

Document No: A387630

Report To: Council



Meeting Date: 27 March 2018

Subject: Deputation: Sport Waikato – Six Monthly Report (July to December 2017)

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Michelle Hollands, General Manager Regional Leadership Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.00am to present the Sport Waikato Six Monthly Report (July to December 2017).
- 1.2 Attached to and forming part of this business paper is the Sport Waikato Six Monthly Report (July to December 2017).

Suggested Resolutions

The Deputation from Sport Waikato – Six Monthly Report (July to December 2017) be received.

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

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

March 2018

Attachment: Sport Waikato Six Monthly (A388233)



Sport Waikato Council Reporting

Waitomo District Council
1st July to 31st December 2017

District Coordinator – Dede Downs

MOVING WAIKATO 2025

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

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

ONE VISION
A HEALTHY, VIBRANT, PHYSICALLY ACTIVE & SUCCESSFUL SPORTING REGION



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

- Women and Girls
- Young People
- Maori
- Rural Communities
- Older People



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

- Local Sport
- Education
- Recreation & Physical Activity
- Maaori Settings



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

- Insights
- Facilities
- Urban Growth
- Home of High Performance

ACHIEVING SUCCESS THROUGH WORKING TOGETHER

Dede Downs	Sport Waikato	Waitomo District Coordinator
Outcome	KPI	Evidence/Measurement
<p>Planning Projects Register</p> <p>Communications Contacts Register</p> <p>Participation Reducing barriers and increasing participation in recreation and sport</p>	<p>Compile a Projects Register for all initiatives under this agreement. This register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.</p> <p>Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo District.</p> <p>1) Coordinate and/or support a minimum of eight KiwiSport initiatives in the district - for primary and secondary school aged children.</p>	<p>Ongoing</p> <p>Ongoing www.sportwaikato.org.nz.....‘Be Active’ Waitomo district</p> <p>The Waitomo District Coordinator pro-actively assisted SportsForce/KiwiSport Officers to implement and facilitate the following:</p> <ul style="list-style-type: none"> • KiwiSport Football – KiwiSport Officer Scott Parsonage and WaiBOP management worked with the North King Country Football Association (NKCF) to guide the new committee and facilitate the 2017 Saturday morning junior competition. KiwiSport officer co-facilitated the Open Day, Saturday game draws, supported holiday skill sessions, rep coaches and squads. District co-ordinator provided support to the NKCF summer league, the ‘Fun Football’ module for young players five to twelve years of age and worked closely with NKCF committee to recruit and support new parent volunteers. • KiwiSport Golf KiwiSport officer/Waikato Golf Development Officer provided equipment to support the holiday programme that was facilitated by District co-ordinator. • KiwiSport Volleyball – District Co-ordinator and local facilitators worked with the KiwiSport officer who offered advice and guidelines with regard to the Te Kuiti winter volleyball competition.

	<p>2) Support Te Kuiti High School (Sport in Education Project) and Piopio College to add value to their projects and increase sport opportunities and participation.</p> <p>3) Work with targeted primary schools and secondary schools to increase sport opportunities and increase participation.</p> <p>4) Support delivery of three Secondary School events.</p> <p>5) Support Project Energize in 16 schools in the Waitomo District - focussing on improved nutrition, increased participation, physical activity and sport opportunities.</p>	<ul style="list-style-type: none"> • KiwiSport/WILSS Leadership Programme (facilitated by Waikato Institute of Leisure & Sport Studies) - The 2017 workshops were re-established at Te Kuiti High School in June with over 30 students expressing interest. Students coached Miniball teams and assisted with co-ordination of the Primary schools junior Touch module held at Te Kuiti High School. <p>The role of the Sport Waikato Secondary Schools Sport Director, with assistance from the District co-ordinator, is to work with secondary schools to develop and assist with the implementation of sports plans. District co-ordinator also provides and encourages school/community/club links as well as hands-on event management.</p> <p>Support, advice and co-ordination was provided to Waitomo District Secondary Schools in a variety of settings –</p> <ul style="list-style-type: none"> • Continued support and mentoring was provided to the new Te Kuiti High School and Piopio College Sport co-ordinators. • Secondary School Sport Coordinator meeting - facilitated by Sport Waikato in the third and fourth terms. Attendees - Te Kuiti, Taumarunui, Otorohanga, Piopio and Te Awamutu. <p>Sport Waikato facilitated and delivered</p> <ul style="list-style-type: none"> • Waikato Regional Year 9 & 10 Ki o Rahi championships –Held at Otorohanga College - Facilitated by Sport Waikato District co-ordinator and Kaiwhakahaere O Maniapoto with volunteer assistance from community members and student volunteers. • King Country Secondary School Touch competition – Assisted with planning and running of the competition day held at Te Kuiti High School. • King Country Quad event - held at Taumarunui, late November. Aimed at engaging students not already involved in sport. Provided administration and planning assistance. <p>A wide range of opportunities were presented by Project Energize in terms 3 and 4. Promotion of physical activity as well as opportunities at events to provide teachers and parent helpers with demonstrations on how easy it is to create and provide healthy food options and active play sessions.</p>
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Sport Waikato Council Reporting

Waitomo District Council

1st July to 31st December 2017

- 6) Provide a minimum of nine sport-specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo district. Children are given opportunities to try different sports and are provided with club information.

Holiday Programmes

Waitomo District Co-ordinator facilitated, coordinated and/or presented holiday programmes and youth activities in the district. Engaged community volunteers and Sport Waikato staff to help assist or facilitate.

July – Three programmes – Football, Golf and Squash

October – Two programmes organised but cancelled due to bad weather.

Total holiday programmes offered over the 6-month period - 5



- 7) Facilitate Sports Day activities for Pureora Camp.
- 8) Facilitate BikeWise events in the Waitomo district.
- 9) Support event organisers of local events, including hands-on involvement.

January – Reported

No local BikeWise event held in 2017.

Promoted the New Zealand wide Aotearoa Cycle Challenge, December 2017 to March 2018 and encouraged local entries.

Assisted with the following initiatives and events involving Waitomo communities.

- **Maniapoto Family Violence Intervention Network** – Attended community meetings, nominated and supported prospective 'Champions'.

10) Facilitate (WORK IN PARTNERSHIP) club development projects, focussed on increasing participation and or membership in the following sports clubs/activities.

The Waitomo District Coordinator has worked collaboratively with KiwiSport and community leaders to further develop the following projects:

- **This is ME project** – A huge community project (6 months in planning) targeting the ‘Moving Waikato 2025’ strategy – A focus on the provision of opportunities that meet the needs of the people of our region – more adults and children out there and active. Also contributing to Council’s ‘Community Outcomes’ – A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our district.

Aimed at assisting Women and Girls to be more active in recreation and sport. A Sport Waikato project administration team and 15 staff members based around the Waikato region, worked alongside Sport Waikato Waitomo staff and local volunteers to present a ‘Launch’ day showcasing activity and sport options available across the district. Forty exhibitors, comprising local activity groups and sport options and over 300 attendees enjoyed an inspiring day. The District co-ordinator’s ongoing communication with, and assistance to, exhibitors and would be new members continues.



Positive outcomes – Heading into 2018

- Active Drama classes started in February with 17plus children attending weekly classes. The teens/adults classes are also popular with numbers growing every week.
- New gentle exercise/meditative Falan Dufa sessions began at the Te Kuiti Community House in December with 5 regulars.
- The Croquet club reported increased interest in their sport and have approached the secondary schools to offer coaching and regular game time.

Sport Waikato Council Reporting

Waitomo District Council

1st July to 31st December 2017

- The Kotahi Aroha whanau activity group have increased their membership numbers, completed huge challenges on a regular basis and continue to set themselves higher targets.
 - Womens' rugby – 35 women and girls expressed an interest in forming a competition team. Planning is underway to develop the 7s, hold a tens tournament and enter a 15-a-side team in the 2019 Waikato competition for the first time ever.
 - Ngati Maniapoto -Te Kuiti Lifestyle Options – Have reported an increase in numbers of women attending their weekly activity sessions.
 - Waitomo Golf Club are planning a Women & Girls Have-a-Go at Golf day.
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- **Te Kuiti Tennis** – Offered weekly social tennis at Te Kuiti High School courts, November/December. Assisted community volunteer to manage the evenings.
 - **Te Kuiti Gymsport** – Worked with local gymnastics coach and new committee of the revived Te Kuiti Gymsport club to provide weekly club days. Planned, co-ordinated and worked alongside Gymnastics NZ and local volunteers to manage the August 2017 Te Kuiti Primary Schools Gymsport Festival which was a great success. Six local gymnasts qualified for and attended the Waikato Regional competition with a Piopio child gaining a top 5 placing.



- **Junior Golf** - Promoted junior golf sessions at Waitomo golf club. Supported local junior golfers who played at top regional level, winning Championship titles and regional representation.
- **North King Country Junior Football** - Worked closely with NKCJF executives and WaiBOP officers, to ensure the latter part of the 2017 junior competition, representative fixtures and Closing Day ran smoothly.




Sport Waikato Council Reporting

Waitomo District Council

1st July to 31st December 2017

		<ul style="list-style-type: none"> • Badminton – Continued to support and promote the popular Thursday evening club nights for learners and secondary students. Ongoing, support and training was provided leading up to the August KC secondary school tournament in Te Awamutu. • Waitomo District Junior Cricket – Supported the Waitomo district junior module with administration and promotion leading into the 2017/18 season. • Te Kuiti Amateur Athletics – Assisted the club to get the 2017/18 season started with promotion, provision of equipment and liaison with schools and coaches. • Te Kuiti Croquet club – Ongoing promotion and assistance provided to the small but positive club. • Te Waitere Boat club – Supported the remote club with promotion of their annual whaleboat event. • Waitomo Aquatic Centre – District Co-ordinator promoted CLM's new pool initiatives such as 'AquaFit', 'Ki-O-Rahi – Wairua Polo' and 'Christmas at the Pools'. Aquacize/aquajogging sessions – District co-ordinator planned, promoted and led the twice weekly morning sessions with average attendance of 6 to 8. Also made the session plan available for use of independent users who could not make it to morning sessions. • Social Sport Competitions in Waitomo District - The North King Country Summer Sport database was updated and made available to community and media. The District Coordinator liaised with convenors, as well as assisted with administration and promoted social sport competitions in the North King Country – Golf, Futsal, Basketball, Touch, Bowls, Tennis, Netball. • Volleyball – The annual 9-week winter competition was handed over to community volunteers to manage with District Co-ordinator assisting, promoting and providing equipment. • Trust Waikato funder – Co-ordinated the 'Community catch-up and celebration of recent Te Kuiti donations' event hosting trustees and staff of Trust Waikato and community organisations. • Sideline Behaviour Campaign – A Sport Waikato initiative to curb inappropriate sport sideline behaviour. Permanent and
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	<p>Events and activities inclusive of people with disabilities.</p> <ol style="list-style-type: none"> 1) Support delivery of three parent education sessions 2) Raise awareness of fundamental skills - KiwiBaby, KiwiToddler, KiwiPreschooler manuals 3) Support community activity groups. To ensure quality, increase numbers and develop new opportunities. 	<p>mobile signs were displayed at local junior sport venues for hockey, netball, football, rugby. Promotion continued.</p> <hr/> <p>Sport Waikato aims to have an all-inclusive approach to all events. KiwiSport leaders receive No Exceptions Training, to be able to work with people with a disability in the community. Local people are linked with the Allsports Fund provided by Halberg Trust on a needs basis.</p> <hr/> <p>One Parent Education Session was held in Term 4 at Te Kuiti Plunket Rooms. This was facilitated by the Sport Waikato Under Fives Energize Coordinator – <i>six attendees</i>.</p> <p>KiwiBaby manual on-line information was regularly promoted.</p> <hr/> <p>The Waitomo District co-ordinator provided promotion, support, advice and co-ordinated training to activity leaders.</p> <ul style="list-style-type: none"> • Co-ordinated a new ACC/DHB ‘Strong & Stable’ workshop aimed at upskilling exercise group leaders. <i>8 attendees</i>. Segments of the ‘Strong & Stable’ programme were incorporated into existing sessions. 
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<p><u>Quality of Life</u> Increasing physical activity and improve nutrition for health, fun and as a lifelong habit.</p>	<p>4) Support Healthy Lifestyle Coach to provide a minimum of two Healthy Lifestyle sessions/workshops, including goal setting, focussing on healthy eating and exercise.</p> <p>5) Encourage and refer people from the communities to Active & Well programme, with a minimum of two clients per month referred to Healthy Lifestyle Coach.</p> <p>6) Work with Community Coalition groups to encourage people to</p>	<p>Regular visits made and support offered to -</p> <ul style="list-style-type: none"> • Piopio Mainly Music - Very popular and well-attended weekly sessions for under fives. DC Promoted. • Kori Tinana – Wahine Ma – Exercise to music for women and girls, based at Te Tokanganui a Noho Marae and Te Kuiti Primary school hall. Promoted and supported by DC. • Te Kuiti Community House Trust - Continued to work collaboratively with TKCHT offering weekly Sit & Be Fit sessions. Attended Roopu O Waitomo (Health and Welfare) forums. • Seniors Activity Groups - regularly visited and offered ongoing support to - • Piopio Silverado's – Assisting new group leaders and advertising the sessions. • Te Kuiti Lifestyle Options, exercise to music – Supported the leaders and assisted with planning of future activities. • Waitomo Walkers and Piopio Cross Country Walkers - Kept up support, promotion and regular contact. <p>.....</p> <p>Active & Well co-ordinator Watene Hema continued to provide regular Green Prescription support to clients via face-to-face meetings at the Te Kuiti office, Te Kuiti Medical centre and Kokiri Trust Centre. Clients were encouraged to attend local community activity sessions and workshops/events.</p> <ul style="list-style-type: none"> • Active & Well supported 7-8 ladies with fortnightly exercise sessions leading up to their successful participation in their first ever Tri-Maori event. A Facebook page was set up for regular contact and reports and workshops were held covering 'Exercise' and 'Nutrition'. • A good relationship with Te Kuiti Medical Centre has been formed. • The reach of Active & Well services has improved markedly over the past 12 months with regular referrals made by the District co-ordinator as well as support and guidance to new clients - Assisting new GRX clients attending Otorohanga heated pools for weekly exercise in winter months and getting others started at the Waitomo Aquatic Centre sessions. • Currently working on another challenge with Kokiri Trust staff and clients. <p>The Waitomo District Co-ordinator works with the following groups in varying capacities, with the aim of encouraging active and healthy lifestyles:</p>
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<p><u>Community Development</u> Developing capability to ensure effective delivery of physical activity, recreation and sport</p>	<p>participate in physical activity, recreation and sport. A minimum of two projects.</p> <p>7) Provide local community promotions to improve quality of life.</p> <p>8) Collaborative approach to Youth Initiatives through working together - MSD, WDC and Sport Waikato.</p> <p>9) Liaise with Project Energize to provide ongoing professional development to teachers and coaches for primary and intermediate schools.</p> <p>1) Co-ordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches</p>	<ul style="list-style-type: none"> • Smokefree Coalition T.T.O.A.S.T – Auahi Kore/Smokefree signage was erected at Te Kuiti's Rugby Park during junior games days. • Kaumatua Games – District co-ordinator is an active organising group member providing games equipment and expertise. Planning began in June for the 3rd November 2017 event. District co-ordinator worked with Volunteering Waikato and local organisations to recruit volunteers who were given training and support to manage the activities/games. • Club champs – In partnership with Police, Maniapoto Family Violence Intervention Network, DHB – encouraging and training clubs to better manage alcohol sales and consumption on sports club premises. A training day was being planned for February 2018 for clubs across the North King Country. <hr/> <p>Collaboration with Waitomo District Youth Council and Number 12 Centre. Ongoing support of Youth programmes and social activities. <i>Ongoing.</i></p> <p>Constant liaison with the two Sport Waikato Project Energizers working across the Waitomo district schools. All schools have been offered professional development sessions under the Sport Waikato 'Sport Development Programme'. Some highlights -</p> <ul style="list-style-type: none"> • Nutrition nuggets provided to schools, printed in weekly newsletters. • Promoting the 'water or milk only option', less sugary drinks • Inter-school athletics • Miniball/basketball • Gymsport Festival – Support of Hip Hop group participation • This is ME district project <hr/> <p>Identified possible opportunities, offered development and training and worked with officials to increase capability.</p> <ul style="list-style-type: none"> • Admin and officials support and guidance offered in an open-door office setting, via phone and meetings on a regular, as needed basis, to club and school representatives. • Since attending Club Development workshops in previous years, club administrators have received ongoing liaison and
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<p><u>Improve Information and Promotion</u> Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the Waitomo district</p>	<p>2) Support community projects to improve delivery of local sport.</p> <p>Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo.</p> <p>Provide physical activity/sport expertise to TKDI group.</p> <p>Work with the Benneydale community to provide social family recreational opportunities.</p> <p>1) Provide Waitomo communities with information on programmes and events, developments and funding opportunities.</p>	<p>support and remain in regular contact with District co-ordinator.</p> <hr/> <p>Regional Facilities – Ongoing liaison with Te Kuiti High School and the newly formed trust regarding the planned gymnasium/sports centre upgrade. A Sport Waikato representative now sits on this trust.</p> <p>Financial member of TKDI - No action to report but keep in regular contact with TKDI committee and support/attend events.</p> <ul style="list-style-type: none"> • Ongoing liaison with Benneydale community activity leaders, with particular regard to usage of the Benneydale Hall, school and sports club facilities and planning of other community activities (e.g. 2017 Mangapehi Fun Run/Walk, Table tennis club and Children’s Day activities) • Destination Pureora – Ongoing liaison with the Destination Pureora Committee and promotion of the Gateway to the Timber Trail. <hr/> <ul style="list-style-type: none"> • Promoted Sport Waikato events, courses, programmes and district events. • Promoted Waitomo District sports club and school events, competitions and results via live radio reports, Maniapoto MFM. • Promoted Waitomo district council events. • Promotions on MFM radio community news on behalf of clubs and schools. • Window displays - Sport Waikato office, Te Kuiti I-site, Te Kuiti Post Shop, Waitomo I-site, Te Kuiti, Piopio, Benneydale and Taharoa shop fronts. • NKC events calendar. • Monthly Waitomo News columns and advertisements, club sports results, photos and event promotions to Waitomo News, feature articles in Waitomo News. • Emails.
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Sport Waikato Council Reporting

Waitomo District Council

1st July to 31st December 2017

<p><u>Create Pride in the Community</u></p>	<p>2) Feedback from the community.</p> <p>Sport Volunteers are recognised through nominations to Sportmaker and Sport NZ E-card.</p> <p>Host Waitomo District Sports Awards ceremony to recognise contribution to and excellence in sport.</p> <p>Coming up....</p>	<ul style="list-style-type: none"> • Facebook • Websites • School newsletters. • Verbal promotions. <p>The Sport Waikato office in Rora Street is an information hub fielding enquiries and requests from locals, visitors and new North King Country residents. <i>Ongoing.</i></p> <ul style="list-style-type: none"> • Continuous evaluation and feedback is requested from community. Concerns are acted on, ideas investigated and followed up. Very positive emails, letters and comments from groups and community members from all walks of life. • Te Kuiti Community House Trust – A Trustee of the TKCHT since April. Working in close contact with the Community House co-ordinator to present Active and Well and sport opportunities to the residents of Waitomo district. • Sportmaker Volunteer Recognition – Continued to recognise sport volunteers in monthly newspaper columns and weekly radio reports. • All Sportmaker nominees were included in the NZ Lotto Volunteer campaign with the chance to win a \$500 sport equipment voucher. <i>Ongoing.</i> • This is ME volunteers – Held an afternoon tea to thank local community volunteers for their valuable input. • Waitomo District Sports Awards - the 2017 ceremony, held on Monday 27th November, was once again, a well-attended ceremony – 53 nominees and over 270 attendees enjoyed a celebratory evening. Regional representation – Three Waitomo district sportspeople/coaches/administrators were selected to represent our district at the Brian Perry Waikato Regional Sports Awards in early 2018. Michael Barnett – World shearing administrator; Peter Lange – World shearing official; Hutana Coffin – Community coach. <p>Coach workshop Health & Safety OSHbox seminar for clubs and schools Waitomo Trail Run Continued support and guidance to junior winter sporting codes</p>
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Document No: A388310

Report To: Council



Meeting Date: 27 March 2018

**Subject: Deputation – Hamilton and Waikato
Tourism Limited - Six Monthly Report –
July to December 2017**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism (HWT) will be in attendance at 9.15am to present the HWT Six Monthly Report - July to December 2017.
- 1.2 Attached to and forming part of this business paper is the HWT Six Monthly Report to Council.

Suggested Resolutions

The Deputation from Hamilton and Waikato Tourism Limited Six Monthly Report (July to December 2017) be received.

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

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

March 2018

Attachment: 1 Hamilton and Waikato Tourism Six Monthly Report

Six Monthly Report to Waitomo District Council

1 July – 31 December 2017

Executive Summary

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend. HWT is funded through a public/private partnership with the region's seven local authorities and the tourism industry.

Hamilton & Waikato is in a very exciting position right now because we are in a growth phase. While some regions are positioning to drive or create growth, we are focused on managing and dealing with current and projected growth, which is a great opportunity and challenge for us.

We have worked hard for many years to promote our region as a 'must visit' destination, both nationally and internationally, often alongside many of the iconic and emerging tourism businesses.

Even though some parts of New Zealand are reaching peak demand during the high summer visitor season, the Waikato region has capacity to absorb the additional international arrivals, especially during our shoulder seasons (autumn and spring). Our collective marketing efforts are starting to pay off, with the current trend for international visitors to stay in the Waikato for the first or last night of their visit to New Zealand.

Recent data released by the Ministry for Business, Innovation and Employment (MBIE) show the region's visitor expenditure has climbed to \$1.478 billion for the 12 months ended December 2017, a 5% increase on the previous year. Hamilton and Waikato are the fifth largest region by expenditure behind Auckland, Christchurch, Queenstown and Wellington.

Currently international visitors contributed an estimated \$345 million to the region, while domestic spend delivered \$1.13 billion. Commercial guest nights are also growing with an estimated 1.4 million commercial guest nights in the region, an increase of 3.1% on the previous year (Commercial Accommodation Monitor: year ending November 2017).

Hamilton and Waikato is now the third largest region behind Auckland and Wellington for conventions, meetings and business events for the year ending December 2017. Our region has now secured an 11% market share of total events of this lucrative market.

Every conference we can secure for Hamilton and Waikato is significant for the region, regardless of the sector or size. Conference delegates are also influenced to return for a future holiday based on their positive Waikato experiences.

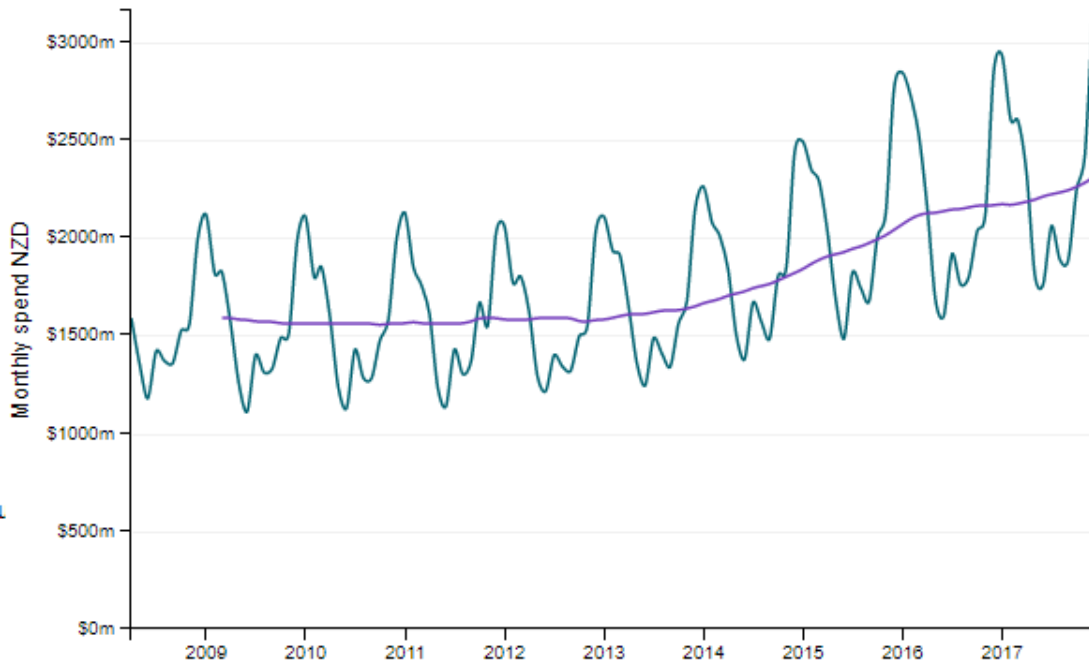
Performance targets

Hamilton & Waikato Tourism (HWT) have seven performance targets which are set in the 'Schedule of Services for Local Government 2017-2018'. HWT and the sector have performed well in the previous six months (1 July to 31 December 2017).

Measure	Result
 Visitor nights 5% increase of total visitor nights' vs national	 2.8% for Hamilton & Waikato 2.5% national growth rate (Year ending December 2017)
 Visitor spend 5% increase in visitor spend across the region	 5% increase on previous year \$1.478 billion annual expenditure (Year ending December 2017)
 Conventions & business events Grow market share of business events from 9% to 10%	 10.6% market share Third largest region behind Auckland & Wellington (Year ending December 2017)
 Visitor awareness & perceptions Improve by 3 points, including Waikato residents	 To be completed This research is conducted in June 2018.
 Website & social media: hamiltonwaikato.com 5% digital engagement on previous year	 9.29% 1 July – 31 December 2017 (1 July 2017 - 31 June 2017 = 10.4% engagement rate)
 Industry investment \$400,000 of industry contributions towards marketing activities	 \$265,141 international & domestic partnerships, trade show investment, famil in-kind contributions and visitor guide sales (Year ending December 2017)
 Return on investment Total visitor spend per dollar of HWT spend	 \$1,216 Visitor spend per dollar of council funding 1.71 Commercial guest nights per dollar of council funding (Year ending December 2017)

Visitor statistics and expenditure

Hamilton & Waikato Regional Tourism Organisation Historical spending pattern

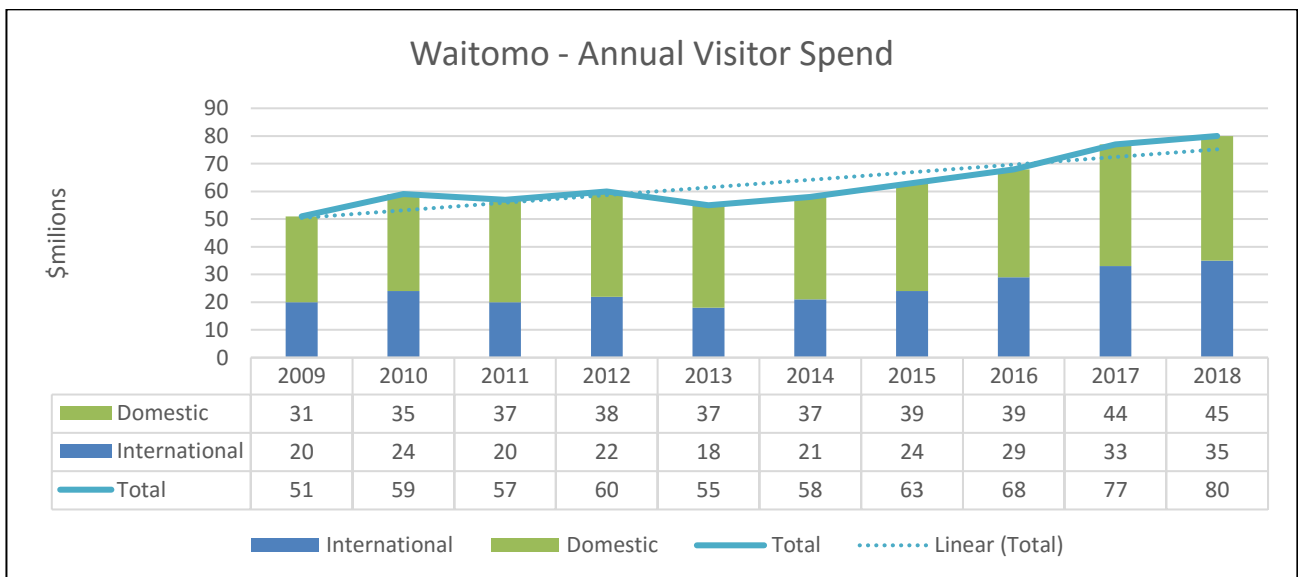


Source: Monthly Regional Tourism Estimates, MBIE (December 2017)

Visitor expenditure in Waitomo

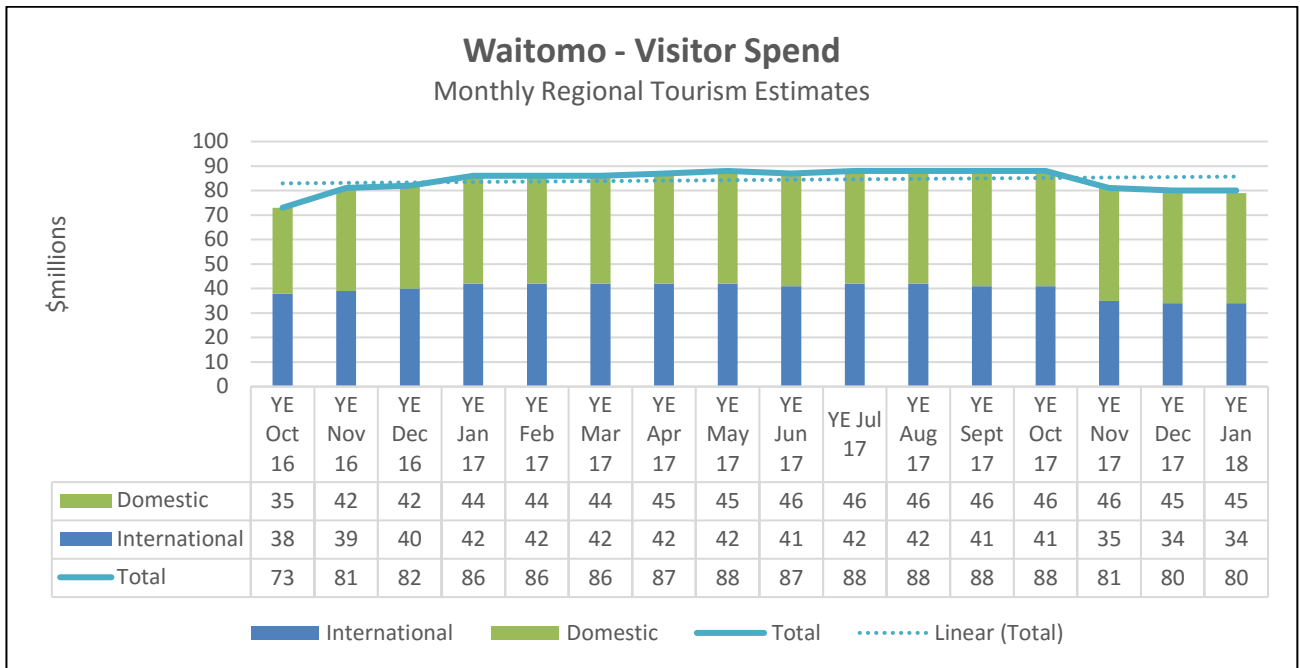
Visitor expenditure data is measured by the Ministry of Business, Innovation and Employment (MBIE) in the Monthly Regional Tourism Estimates (MRTE).

Annual visitor expenditure has continued to climb for Waitomo District and reached a total of \$77 million for the year ending December 2017 – a 13% increase from 2016. Latest visitor spend data shows domestic visitors are contributing \$45 million into the district’s economy, with international bringing in \$35 million for the year ending January 2018.



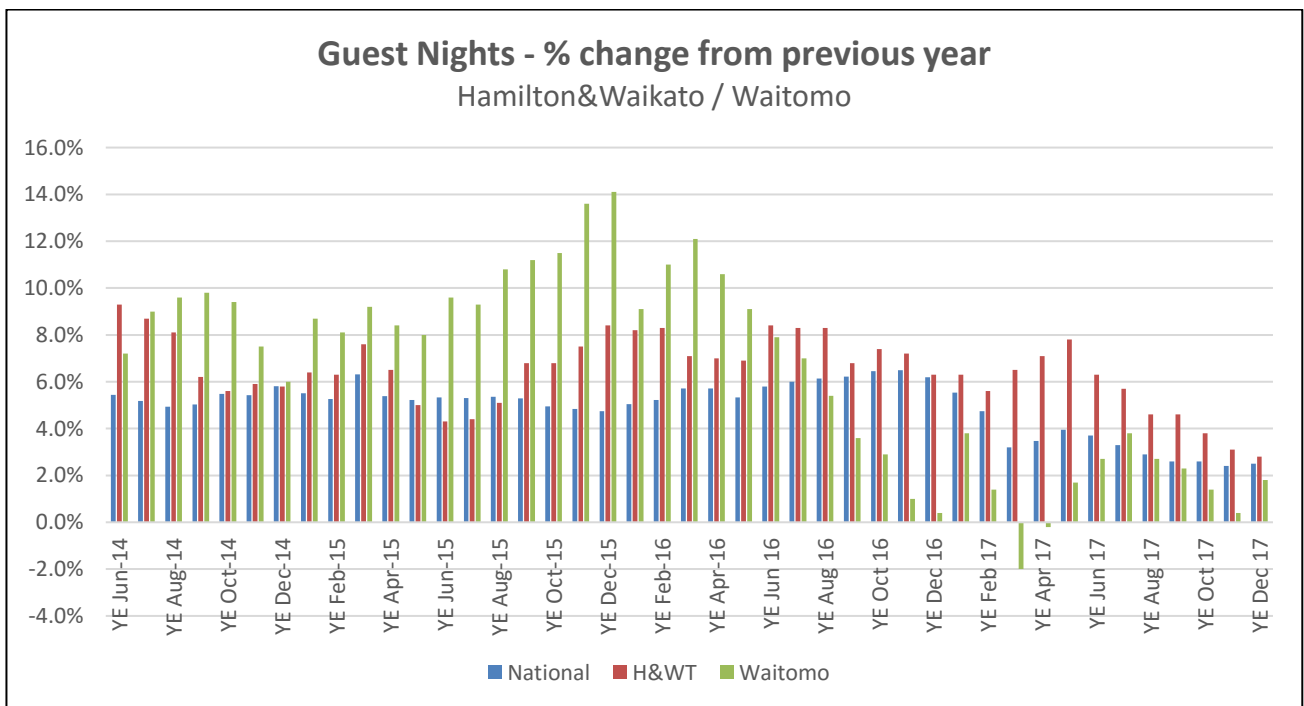
Source: Monthly Regional Tourism Estimates, MBIE (December 2017)

From September 2016, we can now provide monthly visitor expenditure data at a territorial local authority level which shows a consistent spend level between domestic and international, and a drop between November 2017 – January 2018.



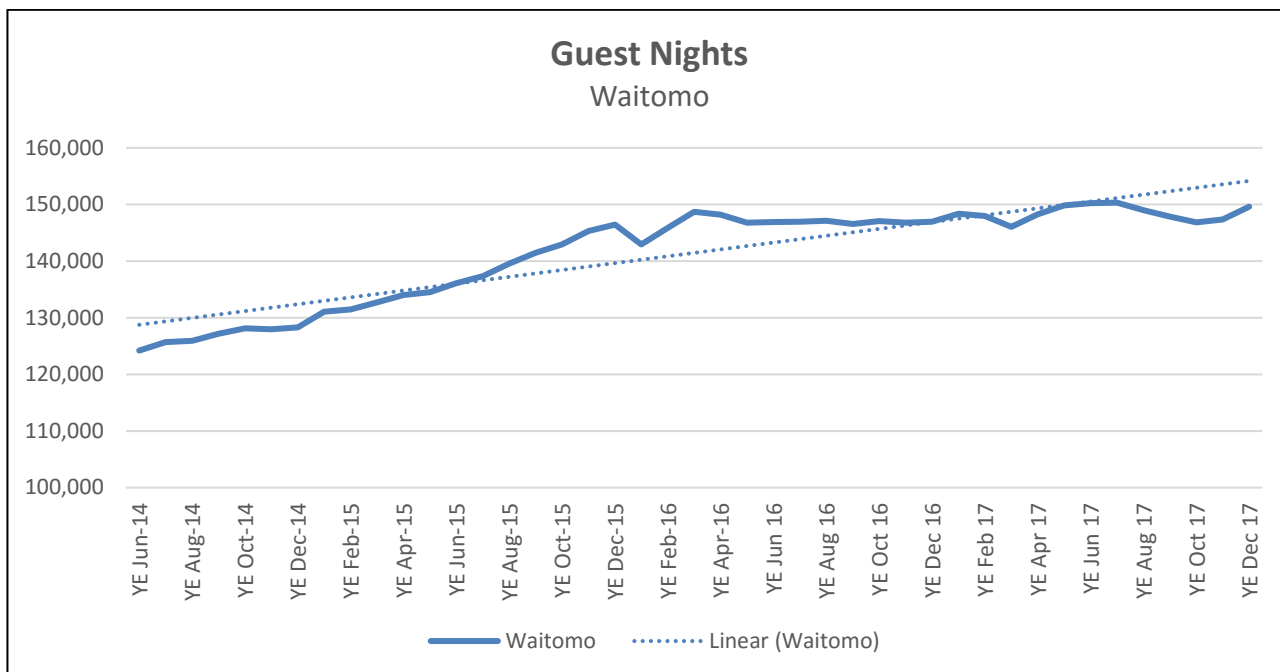
Source: Monthly Regional Tourism Estimates, MBIE (December 2017)

Following strong growth in commercial accommodation guest nights during 2014 to 2016, the rate of growth peaked at 1.9% in December 2017 which indicates the current accommodation stock in Waitomo is nearing capacity and there is limited growth available. There are potential investment opportunities to develop more commercial accommodation in the district.



Source: Commercial Accommodation Monitor Stats NZ December 2017

Commercial guest nights (hotels, motels, backpackers & holiday parks) for Waitomo continued to grow and peaked at 149,625 (year ending December 2017). The trend continues to show strong growth and investment opportunities for commercial accommodation in Waitomo.



Source: Commercial Accommodation Monitor Stats NZ December 2017

Trade & leisure marketing

Our first Short Escapes domestic campaign of the year ran from October - November 2017 across our key markets of Auckland, Wellington & Christchurch, and our neighbouring regions of Bay of Plenty and Taranaki. Short Escapes commenced with a two week campaign where HWT partnered with the AA Traveller to leverage their large database and reach.

The first Explore Your Own Backyard campaign was activated from December 2017 and ran through January 2018, encouraging locals to explore the Hamilton & Waikato region over the Christmas period, and purchase activity vouchers as christmas gifts.

For the second year, Hamilton & Waikato participated with Tourism NZ on a \$1.5m+ (NZD) consumer campaign targeting Australia's eastern seaboard during July – August 2017. Tourism NZ partnered with HWT, other North Island RTO's, key tourism operators, along with the Flight Centre and Air New Zealand. The second year has seen strengthened results as the campaign was targeted further.

Waitomo Adventures was featured in the Air New Zealand safety video and Hairy Feet Waitomo was used as a television commercial backdrop during the Superbowl.

Hamilton & Waikato Tourism published in December, the official 2018 Regional Visitor Guide and distributed nationally through i-SITEs and airports, national and international trade shows, Tourism New Zealand's off-shore offices and conference delegate packs. This is a cost-neutral production with advertising sales funding production and distribution.

In November 2017, we participated in a travel trade event in Sydney for the Middle-earth partnership product, Experience The Trilogy. Over 100 Australian travel trade attended the event which was also supported by Auckland Tourism, Events & Economic Development (ATEED), Destination Rotorua, Hobbiton Movie Set, Great Sights, Air New Zealand, Tourism New Zealand, Te Puia and Discover Waitomo (THL).

Continued participation by HWT in the 'Explore Central North Island' (ECNI) collective which is an international marketing alliance with Rotorua, Taupō, Coromandel, Bay of Plenty, Ruapehu and Hawke's Bay regional tourism organisations. ECNI collective activity during this period including joint-trade training missions in the USA and Canada, in partnership with Tourism New Zealand.

HWT held a "Working with the Travel Trade' (inbound tour operators and wholesalers) workshop in September 2017 for tourism operators across the Waikato region. It was supported by specialist speakers from Tourism New Zealand and Inbound Tour Operator (AAT Kings) to provide attendees with the basic tools, knowledge and key contacts for success in working with the travel trade.

Marketing activity for Waitomo District

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

Target market	Campaign or activity	Waitomo experiences profiled
International consumer and travel trade - Australia	2nd Annual Tour the North Island Campaign (Tourism NZ) July - August 2017	Waitomo Glowworm Caves, Ruakuri Cave, Legendary Black Water Rafting Co, Waitomo Adventures, Timber Trail
Media – domestic & international	Media hosting and famils profiling Waitomo: <ul style="list-style-type: none"> • Middle-earth Instameet • International Hobbit Day Press Trip • AU Social Influencer – Jarrad Seng • AU Social Influencer – Lauren Bath • China Be Wild Broadcast • Philippines Broadcast • New Strait Times - Malaysia • German Social Influencer – Max • Travel Channel US • Indian Journalist – Amin Ali 	Waitomo Top 10 Holiday Park, Lost World – Waitomo Adventures, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo Homestead, Legendary Black Water Rafting Co, Hairy Feet, Fat Pigeon Cafe
Travel Trade - famils	Waitomo District profiled in following trade famils: <ul style="list-style-type: none"> • Explore Central North Island Itinerary winner, Lisa Croll – USA • Explore Central North Island Itinerary winner, Cindy Olsen – USA 	Waitomo Glowworm Caves

Target market	Campaign or activity	Waitomo experiences profiled
Travel Trade - events	Experience the Trilogy Event – Australia, Nov 2017	Internationally Trade-Ready Product: Discover Waitomo – Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Legendary Black Water Rafting, Waitomo Homestead, Waitomo Adventures – Lost World Through the Window, Timber Trail Lodge, Roselands Restaurant
Travel Trade – Explore Central North Island Alliance	<p>HWT are part of the Central North Island RTO alliance known as ‘Explore Central North Island’ which includes the two touring routes – The Thermal Explorer Highway and the Pacific Coast Highway</p> <ul style="list-style-type: none"> • ECNI USA / Canada Roadshow, Oct 14–21, 2017 (Frontline Agent Training) • ECNI Representation for Waikato region at Kiwilink China and South East Asia (Philippines, Indonesia, Malaysia – Oct 2017 (Frontline Agent Training) 	Internationally Trade-Ready Product: Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Waitomo Homestead, Lost World Cave/Waitomo Adventures, Legendary Black Water Rafting Co, Timber Trail, Roselands Restaurant
Domestic – consumer	<p>Waitomo District was profiled as part of regional promotions in the following publications:</p> <ul style="list-style-type: none"> • Go Travel Magazine • Kia Ora Magazine • Arrivals Magazine • Tempo Magazine • Hamilton Press • Air New Zealand Regional Brand Toolkit 	The Timber Trail, Mangapohue Natural Bridge, Marokopa Falls, Black Water Rafting, Waitomo Glowworm Caves, Ruakuri Cave, Troll Cave – Waitomo Adventures, Legendary Black Water Rafting Co, Waitomo Trail Run
Domestic consumer – Auckland, Bay of Plenty & Taranaki, Wellington, Rotorua, Christchurch	‘Short Escapes’ campaign – October 17	Waitomo Adventures, Discover Waitomo, Mangapohue Natural Bridge, Marokopa Falls, Mangaokewa Scenic Reserve, Timber Trail
Domestic consumer -Local, Hamilton & Waikato	‘Explore Your Own Backyard’ campaign, Dec 17 – Jan 18	Waitomo Adventures, Discover Waitomo, Timber Trail, Mangaokewa Scenic Reserve

Target market	Campaign or activity	Waitomo experiences profiled
Domestic consumer – Chinese New Zealanders	Ongoing campaign activity has continued through our Weibo social media channel, blogs, forums etc	Marokopa Falls, Piripiri Cave, Ruakuri Bush Walk, Ruakuri Cave, Waitomo Glowworm Caves
Domestic & International consumer and trade	2018 Hamilton & Waikato Regional Visitor Guide	Waitomo, Te Kuiti and surrounding areas profiled in 'Regional Highlights', 'Underground Wonders' 'Walking & Hiking' and 'cycling' sections and featured in the 'Waitomo and Surrounds' section. A number of Waitomo-based operators have also advertised.
Domestic & international consumer, travel trade and media	Quarterly e-newsletters are distributed to our consumer, trade and media databases	Discover Waitomo, Waitomo Adventures, Mangapohue Natural Bridge, Marokopa Falls, Ruakuri Bush Walk, Piripiri Cave Walk,
Domestic & International consumer	HWT ran an Instameet in September 2017 to coincide with International Hobbit Day where we hosted 6 key social media influencers in the region over 2 days	Ruakuri Cave with Discover Waitomo, Dining at Fat Pigeon Café, Hairy Feet Waitomo
Domestic & International consumer	Waitomo District profiled through HWT's various social profiles including hamiltonwaikato.com, Facebook, Instagram, Twitter & YouTube.	Discover Waitomo, Marokopa Falls Walk, Mangapohue Natural Bridge Walk, Piripiri Cave Walk, Ruakuri Bush Walk, Waitomo Rally, Waitomo Glamping, Hairy Feet Waitomo, Angus Stubbs, The Timber Trail, Te Kuiti, Piopio, Omaru Falls, Pureora Forest Park Walks, Waitanguru Falls, Sir Collin Meads Statue
Domestic & International consumer	HWT conducted a photo shoot at key locations for use in various marketing activities	Te Kuiti Township, Waitomo Township

Conventions & Business Events

The Hamilton & Waikato region remains the third largest region behind Auckland and Wellington for conventions, meetings and business events for the year ending December 2017. Our region has secured a 10.6% market share of total events of this lucrative market.

Every conference we can secure for Hamilton and Waikato is significant for the region, regardless of the sector or size. Conference delegates are also influenced to return for a future holiday based on their positive Waikato experiences.

A delegate attending a business event was worth twice as much of a leisure traveller to the region, with an average delegate per night value of \$350 per night for international delegates and \$509 per night for domestic delegates.

In July 2017, HWT supported by Tourism New Zealand, represented the region at the Get Global trade show in Sydney, alongside a couple of key regional operators.

Our main marketing engagement for the year, the Business Events Waikato Showcase, was held in August 2017. This was our second Business Events Showcase had more than 50 venues and suppliers from throughout the Waikato region exhibiting with more than 140 conference and business event organisers through the doors, an increase from the inaugural event last year. Students from the New Zealand School of Tourism also attended to learn more about the conference and business events industry.

This year's showcase also included The Speaker Showcase with Tourism New Zealand sponsoring the panel discussion "Redefining Hamilton & Waikato as a Leading Business Events Destination" led by speakers University of Waikato Associate Professor Ryan Ko; Hamilton & Waikato Tourism chief executive officer Jason Dawson; and SparkTank Director Rachel Kelly.

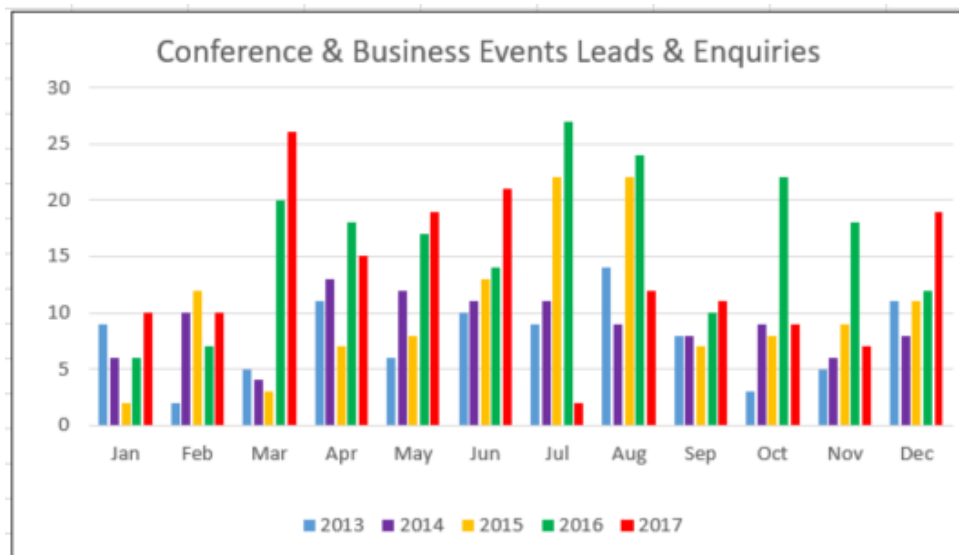
Guest speakers drew good crowds, with television and radio host Duncan Garner, and endurance athlete Rob Hamill speaking to a packed room. Speakers were sponsored by Essential Talent.

A hosted buyer programme for 15 buyers from throughout New Zealand was also introduced this year. A two-day famil programme of venues and suppliers followed their attendance at the Showcase.

In December 2017, HWT hosted a multiday famil for 13 national buyers around our region. This is the third multiday famil offered by the Convention Bureau this year.

ENQUIRIES

69 enquiries managed by the Convention Bureau from 1 July to 31 December.



INTERNATIONAL CONFERENCE BIDS – in conjunction with Tourism New Zealand’s Conference Activity Programme (CAP)

Bidding for international conferences has become a key activity of the Hamilton & Waikato Convention Bureau, with the support of the Conference Assistance Programme from Tourism New Zealand (TNZ).

Conference bid activity – July to December 2017

Wins: Two
Loses: Nil
Under consideration: Four

The following international conferences have been secured with the Conference Assistance Programme during the 2017-18 financial year to 31 December 2017:

Conference name	Date	PAX	Value (\$)
International Conference on Asian Digital Libraries – ICADL (won August 2017)	Nov/Dec 2018	230	\$496,960
Association of Australasian Engineering Educators – AAEE 2019 (won November 2017)	Dec 2019	TBA	TBA
TOTAL ESTIMATED VALUE TO THE REGION:			\$496,960

Product development

Development that furthers the Tourism Opportunities Plan (adopted 2016) continues to be a focus. The key focus of the Plan is based around five game-changers:

1. Waikato River
2. Brand Strategy
3. Hamilton City Riverfront
4. Kiingitanga Story
5. Regional Events Strategy

Activating tourism opportunities in Waitomo

Opportunities and development supported in Waitomo over the last six months include:

Programme	HWT role	Matamata-Piako District activity
Game Changer: Regional Events Strategy	Lead	Discovery phase & events audit completed. Consultation with event promoters and venues/facilities completed. First draft available by April 2018.

Programme	HWT role	Matamata-Piako District activity
Game Changer: Regional Brand Strategy	Lead	Regional brand audit completed; visitor proposition workshops held; regional story development completed. MBIE co-funding provided to deliver next phase by June 2018.
Game Changer: Story of Kiingitanga - Maori tourism	Support	Waikato-Tainui Tourism Symposium held Sept 17; Maori tourism product & experiences being piloted
Product development: Support for new tourism products and experiences in the district	Support	Waitomo ATV Farm Tours Waitomo Hilltop Glamping Waitomo Adventures Troll Café Waitomo Great Walk

To find out more and download a copy of the Tourism Opportunities Plan:
www.hamiltonwaikato.com/TOP

Conclusion

The Provincial Growth Fund (PGF) has now been announced by the Government and wishes to target investment to lift productivity, create jobs and provide economic benefits to communities. The Fund has three investment tiers which will deliver these priorities:

- 1. Regional projects and capability:**
Support of economic development projects, feasibility studies and capability building identified by the regions.
- 2. Sector investment (including One Billion Trees programme):**
Investment in initiatives targeted at priority and/or high value economic opportunities.
- 3. Enabling infrastructure projects:**
Investment in regional infrastructure projects that will lift productivity and grow jobs.

The first funding announcement of the PGF targeted the 'surge' regions of Northland, Bay of Plenty, East Coast, Hawke's Bay, Manawatu-Whanganui and West Coast for early investment. Tourism has been identified as a key enabler for regional economic benefit with a number of new initiatives attracting funding in the 'surge' regions.

Hamilton & Waikato Tourism are keen to coordinate tourism opportunities which require funding for feasibility studies or development projects across the region. We are keen to advise and support Expressions of Interest or Application Forms from Matamata-Piako District Council to ensure our region attracts funding from the PGF.

According to advice from Ministry officials, the Tourism Infrastructure Fund (TIF) will be maintained and remain separate from the PGF. During round one of the Tourism Infrastructure Fund (TIF) in December 2017, the following Waikato councils attracted funding:

- Matamata-Piako District Council (\$221,000 for Wairere Falls carpark); and
- Waikato District Council (\$868,000 for new toilet and rubbish facilities at Raglan).

We will continue to work with our seven local councils to actively pursue any tourism infrastructure funding to help develop your local communities.

The Department of Conservation has received initial submissions for potential new Great Walks, with 30 tracks from across the country proposed. The 30 tracks now undergo a more detailed assessment include two from the Waikato region – Wairere Falls and Timber Trail. We hope to find out more about the criteria for the next round of assessment shortly.

We wish to take this opportunity to thank Waitomo District Council for their ongoing support of our regional tourism organisation.

Jason Dawson

Chief Executive

Hamilton & Waikato Tourism

March 2017

Document No: A387857

Report To: Council



Meeting Date: 27 March 2018

Subject: Deputation: Waikato Regional Council –
draft 2018-2028 Long Term Plan

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Waikato Regional Council (WRC) representatives will be in attendance at the meeting at 9.30am to present the WRC's draft 2018-2028 Long Term Plan.
- 1.2 A copy of the WRC Consultation Document has been circulated under separate cover and is available for download from the WRC's website.

Suggested Resolution

The Deputation: Waikato Regional Council – draft 2018-2028 Long Term Plan be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: A388418

Report To: Council



Meeting Date: 27 March 2018

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

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

Commentary

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

up to the elected member to judge whether they have any interests to declare. Some elected members may have none.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 Members who have declared an interest in any matters that are due to be considered at a Council or Committee meeting should declare that they have an interest in the matter, leave the table and not take part in any discussion, debate or vote on that matter.
- 2.11 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

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

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

Name:	
Item of Business on the Agenda:	
Reason for Declaration:	

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Local Authority (Members' Interests) Act 1968

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

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

3.11 Non-Pecuniary Interest

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

Waitomo District Council Procurement Policy – 23 February 2013

4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

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

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

A conflict of interest occurs where:

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

The other interest or duty might exist because of:

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

A relative or close friend includes:

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

Examples of potential conflicts of interest include:

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

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

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

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

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

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 FEBRUARY 2018 AT 9.00AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, and Sue Smith

IN ATTENDANCE: Chief Executive; Group Manager – Corporate Services (for part only); Group Manager – Community Services (for part only); Group Manager – Compliance (for part only) and General Manager - Infrastructure Services (for part only)

1. Council Prayer

Mayor Hanna welcomed everyone to the first meeting of the 2018 calendar year and advised the Council that he had issued an invitation to members of the Waitomo Energy Services Customer Trust (WESCT) to attend the meeting to address Council, but there were not able to attend.

2. Apology

Resolution

The apology from Cr Janene New be received and leave of absence granted.

Davey/Whitaker Carried

3. Verbal Reports: Individual Councillor Roles and Responsibilities

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

Cr Brodie

- Regional Transport Committee
- Piopio Domain Board
- Piopio College Prizegiving
- Maniapoto Maori Trust Board CE Farewell
- Mokau Site Visit with Waikato Regional Council
 - Meet with Harbourmaster
 - Maniaroa Marae - Powhiri
 - Boating Facilities
- Council Articles in Mokau Trading Post and Piopio Birdtalk
- Mokau Ratepayer Meeting (36 attendees)
- Coastal Hazards Meeting
- West Coast Zone
- Waitomo Catchment Trust

- Piopio Retirement Village
- Onetai Station Open Day
- Ministry of Business, Innovation and Employment – Retirement Village

Cr Goddard

- Destination Pureora
- Benneydale Hall
 - Trust Waikato Application for Painting and Roofing

Cr Davey

- Te Kuiti Community House

Cr Smith

- Kahu Hohaia's Funeral
- Waitomo Museum
 - Bruce Maunsell appointed Business Mentor
 - Geo Park Presentation
- District Plan Consultation Days
 - Marokopa residents pleased to "have a say"

Cr Whitaker

- Carols in the Park (100 attendees)
- Waitomo Sister City Meetings
- Destination Pureora
- Brook Park

Mayor Hanna

- Destination Pureora
- Great NZ Muster (Arrangements)
- LGNZ National Council
- Onetai Station Open Day
- Walking Access Commission
- NZ Police (Andrew Mortimer) Area Commander for Waikato West
- North King Country Development Trust
- St Johns Long Service Awards
- Tuia Wananga Programme (Shavaahn Tangihaere - 2018 Rangatahi participant)
- Waitomo Energy Services Customer Trust

Resolution

The verbal reports be received.

Smith/Brodie Carried

4.	Confirmation of Minutes – 28 November 2017	A378852, A378853 and A378885
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Resolution

The Minutes of the Waitomo District Council meeting of 28 November 2018, including the Public Excluded minutes, be confirmed as a true and correct record.

Goddard/Brodie Carried

5.	Receipt of Audit and Risk Committee Minutes – 28 November 2017	A378889 and A379014
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Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 28 November 2018 be received.

Goddard/Brodie Carried

6.	Brook Park Incorporated Society: Meeting Minutes – 4 December 2017 and 12 February 2018	A385449
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 4 December 2017 and 12 February 2018.

Resolution

The business paper on Brook Park Incorporated Society: Meeting Minutes – 4 December 2017 and 12 February 2018 be received.

Whitaker/Davey Carried

7.	Waitomo Sister City: Meeting Minutes – 16 October 2017 and 14 December 2017	A385269
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Council considered a business paper providing information relating to the Waitomo Sister City Meetings of 16 October 2017 and 14 December 2017.

Resolution

The business paper on Waitomo Sister City: Meeting Minutes – 16 October 2017 and 14 December 2017 be received.

Whitaker/Davey Carried

8.	Waikato Region Community Facilities Funding Framework	A385706
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Council considered a business paper presenting for Council's consideration the Waikato Region Community Facilities Funding Framework.

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

Resolution

1 The business paper on Waikato Region Community Facilities Funding Framework be received.

2 Council adopt the Waikato Region Community Facilities Funding Framework.

Smith/Whitaker Carried

9. Waikato Regional Theatre – Funding Proposal	A385650
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Council considered a business paper seeking a formal Council resolution relating to the Waikato Regional Council's advice of a proposal by Momentum Waikato Community Foundation for a Regional Theatre.

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

Resolution

- 1 The business paper on Waikato Regional Theatre – Funding Proposal be received.
- 2 Council support the proposal by Momentum Waikato Community Foundation for a regional theatre being publicly consulted on as part of the Waikato Regional Council's draft 2018-2028 Long Term Plan.

Goddard/Brodie Carried

Councillor Davey requested his vote against the resolution be recorded in the Minutes.

The Group Manager – Corporate Services entered the meeting at 10.00am.

10. Progress Report: Communications Strategy	A381612
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Council considered a business paper providing a brief Council on progress made with regard to the Communications Strategy as well as any other projects that have arisen in the past six months.

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

Resolution

The business paper Progress Report Communications Strategy be received.

Goddard/Whitaker Carried

The Group Manager – Corporate Services left the meeting at 10.10am.
 The meeting adjourned for morning tea at 10.10am and reconvened at 10.15am.
 The Group Manager – Community Services and Group Manager – Compliance entered the meeting at 10.15am.

11. 2017 Christmas Parade Report	A385040
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Council considered a business paper providing a briefing on the outcome of the Waitomo District Christmas Parade 2017.

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

Resolution

The business paper on the 2017 Christmas Parade Report be received.

Whitaker/Brodie Carried

12. 2018 Citizens Awards - Timeline	A385041
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Council considered a business paper providing a proposed timeline for the 2018 Waitomo District Citizens Awards.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions advising that due to two community members leaving the District, Council may wish to consider appointing up to two new members to the CAWP.

Council discussed the opportunity of potentially appointing previous recipients of the awards and requested that a list of historical recipients be circulated to the Council for consideration at the new Council Workshop on 6 March 2018.

Resolution

- 1 The business paper on 2018 Citizens Awards – Timeline be received.
- 2 Council approve the Proposed Timeline for the 2018 Waitomo District Citizens Awards.

Davey/Smith Carried

13. Progress Report: Southern Waikato Economic Development Action Plan	A385154
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Council considered a progress report on development of the Southern Waikato Economic Development Action Plan.

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

Resolution

The business paper on Progress Report: Southern Waikato Economic Development Action Plan be received.

Davey/Whitaker Carried

14. Progress Report: Civil Defence	A385363
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Council considered a progress report on current activities within the Civil Defence portfolio.

The Group Manager – Community Services and Group Manager – Compliance expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Safety (Civil Defence) be received.

Goddard/Davies Carried

The Group Manager – Community Services and Group Manager – Compliance left the meeting at 10.50am.

The General Manager – Infrastructure Services entered the meeting at 10.53am.

15. Progress Report: Solid Waste Services	A384183
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Council considered a progress report on the current work streams within the Solid Waste management portfolio, including contracted services.

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

Resolution

The Progress Report: Solid Waste Activity be received.

Brodie/Davey Carried

16. Progress Report: Land Transport	A384181
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Council considered a progress report on the implementation of the Work Plan for the Land Transport activity as contained in the current year of the 2015-2025 Long Term Plan.

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

Resolution

The Progress Report: Land Transport Activity be received.

Brodie/Smith Carried

17. Progress Report: Recreation and Culture	A385234
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Council considered a progress report on current work streams within the Recreation and Culture Activity.

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

Resolution

The Progress Report: Recreation and Culture be received.

Whitaker/Brodie Carried

18. Progress Report: Public Amenities	A385235
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Council considered a progress report on current work streams within the Public Amenities portfolio.

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

Resolution

The Progress Report: Public Amenities be received.

Brodie/Whitaker Carried

19. Progress Report: Road Map Work Programme	A385391 and A385390
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Council considered a progress report on the Road Map Work Programme which was adopted by Council on 27 June 2017.

Resolution

The Progress Report: Road Map Work Programme as at 27 February 2018 be received.

Brodie/Goddard Carried

There being no further business the meeting closed at 11.50am

Dated this day of 2018.

**BRIAN HANNA
MAYOR**

**WAITOMO DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE**

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS,
QUEEN STREET, TE KUITI ON TUESDAY 28 FEBRUARY 2018 AT
12.35AM**

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, and Sue Smith

IN ATTENDANCE: Chief Executive and Group Manager – Corporate Services

1. Apology

Resolution

The apology from Cr Janene New be received and leave of absence granted.

Smith/Whitaker Carried

2. Declarations of Member Conflicts of Interest
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Declarations were made as follows:

Mayor Hanna	Progress Report: No 5 Trust - Offer of Service for ongoing provision of Exhibition Space
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Mayor Hanna noted that the conflict of interest in this instance is “significant” and as such he would leave the table and take no part in discussion or voting on this item and would request the Deputy Mayor to Chair the meeting for this item.

Cr Davey	Procurement Arrangement
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Cr Davey declared a potential conflict of interest in so far as his business, PaperPlus, has a procurement arrangement in place with Waitomo District Council.

3. Confirmation of Minutes – 28 November 2017
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Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 28 November 2018, including the Public Excluded minutes, be confirmed as a true and correct record.

Goddard/Whitaker Carried

4. Terms of Reference of the Audit and Risk Committee
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Resolution

This item of business be moved to the Public Excluded portion of the meeting pursuant to Section 7(2)(i) of the Local Government Official Information and Meetings Act 1977.

Brodie/Smith Carried

5. Financial Report for the Period ended 31 December 2017	A380848
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Council considered a business paper presenting the financial and non-financial results for the period ended 31 December 2017.

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

Resolution

The business paper on Financial and Non-Financial Report for the period ended 31 December 2017 be received.

Davey/Whitaker Carried

6. Audit Engagement Letter for the Audit of the Consultation Document and Long Term Plan 2018-28	A384858
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Council considered a business paper presenting the Audit Engagement Letter for the audit of the Consultation Document and the Long Term Plan 2018-28 and to obtain the Committee’s approval for the signing of the Audit Engagement Letter.

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

Resolution

- 1 The business paper on Audit Engagement Letter for the Audit of the Consultation Document and Long Term Plan 2018-28 be received.
- 2 The Audit and Risk Committee approve signing of the Audit Engagement Letter.

Brodie/Whitaker Carried

7. Mastercard Expenditure Report (November 2017 to January 2018)	A385166
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Council considered a business paper presenting for the Committee’s information and consideration, details of expenditure incurred via WDC issued Corporate Mastercard.

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

Resolution

The Mastercard Expenditure Report for the period November 2017 to January 2018 be received.

Brodie/Whitaker Carried

8. Progress Report: 2017 NZTA Investment Audit	A385562
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Council considered a business paper providing a brief on the findings of the New Zealand Transport Agency's (NZTA) Investment Audit carried out onsite over the period 24 – 27 October 2017.

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

Resolution

The Progress Report: 2017 NZTA Investment Audit be received.

Brodie/Whitaker Carried

9. Progress Report: WDC Resource Consent – Compliance Monitoring

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

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

Resolution

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

Goddard/Smith Carried

10. Motion to Exclude the Public for the consideration of:

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

The Committee noted that Item 4 on the Order Paper - Progress Report: No 5 Trust - Offer of Service for ongoing provision of Exhibition Space is to be moved into the Public Excluded portion of the meeting.

Resolution

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

- 2 The Committee agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive
Group Manager – Corporate Services

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Terms of Reference of the Audit and Risk Committee	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Health and Safety	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Risk Management – Procurement/Contract Schedule (November 2017 to February 2018)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: No 5 Trust - Offer of Service for ongoing provision of Exhibition Space	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Brodie/Smith Carried

There being no further business the meeting closed at 1.53pm.

Dated this day of 2017.

BRIAN HANNA
MAYOR

Confidential Confidential

Confidential Confidential

Confidential

Confidential Confidential

Confidential Confidential

Confidential

Document No: A387801

Report To: Council



Meeting Date: 27 March 2018

**Subject: Brook Park Incorporated Society:
Minutes – 5 March 2018**

Type: Information Only

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

representative to veto any decision that is not in the best interests of the park or the community.

4. Council will dissolve the Brook Park Advisory Committee on the successful establishment of the Friends of Brook Park.
- 3.8 During 2011 WDC advertised several times seeking interested persons to join the committee with limited success. Council considered that a Leadership Work Group consisting of three Council members would be beneficial to provide political leadership and assist in getting the FBP established and in December 2011 Council established the Brook Park Leadership Work Group.
 - 3.9 The FBP Group was finally established early in 2012 with numbers fluctuating as more members of the public become interested in the future of the park. By mid-2012 the group was incorporated as the "Brook Park Incorporated Society" (BPIS) to administer the day to day operations/development of Brook Park.
 - 3.10 Brook Park is operated as a farm park, with a grazing licence granted by WDC to a lessee. The Reserves Act 1977 states that any lease or agreement on reserve land has to be granted by the administering body, which in this case is the Waitomo District Council. Therefore BPIS cannot lease these grazing rights to another entity or individual.
 - 3.11 With the administering body being WDC and the consequent income stream for the grazing lease being part of WDC's reserve income (between \$2000 - \$4000), there was little opportunity for the BPIS to achieve a sustainable income stream for minor works and administration. The income derived by BPIS at that time was by way of subscription donation (\$10 per member) and any successful grant applications for specific projects.
 - 3.12 To improve the financial viability and robustness of the BPIS, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPIS was developed and approved. Council also agreed to provide an annual grant to BPIS for operational management of the reserve, equivalent to the annual derived lease income.

Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper are copies of the BPIS minutes from 5 March 2018.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 5 March 2018 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 5 March 2018

BROOK PARK
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED
SOCIETY**

**Meeting
Minutes**

Monday 5 March 2018
5.30 pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 5 March
2018 COMMENCING AT 5.30 PM

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Graeme Churstain, Sue Wagstaff, Andrea Hannah, Jane Murray, Neil Brooks, Phillip Houghton, Elly Kroef, Helen Sinclair.

Presentation from Diane and Kevin Forgeson- Brook Park Rotunda Pathway Rotary Project. On track to be completed in 6-8 weeks . Brief discussion on planting and signage . Rotary to be commended on the planning and clarity of the presentation and their commitment to it.

Apologies – Suzy Hoare, Sheralee Buchanan -M / S Graeme/ Gerald

Confirmation of Minutes – 12 February

That minutes of previous meeting be accepted as a true and accurate record.
Moved/seconded Phillip/ Elly.

Matters Arising from Minutes

None.

Financial Report

Financial report tabled. Opening balance-\$ 34 683; Closing balance \$ 33 196
\$350 in unrepresented cheques.

Report accepted - M-Phillip, S-Graeme.

Correspondence

Inwards: email-Rozel Coffin-Powhiri and tree-planting request for October. BPIS meeting for those available Wednesday @ 10 am to look at potential planting and signage sites. See also Rotary note above.

WDC re donation of 3 possum traps.

Outwards: Nil

Maintenance/Fencing

Guy to contact Rob Buckley re fertiliser.

Weed Control

Graeme and Gerald continuing to 'weedbust'.

Opossums

Traps donated –see above. Graeme and Gerald to place these on northern boundary after discussion with Ross Mac Donald.

Disc Golf

Guy to meet representative on Wednesday morning re siting of golf 'course'.

Carols in the Park

Neil to contact schools re ideas, dates , viability and interest.

General Business

Op Shop

Week of 23 April – proceeds for us. Donations of goods to Helen please.

Pine trees

Cameron, contractor, no longer in tree business, but his existing contracts may be farmed out to others.

Entrance to Brook Park

WDC to be congratulated for widening the entrance and making it safer for Park users.

Meeting closed 6.25 pm

Next meeting is Monday 9 April 2018 as 2 April is Easter Monday. Agenda items to Guy please by Thursday prior. Agenda and second set of Minutes, sent out Friday 6 April

Neil Brooks
Secretary

Document No: A387802

Report To: Council



Meeting Date: 27 March 2018

Subject: Waitomo Sister City – Minutes:
13 February 2018

Type: Information Only

Purpose of Report

- 1.1 The purpose of this Business Paper is to provide Council with information relating to the Waitomo Sister City meeting of 13 February 2018.

Commentary

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

Suggested Resolution

The business paper on Waitomo Sister City – Minutes of Meetings: 16 October 2017 and 14 December 2017 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

March 2018

Attachment: Waitomo Sister City Committee Minutes – 13 February 2018 (A385518)

WAITOMO DISTRICT SISTER CITY COMMITTEE**MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON TUESDAY 13 FEBRUARY 2018 AT 4:00PM**

PRESENT: Janis Mac Donald (Chairperson)
Councillor Janene New
Mayor Brian Hanna
Marilyn MacKinder
Deputy Mayor Guy Whitaker

IN ATTENDANCE: Suzanne Downey (Principal for host school)
Clowdy Ngatai (WDC Community Development Coordinator)

1. Purpose of Report

- 1.1 The purpose of these minutes is to present the Waitomo Sister City Committee with an account of the business discussed in the meeting held 13 February 2018, in the Mayors Meeting room at 4:10pm.

2. Agenda

- Apologies
- Confirmation of Previous Minutes
- Matters Arising
- Programme for Visiting Students
- 4:30am - Principal Suzanne Downey
- Invitation sent to new Mayor of Tatsuno
- Japanese Gardens
- General Business
- Set Next Meeting Date/Time

3. Apologies

- 3.1 The Meeting opened at 4:10pm
- a. Apologies were tabled for Andrea Hanna, Brian Hanna and Guy Whitaker. Clowdy made contact with Jenny and confirmed that her apologies be tabled. Marilyn MacKinder was attending the meeting late. These apologies were received and unanimously accepted.
 - b. Clowdy was asked to make contact with Winston to ask if he still wanted to attend meetings and be on the committee.
 - c. Some discussion was had and it was agreed that a quorum was not met so a discussion was only able to be had.
 - d. Marilyn, Guy and Brian arrived and the meeting was started.

4. Minutes

- 4.1 The previous minutes were read and adopted as a true and correct record.

5. Principal in attendance – Suzanne Downey

- 5.1 Suzanne attended the meeting early and it was agreed that the agenda item would be moved to accommodate her arrival.
- 5.2 The Tatsuno students profiles have been sent to St Joseph's School - Eight students have been confirmed as travelling (6 female and 2 male with a male chaperone who has been to NZ before)
- 5.3 Suzanne has confirmed home stay hosts for three of the students and expects to have the rest done by the end of next week.
- 5.4 Suzanne will provide the families with the programme intentions – Clowdy will send this to Suzanne following confirmation of activities with committee.
- 5.5 The committee went through the programme with Suzanne Thursday 22 March – Tuesday 27 March. She was happy with the proposed programme.
- 5.6 Suzanne thought the families might want to go along to the beach trip and the committee were open to that.
- 5.7 Brain secured tickets for the students to go on the CaveWorld walking tour with Kyle Barnes. Kyle has provided the tickets at \$20.00 per child and not the normal \$60.00.
- 5.8 Suzanne said that the school would be providing a small gift to the students on departure on the Thursday.
- 5.9 Clowdy confirmed the bus booking with Ammon motors had been made.
- 5.10 Suzanne said that she was pleased with the support she had got from the committee to host the students and left at 4:25pm

6. Financial Report

- 6.1 A discussion was had about the budget allotted to the Sister City Committee. It was asked that Clowdy find out how much the committee had to spend.
- 6.2 Marilyn asked that a financial report be provided to the committee with anticipated costings for the visit from the Tatsuno students.
- 6.3 This would allow for the forward planning for the dignitaries visit. Also was there a possibility of having the amount rolled over?

7. Invite sent to Tatsuno Sister City / Mayor

- 7.1 An invite has been sent to the representatives of Tatsuno to come to the Friday night Shearing Championships and to the Great NZ Muster 2018. No reply has been received to date.

8. Japanese Garden

- 8.1 Brian confirmed that no graffiti or noted damage could be reported at the Japanese Gardens in a recent visit.

9. Next meeting

- 9.1 The next meeting is set for Tuesday 20 March 2018 at 4.00pm in the Mayor's Meeting Room.

Meeting closed at 5:10pm



CLOWDY NGATAI
COMMUNITY DEVELOPMENT COORDINATOR

Document No: A387856

Report To: Council



Meeting Date: 27 March 2018

Subject: Council Meeting Schedule for 2018

Purpose of Report

- 1.1 The purpose of this business paper is for Council to formally adopt a Meeting Schedule for the 2018 calendar year.

Commentary

- 2.1 Council has in the past scheduled ordinary monthly meetings for the last Tuesday of each month.
- 2.2 The Meeting Schedule for the current calendar year has been agreed to by the Council as part of its Road Map Work Programme, however it is appropriate that Council formally resolve to adopt its Meeting Schedule.
- 2.3 Council's Road Map Work Programme includes timelines prepared on the basis of ordinary monthly meetings taking place on the last Tuesday of each month. It should be noted however, that because of the "living" nature of the Road Map document, scheduled meeting dates over and above the normal monthly meetings often alter as time passes and therefore only the known dates are included for adoption in this Meeting Schedule. Addition Hearings, Workshops and Meetings will be scheduled as and when required.
- 2.4 Where a statutory holiday falls within a week where a Council meeting would ordinarily be convened, the Council meeting is moved. For example with the Monday-ising of Public Holidays, where a Council meeting is scheduled in that week, the meeting is either moved to the Wednesday or deferred by a week.
- 2.5 In the current year, meetings have also been re-scheduled where it is known that some elected members will not be available.
- 2.6 No Council meetings are scheduled for January and December.
- 2.7 Audit and Risk Committee meetings, which are convened on a quarterly basis in February, May, August and November are also included in the Meeting Schedule for adoption.

Recommendation

- 3.1 It is recommended that Council adopt its Meeting Schedule for 2018 based on the requirements of the Road Map Work Programme, noting that further meetings and workshops may need to be convened as time passes.

- 3.2 It should be noted that the adopted Meeting Schedule includes only official meetings which must be publicly notified. Informal workshops do not form part of the official Meeting Schedule.

Suggested Resolutions

- 1 The business paper on Council Meeting Schedule for 2018 be received.
- 2 Council adopt the following Meeting Schedule for 2018:

Tuesday	27 February 2018	Monthly Council Meeting
Tuesday	27 February 2018	Audit and Risk Committee Meeting
Tuesday	27 March 2018	Monthly Council Meeting
Tuesday	1 May 2018	Monthly Council Meeting
Monday and Tuesday	14 & 15 May 2018	Hearing of Submissions to Long Term Plan Consultation Document
Tuesday	29 May 2018	Monthly Council Meeting (including Long Term Plan Consultation Document Deliberations)
Tuesday	29 May 2018	Audit and Risk Committee Meeting
Tuesday	12 June 2018	Council Meeting (Adoption of Supporting Information for Long Term Plan)
Tuesday	26 June 2018	Monthly Council Meeting (Adoption of Long Term Plan)
Tuesday	31 July 2018	Monthly Council Meeting
Tuesday	21 August 2018	Monthly Council Meeting
Tuesday	21 August 2018	Audit and Risk Committee Meeting
Tuesday	25 September 2018	Monthly Council Meeting
Wednesday	30 October 2018	Monthly Council Meeting
Tuesday	27 November 2018	Monthly Council Meeting
Tuesday	27 November 2018	Audit and Risk Committee Meeting



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: A388320

Report To: Council



Meeting Date: 27 March 2017

Subject: Proposed Policy – Use of Council Seal

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council a Proposed Policy on the use of the Council Seal (“the Proposed Policy”).

Background

- 2.1 The application of the Council Seal (also known as the “common seal”) to documents signifies the legal approval or acceptance of some action to discharge a statutory authority.
- 2.2 The Proposed Policy sets out the limitations on the use of the Council Seal, and requires all use of the Council Seal to be reported to Council at its next scheduled meeting for ratification, and for Council to pass a resolution recording the same.

Commentary

- 3.1 The Council Seal is not used as frequently in council processes now as it was in the previous 20+ years, however there are some instances where legislation requires the ‘seal of the local authority’ to be affixed to a document.
- 3.2 There are four statutory requirements to affix the Council Seal as follows:

- a) **A written warrant under section 174(1) of the Local Government Act 2002 (LGA)**

Section 174 of the LGA requires a written warrant under the seal of the local authority to be provided as evidence that a person is authorized to enter private land (i.e. for inspection, monitoring or enforcement reasons).

- b) **A conveyance, transfer or lease under section 345(1)(a) of the Local Government Act 1974.**

Section 345 of the LGA 1974 sets out the requirements when council disposes of land not required for road. Where Council sells or leases the land by public auction or private tender, the seal of the Council constitutes a valid title to the land.

- c) **A memorandum of transfer or lease under section 80 of the Local Government (Rating) Act 2002 (LGRA).**

Section 80 of this LGRA relates to abandoned land, and requires the Council to execute ‘under seal’ memorandums of transfer and leases.

d) The approval of a policy statement or plan under clause 17 of Schedule 1 of the Resource Management Act 1991 (RMA).

Clause 17 of Schedule 1 of the RMA requires Councils when approving a Proposed District Plan (the final consideration stage, once all appeals have been disposed of), to approve the Plan by 'affixing the seal of the local authority'.

- 3.3 There are other instances where, while there may be no legal requirement to do so, Council is entitled to seal documents if it considers this to be prudent and in the interests of good local government.
- 3.4 The purpose of affixing the seal to a document is to acknowledge that it is a formal document of the Council. In this context, the seal will only be affixed to the following additional documents:
- Any bylaws made by the Council.
 - Consent to a dealing where Council has a Land Charge imposed under the Statutory Land Charges Registration Act 1928 and where such dealing does not affect the priority of substance of Council's Statutory Land Charge. (A partial release, where part of the land is sold but the charge remains, would still be a matter for Council's discretion).
- 3.5 The use of the Council Seal will be monitored and reported to Council on a monthly basis.

Analysis of Options

- 4.1 There are two reasonably practicable options available to Council, (1) retain the status quo, and (2) approve the Proposed Policy on use of Council Seal.
- 4.2 Retaining the status quo (option 1) is not recommended, as this does not align with the Proposed Delegations Register, which sets out the delegations for the application of the Council Seal. Option 2 will ensure that Council's administrative processes are effective and efficient.

Considerations

5.1 Risk

- 5.2 There is no risk resulting from this Proposed Policy. The Proposed Policy simply confirms the legal requirements for the affixing of the Seal, and those other instances where it is to be applied. In addition, the Proposed Policy aligns with the Proposed Delegations Register, which confirms who has delegated authority to affix the Council Seal to a document.

5.3 Consistency with Existing Plans and Policies

- 5.4 The Proposed Policy is consistent with Council's existing plans and policies.

5.5 Significance and Community Views

- 5.6 The approval of the Proposed Policy is not considered to be a significant decision pursuant to Council's Significance and Engagement Policy. The Proposed Policy is an administrative policy which simply sets out the circumstances under which the Council Seal should be affixed to a document.

Recommendation

- 6.1 That Council resolves to approve the Proposed Policy on the Use of the Council Seal, for the reasons detailed above.

Suggested Resolutions

- 1 The business paper on the Proposed Policy - Use of Council Seal be received.
- 2 Council adopt the Policy for the use of Council's Seal (Doc A388449).



TERRENA KELLY
GROUP MANAGER COMPLIANCE

27 March 2018

Attachment: 1 Proposed Policy - Use of Council Seal (Doc A388449)



Policy

Use of Council Seal

2018

Policy Adopted	
Last Review	2018
Next Review	2023

1.0 Objective

- 1.1 To set out the limitations on the use of the Council Seal (also known as the 'Common Seal').

2.0 Policy

- 2.1 The Common Seal of the Waitomo District Council must be affixed to the following documents as required by law:
- a) A written warrant under section 174(1) of the Local Government Act 2002
 - b) A conveyance, transfer or lease under section 345(1)(a) of the Local Government Act 1974.
 - c) A memorandum of transfer or lease under section 80 of the Local Government (Rating) Act 2002.
 - d) The approval of a policy statement or plan under clause 17 of Schedule 1 of the Resource Management Act 1991.
- 2.2 The following documents are to be authenticated or signed on behalf of the Council by way of affixing the Common Seal:
- a) Any bylaws made by the Council.
 - b) Consent to a dealing where Council has a Land Charge imposed under the Statutory Land Charges Registration Act 1928 and where such dealing does not affect the priority of substance of Council's Statutory Land Charge. (A partial release, where part of the land is sold but the charge remains, would still be a matter for Council's discretion).
 - c) Bonds for roading construction in subdivision development.
- 2.3 The Common Seal may be affixed to any document referred to in clauses 2.1 or 2.2 subject to the following requirements:
- a) The affixing of the Common Seal to any document is either to be in accordance with the requirements of a resolution from Council or a Council Committee, or undertaken by an officer acting under delegated authority (i.e. sealing documents under delegation pursuant to a particular Act); and
 - b) A schedule listing the documents to which the Common Seal has been applied is provided to the next scheduled meeting of Council so that Council may ratify the sealing and pass an appropriate resolution to record the same.
- 2.4 The Chief Executive shall be responsible for managing the security and use of the Common Seal.

Document No: A388379

Report To: Council



Meeting Date: 27 March 2018

Subject: Progress Report: Proposed Waitomo District Plan

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the development and review of the Proposed Waitomo District Plan.

Local Government Act S.11A Considerations

- 2.1 There are Section 11A considerations relating to this business paper. Council must have particular regard to the contribution that its core services make to the Waitomo Community. The review of the District Plan will consider and develop a rule and policy framework that will potentially influence the long term location, development and delivery of core services to the community. These matters are being workshopped with the Council as part of the ongoing process of drafting of the District Plan provisions.

Risk Considerations

- 3.1 At the Council meeting on 28 March 2017, the following risks were identified in regard to the preparation of the Proposed Waitomo District Plan:
- Major gaps in information that cannot be remedied or require high financial cost to remedy.
 - Inability of WDC staff to assist with the PDP process.
 - Omission in the project plan timeline.
 - Inability to appropriately engage with Iwi.
 - Inability to secure expert advice.
 - The development of a major project which diverts staff time, such as Plan Change 1 or a Notice of Requirement.
 - Continuity of key staff.
 - Delay in development of the National Planning Standards.
 - Poor alignment with the LTP process.
 - Difficulty engaging with a particular industry or community group.
- 3.2 These risks remain valid considerations for this process.

Background

- 4.1 In September 2015, Council resolved to undertake a full review of the Operative Waitomo District Plan. The 2015-25 Waitomo District Long Term Plan provides for this process. The main objective this process is to develop the Proposed Waitomo District Plan (PDP) to notification stage within the assigned timeframe. The PDP

must be legally robust and provide guidance for long term resource management in the District.

Commentary

- 5.1 The following table is an update on the deliverables that Council directed staff to undertake on 28 March 2017:

<i>Action</i>	<i>Progress</i>
Identification of the appropriate Iwi Authorities for consultation purposes Enactment of the section 6 early engagement provisions in the Maniapoto Maori Trust Board JMA Development of a website strategy Completion of the RPS Implementation Agreement Development of an engagement strategy/consultation project plan to identify key stakeholders, including members of WDC staff Development of a file format plan for Objective Identification of appropriate contacts at the Waikato Regional Council, Horizons Regional Council and neighbouring District Councils.	This will be ongoing for the life of the project and has included identification of the CMT applicants. Completed and enacted as the Maniapoto Maori Trust Board Engagement Strategy. Completed and enacted as the Communications Strategy. Completed (awaiting signature) This will be ongoing for the life of the project. This has included the development of a strategy working group to ensure liaison on major infrastructure projects. Completed. Completed.

- 5.2 The following table outlines the matters that the Council has heard, considered and provided direction on since 27 March 2017. This includes providing direction on 9 of the 11 proposed zones, directing implementation of the full structure and town concept planning process across five townships, providing initial direction on four district-wide chapters, authorising a communications strategy, directing the Maniapoto Maori Trust Board Engagement Strategy, agreeing to the proposed designations process, the reserves management plan process and the commencement of consultation on coastal hazards, the commencement of the heritage building identification project, the landscapes and significant natural area identification projects, attending and hearing feedback from the Mokau and Te Kuiti open days. Each of these matters contain significant complexities.

- 5.3 The matters are summarised below:

<i>Matters Council has considered and provided direction on:</i>	<i>Date of Workshop</i>
Application of the purpose of the Resource Management Act Application of the hierarchy of statutory documents The purpose of the rural zone Planning maps	12 April 2017
Structure planning and Town Concept planning – Te Kuiti, Waitomo, Benneydale, Piopio and Mokau The purpose of the rural-residential zone The purpose of the residential zone	20 June 2017
Maniapoto Maori Trust Board Engagement Strategy The Designation process	20 July 2017
Consultant scope – Coastal hazards, landscapes, natural hazards, ecology, heritage and archaeology projects.	15 August 2017

Manaipoto Maori Trust Board Engagement Strategy The Communication Strategy Coastal hazards, coastal flooding and adaptive management strategies Consultation – Te Kuiti and Mokau Reserve Management Plan alignment The purpose of the settlement zone The purpose of the Industrial zone Special Industrial Areas Waitomo District Natural Hazards Summary Local Indigenous Biodiversity Strategies (LIBS) Te Kuiti Town Concept Plan and Mokau Structure Plan – Draft versions The purpose of the papakaainga zone Te Kuiti Town Concept Plan and Mokau Structure Plan – Final versions Te Kuiti Town Concept Plan and Mokau Structure Plan – consideration of feedback from open days Heritage structures and buildings – proposed project approach The purpose of the conservation zone The purpose of the open space zone The purpose of the subdivision chapter The purpose of the commercial zone Progress on coastal hazards consultation – Mokau/Awakino, Marokopa/Kiritehere, Te Waitere/Kinohaku Progress on Significant Natural Area identification Progress on the Structure Planning and Town Concept Planning work	19 September 2017 10 October 2017 17 October 2017 21 November 2017 13 February 2018 20 February 2018 6 March 2018
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- 5.4 Eight zone chapters are currently in draft form. In line with Council's direction, the focus of 2018 will be on community engagement over a range of issues. Ongoing consultation with coastal communities and Customary Marine Title Applicants will occur on coastal hazards. Engagement with landowners on issues including heritage buildings, significant natural areas and outstanding natural landscapes and features will commence. Town concept and structure planning and consultation will begin for Piopio, Waitomo and Benneydale. A second round of consultation is proposed for Te Kuiti and Mokau. Work is also underway to implement the Manaipoto Maori Trust Board Engagement Strategy which includes appointment of iwi liaison assistance and the formation of a working group.

Suggested Resolution

The Progress Report: Proposed Waitomo District Plan be received.



CATHY O'CALLAGHAN
PRINCIPAL PLANNER – DISTRICT PLANNING

22 March 2018

Document No: A387786

Report To: Council



Meeting Date: 27 March 2018

Subject: Progress Report – Community Development

Type: Information Only

Purpose of Report

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

Background

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

Commentary

3.0 Events

- 3.1 The Waitomo District Christmas Parade was held on Friday 8 December 2017, the theme for 2017 being 'A Child's Christmas Magic'.
- 3.2 Fifteen floats participated in the parade which included participants from schools, community groups and local businesses.
- 3.3 The quality and creativeness of the floats and the effort that was put into each float was evident.

3.4 The Great New Zealand Muster will take place on 7 April 2018 and staff have been working closely with the Shearing Committee regarding this year's event. Planning and preparations for the Muster are currently a key focus for staff to ensure the event is once again a success.

3.5 Waitomo District Youth Council (WDYC)

3.6 The WDYC recently evaluated their progress through the planned events held to date. The WDYC are on track with actions as outlined in their 2017-2018 Action Plan.

3.7 A continued challenge and learning for the group is public speaking and the ability to collectively commit to attending the WDYC meetings. This can be as a result of school commitments and/or members completing their school years and moving into tertiary studies.

3.8 Over the next three to four months the WDYC will focus on activities that support the development and leadership of young people within the district.

3.9 Novice Driver Training Programme

3.10 The Novice Driver Training Programme continues to support learner drivers in the 16-24 age group seeking to obtain their restricted drivers licence.

3.11 The programme also addresses issues for those that are disadvantaged by providing access to suitable vehicles, mentors and practice.

3.12 As at 28 February 2018 the results for the 2017/18 Contract year are:

Total number of young people who achieved Restricted Driver Licence	66
Total number of lessons completed	337
Number of learners who commenced the programme	67

3.13 To date the Novice Driver Training Programme had supported 66 restricted licence passes across the two districts. The target for the contract year is 80 restricted licence passes.

3.14 The current contract arrangement terminates on 31 June 2018. Discussions are well underway between the two partner Councils and Te Kuiti Community House regarding renewal of the contract for a further 3 year term. The results of the programme clearly confirm its success.

3.15 Waitomo District Sister City Committee

3.16 On Thursday 22 March 2018 the Sister City Committee will host 8 Tatsuno students and one chaperone for the annual cultural visit.

3.17 The visiting students will be hosted by families from St Joseph's Primary School with a full coordinated programme implemented to support the host school.

3.18 Maniapoto Family Violence Intervention Network

3.19 Regular meetings are attended with the MFVIN group and a working relationship maintained to support Council's community outcomes.

- 3.20 Over the past month the network has maintained a high profile within the district with their Champions Campaign. Many clubs, businesses and organisations have been provided resources to display, with 650 posters disseminated district wide.
- 3.21 The MFVIN network will be represented at this year's Muster event.

Suggested Resolutions

The Progress Report: Community Development be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

March 2018

Report To: Council Meeting

Meeting Date: 28 March 2018

Subject: Waitomo District Citizens Awards –
Appointment of Member to the Citizens
Awards Working Party

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to make appointment of one community representative to the Citizens Awards Working Party (CAWP) in accordance with the WDC Citizens Awards Policy.

Background

- 2.1 In 2011, Council agreed that it wished to recognise the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 2.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 2.3 Council, at its meeting on 13 December 2011, adopted a Waitomo District Council Citizens Awards Policy.
- 2.4 Annual award ceremonies have been held since 2012 and the achievements of numerous District residents have been recognised.

Commentary

- 3.1 Nominations for the Citizens Awards are assessed by the Citizens Awards Working Party (CAWP). The CAWP is appointed by Council and made up of community members who have a strong knowledge of the District and its residents.
- 3.2 The CAWP can have up to four community members plus one Council representative and is to serve a term of four years.
- 3.3 The current Working Party was appointed in 2014.
- 3.4 At its February 2018 meeting Council approved the timeline for this year's Awards.
- 3.5 Council also discussed membership of the CAWP and it was noted two members of the Working Party no longer reside in the Waitomo District.
- 3.6 Council subsequently considered potential new appointments for the 2018 year and staff were directed to make formal invitation.
- 3.7 Mr Leo Dempsey was approached and has accepted Council's invitation to join the CAWP.

- 3.8 In accordance with the Policy Council is required to confirm Mr Dempsey's appointment.

Considerations

4.1 **Risk**

- 4.2 There are no identified risks with this decision.

4.3 **Consistency with Existing Plans and Policies**

- 4.4 The Appointment of member to the Citizens Awards Working Party is consistent with Council's plans and the Citizens Awards Policy.

4.5 **Significance and Community Views**

- 4.6 Under the Significance and Engagement Policy 2014 this matter is of low significance.

Suggested Resolutions

- 1 The business paper on Waitomo District Citizens Awards – Appointment of Member to the Citizens Awards Working Party be received.
- 2 Council appoint / not appoint Mr Leo Dempsey to the Citizens Awards Working Party for the 2018 year.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

March 2018

Document No: A387911

Report To: Council



Meeting Date: March 2018

Subject: Progress Report: Waters Activities

Type: Information Only

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

2.0 Background

- 2.1 The three Waters activities are:

- 1 **Water Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water.
- 2 **Sewerage and the Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage.
- 3 **Stormwater:** The collection and disposal of storm water.

- 2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

- 2.3 Sewerage Networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

- 2.4 WDC's only reticulated Stormwater disposal network serves Te Kuiti and any exceptions will be reported on for the other areas as these arise.

3.0 Considerations for the Activity

- 3.1 The key drivers of service for each of Council's Three Waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.
- 3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).
- 3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.

- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that LoS are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are three works categories under each of the three Waters activities to maintain all the LoS:
- 1 **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
 - 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
 - 3 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

4.0 Service Delivery

- 4.1 The Infrastructure Services Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.2 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.
- 4.3 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.
- 4.4 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.
- 4.5 The three waters reticulation network service delivery is procured externally and managed internally by the Water services engineer assisted by an administrator to optimise efficiency and to ensure that LoS requirements are met by cost effective and efficient project management.

- 4.6 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.7 Services to be carried out under the agreement include, but are not limited to, the following:

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
<p>Planning, investigation, design, performance and quality monitoring of physical works projects (maintenance and construction), including the administration of professional services.</p>	<p>Reporting to the Manager Water Services on:</p> <ul style="list-style-type: none"> - physical and financial performance of physical works activities; - physical condition of 3-waters assets, including recommendations for maintaining, renewing, enhancing, or disposing of assets.
<p>Preparation of:</p> <ul style="list-style-type: none"> - Project feasibility reports; - Asset management plans; - Work programmes; - Risk management plans. <p>Interpreting condition rating data and applying to programme development.</p>	<p>Gathering and managing information:</p> <ul style="list-style-type: none"> - Carrying out asset condition inspections and ratings, and ensuring all asset data on completed work is kept up to date; - Monitoring, recording and reporting water and wastewater treatment plant performance data ; - Monitoring levels of service and reporting on achievement of key performance measures; - Monitoring, recording and reporting on trade waste discharges. <p>Delivering operations, maintenance and renewals programmes.</p>
<p>Developing, procuring and managing capital physical works activities. Supervising external capital works activities.</p>	<p>Providing support to the WSAMT on physical works activities.</p>
<p>Processing, monitoring and enforcing trade waste discharge consents and calculating monthly trade waste charges for invoicing.</p>	<p>Monitoring and reporting trade waste discharges.</p>
<p>Undertaking:</p> <ul style="list-style-type: none"> - Flow modelling studies; 	<p>Implement, monitor and report compliance with safety and risk management plans.</p>

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
<ul style="list-style-type: none"> - Catchment surveys and catchment management plans; - Water supply safety plans; - Health and safety audits; - Risk management plans. 	
Preparing and evaluating tenders and monitoring physical works and external professional services activities.	
Interpreting, prioritising and programming recommendations from professional services reports and investigations, including review of asset condition assessment reports.	Monitoring and reporting on asset condition of water and wastewater treatment plants and 3- waters networks
Obtaining building and resource consents.	
Reporting to Waikato Regional Council on consent compliance and related matters.	Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data.
	Any other activities subsequently requested during the agreement period.

This Agreement also includes administration support functions. The following table identifies the administration activities:

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Setting and administering policy and standards, risk, and levels of service.	Preparing rolling maintenance programmes.
Approving, administering and monitoring asset management plans.	Implementing data collection and reporting systems consistent with AMS.
Owning maintenance management systems.	Collecting and reporting maintenance history in agreed format.
Owning infrastructure databases.	Providing data and information to WDC.
Managing WDC's water services budgets.	Reporting expenditure against approved programmes.
Preparing financial assistance claims – Ministry of Health.	Providing monitoring data for WDC annual plan performance measures.
Budget management.	Operating job costing system and report on budget spend
Reviewing and confirming scope of work programmes.	Reporting progress against approved programme scope.
Administering database of tenderers	
Administering and maintaining telemetry / SCADA system	Operating telemetry/SCADA stations
Servicing democracy, including providing customer/ratepayer interface and responding to enquiries.	After hours service arrangements.

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Undertaking community consultation on work projects Reporting to WDC, WRC etc.	General administration duties (e.g., correspondence, record management)
General administration duties (e.g., correspondence, record management)	General administration duties (e.g., correspondence, record management)
Reporting on WDC annual plan performance measures	Collecting performance data and reporting.
Developing and operating communication plans and strategies.	Public relations/communications procedures.
Preparing and administering service agreements or activities with professional services providers (internal and external)	
Accepting physical works tenders.	
Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place.	General administration duties (e.g., correspondence, record management)
Administering TW Bylaw 2006 (amended 2016) and trade waste agreements.	Administration of TW sampling and testing programmes.
Reporting resource consent compliance.	Monitoring and documenting treatment plants performance and resource consent compliance.
Auditing health and safety systems.	Preparing and administering health and safety systems.

4.8 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.

4.9 The following contracts are currently in place;

- Contract 500/16/045 - WSBU Agreement
- Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
- Contract 500/16/042 – Trade waste cleaning

4.10 **Capital Works**

4.11 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team.

4.12 **Compliance monitoring**

4.13 Compliance monitoring is reported separately.

4.14 **Planned Maintenance**

- 4.15 The 'Asset Owner' is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC's Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

5.0 Water -DWSNZ 2005(2008)

- 5.1 The supply of treated drinking water is a process that takes place from abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.
- 5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

6.0 Waste Water

- 6.1 WDC provides and manages four separate public Waste Water Treatment (WWT) schemes; at Te Kuiti, Benneydale, Piopio and Te Waitere. The largest of these is at Te Kuiti.
- 6.2 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.3 With the exception of Te Waitere, the remaining three WWT schemes have been upgraded over the past six years, representing a significant contribution towards the social and environmental wellbeing of the associated communities, and the community outcomes for sustainable infrastructure.
- 6.4 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

7.0 Storm Water

- 7.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.2 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

8.0 Trade Waste

- 8.1 The main trade waste dischargers to the Te Kuiti Wastewater system (TKWWTP) are the two meat processing plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade waste discharge consents (TWDC's) were agreed with both organisations.
- 8.3 This follows from the first TW Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.

- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 Te Kuiti Meats, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.
- 8.6 The contract for the biannual grease trap clearing was advertised and a new contractor was appointed.
- 8.7 The first clearing has been completed, with the second one scheduled for January 2018.

9.0 Level of Service (LoS) Drivers

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.
- 9.2 **Customer Expectations**
- 9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.
- 9.4 **Environmental Responsibility**
- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.
- 9.6 **Health and Safety**
- 9.7 The Three Waters activity **is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.**
- 9.8 Asset management planning addresses WDC's safety obligations through:
- Employing trained and well established operators for all WDC treatment plants
 - Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
 - Specification of works to maintain assets in a safe condition.
 - Enforcement of safe operating and work practices.
 - Compliance with industry standards and codes of practice.
- 9.9 **Efficiency and effectiveness**
- 9.10 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.

- 9.11 The techniques of asset management support efficiency and effectiveness by:
- Using best practice principles for the employment of a well-trained and managed operations team
 - Providing a basis for monitoring asset capacity, performance and utilisation
 - Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works
 - identifying under funding of asset maintenance and replacement
 - Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
 - Extending the life of an asset by optimising maintenance and refurbishment treatment selection.
- 9.12 **Corporate Profile**
- 9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.
- 9.14 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.
- 9.15 Asset Managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.
- 9.16 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

Typical Technical Levels of Service	Typical Customer Levels of Service
Outcome related - measures define what the customer receives in an interaction with an organisation	Process related - measures define how the customer experience the service
Quality	Intangibles
Quantity	Responsiveness
Availability	Courtesy
Legislative requirements	Assurance (knowledge, trust, confidence)
Maintainability	Empathy (understanding, individual attention)
Capacity	
Reliability and performance	
Environmental impacts	
Cost / affordability	
Comfort	
Safety	
Reliability and performance	

10.0 Service Delivery – Considerations

10.1 Te Kuiti Water Treatment Plant

- 10.2 The water treatment process standard requires a Log 4 level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.4 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.5 Due to the persistent high water level in the Mangaokewa River Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been postponed until the river level subside and the river intake structure can be constructed. This will be monitored and the construction program updated accordingly.

10.6 Benneydale Water Treatment Plant

- 10.7 The water treatment process does not meet the standard which requires Log 3.
- 10.8 The WTP UV treatment component needs to be certified to meet DWA requirements log credits.
- 10.9 Verification for log accreditation by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.10 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.11 The Water Safety Plan submission was withheld due to the completed, and submitted, Piopio WSP requiring a number of modifications and additional information.
- 10.12 This has come about as a consequence of the Havelock North incident.
- 10.13 The reviewer is in fact a consultant to the Ministry of Health, as there is only one DWA for the whole of the Waikato region. This consultant was a DWA previously.
- 10.14 Additional requirements now include Critical Control Points (CCP) and how they will interact with the compliance to supply potable water to the community.
- 10.15 In addition a WSP now has to include Treatment Operator qualifications, training and testing against standard operating procedures by the DWA.
- 10.16 It also includes the operating and capital budgets for improvements as set out in the LTP.

10.17 Piopio Water Treatment Plant

- 10.18 The new plant meets the Drinking Water Act requirements.
- 10.19 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and

this causes non-compliance through normal operational monitoring and process control.

- 10.20 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.21 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.22 The change in classification will be submitted together with the Mokau and Benneydale applications.
- 10.23 The completed and submitted Water Safety Plan was returned to WDC for for information and additional requirements added. The submitted WSP complied with the requirements at the time. However, due to the Havelock North incident new requirements are imposed like, as previously mentioned, CCP and financial requirements.
- 10.24 Progress is being made and the DWA is being consulted regularly.
- 10.25 **Mokau Water Treatment Plant**
- 10.26 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.
- 10.27 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.
- 10.28 Finalization of the Water Safety Plan is in progress.
- 10.29 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.30 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.31 The WSP, as is the case with Piopio and Benneydale, is undergoing significant modifications to bring it in line with requirements from the DWA.
- 10.32 **Te Kuiti Wastewater Treatment plant**
- 10.33 The management of the Sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.
- 1 The sludge press has been repaired. Since September last year a total of 100 tons has been pressed and carted away. The sludge pressing is a labour intensive operation. It is anticipated that additional staff will be employed to lessen the time consuming activity on the Water Services Engineer.
- 10.34 Planned maintenance of the major plant is under way.

- 1 Mixers and pumps have been serviced and / or replaced at the Te Kuiti WWTP.
- 10.35 The tertiary treatment sand filters have not progressed further. The contractor / supplier has had urgent work to attend to and this work was able to be rescheduled. Presently the waste water is of good quality that does not require further treatment and the filters can rest until the contractor can fulfil his obligation to complete the servicing.
- 10.36 **Piopio Waste Water system**
- 10.37 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.
- 10.38 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.
- 10.39 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not to renew it.
- 10.40 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment Plant. The plan was that spare capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.
- 10.41 **Operational Requirements**
- 10.42 The Piopio waste water system is based on on-site septic tanks that pre-treat the waste and separate a discharge of "grey-water" into a small bore closed reticulation system that transports this liquid to a Waste Water Treatment Plant for final treatment and discharge to the Mokau River via an outfall structure.
- 10.43 The on-site septic tanks are either gravity discharge or pump assisted depending on the contours and location in relation to the closed small bore pipe reticulation.
- 10.44 The septic tanks acting as collectors require regular maintenance for optimum pre-treatment and to prevent clogging of the built-in filters that may lead to overflows that pose a serious health risk to the general public.
- 10.45 The operational requirements call for a complete check of each septic tank twice a year for the cleaning of the filters, checking the settled sludge thickness, measuring the floating crust and ensuring water tight connections and openings are maintained for the gravity tanks.
- 10.46 The pump assisted tanks additionally require pump removal for inspection and cleaning of the screen as well as checking the float operations for any faults. In addition the pump flow needs to be checked for correct operation.
- 10.47 **Current Operation**
- 10.48 The management of the maintenance requirements of the Piopio waste water reticulation system has not been effective.
- 10.49 The increased Health and Safety work place obligations for this type of work require that two people attend each inspection, because of the risk involved of working over an open tank. Practically it is also a requirement to be able to operate the floats and check the flow of the pump, as in all cases the control box is some distance away from the actual septic tank location.
- 10.50 The management of adequate maintenance and operation of the waste water system in Piopio has become reactive instead of being of a preventative nature.

- 10.51 This increases the risk of exposure to localised overflows. As these septic tanks are all located inside private property.
- 10.52 It is noted that the small bore pipe reticulation system can become increasingly clogged up with “dirty” discharge from the on-site septic tank, resulting in back pressure of the reticulation system.
- 10.53 This might adversely affect the network performance by restricting pipes further and a complete jetting of the system may be required to prevent a blockage.
- 10.54 In order to maintain this system to minimize these adverse effects it is anticipated that Council will have to increase the investment in preventative maintenance.
- 10.55 Currently the system is operating within limits and consent exceedances being experienced, that have to be reported to the Waikato Regional Council through the consent monitoring process, are minimal with little impact.
- 10.56 The consent conditions have been exceeded in recent times. A thorough investigation found several issues, mostly due to a lack of adequate maintenance.
- 10.57 The Ultra-Violet disinfection unit has become problematic with burn-in on the sleeves, as well as issues with the UV intensity sensor. In addition the 8 lamps have come to the end of their useful lives and the efficiency has dropped.
- 10.58 A complete overhaul has been scheduled to replace the controller, lamps, sleeves and sensor after which a calibration is required.
- 10.59 **Te Waitere Wastewater**
- 10.60 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.
- 10.61 In addition the consent makes provision for expansion of the scheme.
- 10.62 The soakage field shows signs of failing and there is no spare capacity in the scheme.
- 10.63 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.
- 10.64 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.
- 10.65 In recent times the main pump has been having issues. The pump has been removed and checked and it was found that the seal between the pump and discharge pipe has been damaged. This is scheduled to be replaced. However, the pump is very difficult to remove and, due to its age and usage, another pump is being sourced that will be able to fit better into the chamber and make it easier for maintenance.
- 10.66 **Te Kuiti Waste Water Network**
- 10.67 The part of the sewer trunk main located in Taupiri Street is in poor condition.
- 10.68 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.
- 10.69 This pipe is also in excess of 2 meters deep and runs along the centerline of Taupiri Street.
- 10.70 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.

- 10.71 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.
- 10.72 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.
- 10.73 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.
- 10.74 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- 10.75 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.
- 10.76 **The tender document for this contract will be uploaded to TenderLink on Thursday, 22 March 2018.**
- 10.77 **The Sewer under the River project is nearly complete. The connection to the pipe closest to the main pump station revealed once again that the sewer main is in poor condition, further motivating the need for the replacement of this section of sewer main to Taupiri Street.**
- 10.78 **Te Kuiti Storm Water**
- 10.79 The heavy rains of the past few weeks have not adversely affected the storm water system.
- 10.80 It has been noticed that the Mangaokewa River embankment is slumping from the persistent high water level in the river.
- 10.81 The Waikato Regional Council has been notified of this to investigate and take necessary corrective actions.
- 10.82 **The river water quality has improved since the major slip, although it quickly deteriorates during heavy rain. However it does recover fairly quickly.**

11.0 Capital Projects

11.1 **WATER**

11.2 **Te Kuiti**

- 11.3 The majority of capital upgrade projects originate from work identified in the Te Kuiti urban area.

<u>Water Treatment Plant Upgrade</u>		
Phase 1		
Te Kuiti WTP Upgrade	Rebuild Water Treatment Plant	The subsidy funding has been transferred by the Ministry of Health in favour of WDC.
Phase 2		
New Intake Structure	Construct a new raw water intake structure	Work has started. A redesign was required to allow for the persistent high level of the river and the subsequent risk of flooding of the works. The contractor, McIndoe Group, has constructed sheet piling at his own cost to progress with the work. No additional cost will be borne by Council for this activity.
Phase 3		
Old Building Demolition	Remove old building to make way for new driveway entrance and chemical tanker fill area	Completed
Entranceway	Reinforced concrete driveway and chemical bunded fill hard stand for trucks	The first pour of the driveway has been completed and the contractor is progressing well.
Refurbishment of Clarifiers	Cleaning, condition assessment and epoxy coating of clarifiers	All the clarifiers have been refurbished. The electro-mechanical contractor is now installing the cone load cells and automated drain valves.

<u>Water Reticulation Renewals</u>		
Hetet Street Main Replacement	Replace 100 mm FC main in Hetet Street	Completed
Henderson and Earl Street	Complete ring main feed from Earl Street to Henderson Street	Completed
Edward Street Main Replacement	Replace 100 mm FC water main in Edward Street	Tender documents being drafted

<u>Reservoir Seismic Strengthening</u>		
Seismic Strengthening: Mangarino Reservoir	Clean out cracks and seal, condition assessment, replace valves	To be programmed

11.4 Benneydale

- 11.5 Provision has been made for unforeseen renewals and capital works that may arise. Overall the Benneydale WTP and reticulation is in very good condition with the reticulation and the WTP renewed less than 10 years ago.

<u>Benneydale Water Services</u>		

11.6 Piopio

- 11.7 The Piopio reticulation is scheduled to be renewed as per the LTP. To do this renewal without major shutdowns affecting the whole town some preparation work is required to allow supply from other mains to reduce the affected properties.

<u>Water Reticulation renewal</u>		
Tui Street Ring Main Feed	Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream	Tender documents are being drafted.

11.8 Mokau

- 11.9 The Mokau Water Reticulation has been identified as being in poor condition with several major bursts occurring during September 2016. This prompted a condensing of the Renewal programme that saw the main along North Street being replaced from Oha Street to Rerenga Street, a distance of approximately 550 meters.

<u>Water Reticulation Renewal</u>		
Tainui Street	Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme	Tender documents are being drafted.

11.10 WASTE WATER

11.11 Te Kuiti

- 11.12 The upgrade of Te Kuiti WWTP was completed about 4 years ago. Most of the optimization has been completed and the plant is treating waste water to the consented standards

<u>Waste Water Treatment Plant</u>		
Oxidation Pond Aeration	Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as	Programmed for 2018. An investigation has been initiated into the feasibility to reduce the number of aerators and to introduce Diatoms into the water to inhibit the Cyano-toxin forming algae. Due to other commitments this work has not progressed. Presently the

	improve pre-treatment of the returned liquid.	oxidation pond liquid quality is good and does not require additional aeration at this time.
Chemical tank bunded fill area	Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement	Construction in progress
Storage Shed	Storage area of equipment	Programmed for 2018. A Local contractor has been appointed to construct the storage area.

Waste Water Reticulation Renewal

Carroll Street Sewer Replacement under Railway	Insert a new continuous PE pipe into the old concrete sewer main	Delayed due to rain
Sewer Replacement under the River	Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon.	The main under the river is now installed. An additional manhole has been instructed to be installed at the receiving end.
Taupiri Street Augmentation	Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station	Tender to be advertised on 22 March 2018.

11.13 **Benneydale**

11.14 Provision has been made for unforeseen issues that require attention.

Waste Water Reticulation

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11.15 **Piopio**

11.16 The Piopio Waste Water has undergone a number of improvements, notably to upgrade gravity STEG on-site systems to the pumped STEP system. During construction the tanks on the cusp between gravity and pumped were all installed as gravity units. Several of these have come about to be converted. Provision is made for unforeseen upgrades.

11.17 A Community Liaison Meeting was held on 24 August 2017 to communicate the Piopio Waste Water performance to the Liaison Group. Attendance was sparse. However, pertinent questions were raised and answered at the meeting.

Waste Water Treatment Plant Upgrade

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11.18 Te Waitere

11.19 The Te Waitere Discharge Consent has been granted by the Waikato Regional Council.

<u>Waste Water Treatment System</u>		

11.20 STORM WATER

11.21 Te Kuiti

11.22 The Te Kuiti Storm Water Network has been designed for a 1:2 year rainfall event. Overall the system copes very well and improvements have seen a reduction in flooding areas. A Flooding Model was developed and the only major flooding area was identified as a section of flat ground along Waitete Road near Farmland and Hynds. The design calls for a 1,200 mm diameter storm water pipe from the farm beyond the rail line to the Mangaokewa River. The existing pipe changes from a 1,200 mm diameter to a 600 mm pipe under Waitete Road and this will be upgraded.

<u>Storm Water Reticulation</u>			
Waitete Road Augmentation	Install an additional 600 mm storm water pipe alongside the existing to improve drainage	Planned for 2018	
View Road Augmentation	Install a wingwall, complete pipe work and install connecting pipes to design size	This work is substantially completed.	
Hospital Road Extension	Install a 600 mm stormwater pipe to eliminate health and safety issues at an open drain.	Tender documents are being drafted.	

12.0 General

12.1 A meeting between the Waikato Regional Council and WDC officials has resulted in substantial cost savings. The Fish Migration Study can be done in-house in collaboration with a qualified consultant. In addition the ground water study that forms part of the Resource Consent can be performed by an independent consultant. Both these activities, done together, results in savings in excess of \$10,000.

12.2 In addition the riparian planting, also part of the Resource Consent, does not need to be done near the Te Kuiti WWTP and can be spread to other areas. One of the areas in need is at the Benneydale WWTP outfall. A native riparian planting consultant has been approached for a proposal.

Suggested Resolution

The Progress Report: Waters Activities be received.

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', with a stylized flourish at the end.

KOBUS DU TOIT
GROUP MANAGER - ASSETS

1.0 Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance

1.1 Drinking Water Standards 2005 (Amended 2008)

1.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

1.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).

1.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

1.5 Treatment Process and Log Reduction

1.6 The supply of treated drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

1.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:

1.7.1 Protozoa with the standard organism determining the level of treatment being *Cryptosporidium*.

1.7.2 Bacteria with the standard organism determining the level of treatment being *Escherichia Coli* (*E.Coli*).

1.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

To take account of the additive effect of a series of cumulative treatment processes on the removal of protozoa, 'Log Credits' are used, Cryptosporidium being used as the reference organism. The level of treatment and the resultant "Log Credits" are detailed in the DWS NZ 2005 (2008). The log credit for a treatment process is related to the percentage of the protozoa the process can remove, by the expression:

$$\text{log credit} = \log_{10}[1/\{1-(\text{percentage removal}/100)\}]$$

1.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.

1.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.

- Filtration - this can be through various types of filters with sand being the most common type.
 - Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
 - A combination of the above.
- 1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.
- 1.15 **Te Kuiti Water Supply**
- 1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.
- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.
- 1.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 1.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.

1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:

- Coagulation, sedimentation and filtration
- Ultraviolet disinfection through multi-wave UV reactors (now certified)
- Chlorination

1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.

1.23 Piopio Water Supply

1.24 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.

1.25 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.

1.26 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.

1.27 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.

1.28 The drinking water is within Drinking Water Standards.

1.29 Benneydale Water Supply

1.30 The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).

1.31 The current configuration of the treatment process does not deliver the required Log reduction due to the UV's not being certified. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.

1.32 The required modifications to the UV start-up programming has been made to comply with the DWSNZ and the WTP will most likely meet the log credits.

1.33 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

1.34 Mokau Water Supply

1.35 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)

1.36 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

2.0 Waste Water

2.1 Piopio Scheme

- 2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.
- 2.3 The operation and management of the plant is done in-house.
- 2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.
- 2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.
- 2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.

2.7 Benneydale Scheme

- 2.8 The Benneydale WW treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.
- 2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

2.10 Te Waitere Scheme

- 2.11 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.
- 2.12 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.

2.13 Te Kuiti Scheme

- 2.14 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.
- 2.15 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.16 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

3.0 Storm Water

- 3.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 3.2 The SW system comprises two components. The primary component relates to the SW networks consisting of open drains, approximately 31km of SW pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.
- 3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.
- 3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.
- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

Key Issues/Considerations for the Activity

3.6 Renewals Programme

- 3.7 The SW reticulation is ageing and parts of it are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.
- 3.8 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed..

3.9 Climate Change

- 3.10 Climate change is expected to impact on LoS e.g. SW drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.
- 3.11 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

3.12 Inflows – Impact on Wastewater Network

- 3.13 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.
- 3.14 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.
- 3.15 To mitigate this problem an effective SW system in urban areas is required.

3.16 Safety

3.17 There are a number of strong recommendations for SW systems resulting from a Coroner Report following the death of a child who fell into a SW manhole in 2009.

3.18 The most significant of these recommendations is:

- (i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:
 - (a) have been identified with a potential for surcharging through network modelling studies; and
 - (b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

3.19 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.


Levels of Service (LoS)

3.20 The SW reticulation has been designed to cope with 1 in 2 year storm events. Beyond that, the SW system relies on secondary, overland flow paths to drain excess surface water.

3.21 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.

3.22 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.

3.23 This service is currently managed by the WSBU and carried out under the network services contract.

Document No: A388215	
Report To:	Council
	Meeting Date: 27 March 2018
	Subject: Petition - Proposed Relocation of Awakino Transfer Station
	Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present a petition organised by Mr T Walshaw to the proposed relocation of the Mokau/Awakino Transfer Station from Manganui Road, Awakino to the Inframax Construction Ltd Depot site in Oha Street, Mokau.

Background

- 2.1 In the December 2017 edition of WDC's Waitomo Way, the community was informed of the upcoming review of the Solid Waste Activity Management and Minimisation Plan (SWaMMP) and that Council would be seeking feedback on a Consultation Document in April 2018.
- 2.2 Also included in the December editions of the both the Waitomo Way and the Tainui Trading Post was advice that a key proposal for consultation in the SWaMMP would be the relocation of the Mokau/Awakino Transfer Station from Manganui Road, Awakino to Oha Street, Mokau and seeking feedback from the community.
- 2.3 An extract from the December 2017 edition of the Waitomo Way is attached to and forms part of this business paper.

Commentary

- 3.1 As a result of the December 2017 editions of the Waitomo Way and Tainui Trading Post, and following the District Plan consultation days convened at Mokau in January 2018, a Petition was organised by Mr T Walshaw opposing the relocation of the Transfer Station to either the Main Road or within Mokau Township.
- 3.2 A copy of the Walshaw Petition, together with feedback from two separate individuals, which were hand delivered to Councillor Brodie, are also attached to and form part of this business paper.
- 3.3 This level of feedback from the community is most appreciated by WDC. It must however, be noted that Mr Walshaw promoted his petition before any proposal detail or the reasoning behind the proposal could be presented to the community in a documented way.

- 3.4 The detail behind the relocation proposal is addressed elsewhere in this Agenda as part of the business paper on the adoption of the DRAFT SWaMMP for public consultation.
- 3.5 Council needs to take into consideration the feedback received via the Petition when considering the adoption of the DRAFT SWaMMP for public consultation elsewhere in this Agenda.

Suggested Resolutions

- 1 The business paper Petition - Proposed Relocation of Awakino Transfer Station be received.
- 2 The Walshaw Petition and individual feedback provided from Mokau residents be received and taken into consideration when adopting the DRAFT Solid Waste Activity Management and Minimisation Plan for public consultation.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments:

1. Extract from December 2017 Waitomo Way
2. Petition (collated by Trevor Walshaw)
3. Feedback from Trevor Walshaw (on general Mokau issues)
4. Feedback from Janice Moynihan

Note:

The above attachments are contained in 2 Files as separate enclosures due to their size:

Proposed Relocation of Awakino Transfer Station - Attachments - File 1

Proposed Relocation of Awakino Transfer Station - Attachments - File 2