FOR DECISION
MŌ TE WHAKATAUNGA

TO Mayor and Councillors

AUTHOR Rebecca Jenks
Economic Development Officer

FILE REFERENCE Document: 2783600
Appendix A: 2783605
Appendix B: 2783610

PORTFOLIO HOLDER Councillor Harris
Community Growth Portfolio

MEETING DATE 15 July 2020

SUBJECT Hūnua Trail Endorsement

RECOMMENDATION | TE WHAIKUPU
THAT the report be received.

THAT Council choose option 2 - endorse in principle the development of the Hūnua Trail from Clevedon to Kaiaua through the Hūnua Ranges Regional Park, incorporating the portion of the proposed trail that is within the jurisdiction of the Hauraki District Council, and

THAT Council endorse Hauraki District Council staff to work with Auckland Council staff to progress the trail development and delivery, including tourism opportunities for the Firth of Thames communities that Hauraki District Council and Auckland Council share responsibility for.

1 PURPOSE | TE ARONGA

The purpose of this report is to seek endorsement from the Hauraki District Council for the Hūnua Trail, a NZ Cycle Trail ‘Heartland Ride’ from Clevedon to Kaiaua through the Hūnua Ranges Regional Park. Auckland Council are seeking this endorsement.

2 BACKGROUND | TE KŌRERO Ā MUA

The vision is to create a world-class 45km walking and cycling recreational route through the Hūnua Ranges Regional Park linking Clevedon to Kaiaua on the Firth of Thames.

A portion of the proposed trail is within the jurisdiction of the Hauraki District Council.

The Hūnua Trail will form a recreational walking and cycling trail and has been accredited as a NZ Cycle Trails ‘Heartland Ride’. It is a local economic development and tourism initiative and seeks to improve access to the Hūnua Ranges for recreational use.

The development of the initiative is sponsored by Auckland Council’s Franklin Local Board in partnership with Watercare and Auckland Council’s Governing Body. Auckland Council’s Parks, Sport and Recreation department and Auckland Tourism, Events and Economic Development (ATEED) are providing delivery support.
The Franklin Local Board and Auckland Council staff have actively sought advice from Hauraki District Council staff to inform the development of the initiative.

3 THE ISSUES | NGĀ TAKE

Please see report in appendix A from Auckland Council. Further information on the project can also be found in appendix B.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

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

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:

- Council does not endorse the Hūnua Trail development from Clevedon through to Kaiaua through the Hūnua Ranges Regional Park.
- Council endorses in principle the Hūnua Trail development from Clevedon through to Kaiaua through the Hūnua Ranges Regional Park.

These options and their advantages and disadvantages are outlined below.

5.1 OPTION 1: No endorsement

| ABOUT THIS OPTION | In this option, Council would not endorse the proposed Hūnua Trail development from Clevedon through to Kaiaua through the Hūnua Ranges Regional Park. |
| ADVANTAGES | DISADVANTAGES |
| Economic benefits would be missed | • Economic benefits would be missed |
| Relationships with Auckland Council would not be strengthened | • Relationships with Auckland Council would not be strengthened |
| Greater connections between neighbouring communities in the Hauraki District and Auckland region may not develop | • Greater connections between neighbouring communities in the Hauraki District and Auckland region may not develop |

| FINANCIAL COSTS | Capital costs: Nil |
| Whole of life costs | Ongoing annual operating: Nil |
| Impact on the Council’s debt | One off operating cost: Nil |
| Potential impact on rates | There is no impact on the Council’s debt |
| | There will be no impact on rates |
5.2 OPTION 2: Endorsement in principle

ABOUT THIS OPTION
In this option, Council endorses the proposed Hūnua Trail development from Clevedon through to Kaiaua through the Hūnua Ranges Regional Park.

ADVANTAGES
- Economic benefits e.g. lifting visitors numbers and spend to the Shorebird Coast which could lead to business development
- Greater collaboration between Hauraki District and Auckland Councils as well as neighbouring communities
- Opportunity to showcase Māori and colonial history
- Though different difficulty grades, it could bring more people onto the Hauraki Rail Trail

DISADVANTAGES

FINANCIAL COSTS

| Whole of life costs | Capital costs: Nil | Ongoing annual operating: Staff time could be required if HDC decides to market and build on the opportunity created through the trail development
| Budget source | Auckland Council |
| Changes to budgets | In order to accommodate these costs there will not need to be changes to budgets |
| Impact on the Council’s debt | There is no impact on the Council’s debt |
| Potential impact on rates | There will be no impact on rates because this project is funded by Auckland Council |

6 PREFERRED OPTION| TE KŌWHIRINGA MATUA
Staff recommend proceeding with option 2 – endorsement in principle.

6.1 LINKAGES

| STRATEGIC DIRECTION | The preferred option IS consistent with the Council’s strategic direction, including community outcomes. | Supported by the economic development and tourism strategies |
| LONG TERM PLAN / ANNUAL PLAN ALIGNMENT | The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets. | Links with our support for the Hauraki Rail Trail |
**POLICIES, BYLAWS AND PLANS ALIGNMENT**
The preferred option IS consistent with the Council’s other strategies, policies, bylaws and plans.

**SIGNIFICANCE ASSESSMENT**
The decision IS NOT considered significant under the Council’s Significance and Engagement Policy 2017.

**IMPLIEDATIONS FOR MĀORI**
The decision DOES NOT involve a significant decision in relation to land or a body of water. The area of significance in the Auckland Council area

### 6.2 ASSESSING THE RISKS

Staff have identified the following risks associated with the recommended option.

<table>
<thead>
<tr>
<th>Description of risk</th>
<th>Level of risk</th>
<th>How we could soften the risk</th>
<th>Risk remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>The risks including Kauri die-back sit with Auckland Council and are included in appendix A.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7 NEXT STEPS | TE ARA KI MUA

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2020/2021</td>
<td>Soft-opening of trail</td>
<td>Subject to appropriate signage being in place with physical works to improve vehicle access to the start of the track to take place at a later date</td>
</tr>
</tbody>
</table>

### 8 Approval

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Jenks</td>
<td>Steve Fabish</td>
</tr>
<tr>
<td>Economic Development Officer</td>
<td>Group Manager- Community Services and Development</td>
</tr>
</tbody>
</table>
Appendix

Hūnua Trail – Report for Hauraki District Council

Purpose of the report

1. To seek endorsement from the Hauraki District Council for the Hūnua Trail, a NZ Cycle Trail ‘Heartland Ride’ from Clevedon to Kaiaua through the Hūnua Ranges Regional Park.

Executive Summary

2. The vision is to create a world-class 45km walking and cycling recreational route through the Hūnua Ranges Regional Park linking Clevedon to Kaiaua on the Firth of Thames.

3. A portion of the proposed trail is within the Waikato jurisdiction of the Hauraki District Council.

4. The Hūnua Trail will form a recreational walking and cycling trail and has been accredited as a NZ Cycle Trails ‘Heartland Ride’. It is a local economic development and tourism initiative and seeks to improve access to the Hūnua Ranges for recreational use.

5. Development of the initiative is sponsored by Auckland Council’s Franklin Local Board in partnership with Watercare and Auckland Council’s Governing Body. Auckland Council’s Parks, Sport and Recreation department and Auckland Tourism, Events and Economic Development (ATEED) are providing delivery support.

6. The Franklin Local Board and Auckland Council staff have actively sought advice from Hauraki District Council staff to inform the development of the initiative.

Recommendations

That the Hauraki District Council:

a) endorse in principle the development of the Hūnua Trail from Clevedon to Kaiaua through the Hūnua Ranges Regional Park, incorporating the portion of the proposed trail that is within the Waikato jurisdiction of the Hauraki District Council.

b) endorse Hauraki District Council staff to work with Auckland Council staff to progress the trail development and delivery, including tourism opportunities for the Firth of Thames communities that Hauraki District Council and Auckland Council share responsibility for.

Context

7. The Hūnua Trail route follows private access Watercare service roads from the south-eastern side of the Hūnua Range (Mangatangi Dam) through the upper western section of the regional park. Service infrastructure exists at key points, servicing the existing walking and mountain bike trails.

8. The middle 30km section of the trail winds through the Hūnua Regional Park, offering views and access to an incredible natural environment and bio-diversity only 40 minutes from central Auckland.

9. The trail could be the first step in creating a multi-recreational playground on Auckland’s doorstep, linking to other trails and businesses, including Kōkako.
Outdoor Education, YMCA Camp Adair, the coastal regional parks, Te Ara Moana Kayaking Trail, Te Araroa national walking trail, the future Pohutukawa Coast Trail (from Whitford, through Beachlands to Maraetai) and the Hauraki Rail Trail.

Consultation to date

10. New Zealand Transport Association (NZTA) has provided formal endorsement for the proposed cycling component of the route to be an accredited ‘Heartland Ride’ within the NZ Cycle Trail network. The accreditation is provisional on providing clear way finding signage from Clevedon to Kaiaua (via the Mangatawhiri Campground), and Auckland Transport changing a 90-metre section of the Clevedon-Kawakawa Road (from Clevedon Town Centre) from open road status to a 50km speed restriction.

11. A portion of the proposed trail is within the Waikato jurisdiction of the Hauraki District Council. Both the Hauraki District Council and Waikato Regional Council were previously engaged in the development of this initiative. The Hauraki District Council supplied a letter of support for the NZTA accreditation process. The proposed trail would meet the Hauraki Rail Trail extension to Kaiaua which has the potential to create opportunity for Hauraki District Communities.

Ecological Considerations

12. The Hūnua Ranges is the largest tract of regenerating and mature indigenous forest on the mainland in the Auckland Region covering 25,000 hectares (almost 18,000 hectares in parkland). It has extensive Kaurilands and is currently Kauri Dieback free. The area is home to the kōkako recovery project and Kōkako Management Area.

13. The Hūnua Ranges is covered under a Controlled Area Notice. You cannot take footwear, equipment or other items with any visible soil into the Controlled Area in the Hūnua Ranges. Public entering the Hūnua Ranges must use any cleaning stations that are encountered.

14. Some sections of the trail pass through Kauri forest to the southern end of the Hūnua Ranges near Mangatangi Dam. The trail through this section is a wide, formed gravelled service road and well maintained. Investment in applicable wash stations to counter kauri die-back will form part of the project plan.

15. Auckland Council supports the initiative with the proviso that all possible care be taken not to introduce kauri die-back, and that health and safety risks can be mitigated. Future Kauri dieback mitigation measures will be guided by the future National Pest Management Plan.

The opportunities

16. This trail could become part of the Tour Aotearoa cycle route and link to the Hauraki Rail Trail at Kaiaua, capitalising on cross-district synergies and opportunities. It is step one in creating a multi-recreational playground on Auckland’s doorstep, potentially linking to other recreational trails.

17. The Trail would be the first New Zealand Cycle Trail Network accredited in the Auckland region.

18. This trail could link to Te Araroa or become part of the ‘Te Araroa’ Walking Trail. The section of Te Araroa through the Hūnua Ranges is closed. Moving the route to
join the proposed trail would mitigate risk and offer a better off-road route for users. Discussions with Te Araroa will continue throughout this project.

19. There is an opportunity to educate visitors about the biodiversity of the Hūnua Ranges and the importance of sustainable access, the management of kauri dieback and what we need to do to protect our natural environment. Noting that the Hūnua Ranges is also a significant water-source, the trail may also provide an opportunity to educate visitors about water supply and conservation.

**Economic Benefits**

20. This trail could generate economic benefit and lift visitor numbers whilst enhancing the visitor experience. It is anticipated that visitors would stay, explore and spend in the local villages and settlements in the Clevedon and Kaiaua areas and on local tourist attractions.

21. The trail would enhance the local connection with walking and cycling and serve as an opportunity for local businesses to developing support services for shuttles, equipment supplies, hire and servicing, accommodation, guided walks, environmental education and eco-tourism.

22. There is the potential to showcase Māori and colonial history at key staging and service points, offering a unique cultural tourism development opportunity.

23. The trail would enable greater collaboration with organisations and neighboring towns to cross-promote events and activities, encouraging more visitors to the area.

**Operational Considerations**

24. The proposed site for the Hūnua Trail is in the Hūnua Ranges Regional Park, governed by the Auckland Council and is over land leased to Watercare. One entry point is on private land and part of the proposed trail is within the Hauraki District Council jurisdiction.

25. The trail would utilise existing Watercare gravel service roads currently used for forestry and water management. As the basis of the trail exists already, less capital outlay to establish the trail is required. Watercare have provided formal endorsement of the aspirational plan.

26. It is acknowledged that operational requirements may close tracks or the entire park at times. It is expected that an agreement to address operational closures and limit expectations of rights to that entity will be put in place.

27. It is anticipated that a “soft opening” of the Trail could occur this summer, subject to appropriate signage being in place with physical works to improve vehicle access to the start of the track to take place at a later date. The Franklin Local Board have allocated budget to enable critical works to support trail opening in 2020/2021.

**Maori Engagement**

28. The Hūnua Ranges are of significant value to Ngāti Whanaunga, Ngā Tai Ki Tāmaki. Ngāti Pāoa and Ngāti Tamaoho.

29. Mana whenua representatives have participated informally in the development of the initiative since inception.
30. Consultation discussions have been held with both Ngāti Whanaunga and Ngā Tai Ki Tāmaki. Ngāti Pāoa and Ngāti Tamaoho both elected to be represented by Ngāti Whanaunga in discussions at this early stage but be sent updated emails and minutes of engagement meetings

31. Iwi have indicated interest in the naming of the Trail and to develop supporting or aligned eco-cultural tourism initiatives.

Risk and Mitigation

32. Kauri die-back is a key risk to the Hūnua Ranges in the opening of the Hūnua Trail. Part of the trail passes through Kauri Forest to the South of the Hūnua Ranges. The road through the forest is well formed, graveled and maintained. Investment in applicable wash stations to counter kauri die-back is part of the project plan.

33. Health and Safety risks have been assessed and will be addressed as part of the project plan prior to opening to mitigate risk to visitors and ensure a positive visitor experience.

34. There is a risk that the Trail experiences early popularity and that existing infrastructure and services are unable to cope with the demands from trail users e.g. toilet facilities etc. ATEED are currently developing a strategic marketing plan to support controlled and curated promotion of the experience to mitigate this risk. The Franklin Local Board have also forecast on-going investment over a number of years to the development of Trail amenities as required.

Attached: Hūnua Trail Aspirational Plan
Hunua Trail
Aspirational Plan

20 August 2018
Hunua Trail  What is the plan?

The vision is to create a world-class 45km walking and cycling recreational route through the Hunua Ranges linking Clevedon to Kaiaua on the Firth of Thames.

The Hunua Trail is an economic development and tourism initiative that seeks to improve access to the Hunua Ranges for recreational use. The initiative is lead by Franklin Local Board in partnership with Watercare and Regional Parks, with support from ATEED.

The middle 30km section of the trail winds through the Hunua Regional Park, offering beautiful views and an incredible natural environment and bio-diversity only 40 minutes from central Auckland.

The trail caters for a range of outdoor pursuits suitable for all fitness levels.
Proposed Route

Access would start from Clevedon or Kaiaua, walking, cycling or being taken by shuttle to the gates at either end of the regional park section (Otau Mountain Road or Workman Road).

Half and full-day options are available, with an overnight stay at the Upper Mangatawhiri Campground halfway point also possible.
What are the options?

- **45km**: Starting from Clevedon to Kaiaua or Kaiaua to Clevedon on public and regional park roads.
- **25km**: Shuttle to the Otu Mountain Campground to complete in either direction to Clevedon or Kaiaua.
- **30km**: Starting from the Regional Park Gate at Otu Mountain Road to the Workman Road gate.
- **17km**: Shuttle to the mid-point at Upper Mangatawhiri Campground and complete either way to the Regional Park gates.

Shuttle to the Otau Mountain Campground to complete in either direction to Clevedon or Kaiaua.
Hunua Trail - CLEVEDON TO KAIAUA 45km

BEGIN IN: Clevedon, Franklin
DESCRIPTION: A 45km route from Clevedon to Kaiaua through the Hunua Ranges. Total ascent 1201.84m, maximum elevation 467.57m.

The route follows public roads for approximately 9km to the Otau Moutain Road Regional Park access gate. From there the trail winds through the park, passing the Mangatawhiri and Matangi reservoirs, eventually rejoining public roads at Workman Road, on to Kaiaua Road, ending at Kaiaua on the Firth of Thames.
Hunua Trail - REGIONAL PARK SECTION 30km

BEGIN IN: Clevedon, Franklin

DESCRIPTION: A 30km route from the Otau Mountain Road access gate to the Workman Road access gate through the Hunua Ranges.
Total ascent 800.69m, maximum elevation 467.57m.

The route starts at the Otau Mountain Road Regional Park access gate, winding through forestry access roads through the regional park, passing the Mangatawhiri and Matangi reservoirs, eventually finishing on the other side of the park at the Workman Road access gate.
Recreational Strategic Context

The proposed Hunua Trail route follows private access Watercare service roads through the upper western section of the regional park.

Service infrastructure exists at key points, servicing the existing walking and mountain bike trails. With many Waitakere Ranges tracks closed by kauri die-back, opening the Hunua Trail offers an alternative to the community to access regional park space.

The trail could be the first step in creating a multi-recreational playground on Auckland’s doorstep, linking to other trails and businesses, including Kōkako Outdoor Education, Camp Adair, the coastal regional parks, Te Ara Moana Kayaking Trail and a possible future Pohutukawa Coast Trail.

Te Araroa Trail through the Hunua Ranges is currently closed by kauri die-back. The Hunua Trail development could offer an alternative low risk route.
Ecological considerations

- The Hunua Ranges are the largest native forest area in Auckland, covering 25,000 hectares (almost 18,000 hectares in parkland).

- The biodiversity demonstrates efforts to maintain the environment. The area is home to a kōkako breeding programme. In 1994 only one breeding pair remained, but through the Hunua kōkako recovery project the population has increased to 55 pairs. The pest-controlled area also provides benefits to other species, including kākā, hochsetter’s frogs, tomtits, long-tailed bats and bellbirds.

- Auckland Council Regional Parks supports the initiative with the proviso all possible care be taken not to introduce kauri die-back.

- The trail route avoids the kauri stands within Hunua and has been assessed by Regional Parks as being achievable and manageable. Investment in applicable wash stations to counter kauri die-back is part of the project plan.

- The trail will be co-managed with Watercare and Regional Parks.
What are the opportunities?

- Generate enhanced use of the Hunua Regional Park for recreational walkers, hikers, cyclists, locals, domestic and overseas visitors, thereby promoting health, wellbeing and the ranges as a recreational destination

- Be a shared walking and cycling trail; become the first New Zealand Cycle Trail Network accredited in the Auckland region

- Link to Te Araroa or become part of ‘Te Araroa’ Walking Trail. The section of Te Araroa through the Hunua Ranges is closed by kauri die-back. Moving the route to join the proposed trail would mitigate risk and offer a better off-road route for users.

- Become part of the Tour Aotearoa cycle route and link to the Huaraki Rail Trail at Kaiaua, capitalising on cross-district synergies and opportunities

- Step one in creating a multi-recreational playground on Auckland’s doorstep, potentially linking to other recreational trails

- Build relationships with Kokako Outdoor Education, Camp Adair and community-based initiatives Clevedon Trails and Friends of Te Wairoa

- Educate visitors about the biodiversity of the Hunua Ranges and the importance of sustainable access, the management of kauri die-back and what we need to do to protect our natural environment.
Economic Benefit

- Generate local economic benefit and lift visitor numbers, enhance visitor experience

- Visitors are expected to stay or visit local towns and to spend on various goods, services and tourist attractions

- Enhance the local connection with walking and cycling

- Opportunity for local businesses to developing support services for shuttles, equipment supply, hire and servicing, accommodation, guided walks, environmental education and cultural eco-tourism

- Potential to showcase the Māori and colonial history at key staging and service points

- Build on Franklin as a destination by targeting visitors to Auckland

- Collaborate with organisations and neighbouring towns to cross-promote events.

- Promote the existing Hunua walking trails, encouraging more visitors to the area and the regional park.
Strategic Fit

Franklin Local Board Aspirations

Each local board develops a three-year plan, a reflection of what elected members have heard from their community. Feedback gained both formally and informally has been instrumental in shaping this.

Development of the Hunua Trail Plan has the potential to fulfil a number of the aspirations set out in the 2017 Franklin Local Board Plan, where a key community priority was to ‘connect with local parks, forests, rivers, waterfronts and streams by walking and cycling tracks, and bridleways where appropriate’.

Implementation of the Hunua Trail concept contained within this plan will also deliver on a number of the aims of the Auckland Plan 2012 and the Draft Auckland Plan 2050 with the following focus points:

- belonging and participation
- Māori identity and well-being
- homes and Places
- Transport and access
- environment and cultural heritage
- opportunity and prosperity

Extract from Franklin Local Board Plan 2017
In developing this plan a number of related council and non-council initiatives have been considered:

- Wairoa River Restoration
- Clevedon Trails, part of the Clevedon Sustainable Development Plan - supported by Clevedon Community and Business Association (CCBA), Walking Access Commission and Auckland Council
- Auckland Transport (AT) proposals and initiatives such as the Auckland Cycle Network (CAN)
- New Zealand Transport Authority (NZTA) proposals such as the Southern Corridor Improvements Project
- New Zealand Transport Authority (NZTA) Ngā Haeranga NZ Cycle Trail Network
- AC Regional Parks Management Plan
- AC Local Paths Plan (formerly Greenways Plan)

The board also gave direction that a collaborative approach was to be used, working in partnership with the community.
How

The Process

The Hunua Trail Plan had its genesis in a *World Class Cycling and Recreation Opportunities Discussion Summary 2016* commissioned by Franklin Local Board. The Hunua Trail concept was developed further in a staged process outlined below:

**Phase One - Completed**

Public input and identification of connections:

- identify stakeholders and roles
- establish working group to consult on initial concept
- feedback collated to enable community engagement
- research feasibility with key stakeholders
- consultation with iwi
- project team and steering group site visits
- research collated from NZ Cycle Network.

The Franklin Local Board assisted in identifying key stakeholders and roles from the community to be included in the working group, including:

- Watercare
- Regional Parks
  - Auckland Council
- NZTA
- Auckland Transport
- Pohutukawa Bike
- Walking Access
- ATEED.
Phase Two - Current
Refinement of proposals:
- production of the Draft Hunua Trail Aspirational Plan document
- public engagement on the plan
- feedback collated and assessed for consideration by Franklin Local Board
- develop recommended project structure, ownership and management
- develop and submit NZ Cycle Network accreditation application
- commission a health and safety audit of the proposed route
- planning documents relevant to the area such as geospatial maps and typographical information collected and reviewed
- site visits to existing cycleways/walkways to gain understanding of how the trail can be best implemented.

Phase Three - September to December 2018
Adoption of Aspirational Plan:
- review of the Hunua Trail Aspirational Plan by steering group
- further refinement
- adoption of the plan by Franklin Local Board.

Phase Four - TBC
Implementation:
- implementation of the Aspirational Plan
- implementation of the trail
- opening of the trail.

Access to the land, funding and availability of necessary resources will determine the implementation programme dates.
When

Implementation
Once public feedback has been canvassed and the Franklin Local Board formally adopts the updated Aspirational Plan the Hunua Trail Project will commence with:

- establishing the governance and operating structures for the trail
- engaging with communities for support services
- developing promotions and marketing in support of the trail
- implementing the physical works required for the trail - signage, safety barriers, modifications to gates, cleaning stations, pick-up and drop-off zones.

It is anticipated project planning will be completed in 2019 with the trail opening in late 2019.

Partnership

Successful implementation of the plan will rely on a co-ordinated approach between the community, the steering group, Franklin Local Board, Hauraki District Council, mana whenua, Auckland Council Regional Parks, Watercare and community and cultural policy departments, as well as Auckland Transport and the New Zealand Transport Authority.

The Walking Access Commission is also able to play a role, including providing leadership and advice, facilitating resolution of disputes and publishing maps and information. Future detailed planning will take into consideration best practice guidelines, which include:

- Local Paths Design Guide (Auckland Council)
- New Zealand Cycle Network Trail Design Guide (NZTA)
- Auckland Transport Code of Practice

Related best practice documents will be considered in the development of the project. All relevant Unitary Plan controls and area-specific policies will be referred to.
Governance

The Hunua Trail Project to deliver a long-term recreational trail for walking and cycling will be managed by a dedicated trust. Iwi will be invited to appoint representatives.

Some key partners may have representation on the trust board.

Other representatives will be appointed by Auckland Council council, but will be independent and will have aligned skills to deliver on the trust's objectives.

Key Stakeholders

Ongoing community engagement, stakeholder collaboration and partnerships are key to the successful implementation of the plan. Likely stakeholders, other than those previously mentioned, include:

- Auckland Tourism, Events and Economic Development (ATEED)
- Cycle Action Auckland
- Bike Pohutukawa
- The Walking Access Commission
- Local residents and business associations.

Grass-roots community involvement is important to ensure the success of the plan. Local knowledge-sharing and volunteering will be needed to provide community ownership, care and responsibility. Community involvement could take the form of developing aligned businesses supplying supporting services.
References

Text reference


Auckland Council (2017). Local Path Design Guide. Rev1.2

Geospatial Data, Auckland Council


ATEED (2016). Franklin Auckland South - Tāmaki Makaurau - World Class Cycling & Recreation Opportunities - Discussion Summary October 2016.

Image reference

Cover Page

Page 2

Page 3

Page 5 and 6
www.mapmyride.com/nz

Page 7

Page 8
Stock Images for kōkako, kākā, bellbird, hochsetter's frog - will need sourcing and purchasing once draft approved.

Page 9

Page 10
NZTRI Research (2018). Google Maps - Services and Amenities

Page 12

Page 13

Page 13
RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT Council approves budget for content writing and post boosting for the LoveHauraki Facebook page, and

THAT an agreement be put in place with the contractor that includes a performance review after three months, and

THAT the Council approves unbudgeted expenditure of $18,000 in the Community Growth activity in the 2020/2021 financial year, and that the unbudgeted expenditure be funded from:

- The Economic Development Assistance Fund and/or
- The Council Contingency Fund and/or
- The District Community Projects Assistance Fund and/or
- The Social Assistance fund and/or

a combination of these and other funds.

1 PURPOSE | TE ARONGA

The purpose of this report is to seek a decision from Council around providing budget for an external contractor to write content for the LoveHauraki Facebook page.

2 BACKGROUND | TE KŌRERO Ā MUA

LoveHauraki was developed to support businesses during COVID-19, encouraging our communities to support local with the tagline – ‘Put your money where your heart is’.
The aim is for LoveHauraki to continue as a long-term programme. The purpose of LoveHauraki is: “Building pride and connection in the Hauraki District and celebrating our people, business and environment.”

Its objectives are:
1. Stimulate the economy by encouraging our Hauraki community to support local.
2. Demonstrate that almost all daily needs are available in our own backyard.
3. Celebrate Hauraki, its people, businesses and environment.
4. Provide audience with up-to-date information on business offerings and provide businesses the platform to do this e.g. in the event of a crisis.
5. Create relevant and exciting content that keeps people engaged and visiting the platforms.
6. Create a launchpad for other local collaborations.
7. Increase coopetition between Hauraki businesses.
8. Tell our Hauraki story beyond our boundaries, introducing us to our neighbours and those further afield to create opportunities for our businesses.
9. Be forward focused.

LoveHauraki currently has two platforms, a website: lovehauraki.nz and a Facebook page. Positive Paeroa is driving both these platforms. Currently there are close to 170 businesses and community organisations registered on the website, demonstrating the value our businesses see in the platform. Additionally, a situations vacant page was recently developed and the first job was listed almost straight away.

3 THE ISSUES | NGĀ TAKE

Social media is a very important platform for LoveHauraki, allowing us to engage with our businesses, communities and our drive markets (for tourism), building awareness of the LoveHauraki brand and driving click-throughs to the website and through this, providing our businesses with more exposure to potential customers.

Positive Paeroa is currently looking after both the website and Facebook page. Due to time constraints, the focus is on maintaining and adding registered businesses to the website. Some posting is taking place on Facebook but it is inconsistent. Key to successful engagement is consistent and frequent professional postings.

A social media strategy has been developed for LoveHauraki (appendix A) but the goals, which are to increase awareness, engagement and conversions, will only be achieved if posts are more frequent – the aim being three posts per week. Posts can include short business posts, business profiles, historical posts, celebrating business success, images and videos etc.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

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

Staff have identified the following options for the Council to consider:

- Retaining the status quo
- Council pay an external contractor to write content for the LoveHauraki facebook page

These options and their advantages and disadvantages are outlined below.

5.1 OPTION 1: STATUS QUO

ABOUT THIS OPTION
In this option, Positive Paeroa would continue to create content for LoveHauraki and post when time allows.

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- No additional cost to Council – except for boosting posts when necessary</td>
<td></td>
</tr>
<tr>
<td>- Positive Paeroa have a strong understanding of the Hauraki District</td>
<td></td>
</tr>
<tr>
<td>- Heavy workload for one town promoter</td>
<td></td>
</tr>
<tr>
<td>- Low frequency of posts</td>
<td></td>
</tr>
<tr>
<td>- Low levels of engagement with posts</td>
<td></td>
</tr>
</tbody>
</table>

FINANCIAL COSTS

<table>
<thead>
<tr>
<th>Whole of life costs</th>
<th>Capital costs: Nil.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing annual operating: Covered by Positive Paeroa</td>
<td></td>
</tr>
<tr>
<td>One off operating cost: Could include the boosting of posts at approximately $50 per post</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget source</th>
<th>District promotions budget for boosting posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact on the Council’s debt</td>
<td>There is no impact on the Council’s debt</td>
</tr>
<tr>
<td>Potential impact on rates</td>
<td>There will be no impact on rates because the staff costs are covered by Positive Paeroa</td>
</tr>
</tbody>
</table>

5.2 OPTION 2: EXTERNAL CONTRACTOR

ABOUT THIS OPTION
In this option, Council would pay an external contractor to write content for the LoveHauraki Facebook page.

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Contractor would be a professional writer with social media experience</td>
<td></td>
</tr>
<tr>
<td>- Frequent and consistent posting</td>
<td></td>
</tr>
<tr>
<td>- One LoveHauraki voice</td>
<td></td>
</tr>
<tr>
<td>- Reduces workload for town promoter</td>
<td></td>
</tr>
<tr>
<td>- Increasing engagement with posts</td>
<td></td>
</tr>
<tr>
<td>- Greater benefit for businesses with opportunity for longer business profiles</td>
<td></td>
</tr>
<tr>
<td>- Business profiles could be shared with the Waikato Story</td>
<td></td>
</tr>
<tr>
<td>- Additional cost to Council</td>
<td></td>
</tr>
<tr>
<td>- Contractor may not know as many businesses and the community as well as town promoter, however the town promoter can assist with introductions and ideas</td>
<td></td>
</tr>
</tbody>
</table>
## FINANCIAL COSTS

| Whole of life costs | Capital costs: Nil.  
Ongoing annual operating: Approximately $1500 per month for 11 months (20 hours per month at $75 p/h)  
One off operating cost: Could include the boosting of posts at approximately $50 per post |
|---------------------|---------------------------------------------------------------|
| Budget source       | Possible sources of funds include:  
• The Economic Development Assistance Fund  
• The Council Contingency Fund  
• The District Community Projects Assistance Fund  
• The Social Assistance fund  
A combination of the above and other funding sources could be used. |
| Changes to budgets   | In order to accommodate these costs there will not need to be a budget change but a refocus on what the remaining budgets are spent on for the remainder of 2020/21 |
| Impact on the Council’s debt | There is no impact on the Council’s debt |
| Potential impact on rates | There will be no impact on rates because costs are covered within existing budgets |

---

## PREFERRED OPTION | TE KŌWHIRINGA MATUA

The Portfolio Holder and staff recommend proceeding with option 2 – external contractor.

### 6.1 LINKAGES

<table>
<thead>
<tr>
<th>STRATEGIC DIRECTION</th>
<th>The preferred option IS consistent with the Council’s strategic direction, including community outcomes.</th>
<th>Links in the with Destination Hauraki and Connected Hauraki pillars of the economic development strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>LONG TERM PLAN / ANNUAL PLAN ALIGNMENT</td>
<td>The preferred option IS NOT consistent with the long term plan and/or annual plan programmes and budgets.</td>
<td>This would be unplanned spend but could be funded within existing budgets</td>
</tr>
<tr>
<td>POLICIES, BYLAWS AND PLANS ALIGNMENT</td>
<td>The preferred option IS consistent with the Council’s other strategies, policies, bylaws and plans.</td>
<td></td>
</tr>
<tr>
<td>SIGNIFICANCE ASSESSMENT</td>
<td>The decision IS NOT considered significant under the Council’s Significance and Engagement Policy 2017.</td>
<td></td>
</tr>
</tbody>
</table>
6.2 ASSESSING THE RISKS

Staff have identified the following risks associated with the recommended option.

<table>
<thead>
<tr>
<th>Description of risk</th>
<th>Level of risk</th>
<th>How we could soften the risk</th>
<th>Risk remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>External contractor does not deliver the expected outcomes.</td>
<td>Moderate</td>
<td>Develop an agreement which includes a review of performance after three months.</td>
<td>Low</td>
</tr>
</tbody>
</table>

7 NEXT STEPS | TE ARA KI MUA

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 22 July</td>
<td>Decide on external contractor</td>
<td>A scan for potential options has already been completed</td>
</tr>
<tr>
<td>By 31 July</td>
<td>Agreement with chosen external contractor completed</td>
<td>Include performance review after three months</td>
</tr>
<tr>
<td>3 August</td>
<td>Content writing begins</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Performance review</td>
<td></td>
</tr>
</tbody>
</table>

8 Approval

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Approved by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Jenks</td>
<td>Steve Fabish</td>
<td>Economic Development Officer GM- Community Services and Development</td>
</tr>
</tbody>
</table>
LoveHauraki

Social Media Strategy
“Building pride and connection in the Hauraki District and celebrating our people, businesses and environment.”
Objectives

1. Stimulate the economy by encouraging our Hauraki community to support local.
2. Demonstrate that almost all daily needs are available in our own backyard.
3. Celebrate Hauraki, its people, businesses and environment.
4. Provide audience with up-to-date information on business offerings and provide businesses the platform to do this e.g. in the event of a crisis.
5. Create relevant and exciting content that keeps people engaged and visiting the platforms.
6. Create a launchpad for other local collaborations.
7. Increase coopetition between Hauraki businesses.
8. Tell our Hauraki story beyond our boundaries, introducing us to our neighbours and those further afield to create opportunities for our businesses.
9. Be forward focused.
Social media

LoveHauraki will use Facebook as its primary social media platform. Other social media platforms can be used going forward as and when appropriate.

There will be an additional two Facebook groups linked to this page:

1. Destination Hauraki group (for tourism industry)
2. Hauraki Connections (for business chat)
Goals

What we measure

- **Awareness**
  - Number of followers and likes increases
  - Businesses and organisations #LoveHauraki

- **Engagement**
  - Others share LoveHauraki content
  - Businesses share their content on LoveHauraki page

- **Conversions**
  - Drive click-throughs to website
Target Audiences

LoveHauraki wants to reach a broad range of target audiences. Individual posts will target these different audiences.

The key audiences include:

- Hauraki community
- Hauraki businesses and community groups
- Extended whanau (our drive markets Auckland, Waikato, Bay of Plenty)
Voice

Knowledgeable / informative

Friendly

Authentic / real

Personal / conversational

Positive

Humour

Cheeky / entertaining

Honest

Pride

Defined

Inviting

Active
**Content**

**Post types**
- 1 business post per week
- 1 historical post per month (more at beginning)
- 1 story per ward per month
- 3 strong posts per week (every second day)

**Other content**
- Positive, strong, relevant messaging
- Sharing content from other businesses and organisations
- Celebrate success e.g. awards
- Imagery and videos

**Engagement**
- Boost posts - identify target for posts
- Analyse fans activity to inform post schedule
Information Report

To: Mayor and Councillors
From: Economic Development Officer
Date: Friday, 3 July 2020
File reference: Document: 2783417
Appendix A: 2783409
Appendix B: 2783396
Portfolio holder: Councillor Ross Harris
Meeting date: Wednesday, 15 July 2020
Subject: Historical Maritime Park Report

Recommendation:
THAT the report be received.

1 Summary

The reports in Appendix A and B provide a summary of progress on the Historical Maritime Park Provincial Growth Fund project between February and June 2020.

2 Background

Hauraki District Council have resolved to support the development at the Historical Maritime Park with $400,000 + GST. The conditions of this advance are laid out in a Memorandum of Understanding (MOU) between Hauraki District Council and the Historical Maritime Park. The MOU is included in appendix B. Additionally, MBIE have committed to funding the project up to $731,771 through the Provincial Growth Fund.

The main project milestones include:
- Resource consent preparation and applications to Hauraki District Council and Waikato Regional Council
- Design work
- The purchase of a river vessel
- Construction of a wharf at the end of Wharf Street in Paeroa
- Construction of pontoons at the Historical Maritime Park
- Construction of a boardwalk at the Historical Maritime Park
According to the MOU, the Historical Maritime Park should report quarterly on progress of the project and the expenditure of funds.

3  Content

The reports in appendix A and B highlight the key project milestones and works achieved by the Historical Maritime Park as well as the work they are planning to complete in the next quarter.

4  Budget Implications

There are no direct budget implications of 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: February 2020 – March 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>Completed</td>
<td>Resource Consents are granted. The Archaeological Assessment has been received and is on a ‘notification basis.’</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. Pontoons</td>
<td>On track</td>
<td>The HMP project governance group have decided to re-tender the pontoons with more favourable terms. This process was halted due to COVID19 Lockdown and is expected to restart as soon as conditions allow.</td>
</tr>
<tr>
<td>3. Boardwalk</td>
<td>On hold</td>
<td>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 when the final budgets are known after the Wharf and Pontoon costings are finalised.</td>
</tr>
<tr>
<td>4. Landscaping</td>
<td>On track</td>
<td>No work as yet</td>
</tr>
<tr>
<td>5. Vessel</td>
<td>On track</td>
<td>The balance of the vessel purchase was claimed from HDC when the Resource Consent process was completed. COVID19 delayed the delivery of the vessel due to the trailer construction contractor being unable to work during the Lockdown.</td>
</tr>
</tbody>
</table>
6. Contingency  
Support provided by the Hauraki Rail Trail Charitable Trust with this project has been paid to the HRTCT and coded to contingency at this time. HMP are exploring options to meet this expenditure from other budgets.

2  Key challenges and risks in the past quarter and looking forward
The project was getting back on track when COVID19 forced everything into lockdown. The delivery of the vessel has also been delayed while this is being sorted.
MBIE has approved a variation of the contract to allow for a larger initial drawdown to accommodate one of the tags in the wharf tender offer.

3  Expenditure of funds received from Hauraki District Council
Provide details for the latest quarter only.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone One: WSP OPUS</td>
<td>1,778</td>
</tr>
<tr>
<td>- Resource consent/design</td>
<td></td>
</tr>
<tr>
<td>Milestone Six: Trailer deposit</td>
<td>7,652</td>
</tr>
<tr>
<td>Milestone Six: Percy Ginder</td>
<td>39,125</td>
</tr>
<tr>
<td>- Balance paid on vessel</td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td><strong>$ 48,555</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>Completed</td>
<td></td>
</tr>
<tr>
<td>2. Wharf</td>
<td>June 2020</td>
<td>Award Contract</td>
</tr>
<tr>
<td>3. Pontoons</td>
<td>June 2020</td>
<td>Award Contract</td>
</tr>
<tr>
<td>4. Boardwalk</td>
<td>June 2020</td>
<td>Hold until wharf/pontoons are completed</td>
</tr>
<tr>
<td>5. Landscaping</td>
<td>June 2020</td>
<td>Design work in completed</td>
</tr>
<tr>
<td>6. Vessel</td>
<td>June 2020</td>
<td>Start refit</td>
</tr>
<tr>
<td>7. Contingency</td>
<td></td>
<td>HRTCT support coded to this milestone</td>
</tr>
</tbody>
</table>

5 Further Comments

COVID19 has had a major impact on the timeframes for this project. Project is still live and will continue at earliest possible convenience.
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  
5 June 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  

Historical Maritime Park Inc.
Quarterly funding accountability report to Hauraki District Council

Reporting period: April 2020 – June 2020
Background

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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>
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<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. Pontoons</td>
<td>On Track</td>
<td>Construction on the Pontoons is offsite and delivery is expected in approx 10 weeks time (Sep 2020)</td>
</tr>
<tr>
<td>3. Wharf</td>
<td>On Track</td>
<td>EPL Construction has been contracted to build the wharf at Wharf Street, Paeroa. Site preparation started 29 June 2020 with completion expected in September 2020.&lt;br&gt;The entire contingency component has been transferred to this milestone as the quotes were double the available budget.</td>
</tr>
<tr>
<td>4. Boardwalk</td>
<td>On hold</td>
<td>The boardwalk is subject to an additional request made to the Deputy Prime Minister on his site visit 9 June 2020. The PDU team is meeting 9 July to discuss the additional funding.&lt;br&gt;The original boardwalk funding was absorbed into the additional costs of the wharf and pontoon projects.</td>
</tr>
</tbody>
</table>
2 Key challenges and risks in the past quarter and looking forward

Construction is now underway on the wharf and pontoons. Key challenges have sat around the quotes coming in much higher than the rough order costings provided by WSP. The team met with the Deputy Prime Minister on 9 June 2020. Hon Winston Peters asked the team to submit an application to the PGF for the shortfall of $418,000 which consists of an additional pontoon and the boardwalk development. The PGF team is meeting on 9 July to make a decision.

3 Expenditure of funds received from Hauraki District Council

Provide details for the latest quarter only.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone Six: Percy Ginder</td>
<td>7,652.17</td>
</tr>
<tr>
<td>- Boat Trailer</td>
<td></td>
</tr>
<tr>
<td>Total Amount</td>
<td>$ 7,652.17</td>
</tr>
</tbody>
</table>

4  **Work programme for next quarter**

<table>
<thead>
<tr>
<th><strong>Milestone</strong></th>
<th><strong>Completion timeframe</strong></th>
<th><strong>Commentary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resource Consents and Design Costs</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>4. Boardwalk</td>
<td>September 2020</td>
<td>Subject to additional funding being successful.</td>
</tr>
<tr>
<td>5. Landscaping</td>
<td>October 2020</td>
<td>After onsite construction is completed.</td>
</tr>
<tr>
<td>7. Contingency</td>
<td></td>
<td>Moved to Wharf development</td>
</tr>
</tbody>
</table>

5  **Further Comments**

The team has moved with velocity post-COVID Level 4 lockdown as the funding from the ministry was at risk with the project not started at that time. The first drawdown from MBIE has been requested as ‘Conditions Precedent’ have been met. Conditions Precedent at critical factors that have to be evidenced by the Ministry to ensure the project is viable. These were provided to MBIE on 18 June 2020 and included:

- A copy of a letter from the Recipient confirming any co-funding commitments and evidence of any co-funding commitments.
- A final, updated, funds flow statement/model and budget setting out the funding and application of funds in relation to the Project and the financing thereof, including all fees, costs and expenses (including taxes) in connection with the same.
- Evidence that the Recipient has filed its audited annual financial statements with the Registrar of the Companies Office.
• A copy of a resolution of the Recipient in accordance with its rules or constitution:
  A. approving the terms of, and the transactions contemplated by, the project and the agreement;
  B. authorising a specified person or persons to execute the agreement on its behalf; and
  C. authorising a specified person or persons, on its behalf, to sign and/or despatch all documents and notices to be signed and/or despatched by it under or in connection with the agreement.

• A copy of the Programme of Work to deliver the Project to the satisfaction of the Ministry.

• A copy of the resource consent and building consent.

• Construction Insurance certificates - evidence, by way of letter, that the Recipient has (or its broker on its behalf has) addressed all insurance requirements as required.
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.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colin</td>
<td>James</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal address</th>
<th>City/town</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 153</td>
<td>Paeroa 3640</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime phone number</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>0274 742 551 (Gloria James)</td>
<td><a href="mailto:Paddleboat12@xtra.co.nz">Paddleboat12@xtra.co.nz</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position (e.g. Chair, Director)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td>2 July 2020</td>
</tr>
</tbody>
</table>

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
Most of Council’s property information is still held as paper records.
Staff recommend digitising and electronically cataloguing these records.
The recent COVID restrictions forced staff to work from home and highlighted the challenge of maintaining accessibility to paper based information.
Council is moving towards more electronic processes to enable it to operate more efficiently and to respond to customers more promptly. In the building and resource consenting areas, the major bottleneck that is stopping Council implementing these processes, is not being able to access reliable records electronically. The processes most affected currently are online LIM’s and the online BC process.
This project will include tidying up duplicates of documents and ensure only valid versions are retained for reference, which will increase efficiency going forward.
This is a labour intensive project, which will create employment opportunities for our community. Most of the forecast $450,000 cost of the project is for payroll costs.
There is currently one staff member working on this project and without additional resource, it will take more than 10 years to complete.
It will free up the file-room space in Hauraki House allowing it to be used for other purposes.
The decision is not considered to be a significant decision.
RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT the Council approves unbudgeted operating expenditure of $450,000 for the property file digitisation project from the Corporate Services support activity in 2020/21.

THAT the Council considers these decisions to be not significant under its Significance and Engagement Policy 2017.

THAT Council advise the public that it has approved this project.

1 PURPOSE | TE ARONGA

The purpose of this report is to seek Council’s approval to fund the $450,000 property file digitisation project.

2 BACKGROUND | TE KŪRERO Ā MUA

Council holds a significant volume of information relating to property, land and the activities that occur on it. Council started scanning some new property information in about 2000, and by about 2007 all new property information was being scanned. So while some newer property information is currently stored in a digital format, the majority is still only accessible in its original paper format.

The recent COVID-19 related restrictions have placed a greater emphasis on being able to work remotely, without access to many of the physical items present in the office spaces such as the paper based property files. The digitisation of property records has been in consideration for a number of years and forms part of a wider digital transformation journey that the Council continues to traverse.

THE ISSUES | NGĀ TAKE

- Approximately 60% of our Council’s property based information is still paper based. Although the information is stored securely and is readily accessible when in the office, it is not immediately available when working remotely.
- There are about 6,600 property files and 2,500 resource consent files (either subdivisions or land use consents).
- Some of the paper dates back to the late 1800’s so is not robust or suitable for regular handling.
- There is a risk of loss or damage with paper based files whenever they are removed from the file room. This risk was increased when staff had to take files home during the lockdown.
- Because of the physical nature of the information, it is not available for use within any automated business processes. Manual processes need to be used, to assess and incorporate the information into LIM reports, or for use in other activities reliant on accurate property information. Paper records are also only available for use by one person at a time.
- Some of the property information held on the physical files is no longer current or may not relate to land that has since been subdivided or developed.
Each item in the file needs to be individually assessed to determine the most appropriate course of action to be taken from a records management perspective, and then treated accordingly. This is required to ensure compliance with the Public Records Act.

Council currently has one existing staff member that undertakes this property file assessment function, supported by another team for digitisation. While some progress is being made, keeping up with business as usual activity leaves limited time to attack the rest of the paper-based files. At current rates of progress, it would take 10+ years to work through the remainder of the property files. This project will free up this staff member to concentrate on completing other records projects that will remove blockages to automated processes.

This is an opportunity to complete this work and to provide employment opportunities to our community.

2.1 Proposed Approach

The recommended approach to this project is to first assess all the paper records in the property files and related activities, and make decisions on how to treat each item, using current records management processes.

Items that can be disposed of will be, ensuring we only digitise the relevant information.

The information will also be validated, to ensure it references the correct property or activity, and that only appropriate versions of documents are kept, thus making the output of automated processes (such as online LIM’s) reliable and trustworthy.

This part of the process is very staff time intensive and we estimate six Full Time Equivalent (FTE) years of employee time is required to complete the assessment and validation phases.

This part of the process requires the most skill.

The digitisation and post digitisation activities are estimated to require two and a half FTE years of employee effort to complete. Existing staff will be utilised to train, support and oversee the project and undertake the required quality assurance checks. This course of action delivers a more complete solution that provides many additional benefits beyond being able remotely to access digitised property files.

Some aspects of the project may be able to be resourced heavily in the earlier stages, and then taper off over time.

It is very important that robust quality assurance processes are carried out, or the information set that Council uses upon for its future processes will be unreliable. The assurance steps will take a significant proportion of the staff time.

3 ENGAGING WITH OUR COMMUNITIES |

KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of community views and preferences on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to not to engage at this time.
4 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:
- Retaining the status quo
- Begin the project in 2020/21 year and resource the project internally, including an assessment stage.
- Begin the project in 2020/21 year and resource the project internally to digitise only.

These options and their advantages and disadvantages are outlined below.

4.1 OPTION 1: Leave funding for the project as is.

<table>
<thead>
<tr>
<th>ABOUT THIS OPTION</th>
<th>Current level of progress continues to completion date in 2030.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANTAGES</td>
<td>DISADVANTAGES</td>
</tr>
<tr>
<td>No change to costs previously projected.</td>
<td>Only slow progress will be made on making property information accessible remotely until 2030. Business improvement opportunities that require digitised property information will be limited until 2030.</td>
</tr>
</tbody>
</table>

**FINANCIAL COSTS**

<table>
<thead>
<tr>
<th>Whole of life costs</th>
<th>Capital costs: $0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing annual operating: $0</td>
<td></td>
</tr>
<tr>
<td>One off operating cost: $0</td>
<td></td>
</tr>
<tr>
<td>Budget source</td>
<td>Support Services</td>
</tr>
<tr>
<td>Changes to budgets</td>
<td>In order to accommodate these costs there will not need to be changes to budgets.</td>
</tr>
<tr>
<td>Impact on the Council’s debt</td>
<td>There is no impact on the Council’s debt</td>
</tr>
<tr>
<td>Potential impact on rates</td>
<td>There will be no impact on rates because [describe]</td>
</tr>
</tbody>
</table>
4.2 OPTION 2: Bring forward the project to start in the 2020/21 year and resource the project internally, including an assessment stage.

ABOUT THIS OPTION
The property file digitising project will commence in 2020. Council will resource the project internally by creating employment opportunity for 8 years worth of additional FTE roles. The project scope will include an assessment of all the property information and a review of the LIM generation process, to take advantage of available process automation. The project is estimated to cost approximately $450,000 based on 4 staff for 2 years. Employing more staff for a shorter duration will increase the costs by ~$10k per employee as more equipment is required. There is also considerable staff training time required for the assessment process.

ADVANTAGES
- All relevant and current property records will be digitised and associated with the correct property and/or activity
- Business process improvement and automation for LIM creation will occur as part of this project.
- Property Information will be assessed and managed in line with best practice records management.
- Property records will be available for other automated business processes and remote working
- 8 years worth of FTE positions will be created to deliver the project.
- Generation of LIM reports will be faster.
- File room will be freed up
- Long term staff savings

DISADVANTAGES
- The digitisation component will take longer than performing a scan only project
- Additional office space and equipment will be required.
- More costly than a scan only project.

FINANCIAL COSTS

<table>
<thead>
<tr>
<th>Whole of life costs</th>
<th>Capital costs: $0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ongoing annual operating: $0</td>
</tr>
<tr>
<td></td>
<td>One off operating cost: $450,000 spread over 20/21 and 21/22.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget source</th>
<th>Support Costs</th>
</tr>
</thead>
</table>

| Changes to budgets | In order to accommodate these costs there will need to be changes to budgets. A one off operating cost of $450,000 is required. Staff believe the majority of this cost will be recovered over the long term through increased efficiency. |

<table>
<thead>
<tr>
<th>Impact on the Council’s debt</th>
<th>The impact on the Council’s debt is $450,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential impact on rates</td>
<td>The impact on rates will be approximately 0.1% in the short term. This should be offset in the long term by savings.</td>
</tr>
</tbody>
</table>
4.3 **OPTION 3**: Bring forward the project to start in the 2020/21 year and resource the project internally to digitise only

**ABOUT THIS OPTION**
The project will commence in 2020. The digitisation process will be resourced internally by creating employment opportunity for 3 FTE years worth of additional staff. No pre or post digitisation assessment of files will take place - everything in each file will be scanned. The estimated cost for this option is $180,000 based on 3 staff for 1 year. Having more staff for a shorter duration would increase the costs by ~$10k per employee as more equipment will be required.

**ADVANTAGES**
- It is cheapest of the options.
- The digitisation component will be fast
- Three years worth of FTE positions will be created
- Frees up the file room
- Long term staff savings once assessment stage is complete.

**DISADVANTAGES**
- Only the paper is scanned – limited useful additional information is captured.
- It will be “like for like” – if it’s wrong in the paper file it will be wrong once it’s digitised.
- All of the paper is scanned, whether it should be disposed of or not, increasing the cost.
- Limited improvements to the existing LIM processes until information is accurately assessed.
- Additional office space and equipment will be required.

**FINANCIAL COSTS**

<table>
<thead>
<tr>
<th>Type</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole of life costs</td>
<td>Capital costs: $0</td>
</tr>
<tr>
<td></td>
<td>Ongoing annual operating: $0</td>
</tr>
<tr>
<td></td>
<td>One off operating cost: $180,000</td>
</tr>
<tr>
<td>Budget source</td>
<td>Support Services</td>
</tr>
<tr>
<td>Changes to budgets</td>
<td>In order to accommodate these costs there will need to be changes to budgets. A one off operating cost of $180,000 is required. Staff believe the majority of this cost will be recovered over the long term through increased efficiency. These savings will only be realised once the assessment project has been completed.</td>
</tr>
<tr>
<td>Impact on the Council’s debt</td>
<td>The impact on the Council’s debt is $180,000</td>
</tr>
<tr>
<td>Potential impact on rates</td>
<td>The impact on rates will be 0.05% in the short term.</td>
</tr>
</tbody>
</table>

5 **PREFERRED OPTION| TE KŌWHIRINGA MATUA**

Staff recommend proceeding with option 2 – Begin the project in 2020/21 and resource the project internally, including an assessment stage.

The successful completion of this project offers significant benefit to Council’s operations, providing many process efficiency and improvement opportunities. It also provides significant employment opportunity to the community.
5.1 LINKAGES

<table>
<thead>
<tr>
<th>STRATEGIC DIRECTION</th>
<th>The preferred option IS consistent with the Council’s strategic direction, including community outcomes.</th>
<th>The project is consistent with the digital transformation direction of Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LONG TERM PLAN / ANNUAL PLAN ALIGNMENT</td>
<td>The preferred option IS NOT consistent with the long term plan and/or annual plan programmes and budgets.</td>
<td>This project is not currently allowed for in the LTP.</td>
</tr>
<tr>
<td>POLICIES, BYLAWS AND PLANS ALIGNMENT</td>
<td>The preferred option IS consistent with the Council’s other strategies, policies, bylaws and plans.</td>
<td></td>
</tr>
<tr>
<td>SIGNIFICANCE ASSESSMENT</td>
<td>The decision IS NOT considered significant under the Council’s Significance and Engagement Policy 2017.</td>
<td></td>
</tr>
<tr>
<td>IMPLICATIONS FOR MĀORI</td>
<td>The decision DOES NOT involve a significant decision in relation to land or a body of water.</td>
<td></td>
</tr>
</tbody>
</table>

5.2 ASSESSING THE RISKS

Staff have identified the following risks associated with the recommended option.

<table>
<thead>
<tr>
<th>Description of risk</th>
<th>Level of risk</th>
<th>How we could soften the risk</th>
<th>Risk remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost to deliver project exceeds budget</td>
<td>Moderate</td>
<td>Regular assessment of project progress and costs to date</td>
<td>Low</td>
</tr>
<tr>
<td>No suitable staff to complete the project</td>
<td>Low</td>
<td>We see this as a low risk with a larger pool of applicants likely in the current employment environment.</td>
<td>Low</td>
</tr>
</tbody>
</table>

6 NEXT STEPS | TE ARA KI MUA

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3 2020</td>
<td>Lock in project methodology and recruit additional staff</td>
<td></td>
</tr>
</tbody>
</table>
7 Approval

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Duncan Peddie</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Group Manager Corporate Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Duncan Peddie</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Group Manager Corporate Services</td>
</tr>
</tbody>
</table>
This is the first bay (of four) in the records room. There are approximately 6,600 property files on these 72 shelves and the 36 shelves on the left in the image below.

This is the second bay. The shelves on the left are property files. On the right are subdivision files.
This is the third bay. On the left are land use consents. On the right are building consent files.

This is the fourth bay. On the left are building consent files. On the right are miscellaneous records.
FOR DECISION
MŌ TE WHAKATAUNGA

TO Mayor and Councillors

AUTHOR Peter Thom
Group Manager – Planning & Environmental Services

FILE REFERENCE Document: 2766588
Appendix A: Recovery Working Party Delegations
Appendix B: Recovery Working Party Terms of Reference

PORTFOLIO HOLDER/S Mayor Toby Adams
Policy/ Emergency Management Portfolios

MEETING DATE Wednesday, 15 July 2020

SUBJECT Recovery Working Party Delegations & Terms of Reference

SUMMARY | TE WHAKARĀPOPOTANGA

As part of the continuing work happening in the Recovery phase of the Covid-19 pandemic and the current drought in parts of the District, the purpose of this report is to formalise the Recovery Working Party and its delegations.

RECOMMENDATION | TE WHAIKUPUE

1. THAT the Council Receives the report, Recovery Working Party Delegations & Terms of Reference; and
2. That the Council establishes the Recovery Working Party, with the membership of five, consisting of the Mayor as Chair, Deputy Mayor as the Committee Deputy Chair and the ward chairs; and
3. That Council adopts the Recovery Working Party delegations and amends the Delegations Manual accordingly and

1 PURPOSE | TE ARONGA

The purpose of this this report is to seek the formalisation of a Recovery Working Party. The purpose of the Recovery Working Party was to provide regular governance oversight regarding the Recovery Planning for the Covid-19 Pandemic and drought relief actions.

2 BACKGROUND | TE KŌRERO Ā MUA

2.1 Covid-19

The Covid-19 Pandemic has had significant health and economic effects worldwide. New Zealand in its’ response to Covid-19 went into Level 4 (lockdown) on the 25 March 2020 anticipating that without these measures the virus could become widespread and overrun the
The health system as it had in other countries. The Level 4 measures meant everyone had to remain home and only venture out for essential reasons, schools were closed, and work was to be from home where possible with the closure of all non-essentials workplaces.

The country went into Level 3 on the 27 April 2020, which saw a limited reduction in restrictions. As of 13 May 2020 the country has moved into Level 2, which has seem most businesses reopen and a relaxation of restrictions on movements and socialising. This also brings with it the move from the Response phase into the Recovery phase. The Recovery phase triggers requirements for local authorities to begin more actively playing a role in the recovery of their communities.

The Country moved into Level one on the 8 June 2020 with the virus now contained to those entering the country and placed in isolation. There are no current cases of Covid-19 via community transmission.

### 2.2 Drought relief

The Hauraki District amongst other New Zealand North Island rural communities has faced significant drought. The impacts of the drought on the farming and agricultural communities have added additional stressors on an already under pressure community particularly with the lack of grass growth, the cost and the ability to source feed supplements.

### 3 THE ISSUES | NGĀ TAKE

The Recovery Working Party has been meeting informally since Level 4 to provide guidance and hear updates on recovery planning. This report seeks to formalise that working party and its recommendations on the Recovery Plan, which is intended to go to Council for consideration in August 2020.

### 4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of community views and preferences on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to not to engage at this time on the formalisation of the Recovery Working Party.

There has been informal engagement with our communities during the recovery phase to date and has included the mayor's online videos, regular online informative posts, phone calls to/surveying of businesses during lockdown and Business Bites.

There will be future recommended engagement for different streams of work that come out of the recovery plan.

### Approval

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Michelle Clive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strategic Planner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Peter Thom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recovery Manager/Group Manager – Planning and Environmental Services</td>
</tr>
</tbody>
</table>
APPENDIX A

Recovery Working Party

| Membership: | Mayor  
|            | Deputy Mayor  
|            | Ward Chairs |

| Meeting frequency: | As required during recovery phase of the Covid-19 Pandemic and drought. The working party requirement to be reviewed six monthly. |

| Delegation: | The Council delegates to the Recovery Working Party:  
|            | - The oversight and guidance of recovery planning being undertaken during Covid 19 Levels 2,3 and 4  
|            | - To recommend to Council the adoption and implementation of the recovery plan and future actions.  
|            | - To receive and review reports on Recovery Activities and make recommendations to Council. |

| Management responsibility: | Recovery Manager |
APPENDIX B

Recovery Working Party Terms of Reference

1. Project Brief


1.2. The project is about the active recovery of the Hauraki District communities in response to the Covid-19 Pandemic and drought. It will provide future direction, while enabling the path to respond to changing conditions. Regular reviews will ensure that the plan continues to deliver desired outcomes.

1.3. Hauraki District Council Recovery Plan 2020 will look at a wide range of issues across the district, to provide for a resilient and prosperous future, with a particular focus on:
   i. Economic recovery;
   ii. Social recovery; and
   iii. Drought relief

1.4. This Recovery Working Party is being established to provide governance oversight for the development of the Hauraki District Council Recovery Plan 2020.

2. Name and Status


2.2. The Working Party is an informal entity established by the Hauraki District Council.

3. Membership

3.1. The Hauraki District Council Mayor, Deputy Mayor and Ward Chairs.

4. Meetings

4.1. Meetings shall generally be held in in the Hauraki District Council Chambers, or via online meeting dependent on the needs of its members.

4.2. The agenda and papers for each meeting shall be circulated to Working Party Members at least five workings days before the meeting.

4.3. Notice of meetings will be given via email to all Working Party Members, and not later than one week prior to the meeting.

4.4. The quorum shall be 50% of the total number of confirmed Working Party members.
5. Functions

5.1. The Working Party has responsibility for guiding and providing governance oversight for the development of Hauraki District Council Recovery Plan 2020, including:
   i. The oversight and guidance of recovery planning being undertaken during Covid 19 Levels 2, 3 and 4
   iii. To recommend to Council the adoption and implementation of the recovery plan and future actions.
   iv. To receive and review reports on Recovery Activities and make recommendations to Council. To review and recommend to Council on the spending for the Recovery activities and the priorities for expenditure.

6. Voting

6.1. Where voting is required, all Members of the Working Party have full speaking rights.

6.2. Each Member has one vote.

6.3. Best endeavours will be made to achieve decisions on a consensus basis.

6.4. The Chairperson at any meeting does not have a deliberative vote and, in the case of equality of votes, has no casting vote.

7. Review and Variation

7.1. On a six monthly basis, the Recovery Manager shall undertake a review of these terms of reference to ensure they remain fit for purpose and effective. The outcome of such review and any recommendations for changes shall be reported to the Working Party. This includes a review of the ongoing necessity of the working party.

7.2. Amendments to the Terms of Reference may only be made with the approval of all Working Party Members.
Decision Report

To: Mayor and Councillors
From: Property Manager
Date: Tuesday, 11 June 2019
File reference: Document: 2774329
Portfolio holder: Councillor Broad (Property)
Councillor Wilkinson (Recreation)
Meeting date: Wednesday, 15 July 2020
Subject: New Lease Agreement – Hauraki Bowling Club and Hauraki District Council

SUMMARY | TE WHAKARĀPOPOPOTANGA

Staff have engaged with the Mangatarata Advisory Committee to ensure a collaborative and inclusive approach to the new Deed of Lease.

Council does not have an immediate alternative use for the property for any other activity, and the existing tenant has satisfied all requirements of the old lease, it is therefore recommended that Council grants a new lease to occupy the property.

The annual lease value would be $150 plus annual CPI based on Council’s current Fees and Charges policy and also a document set up fee of $150 and all outgoings.

No significant risks have been identified.

Council’s Miscellaneous Property account will see a positive nett effect on its income.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received, and

THAT Council approves a new lease agreement between Hauraki Bowling Club and the Hauraki District Council for a period of 5 years with a further term of 5 years, and

THAT the lease be subject to the conditions set out in the report.
1 PURPOSE | TE ARONGA

This report seeks Council’s approval to enter into a new lease for Council owned land at Mangatarata Reserve, Ngatea, to Hauraki Bowling Club, for conducting activities associated outdoor bowling, from 1 August 2020 to 31 July 2025 with a further right of renewal for a further 5-year term. The property is currently used by the Hauraki Bowling Club.

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

2 BACKGROUND | TE KŌRERO Ā MUA

The land located at Mangatarata Reserve has been used by Hauraki Bowling Club since 1940s for the purpose of the sport of bowls.

Clause 10 of the existing Deed of Lease states “if the Club shall have observed all of the provisions herein contained or implied and shall have paid the rental in accordance with the terms hereof, it shall be entitled to a further renewal of the term”.

A summary of the property lease is outlined below:

| Current ownership and tenure | Hauraki District Council owns Land and buildings. |
| Current use | Activities associated with outdoor Bowling Club and Clubhouse |
| Proposed lessor | Hauraki Bowling Club |
| Proposed use | Outdoor Bowling Club and Clubhouse |
| Proposed duration of lease | Fixed term of 5 years with a further right of renewal for one more term. |
| Limitations / conditions / requirements on the lease of the property | The club will be solely responsible for conducting its liquor licence strictly in accordance with the provisions of the Sale of Liquor Act 1989 and any regulations made thereunder. If any improvements are required to the said premises as a condition of a renewal of such licence, then such improvements will be the sole responsibility and at the cost of the club. |
| Lease fees and charges and outgoings payable | $150 plus annual CPI. All new lease fees are determined by Council’s fees and charges for property leases and licenses, adopted on 24 April 2019 Council meeting. $150 document set up fee. All outings levied against the property, including sewerage, water and refuse charges. |
| Roles and responsibilities | The tenant shall indemnify the Landlord against all liability claims, damage or loss resulting from any act or omission on the part of the tenant or the tenant’s agents, employees, contractors or invitees that may arise as a result of the landlord entering into this lease. The tenant shall keep the grounds and surfaced areas in a tidy... |
condition at all times.

In no case shall the Council be called upon by the Tenant to pay or do anything for or in or towards the fencing or contributing to the fencing of any of the premises hereby leased from any adjoining land for the time being vested in or held by the Council.

The tenant shall and will keep in good order repair and condition all buildings and fences and every other description of improvements which now are or which hereafter during the said term may be made on the land except depreciation from fair wear and tear, weather or natural causes without neglect of the Tenant and damage by fire, earthquake, tempest or inevitable accident.

The land and buildings comprising of the premises shall not be put to any use that is not in keeping with or ancillary to outdoor bowling activities which the operation of by the lessee must always be in compliance with the appropriate laws, regulations and requirements governing the activities and service as herein referred.

The Bowling Club has existing exclusive use of the bowling greens on land immediately to the south of the public hall upon which the club may construct and maintain bowling greens for as long as the club remains in operation and continues to use the greens.

The Council acknowledges that the area further to the south, immediately adjacent to the bowling green, presently used as a public car parking area, may on application to Council be allocated to the Bowling Club for the establishment of an additional bowling green should it be demonstrated that the need exists.

It is further acknowledged that the parking areas established around the perimeter of the public hall is available for use by all users of the Mangatarata Reserve.

If the club shall have observed all of the provisions contained or implied in the lease agreement and shall have paid the rental in accordance with the terms thereof, it shall be entitled to a further right of renewal of five years.

The lessee will pay all local and regional authority rates and service charges.

Maintain the land so as to prevent fire hazard and infestation by noxious weed and pest.

Maintain any future buildings, fences, footpaths and driveways in a proper workmanship like manner.

The Lessee shall insure any buildings situated on the land.
The Lessee shall not bring upon the land or store any dangerous goods or carry out any noxious, illegal or dangerous activity.

At termination of the lease, all buildings and structures will be removed by the lessee and the land rendered back to a clean and tidy condition to the satisfaction of the Council.

The lessee will be liable to reimburse the Council for any costs incurred as a result of default by the lessee of any of the requirements of the lease.

The Lessee shall not sublet the land without the prior written consent from Council.

At the expiry of this lease, unless otherwise agreed, the lessee shall remove all buildings and structures from the land and shall reinstate the land in a clean and tidy condition.

**Property Summary**

An overview of the property and that part to be leased including an aerial photograph of its location, key attributes and limitations is outlined below.

**FIGURE 1: AERIAL PHOTO SHOWING HAURAKI BOWLING CLUB AT MANGATARATA RESERVE, NGATEA**

<table>
<thead>
<tr>
<th>Address / site name</th>
<th>Mangatarata Reserve, SH2 Ngatea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of the property</td>
<td>7,320m²</td>
</tr>
</tbody>
</table>
Land ownership: Recreation Reserve – Hauraki District Council
Current use: Leased to Hauraki Bowling Club for outdoor bowling activities
Condition: Land and buildings
Seismic rating: N/A
Leases: Current lease expired with a lease value of $180 per annum.
District Plan Zoning: Active Recreation Reserve
Additional limitations
Consents
Legislation: Building warrant of fitness
Hours of use: To ensure that conflict and detraction from surrounding residential amenities is reduced by providing certain periods of the day that are free from the activities which affect those residential amenities, whilst enabling reasonable public use of the reserve, the use shall be limited to 7:00am – 23:30pm Sunday to Thursday and 7:00am – 24:00pm Friday and Saturday

Previous Council decisions or involvement in the property

A summary of previous Council decisions and/or involvement with the property is outlined below: NIL

3 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Strategic alignment

An assessment of the potential lease the property against Council’s strategies, plans, goals and objectives has been undertaken. The lease to occupy the property will consistent with Council’s strategic direction.

Issues
N/A

Options

There are a number of options that have been identified by staff for Council to consider in relation to granting a lease over the property. A description, assessment and summary of the advantages and disadvantages of each option is outlined below.

**OPTION 1: Do grant a new lease.**

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual lease fee of $150 + CPI. Lessee would be liable for all outings on property.</td>
<td>Reduced income of $30 to the Miscellaneous Property account.</td>
</tr>
</tbody>
</table>
Hauraki Bowling Club will continue to enjoy lease tenure and conduct outdoor bowling activities which will benefit most age groups but more particularly the Hauraki Plains older generation and other Bowling Clubs within our district.

Maintenance of grounds and shrubbery would be the responsibility of the lessee – nil nett effect to Council.

It benefits

<table>
<thead>
<tr>
<th>OPTION 2: Do not Grant a new lease.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advantages</td>
</tr>
<tr>
<td>Nil identified</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
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<tr>
<td></td>
</tr>
</tbody>
</table>

**Assessing the Risks**

The following risks and mitigation measures have been identified by staff for consideration by Council in making a decision on the lease of the property:

**Risk 1:** Financial - The lessee will pay all local authority rates and service charges. There is a risk that the payments may fall behind or be defaulted.

Mitigation: Property Officer to ensure regular invoicing and follow up on outstanding debt with a notice to remedy.

**Risk 2:** Reputation – Council being seen to not support community led activities, sport clubs or initiatives.

Mitigation: Grant lease with appropriate conditions.
**Risk 3:** Land and buildings - At the expiry of this lease, unless otherwise agreed, the lessee shall remove all buildings and structures from the land and shall reinstate the land in a clean and tidy condition.

Mitigation: Annually do an inspection of building and land by Council staff to ensure the building is safe and in a good condition, and the land is maintained in a husbandry manner.

4 **Significance and Engagement Assessment**

This decision does not trigger the Significance and Engagement Policy Assessment Tool and therefore is not considered significant under the Significance and Engagement Policy 2014.

No engagement is necessary for this decision as it is not a new service but extending what is currently being provided.

5 **Budget Implications**

Key budget impacts are identified and assessed below.

<table>
<thead>
<tr>
<th>Impacts on maintenance and capital costs over the duration of the lease</th>
<th>No capital outlay required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of the grounds will be the responsibility of the lessee.</td>
<td>Income of $150 plus annual CPI per annum including GST, plus all rates and outings on the property will be credited to the Miscellaneous Property Budget.</td>
</tr>
</tbody>
</table>

There are no budget implications to Hauraki District Council as a result of this decision.

6 **PREFERRED OPTION** TE KŌWHIRINGA MATUA

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 Holder and staff recommend to Council that it approves the new lease agreement between Hauraki Bowling Club and the Hauraki District Council for the period of 5 years with a right to renewal for a further term and that the lease be subject to the conditions set out in the report.

**Approval**

| Prepared by | Dennis Lees  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property Manager</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Approved by | Steve Fabish  
| **Group Manager - Community Services and Development** | |
FOR DECISION

MŌ TE WHAKATAUNGA

TO Mayor and Councillors

AUTHOR Property Officer

FILE REFERENCE Document: 2783404

PORTFOLIO HOLDER Councillor Broad (Property)

MEETING DATE Wednesday, 15 July 2020

SUBJECT: New Leases Bordering Tetley’s Quarry, Maramarua

SUMMARY | TE WHAKARĀPOPOPOTANGA

Council administers land on Steen Road in Waitakaruru. This land consists of the Council Quarry, a forestry block and surrounding grazing land. The area of the grazing land is 15.4 hectares and is currently leased to Heaven Farms Limited. The lease on the land is now due.

Another party, Waitakaruru Honey Ltd, has approached Council to lease some land adjacent to their property located next to the Quarry on Steen Road. This party is also interested in leasing other land owned by Council.

Staff have looked at a number of options, which are included in this report, and have provided a recommendation that is a win/win for all involved and an increased financial benefit to council.

The decision is not considered to be a significant decision.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received, and

THAT the portfolio holder and staff recommend that Council approve a Deed of Leases for Option 3 -

- Heaven Farms Limited lease of 13.4ha from the Hauraki District Council at Tetley’s Quarry for a period of 2 years with a renewal option of another two years, at an annual lease payment of $5,660 ; and

- Waitakaruru Honey lease of 2.4ha from the Hauraki District Council for the at Tetley’s Quarry for a period of 2 years with a renewal option of another two years, at an annual lease payment of $5,500

THAT the lease be subject to the conditions set out in the report.
1 PURPOSE | TE ARONGA

The purpose of this report is to obtain Council approval for lease agreements for the use of Council land bordering Tetley’s Quarry, Steen Road, Waitakaruru.

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

2 BACKGROUND | TE KŌRERO Ā MUA

The area of the grazing land is 15.4 hectares and is currently leased to Heaven Farms Limited. The lease on the land has expired.

Another party, Waitakaruru Honey Ltd, has approached Council to lease some land adjacent to their property located next to the quarry on Steen Road. This party is also interested in leasing other land owned by Council.

A summary of the proposed property leases is outlined below:

| Current ownership and tenure | Land is owned by Hauraki District Council. |
| Current use | The land was grazed by Heaven Farms – adjoining land landowner. |
| Proposed lessors | Heaven Farms Ltd and Waitakaruru Honey Ltd |
| Proposed use | Activities associated farming and grazing |
| Duration of lease | Two years plus a further renewal for two years, note Waitakaruru Honey Ltd lease to begin 1st November 2020 after the winter grazing period has finished. |
| Limitations / conditions / requirements on the lease of the property | The lessees will require stock proof fencing to be maintained at all times. |
| Lease fees and charges and outgoings payable | Heaven Farms Limited lease at an annual lease payment of $5,660 plus $150 document set up fee |
| | Waitakaruru Honey lease at an annual lease payment of $5,500 plus $150 document set up fee |
| | All outings levied against the property. |
| Roles and responsibilities | The lessee will, |
| | • pay all local authority and Waikato Regional Council rates. |
| | • use the property for farming purposes |
| | The area currently offered for lease could diminish during this lease and Council will adjust or review the lease accordingly when the land is resumed. |
| | The landlord will not provide services to the site – water, power, phone, sewer etc. |
| | The Lessee will farm and occupy the land exclusively for the use and benefit of the Lessee and shall not sublet or otherwise part with the possession of the whole or any part of the land for the whole or any part of the said term. |
The Lessee will keep in good order repair and condition all buildings and chattels, fences, electric fences, gates, bridges, erections, culverts, drains, water systems, internal races, and vehicle accesses and every other description of improvements which now are or which hereafter during the said term may be made on the land and will use adequate lubricating oils and greases on all moving parts of machinery fixed or installed upon the land and will renew all such parts of the said improvements which shall become worn out, decayed, or unserviceable and in the said order, repair, and condition will at the end or sooner determination of the said term deliver up the same together with the land to the Lessor.

The Lessee will stock the pastures on the land in accordance with the principles of good husbandry but limit the type of stock to dry beef cow, steers, dairy herd replacements or sheep and apiary. There will be no keeping of pigs on the land.

The Lessee will during the whole of the term ensure that all drains and culverts and watercourses are kept open and reasonably clear and unobstructed and unpolluted and will at all times during the said term comply with the provisions of the Water and Soil Conservation Act 1967.

Lessee will keep any native bush and any shrubbery and any timber shelter ornamental or other trees in good order and condition and will not without the prior written consent of the Lessor cut down, damage, or destroy or permit to be cut down, damaged, or destroyed all or any of the said bush, shrubbery or trees at any time growing or standing on the land and will use all proper and reasonable means to preserve the same and will not without the like consent remove or permit to be removed from the land any timber, fencing posts, or firewood.

The Lessee shall not remove any soil or stone from the land nor shall the Lessee deliver or deposit to the land any soil or stone unless it is suitable for the maintenance of the land, entrances and tracks.

The Lessee indemnifies the Lessor from any liability that may arise from any action or actions of the Lessee during or after the term of agreement.

The Lessor may at all times during the said term enter upon the land by the Lessor’s officers or agents or servants or other persons authorised by the Lessor to view the state and condition thereof.
Property Summary

Below is an aerial photo of the property showing the highlighted boundaries of the two areas for lease. Key attributes and limitations are outlined below.
**Existing lease details:**

<table>
<thead>
<tr>
<th><strong>Address / site name</strong></th>
<th>Tetley’s Quarry, Steen Road, Waitakaruru</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size of the property</strong></td>
<td>15.8ha</td>
</tr>
<tr>
<td><strong>Land ownership</strong></td>
<td>Hauraki District Council</td>
</tr>
<tr>
<td><strong>Current use</strong></td>
<td>Leased to Heaven Farms Limited</td>
</tr>
<tr>
<td><strong>Condition</strong></td>
<td>Land only</td>
</tr>
<tr>
<td><strong>Seismic rating</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Leases</strong></td>
<td>Current lease expired with a lease value of $4,737.84 per annum</td>
</tr>
<tr>
<td><strong>District Plan Zoning</strong></td>
<td>Local Purpose Reserve (Water Conservation)</td>
</tr>
<tr>
<td><strong>Additional limitations</strong></td>
<td>In the Rural Zone (Waikato District Council), it is possible for apiary to be permitted under the farming definition, therefore could be a permitted activity, however the only way to be certain would be for the customer to apply for a certificate of compliance. Grazing dairy stock is a permitted activity under the farming definition.</td>
</tr>
</tbody>
</table>

**Consents**

Certain activities that people do associated with hives can also fall within the definition of “rural industry” which would require consent.

All necessary consents are to be obtained before activity can commence.

3 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

**Strategic Alignment**

An assessment of the potential lease of the property against Council’s strategies, plans, goals and objectives has been undertaken. The lease to occupy the land will be consistent with Council’s strategic direction.

**Issues**

Nil

**Options**

Staff have identified the following options for the Council to consider:

1. Lease entire area to Heaven Farms Limited
2. Lease entire area to Waitakaruru Honey Limited
3. Lease Area A (13.4ha) to Heaven Farms Limited and Area B (2.4ha) to Waitakaruru Honey Ltd
These options and their advantages and disadvantages are outlined below.

**Option 1: Lease entire area to Heaven Farms Limited**

<table>
<thead>
<tr>
<th>ABOUT THIS OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council’s Property Manager have received an expression of interest to lease two blocks of land for grazing mixed age dairy stock.</td>
</tr>
<tr>
<td>The land owned by Hauraki District Council bordering the Quarry had been leased by Heaven Farms Limited previously. During this time the Lessee have maintained the land to a high standard and lease payments have paid on time.</td>
</tr>
<tr>
<td>The Lessee would be happy to consider a long term lease of up to five years and include a relevant clause that allows the Council to take back the land for Council use with sufficient notice of 6 months). From the lessee perspective, given the investment in cows, plant and equipment and staffing, there is a requirement for a reasonable period of tenure.</td>
</tr>
<tr>
<td>In considering this proposal please note we are at the end of the dairy season and, following the drought and depressed cattle prices, it will be extremely difficult to arrange grazing for the animals currently on this land. Therefore staff request that should the Council decide not to look at a long-term lease for Heaven Farms Limited, permit continued use for the 2020-2021 season at minimum, to allow steps to be taken should the land become unavailable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The lessee (tenant) pays Council to use the land and infrastructure in running their farming operation and is responsible for expenses and the upkeep of the land.</td>
</tr>
<tr>
<td>Retain land ownership and receive a secure income</td>
</tr>
<tr>
<td>Agriculture is a permitted activity.</td>
</tr>
<tr>
<td>For the Lessee</td>
</tr>
<tr>
<td>• Full control over the management of the dairy operation without borrowing to purchase land.</td>
</tr>
<tr>
<td>• Ability to improve profitability of business and grow wealth.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of environmental impact if the land is not responsibly grazed.</td>
</tr>
<tr>
<td>Council will incur large expense for fencing the area if not leased to Heaven Farms Ltd.</td>
</tr>
<tr>
<td>Council will foot the bill for local authority rates.</td>
</tr>
<tr>
<td>Any other operational expenses and maintenance of the land will be for Council’s account.</td>
</tr>
</tbody>
</table>
FINANCIAL COSTS

Grazing Market Evaluation

$650 per hectare per year for the 4 hectare block closest to the Quarry
$600 per hectare per year for the 3.6 hectares of the larger block for dairy
$300 per hectare per year for the remaining 8.2 hectares of the larger block for drystock

Total amount of $7220 plus GST per year

| Whole of life costs | Capital costs: Nil
|                     | Ongoing annual operating: Local authority rates carried by lessee
| Budget source       | Council’s Miscellaneous Property income account will see a positive nett effect.
| Changes to budgets  | In order to accommodate these costs there will not need to be changes to budgets.
| Impact on the Council’s debt | There is no impact on the Council’s debt
| Potential impact on rates | There will be no impact on rates.

OPTION 2: Lease entire area to Waitakaruru Honey Ltd

ABOUT THIS OPTION

Council’s Property Manager have received an expression of interest to lease two blocks of land for the purposes of apiary activities.

The business owner lives on a property neighbouring the Quarry and is looking to operate a small business. The apiary business consists of seasonal honey extraction, hive maintenance and hive construction.

The business/resident owner is asking to lease from Hauraki District Council the adjoining pastureland to the west to assist with apiary activities. During the Manuka flowering season (4-8 week period pending area location, Northland first to Turangi last), the hives are distributed from Northland, Taranaki, Turangi and the Coromandel to Manuka Tree growing areas.

There are areas within the Hauraki District, which have been identified as favourable for producing UMF Manuka Honey.

The business owner is also interested in other areas within the district for over wintering hives. Council owns land that is suitable for this activity, which could result in fiscal benefits to Council. The business owner already has arrangements with some farm owners in the district.

ADVANTAGES

The lessee (tenant) pays the Council to use the land, and infrastructure in running their apiary (beehkeeping) operation and is responsible for expenses and the upkeep of the land.

DISADVANTAGES

Substantial expenditure in fencing the two blocks of land.
<table>
<thead>
<tr>
<th>Retain land ownership and receive a secure income, albeit less than desired.</th>
<th>Risk of environmental impact if the land is not responsibly used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apiary is a permitted activity under agriculture activity</td>
<td>Council will foot the bill for local authority rates.</td>
</tr>
<tr>
<td>Ability to improve profitability of business and grow wealth.</td>
<td>Any other operational expenses and maintenance of the land will be for Council’s account.</td>
</tr>
<tr>
<td>Environmental impact of beekeeping is favourable.</td>
<td></td>
</tr>
</tbody>
</table>

**FINANCIAL COSTS**

Waitakaruru Honey Ltd propose to lease blocks A and B at an annual lease of $11,000 plus GST.

| Whole of life costs | Capital costs: Fencing 15.8ha at an estimated cost of $32,000 ($20/lm) Ongoing annual operating: Local authority rates carried by lessee. |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------
| Budget source       | Council’s Miscellaneous Property income account will see a positive net effect. |
| Changes to budgets  | In order to accommodate these costs there will need to be changes to budgets. |
| Impact on the Council’s debt | There is no impact on the Council’s debt |
| Potential impact on rates | There will be no impact on rates. |
OPTION 3:

Lease area A to Heaven Farms Ltd and area B to Waitakaruru Honey Ltd

ABOUT THIS OPTION

Heaven Farms Ltd (Area A – 13.4 hectare)

<table>
<thead>
<tr>
<th>Use</th>
<th>Area (hectare)</th>
<th>Lease per hectare/annum</th>
<th>Total per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy grazing</td>
<td>1.6</td>
<td>$650</td>
<td>$1,040</td>
</tr>
<tr>
<td>Dairy grazing</td>
<td>3.6</td>
<td>$600</td>
<td>$2,160</td>
</tr>
<tr>
<td>Drystock grazing</td>
<td>8.2</td>
<td>$300</td>
<td>$2,460</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$5,660</strong></td>
</tr>
</tbody>
</table>

Waitakaruru Honey (Area B – 2.4 hectare)

<table>
<thead>
<tr>
<th>Use</th>
<th>Area (hectare)</th>
<th>Lease per hectare/annum</th>
<th>Total per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apiary</td>
<td>2.4</td>
<td>$2,292</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Total return to Council through two leases

<table>
<thead>
<tr>
<th>Use</th>
<th>Area (hectare)</th>
<th>Lease per hectare/annum</th>
<th>Total per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grazing/Apiary</td>
<td>15.8</td>
<td>$706</td>
<td><strong>$11,160</strong></td>
</tr>
</tbody>
</table>

ADVANTAGES

Diversified use of Council land with a lower environmental impact.

Economic empowerment of two businesses opposed to one.

More income to Council through two leases.

Existing leaseholder (Heaven Farms Ltd) have indicated that they understand optional lease arrangements.

DISADVANTAGES

Risk of environmental impact if the land is not responsibly used.

Council will foot the bill for local authority rates.

Any other operational expenses and maintenance of the land will be for Council’s account.
### FINANCIAL COSTS

<table>
<thead>
<tr>
<th>Whole of life costs</th>
<th>Capital costs: Area B (2.4ha) - Fencing bisecting fence line (100 metres) at $2,000 (lessee has offered to pay for this)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing annual operating: Rates</td>
<td>Council’s Miscellaneous Property income account will see a positive net effect.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget source</th>
<th>Changes to budgets</th>
<th>Impact on the Council’s debt</th>
<th>Potential impact on rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Assessing the Risks**

The following risks and mitigation measures have been identified by staff for consideration by Council in making a decision on the lease of the property:

**Risk 1:** Financial - The lessee will pay all local authority rates and service charges. There is a risk that the payments may fall behind or be defaulted.

Mitigation: Property Officer to ensure regular invoicing and follow up on outstanding debt with a notice to remedy.

**Risk 2:** Reputation – Council being seen to not support community led activities, sport clubs or initiatives.

Mitigation: Grant lease with appropriate conditions.

**Risk 3:** Land and buildings - At the expiry of this lease, unless otherwise agreed, the lessee shall remove all buildings and structures from the land and shall reinstate the land in a clean and tidy condition.

Mitigation: Annually do an inspection of building and land by Council staff to ensure the building is safe and in a good condition, and the land is maintained in a husbandry manner.

---

4 **SIGNIFICANCE AND ENGAGEMENT ASSESSMENT**

This decision does not trigger the Significance and Engagement Policy Assessment Tool and therefore is not considered significant under the Significance and Engagement Policy 2014.

No engagement is necessary for this decision as it is not a new service but extending what is currently being provided.

---

5 **BUDGET IMPLICATIONS**

Key budget impacts are identified and assessed below.
Impacts on maintenance and capital costs over the duration of the lease

No capital outlay required.

Maintenance of the grounds will be the responsibility of the lessee.

Income of $11,160 plus annual CPI per annum plus GST, plus all rates and outings on the property will be credited to the Miscellaneous Property Budget.

There are no budget implications to Hauraki District Council as a result of this decision.

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

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 Holder and staff recommend to Council that it approves the new lease agreements between Council and

- Heaven Farms Limited lease of 13.4ha from the Hauraki District Council at Tetley’s Quarry for a period of 2 years with a renewal option of another two years, at an annual lease payment of $5,660; and

- Waitakaruru Honey lease of 2.4ha from the Hauraki District Council at Tetley’s Quarry for a period of 2 years with a renewal option of another two years, at an annual lease payment of $5,500

Approval

Prepared by  
David Varcoe  
Community Services Manager

Approved by  
Steve Fabish  
Group Manager - Community Services and Development
FOR DECISION
MŌ TE WHAKATAUNGA

TO Mayor and Councillors

AUTHOR Katie McLaren / John McIver
Community Engagement Officer/Community Engagement Manager

FILE REFERENCE Document: 2663720
Appendix A: 2772935

PORTFOLIO HOLDER Councillor Tilsley – Community Initiatives portfolio

MEETING DATE Wednesday 15 July 2020

SUBJECT Community Initiatives Monthly Report - July 2020

SUMMARY | TE WHAKARĀPOPOTANGA

The Community Initiatives Team will present an update of activities carried out during the previous month to Council. The activities include management of various funding budgets, requests for financial assistance, social initiatives and information on other initiatives.

Council has received a request for financial assistance from the Waihi Community Patrol for consideration this month.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received, and

THAT the correspondence from Waihi Community Patrol be received, and

THAT $1,000 is granted from the Waihi Ward Community Assistance Fund to Waihi Community Patrol towards the patrol car upkeep costs.
1  PURPOSE | TE ARONGA

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

2  GRANTS AND DONATIONS | NGA TAKOHA

Each Ward has budget set aside for Community Assistance Funding. This fund is for the discretionary allocation of grants or donations towards activities, individuals, or groups as determined by the respective ward members.

The Ward Chair has the delegated authority to approve grants towards hall hire costs, and, along with one other ward member can approve grants up to $300 from this fund. Full Council with recommendation from the appropriate ward decides requests for financial assistance above $300.

Grants listed with an asterisks (**) are funds that have not yet been paid. These are either currently being processed, waiting on supporting documentation or have received grant confirmation from Council but have not yet been claimed.

Newly approved or granted funds are listed after the corresponding fund’s table in bold.

6320: Plains Ward Community Assistance Funding

The Plains Ward has set aside $25,000.00 towards the Ward’s Community Assistance Fund for this financial year.

The following table identifies grants that are already committed from this fund for the 2020/21 term; these commitments are due for review this year:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community organisations</td>
<td>water rates (estimate)</td>
<td>$2,014.44</td>
</tr>
<tr>
<td>Thames Valley Turf Trust</td>
<td>20yr replacement of turf</td>
<td>$8,224.27</td>
</tr>
<tr>
<td>Patetonga Hall</td>
<td>operational costs</td>
<td>$534.04</td>
</tr>
<tr>
<td>Kaihere Hall</td>
<td>operational costs</td>
<td>$480.64</td>
</tr>
<tr>
<td>Kerepehi Hall</td>
<td>operational costs</td>
<td>$1,281.70</td>
</tr>
<tr>
<td>Mangatarata Hall</td>
<td>operational costs</td>
<td>$587.45</td>
</tr>
<tr>
<td>Waitakaruru Hall</td>
<td>operational costs</td>
<td>$1,388.51</td>
</tr>
<tr>
<td>Kopuarahi Hall</td>
<td>operational costs</td>
<td>$640.85</td>
</tr>
<tr>
<td>Turua Hall</td>
<td>operational costs</td>
<td>$854.47</td>
</tr>
<tr>
<td>Hauraki Plains College</td>
<td>prize giving Community Service Award</td>
<td>$234.00</td>
</tr>
<tr>
<td>HPL Co-op Parish</td>
<td>community garden (rate relief - estimate)</td>
<td>$606.59</td>
</tr>
<tr>
<td>TOTAL COMMITTED</td>
<td></td>
<td>$16,846.96</td>
</tr>
<tr>
<td>UNALLOCATED</td>
<td></td>
<td>$8,153.04</td>
</tr>
</tbody>
</table>
Table 1: Plains Ward CAF Commitments 2020-21

The Plains Ward are then left with a balance of $8,153.04 plus an estimated $4,184.63 from the 2019/20 term that was not allocated (see following table) making an estimated total of $12,337.67 available for community assistance grants for the new financial year.

In the 2019/20 term the following grants were made:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ngatea Community Garden (estimate)</td>
<td>rate relief</td>
<td>$517.78</td>
</tr>
<tr>
<td>NALG Hauraki 2020 Nationals</td>
<td>conference</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hauraki Plains Order of St. John</td>
<td>hall hire</td>
<td>$75.00</td>
</tr>
<tr>
<td>Special Olympics Thames Valley</td>
<td>hall hire</td>
<td>$105.00</td>
</tr>
<tr>
<td>Hauraki Plains Lioness Club</td>
<td>hall hire</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ngatea Lions - IDOP</td>
<td>hall hire</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ngatea Lions</td>
<td>older persons day event</td>
<td>$500.00</td>
</tr>
<tr>
<td>Kerepehi School</td>
<td>worm farm</td>
<td>$292.61</td>
</tr>
<tr>
<td>Waitakaruru School</td>
<td>worm farm **</td>
<td>$325.00</td>
</tr>
<tr>
<td>Welcome to Ngatea’ signs</td>
<td>town entrance signs</td>
<td>$3,520.00</td>
</tr>
<tr>
<td>Paeroa Pipe Bands &amp; Tattoo</td>
<td>community event</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Ngatea Primary School</td>
<td>hall hire</td>
<td>$140.00</td>
</tr>
<tr>
<td>Ngatea Lions</td>
<td>Christmas tree project build</td>
<td>$750.00</td>
</tr>
<tr>
<td>Hauraki Plains Lioness Club</td>
<td>hall hire Cancer fundraiser</td>
<td>$40.00</td>
</tr>
<tr>
<td>TOTAL ALLOCATED</td>
<td></td>
<td>$8,365.39</td>
</tr>
<tr>
<td>UNALLOCATED</td>
<td></td>
<td>$4,184.63</td>
</tr>
</tbody>
</table>

Table 2: Plains Ward CAF grants 2019-20

**New Grant:** The Plains Ward Chair has approved a grant of $40.00 from the Plains Ward Community Assistance Fund towards the hall hire fee for the Hauraki Plains Lioness Club Cancer fundraiser.

6310: Paeroa Ward Community Assistance Funding

The Paeroa Ward has set aside $30,000.00 towards the Ward’s Community Assistance Fund for this financial year.

The following table identifies grants that are already committed from this fund for the 2020/21 term; these commitment are due for review this year:
The Paeroa Ward are then left with a balance of $8,479.00 plus an estimated $9,750.62 from the 2019/20 term that was not allocated (see following table) making an estimated total of $18,229.62 available for community assistance grants for the new financial year.

In the 2019/20 term the following grants were made:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hauraki Re-use Trust</td>
<td>hall hire</td>
</tr>
<tr>
<td>PCST Volunteer Drivers</td>
<td>operating expenses</td>
</tr>
<tr>
<td>Habitat 4 Humanity – Sam Dyer</td>
<td>humanitarian building trip</td>
</tr>
<tr>
<td>Paeroa Boomerang Bags</td>
<td>materials for bags</td>
</tr>
<tr>
<td>Goldfields School</td>
<td>hall hire</td>
</tr>
<tr>
<td>Paeroa Pipe Bands &amp; Tattoo Committee</td>
<td>community event</td>
</tr>
<tr>
<td>Paeroa Neighbours</td>
<td>foodbank</td>
</tr>
<tr>
<td>Paeroa Basketball Assn</td>
<td>2020 tournament costs</td>
</tr>
<tr>
<td>Thames Valley Touch Assn</td>
<td>2020 tournament costs</td>
</tr>
<tr>
<td>Paeroa Night Owls CP</td>
<td>operating costs</td>
</tr>
<tr>
<td>Paeroa Youth Rugby</td>
<td>mouth guards</td>
</tr>
<tr>
<td>Paeroa Rotary Club</td>
<td>V8 swap meet</td>
</tr>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$7,895.00</td>
</tr>
<tr>
<td>UNALLOCATED</td>
<td>$9,750.62</td>
</tr>
</tbody>
</table>

Table 3: Paeroa Ward CAF commitments 2020-21

Table 4: Paeroa Ward CAF grants 2019-20
6330: Waihi Ward Community Assistance Funding

The Waihi Ward has set aside $64,810.00 towards the Ward’s Community Assistance Fund for this financial year.

The following table identifies grants that are already committed from this fund for the 2020/21 term; these commitments are due for review this year:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order of St. John</td>
<td>rate relief</td>
<td>$939.65</td>
</tr>
<tr>
<td>Waihi Art Centre &amp; Museum</td>
<td>property maintenance</td>
<td>$15,396.30</td>
</tr>
<tr>
<td>Waihi Art Centre &amp; Museum</td>
<td>operations contribution</td>
<td>$13,729.94</td>
</tr>
<tr>
<td>Waihi Plunket</td>
<td>property maintenance</td>
<td>$10,364.99</td>
</tr>
<tr>
<td>Whiritoa Emergency Management Centre</td>
<td>property mtce</td>
<td>$10,815.76</td>
</tr>
<tr>
<td>Bank Street Reserve</td>
<td>overheads</td>
<td>$1,497.63</td>
</tr>
<tr>
<td>Waihi College</td>
<td>prize giving Community Service Award</td>
<td>$234.00</td>
</tr>
<tr>
<td>TOTAL COMMITTED</td>
<td></td>
<td>$52,978.27</td>
</tr>
<tr>
<td>UNALLOCATED</td>
<td></td>
<td>$11,831.73</td>
</tr>
</tbody>
</table>

Table 5: Waihi Ward CAF commitments 2020-21

The Waihi Ward are then left with a balance of $11,831.73 plus an estimated $4,925.85 from the 2019/20 term that was not allocated (see following table) making an estimated total of $16,757.58 available for community assistance grants for the new financial year.

In the 2019/20 term the following grants were made:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Activity</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waihi Basketball Assn</td>
<td>hall hire</td>
<td>$400.00</td>
</tr>
<tr>
<td>Order St. John</td>
<td>community event</td>
<td>$150.00</td>
</tr>
<tr>
<td>Keep Waihi Beautiful</td>
<td>T-Shirts</td>
<td>$259.57</td>
</tr>
<tr>
<td>Waihi College Astro Cheerleaders</td>
<td>Nationals event</td>
<td>$400.00</td>
</tr>
<tr>
<td>ECHO Walking Festival 2020</td>
<td>promotion of event</td>
<td>$500.00</td>
</tr>
<tr>
<td>CSDC19/111/3: Keep Waihi Beautiful</td>
<td>KNZB Awards event</td>
<td>$728.24</td>
</tr>
<tr>
<td>Paeroa Pipe Bands Tattoo Committee</td>
<td>community event</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Art Waihi</td>
<td>hall hire</td>
<td>$165.00</td>
</tr>
<tr>
<td>Open Doors</td>
<td>hall hire</td>
<td>$585.00</td>
</tr>
<tr>
<td>It's Not OK WAH/WBH</td>
<td>summer media campaign</td>
<td>$250.00</td>
</tr>
<tr>
<td>Most Beautiful Small Town project</td>
<td>marketing opportunities</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Ryan Millar</td>
<td>tennis academy</td>
<td>$500.00</td>
</tr>
</tbody>
</table>
**New Grant:** The Waihi Ward Chair along with the Mayor agreed to grant $200 from the Waihi Ward Community Assistance Fund to Destination Gilmore Lake for sausages for the Winter Solstice celebrations at Gilmour Reserve Waihi on 4th July.

### 6300.424: District General Funding

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

The District General Fund was in deficit ($-38,616.72) during the 2019/20 term and will receive a further $26,036.00 for the 2020/21 term. This will leave an estimated total of -$12,580.72 available for allocation.

However, Council has already made a commitment to fund the following in 2020/21 (Year 3 of 3):

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTP2018-28: The Treasury/Coromandel Heritage Trust</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>C18/47: Kaihua BC Subsidy Y3 (0 of 10)</td>
<td>$0.00</td>
</tr>
<tr>
<td>LTP2018-28: Paeroa Historical Maritime Park project</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL COMMITTED</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>UNALLOCATED</strong></td>
<td>($22,580.72)</td>
</tr>
</tbody>
</table>

Note that there were no applications for the Kaihua BC (Building Consent) Subsidy grant during 2019/20; the commitment was ‘deducted’ in the previous year’s budget, hence the line item above is for your information only.

Note also, a commitment of $200,000 from this budget to the Paeroa Historical Maritime Park project made through the LTP 2018-28 process is included in the table above for your information.

In the 2019/20 term the following grants were made:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTP2018-28: The Treasury / Coromandel Heritage Trust</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>
Table 8: District General Fund 2019-20

TOTAL ALLOCATED $20,000.00
UNALLOCATED ($38,616.72)

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

The SNA & HFI Fund is a contestable fund that is administered by Council. The purpose of this fund is to encourage and assist landowners with SNAs and/or Heritage Features to actively maintain and/or enhance their SNA or heritage feature. Funding can be applied for at any time and an application form is available from the Planning and Environmental Services team.

The SNA&HFI Fund has $55,332.00 from the 2019/20 term that was not allocated (see following table) and a further $17,000 for the 2020/21 term giving an estimated total of $72,332 for initiatives in the current financial year. Currently, there are no commitments for 2020/21 term.

In the 2019/20 term the following grants were made from the SNA&HFI Fund:

Table 9: SNA&HFI Fund grants 2019-20

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

19550: Community Recreational Facilities Development Funds (CRFDF)

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

9558: Plains Community Recreational Facilities Development Fund (CRFDF)

The Plains CRFDF has $139,793.31 from the 2019/20 term that was not allocated and is carried forward to the 2020/21 term. Currently, there are no commitments for 2020/21 term.

In the 2019/20 term the following grants were made from the Plains CRFDF:

Table 10: Plains CRFDF grants 2019-20

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>C20/172: Thames Valley Hockey Turf Society Inc.</td>
<td>LED Lighting **</td>
</tr>
<tr>
<td>**TOTAL ALLOCATED</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>**BALANCE</td>
<td>$139,793.31</td>
</tr>
</tbody>
</table>
9559: Paeroa Community Recreational Facilities Development Fund (CRFDF)

The Paeroa CRFDF has $136,582.56 from the 2019/20 term that was not allocated and is carried forward to the 2020/21 term. Currently, there are no commitments for 2020/21 term.

In the 2019/20 term the following commitments were made from the Paeroa CRFDF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTP2018-28: Paeroa Historical Maritime Park</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>CSDC18/119&amp;120: Paeroa Menz Shed</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>C19/384: Paeroa BMX Club</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$15,000.00</td>
</tr>
<tr>
<td><strong>BALANCE</strong></td>
<td>$136,582.56</td>
</tr>
</tbody>
</table>

Table 11: Paeroa CRFDF grants 2019-20

Note that a commitment of $200,000 from this budget to the Paeroa Historical Maritime Park project made through the LTP2018-28 process is included in the table above for your information. As of 20 June 2020, $183,539.74 has been spent leaving a balance of $16,460.26.

Note also that the Paeroa Menz Shed grant is there for your information only as well.

9560: Waihi Community Recreational Facilities Development Fund (CRFDF)

The Waihi CRFDF has $523,361.37 from the 2019/20 term that was not allocated and is carried forward to the 2020/21 term. Currently, there are no commitments for 2020/21 term.

In the 2019/20 term the following commitments were made from the Waihi CRFDF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>BALANCE</strong></td>
<td>$523,361.37</td>
</tr>
</tbody>
</table>

Table 12: Waihi CRFDF grants 2019-20

9557: District Community Recreational Facilities Development Fund (CRFDF)

The District CRFDF has a deficit of -$11,862.57 from the 2019/20 term and it is carried forward to the 2020/21 term. Currently, there are no commitments for 2020/21 term.

In the 2019/20 term the following commitments were made from the District CFRDF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>
9561: District Community Projects Assistance Fund (CPAF)

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

The District CPAF has $51,757.17 from the 2019/20 term that was not allocated and is carried forward to the 2020/21 term. Currently, there are no commitments for 2020/21 term.

In the 2019/20 term the following commitments were made from the District CPAF:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14 Annual Plan: Karangahake Reserve development</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL ALLOCATED</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>BALANCE</td>
<td>$51,757.17</td>
</tr>
</tbody>
</table>

Note that the Karangahake Reserve development grant is there for your information only. Community Services reserves management team are managing and reporting on this project.

6200: District Social Strategy Fund [SSF]

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

Council has set aside $15,000.00 towards the District Social Strategy Fund for this financial year. A further $54,695.30 from the 2019/20 term that was not allocated gives a balance of $69,695.30 for the 2020/21 term.

The following table identifies grants that are already committed from this fund for the 2020/21 term; these commitments are due for review this year:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>C18/219: Age Concern Thames</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>C18/266: Creative Waikato Trust</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>CSDC18/61: Hauraki Citizens Advice Bureau</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>C20/215: Eastern Waikato Drought Relief Fund</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>TOTAL COMMITMENTS</td>
<td>$27,000.00</td>
</tr>
<tr>
<td>UNALLOCATED</td>
<td>$52,695.30</td>
</tr>
</tbody>
</table>

New Grant: Council at their 27 May 2020 meeting resolved to approve unbudgeted expenditure of $10,000 in the Community Initiatives activity in the 2020/21 year, from the
District Social Strategy Fund, in support of the Eastern Waikato Drought Relief Fund to support the farming community that have experienced difficult times due to the ongoing drought and economic downturn.

In the 2019/20 term the following commitments were made from the District Social Strategy Fund [SSF]:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>☆ C18/219: Age Concern Thames</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>☆ C18/266: Creative Waikato Trust</td>
<td>Arts Navigator</td>
</tr>
<tr>
<td>☆ CSDC18/61: Hauraki Citizens Advice Bureau</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>☆ CSDC19/38: A Friends Place</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>CSDC19/111/2: Keep Waihi Beautiful</td>
<td>KNZB Awards event</td>
</tr>
<tr>
<td>C20/252: Elephant in the Paddock Campaign</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>TOTAL ALLOCATED</strong></td>
<td><strong>$32,778.70</strong></td>
</tr>
<tr>
<td><strong>UNALLOCATED</strong></td>
<td><strong>$54,695.30</strong></td>
</tr>
</tbody>
</table>

Requests for Financial Assistance

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

Waihi Community Patrol writes seeking financial assistance for help in funding the upkeep of their sponsored car - see Appendix A.

The writer has identified that the community patrol car upkeep will cost a total of $2320.58 and that they have sponsorship to help out with some of the costs.

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

- Option One – Decline the request for a grant
- Option Two – Grant $1,000 from the Waihi Ward Community Assistance Fund

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

The Waihi Ward Committee recommend Option Two:

- THAT $1,000 is granted from the Waihi Ward Community Assistance Fund to Waihi Community Patrol towards the patrol car upkeep costs.

3 SOCIAL INITIATIVES | WHAIWHAKAARO PAAPORI

The Community Engagement Officer is currently working with Councillors and rural agencies on the "Elephant in the Paddock" campaign. Interviews with members of the rural community for the brochure have been conducted and printing/distribution of the brochure is scheduled for within the next 2 weeks. This will be followed by newspaper articles, radio and Good Yarm workshops over the following 4 months.

The next Social Strategy Working Party meeting is scheduled for Wednesday 29th of July – after the next Council meeting, with the agenda yet to be set.
4 OTHER INITIATIVES | EERAA ATU WHAIWHAKAARO

Sister Cities

Maintenance of the current Sister Cities program is under review with impending changes to Community Initiatives priorities/budgets.

Citizenship Ceremony

The decision to resume citizenship ceremonies has not yet been made by the Department of Internal Affairs (DIA). There will be no ceremonies during the month of July, and formal correspondence will be sent with a month’s notice when a decision is made on ceremonies resuming.

All citizenship certificates are still being couriered to new citizens directly from the DIA office. In addition to this, the Mayor will send his congratualtions along with the delivery/planting of a Kowhai tree.

Citizen & Young Achiever Awards

Planning for the Citizen & Young Achiever Awards is underway. The Community Engagement Officer has composed a letter/email to colleges and community groups, which will be sent out within the next two weeks.

A tentative date of Wednesday the 11th of November has been put forward for the event this year, which will be held at the Ngatea War Memorial Hall.

Industry Training Awards

The presentation of the Industry Training Awards will be held in the Ngatea War Memorial Hall on the 17th of November 2020.

Creative New Zealand [CNZ CCS]

No significant matters to report.

Approval

| Prepared by | Katie McLaren  
| Community Engagement Officer | 
| John McIver  
| Community Engagement Manager | 

| Approved by | Steve Fabish  
| Group Manager – Community Services and Development |
5th June 2020

Application for Funding from

Waikite Ward HDC

For help in funding our Sponsored Car.

We need money to keep being the eyes and ears for our community. It is a large area we cover, Waikine, Waitawhetu, Whangamata Rd, Golden Valley, Trig Bob, Athenree Gorge and around town, helping our Police. Our costs for the last year June 2020

Car Insurance 895.32
Radcon CSIT Ltd 295.26
CPNZ Sub 60.00
Waikite Tyre Serv 70.00
Petrol 1000.00

2320.58

We are also applying to Waikite Lions, Oceania Gold and Alton Drilling Ltd.

We hope you look favourably on us.

Thank you.

[Signature]

S. Howell
Chair
Council Agenda - 15-07-20

Please retain as proof of purchase.

KiwiBank

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
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KiwiBank

Banking New Zealand

12-03-2019

WITH KiwiBank

KiwiBank

16-12-2019

12:05:56

00000013

Charge Header

600.00

Account Number

3380000414799

Microfinance
Your NISSAN’s licence (rego) will expire on 3 June 2020.

There’s no need to wait. It’s quick, easy, and secure to do it online.

You can renew any time from now. Your next licence always starts the day after your expiry date.

Customer no: 600766058
Make: NISSAN
Model: QASHQAI
Colour: WHITE
Usage: Private passenger
### Cash Sale/Receipt

**Waihi Tyre Services (2006) Limited**

48 Rosemont Road
WAIHI

---

## Payment Method

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>GST AMT</th>
<th>Amount</th>
</tr>
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<td>30.43478</td>
<td>4.57</td>
<td>30.43</td>
</tr>
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</table>

---

**Phone #** | **Fax #** | **E-mail #**
---|---|---
07 863 7508 | 07 863 7012 | waihi@xtra.co.nz

---

**Subtotal** | **GST** | **Total**
---|---|---
$30.43 | $4.57 | $35.00
Cash Sale/Receipt

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<tr>
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<tr>
<td>E.E.T.</td>
<td>MD3975</td>
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<table>
<thead>
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<th>Price</th>
<th>GST AMT</th>
<th>Amount</th>
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</tr>
<tr>
<td>REAR LIFT</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

27/9/2019
\[\text{Chq. 120}\]

NITROGEN AVAILABLE NOW IN STORE

CENTURY BATTERIES IN STORE NOW

GST NUMBER 93-106-261

Subtotal $30.43

GST $4.57

Total $35.00

Phone #    | Fax #    | E-mail #          |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>07 863 7508</td>
<td>07 863 7012</td>
<td><a href="mailto:waihi@xtra.co.nz">waihi@xtra.co.nz</a></td>
</tr>
</tbody>
</table>
INSURER: Ando Insurance Group Ltd on behalf of The Hollard Insurance Coy Pty Ltd
INSURER RATINGS: A M Best | Rating: A- (Excellent) | Dated:
POLICY CLASS: Commercial Motor
POLICY NO: COM-B2295496
PERIOD OF COVER: 06.06.2019 to 06.06.2020 at 4.00pm Local Standard Time

INVOICE DETAILS:
New Policy - Commercial Motor -2019 Nissan Qashqai ST 'MDB975'
As per your instructions, we have arranged a new policy for you as detailed in the enclosed schedule, please advise if any change are required.

Please Note:
You are reminded that failure to disclose all material facts, that is facts which Insurers would regard as likely to influence their acceptance or assessment of this insurance, at any time during the contract of insurance could result in the insurance being voided.
If any doubt whether facts are material, they should be disclosed.
Some covers are GST exempt and therefore if there is no GST showing on this Tax Invoice, then GST is not applicable.
Policy Charge may include a Broker Service Fee.

Credit Card Payments:
Visa & Mastercard credit card payments are accepted, subject to a 1.9% loading. To make payment please visit www.bwrs.co.nz

<table>
<thead>
<tr>
<th>Policy Charge</th>
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<tbody>
<tr>
<td>Company Earthquake</td>
<td></td>
</tr>
<tr>
<td>NZ Fire Service Levy</td>
<td>$8.45</td>
</tr>
<tr>
<td>Govt. Earthquake Levy</td>
<td></td>
</tr>
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</table>

| GST                      | $116.78 |
|                         |         |

| TOTAL DUE (NZD)          | $895.32 |
|                         |         |

Locks and Security Device
Road Clearing and Load Recovery
Signwriting Costs (Following a Total Loss)
Transportation Costs
Automatic Extensions To Section 2
Criminal Defence Costs

| Limit any one Accident  | $10,000 |
| Limit any one Accident  | $20,000 |
| Limit any one Vehicle   | $3,000  |
| Limit any one Accident  | $10,000 |
| Limit any one Accident  | $10,000 |
FOR DECISION
MŌ TE WHAKATAUNGA

TO  Mayor and Councillors

AUTHOR Libraries Manager, Community Facilities Officer and Parks and Reserves Manager

FILE REFERENCE Document: 2663718
                        Appendix A: 2783358

PORTFOLIO HOLDER Councillor Wilkinson – Community Recreation

MEETING DATE Wednesday, 15 July 2020

SUBJECT Community Recreation Monthly Report – July 2020

SUMMARY | TE WHAKARĀPOPOPOTANGA
The Community Services and Development Team present an update of activities carried out during the previous month to Council. The activities include management of various budgets, requests for service(s), recreational initiatives and information on other asset related activities.

Council has received a request for a change to the Ngatea Library & Service Centre Working Party.

RECOMMENDATION | TE WHAIKUPU
THAT the report be received, and
THAT Council approves removal of the Plains Ward Chair from the Ngatea Library & Service Centre Working Party and no additional Plains Ward Community Representative be added.
1 PURPOSE | TE ARONGA

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

2 DISTRICT LIBRARIES | PUTEA MATAURANGA Ā-ROHE

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

The Libraries resumed regular opening hours on Wednesday, 10 June, when the nation moved to COVID-19 Alert Level 1. Story and Rhyme for Under 5s and Book Chat recommenced. Online Book Chat groups will continue. Newspapers and magazines are available for public use. Returned items are no longer being quarantined. Sanitiser is available for customers on entering the library and public computers are still being cleaned throughout the day.

The winner of the Term 1 Children’s Reading Challenge was announced. Congratulations to Naomi Starr. The Term 2 Children’s Reading Challenge finishes on Saturday, 4 July. The Term 3 Children’s Reading Challenge is being prepared for release at the beginning of Term 3 on Monday, 20 July.

Preparations are underway for the July holiday programme, with activities based on Matariki.

The display of metal toys by Cambridge man, Jim Kerr, is being displayed in the Paeroa and Waihi Libraries.

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

Finalists for the New Zealand Book Awards for Children and Young Adults are available in the Libraries.

The latest edition of the Road Code (2019/2020) is now available in print in the libraries.

2.3 Goal: Libraries attract a wide audience:

An email was sent to all library customers with an email address to inform them of library services that are available at COVID-19 Alert Level 1. The email was sent to 2,706 customers, with 1,262 (47%) opening the email.

The June monthly newsletter was distributed to 125 subscribers with 56 (45%) being opened. Print copies of the newsletter are available in all three libraries.

The Library Services website and Facebook page have also been updated to inform customers of our resumed opening hours and services.

The Library Services Team Leader, Senior Librarian – Community Engagement and Senior Librarian – Programmes met with Larn Wilkinson, Takawaenga | Iwi & Māori Liaison Officer, to discuss the installation of bilingual signs in the libraries. It is hoped that signs will be ready for installation for Māori Language Week.
Tracee Jones (Senior Librarian – Community Engagement) attended the Waikato Combined Network Meeting via Zoom. The meeting focussed on reading in a digital world and what research reveals about the advantages and disadvantages of reading online. The meeting also provided the opportunity to inform schools of the services that Hauraki District Libraries offer to school-aged children and to promote the July school holiday programme. An email was sent to all primary schools in the District with information about the July school holiday programme.

2.4 Goal: Future directions

Focus for July and August:
- Toy display in Paeroa and Waihi Libraries
- July Holiday Programme: Matariki
- Term 3 children’s reading challenge
- Online chat for enquiries
- Bilingual signage (in conjunction with Larn Wilkinson, Takawaenga | Iwi & Māori Liaison Officer)

Focus over the next year to two years:
- RFID (Radio Frequency Identification)
- Ngatea Library Upgrade

2.5 Monthly Statistics and Trends for May 2020

Active library patrons
Active library patrons increased in May by 302% compared to April 2020 and by 285% compared to May 2019.

Active e-patrons
Active e-patrons decreased by 12% compared to April 2020. This likely reflects the preference of some users to physical items. However, there is an increase of 82% in the number of active e-patrons compared to May 2019.
Items issued (Circulation)
As expected, there was an increase in the number of items issued in May, as libraries reopened. There was a decrease in the number of items issued of 71% compared to May 2019. This reflects both that libraries were not open until 18 May, and were then open with reduced hours, and a national and international trend to reduced circulation of physical items, with corresponding increases in borrowing of digital items.

Wheelers ePlatform issues
There was a 12% decrease in the number of issues from the Wheelers ePlatform from the peak in April 2020, during COVID-19 Alert Level 4. This was anticipated, as the libraries reopened, and some customers reverted back to borrowing print. However, this is 97% increase on the number of issues for May 2019.
Here are the Top 10 titles borrowed from Wheelers ePlatform in May:
1. The Alchemist – Paulo Coelho
2. If I Stay – Gayle Forman
3. The Girl on the Train – Paula Hawkins
4. Cinder – Marissa Meyer – Teen Fic
5. Memory Man – David Baldacci
6. Hell’s Corner – David Baldacci
7. The Christmas Scorpion – Lee Child
8. Sworn to Silence – Linda Castillo
10. The Husband’s Secret – Liane Moriarty

Public access (APNK) computer use
Reflecting the closure of the libraries and reduced opening hours, computer use was low in May compared to May 2019, with a decrease of 89%. We expect this to increase when standard opening hours’ resume.
**Wifi use**

Wifi use also reflected the closures and reduced opening hours during May, with a decrease of 63% compared to May 2019. However, there was a huge increase of 2,792% compared to April 2020, when members of the community were restricted to their bubbles.

![District Wifi Use Chart]

**Online registrations**

Self-registrations of full memberships increased by 53% since April 2020, which most likely reflected the reopening of the libraries. However, there is a decrease in the number of self-registrations of full membership of 54% when compared to May 2019. This is to be expected as the libraries were operating on reduced hours throughout May, and some people were still wary of leaving their COVID-19 bubbles. Digital memberships increased by 3% compared to April 2020.

![Online Registrations Chart]

**Social media**

Facebook posts: 89

- Opening hours on move to Level 2
- New books being processed
- New Zealand Music Month: shared videos from past in-library performances
- Auckland Writers’ Festival
- New books

Total reach: 2,681 people
Increase in video views: 54%
At the Council meeting dated 27 May 2020, it was resolved

THAT Council form a working party consisting of Mayor Toby Adams, Councillors Paul Milner (Chair), Ross Harris, Rino Wilkinson, Ray Broad, Rodney Garrett, Plains Ward Community Representative and District Community Representative.

The Council Working Party has been formed and had their first meeting on Friday the 19th of June 2020. At the meeting the working party Terms of Reference was finalised (Appendix A) and it was agreed a condition grading of the current building would need to be undertaken before the project can progress.

The composition of the Ngatea Library & Service Centre Working Party was also discussed and an amendment to the current composition is recommended. The following options have been identified for Council to consider:

- Option One – THAT the current composition of the Ngatea Library & Service Centre Working Party be maintained, or
- Option Two – THAT the Plains Ward Chair be removed from the Ngatea Library & Service Centre Working Party and an optional additional Plains Ward Community Representative be considered, or
- Option Three – THAT the Plains Ward Chair be removed from the Ngatea Library & Service Centre Working Party and no additional Plains Ward Community Representative be added.

The Mayor has felt that the Plains Ward is well represented by Councillors Ray Broad and Rodney Garrett. This will allow Ward Chair Ross Harris to concentrate on other ward and portfolio matters.

As the district and ward will be represented by 2 community representatives, there is no need to have an additional ward community member.

The working party chair and Mayor recommend option three:

- THAT Council approves removal of the Plains Ward Chair from the Ngatea Library & Service Centre Working Party and no additional Plains Ward Community Representative be added.

A staff working party has been formed to support and carry out actions of the Council working party. Members include Group Manager - Community Services and Development, Community Services Manager, Senior Project Manager, Property Manager, Community Engagement Officer and Senior Communications Officer.
4 DISTRICT SWIMMING POOLS | HŌPUA KAUKAU Ā-ROHE

No items of significance for District Swimming Pools.

5 EVENTS CENTRE | POKAPŪ HUIHUINGA

The Waihi Events Centre is starting to see the schedule filling up again after being closed for Covid-19.

Under Covid-19 level 2 where restrictions around gatherings applied the use of the facility was limited with Inline Hockey, Badminton and Roller Skating forming most of the bookings. Over the last month after restrictions were lifted users have included Inline Hockey, Badminton, Roller Skating, Netball, Judo and casual bookings.

Feedback from the Events Centre coordinator is more bookings are coming through as well as plenty of enquiries regarding potential use.
### Key Projects - Recreation

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Manager</th>
<th>Budget</th>
<th>Timeframe</th>
<th>% Complete</th>
<th>Actual Spent (YTD)</th>
<th>Forecast at Completion</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>District Libraries - Books Budget. Approved budget: $147,000</td>
<td>District Librarian</td>
<td>●</td>
<td>●</td>
<td>80%</td>
<td>$118,343</td>
<td>$147,272</td>
<td>Purchases within budget, however COVID-19 restrictions placed a delay on Q4 book purchases.</td>
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<tr>
<td>Karangahake Reserve Development Approved budget: $517,000</td>
<td>Senior Project Manager</td>
<td>●</td>
<td>●</td>
<td>10%</td>
<td>$3,997</td>
<td>$255,000</td>
<td>Licence to occupy signed allowing Council to install a toilet on the Hall Committee Land. The shipping container based supplier has informed Council that it is no longer able to supply the project due to some technical issues and the subsequent stopping of producing the product. Three new suppliers have been found with quotes being reviewed.</td>
</tr>
<tr>
<td>Project Description</td>
<td>Budget</td>
<td>Status</td>
<td>Percentage</td>
<td>Amount</td>
<td>Total Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>------------</td>
<td>------------</td>
<td>--------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wharf St / Ohinemuri River Jetty</td>
<td>$400,000</td>
<td>40%</td>
<td>$148,883</td>
<td>$400,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Turua Walkway</td>
<td>$40,000</td>
<td>10%</td>
<td>$27,047</td>
<td>$45,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dudding Reserve Community Notice board and landscaping</td>
<td>$61,000</td>
<td>75%</td>
<td>$46,308</td>
<td>$65,000</td>
<td></td>
<td></td>
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</tbody>
</table>

**Wharf St / Ohinemuri River Jetty**
- **Approved budget:** $400,000
- Construction will begin on the jetty at the end of Wharf Street on Monday 6 July and should be completed by September 2020. The pontoons at the Historical Maritime Park require building consent before construction can begin. Delivery of the pontoons is expected to take place in September 2020.

**Turua Walkway**
- **Approved budget:** $40,000
- The 270m Piako Rd section is complete. A section of Oparia Rd is scheduled to be mowed as a temporary walkway subject to a decision report on safety being submitted by the project manager. Budget for this project is insufficient on the basis of revised quotes received.

**Dudding Reserve Community Notice board and landscaping**
- **Approved budget:** $61,000
- Seating for the structure has been completed. Amenity landscaping will be scheduled for the autumn.
<table>
<thead>
<tr>
<th>Project</th>
<th>Approved budget: $73,114</th>
<th>Parks and Reserves Manager</th>
<th>10%</th>
<th>$7,741</th>
<th>$73,000</th>
<th>The upgraded vehicle entrance has been done. The pedestrian entrance is on hold until plans can be drafted that align with the rest of the Mackay St development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Park Playground</td>
<td>Approved budget: $45,000</td>
<td>Parks and Reserves Manager</td>
<td>5%</td>
<td></td>
<td>$45,000</td>
<td>The playground equipment to be installed has been determined. All external funders have responded to applications. $17,000 has been approved from Trust Waikato, $26,000 from the Lion Foundation and $34,500 from the Lotteries Commission. This brings the total funding for the project so far to $137,500. Work on installing the flying fox has begun and is scheduled for completion by the end of July. Installation of the pirate ship is scheduled for September.</td>
</tr>
</tbody>
</table>
Recreation

The netball carpark at Hugh Hayward Domain has had pothole repairs and new line marking carried out.

Drought conditions have caused new areas of subsidence in the netball courts which hold water when it rains. Slot drains have been cut to allow the water to drain away.

Sections of the walkway/cycleway on the Hugh Hayward Domain have been raised to prevent water ponding in those areas after heavy periods of rain. This will improve the year round walking and cycling experience on the track.

A collaborative arrangement was made between the Waikato Regional Council (WRC) and Hauraki District Council for the beautification of the memorial for the stop bank construction at Hubbards Rd in Paeroa. WRC supplied kowhai trees and native grasses for HDC staff to plant around the memorial area.

Hauraki Sport & Active Recreation Plan

We now have an initial list of those that have signalled they are keen to be a part of the Ward “Movers & Shakers” groups.

Ward meetings have been scheduled for the week of July 13 to July 17 which will bring the groups together for the first time and set the scene for the what, why and how moving forward. These initial meetings will be to review the Terms of Reference and outline the key actions for the first 12 months.

Turua Boat Ramp

The floating pontoon at the Turua Jetty is currently being assessed for repairs. Before Covid 19 lockdown it was starting to sink in one corner most likely due to water getting in.

We initially engaged the contractor who was involved in the original construction of the pontoon but due to cost have proceeded to find an alternative contractor. Coastal Marine & Civil will now identify the cause of the issue with the options being to repair the section as is, remove the section identified and repair or replace section causing the issue.

Approval

| Prepared by | Melanie Brebner  
Library Services Team Leader  
Adam Chwesik  
Community Facilities Officer  
Paul Matthews  
Parks and Reserves Manager |
| Approved by | Steve Fabish  
GM- Community Services Manager |
Appendix A

**Terms of Reference**

**Ngatea Library and Service Centre Working Party**

1. **Background**

   The Hauraki District Councils vision “Our home, our future” (Hauraki District Council, 2018) aims to provide leadership, good quality infrastructure, services, open communication and ensure sustainable use and management of resources for the benefit of all who live in, work in and visit the Hauraki District.

   As part of the 2018-28 Long term Plan, options for upgrading the Ngatea Library and Service Centre were considered.

   Following further community feedback, Council halted all work on its preferred option, ruled out 11 Orchard Road as a potential future site, and went back to square one with the intention of working with the community to develop a concept and vision for a Library, Service Centre and community space that has the community at its heart.

   Council then decided the Ngatea Library and Service Centre would stay in the existing council building, which may include building additions and alterations at the current site. Council is now at the stage of initiating the planning and design phases for the new facility based on the existing Ngatea Library/Service Centre building.

   It was also decided that the feedback themes will form the basis of a community concept and vision for the future provision of Library and Service Centre services in Ngatea, and that this will be used as a guide when developing more detailed designs and plans. A detailed summary of feedback was presented to the community in a book in July 2019.

   The formation of this Working Party provides delegation, supported by staff in developing the concept layout and design of the Ngatea Library/Service Centre building and the development of a communication plan.

   The Working Party will make recommendations to Council on the concept layout and design and communication plan. Council will be the final decision makers.

2. **Purpose**

   2.1 Servicing working party meetings (Council and Community Representatives - the Working Party).

   2.2 Developing a terms of reference for the Working Party including membership, desired outcomes and agreed working processes and timetables

   2.3 Identifying a meeting/workshop schedule, agenda and project plan of work for the Working Party.

   2.4 Formulating and agreeing on the concept layout and design and communication plan

   2.5 Reporting back to Council on progress and recommendations.
3 Membership

3.1 The Council Working Party will consist of Mayor Toby Adams, Councillors Paul Milner (Chair), Recreation Portfolio Holder - Rino Wilkinson, Property Portfolio Holder - Ray Broad, Rodney Garrett, Plains Ward Community Representative/s (yet to be determined), and a District Community Representative (TBD).

3.2 Council staff supporting the working party are Group Manager - Community Services and Development, Community Services Manager, Senior Project Manager, Property Manager, Community Engagement Officer and Senior Communications Officer.

4 Quorum and meetings

4.1 A quorum of members shall be five or 50% of membership.

4.2 Meetings shall be held as and where determined by the Working Party.

4.3 A staff member (Coordinator) of Hauraki District Council will be responsible for providing the agenda and appropriate reading materials to support the discussions of the Working Party.

4.4 All agenda items will be forwarded to the Coordinator by close of business five working days prior to the next scheduled meeting.

4.5 The agenda, with attached meeting papers, will be distributed at least two working days prior to the next scheduled meeting.

4.6 Full copies of the minutes, including attachments, will be provided to all Working Party members no later than three working days following each meeting.

5 Reporting Procedures

5.1 The Working Party will report to Hauraki District Council on an as need basis in respect of any recommendations, issues or concerns they may have.

6 Conflict of interest

6.1 The Working Party members should perform their tasks honestly, impartially and in good faith. Members should also avoid situations that might compromise their integrity or otherwise lead to conflicts of interest.

6.2 If a member becomes aware of a conflict of interest, they will advise Hauraki District Council and the Working Party.

7 Term of membership

7.1 The Working Party term of membership is for a recommended 12 months.
8 Confidentiality

8.1 Advice provided by the Working Party to Hauraki District Council will be treated in confidence. Members will not disclose information provided to them in confidence by Hauraki District Council. Members will not make media statements about the work of the Working Party.

8.2 All statements to the media are to be via the Mayor or the Chair of Working Party.
FOR DECISION
MŌ TE WHAKATAUNGA

TO Mayor and Councillors

AUTHOR Melanie Brebner
Library Services Team Leader | Kaiārahi Ratonga Ngā Pūtea Mātauranga

FILE REFERENCE Document: 2783616

PORTFOLIO HOLDER/S Councillor Wilkinson
Community Recreation portfolio

MEETING DATE 15 July 2020

SUBJECT Changes to operating hours of Paeroa and Waihi Libraries

SUMMARY | TE WHAKARĀPOPOTANGA

This report considers changes to the opening hours to Paeroa and Waihi Libraries, by removing the underutilised 4.30-5.30pm on Fridays and opening half an hour earlier on Monday to Thursday.

This will result in consistent library hours of 9.30am to 4.30pm, Monday to Friday and Saturday opening hours of 9.30 am-12.30 pm remaining unchanged.

No changes to budget will be required

The decision is not considered to be a significant decision.

RECOMMENDATION | TE WHAIKUPU

THAT the report be received, and

THAT Paeroa and Waihi Libraries change opening hours to Monday-Friday, 9.30-4.30 pm, with Saturday opening hours of 9.30 am-12.30 pm remaining unchanged (Option 3), and

THAT the Council considers these decisions to be insignificant under its Significance and Engagement Policy 2017, and

THAT 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 Community.
1 PURPOSE | TE ARONGA

The purpose of this report is to recommend changes to the opening hours of Paeroa and Waihi Libraries to better reflect current and predicted usage.

2 BACKGROUND | TE KŌRERO Ā MUA

Current opening hours at Paeroa and Waihi Libraries are:
- Monday-Thursday, 10 am-4.30 pm
- Friday, 9.30 am-5.30 pm
- Saturday, 9.30 am-12.30 pm

Transactions from 4.30-5.30 pm on Fridays are low. Feedback indicates that consistent hours and an earlier start time are desired by the Community.

3 THE ISSUES | NGĀ TAKE

In line with staff observation, an analysis of library transactions over the three-month period from September to November 2019 showed:
- An average of five transactions in Paeroa and four in Waihi after 5 pm (some of which could be staff borrowing their own books);
- No transactions on five evenings in each of the libraries.

A headcount taken at Waihi Library over the same period showed:
- An average of 4.67 people in the library at the 5.30 pm closing time;
- Highest count at closing time was 11 people;
- Five or fewer people at closing time on five of the nights;
- Most people had been in the library to use the space and free wifi, rather than to use the resources.

Staff frequently observe people standing outside the libraries or approaching the doors and leaving again before 10 am, suggesting that an earlier start time is desirable.

3.1 Libraries Open Fewer Hours ON Fridays

Statistics and staff observation indicate that the libraries are mostly used for wifi on Friday evenings between 4.30 pm and 5.30 pm. Wifi is available outside the libraries.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of community views and preferences on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to not to engage at this time.

5 OUR OPTIONS | NGĀ KŌWHIRINGA A MĀTOU

Staff have identified the following options for the Council to consider:
• Retaining the status quo
• Change closing time on Fridays
• Change closing time on Fridays and opening time on Mondays to Thursdays

These options and their advantages and disadvantages are outlined below.

5.1 Option 1: Retain Current Hours

ABOUT THIS OPTION
Under this option, current hours are retained.

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Community are aware of current opening hours</td>
<td>• Four people are being paid to work from 4.30-5.30 pm on Fridays with little benefit</td>
</tr>
<tr>
<td>• No impact on staffing levels</td>
<td>• Inconsistent opening hours are difficult for the Community to remember</td>
</tr>
<tr>
<td></td>
<td>• Closing time on Friday evening is not in-line with other Council services</td>
</tr>
</tbody>
</table>

FINANCIAL COSTS

<table>
<thead>
<tr>
<th>Whole of life costs</th>
<th>Capital costs: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing annual operating: 0</td>
<td></td>
</tr>
<tr>
<td>One off operating cost: 0</td>
<td></td>
</tr>
</tbody>
</table>

Budget source: Current Library Services budget

Changes to budgets: In order to accommodate these costs there will not need to be changes to budgets.

Impact on the Council’s debt: There is no impact on the Council’s debt

Potential impact on rates: There will be no impact on rates because operating costs will not increase

5.2 Option 2: Change Closing Time on Fridays

ABOUT THIS OPTION
Opening hours will be:
• Monday-Friday: 10 am-4.30 pm
• Saturday: 9.30 am-12.30 pm

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Staggered starts will result in a reduction in staffing budget of four hours per week</td>
<td>• Paeroa and Waihi libraries are each accessible to the Community for 1.5 hours less per week</td>
</tr>
<tr>
<td>• Consistent opening hours every day of the week are easier for the Community to remember</td>
<td></td>
</tr>
<tr>
<td>• Consistent closing hours, in-line with other Council services</td>
<td></td>
</tr>
<tr>
<td>• Can be achieved with minimal impact on staffing levels</td>
<td></td>
</tr>
</tbody>
</table>
5.3 Option 3: Change Closing Time on Fridays and Opening Time Mondays to Thursdays

ABOUT THIS OPTION
Opening hours will be:
- Monday-Friday: 9.30 am-4.30 pm
- Saturday: 9.30 am-12.30 pm

ADVANTAGES
- Paeroa and Waihi Libraries are each accessible to the Community for one extra hour per week
- Staggered starts will result in this service being offered with no impact on budgets
- Consistent opening hours every day of the week are easier for the Community to remember
- Consistent closing hours in-line with other Council services
- Can be achieved with minimal impact on staffing levels

DISADVANTAGES
- Half an hour earlier opening may not be early enough for some of the Community

FINANCIAL COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Capital costs: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole of life costs</td>
<td>Ongoing annual operating: reduction in ongoing annual operating costs of four hours per week</td>
</tr>
<tr>
<td>Ongoing annual operating</td>
<td>One off operating cost: 0</td>
</tr>
</tbody>
</table>

Budget source: Current Library Services budget

Changes to budgets: In order to accommodate these costs there will not need to be changes to budgets.

Impact on the Council’s debt: There is no impact on the Council’s debt

Potential impact on rates: There will be no impact on rates because operating costs will not increase
Potential impact on rates | There will be no impact on rates because operating costs will not increase

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

The Recreation Portfolio Holder and staff are recommending to proceeding with Option 3 – Change closing time on Fridays and opening time on Mondays to Thursdays.

The recommended change to hours will result in:
- A consistent daily opening time for Paeroa and Waihi Libraries at 9.30am;
- Paeroa and Waihi Libraries closing at 4.30 pm on Fridays;
- Each library being open for one hour longer each week overall.
- No Changes to Saturday opening hours

Note: any changes to Ngatea Library opening and closing times will be looked at during the process of upgrading the existing facility.

6.1 LINKAGES

<table>
<thead>
<tr>
<th>STRATEGIC DIRECTION</th>
<th>The preferred option IS consistent with the Council’s strategic direction, including community outcomes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LONG TERM PLAN / ANNUAL PLAN ALIGNMENT</td>
<td>The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets.</td>
</tr>
<tr>
<td>POLICIES, BYLAWS AND PLANS ALIGNMENT</td>
<td>The preferred option IS consistent with the Council’s other strategies, policies, bylaws and plans.</td>
</tr>
<tr>
<td>SIGNIFICANCE ASSESSMENT</td>
<td>The decision IS NOT considered significant under the Council’s Significance and Engagement Policy 2017.</td>
</tr>
<tr>
<td>IMPLICATIONS FOR MĀORI</td>
<td>The decision DOES NOT involve a significant decision in relation to land or a body of water.</td>
</tr>
</tbody>
</table>

6.2 ASSESSING THE RISKS

Staff have identified the following risks associated with the recommended option.
### Description of risk

<table>
<thead>
<tr>
<th>Description of risk</th>
<th>Level of risk</th>
<th>How we could soften the risk</th>
<th>Risk remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Community is unfamiliar of the new opening hours</td>
<td>Low</td>
<td>Promote new opening hours</td>
<td>Low</td>
</tr>
</tbody>
</table>

### NEXT STEPS | TE ARA KI MUA

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
<td>Promote new hours</td>
<td>Work with Communications Team to promote new library hours.</td>
</tr>
</tbody>
</table>

### Approval

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Melanie Brebner</th>
<th>Library Services Team Leader</th>
<th>Kaiārahi Ratonga Ngā Pūtea Mātauranga</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
<td>Steve Fabish</td>
<td>Group Manager Community Services and Development</td>
<td>Pouwhakahaere - Ratonga Papori me Whakahiaeto</td>
</tr>
</tbody>
</table>
FOR INFORMATION
NGĀ MŌHIOTANGA

TO          Mayor and Councillors

AUTHOR      Community Facilities Officer, Property Officer and Parks and Reserves Manager

FILE REFERENCE Document: 2686070

PORTFOLIO HOLDER Councillor Spicer - Community Facilities

MEETING DATE Wednesday, 15 July 2020

SUBJECT Community Facilities Monthly Report - July 2020

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

1 PURPOSE | TE ARONGA

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

2 COMMUNITY FACILITIES

Elderly Persons Housing

Installation of heat pumps in all 57 units are now complete. Tenants have had an information session on using the controls, some are still a bit weary of changing the settings in fear of breaking the unit. We do have a handful of tenants that prefer using a traditional oil or bar heater. Overall tenants are warm, cosy and happy.

Regular H&S site audits have started again with no significant issues that require addressing.

Inspections of units have taken place and tradesmen have been engaged to undertake minor repairs and renewals as required. No significant issues have been reported and tenants are generally happy with the upkeep and maintenance of their units. A couple of ‘nice to have’ requests have come out of the visits and this will be managed or deferred subject to priority and budget allowance.
Restrictions on tenancy terminations ended on 25 June 2020. From 26 June, landlords can give notice to terminate a tenancy under the standard Residential Tenancies Act 1986 provisions. Usual notice periods will apply from the day a notice is given.

Some tenants may experience challenges with paying their rent. Rent Arrears Assistance is available through the Ministry of Social Development for those who need it. Temporary changes have been made to this assistance to increase the maximum amount payable and make it more accessible from the 6 July 2020.

Rent Arrears Assistance is a one-off payment which needs to be paid back. MSD will put a repayment plan in place to suit a tenant’s financial circumstances.

You don’t have to be on a benefit to qualify for Rent Arrears Assistance – it’s based on income and the situation you’re in.

Who can get it?
You may get rent arrears assistance if you:
- need to pay overdue rent to your landlord
- are at risk of losing your tenancy because of the unpaid rent
- have signed the tenancy agreement for your home (or you’re a tenant by way of a Family Violence Act order).
- are likely to keep and stay in your housing if you pay your overdue rent

You need to be either:
- a New Zealand citizen, or
- a permanent resident who has been in New Zealand for more than two years since becoming a permanent resident.

It may also depend on:
- how much you and your spouse or partner earn
- any money or assets you and your spouse or partner have
- whether the Tenancy Tribunal has given you an Order that says you must leave, or that if you pay the rent arrears you can stay
- if your tenancy is covered by the Residential Tenancies Act.

What you can get.
- How much you get depends on the amount of rent you owe. The most you can get is $4,000. You’ll need to show proof of how much you need to pay.
- You can only get this payment once in 12 months, except in exceptional situations

There is still a freeze on rent increases. This applies for an initial period of six months, from 26 March until 25 September 2020. This means that landlords can’t increase rent for their rental properties until after 25 September 2020.

**Deadline extended for healthy homes standards compliance checklist**

The deadline for landlords providing a compliance statement for the healthy homes standards has been extended from 1 July 2020 to 1 December 2020.

This means that from 1 December 2020 landlords must include a new, separately signed healthy homes standards compliance statement in most new or renewed tenancy agreements.

The compliance statement is an addition to tenancy agreements, which provides detailed information about how a property meets the healthy homes standards. It helps tenants to see how their landlord is working towards being compliant.
Ventilation standard: additional information

If you, as a landlord, are responsible for ensuring an older property complies with the healthy homes ventilation standard, you may have noticed the exemption that a room (or 'habitable space') doesn’t need to meet the ventilation standard’s requirement if:

1. it was lawful at the time it was built or converted; and
2. if it was lawful only because the room met alternative ventilation requirements, it still meets those requirements.[1]

Regulation 23: Extractor fans for kitchens and bathrooms

Each kitchen and bathroom in the premises must have an extractor fan installed in it.

For a kitchen,—
(a) the fan and all exhaust ducting must have a diameter of at least 150 mm; or
(b) the fan and all exhaust ducting must have an exhaust capacity of at least 50 ℓ/s.

For a bathroom,—
(a) the fan and all exhaust ducting must have a diameter of at least 120 mm; or
(b) the fan and all exhaust ducting must have an exhaust capacity of at least 25 ℓ/s.

Exemption from extractor fan standards if not reasonably practicable to install

A kitchen or bathroom need not comply with regulation 23 if all of the following apply:

(a) at the commencement of the tenancy,—
   (i) the room does not have an extractor fan
   (ii) it is not reasonably practicable to install an extractor fan so as to comply with the regulation 23:

(b) when the room was built or converted into a kitchen or bathroom, not having an extractor fan was lawful:
   (c) if not having an extractor fan was lawful only because the room met alternative ventilation requirements, at the commencement of the tenancy the room still meets those requirements.
(2) This exemption ceases to apply if, during the term of the tenancy, it becomes reasonably practicable to install an extractor fan so as to comply with regulation 23.

Roof / ceiling insulation – Upper Moresby Ave flats

Roof / ceiling insulation had been installed at our seven flats on Upper Moresby Ave, Waihi. The process was painless, non-intrusive and quick and increased the R value of the flats.

Insulmax blown blanket mineral fibre ceiling insulation were blown into all voids and crevices of the roof space, which also completely covered roof timbers. The product was the ideal solution for low pitch roof structures and skillion (flat roof) designs.

Insulmax is water resistant, high quality soft mineral wool manufactured especially to insulate roof spaces with a high thermal insulation value, will not settle or sag over time, manufactured to ISO 9001 quality standards and non-combustible.

The deadline was extended in response to COVID-19, which impacted landlords’ ability to access their properties and allow tradespeople to carry out inspections required to complete the compliance statement.
Celebrating success

To Desire

I am just writing to thank you for your visit to my unit today. It was nice to see you and be able to talk one on one. I do appreciate being in a unit and in to care for it by my own home. I am well given there is a long waiting list for these units and really been for these people yet must be hard dealing with the day by day. I do not like to complain and am grateful for anything that is done to make improvements and make cleaning easier. I am lucky because I have a garden which I love, keep lots of colour and is a great place time for me. I never take anything for granted and always will be grateful just for a roof over my head. Once again thank you for the visit and update.

 Regards
Public toilets

No items of interest for Public Toilets

Rural Halls

Information and application forms were sent to all Hall Committees mid-June in regards to the opportunity to apply for grants for “shovel ready” projects through the Provincial Growth Fund.

Some feedback was received and a few questions raised with Waikino the only known committee to lodge an application.

Turua Hall

Turua Hall Committee had a Building Condition Report completed in March which was a visual inspection to identify defects and prioritise areas of need to improve the condition of the Hall.

Following the findings from the report the Hall Committee have made the decision to complete stage 2 of the inspection which is Invasive/destructive testing to establish conclusive evidence of the condition of the timber framing structure and other underlying components of the Hall. The results of this will provide a clearer picture of what improvements are needed and the most critical, help with obtaining any funding and influence the decision to undertake repairs or look at other options.

Community Halls

We are seeing the majority of our regular hall users back as well as one off bookings in full swing with a few more regular bookings lined up to continue this month.

All three Memorial Halls will be unavailable for use from September 5th to September 19th due to being booked by the Electoral Office. All bookings through that period have been advised of this change and while this will be an inconvenience for those that regularly use the facilities it will also provide a good amount of income for what will be 2 weeks.

Cemeteries

There are no items of significance to report.

Non-recreation Reserves

There are no items of significance to report.
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Manager</th>
<th>Budget</th>
<th>Timeframe</th>
<th>% Complete</th>
<th>Actual Spent (YTD)</th>
<th>Forecast at Completion</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elderly Housing Ngatea</td>
<td>Property officer</td>
<td></td>
<td></td>
<td>67%</td>
<td>$24,538</td>
<td>$36,720</td>
<td>Tapware in kitchens and laundries is being upgraded to more user-friendly mixers for ease of use by the elderly. All elderly housing units in Ngatea have had heat pumps installed.</td>
</tr>
<tr>
<td><strong>Approved project budget:</strong> $36,720</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hotwater cylinders were replaced at all Pauls’ Drive units and seismically restrained.</td>
</tr>
<tr>
<td>Elderly Housing Paeroa</td>
<td>Property Officer</td>
<td></td>
<td></td>
<td>57%</td>
<td>$15,758</td>
<td>$27,540</td>
<td>Flat being redecorated at Junction road and new floor is being reconstructed at the kitchen, passage and bathroom area.</td>
</tr>
<tr>
<td><strong>Approved project budget:</strong> $27,540</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elderly Housing Waihi</td>
<td>Property officer</td>
<td></td>
<td></td>
<td>140%</td>
<td>$41,339</td>
<td>$29,580</td>
<td>Ceiling insulation has been completed, see information earlier in report.</td>
</tr>
<tr>
<td><strong>Approved project budget:</strong> $29,580</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elderly Housing – Healthy Homes</td>
<td>Property officer</td>
<td>46% of total project</td>
<td>$89,500</td>
<td>$200,000</td>
<td>All heat pump installations are now complete.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------</td>
<td>----------------------</td>
<td>--------</td>
<td>---------</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approved project budget</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2019/20: $89,500</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2020/21: $109,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation of ventilation / extraction should commence in the next fortnight.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pukerimu Cemetery Development: Planning, development &amp; ashes walk</th>
<th>Senior Project Manager</th>
<th>85%</th>
<th>$155,000</th>
<th>$300,000</th>
<th>Original scope is complete. Drainage has been closed in, levelling and seeding complete. Installation of new berms has been delayed by wet weather.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved Project budget: $302,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Kaiaua toilets</th>
<th>Project Manager</th>
<th>5%</th>
<th>$0</th>
<th>$180,000</th>
<th>Three new suppliers have been found with quotes being reviewed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved Project Budget: $180,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Approval

| Prepared by          | Paul Matthews  
|----------------------|------------------
|                      | Parks and Reserves Manager |
|                      | Desire Bezuidenhout  
|                      | Property Officer |
|                      | Adam Chwesik  
|                      | Community Services Officer |

| Approved by          | Steve Fabish  
|----------------------|------------------
|                      | Group Manager - Community Services and Development |
FOR DECISION
MŌ TE WHAKATAUNGA

TO Mayor & Councillors

AUTHOR Steve de Laborde
Infrastructure Systems and Planning Manager

FILE REFERENCE Document: M2785358
Appendix A: Reference Map

PORTFOLIO HOLDER/S Councillor Philip Buckthought, Land Drainage portfolio

MEETING DATE 15 July 2020

SUBJECT Campbell Floodgate

SUMMARY | TE WHAKARĀPOPOTANGA

The Campbell floodgate has been an issue over the last few years since the Waikato Regional Council (WRC) renewed it initially. This report is a decision report for Council to make on the recommendation of a Working Party (WP) formed from the Eastern Plains Drainage Committee.

The WP met on two occasions to discuss the various choices they had available to them to try and address the problem.

Ultimately, the WP decided that redirecting water around will not solve the problem and they are disappointed that WRC had the opportunity recently to correct this issue and still they have failed.

Hence they request Council to write a letter to WRC to address the capacity of the floodgate to meet the service level for the Campbell Catchment (approximately 382ha) and/or provide a rate rebate to the affected farms.

The decision is not considered to be a significant decision.
RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

THAT that Council selects and option to resolve the Campbell Floodgate situation:

a) Option 1 – Letter to WRC

OR

b) Option 2 – Flood Diversion

1 PURPOSE | TE ARONGA

The purpose of the report is to ask Council to write to the Waikato Regional Council (WRC) requesting them to address the Campbell Floodgate situation urgently:

- by bringing it up to standard, i.e. by providing some form of relief to maintain a level of service to a catchment of approximately 382ha,
- by providing an upgrade permanent solution, and
- in the interim to provide a rate relief for those farms.

2 BACKGROUND | TE KŌRERO Ā MUA

Following from the June report to the Eastern Plains Drainage Committee on Campbell’s, a Working Party from was set up to investigate the various options available to try and alleviate potential flooding issues around the Campbell floodgate. The Working Party met on two occasions to discuss the issue.

3 THE ISSUES | NGĀ TAKE

At the heart of the matter, the outlets for the area are too small for their catchments. There are five floodgates involved with the three listed below in Table 1, being most affected.

<table>
<thead>
<tr>
<th>Floodgate</th>
<th>Catchment (ha)</th>
<th>Pipe ø (mm)</th>
<th>Discharge (m³/s)</th>
<th>Time (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>O’Carroll’s</td>
<td>210</td>
<td>1200</td>
<td>0.91</td>
<td>2.4</td>
</tr>
<tr>
<td>Factory</td>
<td>260</td>
<td>1200</td>
<td>0.91</td>
<td>3</td>
</tr>
<tr>
<td>Campbell’s</td>
<td>382</td>
<td>1100</td>
<td>0.73</td>
<td>5.2</td>
</tr>
</tbody>
</table>

Table 1: Floodgate properties

A floodgate’s cross-sectional area determines the catchment size it can serve. Originally the standard was 1ft² served 53 acres – today we work on 1m² serves 226ha to meet the level of service.

3.1 Campbell Floodgate

After two attempts over three years, WRC replaced the old concrete 1200mm internal diameter pipe with a new 1100mm internal diameter HDPE pipe. This reduce the potential serviceable area by 47ha. The catchment area is 382ha and will take 5.2 days to remove the required 38mm surface water from the land. This fails the level of service of 3 days.
They (WRC) had the opportunity to easily replace the pipe with the required size at the time they renewed it. This was a gross oversight on their part as they simply replaced like for like. What was installed in the early 1960’s is not what is required in the 2020’s, farming practices and climate has changed in the interim.

3.2 Factory Floodgate

The Factory Floodgate is currently at capacity with a 1200mm ø outlet and 260ha catchment. Diverting any water from the Campbell catchment to this catchment would have an adverse effect in the lower areas of this catchment. Additionally the culvert requires upgrading. A pictorial representation of the culvert based upon the CCTV footage is shown below. The current condition of this culvert would reduce capacity and given this CCTV inspection is likely the first since construction in 1964, the culvert may well have significant defects/voids external to the pipe, possibly placing the stopbank in jeopardy.

3.3 O’Carroll’s Floodgate

As shown in Table 1, this floodgate meets the level of service at 2.4 days to clear the water from the paddocks in 3 days after an approximate 10% AEP rainfall event (38mm run-off depth/day for 3 days). O’Carroll’s is upstream from the Factory floodgate which opens earlier when the tide drops. The two floodgates are connected by a drain therefore, diverting more water to O’Carroll’s will ultimately put Factory under pressure – see para 3.2.

3.4 Considerations

Points to consider:
- The total area under consideration has not and cannot change.
- The outlet diameter of the Campbell floodgate is too small for the catchment.
- Redirecting flow to any of the other floodgates nearby, will cause ponding and adverse effects elsewhere.

4 ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

Staff consider that the Council does have enough of an understanding of community views and preferences on this matter. The level of engagement considered appropriate for this matter, at this point in time, is to collaborate (i.e. working together to develop understandings and identify preferred solutions) with the affected parties.

A Working Party involving the community was set up to resolve this.
5 OUR OPTIONS | NGĀ KŪWHIRINGA A MĀTOU

The Working Party’s conclusion was that the existing flood gate is undersized and as a result there is a shortfall of outfall capacity.

Staff have identified the following options for the Council to consider:
- Write a letter to WRC requesting the correct level of service to be afforded to the Campbell Floodgate and it’s catchment.
- Divert flooding elsewhere.

The recommendation of the working party is that Council write to WRC expressing their disappointment with the situation and requesting that WRC rectify the situation as it is their responsibility to provide the necessary outlet capacity.

These options and their advantages and disadvantages are outlined below.

5.1 OPTION 1: LETTER TO WRC

ABOUT THIS OPTION
This option places the responsibility on WRC to ensure that the Campbell Floodgate can meet the level of service to 382ha.

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRC’s responsibility and cost, therefore no cost to HDC.</td>
<td>None</td>
</tr>
</tbody>
</table>

FINANCIAL COSTS – There are no cost implications, except a stamp maybe.

<table>
<thead>
<tr>
<th>Whole of life costs</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget source</td>
<td>N/A</td>
</tr>
<tr>
<td>Changes to budgets</td>
<td>N/A</td>
</tr>
<tr>
<td>Impact on the Council’s debt</td>
<td>N/A</td>
</tr>
<tr>
<td>Potential impact on rates</td>
<td>N/A</td>
</tr>
</tbody>
</table>

5.2 OPTION 2: FLOOD DIVERSION

ABOUT THIS OPTION
This option seeks to divert water away from the Campbell Floodgate to the others in the vicinity. This option does not solve the flooding problem during the 10% AEP storm, it just spreads it to other farms.

<table>
<thead>
<tr>
<th>ADVANTAGES</th>
<th>DISADVANTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less water arriving at the Campbell Floodgate</td>
<td>Flooding occurs on other farms, thus exacerbating the problem. A lot more unusable farmland. WRC not taking responsibility for their error.</td>
</tr>
</tbody>
</table>

FINANCIAL COSTS
There would be minimal costs around installing a few blocks in certain drains. The funds would come from an operational budget.
| Whole of life costs | Capital costs: None  
Ongoing annual operating: None  
One off operating cost: Approx. $5,000 - $7,500 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget source</td>
<td>Eastern Plains Drain Maintenance</td>
</tr>
</tbody>
</table>
| Changes to budgets  | In order to accommodate these costs there will not need to  
be changes to budgets. |
| Impact on the Council’s debt | There is no impact on the Council’s debt |
| Potential impact on rates | There will be no impact on rates because it is a one-off  
small cost. |

6 PREFERRED OPTION | TE KŌWHIRINGA MATUA

Staff recommend proceeding with option 1 – Letter to WRC.

6.1 LINKAGES

<table>
<thead>
<tr>
<th>STRATEGIC DIRECTION</th>
<th>The preferred option IS consistent with the Council’s strategic direction, including community outcomes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LONG TERM PLAN / ANNUAL PLAN ALIGNMENT</td>
<td>The preferred option IS consistent with the long term plan and/or annual plan programmes and budgets.</td>
</tr>
<tr>
<td>POLICIES, BYLAWS AND PLANS ALIGNMENT</td>
<td>The preferred option IS consistent with the Council’s other strategies, policies, bylaws and plans.</td>
</tr>
<tr>
<td>SIGNIFICANCE ASSESSMENT</td>
<td>The decision IS NOT considered significant under the Council’s Significance and Engagement Policy 2017.</td>
</tr>
<tr>
<td>IMPLICATIONS FOR MĀORI</td>
<td>The decision DOES NOT involve a significant decision in relation to land or a body of water.</td>
</tr>
</tbody>
</table>

6.2 ASSESSING THE RISKS

Staff have not identified any risks associated with the recommended option.
7 NEXT STEPS | TE ARA KI MUA

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2020</td>
<td>Prepare and send a letter to WRC</td>
<td>The letter will convey the Council's disappointment with the situation and request that WRC address the shortfall in discharge capacity at the Campbell floodgate.</td>
</tr>
</tbody>
</table>

8 Approval

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Steve de Laborde</th>
<th>Infrastructure Systems and Planning Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
<td>Adrian de Laborde</td>
<td>Engineering Group Manager</td>
</tr>
</tbody>
</table>


APPENDIX A : Reference Map