL UPDATE

REGULATORY SERVICES \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(826)	(948)	(948)	(711)	(711)	0	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(512)	(449)	(529) ⁷	(337)	(434)	(97)	A
Other Revenue incl Gains/Losses	(20)	(9)	(9)	(10)	(7)	3	
Total Revenue	(1,358)	(1,406)	(1,486)	(1,058)	(1,152)	(94)	8%
Operating Expenditure							
Other Expenditure	1,148	1,399	1,462 ⁸	886	1,073	187	B
Depreciation	7	8	8	9	6	(3)	
Finance Costs	0	0	0	0	0	0	
Total Operating Expenditure	1,155	1,407	1,470	895	1,079	184	17%
Net (Surplus)/Deficit	(203)	1	(16)	(163)	(73)	90	123%

Variance comments:

- A Revenue was less than forecast for building control due to reduced building activity. This was partly offset by dog registration revenue that was more than budget for the period.
- B Heath Act fees received are tracking more than forecast, however Alcohol Licensing Fees are less, offsetting each other.
- C Other expenditure was below budget for animal control contractor costs, noise control, legal costs for animal and building control and reduced allocated costs.

CAPITAL EXPENDITURE

REGULATORY SERVICES \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Animal and Dog Control Pound Renewals	10	20	0	20	A
Total Capital Expenditures	10	20	0	20	100%

Variance comments:

- A The capital renewal work is likely to take place over the next 12-18 months with some budget being spent this financial year and with remaining budget being carried forward to next financial year.

⁷ The revised budget includes \$80,000 of additional building revenue expected to be received.

⁸ The revised budget includes a transfer of budget for allocated costs to reflect the current organisational structure.

RESOURCE MANAGEMENT

FINANCIAL UPDATE

RESOURCE MANAGEMENT \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(398)	(437)	(437)	(327)	(327)	0	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(207)	(180)	(180)	(117)	(135)	(18)	A
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
Total Revenue	(605)	(617)	(617)	(444)	(462)	(18)	4%
Operating Expenditure							
Other Expenditure	801	1,427	1,469 ⁹	674	774	100	B
Depreciation	0	0	0	0	0	0	
Finance Costs	31	43	43	31	32	1	
Total Operating Expenditure	832	1,470	1,512	705	806	101	13%
Net (Surplus)/Deficit	227	853	895	261	344	83	24%

Variance comments:

- A Revenue was less than forecast for resource consents due to reduced applications being received.
- B Other expenditure was less during the period for consultancy services and allocated costs. District Plan Development expenditure was less than expected for this period. Due to the involved and complex nature of this project it is not unexpected to have variations in the timing of expenditure.

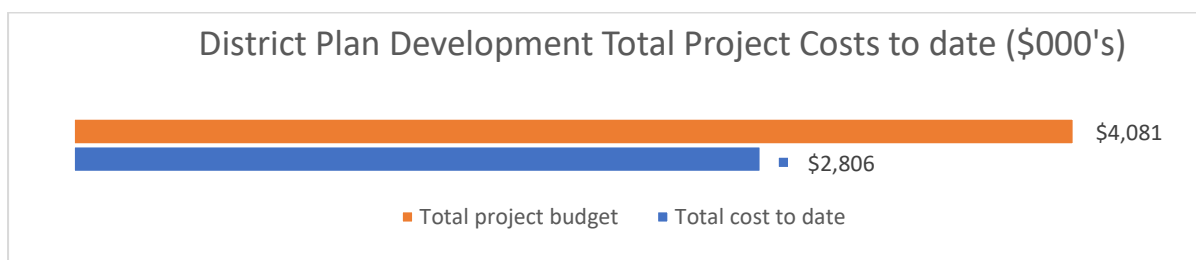
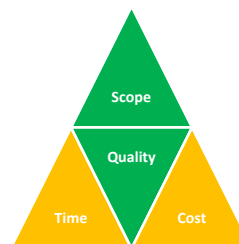
PROJECTS AND PROGRAMME UPDATES

District Plan Review

Programme Summary: A review of the Operative Waitomo District Plan in accordance with statutory requirements.

The Proposed Waitomo District Plan (PDP) must be legally robust and provide guidance for long term resource management issues in the District and is inherently complex with many associated workstreams. This project will continue through 2022/23.

Progress: The PDP was notified in accordance with Clause 5 of Schedule 1 of the Resource Management Act 1991 on 20 October 2022, and 58 submissions were received. Staff are now working on the summary of submissions.



Next steps: Notify a summary of decisions on submissions on the PDP.
End date: June 2023

⁹ The revised budget includes a transfer of budget for allocated costs to reflect the current organisational structure.

SOLID WASTE

FINANCIAL UPDATE

SOLID WASTE \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(1,150)	(1,108)	(1,108)	(834)	(831)	3	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(1,498)	(1,923)	(1,923)	(1,279)	(1,435)	(156)	A
Other Revenue incl Gains/Losses	(61)	(35)	(35)	(70)	(26)	44	B
Total Revenue	(2,709)	(3,066)	(3,066)	(2,183)	(2,292)	(109)	5%
Operating Expenditure							
Other Expenditure	2,662	2,876	2,996 ¹⁰	1,506	1,658	152	C
Depreciation	95	92	92	77	69	(8)	
Finance Costs	110	120	120	79	84	5	
Total Operating Expenditure	2,867	3,088	3,208	1,662	1,811	149	8%
Net (Surplus)/Deficit	158	22	142	(521)	(481)	40	-8%

Variance comments:

- A Revenue received at the landfill was less for general refuse charges as waste volumes deposited at the landfill were reduced. This was partly offset by an increase in revenue from the sale of rubbish bags.
- B Other revenue for the period was more for the waste minimisation levy. The revenue amount is dependent on the population within the district and is to be used for waste minimisation initiatives.
- C Other expenditure was less for landfill operational costs, reduced allocated costs and reduced waste minimisation levy expenditure due to lower waste volumes. These reductions were partly offset by increased landfill bin movement and increased contract costs for the rural transfer stations.

CAPITAL EXPENDITURE

SOLID WASTE \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Cell Development and Highwall Shaping	1,900	2,056	51	2,005	A
Carbon Credits Purchase	656	709	708	1	
Solid Waste Other Minor Projects	152	152	74	78	B
Total Capital Expenditures	2,708	2,917	833	2,084	71%

Variance comments:

The revised budget includes carryover budgets of \$209,000.

- A The first stage of the landfill development plan is the installation of the gas collection system. Modelling and design of an appropriate gas capture system has been completed with design of the gas flare still to be finalised. The project is currently on hold until the review on landfill operations has been completed. A paper on this will be taken to Council.
- B Solid Waste Other Minor Projects includes \$67,200 for the installation of water tanks at Te Kuiti Landfill for firefighting purposes. The water tanks have now been installed.

¹⁰ The revised budget includes a transfer of budget for allocated costs to reflect the current organisational structure.

STORMWATER FINANCIAL UPDATE

STORM WATER \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(458)	(474)	(474)	(359)	(355)	4	
Subsidies and Grants	0	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(7)	0	0	(4)	0	4	
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
Total Revenue	(465)	(474)	(474)	(363)	(355)	8	-2%
Operating Expenditure							
Other Expenditure	170	247	300 ¹¹	149	126	(23)	A
Depreciation	219	219	219	188	164	(24)	B
Finance Costs	7	7	7	5	5	0	
Total Operating Expenditure	396	473	526	342	295	(47)	-16%
Net (Surplus)/Deficit	(69)	(1)	52	(21)	(60)	(39)	65%

Variance comments:

- A Costs for storm water drain cleaning have increased due to the significant rain events earlier this calendar.
- B Depreciation expense was more than forecast due to the revaluation of stormwater assets at 30 June 2022 resulting in an increase in asset value and a corresponding increase in depreciation.

CAPITAL EXPENDITURE

Storm Water \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Te Kuiti Renewals	123	464	468	(4)	
Rural Renewals	5	10	0	10	A
Total Capital Expenditures	128	474	468	6	1%

Variance comments:

- A No work has yet been undertaken in the Rural Renewals area to date as Te Kuiti stormwater renewals have taken precedence with the construction of the Te Kuiti West Catchment Improvement project.

¹¹ The revised budget includes a carryover budget of \$50,000 for stormwater catchment plans and a transfer of budget for allocated costs to reflect the current organisational structure.

WASTEWATER

FINANCIAL UPDATE

WASTEWATER \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(2,183)	(1,982)	(1,982)	(1,492)	(1,486)	6	
Subsidies and Grants	(570)	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(821)	(855)	(855)	(666)	(666)	0	
Other Revenue incl Gains/Losses	(23)	0	0	0	0	0	
Total Revenue	(3,597)	(2,837)	(2,837)	(2,158)	(2,152)	6	0%
Operating Expenditure							
Other Expenditure	2,146	2,075	2,244 ¹²	1,615	1,572	(43)	A
Depreciation	913	946	946	745	709	(36)	B
Finance Costs	191	215	215	154	161	7	
Total Operating Expenditure	3,250	3,236	3,405	2,514	2,442	(72)	-3%
Net (Surplus)/Deficit	(347)	399	568	356	290	(66)	-22%

Variance comments:

- A** Other expenditure included increased electricity costs, chemicals, reticulation and maintenance costs, and consultant fees for Te Kuiti. The increase is partly offset by reduced allocated costs.
- B** Depreciation expense was more than forecast due to the revaluation of wastewater assets at 30 June 2022 resulting in an increase in asset value and a corresponding increase in depreciation.

CAPITAL EXPENDITURE

Wastewater \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Te Kuiti Wastewater Reticulation and Plant Renewals	419	695	154	541	A
Te Kuiti West Catchment Improvements	120	802	705	97	B
Te Waitere Soakage Field	35	102	3	99	C
Wastewater Other Minor Projects	5	5	8	(3)	
Total Capital Expenditures	579	1,604	870	734	46%

Variance comments:

The revised budget includes carryover budgets of \$342,000 and additional budget of \$682,000 approved for Te Kuiti west catchment improvements.

- A** Reticulation and plant renewals includes carryover budgets of \$276,000 for reticulation renewals in Te Kuiti. Tenders for the renewal contract has been requested from the market. A contractor has been appointed, work will commence very soon and most of the budgeted expenditure is expected to be used this financial year.
- B** The revised budget for Te Kuiti West catchment improvements includes additional budget approved of \$682,000 for a new sewer main and rising main, Hillview pump station purchase and SCADA improvements. Most of the work has been completed with only minor work remaining to be done around the new wastewater pumpstation.
- C** Te Waitere soakage field includes a carryover budget of \$66,700 for the renewal and extension of the soakage field. A request for quotations is open and the renewal of the soakage field is expected to be completed by the end of June 2023.

¹² The revised budget includes a carryover of \$18,000 for wastewater consent compliance, an additional budget of \$65,000 approved to fund increased costs associated with the reticulation maintenance contract and a transfer of budget for allocated costs to reflect the current organisational structure.

WATER SUPPLY

FINANCIAL UPDATE							
WATER SUPPLY \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(2,642)	(2,969)	(2,969)	(2,080)	(2,149)	(69)	A
Subsidies and Grants	(2,579)	0	0	0	0	0	
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(26)	(3)	(3)	(9)	(2)	7	
Other Revenue incl Gains/Losses	0	0	0	0	0	0	
Total Revenue	(5,247)	(2,972)	(2,972)	(2,089)	(2,151)	(62)	3%
Operating Expenditure							
Other Expenditure	2,454	2,102	2,263 ¹³	1,874	1,658	(216)	B
Depreciation	759	891	891	635	668	33	C
Finance Costs	238	275	275	200	206	6	
Total Operating Expenditure	3,451	3,268	3,429	2,709	2,532	(177)	-7%
Net (Surplus)/Deficit	(1,796)	296	457	620	381	(239)	-62%

Variance comments:

- A Rates revenue was less than budget for Te Kuiti and Mokau metered water charges.
- B Costs include an increase in reactive maintenance work under the Reticulation Maintenance Contract due to recent weather events. Electricity and chemical costs have also been higher than budgeted, due in some part to the weather events as well, but mainly due to the increased costs that are being passed on from the suppliers.
- Consultant fees is also more than budget for additional resource for managing the Three Waters Reform work stream and program delivery, development of the Water Safety Plan (WSP) and Source Water Risk Management Plan (SWRMP) plans and additional treatment plant operator capacity and sampling services through Co-Lab.
- As part of asset capitalisations, several assets have been disposed of resulting in a loss on disposal of \$47,000.
- C Depreciation was tracking less than revised budget by \$22,000. The reduced amount is mainly due to a significant portion of the capital expenditure for Water Supply in 2021/22 and prior years being held in Work in Progress which is not depreciated. The asset valuation at 30 June 2022 resulted in a valuation increase and a resulting increase in depreciation for 2022/23, however this increase is offset by the value of assets capitalised (and subsequently depreciated) being less than budget.

¹³ The revised budget includes additional budget approved for \$65,000 to fund increased costs associated with the reticulation maintenance contract and a transfer of budget for allocated costs to reflect the current organisational structure.

CAPITAL EXPENDITURE

Water Supply \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Te Kuiti Reticulation and Plant Renewals	245	653	385	268	A
Te Kuiti Water Resilience Project	25	300	0	300	B
Mokau Plant Upgrade and Reticulation Renewals	6	231	230	1	
Water Supply - Other Minor Projects	77	127	53	74	C
Total Capital Expenditures	353	1,311	668	643	49%

Variance comments:

The total revised budget includes carryover budgets of \$377,000 and additional approved budgets of \$581,000 for Te Kuiti water resilience project, Mokau plant upgrade and Te Kuiti west catchment improvement project.

- A The revised budget for Te Kuiti reticulation and plant renewals includes carryover budgets of \$310,800, of which \$122,000 is attributed to the Lawrence St watermain replacement. Additional budgets approved of \$72,000 have also been included for the Te Kuiti West Catchment project. The Te Kuiti West Catchment project is substantially completed and has the Lawrence Street watermain.
- B The revised budget for Te Kuiti Water resilience project includes an additional approved budget of \$300,000. The procurement plan is in the final stages of being approved.
- C Included in other minor projects is the revised budget for Piopio and Benneydale. The carryover budgets of \$50,000 allocated to plant and reticulation renewals and the renewal of the Piopio resource consent. Minor renewals has been under taken for Piopio reticulation and water treatment plant.

ROADS AND FOOTPATHS

FINANCIAL UPDATE

ROADS AND FOOTPATHS \$000's	Actual 2021/22	Annual Plan	Revised Budget	YTD Actual	YTD Revised Budget	Var to YTD Revised Budget	%Var and Note Ref
Revenue							
Rates	(4,349)	(4,474)	(4,474)	(3,356)	(3,355)	1	
Subsidies and Grants	(8,688)	(18,081)	(19,578) ¹⁴	(8,956)	(14,683)	(5,727)	A
Interest Revenue	0	0	0	0	0	0	
Fees and Charges	(154)	(135)	(135)	(116)	(88)	28	B
Other Revenue incl Gains/Losses	(133)	(145)	(145)	(103)	(109)	(6)	
Total Revenue	(13,324)	(22,835)	(24,332)	(12,531)	(18,235)	(5,705)	31%
Operating Expenditure							
Other Expenditure	7,843	7,530	8,039 ¹⁵	7,641	5,850	(1,791)	C
Depreciation	3,479	3,560	3,560	3,437	2,670	(767)	D
Finance Costs	302	346	346	250	260	10	
Total Operating Expenditure	11,624	11,436	11,945	11,328	8,780	(2,548)	-29%
Net (Surplus)/Deficit	(1,700)	(11,399)	(12,387)	(1,203)	(9,455)	(8,253)	87%

Variance comments:

- A Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 75%, with some emergency works expenditure receiving 95%. As capital expenditure was less than budget, the subsidy associated was also less than budget. This was partly compensated by more subsidy recognised for operational expenditures.
- B Fees and charges were more for sundry revenues and the capitation fees received for the contribution to road maintenance.
- C Other expenditure was more than forecast for emergency re-instatement first response expenditure, sealed pavement maintenance, professional services and administration services for roading. This was partly offset by reduced unsealed pavement maintenance, environmental maintenance and traffic services maintenance costs.
- D Depreciation for roading assets has increased due to a significant increase in asset values at 30 June 2022. The road components most affected were sealed surface, pavement base and bridges and major culverts. The valuation increase was due to a significant increase in construction costs of road components and is the key basis for the valuation. Not all the depreciation will be fully funded from rates and other revenues, due to Council's adopted policy to "fund depreciation to the extent of internal loans repayments and Council's share (the local share) of renewal capital expenditure.

¹⁴ The revised budget includes additional subsidy revenue due to the increased roading programme from carryover budgets.

¹⁵ The revised budget includes \$55,000 of carryover budget for routine drainage maintenance; an additional budget of \$350,000 for truck parking on SH3 Mokau and \$70,000 for Ailsa St extension expenditure which is recognised as an operational expense; and a transfer of budget for allocated costs to reflect the current organisational structure.

CAPITAL EXPENDITURE

Roads \$000's	AP 2023	Revised Budget 2023	YTD Actuals	Var to Revised Budget	%Var and Note Ref
Sealed Road Pavement Rehabilitation	3087	3759	1799	1960	A
Footpath Renewals	498	766	32	734	B
Minor Improvements	1215	1768	14	1754	C
Bridge and Drainage Renewals	938	1375	92	1283	D
Cyclone Dovi and Emergency Reinstatements	8301	8301	1666	6635	E
Unsealed Road Metalling	719	730	409	321	F
Traffic Services Renewals	65	65	121	(56)	G
Unsubsidised Roads	176	226	5	221	H
Total Capital Expenditures	14,999	16,990	4,138	12,852	76%

Variance comments:

The total revised budget of \$16.99 million includes \$1.941 million of carryover budgets and additional approved budget of \$50,000 for minor costs associated with the Mokau truck parking project (see Note H below).

- A All projects for Sealed Road Pavement Rehabilitation have been tendered and awarded, works are either complete or underway. Some sites have been deferred due to weather related issues but will still be delivered this calendar year.

- B Footpath renewals tender has closed and will be awarded shortly. It is planned to complete budget expenditure before the end of the financial year.

- C Bulk of the minor improvement works has been awarded to contractors and are about to commence construction. Plan to complete budget expenditure before the end of the financial year. The site that was included as part of the pavement rehabilitations will now be deferred to next financial year.

- D Bridge renewal contract has been awarded but works have been deferred to next financial year due to resourcing issues. Drainage renewals are underway and plan is to expend budget before end of financial year.

- E Works are underway for some emergency reinstatement projects and other projects are in the tender phase. The awarded contracts have commenced physical work. Plan to complete as much as possible before the end of the financial year but some sites will carry into the next financial year.

- F The physical work of the Unsealed Road Metalling is scheduled to be completed by Inframax Construction Ltd.

- G There is insufficient budget to meet contract needs for Traffic Services Renewals as it is anticipated that further costs will be incurred for this project in this financial year. Part of the overspend will be offset by Waka Kotahi subsidy from another underspent project within the capital expenditure work stream.

- H Included in unsubsidised roads capital is part of the Mokau truck parking project. The majority of the total project of \$350,000 is recognised in operations as it relates to the state highways, however \$50,000 of minor costs (signage and footpath) are recognised in capital. The tender has been awarded and is to begin shortly but is expected to be completed next financial year.

Document No: A661217

Report To: Council



Meeting Date: 26 April 2023

Subject: **Progress Report (Final) – Gallagher Recreation Centre**

Type: Information

Purpose of Report

- 1.1 The purpose of this business paper is to provide a summary report on the build phase of the Gallagher Recreation Centre project.

Background

- 2.1 The contract for the design and build of the Gallagher Recreation Centre (the Stadium) was awarded to Apollo Projects Limited on 14 October 2021 and commenced on 15 October 2021.
- 2.2 The overall implementation phase had a duration of approximately 14 months including final design and issue of building consent, with practical completion achieved on 21 December 2022.
- 2.3 The total contract price of the design/build phase was approximately \$8M. On top of that was fit-out costs, energy supply, and project management, giving a total project cost of \$9.01M.
- 2.4 A "turning of the first sod" ceremony was held on 9 February 2022, following which site establishment and earthworks commenced.
- 2.5 The stadium was officially opened on 11 February 2023.
- 2.6 Ownership of the new stadium is shared between the Ministry of Education, Te Kuiti High School Board of Trustees, and Waitomo District Council in the ratios of 24.7%, 10.3%, and 65% respectively.

Commentary

3.1 PROJECT BUILD PHASE

- 3.2 The build phase encountered an extraordinarily wet 2022 winter season, resulting in delays to the supply and construction dates for some building activities. On top of that, COVID related illness impacted significantly on resourcing and supply chain logistics.
- 3.3 Fortunately, the contractor was able to make up much of the delay, achieving practical completion on 21 December 2022 - a very commendable outcome given the multiple external challenges that were encountered over much of the construction period.



3.4 The building fit-out of sports and office equipment, furniture, CCTV, and appliances, commenced 12 December 2022. Most of that work was organised, procured, and installed by the Game on Charitable Trust.

3.5 The contract is now in a defects liability period, expiring 21 December 2023, or such later date until any outstanding supply and/or construction defects are satisfactorily resolved. That includes any item that fails during operation other than due to fair wear and tear.

3.6 PROJECT CONTROL GROUP (PCG)

3.7 In accordance with the Development Agreement, a PCG was formed comprising representatives from the Te Kuiti High School - Principal, Ministry of Education, the Contractor, the Engineer (Frequency NZ) and WDC. The purpose of the PCG was to monitor progress against project timetable and budget and to address matters of mutual interest.

3.8 The PCG met on a monthly basis, with Council's representatives on the PCG being the Mayor, and the Client Representative.

3.9 FUNDING AND FINANCIAL MANAGEMENT

3.10 All construction related funding has either been approved or novated to Council. Game on Charitable Trust has raised additional funding to complete the fit-out.

3.11 Total capital expenditure of \$8,541,729 has been expended to date by WDC. This excludes the initial cost, and some fit-out costs incurred by Game on Charitable Trust.

3.12 Council has received to date \$6,984,888 of the budgeted \$7,062,432 external funding. Both funding contribution installments from the Ministry of Education totaling \$2,350,000 have been received.

3.13 The final installment of \$77K from one of the funders is pending the final report from WDC that is required to be completed 6 to 12 months following the completion of the project. This report is currently being prepared and will be submitted by the end of April 2023.

3.14 The total approved project budget is \$9,013,014 plus GST. After allowing for contract variations and cost recoverables, the net project cost is summarised below:

Contract	Original Value	Variations	Total
Apollo	7,483,147		8,206,139
Provisional Items	185,610		
Plus:			
- Basketball (adjustable junior backboard) and Futsal equipment		20,854	
- MoE design envelope recommendations (moisture barrier systems to walls and amenities roof)		17,117	
- Installation of Gallagher Security System		61,223	
- Court Bleacher Seating		78,454	
- Kitchen and Reception fit-outs		77,149	
- Geotextile cloth to all carpark areas		23,593	
- Additional wiring for PA, CCTV and sign lighting		9,332	
- Civil Works		239,605	
- Sewer line under carpark		10,055	
Lines Company	87,748		87,748
Frequency NZ (Project management)	146,860		146,860
Initial Game on Charitable Trust costs and Consultants	223,088		223,088
Fit out Game on Charitable Trust	251,673		251,673
TOTAL			\$8,915,508

3.15 RISK MANAGEMENT

3.16 The project Risk Register was monitored and updated throughout the construction phase. There were no additional risk management interventions required.

3.17 COMMUNICATIONS PLAN

3.18 A Joint Communications Plan included a dedicated WDC web page. The web page was updated throughout the Stadium build phase, keeping the community informed of progress. Funding partners were also kept up to date by way of newsletters and links to drone footage when available.

3.19 A dedicated Gallagher Recreation Centre website and Facebook page are now in place.

3.20 STADIUM MANAGEMENT CONTRACT

3.21 A request for tenders for the management of the stadium facility once construction was completed was advertised on TenderLink on 1 July 2022.

3.22 Tenders closed on 29 July 2022 with tender evaluation then completed. The contract was awarded to Belgravia Leisure for a period of five years with a right of renewal of two further discretionary terms of 5 years each.

Suggested Resolution

The Progress Report (Final) – Gallagher Recreation Centre be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES



GREG BOYLE
SPECIAL PROJECTS COORDINATOR

April 2023

Document No: A661582

Report To: Council



Meeting Date: 26 April 2023

Subject: **3 Waters Reform Update and DIA Debt Settlement Position**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of recent 3 Waters Reform changes by the Government and to overview the 3 Waters Debt Settlement Agreement with the Department of Internal Affairs (DIA).

Background

- 2.1 The Central Government reform of 3 Waters has evolved over recent years. The Minister of Local Government announced further changes to the reforms on 13 April 2023. The commentary section below summarises the high-level changes.
- 2.2 On 15 March 2023 Council staff met with DIA waters transition personnel to discuss the calculations and methodology for a 3 Waters Debt Settlement Plan. This is also detailed below.

Commentary

3.1 3 Wates Reform – Recent Government Changes

3.2 The major changes announced are:

1. 10 entities will manage the '3 Waters' operations - and not four as originally planned. WDC will be part of the Waikato region which mirrors the Waikato Regional Council boundaries.
2. Transition 1 July 2026. This is two years later than currently planned. There is narrative around transition over this time period but no real specifics on what that means.
3. LTP will continue to be from 1 July 2024. This means there will be two years of '3 Waters' activities and there will be a need to include '3 Waters' in the Infrastructure Strategy as well. Our workshop on 9 May 2023 will start looking at the concepts for the Infrastructure Strategy for '3 Waters' and Rooding.
4. There will be a streamline process which will allow any of these 10 entities to come together to form a larger entity given a 75% vote of Regional Representative Group.
5. No worse off funding guaranteed. This has little relevance to WDC. We assume that the transition funding and the 'restrained overheads' funding of \$800,000 will remain. We expect to get clarity of this in the near future.
6. No Second Tranche of '3 Waters Better-off' funding. The first tranche of \$3.55m has been approved and is at various stages of proposal to implementation but the \$10.8m second Tranche due 1 July 2024 has been cut.
7. '3 Waters' Debt and net reserves will still be paid to WDC. Details in the next section of the report but timings will obviously change.

8. Assets still transfer to the new entity.
9. A Regional Representation Group will still be established to inform the professional Board of Directors who will govern the new entity. At this point there will be one representative from each council in the Waikato Region (but not Waikato Regional Council) and equal numbers of mana whenua on this group. This is likely to be an issue with large councils who are likely to believe they should have a larger representation based on the size of their population.

3.3 3 Waters Debt Settlement Agreement with DIA

- 3.4 One of the concepts/agreements with the '3 Waters' transition is that councils will be repaid debt that can be attributed to '3 waters' activities and also that any depreciation and operational financial reserves that councils have will also be passed to the new water entity.
- 3.5 WDC has a clear and accountable approach to separating debt and reserves that are attributable to '3 Waters'. We had prepared well for when DIA came to meet with us on the Debt Settlement Plan. The agreement is attached. Staff are very comfortable where this meeting ended and the Settlement Plan reflects our conversation and what we had tried to achieve.
- 3.6 In summary, as at 30 June 2022 our recoverable debt was \$24.9M. This will be netted off against reserves that are 'in funds' \$4.7M. So if the transfer had occurred as at that date WDC would have been funded \$20.2M. This will change over time and is forecast to increase as more debt is raised to fund capital projects (especially Te Kuiti Water Resilience) and potentially financial reserves are used.
- 3.7 Staff will continue to correspond with DIA to try to get the '3 Waters' debt paid out in one lump sum. Given the value will be over \$20M this funding was planned to be repaid to WDC as our corresponding debt matured.
- 3.8 The debt and reserve levels will be monitored by DIA as indicated in the Settlement Agreement which works well for us. The delay in the implementation of the '3 Waters' transfer will mean this review and monitoring will be over a longer period of time.

Suggested Resolution

The business paper on 3 Waters Reform Update and DIA Debt Settlement Position be received.



BEN SMIT
CHIEF EXECUTIVE

19 April 2023

Attachment: DIA '3 Waters' Debt Settlement Plan – Waitomo District Council (A661583)

Settlement Plan – Waitomo District Council

Waitomo District Council		Entity B
Meeting date	Wednesday 15 March 2023	
Council representative	Ben Smit	
DIA representative	Dave Foster	


Negotiation area	Action	Owner	Complete
Gross Debt	The Council confirmed that it manages an internal treasury function, with internal loans allocated to individual projects and that these are reconciled back to the FIS.	WDC	✓
	The Council confirmed that increases/decreases are shown through the FIS.	WDC	✓
	Agreed FY22 Gross Debt figures at an activity level: <ul style="list-style-type: none"> • Total: \$24.9m • Water Supply: \$13.8m • Wastewater: \$10.7m • Stormwater: \$0.4m. 	WDC/DIA	✓
Reserves	Agreed the principle that three waters reserves should be netted off against the Gross Debt figure where the transfers to/from the three waters reserve have gone through the FIS.	WDC/DIA	✓
	The Council noted that the FY22 reserve balances were slightly higher than in the RFI at: <ul style="list-style-type: none"> • Total: \$4.7m • Water Supply: (\$2.0m) • Wastewater: \$5.3m • Stormwater: \$1.4m. 	WDC/DIA	✓
	The Council will provide confirmation of all FIS transactions resulted in movement in correct operational reserves quantum 500K to 800K.	WDC	
Development contributions	The Council confirmed it does not collect development or financial contributions.	WDC	✓
Net Debt	As above, agreed with the principle that three waters reserves will be netted off against the Gross Debt.	WDC/DIA	✓
	Subject to reserve confirmation the agreed FY22 Net Debt figures at an activity level:	WDC/DIA	✓

	<ul style="list-style-type: none"> • Total: \$20.2m • Water Supply: \$15.8m • Wastewater: \$5.4m • Stormwater: (\$1.0m). 		
	Agreed that the FIS from the FY23 and FY24 Annual Reports will be used to monitor Net Debt going forward. Also discussed the use of a 'soft' close or a Q4 reforecast to determine a provisional Net Debt figure prior to 1 July 2024 that would subsequently be updated once an audited 30 June 2024 Annual Report was available (i.e. via wash up).	WDC/DIA	✓
	An adjustment to the Net Debt figure will be made for contract retentions. The DIA and the Council will need to work through some of the potential complexities associated with retentions.	WDC/DIA	
Debt transfer methodology	The Council's net debt position for FY22 is slightly above the de minimis amount however Council has confirmed that they will exceed the threshold as a result of significant future capital expenditure.	WDC/DIA	✓
	Discussed DIA's principle of using a back-to-back loan for the debt transfer arrangement, which will be designed such that it will match (as closely as possible) the Council's debt maturity and interest rate profile. The indicative view is that the credit rating agencies will 'look through' the arrangement for the purposes of credit ratings, and that the LGFA financial covenants will be calculated on a Net Debt (i.e. excl. three waters) basis.	WDC/DIA	✓
	Work through the specifics of the back-to-back transfer, including the treatment of any borrowings that are outside of the five-year legislative timeframe.	WDC/DIA	
	Keep the Council informed on the process for the transfer, including confirming the treatment of the loan for the purposes of the Council's LGFA covenants and S&P credit rating.	DIA	
	The Council has indicated a strong preference to be paid in cash.	WDC	✓
Stormwater	Discussed the attribution of Stormwater debt. Three allocation mechanisms were discussed: <ul style="list-style-type: none"> • apportioned based on proportion of assets transferring • apportioned based on proportion of revenues transferring • apportioned based on proportion of expenses transferring. 	WDC/DIA	✓
	DIA will confirm its preferred apportionment methodology for discussion with the Council.	DIA	
Revenue	The Council noted that it was still working through its revenue settings for its FY24 Annual Plan.	WDC	
	The DIA signalled that it would generally be comfortable with revenue settings where there is a level of proportionality between the rates increases for each activity.	DIA	✓
	Acknowledged the importance of ensuring there is transparency over rates to reflect the three waters reform. The	WDC/DIA	✓

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DRAFT - FOR DISCUSSION

	Council noted that any guidance in relation to what may be required for its 2024-34 Long Term Plan would be helpful.		
Expenses & overheads	No action items or notes.	N/A	✓
No worse off	Discussed the no worse off funding package and noted the initial \$0.8m allocation to the Council. The Council noted that further work is required to understand the potential stranded overhead.	WDC/DIA	
	Discussed the no worse off funding and the Council has raised issues around on going billing responsibilities and service charges that the Council can recover.	WDC/DIA	
	Discussed additional cost in having a relationship with Water Service Entity (WSE).	WDC/DIA	✓
Other	The Council indicated that most of its inventory is held at various treatment plants, but that it is likely a very small amount (estimated 100K).	WDC	✓
	The DIA noted that the purchase of spares and inventories would be included in the FIS, and therefore, be factored into the Net Debt. It also confirmed that a detailed inventory list would not be required if the inventory is held at sites to be transferred.	DIA	

Document No: A661232	
Report To: Council	
 <p>Waitomo District Council</p>	<p>Meeting Date: 26 April 2023</p> <p>Subject: Motion to Exclude the Public for the Consideration of Council Business</p> <p>Type: Decision Required</p>

Purpose

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

Note: It is Council's choice whether to consider any of the items listed below in the public or public excluded portion of the meeting.

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Potential Property Acquisition	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
2. Urgent Remedial Stormwater Main Repair	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
3. WDC Administration Building Review	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
General Manager – Infrastructure Services	Portfolio Holder

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



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT