

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 26 APRIL 2023 AT 9.00AM

PRESENT: Deputy Mayor Allan Goddard, Council Members Dan Tasker, Eady Manawaiti, Gavin Todd and Janette Osborne

IN ATTENDANCE: Ben Smit, Chief Executive; Michelle Higgie, Manager – Governance Support; Alister Duncan, General Manager – Business Support (for part only); Alex Bell, General Manager – Strategy and Environment; (for part only); Tina Hitchen, Chief Financial Officer (for part only) and Shyamal Ram, General Manager – Infrastructure Services (for part only)

1. Karakia Tuwhera

2. Apologies / Leave of Absence

Resolution

The leave of absence for Councillor Janene New and the apology from Mayor John Robertson were noted and leave of absence granted.

Manawaiti/Tasker Carried

3. Declarations of Member Conflicts of Interest

No declarations were made.

4. Confirmation of Minutes: 28 March 2023

Resolution

The Minutes of the Waitomo District Council meeting of 28 March 2023 be confirmed as a true and correct record subject to the following amendments:

- Present – Add Councillor Manawaiti and remove Councillor Tasker
- Verbal Reports:
 - The submission made to the Select Committee was the Mayor’s Submission – not a Council Submission
 - Correct the spelling of Councillor Manawaiti
- Motion to Exclude – remove the second paragraph of the preamble

Goddard/Osborne Carried

Sport Waikato representatives Amy Marfell, General Manager Regional Leadership and Robbie Matthews, Regional Connectivity Coordinator (West) entered the meeting at 9.05am.

5. Presentation - Sport Waikato – Reporting against Multi-Year Community Partnership Grant Agreement

Council received a presentation from Sport Waikato representatives Amy Marfell, General Manager Regional Leadership and Robbie Matthews, Regional Connectivity Coordinator (West) in accordance with the Community Partnership Grant Agreement.

Resolution

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

Manawaiti/Todd Carried

Sport Waikato representatives Amy Marfell, General Manager Regional Leadership and Robbie Matthews, Regional Connectivity Coordinator (West) left the meeting at 9.50am.

6. Verbal Reports: Elected Member Roles and Responsibilities

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

Councillor Gavin Todd

1. Flag Raising Ceremony for ANZAC Flags in Te Kuiti
2. ANZAC Day Ceremonies (Te Kuiti and Piopio)
3. Public Meeting at Mokau

Councillor Eady Manawaiti

1. Flag Raising Ceremony for ANZAC Flags in Te Kuiti
2. ANZAC Day Dawn Ceremony at Te Kuiti Pa
3. Meeting with Vice Chair of Ngāti Maniapoto Marae Pact Trust re Māori Wards
4. Meeting with Otorohanga Councillor Tamaki re Taharoa Windfarm Issues
5. Meeting with Grace Everitt re antisocial behaviours
6. Fundraising Event – St Andrews Presbyterian Church
7. General Korero with key representatives from Marae RMCs re Māori Wards

Councillor Janette Osborne

1. ANZAC Day Dawn Ceremony at Te Kuiti Pa
2. ANZAC Day Civic Ceremony at Te Kuiti
3. Flag Raising Ceremony for ANZAC Flags in Te Kuiti
4. Waitomo Sister City Meeting
5. Federated Farmers AGM
6. Tere Waitomo Meetings (x2)
7. Regional Transport Committee Workshop
8. Launch of Solar Sense Project hosted by Ngāti Maniapoto Pact Trust
9. Ngāti Maniapoto Pact Trust Information Day on Papakainga and Housing Options

Councillor Dan Tasker

1. Legendary Te Kuiti Meeting

Deputy Mayor Allan Goddard

1. Federated Farmers AGM
2. Meeting with Inframax Construction Ltd Board of Directors
3. ANZAC Day Civic Ceremony at Te Kuiti

Resolution

The verbal reports be received.

Goddard/Todd Carried

7. Mayor's Report – March 2023

Council considered the Mayor's Report for April 2023.

Resolution

The Mayor's Report – April 2023 be received.

Goddard/Manawaiti

Carried

The General Manager – Business Support entered the meeting at 10.01am.

8. 2022-2025 Waikato Triennial Agreement

Council considered a business paper seeking approval of the proposed 2022-2025 Waikato Region Triennial Agreement.

The Chief Executive expanded verbally on the business paper and advised that the Waikato Mayoral Forum had met on 21 April to begin development of a work plan for the triennium.

Resolution

- 1 The business paper on 2022-2025 Waikato Triennial Agreement be received.
- 2 Council note the endorsement of the Waikato Mayoral Forum of the draft 2022-2023 Waikato Triennial Agreement.
- 3 Council approve the draft 2022-2025 Waikato Triennial Agreement as presented.

Osborne/Tasker

Carried

9. Bi-Monthly Activity Report: Business Support and Leadership/Governance
--

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

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

Resolution

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

Manawaiti/Todd

Carried

The General Manager – Strategy and Environment entered the meeting at 10.10am.

10. Bi-Monthly Activity Report: Planning and Regulation
--

Council considered a business paper providing a brief on the Planning and Regulatory functions undertaken by the Strategy and Environment Group during the 2021/22 financial year, and the current financial year to date (1 July 2022 to 28 February 2023).

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

Resolution

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

Osborne/Tasker

Carried

11. Progress Report – Delivery against Communications Strategy 2022
--

Council considered a progress report in respect of implementation of the Communications Strategy 2022 for the period October 2022 to 31 March 2023.

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

Resolution

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

Tasker/Todd Carried

The meeting adjourned for morning at 10.46am and reconvened at 11.00am.

The Special Projects Coordinator joined the meeting via Zoom at 11.04am.

12. Progress Report (Final) – Gallagher Recreation Centre
--

Council considered a business paper providing a summary report on the build phase of the Gallagher Recreation Centre project.

The General Manager – Community Services, General Manager – Business Support and Special Projects Coordinator expanded verbally on the business paper and answered Members’ questions.

Resolution

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

Goddard/Manawaiti Carried

The Special Projects Coordinator left the meeting at 11.11am.

The Chief Financial Officer entered the meeting at 11.12am.

13. Financial Report - period ended 31 March 2023
--

Council considered a progress report on Waitomo District Council’s financial activities for the period ending 31 March 2023.

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

Resolution

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

Manawaiti/Tasker Carried

Council noted this would be the last Council meeting for the General Manager – Business Support and wished him well for the future.

The General Manager – Business Support and Chief Financial Officer left the meeting at 11.20am.

14. 3 Waters Reform Update and Department of Internal Affairs Debt Settlement Position

Council considered a business paper providing an update on the recent 3 Waters Reform changes announced by the Government and providing an overview of the 3 Waters Debt Settlement Agreement between Waitomo District Council and the Department of Internal Affairs.

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

Resolution

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

Tasker/Manawaiti Carried

15. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Potential Property Acquisition	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
2. Urgent Remedial Stormwater Main Repair	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
3. WDC Administration Building Review	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
4. Verbal Update: Proposal to Release Council Properties for Housing Development	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)
5. Verbal Update: Illegal Seawalls – Mokau	Section 7(2)(g) – Maintain legal professional privilege	Section 48(1)(a)(1)

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

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

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

Goddard/Todd Carried

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

Resolution

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

1 Potential Property Acquisition

Not be made public at this time.

2 Urgent Remedial Stormwater Main Repair

Not be made public at this time.

4 Waitomo District Council Administration Building Review

Not be made public at this time.

4 Verbal Update: Proposal to Release Council Properties for Housing Development

Not be made public at this time.

5 Verbal Update: Illegal Seawalls - Mokau

Not be made public at this time.

.../... Carried

17. Karakia Whakamutunga

There being no further business the meeting closed at 12.25am

Dated this day of May 2023

JOHN ROBERTSON
MAYOR

Confidential

Confidential

Confidential

**WAITOMO DISTRICT COUNCIL
APPOINTMENTS AND CHIEF EXECUTIVE RELATIONSHIP COMMITTEE**

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL APPOINTMENTS AND CHIEF EXECUTIVE RELATIONSHIP COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 10 MAY 2023 AT 2.00PM

PRESENT: Mayor John Robertson, Deputy Mayor Allan Goddard, Council Members Eady Manawaiti, Janene New (via Zoom), Janette Osborne and Gavin Todd

IN ATTENDANCE: Ben Smit, Chief Executive

1. Apologies

Resolution

The apology from Councillor Tasker be received and leave of absence granted.

Robertson/Goddard Carried

2. Terms of Reference – Appointments and Chief Executive Relationship Committee

The Committee considered a business paper presenting the Terms of Reference adopted by Council on 29 November 2022 for the Appointments and Chief Execution Relationship Committee.

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

Resolution

The business paper on Terms of Reference - Appointments and Chief Execution Relationship Committee be received.

Manawaiti/Robertson Carried

3. Motion to Exclude the Public

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Chief Executive Review – Proposed Timetable Amendment	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)
2. Chief Executive’s Performance Review for 2022/2023 and Setting of Remuneration for 2023/2024	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO

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

Robertson/Goddard Carried

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

Resolution

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

1 Chief Executive Review – Proposed Timetable Amendment

This information is not made public.

2 Chief Executive's Performance Review for 2022/2023 and Setting of Remuneration for 2023/2024

Resolutions 1 and 2 only be made public as follows:

Resolution

- 1 The business paper on Chief Executive's Performance Review for 2022/2023 be received.
- 2 The Committee acknowledged the commitment and the performance of the Chief Executive since his appointment on 21 February 2022.

Robertson/Goddard Carried

There being no further business the meeting closed at 4.30pm

Dated this day of 2023

JOHN ROBERTSON
MAYOR

Confidential

Document No: A666942

Report To: Council



Meeting Date: 30 May 2023

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

Elected members attended a public meeting in Te Kuiti on Wednesday 16th May organised by members of the community to talk about crime. It was a truly "grass roots" meeting attended by over 100 people.

The message that I took away from this is simple - that we need to look after one another better.

The causes of people turning to crime are many.

Both the Police and members of the community believe that methamphetamine use is behind much of the crime in Te Kuiti. Meth testing at Council's Wastewater Plant in Te Kuiti indicates high use relative to other towns in NZ. We need to do more to reduce the use of and harm from this highly addictive drug.

This explains why the last Council allocated \$200,000 of "Better off" funding towards helping those addicted move off meth. A programme to achieve this is in the design stage.

The last Council was also keen for us to do more to provide positive direction and support for our rangatahi. Regardless of family background, young people need to be aware of career options as they journey through school, to be hopeful about their futures, inspired by possibility and purpose.

It was with this mission in mind that the "Rangatahi Pathways Initiative" was launched, using \$600,000 of "Better off" funding over two years. All seventeen schools in our District are involved, as are many local employers. The goal is clear - to have all students leaving school go directly into further education, vocational training, or a job.

The "Mayor's Taskforce for Jobs" is another initiative administered by our Council. It has placed around 100 young people into local jobs each year for the last three years. These are young people who previously have not been successful making the transition from school into jobs. Government funds the programme with the latest budget extending funding for a further two years.

Finally, the "Tuia" mentoring programme, led from the Mayor's Office, supports young Māori to become leaders in our community.

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

JOHN ROBERTSON, QSO

MAYOR

Document No: A667029

Report To: Council



Meeting Date: 30 May 2023

Subject: **Endorsement of Appointment to Waikato Plan Leadership Committee**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to endorse the appointment of Mayor John Robertson to the Waikato Plan Leadership Committee to represent the Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council.

Commentary

- 2.1 Council, at its meeting on 29 November 2022, considered elected member appointments, roles and responsibilities within the District and the wider Waikato Region.
- 2.2 One of those considerations was the Waikato Plan Leadership Committee.
- 2.3 Waikato Plan Leadership Committee**
- 2.4 The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:
- Set a strategic direction for the Waikato and its communities.
 - Outline a high level development strategy that identifies settlement, infrastructure and service needs.
 - Provide an evidential basis to support policy and investment decision making within the Waikato.
 - Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato.
 - Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies.
- 2.5 The Waikato Plan Joint Committee was established to facilitate and encourage the implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging the allocation of resources to achieve agreed regional priorities. It also acts as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.
- 2.6 As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities.
- 2.7 The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election.

2.8 Membership of the Committee is comprised:

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

2.9 Appointee Considerations

- 2.10 At the 29 November 2022 Council meeting, Council was advised that Otorohanga Mayor Max Baxter had been the representative for the 2019-2022 triennium, jointly appointed by four councils and that liaison was currently underway with the other Councils to appoint a representative for the current triennium.
- 2.11 At that time, Council agreed that Mayor Max Baxter would be supported should he indicate his willingness to continue in the current triennium.
- 2.12 Mayor Max Baxter turned down the nomination to continue as the representative and Mayor John Robertson has been approached by the other three councils to be the joint representative. Mayor Robertson has agreed to take on the role.

<h2>Suggested Resolutions</h2>

- 1 The business paper on Endorsement of Appointment to Waikato Plan Leadership Committee be received.
- 2 Council endorse the appointment of Mayor Robertson to represent Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council on the Waikato Plan Leadership Committee for the remainder of the current triennium.

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A666933

Report To: Council



Meeting Date: 30 May 2023

Subject: Review of Committee Structure (Membership)

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to suggest Council review its Committee Structure, and in particular the membership of its Committees to share the workload of elected members more evenly.

Commentary

- 1.1 Council at an Induction Workshop on 8 November 2022 discussed a Committee Structure for the current 2022-2025 triennium and at its meeting on 29 November 2022 resolved to adopt a Committee Structure (including membership of each Committee) as follows:

Resolution

- 1 *The business paper on Establishment of Committees (including adoption of Terms of Reference) be received.*

Audit and Risk Committee

- 2 *Council establish an Audit and Risk Committee with a membership consisting of the full Council plus an Independent Chairperson, to convene four times per year in February, May, August and October and any other times that may be required.*
- 3 *Council adopt the Terms of Reference for the Audit and Risk Committee as presented. (Doc A642048)*

Te Raangai Whakakaupapa Koorero

- 4 *Council establish a Māori Relationship Committee to be known as Te Raangai Whakakaupapa Koorero with membership consisting of the Mayor, Councillor Eady Manawaiti (Chairperson) and Councillor Dan Tasker, to convene on an as required basis.*
- 5 *Council adopt the Terms of Reference for Te Raangai Whakakaupapa Koorero as presented. (Doc A641565)*

Appointments and Chief Executive Relationship Committee

- 6 *Council establish an Appointments and Chief Executive Relationship Committee with a membership consisting of the full Council, with the Mayor as Chairperson, to convene on an as required basis, but not less than twice per year.*
- 7 *Council adopt the Terms of Reference for the Appointments and Chief Executive Relationship Committee as presented. (Doc A642049)*

Robertson/Todd Carried

- 1.2 At the time of establishing the above Committee Structure, it was envisaged that Te Raangai Whakakaupapa Koorero would meet a maximum of every two months, however with the work programmed for the Committee with the consideration of Māori Wards as part of a full Representation Review, it is highly probable that the Committee will need to meet formally more regularly, and on top of the formal meetings, the Committee is attending meetings of Whare throughout the District as well. This has increased the workload of the Committee members significantly.

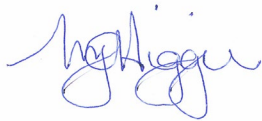
- 1.3 As a result of this increased workload for Te Raangai Whakakaupapa Koorero it is suggested that Council may wish to revisit the membership of its Committee Structure.
- 1.4 Currently the membership of both the Audit and Risk Committee and the Appointments and Chief Executive Relationship Committee are made up of the full Council. Based on feedback received, it is suggested that Council review this membership by removing Councillors Manawaiti and Tasker from the Audit and Risk Committee.
- 1.5 This action would result in all Councillors being members of two Committees only, as set out below.

Suggested Membership

Meetings/Workshops per year	Council 10+ meetings 10+ workshops	Audit and Risk Committee 4 meetings Any workshops scheduled to follow a meeting	Te Raangai Whakakaupapa Koorero 6+ meetings Many community meetings	Appointments and CE Relationship Committee 2 meetings
Independent Chairperson Bruce Robertson		✓		
Mayor Robertson	✓	✓	✓	✓
Deputy Mayor Goddard	✓	✓		✓
Councillor Manawaiti	✓		✓	✓
Councillor New	✓	✓		✓
Councillor Tasker	✓		✓	✓
Councillor Osborne	✓	✓		✓
Councillor Todd	✓	✓		✓

Suggested Resolutions

- The business paper on Review of Committee Structure (Membership) be received.
- Council change the membership of the Audit and Risk Committee to consist of Independent Chairperson Bruce Robertson, Mayor John Robertson, Deputy Mayor Allan Goddard and Councillors Janene New, Janette Osborne and Gavin Todd.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A666916

Report To: Council



Meeting Date: 30 May 2023

Subject: **Terms of Reference - Te Raangai Whakakaupapa Koorero (Māori Relations Committee) – Recommended Amendment**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Terms of Reference adopted by Council on 29 November 2022 for the Te Raangai Whakakaupapa Koorero (Māori Relations Committee), marked up with a proposed amendment recommended by the Committee.

Commentary

- 2.1 Council at its meeting on 29 November 2022, in developing a Committee Structure for the 2022-2025 Triennium, and in particular establishing the Te Raangai Whakakaupapa Koorero (the Committee), considered and adopted a Terms of Reference (ToR) for the Committee.
- 2.2 At the inaugural meeting of the Committee on Thursday 23 February 2023, it was noted that the Committee cannot resolve to make changes to the ToR itself, however it can make recommendations to Council for any changes sought.
- 2.3 At a workshop of the Committee on 10 May 2023, the ToR were considered and it was noted that the ToR currently provides:
- “The Committee will meet a maximum of once every two months”.
- 2.4 With the work programmed for the consideration of Maori Wards as part of a full Representation Review, it is highly probable that the Committee will need to meet more regularly than once every two months.
- 2.5 The Committee recommend to Council that the ToR be amended to provide:
- “The Committee will meet on an as required basis.”
- 2.6 This amendment will provide flexibility to the Committee in progressing through the required work programme.
- 2.7 A copy of the ToR, with the suggested amendment to Clause 4.2 highlighted, is attached to and forms part of this workshop paper.

Suggested Resolutions

- 1 The business paper on Terms of Reference - Te Raangai Whakakaupapa Koorero (Māori Relations Committee) – Recommended Amendment be received.
- 2 The Terms of Reference for Te Raangai Whakakaupapa Koorero (Māori Relations Committee) be amended to enable the Committee to meet on an as required basis.

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

MICHELLE HIGGIE

MANAGER – GOVERNANCE SUPPORT

Attachment: Terms of Reference - Te Raangai Whakakaupapa Koorero (Māori Relations Committee) – with proposed amendment highlighted Doc A641565

Waitomo District Council

Te Raangai Whakakaupapa Koorero
Māori Relations Committee

Terms of Reference

COPY

First Adopted:	29 November 2022
Review History:	
Date of Next Review:	November 2025
Responsibility:	Manager – Governance Support
Adopted by:	Council

CONTENTS

1. PURPOSE AND SCOPE 4

2. RESPONSIBILITIES 4

3. DELEGATIONS 5

4. MEETINGS 5

5. REVIEW OF TERMS OF REFERENCE 5

COPY



Te Raangai Whakakaupapa Koorero
(Waitomo District Council Māori Relations Committee)

Terms of Reference

1. PURPOSE AND SCOPE

- 1.1 The purpose of the Committee is to provide guidance, assistance, and support to Waitomo District Council (WDC) on matters specific to Iwi and Mana Whenua relationships.
- 1.2 The Committee may also be a place where deputations occur on matters which are of particular interest to Māori.
- 1.3 This Committee will not replace the existing relationship that WDC has formed with the Regional Management Committees (RMCs) through the Proposed District Plan (PDP) process and direct relationships with hapu such as Te Kuiti Pa committee. WDC will continue to work with the RMCs through the PDP and other engagement processes.
- 1.4 This agreement does not alter or override any of our obligations in the Joint Management Agreement that was developed as part of the Nga Wai o Maniapoto (Waipa River) Act 2012.

2. RESPONSIBILITIES

- 2.1 To be the Committee where matters specific to the Maniapoto Settlement are canvassed:
 - a. Motakiora
 - b. Mangaokewa Reserve
 - c. Others that are yet to be advised.
- 2.2 To be the Committee where partnership opportunities with Iwi / Mana Whenua for community initiatives are canvassed, including:
 - a. Housing and Papakainga.
 - b. Youth initiatives, for example Rangatahi Vocational Pathways.
 - c. Methamphetamine Harm Reduction Programme.
 - d. Town entrance gateways and cultural hubs.
 - e. Central Government Reforms.
- 2.3 To be the Committee that supports Council with advice on matters like:
 - a. Māori Wards
 - b. Cultural awareness and understanding of staff and elected members (Te Ao Māori, Tiriti, Te Reo).
 - c. General relationships with iwi and mana whenua.
 - d. Workplace practices and protocols.
- 2.4 To be the Committee that assists Council reflect cultural values in terms of strategy, policy, and the written content of Plans.

3. DELEGATIONS

- 3.1 The Council delegates to the Committee the following powers and duties:
- a. Recommend changes to its Terms of Reference to the Council for adoption.
 - b. Receive and consider staff reports.
 - c. Make recommendations to Council with respect to any of the matters listed as Responsibilities in Section 2 above.

4. MEETINGS

- 4.1 Meetings of the Committee shall be conducted in accordance with Model Standing Orders for Meetings of the Waitomo District Council.
- 4.2 The Committee will meet on an as required basis. ~~a maximum of once every two months.~~
- 4.3 All minutes and recommendations of the Committee will be presented to the Council.

5. REVIEW OF TERMS OF REFERENCE

- 5.1 These Terms of Reference will be reviewed by the Council no later than the November following every triennial election.

COPY

Document No: A666214

Report To: Council



Meeting Date: 30 May 2023

Subject: **Electoral System Review**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek direction on a review of Council's Electoral System.
- 1.2 To provide context to this review, it will also outline the steps involved in the review of Māori representation and a representation review.

Background

- 2.1 The Council is required to review its representation arrangements every six years, this includes the number of councillors, wards, and any community boards. Separate to, but as part of this process, Council is also required to review the electoral system and can review opportunities for Māori representation. These latter two reviews must be completed prior to the full representation review.
- 2.2 **ELECTORAL SYSTEM – VOTING METHOD**
- 2.3 Local authorities and their communities can choose their electoral system (voting method) used for local triennial elections. The choice is between:
 - First past the post (FPP) or,
 - Single transferable vote (STV)
- 2.4 The voting method can be changed either by holding a poll or by making a Council resolution. If making a resolution, the public notification of this decision must include details informing the community of their right to demand a poll if they disagree with the decision made. Five percent of voters are required to demand a poll.
- 2.5 This decision must be made no later than 12 September 2023 and will take effect for the next two triennial elections.
- 2.6 There are no requirements to use a special consultative procedure (SCP) in making this decision.
- 2.7 **Youth Voting**
- 2.8 The Government had been considering lowering the voting age from 18 to 16 but following a recent change in Prime Minister, are now considering the change only for local body elections, not general elections. The legislation is intended to be introduced this term but will not be considered until after the October general election, if at all. At this stage it seems unlikely any changes will be made prior to the 2025 election.
- 2.9 **MĀORI REPRESENTATION**
- 2.10 Council is obligated by the Local Government Act 2002 (LGA), and to honour Te Tiriti, to provide opportunities for Māori to contribute to decision making. There are many ways this can be achieved; Māori wards is one of these, but Council should also consider alternatives to Māori wards while providing for Māori representation.

- 2.11 Following changes to recent legislation, the right of communities to demand polls related to Māori wards has been removed. Councils are now able to make final decisions on the establishment of Māori wards which are not subject to poll demands or appeal rights.¹ It is recommended to consider Māori wards prior to undertaking a representation review (which must occur once every six years) as, if established, this will have implications for representation on council.
- 2.12 Te Rāngai Whakakaupapa Kōrero committee are considering Māori representation — following extensive engagement with iwi, mana whenua (via Whare/Regional Marae Committees), Māori in general, and the community in general — they will make a recommendation to the Council. The Council will then make the final decision.
- 2.13 **Māori Roll**
- 2.14 In March 2023 the Electoral (Māori Electoral Option) Legislation Bill passed into law allowing Māori voters to freely switch between electoral rolls. Until now, voters were only given this opportunity once every five years. There is now only a three-month window prior to an election day when voters are unable to change rolls.
- 2.15 **REPRESENTATION REVIEW**
- 2.16 The representation review will look at the number of councillors in Waitomo and the way they are elected. This information is provided for background only but will not be considered until 2024. It includes:
- The number of councillors to be elected from both general and Māori wards (if applicable); and
 - Whether they're elected from wards or 'at large', or a mix of both; and
 - Whether there should be community boards.
- 2.17 The Council currently has two wards, rural and urban. To ensure fair representation the council must ensure that the average population to member ratio is no more or less than 10% different from the total district population divided by the number of members.
- 2.18 There have been no significant population changes which would necessitate changes to the current ward system (made up of three urban seats and three rural seats). Based on population estimates from June 2022, Waitomo rural members represent on average 1,687 people and urban members represent 1,537 people.² The difference is only +/- 4.6%.
- 2.19 **Communities of Interest**
- 2.20 Identifying local 'communities of interest' is essential to the review process and needs to be carried out to determine effective representation. Community of interest isn't defined in the LGA, but the Local Government Commission recognise three criteria: perceptual (defined area), functional (services), political (ability to be represented).
- 2.21 **Community Boards**
- 2.22 Establishing any community boards may be discussed as a mechanism to provide effective representation for local communities of interest within the district. Community boards vary in the population they represent, but the average population is 9,900, of course there are some that are a lot smaller, like Kawhia in the Ōtorohanga District Council, which represents 400 people.

Commentary

- 3.1 Most people are familiar with the FPP voting system, which operates on the simple principle of whoever receives the most votes wins. STV, on the other hand, requires voters to rank candidates in order of preference, with candidates needing to reach a 'quota' to be selected.

¹ Outlined in the Local Electoral (Māori Wards and Māori Constituencies) Amendment Bill

² Population estimates are provided by Statistics NZ, estimating residents rather than voters on an electoral roll.

- 3.2 The options available to council include:
- 1 Continue to use the FPP electoral system
 - 2 Change to use the STV electoral system
 - 3 Hold a poll of electors

3.5 An analysis of these options is outlined below.

Analysis of Options

4.1 CONTINUE TO USE THE FPP ELECTORAL SYSTEM

4.2 This is the recommended option as it is fit-for-purpose, simpler for voters to understand, and better for wards with fewer members.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Straight forward system of voting. • Familiar to most people. • Votes can be counted in different locations and then aggregated. • Results are easy to understand and usually announced soon after voting ends. • Results show exactly how many people voted for which candidates. 	<ul style="list-style-type: none"> • Results - generally 'less representative' in nature – results reflect the largest group of voters not necessarily the majority. • More wasted votes.

4.3 CHANGE TO USE THE STV ELECTORAL SYSTEM

3.3 It is advised that 5 to 7 members is a preferable number for wards using STV, with an absolute minimum of 3. It is therefore unlikely that STV would be a good option for Waitomo, which currently has wards with 3 members.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Fewer 'wasted' votes. • Voters express true preference as there is no tactical voting. • Overall results should reflect the wishes of the majority due to the way preferences are counted. • Often results in more equitable representation. 	<ul style="list-style-type: none"> • A more complicated system of voting with a risk of confusing people and reducing participation. • Three-members wards are regarded to be the absolute minimum using this system, which Waitomo has. • Complicated to count with results taking longer to produce. • Results do not show how many votes each candidate received.

4.5 HOLD A POLL OF ELECTORS

4.6 Council can elect to hold a poll for the community to decide. However, it is unlikely that there would be enough community interest to make this option necessary or practical.

Advantages	Disadvantages
<ul style="list-style-type: none"> Contributes to meeting the purpose of the Local Elections Act — <i>"allow diversity through local decision making in relation to a particular electoral system" and "fair & effective representation for individuals & communities"</i>. 	<ul style="list-style-type: none"> Significant cost involved in holding a poll, including staff time and resources. Challenge of explaining both forms of voting system. Unlikely to be great community interest.

Considerations

5.1 **Risk**

5.2 No risks have been identified as likely to result from Council resolving to retain the FPP system. If the community feels unhappy about the decision, they can demand a poll.

5.3 **Consistency with Existing Plans and Policies**

5.4 This decision is consistent with Council's existing plans and policies.

5.5 **Significance and Community Views**

5.6 In terms of Council's Significance and Engagement Policy, a decision away from the status quo (FPP) is considered to be reasonably significant. There is a legal requirement to consult with communities through public notice; the decision will remain effective until 2028 and it affects a high percentage of WDC's residents and ratepayers.

Recommendation

6.1 It is recommended that Council resolve to maintain the status quo and continue with the FPP electoral system for the next two local body elections, and any associated elections, in 2025 and 2028.

Suggested Resolutions

- 1 The business paper on Electoral System Review be received.
- 2 Council resolves to maintain the status quo and continue with the FPP electoral system for the next two local body elections, and any associated elections, in 2025 and 2028.
- 3 Public notice be made notifying the public of the resolution and their right to demand a poll.

ALEX BELL
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

15 May 2023

Document No: A666758

Report To: Council



Meeting Date: 30 May 2023

Subject: **Resignation of the Waitomo District Licensing Committee Chairperson**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to advise the Council of the resignation of the Chair of the Waitomo District Licensing Committee, Sara Grayson, and seek approval to appoint a new Chair and Alternate Chair.

Background

2.1 **LEGISLATIVE REQUIREMENTS**

- 2.2 Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of at least three members, one of whom must be the Chairperson). A DLC is responsible for considering applications made under the Act.
- 2.3 DLC's hear and determine all applications (including those with opposition), with only enforcement applications (applications by Police and Inspectors to suspend or cancel licenses) and appeals of DLC decisions going to the Alcohol Regulatory and Licensing Authority.
- 2.4 DLC's have the powers of Commissions of Enquiry, and function in a similar way to a Court in that they are able to require attendance and examination of witnesses and the presentation of evidence as required; and hear all applications and reports from reporting agencies.
- 2.5 The Act is clear that members of the DLC must have experience in matters related to alcohol licensing and that Chairpersons or Commissioners must have good standing in the community and sufficient skills, knowledge and experience to manage hearings.
- 2.6 Appointments to DLCs, unlike other committees, can be made for longer than a triennial term. This is possible as DLCs are statutory committees that are not automatically discharged at the end of a term.
- 2.7 Waitomo District Council has been sharing resources for its District Licensing Committee with Waipā District Council and Ōtorohanga District Council since 2013. However, it must be noted that while Council shares the Chair and members (excluding Councillors) with Ōtorohanga District Council and Waipā District Council, each Council has its own separate DLC.
- 2.8 In October 2021, Council resolved to establish its District Licensing Committee as follows:

Resolution

- 1 *The business paper on Reappointment of the Waitomo District Licensing Committee be received.*
- 2 *One District Licensing Committee be retained for Waitomo District.*
- 3 *Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Sarah Grayson be reappointed Commissioner (Chairperson) of the District Licensing Committee.*

- 4 Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Tegan McIntyre be reappointed as the Alternate Commissioner (Chairperson) of the District Licensing Committee.
- 5 Pursuant to section 189(3) of the Sale and Supply of Alcohol Act 2012, Councillor Guy Whitaker be reappointed as Deputy Chairperson of the District Licensing Committee.
- 6 Pursuant to section 192 of the Sale and Supply of Alcohol Act 2012, the following persons be reappointed as members of the District Licensing Committee:
- Mr Ross Murphy
 - Ms Patsi Davies
 - Dr Michael Cameron
 - Mr Roy Johnston
 - Mr John Gower
 - Mr Guy Whitaker
 - Ms Tegan McIntyre
- 7 All appointments be for a period of five years.

2.9 The same members were adopted by Ōtorohanga and Waipā Districts.

2.10 Section 189 of the Act details the require composition of a DLC as follows:

189 Composition of licensing committees

- (1) Each licensing committee consists of 3 members appointed by the territorial authority for that territorial authority's district.
- (2) A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.
- (3) A territorial authority may appoint a member of that territorial authority to be deputy chairperson, and act in place of the chairperson if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason.
- (4) While acting in place of the chairperson, the deputy chairperson is a member of the committee and has all the powers and duties of the chairperson.
- (5) No act done by the deputy chairperson serving as acting chairperson in the chairperson's absence, and no acts done by the committee while the deputy chairperson is so serving, can in any proceedings be questioned on the ground that the occasion for his or her so serving had not arisen or had ceased.
- (6) The other 2 members of each licensing committee must be appointed from the territorial authority's list maintained under section 192.
- (7) For the purposes of subsection (2), a member of a territorial authority means an elected member of a territorial authority and, in relation to the Auckland Council, includes a member of the governing body (as defined in section 4 of the Reprinted as at 4 November 2019 Sale and Supply of Alcohol Act 2012 Part 2 s 189 101 Local Government (Auckland Council) Act 2009) or a member of a local board established under section 10 of that Act.

Commentary

- 3.1 The Secretary of the Waitomo District Licencing Committee received the resignation of the Chairperson of the Waitomo District Licensing Committee on 4 May 2023 (Sara Grayson) effective from 30 June 2023.
- 3.2 The Secretary of the Waitomo District Licencing Committee has discussed whether the current alternate Chair (Tegan McIntyre) would be willing, and able to perform the role as Chair in a permanent capacity, she has agreed to assume the role of Chair through to the

end of the five year term (21 November 2026). Tegan has considerable experience as a DLC member and has acted as Chair of the DLC in hearings across the Waikato. Council will also need to appoint a new alternate Chair, the Secretary of the Waitomo District Licensing Committee has approached Michael Cameron, who is currently the Chair of the Waikato DLC and has been a DLC member across all Waikato Councils since the Act came into force.

Analysis of Options

- 4.1 Section 186 of the Act requires all councils to appoint a District Licensing Committee to deal with licensing matters for its district. In addition, the Act requires 3 members to be appointed to the DLC, one of whom must be a Chairperson. Therefore, there is no alternative option to be considered in respect of the DLC other than to appoint Tegan as the Chair of the Waitomo District Licensing Committee.
- 4.2 While Council has options in terms of who it appoints to the DLC, as per the discussion in section 3 above, it is recommended that Council appoints an Alternate Chair for efficiency and effectiveness reasons.

Considerations

5.1 RISK

- 5.2 Should Council not appoint a Chairperson, Council will not be able to undertake its duties and functions under the Act.

5.3 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 5.4 There are no inconsistencies with Council's plans and policies.

5.5 SIGNIFICANCE AND COMMUNITY VIEWS

- 5.6 This proposal is not a significant decision under the Local Government Act 2002 and does not trigger Waitomo's Significance and Engagement Policy. No public consultation is required.

Suggested Resolutions

- 1 The business paper on the resignation of the Waitomo District Licensing Committee Chairperson be received.
- 2 Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Tegan McIntyre be appointed Commissioner (Chairperson) of the Waitomo District Licensing Committee.
- 3 Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Michael Cameron be reappointed as the Alternate Commissioner (Chairperson) of the Waitomo District Licensing Committee.
- 4 All appointments shall continue to the end of the current five year term to 21 November 2026.

ALEX BELL

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Document No: A665688

Report To: Council



Meeting Date: 30 May 2023

Subject: **Review of Council's Gambling Venues Policy**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek a decision from Council on the review of current Council Policy on Gambling Venues ('the Policy').

Background

- 2.1 The Gambling Act 2003 ('Gambling Act') allows for growth of gambling to be controlled through councils.
- 2.2 The Gambling Act requires Council to develop a gaming venue policy to control the growth and minimise the harm caused by Class 4 Gambling Venues (Non-casino gaming machines, or pokies). In Waitomo, these venues are operated either by clubs (requiring membership with club licence), or pubs and bars (public with on-licence).
- 2.3 Under section 101(4) of the Gambling Act, Council may consider any relevant matters, including:
- The characteristics of the district and parts of the district.
 - The location of kindergartens, early childhood centers, schools, places of worship, and other community facilities.
 - The number of gaming machines that should be permitted to operate at any venue or class of venue.
 - The cumulative effects of additional opportunities for gambling in the district.
 - How close any venue should be permitted to be to any other venue.
 - What the primary activity at any venue should be.
- 2.4 For venues operated by clubs, a Class 4 Policy must also include statements on:
- Whether to allow existing club venues to increase the number of machines, up to a maximum of 18 machines; and
 - How many machines will be allowed (up to a maximum of 30), when two club venues merge into one.
- 2.5 In both cases, Council is required to give consent before the club seeks a final decision from the Minister of Internal Affairs.
- 2.6 Council assesses consent applications for a new venue against a Class 4 Policy.
- 2.7 The Department of Internal Affairs (DIA) is responsible for determining new venue licenses upon receipt of a completed application form, which must include a venue consent provided by Council:

Council's Role	Department of Internal Affairs's Role
<ul style="list-style-type: none"> • Determine new venue Consents (location and machines by applying the Class 4 Policy) • Provide New Venue Consents 	<ul style="list-style-type: none"> • Regulate Existing Venues • Issue/Renew Venue Licenses (upon receipt of application of which includes Council's venue consent.

- 2.8 The Racing Industry Act 2020 (Racing Act) (which repealed and replaced the Racing Act 2003) requires the Council to adopt a Policy on Racing Board Venues. Council should consider the social impact of problem gambling within its district when adopting this Policy.
- 2.9 On 26 August 2014, the Council chose to adopt a single Policy to restrict the location of Class 4 Gambling and Racing Board Venues. This is the current Policy on Gambling Venues.
- 2.10 Under section 102(5) of the Gambling Act, and section 97 of the Racing Act, Council is required to undertake a review of the Policy on Gambling Venues every 3 years. The last review of the Policy was completed in July 2020.
- 2.11 Following Council's previous two reviews of the Policy, elected members chose to retain the existing policy with no changes. Prior to this, Council:
- Capped the total number of gaming machines in the District to 77.
 - Limited the number of gaming venues in the Te Kuiti Urban Area to 5.
 - Agreed to an increase in the number of gaming machines per Class 4 Gaming Venue from 5 to 9.
 - Retained the clause which states that existing venues will not be granted permission to increase the number of gaming machines they hold, regardless of how many they have.

2.12 RELOCATION POLICY

- 2.13 The first time Council reviewed the Policy after the Gambling (Gambling Harm Reduction) Amendment Act 2013, Council was required to consider whether to include a relocation policy for class four gambling machines. This is a policy which sets out if and when the Council will allow a new venue to replace an existing venue where a Class 4 License applies.
- 2.14 The Council decided to include a relocation policy but required it to be based on "existing use rights" i.e., current licensees should be able to relocate the total number of their existing gaming machines to a new venue, subject to remaining within the overall cap of 77 machines.

<h2>Commentary</h2>

- 3.1 This scheduled review of the Gambling Policy has provided the opportunity to move the Policy into the current policy template, which includes adding a policy scope to the Policy (effectively an introductory statement of what the Policy covers). It is also an opportunity to make other changes brought about by the change in the Act governing racing; the new Racing Act refers to TAB Venues rather than Racing Board Venues. This change can be reflected in the update.
- 3.2 Attached for Council's information is a copy of the track changed Policy (refer Attachment 3).
- 3.3 Council's current policy acknowledges that gambling can be harmful to some members of the community, and therefore have sought to restrict: the number of gambling venues, the number of machines at those venues, and the areas where those venues may be located.
- 3.4 Council's Policy does however strike a balance, acknowledging that responsible gambling is a lawful form of recreation enjoyed by many members of the community.
- 3.5 No instances of complaints relating to gambling, or gambling related harm, have been recorded by the Council following the previous review.

- 3.6 Under the Gambling Act, trusts and societies are required to return a minimum of 40% gross machine profit¹ (GMP) to the community in the form of grants. This is a significant source of funding for local sports and community groups.
- 3.7 **Current numbers**
- 3.8 Since March 2015, one venue has closed and the number of gaming machines has decreased by 7, bringing the total number of venues to 5 and machines to 60 (refer to Attachment 1 for a map of venue locations).
- 3.9 **External Factors**
- 3.10 Councils across the country typically manage the growth of gambling venues by either implementing a cap on the number of venues and machines (as in Waitomo) or aim to reduce machine numbers over time via a sinking lid policy (this means removed machines and/or closed venues cannot be replaced).
- 3.11 In 2021, 2 neighboring councils reviewed their policies. Ruapehu District Council consulted on a proposal to replace their existing cap with a sinking lid policy, before narrowly voting in favour of the status-quo. Ōtorohanga District Council, with an existing sinking lid policy (and with only 2 venues and 23 machines), consulted on a proposal to introduce a 'controlled increase in venues' policy. They voted to retain the sinking lid; of 80 submissions received, 75 were in favour of this.
- 3.12 The DIA are currently drafting new harm minimisation regulations for Class 4 gambling, reflecting the fact that whilst machine numbers are decreasing, money spent gambling is not. These regulations are expected to be in place in the first half of 2023 and will likely include:
- Mandatory annual training for staff dealing with gamblers,
 - New requirements venues must follow such as recording signs of gambling harm and regular venue sweeps,
 - New rules around venue design related to positioning of ATM and pokie machines,
 - New infringement offences and fines for non-compliance.
- 3.13 If Council considers that amendments are required to the existing Gambling Venue Policy, Council is required to follow the Special Consultative Procedure (SCP), as described in section 83 of the Local Government Act 2002 ('LGA').

Analysis of Options

- 4.1 Outlined below are two options for Council's consideration:
- 4.2 **Option 1:** Review the existing Policy on Gambling Venues and confirm that no amendments are required but make minor changes outlined in 3.1 (**recommended option**).
- 4.3 This option is supported by the following:
- The maximum limit on the number of gaming machines and venues allowed in the District under the policy has not been reached; and
 - Problem gambling has not been identified as an issue of concern in the Waitomo District, as reflected in the Ministry of Health's data and internal reporting; and
 - The current Gambling Policy strikes a balance between harm minimisation and acknowledging that responsible gambling is a lawful form of recreation. It should also be noted that the Government has indicated that it will soon be introducing further measures to reduce gambling related harm.

¹ The money lost on gaming machines is called the gross machine profit (GMP). It is the amount spent by customers, less the amount paid back as prizes.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Opportunity to bring policy into line with other policies using WDCs updated template. • Minimal requirements on staff time and council resources. 	<ul style="list-style-type: none"> • No opportunity for community to make submissions on the policy.

4.4 **Option 2:** Review the existing Policy on Gambling Venues and determine that amendments are necessary.

- This option will mean that Council will need to identify and determine the specific issues in relation to the current policy and seek feedback from the community.
- A broad consultation (without identifying specific issues) is not best practice for a prescriptive policy such as this and is not recommended. It should also be noted that undertaking a Special Consultative Procedure is resource intensive and costly to run.

Advantages	Disadvantages
<ul style="list-style-type: none"> • An opportunity for community to make submissions on the policy. 	<ul style="list-style-type: none"> • High use of staff time and council resources in carrying out at SCP.

4.5 **Option 3:** Review the existing policy and make no changes.

- This option will mean that the policy will have some out-of-date language which doesn't reflect recent legislative changes (e.g. reference to The Racing Act rather than Racing Industry Act, and Racing Board Venues rather than TAB Venues).
- The policy will lack a scope which could help to clarify what the policy is able to do.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Minimal requirements on staff time and council resources. 	<ul style="list-style-type: none"> • Policy is out of line with other policies that have been moved to the new WDC updated template. • Policy will reference legislation that has been revoked.

Considerations

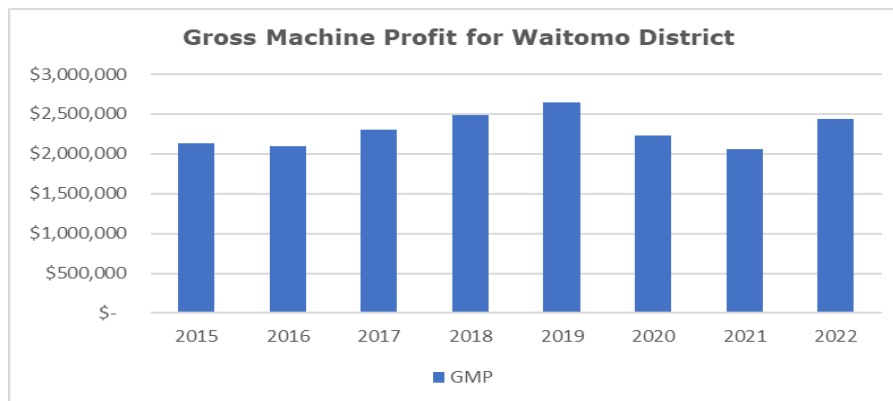
5.1 WAITOMO DISTRICT STATISTICS

5.2 Data from the DIA shows that last year's annual gross machine profit (GMP) for Waitomo District gaming machines has increased by 15% compared to the year previous.² This is following from two years of consecutive GMP reductions, likely as a result of Covid-19.

² DIA statistics: [https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Information-We-Provide-Gaming-Machine-Proceeds-\(GMP\)-Data](https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Information-We-Provide-Gaming-Machine-Proceeds-(GMP)-Data); (accessed 17 March 2023)

5.3

Gross Machine Profit for Waitomo District			
Year	Annual GMP	Change on previous year	% change
2018	\$2,490,817	\$192,832	8%
2019	\$2,639,803	\$148,986	6%
2020	\$2,229,351	-\$410,452	-18%
2021	\$2,059,431	-\$169,920	-8%
2022	\$2,435,900	\$376,469	15%

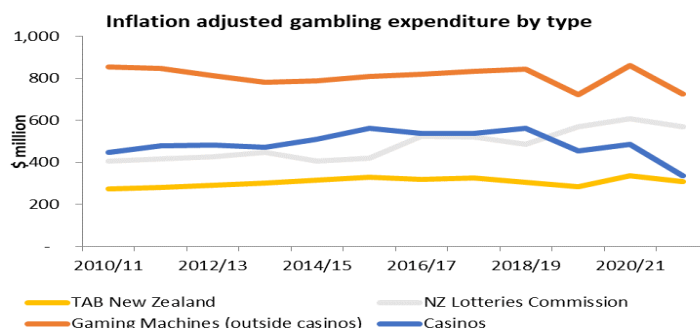


5.4 In 2022, the average GMP per gaming machine in Waitomo District was \$40,600, an increase of \$6,270 (15%) on the year previous. This was a smaller increase than the New Zealand average of \$18,270 (26%), which sees GMP per machine at \$70,000.

5.5 The decrease in the number of machines since 2015 (67 to 60) has not translated into a decrease of GMP; discounting the effect of Covid-19, per machine GMP has increased since 2015. This means it will likely maintain a relatively stable generation of community funding (which remains at least 40% of the total GMP).

5.6 CLASS 4 VS OTHER GAMBLING

5.7 The figure below shows the amount lost by gamblers' (calculated as operator's profits after prize money is awarded) for the four main types of gambling activity between the financial years ending 2011-2021.³



5.8 Compared to the other three main gambling activities, Class 4 accounts for the most significant contribution to losses by gamblers for every year in the period reported.

5.9 Records are kept by Ministry of Health (MOH) of the number of people who seek help from problem gambling. For Waitomo, in the period July 2020 to June 2021, there were no new clients assisted. In the previous year (2019/20), only 1 client was assisted.⁴ It is worth

³ DIA Gambling Expenditure statistics: https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Information-We-Provide-Gambling-Expenditure-Statistics; (accessed 20 March 2023)

⁴ Interventions clients data by territorial authority, up to June 2021: <https://www.health.govt.nz/our-work/mental-health-and-addictions/gambling/service-user-data/intervention-client-data#territorial>; (accessed 17 March 2023)

noting that this data does not indicate there are no instances of individuals struggling with problem gambling, only that they have not sought help via MOH services.

5.10 **Risk**

5.11 Neither section 102(5) of the Gambling Act, or section 97(4) of the Racing Act state what Council is required to undertake in order to "review" its Policy.

5.12 There is minimal legal risk to Council by choosing to conduct a review and adopt a policy with no changes.

5.13 In reviewing section 102(2) of the Gambling Act, and 97(4) of the Racing Act, these provisions state that SCP is only required when amending or replacing the policy. There is a small risk that the addition of a scope could be interpreted as an amendment. However, staff do not consider the addition of what is effectively an introduction to what the Gambling Policy covers is an amendment to the Policy, which justifies an SCP.

5.14 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.15 The Policy is consistent with Councils existing plans and policies.

5.16 **SIGNIFICANCE AND COMMUNITY VIEWS**

5.17 No amendments are being proposed to the policy, therefore there is no requirement to consult. Under Council's Significance and Engagement Policy, this matter is of low significance and therefore requires no consultation.

Recommendation

6.1 Staff recommend Option 1, review the existing Policy on Gambling Venues and confirm that no amendments are required, but minor changes should be made. This is supported by the fact that the current policy is fit for purpose, there are no identified issues of concern, and the cost and resources required to undertake a consultation process outweigh any benefits.

6.2 Staff also recommend taking the opportunity to move the Policy into the updated policy template, which includes adding a scope. It is also an opportunity to make other changes brought about by the change in the Act governing racing; the new Racing Industry Act 2020 refers to TAB Venues rather than Racing Board Venues. This change can be reflected in the update.

Suggested Resolutions

1 The business paper on Review of Council's Gambling Venues Policy be received.

2 Council resolve to retain the existing policy, with changes made to the formatting of the policy, the addition of a scope, and bringing the language in line with the updated Act.



CHARMAINE ELLERY
MANAGER – STRATEGY AND POLICY



ALEX BELL
GENERAL MANAGER – STRATEGY AND POLICY

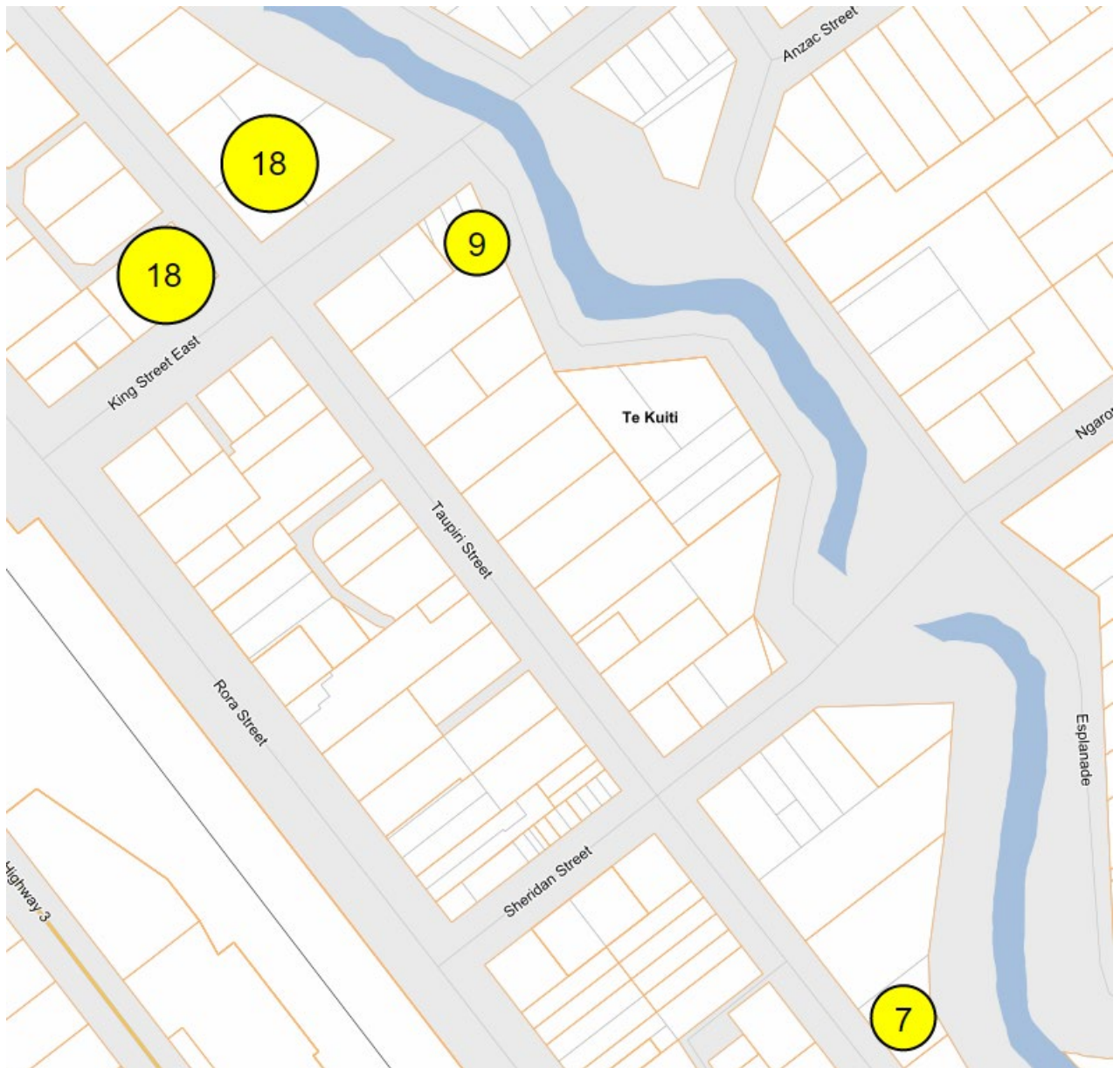
18 May 2023

Attachments:

- 1 Waitomo District Gambling Venues Map (Te Kūiti and Piopio)
- 2 Gambling Venues Policy - Proposed update - May 2023 (A662099)

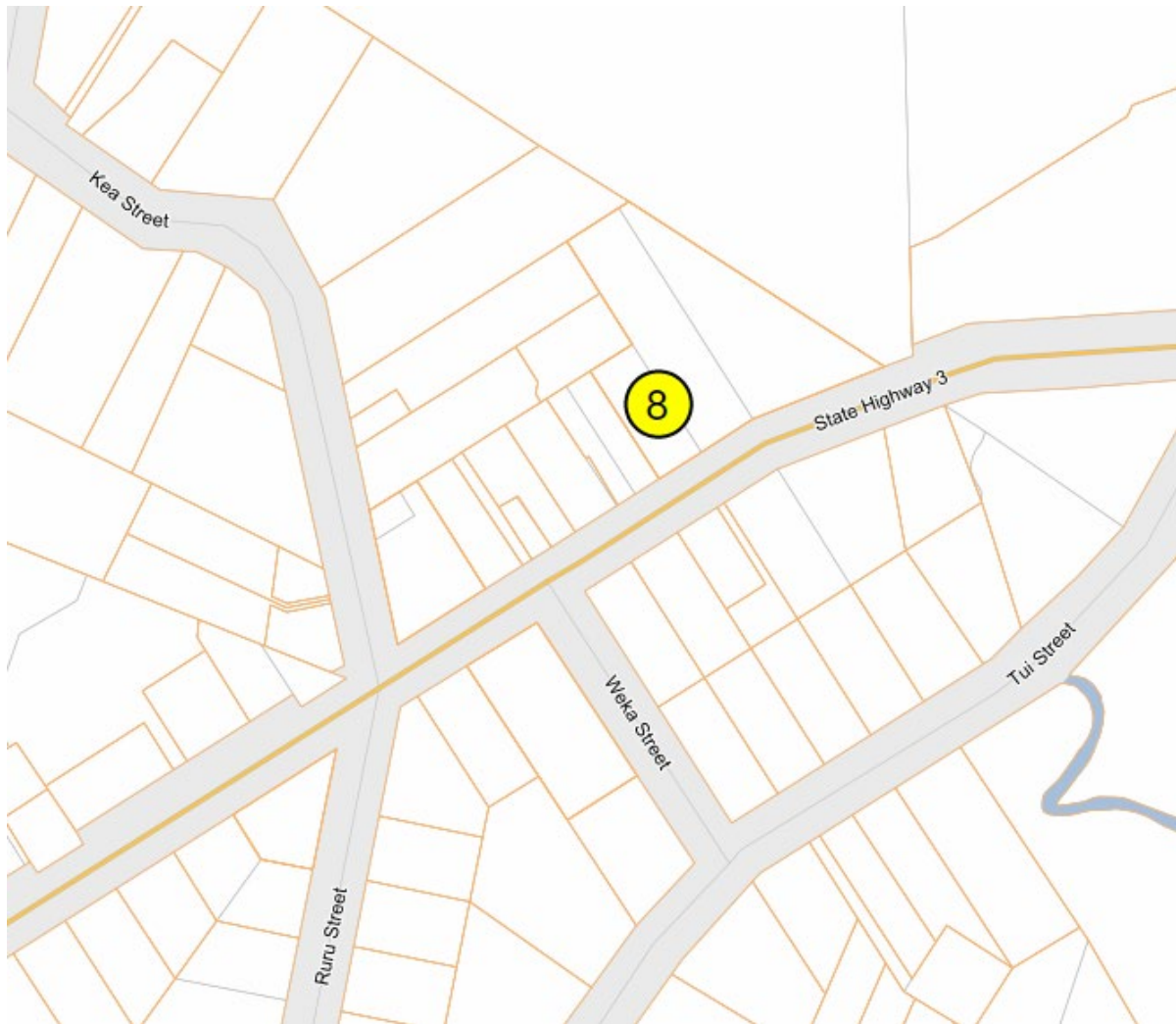
Attachment 1: Waitomo District Gambling Venues

Te Kūiti: Location of Venue and number of machines in each venue



Society Name	Venue Name	Licence Type	No. of Machines
QUOTA CLUB TE KUITI INC	QUOTA CLUB TE KUITI	On-licence	7
GRASSROOTS TRUST LIMITED	RIVERSIDE LODGE	On-licence	9
GRASSROOTS TRUST LIMITED	THE MUSTER BAR	On-licence	18
WAITOMO CLUB INCORPORATED	WAITOMO CLUB INC	Club	18

N.B. The Muster Bar, although operating under an on-licence rather than a club licence, is permitted 18 machines as this is the number the venue had prior to the introduction of the machine limit per venue.

Piopio: Location of Venue and number of machines in each venue

Society Name	Venue Name	Licence Type	No. of Machines
PIOPIO COSMOPOLITAN CLUB INCORPORATED	PIOPIO COSMOPOLITAN CLUB INCORPORATED	Club	8

DRAFT

Waitomo District Council

Policy on Gambling Venues

First Adopted:	27 November 2012
Review History:	1 August 2017, 28 July 2020, DATE 2023
Date of Next Review:	MONTH 2026
Responsibility:	Regulatory Services
Adopted by:	Council (date of adoption)

Contents

INTRODUCTION KUPU ARATAKI.....	4
PURPOSE AND SCOPE TE ARONGA ME TE KORAHI.....	4
DEFINITIONS NGĀ WHAKAMĀRAMATANGA.....	5
POLICY KAUPAPA HERE	6
1. Establishment of Class 4 or TAB Venues.....	6
2. Location of Class 4 or TAB Venues.....	6
3. Primary Activity of Class 4 or TAB Venues	7
4. Maximum number of allowable gaming machines and Class 4 venues.....	7
5. Increase in number of gaming machines	7
6. Signage for Class 4 Gaming venues.....	7
7. Clubs with existing Class 4 venue licenses merging.....	7
8. Relocation of Class 4 Venues	8
9. Procedures	8
10. Review.....	8

INTRODUCTION | KUPU ARATAKI

Waitomo District Council (WDC) is required to adopt a policy on Class 4 venues (Gambling Venue Policy) for its district under the Gambling Act 2003 (the Act).

Section 101(3) of the Act requires that the class 4 venues policy:

- must specify whether or not class 4 venues may be established in the territorial authority district and if so, where they may be located; and
- may specify any restrictions on the maximum number of gaming machines that may operate at class 4 venues.

WDC must also have a policy on ~~Board~~TAB Venues as required by the Racing ~~Industry~~ Act- ~~2020~~2003. A ~~board~~TAB-venue policy must specify whether new ~~board~~TAB-venues may be established in the District and if so where they may be located.

WDC recognises the harm that gambling can bring to the community and aims to help minimise this harm by having policy in place to control it. Gaming machine operators are regulated by the Department of Internal affairs and therefore this policy is not aimed at ensuring compliance by gaming machine operators.

WDC also recognises that one of the benefits of gaming machines within the District is increased availability of community funding or grants for the community.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The ~~objectives-purpose~~ of this policy ~~is~~are:

- To support the intent of the Gambling Act 2003 as follows:
 - control the growth of gambling; and
 - prevent and minimise the harm caused by gambling, including problem gambling; and
 - authorise some gambling and prohibit the rest; and
 - facilitate responsible gambling; and
 - ensure the integrity and fairness of games; and
 - limit opportunities for crime or dishonesty associated with gambling; and
 - ensure that money from gambling benefits the community; and
 - facilitate community involvement in decisions about the provision of gambling.
- To support the intent of the Racing ~~Industry~~ Act ~~2020~~2003 as follows:
 - to provide effective governance arrangements for the racing industry; and
 - to facilitate betting on galloping, harness, and greyhound races, and other sporting events; and
 - to promote the long-term viability of New Zealand racing.

2. WDC supports the intent of both the Gambling Act 2003 and the Racing ~~Industry~~ Act ~~2003~~2020, however WDC has no direct role in monitoring and enforcing the intentions of the respective Acts and in particular those intentions listed in clauses 1.1(a)(v), 1.1(a)(vi) and 1.1(b)(iii) of this policy

3. The scope of this policy includes:

- Consideration of relevant matters identified by the Gambling Act, including:
 - The characteristics of the district and parts of the district.
 - The location of kindergartens, early childhood centers, schools, places of worship, and other community facilities.
 - The number of gaming machines that should be permitted to operate at any venue or class of venue.
 - The cumulative effects of additional opportunities for gambling in the district.
 - How close any venue should be permitted to be to any other venue.
 - What the primary activity at any venue should be.
- Consideration of relevant matters identified by the Racing Industry Act 2020, when determining the location of TAB venues, including:
 - the characteristics of the district and parts of the district
 - the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities:
 - the cumulative effects of additional opportunities for gambling in the district.

4. This policy also covers:

- signage permitted outside of venues; and
- rules related to a venue’s application to relocate to another site.

5. For venues operating as clubs, consideration is also made of:

- Whether to allow existing club venues to increase the number of machines, up to a maximum of 18 machines; and
- How many machines will be allowed when two club venues merge into one.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

The Act	Shall mean the Gambling Act 2003.
Council	Shall mean the elected members that form the governing body (Council) of the District Council
Waitomo District Council (WDC)	Shall mean the organisation established to administer Council affairs, conduct operations, and bring effect to Council policy and strategies.
Plans	Shall mean Council’s Long Term Plan, Annual Plan, District Plan or other Strategic Plans.
Primary Activity	Means the activity primarily associated with and promoted by the venue.
Class 4 Gambling	Shall have the meaning contained in Section 30 of the Act.

Club	Means a private club licensed to serve alcohol to members.
New venue	Means a venue granted a Class 4 licence not held as at 31 March 2014.
Class 4 Venue	Shall mean a place used to conduct Class 4 gambling as outlined in the Gambling Act 2003.
Gaming Machine	Shall mean a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for use in gambling.
Harm	Means harm or distress of any kind arising from, or caused or exacerbated by, a person's gambling.
Venue Consent	Shall mean approval from the WDC to establish a Class 4 gaming venue within the District.
Venue Licence	Means a Class 4 venue licence issued by the Department of Internal Affairs.
District	Shall mean the Waitomo District as constituted under Schedule 2 of the Local Government Act 2003.
Board Venue <u>Board TAB Venue</u>	Means premises that are owned or leased by the New Zealand Racing Board and where the main business carried out on the premises is providing racing betting or sports betting services.
Te Kuiti Urban Area	Shall be a 5km radius from the Te Kuiti Post Office (deemed to be the centre of town)

POLICY | KAUPAPA HERE

1. Establishment of Class 4 or ~~Board~~TAB Venues

- 1.1 Class 4 venues and ~~Board~~TAB venues may be established within the Waitomo District subject to:
- the number of gaming machines proposed for the venue being able to be met within the overall district cap (maximum) on gaming machines as detailed in 4.
 - not being a venue at which any activity at the venue is associated primarily with family or children's activities, or a venue that promotes their premises predominately for family dining or family activities.
 - a venue which operates as a brothel will not be granted a Class 4 venue or ~~Board~~TAB venue consent.

2. Location of Class 4 or ~~Board~~TAB Venues

- 2.1 Class 4 gambling venues or ~~Board~~TAB venues cannot be established adjacent to or directly opposite any kindergarten, early childhood centre, school, or place of public worship.

3. Primary Activity of Class 4 or ~~Board~~TAB Venues

- 3.1 The primary activity of any Class 4 gambling venue or ~~Board~~TAB venue shall be:
- d) For the sale of alcohol or, the sale of alcohol and food where the venue is subject to a alcohol licence (not being an off licence or a bring-your-own licence) for a hotel, tavern, bar, chartered club or club licence; or
 - e) Where the alcohol licence for the venue is an on-licence or club licence for the sale of alcohol; or
 - f) The conducting of race and sports betting in standalone ~~New Zealand Racing Board~~TAB Venues under the Racing ~~Industry~~ Act 2020~~003~~.

4. Maximum number of allowable gaming machines and Class 4 venues

- 4.1 The maximum number of gaming machines allowed within the Waitomo District (District cap) shall not exceed 77.
- a) *In deciding on the District cap, Council has drawn a balance between reducing the social harm of gambling and benefits arising from generation of community funding. Consideration was also given to the policy objective of controlling the growth of gambling in the District. The status quo, being one of the options was in a flux – the total number of machines in the District as at 1 April 2014 were 82 but during the review the number reduced to 68. The District cap arrived at is a balance between these two.*
- 4.2 New Class 4 gaming venues will be allowed a maximum of 9 gaming machines subject to the total number of gaming machines in the District cap not being breached.
- 4.3 The number of Class 4 gaming venues in the Te Kuiti urban area will be limited to 5.

5. Increase in number of gaming machines

- 5.1 Consent will not be granted to any Class 4 gaming venue for increasing the number of gaming machines it is currently operating.

6. Signage for Class 4 Gaming venues

- 6.1 Gaming machines and or signage relating to or promoting gambling must not be visible from any public place outside the venue.

7. Clubs with existing Class 4 venue licenses merging

- 1.1. In the event of two or more clubs with existing Class 4 gambling venue licenses merging, new venue consent shall be required. Notwithstanding other Council requirements for venue consent, Council will give consideration to the maximum number of machines at the merged venue being up to the lesser of:
- a) the total of the machine numbers in the merging venues prior to the merger; or
 - b) 18 machines.

8. Relocation of Class 4 Venues

- 8.1 Notwithstanding other conditions in this policy, where a legally established venue applies for consent to relocate to a new site, WDC will consider such application on the same basis as a new venue application, with the exception that such venue may relocate and retain the pre-existing number of gaming machines to such new site. That exception will be subject to the requirement that the total number of machines in the District remains within the overall district cap of 77 machines.

9. Procedures

- 9.1 Applications for a venue consent must be made on the approved form and must be accompanied by the information required by WDC to enable it to consider the application in detail including:
- a) name and contact details for the application,
 - b) street address of premises proposed for the Class 4 licence,
 - c) the names of management staff,
 - d) evidence of police approval for owners and managers of the venue,
 - e) a copy of the approved gambling harm and minimisation policy, the staff training programme and the applicants host responsibility programme,
 - f) evidence of the distance to the nearest residential zone, educational or religious establishment and other Class 4 gambling venues.
- 9.2 In order to monitor the benefits versus harm of gaming venues, WDC will request operators identify local recipients of charitable funding.
- 9.3 The application and processing fees will be as listed in Council's Fees and Charges.

10. Review

- 10.1 This policy will be reviewed at least every three years.
- 10.2 The maximum number of machines allowed within the District as well as the cap on venues in Te Kuiti urban area may be reassessed in future reviews in consideration of the benefits versus harm of gambling.

Document No: A665691

Report To: Council



Meeting Date: 30 May 2023

Subject: **Policy Review: Use of Remotely Piloted Aircraft Systems (Drones) Policy**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek a decision from the Council on the review of Council's current Use of Remotely Piloted Aircraft Systems (Drones) Policy.

Background

- 2.1 The Civil Aviation Authority (CAA) regulates civil aviation in New Zealand and sets the rules around the use of Remotely Piloted Aircrafts (RPAs or Drones). Operators are required to comply with CAA rules, which include a requirement to obtain landowner approval prior to flying over their land. For this reason, the Council has a policy governing the use of drones on and over Council land and facilities.
- 2.2 The purpose of the policy is to provide guidance and manage safety risks. There are no statutory requirements to review the Policy following its introduction in 2016, however as five years has passed since then, it is prudent to ensure it is still fit for purpose.
- 2.3 The policy does not allow commercial or recreational operators to fly drones on or above most Council property but does permit drone use over Council's parks and reserves.
- 2.4 The policy does not apply to Council roads or road reserves.
- 2.5 CAA rules prohibit the use of drones (other than by some pilot licence holders) within a 4km radius of an aerodrome.

Commentary

- 3.1 There have been no recorded complaints or concerns related to drones since this policy was introduced, and therefore no indication that there are any issues with the policy as it stands. However, drones are increasingly used by Police and emergency management officials in emergency situations, and it is not the intent of the policy, nor practical, that the use of drones in these circumstances be prohibited.
- 3.2 Council staff do not recommend a full review but propose making a minor change by including the following clause:

Police and Emergency situations

- *There is no requirement for the New Zealand Police, Civil Defence, or Emergency Management officials to apply to the Council for permission to fly above Council property during an emergency situation. **

- *Other than RPAS used by the Civil Defence and Emergency Management officials, no approval is given to fly a RPAS over any Council property within 1 kilometre of an emergency situation which is being actively attended by emergency officials.*

* *For the purposes of this policy an "emergency situation" is defined as a serious, unexpected, and often dangerous situation requiring immediate action to avoid injury, loss of life or damage to property.*

- 3.3 The above change will clarify the existing powers that Police and Emergency Management have over Council infrastructure and will have no tangible effect on the community or the existing rights of any individual (as the Drone Policy only relates to RPAs flying over Council land).
- 3.4 It is considered that given the minor nature of the above change, that Council is not required to consult prior to including this clause. Consultation requirements are governed by the decision-making processes outlined in Part 6 of the Local Government Act 2002 (LGA). If the Council does elect to consult on the Policy, consultation will be undertaken in accordance with the Special Consultative Procedure (SCP) under section 83 of the LGA.
- 3.5 It is also proposed for consistency with other Council policies and bylaws, the policy should be reformatted onto the new WDC policy template which has included definitions taken from CAA and a map identifying the no-fly zone surrounding Te Kūiti Aerodrome (see attachment 1).

Analysis of Options

4.1 There are three options for the Council to consider:

1. Retain without changes; or
2. Consider policy and make inconsequential changes (recommended); or
3. Review the policy.

4.2 **OPTION ONE: RETAIN WITHOUT CHANGES**

4.3 Under this option, the Council would resolve that the current policy should continue without changes.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Minimal to no requirements on staff time • No concerns have been raised by the public with the policy as it stands. • There are no requirements to review the policy 	<ul style="list-style-type: none"> • The policy is unclear as to whether it intends to restrict the use of drones by police or emergency management officials in an emergency situation. • The policy template is out of date.

4.4 **OPTION TWO: REVIEW AND MAKE INCONSEQUENTIAL CHANGES**

4.5 Under this option, the Council would resolve that the current policy required minor changes including adding a clause relating to the use of drones by police and emergency management officials and moving the policy onto WDC's new policy template.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Minimal requirements on staff time. • No concerns have been raised by the public with the policy as it stands. • Aligns policy with newer template, and the addition covering the use of drones by police or emergency management officials clarifies the use of the policy 	<ul style="list-style-type: none"> • Risk that the proposed change is considered more than minor

4.6 **OPTION THREE: REVIEW AND CONSULT ON THE POLICY**

4.7 This option would require the Council to resolve to carry out a review of the policy and consult. Consultation will be undertaken in accordance with the SCP.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Give the community an opportunity to submit on the policy. 	<ul style="list-style-type: none"> • Council resources, expenditure, and time required to undertake review. • It is not advisable to review a policy without first identifying issues.

Considerations

5.1 RISK

5.2 Not changing the policy to include a section on police and emergency management services use of RPAS could cause confusion over whether the policy restricts their use in emergency situations which is not the intention.

5.3 There is a small risk that the recommended changes are perceived as an amendment.

5.4 There have been no other identified risks.

5.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES

5.6 There are no known inconsistencies with other Council policies and plans.

SIGNIFICANCE AND COMMUNITY VIEWS

5.7 The minor changes proposed to this policy do not materially change existing rights or obligations of any members of the community, it merely clarifies what is likely to happen in practice.

5.8 This decision is not considered to be significant in accordance with WDCs Significant and Engagement Policy.

Recommendation

6.1 It is recommended that:

- (a) Council determines that the above clause, relating to police and emergency management officials use of drones, should be added to the policy, and that this change, being immaterial, does not require consultation.
- (b) Council agree for staff to move the policy onto the updated WDC policy template.

Suggested Resolutions

- 1 The business paper on Policy Review: Use of Remotely Piloted Aircraft Systems (Drones) Policy be received.
- 2 Council determines that the above clause, relating to police and emergency management officials use of drones, should be added to the policy, and that this change, being immaterial, does not require consultation.
- 3 Council agree for staff to move the Policy onto the updated WDC Policy Template.



ALEX BELL
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

15 May 2023

Attachment: Use of Remotely Controlled Aircraft (Drones) Policy - Proposed Update - April 2023
(Doc A662096)

DRAFT

Waitomo District Council

**Use of Remotely Piloted
Aircraft Systems (Drones)
Policy**

First Adopted:	October 2016
Review History:	
Date of Next Review:	
Responsibility:	General Manager – Strategy and Environment
Adopted by:	Council (date of adoption)

Contents

INTRODUCTION KUPU ARATAKI	4
PURPOSE AND SCOPE TE ARONGA ME TE KORAHĪ	4
DEFINITIONS NGĀ WHAKAMĀRAMATANGA	4
POLICY KAUPAPA HERE	4
1. Aerodromes	4
2. Roads	4
3. Prohibited Areas	5
4. Permitted Areas	5
5. Police and Emergency Situations.....	5
SCHEDULE 1 WAHANGA 1	6
Map indicating 4km no-fly radius around the Te Kuiti Aerodrome.....	6

INTRODUCTION | KUPU ARATAKI

This policy relates to Remotely Piloted Aircraft Systems (RPAS) as defined in Part 101 – Rules of the Civil Aviation Authority of New Zealand and which weigh less than 25kg.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this policy is to provide guidance on the use of Remotely Piloted Aircraft Systems ("RPAS") on or over Waitomo District Council (Council) property and facilities and to manage safety risks.
2. This policy applies to both recreational and commercial operators. RPAS over 25kg have to be certified by the Civil Aviation Authority ("CAA")

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Remotely Piloted Aircraft Systems (RPAS)	An unmanned aircraft that is piloted from a remote station and includes a radio controlled model aircraft, but does not include a control line model aircraft or a free flight model aircraft.
Unmanned Aircraft	An aircraft designed to operate with no pilot on board and includes unmanned balloons, kites, control-line model aircraft, free flight model aircraft and remotely piloted aircraft.
Emergency Situation	An emergency situation is defined as a serious, unexpected, and often dangerous situation requiring immediate action to avoid injury, loss of life or damage to property.

POLICY | KAUPAPA HERE

1. Aerodromes

- 1.1. Operators of RPAS must not fly them within a four-kilometre radius of an aerodrome boundary (even if that radius includes uncontrolled airspace). [See Schedule 1 for map.](#)
- 1.2. Part 61 Pilot Licences are exempted from this, as are operators who have received a "Wings" badge from MFNZ, or are accompanied by someone who has. Operators under these categories still need prior authorisation from the aerodrome operator to fly within the four kilometre zone however they must not fly their model over any active runway strip, or any area where aircraft taxi. Control line aircraft must also remain clear of such areas.

2. Roads

- 2.1. This policy does not apply to Council roads or road reserve. If an operator wants to fly a RPAS over a Council road or road reserve, a Corridor Access request (CAR) must be applied for and approved.

3. Prohibited Areas

- 3.1. Council does not allow the use of RPAS on or above the following Council properties:
- (a) WDC Queen Street Office
 - (b) Waitomo District Library
 - (c) Te Kuiti i-Site Visitor Information Centre
 - (d) Te Kuiti Railway Building Complex and Plaza area
 - (e) Waitomo District Water and Wastewater Treatment Plants
 - (f) Waitomo District Landfill and Rural Transfer Stations
 - (g) Waitomo District Council Cemeteries
 - (h) Les Munro Centre and adjoining Centopath Memorial Garden
 - (i) Piopio Memorial Hall
 - (j) Redwood Park Housing Complex
 - (k) Senior Citizens Hall, Te Kuiti
 - (l) Te Kuiti Campground
- 3.2. This does not apply to the use of RPAS by Council or its staff, contractors or authorised persons for the purpose of promotional filming and property or emergency management in those areas.

4. Permitted Areas

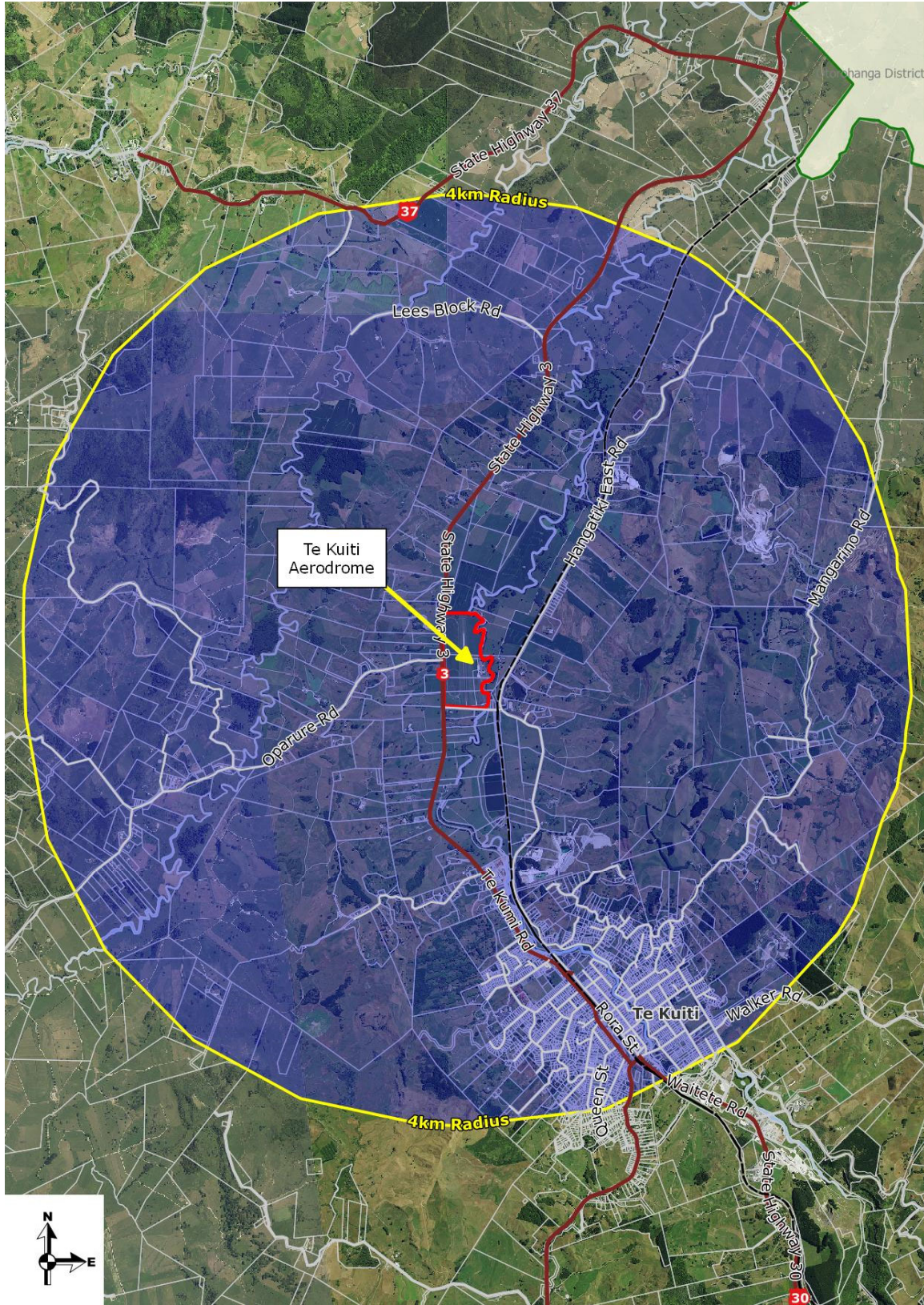
- 4.1. Council allows the use of RPAS on or above parks and reserves, subject to the following conditions:
- (a) The operator must comply with Part 101 Rule or such other CAA rules and regulations which apply to RPAS, in particular the requirement to obtain permission of people before flying the RPA over them.
 - (b) Booked events on Council reserves and property take priority. The permission of the occupier, site manager and/or event organizer will be required.
 - (c) The operator must immediately cease use of the RPAS if requested by a member of Council staff or its contractor.
 - (d) The RPAS operator is responsible for any damage or claims caused by the use of the drone in relation to Council or other property.
 - (e) The use of a RPAS for the application of any product or chemical is prohibited.
 - (f) The operator is responsible for ensuring compliance with the Office of the Privacy Commissioner guidance on preserving people's personal privacy and the Privacy Act 1993.
- 4.2. Any breach of the above conditions could result in termination of the operator's permission to use public land for the purpose of operating a RPAS and/or a report of any non-compliance with Part 101 Rule to the CAA.

5. Police and Emergency Situations

- 5.1. There is no requirement for the New Zealand Police, Civil Defence, or Emergency Management officials to apply to the Council for permission to fly above Council property during an emergency situation.
- 5.2. Other than RPAS used by the Civil Defence and Emergency Management officials, no approval is given to fly a RPAS over any Council property within 1 kilometre of an emergency situation which is being actively attended by emergency officials.

SCHEDULE 1 | WAHANGA 1

Map indicating 4km no-fly radius around the Te Kuiti Aerodrome



Document No: A666929

Report To: Council



Meeting Date: 30 May 2023

Subject: **Release of Council Property for Housing Development – Eketone Street, Te Kuiti**

Type: Information only

Purpose of Report

- 1.1 The purpose of this business paper is to summarise Council’s considerations to date regarding the release of a Council owned property at Eketone Street, Te Kuiti for housing development purposes.

Background

2.1 **POTENTIAL PROPERTIES FOR DISPOSAL**

- 3.1 Waitomo District Council (WDC) owns a property on Eketone Street, Te Kuiti that it could release to enable additional land for housing in Te Kuiti. It is noted that currently there are very few vacant sections available within Te Kuiti. This was highlighted in a recently completed Housing Needs Assessment.

3.2 **EKETONE STREET, TE KUITI**

- 3.3 This property is 1.3792 hectares and is located on the western side of Eketone Street. An aerial of the property is included as Figure 1 below.
- 3.4 WDC sought advice on whether there are any restrictions on its ability to sell the land (i.e. was it acquired under the Public Works Act 1981, or subject to any encumbrances on the Record of Title that would restrict it from being sold). The advice is included as **Attachment 1** to this Business Paper. The property was purchased from the Crown (Lands and Survey Department) by way of a 30 year deferred licence payment of \$40,000.00 in 1982.
- 3.5 The property is unencumbered, apart from mineral and conservation interests retained by the Crown. However, these interests would not restrict future residential development of the site.
- 3.6 The property is currently vacant of development, and is grazed.
- 3.7 The property is located in the Residential Zone and a portion of the site is located in Hazard Area B of the Operative Waitomo District Plan (ODP). A copy of the zoning map is included below as Figure 2. The Hazard Area notation means that buildings located in this area would require a resource consent before a building could be constructed on site.



Figure 1: Aerial photograph of the site and surrounding area

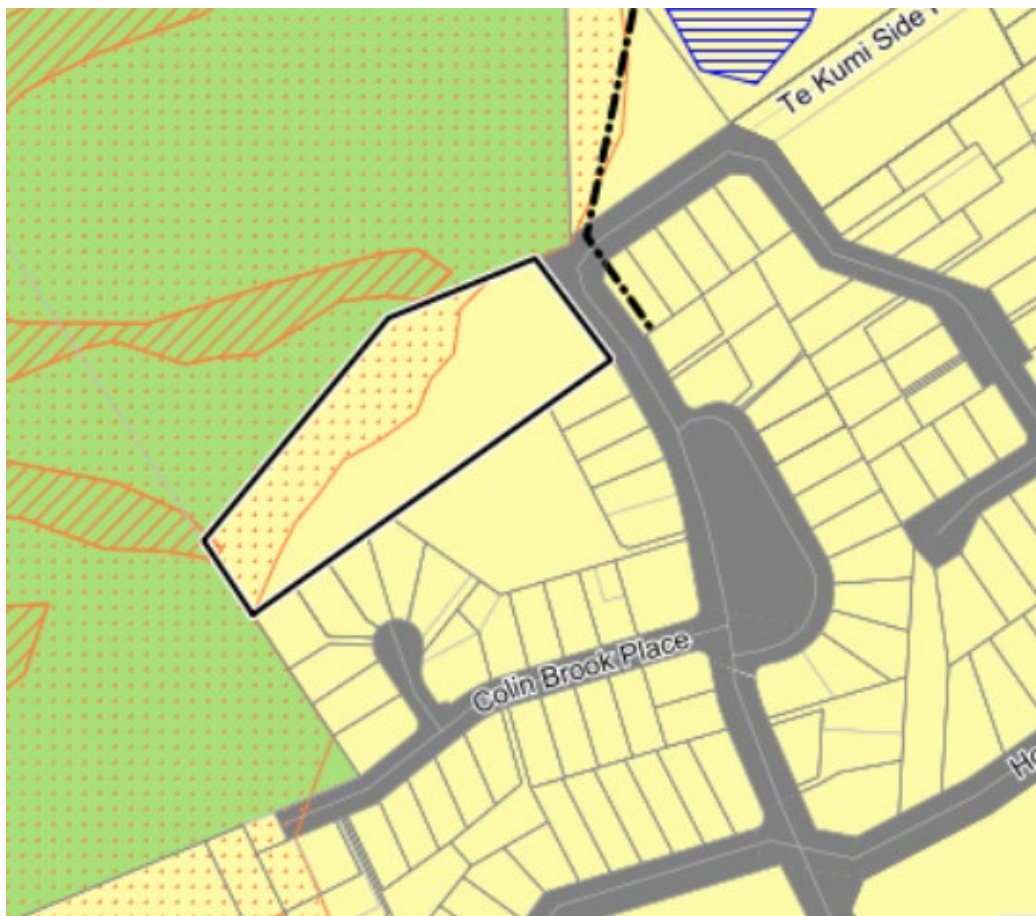


Figure 2: Operative District Plan – Zoning Map

3.8 **DEVELOPMENT OF EKETONE STREET, TE KUITI**

3.9 In order to develop the property, a subdivision consent would need to be applied for. As the site has not previously been subdivided and developed, the site would be considered a 'Green Field' development (District Plan Rule 26.5.2) and therefore the minimum Lot size for a sewerred site would be 600m². Any developer of the property would also need to comply with the other provisions of the District Plan subdivision chapter and the Resource Management Act 1991 (RMA) before a subdivision consent could be granted subject to conditions.

3.10 A developer would be responsible for the provision of all infrastructure on-site as part of the subdivision consent. In regards to the portion of the site that is identified within Hazard Area B a land use consent would need to be obtained before these sites could be built on. The land use consent would need to demonstrate how the sites will not be effected by natural hazards (i.e. geotechnical report with recommendations for foundation design).

3.11 If Council wishes to subdivide the property before selling, it would incur the following costs:

- Surveying the parcels it wishes to create;
- Preperation of the subdivision consent application;
- Geotechnical report (if more than one Lot, there would need to be individual geotechnical testing for each Lot); and
- Servicing (entranceways, right of way if required, electricity, telecommunications, water, waste water and stormwater)

3.12 If Council wishes to consider subdividing the property at this stage, consideration needs to be given to the width of the site (approximately 63m at the Eketone Street end) and the restrictions this could place on the ability to develop the site (i.e. this would ultimately greatly restrict the location of building platforms and the width of the resulting Lots. Therefore, Council officers consider that an options analysis paper should be prepared and presented to Council to enable elected members to make an informed decision.

3.13 Also, it should be noted that if Council is to sell the property as a one record of title it would not incur these costs.

3.14 **COUNCIL RESOLUTION 23 MARCH 2023**

3.15 Council considered this matter at the Council meeting on 23 March 2023 in the publicly excluded section of the Council meeting due to the commercial sensitivity of the matter being discussed (i.e. the value of the property and potential for development). Council resolved as follows at the meeting:

Council authorise the Chief Executive to proceed with the development of housing opportunities for Te Kumi Road, Te Kuiti property.

3.16 It should be noted that the resolution should have referred to Eketone Street, Te Kuiti and not Te Kumi Road.

3.17 As Council has now had an opportunity to discuss the proposal with potentially affected neighbours and the Brook Park Incorporated Society, it is appropriate to publicly record its decision to proceed with exploring development of housing opportunities for Eketone Street, Te Kuiti property.

3.18 Council officers will provide a further paper to elected members exploring opportunities for development of the property in due course.

Suggested Resolutions

- 1 The business paper on Release of Council Property for Housing Development – Eketone Street, Te Kuiti be received.
- 2 The confirmed public excluded Council Minutes of 28 March 2023, Item 1 “Proposal to Release Council Properties for Housing Development”, Resolution 2 be corrected as follows:

Council authorise the Chief Executive to proceed with the development of housing opportunities for the ~~Te Kumi Road~~ Eketone Street, Te Kuiti property.



ALEX BELL

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Attachment: Land Research advice (A666931)

MEMORANDUM

TO **Waitomo District Council**
Attention Alex Bell < alex.bell@waitomo.govt.nz >

FROM RW Barnaby
Date 18 March 2022

SUBJECT **TE KUMI ROAD, TE KUITI [Record of Title 356992]**

Yesterday's request refers. First though, I think this Council holding is 1 Sutherland Street.

Status and Comment

As Lot 46, DP 389272 of 1.3792 hectares in Record of Title 356992, the fee simple is held by the Waitomo District Council. The parcel is unencumbered except for mineral and conservation interests retained by the Crown. Apart from securing resource consents, there is nothing to preclude Council undertaking a development.

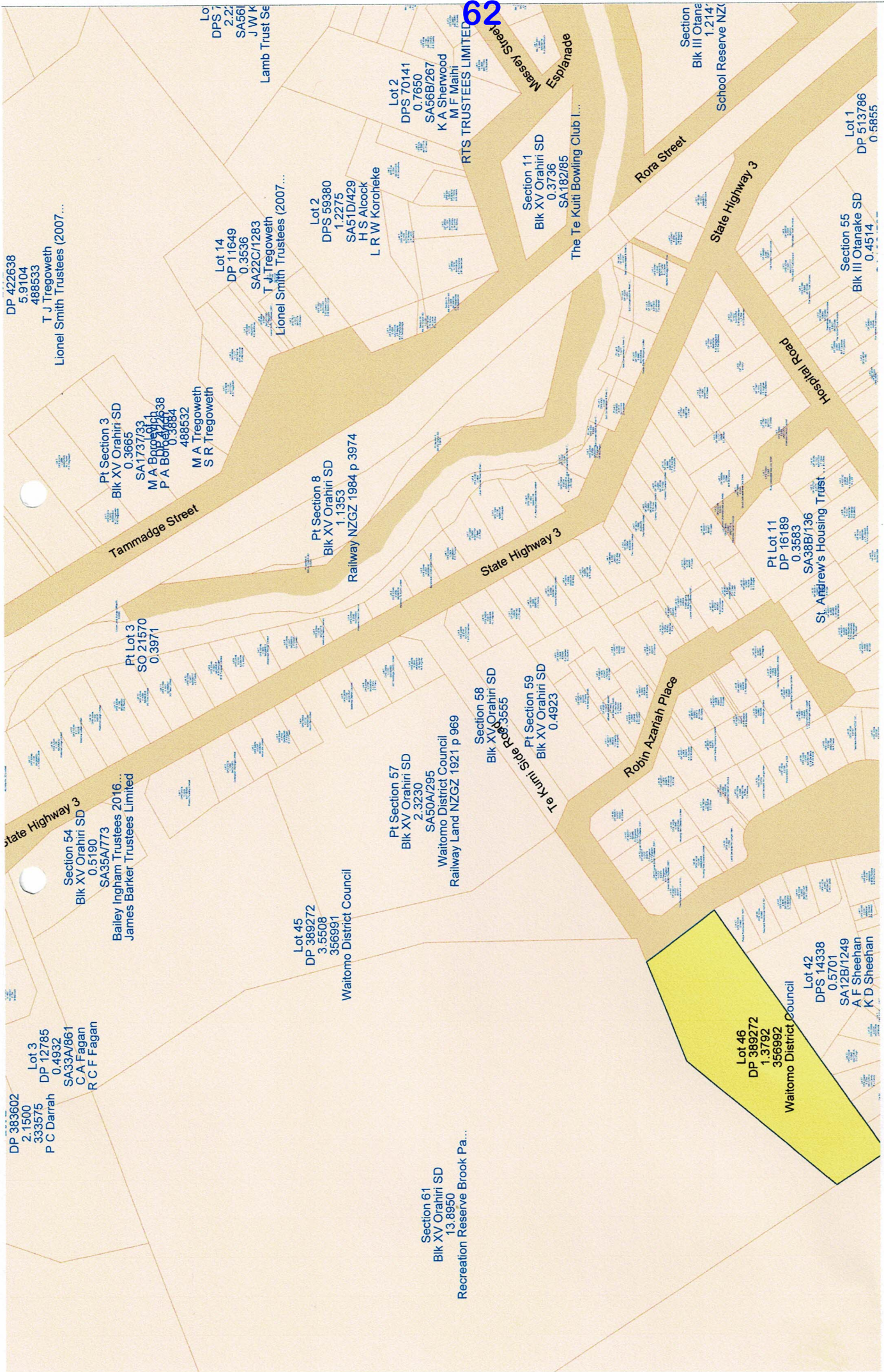
History

1. This holding was Crown owned [Lands & Survey Department] but was sold in 1982 to the Waitomo District Council for \$40,000 by way of a 30 year deferred payment licence. The licence was for 5.6868 hectares.
2. In 1987 on the disestablishment of Lands & Survey, the fee simple of the licence transferred to State-owned enterprise Landcorp Investments Limited.
3. In 1990 Council paid off the licence and took over the fee simple in Certificate of Title 47C/690. I suspect a discount was offered to Council by Landcorp to encourage Council to complete purchase. Council records will hold the reason for that early settlement.
4. In 2008 Council subdivided part of the land, establishing Sutherland Street and Lot 100, DP 389272. Lot 100 as Certificate of Title 356993 was sold to Inframax Construction Limited. Lot 100 today comprises 2, 4, 6, 8 and 10 Sutherland Street, ie Lots 40 to 44, DP 400517, now in private ownership.
5. The balance of the deferred payment licence, Lots 45 and 46, DPS 389272, remain in Council ownership. Lot 45 appears to be part of Brook Park. Lot numbering on DP 389272 is unusual. Cadastral maps are attached by way of illustration.



RW Barnaby
Land Rights Analyst for Curnow Tizard Ltd
Accredited Suppliers to Land Information NZ

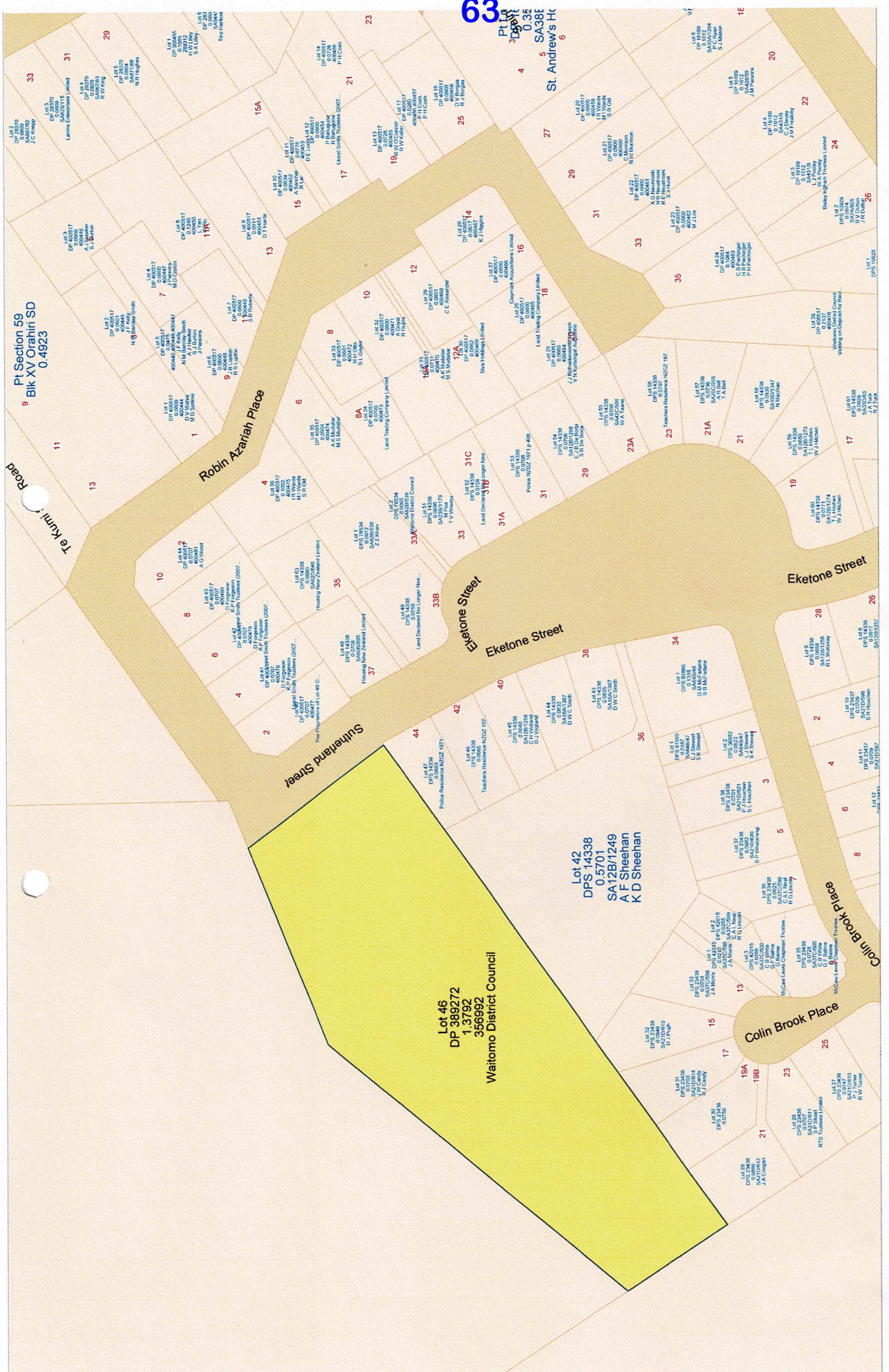
Direct Dial 07 827 6665
Email barnabys2017@outlook.com



62



Any person wishing to rely on the information shown on this map must independently verify the information
 Scale 1:3500
 Topographical and Cadastral map derived from LINZ data. Printed: 17-Mar-2022 02:48.



Lot 46
DP 389272
1.3792
356992
Waitomo District Council

Lot 42
DPS 14338
0.5701
SA12B/1249
A F Sheehan
K D Sheehan

9 Pt Section 59
Blk XV Orarhiri SD
0.4923

63

St. Andrew's HC



Any person wishing to rely on the information shown on this map must independently verify the information
Scale 1:1750
Topographical and Cadastral map derived from LINZ data. Printed: 17-Mar-2022 02:44.



Document No: A666759

Report To: Council



Meeting Date: 30 May 2023

Subject: **Purchase of 88 Rora Street, Te Kuiti**

Type: Information only

Purpose of Report

- 1.1 The purpose of this business paper is to advise the Council that the purchase of 88 Rora Street, Te Kuiti has now been completed.

Background

2.1 **PROPERTY DETAILS**

- 2.2 The property is legally identified as Lot 6-8 DP 5163 (Record of Title SA1103/12), it is 227 square metres and is contained in 3 land parcels (as shown in Figure 1 below). The property is zoned Business in the Operative Waitomo District Plan (ODP) (as shown in Figure 2 below).
- 2.3 The property is currently vacant of development, however, there is an old billboard on the southern most land parcel.



Figure 1: Aerial map of 88 Rora Street, Te Kuiti



Figure 2: Operative Waitomo District Plan – Zoning map

2.4 **PURCHASE OF THE PROPERTY**

- 2.5 Council agreed at the Council meeting on 26 April 2023 to purchase 88 Rora Street, Te Kuiti for \$40,000.00 inclusive of GST due to the properties strategic location, and existing use as public facility (footpath, picnic table and other amenities). The paper was considered in the public excluded portion of the meeting due to the commercial sensitivities surrounding the price of the property.

Suggested Resolution

The business paper on Purchase of 88 Rora Street, Te Kuiti be received.

ALEX BELL
GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Document No: A667351

Report To: Council



Meeting Date: 30 May 2023

Subject: **Progress Report Key Performance Indicators - period ended 31 March 2023**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on Waitomo District Council's delivery performance on non-financials for the period ending 31 March 2023.
- 1.2 A copy of the KPI (Key Performance Indicator) Report for the period ending 31 March 2023 is included as an attachment to this business paper.

Background

- 2.1 The WDC Ten Year Plan (10YP) 2021-2031 was adopted in June 2021 which includes the outcomes Council is aiming to deliver for the community through each activity area. Each group of activities has a level of service that we have agreed with the community to deliver.
- 2.2 These outcomes and levels of service are reported on to the community via the Annual Report at the end of each financial year.
- 2.3 Each quarter a report is produced to monitor the performance of the activities and levels of service by way of the KPI's developed through the 10YP 2021-2031.

Commentary

3.1 **SERVICE PERFORMANCE SUMMARY**

3.2 Of the 59 key performance indicators measured, 10 (17%) have been achieved, 35 (59%) on track, 6 (10%) off track, and 7 (12%) not achieved. There is 1 new measure in solid waste with no data available, as this has not yet been collected.

3.3 Leadership

3.4 One measure not achieved, as one Council agenda was uploaded only one day prior to a meeting rather than two days as required. This was due to staff responding to cyclone Gabriel.

3.5 Community and Partnership

3.6 One measure off track as the Youth Council is yet to resume.

3.7 Regulatory Services

3.8 Two measures not achieved due to administration errors in the first half of this year relating to building consents and LIM reports. This quarter, all consents and LIMs were processed within the statutory timeframe.

3.9 Solid Waste

3.10 No data for a new measure on satisfaction with rural transfer stations, this will be captured in the Residents Survey conducted in 2023. Results expected to be available for Q4.

3.11 Stormwater

3.12 Two measures not achieved and one off-track, following flooding events in January and Cyclone Gabriel. The Council reported thirteen habitable floors affected by flooding and received 16.6 complaints per 1000 properties about urban stormwater.

3.13 Wastewater

3.14 Two measures off track, one for resolution times for callouts (excluding Piopio) due to times from contractors not being reported; improvements are being put in place to address this issue. The second measure off track is due to complaints in Piopio due to January flooding and Cyclone Gabriel which resulted in high inflow and infiltration.

3.15 Water Supply

3.16 Two measures are off-track: high consumption of water in Piopio has resulted in high average daily consumption overall, and attendance time to non-urgent callouts is over the target. An audit of the callouts is being conducted to look for where improvements can be made.

3.17 One measure is not-achieved, as protozoal compliance has failed in Maniaiti/Benneydale and Piopio due to high turbidity and data loss of greater than 1 minute. Any loss of data for this length of time results in non-compliance.

3.18 Roads and Footpaths

3.19 One measure is not achieved due to the occurrence of two serious injury crashes in Q2 and one fatality this quarter. Compared to the 2021/22 financial year, when there were no serious injury crashes or fatalities, this is an increase of three for the year to date.

Suggested Resolution

The business paper for the Progress Report KPI's for period ended 31 March 2023 be received.



ALICE TASKER
SENIOR STRATEGY AND POLICY ADVISOR



CHARMAINE ELLERY
MANAGER STRATEGY AND POLICY ADVISOR

Attachment: Quarter 3 KPI Progress Report for period ending 31 March 2023 (A661345)

Key Performance Indicators Progress Report

For the period 1 January 2023 to 31 March 2023

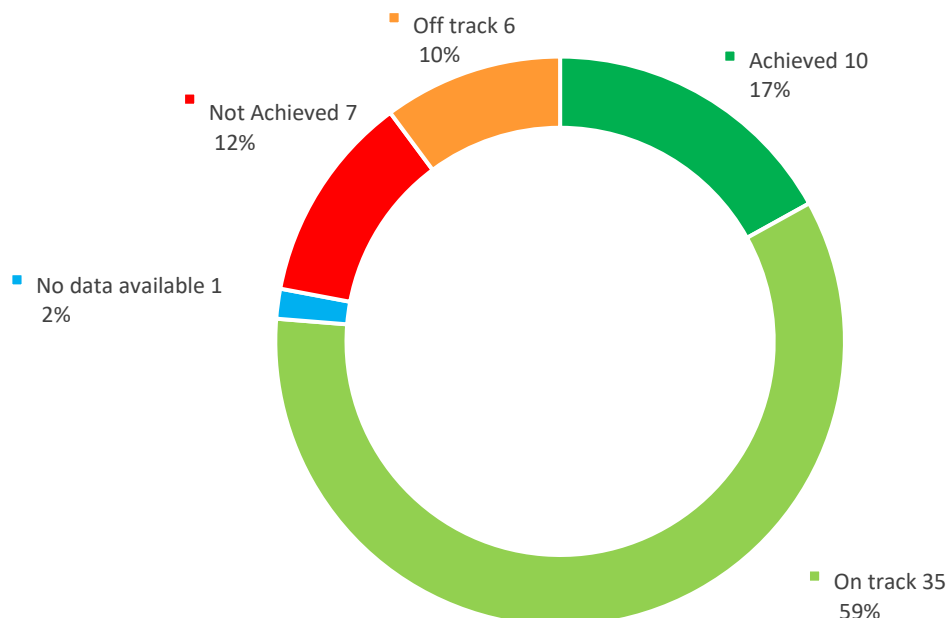
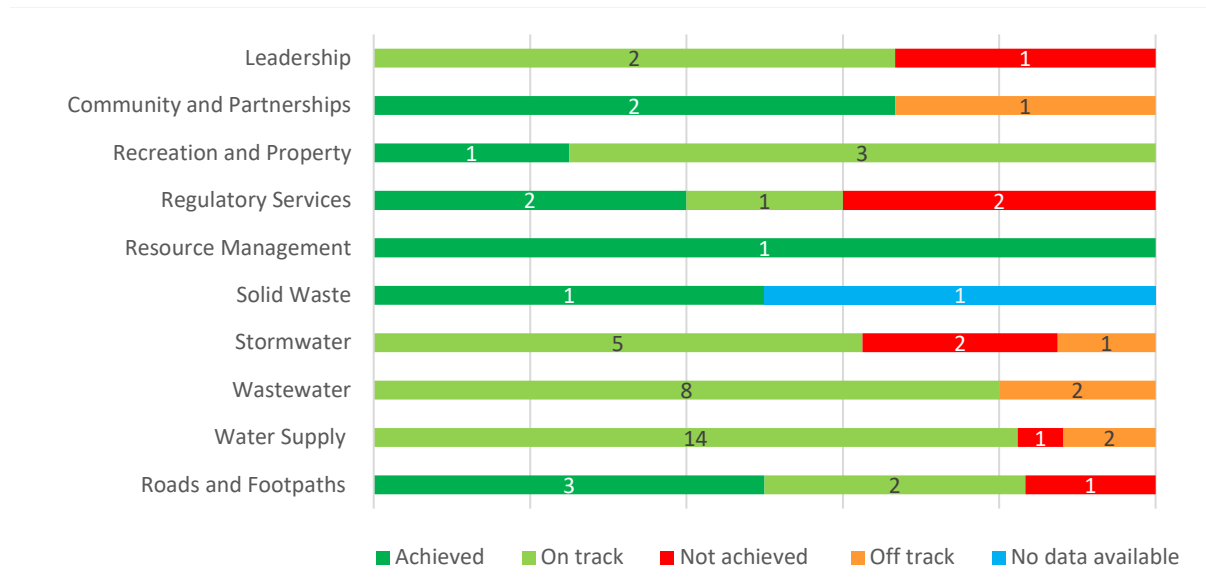


INTRODUCTION

The 2021-31 10 Year Plan (10YP) was adopted in June 2021. It sets out outcomes we aim to deliver for our community, through the activities we undertake. Within each group of activities outlined in the 10YP, we have outlined the levels of service we intend to deliver.

The purpose of this report is to provide high-level updates of these Council activities for the months of January to March 2023. The report covers progress on groups of activities non-financial KPI (Key Performance Indicators).






SERVICE PERFORMANCE SUMMARY AS AT 31 March 2023












Of the 59 key performance indicators measured, 10 (17%) have been achieved, 35 (59%) on track, 6 (10%) off track, 7 (12%) not achieved, and 1 (2%) with no data available. Data has not been collected yet on a new measure in Solid Waste.

SERVICE PERFORMANCE MEASURES










Performance Measure Status

				
Not Achieved	Off Track	Achieved	On Track	Data not available

Leadership







You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Provide and promote governance processes that are robust and transparent for our community	Percentage of Council agendas that are publicly available two working days or more before the meeting.					Target: 100% Result: 91%	In Q3 one Council agenda was available 1 working day before the meeting due to staff responding to Cyclone Gabrielle.
Effective communication with our community.	Percentage of residents satisfied with the effectiveness and usefulness of Council Communications					Target: 90% Result: 90%	The result from the June 2021 Residents Survey was 90%. The next survey is due in July 2023.
Emergency preparedness through community-based emergency management	The evaluation of annual exercise as a measure of effectiveness of training					Target: Increasing trend Result: Baseline result 74% - Advancing.	Exercise held in May 2022 assessed by independent assessors at 74%. EOC was activated in 2023 and will be used for assessment, due Q4.

Community and Partnerships




You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Contestable grant funding is disseminated through a robust process.	Percentage of grants funding available is disseminated					Target: ≥ 80% Result: 86%	
Council supports the delivery of youth related projects by the Youth Council.	Youth Council undertakes two youth related projects per year.					Target: 2 Result: Off track	Youth Council yet to resume, delivery of one project TBC.
Involvement in economic development initiatives and promotional opportunities.	≥5 initiatives or promotional opportunities					Target: ≥ 5 Result: 5	Stadium; Housing Assessment; District profiled in key publications; Travel trade marketing and famils; Ambassador Programme developed.

Recreation and Property							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide parks and open spaces across our district.	Percentage of residents satisfied with or parks and open spaces.					Target: ≥ 90% Result: 89%	The result from the June 2021 Residents Satisfaction Survey was 89%. Next survey is due in July 2023.
We provide pools and community facilities that are compliant with legislative standards.	Current Building Warrant of Fitness (BWOFF) for facilities with compliance schedules.					Target: Achieve Result: Achieved	All BWOFF's have been received and are current
We will provide a comprehensive library facility for our community.	Percentage of residents satisfied with the quality of the library facility and service.					Target: ≥ 85% Result: 97%	The result from the June 2021 Residents Satisfaction Survey was 89%. Next survey is due in July 2023.
We provide public toilets for our community and visitors to the district.	Percentage of residents satisfied with the quality of public toilets.					Target: ≥ 85% Result: 89%	The result from the June 2021 Residents Satisfaction Survey was 89%. Next survey is due in July 2023.







Regulatory Services							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We ensure the public sale and supply of alcohol is undertaken safely and responsibly.	All premises that sell alcohol are licensed.					Target: 100% Compliance Result: 100%	
Building consents are processed in a timely fashion.	Building consents are processed within 20 working days.					Target: 100% Result: 98%	100% compliance in Q3. Q1 98% and Q2 97%
Council will process, inspect, and certify building work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements					Target: BCA Accreditation achieved Result: Achieved	Assessed in June 2022.

We provide land information Services (LIMs) efficiently.	LIMs are processed within statutory timeframe.					Target: 100% Result: 99%	All Q3 LIMs were processed within statutory timeframe. Q2 result of 98% due to administrative error.
We provide an effective Animal Control Service.	Percentage of residents satisfied with the provision of the Animal Control Service.					Target: ≥ 75% Result: 81%	81% of respondents were satisfied with animal control services in the 2021 Residents Survey. The next survey is due in 2023.

Resource Management

You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
Resource consents are processed in accordance with legislation.	All non-notified resource consents are processed within statutory timeframes.					Target: 100% Result: 100%	All non-notified resource consents received in Q3 have been processed within statutory timeframes.

Solid Waste

You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide safe solid waste facilities within District.	Percentage of users that are satisfied with the rural transfer service stations.					Target: New measure Result: N/A	Baseline to be established in 2023 residents survey.
We will provide a reliable kerbside rubbish collection to stop rubbish becoming a health risk. ¹	There are no more than 10 justifiable complaints per week about uncollected rubbish.					Target: New measure <10 per week Result: 0.33	3 complaints received for the quarter.

¹ Kerbside collection services offered in Te Kuiti, Waitomo Village, Piopio, and Mokau.

Stormwater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We maintain and operate the stormwater network in a way that minimises the likelihood of stormwater entering habitable buildings.	The number of flooding events ² that occur in the district in a financial year.	○	○	●		Target: 0 Result: 2	There were two flooding events in Q3: 28 Jan floods, and Cyclone Gabrielle on 3 Feb.
	For each flooding event the number of habitable floors affected in a financial year.	○	○	●		Target: ≤ 1 per 1000 connections Result: 4.91	Two incidents were raised as service requests in Q3 on 28/1 and 3/02. During the above events, seven residential & four commercial buildings were visited by Building Services and recorded as flooded. Total recorded by Council is 13, this may not reflect unreported flooding.
We comply with our resource consent conditions and minimise the impact of stormwater on the environment.	abatement notices	○	○	○		Target: 0 Result: 0	There have been no notices received.
	infringement notices	○	○	○		Target: ≤ 2 Result: 0	There have been no notices received.
	enforcement orders	○	○	○		Target: 0 Result: 0	There have been no enforcement orders.
	successful prosecutions	○	○	○		Target: 0 Result: 0	There have been no successful prosecutions.
We will respond within a reasonable timeframe to flooding.	The median response time ³ to attend a flooding event (measured from the time that the notification is received to the time that service personnel reach the site).	○	○	○		Target: ≤ 180 minutes (3hrs) Result: 2.5 hours	There were two flooding events in Q3 resulting in complaints about urban stormwater, particularly in Te Kuiti.
The Council provides a reliable stormwater collection service.	The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.	○	○	●		Target: ≤ 4 complaints per 1,000 properties (2,655 connections) Result: 15.85	There were two flooding events in Q3 resulting in complaints about urban stormwater, particularly in Te Kuiti. 36 complaints this quarter.

² A flooding event means an overflow of stormwater from a territorial authority's stormwater system that enters a habitable floor. Habitable floor refers to the floor of a building (including a basement) but does not include ancillary structures such as stand-alone garden sheds or garages.

³ The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.

Wastewater							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We will attend and resolve issues with the wastewater system within a reasonable timeframe. ⁴	The median attendance time for callouts, from the time that we received notification to the time that our service personnel reach the site.	○	○	○		Target: ≤180 minutes (3hrs) Result: 1hr 30mins	
	The median resolution time of callouts, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.	○	○	○		Target: Piopio ≤660 minutes (9hrs) Result: 4hr 16mins	
		○	●	●		Target: Rest of District ≤540 minutes (9hrs) Result: 11hrs	Q3 11hrs. Contractors not reporting on initial response/resolution time. Improvements being made to reporting system.
Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of the following (received by Council in a financial year).	abatement notices	○	○	○		Target: 0 Result: 0	There have been no notices received.
	infringement notices	○	○	○		Target: 0 Result: 0	There have been no notices received.
	enforcement orders	○	○	○		Target: 0 Result: 0	There have been no notices received.
	convictions received	○	○	○		Target: 0 Result: 0	There have been no notices received.
Our wastewater system is operated and maintained to minimise odour and blockages.	The number of complaints about wastewater odour, system faults or blockages and complaints about our response to issues with its wastewater system.	●	●	●		Target: Piopio Total complaints per 1,000 connections ≤35 (Total number of connections 210) Result: 119	Increased complaints due to 28 Jan flooding event and Cyclone Gabrielle (3 Feb) which resulted in high inflow and infiltration.
		○	○	○		Target: Rest of District complaints per 1,000 connections ≤35 (Total number of connections 1794) Result: 32.33	Increased complaints due to 28 Jan flooding event and Cyclone Gabrielle (3 Feb) which resulted in high inflow and infiltration.



















⁴ The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault.

Our wastewater system is optimised to reduce the risk of harm to the community and environment.	Number of dry weather overflows in a financial year					Target: Total complaints per 1,000 connections ≤ 10 (Total number of connections 1,794) Result: 0	No dry weather overflow complaints were received this quarter.
---	---	--	--	--	--	---	--

Water supply							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We provide water that is safe to drink and hygienic to use which meets the drinking water standards.	Water quality complies with the drinking water standards for (a) bacteria					Target: Achieve Compliance Result: On track	All Water Treatment Plants complied with ⁵ Bacteriological requirement under Taumata Arowai Drinking Water Quality Assurance Rules.
	Water quality complies with the drinking water standards for (b) protozoa					Target: Achieve compliance Result: Not achieved	Maniaiti/Benneydale & Piopio Water Treatment Plants failed the Protozoa compliance based on continuous monitoring requirements.
We provide an efficient and effective water supply. We will achieve this by undertaking activities such as water leakage detection and maintaining the network of water pipes. ⁶	Percentage of real water loss from the Council's networked reticulation system in a financial year in:						
	Te Kuiti					Target: $\leq 20\%$ Result: 13.14%	
	Mokau					Target: $\leq 5\%$ Result: 1.1%	
	Piopio					Target: $\leq 5\%$ Result: 0.67%	
	Maniaiti/Benneydale					Target: $\leq 10\%$ Result: 8.64%	
We provide efficient management of demand for water for our community.	The average consumption of drinking water per Waitomo District resident, per day.					Target: ≤ 400 litres per person per day Result: 455 l/day	Q3 540l/pp/per day, Q2 455l/pp/per day. High consumption of water in Piopio since Nov 2022.

⁵ The New Zealand Drinking Water Standards are monitored by Taumata Arowai as a national standard for public safety.

⁶ Water Losses includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption.

We will respond within a reasonable timeframe to issues with the water supply. ⁷	The median attendance time ⁸ for urgent callouts, from the time that we received notification to the time that our service personnel reach the site.					Target: ≤ 180 minutes (3hrs.) Result: 52mins	
	The median resolution time ⁹ of urgent callouts, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.					Target: ≤ 540 minutes (9hrs.) Result: 5hrs 44mins.	
	The median attendance time for non-urgent callouts, from the time that we received notification to the time that our service personnel reach the site.					Target ≤ 660 minutes (11 hrs.) Result: 20hrs 56mins	Q3 20hr 56min. Attendance to non-urgent callouts audited for improvements following Q2.
	The median resolution time of non-urgent callouts, from the time that we received notification to the time that our service personnel confirm the fault or interruption has been resolved.					Target: ≤ 96 hours (4 days) Result: 27hrs 14mins.	
We provide water that is wholesome and is reliably supplied. The measure indicates customers and community satisfaction with the quality of the water.	The total number of complaints received by Council in a year for: ¹⁰						
	Drinking water clarity					Target: ≤ 20 per 1000 connections Result: 5.28	
	Drinking water taste					Target: ≤ 5 per 1000 connections Result: 0.38	

⁷ Resolution and attendance based on working days are defined as Monday – Friday, excluding public holidays. If notification is received on the weekend or public holiday the timeframes start from the next working day.

⁸ Measured from the time that the local authority received notification to the time that service personnel reach the site.










⁹ Measured from the time that the local authority received notification to the time that service personnel confirm resolution of the fault or interruption.

¹⁰ Total number of connections is 2640

	Drinking water odour					Target: ≤ 5 per 1000 connections Result: 0.38	
	Drinking water pressure flow					Target: ≤ 20 per 1000 connections Result: 2.26	
	Continuity of supply					Target: ≤20 per 1000 connections Result: 3.02	
	Council's response to any of these issues.					Target: New measure ≤20 per 1000 connections Result: 6.14	

Roads and Footpaths							
You can expect	Measure	Q1	Q2	Q3	Q4	Target/Result	Commentary
We are working towards a safe network with a vision of a decreasing trend of deaths and serious injuries on Waitomo District roads within ten years. We aim to achieve this by delivering projects that are focused on maintaining, upgrading, or changing the conditions of the roading environment to keep our community safe	The change from the previous financial year in the number of fatalities and serious injury crashes on Waitomo District's local road network.					Target: ≤ 1 Result: Serious Injury crashes YTD: 2 Fatal crashes YTD: 1 Change in serious injury: 2 Change in fatality: 1	During Q3 there has been 1 fatality and 0 serious crashes. YTD 1 fatality and 2 serious crashes, compared to 0 fatalities or serious crashes the year previous.
We aim for a smooth road that provides comfort for road users and improves the safety of the roads.	The average smooth travel exposure rating across the sealed road network. ¹¹					Target: 90% (of total network) Result: 90%	Achieved at 90% below 150 NAASRA count.
We will maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metaled each year.					Target: 10% (of total network) Result: 9.8%	At the end of Q3 9.8% of the network has received metalling. No grading material was used in Q3 as insufficient material available.

¹¹ Percentage of measured sealed road lane kilometres not exceeding a NAASRA roughness count rating of 150 to be at least 90%. NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.

<p>We will maintain the road network by resealing it as needed. Resurfacing is only undertaken as required depending on the condition of the surface in that financial year.</p>	<p>The percentage of Waitomo District's sealed local road network that is resurfaced each year.</p>					<p>Target: 7% (Of total network) Result: 3.7%</p>	<p>The remaining resurfacing is scheduled for Q4. Expected length of resurfacing is 34.1km or 7.4% of network.</p>
<p>We will provide footpaths that are well maintained. The measure is the percentage of footpaths that meet the service level</p>	<p>The percentage of footpath network that falls within a condition rating of 3.¹²</p>					<p>Target: 90% Result: 97%</p>	<p>Condition rating of footpaths is undertaken every 3 years, the assessment was completed in June 2022.</p>
<p>We will investigate and respond to the customer about their request for service relating to road and footpath issues.</p>	<p>The percentage of customer service requests relating to roads and footpaths responded to within 10 working days.</p>					<p>Target: 80% Result: 96%</p>	<p>274 service requests were received during the quarter. 261 were responded to within the 10-day period. 13 were not responded to within the 10-day period.</p>

¹² Acceptable ratings being 1-very good 2-good and 3-fair as assessed by industry trained raters.

Document No: A664823

Report To: Council



Meeting Date: 30 May 2023

Subject: **Treasury Report for the period ended 31 March 2023**

Type: Information only

Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on WDC's debt position and compliance with borrowing limits for the period ended 31 March 2023.

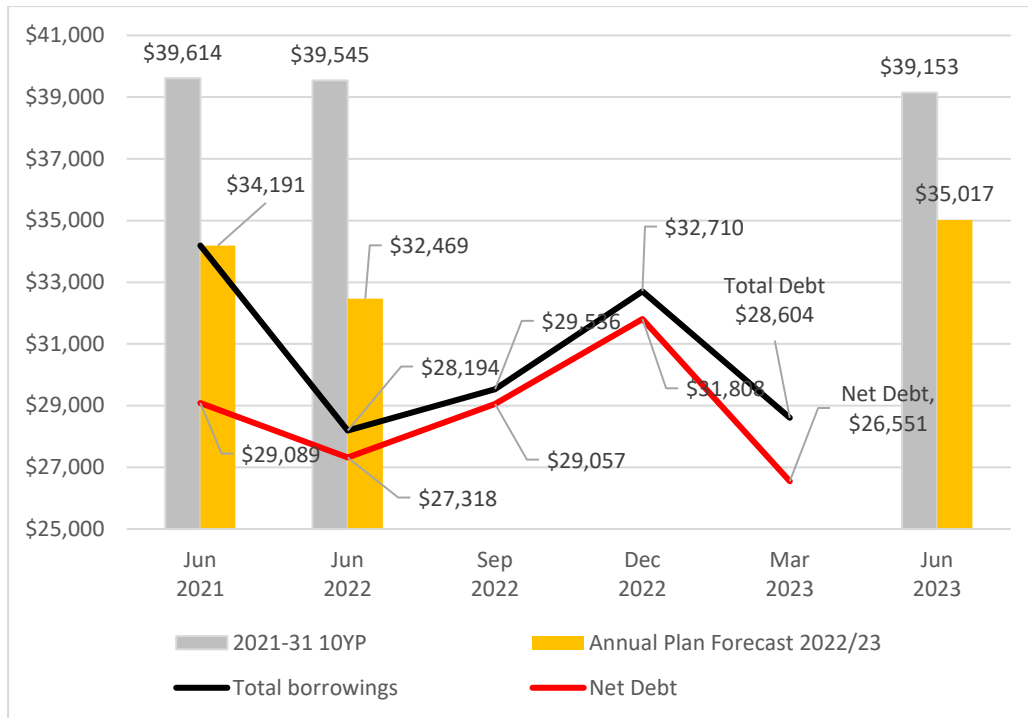
Background

- 2.1 The total borrowings and net debt position are regularly reviewed and monitored against current interest rates and compared to the current 10YP and Annual Plan Forecasts. This includes monitoring against WDC's borrowing limits as set in the Financial Strategy, with reporting to the Audit and Risk Committee on a quarterly basis.
- 2.2 Bancorp, Council's external treasury advisors, prepare a quarterly Treasury Reporting Dashboard that includes information on:
- Market environment impacting interest rates and Local Government Funding Agency (LGFA) borrowing rates.
 - Council's funding profile
 - Council's debt and hedging profile.
 - Council's cost of borrowing funds, and
 - Council's compliance with its Treasury Management Policy.
- 2.3 A copy of the Bancorp Treasury Reporting Dashboard for the period ended 31 March 2023 is enclosed separately and forms part of this business paper.

Commentary

- 3.1 **PUBLIC DEBT**
- 3.2 At 31 March 2023 public debt was **\$28.6 million** and net debt was \$26.6 million. At 30 June 2022 public debt was \$28.2 million and net debt¹ was \$27.3 million.
- 3.3 The following graph shows the total borrowings and net debt position compared to forecast debt from the 10YP 2021-31 and the Annual Plan 2022/23.

¹ Net debt is total public debt less LGFA Borrower notes and unrestricted cash.



3.4 Borrowings are less than forecast in the Annual Plan due to the utilisation of cash surpluses (bought about in part by reduced operating costs) and unspent capital expenditure during 2021/22 and current year.

3.5 The level of borrowings reduced since the December 2022 quarter due to the receipt of funding for the Gallagher Recreation Centre from the Ministry of Education and subsidy revenue from Waka Kotahi.

3.6 Borrowings are expected to increase during the next quarter as more of the planned capital expenditure program is expected to be completed.

3.7 INTEREST EXPENSE

3.8 Total interest expense for the nine months to March 2023 was \$940,000 which is slightly more than the YTD budget of \$938,000. The increase is due to increasing interest rates applicable to debt which is on a floating rate profile.

3.9 Interest expense is expected to increase due to anticipated increases in interest rates over the short term. Of the total borrowings of \$28.6 million, the floating interest rate debt totals \$9.4 million at 31 March which may be affected by interest rate increases, the remaining \$19 million of public debt is on a fixed interest rate exposure which is unaffected by short term interest rate changes, up until the date fixed rate arrangement expires (The remaining amount is accrued interest and finance lease liability).

3.10 The assumed interest rate used in the Annual Plan for the 2022/23 year was 3.71%. The weighted average interest rate at 31 March 2023, excluding the drawn Westpac Bank Multi Option Credit Line facility but including the credit facility fee is 4.82%.

3.11 BORROWING LIMITS

3.12 The borrowing limits set in the Financial Strategy are:

- The ratio of net debt to total revenue will not exceed 165%
- Net interest will not exceed 20% of annual rates.

	Limit	Actual Jun 2022	Actual Mar 2023
Net debt to total revenue	<165%	62%	Measured at the end of the year
Net interest to annual rates	<20%	5%	6%

- 3.13 WDC is currently well below these limits so has borrowing capacity should this be required.
- 3.14 A standby credit facility with Westpac bank with a credit limit of \$10 million is in place. At 31 March \$400,000 was drawn from this facility.
- 3.15 **INTEREST RATE EXPOSURE**
- 3.16 Fixed rate hedging band 0-2 years (March 2023-March 2025)
- 3.17 At 31 March, WDC was compliant with the 0-2 years fixed rate hedging band. However moving into April, there would be a breach for the April 2023-April 2025 period as the forecast fixed cover reduces to only \$5 million at April 2025.
- 3.18 To remedy the breach, a \$5 million interest rate swap was entered into in April 2023, with a start date April 2025, end date July 2026 and the fixed rate payable of 3.96%. This new swap follows on from an existing swap, finishing on that date and hedges the same tranche of debt. It goes some way to maintaining policy compliance in the short term, without an immediate change, (a likely increase) in interest expenditure.
- 3.19 There is scope to acquire additional fixed rate cover, for instance an additional \$1 million, however this has been paused pending additional reforecasting of the projected debt profile before that decision is made.
- 3.20 Fixed rate hedging band 2-4 years (March 2025-March 2027)
- 3.21 WDC is currently operating outside its policy limits for fixed rate hedging percentages for the 2-4 years band, as highlighted on page 4 the Bancorp Treasury Reporting Dashboard. The breach relates to the fixed rate cover which reduces to nil in September 2026, whereas the Treasury Policy requires at least 20% of the total debt portfolio to be fixed for 2-4 years (ie, until March 2027).
- 3.22 This breach was noted at the February 2023 Audit and Risk meeting. The rationale for the breach is due to the uncertainty around the Three Waters Reforms and the risk associated with entering into further fixed term cover beyond July 2026. The latest changes to the reform announced in April 2023 means the transfer of waters assets will now take place in July 2026. The anticipated funding attributed to '3 waters' debt will be utilised for debt repayment.
- 3.23 It is not recommended to enter into further fixed rate cover beyond July 2026 at this time to avoid having outstanding hedges in place, when the underlying hedged debt is likely to be repaid through this cash injection.
- 3.24 Although the current hedges Council holds are "in the money" meaning they could be cashed out and Council receives cash (rather than paying), this could not be guaranteed (and is unlikely) for any new swaps executed now.
- 3.25 The Treasury Management Committee is maintaining a watching brief of the debt market and progress of the Three Waters Reform. If the current assumption changes (ie that the reform will not go ahead), then action will be taken to bring Council into a policy compliance position for its interest rate risk management.
- 3.26 **BANCORP TREASURY SERVICES LIMITED**
- 3.27 Attached is the Bancorp Treasury Services Limited Treasury Reporting Dashboard as at 31 March 2023 report, which is a reformatted report from previous reports.

Suggested Resolution

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



WAYNE LA ROCHE
ASSET ACCOUNTANT



TINA HITCHEN
CHIEF FINANCIAL OFFICER

Attachment: Bancorp Treasury Services Limited: Treasury Management Dashboard as at 31 March 2023 (A665102)



Treasury Reporting Dashboard

As at 31 March 2023

STRICTLY PRIVATE AND CONFIDENTIAL



BANCORP

BANCORP TREASURY SERVICES LIMITED



Global (for the March 2023 quarter)

The confidence that permeated financial markets at the start of the year has well and truly dissipated with the collapse of Silicon Valley Bank (“SVB”) in the US, and the forced merger of Credit Suisse with UBS. This has moved the market’s focus from higher interest rates which are aimed at fighting inflation, to concerns about financial contagion and recession. Expectations around the quantum of rate hikes still required, and the scale and timing of the subsequent cutting cycle, have changed dramatically. This has seen the US 10-year yield retest support around the 3.30% area, after testing the 4.10% area at the start of March. In early March, the Overnight Index Swap (“OIS”) curve was implying a cash rate peak in the US of 5.50% to 5.75% by June 2023, with the first rate cut in early 2024. This was circa 0.50% higher than the peak priced in late January. However, by the end of March the OIS curve was implying no more hikes in the US with the first cut of 0.25% by September and a rate of 3.75% to 4.00% by March 2024.

As was widely expected, despite the volatility in the banking sector, the Fed increased its cash rate target range to 4.75%-5.00% in late March. However, the dot plot (forward projections from committee members) saw a slightly lower peak of 5.10% that was implied from its November 2022 update. US Federal Reserve (“Fed”) Chairman Jerome Powell expressed confidence in the US banking system, but did note that the recent turbulence in the banking sector could lead to a tightening of credit and this would in turn, tighten monetary settings. As outlined above, markets saw the statement as ‘dovish’ and priced in aggressive rate cuts over the next 12-months, despite Powell making it clear that rate cuts in 2023 were not the Fed’s current base case scenario.

The recent banking sector issues has highlighted that a sole focus on getting inflation under control through higher interest rates could have unintended consequences on financial system stability. This is because banks around the globe have significant unrealised losses on the ‘risk free’ (if held to maturity) liquidity held via Government bonds. As the SVB collapse demonstrated, if there is a run on a bank, the forced selling of these bonds will crystallise these mark-to-market losses and, as in SVB’s case, wipe out its equity.

While central banks had made it clear they are prepared to risk a recession to get, in their view, the more serious evil of imbedded inflation under control, markets are guessing that they will be much less sanguine around the risk of financial market contagion. This is causing almost unprecedented volatility in short-term interest rate markets. The US 2-year bond yield traded in a 1.20% range over a few weeks and indeed in a three day period fell by approximately 1.0%.

In comparison to other central banks the Reserve Bank of Australia took a more restrained approach to monetary policy over the March quarter, increasing the cash rate by 25 basis points in both February and March to take it to 3.6%. The markets are viewing the tightening cycle as now being finished with the first cut priced in by February 2024.

Economic Commentary

New Zealand (for the March 2023 quarter)

	OCR	90 day	2 years	3 years	5 years	7 years	10 years
31 December 2022	4.25%	4.82%	5.38%	5.13%	4.86%	4.80%	4.80%
31 March 2023	4.75%	5.24%	5.03%	4.72%	4.40%	4.31%	4.27%
Change	+0.50%	+0.42%	-0.35%	-0.41%	-0.46%	-0.49%	-0.53%

During the March quarter, two important data releases highlighted the fragility of the New Zealand economy. Firstly, GDP data for the December 2022 quarter (released at the end of March) came in as a real outlier. GDP plummeted to -0.6% against market forecasts at -0.2%, and the RBNZ's projection of +0.7%. Annual GDP eased from 6.4% to 2.2%. If the negative print for December 2022 is followed by another negative number in the March quarter (which many are predicting), then the country is officially in recession, something the Reserve Bank of New Zealand ("RBNZ") has signalled as being necessary to quell inflation.

Secondly, the current account deficit widened by NZD9.46 billion to a record NZD33.8 billion in the December 2022 quarter, this represents 8.9% of GDP. This exceeded the 7.8% deficit recorded during the global financial crisis in 2008. This led S&P Global Ratings warning that NZ's 'AAA' rating could come under pressure as the current account deficit "is at an extremely high level at the moment. It is much wider than we were expecting it to be." The current account gives an indication of whether an economy is 'living within its means' and the wide deficit suggests New Zealand has not been. Encouragingly though, the outlook is for the deficit to narrow as domestic demand softens and international tourism and the education sectors continue to recover.

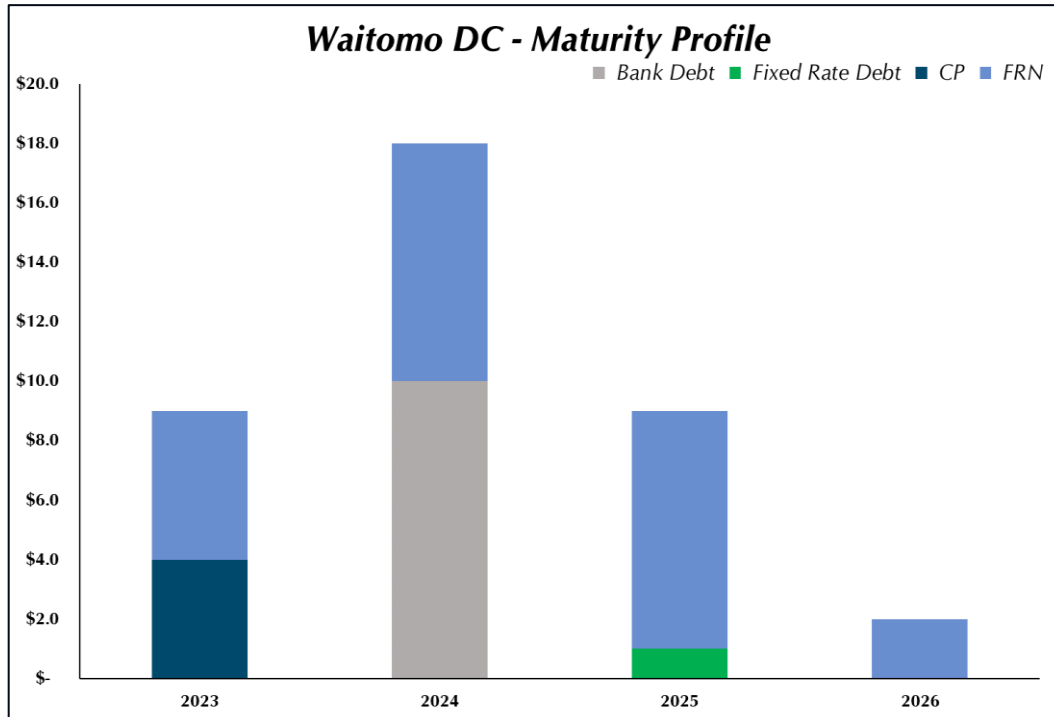
In late February, in the *Monetary Policy Statement* ("MPS") the RBNZ raised the Official Cash Rate ("OCR") by 50 basis points to 4.75% and left the projected peak unchanged at 5.50%. The RBNZ stated that the decision about the extent of the increase was whether it should be 50 or 75 basis points and not 25 or 50 basis points. Obviously the RBNZ is still worried about inflation, stating in the MPS that "higher interest rates are still needed to meet our inflation and employment objectives, to the same extent as in the November Statement."

Interest rates had a very volatile quarter, driven largely by swings in offshore markets. The 2-year and 10-year swap rates reached lows of 4.65% and 4.02% respectively in early February, then climbed to 5.56% and 4.79% respectively by early March as markets refocused on inflation and the need for central banks to tighten monetary policy to quell inflation. However, by the end of March the 2-year rate was at 5.03% and the 10-year at 4.27% as inflation worries subsided a little and more importantly the banking crisis in the US and Europe led to a pattern of risk aversion trading where investors sought the safety of the bond markets.

Market pricing for the OCR also reacted to the global banking woes. In early March, markets were pricing the OCR to be at 5.49% in August 2023 and then to fall to 5.06% by July 2024. By the end of March pricing was at 5.20% for August 2023 and 4.54% for July 2024. This compares with the RBNZ's forecasts of the OCR peaking at 5.50% in December 2023 and to be only down to 5.4% by September 2024. In the past the RBNZ have made it very clear that its priority is to get the inflation rate down, even if it pushes the country into recession.



Funding, Liquidity and Hedging Bands ⁸⁶



Policy Compliance	Compliant
Have all transactions been transacted in compliance with policy?	Yes
Is fixed interest rate cover within policy control limits?	No
Is the funding maturity profile within policy control guidelines?	Yes
Is liquidity within LGFA control limits?	Yes
Are swaps transacted with approved counterparties?	Yes

Debt
\$28.0m
 External Council Drawn Debt

LGFA Debt
\$28.0m
 Funds Drawn from LGFA

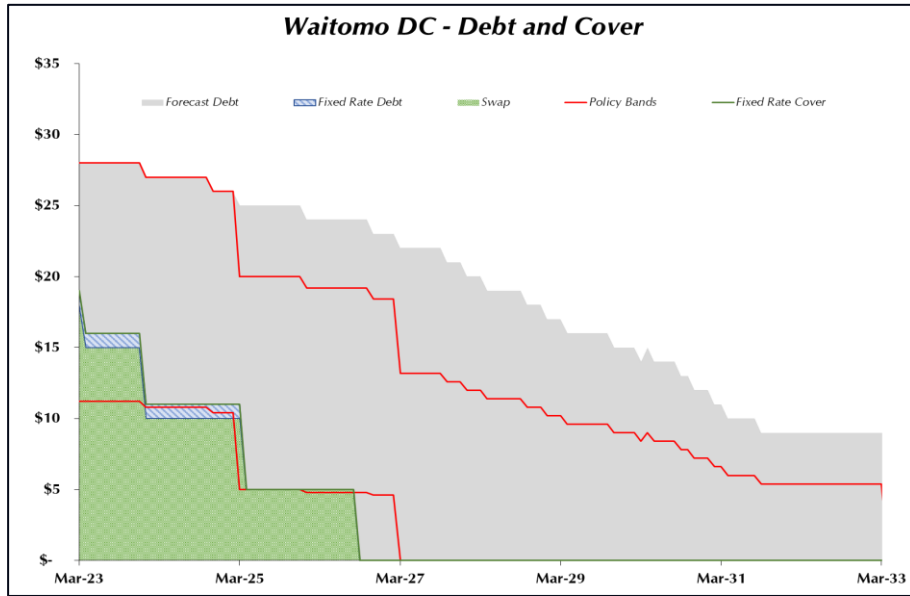
Headroom = committed bank facility
\$10.0m

Liquidity Ratio
143.4%
 Definition: Includes Cash Reserves + Lines of Credit + Drawn Debt)/Drawn Debt (excludes Borrower Notes and restricted cash).

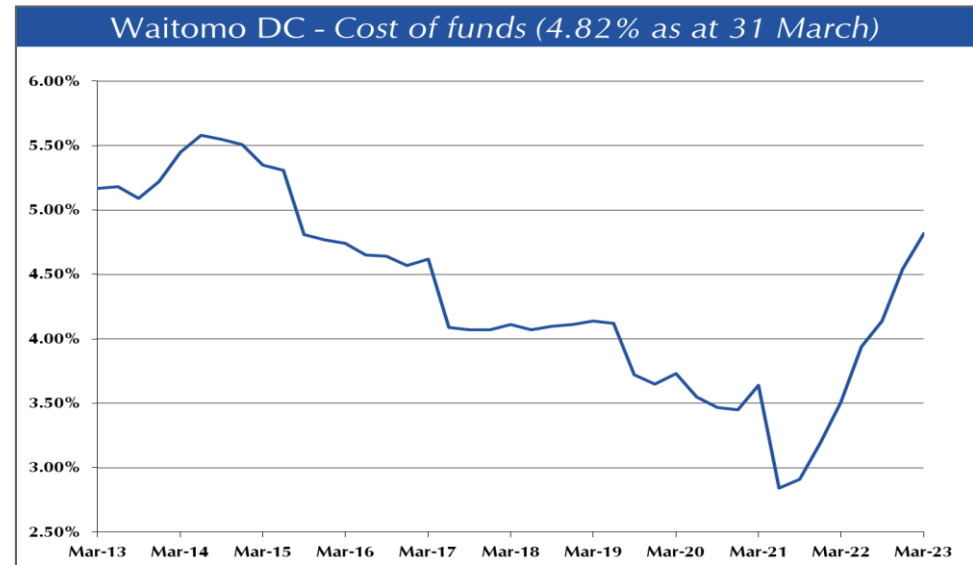
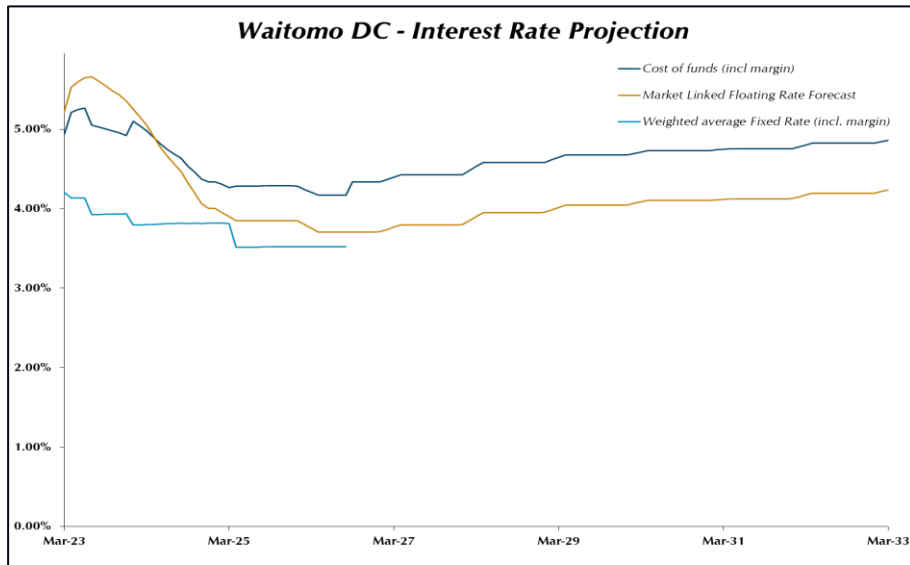
Cost of Funds as at 31 March
4.82%

Fixed Rate Hedging Bands			
	Minimum	Maximum	Policy
0 - 2 years	40%	100%	Compliant
2 - 4 years	20%	80%	Non Compliant
4 - 8 years	0%	60%	Compliant

Interest Rate Risk Management ⁸⁷



Current % of Debt Fixed	67.9%
Current % of Debt Floating	32.1%
Value of Fixed Rate (m)	\$19.0
Weighted Average Cost of Fixed Rate Instruments	3.63%
Value of Forward Starting Cover	\$0.0
Value of Floating Rate (m)	\$9.0
Current Floating Rate	5.22%
All Up Weighted Average Cost of Funds Including Margin	4.82%
Total Facilities In Place	\$38.0



LGFA Borrowing Rates

88

6

As at 31 March

Listed below are the credit spreads and applicable interest rates as at 31 March for Commercial Paper (“CP”), Floating Rate Notes (“FRN”) and Fixed Rate Bonds (“FRB”), at which Waitomo District Council (“WDC”) could source debt from the Local Government Funding Agency (“LGFA”).

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.20%	5.37%	N/A
6 month CP	0.20%	5.53%	N/A
April 2024	0.50%	5.67%	5.73%
April 2025	0.58%	5.75%	5.46%
April 2026	0.68%	5.85%	5.26%
April 2027	0.76%	5.93%	5.18%
May 2028	0.82%	5.99%	5.20%
April 2029	0.92%	6.09%	5.26%
May 2031	0.97%	6.14%	5.28%
April 2033	1.07%	6.24%	5.35%
May 2035	1.12%	6.29%	5.49%
April 2037	1.13%	6.30%	5.55%



Swap details and valuation⁸⁹

As at 31 March

As at 31 March, WDC had four interest rate swaps which convert a portion of the floating interest rate exposures into a fixed rate. Details of the swaps are contained in the following table.

Start Date	Maturity Date	Rate	Amount	Market Value
18-Apr-2017	18-Apr-2023	3.950%	3,000,000	\$6,345
24-Jan-2017	24-Jan-2024	3.840%	5,000,000	\$67,676
20-Apr-2020	20-Apr-2025	3.930%	5,000,000	\$109,012
11-Sep-2020	11-Sep-2026	2.890%	5,000,000	\$275,352
Total current swap hedging			18,000,000	\$458,386



Disclaimer

IMPORTANT NOTICE

Statements and opinions contained in this report are given in good faith, but in its presentation, Bancorp has relied on primary sources for the information's accuracy and completeness. Bancorp does not imply, and it should not be construed, that it warrants the validity of the information. Moreover, our investigations have not been designed to verify the accuracy or reliability of any information supplied to us.

It should be clearly understood that any financial projections given are illustrative only. The projections should not be taken as a promise or guarantee on the part of Bancorp.

Bancorp accepts no liability for any actions taken or not taken on the basis of this information and it is not intended to provide the sole basis of any financial and/or business evaluation. Recipients of the information are required to rely on their own knowledge, investigations and judgements in any assessment of this information. Neither the whole nor any part of this information, nor any reference thereto, may be included in, with or attached to any document, circular, resolution, letter or statement without the prior written consent of Bancorp as to the form and content in which it appears.

CONFIDENTIALITY

The information provided herein is provided for your private use and on the condition that the contents remain confidential and will not be disclosed to any third party without the consent in writing of Bancorp first being obtained.

GET IN TOUCH

Bancorp New Zealand Ltd
Head Office, Level 3, 30 Customs Street, Auckland
09 912 7600

www.bancorp.co.nz

Document No: A667247

Report To: Council



Meeting Date: 30 May 2023

Subject: **Amendments to Treasury Policy (including the Draft Treasury Policy May 2023)**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the amendments to the Treasury Policy to reflect recent organisational changes.

Background

- 2.1 S102 of the Local Government Act 2002 (LGA) requires councils to adopt a number of funding and financial policies including a liability management policy and an investment policy.
- 2.2 Council adopted the current Treasury Policy, which contains the liability management policy and the investment policy, in June 2021.
- 2.3 The Treasury Policy establishes the Treasury Management Committee (TMC) and the roles that comprise the TMC. Minor changes to the Treasury Policy are suggested to reflect the current roles within the organisation after the restructure of the Business Support Group and the recent change to the Audit and Risk Committee.
- 2.4 A copy of the Draft Treasury Policy with suggested amendments is included as an attachment to this business paper.

Commentary

- 3.1 The Treasury Policy includes the establishment of a TMC. The objectives of the TMC are to plan and discuss treasury management activities, make recommendations, monitor and review treasury performance and compliance with the parameters set within the policy.
- 3.2 Under the existing Treasury Policy, the membership of the TMC comprises the General Manager - Business Support, Finance Manager, Senior Accountant, and an Independent Treasury Advisor.
- 3.3 With the recent review of the Business Support Group, the staff positions referred to in the Treasury Policy are now out of date and need to be updated to reflect the current organisational structure. In addition to this, the Audit, Risk and Finance Committee was renamed to Audit and Risk Committee and there have been minor changes to Council's performance reporting structure.
- 3.4 It is suggested that the Treasury Policy is amended to reflect these changes to ensure that staff can continue to operate within the policy parameters. The suggested changes are minor in nature and are not intended to alter the objectives or intent of the existing policy.
- 3.5 Under S102 of the LGA, the adoption or amendment of a liability management policy or an investment policy does not require consultation.
- 3.6 The Treasury Policy is due for review as part of the 2024-34 Long Term Plan development. A full review of the policy will be undertaken over the coming months and scheduled for a workshop with Council in August 2023 where Council will have the opportunity to make further changes to the policy if required, with adoption of this policy scheduled for June 2024.

Analysis of Options

- 4.1 Status Quo – no change to Treasury Policy
- 4.2 If the Treasury Policy remained unchanged, staff would be unable to operate within the policy parameters for treasury activities.
- 4.3 Amendments to Treasury Policy
- 4.4 Council has the option of agreeing to the Draft Treasury Policy as presented or requesting further information or changes to the Draft Treasury Policy.
- 4.5 It is recommended that the Treasury Policy is amended prior to the full review that is scheduled as part of the 2024-34 Long Term Plan development to ensure that staff can continue to operate within the policy.

Considerations

5.1 **RISK**

- 5.2 There are no identified risks with the proposed changes to the Draft Treasury Policy. The amendments to the Draft Treasury Policy are considered minor in nature and do not change the intent or objectives of the policy.

5.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 5.4 The Draft Treasury Policy provides the framework for all Council's treasury activities and the operating parameters within which the treasury activity is to be carried out and is consistent with existing plans and policies.

5.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.6 Under the Significance and Engagement Policy, the amendment to the Treasury Policy does not require consultation and due to the nature of the changes is of low significance. The updated Treasury Policy will be made available on Council's website.

Recommendation

- 6.1 It is recommended that Council agree to the amendments to the Treasury Policy as presented.

Suggested Resolutions

- 1 The business paper on Amendments to the Treasury Policy (including the Draft Treasury Policy May 2023) be received.
- 2 Council agree to the amendments to the Treasury Policy as presented (Doc A667248).



TINA HITCHEN
CHIEF FINANCIAL OFFICER

20 May 2023

Attachment: Draft Treasury Policy - May 2023 (A667248)

Waitomo District Council

Treasury Policy

~~2021~~ **May 2023**

First adopted	2014
Last Reviewed	June 2021 May 2023
Review Date	June 2024
Associated documents	Referenced within the Policy
Responsibility	General Manager — Business Support Chief Financial Officer

CONTENTS

INTRODUCTION KUPU ARATAKI	3
INVESTMENT POLICY	3
PURPOSE AND SCOPE TE ARONGA ME TE KORAHI.....	3
POLICY KAUPAPA HERE.....	3
1.0 MIX OF INVESTMENT	3
2.0 NEW INVESTMENTS	4
3.0 MANAGEMENT AND REPORTING	4
4.0 RISK MANAGEMENT	5
5.0 INFRAMAX CONSTRUCTION LIMITED.....	5
LIABILITY MANAGEMENT POLICY	6
PURPOSE AND SCOPE TE ARONGA ME TE KORAHI.....	6
POLICY KAUPAPA HERE.....	6
1.0 ROLES AND RESPONSIBILITIES.....	6
2.0 INTEREST RATE EXPOSURE.....	8
3.0 LIQUIDITY.....	9
4.0 CREDIT EXPOSURE.....	9
5.0 FUNDING METHODS	9
6.0 LOCAL GOVERNMENT FUNDING AGENCY (LGFA)	9
7.0 DEBT REPAYMENT.....	10
8.0 SPECIFIC BORROWING LIMITS.....	10
9.0 ACCOUNTING TREATMENT OF FINANCIAL INSTRUMENTS	10
REFERENCES	11
SCHEDULE 1: AUTHORISED INVESTMENT CRITERIA FOR TREASURY INVESTMENT	12
SCHEDULE 2: LIABILITY MANAGEMENT	13

INTRODUCTION | KUPU ARATAKI

- 1.1 Waitomo District Council undertakes borrowing and investment activities. Together these make up the Treasury Management activity. Council's borrowing and investment activities are carried out within the requirements of the Local Government Act 2002 (LGA) and its various amendments, which define the operating environment for local authorities in relation to borrowing, investment and treasury risk management.
- 1.2 The Treasury Policy includes the Investment Policy and the Liability Management Policy as required by Part 6, sections 104 and 105 of the LGA. The Policy provides the framework for all Council's treasury activities and the operating parameters within which the treasury activity is to be carried out.

INVESTMENT POLICY

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

- To prudently manage the Council's financial investments by seeking to maximise investment income within acceptable investment risk parameters.
- To promote long term prudent financial management.
- To manage the operational cash position and ensure that any surplus cash is invested in approved liquid instruments or used to minimise debt.
- To safeguard Council's investments by establishing and regularly reviewing investment parameters and ensuring that all investment activities are carried out within these parameters.
- Ensure the integrity of Council's investments by only investing in appropriately rated organisations and in appropriate financial instruments, as detailed in this policy.
- Produce accurate and timely reporting on investment performance.

POLICY | KAUPAPA HERE

1.0 MIX OF INVESTMENT

Council's investments are maintained to meet specific strategic and economic objectives as outlined in the 10 Year Plan (10YP). Council generally has the following types of investments:

1.1 Strategic Investments

Investments made or held in alignment to Council's strategic direction and typically retained on a long term basis. These include property investments - i.e. land and buildings, and quarries.

1.2 Equity Investments

Equity (ownership) participation in a private (unlisted) company (including Council Controlled Organisations). Such investments may not necessarily provide a financial return to Council, and may be held for wider social, tactical and/or economic reasons. Notwithstanding, Council will continue to actively seek opportunities for a financial return from all such investments.

Council currently maintains equity investments in Inframax Construction Ltd (Inframax), Waikato Local Authority Shared Services Ltd (WLASS), and Civic Financial Services Ltd.

1.3 Treasury Investments

Short to medium term financial investments that maximise financial return but ensure an appropriate level of liquidity for forecast expenditure.

1.4 Loan Advances

Council has an existing outstanding community loan advance that it will manage until repayment is complete.

1.5 Local Government Funding Agency (LGFA) Borrower Notes

LGFA Borrower Notes must be subscribed for when borrowing from the LGFA at a rate of 2.5% of the amount borrowed from the LGFA for any new loan term lending. The notes are repaid when the related debt is repaid, they are subordinated and may convert to LGFA shares in some circumstances rather than being repaid.

2.0 NEW INVESTMENTS

2.1 Strategic Considerations

2.1.1 Prior to making new investments Council will consider:

- a) The expected financial return.
- b) Initial risk assessment of the proposed investment.
- c) How the investment will be funded.
- d) How the investment will contribute in furthering the Waitomo District's Community Outcomes as documented in the 10 Year Plan.
- e) The existing investment portfolio and how the proposed investment 'fits' in terms of Council's preference to spread and minimise risk.
- f) Any other consideration Council deems appropriate.

2.1.2 Generally, it is not Council's intention to undertake new equity investments other than to achieve strategic objectives.

2.1.3 Despite anything earlier in this Policy on Investment, the Council may invest in shares and other financial instruments of the LGFA, and may borrow to fund that investment, after taking into account the strategic considerations detailed above.

2.1.4 The purchase or disposal of investment property will be subject to a 10 Year Plan or Exceptions Annual Plan (EAP) adoption process and will be given effect to by the Chief Executive.

2.1.5 Council will consider any requests for loan advances on a case by case basis and will take into account the needs of the community and Council's stated outcomes for the District in its considerations.

3.0 MANAGEMENT AND REPORTING

3.1 Investments will generally be monitored and reported through Council's established reporting procedures (Quarterly and Annual Report).

3.2 Transparency and reporting mechanisms will be key elements in any governance arrangements. The frequency and nature of reporting will depend on the nature and size of each investment.

3.3 Reporting will comply with generally accepted accounting practice and applicable accounting standards for financial reporting purposes.

- 3.4 Performance of investments will be reported in accordance with any governance arrangements, but no less than on a six monthly and annual basis.

4.0 RISK MANAGEMENT

- 4.1 Council is a risk adverse entity and therefore takes a prudent approach to managing its investments. Council seeks to maintain diversity in its Investment Portfolio to spread and minimise risk.
- 4.2 Where material risk to Council is apparent (e.g. equity investments) Council will commission an Independent Risk Assessment and Management Report prior to entering into the investment.
- 4.3 To ensure the protection of Treasury Investments (short term money market or medium term fixed interest investments), Council will only invest with credit worthy counter parties and in accordance with Schedule 1.
- 4.4 Council may periodically review investments with a view to exiting at a time when market conditions are favourable and if the overall strategic objectives are not compromised.

5.0 INFRAMAX CONSTRUCTION LIMITED

5.1 Background

Inframax Construction Limited was initially formed in the early 1990's by converting an in-house delivery department into the company Waitomo Civil Construction. A merger with Northgate Construction in 1999 formed Inframax Construction Limited which is 100% owned by the Waitomo District Council. The core activities of Inframax Construction Limited are road maintenance and construction, quarrying and the maintenance and construction of utilities and infrastructure assets.

5.2 Policy

The Council's policy for Inframax Construction Limited is to:

- Retain the Waitomo District Council 100% ownership for the present;
- Review future options while still retaining community benefit of ownership;
- Sustained equity growth and increasing financial return;
- Apply dividends or capital proceeds to reduce external borrowings.

5.3 Rationale

Council considers that it is important to maintain community control of a large employer within the District for the financial return and the social and economic benefits.

5.4 Financial Benefits

Financial benefits include any dividends that will be used to reduce external debt, and value of the investment held.

5.5 Risks

The risk of investing in the roading construction company is that dividends depend on Inframax Construction Limited's ability to generate profit.

5.6 How the Investment is Managed

The Council manages this investment by:

- Appointing external Directors with appropriate expertise to the Board of Directors;
- Preparing annually a Statement of Expectations;

- Annually approving and/or amending Inframax Construction Limited's Statement of Intent; and
- Requiring 6 monthly reports on Inframax Construction Limited's results and future outlook.

LIABILITY MANAGEMENT POLICY

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

- To comply with sections 102(1) and 104 of the LGA.
- To promote long term prudent financial management.
- To outline how liability risk associated with borrowing activities is assessed and managed.
- To outline how liabilities are managed and reported on.
- Ensure that Waitomo District Council has an ongoing ability to meet its debt obligations in an orderly manner as and when they fall due in both the short and long-term, through appropriate liquidity and funding risk management.
- Arrange appropriate funding facilities for Waitomo District Council at competitive pricing.
- Maintain relationships with banks, investors, the Local Government Funding Agency and other creditors.
- To provide appropriate levels of funding for investments and as may be authorised from time to time by way of Council resolution.
- Control Waitomo District Council's cost of borrowing through the effective management of its interest rate risk, within the rate risk management limits established by the Liability Management Policy.
- Ensure compliance with all financial covenants and ratios within this Policy and any others agreed to with other significant creditors.
- Maintain adequate internal controls to mitigate operational risks.
- Produce accurate and timely information and reports for control and monitoring purposes in relation to both the debt raising and financial market investment activities of Waitomo District Council.

POLICY | KAUPAPA HERE

The following policy is developed pursuant to Section 102(1). It seeks to outline the suggested content for a Liability Management Policy in compliance with Section 104 of the LGA. It discloses Council's principles of prudent financial management and risk mitigation strategies as they relate to liability management.

1.0 ROLES AND RESPONSIBILITIES

1.1 Role of Council

- 1.1.1 Approve Treasury Policy (TP), including any amendments proposed by the Treasury Management Committee.

- 1.1.2 Approve any hedging outside the parameters of the TP.
- 1.1.3 Approve the use of any risk management products not authorised by the TP.
- 1.1.4 Monitor treasury performance through receipt of appropriate reporting.
- 1.1.5 Approve overall borrowing levels on an annual basis through the Annual Plan and first year of the 10 Year Plan.
- 1.1.6 Determination of any Local Government Funding Agency transactions as per Section 8 of this Policy.

1.2 ~~Role of Audit, Risk and Finance Committee (ARFC)~~ Audit and Risk Committee (ARC)

- 1.2.1 Maintain overview of reviews of financial policies and make recommendations to Council for any changes.
- 1.2.2 Monitor Council's treasury management practices in order to provide assurance that policy limits are being adhered to. Recommendations will be made to Council when there are good reasons to exceed policy.

1.3 Role of Treasury Management Committee (TMC)

- 1.3.1 Council has established a Treasury Management Committee (TMC). The structure of the TMC shall comprise of:
 - ~~General Manager – Business Support~~ Chief Financial Officer
 - ~~Finance Manager~~
 - ~~Senior Accountant~~ Asset Accountant
 - Waitomo District Council's Independent Treasury Advisor
- 1.3.2 Plan and discuss all funding and interest rate risk management activities of WDC and make recommendations prior to implementation/execution.
- 1.3.3 Monitor and review the ongoing treasury performance of Waitomo District Council and compliance with TP parameters through the receipt of regular reporting.
- 1.3.4 Conduct a review of the TP every three years or on an 'as required' basis and submit any recommended changes to Council for approval once the necessary statutory processes have been followed.

1.4 Role of the Chief Executive Officer

- 1.4.1 To approve recommendations made by the TMC in respect to treasury management within the parameters of the TP.
- 1.4.2 Execute and sign various legal documents with respect to extending security under the Debenture Trust Deed.
- 1.4.3 To approve the opening or closing of bank accounts.

1.5 Role of the ~~General Manager – Business Support~~ Chief Financial Officer

- 1.5.1 To approve recommendations made by the TMC in respect to treasury management within the parameters of the TP.
- 1.5.2 Report to the ~~ARFC~~ ARC on overall treasury activity on a quarterly basis ~~as part of the Quarterly Report~~.
- 1.5.3 Manage the bank lender and capital markets relationships, including providing financial information to lenders.

- 1.5.4 Negotiate new or amended borrowing facilities or methods for approval by the full Council following recommendation from the ~~ARFC~~ **ARC**.
- 1.5.5 Sign documents relating to the financial market activities of Waitomo District Council.
- 1.5.6 Check external confirmations against internal records.

~~1.6~~ **Role of the Finance Manager**

- ~~1.6.1 Check external confirmations against internal records.~~
- 1.6.2 Check cash payments of treasury transactions.

1.7 Role of the ~~Senior~~ Asset Accountant

- 1.7.1 Execute treasury transactions.
- 1.7.2 Assist the ~~General Manager – Business Support~~ **Chief Financial Officer** in the preparations of reports to the ~~ARFC~~ **ARC** and Council.
- 1.7.3 Review the Treasury Management Report ~~that forms part of the Quarterly Report~~.

2.0 INTEREST RATE EXPOSURE

- 2.1 Interest rate risk is the risk of significant unplanned changes to interest costs as a result of financial market movements.
- 2.2 The objective of managing interest rate risk is to have a framework in place under which Council can actively manage its borrowings within overall guidelines to spread and reduce risk and stabilise interest costs.
- 2.3 Borrowings can only be made in New Zealand dollars (Section 113 of the LGA).
- 2.4 The interest rate exposures of Waitomo District Council shall be managed according to the parameters detailed in the following table and shall apply to the projected core debt of Waitomo District Council. Core debt is defined as that contained in the Annual Plan or as otherwise determined by the ~~General Manager – Business Support~~ **Chief Financial Officer**.

Fixed rate hedging percentages		
	Minimum Fixed Rate Amount	Maximum Fixed Rate Amount
0-2 years	40%	100%
2-4 years	20%	80%
4-10 years	0%	60%

- 2.5 To manage the interest rate risk associated with its debt Waitomo District Council may use the following interest rate risk management instruments.
- Interest rate swaps
 - Forward start interest rate swaps
 - Interest rate options
 - Interest rate collars (only in a ratio of 1 to 1)
 - Fixed rate bonds
 - Fixed Rate term loans
 - Floating Rate Notes
 - Commercial Paper

(Refer to Schedule 2 for definitions and objectives of each of the interest rate risk management instruments)

- 2.6 Council may retain the services of an Independent Treasury Advisor to assist in managing the funding and interest rate risks of Waitomo District Council.

3.0 LIQUIDITY

- 3.1 The objective of managing liquidity is to ensure that Council has adequate financial resources available to meet all its obligations as they fall due.
- 3.2 To avoid a concentration of debt maturity dates Council will, where practicable, aim to have no more than 33% of debt subject to refinancing in any 12 month period.
- 3.3 Council's main revenue sources are cyclical in nature and therefore committed bank facilities are required to ensure sufficient funds can be called upon when required.
- 3.4 Subject to clause 9.5 committed funding lines shall be maintained of not less than 110% of projected core debt. (Core debt is defined as that contained in the Annual Plan or as otherwise determined by the ~~General Manager—Business Support~~ Chief Financial Officer).
- 3.5 At balance date, in accordance with the Local Government Funding Authority Multi-Issuer Deed, the Available Financial Accommodation will be more than 110% of External Indebtedness.
- 3.6 Council maintains a call advance or standby facility that allows for immediate drawdown capability and is available to meet daily cash flow obligations where required.

4.0 CREDIT EXPOSURE

- 4.1 Credit risk is the risk that a party to a transaction will default on its contractual obligation. A credit risk may exist when the credit rating of an entity with which Council has borrowings with deteriorates.
- 4.2 Council will only enter into borrowing agreements with creditworthy counterparties. Creditworthy counterparties are selected on the basis of their Standards and Poors rating which must be A or better.

5.0 FUNDING METHODS

- 5.1 Waitomo District Council may obtain funding utilising the following methods:
- (a) Bank debt; Money market loans (Term and Call Advances), Term Loans and Overdrafts.
 - (b) Issuances of Fixed Rate Bonds, Commercial Paper and Floating Rate Notes to the LGFA on either a bespoke basis or participation in the LGFA tender process.
 - (c) Capital markets issuances through either Fixed Rate Bonds, Commercial Paper and Floating Rate Notes.

6.0 LOCAL GOVERNMENT FUNDING AGENCY (LGFA)

- 6.1 Despite anything earlier in this Liability Management Policy, the Council may borrow from the LGFA and, in connection with that borrowing, may enter into the following related transactions to the extent it considers necessary or desirable:
- (a) Contribute a portion of its borrowing back to the LGFA in the form of Borrower Notes;
 - (b) Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself;
 - (c) Commit to contributing additional equity or the conversion of Borrower Notes to equity of the LGFA if required;

- (d) Subscribe for shares and uncalled capital in the LGFA; and
- (e) Secure its borrowing from the LGFA, and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue.

7.0 DEBT REPAYMENT

- 7.1 The objective of managing debt repayment is to ensure that Council is able to repay debt on maturity with minimum impact on Council operations.
- 7.2 Borrowings will be repaid as they fall due in accordance with the applicable loan agreement. Subject to borrowing limits, a loan may be rolled over or re-negotiated as and when appropriate.
- 7.3 All external borrowings are deemed to be corporate borrowings and are accounted for in the Treasury Management Activity, except for borrowings that fund Council's shareholding investment in its subsidiary company; Inframax Construction Limited.
- 7.4 Debt repayments will be made from general funds, by any funds raised specifically to repay debt, from dividend revenue and by proceeds from asset sales, except for any sale of Council's investment in Inframax Construction Limited, where these proceeds will be applied to borrowings relating to that shareholding, in the first instance.
- 7.5 The cost of capital is allocated over significant activities from the Treasury Management Activity using internal loans. Internal loans are raised to fund to cost of capital expenditure in any financial year. The term of the internal loan is determined by reference to the economic life of the assets being funded. Internal loans for infrastructural assets, land and building assets that have long economic lives will have a term of up to 30 years and for other assets up to 15 years.
- 7.6 Where an internal loan is to be raised for expenditure that is not of a capital nature, but there is an enduring benefit, the term of the internal loan is to match (within reason) the expected duration of the benefit up to a maximum of 30 years.

8.0 SPECIFIC BORROWING LIMITS

- 8.1 Council will borrow to fund its total funding needs in accordance with the Exceptions Annual Plan or first year of the 10 Year Plan. Borrowing includes the funding of short term working capital requirements and long term capital investments. In general terms, Council approves borrowing through the annual planning process with public disclosure by way of resolution.
- 8.2 Council will adhere the following financial ratios in the management of its liabilities:
 - The ratio of net debt to total revenue will not exceed 165%
 - Net interest will not exceed 20% of annual rates.

9.0 ACCOUNTING TREATMENT OF FINANCIAL INSTRUMENTS

- 9.1 Derivative financial instruments are used primarily for the management of interest rate risk.
- 9.2 Public benefit accounting standards require that any changes in fair value of derivative financial instruments are recognised through the surplus or deficit, unless a hedge relationship has been designated and is effective.
- 9.3 Where an effective hedge is determined any change in value will show as "Other Comprehensive Revenue and Expense" and rather than being included in the surplus or deficit and is transferred directly to a reserve within equity.
- 9.4 Valuations of derivative financial instruments are to be carried out annually for balance date by an independent third party for financial reporting purposes. Indicative valuations are to be provided by the counter party to the financial instrument and reported to ARFC ARC as part of the Quarterly Report on a quarterly basis.

- 9.5 Management of derivatives will continue with the dual purpose of managing interest rate risk and remain within the hedge accounting framework. Where at all possible, hedge accounting is to be carried out.
- 9.6 The purpose of this policy is to remove market related volatility due to valuation changes in derivative financial instruments from the surplus or deficit.

REFERENCES

This policy should be read in conjunction with other related Council policies and documents. Council policies and documents often reference and inform each other so that any issue before Council can be dealt with in an integrated and comprehensive fashion.

The policies and documents that have a clear relationship with the Treasury Management Policy are:

- Revenue and Financing Policy (for sources and level of funding)
- Significance and Engagement Policy (which if triggered by a proposal to make an investment will mean that the proposal will be subject to further decision-making and consultation requirements).
- Accounting Policies for Financial Reporting.
- ~~Audit, Risk and Finance~~ **Audit and Risk Committee's** Terms of Reference
- Delegations Register
- Financial Strategy

SCHEDULE 1: AUTHORISED INVESTMENT CRITERIA FOR TREASURY INVESTMENT

Authorised Asset Classes	Overall Portfolio Limit as a Percentage of the Total Portfolio	Approved Financial Market Investment Instruments (must be denominated in NZ dollars)	Credit Rating Criteria – Standard and Poor’s (or Moody’s or Fitch equivalents)	Limit for each issuer subject to overall portfolio limit for issuer class
New Zealand Government	100%	<ul style="list-style-type: none"> ▪ Government Stock ▪ Treasury Bills 	Not Applicable	Unlimited
New Zealand Registered Banks	100%	<ul style="list-style-type: none"> ▪ Term Deposits 	Short term S&P rating of A-1 or better Long term S&P rating of A or better	\$5.0million
Local Government Funding Agency (LGFA)	100%	<ul style="list-style-type: none"> ▪ Borrower Notes 	Not Applicable	Unlimited

Investments that no longer comply with minimum rating criteria due to a rating downgrade must be sold within one month of the downgrade being notified unless Council formally approves the continued holding of the investment.

SCHEDULE 2: LIABILITY MANAGEMENT

The following provide definitions and objectives of each of the interest rate risk management instruments and types of debt instruments.

INTEREST RATE SWAP

An interest rate swap is an agreement between WDC and a counterparty (usually a bank) protecting WDC against a future adverse interest rate movement. WDC pays a fixed interest rate and receives a floating interest rate. The parties agree to a notional principal amount, the future interest rate, the settlement dates and the benchmark floating rate (BKBM).

Objective

To provide WDC with certainty as to its interest rate cost on an agreed principal amount for an agreed period. Floating rate sets are typically every 1 or 3 months over the life of the swap.

FORWARD START INTEREST RATE SWAP

A Forward Start Interest Rate Swap is a financial instrument that fixes the interest rate for a set amount of debt at some date in the future (generally up to 2 years). These transactions are negotiated with Banks.

Objective

To provide WDC with certainty as to its interest rate cost on an agreed principal amount for an agreed period, commencing at a future point in time. All other conditions are as with an interest rate swap.

INTEREST RATE OPTIONS

The purchase of an interest rate option gives the holder (in return for the payment of a premium) the right but not the obligation to borrow (described as a cap) or invest (described as a floor) at a future date. WDC and the counterparty agree to a notional future principal amount, the future interest rate, the benchmark dates and the benchmark floating rate (BKBM).

Objective

To provide WDC with worst case cover on its interest rate cost on an agreed principal amount for an agreed period. As for an interest rate swap, rate sets are typically at each 1 or 3 month date for the life of the option. A premium is payable for entering into an interest rate option.

INTEREST RATE COLLAR

The combined purchase (or sale) of a cap or a floor with the sale (or purchase) of another floor or cap.

Objective

To provide WDC with certainty as to its interest rate cost on an agreed principal amount for an agreed period, but at the same time avoid the need to pay an up front premium.

FIXED RATE BOND

A Fixed Rate Bond is a debt instrument where the amount of interest is constant throughout the term of the bond.

Objective

To provide WDC with certainty as to its interest rate cost on an agreed principal amount for an agreed period.

FIXED RATE TERM LOANS

A Fixed Rate Term Loan is an agreement between WDC and a counterparty (usually a bank) protecting WDC against a future adverse interest rate movement. WDC pays a fixed interest rate as set by the counterparty on an agreed principal amount for the term of the loan.

Objective

To provide WDC with certainty as to its interest rate cost on an agreed principal amount for an agreed period.

FLOATING RATE NOTES

A Floating Rate Note is a debt instrument where the amount of interest is variable throughout the term of the note, with interest rates normally reset at three monthly intervals.

Objective

To provide WDC provides exposure to variable interest rates on an agreed principal amount for an agreed period.

COMMERCIAL PAPER

Commercial Paper is a short term debt instrument that are issued for less than one year. Interest payable is calculated on issuance date and is payable when the commercial paper matures.

Objective

To provide WDC provides exposure to variable interest rates that are generally lower than other debt instruments and provides for a short borrowing at minimal cost.

Document No: A664910

Report To: Council



Meeting Date: 30 May 2023
Subject: Co-Lab – Annual Report 2021/22
Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Annual Report 2021/22 for Co-Lab, the Council's Controlled Organisation (CCO).

Background

- 2.1 Section 67 of the Local Government Act 2002 (LGA) determines that the Board of a CCO must complete and deliver an annual report on the organisation's operations to the shareholder within three months of the end of the financial year.
- 2.2 The Independent Auditors Report is included within the Annual Report. It notes that the audit was completed on 21 February 2023 with the audit opinion dated the same, which is outside of the timeframe stipulated by the LGA. The auditor has stated in their report that this was due to the national auditor shortage in New Zealand.
- 2.3 Enclosed separately and forming part of this business paper is a copy of the Co-Lab Annual Report for the twelve months ended 30 June 2022.

Commentary

- 3.1 The financial performance for the twelve months to 30 June 2022 resulted in a surplus of \$543,000, \$899,000 more than the budgeted deficit of \$356,000, and \$29,000 more than the same period last year.

\$000's	2023 Actual	2023 Budget	2022 Actual
Total revenue	8,575	11,476	6,930
Total operating expenditure	8,032	11,832	6,417
Net surplus/(deficit) before tax	543	(356)	514

- 3.2 Revenue and expenditure are both lower than expected due to expenditure on some services and projects being less than anticipated. Some of the expenditure will now be incurred in this financial year.
- 3.3 Explanations of major variances against budget are provided on page 44 of the financial statements.
- 3.4 Total equity of the company increased from \$1.45 million at 30 June 2021 to \$1.99 million at 30 June 2022. Total assets at 30 June 2022 were \$4.28 million compared to \$3.56 million the prior year.
- 3.5 The report gives an update on a number of joint initiatives and projects that have progressed during the last financial year. Whilst a number of these initiatives are still underway there are others that have concluded and proven to be successful underpinning the continued support of Co-Lab. These are explained on pages 6 through to 13 of the report.

- 3.6 The Annual Shareholder Survey Results 2021/22 are contained on page 15. Overall, despite a low response rate, the results show that the shareholders continue to be satisfied with the efforts being made by Co-Lab to advance shared services within the region.
- 3.7 During the 2021/22 year, Co-Lab delivered a number of mutually beneficial outcomes for its shareholders. The performance against the measures incorporated into the Statement of Intent for 2021/22 is documented in the tables on pages 16 through to 19.
- 3.8 Of the nine performance measures 5 were achieved, 2 were unable to be measured and 2 were not achieved. The measures that were not achieved related to projects that were delayed due to the length of time needed to reach agreement with key council stakeholders.

Suggested Resolutions

- 1 The business paper on the Co-Lab Annual Report 2021/22 be received.
- 2 The Co-Lab Annual Report 2021/22 be received.
- 3 The Co-Lab Annual Report 2021/22 be published on Council's website.



TINA HITCHEN
CHIEF FINANCIAL OFFICER

Separate Enclosure: Co-Lab Annual Report 2021/22 (A667278)

Document No: A667981

Report To: Council Meeting



Meeting Date: 30 May 2023

Subject: **Adoption of the Strategic Direction for the Long Term Plan 2024-2034.**

Type: Decision required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the updated strategic direction for adoption which will underpin the development of Council's 2024-2034 Long Year Plan (LTP).

Background

2.1 **PURPOSE OF LOCAL GOVERNMENT AND THE FOUR WELL-BEINGS**

2.2 Council set its strategic direction in 2020 to prepare for the 2021-2031 10YP. The community outcomes were consolidated to four broader outcomes that aligned with the purpose of the Local Government Act 2002 (LGA), which was amended to provide for councils to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities. Collectively, these well-beings are referred to as the "four well-beings".

2.3 The amendment reversed the changes enacted to the LGA in 2012 that substituted the four well-beings with: *"to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses"*.

2.4 The four well-beings have also been reinstated into a number of other key sections of the LGA, for example:

- In adhering to sustainable development principle (section 14(1)(h), Council must take into account 'social, economic, and cultural well-being' and the 'quality of the environment',
- Council is required to identify a set of community outcomes – things Council are working towards to promote community well-being,
- Council is also under an obligation to identify any significant negative effects that their activities are expected to have on well-being (stated in the LTP) and report on any identified effects (annual report),
- Council must consider the impacts on well-being during the second step of the funding policy process.

2.5 In short, Council is legally required to give due consideration to the four well-beings prior to making any decision.

- 2.6 Council also needs to understand what well-being means to the community, how Council intends to contribute to community well-being and the means through which Council will deliver it. Some of these may be expressed in the existing strategies, policies and plans. It is this understanding that is the grounding of the strategic direction.
- 2.7 Essentially, the four well-beings acknowledges that local government has a broad role to foster liveable communities that extend beyond simply providing 'core services'.
- 2.8 **A STRATEGIC FRAMEWORK TO DELIVER ON THE PURPOSE OF THE 10YP**
- 2.9 The LGA section 93(6) states that the purpose of a LTP is to:
- (a) *describe the activities of the local authority; and*
 - (b) *describe the community outcomes of the local authority's district or region; and*
 - (c) *provide integrated decision-making and co-ordination of the resources of the local authority; and*
 - (d) *provide a long-term focus for the decisions and activities of the local authority; and*
 - (e) *provide a basis for accountability of the local authority to the community.*
- 2.10 In delivering on these requirements, it is important to have a strategic framework underpinning and linking the long term focus through to the community outcomes so any strategy can directly inform and influence Council's activities.
- 2.11 Council's strategic framework should provide a line-of-sight for the community, other stakeholders, elected members and staff to where the Council plans to lead the community and how it will get there.
- 2.12 A clearly articulated long term focus will affirm and underpin proposals in the LTP. For example, if opportunities or challenges arise in Council's business environment (i.e. a new funding source, or a new need is identified) and good alignment with the strategic framework can be demonstrated, it makes it easier for the community, staff and elected members to take advantage of this opportunity, or resolve the challenge, and link it in to existing work.
- 2.13 It is good practice to review this strategic framework at the outset of developing a Long Term Plan (LTP). Council's strategic framework was last reviewed during the development of the 2021-2031 LTP. The strategic framework will also inform the development and priorities.
- 2.14 The new strategic direction will inform the development and prioritisation of proposals within the 2023-2034 LTP.

Commentary

3.1 **BACKGROUND FOR THE REVIEW**

- 3.2 A brief environmental scan has been undertaken in preparation for the 2024-2034 LTP. The scan provides an overview of global trends, an analysis of political, economic, social, technological, legal and environmental trends and their implications for the region and the Waitomo District. The purpose of this document is to provide an initial identification of key issues, leading into more in-depth exploration.

3.3 EXTERNAL FACTORS

- 3.4 Waitomo District Council, along with all other local authorities, operates within and is influenced by the broader, worldwide, regional and national trends and policy environment and these need to be considered carefully in reviewing Council's strategic framework.

Theme	Implications
Climate action	Organisations working at international, national, regional, and local scales are acknowledging and responding to the risks posed by the loss and degradation of natural capital and ecosystem services, climate change, and the breach of environmental tipping points
Transition to a low emissions economy	A transition from fossil fuels to renewable energy, reforestation, and changes to agricultural production
Iwi development	Waikato iwi authorities are steadily emerging as a growing economic force and partner in the region's development
Development shifts	The impact of the 'Golden Triangle' as a fast-growing neighbour, decline and structural shift of rural communities, new infrastructure, and technologies are contributing to changes in land use, transport corridors and demography
Human-induced land use change	Loss of rural land to urban development and displacement of horticulture to other areas, with impacts on natural resources, including water quality
Democratisation of information	The increasing availability of information creates a more informed public with higher expectations, but which is accompanied by the polarising impacts of social media in civic engagement
Fourth Industrial Revolution	Technological advances change transport systems, communications, land use, social interaction, and energy generation and distribution
COVID-19 Impacts	The recovery from COVID-19 is ongoing. As an indication domestic visitor spending for domestic spend has reached pre-covid levels however the opening of our borders and the return of international tourists is yet to result in a pre-covid spend level

- 3.5 Specific issues across each of the PESTLE domains are summarised in the table below.

Theme	Implications
Political	<ul style="list-style-type: none"> Low voter participation Changing government priorities General election Distrust of institutions and disengagement with political process Government funding eligibility
Economic	<ul style="list-style-type: none"> Reducing GDP trend Increase risk to people and property from natural hazards Biosecurity risks High inflation Iwi post settlement having increased presence in development On flow effects of growth in Auckland, Hamilton, Tauranga and Waipa

Social	Housing availability and affordability Ageing population Increase in Māori population Youth not in employment, education or training. Public expectation on climate change response Philanthropic funding models
Technology	Remote working Emerging AI (Artificial Intelligence) and machine learning Inequality in access to technology Cyber security Precision farming, alternative proteins, automation Changes in communication
Legal	New legislation for Three Waters Reform New RMA legislation (Natural and Built Environment Bill and Spatial Planning Bill) Future for local government
Environment	Impact of climate change Severe weather and storm events Changes in land use Waste minimisation changes Emissions reduction plan Climate adaption Act

Elements of a Strategic Framework

4.1 **VISION**

4.2 Stating the vision of Council/community is a critical element of strategic thinking.

4.3 The vision can provide a clear image of what the future should look like or provide clarity of purpose. The vision should encapsulate a realistic future desired state or a clear purpose in a succinct declaration.

4.4 **COMMUNITY OUTCOMES**

4.5 Section 93(6) (b) and Schedule 10 of the LGA require Council's LTPs to describe the community outcomes for the district (or region) of the local authority.

4.6 Community outcomes are defined as the *outcomes that a local authority aims to achieve in order to promote the social, environmental, economic and cultural well-being of its district in the present, and for the future.*

4.7 **Core values or principles**

4.8 Council's core values are the guiding principles on which people make decisions and conduct themselves. The values should be constant as they underlie the culture of the organisation and guide selection of strategies.

4.9 **Strategies**

- 4.10 All Councils have other strategic documents that contain high level objectives. These strategic documents could be at different levels – including those that are statutory requirements (such as the Operative District Plan) and those that are entirely voluntary (such as Vibrant Waitomo and Housing Strategy). Strategic documents should link to implementation plans – actions with timeframes, responsibilities and cost impacts. These signal Council’s intention, but are not actually translated into its work programmes until they are included in a LTP.
- 4.11 **Groups of activities (GOAs)**
- 4.12 Council’s GOAs describe the *how* in the strategic framework and are the vehicles by which the community outcomes are delivered.
- 4.13 **Service Levels**
- 4.14 Service levels are Council’s mechanism for matching the needs of communities to affordability and other constraints across the GOAs and in each individual activity. Service levels sit within each activity and ensure the activities deliver both on identified needs and affordability.
- 4.15 **Monitoring and Measurement**
- 4.16 The success of Council’s strategic framework is demonstrated through monitoring and measuring the achievement of service levels, and this is done through KPIs (a measure of non-financial performance) and financial reporting. This is achieved predominately through Council’s Annual Reporting.
- 4.17 It is key that these service levels within activities have a close link to the wider elements of the strategic direction, as this monitoring and measurement element ensures Council can robustly evaluate and also demonstrate to the community that it is delivering and achieving what it set out to do in its vision and community outcomes.
- 4.18 **Community outcomes monitoring**
- 4.19 The results of any monitoring of community outcomes undertaken during the year must be disclosed in that year’s annual report (Schedule 10, part 3, 23 I of the LGA).

WDC’s Strategic Framework

- 5.1 **STRUCTURE OF COUNCIL’S STRATEGIC FRAMEWORK**
- 5.2 Council’s current strategic framework sits within its planning framework as contained in the 2021-2031 LTP. The elements of this strategic framework contains council’s vision for the district, community outcomes and priority areas.
- 5.3 The figure below outlines to the current strategic framework structure, it shows visually how the framework links together and draws the line of sight from the ‘aspirational’ to the ‘specific’.



5.4 Our current vision is '**Waitomo – A vibrant district**'.

5.5 **Our current Community Outcomes**

A prosperous district: We will continue to enable a thriving and sustainable economy.

A district for people: We welcome all to a district that is accessible, safe, affordable, and inclusive. We promote health, wellbeing and participation.

A district that cares for its environment: We plan for the wise use and management of all land and resources, now and for future generations.

A district that works with you: We work with you to collectively focus on the right things at the right time for the greater benefit of the District.

5.6 **Our current Priorities**

Provide value for money: Residents and ratepayers get best value for money because we find efficient and effective ways to deliver fit-for-purpose infrastructure, assets and services that meet legislative requirements.

Support our communities: We will continue to support a safe, vibrant community where people want to live and feel safe.

Enabling a thriving community: We will continue to enable the growth of our local economy by effectively promoting our District's local businesses and projects.

5.7 **REVIEWING THE STRATEGIC DIRECTION**

5.8 Council reviewed the strategic direction in the 11 April workshop, background information was provided through an Environmental Scan 2023 and PESTLE analysis.

- 5.9 Discussion on the direction and aspirations for the district and council lead to agreement that the vision and community outcomes would be reviewed to reflect the changes that are impacting local government and communities.
- 5.10 The importance of making people the focus of what the vision and community outcomes are about was agreed as essential to the strategic direction. There was also a desire to reflect the linkage more strongly to the four Wellbeing's being social, economic, environmental, and cultural.
- 5.11 The suggested vision statements and community outcomes were discussed in May workshop where further refinements were made. It was agreed the te reo translation would also be included.
- 5.12 The suggested Vision and Community Outcomes for the 2024-2034 LTP are:
- 5.13 **Council's Vision**



5.14 **Community Outcomes**

A district for all people.

Our district is a great place to live because it is accessible, safe, affordable, and inclusive. We promote health, wellbeing, and participation.

A prosperous district.

We enable a thriving and sustainable economy to create greater benefits for everyone.

A district that values culture

We value the whakapapa of our district, and we promote cultural, creative, and recreational activities where traditions, heritage, and arts are celebrated.

A district that cares for its environment.

We ensure the wise use and management of all land and resources now and for future generations.

Priority Areas

6.1 **COUNCIL'S FOCUS AREAS | PRIORITIES**

- 6.2 There are a range of challenges and constraints that Council faces in achieving its outcomes, for example debt levels and adherence to financial sustainability principles, NZ Local Government Funding Agency (LGFA) covenants, affordability

considerations, and increasing legislative requirements to comply with. In general, we are working in a dynamic and constantly changing operating environment.

- 6.3 Given these challenges, Council needs to agree on key focus areas and the prioritisation of these to inform the development of the 2024-2034 LTP. Organisational resources and effort will be spread across all priority areas, however, having a clear picture of Council's priorities will help to focus actions, projects and proposals appropriately when faced with challenges and constraints.
- 6.4 Currently (as part of the 2021-2031 10YP), Council has three areas of focus:

Provide value for money

Residents and ratepayers get best value for money because we find efficient and effective ways to deliver fit-for-purpose infrastructure, assets and services that meet legislative requirements.

Support our communities

We will continue to support a safe, vibrant community where people want to live and feel safe.

Enable a thriving community

We will continue to enable the growth of our local economy by effectively promoting our District's local businesses and projects.

6.5 **Community Relationships**

- 6.6 With the changes facing local government the further development of relationships with our community, iwi and mana whenua are key to ensure we deliver in the areas that are a priority for everybody in our community.

- 6.7 A key project within the Community and Partnerships activity is the known as Vibrant Waitomo initiative. The Vibrant Waitomo Strategy is being reviewed and a revised strategy is being developed. This Strategy is seen as a positioning document. It identifies the community's vision and expectations in relation to the relevant levels of services and provides a framework for Council to work other regional partners to deliver a vibrant community where people want to live.

6.8 **Change in local government**

- 6.9 With the prospect of 3 waters service delivery being removed from Council from 1 July 2026 there is opportunity to reprioritise the focus of Council. To facilitate this discussion a summary of topics for the LTP 2024-2034 has been collated to help steer the development of the new priority areas that will help deliver the community outcomes and ultimately the vision for Waitomo district.

- 6.10 Council needs to ensure it can adapt to the changes that will occur over the course of the LTP 2024-2034 and that there is clear leadership provided to navigate the changes with minimise the impact on our ratepayers.

6.11 **Core services**

- 6.12 Council will continue to focus on the delivery of key services while ensuring that they are sustainability and affordability are the key drivers to decision and resourcing of these activities. Although the landscape may change through the course of this LTP maintaining levels of service will continue to be a focus area for council.

6.13 **Key Priorities for the next three and ten years**

Strengthening Relationships

We will continue to shape our relationships with all our community, iwi, and mana whenua groups to build partnerships that will benefit the district.

Preparing for the future

We will ensure we are ready for the future by adapting to changes at a global, national, and local level. Demonstrating great leadership to support all the services we deliver.

Effective management of resources

We manage all of our resources effectively delivering value to our community, we keep sustainability and affordability at the forefront of what we do.

Recommendation

- 7.1 The strategic framework and strategic direction will be updated to reflect Council's feedback. An updated version, alongside draft wording will be brought back for Council's consideration and endorsement in due course.

Suggested Resolutions

- 1 The business paper on 'Adoption of Council's Strategic Direction for the Long Term Plan' be received.
- 2 The suggested Vision Statement, Community Outcome, and Priority areas be approved for adoption into the Long Term Plan 2024-2034.



CHARMAINE ELLERY

MANAGER STRATEGY AND POLICY

24 May 2023

Document No: A664219

Report To: Council



Meeting Date: 30 May 2023

Subject: Community and Partnerships Activity Update Report

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on activities that form part of the Community and Partnerships Group.
- 1.2 The business paper also provides an update on a range of council recreation services activities.

Background

- 2.1 At its meeting of 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly agenda and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 2.3 The Community and Partnerships report incorporates commentary and its activities, along with commentary on the Aquatic Centre, Libraries, Les Munro Centre, Stadium and Emergency Management.

Community Support and Development

- 3.1 The Community Support and Development group of activities incorporates Safe Communities, Community Grants, Youth Engagement, Events and Emergency Management.
- 3.2 **CURRENT ACTIVITY**
- 3.3 **Matariki – Te Whitu o Matariki**
- 3.4 The inaugural Te Whitu o Matariki celebrations commenced in 2022, a collaboration between Waitomo District Council and the Maniapoto Māori Trust Board (now Te Nehenehenui).
- 3.5 A Dawn Ceremony was held at Centennial Park, led by Maniapoto Maori Trust Board and supported by Waitomo District Council, with a plan to build on the celebration in the following year.
- 3.6 Te Whitu o Matariki or the 7 stars of Matariki will be the acknowledged narrative for this year's annual celebration.
- 3.7 Promotions for the celebration will commence on the first day of June with the installation of Matariki Flags along Rora Street. Flags will then be installed throughout the district during the month of June.
- 3.8 Karakia and karanaga will be delivered during the raising of the flag in Te Kuiti to initiate the installation of all other flags thereafter. This process is to be repeated when all flags are due for removal on the last day of July.

- 3.9 Celebrations will be held before daybreak following Te Pō tūtanga nui (the longest night).
- 3.10 Te Whitu o Matariki 2023 will consist of a Dawn Ceremony held at Te Kūiti Pā, followed by shared Kai.
- 3.11 A community celebration day will be held on Saturday 24 June 2023 at the Les Munro Centre. This will be a large-scale event with live music, market stalls, food and education.
- 3.12 **Creative Communities Scheme**
- 3.13 The purpose of the Creative New Zealand's Creative Communities Scheme (CCS) funding is to support arts and cultural activities that encourage participation in a wide range of arts activities.
- 3.14 The Waitomo District Council administers two CCS funding rounds per year. These fall in November and May.
- 3.15 Promotion of this fund is by way of placement of notices in the King Country News, promotion on WDC's website and Facebook page, and other general community channels.
- 3.16 Applications for the current round closed on 1 May 2023 with a total of seven applications received from a range of groups and individuals within the community.
- 3.17 Applications will be assessed by the Committee on 19 May 2023.
- 3.18 **Flagtrax System**
- 3.19 Street flags provide colour, vibrancy and movement and are a cost-effective way to decorate our towns, or to showcase a message.
- 3.20 The Flagtrax system has been installed in Te Kuiti and Mokau, with further installations planned for Piopio, Waitomo and Benneydale throughout the month of June. The system allows staff to raise and lower street flags from the safety of the ground.
- 3.21 Flags will be flown throughout the district for Matariki, Anzac and Christmas celebrations. Community Groups will be able to work with Council if they wish to have flags displayed i.e., Violence Free Maniapoto has White Ribbon flags which are displayed in Te Kūiti throughout the month of November.
- 3.22 **Mayor's Taskforce for Jobs**
- 3.23 In 2020, the Mayor's Taskforce for Jobs (MTFJ) Programme was launched as a trial, with the goal of connecting young people who are at risk, and those who have lost their jobs as a result of COVID-19, with employment possibilities in certain localities.
- 3.24 The Programme was continued in 2021-2022, but the scope was enlarged to include people with disabilities and young people between the ages of 18 and 24 who are receiving benefits or who are at risk of receiving them.
- 3.25 The Programme, which was once again extended for the fiscal year 2022-2023, aims to locally accomplish at least 50 Sustainable Employment Outcomes.
- 3.26 As of 28 April 2023, 72 employment placements have been achieved. Due to the success of this mahi WDC will receive extra funding for a further 40 placements for the year ending 30 June 2023. This is an excellent outcome for the community.
- 3.27 Following the government's 2023/2024 budget announcement on 18 May 2023, funding of this programme for a further two years has been confirmed.
- 3.28 **Rangatahi Pathways**
- 3.29 The Rangatahi Pathways initiative is to support young people in the Waitomo District as they navigate their way through school, employment, and further education. The mission

of the Rangatahi Pathways Programme is that all rangatahi in the Waitomo District leave secondary school confident and prepared to go into study or work.

- 3.30 The intent is to improve the effectiveness of rangatahi engagement in employment and education, while also providing a co-ordinated approach to the delivery and evaluation of youth initiatives in the district. Rangatahi Pathways is a community driven response to issues within the district identified by local stakeholders.
- 3.31 The initiative will focus on rangatahi within the WDC district from School Year 5 onwards. The intention is that rangatahi be supported as they move between and out of school, into employment, and/or into other training options.
- 3.32 All 17 schools in the Waitomo District are part of the Rangatahi Pathways initiative, students from Year 5 (approximately age 9) to Year 13 are involved. Years 5 and 6 are involved in workshops and employer/tertiary exposure visits with Years 7 to 13 having Career Pathway Plans developed, along with attending workshops and employer/tertiary exposure visits. There are 687 students in Year 7 to Year 13 at schools in our district.
- 3.33 This initiative was rolled out in Term 1 2023. As at 20 April 2023 a total of 212 Career Pathway Plans have been started with the rangatahi; 19 workshops on the topic 'Exploring Career Aspirations' with primary aged tamariki have taken place, 1 employer exposure event has been held at Scion (Crown Research Institute) Rotorua and a total of 10 local businesses in Piopio and Te Kuiti were visited by students in years 9-11.
- 3.34 **Novice Driver Training Programme**
- 3.35 The Novice Driver Training Programme has been operating in some form since 2013, encouraging and supporting young people in the Waitomo and Otorohanga Districts to obtain their driver's license, whether it be a Learner's, Restricted, or Full Licence.
- 3.36 Key objectives for the 2022/2023 financial year include:
- Achieving the following pass rates with students aged 16-24 years of age with a target pass rate of 90% achieved:

Learners	30 students per annum
Restricted	50 students per annum
Full	30 students per annum
- 3.37 As at the third quarter of this financial year, the following has been achieved:
- | | |
|------------|-------------|
| Learners | 42 students |
| Restricted | 32 students |
| Full | 20 students |
- 3.38 **Bikes in Schools**
- 3.39 The Sport New Zealand Tū Manawa funding of \$50,000 has enabled the WDC to support the Waitomo Bikes in Schools initiative. The purchase of bicycles and accessories has been completed. The final item to purchase is a bespoke trailer which will assist with transport of the bicycles throughout the District.
- 3.40 Items purchased to date include:
- | | |
|-------------------------------|------|
| Helmets various sizes | x 50 |
| 18"- 27.5" Bikes | x 35 |
| Adaptive Bike (special needs) | x 1 |
- 3.41 The assembly of the bikes will be a coordinated effort by the vendor, delegated school staff, students and WDC representatives. This will enable the opportunity to promote Waitomo Bikes in Schools and the relationship between Council, WAKA Ako Kahui, Ride 9, and Sport Waikato.

3.42 **Legendary Te Kuiti – Legends Gallery**

3.43 Legendary Te Kuiti presented to Council at its Workshop held on 10 May 2023. The purpose of the presentation was to discuss with Council the Legends Gallery concept, design elements, location and consultation that has taken place with family/whanau on the content to be displayed on the legend's boards.

3.44 This Legendary Te Kuiti (LTK) project has been in the making for many years now.

3.45 Following the presentation, elected members visited Rora Street to determine an appropriate site for the Gallery.

3.46 It was agreed the preferred location is to place the gallery spread along the pathway between the Japanese Garden and Citizens Advice Bureau. This would allow for ease of mowing and provide space for additional legends boards in the future, should this occur.

3.47 Legendary Te Kuiti have been advised of Council's preferred location and will discuss this at their next Committee meeting.

3.48 **RISKS AND OPPORTUNITIES**

3.49 There is a risk that Te Whitu o Matariki celebrations could be disrupted due to inclement weather.

3.50 There is a risk roll-out of the Flagtrax System across the District could be delayed due to supply chain issues.

3.51 There is a risk roll-out of the Bikes in Schools project could be delayed due to supply chain issues for the bespoke trailer.

3.52 There is a risk that Legendary Te Kuiti do not agree with Councils preferred location for the Legends Gallery.

3.53 **LOOKING FORWARD – THE NEXT 3 MONTHS**

3.54 Delivery of Te Whitu o Matariki celebrations.

3.55 Promotion of Council's Single-Year Community Assistance and Community Events funding rounds, and assessment of applications.

3.56 Confirmation of the 2023/2024 Mayors Taskforce for Jobs programme and associated funding.

3.57 Finalisation of the Vibrant Waitomo Strategy and 2023/2024 Action Plan.

3.58 Consultation on community events.

3.59 Review of Councils Citizens Awards Policy.

<h2>District Promotion / Development</h2>
--

4.1 The District Promotion / Development group of activities incorporates Economic Development, Visitor Information Centre, District and Regional Promotion and Sister City.

4.2 **CURRENT ACTIVITY**

4.3 **Air Shed Funding**

4.4 An Airshed is a legally designated air quality management area that regional councils and unitary authorities have identified to be managed as Airsheds for the purposes of the national environmental standards for air quality.

- 4.5 Within the Waikato Region there are 21 Airsheds, 20 urban and one being all other regions.
- 4.6 During the drafting of the Waitomo Housing Strategy a question was raised to determine if the Waitomo District would be eligible to attain funding to assist with healthy homes, energy efficiency and improving air quality in the area.
- 4.7 The Waitomo District does not meet the criteria for Airshed funding. However, Waikato Regional Council (WRC) will provide \$17,000 of funding towards a Te Kuiti Airshed by way of an education campaign for the 2023 winter season. This will consist of:
- | | |
|--------------------------|---|
| Direct mail | Flyer on burning dry wood with link to video and accompanying letter. |
| Social media campaign | Including competition/survey to understand behaviour, with a prize of firewood. |
| Print campaign (posters) | |
| Wood subsidy | Provides firewood to community members (eg Community Service cardholders). |
- 4.8 Further information is being provided to WRC to build the campaign.
- 4.9 **Waitomo/Otorohanga Ambassador Programme**
- 4.10 Hamilton and Waikato Tourism presented the Ambassador Programme to participants at the Les Munro Centre on 16 May 2023.
- 4.11 The presentation consisted of New Zealand and local history, including information on Waitomo District tourist destinations. The program is free and is designed for people engaging with domestic and international guests visiting Waitomo, Otorohanga and the wider Waikato region.
- 4.12 The aim of the program is to create Ambassadors that can engage with visitors confidently, share our history and provide guidance on local attractions.
- 4.13 **RISKS AND OPPORTUNITIES**
- 4.14 There are no immediate identified risks with this activity.
- 4.15 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 4.16 Finalisation of the District Housing Strategy.
- 4.17 Successful roll-out of the Airshed Education Campaign 2023.
- 4.18 Further discussion with Council on the Better Off Funding Gateways Project and Centennial Park Concept Development Plan.
- 4.19 Initial planning for the development of an updated Image Library.

Customer Services and Library

CURRENT ACTIVITY

5.2 Relocation of Customer Services

- 5.3 The transition to the Main Street of Waitomo District Council's Customer Services commenced on Monday 15 May 2023, with the Customer Services team operating from Railway Building 3. This has been well received by customers.
- 5.4 The i-Site building will close on Tuesday 23 May 2023, with i-Site and Customer Services being combined from Railway Building 3.

- 5.5 Minor internal building works will take place at the current i-Site building, to create a welcoming customer environment and one stop shop for i-Site and Council services going forward.
- 5.6 It is anticipated the Waitomo District Council Customer Service Centre will open for business on Monday 17 July 2023.
- 5.7 **Library Services**
- 5.8 During the school holidays, the Library hosted four activities to engage our district's children. The children were given Activity Packs to take home which included crafts, puzzles, and challenges they could do in their own time. The Library also held a well-received Easter colouring contest, as well as two in-house events; how to make stop motion movies and how to build a cardboard city. These services were used by a total of 180 children.
- 5.9 The Library is currently expanding its STEM and Kit Collection. The goal of this collection is to provide customers with resources they can borrow and use/explore in their own space and time.
- 5.10 The Library's role includes encouraging and fostering life-long learning. By providing the collection mentioned above, the public is given the opportunity to play with and learn about new technologies that they would not have otherwise.
- 5.11 This collection also includes games, building blocks, and other devices that allow families to bond while learning together.
- 5.12 After one term of running the Stepping Up classes, a few changes will be made to better suit the needs of the community. Instead of every session being set to one specific topic (i.e., how to set up Apps), an open session will be available once a fortnight where members of the public can come along and discuss any digital needs they may have.
- 5.13 **RISKS AND OPPORTUNITIES**
- 5.14 There is a risk that the opening of the new Waitomo District Council Customer Service Centre, operating from the old i-SITE building in Rora Street, may be delayed due to construction delays.
- 5.15 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 5.16 Opening of the new Waitomo District Council Customer Service Centre.
- 5.17 Development of the Library mid-year School Holiday Programme. This will include a reading task and a stem based task to entice greater participation.

Council Recreation Services

- 6.1 Council Recreation Services incorporates the Waitomo Aquatic Centre, Les Munro Centre, and Gallagher Recreation Centre.
- 6.2 **CURRENT ACTIVITY**
- 6.3 **Gallagher Recreation Centre**
- 6.4 The Centre is proving to be a popular destination for many in the community. With winter weather now approaching, schools and sports teams are also utilising the Stadium for training sessions. As at 16 May 2023 the membership number was 338.
- 6.5 Discussions have evolved with multiple sporting codes who are now hiring the courts. These groups include local Netball, Basketball, Futsal (7-a-side indoor soccer), Volleyball and local organisations.
- 6.6 Rugby Academy training will commence at the Centre on 21 May 2023.

- 6.7 Te Kuiti High School makes good use of the Stadium during school hours and has booked courts for both volleyball and basketball practices outside of school hours. The School has seen an increase in student participation in Basketball – 2 teams to 5 teams, and Volleyball with 3 teams. There has also been an increase in students taking part in Volleyball through the Schools Hubs (which are elective classes).
- 6.8 The Les Mills virtual exercise classes are readily available on demand, which members are starting to take advantage of.
- 6.9 A “fit for 50’s+” class is now available in the Multipurpose Room which caters for our community of over 50’s age group.
- 6.10 The team are awaiting the arrival of a shipment of assorted equipment so that a “Kiddy Gym” can be introduced. This programme will target mums with toddlers.
- 6.11 **Online Halls System**
- 6.12 A new online booking system is being implemented, with a go-live date of 1 July 2023.
- 6.13 The system will allow customers to check the availability of WDC hall facilities, and book directly online.
- 6.14 The system will also provide organisational efficiencies by way of streamlining the current manual process.
- 6.15 **RISKS AND OPPORTUNITIES**
- 6.16 There is a risk that implementation of the Online Halls System could be delayed due to staff capacity.
- 6.17 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 6.18 Installation of technology in the Les Munro Centre Supper Room. This includes a ceiling mounted projector, electronic projector screen and two speakers.
- 6.19 Completing implementation of the Online Halls System and promoting this new service to the community.
- 6.20 Ongoing advertising and promotion of the Gallagher Recreation Centre by the Belgravia Team, with the development of new programs and activities for the community.

Suggested Resolution

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



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

19 May 2023

Document No: A666151

Report To: Council



Meeting Date: 30 May 2023

Subject: **Infrastructure Services Group Activity Update Report**

Type: Information Only

Purpose of Report

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

Background

- 2.1 At its meeting on 28 February 2023, Council adopted a new reporting framework detailing bi-monthly financial reporting and Council group activity reporting.
- 2.2 A reporting schedule was agreed, with Infrastructure and Community reporting on the same bi-monthly Agenda, and Business Support and Leadership / Governance and Regulatory reporting on the other month.
- 2.3 The Infrastructure Services report provides commentary on activities and operational projects covering three waters, roading, waste management, housing and other property.
- 2.4 The report provides relatively high-level detail and will provide commentary on significant, not 'business as usual' matters.
- 2.5 Each sub-group will cover the following:
 1. **Current Activity** - This narrative will cover operational projects, any further narrative on Capex projects not covered in the bi-monthly financial report, issues, and operational topics in these activities.
 2. **Risk and Opportunities** that are important to note.
 3. **Looking Forward** - What is happening in the next 1-3 months to give a picture of what is coming up.

Roads and Footpaths

- 3.1 The Road and Footpaths group of activities incorporates maintenance and renewal of the road surface, pavement, footpaths and other roading assets such as bridges and structures.
- 3.2 **CURRENT ACTIVITY**
- 3.3 The Mokau Toilet Associated Works contract has been awarded to Cambridge Excavator Limited. Negotiations to bring the contract amount to within budget delayed the awarding due to the change in work scope. This delay has resulted in the physical works starting later so that sealing of the parking areas can happen at the start of next season's construction period (October). The scope change included the reduction in the number of truck parks, reduction in stormwater control to suit and the reduction in the length of the truck parking on the northbound lane to eliminate the need to relocate a streetlight.
- 3.4 **CYCLONE RECOVERY**

- 3.5 In February 2022, July-August 2022, and January 2023 the region was struck by severe adverse weather in a concentrated period which left some of our towns and villages isolated.
- 3.6 During this time our maintenance contractor was working around the clock to reinstate the network back to an operational standard and provide practical solutions for emergency reinstatement.
- 3.7 The initial response works have been completed. The focus is now on the relatively minor work which still needs to be done in cyclone affected areas.
- 3.8 The start of the construction season was delayed because of the inclement weather, however Waitomo District Council and its contractors are now well underway with some significant contracts.
- 3.9 View Terrace in Piopio has been completed, apart from the sealing works which will happen when there is a clear weather window. Kopaki Road retreat has started and will be finished in the coming months. The work at Mangatoa Road is scheduled to start in May with one site completed this financial year and the remaining three to be completed early next financial year.
- 3.10 The design for Taumatotara West Road is ongoing and will be advertised for construction early next financial year.
- 3.11 Design and investigation work is ongoing for the July-August Storm Event.
- 3.12 Further damage to the roading network was incurred during the Auckland Anniversary storm event. The initial clean up works were funded at 100% through Waka Kotahi. Design and investigations for these sites will be undertaken during the 23/24 financial year. This is likely to attract additional funding from Central Government as part of the Cyclone Gabrielle recovery package.
- 3.13 **CONTRACT RENEWAL/EXTENSION**
- 3.14 The current Road Maintenance and Reseals contract expires in February 2024. A request was made to Waka Kotahi to extend the contract through to 30 June 2024 to align with council's financial year and Waka Kotahi Funding Cycles and this has been accepted.
- 3.15 Work is underway on the new maintenance contract, including market analysis of potential tenderers, risk and opportunities analysis and review of other recent maintenance contracts. This also includes gathering the data and information which will be used to draft new specifications and provisions. The procurement plan is also in the development stages.
- 3.16 **ACTIVITY MANAGEMENT PLAN**
- 3.17 A draft Activity Management Plan (AMP) is being developed to provide a high-level plan for the next ten years. The AMP will incorporate details from the next National Land Transport Program (NLTP). This will give an indication to Waka Kotahi of what funding will be required in the near and distant future.
- 3.18 The draft AMP will be presented to council later in the year before being submitted to Waka Kotahi for approval.
- 3.19 A key focus of the draft AMP will be on roading infrastructure resilience and structures. A paper was submitted to a council workshop on the 9th May discussing possible funding limitations.
- 3.20 **RISK AND OPPORTUNITIES**
- 3.21 Indications are, there is an increasing likelihood of more regular and more intense weather events which will affect the region going forward. These types of events interrupt scheduled work programs and potentially push jobs into the next financial year.
- 3.22 Further increases in inflation and material prices will be reflected in Contractors' rates. This is of particular relevance with the new Maintenance Contract coming up for tender next year. There is a strong interest in the rebid of this contract.

3.23 **LOOKING FORWARD – THE NEXT 3 MONTHS**

- 3.24 Cyclone recovery emergency works are ongoing.
- 3.25 Maintenance Contract Renewal is well underway and ready to be finalised for release towards the end of 2023.
- 3.26 The AMP is well underway with the aim to be finalised towards the end of 2023.
- 3.27 The Speed Management Plan draft is being presented to council at a workshop on May 30th for review before being released for public consultation.
- 3.28 Reviewing structure of the work undertaken by Council staff, Pinnacle and the Roading contractor in preparation for the tendering of new contracts.

<p>Three Waters</p>

- 4.1 The Three Waters group of activities includes drinking water, wastewater and stormwater management of treatment plants and the reticulation network. This section will also cover a summary of transition activities relating to three waters reform.

4.2 **THREE WATERS REFORM**

- 4.3 The reset of the reform process in April created a lot of uncertainty for the reform process, staff involved, workings with the different DIA workstreams and the Council's internal processes such as the LTP. Certain workstreams are awaiting further clarification from Central Government while some are continuing on their original timeline.

- 4.4 Information release on the job workflow path has been delayed by a few months.

- 4.5 WDC have collated and submitted financial and RFI information to facilitate the Legal Transfer Questionnaire response.

- 4.6 The report for the Three Waters Reform (TWR) grant Transition Support Package has been submitted and has been deemed as complete by DIA. The report included comprehensive details and information pertaining to the support package.

4.7 **CURRENT ACTIVITY**

4.8 **DRINKING WATER**

- 4.9 The Te Kuiti Water Resilience Project is progressing with the procurement plan being finalised.

- 4.10 The new 2022/24 Three Waters Renewals contract has been awarded to Cambridge Excavator Limited. The contractor will start physical work soon Staff are working with the contractor to work through the required paperwork, like contract documents and traffic management plans, to be able to kick off the contract.

- 4.11 Resource Consent to take water and discharge waste from the Piopio Water Treatment Plant will expire in August 2023. Application to extend and increase our water-take from Kuratahi stream is progressing well.

- 4.12 A new water main was installed along part of Mangarino Street, Te Kuiti and View Terrace, Piopio due to damage caused by the storm event in January.

4.13 **WASTEWATER**

- 4.14 The King Street West sewer main renewal is under way and expected to be completed in this financial year.

- 4.15 The 2022/24 Three Water Renewals has been awarded and the contractor will start physical work this week.

4.16 Have dewatered and carted to landfill 165 tonnes of dried sludge from the Te Kuiti Wastewater Treatment Plant.

4.17 **STORMWATER**

4.18 The 2022/24 Three Water Renewals has been awarded and the contractor will start physical work this week.

4.19 Continue to monitor and mitigate Te Kuiti's Stormwater Reticulation network after medium and heavy rainfall events. This proactive work has been noticed by the community and we have received positive feedback.

4.20 Plans are underway to design an effective solution for open drains at 14 Ngatai and 9 Mangarino Streets at Te Kuiti Stormwater network.

4.21 **RISK AND OPPORTUNITIES**

4.22 It is predicted that there will be an increased likelihood of stormwater flooding in Te Kuiti and other towns due to the predicted increase in frequency and severity of storm events in the future.

4.23 Waikato Regional Council not approving Piopio water treatment plant to abstract more water from Kuratahi Stream may lead to WDC not providing potable water to meet demand.

4.24 Sludge removal and dewatering at Te Kuiti Wastewater Treatment Sludge Pond will increase the capacity of the ponds and improve the wastewater quality being discharged into the receiving environment.

4.25 **LOOKING FORWARD – THE NEXT 3 MONTHS**

4.26 Engaging a consultant to carry out Districtwide comprehensive stormwater investigation and reporting for all our consent renewal expiring in July 2024.

4.27 To improve the wastewater network system, inflow investigations will be undertaken over the next six to nine months. This will involve visiting all the properties in Te Kuiti and identifying illegal downpipes connected to the wastewater system. The low gully traps that get flooded will also be identified. The stormwater manholes will be inspected for blockages and media communications released before visiting the properties.

4.28 The critical stormwater inlets that require grills or domes will be identified. The physical work will be carried out next financial year. A wingwall on Ngatai Street may be installed this financial year.

Waste Management

5.1 The waste management activity incorporates landfill, kerbside collections, and transfer station operations.

5.2 **CURRENT ACTIVITY**

5.3 The landfill's financial viability and risks is still under review. The financial outcome of this review will be discussed with Council. The new cell development, high wall stabilisation and gas flaring projects are still on hold while the review is underway.

5.4 A kerbside rubbish, Transfer Station and Landfill audit has recently been undertaken. The audit determines the composition of Council's kerbside rubbish bag collection, Transfer Station and Landfill collections. The first such audit was undertaken in July 2018, the second in February 2019, and the most recent in July 2020. The results should be with Council by the end of July.

5.5 A Waste Assessment (WA) and Waste Management and Minimisation Plan (WMMP) is in the preliminary stages for Waitomo District Council.

- 5.6 The WA is a technical document which details our current situation, determines where council wants to be by identifying visions, goals, objectives and targets, and developing options for meeting future demand.
- 5.7 The Waste Management and Minimisation Plan includes a summary of the waste situation, along with goals, objectives and targets; an action plan with detailed information about activities to achieve the objectives and targets and how they will be carried out and resourced.
- 5.8 The above documents will require public and Council consultation and will be ready for Senior Management Team review by October 2023.
- 5.9 **RISK AND OPPORTUNITIES**
- 5.10 The kerbside collection contract ends 1 May 2024. There is a risk that any new contract will cost significantly more for a like-for-like service due to the escalation of operational costs. The end of the contract does provide council with an opportunity to review the level of service and consider changes.
- 5.11 There is consideration of extending the contract to 30 June 2025 to align with neighboring councils to collaborate and work under one contract. If extended this will allow WDC to review all collections and recycling.
- 5.12 Mfe has stated, if councils work together there is a potential of receiving 75% funding for waste minimisation, which includes food waste, green waste, recycling and collections.
- 5.13 **LOOKING FORWARD – THE NEXT 3 MONTHS**
- 5.14 Funding is in the beginning stages is being sourced by the Property and Facilities team through the Waste Minimisation Fund for a feasibility study to support better separation of materials, particularly organics (food).

Property and Other Facilities

- 6.1 The property and other facilities activity covers parks and reserves, public amenities, residential and elder housing, library, i-Site, Railway and Admin buildings, aerodrome and camping grounds.
- 6.2 **CURRENT ACTIVITY**
- 6.3 The i-Site refurbishment and fit-out contract has been awarded and the contractor will start physical work on 29 May.
- 6.4 All repair work on Motakiora has been completed, including removing all fallen trees and landslides. Some locations now have improved tracks, allowing for easier access to the area.
- 6.5 The latest weather-related repairs to the aerodrome non-sealed taxiways have been finished.
- 6.6 The Te Kuiti Aerodrome power supply relocation project has been completed which will allow building of the last two private hangers when required. This was completed significantly under budget.
- 6.7 **RISK AND OPPORTUNITIES**
- 6.8 There is a risk of the refurbishment and fit-out of i-Site running over the allotted time frame due to the unknowns associated with such an old building.
- 6.9 There is a risk the crack repair and painting of the Aquatic Centre will not be completed before 1 October 2023 as this work is weather dependent.
- 6.10 **LOOKING FORWARD – THE NEXT 3 MONTHS**

- 6.11 The service to provide the painting of both pools at the Te Kuiti Aquatic Centre will be started within the next two months. This work will include 150 meters of crack repair.
- 6.12 Track and sign board / signage development will continue through Motakiora and the new and upgraded trails out to the Mangaokewa reserve as part of the 'Better-off' funding project.

Suggested Resolution

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



SHYAMAL RAM
GENERAL MANAGER – INFRASTRUCTURE SERVICES

Document No: A667775

Report To: Council



Meeting Date: 30 May 2023

Subject: **Motion to Exclude the Public for the Consideration of Council Business**

Type: Decision Required

Purpose

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

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Annual Report and Summary Annual Report 2022/23 – Audit Engagement, Service Plan and Timeline	Section 7(2)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	Section 48(1)(a)(1)
2. Progress Report – Audit Findings for Year Ended 2022	Section 7(2)(c)(h) – To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(1)

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

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Strategy and Environment	Portfolio Holder
Manager – Strategy and Policy	Portfolio Holder
Chief Financial Officer	Portfolio Holder
Senior Strategy and Policy Advisor	Portfolio Holder

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

A handwritten signature in blue ink, appearing to read 'Michelle Higgin', written in a cursive style.

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT