AGENDA

COUNCIL MEETING

Wednesday, 12 February 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
**Ngà 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 māatarata 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, 12 February 2020 – 9.00am

Council Chambers, Council Office, William Street, Paeroa

Presentations
9.15am: Destination Coromandel – Six monthly Report - Hadley Dryden
9.30am: Hauraki Rail Trail Charitable Trust - Annual Report - Diane Drummond
9.40am: Maritime Park and Museum – Quarterly Funding Report – Gloria James

Order of Business

1. Karakia timatanga (Cr Buckthought)
2. Apologies
3. Declarations of Late Items
4. Declarations of Interests
5. Karakia whakamutunga
6. Confirmation: Council Minutes - 29-01-20 (2705121) 6
7. Receipt and Adoption: Community Growth Committee Minutes - 30-01-20 (2717049) 16
8. Destination Coromandel Half-yearly Report (2702365) 19
10. Historic Maritime Park Report (2718385) 50
    Appendix A: Historic Maritime Report (2706171) 51
11. 2019 Triennial Elections – Executive Summary (2718516) 58
12. Appointment to Waikato Plan Leadership Committee (2718489) 77
13. Kerepehi Bowls and Sports Club Inc. 2020 (2718639) 79
14. Drainage Reserve Reta Crescent Subdivision (2712881) 86
15. Community Initiatives Report January 2020 (2715329) 93
    (2707104) Appendix A: HDC Sport Coordinators Quarterly Report (2707104) 110
18. 2020-21 Annual Plan Engagement Approach (2718573) 126
19. 2020-21 Annual Plan - Council Review of Budgets (2718570) 149
20. Our Place Ta tatou kainga (Community Outcomes Review) (2718483)  
22. Implementation of Earthquake-prone Building System (2706517)  
23. Review of 2017 Gambling Policy (2706521)  
24. Review of Freedom Camping Bylaw 2013 (2716523)  
25. 2020 Review of Legal Highs Policy 2014 (2713414)  
26. Waikato Lifeline Utilities Steering Group (2705635)  
Appendix A - Waikato Lifeline Utilities Booklet (2705632)  
Appendix B - Waikato Lifeline Utilities Steering Group Minutes 22-11-19 (2705631)  

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

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:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) Under Section 48(1) for the Passing of this Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chemical Supply - Water and Wastewater Plants</td>
<td>Section 7(2)(i) Prejudice to Commercial Position/Negotiations To enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.</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>
</tr>
</tbody>
</table>
HAURAKI DISTRICT COUNCIL MEETING

MINUTES OF A MEETING OF THE HAURAKI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON WEDNESDAY, 29 JANUARY 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 P D Buckthought, Cr C A Daley, Cr R G E Garrett, Cr B J Gentil, Cr R Harris, Cr S Howell, Cr D Smeaton, Cr A M Spicer, Cr J R Tilsley 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 de Haast (Transportation Manager), J Hogan (Transportation Team Leader), E J Wentzel (Water Services Manager), S de Laborde (Manager, Planning and Infrastructure Systems), D Varcoe (Community Services Manager), Ms K McLaren (Community Engagement Officer) and Ms C Black (Council Secretary)

Karakia timatanga

Cr Milner opened the meeting with a karakia.

APOLOGIES

RESOLVED

THAT the apologies of Cr R Broad be received and sustained.

C20/01 Harris/Wilkinson CARRIED

LATE ITEMS

There were no late items.

DECLARATIONS OF INTERESTS

Cr Smeaton declared an interest in Item 8 - Paeroa Re-Use Centre.

CONFIRMATION: COUNCIL MINUTES – 11-12-19 (2692690)

RESOLVED

THAT the minutes of the meeting of the Hauraki District Council held on Wednesday, 11 December 2019 are received and confirmed as a true and correct record.

C20/02 Tilsley/Anderson CARRIED
RECEIPT: HEARINGS AND JUDICIAL COMMISSIONERS MINUTES – 23-10-19 (2682669)

RESOLVED

THAT the minutes of the Hearings and Judicial Commissioners meeting held on Wednesday, 23 October 2019 are received.

C20/03 Milner/Wilkinson CARRIED

RECEIPT: HEARINGS AND JUDICIAL COMMITTEE MINUTES – 27-11-19 (2690369)

RESOLVED

THAT the minutes of the Hearings and Judicial Committee meeting held on Wednesday, 27 November 2019 are received.

C20/04 Milner/Wilkinson CARRIED

RECEIPT: HEARINGS AND JUDICIAL COMMITTEE MINUTES – 16-12-19 (2693784)

RESOLVED

THAT the minutes of the Hearings and Judicial Committee meeting held on Monday, 16 December 2019 are received.

C20/05 Miler/Wilkinson CARRIED

COMPENSATION CLAIM FOR LOST GRAZING – L TIPENE (2703368)

The Group Manager – Engineering Services presented a report which provided a request for compensation for lost income and costs incurred because of a loss in grazing.

RESOLVED

THAT the report be received.

C20/06 Harris/Buckthought CARRIED

Detailed information in relation to the claim was provided for Council’s consideration.

RESOLVED

THAT Council does not approve the claim for compensation.

C20/07 Buckthought/Gentil CARRIED

DECLARATION: CONFLICT OF INTEREST – ITEM 8

Cr Smeaton declared a conflict of interest as regards to the Paeroa Re-use Centre item.

Noted: The Mayor approved that Cr Smeaton remain in the Council Chamber to answer any questions on the matter for information only but would take no part in the discussion and decision.
REQUEST FOR FINANCIAL ASSISTANCE PAEROA RE-USE CENTRE TRUST - JANUARY 2020 (2703341)

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.

RESOLVED

THAT the report be received.

C20/08 Spicer/Wilkinson CARRIED

The Paeroa Reuse Centre Trust gave a presentation to the Council on 11 December 2019. In the presentation, they outlined their financial strategy and their intention to apply to the Council for financial support during the establishment of the operation. Details in relation to their request were attached for Council’s consideration.

RESOLVED

THAT the Council provide annual funding of $20,000 for three financial years to the Paeroa Reuse Centre, and

THAT the Council requires the Paeroa Reuse Centre to provide the Council with a six monthly financial and performance report, failing provision of such, the funding may be withheld, and

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

ACTIVITY MANAGEMENT POLICY 2021-2024 - JANUARY 2020 (2703340)

The Group Manager – Engineering Services presented a report which sought Council approval and adoption of the proposed Activity Management Plan Policy 2021–21 which would replace the 2010 policy.

RESOLVED

THAT the report be received.

C20/10 Adams/Howell CARRIED

RESOLVED


C20/11 Buckthought/Spicer CARRIED
EMISSIONS TRADING SCHEME - LEVY INCREASE (2703470)
APPENDIX A - EMISSIONS TRADING SCHEME - LEVY INCREASE - LETTER FROM WASTE MANAGEMENT (2703471)

The Infrastructure Systems and Planning Manager presented a report which provided a recommendation for Council to implement an increase disposal fees to cover the cost of increased emissions trading levies immediately, or in the new financial year.

RESOLVED

THAT the report be received.

C20/12 Smeaton/Tilsley CARRIED

The New Zealand Emissions Trading Scheme (NZ ETS) is the Government’s main tool for meeting domestic and international climate change targets. The scheme aims to encourage people to reduce greenhouse gas emissions.

RESOLVED

THAT Council implement the increased disposal fees to cover the Emissions Trading Scheme costs immediately.

C20/13 Daley/Garrett CARRIED

WASTE LEVY – WAIKATO AND BAY OF PLENTY TERRITORIAL AUTHORITY - WASTE LIAISON DRAFT SUBMISSION (2703465)
APPENDIX A – TERRITORIAL AUTHORITY WASTE LIAISON SUBMISSION ON REDUCING WASTE CONSULTATION - FEBRUARY 2020 (2703471)
APPENDIX B – REDUCING WASTE-A MORE EFFECTIVE LANDFILL LEVY SUMMARY DOCUMENT (2703463)

The Infrastructure Systems and Planning Manager presented a report which introduced the proposed waste levy changes, and sought support from Council of the Waikato and Bay of Plenty - Waste Liaison draft submission to the government discussion paper: Reducing Waste – a more effective landfill levy.

RESOLVED

THAT the report be received.

C20/14 Smeaton/Anderson CARRIED

RESOLVED

THAT the Council support the Waikato and Bay of Plenty Territorial Authority Waste Liaison draft submission to Reducing Waste: a more effective landfill levy (as per Option B in the report).

C20/15 Smeaton/Daley CARRIED

The meeting adjourned at 10.05am.
The meeting reconvened at 10.20am.

SOLID WASTE MONTHLY ACTIVITY REPORT - NOVEMBER - DECEMBER 2019 (2702478)

The Infrastructure Systems and Planning Manager presented the Solid Waste activity report covering the period November – December 2019.
RESOLVED

THAT the report be received.

C20/16 Smeaton/Gentil CARRIED

DISTRICT DRAINAGE ACTIVITY REPORT – NOVEMBER–DECEMBER 2019 (2703415)

The Infrastructure Systems and Planning Manager presented the District Drainage activity report covering the period November – December 2019.

RESOLVED

THAT the report be received.

C20/17 Buckthought/Howell CARRIED

RECEIPT AND ADOPTION: WESTERN PLAINS DRAINAGE DISTRICT COMMITTEE MINUTES 03-12-19 (2704096)

RESOLVED

THAT the minutes of the Western Plains Drainage District Committee meeting held on Tuesday, 03 December 2019 be received and recommendation therein adopted.

C20/18 Buckthought/Howell CARRIED

Letters of Appreciation – Representatives on Waikato Regional Council Catchment Committees

The recommendation as stated in the Western Plains District Drainage minutes was supported that representatives on the Waikato Regional Council’s Waikou-Piako Catchment Committee, Robert Hicks (as Chairperson) and Conall Buchanan (Deputy Chairperson), be thanked for efforts in support of the Hauraki Plains area.

RESOLVED

THAT Council write a letter of appreciation to Robert Hicks and Conall Buchanan thanking them for their representation on the Waikato Regional Waikou-Piako Catchment Committee, on behalf of both the Hauraki District Council and the Western Plains District Drainage Committee.

C20/19 Buckthought/Howell CARRIED

RECEIPT AND ADOPTION: TARAMAIRE DRAINAGE DISTRICT (INTERIM) COMMITTEE MINUTES 03-12-19 (2702174)

RESOLVED

THAT the minutes of the Taramaire Drainage District (Interim) Committee meeting held on Tuesday, 03 December 2019 be received and recommendation therein adopted.

C20/20 Buckthought/Howell CARRIED
WATER SERVICES REPORT TO COUNCIL JANUARY 2020 (COVERING NOVEMBER AND DECEMBER) (2703459)

The Water Services Manager presented the Water Services activity report covering the period November – December 2019.

RESOLVED

THAT the report be received.

C20/21 Harris/Anderson CARRIED

The Mayor left the meeting at 11.13am.
The Deputy Mayor assumed the chair in the Mayors absence.
The Mayor returned to the meeting at 11.16am.

TRANSPORTATION REPORT - DECEMBER 2019 (2703371)

The Transportation Manager and Transportation Team Leader presented the transportation activity report for the period ending 31 December 2019.

RESOLVED

THAT the report be received.

C20/22 Adams/Buckthought CARRIED

Cr Buckthought left the meeting at 11.55am.

DELEGATIONS MANUAL REVIEW - JANUARY 2020 (2703331)
APPENDIX B - DFA AND EXCEPTION REPORTING PROCESS (2703332)

The Group Manager – Corporate Services presented a report, which provided detail on Council’s operative delegations manual as it pertains to procurement.

RESOLVED

THAT the report be received.

C20/23 Adams/Daley CARRIED

Cr Smeaton left the meeting at midday.
Cr Buckthought returned to the meeting at midday.
Cr Smeaton returned to the meeting at 12.03pm

RESOLVED

THAT the 2020 review of section two of the Delegations Manual (as amended) be adopted, and
THAT section two of the Delegations Manual be updated to reflect the proposed amendments contained in attachment A and B, and
THAT the manual be updated as and when the Chief Executive alters or adds sub delegations as authorised in the Manual.

C20/24 Harris/Milner CARRIED
The meeting adjourned for lunch at 12.05pm.
The meeting reconvened at 12.45pm.

**FENZ FUNDING CONSULTATION (2703386)**
**APPENDIX A- (FENZ) FUNDING REVIEW CONSULTATION DOCUMENT (2703375)**
**APPENDIX B - LGNZ DRAFT RESPONSE TO FENZ FUNDING REVIEW (2703380)**

The Group Manager – Corporate Services presented a report which provided information for the elected members on the funding review being undertaken to evaluate how Fire and Emergency (NZ) (FENZ) should be funded.

One of FENZ’s proposals is that its responses to property fires could be funded by councils collecting a levy on property values on behalf of FENZ.

LGZN is making a submission highlighting the potential issues with using this method.

**RESOLVED**

THAT the report be received.

C20/25 Adams/Harris

CARRIED

**LONG TERM PLAN (LTP) WORKSHOP SCHEDULE - JANUARY 2020 (2702206)**

The Strategic Planning Manager presented a report which sought Council approval of the Long Term Plan workshop schedule for the 2020 year.

**RESOLVED**

THAT the report be received.

C20/26 Adams/Tilsley

CARRIED

**RESOLVED**

THAT the workshop for 5 February 2020 be removed from the workshop schedule, and

THAT the workshop schedule for the 2021 long term planning process from July 2020 to December 2020 is approved as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Forum</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 21 July 2020</td>
<td>Council workshop</td>
<td>• Introduction to LTP budget workshop and scene setting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The financial picture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• First review of draft activity proposals &amp; budgets</td>
</tr>
<tr>
<td>Wednesday 22 July 2020</td>
<td>Council workshop</td>
<td>• First review of draft activity proposals &amp; budgets continued.</td>
</tr>
<tr>
<td>Wednesday 21 October 2020</td>
<td>Council workshop</td>
<td>• Second review of activity budgets and impacts including revised activity proposals and budgets.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Revised strategic picture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial picture &amp; funding impacts</td>
</tr>
</tbody>
</table>
REVIEW OF SIGNIFICANCE AND ENGAGEMENT POLICY (2702614)

The Strategic Planning Manager presented a report on the 2021 Long Term planning project including a review of Council’s Significance and Engagement Policy. The report provided an overview of the policy requirements and the proposed review programme.

RESOLVED

THAT the report be received.

Staff recommended that Council support the review of the Significance and Engagement Policy 2017 and that a working party be established with the Deputy Mayor and the Ward Chairs to discuss the details of the policy prior to Council consideration.

RESOLVED

THAT the Council approve that its Significance and Engagement Policy be reviewed, and

THAT the review be undertaken by the end of July 2020 in accordance with the timeframes outlined in the report, and

THAT a working party is established to discuss the details of the Significance and Engagement Policy consisting of the Deputy Mayor and the Ward Chairs.

ADOPTION OF TRIENNIAL AGREEMENT - FEBRUARY 2020 (2703812)
APPENDIX A - TRIENNIAL AGREEMENT 2019-2022 (2702291)
APPENDIX B - DRAFT 2019-2022 WAIKATO TRIENNIAL AGREEMENT (TRACKED CHANGES) (2702293)

The Group Manager – Community Services and Development presented a report requesting the endorsement and adoption of the Waikato Triennial Agreement for the 2019-2022 triennium.

RESOLVED

THAT the report be received.

The agreement (statement of intent) focuses on regional collaboration in the areas of roading, economic development (Te Waka), Waikato Plan, regional policy and bylaws.

Under the Local Government Act 2002, Councils within each region must enter into a triennial agreement no later than 1 March 2020.
RESOLVED

C20/31 Harris/Spicer CARRIED

REQUEST FOR FINANCIAL ASSISTANCE PAEROA ROTARY (2703349)

The Community Engagement Officer presented a report which requested consideration of a request for financial assistance from the Paeroa Rotary Club towards the costs for the entertainment currently planned for their V8 Cars and Classic to be held on 29 February 2020.

RESOLVED
THAT the report be received.

C20/32 Tilsley/Garrett CARRIED

RESOLVED
THAT the correspondence from Paeroa Rotary Club be received, and

THAT Council grant $1,000 from the Paeroa Ward Community Assistance Fund to the Paeroa Rotary Club for the 2020 V8 Cars and Classic Motor Cycle Show and Swap Meet event to be held on 29 February 2020, and

THAT Council considers these decisions are insignificant under its Significance and Engagement Policy 2017.

C20/33 Daley/Anderson CARRIED

HAURAKI PLAINS SPORTS HUB 2020 (2703813)

The Community Services Manager presented a report that sought the approval and support to partially fund a feasibility study to be undertaken by Global Leisure Group for the formation of the Hauraki Plains Sports Hub.

RESOLVED
THAT the report be received.

C20/34 Wilkinson/Howell CARRIED

RESOLVED
THAT Council support the development of the Hauraki Plains Sports Hub feasibility study, and

THAT Council fund two thirds ($10,000) of the cost of the Hauraki Plains Sports Hub feasibility study, and

THAT this be funded from the Hugh Hayward operational budget.

C20/35 Harris/Buckthought CARRIED
CEO MONTHLY REPORT FOR JANUARY 2020 (2703215)

The Chief Executive presented his monthly report, which covered a summary of recent staff changes within the organisation to January 2020.

RESOLVED

THAT the report be received.

C20/36 Harris/Wilkinson CARRIED

Karakia whakamutunga

Cr Milner closed the meeting with a karakia at 1.34pm.

CONFIRMED

D A Adams
Mayor

12 February 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 THURSDAY, 30 JANUARY 2020 COMMENCING AT 9.00AM

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

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

KARAKIA TIMATANGA
Cr Spicer opened the meeting with a karakia.

APOLOGIES

RESOLVED

THAT the apology of Cr R Broad and D Taipari be received and sustained.

CGC20/01 Milner/Spicer CARRIED

DECLARATION OF LATE ITEMS

There were no late items.

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Draft GO Waihi Funding Accountability Report (2702336)

The Go Waihi funding accountability report was provided.

RESOLVED

THAT the report be received.

CGC20/02 Anderson/Milner CARRIED

Key points:

- Go Waihi - constitution and eligibility of membership of GO Waihi (also to include Positive Paeroa) requires review.
- Free Wi-Fi in Waihi CBD area – supplier to be confirmed.

RESOLVED

THAT the Community Growth Committee request that staff report back on membership options for Go Waihi and Positive Paeroa recognising those who pay rates are eligible to be members.

CGC20/03 Milner/Anderson CARRIED
Positive Paeroa Funding Accountability Report (2702328)
The Positive Paeroa funding accountability report was provided.

**RESOLVED**
THAT the report be received.

CGC20/04 Adams/Anderson  CARRIED

Waihi i-SITE and Discovery Centre Funding Accountability Report (2702330)
The Waihi i-site and Discovery Centre funding accountability report was provided.

**RESOLVED**
THAT the report be received.

CGC20/05 Spicer/Anderson  CARRIED

**Key points:**
It was agreed that the Manager of the Waihi i-site be invited to attend a Committee meeting in the near future to provide an update to the members on the broader operational and financial aspects of managing the i-site.

PAEROA INFORMATION HUB - 2015 FUNDING ACCOUNTABILITY REPORT (2702925)
The Paeroa Information Hub accountability report was provided.

**RESOLVED**
THAT the report be received.

CGC20/06 Milner/Spicer  CARRIED

DEPUTY CHAIR OF THE COMMUNITY GROWTH COMMITTEE 2020 (2700667)
A report which sought consideration of the appointment of the Deputy Chairperson of the Community Growth Committee was presented.

**RESOLVED**
THAT the report be received.

CGC20/07 Harris/Adams  CARRIED

Cr Harris called for nominations for the role of Deputy Chairperson. Cr Harris nominated Cr Paul Anderson. Mayor Adams seconded the nomination.

**RESOLVED**
THAT the Community Growth Committee agree to appoint Cr P Anderson as Deputy Chairperson.

CGC20/08 Milner/Spicer  CARRIED
Economic Development Managers Report - January 2020 (2703033)

The Economic Development Manager presented the monthly activity report on economic development to January 2020.

RESOLVED

THAT the report be received.

CGC20/09 Harris/Milner CARRIED

Key points:

- Longridge Country Estate - the developers advise that there has been strong interest from the market for units with positive signals leading to sales.

- Hauraki Park – last of the sections have been sold. Saito Ltd, an Auckland based company who manufactures labels and tags has purchased two. Matta Products a manufacturer of recreational flooring has purchased two section also. Foundational work has commenced on the section purchased by Highway Engineering.

Cr Harris asked the Economic Development Manager to identify specific business opportunities for consideration for the next committee meeting on 25 February.

Destination Hauraki 2030 - Action Update Report (2702558)

The Economic Development Manager summarised the status of the Destination Hauraki 2030 action plan. A copy of the action plan was attached as Appendix A.

RESOLVED

THAT the report be received.

CGC20/10 Adams/Spicer CARRIED

Community Growth Committee - 2020 Work Programme (2702893)

The Economic Development Manager presented the 2020 work programme for the member’s consideration.

RESOLVED

THAT the report be received.

CGC20/11 Harris/Anderson CARRIED

It was advised that the CEO of Destination Coromandel would be providing the six monthly accountability report to Council on 12 February.

Karakia Whakamutunga

Cr Spicer closed the meeting with a Karakia at 9.51am.

CONFIRMED

Cr R G Harris

Chairperson

25 February 2020
Information Report

To: Mayor and Councillors
From: Economic Development Officer
Date: Thursday, 16 January 2020
File reference: Document: 2701225
Appendix A: 2701403
Portfolio holder: Councillor Ross Harris
Meeting date: Wednesday, 12 February 2020
Subject: Destination Coromandel Funding Accountability Report

Recommendation:
THAT the report be received.

1 Summary
The report in Appendix A provides a summary of the activities of Destination Coromandel between July and December 2019.

2 Background
In line with their Letter of Agreement with Hauraki District Council, Destination Coromandel is required to report to Council every six months on work undertaken and milestones achieved, progress against key performance measures and targets, progress against the current Destination Coromandel Business Plan and actual versus budgeted/intended expenditure.

3 Content
The report in Appendix A highlights the main activities of Destination Coromandel, information on their campaigns as well as visitor statistics and insights for the period between July and December 2019.

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

That the report be received.

Rebecca Jenks
ECONOMIC DEVELOPMENT OFFICER
Destination Coromandel
Half-yearly funding accountability report to Hauraki District Council

Reporting period: July 2019 – December 2019
1 Executive Summary

Outline the role of Destination Coromandel in the Hauraki and Thames-Coromandel districts. Summarise the most important/interesting factors in the report.

2 Performance targets

<table>
<thead>
<tr>
<th>Measure</th>
<th>Result</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor spend</td>
<td>↑</td>
<td>As of October 2019 spend increased 7% compared to 2% national average.</td>
</tr>
<tr>
<td>Value</td>
<td></td>
<td>Average transaction value $40.26 (rated 30 of 36 regions)</td>
</tr>
<tr>
<td>Grow digital audience</td>
<td>↑</td>
<td>Sessions increased by 10.79% compared to same time last year (STLY).</td>
</tr>
<tr>
<td>Return on investment</td>
<td>↑</td>
<td>564% ROI (108m – 190,905) / 108m Based on 4 months data available</td>
</tr>
<tr>
<td>Financial management</td>
<td></td>
<td>Currently underspent for YE Dec 2019 Largely due to delayed launch of travel tips video series</td>
</tr>
<tr>
<td>Financial sustainability – percentage of annual budget from non-council sources</td>
<td>↑</td>
<td>23% of budget from non council sources (up 4% from previous year)</td>
</tr>
</tbody>
</table>
3 Visitor statistics and expenditure

Include important visitor statistics in graph format with explanation that will be of interest to the Hauraki District councillors e.g. visitor spend and guest night and other information and trends that Destination Coromandel wishes to highlight. This should also include information about key tourism trends in New Zealand and globally.

The Coromandel continues to perform well against the national average, with growth increasing 7% and 2% respectively.

Hauraki District visitor spend remains higher than the national average of 2% although the growth in the domestic market is low. This could be attributed to the continued growth Hauraki has experienced in recent years making significant year on year increases more challenging. Interestingly international spend has performed well in the last year, however this is off a low base.
Please note the Commercial Accommodation Monitor, released by MBIE, is no longer produced. We now have to rely upon accommodation spend categories for indications of the performance of the accommodation sector.

*The Coromandel* typically features in the top 10 regions in New Zealand for the number of card transactions. However, the average transaction value is low, of the 36 regions *The Coromandel* is placed 30th for the average value of transaction. This supports previous data and insights that demonstrate we have a solid visitor base but not enough commercial opportunities for spending (e.g. tourism experiences). For more insights into tourism data visit https://www.thecoromandel.com/industry

To view Destination Coromandel’s latest Annual Report visit https://www.thecoromandel.com/industry/about-us/annual-reports/
4 Marketing activity

4.1 The Coromandel

Activities and successes for the Coromandel as a whole e.g. targeted domestic marketing campaigns, international marketing initiatives (and collaborations with other RTOs at this level), Hauraki Rail Trail, email newsletters, media library, digital marketing, information available for visitors and investors, workshops and industry awards. Include copies of marketing brochures for Councillors when new versions are released.

July – August 2019 was the second iteration of the Winter Wellness campaign, building on the success of 2018. Winter Wellness is all about amplifying what is ‘good for your soul’. It also helps to address the perceptions of The Coromandel only being a summer-beach destination. The audience is encouraged to come and experience local food, arts and shopping (or retail therapy). The campaign provides an opportunity to showcase the breadth of niche products and strengthen the substance of ‘good for your soul’ so it’s relevant year-round. Another key factor in delivering this campaign is to begin addressing our quietest time of year. From May – September visitor spend drops below $20m (compared to $90m in January). A long-term objective is to see July/August reach $30m in spend per month.

We want The Coromandel to be considered as a place to escape, recharge and reward oneself during winter. 1 day visits are appreciated however the promotion encourages 3 day weekends in attempt to ‘make it a thing’ in the long term. This could work well with TCDC, encourage absentee home-owners to work from ‘the bach.’

Overall the campaign was successful however there is ample opportunity to progress. In the first year of the campaign visitor spend grew by $5million. Despite a slowing industry The Coromandel maintained the previous year’s results and grew by another $1m.

The target market from neighbouring regions Auckland, Waikato and Bay of Plenty received promotion via social (Instagram, Facebook and Youtube paid ads), digital (including Destination Coromandel assets) and print media (Canvas, VIVA, Arrivals and Cuisine).

There was increased engagement from local operators as a result of a programme that included a Map feature in Canvas and a Photo Shoot with Felicity Jean Photograph. The VIVA advertorial was well received, Youtube display ads returned impressive results and the google post strategy performed well for operator listings and packages on www.thecoromandel.com

Overall the results were positive with a 10% increase in traffic to www.thecoromandel.com for the campaign period (good during winter) while the campaign landing page was up 65%. Another impressive result was the 3,500 plus referrals we generated for the industry partners. While not a key focus, the campaign also generated bookings directly from packages presented on our website, including a $1200 experience with newly opened Earth Energies in Mangatarata.

At the time of the campaign the Commercial Accommodation data was still produced. The Coromandel bucked a national trend during this period with a 4.6% increase in guest nights.

This Autumn we kicked off another Hauraki Rail Trail campaign – encouraging visitors to Take it Easy, the trail is accessible, flat and the bike hire, accommodation and experiences were all sorted with a range of packages available. The Rail Trail was the hook for the campaign however we also encouraged region wide travel.

Despite being a domestic campaign, we extended the message beyond the New Zealand target locations (Auckland, Bay of Plenty, Waikato, Wellington and Christchurch) into Australia (Sydney and Melbourne). Destination Coromandel engaged with the Hauraki Rail Trail Trust throughout the campaign period.

DC extended the $15k campaign budget by $4,000 to secure a prime digital billboard site at the Auckland Airport (offered at a reduced rate). Other activity was spread across social (Facebook and Instagram),
google ads and print media (Sydney Morning Herald, The Age, NZ Herald online, NZ Today & RV, Great Walks Magazine, Go Travel).

Results for the campaign as measured on www.thecoromandel.com were excellent. There was an 11% increase in overall web traffic and 89% increase in campaign page views compared to the same time last year. Product package/special referrals were almost 3000, an impressive conversion rate driving qualified leads to engaged businesses. Google posts have delivered significant results with campaign views nearing 500,000 – up 1037% on last year. Google ads performed well with an astonishing 20% click-through rate (compared to a 2.18% industry average). Measuring the effectiveness of activity outside of digital is challenging, however a print ad in Melbourne Age had a unique URL (which was tracked buy defaulted to the campaign page). 164 people typed in the specific URL, building on awareness gained from the ad and potential google searches too.

The Hauraki Rail Trail campaign has evolved beyond an awareness campaign into driving bookings that include multi-day and/or experiences. The marketing team are excited about the next iteration of the Take it Easy campaign that will see it merge with the corresponding Shoulder Season campaign (Coastal Walkway) to include tracks and trails region wide. The premise for improving shoulder season travel and driving regional dispersal will continue in the next evolution of the campaign.

Please contact Destination Coromandel to view the full campaign reports.

In the first half of the financial year DC hosted 12 international media and trade familiarisation tours (76 people in total). This is part of our core business and provides exposure for businesses and the region that we couldn’t otherwise afford. These influential visitors arrived from Europe – not limited to our key Germany and UK markets. Visitors from Australia, Canada and America rounded out our top markets.

5    Involvement with Hauraki District community and Council staff

Outline involvement with the Hauraki community including meetings with other organisations involved in District promotions e.g. town promotion organisations and information centres/i-SITES, promotion/advertising of Council and larger community events and activities, activity meetings with the HDC and TCDC Economic Development teams (include key discussion points) and interactions with tourism operators or potential operators including product development.

Destination Coromandel are in regular contact with Hauraki District Council staff, particularly the Economic Development staff and committee. We have also attended meetings in person or by teleconference with town promoters and business associations. Meetings have occurred in Kaiaua, Paeroa, Karangahake and Waihi. Destination Coromandel have also attended business bites in Ngatea and Hauraki Rail Trail meetings throughout the district.

Of particular note is the work dedicated to the Hauraki Tourism Action Strategy with meetings, workshops and presentations Destination Coromandel were involved in when supporting the development of this strategy.

6    Key achievements in the past six months

Briefly summarise ‘good news’ stories and key achievements of your group in the district over the past six months.

DC Domestic Marketing campaigns continue to build on the success of previous years and achieve objectives such as traffic to www.thecoromandel.com while also demonstrating the ability to drive conversion via referrals and bookings.
Increasing awareness and building desire to travel to destinations is a core function of marketing organisations. Driving business referrals is a greater challenge, particularly during less desirable times of the year (outside of summer) and without major partners that can help drive urgency (e.g. airlines).

Hosting trade and media from off-shore is often a highlight however the AOT/ATS Mega Famil and North American Media file were particular highlights. The former was 3 years in the making with 24 travel sellers from Global inbound travel company AOT Group visiting Tairua, Pauanui and Mercury Bay.

The North American famil came directly from Air NZ with The Coromandel the sole destination selected. The focus of the famil was based on sustainability and the visitors spent 3 days in the region. Of all the product experienced across the region they mentioned Falls Retreat restaurant as a particular highlight.

Filming for our Travel Tips video series was completed on the 24th of December. The series provided key tips to help improve etiquette of visitors to our must do attractions: Cathedral Cove, Hot Water Beach, Karangahake Gorge, New Chum Beach, The Pinnacles, Whenuakura Wildlife Sanctuary, Hauraki Rail Trail, Coromandel Coastal Walkway and the Shorebird Coast (which we believe can become a hot spot in time). https://www.thecoromandel.com/travel-planning/travel-tips/

7 Key challenges and risks in the past six months and looking forward

Briefly summarise key challenges and risks for your group over the past six months and looking forward.

Traffic increases to destination marketing websites are no longer guaranteed particularly as google increase their activity in the travel category. www.thecoromandel.com continues to return healthy Year on Year increases due to diligent management and campaign activity traffic in addition to broadening the regions presence across the google network.

Hosting Trade and Media is becoming more expensive. The Coromandel typically receives less famils than many other regions, however our ability to host the existing number is a challenge within the existing budget.

International tourism arrivals are softening with mounting causes being sighted for the current market; sustainability (flight shaming), Brexit, China and North America trade wars, Australian Bushfires, Whakaari White Island. As a result we expect to see the slowing growth continue for the immediate future, however medium term forecasts indicate continued growth in the industry. The Coromandel's proximity and reputation with our domestic market helps us maintain a favourable position.

8 Conclusion & recommendations

Conclusion of the report and any recommendations Destination Coromandel would like to discuss with Hauraki District Council.

Destination Coromandel would like to acknowledge Hauraki District Council and in particular the Economic Development personnel involved in developing the Tourism Action Strategy. The Hauraki District is ideally positioned to capitalise on the visitor market and has huge potential to help build a strong tourism ecosystem that benefits nature, locals and future visitors. Obviously the Paeroa Maritime Museum and its connection into Wharf Street is one such catalyst for progress, as is the Paeroa – Waihi corridor and the Shorebird Coast.
9 **Budgeted and actual income**

*Provide details for the latest half-year 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>$60,000</td>
<td>$60,890</td>
</tr>
<tr>
<td>Other grants and donations</td>
<td>$303,217</td>
<td>$303,217</td>
</tr>
<tr>
<td>In-kind support</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>Earned income (including interest)</td>
<td>$109,335</td>
<td>$110,540</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td><strong>$472,552</strong></td>
<td><strong>$474,647</strong></td>
</tr>
</tbody>
</table>

10 **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: Hadley
Last name: Dryden
Postal address: PO Box 592, Thames
Daytime phone number: 07 868 0472
Email address: hadley@thecoromandel.com
Position (e.g. Chair, Director): General Manager
Signature: [Signature]
Date: 16/1/20

10.1 **Submit your form**

Please submit your completed accountability form by email to:
Attn: Economic Development Manager, info@hauraki-dc.govt.nz
# Information Report

**To:** Mayor and Councillors  
**From:** Economic Development Officer  
**Date:** Thursday, 16 January 2020  
**File reference:** Document: 2701252  
Appendix A: 2683296  
Appendix B: 2683296  
**Portfolio holder:** Councillor Ross Harris  
**Meeting date:** Wednesday, 12 February 2020  
**Subject:** Hauraki Rail Trail Charitable Trust Report

## Recommendation:

THAT the report be received.

## 1 Summary

The Hauraki Rail Trail Charitable Trust has provided to Hauraki District Council its 2019 Annual Report.

## 2 Background

This report is received in accordance with the funding agreement between the Settlor Councils and the Hauraki Rail Trail Charitable Trust that the Trust will report to Council twice yearly.

## 3 Content

The report in Appendix A includes an update on the activities of the Hauraki Rail Trail Charitable Trust over the past six months as well the Trust’s budget. Also attached is a Briefing for Incoming Councillors from the Waikato Regional Cycle Trail Network.

## 4 Conclusion

That the report be received.

Rebecca Jenks  
ECONOMIC DEVELOPMENT OFFICER
Appendix

The Hauraki Rail Trail Charitable Trust Annual Report FY2019

As per Section 9 of the Funding Agreement, the Hauraki Rail Trail Charitable Trust is required to present its audited annual accounts and annual report (“Annual Report”), and all the information each Council requires to meet its obligations under the Local Government Act 2002 for annual reporting purposes (including, without limitation, Schedule 10 of the Local Government Act 2002) whether or not the Trust is an exempted council-controlled organisation (CCO) under section 7(3) of the Local Government Act 2002.

As per section 7(3) of the LGA, all three settlor council’s have exempted the Hauraki Rail Trail Charitable Trust from the high level reporting requirements of a CCO. This review occurs every three years. Exemptions were approved as follows:

- Hauraki District Council 27 September 2017
- Thames-Coromandel District Council 31 October 2017
- Matamata-Piako District Council 8 November 2017

The financial statements attached have been reviewed by Audit NZ. The final report has not been received as yet, however, no financial reporting issues have been identified. The Trust will forward the completed report to the councils upon its receipt.

The Annual Report outlines the deliverables against the agreed business plan below:

1. **Brand/Marketing and Communication**

   **Key Outcome:** To grow awareness of the Hauraki Rail Trail brand and to increase the numbers of users (domestic and international) across the length of the Hauraki Rail Trail.

   **Specific Actions**

<table>
<thead>
<tr>
<th>Task</th>
<th>Specific</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Partner development</td>
<td>1. NZCT AGM  2. National and Regional Cycle Trail workshops  3. Wider collaboration with key industry partners</td>
<td>Attendance • NZCT Conference  • TRC Sustainable Trails Conference – guest speaker  • Tourism Industry Aotearoa symposium  • Waikato Regional Council Cycle Trail Network</td>
</tr>
<tr>
<td>Brand review</td>
<td>1. Brand development  2. Brand guidelines  3. Trademarking</td>
<td>• New brand in place  • Rolling out signage with new brand across network ongoing</td>
</tr>
<tr>
<td>Develop a marketing and communications strategy</td>
<td>1. General  2. Specific Events, i.e. Official Opening/track extension</td>
<td>• Major spend in FY2019 Australian marketing campaign Sydney/Melbourne.  • Most successful campaign to date with Destination Coromandel reporting 85% increase in web traffic  • Operators reporting massive increase in sales.</td>
</tr>
<tr>
<td>Identify business opportunities</td>
<td>1. Support new business development</td>
<td>• Supporting council Econ Dev teams</td>
</tr>
</tbody>
</table>
| Support product development | 2. Support development of at least 2 commissionable Trade products | • Working with industry to develop packages to grow visitor nights  
• Meetings with new service providers  
• Provision of statistics and research to support business concept development  
• Jollybikes tour packages and  
• Waihi Gold Experience presented at TRENZ 2019 by Destination Coromandel |
| Promote all legs of the Rail Trail | 1. Develop Trail Collateral | • Dedicated and managed Social Media Presence  
• Track maps  
• Location maps  
• Brochures  
• Design costs  
• Trail Signage  
• Tear off maps  
• Photo Library – autumn shoot  
• Promotional Banners |
| Encourage events | 1. Destination Coromandel  
2. Hamilton-Waikato  
3. Website promotion | • Promotion on website  
• Support through access  
• Support through tree-planting initiative – Trail Trilogy |
| Communicate research data to Trail partners | 1. Official partner programme  
2. Website/social media channels  
3. Via newsletter | • Trust sends research outcomes to Official Partners monthly |
| Produce a range of HRT specific retail product to support the development of the Rail Trail | 1. Marketing/Retail product development to sell through info centres and official partners/web | • In development |
| Concession Programme | 1. All cycle hire and touring businesses with a concession  
2. All businesses that use the HRT logo with a concession | • Concession programme replaced by Official Partner Programme, raised more than double the old commission/concession system. |
| Official Partner Programme | 1. 30 Official Partners  
2. 4 workshops  
3. 3 cluster groups  
4. 1 industry rep on HRT Advisory group | • 48 Official Partners  
• 5 Sponsored Partners  
• Trail famils for partners successful |

2. Trust Administration and Management

Key Outcome:
To establish a clear set of operating protocols that raises the professionalism of the Trust, while giving confidence to the Councils to continue supporting the Trust and Rail Trail development.

Specific Actions

<table>
<thead>
<tr>
<th>Task</th>
<th>Specific</th>
<th>Progress</th>
</tr>
</thead>
</table>
| Prioritise and allocate actions | 1. Regularly review Trust meeting frequency | • Meetings moved to quarterly in 2018.  
• Some additional meetings called as |
2. Develop an action plan and report against it  
   - work programme is heavy.  
   - Action plan is contained in business plans, for FY2019 and approved by settlor councils.

| Set up of Trail documentation systems and processes | 1. Financial Controls and spending authorities  
   2. Fraud and Sensitive Expenditure  
   3. Operational  
   4. Emergency Plans  
   - Financial policy/procedures reviewed and updated  
   - FY2019 Audit still in progress, no material issues found to date.  
   - Full Standard Operational Procedures manual in development |

| Major project management | 1. Develop specific plans and tasks with delegated RASCI for major project tasks  
   - Extension project implementation underway.  
   - High level of support for Historical Maritime Park PGF application and project rollout |

| Prepare and manage annual plans and budgets | 1. Prepare annual plans and budgets.  
   2. Incorporate feedback from councils  
   - 1-year budget to FY2021 delivered to settlor councils on basis of FY2019 underwriting. |

| Prepare and manage Long Term Plans and budgets | 1. Prepare Long Term Plans and budgets  
   - 3-year budgets and plans to be presented in FY2020 to councils for LTP process |

| Information Management | 1. Establish and maintain information management systems  
   2. Ensure security of confidential documentation  
   3. Ensure all electronic documentation is regularly backed-up and secure  
   - Ongoing |

| Reporting | Meet all reporting requirements for  
   1. Audit NZ  
   2. Settlor Councils  
   3. Charities Office  
   4. NZCT  
   - Ongoing and current |

| Establish an ongoing review process for Trail documentation | 1. Identify list of key documentation including  
   a. Trust Deed  
   b. Financial documents  
   c. Management Agreement(s)  
   d. Underwriting Agreement  
   e. CCO Exemptions  
   f. Asset Register  
   g. Asset Maintenance  
   h. HSE and Emergency Plans  
   i. NZCT  
   - Ongoing  
   - Trust Deed reviewed and updated  
   - Accountancy services working well.  
   - Management agreement to be signed.  
   - All CCO exemptions in place until 2020.  
   - Asset Management System purchased and in development. All major assets recorded and GPSed.  
   - Trail maintenance sitting with HDC.  
   - HSE and Emergency Plans require review  
   - NZCT compliance current. |

| Recognition of Success | 1. Identify items at Trust and  
   - Ongoing |
Stakeholder meetings and communicate accordingly

Trail Operation

**Key Outcomes**: Maintenance of the Rail Trail to a grade one standard as outlined in the NZCT Nga Haerenga Cycle Trail Design Guide

**Specific Actions**

<table>
<thead>
<tr>
<th>Task</th>
<th>Specific</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>As per the management agreement variation advice dated 30 August 2016 and in conjunction with the Asset managers, the responsibility for Asset Management currently sits with HDC.</td>
<td>1. The Rail Trail is maintained to grade one standard by a. Biannual inspections of no less than 10km of the trail b. Develop condition assessment criteria and methodology</td>
<td>• Achieved WOF rating of 3.69 improvement on FY2018 • New asset management software purchased and in use • SLA agreement outlining response times and work priorities in place</td>
</tr>
<tr>
<td></td>
<td>2. Implement and maintain a Health and Safety Plan for routine maintenance work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Implement and maintain an Asset Management plan for the Rail Trail assets</td>
<td></td>
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<tr>
<td></td>
<td>4. Prepare annual and forward routine maintenance budgets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Undertake track grading inspections with NZCT as and when required</td>
<td></td>
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<tr>
<td></td>
<td>6. Manage and maintain the Kiwirail lease in accordance with the requirements of the lease agreement dated April 2011 and any updates or amendments thereof</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Manage and maintain all leases with private landowners in accordance with the requirements of each individual lease agreement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Maintain the resource consents for the Rail Trail operation and adhere to the resource consent requirements regarding the physical assets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Communicate with adjacent landowners as and when required in relation to routine maintenance works</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Managing the Rail Trail during weather events. This includes closing the Rail Trail as required and reopening following inspections and any routine emergency repair works required to make the track safe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Responding to any service requests relating to track safety or routine maintenance</td>
<td></td>
</tr>
<tr>
<td>Prepare and submit the Trail Warrant of Fitness as required by NZCT</td>
<td>Significant improvement in rating from 67% (May 2017) • Increased to 73.8% Up from 72%. • Now 3.69 raw score • Aim to get to 4 (80%) FY2020</td>
<td></td>
</tr>
<tr>
<td>Implement the signage strategy over the entire length of the trail</td>
<td>1. Ensure signage is 100% consistent signage strategy 2. Raise funds for implementation of signage.</td>
<td>• $60,000 of signage installed on trail.</td>
</tr>
<tr>
<td>Rail Trail</td>
<td>Additional $66K of signage raised through MBIE</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Support the commitment to full build of the Rail Trail from Kaiaua to Matamata | 1. Business plan development  
2. Funding applications | 1. Achieved  
2. Construction has started.  
3. Completion Date expected April 2020. |
3. Quality Assurance and Data Collection

Key Outcomes:
- Accurate and timely trail usage data.
- Valid visitor survey data providing information on the quality of visitor experience.
- To ensure compliance by the Rail Trail of critical standards such as brand usage and membership criteria.

Specific Actions

<table>
<thead>
<tr>
<th>Task</th>
<th>Specific</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| Maintenance            | 1. Monitor Social media feedback and report known issues to the Service Department  
2. Join the inspection rides of the Rail Trail  
3. Take the lead on funding applications to the MGR Fund | • Dedicated contractor managing social media presence.  
• Attending inspection rides when possible.  
• MGR funding successful |
| NZCT Membership        | 1. Ensure all reporting and membership requirements are met:  
   a. Reporting on:  
   b. - visitor numbers  
   c. - regular newsletters  
   d. - Attendance at NZCT events  
2. Hosting NZCT personnel as required. | • Ongoing and up to date  
• Regular newsletter developed and going out quarterly  
• Attendance at NZCT conference  
• Attendance at NZCT board meeting (Napier) |

4. Stakeholder Relationships and Communications

Key Outcome: To create the Hauraki Rail Trail community of engaged businesses that support the Trust in taking the Rail Trail from good to great.

Specific Actions

<table>
<thead>
<tr>
<th>Task</th>
<th>Specific</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| 1. Improve communications, access to and transparency of information to stakeholders at all levels | 1. Develop a communications plan in conjunction with the Settlor council staff  
2. Create portals on the website for central document collation | • Ongoing.  
• Website portal active. |
| 2. Monthly stakeholder newsletters | 1. Mailchimp on website, and regular mail-outs to key partners | • Using Mailchimp database for comms.  
• Regular comms to Official Partners (monthly) |
<p>| 3. Manage updates (i.e. track closures) | 1. Updates through social media and other partners | • Ongoing and current via website /NZCT/other partners |
| 4. Roll out the official Rail Trail website | 1. July 2017 then ongoing | • Active |
| 5. HRT Advisory Group meetings     | 1. Attendance and support | • Regular attendance at bi-monthly meetings |
| 6. Chairperson to meet with Mayor/Council on a six-monthly basis | 1. Strategic discussion on progress and future direction | • Trust is regularly meeting with HDC/MPDC councils. TCDC to be activated. |
| 7. Regular progress report to CEO’s of councils after each board meeting | 1. Provide quarterly report | • Needs work. |
| 8. Continue to build iwi relationships | 1. Ensure kaupapa Māori protocols are | • Dialogue required |</p>
<table>
<thead>
<tr>
<th></th>
<th>respected and relationships are fostered</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td><strong>Stakeholder database</strong>&lt;br&gt;1. Compile and maintain for variety of purpose, i.e. media, leaseholders, businesses, etc</td>
<td>• Active iwi members on governance board.</td>
</tr>
<tr>
<td>10.</td>
<td><strong>Maintain relationship with Department of Conservation</strong>&lt;br&gt;1. Attendance at DoC initiatives and community meetings&lt;br&gt;2. Maintain reporting on funding commitments</td>
<td>• Ongoing.&lt;br&gt;• Concession required for Pūkorokorokori-Miranda-Kaiaua extension.&lt;br&gt;• DoC Reporting current.&lt;br&gt;• Tower signage agreement in place</td>
</tr>
<tr>
<td>11.</td>
<td><strong>Develop and maintain relationship with NZCT network partners and MBIE, NZTA, WRC</strong>&lt;br&gt;1. Attendance at NZCT partner workshops where appropriate&lt;br&gt;2. Support of others in the network</td>
<td>• Ongoing and current.&lt;br&gt;• Support of other councils who have responsibility for Great Rides, particularly around governance.&lt;br&gt;• Site visit to Hawkes Bay Trails – undertook WOF&lt;br&gt;• Active in WRTCN Network&lt;br&gt;• Developed Briefing for Incoming Counsellors doc for regional network</td>
</tr>
<tr>
<td>12.</td>
<td><strong>Community group relationships</strong>&lt;br&gt;1. Speaker at group meetings&lt;br&gt;2. Support funding initiatives i.e. HELP Waihi&lt;br&gt;3. Leverage from initiatives where possible</td>
<td>• Ongoing and active.&lt;br&gt;• HELP Waihi funding leveraged&lt;br&gt;• Trail Trilogy funding leveraged.&lt;br&gt;• Thames Business Association engagement&lt;br&gt;• Regular stakeholder engagement extension communities</td>
</tr>
<tr>
<td>13.</td>
<td><strong>Develop and enhance relationship with local information centres</strong>&lt;br&gt;1. Use information network as referral point for booking enquiries</td>
<td>• Active, and highlighted on website as main booking source</td>
</tr>
<tr>
<td>14.</td>
<td><strong>Enhance relationship with Regional Tourism Organisations (Destination Coromandel and Hamilton/Waikato Tourism</strong>&lt;br&gt;1. Include in HRT advisory group&lt;br&gt;2. Support product development</td>
<td>• Active and strong relationships in place.&lt;br&gt;• RTO’s active members of Advisory Group.&lt;br&gt;• Joint Ventures</td>
</tr>
</tbody>
</table>
5. Funding

**Key Outcome:** The Trust secures at least three major partners by the end of FY2018 and is generating over $50,000 of cash or in-kind product/services.

**Specific Actions:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Specific</th>
<th>Outcomes</th>
</tr>
</thead>
</table>
| 1. Corporate Sponsorship | 1. Identify potential corporate sponsors  
2. Develop sponsorship proposals that match client profiles | FY2019 Large sponsors include:  
• HELP Waihi  
• Local Farmers  
• Paeroa Info Hub  
• Pedlars Motel  
• James Say Searle Trust |
| 2. Establish strong credibility and professionalism that attracts support from financial funding partners. | 1. Manage strong brand image and ensure compliance | • Successful MGR funding applications $1.025m of projects.  
• Reports/claims up to date  
• Manage extension claims |
| 3. Engage the services of a funding specialist to give capability and capacity during its transition period. | 1. Identify targeting funding needs to grow capacity and capability | • Support found to do background leg-work.  
• Funding matrix in place and active  
• Opportunity FY2020/21 for major funding (circa $5m) |
| 4. Leverage off economies of scale in purchasing products and services that are common across the NZCT network. | 1. Identify commonality of products within the network | • Not happening yet |
| 5. Raise $1.2 million to complete the Kaiapoa to Kūporoporo/Miranda section | 1. Support Settlor councils with grant applications to MBIE and local politicians | • Successful |
| 6. Raise $4.8 million to construct the Te Aroha to Matamata section of the Rail Trail | 1. Support Settlor councils with grant applications to MBIE and local politicians | • Successful |
THE HAURAKI RAIL TRAIL CHARITABLE TRUST
Performance Report for the year ended 30 June 2019
ENTITY INFORMATION FOR THE YEAR ENDED 30 JUNE 2019

Legal name
Hauraki Rail Trail Charitable Trust (the Trust).

Type of entity and legal basis
The Trust is incorporated in New Zealand under the Charitable Trusts Act 1957. The Trust is a Council Controlled Organisation (CCO) as defined under section 6 of the Local Government Act 2002, by virtue of 50% of the votes at Trust meetings being indirectly controlled by three councils, Hauraki District Council (HDC), Matamata-Piako District Council (MPDC) and Thames-Coromandel District Council (TCDC). The Trust was exempted as a CCO by three settlor Councils in 2017 and this exemption must be reviewed every three years.

The Trust's purpose or mission
The nature and scope of the Hauraki Rail Trail Charitable Trust’s activities under the Trust Deed are relatively narrow and limited to governance of the Hauraki Rail Trail.

Structure of the Trust’s operations, including governance arrangements
The Trust is the governance entity for the Hauraki Rail Trail and includes appointment made by each of Hauraki District Council (HDC), Matamata-Piako District Council (MPDC) and Thames-Coromandel.

Main sources of the Trust’s cash and resources
The main source of revenue is from underwriting agreements with the three councils and project funding from central government for the completion of stages of the trail and the maintenance of the trail.

Outputs
The main output of the entity is to operate, maintain, repair, develop and facilitate the use and enjoyment of the Hauraki Rail Trail Cycleway.

In undertaking its responsibilities, the Trust takes all reasonable steps to protect any areas of spiritual and cultural significance to mana whenua.

Approval of Trust Performance Report
The Board of Trustees adopted this performance report on the 2nd December 2019.

----------------------------------------
Chair of the Board
# Statement of Financial Position

As at 30 June 2019

<table>
<thead>
<tr>
<th>Assets</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>166,787</td>
<td>194,187</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture, Equipment and Signage</td>
<td>54,472</td>
<td>61,518</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>54,472</td>
<td>61,518</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>221,259</td>
<td>255,705</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>107,580</td>
<td>152,630</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td>113,679</td>
<td>103,075</td>
</tr>
</tbody>
</table>

*Represented by:*

<table>
<thead>
<tr>
<th>Equity</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained Earnings</td>
<td>113,679</td>
<td>103,075</td>
</tr>
<tr>
<td><strong>TOTAL EQUITY</strong></td>
<td>113,679</td>
<td>103,075</td>
</tr>
</tbody>
</table>

The accompanying notes form part of these statements.
### STATEMENT OF FINANCIAL PERFORMANCE
For the year ended 30 June 2019

<table>
<thead>
<tr>
<th>Note</th>
<th>Actual 2019</th>
<th>Budget 2019</th>
<th>Actual 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Underwriting - Strategic</td>
<td>380,322</td>
<td>380,322</td>
<td>310,020</td>
</tr>
<tr>
<td>Underwriting - Proportional</td>
<td>224,569</td>
<td>224,651</td>
<td>44,633</td>
</tr>
<tr>
<td>Grants / Funding</td>
<td>8</td>
<td>208,779</td>
<td>267,655</td>
</tr>
<tr>
<td>Merchant Sales</td>
<td>344</td>
<td>500</td>
<td>2,352</td>
</tr>
<tr>
<td>Official Partner Programme</td>
<td>35,272</td>
<td>40,000</td>
<td>46,303</td>
</tr>
<tr>
<td>Leases (Sub Leases)</td>
<td>4,025</td>
<td>4,027</td>
<td>3,150</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>853,311</strong></td>
<td><strong>917,155</strong></td>
<td><strong>459,211</strong></td>
</tr>
</tbody>
</table>

| **EXPENSES** |            |             |             |
|              | $          | $           | $           |
| Audit Fees for the Financial Statement audit | 15,170 | 4,766 | 14,934 |
| Administration | 77,543 | 74,829 | 63,792 |
| Depreciation | 8,235 |         | 2,442 |
| Employee Related Costs | 9 | 126,104 | 126,507 | 125,770 |
| Trustee Expenses | 10 | 21,291 | 19,345 | 16,540 |
| Travel Expenses | 15,943 | 16,860 | 9,478 |
| Fees | 565 | 557 | 355 |
| Trail Lease Reimbursement |         |             | 850 |
| Trail Repairs & Maintenance |         |             | 28,447 |
| Other Trail Operations | 83,475 | 98,611 | 12,043 |
| Professional Services | 7,640 | 11,200 | 15,732 |
| Marketing and Website Development | 50,058 | 53,000 | 46,346 |
| Stakeholder engagement | 4,301 | 4,500 | 2,721 |
| Grant Expenditure | 207,465 | 301,290 |             |
| Proportional Expenses | 224,651 | 224,651 | 44,633 |
| **TOTAL EXPENSES** | **842,441** | **936,116** | **384,083** |

| SURPLUS REVENUE OVER EXPENSES FOR YEAR | **10,870** | **-18,961** | **75,128** |

The budget disclosed is the amended budget that was approved at the strategic Planning day held 26 February 2019. The accompanying notes form part of these statements.
## STATEMENT OF CASH FLOWS
For the year ended 30 June 2019

<table>
<thead>
<tr>
<th>Note</th>
<th>Actual 2019</th>
<th>Actual 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Cash flows from Operating Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt of council funding</td>
<td>599,380</td>
<td>370,978</td>
</tr>
<tr>
<td>Receipt of other grants and donations</td>
<td>205,779</td>
<td>19,437</td>
</tr>
<tr>
<td>Receipts from other revenue</td>
<td>65,695</td>
<td>47303</td>
</tr>
<tr>
<td>Payments to suppliers and employees</td>
<td>-820,465</td>
<td>-331,371</td>
</tr>
<tr>
<td>GST (net)</td>
<td>3,088</td>
<td>-8,215</td>
</tr>
<tr>
<td><strong>Net cash flow from operating activities</strong></td>
<td>53,477</td>
<td>98,132</td>
</tr>
<tr>
<td><strong>Cash flows from investing and financing activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments to acquire property, plant and equipment</td>
<td>-1,189</td>
<td>-58,523</td>
</tr>
<tr>
<td><strong>Net cash flow from investing and financing activities</strong></td>
<td>-1,189</td>
<td>-58,523</td>
</tr>
<tr>
<td><strong>Net increase / (decrease) in cash for the year</strong></td>
<td>52,288</td>
<td>39,609</td>
</tr>
<tr>
<td>Add opening bank accounts and cash, including bank overdraft</td>
<td>112,439</td>
<td>72,830</td>
</tr>
<tr>
<td><strong>Closing bank accounts and cash, including bank overdraft</strong></td>
<td>164,727</td>
<td>112,439</td>
</tr>
</tbody>
</table>
STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 30 JUNE 2019

Accounting policies applied

BASIS OF PREPARATION
The Board has elected to apply Tier 3 PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than $2 million.

The accounting policies adopted in these financial statements are consistent with those of the previous financial year and no changes have been made during 2019.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

GOODS AND SERVICES TAX
Hauraki Rail Trail Trust is registered for GST.

All items in the financial statements are presented exclusive of goods and service tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the IRO is included as part of receivables or payables in the statements of financial position.

SIGNIFICANT ACCOUNTING POLICIES

Revenue
Revenue is measured at fair value of consideration received.

The main sources of revenue are from underwriting agreements with the councils.

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("use or return condition"). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

Employee related costs
Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements.

Superannuation contributions are recorded as an expense as staff provide services.

Advertising, marketing, administration, overhead, and fundraising costs
These are expensed when the related service has been received.
Bank Accounts and cash
Bank accounts and cash include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or

Leases
Operating leases
An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Furniture, Equipment and Signage
Furniture, Equipment and Signage is recorded at cost, less accumulated depreciation and impairment losses.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:
- Furniture and fittings 5 years (20%)
- Equipment 3 years (33%)
- Signage 10 years (10%)

Debtors
Short-term debtors and other receivables are recorded at their face value, less any provision for impairment.

Creditors and accrued expenses
Creditors and accrued expenses are measured at the amount owed.

Employee costs payable
A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date. A liability and expense for long service leave and retirement gratuities is recognised when the entitlement becomes available to the employee.

Income Tax
The Trust is a registered charity and is exempt from income tax. Accordingly, no provisions have been made for income tax.
## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2019

<table>
<thead>
<tr>
<th>1 Bank Accounts &amp; Cash</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac cheque account</td>
<td>144,171</td>
<td>105,300</td>
</tr>
<tr>
<td>Westpac savings account</td>
<td>20,556</td>
<td>7,139</td>
</tr>
<tr>
<td><strong>Total Bank Accounts &amp; Cash</strong></td>
<td><strong>164,727</strong></td>
<td><strong>112,439</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Debtors</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debtors</td>
<td>1,448</td>
<td>27,502</td>
</tr>
<tr>
<td>Related parties debtors (Councils)</td>
<td>612</td>
<td>54,246</td>
</tr>
<tr>
<td><strong>Total Debtors</strong></td>
<td><strong>2,060</strong></td>
<td><strong>81,748</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Furniture, Equipment and Signage</th>
<th>Furniture</th>
<th>Equipment</th>
<th>Signage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrying amount as at 1 July 2017</td>
<td>5,437</td>
<td>5,437</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additions</td>
<td>3,969</td>
<td>54,554</td>
<td>58,523</td>
<td></td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>-1,208</td>
<td>-437</td>
<td>-797</td>
<td>-2,442</td>
</tr>
<tr>
<td>Carrying amount as at 30 June 2018</td>
<td>4,229</td>
<td>3,532</td>
<td>53,757</td>
<td>61,518</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 Creditors &amp; Accrued Expenses</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac Credit Card</td>
<td>2854</td>
<td>50</td>
</tr>
<tr>
<td>Creditors</td>
<td>76,225</td>
<td>68,228</td>
</tr>
<tr>
<td>Related parties creditors (Councils)</td>
<td>1,896</td>
<td>61,041</td>
</tr>
<tr>
<td><strong>Total Creditors</strong></td>
<td><strong>80,975</strong></td>
<td><strong>129,319</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5 Income in Advance</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant - Department of Conservation</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income in Advance</strong></td>
<td><strong>0</strong></td>
<td><strong>3,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 Employee Costs Liability</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Wages &amp; Salaries</td>
<td>5,000</td>
<td>4,825</td>
</tr>
<tr>
<td>PAYE</td>
<td>6,189</td>
<td>3,026</td>
</tr>
<tr>
<td>Leave Accrued</td>
<td>8,451</td>
<td>9,027</td>
</tr>
<tr>
<td>KIWI Saver</td>
<td>1,127</td>
<td>683</td>
</tr>
<tr>
<td><strong>Total Employee Cost Liabilities</strong></td>
<td><strong>20,767</strong></td>
<td><strong>17,561</strong></td>
</tr>
</tbody>
</table>
7 Retained Earnings

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance as at 01 July</td>
<td>103,075</td>
<td>27,947</td>
</tr>
<tr>
<td>Retained earnings for the period ending 30 June</td>
<td>10,604</td>
<td>75,128</td>
</tr>
<tr>
<td><strong>Total Retained Earnings</strong></td>
<td><strong>113,679</strong></td>
<td><strong>103,075</strong></td>
</tr>
</tbody>
</table>

8 Grants / Funding

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councils</td>
<td>70,686</td>
<td>-383</td>
</tr>
<tr>
<td>Grants recognised as income</td>
<td>21,118</td>
<td>17,137</td>
</tr>
<tr>
<td>Ministry of Business and Innovation</td>
<td>116,975</td>
<td>27,000</td>
</tr>
<tr>
<td><strong>Closing Balance</strong></td>
<td><strong>208,779</strong></td>
<td><strong>43,754</strong></td>
</tr>
</tbody>
</table>

Donated goods or service not recognised
During the year, the Trust received the use of a vehicle from Valley Toyota at no charge.

9 Employee Related Costs

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>121,398</td>
<td>122,330</td>
</tr>
<tr>
<td>Employer Kiwi saver contributions</td>
<td>3,659</td>
<td>3,501</td>
</tr>
<tr>
<td>ACC levies</td>
<td>1,047</td>
<td>-61</td>
</tr>
<tr>
<td><strong>Total Employee Related Costs</strong></td>
<td><strong>126,104</strong></td>
<td><strong>125,770</strong></td>
</tr>
</tbody>
</table>

10 Trustee Expenses

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>14,100</td>
<td>12,150</td>
</tr>
<tr>
<td>Expenses</td>
<td>4,691</td>
<td>1,890</td>
</tr>
<tr>
<td>NZCT Membership</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td><strong>Total Trustee Expenses</strong></td>
<td><strong>21,291</strong></td>
<td><strong>16,540</strong></td>
</tr>
</tbody>
</table>

11 Related Party Disclosure

The Hauraki Rail Trail Charitable Trust is a Council Controlled Organisation of the Hauraki (HDC), Matamata-Piako (MPDC) and Thames-Coromandel (TCDC) District Councils.

Key Management Remuneration
General Manager of the Trust earned wages of $125,057. [2018, $125,831]
The total cost of Trustee Meeting Allowances of $14,100. [2018, $12,150]

Trustees
The Trust also reimbursed trustees for $4,691 of expenditure. [2018, $1,890]

Hauraki District Council

During the year HDC provided underwriting funding of $126,774 (2018 $106,340) as well as additional funding for proportional maintenance in total of $159,420 as per the Funding Agreement.

At balance date the Trust owed HDC $1,896 (2018, $61,041) and HDC owed the Trust $0. [2018 $39,361].
Matamata-Piako District Council

During the year MPDC provided underwriting funding of $126,774 (2018 $106,340) as well as additional funding for proportional maintenance in total of $24,712 as per the Funding Agreement.

At balance date MPDC owed the Trust $612 (2018 $5,646).

Thames-Coromandel District Council

During the year TCDC provided underwriting funding of $126,774 (2018 $106,340) as well as additional funding for proportional maintenance in total of $40,437 as per the Funding Agreement.

At balance date TCDC owed the Trust $0 (2018 $56,239).

12 Commitments
The Hauraki Rail Trail Charitable Trust has no capital or operating commitments as at 30 June 2019. (2018 $0).

13 Contingent Liabilities
There are no contingent liabilities as at 30 June 2019, (2018 $0).

14 Funding Agreement
The HDC, MPDC, and TCDC are party to a Trust deed which formed the Hauraki Rail Trail Charitable Trust (the Trust). The deed, signed on 2 March 2012, allows the Trust to own, operate, maintain, repair, develop and facilitate the use and enjoyment of a rail trail within the region.

This deed was reviewed and global changes made, adopted 26 February 2019. This supersedes the original Trust deed of 2 March 2012.

A Funding Agreement was signed between the three councils and the Trust in May 2018 which supersedes the Underwriting Agreement, signed by HDC, MPDC and the Trust of April 2013 and, the Memorandum of Understanding between HDC and TCDC of December 2012.

This Agreement allows for the following:

Strategic and overhead costs associated with operating the Trail are apportioned equally amongst the Settlor Councils; and
Proportional overhead costs are apportioned, where possible, based on the length of Hauraki Rail Trail within each Settlor Council boundary and Proportional income and expenses in the statement of financial performance relate directly to trail maintenance.

15 Events after Balance Date
There are no significant events after balance date.
WAIKATO REGIONAL CYCLE TRAIL NETWORK (WRCTN) BRIEFING FOR INCOMING COUNCILLORS

Ministry of Business, Innovation and Employment
New Zealand Transport Agency
Department of Conservation
KiwiRail

In 2020 the NZ Government invested $50 million to create a network of cycle trails across the country — Ngā Haerenga, the New Zealand Cycle Trail. Around $30 million of co-funding from local stakeholders including local councils was contributed towards the construction of the 22 Great Rides.

The National Cycling Programme supports the investment in cycling through taking a broad approach, working with partners and communities to build safer networks in main urban centres connecting regions with safer routes, promoting cycling, improving cycling education.

All businesses operating commercially on DOC land require a concession. Many cycle-trails have a close working relationship with DOC as their trails may include Public Conservation Land.

Rail corridors provide routes for some current cycle trails and may provide potential for future expansion. (i.e. Matamata to Flaxmill). KiwiRail charges a commercial lease for the use of the corridor. Cycle trails that were developed under the former NZ Rail network attract zero fees creating a disparity across the network.

Each trail is responsible for developing relationships with its local iwi/hapū.

### CENTRAL GOVERNMENT FUNDING MECHANISMS

- Maintaining the Quality of the Great Rides: a contestable fund established in Budget 2014 for $2 million to be used to maintain and enhance the quality of the Great Rides.
- New Zealand Cycle Trail Incorporated: $200,000 per annum for the financial year FY2020 for operational funding to the Ngā Haerenga, New Zealand Cycle Trail Incorporated.
- Tourism Infrastructure Fund: The TIF provides up to $100 million over four years to support the development of visitor-related public infrastructure which is not specifically targeted to cycle-trails.

### New Zealand Cycle Trail Network

Ngā Haerenga, the New Zealand Cycle Trail Incorporated (NZCT Inc) was established as an incorporated society in 2013 to take on a long-term governance role in relation to Ngā Haerenga, the New Zealand Cycle Trail. In light of the injection of $31 million more funds for enhancing and extending the Great Rides, MBIE, NZTA and NZCT Inc have recently agreed to a realignment of their respective roles in relation to the New Zealand Cycle Trail.

### Waikato Regional Cycle Trail Network (WRCTN)

#### Waikato Regional Council
Hamilton-Waikato Tourism
Destination Coromandel
Destination Great Lake Taupō

#### WRCTN Partners

- **Hauraki Rail Trail**
  - Purpose: Home of the World’s Greatest Cycling Experiences
  - INVESTMENT FY2020: $5
  - Matamata-Piako DC: 151,486
  - Hauraki DC: 290,276
  - Thames-Coromandel DC: 162,034

- **Te Awa River Ride**
  - Purpose: Grow New Zealand through outstanding cycling experiences
  - INVESTMENT FY2020: $5
  - Grade 1 – Easiest – Urban Cycleway
  - Hamilton City Council: 667,000
  - Waikato DC: 833,333
  - Waipa DC: 500,000

- **Waikato River Trails**
  - Purpose: Great Ride Usage Grows by at least 10% per annum
  - INVESTMENT FY2020: $5
  - Grade 3 – Intermediate – Urban Cycleway
  - Taupō DC: 290,000
  - Waikato River Trails: 25,000

- **Timber Trail**
  - Purpose: Greater Value from Money on Existing Investment
  - INVESTMENT FY2020: $5
  - Grade 2-3 – Easy – Great Ride
  - Waipa DC: 25,000
  - Ruapehu DC: 25,000
  - Department of Conservation: 265,000

- **Great Lake Trails**
  - Purpose: Achieve desired grade and quality to deliver a safe and consistent experience
  - INVESTMENT FY2020: $5
  - Grade 3 – Intermediate – Great Ride
  - Taupō DC: 30,000
  - Events: 232,000
  - Membership: 81,385
  - Donations/Fundraising: 253,722

#### WRCTN Programme Business Case

**Tranche One: Enhance and Extend Trails**
- Achieve desired grade and quality to deliver a safe and consistent experience
- Agree a region-wide vision for the Waikato’s cycle trails, including physical network connections

**Tranche Two: Grow Service Providers**
- Identify business potential in local communities
- Promote opportunities to invest in local cycle trail services
- Help service providers get established and support them to deliver to an agreed customer experience
- Grow local community support and engagement

**Tranche Three: Develop Capability and Capacity**
- Enhance understanding of customer experience and forecast market demand
- Establish a region-wide approach to governance
- Enable effective stakeholder relationships
- Support quality marketing and product development
- Leverage opportunities to achieve sustainable funding
- Leverage opportunities to achieve sustainable trail governance and operations

### Key Benefits of a Regional Approach to Establishing a Formal Cycle Trail Network in the Waikato:

- Regional Focus increases Trail Demand and Economic Activity in Local Communities
- Greater Value from Money on Existing Investment
- Future Investment into the Cycle Trails Optimises Regional Benefits

- More international and out of region and local visitors stay longer and spend more during their visit, leading to greater regional economic activity.
- Cycle trails and communities develop capability and capacity to offer a wider variety of attractions and services, improve the visitor experience and broaden the potential market.
- Future investment is aligned to regional outcomes, enabling access to a broader range of funding opportunities. Decisions about trail investment are informed by how to maximise demand across the region.

#### Steps:
1. Agree scope of supporting entity, governance and funding – and transition plan
2. Seek interim national and regional funding 2020/21
3. Employ resources (2) to lead programme and deliver projects to support WRCTN members
Information Report

To: Mayor & Councillors

From: Economic Development Officer

Date: Thursday, 30 January 2020

File reference: Document: 2706159
Appendix A: 2706171

Portfolio holder: Councillor Ross Harris

Meeting date: Wednesday, 12 February 2020

Subject: Historic Maritime Park Report

Recommendation:
THAT the report be received.

1 Summary

The report in Appendix A provides an outline of the activities regarding the Historic Maritime Park for the reporting period, October 2019 – January 2020

2 Background

Hauraki District Council resolved to support developments at the Historic Maritime Park with $400,000.00 +GST. The conditions of this advance are expressed in the Memorandum of Understanding [MOU] between Hauraki District Council and the Historic Maritime Park. As per the MOU, the Historic Maritime Park are to report quarterly to Council on the progress of the development and the expenditure of funds/

3 Content

The report in Appendix A highlights the key milestones achieved by the Historic Maritime Park and the Work Programme for the next quarter.

4 Budget Implications

There are no direct budget implications for this report.

5 Conclusion

That the report be received.

Rebecca Jenks
ECONOMIC DEVELOPMENT OFFICER
Historical Maritime Park Inc.
Quarterly funding accountability report to Hauraki District Council

Reporting period: October 2019 – January 2020
Background
HMP has been planning a considerable development (the Project) on the site of the Historical Maritime Park and Museum Facility (the Park) for some time. Due to the direct link and mutual benefit between the Park and the Hauraki Rail Trail, it was decided that one of the project parts would be a passenger link via the Ohinemuri River between Paeroa township and the Park. This would offer a new mode of transport for Hauraki Rail Trail users and their bikes as well as add a significant tourism product to the Hauraki District for other domestic and international tourists. Due to the tourism, employment, educational and community recreation benefits of the Project to the Hauraki District, and the Waikato Region, HDC has included $400,000 plus GST in the 2018/2019 Long Term Plan towards the Project. The Project is supported by the Provincial Growth Fund with an approved grant of $731,711 plus GST. The total budget for the project is $1,131,711 plus GST.

HDC advanced $80,000 plus GST to HMP as seed funding to progress the project in 2018. The Memorandum of Understanding (MOU) between Hauraki District Council (HDC) and the Historical Maritime Park Incorporated Society (HMP) was signed by both parties on 17 September and 23 September 2019 respectively.

Four key milestones identified in the MOU are:
1. (1) Consent and Designs – HDC contribution to milestone one: $61,090 plus GST (as partial payments)
2. (6) Vessel – HDC contribution to milestone two: $75,826 plus GST. (with $4500 plus GST advanced on 20/9/2019 for the deposit on the vessel. The remaining funds will be only advanced once resource consents are granted.
3. (2) Wharf (Wharf Street Paeroa) – HDC contribution to milestone three: $87,089 plus GST (as partial completion payments)
4. (1j) Contingency – HDC contribution to milestone one: Up to $95,995 plus GST (will be advanced after request with justification is approved by the Council’s Group Manager Community Services and Development and invoice received).

Total HDC contribution: $400,000 plus GST.

---

1 Numbers in brackets refer to the milestone numbers from the PGF contract
# Key milestones and works

Outline the key milestones and other works achieved or progressed in this quarter.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Status</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resource Consents and Design Costs including:</td>
<td>On track</td>
<td>Resource Consents were granted by both HDC and WRC by January 2020&lt;br&gt;The Archaeological Assessment has been submitted to Heritage New Zealand and has been approved.&lt;br&gt;Construction will commence on an ADP (Accidental Discovery Protocol).&lt;br&gt;Financial analysis of this milestone shows that the project has expended $150,050 of expenditure against a total milestone budget of $211,150. To date, grants and drawdown from HDC towards this milestone total $108,105 and a further $6,696 from Waikato Trust (6,000) and the Paeroa Ward Grant. ($696). The HMP will claim $35,249 against milestone four – contingency. This is required to ensure cashflow remains in the neutral position.</td>
</tr>
<tr>
<td>a) Resource Consents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Site Survey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Ground Investigation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Geotechnical Detailed Design and Reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Entranceway Investigation and Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Land and access negotiations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) Detailed Design - Wharves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Boardwalk Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Wharf</td>
<td>On track</td>
<td>The tender invitation process undertaken in November with tenders closing in December returning only one tender for the wharf which was far in excess of the available budget. The timing of the tender and timeframe restrictions in the construction timeframe were cited as reasons for non-submission by other providers. The HMP project governance group have decided to re-tender the wharf with more favourable terms. This process is expected to be completed in Feb 2020.</td>
</tr>
</tbody>
</table>
### 3. Pontoons

**On track**

The tender invitation process undertaken in November with tenders closing in December returning no tenders for the wharf and none for the pontoons. The timing of the tender and timeframe restrictions in the construction timeframe were cited as reasons for non-submission. The HMP project governance group have decided to re-tender the pontoons with more favourable terms. This process is expected to be completed in Feb 2020.

### 4. Boardwalk

**On track**

Design has started on this milestone but is seen to be minimal with no resource consent required. Local construction firms will be contacted for tender submissions.

### 5. Landscaping

**On track**

No work as yet

### 6. Vessel

**On track**

The deposit was paid to Percy Ginder with the balance due on the completion of the resource consent process. The HMP Project Governance group have made the decision to delay the payment of the balance until the process of tendering of the wharf and pontoons has been completed. The full amount of the vessel purchase is showing in the accounts as the invoice has been received by HMP.

### 7. Contingency

**On track**

Support provided by the Hauraki Rail Trail Charitable Trust with this project has been coded to contingency at this time. HMP are exploring options to meet this expenditure.
2 Key challenges and risks in the past quarter and looking forward

As mentioned above, the tendering process with tenders closing in December returned unsatisfactory results. The project manager is revising the conditions within the tender document including extending the construction time by two weeks.

The purchase of the vessel has also been delayed while this is being sorted.

The initial drawdown from MBIE is delayed until a cashflow forecast can be provided as part of the ‘conditions precedent’ within the contract. This is not able to be accurately provided until such time as the tender process has been completed.

3 Expenditure of funds received from Hauraki District Council

Provide details for the latest quarter only.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone One: WSP OPUS - Resource consent/design</td>
<td>14,764.50</td>
</tr>
<tr>
<td>Milestone One: WSP OPUS - Resource consent/design</td>
<td>13,250.88</td>
</tr>
<tr>
<td>Milestone Six: Percy Ginder - Deposit paid on vessel</td>
<td>5,175</td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td><strong>$ 33,190.38</strong></td>
</tr>
</tbody>
</table>

4 Work programme for next quarter

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Completion timeframe</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resource Consents and Design Costs</td>
<td>February 2020</td>
<td>Tender process and evaluation/award</td>
</tr>
<tr>
<td>2. Wharf</td>
<td>Feb 2020</td>
<td>Award Contract</td>
</tr>
<tr>
<td>3. Pontoons</td>
<td>Feb 2020</td>
<td>Award Contract</td>
</tr>
</tbody>
</table>
4. Boardwalk Jan 2020 Tenders being invited from local suppliers

5. Landscaping Jan 2020 Design work in progress

6. Vessel February 2020 Complete purchase Start refit

7. Contingency

5 Further Comments

A claim will be presented shortly to meet the costs of the Resource consent expenditure made to date as per the Memorandum of Understanding.
6 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
Colin

Last name
James

Postal address
PO Box 153

City/town
Paeroa 3640

Daytime phone number
0274 742 551 (Gloria James)

Email address
Paddleboat12@xtra.co.nz

Position (e.g. Chair, Director)
Chair

Signature

Date
23 January 2020

6.1 Submit your form

Please submit your completed accountability form by email to:
Attn: Economic Development Officer, info@hauraki-dc.govt.nz

OFFICE USE ONLY:
Date received

Date acknowledged

Report completed


SUMMARY | TE WHAKARĀPOPOTANGA

Local government elections are required to be conducted every three years, with the 2019 election occurring on Saturday 12 October 2019. The election for Hauraki District Council was conducted satisfactorily and on time and met all legislative and practical requirements.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

1 PURPOSE | TE ARONGA

The purpose of this report is to provide an update and financial summary from Council appointed Electoral Officer – Dale Ofsoske - on the local government triennial election, which occurred Saturday 12th October 2019.

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

2 BACKGROUND | TE KŌRERO Ā MUA

Local government elections are required to be conducted every three years, with the 2019 election occurring on Saturday 12 October 2019. The conduct of these elections is prescribed by legislation and regulation to ensure public confidence and electoral integrity are maintained.

Council appointed Independent Election Services Ltd to conduct the electoral processes.

The contract between Hauraki District Council (HDC) and Independent Election Services Ltd was based on the number of electors being 14,000. The final number of electors whose names appeared on the Final Electoral Roll was 14,344 electors.
The contract also specified a cost for services 'in the order of $92,600 + GST', this cost subject to actual costs incurred. Actual election cost has been established at $96,955 + GST, with a difference of $4,355 + GST to the initial estimated cost.

With the 2019 elections now complete, the attached report details the various electoral processes undertaken, together with election statistics for the information of Council.

3 CONCLUSION | WHAKAMUTUNGA

The Hauraki District Council’s 2019 triennial elections were conducted successfully and met all legislative and practical requirements. No issues or concerns of significance arose from these elections and all tasks were completed satisfactorily and on time.

Approval

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Katie McLaren</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community Engagement Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Steve Fabish</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Group Manager - Community Services and Development</td>
</tr>
</tbody>
</table>
Report to the
Hauraki District Council
regarding the

2019 Triennial Elections

From the
Electoral Officer

4 February 2020
# Table of Contents

Outline ................................................................................................................................. 2
Background ......................................................................................................................... 2
Narrative ............................................................................................................................ 2
Upcoming Issues ................................................................................................................. 7
Summary and Conclusions .............................................................................................. 9
APPENDIX 1 ...................................................................................................................... 10
APPENDIX 2 ...................................................................................................................... 11
APPENDIX 3 ...................................................................................................................... 12
Outline
The 2019 local government triennial elections occurred on Saturday 12 October 2019. The elections for Hauraki District Council, Waikato Regional Council and Counties Manukau District Health Board were conducted satisfactorily and on time and met all legislative and practical requirements.

This report summaries the electoral process.

Background
Local government elections are required to be conducted every three years, with the 2019 election occurring on Saturday 12 October 2019. The conduct of these elections is prescribed by legislation and regulation to ensure public confidence and electoral integrity are maintained.

The following preliminary actions/decisions were made:

(i) during 2018, Council undertook a representation arrangements review (review of wards, boundaries, number of elected members etc). The final proposal, as determined by the Local Government Commission, retained the existing number of wards, but an additional councillor was added for the Waihi Ward;

(ii) no election to be held for the Waikato District Health Board due to the appointment of commissioners;

(iii) the FPP (first past the post) electoral system to be used for Hauraki District Council and Waikato Regional Council elections; the STV (single transferable voting) electoral system to be used for Counties Manukau District Health Board election;

(ii) postal voting to be used;

(ii) the alphabetical order of candidate names to be used for Hauraki District Council and Counties Manukau District Health Board and the random order of candidate names to be used for Waikato Regional Council.

The electoral officer appointed for the Hauraki District Council is Dale Ofoske of Election Services and the appointed deputy electoral officer is John McIver of Hauraki District Council.

With the 2019 elections now complete, this report details the various electoral processes undertaken, together with election statistics for the information of Council.

Narrative
Elections Required
Elections were undertaken for:

Hauraki District Council

• mayor (elected at large)
• 13 councillors (elected from three wards)
  • four councillors from the Plains Ward
  • four councillors from the Paeroa Ward
  • five councillors from the Waihi Ward
Waikato Regional Council
- one member (elected from the Thames-Coromandel General Constituency); or
- two members (elected from the Waihou General Constituency); or
- one member (elected from the Nga Tai ki Uta Māori Constituency)

Counties Manukau District Health Board
- seven members (elected at large from parts of the Hauraki District, Waikato District and Auckland Council areas).

Election Timetable
Key election functions and dates were:

**Nomination period**
19 July – 16 August 2019

**Inspection of Preliminary Electoral Roll**
19 July – 16 August 2019

**Delivery of voting mailers**
20-26 September 2019

**Special voting/early processing**
20 September – 12 October 2019

**Election day**
12 October 2019

**Preliminary count**
13 October 2019

**Official count**
14-18 October 2019

**Return of Electoral Donations & Expenses Form**
by 13 December 2019

Electoral Roll
The electoral roll comprises two parts, the Residential Electoral Roll and the non-resident Ratepayer Electoral Roll.

The Residential Electoral Roll contains parliamentary electors, whose details are maintained and supplied by the Electoral Commission.

Each territorial authority is responsible for compiling its own non-resident Ratepayer Electoral Roll.

To compile the Ratepayer Electoral Roll, two actions are required:

1. a nationwide advertising campaign on the criteria of ratepayer elector qualifications and enrolment procedures; and
(ii) the issuing of Ratepayer Confirmation Forms to all eligible 2016 Ratepayer Electoral Roll electors, and if returned, these along with any new enrolments, form the basis of the 2019 Ratepayer Electoral Roll.

A national advertising campaign was undertaken by SOLGM during May 2019 advising readers in all major daily newspapers of the criteria and qualifications required to be eligible for the Ratepayer Electoral Roll. A 0800 free-phone service was again used as a national helpline for ratepayer roll enquiries.

In April 2019, 33 Ratepayer Roll Confirmation Forms were issued to eligible 2016 Ratepayer Electoral Roll electors. A total of 27 non-resident ratepayer electors appeared on the 2019 Ratepayer Electoral Roll.

**Preliminary and Final Electoral Rolls**

The Preliminary and Final Electoral Rolls contained elector details in alphabetical order with a flag denoting voting entitlement (ward, regional council constituency, district health board).

The Preliminary Electoral Roll was available for public inspection at all Council offices/libraries between 19 July 2019 and 16 August 2019.

Statistics relating to the Final Electoral Roll are:

<table>
<thead>
<tr>
<th>Ward</th>
<th>No. Residents</th>
<th>No. Ratepayers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paeroa</td>
<td>4,496</td>
<td>4</td>
<td>4,500</td>
</tr>
<tr>
<td>Plains</td>
<td>4,270</td>
<td>8</td>
<td>4,278</td>
</tr>
<tr>
<td>Waihi</td>
<td>5,551</td>
<td>15</td>
<td>5,566</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14,317</strong></td>
<td><strong>27</strong></td>
<td><strong>14,344</strong></td>
</tr>
</tbody>
</table>

The total number of electors of 14,344 is an increase of 352 (+2.52%) when compared to the 2016 Final Electoral Roll of 13,992.
Nominations
The nomination period was 19 July to noon 16 August 2019. Nomination material was available during this time from:
(i) Ngatea Office, 84 Orchard West Road, Ngatea;
(ii) Waihi Office, 40 Rosemont Road, Waihi;
(iii) Paeroa Office, 1 William Street, Paeroa;
(iv) downloading the material from the Council’s website;
(v) phoning the electoral office.
A detailed ‘2019 Candidate Information Handbook’ was prepared by Council and made available to all candidates, any interested party (eg media) and was available online. The handbook contained relevant information about the Council and its electoral process to potential candidates.

A total of 24 nominations were received for the 14 Council vacancies, these detailed as follows:

<table>
<thead>
<tr>
<th>Issue</th>
<th>No. Nominations</th>
<th>No. Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Councillors</td>
<td>22</td>
<td>13</td>
</tr>
<tr>
<td>Total</td>
<td>24</td>
<td>14</td>
</tr>
</tbody>
</table>

The 24 nominations received for mayor and council vacancies is down from the 27 nominations received for these positions at the 2016 election.

For candidate names, refer Notice of Day of Election – Appendix 2.

Voting Mailers
Voting mailers consisting of an outward envelope, return prepaid envelope, voting document and a candidate profile booklet (which included instructions in English and Māori) were posted to electors from Friday 20 September 2019.

The voting mailers were produced by the NZ Post Group and were consistent in design layout to all other local authorities in the country.

Special Voting
Special votes were available from 20 September 2019 to noon 12 October 2019 by:
(i) visiting a Council office/service centre;
(ii) phoning the electoral office.
80 special votes were returned prior to the close of voting.
**Elector Turnout**

Of the 14,344 electors on the Final Electoral Roll, 6,995 electors returned their voting document. This represents a 48.77% return and compares to a 44.19% return in 2016.

A schedule of the number of daily returned voting documents over the voting period is attached (Appendix 1).

Of note, the 2019 average nationwide elector turnout is 41.7% compared to 42% for the 2016 election, 41.3% for the 2013 election and 49% for the 2010 election.

**Results**

With the undertaking of the early processing of returned voting documents during the voting period, progress results were able to be released on election day at around 1pm. Progress results reflected about 95% of votes cast and did not include votes received at Council offices on election day morning. The release of progress results was very successful and avoided an unnecessary wait by candidates on knowing who were provisionally elected.

The preliminary results were released on Sunday following the receipt and processing of a significant number of votes received at the Council offices on election day morning. In 2016 it is estimated that about 2% of all votes received were hand delivered on election day morning. In 2019 this increased to approximately 5%.

Both the progress and preliminary results were released to candidates and placed on Council’s website.

The final results (Declaration of Results of Election – see Appendix 3) were made on Friday 18 October 2019 and appeared in the Waikato Times on Monday 21 October 2019.

**Election Costs**

The 2019 estimated election cost set in September 2018 was $92,600 + GST (or for 14,000 electors, $6.61 + GST per elector), subject to actual third-party costs.

The 2019 final election cost has now been determined at $96,955 + GST (or for 14,344 electors, $6.76 + GST per elector). The cost increase is due largely to the higher than budgeted cost of voting mailers (an additional $5,457 + GST). The unit cost per elector compares favorably to the $7.47 + GST for the 2016 election.

Of the $96,955 + GST final cost, Council is able to recover $30,706 + GST (31.67%) from other organisations, noting no physical elections were required for the Waikato District Health Board or the Nga Tai ki Uta Māori Constituency of the Waikato Regional Council.

Accordingly, this will leave a net cost to Council for their election of $66,249 + GST (68.33% of the total), or $4.62 + GST per elector.
Upcoming Issues

Inquiry into the 2016 elections


Recommendations in the report relating to local government elections include:

- centralizing the running of local elections
- aligning DHB boundaries to TAs
- one voting method
- aligning advertising and campaigning rules with general elections
- shifting election day to avoid school holidays
- requiring candidates to provide evidence of citizenship
- requiring candidates to provide evidence of the existence of a political party/affiliation

The report can be viewed at:

Inquiry into the 2019 elections

Parliament’s Justice Committee is to undertake its normal inquiry into the conduct of the 2019 local government elections. Submissions have been called for and close on Saturday 29 February 2020. The Terms of Reference include:

- examine the law and administrative procedures for the conduct of the 2019 local elections with particular reference to:
  - low voter turnout
  - licensing trusts
  - role of council staff during election periods around decisions on information release and public statements
  - disclosure of candidate criminal convictions
  - any irregularities that may have compromised the fairness of the elections
- consult stakeholders and the wider public regarding the Justice Committee’s recommendations from the 2016 local elections, particularly:
  - giving responsibility of running all aspects of local government elections to the Electoral Commission
  - encouraging or requiring the same voting
system to be used in all local elections

- foreign interference

- examine the law and administrative procedures for the conduct of energy trust elections held since 2016.

Council may wish to consider making a submission to the Committee on the above (by 29 February 2020).

**Electoral System Review**

Under the Local Electoral Act 2001, any local authority may resolve, before 12 September 2020, to change the electoral system used at the last election. Should Council wish to consider changing its electoral system (from first past the post to single transferable voting), it can do so by resolution no later than 12 September 2020.

However, a public notice must be given by 19 September 2020 providing the right of electors to demand a poll on the matter.

**Māori Representation Review**

Under the Local Electoral Act 2001, Council may at any time resolve to introduce Māori wards. If a resolution is made – it is optional - before 23 November 2020 (to apply for the 2022 triennial elections), public notice must be given by 30 November 2020 providing the right of electors to demand a poll on the matter.

If Māori wards are to be introduced for the 2022 triennial elections, this would require a fresh representation arrangements review be undertaken.

**Representation Arrangements Review**

The Local Electoral Act 2001 requires every local authority to undertake a representation arrangements review at least once in every six-year period. As Council last undertook a review in 2018, it is not required to conduct its next full review until 2023 for the 2025 triennial elections (unless Māori wards are to be introduced).

Local authorities not undertaking a representation arrangements review may however, in 2021 (for the 2022 triennial elections), make minor alterations to electoral boundaries where there have been property boundary changes at or near existing electoral boundaries.
Summary and Conclusions

The Hauraki District Council’s 2019 triennial elections were conducted successfully and met all legislative and practical requirements. No issues or concerns of significance arose from these elections and all tasks were completed satisfactorily and on time.

There are however several electoral issues Council may wish to consider during 2020/21:

(i) make a submission to the Justice Committee’s inquiry into the 2019 local government elections (by 29 February 2020);

(ii) consider whether Council retains the first past the post electoral system or adopts the single transferable voting electoral system for the 2022 triennial elections – by 12 September 2020;

(iii) consider whether Council establishes Māori wards for the 2022 triennial elections – by 23 November 2020;

(iv) undertake a representation arrangements review in 2021, if Māori wards are established.

Dale Ofsoske
Electoral Officer // Hauraki District Council
Election Services
### APPENDIX 1

#### Voting Document Returns - 2019 Elections

<table>
<thead>
<tr>
<th>Ward/Electorate</th>
<th>2019</th>
<th>2018</th>
<th>Change</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALTADEAN</td>
<td>236</td>
<td>236</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>BOTANICA</td>
<td>320</td>
<td>320</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>GILMOUR</td>
<td>425</td>
<td>425</td>
<td>0</td>
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</tr>
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</tr>
<tr>
<td>KURANTA</td>
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<td>355</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>MAUNA</td>
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<td>365</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>NUIOLA</td>
<td>405</td>
<td>405</td>
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<td>0%</td>
</tr>
<tr>
<td>PAORA</td>
<td>415</td>
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<td>0%</td>
</tr>
<tr>
<td>PANGA</td>
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<td>425</td>
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<td>PASOANU</td>
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<td>0%</td>
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<td>POKATEKE</td>
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<td>0%</td>
</tr>
<tr>
<td>TAIPO</td>
<td>455</td>
<td>455</td>
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<td>0%</td>
</tr>
<tr>
<td>TAIPOPO</td>
<td>465</td>
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<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>TAIPOPOI</td>
<td>475</td>
<td>475</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>4000</td>
<td>4000</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

#### Hauraki District Council 2019 Election

<table>
<thead>
<tr>
<th>Day</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
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<th>15</th>
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<td>000</td>
<td>000</td>
<td>000</td>
<td>000</td>
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<td>000</td>
<td>000</td>
<td>000</td>
<td>000</td>
<td>000</td>
</tr>
</tbody>
</table>

Note: Data represents the voting document returns for the 2019 elections in the Hauraki District Council.
APPENDIX 2

NOTICE OF DAY OF ELECTION
for the Hauraki District Council 2019 election

Nominations received
Notice is given under section 65 of the Local Electoral Act 2001 that the following persons have been duly
nominated as candidates for:

Mayor (one vacancy)
ADAMS, Toby

ANDERSON, Josie

Council
Paeraoa Ward (four vacancies)
ANDERSON, Josie
DALEY, Carole Anne
MCKAIN, Josey
MILNER, Paul Armstrong
RATTIGAN, Elaine Marie
TILSLEY, Jo
WILKINSON, Rino

Plain Ward (four vacancies)
BROAD, Ray (The Library Group)
BUCKTHOUGHT, Phillip
GARRETT, Rodney
HARRIS, Ross
LARKING, Tara

Waihi Ward (five vacancies)
ANDERSON, Paul
GENTIL, Brian
HABBERFIELD, Brian
HONEY, Julian
HOWELL, Sara
RATTRAY, Austin
SCOTT, Alan
SMEATON, Duncan
SPARKS, Danny
SPICER, Anne Marie

As there are more candidates than there are vacancies to be filled, an election will be held between the listed
candidates on Saturday, 12 October 2019, under the first past the post electoral system by postal vote.

Issuing of voting documents
Voting documents will be posted to electors from Friday, 20 September 2019.

Return of voting documents
Voting documents must be returned not later than noon, Saturday, 12 October 2019 to the electoral officer.
Voting documents can be returned by post or hand delivered the following council offices between Friday,
20 September 2019 and Friday, 11 October 2019 during normal office hours, and Saturday, 12 October 2019
between 9am – noon:
- Ngatea Office, 84 Orchard West Road, Ngatea;
- Paeroa Office, 1 William Street, Paeroa;
- Waihi Office, 40 Rosemont Road, Waihi.

Special voting
Special voting in terms of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 may be
exercised at the above council offices and times.
A person can apply to enrol as either a residential or ratepayer elector right up to and including 11 October
2019 – the day before the close of voting.

Dale Ofsoske, Electoral Officer
Hauraki District Council
1 William Street, Paeroa

Phone 0800 922 822
APPENDIX 3

DECLARATION OF RESULTS OF ELECTION
for the Hauraki District Council 2019 election

I hereby declare the results of the elections held on 12 October 2019 for the following offices:

**Mayor (one vacancy)**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUCKTHOUGHT, Phillip</td>
<td>1139</td>
</tr>
<tr>
<td>GARRETT, Rodney</td>
<td>1066</td>
</tr>
<tr>
<td>HARRIS, Ross</td>
<td>1254</td>
</tr>
<tr>
<td>LARKING, Tara</td>
<td>927</td>
</tr>
</tbody>
</table>

Informal votes received: 0
Blank votes received: 306
I therefore declare Toby ADAMS to be elected.

**Council**

**Paeroa Ward (four vacancies)**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDERSON, Josie</td>
<td>883</td>
</tr>
<tr>
<td>DALEY, Carole Anne</td>
<td>1430</td>
</tr>
<tr>
<td>MCKAIN, Josey</td>
<td>708</td>
</tr>
<tr>
<td>MILNER, Paul Armstrong</td>
<td>1611</td>
</tr>
<tr>
<td>RATTIGAN, Elaine Marie</td>
<td>811</td>
</tr>
<tr>
<td>TILSLEY, Jo</td>
<td>1356</td>
</tr>
<tr>
<td>WILKINSON, Rino</td>
<td>1368</td>
</tr>
</tbody>
</table>

Informal votes received: 3
Blank votes received: 16
I therefore declare Carole Anne DALEY, Paul MILNER, Jo TILSLEY and Rino WILKINSON to be elected.

**Plains Ward (four vacancies)**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROAD, Ray (The Library Group)</td>
<td>1290</td>
</tr>
</tbody>
</table>

**Waipā Ward (five vacancies)**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDERSON, Paul</td>
<td>1754</td>
</tr>
<tr>
<td>GENTIL, Brian</td>
<td>1409</td>
</tr>
<tr>
<td>HABBERFIELD, Brian</td>
<td>770</td>
</tr>
<tr>
<td>HONEY, Julian</td>
<td>293</td>
</tr>
<tr>
<td>HOWELL, Sara</td>
<td>1396</td>
</tr>
<tr>
<td>RATTRAY, Austin</td>
<td>1133</td>
</tr>
<tr>
<td>SCOTT, Alan</td>
<td>834</td>
</tr>
<tr>
<td>SMEATON, Duncan</td>
<td>1202</td>
</tr>
<tr>
<td>SPARKS, Danny</td>
<td>414</td>
</tr>
<tr>
<td>SPICER, Anne Marie</td>
<td>1893</td>
</tr>
</tbody>
</table>

Informal votes received: 3
Blank votes received: 16
I therefore declare Paul ANDERSON, Brian GENTIL, Sara HOWELL, Duncan SMEATON and Anne Marie SPICER to be elected.

Dated at Paeroa, 17 October 2019
Dale Ofoske, Electoral Officer
Hauraki District Council
1 William Street, Paeroa

Phone 0800 922 822
4 February 2020

Hauraki District Council
P O Box 17
Paeroa 3640

(Attention: Steve Fabish)

Dear Steve

Re: 2019 Hauraki District Council Triennial Elections

We refer to our contract for the provision of electoral services to the Hauraki District Council dated 28 September 2018 and advise as follows:

1. The elections of members to the Hauraki District Council, the Waikato Regional Council and the Counties Manukau District Health Board were successfully completed on Saturday 12 October 2019. No election was required for the Waikato District Health Board due to the appointment of commissioners.

2. The contract between Hauraki District Council (HDC) and Independent Election Services Ltd (IESL) was based on the number of electors being 14,000. The final number of electors whose names appeared on the Final Electoral Roll was 14,344 electors (up 352 or +2.5% from 13,992 electors at the 2016 election).

3. Our contract specified a cost for our services 'in the order of $92,600 + GST', this cost subject to actual costs incurred.

4. IESL is required to advise the HDC on or before 20 December 2019 of the actual cost of the services provided and the Council is to pay IESL, or IESL is to refund to the Council, the difference between the actual costs of the services provided and the $92,600 + GST. (This advice is a little delayed from the specified date due to lateness in being advised of all third-party costs).

5. Election components under the contract, with actual costs incurred follow:
<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratepayer Roll</td>
<td>$2,120</td>
<td>$2,201</td>
<td>$81</td>
</tr>
<tr>
<td>Postage</td>
<td>$16,640</td>
<td>$16,725</td>
<td>$85</td>
</tr>
<tr>
<td>Voting mailer</td>
<td>$37,079</td>
<td>$42,536</td>
<td>$5,457</td>
</tr>
<tr>
<td>Labour</td>
<td>$19,600</td>
<td>$19,855</td>
<td>$255</td>
</tr>
<tr>
<td>Advertising</td>
<td>$4,000</td>
<td>$2,493</td>
<td>-$1,507</td>
</tr>
<tr>
<td>Meetings</td>
<td>$1,000</td>
<td>$550</td>
<td>-$450</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$0</td>
<td>$37</td>
<td>$37</td>
</tr>
<tr>
<td>Premises</td>
<td>$2,130</td>
<td>$2,576</td>
<td>$446</td>
</tr>
<tr>
<td>Computer</td>
<td>$5,050</td>
<td>$6,885</td>
<td>$1,835</td>
</tr>
<tr>
<td>Administration</td>
<td>$2,750</td>
<td>$1,383</td>
<td>-$1,367</td>
</tr>
<tr>
<td>Insurance</td>
<td>$1,335</td>
<td>$1,098</td>
<td>-$237</td>
</tr>
<tr>
<td>Electoral roll</td>
<td>$900</td>
<td>$616</td>
<td>-$284</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$92,604</strong></td>
<td><strong>$96,955</strong></td>
<td><strong>$4,351</strong></td>
</tr>
<tr>
<td>Contract</td>
<td>$92,600</td>
<td></td>
<td>$4,355</td>
</tr>
</tbody>
</table>

6. The cost of those components of the election undertaken by IESL total $96,955 + GST and is $4,355 + GST over the estimated cost of $92,600 + GST, or + 4.7%. This is largely due to higher actual cost of the voting mailers than budgeted (an additional $5,457 + GST).

7. For 14,344 electors, the election cost of $96,955 + GST equates to $6.76 + GST per elector. This compares favorably to $7.47 + GST per elector for the 2016 election (or – 9.5%).

8. As no election was required for the Waikato District Health Board, the cost of the election must be split between HDC, WRC and CMDHB.

9. Section 147 of the Local Electoral Act 2001 states:

   ‘Cost of Elections

   (1) If the electoral officer of a local authority conducts an election or poll, the reasonable costs and expenses of conducting that election or poll must be paid by that local authority.

   (2) If an electoral officer of a local authority conducts an election or poll using the services of any electoral official employed by or engaged by or on behalf of another local authority for whom the election or poll is being conducted must pay to the local authority whose employees or contractors have provided the services the reasonable costs and expenses incurred by that local authority, as agreed by or on behalf of the local authorities concerned’.

10. Section 13, Schedule 2 of the NZ Public Health & Disability Act 2000 states:
‘Cost to be borne by DHB

The costs incurred by every territorial authority in conducting an election of a DHB must be borne and paid for by the DHB.

11. To facilitate an equitable cost share amongst these authorities, MOUs were exchanged, the MOUs being based on previous election MOUs. (The MOU was approved by the SOLGM Electoral Sub-committee).

12. The estimated budget cost as advised to HDC on 28 September 2018 for the 2019 elections was $92,600 + GST, being apportioned as follows:

<table>
<thead>
<tr>
<th></th>
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<th>%</th>
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</thead>
<tbody>
<tr>
<td>HDC</td>
<td>45,374</td>
<td>49.00</td>
</tr>
<tr>
<td>WRC</td>
<td>29,632</td>
<td>32.00</td>
</tr>
<tr>
<td>CMDHB</td>
<td>3,704</td>
<td>4.00</td>
</tr>
<tr>
<td>WDHB</td>
<td>13,890</td>
<td>15.00</td>
</tr>
<tr>
<td>Total</td>
<td>92,600</td>
<td>100</td>
</tr>
</tbody>
</table>

13. The cost sharing basis between organisations based on the 2019 MOU is as follows:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>HDC</td>
<td>66,249</td>
<td>68.33</td>
</tr>
<tr>
<td>WRC</td>
<td>26,310</td>
<td>27.14</td>
</tr>
<tr>
<td>CMDHB</td>
<td>4,396</td>
<td>4.53</td>
</tr>
<tr>
<td>WDHB</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>96,955</td>
<td>100.00</td>
</tr>
</tbody>
</table>

14. The HDC cost share is higher than originally budgeted due to no physical elections being required (to help share the cost) by WDHB and the Māori Constituency of the WRC.

15. HDC should now recover the share of election costs from the WRC and the CMDHB as follows:

(i) HDC invoice WRC for $26,310 + GST;

(ii) HDC invoice CMDHB for $4,396 + GST.

16. Council has paid IESL a total of $92,600 + GST. However, the actual election cost has been established at $96,955 + GST. The difference of $4,355 + GST is now due and an invoice for this amount is attached for Council’s attention.
The above information relates to actual election costs incurred in the conduct of the 2019 triennial Hauraki District Council, Waikato Regional Council and Counties Manukau District Health Board elections. Should you require any clarification regarding this advice, please do not hesitate to contact the writer.

Yours sincerely

[Signature]

Dale Ofsoske

Electoral Officer

Independent Election Services Ltd

for Hauraki District Council
FOR DECISION | MŌ TE WHAKATAUNGA

TO Mayor and Councillors

AUTHOR Steve Fabish
Group Manager - Community Services and Development

FILE REFERENCE Document: 2707461
Appendix A:

PORTFOLIO HOLDER Mayor Toby Adams

MEETING DATE Wednesday, 12 February 2020

SUBJECT Appointment to Waikato Plan Leadership Committee

SUMMARY | TE WHAKARĀPOPOTANGA

Council has historically appointed Councillors to a number of external committees. The Terms of Reference of the Waikato Plan Leadership Committee provides for one voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council.

Matamata-Piako District Council resolved at their 4 December 2019 meeting to support the appointment of Mayor Toby Adams to the committee. Thames-Coromandel District Council have not been actively involved with the Waikato Plan Leadership Committee to date.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received, and

THAT Council appoints Mayor Dameion (Toby) Adams to the Waikato Plan Leadership Committee.

PURPOSE | TE ARONGA

The purpose of this report is to allow Council to consider the appointment of the Mayor to the Waikato Plan Leadership Committee.

The matter or suggested decision does involve a new activity, service, programme, project, expenditure or other deliverable.

BACKGROUND | TE KŌRERO Ā MUA

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

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

The 2020 committee dates have been set to be held at the Waikato Regional Council Chambers from 10am on 17th February, 18th May, 17th August and 16th November.

**PREFERRED OPTION | TE KŌWHIRINGA MATUA**

Council can either decline or accept the recommendation. Staff recommend that the appointment be approved.

**ENGAGING WITH OUR COMMUNITIES | TĀTOU WHAKĀRO**

Staff consider that the Council does have enough of an understanding on community views and preferences. The level of engagement considered appropriate for this matter, at this point in time, is to inform (i.e. one-way communication disseminating information).

**Approval**

| Prepared by | John McIver  
|             | Community Engagement Manager |
| Approved by | Steve Fabish  
|             | Group Manager – Community Services and Development |
Decision Report

To: Mayor and Councillors

From: Community Services Manager

Date: Tuesday, 4 February 2020

File reference: Document: 2718488
Appendix A: Building Layout
Appendix B: GIS Image of Kerepehi Domain and building

Portfolio holder: Councillor Rino Wilkinson (Recreation)

Meeting date: Wednesday, 12 February 2020

Subject: Kerepehi Bowls and Sports Club Inc

Recommendation:

THAT the report be received, and

THAT Council support in principal the extension of the Kerepehi Bowls and Sports Club Inc. and,

THAT Council delegate to the Mayor, Recreation Portfolio Holder and Plains Ward Chair to provide final approval/or not when the designs are received.

1 Purpose

This report is to seek council’s approval in principal, for the extension of the Kerepehi Bowls and Sports Club Inc. by thirty square metres to the west of the existing clubroom. This is to allow the Kerepehi Bowls and Sports Club Inc. to apply for external funding with deadline dates between council meetings.

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

2 Background

The Kerepehi Men’s Bowling Club was founded in 1948 and was part of the Waikato centre and affiliated to Bowls New Zealand. In 1953 the Kerepehi Women’s club was established and also became part of the Waikato Centre. In 1981 Thames Valley Bowling Centre was formed and
separated from Waikato, affiliation to NZ Bowls was obtained and the members of Kerepehi became inaugural members of Thames Valley Bowling centre.

In the eighties with competition being popular the then club house was extended thirty square metres and a 2nd green was laid. During the nineties the club improved its operation by installing irrigation, fences and an artificial green being the first in Thames Valley.

In the 2000’s the men and women amalgamated into one club which was the trend throughout New Zealand. External groups started approaching the club to use their facilities.

From 2010 it was decided to let the club out and the following organisations are still using the facility:

- Country Women’s Institute
- Kerepehi Women’s Gardening group
- Piako Wet Lands Conservation
- Kerepehi Transport (courses/seminars)
- Waikato Regional Council (courses/seminars)
- Te Kohanga Reo
- Kerepehi Primary School
- Anzac Parade
- Kerepehi Pony Club
- Kerepehi Rally Car Club
- Kerepehi Classic Car Club
- Kerepehi Hunting and Fishing Club
- Local Weddings and Funerals

With the increase use of the facilities and the Hunting and Fishing club being involved the constitution was reviewed in 2015 and the name of the club was officially changed to the Kerepehi Bowls and Sports Club Inc.

With the Kerepehi Bowls and Sports Club Inc becoming more of a sense of a community centre it was unanimously decided upon to apply for external funds to extend the club by approximately eight metres to the west to better cater, including disability toilets, for the community groups and the club’s activities.

This application for request of approval was received on the 4th of February, 2020. Kerepehi Bowls and Sports Club Inc has a concept design and estimate of costs being prepared for them which will received on the 14th February 2020. The Kerepehi Bowls and Sports Club Inc will be applying for external funding to the Ministry of Internal Affairs/Community Grants on the 17th of February 2020.

Appendix A:

Draft proposed layout and extension.
Strategic Supporting Documentation

Hauraki District Sport and Active Recreation Plan 2018-2028

Recommendations

Existing assets

- There is potential to better develop existing facilities to maximise the community benefit of the spaces for the Hauraki District community with sports working together to maximise outcomes
- It will become increasingly important for all stakeholders to work collaboratively in order to improve delivery of sport facilities

Growth

- Projected growth, primarily in the older age groups, will require a stronger focus on facility use/needs suitable for older users. Planning will be needed for new facilities, administration and programs to target growth and changing demographics. Investment in sport facilities will necessitate a strategic business approach.

Partnerships

- Sports clubs should consider hubbing with existing co-located clubs and additional clubs to maximise utilisation of existing facilities

Financial sustainability

- Where clubs are finding it difficult to fund ongoing repairs and maintenance, with declining or small membership, opportunities should be investigated for clubs to come together in facilities and rationalization of facilities to occur

Service delivery priorities for Sport Waikato and Hauraki Council

There is a strong partnership between Sport Waikato and the Hauraki District Council presently; alignment to both partners’ vision and delivery will be key to maintaining the partnership moving forward. The Hauraki District Council currently partners with Sport Waikato in the following strategies and initiatives:

- Moving Waikato 2025 – Key Partner
- District Coordinator role – Funding Partner
- Facilities Plan – Key Partner and Funding Partner

These strategies and initiatives are imperative to the delivery of quality service to the Hauraki Community in the space of Sport, Recreation and Physical Activity

3 Issue and options

This application aligns with the Hauraki District Councils Reserve Management Plan as indicated below. Staff feedback are in bold italics.

RESERVE MANAGEMENT PLAN – Doc 1282395

4.2 DEVELOPMENT POLICIES

The recreation needs of a community are dynamic and open to change as new activities grow and established activities decline. It is important that development is considerate of the possible long term effects on the reserve.

4.2.1 THE BUILT ENVIRONMENT

4.2.1.1 Buildings and Structures

Policies

a) Buildings and structures on reserves will be for sporting and recreation purposes and/or to facilitate the appropriate use of the reserve by the public. An exception to
this can be where a community serving network amenity such as water or sewer pump station may need to be sited within a reserve where a clear benefit to the community can be demonstrated for the choice of site, and where the purpose or level of amenity of the reserve is not compromised. In respect to the latter, a District Plan consent application will be required.

b) Any potential adverse effects of buildings and structures (whether located on or adjacent to reserve land) on the amenity values and physical features of the reserve and on neighbouring properties should be avoided.

c) In proposing to locate a new building or structure on a reserve (by Council or by others), or when considering proposals for the extension of an existing building or structure, or when considering the effects of a proposed building or structure on land adjacent to a Reserve, the following shall be considered:

- The need for the building or structure to be located on reserve land, the scale of the proposed building or structure in relation to the reserve and its foreseeable use for outdoor recreation. The extension will meet the current and future demands for the facility
- The foreseeable need and demand for the recreation facilities to be accommodated. The extension will meet the current and future demands for the facility
- Proposals for joint use of the buildings and structures. Facility is and will be used by multiple community and sporting groups.
- The siting, design, materials and colour of the proposed building or structure. Have received only a brief layout and description with more information due 14 February
- The financial position of the applicant to properly construct and maintain the buildings and structures, and ongoing associated costs. External funding for capital works being applied for. No past issues arisen with inability to maintain facility.
- The conservation of open space, views, significant vegetation and significant landscape features. Staff feel that what is proposed will have minimal effect on these features
- The effects of providing access to and parking for the proposed building or structure. Ample parking access provided
- The potential visual or physical effects of the building or structure on neighbouring properties. No effect on neighbouring properties
- The ability of the applicant to construct and operate the proposed activity in accordance with generally accepted safety protocols and consequently indemnify Council from any claims arising as a result of their presence and/or activity. No past issues arisen with inability to maintain facility or undertake capital works.
- The assessment criteria in the District Plan. Final assessment will be undertaken at time of resource consent application.

4 New deliverable

The Local Government Act 2002 now requires that all local government deliverables (whether it be an activity, service, project, programme, grant or involve any other form of expenditure) must align to the purpose of local government as outlined in Section 10 of the Local Government Act.

For the Council’s information, the decision involves a new project. It is therefore considered to be aligned with the purpose of local government as it provides:
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 inform (i.e. one-way communication disseminating information) the Kerepehi Bowls and Sports Club Inc.

6 Budget Implications

No funding from council is sort by the Kerepehi Bowls and Sports Club Inc.

7 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).

The Recreation Portfolio Holder and staff recommend to Council

THAT Council support in principal the extension of the Kerepehi Bowls and Sports Club Inc. and

THAT Council delegate to the Mayor, Recreation Portfolio Holder and Plains Ward Chair to provide final approval/or not when the designs are received.

David Varcoe
Community Services Manager
Appendix A:
Appendix 2: Proposed extension
Decision Report

To: Mayor and Councillors
From: Property Manager
Date: Monday, 20 January 2020
File reference: Document: 2702216
Portfolio holder: Councillor R Broad (Property)
Meeting date: Wednesday, 12 February 2020
Subject: Council owned land required for water storage and drainage purposes – Reta Crescent, Kerepehi

Recommendation:
THAT the report be received.

THAT Council approve of the Minister for Land Information, by notice in the Gazette, declaring, pursuant to section 52(4) of the Public Works Act 1981, that part of Section 2 SO 514123 (being part land in Record of Title 857466), comprising 0.1414 ha, and shown as Section 2 on SO plan 541334 (not yet approved as to survey) be set apart for water storage and drainage purposes and the vesting of the land in Council.

THAT Council authorise its Chief Executive, pursuant to section 52(6) of the Public Works Act 1981, to sign a written request to the Minister for Land Information, declaring by notice in the gazette, that Section 2 SO 541334, area 0.1414 ha, be set apart for water storage and drainage purposes and the vesting of the land in Council.

THAT Council authorise its Chief Executive, pursuant to section 52 (7) of the Public Works Act 1981 to sign a statutory declaration to the effect that Council is authorised by law to undertake the work for which it is proposed to set apart Section 2 SO 541334, area 0.1414 ha, as sufficient evidence for the Minister of Land Information of that fact.

THAT Council, as Grantor and Grantee, under Easement Instrument 7935629.7 to store and drain water over that part of section 2 SO 514123 marked A on SO 514123, consent to the proposal under section 52(4) Public Works Act 1981, to set apart Section 2 SO 541334, area 0.1414 ha, for water storage and drainage purposes and vesting of the land in Council.

THAT Council approve the engagement of the services of Dunwoodie &Green Surveyors Limited to undertake the survey/plan preparation/plan lodgement of the land required for water storage and drainage purposes.

THAT Council approve the engagement of Lyfestyle Research Limited, a LINZ Accredited
Supplier, to undertake the work required to obtain LINZ approval to the setting apart of Section 2 SO 541334 for water storage and drainage purposes and the vesting of the land in Council.

THAT costs of this process to be funded from Council’s property account.

1 Purpose

To present Council a report recommending that part of a Council owned fee simple property in Reta Crescent, Kerepehi, be set apart under section 52(4) of the Public Works Act 1981 for water storage and drainage purposes and vested in Council.

The matter or suggested decision does involve a new activity, service, programme, project, expenditure or other deliverable.

2 Background

At its meeting on 27 September 2017, Council resolved as follows:

THAT Council approve of the Minister for Land Information declaring, pursuant to section 114 of the Public Works Act 1981, that part of Lot 1 DP 400203 (this should have read Lot 9), comprising 0.2473 ha (subject to survey) and shown as Lot 1 on the attached Dunwoodie & Green Surveyors Limited plan 6004-16, for road and the vesting of the land in Council, and

THAT Council, as Grantor and Grantee under Easement instruments 7490103.6 and 793562.7 to drain and store water, consent to the proposal under section 114 Public Works Act 1981, to declare part Lot 9 DP 400203, area 0.2473 ha, to be road vested in Council, and

THAT Council approve the engagement of the services of Dunwoodie & Green Surveyors Limited to undertake survey of the land required for road on a Survey Office Plan, and

THAT Council approve the engagement of Lyfestyle Research Limited, a LINZ Accredited Supplier, to undertake the work required to obtain LINZ approval to the declaration of Part Lot 9 DP 400203, area 0.2473 ha (subject to survey) as road vested in Council, and

THAT the costs of this process be funded from Council’s property account.

[A copy of the Decision Report dated 15 September 2017 and copy of Council minutes of 27 September 2017 are attached.]

Survey of the 0.2473 ha required for road was subsequently undertaken by Dunwoodie& Green on SO Plan 514213 (copy attached) and the final surveyed area was 0.2474 ha. The 0.2474 ha area is shown on SO 514123 as Section 1 and the balance of Lot 9 DP 400203 retained by Council, as Section 2.

The Minister for Land Information consented to the declaration of Section 1 SO 514123, area 0.2474 ha, as road on 11 September 2018 and the declaration was published in the “Gazette” on 13 September 2018. A copy of the gazette notice was registered by Lyfestyle Research Limited on 14 September 2018 as GN 11231355.1 and a new Record of Title, 857466 (copy attached), issued by LINZ for the balance land in the title, under the new appellation of Section 2 SO 514123, area 0.8970 ha.
Sale of the balance of the property (i.e. section 2 SO 51423 being all land in Record of Title 857466) was intended once the declaration of Section 1 SO 514213 as road was completed. This point was mentioned in the report to Council dated 15 September 2017 (see heading “Background”). However, as the top portion of the property retained by Council (section 2 SO 514123) is now physically a “ponding area” for the storage and drainage of stormwater from the surrounding sections, it is proposed to exclude this “ponding area” from the sale of the balance area and to set it apart as a public work for water storage and drainage purposes. Sale of the balance area has already been arranged.

Survey of the “ponding area”, which is basically the same area covered by the easement in gross over Area A on SO 514123 created by Easement Instrument 7935629.7, has since been undertaken by Dunwoodie & Green Surveyors Limited and a new SO Plan, number 541334 (copy attached) prepared and is being lodged with LINZ for checking/approval as to survey. The “ponding area” i.e. the land to be set apart for water storage and drainage purposes, is shown on SO Plan 541334 as section 2, area 0.1414 ha, and the balance area to be sold by Council is shown as Section 1, area 0.7555 ha.

Council will need to consider and approve the recommendation in this report. If that occurs, Lyfestyle Research Limited, will, when SO 541334 has been approved as to survey by LINZ, prepare and submit a report to LINZ seeking its approval under section 52 (4) of the Public Works Act 1981, to set apart Section 2 SO 541334, area 0.1414 ha, for water storage and drainage purposes vested in the Council and signing of a draft gazette notice for same.

### 3 Issue and options

It is proposed to set apart the “ponding area” (surveyed as Section 2 on SO 541334, area 0.1414 ha) for a public work for water storage and drainage purposes, pursuant to subsection (4) of Section 52 of the Public Works Act 1981. There is no statutory requirement under section 52 for the Crown or Council to publicly notify the proposal to set apart the land for this purpose or to obtain the consent of any adjoining owners. However, in seeking the consent of the Minister of Land Information to this proposal, Council is required by subsection (4) of section 52, to provide the Minister with a written request for same signed by Council’s Chief Executive. An appropriate written request will be prepared for signing by the Chief Executive, if this proposal is approved by Council.

In addition, the “ponding area” (Section 2 SO 541334) to be set apart for the storage and drainage of water is more or less the same land covered by the easement in gross to store and drain water as marked A on SO 51423 in favour of Council, created by Easement Instrument 7935629.7. Gazettal of section 2 SO 541334 for water storage and drainage purposes will automatically extinguish this easement unless provision is made in the gazette notice for the setting apart of section 2 SO 541334 to be subject to the easement in gross created by Easement Instrument 7935629.7.

However, as the land is being set apart as a public work for the same purposes as the easement, it is considered that there is no reason to gazette the setting apart of the land subject to the Easement Instrument. What LINZ will require however, is Council’s consent as Grantor and Grantee under the easement instrument, to the setting apart of section 2 SO 541334 for water storage and drainage purposes. An appropriate consent document will be prepared for signing by Council’s Chief Executive if this proposal is approved by Council. The underground infrastructure (pipelines etc.) of this easement will remain in place and will not be affected by the proposal to set apart section 2 SO 541334 as a public work for water storage and drainage purposes.
Options

Council has the option of retaining the “ponding area” (section 2 SO 541334) in its current ownership of freehold land owned by Council instead of setting it apart as a public work for water storage and drainage purposes. If that option is pursued by Council, it would result in a partial savings in regard to the total costs involved as survey of the land for gazettal purposes has already been completed.

However, setting apart of the “ponding area” as a public work for water storage and drainage purposes is considered the better option, as if the “ponding area” (Section 2 SO 541334) is not set apart as a public work and is retained by Council as freehold land, Council would have to obtain subdivision consent, as both sections 1 and 2 SO 541334, are currently held as one lot (Section 2 SO 514213) in Record of Title 857466.

4 New deliverable

The Local Government Act 2002 now requires that all local government deliverables (whether it be an activity, service, project, programme, grant or involve any other form of expenditure) must align to the purpose of local government as outlined in Section 10 of the Local Government Act.

For Council’s information, the decision involves a new service i.e. provision of land for a public (local) work i.e. land for water storage and drainage purposes. It is therefore considered to be aligned with the purpose of local government as it provides a local public service.

5 Significance and Engagement Assessment

This decision is not considered significant as it does not trigger any of the Significance and Engagement Thresholds.

6 Budget Implications

This decision does not have any major budget implications as existing Council land is to be set apart for water storage and drainage purposes and vested in Council. The costs involved will be Dunwoodie and Green Surveyors Limited’s survey/plan preparation/plan lodgement costs and the costs charged by Lyfestyle Research Limited (as a LINZ Accredited Supplier) for undertaking this type of Public Works Action.

Past work undertaken by these firms has shown these costs to be fair and reasonable.

7 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).

The property portfolio and staff are recommending:

1. That Council approve of the Minister for Land Information declaring, pursuant to section 52(4) of the Public Works Act 1981, that part of Section 2 SO 514123 (being part land in Record of Title 857466), comprising 0.1414 ha, and shown as Section 2 on SO plan
541334 (not yet approved as to survey) be set apart for water storage and drainage purposes and the vesting of the land in Council.

2. THAT Council authorise its Chief Executive, pursuant to section 52(6) of the Public Works Act 1981, to sign a written request to the Minister for Land Information, declaring by notice in the gazette, that Section 2 SO 541334, area 0.1414 ha, be set apart for water storage and drainage purposes and the vesting of the land in Council.

3. THAT Council authorise its Chief Executive, pursuant to section 52(7) of the Public Works Act 1981 to sign a statutory declaration to the effect that Council is authorised by law to undertake the work for which it is proposed to set apart Section 2 SO 541334, area 0.1414 ha, as sufficient evidence for the Minister of Land Information of that fact.

4. That Council, as Grantor and Grantee, under Easement Instrument 7935629.7 to store and drain water over that part of section 2 SO 514123 marked A on SO 514123, consent to the proposal under section 52(4) Public Works Act 1981, to set apart Section 2 SO 541334, area 0.1414 ha, for water storage and drainage purposes and vesting of the land in Council.

5. That Council approve the engagement of the services of Dunwoodie & Green Surveyors Limited to undertake the survey/plan preparation/plan lodgement of the land required for water storage and drainage purposes.

6. That Council approve the engagement of Lyfestyle Research Limited, a LINZ Accredited Supplier, to undertake the work required to obtain LINZ approval to the setting apart of Section 2 SO 541334 for water storage and drainage purposes and the vesting of the land in Council.

7. Costs of this process to be funded from Council’s property account.

Dennis Lees  
PROPERTY MANAGER