AGENDA

COUNCIL MEETING

Wednesday, 11 March 2020, 9.00am

Council Chambers
Council Office
William Street
Paeroa
Membership

Mayor
D A Adams

Councillors
Cr P G Anderson
Cr R D T Broad
Cr P D Buckthought
Cr C A Daley
Cr R G E Garrett
Cr B J Gentil
Cr R Harris
Cr S Howell
Cr P A Milner
Cr D Smeaton
Cr A M Spicer
Cr J R Tilsley
Cr R L Wilkinson

Executive Leadership
L D Cavers
D Peddie
A de Laborde
P Thom
S Fabish

Public Distribution
Paeroa Office/Library
Plains Area Office
Waihi Area Office/Library

Chief Executive
L D Cavers
Ngā Karakia Timatanga (opening)

(1)

Kia tau te rangimarie  
Kia whakapapa pounamu te moana  
Hei huarahi ma tatou i te rangi nei  
Aroha atu, aroha mai  
Tatou i a tatou katoa  
Hui e! Taiki e!

May peace be widespread  
May the sea be like greenstone  
A pathway for us all this day  
Let us show respect for each other  
For one another  
Bind us all together!

(2)

Whakataka te hau ki te uru,  
Whakataka te hau ki te tonga.  
Kia mākinakina ki uta,  
Kia mātaratara ki tai.  
E hī ake ana te atākura he tio,  
he huka, he hauhunga.  
Haumi e! Hui e! Taiki e!

Get ready for the westerly  
and be prepared for the southerly.  
It will be icy cold inland,  
and icy cold on the shore.  
May the dawn rise red-tipped on ice,  
on snow, on frost.  
Join! Gather! Intertwine!

Karakia Whakamutunga (closing)

Kia whakai-ria te tapu  
Kia wātea ai te ara  
Kia turuki whakataha ai  
Haumi e. Hui e. Taiki e!

Restrictions are moved aside  
So the pathways is clear  
To return to everyday activities  
Join Gather Intertwine!
# Council Agenda

**Wednesday, 11 March 2020 – 9.00am**

**Council Chambers, Council Office, William Street, Paeroa**

## Presentations

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<th>Session</th>
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<tr>
<td>10.00am</td>
<td>Te Waka – Michael Bassett-Foss, CEO – Te Waka Six Monthly Report</td>
</tr>
<tr>
<td>10.30am</td>
<td>Smart Waikato - Mary Jensen, CEO and Linda Nelson Caie, Special Projects Manager – Overview and Focus of Smart Waikato</td>
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## Order of Business

1. Karakia Timatanga (Cr Spicer)
2. Apologies
3. Declarations of Late Items
4. Declarations of Interests
5. Confirmation: Council Minutes – 26-02-20 (2726087) [Page 5]
6. Receipt and adoption: Community Growth Committee Minutes - 25-02-20 (2726552) [Page 17]
7. Proposed Terms and Conditions for Hauraki Reuse Centre Trust Loan (2728081) [Page 23]
   Appendix A - Proposed Loan Agreement between HDC and Hauraki Re-Use Trust (2728082) [Page 26]
8. Phase 2 - Our Place Ta tatou kainga (Community Outcomes Review) (2727920) [Page 33]
9. Kairaua Coast 2120 - Update to Council and Name Change (2728531) [Page 37]
10. Te Waka's Six Monthly Report (2725377) [Page 48]
    Appendix A - Te Waka Six Monthly Report Jul-Dec 2019 (2725369) [Page 50]
    Appendix A - Six Monthly Accountability Report - Coromandel Heritage Trust (The Treasury) (2726299) [Page 73]
    Appendix B - Draft Strategic Plan 2020-2023 -Treasury (2726296) [Page 81]
    Appendix C - Six Monthly Funding Report - Hauraki Citizens Advice Bureau (2726311) [Page 88]
    Appendix D - Lions Club of Ngatea (2727708) [Page 94]
12. Community Recreation Report February 2020 (2728257) [Page 95]
14. Karakia Whakamutunga
HAURAKI DISTRICT COUNCIL MEETING

MINUTES OF A MEETING OF THE HAURAKI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON WEDNESDAY, 26 FEBRUARY 2020 COMMENCING AT 9.00 AM

PRESENT
D A Adams (His Worship the Mayor), Cr P A Milner (Deputy Mayor), Cr P G Anderson, Cr R D T Broad, Cr P D Buckthought, Cr C A Daley, Cr R G E Garrett, Cr B J Gentil, Cr R Harris, Cr S Howell (from 9.57am), Cr D Smeaton, Cr A M Spicer and Cr R L Wilkinson

IN ATTENDANCE
Messrs L D Cavers (Chief Executive), A de Laborde (Group Manager - Engineering Services), D Peddie (Group Manager - Corporate Services), P Thom (Group Manager - Planning & Environmental Services), S B Fabish (Group Manager - Community Services), Mrs J Nelson (Strategic Planning Projects Manager), L Robcke (Strategic Projects Planner), Ms M van Steenbergen (District Planner), Mrs T Casey (Strategic Planner), E J Wentzel (Water Services Manager), S de Laborde (Manager, Planning and Infrastructure Systems) and Ms C Black (Council Secretary)

Karakia Timatanga
Cr Wilkinson opened the meeting with a karakia.

APOLOGIES

RESOLVED
THAT the apology for absence of Cr J Tilsley and for the lateness of Cr S Howell be received and sustained.

C20/77 Harris/Gentil CARRIED

LATE ITEMS

There were no late items.

DECLARATIONS OF INTERESTS

Cr Milner declared a conflict of interest in Item 24 - Replacement Fuel Contract.

CONFIRMATION: COUNCIL MINUTES (12-02-20) (2720780)

RESOLVED
THAT the minutes of the meeting of the Hauraki District Council held on Wednesday, 12 February 2020 are received and confirmed as a true and correct record.

C20/78 Buckthought/Wilkinson CARRIED
RESOLVED

THAT the minutes of the meeting of the Audit & Risk Committee held on Tuesday, 11 February 2020 are received and the recommendations contained therein be adopted.

C20/79 Daley/Harris CARRIED
MATTERS RISING FROM THE MINUTES

Matter to be taken with the Public Excluded

RESOLVED

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

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<td>2</td>
<td>Remission of Water Arrears</td>
<td>Section 7(2)(a) – Protect the privacy of natural persons, including that of deceased natural persons.</td>
<td>Section 48(1)(a) That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</td>
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C20/80  Broad/Daley  CARRIED
RESOLVED

THAT the public be re-admitted to the meeting and that the business in committee discussed be confirmed.

C20/81 Harris/Spicer CARRIED

LIABILITY MANAGEMENT AND INVESTMENT POLICY - FEBRUARY 2020 (2722976)
APPENDIX A: PROPOSED LIABILITY MANAGEMENT & INVESTMENT POLICY (2722947) (MARKED UP VERSION)

The Group Manager – Corporate Services presented a report that sought the adoption of the proposed Liability Management and Investment Policies that was endorsed by the Audit and Risk Committee 11th of February. The policy incorporates six funding and financial policies as required under the Local Government Act.

RESOLVED

THAT the report be received.

C20/82 Anderson/Spicer CARRIED

RESOLVED

THAT Council adopt the proposed Liability Management and Investment Policy as endorsed by the Audit and Risk Committee.

C20/83 Smeaton/Buckthought CARRIED

Cr Howell attended the meeting at 9.57am.

COUNCIL FINANCE REPORT 31 JANUARY 2020 (2722977)

The Group Manager – Corporate Services presented the Council Finance report to 31 January 2020.

RESOLVED

THAT the report be received.

C20/84 Daley/Gentil CARRIED

CEO MONTHLY REPORT FOR FEBRUARY 2020 (2723092)

The Chief Executive presented his monthly report to February 2020, which covered recent staff changes within the organisation.

RESOLVED

THAT the report be received.

C20/85 Broad/Wilkinson CARRIED

RESOLUTION TO APPROVE MAYOR AS MEMBER OF ALL WORKING PARTIES (2723350)

The Group Manager – Community Services and Development presented a report which sought endorsement that the Mayor be a member of all working parties of Council currently established or established at any time for the 2019-22 triennial period, and
RESOLVED

THAT the report be received.

C20/86 Adams/Garrett CARRIED

Endorsement of Appointments to Hearings and Judicial and Community Growth Committees

The Mayor advised that two elected members have registered their interest in being added to the membership of two committees of Council what were established at the start of the triennium. The two committees being the Hearings and Judicial and Community Growth.

Council’s endorsement was sought that Cr Buckthought be appointed as a member of the Hearings and Judicial Committee and Cr Gentil be appointed as a member of the Community Growth Committee.

RESOLVED

THAT the Mayor is a member of all working parties of Council currently established or established at any time for the 2019-22 triennial period, and

THAT Cr Buckthought be appointed as a member of the Hearings and Judicial Committee, and

THAT Cr Gentil be appointed as a member of the Community Growth Committee.

C20/87 Spicer/Howell CARRIED

The meeting adjourned at 10.22am.
The meeting reconvened at 10.37am

EMERGENCY MANAGEMENT COMMITTEE 2019-22 DELEGATIONS 2020 (2723337)

The Group Manager – Community Services and Development presented a report that provided the responsibilities and delegations of the Emergency Management Committee established by Council at the start of the triennium and sought endorsement of these.

RESOLVED

THAT the report be received.

C20/88 Buckthought/Smeaton CARRIED

RESOLVED

THAT Council approves the details, responsibilities and delegations of the 2019-22 Emergency Management Committee, as outlined in Appendix A.

C20/89 Buckthought/Broad CARRIED

PLANNING AND ENVIRONMENTAL REPORT - DECEMBER 2019 AND JANUARY 2020 (2722970)

The Group Manager – Planning and Environmental Services presented the monthly planning and regulatory report covering the months of December 2019 and January 2020.

RESOLVED

THAT the report be received.

C20/90 Anderson/Gentil CARRIED
DRAFT NATIONAL POLICY STATEMENT FOR INDIGENOUS BIODIVERSITY - 2020 (2723211)

The District Planner presented a report on (MfE) Ministry for the Environment’s Draft National Policy Statement which now includes Indigenous Biodiversity under the key provisions in the RMA.

RESOLVED

THAT the report be received.

C20/91 Milner/Howell CARRIED

MfE are seeking submissions from Councils on the discussion documents related to the Draft National Policy Statement for Indigenous Biodiversity. The submission period closes on 14 March 2020. Links to the discussion documents related to the policy statement were included within the report.

It was agreed that a workshop be held with elected members who have an interest in the subject and that the date for the workshop be advised prior to 14 March.

RESOLVED

THAT the Council, subject to any amendments made by the working party to the draft submission, approved lodgement of the submission with the Ministry for the Environment by 14 March 2020.

C20/92 Harris/Garrett CARRIED

REPORT TO COUNCIL RE REHABILITATION BOND (2722927)

The Strategic Projects Planner presented a report that provided information to enable Council to set a rehabilitation bond quantum to be provided by Oceana Gold (NZ) Limited for mining activities at Waihi for the 2019-20 year.

RESOLVED

THAT the report be received.

C20/93 Adams/Milner CARRIED

RESOLVED

THAT the Waihi Gold Mines Rehabilitation Bond quantum under the Extended Martha Mineral Area (EMMA) consent, subsequent underground mine consents and Project Martha, be confirmed as $52.84 million for the 2019/2020 year, and

THAT the bond surety held between Oceana Gold (NZ) Ltd and Land Information New Zealand be excluded from the sureties confirmed by the Council for the 2019/2020 year, and

THAT Oceana Gold (NZ) Limited be advised of Council’s resolutions.

C20/94 Howell/Smeaton CARRIED

SECTION 17A REVIEW ANIMAL CONTROL 2020 (2723320)

The Group Manager – Planning and Environmental Services presented a report, which summarised the Section 17A review of the Animal and Noise Control services for the Hauraki District Council.
RESOLVED
THAT the report be received.
C20/95 Milner/Daley CARRIED
Approval was sought to undertake a full S17A review in three years’ time and allow tendering for a new contract for a period of three years.

RESOLVED
THAT Council approves that a full section 17A review of the Animal and Noise Control Services activity is not required at this time but be undertaken in three years’ time, and
THAT Council allows to tender the contract for the combined activities of Animal and Noise Control services for a three-year period.
C20/96 Buckthought/Harris CARRIED
The meeting adjourned at 12.00
The Meeting reconvened at 12.34pm

TRANSFORMING THE RMA 2020- (272280)
The Group Manager – Planning and Environmental Services and the District Planner presented a report which advised of the review being undertaken by the Government of the Resource Management Act and other significant legislation comprising the resource management system.

RESOLVED
THAT the report be received.
C20/97 Adams/Gentil CARRIED

2019-20 SECOND QUARTER NON-FINANCIAL PERFORMANCE RESULTS COUNCIL REPORT (2723005)
The Strategic Planner presented the report on the non-financial performance target results for the period 1 October 2019 to 31 December 2019.

RESOLVED
THAT the report be received.
C20/98 Anderson/Wilkinson CARRIED

TRANSPORT REPORT - JANUARY 2020 (2722978)
The Group Manager – Engineering Services, in the absence of the Transportation Manager, presented the monthly transportation activity report.

RESOLVED
THAT the report be received.
C20/99 Adams/Harris CARRIED
Cr Wilkinson left the meeting at 1.16pm.
WATER SERVICES REPORT TO COUNCIL FEBRUARY 2020 (COVERING JANUARY) (2723020)

The Water Services Manager presented the water supply activity report covering the month of January 2020.

RESOLVED

THAT the report be received.

C20/100 Harris/Anderson CARRIED

Cr Wilkinson returned to the meeting at 1.26pm.

SOLID WASTE MONTHLY ACTIVITY REPORT - JANUARY 2020 (2723008)

The Infrastructure Systems and Planning Manager presented the solid waste monthly activity covering the month of January 2020.

RESOLVED

THAT the report be received.

C20/101 Smeaton/Wilkinson CARRIED

DISTRICT DRAINAGE ACTIVITY REPORT - JANUARY 2020 (2723006)

The Infrastructure Systems and Planning Manager presented the Land Drainage activity report covering the month of January 2020.

RESOLVED

THAT the report be received.

C20/102 Buckthought/Garrett CARRIED

RECEIPT AND ADOPTION MINUTES: WESTERN PLAINS DRAINAGE DISTRICT - 04-02-20 (2723486)

RESOLVED

THAT the minutes of the Western Plains District Drainage Committee Meeting held on Tuesday, 4 February 2020 be received and the recommendations therein adopted.

C20/103 Harris/Buckthought CARRIED

RECEIPT AND ADOPTION MINUTES: EASTERN PLAINS DRAINAGE DISTRICT – 04-02-20 (2723485)

RESOLVED

THAT the minutes of the Eastern Plains District Drainage Committee Meeting held on Tuesday, 4 February 2020 be received and the recommendations therein adopted.

C20/104 Harris/Buckthought CARRIED
Matter to be taken with the Public Excluded

RESOLVED

THAT the public be excluded from the following parts of the proceedings of this meeting.

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C20/105 Broad/Daley CARRIED
RESOLVED

THAT the public be re-admitted to the meeting and that the business in committee discussed be confirmed.

C20/108 Spicer/Howell CARRIED

Karakia Whakamutunga

Cr Wilkinson closed the meeting with a karakia at 2.15pm

CONFIRMED

D A Adams
Mayor

11 March 2020
HAURAKI DISTRICT COUNCIL

COMMUNITY GROWTH COMMITTEE

MINUTES OF A MEETING OF THE COMMUNITY GROWTH COMMITTEE HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON TUESDAY, 25 FEBRUARY 2020 COMMENCING AT 9.00AM

PRESENT
Crs R Harris (In the Chair), P A Milner, D Taipari and His Worship the Mayor D A Adams

IN ATTENDANCE
Cr B Gentil, Messrs L D Cavers (Chief Executive), D Fielden (Economic Development Manager), Ms R Jenks (Economic Development Officer) and Ms C Black (Council Secretary)

KARAKIA TIMATANGA
Cr Milner opened the meeting with a karakia.

APOLOGIES

RESOLVED
THAT the apology of Crs R Broad, A Spicer and P Anderson be received and sustained.

CGC20/12 Milner/Taipari CARRIED

DECLARATION OF LATE ITEMS

Pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, the Chairperson called for late items to be accepted.

RESOLVED
THAT pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, the following late items be accepted for discussion.

- In Committee – Community Wireless Trust Infrastructure in Hauraki

The item was not on the agenda because the item was unavailable at the time of the agenda deadline.

Discussion on the item could not be delayed because the Community Growth Committee needed to make a recommendation to the party concerned before a decision was made.

CGC20/13 Adams/Harris CARRIED

DECLARATIONS OF INTERESTS

There were no declarations of interests.

CONFIRMATION: COMMUNITY GROWTH MINUTES – 30-01-20 (2717049)

RESOLVED
THAT the minutes of the meeting of the Community Growth Committee held on Thursday, 30 January 2020 are received and confirmed as a true and correct record.

GCC20/14 Milner/Harris CARRIED
MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

Cr Gentil attended the meeting 9.10am.

MEMBERSHIP TO TOWN PROMOTIONS GROUPS (2722689)

The Economic Development Manager presented a report in response to a request at the Community Growth meeting held in January for information regarding the requirements for membership to the town promotional organisations of Go Waihi and Positive Paeroa.

RESOLVED

THAT the report be received.

GCC20/15

Harris/Adams

CARRIED

Key points:

The members commented that there needs to be confirmation that the promotions organisations have up to date membership lists and that this information be updated to Council.

ECONOMIC DEVELOPMENT MANAGER’S REPORT – FEBRUARY 2020 (2722667)

The Economic Development Manager presented his monthly economic development activity report to February 2020.

RESOLVED

THAT the report be received.

GCC20/16

Harris/Milner

CARRIED

Key points:

Focus should be improving the District’s deprivation ranking. Committee members will be meeting with key members of the business community who would be in a position to provide important insights.

Councillor Harris hosted a meeting with Fonterra and a local dairy farmer to gain insight on ways in which Council can assist the dairy industry.

The Economic Development Manager, Economic Development Officer and Community Engagement Officer attended the Waikato Wellbeing Summit on 14 February. The keynote speaker was the Prime Minister, Jacinda Ardern. The Summit was to amplify the global wellbeing’s and accelerate local efforts and actions for local targets. The Summit was a collaboration with regional iwi, business and industry groups, central government and local councils, tertiary providers and Te Waka.

A summary was provided on the topics covered at the Community Growth workshop held following its January meeting with the key focus topic being deprivation.

DESTINATION HAURAKI 2030 ACTION PLAN UPDATE (2722883)

The Economic Development Officer presented a report, which updated on the actions from the Destination Hauraki 2030 action plan.
RESOLVED
THAT the report be received.
GCC20/17 Adams/Harris CARRIED

TE WAKA SIX MONTHLY REPORT (2723028)
APPENDIX A: TE WAKA REPORT – JUL-DEC 2019 (2723035)

The Economic Development Manager provided the Te Waka six monthly report which will be presented to Council on 11 March with the attendance of Te Waka Chief Executive, Michael Basset-Foss.

RESOLVED
THAT the report be received.
GCC20/18 Harris/Taipari CARRIED

COMMUNITY GROWTH – 2020 WORK PROGRAMME (2722687)

The Economic Development Officer presented the 2020 work programme to date.

RESOLVED
THAT the report be received.
GCC20/19 Harris/Milner CARRIED

Programmed Activities for the Month of March

Community Growth Committee to hold a workshop on 31st March to develop the direction of the activity and determine key priorities for the Committee going forward. It will also be discussed whether the Social Strategy Working Party will become part of the Community Growth Committee due to the synergies between both activities.

It was requested that the work programme be amended to include this workshop.

RESOLVED
THAT the 2020 work programme be approved with the amendment that a workshop be held on 31st March to discuss the Community Growth Committee’s key priorities.
GCC20/20 Harris/Adams CARRIED
**LATE ITEM**

**Matters to be taken with the Public Excluded**

**RESOLVED**

THAT the public be excluded from the following parts of the proceedings of this meeting.

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GCC20/21 Harris/Adams

CARRIED
RESOLVED

THAT the public be re-admitted to the meeting and that the business in committee discussed be confirmed.

GCC20/24 Adams/Milner CARRIED

Karakia Whakamutunga

Cr Milner closed the meeting with a karakia at 10.15am.

CONFIRMED

R G Harris
Chairperson

31 March 2020
Decision Report

To: Mayor and Councillors

From: Group Manager Corporate Services

Date: Tuesday, 3 March 2020

File reference: Document: 2728077
Appendix A: 2728079

Portfolio holder: Councillor Daley

Meeting date: Wednesday, 11 March 2020

Subject: Proposed Terms and Conditions for a Loan Agreement between Council and Hauraki Reuse Centre Trust

Recommendation:
THAT the report be received, and

THAT Council approves the proposed terms and conditions for the $40,000 unsecured interest free loan to Hauraki Reuse Centre Trust for a period of 5 years from the day of advancement or 31 March 2025, whichever is earlier

THAT Council authorises this investment under section 4(b) of its Investment Policy noting it is a departure from the Council’s ordinary policy on credit risk. It approves this departure as this investment will advance its broader policy objectives particularly in relation to reducing waste to landfill by reusing material where possible.

1 Purpose
To present Council with a draft loan agreement between Council and Hauraki Reuse Centre trust for the amount of $40,000 and a tenure of five years.

2 Background
The Paeroa Reuse Centre Trust gave a presentation to Council on the 11th December 2019 where they outlined their organisational objectives and financial strategy. The Trust’s vision is to reduce waste going to landfill by encouraging and enabling the people of the Hauraki District to reuse and repurpose material that would otherwise end up in landfill. The creation of the
reuse centre adjacent to the Paeroa transfer station is critical in accomplishing the Trust’s vision.

On the 29th of January 2020 The Group Manager Engineering Services presented a report which outlined a request for financial assistance from the Paeroa Re-Use Centre Trust to provide annual funding to them for three financial years and approval of a short term loan in support of the operation of the centre and its re-use initiatives.

In relation to the loan request Council resolved

THAT the Council approve the preparation of the terms and conditions of a short-term loan of $40,000 to the Paeroa Reuse Centre, and

THAT the terms and conditions of this loan be provided to Council for consideration once they have been prepared.

C20/09 Milner/Harris CARRIED

The proposed terms and conditions are attached to this report in Appendix A

3 Issue and options

- Security – The loan would be an unsecured loan.
- Tenure - The proposed tenure of the loan is 5 years. This is a longer term than that previously discussed with Council. However, it is considered that a 5-year tenure will give the Trust ample time as a start-up operation to find their feet financially. The Trust can still repay the loan earlier than 5 years if they choose to.
- Interest Rate – It is proposed that the interest rate is 0%. This is in line with previous loans of a social/policy nature. Section 4(b) of the Councils Investment Policy contemplates this type of investment. It states:

  Investment Policy 4(b)

  The Council may, in its discretion, acquire investments of up to $500,000, that depart from Investment Policy 4(a) where it considers that the departure would advance its broader social or other policy objectives.

  A Council resolution is required to authorise an investment under this provision, and that resolution shall note that it departs from the Council’s ordinary policy on credit risk and the reasons justifying that departure

Options:

a) Council endorses the proposed terms and conditions for the loan to Hauraki Reuse Centre Trust as set out in Appendix A; or
b) Council endorses the proposed terms and conditions for the loan to Hauraki Reuse Centre Trust as set out in Appendix A with amendments as determined by Council; or
c) Council determines that it chooses to not enter into a loan agreement with Hauraki Reuse Centre Trust based on any issues that may come to light as a result of consideration of this paper, or otherwise.
4  **Significance and Engagement Assessment**

This decision does not trigger the Significance and Engagement Policy Assessment Tool and therefore is not considered significant under the Significance and Engagement Policy 2017.

5  **Budget Implications**

The loan to Hauraki Reuse Centre Trust would be under the Community Initiative Activity which is funded District wide capital value rate as the proposal from the Trust is for the betterment of the District as a whole.

Council is currently a net borrower. Accordingly, Council would borrow the $40,000 externally and then on-lend it to the Trust. Council’s current average rate of borrowing is 3.2%. As such, the additional interest cost passed on to rate payers per annum, while the loan remained outstanding, would be approximately $1,280 or an average of $0.13 per ratepayer. Noting individual ratepayer impact would be different based upon their capital value.

Given the loan is an unsecured loan - in the event the loan is unable to be repaid the ratepayer impact would be the loss of the $40,000 investment or an average of $4.06 per ratepayer.

6  **Recommendation**

The Hauraki Reuse Centre Trust’s vision is in alignment with Council’s Community Outcomes. Council’s Investment Policy accommodates this type of investment into community groups whose operations contribute towards Council Community Outcomes. Accordingly, taking into account the potential financial impost to our ratepayers it is recommended that:

THAT the report be received, and

THAT Council approves the proposed terms and conditions for the $40,000 interest free loan to Hauraki Reuse Centre Trust for a period of 5 years from the day of advancement or 31 March 2025, whichever is earlier.

THAT Council authorises this investment under section 4(b) of its Investment Policy noting it is a departure from the Council’s ordinary policy on credit risk. It approves this departure as this investment will advance its broader policy objectives particularly in relation to reducing waste to landfill by reusing material where possible.

Duncan Peddie
Group Manager Corporate Services
LOAN AGREEMENT

between

HAURAKI DISTRICT COUNCIL
(the “Lender”)

and

HAURAKI REUSE CENTRE TRUST
(the “Borrower”)

Appendix A
LOAN AGREEMENT

BETWEEN: HAURAKI DISTRICT COUNCIL (the “Lender”)

AND: HAURAKI REUSE CENTRE TRUST (the “Borrower”)

This agreement is dated TBA 2020.

BACKGROUND
The Hauraki Reuse Centre is a Trust entity which wishes to operate the Paeroa Reuse Centre at the Paeroa Refuse Transfer Station.

On the 29 January 2020, Council resolved to approve in principle a short term or bridging loan of $40,000 subject to their approval of the proposed terms and conditions of the loan once they had been produced. It is anticipated that this loan be in place for a period of up to 5 years. The purpose of the loan is to assist with cashflow issues while the Hauraki Reuse Centre is getting started.

TERMS and CONDITIONS

Hauraki District Council (the Lender) offers and PAEROA REUSE CENTRE TRUST (the Borrower) accepts a loan on the terms and conditions of this agreement:

1. Loan

Total advancement under this agreement: $40,000.00 (Loan)

2. Security

This loan is unsecured.

3. Drawing of Loan

The loan may be drawn

☑ In one amount on 15 March 2020 or a date thereafter

The date of drawing of the loan is the date of advance.

Proceeds of the loan are to be paid to:

• Hauraki Reuse Centre Trust ($40,000.00)
  29 Poland Street, Waikino, RD 2, Waihi 3682.
No interest on the loan is charged.

Should an outstanding amount be payable at the expiration of the term of the loan, the Lender, at its discretion, may calculate interest on the outstanding amount as per Clause 14.

12. Review of terms and conditions

Any alteration, variation or increase will be recorded in a review letter from the Lender to the Borrower and may be subject to administrative or other fees as specified in the review letter.

13. Default

The Lender may by written notice to the Borrower:

- Require immediate repayment of the loan under this agreement if:
  a) Default is made in the payment of any amount due under this agreement; or
  b) Default is made in compliance with any term or condition of this agreement; or
  c) The Borrower is adjudicated bankrupt or is placed in receivership, administration or liquidation of the Borrower occurs; or
  d) The Borrower is unable to pay or does not pay its debts as they become payable, becomes insolvent or takes steps to benefit any of its creditors; or
  e) In the Lender's opinion, an unsatisfactory feature develops in the affairs of the Borrower or the Borrower does not continue to conduct their affairs to the Lender's satisfaction.

The Lender will give ten (10) day's written notice to the Borrower of default of one or more of the terms or conditions of this agreement.

The Borrower must immediately comply with any notice given under this clause.

14. Default interest

If the Borrower does not pay any amount due under this agreement on its due date the Borrower may be required to pay interest on that unpaid amount from the due date until the date it is actually paid at an interest rate of 7% per annum. In addition, a 7% penalty will be added to any part of the Loan unpaid by due date.

15. Other expenses

All fees, expenses and liabilities at any time incurred by the Lender in the course of protecting or enforcing or attempting to protect or enforce its rights under this agreement or any security must be paid by the Borrower to the Lender upon demand.

16. Notices

Notices (other than public notices) under this agreement and for the purposes of all disclosure required by the Credit Contracts and Consumer Finance Act 2003 (if required) may be:

a) Given to the Borrower; or
b) Sent by post to the Borrower at the address shown on the first page of this agreement or any other address notified in writing by the Borrower; or
c) Sent to the information system specified by the Borrower for the purpose of receiving these notices.
Subject to sections 99 to 102 of the Credit Contracts and Consumer Finance Act 2003 (prohibited enforcement provisions) (if applicable), notice sent by post or by means of an electronic communication is deemed to have been made on the day on which the notice is posted or sent.

Public notice may be given for the purposes of this agreement in any manner chosen by the Lender including by advertisement or statement in any newspaper or on any television channel.

17. Electronic Disclosure

The Borrower consents to any legal requirement for the Lender to give information in writing to the Borrower including any disclosure required by the Credit Contracts and Consumer Finance Act 2003, being satisfied by the Lender giving that information to the Borrower in electronic form and by electronic means.

18. Assignment

The Lender may, without notice to the Borrower, assign its rights and obligations under this agreement to any person. Any reference in this agreement is deemed to be a reference to the successors and assignee of the Lender (each an Assignee). An Assignee may exercise all the Lenders rights under this agreement. The Lender is authorised to disclose to a potential Assignee any information which the Lender has relating to the Borrower.

19. Borrower Acknowledgement

The Borrower acknowledges that:

a) If the loan is acquired for the purpose of a business, the provisions of the Consumer Guarantees Act 1993 do not apply;

b) If the loan is not a consumer credit contract as defined in the Credit Contracts and Consumer Finance Act 2003 then the provisions in Part 2 of that Act do not apply;

c) No representation, warranty or undertaking has been made by or on behalf of the Lender in relation to the loan which is not expressly set out in this agreement;

d) In deciding to obtain the loan and/or proceed with any transaction or project for which the Borrower has sought the loan, the Borrower has not received or relied upon any advice given by or on behalf of the Lender; and

The Borrower has received a copy of this agreement.

f) The Lender has recommended the Borrower seek independent advice on this transaction.

20. Special conditions

a) The lender will only advance the loan on sighting a signed agreement between the Hauraki Reuse Centre Trust and Waste Minimisation Fund (administered by MfE)

b) The Trust will assign a permanent seat to Councillor Garrett or Councillor Milner as alternate, should they choose to attend the meetings.

21. Declaration
• Bank account details: Kiwibank 38 9020 0427811 00 –See APPENDIX 1

4. Term of Loan

60 months from the date of advance, but no later than 31 March 2025.

5. Interest

The interest rate for the loan is 0%.
Interest will be charged at a rate of 0% for the period

6. Repayment

The Loan, and unless otherwise indicated, any other amounts payable under this agreement must be repaid in full on 31 March 2025.

7. Outstanding Balance

Outstanding balance at the date of this agreement: $0.00

8. Total Amounts Payable

The following calculations have been made based on an assumption that the repayment be concluded by the repayment date:

- Total advance under this agreement: $40,000.00
- Total Interest payable: $0.00
- Total amount of repayment: $40,000.00

9. Fee Payable

- Application Fee: $0.00
- Documentation Fee: $0.00

10. Repayments

The Borrower may repay all or part of the loan at any time prior to the 31 March 2025 without penalty.

All payments under this agreement must be made to

- Hauraki District Council
  PO Box 17
  PAEROA
  02-0396-0064018-00
- Particulars: (GL code)
  19050.8301.8250

11. Interest Calculation
I, ........................................................................................................, declare that I have read and understood this Agreement and accept all conditions fully.

Signed (on behalf of the Borrower):

Alli Mitchell (Trust Chairman) __________________________ Date: _____ / ____ / _____
Name, HAURAKI REUSE CENTRE (TRUST)

Signed (for and on behalf of the Lender):

__________________________________________________________ Date: _____ / ____ / _____
LD Cavers, Chief Executive, Hauraki District Council
Contents has been removed.
Decision Report

To: Mayor and Councillors
From: Strategic Planning Manager
      Strategic Planner
Date: Tuesday, 25 February 2020
File reference: Document: 2724987
               Appendix A: Phase two community engagement tactics
Portfolio holder: Mayor Toby Adams
Meeting date: Wednesday, 11 March 2020
Subject: Our Place | Tā tātou kainga – community engagement

Recommendation:
THAT the report be received, and
THAT Our Place | Tā tātou kainga community engagement plan – phase two be approved.

1 Purpose
Further to the Council report of 12 February 2020, staff are presenting the Council with results from phase one of the community engagement for Our Place Tā Tātou Kainga (our community outcomes review). This report also seeks approval to progress with Phase Two of the Community Outcomes review as part of the 2021-31 Long Term Plan process.

2 Background
At its Council workshop on 28 January 2020 and Council meeting on 12 February 2020, the Council reviewed and approved the community engagement plan for Our Place Tā Tātou Kainga. Throughout February the Council has been undertaking its public engagement, which has consisted of asking our communities what makes our district a great place to live, work and visit.

It is intended that this engagement process will result in aspirations (community outcomes) that will inform our proposed programmes and budgets for 2021-31. When we have developed a proposed long term plan, we will need to consult our communities using a ‘consultation document’ to ask whether we have it right. This consultation is legislatively required, and will be carried out in early 2021 - a separate engagement plan will be developed for this.

3 Phase one debrief
Phase one was an information gathering exercise to find out what the aspirations are for our communities and consisted of attending a number of existing community events, as well as
inviting feedback in writing through various channels like by letter and online. It consisted of asking open ended questions and prompting people with questions such as “what do you like about our place?” and “what do you want to see more of?” and “what do you want to see less of?”. As at 3 March, we had received approximately:

- Waitangi Ki Paeroa 2020 event – 203 feedback points
- Ngatea Family Day event – 150 feedback points
- Waihi Lions Market – 49 feedback points
- Karangahake Hall Market – 43 feedback points
- Online form – 21 feedback points
- Email – 10 feedback points
- Facebook – 2 feedback points

As well as this, we have incorporated feedback received at the Whiritoa Anniversary Weekend meeting and issues raised in the Kaiaua 2120 engagement. A summary of all feedback considered along with proposed themes for phase two engagement will be presented by staff at the meeting. At this time elected members might like to provide their insights into the engagement process and whether they agree with the themes coming through.

3.1 Successes and learnings

As seen in the feedback numbers, our attendance at existing community events provided the most feedback points. Staff have considered the following successes and learnings in preparing for phase two.

<table>
<thead>
<tr>
<th>Successes</th>
<th>Learnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected member engagement in the process was high.</td>
<td>Events are resource heavy on both staff and elected members.</td>
</tr>
<tr>
<td>Visibility of the Council at local events was appreciated.</td>
<td>Due to timeframe constraints we did not attend events or hold public meetings in the smaller rural communities as intended.</td>
</tr>
<tr>
<td>Going to our communities meant meaningful conversations were held between community members and elected members.</td>
<td>Online engagement was below what we would expect – social media engagement is possibly more conducive to targeted yes/no questions rather than big picture thinking.</td>
</tr>
<tr>
<td>Feedback received was considerate, constructive, and well thought out.</td>
<td>Marketing of the process was limited due to time and capacity constraints.</td>
</tr>
<tr>
<td>The use of instant prizes and the possibility of winning a Fitbit was a drawcard at our events.</td>
<td></td>
</tr>
<tr>
<td>Waitangi Ki Paeroa event was the most popular event and reached stakeholders that are generally harder to engage with, including youth/children and Maori.</td>
<td></td>
</tr>
</tbody>
</table>

4 Phase two proposal

Staff have revised the engagement plan for phase two as a result of successes and learnings from phase one. To avoid ‘consultation fatigue’, it is suggested that the approach be amended.

4.1 Phase two engagement plan

Phase two involves aggregating information from phase one into themes, or groups, including known data and constraints, and asking our communities to prioritise them. This phase will provide a picture of what our communities value, and how we could enhance their wellbeing. While there is a natural prioritisation in the feedback received (due to number of times an issue is raised) it is considered appropriate to close the feedback loop by taking the results to
our communities and allowing them to consider what matters to them most. This shows our communities we are listening and allows them to see what feedback others have provided.

Phase one was focused on the kanohi ki te kanohi (face to face) engagement at organised events, supplemented by digital media. It is proposed that phase two involve predominantly radio, print and digital media, with some focussed discussions at a local level, i.e. public meetings, or attendance at representative group meetings. The proposed engagement plan tactics for phase two are attached as Appendix A.

The outcome of phase two should provide us with the priorities of our communities, enough for us to develop some community outcomes. We intend to develop some draft outcomes for the Council to workshop in April, for formal consideration at the 14 May 2020 Council meeting. The feedback provided from our communities will assist us through the long term planning process as we consider:

- if public aspirations match up with our Council objectives
- if our activities contribute to achieving these community aspirations
- if our service levels, targets and measures describe the level of performance sought by the community
- if we have we improved the communities well-being and moved towards meeting the communities’ aspirations and how we measure this.

4.2 Consultation in early 2021

Staff propose that the ‘family and friends’ fun days that were planned for phase two are instead held in early 2021 during public consultation on our more focused long term plans to launch the engagement process. As noted above, the 2021 engagement is when we have developed a proposed long term plan, and consult our communities using a ‘consultation document’ to ask whether we have it right. It is considered that the family day type event is more conducive to targeted key questions or issues, which is the intent of the legislatively required consultation document.

5 Significance and Engagement Assessment

This decision does not trigger the Significance and Engagement Policy Assessment Tool and therefore is not considered significant under the Significance and Engagement Policy 2017. The level of engagement considered appropriate for this matter, at this point in time, is to involve (i.e. a participatory process to identify aspirations prior to decision-making) with the community as a whole.

6 Budget Implications

6.1 Budget

Consultation for the long term plan is budgeted for cyclically. The budget for the Consultation Document and LTP process is budgeted for in 2020/21. As noted in the report to the Council on 12 February 2020, the engagement process is expected to be within the approved budget for the Strategic Planning existing budget.

7 Recommendation

Staff are recommending Council supports phase two within Appendix A for the review of the Community Outcomes.

Jolene Nelson
STRATEGIC PLANNING MANAGER

Sarah Holmes
STRATEGIC PLANNER
### Appendix A: Phase two engagement tactics

<table>
<thead>
<tr>
<th>TACTIC</th>
<th>COST</th>
<th>TIMEFRAMES</th>
<th>TARGET AUDIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIGITAL MEDIA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We need to talk website</td>
<td>Staff time</td>
<td>13 March – 30 March</td>
<td>• Website browsers</td>
</tr>
<tr>
<td>Media release / e-newsletter</td>
<td>Staff time</td>
<td>16 March</td>
<td>• All residents, ratepayers,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>visitors</td>
</tr>
<tr>
<td>Facebook</td>
<td>Staff time</td>
<td>13 Mar – 30 Mar</td>
<td>• Facebook users</td>
</tr>
<tr>
<td><strong>BROADCAST MEDIA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mayor's radio spots:</td>
<td>Staff time to provide information. Advertising $2000.</td>
<td>Mayor’s existing weekly radio spots Paid advertising 20 Mar for 10 days.</td>
<td>• Local communities</td>
</tr>
<tr>
<td>• Gold FM on Tuesdays</td>
<td></td>
<td></td>
<td>• Maori/iwi</td>
</tr>
<tr>
<td>• Nga Iwi (weekly, Tues)</td>
<td></td>
<td></td>
<td>• Visitors</td>
</tr>
<tr>
<td>• More FM (fortnightly)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Simple and short advertisement</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>advising people of the results from</td>
<td></td>
<td></td>
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<tr>
<td>phase one and directing them to</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>We Need To Talk website, or our</td>
<td></td>
<td></td>
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<tr>
<td>offices for more info.</td>
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<td></td>
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<tr>
<td><strong>PRINT MEDIA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local newspaper advertising</td>
<td>Approx $1000</td>
<td>Commencing 20 March</td>
<td>• Newspaper readers</td>
</tr>
<tr>
<td>• Hauraki Herald (HH)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Waihi Leader (WL)</td>
<td></td>
<td></td>
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<tr>
<td>• Kaiapoi Compass (KC)</td>
<td></td>
<td></td>
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<tr>
<td>• Plains Profile (PP)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Whitianga Tidings (WT)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Waikino Whisper (WW)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools – face to face/newsletters</td>
<td>Staff time</td>
<td>From 13 March</td>
<td>• Children / youth</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Parents</td>
</tr>
<tr>
<td><strong>KANOHI KI TE KANOHI (FACE TO FACE)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Representative group meetings, e.g.</td>
<td>Elected members’ time</td>
<td>TBD</td>
<td>• Local community groups</td>
</tr>
<tr>
<td>Probus, Grey Power, Lions, BAS</td>
<td></td>
<td></td>
<td>• Business community</td>
</tr>
<tr>
<td>Public ward meetings – staff are</td>
<td>Staff time</td>
<td>Ngatea: TBD</td>
<td>• Local community groups</td>
</tr>
<tr>
<td>specifically seeking clarity on</td>
<td>Elected members’ time</td>
<td>Kerepehe: TBD</td>
<td></td>
</tr>
<tr>
<td>whether any additional meetings</td>
<td></td>
<td>Kaihere: TBD</td>
<td></td>
</tr>
<tr>
<td>are held in sub-communities, and</td>
<td></td>
<td>Turua: TBD</td>
<td></td>
</tr>
<tr>
<td>which communities should be</td>
<td></td>
<td>Patetonga: TBD</td>
<td></td>
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<tr>
<td>approached.</td>
<td></td>
<td>Waihi: TBD</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Paeroa: TBD</td>
<td></td>
</tr>
<tr>
<td>Council office ballot boxes</td>
<td>Staff time</td>
<td>13 Mar – 30 Mar</td>
<td>• Foot traffic</td>
</tr>
</tbody>
</table>
Decision Report

To: Mayor and Councillors

From: Strategic Planner

Date: Tuesday, 25 February 2020

File reference: Document: 2724954
Appendix A: Joint Working Party Minutes 10 December 2019 (2695235)

Portfolio holder: Mayor

Meeting date: Wednesday, 11 March 2020

Subject: Kaiaua Coast 2120 – Project update and name change

Recommendation:

THAT the report be received, and

THAT the "Kaiaua Community Plan Joint Working Party (Kaiaua Coast 2120)" be renamed the "Wharekawa Coast 2120 Joint Working Party" and

THAT the project be renamed "Wharekawa Coast 2120"

1 Purpose

This report provides an update on progress with the Kaiaua Coast 2120 community planning project and recommends a name change for the Joint Working Party and the project as a whole.

The matter or suggested decision does not involve a new activity, service, programme, project, expenditure or other deliverable.

2 Background

The last update report on the project was provided to the Council at its meeting of 25 September 2019. Regular progress updates have also been provided in the Planning and Environmental monthly report.
2.1 A quick recap of the project

Kaiaua Coast 2120 is a community planning process for the Pūkorokoro/Miranda coastal area, situated on the western side of Tikapa Moana o Hauraki | The Firth of Thames. The area includes the Waharau, Whakatiwi, Kaiaua and Miranda communities. It is about the Kaiaua Coast communities coming together to define their path for the future, rather than leaving it to chance.

Kaiaua Coast 2120 will look at a wide range of issues around the coast so that we can provide for a resilient and prosperous future over the next 100 years. We’ll focus on:

≡ the effects of climate change and natural hazards
≡ future development and land use
≡ economic opportunities
≡ community infrastructure (including Wharekawa (Kaiaua) Marae, Kaiaua school, roads, utilities, reserves, businesses, ecologically significant areas and tourist attractions).

Kaiaua Coast will provide future direction while enabling the path to change as conditions change and become more known. The project will use the ‘adaptive pathways’ approach outlined in the Ministry for the Environment’s 2017 coastal hazards and climate change guidance for local government. This approach allows us to identify and evaluate options to respond to changing conditions over short, medium and long term time frames.

2.2 Progress to date

At the end of 2018, Council staff formed a technical advisory group (TAG) with Waikato Regional Council (WRC), Waikato District Council (WDC) staff, and consultant advisors. This group has been meeting regularly to undertake the background work required to plan the project and get it underway.

The report provided to Council in September 2019, outlined progress in the following areas:

1. staff are continuing to meet and prepare the project
2. governance representatives are in the process of being appointed once the local government election has finished
3. a draft work programme has been mapped
4. a natural hazard assessment is underway
5. community engagement channels are in the process of being defined and set up including gaining Iwi representation.

3 Update

Since this update, the following has been actioned:

≡ TAG are continuing to meet and work on the project
≡ governance representatives (including Iwi representatives) have been appointed and two meetings of the Joint Working Party have been held
≡ a natural hazard assessment has been undertaken and is awaiting final external peer review
≡ the project has been introduced the community and key stakeholders
≡ community feedback has been sought, and received, on identifying what matters most to the community
≡ a social impact assessment is underway to give us a wider and deeper understanding of how people will be affected by natural hazards
≡ the community panel role and membership has been agreed and the majority of members have been appointed.
The following section will report in more detail on the establishment of the Joint Working Party, meetings held to date, and key recommendations to the Council.

3.1 Kaiaua Coast 2120 Joint Working Party
At the end of 2019, the Kaiaua Community Plan Joint Working Party (Kaiaua Coast 2120) was formed and met for the first time. This is more commonly known as the Kaiaua Coast 2120 Joint Working Party. The minutes from this meeting are attached (Appendix A).

The Kaiaua Coast 2120 Joint Working Party (JWP) was formed to govern the project and will ultimately provide recommendations to the councils in the form of a draft community plan. The JWP takes a collaborative approach to governance involving multiple local authorities and iwi working together. This is a great opportunity for us to work in partnership with Māori and build better relationships.

The JWP is made up of:
≡ our Mayor, Crs Ross Harris and Anne Marie Spicer
≡ Iwi representatives Charles Royal, Frank Rawiri, Michelle Wilson, and Tipa Compain
≡ WRC Crs Denis Tegg and Kataraina Hodge, and
≡ WDC Cr Jan Sedgwick.

The JWP recently met for the second time (18 February 2020) and discussed a range of issues including: an update on the coastal hazard assessment, Resource Management Act 1991 powers to reduce risk to existing uses, the proposed community panel formation and appointment, and the social impact assessment. The minutes from this meeting will be provided once they have been reviewed and accepted by the JWP. JWP members may wish to give a verbal update on the matters discussed at this meeting.

A key recommendation from the JWP for the Council’s consideration is to replace “Kaiaua Coast” with “Wharekawa Coast” in the name of the JWP. This request originated from Iwi representatives and they advise that the name “Wharekawa” is the more appropriate name for the coastline. This area is highly significant to Iwi as it is the first place that Iwi from Hawaiki entered Hauraki. It is also the location of the Wharekawa (Kaiaua) Marae and many ūrupa.

A further consideration; if the Council decides to rename the JWP should there be a change to the project name as well? The project is currently called “Kaiaua Coast 2120”. It would follow that if the JWP name changes, then the project name should also change to reflect this. The JWP discussed this matter and our Mayor and Councillors offered support for the project to be renamed “Wharekawa Coast 2120”.

4 Significance and Engagement Assessment
This decision does not trigger the Significance and Engagement Policy Assessment Tool and therefore is not considered significant under the Significance and Engagement Policy 2017.

The level of engagement considered appropriate for this matter, at this point in time, is to inform (i.e. one-way communication disseminating information) key stakeholders and the community via this agenda item, an e-newsletter and media release.

5 Budget Implications
The costs of rebranding associated with renaming the project are limited and can be absorbed within existing budgets.
We are also highlighting that the project is facing extra costs that were not budgeted for originally. These include meeting fees for community panel members and iwi representatives, and a cultural values assessment. We are investigating these costs further and discussions are underway with the regional council as to cost sharing. We will provide further details once we know more.

6 Recommendation

The Council should make its decision on which option to choose based on that option being the most cost effective, and good quality option for the Hauraki District (s10 of the Local Government Act 2002).

This report has provided an update to the Council on the project and presented JWP recommendations.

It is considered that on the advice of the Iwi representatives and the recommendations of the JWP, the Council should change the name of the JWP, and the project, to reflect the most appropriate name for the study area.

Nina Murphy
STRATEGIC PLANNER
KAIAUA COAST 2120
MINUTES OF THE JOINT WORKING PARTY MEETING

MEETING,
Tuesday 10 December 2019
10.00 am – 12:00 pm
Hauraki District Council – Council Chamber, William Street Paeroa

PRESENT
D A Adams (HDC), R Harris (HDC), A M Spicer (HDC), D Tegg (WRC)

IN ATTENDANCE
Nina Murphy (HDC), Marina van Steenbergen (HDC), Peter Thom (HDC), Larn Wilkinson (HDC), Alejandro Cifuentes (WRC), Simon Bendall (Traverse Environmental Ltd), Deborah Kissick (Traverse Environmental Ltd).

APOLOGIES
K Hodge (WRC)

1. Joint Working Party (JWP) Terms of Reference (TOR) and Meeting Schedule
1.1. Simon Bendall presented the TOR for the JWP.
1.2. Agreed that the JWP membership should include Waikato District Council (WDC) as a partner Council. WDC have suggested Councillor Sedgwick given her ward is the Miranda Ward.

Action Point: Paragraph 3.1 of the JWP TOR to be updated to include WDC and extend invitation to Councillor Sedgwick in new year. - NM.

1.3. Tangata Whenua – Larn Wilkinson advised that Iwi are currently considering who the representatives would be. The names will be confirmed.

Action Point: Iwi representative names to be confirmed. - LW
1.4. It was proposed and agreed that paragraph 8 of the JWP TOR be amended to name Co-Chairs instead of a Chair and a Deputy Chair. The two Co-Chairs will consist of one Council member and one Iwi representative.

**Action Point:** Update TOR para 8 to reflect Co-Chairs - NM

1.5. It was further agreed that the Co-Chairpersons will have no casting vote as set out in paragraph 9.4. of the JWP TOR.

1.6. With amendments required above, the JWP TOR was accepted

1.7. Harris/ Tegg confirmed.

2. **Election of Chairperson or Co-Chairpersons and Deputy Chairperson (if required)**

2.1. D A Adams elected as a Co-Chairperson.

2.2. It was agreed that the other Co-Chairperson be one of the Iwi representatives. This Co-Chairperson to be proposed by the Iwi representatives.

2.3. Harris/Tegg confirmed.

3. **Kaiaua Coast 2120 Project Overview**

3.1. Nina Murphy provided the Kaiaua project overview

3.1.1. Technical Advisory Group (TAG) have been meeting for approximately one year. TAG consists of WDC, WRC and HDC members as well as an External Consultant: Traverse Environmental Ltd.

3.1.2. A community workshop was held on 30 November 2019. The workshop was well-attended by the community.

3.1.3. A Natural Hazard Assessment has been done.

3.1.3.1. A Draft Report by Dr. Terry Hume of Hume Consulting Ltd has been prepared. Once finalised this will be presented to the JWP.

3.1.3.2. A suggestion was made that a video by Professor Tim Naish (Climate Change & Business Conference 2019 - Opening Session) be circulated. It contains information on climate change scenarios. To be realistic about what is coming.

**Action Point:** Circulate video to JWP. - NM

3.1.3.3. Simon Bendall advised that he spoke to the authors of the *Ministry for the Environment Coastal Hazards and Climate Change Guidance (2017)*. The numbers will keep changing as the science keeps changing. The point is to respond to what may
happen. Providing an addendum to the guidance could be considered.

3.2. Councillor R Harris suggested that the Auckland City Council be involved. The Co-Chairperson, D A Adams, outlined that it is challenging at this stage to include them. To ensure continuity he suggested that it will be more beneficial if they are kept informed. They can respond via email. Simon Bendall confirmed that TAG has been in touch with the Auckland Council and that they are aware of the project.

3.3. With regard to paragraph 3.4, it was agreed that additional project costs be discussed by the JWP as they arise.

3.4. A concern was raised by Councillor D Tegg that the urgency of the situation did not come across in the community workshop on 30 November 2019. He was concerned that people may think that climate changes will only happen at the end of the Century. He acknowledged a tension exists between scaring people versus what people need to know. Co-Chairperson, D A Adams, advised that this was done intentionally to keep the workshop information high level and then the community panel can look at it in more detail. Simon Bendall advised that the presentation by Dr. Terry Hume did outline the potential for changes in event frequency as a result of se-level rise, including the January 2018 flooding event having the potential to become an annual event.

3.5. Co-Chairperson, D A Adams mentioned his approval of the project timelines. The urgency of climate change will be communicated to the community panel members. Simon Bendall confirmed that in his experience it is better to spend the time getting the community panel up to speed and that it is beneficial to take the time to work through the information at a steady pace.

3.6. Co-Chairperson, D A Adams suggested a change to the Communication Plan Sec 8, to reflect that the Mayor is the spokesperson for the project and the Mayor is to sign off public information if quoted.

**Action Point:** Update Communications Plan regarding project spokesperson. - PT

3.7. It was confirmed that the project overview report recommendations are acceptable

3.8. Harris/ Adams confirmed.

**4. Technical Advisory Group (TAG) Terms of Reference**

4.1. The point of these TOR is to outline what the roles of TAG should be in light of what we want to achieve with the community planning project. TAG has been working together for 12 months.

4.2. Co-Chairperson, D A Adams, referred to paragraph 6.5 relating to unbudgeted costs and specifically to remuneration of the community panel members.
4.2.1. Councillor D Tegg advised that the WRC executive is concerned with setting
a precedent and is therefore reluctant to contribute. They are about to
embark on other panels as well. They do not currently have panels where
community members are being reimbursed. They are concerned about the
financial impact should a precedent be created.

4.2.2. Councillor R Harris suggested that this issue be discussed at Council level.

4.2.3. Simon Bendall advised that a report discussing a recommendation on the
point is the next report to be considered on this agenda.

4.3. TAG TOR was accepted by the JWP

4.4. Tegg/ Spicer confirmed.

5. Community Panel Process

5.1. Simon Bendall advised that this is an important report requiring endorsement by the
JWP for the concept and process.

5.2. It was agreed by the JWP that one large panel makes more sense than multiple
smaller panels.

5.3. Discussion of the proposed panel membership:

5.3.1. Councillor A M Spicer suggested that a very experienced 17-year-old school
leader be considered as a panel member.

5.3.2. Councillor R Harris queried how the nominees will be appointed. He
suggested that the number of Coastal settlement members be increased to
4, whilst the number for Rural landowners be decreased to only 1. He is
concerned with the make-up of the panel. The demographics should be
inclusive of all walks of life. Diversity of the panel is important.

5.3.3. Simon Bendall advised that the availability of panel members, if the
meetings are not scheduled at a useful time of day, is a challenge. It is
important to ensure a broad representation of the community. The Social
Impact Assessment will deliberately target certain people.

5.3.4. Co-Chairperson, D A Adams advised that the process needs to be realistic.
It is governed by names being put forward by members that the community
trust. The JWP, as leaders, should make sure that we have enough
information before we go to the community.

5.3.5. Councillor R Harris is of the opinion that the panel selection process should
include an interview-selection process.

5.3.6. Councillor A M Spicer advised that debates are needed on the panel. The
panel should not consist of members with the same viewpoints only.

5.3.7. Co-Chairperson, D A Adams noted that JWP is overthinking the appointment.
Some gaps could be left in the panel to add names if required to ensure
diverse roles/views.
5.3.8. With regard to including NGO’s on the panel, it was mentioned that NGO’s interest would be represented by Council’s inputs. There is a list of all stakeholders (page 27 of the agenda), who have been informed about the project. Simon Bendall advised that it could be tricky to establish which NGOs should be included on the panel and who should. He outlined that Stakeholders can be invited to the community panel meetings, but recommend that the JWP be careful with regard to the reason for inclusion. The process could be managed/communicated by email.

**Action Point:** TAG to consider how to appoint the community panel members and provide a recommendation report to JWP before Christmas. – TAG/NM

5.4. A query was raised whether members of the JWP can also be on the Community Panel. Simon Bendall advised that in the Hawkes Bay context, Councillors are observers. He recommended that participants either be on the JWP or on the Community panel as there is a benefit in keeping recommendation/decision-making roles separated. Larn Wilkinson mentioned that Māori does not differentiate between these two roles and that they will want to be involved. He will raise this with Iwi and advise which way they will go.

5.5. Supporting Roles:

5.5.1. Deciding on Chairperson / Co-chairs is not possible until the panel is appointed. Co-Chairperson, D A Adams suggested that the Co-chair be a member of Iwi.

**Action Point:** The Terms of Reference to be amended to “Co-chairs” and to provide for the panel to choose the Co-chairs. - NM

**Action Point:** Larn Wilkinson will talk to the Marae about this.

5.5.2. Cultural Advisor to be considered once the panel is appointed.

5.5.3. Simon Bendall and Deborah Kissick, Traverse Environmental confirmed as independent Facilitators.

5.5.4. Panel Secretary to preferably be a Council employee to manage costs.

**Action Point:** Confirm panel secretary. - NM

5.6. Paragraph 2.6 of the report lists the reasons why TAG thinks that the community panel members should be remunerated for attending meetings.

5.6.1. Paragraph 4.2 above sets out WRC’s stance regarding remunerating the community panel members.
5.6.2. Simon Bendall advised that a recommendation could possibly be made to WRC and HDC regarding sharing the costs of remunerating panel members. Co-Chairperson, D A Adams confirmed that this issue has to go back to WRC for reconsideration.

**Action Point:** WRC to discuss panel member remuneration issues. - AC

5.6.3. Peter Thom advised that HDC will incorporate a request for additional funding to enable remuneration of the community panel in the Annual Plan.

5.6.4. Councillor A M Spicer queried how the amount of $150 came about. Nina Murphy advised that HDC has a policy to guide remuneration of appointed members and the amount is consistent with this policy.

5.7. The JWP acknowledged that the dates of the suggested panel workshops will depend on the members’ availability.

5.7.1. Peter Thom asked whether the meetings will be open to the rest of the community. Co-Chairperson, D A Adams raised a concern about rehashing information. Councillor R Harris shared the concern. Simon Bendall mentioned that the appointed Co-chairs must be able to manage it. Co-Chairperson, D A Adams suggested that this issue will be looked at as required. More input may be needed.

5.8. Councillor D Tegg noted that the TOR in Appendix A were not correct as they were for the TAG rather than the community advisory panel.

**Action Point:** The correct TOR for the community panel will be circulated by email for the JWP consideration and possible amendment. –NM

5.9. Acceptance of the Recommendations (Spicer, Tegg):

5.9.1. Recommendation 5. be amended to read:

"THAT the following recommendations be presented to Hauraki District Council and Waikato Regional Council:

"That the JWP recommend to Hauraki District Council and Waikato Regional Council that eligible community advisory panel members, as identified in Table 3 of this report, receive a meeting fee of $150 per meeting (subject to withholding tax) to recognise their time and contribution and to cover costs associated with their attendance at meetings.

THAT Hauraki District Council and Waikato Regional Council consider sharing 50:50 the costs associated with the community advisory panel meeting fees."

5.9.2. Recommendation 6. be amended to read:
“THAT the JWP endorse the draft Proposed Terms of Reference for the community advisory panel shown in Appendix A be emailed to the JWP members for their consideration and approval for the Proposed Terms of Reference to be provided at the first workshop meeting and amended as necessary, finalised and adopted by the panel.”

5.9.3. Remainder of the Recommendations were accepted by JWP.

6. Community Workshop Update

6.1. Nina Murphy provided an update on the community workshop held on 30 November 2019. An information sheet summarising the feedback received was disseminated to all the attendees (doc ref 2688167).

6.2. Co-Chairperson, D A Adams thanked both Simon Bendall and Nina Murphy for a well-run and well-organised workshop. He felt everyone left with a purpose. Councillor R Harris mentioned that there were different people attending than those who were there at the Labour day meeting.

7. Final Comments

7.1. Councillor D Tegg noted that JWP needs to be up to speed with what is happening legally. He recommended a paper by GNS discussing the different roles of the Regional Council versus the District Council under the Resource Management Act 1991. He recommended that this paper be summarised and made available to the next JWP meeting. He also recommended that case law regarding councils’ legal liability should be reviewed, to avoid increasing risk in this area. This may have an influence on how to go forward.

7.2. Co-Chairperson, D A Adams requested that TAG summarise Case law and GNS report and provide a summary to the next JWP meeting.

7.3. Simon Bendall suggested that a register be kept.

**Action Item:** TAG to summarise Case law and GNS report and provide a summary to JWP in February 2020.

7.4. Councillor A M Spicer requested that information also be shared with the Thames - Coromandel District Council. Co-Chairperson, D A Adams confirmed that it will.

The workshop concluded at 11:40am.
Information Report

To: Mayor & Councillors
From: Economic Development Manager
Date: Wednesday, 26 February 2020
File reference: Document: 2725374
Appendix A: 2722745
Portfolio holder: Councillor Ross Harris
Meeting date: Wednesday, 11 March 2020
Subject: Te Waka’s Six Monthly Report

Recommendation:
THAT the report be received.

1 Summary
The report in Appendix A provides a performance summary of Te Waka for the reporting period July 2019 – December 2019

2 Background
Established in July 2018, Te Waka is the Waikato Region’s economic development agency. Hauraki District Council is one of the organisation’s funders. The funding relationship is set out in the Partnership Agreement. Te Waka reports to the councils every six months on its performance against the schedule of functions and services in the Partnership Agreement.

3 Content
Te Waka’s report in Appendix A, outlines their performance against functions and services set out in the Partnership Agreement between July 2019 and December 2019.

4 Budget Implications
There are no direct budget implications of this report.
5 Conclusion

That the report be received.

David C Fielden
Economic Development Manager
Te Waka’s Role

LEAD

• Advocate and share the unique value of the Waikato
• Promote the advancement of regional and local economic outcomes, unlocking central government support and funding
• Advocate for regulatory and policy change to support growth

Champion the Waikato’s story

ENABLE

• Shared insights and intelligence to enable quality decision making (Economic Insights)
• Partnering with Māori business to grow capability and capacity (Te Whare Ohaoha)
• Support the development of a quality and qualified workforce (Regional Labour Market Strategy)
• The advancement of research and development initiatives to grow innovation and technology (Digital Strategy)
• Partner with business and industry sectors to grow capability (via Regional Business Partner Network)

Enhance the capability of Waikato

CONNECT

• Unlock inward investment both international and domestic, corporate and private
• Build engagement and achieve alignment to drive strategic outcomes
• Share knowledge, collaborate and build industry led outcomes
• Connecting companies and individuals with opportunities to grow and innovate

Partnering with Business and Community
LEAD
• 15 connections with Ministers or Senior Government Agency Officials since July 2019.
• 67 stories published to the Waikato Story, sharing the Waikato’s unique value.
• 32% increase in Waikato Story Facebook followers.
• Submissions and feedback provided to Central Government Policy and Plans across a number of topics including:
  - The Review of Vocational Education
  - New Zealand AgriTech strategy
  - Research Science and Innovation Strategy.
• Led the Registration of Interest, in partnership with Hamilton City Council, Waikato-Tainui and the Waikato Chamber of Commerce, to become the home of the New Zealand Institute of Skills and Technology (submitted January 15, 2020).
• $400K secured over two years via the Provincial Growth Fund, leveraged by $400K professional support from Deloitte and PWC to actively provide capability and capacity to 25 Provincial Growth Fund Projects over the last 6 months.
• Partnered with Smart Waikato to submit RFP response for Education to Employment service as part of Economic Development New Zealand national response.

ENABLE
• Extended business growth service in a hub and spoke model in Te Kuiti, Ōtorohanga, Matamata and Te Aroha, stimulating 53 new business engagements to date.
• Facilitated $1.5M in successful research and development funding applications to Callaghan Innovation.
• Distributed $256K in capability vouchers from New Zealand Trade and Enterprise.
• Launched the Digital Strategy, in partnership with CultivateIT, in October.
• Launched and will lead the implementation of the Waikato Regional Labour Market Strategy, and leveraged resourcing from MSD and MBIE to assist.

CONNECT
• 300 regional leaders registered to celebrate Te Waka’s one-year-on event in September.
• Strategic partners and sponsors forum held in November to assist and guide Te Waka’s work programme.
• Connected six inward investment leads to local points of contact.

TE WAKA STRATEGIC AND OPERATIONAL DEVELOPMENT
• Supported Tainui Waka iwi to select and appointed Craig Barrett as the iwi representative to the Te Waka Board.
• $250K received in additional commercial sponsorship through Deloitte, PWC, APL and Loop Carshare partners.
• The role of Strategic Partnerships and Project Manager role filled in September 2019.
• Extended our partnership with government with 0.4FTE seconded role from MBIE Immigration to support the delivery of outcomes for the Labour Market Strategy.

Improving the well-being and living standards of Waikato Communities through sustainable and inclusive growth.
Recognising and valuing the health of our Wai and Whenua for future generations.
Regional Round-up
JULY – DECEMBER 2019

- Six month investment by Council $70,000.
  - Worked alongside Momentum and other stakeholders for the Waikato Theatre to provide advice and advocacy to government for Provincial Growth Fund support of $12m.
  - Active involvement in Rabobank, Te Awa Lakes and other business attraction opportunities.
  - Advocacy to central government and support for key infrastructure projects in greater Hamilton area including Spine Rd and Southern Links.
  - Facilitated successful R&D applications to the value of $424,000 since July.
  - Issued $220,000 in capability vouchers to business in the last 12 months.
  - Six month PGF Investment by Te Waka $13,000.

- Six month investment by Council $10,000.
  - Assisted to run three Business Bites breakfasts on the topics hiring and firing, social media and 2020 business challenge with between 15 and 35 businesses attending each event.
  - Provided support for successful $731,771 PGF application for Historical Maritime Park.
  - Funded $8,000 of advice and support to a significant aquaculture initiative involving iwi, industry, council and the University of Waikato.
  - Issued $10,000 in capability vouchers to business in the last 12 months.

- Six month investment by Council $15,000.
  - Provided oversight for Provincial Growth Fund projects in Te Aroha and Waharoa through membership of governance groups.
  - Provided connections and local advice to a new large scale business development.
  - Launched Business Growth Service hubs in Matamata and Te Aroha in November, which stimulated 15 business engagements within two weeks as a result.
  - Issued $13,000 in capability vouchers to business in the last 12 months.

- Provided significant advocacy to the Provincial Development Unit for the trades training/digital hub including a visit to parliament as part of South Waikato delegation.
  - Attended the South Waikato District Council hosted Symposium with a view to supporting Regional Delivery of the Waikato Labour Market Strategy.
  - Issued $6,000 in capability vouchers to business in the last 12 months.

- Entered a formal partnership with Enterprise Great Lake Taupo for delivery of Business Growth Services in the district with 20 business engagements and $200,000 in approved R&D funding from Callaghan Innovation since July.
  - Supported government funding application for Taupo airport expansion and initiated discussion with Taupo District Council and Enterprise Great Lake Taupo to advance applications to the Provincial Growth Fund.
Six month investment by Council $5,000.
• Launched Business Growth Hub in September stimulating 10 business engagements resulting in 4 approved capability vouchers issued for a total value of $11,000.
• Advice and review for Kiwihouse revamp and significant advocacy to the Provincial Development Unit for funding support.
• Developed and submitted a Provincial Growth Fund application to provide access for land locked Whenua Māori land blocks
• Developed model for South Waikato Driver Training concept – not progressed by councils.
• Presentations to Ngāti Mahuta ki te Hauaauru and INCITE.
• Six month PGF Investment by Te Waka $37,000

Six month investment by Council $15,000.
• Provided advice, review and advocacy for four Provincial Growth Fund applications in the aquaculture sector and skills/community development.
• Judge and judge convener for Coromandel Hauraki Business Awards.
• Issued $29,000 in capability vouchers to business in the last 12 months.

Six month investment by Council $30,000.
• Working with inland port at Horotiu as pilot for regional business attraction programme.
• Reviewed and provided advice to PGF waste orientated application for H2A corridor location.
• Will work in partnership with Waikato District Council in early 2020 to support sector led Construction Labour Market Forum(s) and subsequent initiatives.
• Issued $23,000 in capability vouchers to business in the last 12 months.
• Six month PGF Investment by Te Waka $20,000

Six month investment by Council $25,000.
• Developed applications to the Provincial Growth Fund for two projects to value of $7m.
• Provided support for Waipa Business Awards and Fieldays Innovations event.
• Facilitated successful R&D grants to the value of $870,000 since July.
• Issued $82,000 in capability vouchers to business in the last 12 months.
• Six month PGF Investment by Te Waka $58,000.

Six month investment by Council $5,000.
• Launched Business Growth Hub in April 2019 resulting in 28 businesses receiving business advisory services.
• Provided consultancy funding to advance the Waitomo Hotel development and significant advocacy to Provincial Development Unit to accept a funding application.
• Coordinated the planning of a tourism training hub in Waitomo/Ōtorohanga with key stakeholders and industry.
• Presentations/meetings with North King Country Development Trust, Ruapuha Uekaha Trust, Maniapoto.
• Marae Pārt Trust, Legendary Te Kūtī, Pakihi Business Start Up workshop and Te Wananga o Aotearoa.
• Issued $24,000 in capability vouchers to business in the last 12 months.
• Six month PGF Investment by Te Waka $29,000.
Local Authority Partnership: PROGRESS AGAINST KPI’S
Contribute to operationalising the Waikato Regional Economic Development Strategy

KPI’s:

- Confirmed Funding agreements to fully fund the Te Waka Business Plan by March 2020
- Hold two strategy sessions per year for business sponsors
- Present to at least 60% of the meetings for the Waikato Mayoral Forum, Waikato Plan Leadership Committee and CE’s Forum

HIGHLIGHTS:

- 300 people confirmed attendance to the “one-year-on” event at Claudelands hosted by Te Waka to celebrate regional efforts to support the establishment of Waikato region’s first Economic Development Agency. An update was provided on progress with relevant speakers supporting the event.
- Te Waka has increased its advocacy and connections with government. Te Waka has met with Ministers or senior agency officials on 15 occasions since July. The focus of these discussions has been on advocating for support for regional priorities and collaborative approaches to progress these priorities.
- Te Waka has accepted all invitations to present to regional forums including Waikato Plan Leadership Committee, Mayoral Forum, Waikato Plan CEs Advisory Group, CEs Forum and directly to council meetings and with council staff.
- APL, Loop Carshare, Deloitte and PWC confirmed sponsorship agreements as announced at the one-year-on event. MBIE via their immigration team has confirmed a partnership agreement in support of implementing the labour market strategy with a 0.4FTE seconded position.
- The Board has initiated a review of Te Waka’s role in relation to regional priorities and engagement is underway with our stakeholders. We will continue engagement on this topic this year with outcomes reflected in our strategic planning cycle in around April 2020 – this information is included for Councillor and Council staff information at the start of this report.

CHALLENGES:

- Funding still considerably less than comparable agencies around the country.
- Will demonstrate value to renew three year funding contracts.
- Aspire to engage corporate sponsors to enable additional programmes of work.
- Aim to develop multi-year funding agreements with regional trusts to ensure continuity of programmes.

LOOKING AHEAD TE WAKA WILL:

- Continue to sharpen its aim reflecting the Waikato’s Economic Story and prioritising projects and action plans for the next 10 years that reflect the potential for impact of the 2018-2022 Regional Development Programme.
- Develop a Central Government Engagement Plan across Ministers, MP’s and Agency Officials to strengthen the breadth and depth of engagement.
- Partner with Local Authority ED staff to develop and design a shared programme of connections that reflects a desire to enhance capacity and capability and knowledge sharing across the network.
- Continue to respect valued existing Sponsor partners and seek new and additional funding to grow a business led approach to our work.
- Continue to adopt a Governance model that provides diversity of thought, quality of experience and knowledge and a desire for the development of a sustainable economic development agency here to stay.
- Work with Waikato Regional Council and the Waikato Plan to refresh the Regional Economic Development Strategy.
Provide contracted Business Growth Advisory, Innovation and Mentoring Services

KPI’s:

- Meet all Regional Business Partner contract conditions throughout year (business engagements, funding approved)
- Expand Business Growth Services to Waitomo and Ōtorohanga districts by August 2019
- Hold two forums involving Waikato Council Economic Development staff to assess and improve delivery of this service across the region
- Work with each council area to co-design and deliver in partnership an initiative aligned with business growth services
- Develop a mechanism to measure outputs/outcomes of the business growth services
- Collaborate with appropriate stakeholders to initiate the development of a regional innovation programme for Waikato

HIGHLIGHTS:

- With launch events for hubs in Te Kuiti in April, Ōtorohanga in September Matamata and Te Aroha in November, the hub and spoke delivery model for business growth services now extends across all major arterial routes and covers 14 regional visits across 10 districts at least monthly.
- Te Waka has hosted three forums with economic development staff from Waikato councils to guide our work and enable increased collaboration within the ecosystem. Primary themes have included regional investment, labour market development, regional economic reports and insights, government funding opportunities and delivery of business growth services. The greatest value has come from participants sharing their knowledge and connections.

Results for the Business Growth Team YTD December follow.
- Client Engagements YTD figures show ahead of target – sitting at 244 with a full year target of 400.
- Capability Voucher scheme tracking against budget nicely $256k ($500k full year)
- Net Promoter Score a World Class Result of +70 in December 2019, the baseline score averages in the mid 50s.
- Callaghan Innovation Seven R&D projects grants approved in the 2020 year with a total project cost of $5.9m and grants of $1.5m.
- Additionally, there have been 11 placements for the summer R&D Student Experience grants across 6 businesses.

CHALLENGES:

- Reengaging with some of our early spokes
- Delivery of refreshed collateral promoting business growth advisory services requires engagement with councils and local stakeholders.
- Reporting to councils and local stakeholders about business engagements in local areas.
- Recruiting local mentors to strengthen the cohesiveness of the support available to communities that is local and place-based.

LOOKING AHEAD TE WAKA WILL:

- Continue to work with councils and their communities to promote business growth advisory services for SME’s in their district.
- Continue to promote and respect the business community in our region and apply a customer-focussed approach to advisory services.
- Develop CRM system to assist reporting of business engagements.
- Launch an Innovation Programme via our newly seconded Innovation Manager who will work with key stakeholders to develop and fund a programme of work to improve the innovation ecosystem.
- Encourage local mentors.
Deliver and Continue to Develop the Waikato Story

KPI's:
- Transition the Waikato Story to a new Technology platform that is integrated with the Te Waka digital platform
- Develop and implement a refreshed focus and framework for Waikato Story content
- Refresh the Waikato Story tool-kit with new images
- Maintain readership numbers through this transition and develop a growth/promotional strategy

HIGHLIGHTS:
- The development of the Te Waka and Waikato Story digital platform will be underway in January 2020.
- Readership levels have been maintained and the social media following on Facebook has increased by 32%.
- 67 stories have been published to the website, with a mix of original content produced by Waikato Story and other contributors including CultivateIT, Wintec, Creative Waikato, Fieldays, Waikato Food Inc, Kudos Science Trust, Soda Inc, Clarence St Theatre, Hamilton Waikato Tourism, Stark Property, The Red Barn, Company X, Hamilton Central Business Association.

CHALLENGES:
- Multi-year funding required to ensure sustainability of programme.
- Engaging with regional stakeholders is important to ensure there is a pipeline of useful stories.

LOOKING AHEAD TE WAKA WILL:
- Launch the new digital platform in June 2020.
- Infographics and imagery in the toolkit will be updated.
- Continue to work with regional trusts to secure multi-year funding.
Develop and Deliver a Sector and Industry Development Programme

KPI’s:
- Recruit a suitably experienced Sector Strategy Manager
- Work with industry leaders to develop sector/industry plans for at least two priority sectors
- Align sector development priorities with implementation of the Waikato Regional Labour Market Strategy

HIGHLIGHTS:

SECTOR DEVELOPMENT
- Michelle Hollands started in the role of Strategic Partnerships and Projects Manager in September.
- Priority for Sector Development has been given to ensuring the implementation of some existing strategies that either Te Waka leads or plays a support role. These include:
  - The Labour Market Strategy: With the interest from Government in the Review of Vocational Education (RoVE) and resulting programmes, labour market sector programmes will focus on Construction, Manufacturing, Forestry and Aquaculture, all seen as representative of geographic priorities with constrained workforce and high demand where access to skilled employees is seen as a major constraint to growth.
  - Regional Housing Initiative: Increased support has been given to the Regional Housing Initiative working group to plan how to take the Waikato Region Housing Stocktake report and into an implementation plan for the region.
  - Insights to Implications: Early stages as yet, a project has been initiated to explore Economic Insights, their use across the region and opportunities to enhance the capability of accessing the implications of insights to enhance investment decisions.

INVESTMENT
- There is an overlap in this work and the increased interest from the Minister for labour market and economic development to become more integrated with the Hamilton to Auckland corridor work.
- We went to market to fill the position of Strategic Investment Manager in November with interviews held in December, recruitment for this role continues.
- Much of the work in regional investment has revolved around business attraction activity with three referrals from New Zealand Trade and Enterprise and a further direct contacts. Te Waka works with district councils and relevant stakeholders to support these opportunities.

CHALLENGES:
- Significant attention, especially from government, in labour programmes has consumed available sector resources
- Progressing the development of the investment programme of work has been restrained without dedicated resourcing

LOOKING AHEAD TE WAKA WILL:
- Continue to facilitate the labour market leadership group and lead the implementation of the labour market strategy with forums planned for the construction sector.
- Continue engagement with Government to ensure available resources are aligned to regional efforts.
- Recruit a suitably qualified Investment Manager and develop the investment programme of work with input from councils and local stakeholders.
Support Māori Enterprise and co-facilitate the implement of the Iwi Economic Development Plans

**KPI’s:**

- Māori Enterprise and Māori business will comprise at least 15% of Te Waka Business Growth Advisory Engagements
- Collaborate with Māori and Iwi leaders to implement and support Māori leadership for the implementation of strategies and action plans
- Confirm agreement with TPK to co-fund a Māori Economic Development Manager and recruit a suitably experienced person for this role in a process that is supported by TPK and Māori leadership by September 2019
- Implement at least 70% of actions outlined in the refreshed Waikato Māori Economic Development Plan

**HIGHLIGHTS:**

- Te Waka is coordinating the actions in Te Whare Ohaoha (Māori Economic Action Plan Refresh) launched by Minister Mahuta on June 14, 2019, in collaboration with Iwi, Te Humeka, Te Puni Kokiri, Ministry for Social Development, Ministry for Business Innovation and Employment and Tainui Waka Tourism.
- Te Whare Ohaoha anchors 22 measurable economic goals of Māori in the Waikato region by coordinating opportunities to improve collaboration between, and improve capability and capacity, of Waikato region Māori Collectives, Whanau Enterprises and Rangatahi (Youth).
  
  Of the 22 actions; nine actions are complete; 11 actions are in progress and on task for completion and two actions are yet to be started.
- Te Waka continues to integrate Māori economic development outcomes across other streams of work through a focus on Māori enterprise. Māori business engagements by the Business Growth Team has exceeded its growth target of 15% which is also reflected in our funding to support enterprise growth.
- Te Waka continues to partner with key stakeholders for Māori business events including Te Ahikōmako, Waikato-Tainui and Te Humeka. Recently, Te Waka supported the first Māori Business (tech focussed) Start-up Wānanga – a weekend long business bootcamp which saw 13 teams test their entrepreneurial skills, validate their ideas and pitch for funding and support. Te Waka also supported the CANZUS (Canada, NZ and USA) Common Roots Common Futures, Indigenous Governance Symposium.
  
  • Under the guidance of our Kaumaatua, Tame Pokaia, Iwi engagement across the region has commenced. The purpose is to understand how support can be provided for the economic development aspirations of individual iwi.
  
  • The appointment process to appoint an Iwi Representative to the Te Waka board began in late 2019 and is expected to be completed early 2020.

**CHALLENGES:**

- Māori Collectives are at different stages of economic development and individualised engagement is resource hungry.
- Māori SME’s are different stages of enterprise growth. Support for Whānau Enterprise start-up, including microfinance, is limited.

**LOOKING AHEAD TE WAKA WILL:**

- Continue to implement and promote an integrated approach to the delivery of Māori economic development outcomes across the region.
- Continue to partner with Waikato Iwi, Māori SME’s and business associations and agencies, to deliver economic development outcomes across the region.
- Scope how we might support Iwi with developing (or adding value to current) economic development plans
- Provide a 6-month report on Te Whare Ohaoha, in partnership, to Minister Mahuta.
Support and Facilitate, as agreed, a Waikato Regional Labour Market Strategy, actions and initiatives

**KPI’s:**
- Extend the partnership with Ministry for Social Development to June 2020 to assist implementation of the strategy
- Develop a labour market needs analysis and associated employee pipeline interventions for at least two priority sectors, industries or significant projects
- Convene at least six meetings of the labour market leadership group to assist and guide the implementation of the strategy

**HIGHLIGHTS:**
- With the partnership with Ministry for Social Development utilising 0.4 FTE seconded staff, initial forums have been held with the tech and manufacturing sectors. Further work is needed with these sectors in order to develop sector led labour market plans.
- The Ministry for Business, Employment and Innovation (MBIE) has agreed to bolster support for implementation of the Regional Labour Market Strategy with a 0.4FTE secondment from their immigration team.
- Work is underway in partnership with Council partners, relevant agencies and industry to hold a construction sector forum in early 2020 to support this sector with labour market needs.
- Discussions have been facilitated with MBIE, the Tertiary Education Commission and key regional stakeholders to develop a local response to the RoVE. This includes the formation of regional skills leadership groups, the establishment of the NZ Institute of Skills and Technology, Centres of Vocational Excellence, support for workplace learning and discussions with MSD about the recently announced Education to Employment. All of these programmes may involve resourcing and other support from government.
- Te Waka has led a submission to MBIE regarding the structure and priority focus for the establishment of the Waikato Regional Skills Leadership.
- Base Labour Market profiles by district have been compiled with the intention to progress this information to guide the development of a Construction Sector Labour Market strategy (in the first instance) followed by strategies for Manufacturing and Aquaculture. Te Waka is supporting work underway in the Forestry Sector.

**CHALLENGES:**
- The Labour Market and initiatives to support the appropriate mix of skills and labour talent to enable sector growth is a complex environment both regionally and by sector. Many organisations support the delivery of outcomes and a wide range of Plans and Strategies seek to enhance delivery. MBIE’s Review of Vocational Education has increased the emphasis on this important area which is a positive. This emphasis see’s the Waikato as leader with it’s established Regional Strategy. Change will mean Te Waka will require time to continue in a collaborative approach to leadership of this strategy.

**LOOKING AHEAD TE WAKA WILL:**
- Produce a sector focused profile for the Construction sector, aligning existing labour market information to future demand. Utilise this information to establish a Construction Sector Leaders Forum to design and create a platform for change. Work with the Leaders Forum to create sector led priorities for delivering change.
- Produce sector and or district focused profiles for an additional 3 areas and utilise these to generate similar programmes to that which is designed and trialed in the construction sector.
Develop, support and promote proposals to local, regional and national funding programmes including provincial growth fund

KPI’s:
- Meet with Government Ministers and Officials at least four times to promote regional priority projects
- Secure funding from PGF for programme management resources to support Te Waka proactively managing the pipeline of major projects in the region
- Support at least six successful funding applications to government

HIGHLIGHTS:
- The focus of this work is to support applications from the region to the Provincial Growth Fund and assist accelerate the pipeline of projects. The successful application from Te Waka for PGF funding of $200,000 for each of two years was signed in August. Te Waka has partnered with PWC and Deloitte with seconded staff to create $800,000 in agile and high capability and hands on support.
- Te Waka works closely with Provincial Development Unit staff to prioritise the projects to be worked on. Through this arrangement and with support provided by other resources within Te Waka, direct support has been provided to 25 projects since July in all districts around Waikato. Te Waka works in support of project proponents and other stakeholders in this work.
- In November, Te Waka started a process to confirm major projects in each district and is advocating/supporting with the PDU to ensure funds are distributed around the region.

CHALLENGES:
- The Provincial Growth Fund has stimulated many projects in the region but changing evaluation criteria and ring fenced funding pools have caused delays and frustrations for projects.
- Most projects in Waikato require further feasibility or business case development before they are investment ready, which is no longer fundable by Provincial Growth Fund.
- Strong relationships with central government are needed to ensure a partnership approach to progressing projects.

LOOKING AHEAD TE WAKA WILL:
- Continue to support PGF applications, work with local stakeholders to identify sub-regional priorities, promote priority projects and regional priorities for the region.
- Continue to implement stakeholder engagement plan with government, especially with senior officials.
- Provide proactive feedback to Central Government Ministers and Officials to enhance any new PGF initiative, should this eventuate.
Deliver a communications and engagement programme to inform stakeholders of the Te Waka programme and information on the state of the Economy

KPI’s:

- Develop a compelling organisational Te Waka Value proposition for funders and key stakeholders
- Publish at least 8 Te Waka newsletters per annum
- Present to at least all of the Councils one time on the status and direction for the Te Waka programme of work
- Undertake all requirements of sponsorship and partnership agreements
- Partner with Waikato Regional Council to release four economic reports (annually)

HIGHLIGHTS:

- Te Waka has produced 10 newsletters in 2019, the open rates for these newsletters ranges from 30-46%.
- With support from Waikato Regional Council, delivered quarterly economic reports. Labour Market Productivity (April); Tourism (July); Labour Market Structure (October); Hamilton to Auckland Corridor (December).
- Each edition is provided to Waikato Times and possible features discussed. The Q3 report, The Riddle of the Labour Market, resulted in a news article.

CHALLENGES:

- Economic development is an emorphise theme that is not well understood by stakeholders, especially challenging to economic development agencies around the country when describing the value proposition.
- A lot of good work goes under the radar and is not appropriate or interesting to report on.
- There are many different datasets in use by regional organisations meaning that different reports can have different statistics.

LOOKING AHEAD TE WAKA WILL:

- Sharpen our aim on the list of regional priorities and engage with stakeholders about Te Waka’s role: Lead, Enable, Connect.
- Work with stakeholders to develop a project to explore Economic Insights, their use across the region and opportunities to enhance the capability of accessing the implications of insights to enhance investment decisions.
Quiet giant of New Zealand's growth story
• Foundation of country’s agriculture, manufacturing, minerals and food technology industries.
• A place of tourism success
• Hot-bed of digital and ICT innovation.
• Industry leader in education, aviation and technology, health services and construction.
• Cultural and spiritual epicentre of Aotearoa – home of Kingitanga.
• High growth areas.
• Auckland as our neighbour.

A vast geography with local difference
• Pockets of growth and wealth.
• Pockets of deprivation (low levels household income, employment and GDP per capita, poor housing, decaying and inadequate infrastructure, digital isolation and exclusion).

The World is Heading our Way
• Rapid Change - Growing population and interest providing opportunity.
• A destination in its own right - A place to live, learn, invest, study and visit.
  ◦ Cultural and spiritual epicentre of Aotearoa – home of Kingitanga.
  ◦ Epicentre of smart growth – apex of the golden triangle, close to New Zealand’s largest sea, land ports, connected by road, rail, sea and air.
  ◦ Young, hi-tech and outward looking industry cluster – home of hi-tech and value add food production, manufacturing and exporting.
  ◦ New cosmopolitan city – home to young vibrant emergent metro-city, super-qualified workforce, world class learning institutions and outstanding event and cultural infrastructure.
  ◦ Taonga – greatest natural and cultural treasures already must-see attractions.

° Major Industries and Significant Business relocating to the Waikato.
° Existing Business.
° New Business.
° Tourism Sector growth.
° Existing attractions.
° New Attractions.
° Cross-Region partnerships driving and delivering change.

In August 2018, we gathered together 250 of the region’s top business, government, iwi and community leaders and asked them what the most important priorities were for the Waikato region. November 2018, Waikato’s 2018-2022 Regional Economic Growth Programme was launched. The programme has 53 projects across 5 cross cutting priorities and 8 sectors.

We’ve condensed this down to a critical three themes:

Enabling the platform
Building the infrastructure to support growth:
• More connected by Road, Air, Rail and Sea.
• Securing land for business and housing development.
• Strong and consistent fibre and telecommunications networks.

Growing Capability
• Sharing knowledge, insight and information to guide decision making (Economic reports).
• Building, attracting and retaining skills and talent (Regional Labour Market Strategy).
• Making the most of our unique cultural heritage by working in partnership with Māori Collectives (Te Whare Ohaoha).
• Growing Research and Innovation Investment (Digital Waikato 2025).

Attracting Investment and Interest
• Unlocking central government and private investment to support growth.
• Sharing our Unique Waikato Story.
• Improving the well-being and living standards of Waikato Communities through sustainable and inclusive growth.
• Recognising and valuing the health of our Wai and Whenua for future generations.
To: Mayor and Councillors

From: Community Engagement Manager
Community Engagement Officer

Date: Thursday, 27 February 2020

File reference: Document: 2663720 V1.0.396
Appendix A: 2726299
Appendix B: 2726296
Appendix C: 2726311
Appendix D: 2727708

Portfolio holder: Clr. Tilsley - Community Initiatives

Meeting date: Wednesday, 11 March 2020

Subject: Community Initiatives Report for February 2020
including a Request for Financial Assistance

Recommendation:
THAT the report be received, and
THAT the correspondence from the Coromandel Heritage Trust (The Treasury), Hauraki Citizens Advice Bureau and the Lions Club of Ngatea Inc. be received, and
THAT $750 is granted from the Plains Ward Community Assistance Fund to the Lions Club of Ngatea Inc., towards the installation costs of their crotchet Xmas tree project.

Purpose

The Community Services and Development Group is responsible for the delivery of Council’s Community Initiatives activities. A report on these activities will be presented to Council on a monthly basis. Any requests for financial assistance from community groups are also presented in this report.

Grants and Donations

Each Ward has budget set aside for Community Assistance Funding. This fund is for the discretionary allocation of grants or donations towards activities, individuals, or groups as determined by the respective ward members. The ward Chair has the delegated authority to approve grants towards hall hire costs, and, along with one other ward member can approve grants up to $300 from this fund. Requests for financial assistance above $300 are decided by the full Council with recommendation(s) from the appropriate ward.
### 6320: Plains Ward Community Assistance Funding

The following commitments have been made from the Plains Ward Community Assistance Fund:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ngatea Community Garden (est.)</td>
<td>$517.78</td>
</tr>
<tr>
<td>NALG Hauraki 2020 Nationals</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hauraki Plains Order of St. John (hall hire)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Special Olympics Thames Valley (hall hire)</td>
<td>$105.00</td>
</tr>
<tr>
<td>Hauraki Plains Lioness Club (hall hire)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Kerepehi Marae (Korowai Project)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Ngatea Lions - IDOP (hall hire)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ngatea Lions – IDOP</td>
<td>$500.00</td>
</tr>
<tr>
<td>Kerepehi School</td>
<td>$336.50</td>
</tr>
<tr>
<td>Waitakaruru School</td>
<td>$325.00</td>
</tr>
<tr>
<td>‘Welcome to Ngatea’ signs</td>
<td>$3,520.00</td>
</tr>
<tr>
<td>Paeroa Pipe Bands &amp; Tattoo Committee</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Ngatea Primary School (hall hire)</td>
<td>$140.00</td>
</tr>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$8,119.28</td>
</tr>
<tr>
<td><strong>UNALLOCATED</strong></td>
<td><strong>$4,430.74</strong></td>
</tr>
</tbody>
</table>

### 6310: Paeroa Ward Community Assistance Funding

The following commitments have been made from the Paeroa Ward Community Assistance Fund:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hauraki Re-use Trust (hall hire)</td>
<td>$35.00</td>
</tr>
<tr>
<td>PCST Volunteer Drivers</td>
<td>$500.00</td>
</tr>
<tr>
<td>Habitat 4 Humanity – Sam Dyer</td>
<td>$500.00</td>
</tr>
<tr>
<td>Paeroa Boomerang Bags</td>
<td>$500.00</td>
</tr>
<tr>
<td>Goldfields School (hall hire)</td>
<td>$160.00</td>
</tr>
<tr>
<td>Paeroa Pipe Bands &amp; Tattoo Committee</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Paeroa Neighbours</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Paeroa Basketball Assn</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Thames Valley Touch Assn  $200.00
Paeroa Night Owls CP  $1,000.00
TOTAL ALLOCATED  $6,595.00
UNALLOCATED  $11,050.62

6330 Waihi Ward Community Assistance Funding

The following commitments have been made from the Waihi Ward Community Assistance Fund:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waihi Basketball Assn (hall hire)</td>
<td>$400.00</td>
</tr>
<tr>
<td>Order St. John</td>
<td>$150.00</td>
</tr>
<tr>
<td>Keep Waihi Beautiful</td>
<td>$225.00</td>
</tr>
<tr>
<td>Waihi College Astro Cheerleaders</td>
<td>$400.00</td>
</tr>
<tr>
<td>ECHO Walking Festival 2020</td>
<td>$500.00</td>
</tr>
<tr>
<td>Keep Waihi Beautiful</td>
<td>$1,025.49</td>
</tr>
<tr>
<td>Paeroa Pipe Bands Tattoo Committee</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Art Waihi (hall hire)</td>
<td>$165.00</td>
</tr>
<tr>
<td>Open Doors (hall hire)</td>
<td>$585.00</td>
</tr>
<tr>
<td>It’s Not OK WAH/WBH</td>
<td>$250.00</td>
</tr>
<tr>
<td>Most Beautiful Small Town project</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Ryan Millar</td>
<td>$500.00</td>
</tr>
<tr>
<td>Quinn Barker</td>
<td>$51.30</td>
</tr>
</tbody>
</table>
TOTAL ALLOCATED  $8,001.79
UNALLOCATED  $6,629.26

6300.424: District General Funding

Council also has a District discretionary fund that is available for general or more significant activities or projects that provide a benefit to more than one ward.

The following commitments have been made from the District General Funding:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTP2018-28: The Treasury / Coromandel Heritage Trust</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>LTP2018-19: Paeroa Historical Maritime Park</td>
<td>$120,000.02</td>
</tr>
<tr>
<td>C18/47: Kaiaua BC Subsidy Y2 (0 of 10)</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>
TOTAL ALLOCATED  $160,000.02
The Coromandel Heritage Trust (The Treasury) are required to submit a written report to Council about their activities every six months. Attached (Appendix A) for your information is their Chairman and Manager Report as presented to their AGM in August last year as well as a copy of their Treasury Draft Strategic Plan 2020-2023 (Appendix B).

6350: Significant Natural Areas and Heritage Features Incentives Funding (SNA&HFI)

The SNA and Heritage Features Incentive Fund is a contestable fund of up to $20,000 per year, which is administered by Council. The purpose of this fund is to encourage and assist landowners with SNAs and/or Heritage Features to actively maintain and/or enhance their SNA or Heritage Feature. Funding can be applied for at any time and an application form is available from the Planning and Environmental Services team.

The following commitments have been made from the SNA&HFI Fund:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>C19/359: Patetonga Memorial Church</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>C19/358: Paeroa RSA</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>UNALLOCATED</td>
<td>$55,332.00</td>
</tr>
</tbody>
</table>

Each Ward and the District have recreational facilities development funds accumulated from development contributions that are available for investment in public capital items i.e. physical assets such as netball courts, domain lighting etc.

9558: Plains Community Recreational Facilities Development Fund (CRFDF)

The following commitments have been made from the Plains CRFDF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dudding Reserve</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Turua Walkway</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>BALANCE</td>
<td>$159,793.31</td>
</tr>
</tbody>
</table>

9559: Paeroa Community Recreational Facilities Development Fund (CRFDF)

The following commitments have been made from the Paeroa CRFDF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTP2018-28: Paeroa Historical Maritime Park</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>CSDC18/119&amp;120: Paeroa Menz Shed</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>PAWC10/62: Primrose Hill Reserve planting</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>C19/384: Paeroa BMX Club</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

UNALLOCATED ($38,616.74)
TOTAL ALLOCATED: $220,500.00
BALANCE: $136,582.56

9560: Waihi Community Recreational Facilities Development Fund (CRFDF)

The following commitments have been made from the Waihi CRFDF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ALLOCATED: $0.00
BALANCE: $523,361.37

9557: District Community Recreational Facilities Development Fund (CRFDF)

The following commitments have been made from the District CFRDF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ALLOCATED: $0.00
BALANCE: ($11,862.57)

9561: District Community Projects Assistance Fund (CPAF)

Council has an investment fund of which a percentage of the interest is set aside for grants to community projects of a more significant nature.

The following commitments have been made from the District CPAF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14 Annual Plan: Karangahake Reserve development</td>
<td>$517,000.00</td>
</tr>
</tbody>
</table>

TOTAL ALLOCATED: $517,000.00
BALANCE: $51,757.17

6200: District Social Strategy Fund [SSF] (ex Contestable/Discretionary Social Fund)

A percentage of the interest allocated from the investment fund is set aside for initiatives that address issues identified in the Social Strategy action plan.

The following commitments have been made from the District Social Strategy Fund [SSF]:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>C18/219: Age Concern Thames</em></td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Starred Request</td>
<td>Amount</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>C18/266: Creative Waikato Arts Navigator</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>CSOC18/61: Hauraki Citizens Advice Bureau</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Keep Waihi Beautiful</td>
<td>$1,582.00</td>
</tr>
</tbody>
</table>

**TOTAL ALLOCATED** $18,582.00

**UNALLOCATED** $68,892.00

The Hauraki Citizens Advice Bureau are required to submit a written report to Council about their activities every six months. Attached (Appendix C) for your information is their report.

**Requests for Financial Assistance**

Council has received a request for financial assistance for your consideration.

**Lions Club of Ngatea Inc. [Appendix D-2727708]**

The Treasurer for the Lions Club writes seeking financial assistance to offset some of the cost of a crochet Xmas tree that was installed in the Hugh Hayward Domain for the summer holidays.

The writer has identified that the costs for the framework and installation exceeded $1,000.

In considering making a grant to this request two (2) options are offered:

- Option One – Decline the request for a grant
- Option Two – Grant $750.00 from the Plains Ward Community Assistance Fund

The Ward’s Community Assistance Fund is an appropriate source of funding for this type of community activity; there is sufficient funds in this fund to support Option Two.

The Plains Ward members have discussed this request and recommend Option Two:

- THAT $750 is granted from the Plains Ward Community Assistance Fund to Lions Club of Ngatea Inc., towards the installation costs of their crochet Xmas tree project.

**Social Initiatives**

The Social Strategy Working Party (SSWP) will meet today after the Council meeting to discuss the progress to date of items highlighted in the Social Strategy Action Plan and to set a focus for the year moving forward.

Agenda items included review of the Social Strategy Toward 2028 document and Action Plan; BFH ‘sub-meeting’ on Mental Health with a focus on primary to youth; look at how we could roll out another ‘Elephant in the Paddock’ possibly across Councils; Waikato Wellbeing Project; Affordable Housing; Public transport options.

**Sister Cities**

The Sister Cities educational exchange that normally takes place during August~October is currently still under review but is likely to be cancelled for this year.

Jiading has had one case of the coronavirus outbreak which originated in Wuhan city some 800 kilometres away to the east. Shanghai has quarantined 63 people.
Other Initiatives

Citizenship Ceremony

Nothing to report.

Creative New Zealand [CNZ CCS]

Round 2 for the 2019/20 Creative Communities Scheme closes on Monday the 16th of March.

ANZAC Day 2020

Planning is underway for district wide ANZAC services. Traffic Management Plans have been approved for Paeroa and Waihi, with Ngatea on hold due to highway/streetscape reconstructions works.

The Community Engagement Officer will be meeting with representatives from the RSAs, community groups and schools involved in each ward over the next month.

Katie McLaren
COMMUNITY ENGAGEMENT OFFICER

John McIver
COMMUNITY ENGAGEMENT MANAGER
SIX-MONTHLY FUNDING ACCOUNTABILITY REPORT

OFFICE USE ONLY:
Date received __________________ Date acknowledged __________________

6M funding amount $ __________ Committee __________________

Organisation name
The Coromandel Heritage Trust (The Treasury)

Reporting period (e.g. July to December 2018)
July to December 2019

REPORT FROM CHAIRPERSON, BETH MACKAY, ON BEHALF OF THE BOARD OF COROMANDEL HERITAGE TRUST

The Board felt it was important to introduce ourselves to the Hauraki District Council and bring you up to date with what we have been focussing on and achieved in our first five months. From now, all reports to the Council will be written and submitted by the Board.

Introduction:
On 28 August 2019 at the Trust’s AGM, all previous Board members stood down, apart from Dave Wilton, and a new Board of nine, including Dave, was elected. Attached is a bio of the nine Board members. Beth Mackay was appointed Chairperson of the Board and Peggy Barriball accepted our invitation to fill the Treasurer role.

In its first five months, the focus of the new Board has been:

1. Development of New Strategic Plan
   We felt it was important for our Board to rework the existing Strategic Plan which was partially completed by the previous Board. We wanted a Plan that reflected our Board’s business focus and was one we could ‘own’. A draft of the new Strategic Plan is attached. We hope to have it signed off at the February board meeting. The planning process was brilliantly facilitated by our Board member, Theresa Thompson.

2. Formulating Board and Manager’s Key Performance Indicators
   Once the Plan has been signed off by our Board, we will agree Board KPIs for the 2020/21 Financial year. From those, the Manager’s KPIs will be put in place.
3. **Seeking Funding**
   One of our Business Goals is a focus on funding, not only for operating expenses but for special projects.

   - In September 2019, we submitted a funding application to Trust Waikato for stage one of the IT project. We were awarded a grant $7,000 which will go towards a new server and upgrade of computers.
   - An application of over $20,000 has been made to New Zealand Community Trust for installation of solar panels on the roof of the Archive building. If approved, this will substantially reduce our electricity costs.
   - We plan to make two further funding applications in February 2020 to Pub Charities and Trust Waikato – mainly focussed on operating costs and the IT project which includes equipment for digitisation of collections held.
   - We are aware the Councils’ funding for paid staff is in its last year of a very generous three year package. During 2020, seeking external funding for salaries will be a major Board focus.

4. **Financial Management**
   - Once the Strategic Plan is signed off by the board, a Budget for 2020/21 will be developed to reflect the projects, activities and business focus of our Board. This will be supported by improved financial reporting to the Board.
   - We also intend to put the following Plans in place for 2020/21:
     - Funding
     - Marketing
     - Asset Management
     - Volunteers Strategy
     - Publicity Strategy

5. **Continuing Treasury True Tales Book Publishing – New Publication out in time for Xmas 2019**
   - Sales of these popular books are the Trust’s largest income earner.
   - Our True Tales Book Editor, Geraldine Dunwoodie was able to have a new book, “Our History, Our People – The Coromandel-Hauraki Region” published in time for Xmas 2019. The book contains short and interesting tales from The Treasury Collection. Not only is it a great little book, it also showcases the calibre of the collections held at The Treasury and retail for just $20. At this stage 25 of the 100 books printed have sold.

**Conclusion:**
The last 4/5 months has been a learning curve for all new Board members – getting to know one another, to understand each individual’s strengths and importantly, to understand the many facets of The Treasury operation. We needed to undertake much investigation before we felt comfortable enough to set the strategic direction of the Trust and create, what we believe, is a sustainable and achievable Strategic Plan to take The Treasury forward over the next three years.
The Board sincerely appreciates the generous funding provided by the Council. We look forward to meeting with the HDC’s Community Engagement Officer and will make contact to arrange an appointment.

Progress against milestones (refer Letter of Agreement for details) – Information provided by our Manager, Rhonda Merrie

<table>
<thead>
<tr>
<th>Event/activity</th>
<th>Status (e.g. on track, delayed, completed) and description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisations, events and activities promoted by HDC are supported by TCHT</td>
<td>We have been working with Hauraki Rail Trail Trust and “What’s the Story” to supply information and photos for some of next rail trail signs between Te Aroha and Thames. Great way for us to help showcase the district’s heritage and give back to the community and rate payers who fund us. We recently held lectures on Captain Cook. We had 70 attendees over both events. Big thanks to Paeroa Library and Karen Wickliffe for allowing us to use their space and for being so accommodating.</td>
</tr>
<tr>
<td>Networking with regional and national related organisations</td>
<td>The Treasury is part of the Heritage Network Group in Thames and the group was recently awarded just over $1000 towards printing of a combined heritage brochure. This has been delivered to accommodation providers for them to hand to guests during the busy summer season. The Manager continues to personally follow many heritage organisations and all district sites on social media and is a Heritage NZ member. We receive newsletters from various groups which are made available to all volunteers.</td>
</tr>
<tr>
<td>Additions to the collection</td>
<td>ON TRACK: Steady We have had an increase of material donations over the 2019 calendar year. In 2018, 105 donations were received: 2019 (to mid December) 114. One of our key projects for 2019 was to undertake more promotion within the wider district to attract additional material donations by going to the areas instead of expecting them to come to us. To this end, we held our...</td>
</tr>
</tbody>
</table>
2\textsuperscript{nd} Treasury Roadshow at the Mercury Bay Library. Our 3\textsuperscript{rd} Roadshow is planned for the first half of 2020 and will again be in the Hauraki District area.

We have undertaken Treasury presentations, as part of our awareness initiative, to the Te Aroha Senior Citizens Group and the Waihi NZSG. We spoke about what the Treasury does, how we do it and explained our collection area. A cup of tea with attendees at the end of the presentation is an excellent opportunity to mix and mingle.

When out and about at Roadshows and presentations, we take the opportunity to visit our heritage peers. This helps to form relationships with the possible outcome of working together to protect our districts’ heritage and to support one another.

One focus in 2020 is to work through a list of Reading Room projects which will result in both customers and volunteers being able to find material in an easier fashion. It will also identify gaps in our collection.

A reprint of our "Don't Throw it Away, Take it to the Archive" brochure, sponsored by Twentymans, has been done. We will approach retirement villages and rest homes and encourage them to hold a stock of brochures for residents and visiting family.

<table>
<thead>
<tr>
<th>Increased paying customers</th>
<th>ON TRACK: Steady. Our visitor numbers have risen. In July to 9 December 2018 95 researchers visited and in the same period in 2019, 105 visited.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Our meeting room booking numbers are steadily increasing with recent bookings from TCDC, Destination Coromandel’s AGM and a mediation session for Thames Valley education. Our space can cater for varied groups. Many comment on the beauty of the building and room. Income from these bookings April – December 2019 was $218. We hope to see this rise</td>
</tr>
<tr>
<td>Digitisation of collection</td>
<td>Please see report from Board with regard to the IT strategy and funding applications to update equipment.</td>
</tr>
<tr>
<td>Actively meeting with HDC community Engagement officer</td>
<td>The new Board intends to ensure this happens as it has been identified by them as a priority and forms part of the new draft Strategic Plan attached.</td>
</tr>
</tbody>
</table>
### Progress against performance targets (refer s4.0 Letter of Agreement for details)

<table>
<thead>
<tr>
<th>Measures</th>
<th>Targets</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Sustainability – percentage of annual budget from non council sources increases each year</td>
<td>Growth from 2017-18 percentage</td>
<td></td>
</tr>
<tr>
<td>Financial Management</td>
<td>Balanced budget</td>
<td></td>
</tr>
<tr>
<td>Reporting visitor numbers, trends and satisfaction surveys</td>
<td>Visitor numbers increase per annum</td>
<td>Increased from 95 in July to 8 December 2018 to 105 for same period in 2019</td>
</tr>
</tbody>
</table>

### Progress against latest performance review recommendations (if applicable)

<table>
<thead>
<tr>
<th>Review recommendation</th>
<th>Status (e.g. on track, delayed, completed) and description</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
## Budgeted and actual income for the period

Provide details for the latest quarter only

<table>
<thead>
<tr>
<th>Income source</th>
<th>Budgeted amount ($)</th>
<th>Actual amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hauraki District Council</td>
<td></td>
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</tr>
<tr>
<td>Other grants and donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earned income (including interest)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total income</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Budgeted and actual operational expenditure for the period

Provide details for the latest period only

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Budgeted amount ($)</th>
<th>Actual amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages/salary</td>
<td></td>
<td></td>
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<tr>
<td>Rent or lease</td>
<td></td>
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<tr>
<td>Other operational costs</td>
<td></td>
<td></td>
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<tr>
<td>Event-related costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Capital expenditure (on assets) for the period

Provide details of any significant capital expenditure over the latest period and how this was funded

<table>
<thead>
<tr>
<th>Capital items</th>
<th>Amount ($)</th>
<th>Funding source/s</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>
Key achievements for the period

Briefly summarise 'good news' stories and key achievements of your organisation in the community over the past period

<table>
<thead>
<tr>
<th>Event/activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filming of Netflix &quot;Fallen in Love&quot; at the Treasury</td>
<td>$1725 was received from a film production company for hireage of the Treasury for filming a Netflix movie called &quot;Fallen in Love&quot;. The movie was released in August 2019 and scenes shot at the Treasury look great – it showcased the district well.</td>
</tr>
<tr>
<td>Student from Hauraki Plains College</td>
<td>Ryan Quin Williams, a student at Hauraki Plains College, completed his 8 week work placement with us. He mainly helped our photographic team and while he got a little distracted with repetitive tasks, we were impressed with his attitude, politeness and how well he fitted into the team.</td>
</tr>
<tr>
<td>Treasury 10 Year Celebration</td>
<td>The Treasury celebrated its 10 Year Anniversary in September 2019 and was focussed on honouring our volunteers – both past and present. Speakers included MP Scott Simpson, Chris Atkinson from Volunteer Waikato, Julie Tibby, the first Treasury Treasurer and Beth Mackay, our new Board Chairperson. Many of the nine board members also attended and were introduced to those at the function.</td>
</tr>
<tr>
<td>Oral History Recordings</td>
<td>Working collaboratively with Mercury Bay Museum, ten oral histories featuring local residents, will shortly be recorded. Mercury Bay has not undertaken oral history interviews before. The Treasury has a dedicated team of volunteers who focus on making these recordings. This ensures community memories are captured and preserved.</td>
</tr>
</tbody>
</table>

Key challenges and risks for the period

Briefly summarise key challenges and risks for your organisation over the past period

<table>
<thead>
<tr>
<th>Challenge/risk</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteers for specific skilled roles</td>
<td>This is a perennial issue particularly as new volunteers will be needed in the digitisation area of our operation. But we work hard to match tasks with volunteers’ individual skills</td>
</tr>
</tbody>
</table>
Declaration

We the undersigned declare the following:

- We have acknowledged the receipt of Hauraki District Council funding in our organisation’s accounts or a note in our organisation’s Annual Report
- If requested by Hauraki District Council, we will provide any files or records that relate to the expenditure of this funding for inspection
- We acknowledge that if this funding has been misappropriated and no appropriate remedial action taken then Hauraki District Council may recover the funding and may deem our organisation to be ineligible for further funding
- The details we have given in all sections of this report are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our accountability report.

First name

Last name

Postal address

City/town

Daytime phone number

Email address

Position (e.g. Chair, Director)

Signature

Date

Submit your form

Please submit your completed accountability form by email, post or in person to:

Attn: Community Engagement Manager

info@hauraki-dc.govt.nz

Hauraki District Council, PO Box 17, Paeroa 3640

1 William Street, Paeroa 3600
### Strategic Priorities and Action Plan 2020-2023

[Introduction to add here]

**Goal 1: Business Growth**

To provide robust and sustainable financial foundations for The Treasury’s future.

We will:

1. Access new revenue streams
2. Create sound relationships with existing funders
3. Nurture and grow our membership
4. Expand offerings and experiences
5. Boost capacity for innovation
6. Ensure infrastructure is sound and fit for purpose.

Our plan:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Actions</th>
<th>Measured by</th>
<th>Timeframe</th>
<th>Resources/capability needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better financial management</td>
<td>Funding plan developed with short (annual), medium and long term view</td>
<td>Funding plan approved and reviewed annually</td>
<td>Year One priority</td>
<td>Developed by committee, consider external expertise Budget (add here)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliverables monitored as per the plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual budget and aligned financial reporting developed</td>
<td>Annual budget approved and monitored monthly</td>
<td>Annual performance report delivered (AGM)</td>
<td>Year One priority</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Implement initiatives to reduce operational costs without impacting level of service</td>
<td>Assessment of savings and benefits gained</td>
<td></td>
<td>Year One priority</td>
<td></td>
</tr>
<tr>
<td>Current funder relationships are managed to improve financial security</td>
<td>Meet regularly with TCDC and HDC to discuss performance and manage expectations, including presentations to Council following report periods</td>
<td>Number of meetings and presentations Accountability requirements exceeded and positive feedback received</td>
<td>Year One priority</td>
<td>Accountability reports approved by Board Identify level of relationship needed e.g management and/or Board</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Negotiate contract renewals or other funding opportunities within Council in advance of termination</td>
<td>Funding agreements renewed</td>
<td>Year One priority (check agreement term and alignment with LTP/other Council funding processes)</td>
</tr>
<tr>
<td>Increase awareness and understanding of The Treasury and TCHT (our offer/value proposition) to grow our business</td>
<td>Marketing Plan developed in consideration of key audiences and funding plan</td>
<td>Marketing plan signed off by Board and reviewed annually Deliverables monitored as per the plan</td>
<td>Year One priority</td>
<td>Developed by committee, consider external expertise Budget (add here)</td>
</tr>
<tr>
<td>Membership growth</td>
<td>Review membership structure and pricing annually (AGM) Undertake initiatives to recruit and retain members, ensuring membership administration is effective</td>
<td>Membership revenue increases annually Number of new members and membership renewals Membership feedback is positive</td>
<td>Year One priority</td>
<td>Budget (add here)</td>
</tr>
<tr>
<td>Increase publications revenue</td>
<td>Publications strategy developed to manage promotion, publishing, distribution and sales</td>
<td>Publications revenue increases annually Number of new publications Customer and stakeholder feedback is positive</td>
<td>Year One priority</td>
<td>Develop by committee, consider external expertise Budget (add here)</td>
</tr>
<tr>
<td>Increase level of service through new or enhanced offerings</td>
<td>Review opening hours to increase access</td>
<td>Opening hours increased (TCDC/HDC requirement) and level of service reviewed within 3 months</td>
<td>Year One priority</td>
<td>Consider any costs to increasing operational hours</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Identify and deliver initiatives to increase level of service, including collaborations with other key stakeholders</td>
<td>Increased level of service and/or other measures identified in specific project plans</td>
<td></td>
<td>Year One priority</td>
<td>Budget (add here)</td>
</tr>
<tr>
<td>The Treasury operates from a sustainable, fit for purpose building</td>
<td>Maintain a favourable lease agreement and manage expectations with TCDC</td>
<td>Lease active</td>
<td>Year One priority</td>
<td>Budget (add here)</td>
</tr>
<tr>
<td>Develop asset management plan (AMP) and building maintenance schedule (with annual budget)</td>
<td>AMP and maintenance schedule established and monitored regularly</td>
<td></td>
<td>Year One priority</td>
<td>Budget (add here)</td>
</tr>
<tr>
<td>Undertake a self-audit of physical environment annually to assess needs (noise, temperature controls etc.)</td>
<td>Percentage of self-audit recommendations implemented</td>
<td></td>
<td>Year One priority</td>
<td>Budget (add here)</td>
</tr>
</tbody>
</table>
DRAFT TCHT Plan 01/2020

**Goal 2: Digital**

To create powerful digital experiences, relevant to and connected with our audiences, wherever they are.

We will:

1. Increase access to the collections, regardless of visitors’ location
2. Provide more meaningful engagement with the collections for visitors
3. Continue to build our IT capability.

Our plan:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Actions</th>
<th>Measured by</th>
<th>Timeframe</th>
<th>Resources/capability needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve accessibility of the collection for researching</td>
<td>Focus on better and more complete indexing of the collection</td>
<td>Increased rate and percentage of collection indexed</td>
<td>Year One priority</td>
<td>Review indexing process, resources and skills required</td>
</tr>
<tr>
<td>Improve digitisation of records</td>
<td>Digitisation project delivered</td>
<td>As per project plan measures</td>
<td>Year One priority</td>
<td>Budget (add here)</td>
</tr>
<tr>
<td>Improve IT capability to meet current and future demands</td>
<td>IT strategy delivered and reviewed annually</td>
<td>As per IT strategy and specific project plan measures</td>
<td>Reviewed annually</td>
<td>Budget (add here)</td>
</tr>
<tr>
<td>Website ownership and administration is managed</td>
<td>Agreement in place between Board and provider</td>
<td>Reviewed annually</td>
<td>Budget (add here)</td>
<td></td>
</tr>
</tbody>
</table>
### Goal 3: Core Business

To care for and provide access to our collections.

We will:

1. Ensure continued care and safe storage of our collections
2. Provide quality learning and research experiences
3. Demonstrate industry leadership and excellence
4. Improve resilience to natural hazards.

Our plan:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Actions</th>
<th>Measured by</th>
<th>Timeframe</th>
<th>Resources/capability needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information management standards are consistent with industry</td>
<td>Identify and develop beneficial professional associations with relevant local, regional and national organisations</td>
<td>Assessment of benefits gained by membership, relationships and collaborations</td>
<td>Reviewed annually</td>
<td>Identify level of relationship needed e.g management and/or Board</td>
</tr>
<tr>
<td>Relevant policies and procedures are in place and regularly monitored</td>
<td>Number and type of policies active</td>
<td>Number and type of policies active</td>
<td>Reviewed annually</td>
<td></td>
</tr>
<tr>
<td>Continually enhance the collection and ways for the community to engage with The Treasury</td>
<td>Iwi-Maori relationships developed to enhance Maori heritage information and opportunities for learning</td>
<td>Number of new records/information</td>
<td>Year One priority</td>
<td>Identify level of relationship needed e.g management and/or Board</td>
</tr>
</tbody>
</table>
Goal 4: Our People
To attract and retain a creative and talented workforce – volunteers, staff and trustees.

We will:
1. Build a culture where our people flourish
2. Maintain a focus on quality improvement and sound leadership
3. Organise work processes to produce the most effective results

Our plan:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Actions</th>
<th>Measured by</th>
<th>Timeframe</th>
<th>Resources/capability needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve volunteer, staff and trustee capacity and capability</td>
<td>Review the way work is organised (work flow and processes) to produce the most effective results</td>
<td>Type and nature of improvements made Relevant performance indicators improve</td>
<td>Reviewed annually</td>
<td></td>
</tr>
<tr>
<td>Identify workforce needs (essential roles/functions) and develop position descriptions to define and match skills to tasks, and to support succession planning</td>
<td>Position descriptions in place for all role types</td>
<td></td>
<td>Reviewed annually</td>
<td></td>
</tr>
<tr>
<td>Upskill workforce through induction and development pathways, and seek specific skill sets in recruitment to match our needs</td>
<td>Number and type of training/professional development opportunities provided</td>
<td></td>
<td>Reviewed annually</td>
<td>Budget (add here)</td>
</tr>
<tr>
<td>Improve organisational leadership at governance and management levels</td>
<td>Review and endorse Governance Policy to guide roles and functions</td>
<td>Policy approved and reviewed annually</td>
<td>Year One priority</td>
<td>Consider external expertise (Community Waikato governance advisory service)</td>
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</tr>
<tr>
<td>Regular meetings between Board/Chair and Manager to support and monitor performance</td>
<td>Annual appraisal undertaken by Chair/Board and KPIs established</td>
<td>Year One priority</td>
<td>Consider establishing an executive committee of the Board to support staff management</td>
<td></td>
</tr>
<tr>
<td>Identify and deliver ways to assess workplace culture and workforce needs in order to build a positive, safe and inclusive team environment</td>
<td>Workforce feedback is positive and reviewed annually Workforce metrics monitored (retention and recruitment rates, other HR data)</td>
<td>Year One priority</td>
<td>Budget (add here)</td>
<td></td>
</tr>
</tbody>
</table>
LETTER OF AGREEMENT
BETWEEN CITIZENS ADVICE BUREAU HAURAKI AND HAURAKI DISTRICT COUNCIL
SIX-MONTHLY FUNDING ACCOUNTABILITY REPORT

OFFICE USE ONLY:
Date received  
Date acknowledged  

6M funding amount  $
Committee  

Organisation name
CITIZENS ADVICE BUREAU HAURAKI

Reporting period (e.g. July to December 2018)
July – December 2019

Progress against milestones (refer Letter of Agreement for details)

<table>
<thead>
<tr>
<th>Event/activity</th>
<th>Status (e.g. on track, delayed, completed) and description</th>
</tr>
</thead>
</table>
| Networking with local and regional organisations e.g. attend Business After 5 Meetings | Waihi BA5 (monthly meetings)  
Paeroa BA5 (monthly meetings)  
Age Concern Hauraki-Coromandel bi-monthly board meetings  
Sky City Community Trust Funding Function – meet-n-greet – in November – in Hamilton  
Paeroa Community Support Trust – Morning Tea presentation |
| Information system to support CAB interviews | This is ongoing. The Information System is managed and updated constantly from CANZ and by our Bureau Information Officer. |
| CAB website or Facebook page i.e. social media | The CABNZ Website is updated daily and also when new updates are available by CABNZ. Information updating the Hauraki Bureau Website is also being updated by CABNZ on a current basis. Hauraki CAB Facebook page is pending. |
| Reporting visitor numbers, trends and satisfaction surveys | All enquiries are tracked and stats are available. This year we continued to show an increase in enquiries by 13%- . Tracking of enquiries is ongoing. |
| Promotion/advertising of social services and events | Ongoing. CAB has extensive promotion materials displayed on our door, internally and on our external sandwich board. |
Activity meeting with HDC Community Development Officer

Pending

Paeroa Satellite Clinic

Clinic continues to stream with hours now 10am to 1pm twice weekly. Volunteers have been excellent with training in progress.

Law Clinics

CAB Hauraki continues to work with Clark and Gay Law in Waihi and Coordinating with Waikato Community Law to provide walk in clinics to both areas for community clients. Baywide Community Law is also providing free clinics through the Waihi Resource Centre and is a backup to the Clark and Gay Law service

Progress against performance targets (refer s4.0 Letter of Agreement for details)

<table>
<thead>
<tr>
<th>Measures</th>
<th>Targets</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial sustainability – percentage of annual budget from non-Council sources increases each year.</td>
<td>Growth from 2017-18 percentage</td>
<td>Currently worked within our set budget to ensure our operational costs have been fully met this financial year.</td>
</tr>
<tr>
<td>Financial management</td>
<td>Balanced budget</td>
<td>Zero investigations All updated, implemented and no investigations</td>
</tr>
<tr>
<td>Principles, policies and procedures up-to-date and implemented</td>
<td>Zero investigations</td>
<td>No complaints</td>
</tr>
<tr>
<td>Information provided to enquirers is up-to-date</td>
<td>Zero complaints</td>
<td>No complaints</td>
</tr>
<tr>
<td>Visitor numbers, trends and satisfaction surveys</td>
<td>&gt;95% satisfied with service</td>
<td>No complaints and more positive feedback from our clients.</td>
</tr>
<tr>
<td>All health and safety regulations have been met</td>
<td>Zero complaints</td>
<td>Up to date and compliant in both Waihi and Paeroa offices</td>
</tr>
</tbody>
</table>

Progress against latest performance review recommendations (if applicable)
### Review recommendation

<table>
<thead>
<tr>
<th>Status (e.g. on track, delayed, completed) and description</th>
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</tbody>
</table>

### Budgeted and actual income for the period

Provide details for the latest period only

<table>
<thead>
<tr>
<th>Income source</th>
<th>Budgeted amount ($)</th>
<th>Actual amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hauraki District Council</td>
<td>5000</td>
<td>5000</td>
</tr>
<tr>
<td>Other grants and donations</td>
<td>18160</td>
<td>16460</td>
</tr>
<tr>
<td>Earned income (including interest)</td>
<td>6.00</td>
<td>5.38</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td><strong>23166</strong></td>
<td><strong>21465.38</strong></td>
</tr>
</tbody>
</table>

### Budgeted and actual operational expenditure for the period

Provide details for the latest period only

<table>
<thead>
<tr>
<th>Expenditure item</th>
<th>Budgeted amount ($)</th>
<th>Actual amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages/salary</td>
<td>2760</td>
<td>3402.00</td>
</tr>
<tr>
<td>Rent or lease, rates</td>
<td>7020.99</td>
<td>6858.83</td>
</tr>
</tbody>
</table>
Other operational costs 11255.01 5307.38
Event-related costs
Miscellaneous
Total expenditure 21036.00 14673.56

Capital expenditure (on assets) for the period

Provide details of any significant capital expenditure over the latest period and how this was funded

<table>
<thead>
<tr>
<th>Capital items</th>
<th>Amount ($)</th>
<th>Funding source/s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Key achievements for the period

Briefly summarise ‘good news’ stories and key achievements of your organisation in the community over the past period

<table>
<thead>
<tr>
<th>Event/activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising</td>
<td>Donation of Dried Fruit Product continues to provide some income and also helps to lift our profile. The dried fruit has been marketed on social media community pages and at markets in Waihi.</td>
</tr>
<tr>
<td>Greypower Agent</td>
<td>Waihi office continues to be an agent for Greypower, collecting subs and messages. This is also a great way to stay connected with our older folk in the community and promotes our service on an ongoing basis. We have also been asked to a promotional talk about CAB to Waihi Greypower – date yet to be finalised.</td>
</tr>
<tr>
<td>Paeroa Clinic</td>
<td>Now well established in Paeroa, and attracting good volunteers as well as visitors.</td>
</tr>
<tr>
<td>Waihi Community Network</td>
<td>Continuing to work in closely with the Waihi Resource Centre and other community organisations to support our families and elderly in the community.</td>
</tr>
<tr>
<td>BA5 – Waihi &amp; Paeroa</td>
<td>CAB Hauraki attends the monthly meetings in both towns, networking and seeking volunteers on an ongoing basis.</td>
</tr>
</tbody>
</table>
Volunteers

Although there has been a good response for volunteers in Paeroa, Waihi volunteer numbers are depleted for varying reasons, but are now on the increase. Discussion with other volunteer organisations at the Sky City Community Trust Function in November 2019, confirmed that we are all having difficulty in attracting volunteers, particularly in the smaller communities. This is a nationwide issue.

Skilled Volunteers

Finding volunteers with specific skills who are willing to take on management positions: i.e. Accounting skills and knowledge of Xero for Treasurer and Fundraising.

Key challenges and risks for the period

Briefly summarise key challenges and risks for your organisation over the past period

<table>
<thead>
<tr>
<th>Challenge/risk</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising</td>
<td>As charities change their strategies and criteria, funding is becoming more difficult to obtain. It is an ongoing challenge to find organisations where CAB meets the criteria as a volunteer community organisation. I note that Sky City Community Trust has very recently changed their strategy to reflect Pathways to Employment for Youth. How this will affect CAB and other volunteer community organisations in the future is not known, but needs to be watched closely.</td>
</tr>
</tbody>
</table>

Declaration

We the undersigned declare the following:

- We have acknowledged the receipt of Hauraki District Council funding in our organisation’s accounts or a note in our organisation’s Annual Report
If requested by Hauraki District Council, we will provide any files or records that relate to the expenditure of this funding for inspection.

We acknowledge that if this funding has been misappropriated and no appropriate remedial action taken then Hauraki District Council may recover the funding and may deem our organisation to be ineligible for further funding.

The details we have given in all sections of this report are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our accountability report.

First name: RAE
Last name: WATERHOUSE
Postal address: 86 Seddon Street, Waihi
Daytime phone number: 07 8637640
Email address: Hauraki@cab.org.nz
Position: Chairperson
Signature: 
Date: 27 January 2020

Submit your form

Please submit your completed accountability form by email, post or in person to:

Attn: Community Engagement Manager
info@hauraki-dc.govt.nz
Hauraki District Council, PO Box 17, Paeroa 3640 | 1 William Street, Paeroa 3600
Lions Club Of Ngatea (Inc.)
P.O. Box 45 Ngatea

20th January 2020

Hauraki District Council
Plains Ward Chair
Hello Ross,

The Ngatea Lions Club is seeking financial assistance to offset some of its costs with helping the Hauraki Plains Lioness Club in the supply of a Christmas Tree frame used to display a crochet square laden tree.

This was on display in Pioneer Park on the Hugh Hayward Domain Ngatea over a short Xmas Period 2019. A permanent screw anchor has been placed in the ground, with approval from HDC Parks and Reserve manager, to allow the future placement of the tree.

The project was well received by locals and passing traffic and the parts have been placed in storage until next year. It is intended to re-erect the tree for the foreseeable future at Christmas time...

At this stage the costs have exceeded $1000.00 plus labour supplied by Lions members. We are seeking support for $750.00.

You can contact me on 07 8676712 or 027 4944948 or email apquinn@xtra.co.nz.

Kind regards,

Alex Quinn
Treasurer Lions Club of Ngatea
Information Report

To: Mayor and Councillors

From: District Library Manager, Community Facilities Officer, Parks & Reserves Manager

Date: Friday, 28 February 2020

File reference: Document: 2663718v1.0.402

Portfolio Holder: Cr Rino Wilkinson – Community Recreation

Meeting date: Wednesday, 11 March 2020

Subject: Community Recreation Monthly Report for February 2020

Recommendation:
THAT the report be received.

1 Purpose
The Community Services and Development Department is responsible for the delivery of Council’s Community Recreation activities, including libraries, district swimming pools, sports fields, recreation reserves and district sports co-ordinator (Sport Waikato). A report on these activities will be presented to Council on a monthly basis.

2. District Libraries

Goal: Library services are provided in a customer focused and effective way to support the recreational needs of the community

Our Toddler Time has been rebranded as “Story and Rhyme for under 5’s” in all three libraries. The name change is to ensure a more inclusive programme and make it suitable to all pre-schoolers. We had found that the name Toddler was implying it was only for the 2 year old age group. Feedback from the community has already been positive.

Goal: An appropriate range of print, audio visual and electronic resources are provided to ensure public access to learning materials:

Following the retirement of the Acquisitions Librarian, our Senior Librarian Technical has taken on the role of ordering new resources for the library, in consultation with other library staff. We now have a good system for customers to make suggestions for purchase (either online via the website, or via paper forms available in the libraries). This will be advertised in the Library newsletter as we do welcome suggestions from the community.

We have also ordered material from the Ockhams longlist to ensure that Hauraki Libraries has a good selection from the New Zealand book awards going forward. This has been a gap area until now, which customers have sometimes commented on.
Goal: Libraries attract a wide audience:

Thirty two children across the district signed up for the Summer Treasure Hunt programme, designed to encourage reading and library engagement over the summer months. Only 11 attended the finale pool party, partly due to some glitches with how we advertised this, so we will revise how we run this next year.

Goal: Future directions

To offer a better service to the community, changes to library hours and RFID technology options are the subject of two decision reports to follow.

Monthly Statistics and Trends

<table>
<thead>
<tr>
<th>Issues (print books, dvds, audiobooks, magazines)</th>
<th>1/2019</th>
<th>1/2020</th>
<th>% difference between 1/2019 &amp; 1/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ngatea</td>
<td>1133</td>
<td>1001</td>
<td>-132</td>
</tr>
<tr>
<td>Paeroa</td>
<td>4297</td>
<td>2956</td>
<td>-1341</td>
</tr>
<tr>
<td>Waihi</td>
<td>5660</td>
<td>4066</td>
<td>-1594</td>
</tr>
<tr>
<td>Total</td>
<td>11090</td>
<td>8023</td>
<td>-3067</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT COLLATION OF OTHER MEASURES</th>
<th>1/2019</th>
<th>1/2020</th>
<th>% difference between 1/2019 &amp; 12/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-book issues</td>
<td>584</td>
<td>1135</td>
<td>551</td>
</tr>
<tr>
<td>APNK sessions</td>
<td>1793</td>
<td>1451</td>
<td>-342</td>
</tr>
<tr>
<td>Wifi sessions</td>
<td>4952</td>
<td>6342</td>
<td>1390</td>
</tr>
<tr>
<td>New members</td>
<td>38</td>
<td>43</td>
<td>5</td>
</tr>
</tbody>
</table>

3. District Swimming Pools

The month of February has seen quite a reduction in general swimmers compared to January but also an approximately a 20% increase on February 2019 totals.

With Schools returning at the beginning of the month, the three community pools have been a hive of activity from 9am – 3pm each weekday. School Swimming Sports are in full swing from the latter part of February with the majority of schools throughout the district scheduled for a day at the pools.

While Waihi and Ngatea have had Swimming Clubs operating this season unfortunately there has been no such opportunity in Paeroa but recently we have received some correspondence that the
Paeroa Swim Club will be reactivated for the 20/21 season and the feedback is that the coaches have already been engaged and the club is hoping to become affiliated again.

As part of wide ranging review of the District Swimming Pools we will be working with the Communications team around various ideas for next season which will include signage at each location as well as extra signage at strategic locations that will raise awareness of each facility.

The season closing date for Waihi and Ngatea Pools will be Sunday 15th March.

Totals for year to date as at 23rd February 2020. 2018/19 totals in brackets.

### Ngatea Totals:

<table>
<thead>
<tr>
<th>Month</th>
<th>Swims:</th>
<th>Schools:</th>
<th>Shop Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>0(276)</td>
<td>0</td>
<td>0(27)</td>
</tr>
<tr>
<td>December</td>
<td>1150(1445)</td>
<td>639</td>
<td>52(212)</td>
</tr>
<tr>
<td>January</td>
<td>2066(1998)</td>
<td>0</td>
<td>57(303)</td>
</tr>
<tr>
<td>February</td>
<td>966(866)</td>
<td>2898</td>
<td>57(69)</td>
</tr>
</tbody>
</table>

### Paeroa Totals:

<table>
<thead>
<tr>
<th>Month</th>
<th>Swims:</th>
<th>Schools:</th>
<th>Shop Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>1172(536)</td>
<td>306</td>
<td>55(24)</td>
</tr>
<tr>
<td>December</td>
<td>1115(1128)</td>
<td>246</td>
<td>60(91)</td>
</tr>
<tr>
<td>January</td>
<td>1976(1854)</td>
<td>0</td>
<td>110(171)</td>
</tr>
<tr>
<td>February</td>
<td>1136(828)</td>
<td>1612</td>
<td>60(35)</td>
</tr>
</tbody>
</table>

### Waihi Totals:

<table>
<thead>
<tr>
<th>Month</th>
<th>Swims:</th>
<th>Schools:</th>
<th>Shop Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>548(199)</td>
<td>564</td>
<td>26(15)</td>
</tr>
<tr>
<td>December</td>
<td>1000(1011)</td>
<td>507</td>
<td>71(41)</td>
</tr>
<tr>
<td>January</td>
<td>1504(1812)</td>
<td>0</td>
<td>83(151)</td>
</tr>
<tr>
<td>February</td>
<td>838(795)</td>
<td>1009</td>
<td>28(12)</td>
</tr>
</tbody>
</table>
### Key Projects - Recreation

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Manager</th>
<th>Budget</th>
<th>Timeframe</th>
<th>% Complete</th>
<th>Actual Spent (YTD)</th>
<th>Forecast at Completion</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Libraries - Books Budget. Approved budget: $147,272</td>
<td>District Librarian</td>
<td>$147,272</td>
<td></td>
<td>45%</td>
<td>$66,629</td>
<td>$147,272</td>
<td>Purchases within budget</td>
</tr>
<tr>
<td>Karangahake Reserve Development Approved budget: $517,000</td>
<td>Senior Project Manager</td>
<td>$517,000</td>
<td></td>
<td>10%</td>
<td>$3,997</td>
<td>$255,000</td>
<td>Licence to occupy signed allowing Council to install a toilet on the Hall Committee Land. The shipping container based supplier has informed Council that it is no longer able to supply the project due to some technical issues and the subsequent stopping of producing the product. Staff are currently seeking alternatives.</td>
</tr>
<tr>
<td>Wharf St / Ohinemuri River Jetty Approved budget: $400,000</td>
<td>Economic Development Officer</td>
<td>$400,000</td>
<td></td>
<td>25%</td>
<td>$145,480</td>
<td>$400,000</td>
<td>It has been difficult to get tenders for the project with only one being received for the jetty at Wharf Street and none for the pontoons at the Park, after going out to tender twice. The tender for the jetty was significantly more than budgeted for but has been accepted in order for the project to line up with timelines set by Waikato Regional Council in the Resource Consent.</td>
</tr>
<tr>
<td>Project</td>
<td>Approved budget</td>
<td>Project Management Team</td>
<td>Complete?</td>
<td>Remaining</td>
<td>Funding Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------</td>
<td>-------------------------</td>
<td>-----------</td>
<td>----------</td>
<td>--------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turua Walkway</td>
<td>$40,000</td>
<td>Project Management Team</td>
<td>10%</td>
<td>$27,047</td>
<td>$45,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The 270m Piako Rd section is complete. A section of Oparia Rd is scheduled to be mowed as a temporary walkway subject a decision report on safety being submitted by the project manager. Budget for this project is insufficient on the basis of revised quotes received.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorative Lighting for trees in the main street of Paeroa.</td>
<td>$15,000</td>
<td>Parks and Reserves Manager</td>
<td>45%</td>
<td>$9,514.00</td>
<td>$15,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This will now happen in conjunction with the Palm pruning at Railway Reserve. This will be a cost saving measure due to Traffic Management being required for both.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dudding Reserve Community Notice board and landscaping.</td>
<td>$61,000</td>
<td>Parks and Reserves Manager</td>
<td>75%</td>
<td>$46,308</td>
<td>$65,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seating for the structure has been completed. Amenity landscaping will be scheduled for the autumn.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victoria Park Playground upgrade</td>
<td>$45,000</td>
<td>Parks and Reserves Manager</td>
<td>5%</td>
<td>$45,000</td>
<td>$45,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The playground equipment to be installed has been determined. All external funders have responded to applications. $17,000 has been approved from Trust Waikato, $26,000 from the Lion Foundation and $34,500 from the Lotteries Commission. This brings the total funding for the project so far to $137,500. The flying fox and pirate ship to be installed are in the process of being delivered.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>Manager</td>
<td>Complete</td>
<td>Budget Used</td>
<td>Cost</td>
<td>Total Budget</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>---------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Paeroa Domain Entrance Upgrade</td>
<td>Parks and Reserves Manager</td>
<td>✔️</td>
<td>✔️</td>
<td>0%</td>
<td>$7,741</td>
<td>The upgraded vehicle entrance has been done. The pedestrian entrance is on hold until plans can be drafted that align with the rest of the Mackay St development.</td>
<td></td>
</tr>
<tr>
<td>Approved budget: $73,114</td>
<td></td>
<td></td>
<td></td>
<td>$73,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gilmour Park Playground Poured Surface</td>
<td>Parks and Reserves Manager</td>
<td>✔️</td>
<td>✔️</td>
<td>0%</td>
<td>$0</td>
<td>A contractor has been appointed to carry out the installation. Work is scheduled for May.</td>
<td></td>
</tr>
<tr>
<td>Approved budget: $45,900</td>
<td></td>
<td></td>
<td></td>
<td>$45,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. General

**Thames Valley Hockey**

The unreliability, age and replacement costs of the lights at the Thames Valley Hockey Centre has been an issue for a few years, but the Turf Society Trust (facility owners) were unable to accrue capital to fund replacement costs as they had been servicing a debt for the turf mat replacement done in 2008. The Centre was at risk of not being able to play hockey this season because of the poor standard of lighting. An application for $100,000 for the replacement was submitted to Grassroots Trust which have several outlets throughout the Thames Valley and pleased to say it has been successful. The total cost of the replacement is approx. $150,000 + GST and this will be scheduled for April.

**Waihi Main St Gardens**

Due to water restrictions in Waihi it was decided to remove the amenity planting in the main street gardens and install decorative mulch until the autumn planting program.

**Hauraki District Sport & Active Recreation Plan**

Working together with Sport Waikato we are in the process of setting up advocacy groups (movers and shakers) in each ward. Ideally we would have 6 representatives for each ward to be the voice of the community determining the current and future needs and also focus on outcomes identified in the Sport and Active Recreation Plan. The setup of each group would also contain a representative from Sport Waikato, HDC staff and a Councillor rep.

We have identified those that we wish to approach about being part of these groups with the hope of starting to make contact in the early part of March.

**SOLGM Awards**

Hauraki District Council has collaborated with Sport Waikato to complete an entry into the upcoming SOLGM Excellence Awards for the Innovation in Council/Community Relations category. The focus of the entry was around the consultation process involved which resulted in the Hauraki Sport & Active Recreation Plan being community led and evolving as feedback was received.

There have been a record number of entries for the awards this year with 44 across 5 categories including 20 in the Council/Community Relations category.

As part of each entry a supporting video was required and we were able to come up with a video which will be shown at the Council meeting.

**Helen O’Carroll**

DISTRICT LIBRARY MANAGER

**Adam Chwesik**

COMMUNITY FACILITIES OFFICER

**Paul Matthews**

PARKS AND RESERVES MANAGER
Information Report

To: Mayor and Councillors
From: Community Facilities Officer, Property Officer, Parks & Reserves Manager
Date: Friday, 28 February 2020
File reference: Document: 2686070
Portfolio holder: Cr Anne Marie Spicer - Community Facilities
Meeting date: Wednesday, 11 March 2020
Subject: Community Facilities Report for February 2020

Recommendation:
THAT the report be received.

Purpose

The Community Services and Development Department is responsible for the delivery of Council’s Community Facilities activities, including community halls, rural halls, elderly persons housing, public toilets, cemeteries and non-recreational reserves. A report on these activities will be presented to Council on a monthly basis.

COMMUNITY FACILITIES

Elderly Persons Housing

Housing for the elderly customer satisfaction research

44 completed surveys were received from Council’s nine complexes. This amounts to approximately 2/3 of tenant participation in the survey.

Ngatea 9
Paeroa 22
Waihi 13

Surveys were anonymous, only indicating which complex it applied to. Looking at the overall results from the survey, staff report tenants satisfaction levels:

a) Satisfied - 33%
b) Very satisfied – 44%
c) Somewhat satisfied – 13%
d) Dissatisfied – 3%
e) Somewhat dissatisfied – 4%
f) Very dissatisfied - 2%
The aim of the survey was to gauge the:

- Satisfaction with comfort and safety of units
- Satisfaction with customer service (service from Council staff, when calling Council and accessibility to staff)
- Satisfaction with property maintenance (security lighting, exterior of units, condition of carpet and vinyl, curtains, interior paint or wallpaper and how Council staff handle service requests)
- Satisfaction with Grounds maintenance (exterior upkeep, lawns, hedges, trees and paths/walkways)
- Quality of life within the unit (warm and dry, safe/secure, value for money, affordability)

Comments from surveys

A large number of issues raised by tenants have already been identified during regular inspections and staff have commissioned remedial work, all now either completed or underway or deferred to a later time.

Some work identified as non-critical is being deferred to the new financial year to ensure we operate within the current budgets.

Below are tenants’ comments from the surveys;

**Exterior of units**
- a) Buildings could do with more washing
- b) Security lighting non existent

**Interior of units**
- a) Capet worn out
- b) Unsatisfied with condition of curtains
- c) Interior of unit requires painting.
- d) Not enough kitchen cupboards
- e) Water pressure needs looking at
- f) Still waiting for replacement lino.
- g) Would appreciate heating in the kitchen
- h) Would appreciate a new kitchen benchtop and lino
- i) My toilet is too high
- j) Shower is too small – consider a wet floor area (not much room to move with large shower chair)

**Dealing with staff**
- a) Consider Council does a fine job providing the units
- b) Staff not visiting often enough
- c) Property Officer is the only member of staff we see.
- d) The tradesmen coming around here is lovely to deal with, except for when they take too long to attend to a job.
- e) The painter does a fantastic job, thank you.

**Grounds and lawns**
- a) Fence could be painted (Kenny Street).
- b) Drunks wandering around causing tenants to be anxious and feeling not safe and secure at night.
- c) Concrete footpaths uneven and in some areas breaking up and can be dangerous.
- d) Bad neighbours and inconsiderate visitors – depends on who is living or visiting in units.
- e) Footpaths at back of unit becomes slippery in winter.
- f) The lawnmower man would be good if he used the catcher.
**Is the unit affordable?**

- Yes, only just
- As a single pensioner it is a struggle but is OK
- Very concerned about yearly increases in rent which are now considerably higher – it is quite unsettling.
- No
- Yes, but not with regular rent increases
- Yes, but not good value for money
- Yes, at the moment it is

**GENERAL**

"I am very happy here. I feel very privileged to have this little home. There are many people struggling to find a roof over their heads. Thank You Council for all the hard work you put in to keep us older folk looked after so well”.

"The workmen have done wonderful work so far”.

It is important to note the comments from the surveys are merely a guide into tenants perceptions and therefore open to interpretation. Tenant expectations are managed through good mutual relationships and open communication. Points raised have already been taken care of through a maintenance or renewal programme.

**Progress on heat pump installation**

Following some minor delays earlier this month, the installation programme for heat pumps in Ngatea is back on track. Although a very early start to the day, tenants awoke to two installation teams rearing and ready to get the job done. Staff have received very positive feedback (and baking) from tenants as a gesture of their appreciation.

**Decks at upper Moresby Street and Kenny Street**

Two bedsit units on Kenny Street have had a deck added and windows replaced with aluminium double glazed ranch sliders. The tenants are now enjoying an extended living space as well as peace of mind that the unit have an alternative exit in case of an emergency.
At Upper Moresby Ave, wooden window frames are being replaced with aluminium, double-glazed ranch sliders. This is being done to address leaky home problems caused by rotten window frames, encourage good quality of life for tenants and improving their view of the units as being good value for money. Again, the tenants here will enjoy peace of mind that the units have alternative entrance/exit in case of an emergency. This project will continue in the new financial year to ensure we operate within current budgets.

SPM condition assessment

3 yearly condition grading surveys being carried out at all elderly housing complexes. Reports on these surveys are expected back in a short timeframe and staff will report back to Council on general observations and/or findings of concerns, if any. These condition grading surveys assist greatly in long term planning for capital and forecast operational expenses.

New legislation being drafted – Residential Tenancies Amendment Bill

The Residential Tenancies Amendment Bill was introduced to Parliament. This follows on from the announcement made by Associate Minister of Housing Kris Faafoi on 17 November 2019.

The Bill includes a series of reforms that will:

- **Improve tenant’s security** by requiring the use of a justified reason to end a periodic tenancy, including new provisions to respond to anti-social behaviour and removing the use of no cause terminations to end a periodic tenancy agreement.
- **Flatten the inflated demand** that has been created in some regions by tenancies all ending at the same time by mandating that fixed-term tenancy agreements must become periodic tenancy agreements upon expiry unless both parties agree otherwise, or certain conditions apply.
- **Improve compliance with the law** by increasing financial penalties and giving the Regulator new tools to take direct action against parties who are not meeting their obligations.
- **Remove a disincentive for parties to use the Tenancy Tribunal** by allowing for identifying details to be anonymised in situations where a party has been wholly or substantially successful in taking a case.
• **Make rental properties safer and more liveable** by ensuring that tenants can add minor changes, such as brackets to secure furniture and appliances against earthquake risk, baby proof the property, install visual fire alarms and doorbells and hang pictures.

• **Prohibit the solicitation of rental bids** by landlords and limit rent increases to once every 12 months.

In addition to the above changes that were announced in November 2019, the Bill now also includes ultra-fast broadband proposals to:

• **Improve the process for the installation of fibre in rental properties** by requiring landlords to permit and facilitate the installation of Ultra-Fast Broadband

The Bill will soon have its first reading in Parliament. Following this, the Bill will be referred to Select Committee. Submissions to the Select Committee close on Wednesday 25 March 2020.

**Paeroa College Community Day**

On Friday 28 February students from Paeroa College volunteered to give back to the community. Amongst many other initiatives across town, a group of students and a teacher volunteered their morning to clean up gardens attached to our pensioner units, washing of tenant’s vehicles and mobility scooters, and lending a helping hand where required. The tenants were treated to, not only clean gardens and vehicles, but also a serving of morning tea, baked by students at the College and delivered by the Principal.

A sterling effort, thank you Paeroa College!

**Public toilets**

**Kaiaua Toilets**

Works have now been completed to have the Kaiaua Boat Ramp Reserve Toilets back up and operating after previous issues with the pipework from the septic tank and soakage field.
**Rural Halls**

There are no items of significance to report for Rural Halls.

**Community Halls**

There are no items of significance to report for Community Halls.

**Cemeteries**

A tapuwai tap will be installed at the Ngatea Memorial and Ashes wall for iwi cultural purposes.

**Non-recreation Reserves**

There are no items of significance to report for Non- recreation reserves.
### Key Projects - Facilities

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Manager</th>
<th>Budget</th>
<th>Timeframe</th>
<th>% Complete</th>
<th>Actual Spent (YTD)</th>
<th>Forecast at Completion</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elderly Housing Ngatea</td>
<td></td>
<td>$36,720</td>
<td></td>
<td></td>
<td>$24,538</td>
<td>$36,720</td>
<td>Tapware in kitchens and laundries is being upgraded to more user-friendly mixers for ease of use by the elderly.</td>
</tr>
<tr>
<td><strong>Approved project budget:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All elderly housing units in Ngatea have had heat pumps installed.</td>
</tr>
<tr>
<td><strong>$36,720</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hotwater cylinders were replaced at all Pauls’ Drive units and seismically restrained.</td>
</tr>
<tr>
<td>Elderly Housing Paeroa</td>
<td>Property Officer</td>
<td>57%</td>
<td>$15,758</td>
<td>$27,540</td>
<td>A stove is being replaced at Junction road. Concrete footpaths surrounding units and laundry areas will be upgraded early 2020 by Council’s construction and maintenance team.</td>
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</tr>
<tr>
<td>Elderly Housing Waihi</td>
<td>Property officer</td>
<td>140%</td>
<td>$41,339</td>
<td>$29,580</td>
<td>Working with contractor to look at insulation options for roofs (not suited to pink bats) due to limited cavity space.</td>
<td></td>
<td></td>
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</table>
### Elderly Housing – Healthy Homes

**Approved project budget**

- **2019/20**: $89,500
- **2020/21**: $109,000

<table>
<thead>
<tr>
<th>Property officer</th>
<th>23% of total project</th>
<th>$45,206</th>
<th>Will be updated once invoice is received and processed.</th>
<th>$200,000</th>
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</thead>
</table>

- 51% of 2019/20 budget

- All scheduled installations for 2019 in Waihi was completed.
- Installation of heatpump units have started at King Street, Paeroa.
- All scheduled installations for Ngatea have been completed.

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### Pukerimu Cemetery Development:

- **Planning, development & ashes walk**
- **Approved Project budget**: $302,000

<table>
<thead>
<tr>
<th>Senior Project Manager</th>
<th>85%</th>
<th>$155,000</th>
<th>$300,000</th>
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</thead>
</table>

- Original scope is complete.
- Additional scope has been requested regarding drainage, which is in the process of being contracted.

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### New Kaiaua toilets

- **Approved Project Budget**: $180,000

<table>
<thead>
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<th>Project Manager</th>
<th>5%</th>
<th>$0</th>
<th>$180,000</th>
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</thead>
</table>

- Bore construction is scheduled for late March
- The shipping container based supplier has informed Council that it is no longer able to supply the project due to some technical issues and the subsequent stopping of producing the product. Staff are currently seeking alternatives.

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### Miranda Cemetery Drainage

- **Approved Project budget**: $12,240

<table>
<thead>
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<th>Parks &amp; Reserves Manager</th>
<th>0%</th>
<th>$0</th>
<th>$12,240</th>
</tr>
</thead>
</table>

- A new swale drain has been installed on the cemetery boundary. Further drainage within the internment area is being investigated.

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**Desire Bezuidenhout**  
**PROPERTY OFFICER**

**Adam Chwesik**  
**COMMUNITY FACILITIES OFFICER**

**Paul Matthews**  
**PARKS AND RESERVES MANAGER**