

Minutes for a meeting of the Infrastructure Committee of Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 9 MAY 2022** commencing at **9.31am**.

Present:

Cr EM Patterson (Chairperson)
Cr CA Eyre (Deputy Chairperson)
His Worship the Mayor, Mr AM Sanson
Cr JA Church
Cr JM Gibb
Cr SL Henderson
Cr SD Lynch
Cr RC McGuire
Cr FM McNally
Cr JD Sedgwick
Cr NMD Smith
Cr LR Thomson
Cr CT Woolerton

Attending:

Mr G Ion (Chief Executive)
Mr T Whittaker (Chief Operating Officer)
Mr R MacCulloch (General Manager Service Delivery)
Mr P McPherson (Community Projects Manager)
Ms M May (Community Connections Manager)
Mr R Bayer (Roading Team Leader)
Mr P Ellis (Solid Waste Team Leader)
Mr K Martin (Waters Manager)
Mr M Horsfield (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Woolerton/Thomson)

THAT the Infrastructure Committee accepts the:

- a. apology for non-attendance from Mr Green; and
- b. apology from Cr Bech for absence on Council business.

CARRIED

INF2205/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Crs Lynch/Eyre)

THAT the agenda and supplementary agenda for a meeting of the Waikato District Council held on Monday, 9 May 2022 be confirmed:

- a) with all items therein being considered in open meeting with the exception of those items detailed at agenda item 7, which shall be considered with the public excluded;
- b) all reports be received.

CARRIED

INF2205/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Crs McInally/Gibb)

THAT the minutes for a meeting of the Infrastructure Committee held on Monday, 28 March 2022 be confirmed as a true and correct record.

CARRIED

INF2205/03

REPORTS

Action Register – May 2022
Agenda Item 5

The report was received [*INF2205/02 refers*] and the Community Connections Manager spoke to her report. The following items were discussed:

- Dutch Elm Disease – Yes there had been dutch elm disease confirmed in Pokeno and Maramarua. Could potentially be a large issue and staff had done a good job over the years by stopping it spreading further through the district. Dutch Elm was a fungus spread by beetles that caused trees to wilt and eventually die.

ACTION: Staff to investigate diseased Conifer trees in the district.

Better Off Funding – Presentation (Tabled Item 1)

Agenda Item 6.1

The report was received [*INF2205/02 refers*] and the following items were discussed:

- Better Off Funding initiative was part of the Three Waters stimulus package.
- Department of Internal Affairs (DIA) had provided for funding in two tranches, one in 2022 and one in 2024.
- There was significant criteria for the funding, including building resilience for climate change, infrastructure greenfield and brownfield housing and community infrastructure.
- Within the criteria there was a timeline, which could be used for new projects and to accelerate existing funded projects. Funding could not be used to substitute funding for Long Term Plan (LTP) projects.
- Funding had to be used within five (5) years.
- The funding programme would work to cover all costs. The funding package would need to meet one or more of the DIA's criteria. A brief wellbeing assessment would be provided within the funding application.
- Engagement with Iwi was part of the criteria and DIA was expecting local authorities to work with Iwi for investigation of projects for funding. Local authorities were required to engage with Iwi in tranche one (1), and partnership in the second tranche.
- The presentation had been socialised with staff, the Waters Governance Board, Iwi/Hapu and the Executive Leadership Team.
- Initial programme was to have a long list, with projects from blueprint, LTP and Iwi/Hapu, utilising the DIA criteria and using WDC's Living, Thriving and Connected Communities strategies.
- An assessment panel would analyse the longlist and create a shortlist to prepare a business case to Council and provide a presentation to the DIA in August 2022.
- Iwi Hapu provided feedback with how funding should align with the JMA, what percentage of funding would Iwi get and what partnership means with involvement in the assessment panel. Iwi wanted a terms of reference drafted and there was a workshop planned for 11 May.
- 55 representatives from Hapu across the district had been invited to a hui to discuss the funding package.
- Councillors were seeking to approve a process, in terms of an assessment panel and the role of Iwi and staff.
- A workshop would be held to discuss potential projects on the list in the near future.

- There was concern that Iwi had requested 50% of funding, but it was not clear which Iwi. The Iwi and Community Partnerships Manager was assisting with this matter alongside the mana whenua forums. There were four mana whenua groups and there would be one person from each forum on the panel.
- A lot of work needed to be done to improve the process to achieve partnership alongside Iwi/Maori. DIA was comfortable with Council's engagement with Iwi/Hapu thus far.
- The assessment panel would be 50/50 of Iwi representatives and staff, consisting of eight (8) people.

Resolved: (Crs Smith/Gibb)

THAT the Infrastructure Committee approves:

- a representative from each mana whenua forum to be appointed Better Off Funding assessment panel, providing four (4) in total.**
- representatives of four (4) from staff**
- to consist of an assessment panel of eight (8) members.**

CARRIED

INF2205/04

Service Delivery Project Status Report – May 2022
Agenda Item 6.2

The report was received [INF2205/02 refers] and the Community Projects Manager spoke to his report. The following items were discussed:

- Total capital expenditure (CAPEX) spend to end of March was \$40.6 million, including \$17 million on Water and \$17.2 million for Roothing.
- Performance was not measured by CAPEX spend. CAPEX would change depending on inflation and cost of goods.
- Was the 12% improvement of CAPEX spend due to additional capital work or due to Inflation? Measuring CAPEX delivery was difficult, but the costs of projects goes up and down. CAPEX spend was not the appropriate yard stick to gather progress. Staff believed it had made incremental changes on delivery.
- There were 184 projects that had been approved through the LTP for this year. Some projects were more obvious than others and staff needed to figure how to show what projects would have the biggest impacts on communities. Staff were looking at bringing in external contractors to understand how to undertake the step change.

- Project signage would be a good way to promote the progress being done. Council had started undertaking this, such as the Horsham Downs roading development. Signs should be generic so they could be used for multiple projects.

ACTION: Generic signage be created for projects underway to showcase the work being undertaken by Council.

- Was Waka Kotahi underperforming in the roading space or was Council not working early enough with them for projects? The roading programme had fallen behind due to Waka Kotahi's NLTP being undertaken late, meaning that Council did not know what funding was available from Waka Kotahi.
- A report would go to Council on what projects that the Waikato District Alliance had received for the next construction season, as contractors were being booked up well in advance due to the resource shortages.
- Had the Whatawhata roundabout been included in the NLTP? Staff would ask the question on Waka Kotahi.
- Would the Whatawhata facility commence on time at the end of May 2022 as planned? Yes scheduled for commencement on 31 May.
- Consultation for the Te Kowhai toilets would not occur until later in the year, delayed due to staff shortage. First payment for materials had been made for the toilets.
- Was Council flexible that work could be undertaken in winter if it was dry? This was mostly driven by Waikato Regional Council and permitted activities, consents would be required.
- State Highway 1B – It was likely that revocation would be 12-18 months away. Once the Hamilton section of the Waikato Expressway was opened, Waka Kotahi and Council would work together and manage the risks.

Gordonton Road, Taupiri – Land Acquisition for Cemetery Purpose
Agenda Item 6.3

The report was received [INF2205/02 refers] and the Strategic Property Manager spoke to his report. The following items were discussed:

- Why was Council having to pay Waka Kotahi \$5,000 for the acquisition? It was the valuation of the land, and Waka Kotahi could not just give it to Council.
- Is the land in question being grazed at the moment? It was bare land at this time.

ACTION: Staff to check with the nearby farm owner so they are aware the land was being vested in Council.

Resolved: (Crs Smith/Sedgwick)

THAT the Infrastructure Committee recommends to Council:

- a. approve the acquisition of that part of PT Lot 2 DP 10101 (0.1515 ha subject to survey) at 2196 Gordonton Road, Taupiri for cemetery purposes as shown on the Land Requirement Plan appended to this report at a price established by valuation and in accordance with Council's Strategic Land Acquisition and Disposal Policy 2019 and to be funded by the Strategic Land Purchase budget IPG-19100-CO-0000-0819; and
- b. delegates to the Chief Executive the authority to conclude an agreement and execute all relevant documentation to give effect to this resolution.

CARRIED

INF2205/04

Lake Kainui drainage project 2021- Update April 2022
Agenda Item 6.4

The report was received [INF2205/02 refers] and the Reserves Planner spoke to her report. The following items were discussed:

- Noted that private land owner did not believe they received any benefit from the culvert and did not want to contribute to the project but were happy for Council to use their land to build a bridge there.
- There was currently seasonal flooding that impacted the value of the path around Lake Kainui. If it continued the loop would have to be closed due to damage and health and safety issues. Hydrological reports stated that the culverts be replaced with level crossings, that would allow water to flow more freely. The Lake Kainui Committee were happy with the proposal and there was LTP funding for the upgrade.

- There were no financial contributions from WRC, why not? WRC advised that the outlet and the drain was part of their drainage board but only from the road culvert.
- WRC drainage district had a targeted rate, and they did not have the authority to spend money outside their demarcation line.
- Why is the track being closed for duck shooting? These were publicly owned assets, and should not be closed for a small group of people. It was time for Council to reconsider the policy for the lake.
- When the landowner agreement is made, it should include ongoing access for WDC for monitoring in order to observe how the culvert was operating.
- Are other reserves used for duck shootings? No.

ACTION: Update to be provided to Council on what reserves were affected by duck shooting.

Resolved: (His Worship the Mayor/Cr Gibb)

THAT the Infrastructure Committee recommends to Council:

- a. that a portion of the WDC funds, of up to \$210,000 from budget line ILA10024-C0-1499-0222, are used for the removal and replacement of private assets.

CARRIED

INF2205/05

The meeting adjourned at 10:50am and resumed at 11:09am.

Proposed Road Name List for Subdivision 0072/21, 666 Onewhero-Tuakau Bridge Road, Onewhero
Agenda Item 6.5

The report was received [INF2205/02 refers] and there was no discussion.

Resolved: (Crs Smith/Henderson)

That the Infrastructure Committee:

a. approves the following road names as submitted by the developer for Subdivision 0072/21, 666 Onewhero-Tuakau Bridge Road, Onewhero, and recommended by the Onewhero-Tuakau Community Board at their 26 April 2022 meeting, in accordance with the Road Naming Policy:

- Kaipo Heights Drive
- Onehua Lane
- Teitei Drive

CARRIED

INF2205/06

Proposed Road Name List for Subdivision 0003/19, 19 Dominion Road, Tuakau
Agenda Item 6.6

The report was received [INF2205/02 refers] and there was no discussion.

Resolved: (Crs Smith/Henderson)

That the Infrastructure Committee:

a. approves the road name Will Cooper Way as submitted by the developer for SUB 0003/19, 19 Dominion Road, Tuakau, and recommended by the Onewhero-Tuakau Community Board at their 26 April 2022 meeting, in accordance with the Road Naming Policy.

CARRIED

INF2205/07

EXCLUSION OF THE PUBLIC

Agenda Item 7

Resolved: (Crs Lynch/Church)

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item number PEX 1 Confirmation of Minutes PEX 2.1 River Road, Horsham Downs – Land Acquisition for Road. PEX 2.2 Whitikahu Road, Gordonton – Easement for Water Supply PEX 2.3 Aquatic Facilities Update	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

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

TABLED ITEM: 1

Better Off Funding Overview

9 May 2022



Unconfirmed



Agenda

- Better Off Funding Overview
- Proposed WDC Process
- Questions
- Closing

Unconfirmed

Better Off Funding Opportunity

- Part of three water reform
- Outlined originally in Three Waters Stimulus
 - Stimulus Funding
 - Better Off Funding
 - No Worse Off Funding

Unconfirmed



DIA have now provided Better Off Funding Criteria

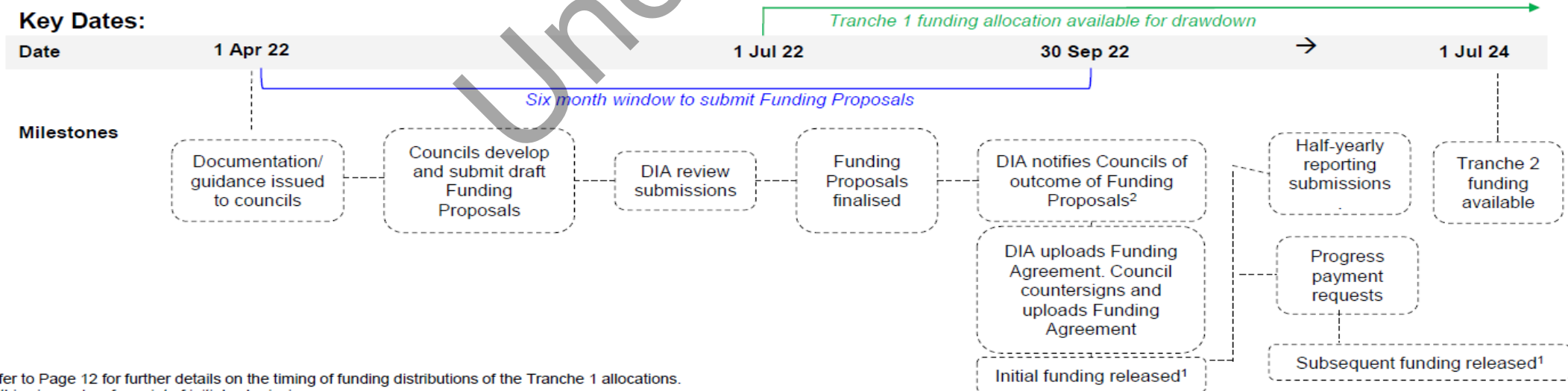
- Funding is provided in two tranches
 - Tranche 1 is available for use from 1 July 2022
\$7.88 Million
 - Tranche 2 is available for use after July 2024
\$23.65 Million
- Funding covers projects up to five years in duration (through to June 2027)
- Council may only submit one Funding Proposal but may include multiple projects or initiatives

DIA Better Off Funding Criteria

- Funding is to support councils to transition to their new role post reform through meeting some or all of the following criteria, as laid out in the Heads of Agreement
 - Supporting communities to transition to a sustainable and low emissions economy by **building resilience to climate change and natural hazards**
 - Delivery of infrastructure and/or services that enable housing development and growth, with a focus on **brownfield and infill development opportunities** where those are available.
 - Delivery of infrastructure and/or services that support local place making and improvements in the **community well being**

DIA Better Off Funding Criteria

- The Programme must support one or more of the better off package criteria
- Funding Proposals must be for:
 - New initiatives/projects; and/or
 - To accelerate, scale up and/or enhance the quality of planned investment
- The duration of the programme of expenditure must be 5 years or less
- The Total Maximum Amount Payable must be equal to or less than the funding allocation (



¹ Refer to Page 12 for further details on the timing of funding distributions of the Tranche 1 allocations.

² Within six weeks of receipt of initial submission.

DIA Better Off Funding Criteria

The Funding Proposal will cover the following elements:

- Programme overview (including work to be undertaken, summary of costs, relevant milestones and dates.)
- Demonstration that engagement was undertaken with iwi/Māori on the use of funding.
- How the Programme meets one or more of the better off package funding criteria and conditions
- A brief wellbeing assessment setting out the expected benefits of the Programme

Other areas of consideration

Iwi/Māori: Pathway to target state of partnership

Refer to Page 10

Wellbeing assessment

Refer to Page 11

DIA Better Off Funding Criteria

Iwi Engagement

- The criteria for the Better off funding package recognises that local authorities are expected to engage with iwi/Māori in determining how it will use its funding allocation. For tranche one, it is expected that the Funding Proposal demonstrates genuine engagement, extending beyond standing committees

		1 Current State			2 Future State	
		Inform	Consult	Collaborate	Partner	
Principles of Effective Engagement	Engage early	▶ Advise iwi/Māori of what is happening				
	Be inclusive	▶ Provide information to iwi/Māori	▶ Keep iwi/Māori informed ▶ Seek feedback from iwi/Māori	▶ Work together with iwi/Māori	▶ Pre-existing relationship with iwi/Māori	
	Think broadly		▶ Listen to iwi/Māori ▶ Acknowledge iwi/Māori concerns & aspirations	▶ Determine issues/problems together	▶ Determine issues/problems together	
Principles of Partnership	Plan and co-design together			▶ Develop solutions together	▶ Develop the solution together	
	Share decision-making			▶ Involve iwi/Māori in the decision-making process	▶ Co-design the process	
	Relationship built on trust and respect	Weak Strong				

Tranche 1 Minimum Expectations (Current State):

- Identify Māori impacted by the kaupapa (purpose) of the work, with a focus on hapū, iwi, post-settlement government entities, other mana whenua
- Evidence of genuine engagement, extending beyond standing committees
- Identify issues/concerns arising from the engagement, and steps taken to accommodate and support these interests.

Tranche 2 Minimum Expectations (Target State):

- Relationships built on trust and mutual respect
- Funding Proposals have been co-designed and co-implemented from inception
- Decision-making on initiatives to fund and prioritise have been made jointly.

DIA Better Off Funding Criteria

Councils are expected to provide

a wellbeing assessment setting out the expected benefits and wellbeing outcomes for each Programme.

The assessment should outline how the programme will deliver on:

- The broader “wellbeing mandates” under the framework of the Local Government Act 2002 (LGA), and
- The specific wellbeing criteria for the better off package

LGA areas of wellbeing



Social wellbeing



Economic wellbeing



Environmental wellbeing



Cultural wellbeing

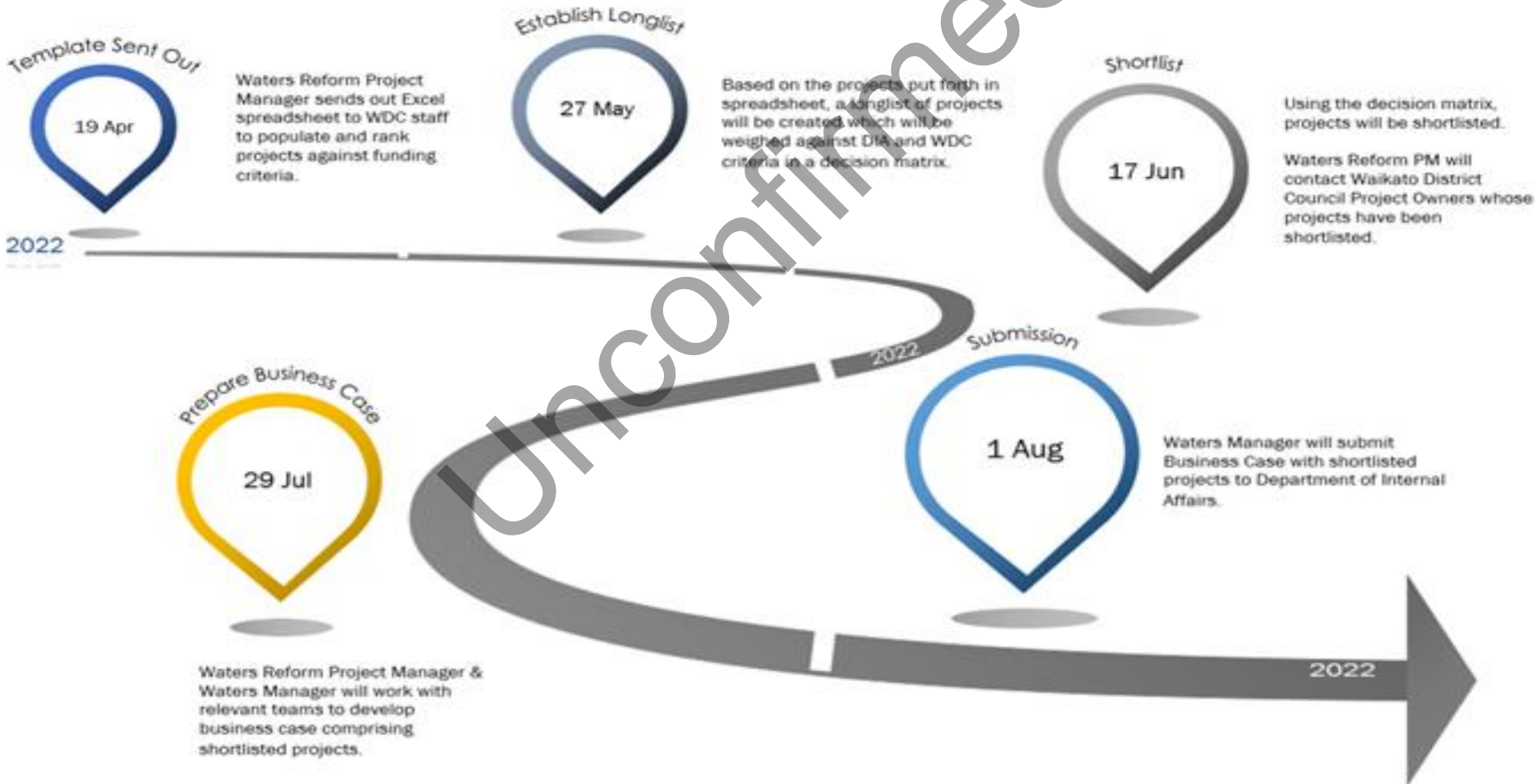
Socialisation of this Opportunity

Staff	31 March
WGB	26 April
Iwi/Hapu	2 May
ELT	4 May
Direction sought from Council	9 May

Unconfirmed



WDC program for Better Off Funding



Longlist

Collection of projects to create longlist

Longlist evaluated against DIA criteria

1. Transition to sustainable and low emission economy by building resilience to climate change
2. Transition to sustainable and low emission economy by building resilience to Natural Hazards
3. Enable Greenfield development and growth
4. Enable Brownfield development and growth
5. Support local place making and improvements in community wellbeing

AND

6. Against WDC vision of liveable, thriving and connected communities

Iwi Hapu feedback

- How does Better Off Funding align itself with JMA 's
- What % of funding will IWI get.
- Partnership means involvement in process including longlist and shortlist evaluation
- Equal numbers WDC staff and Iwi involved in project
- Iwi would like TOR drafted. Workshop planned 11 May
- Aspirationally Iwi would like principals of partnership described, principals of Ti Tiriti represented, 50% of tranche 1 funding
- Project of sea level rise and affects of retreat suggested as on possibility as it affects the Awa and Moana
- Measure success – Input, output, outcome and Impact

Next Steps

- Seek Council direction on Iwi/Hapu partnership / develop principles
- Seek projects and Initiatives for Longlist (LTP, Shovel Ready, Blue Print, Workshops, Iwi/Hapu)
- Identify evaluation team members
- Confirm evaluation matrix to enable shortlist to be developed. Recommend evaluation criteria and weighting to be in line with DIA criteria and WDC Vision
- Provide shortlisted projects for council approval
- Develop business case to support funding application

Questions

Unconfirmed



Reference Documents

[https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme-2022/\\$file/Three-Waters-Reform-Better-Off-Support-Package-Guidance-April-2022.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme-2022/$file/Three-Waters-Reform-Better-Off-Support-Package-Guidance-April-2022.pdf)

[https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme-2022/\\$file/Better-Off-Package-Funding-Agreement-April-2022.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme-2022/$file/Better-Off-Package-Funding-Agreement-April-2022.pdf)

[https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme-2022/\\$file/Pro-forma-Better-Off-Support-Package-Funding-Proposal-April-2022.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Three-waters-reform-programme-2022/$file/Pro-forma-Better-Off-Support-Package-Funding-Proposal-April-2022.pdf)

Unconfirmed



APPENDIX A: Notional funding allocations

Council	Allocation (\$m)		
	Tranche 1	Tranche 2	Total
Auckland	127.14	381.43	508.57
Ashburton	4.19	12.57	16.76
Buller	3.50	10.51	14.01
Carterton	1.70	5.10	6.80
Central Hawke's Bay	2.83	8.50	11.34
Central Otago	3.21	9.63	12.84
Chatham Islands	2.21	6.62	8.82
Christchurch	30.61	91.82	122.42
Clutha	3.27	9.82	13.09
Dunedin	11.54	34.63	46.17
Far North	8.79	26.38	35.18
Gisborne	7.21	21.62	28.83
Gore	2.29	6.86	9.15
Greater Wellington	5.08	15.23	20.31
Grey	2.98	8.95	11.94
Hamilton	14.65	43.95	58.61
Hastings	8.72	26.16	34.89
Hauraki	3.78	11.34	15.12
Horowhenua	4.99	14.96	19.95
Hurunui	2.67	8.01	10.68
Invercargill	5.78	17.33	23.11
Kaikoura	1.55	4.66	6.21
Kaipara	4.04	12.11	16.14
Kapiti Coast	5.26	15.79	21.05
Kawerau	4.32	12.95	17.27
Lower Hutt	8.36	25.07	33.43
Mackenzie	1.55	4.65	6.20
Manawatu	3.76	11.29	15.05
Marlborough	5.76	17.28	23.04
Masterton	3.88	11.65	15.53
Matamata-Piako	4.32	12.95	17.27
Napier	6.46	19.37	25.82
Nelson	5.18	15.54	20.72
New Plymouth	7.90	23.69	31.59
Total			

Council	Allocation (\$m)		
	Tranche 1	Tranche 2	Total
Opotiki	4.68	14.04	18.72
Otorohanga	2.66	7.99	10.65
Palmerston North	8.16	24.47	32.63
Porirua	5.41	16.22	21.63
Queenstown Lakes	4.03	12.09	16.13
Rangitikei	3.33	9.99	13.32
Rotorua Lakes	8.05	24.15	32.19
Ruapehu	4.12	12.35	16.46
Selwyn	5.59	16.77	22.35
South Taranaki	4.55	13.65	18.20
South Waikato	4.64	13.92	18.56
South Wairarapa	1.88	5.63	7.50
Southland	4.80	14.41	19.21
Stratford	2.57	7.70	10.27
Taranua	3.80	11.39	15.19
Tasman	5.64	16.91	22.54
Taupo	4.93	14.80	19.74
Tauranga	12.10	36.30	48.41
Thames-Coromandel	4.05	12.15	16.20
Timaru	4.97	14.92	19.90
Upper Hutt	3.90	11.69	15.59
Waikato	7.88	23.65	31.53
Waimakariri	5.54	16.63	22.18
Waimate	2.42	7.26	9.68
Waipa	5.24	15.73	20.98
Wairoa	4.66	13.97	18.62
Waitaki	3.71	11.13	14.84
Waitomo	3.55	10.64	14.18
Wellington	14.42	43.27	57.69
Western Bay of Plenty	5.34	16.03	21.38
Westland	2.79	8.36	11.15
Whakatane	5.66	16.99	22.66
Whanganui	5.98	17.94	23.92
Whangarei	9.48	28.45	37.93
Total	500.00	1,500.00	2,000.00

APPENDIX B: Wellbeing assessment examples

Example 1	Initiative Description: Public Transport Improvement Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Supporting communities to transition to a sustainable and low-emissions economy 2. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Environmental
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Lower carbon emissions	Reduction in carbon emissions	Annual Report	
Increase in use of public transport	Increase in # people using buses and trains Increase in % people that feel safe using public transport	Annual Report	

Example 2	Initiative Description: Community Connectivity Initiative		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Increase in access to reliable at home wifi service	Increase in # people with access to reliable wifi connections	Annual Report	
Increase in access to wifi enabled devices to support work and study from home	Increase in % people with the ability to work and/or study from home	Annual Report	

APPENDIX B: Wellbeing assessment examples

Example 3	Initiative Description: Digital Automation Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that enable housing development and growth		1. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Faster processing of resource consents	Decrease in time taken to process a consent Increase in customer satisfaction on consent process	Annual Report	

Example 4	Initiative Description: Supporting people living with disabilities to participate fully in society		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Cultural
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Community facilities are inclusive and accessible to those living with disabilities	Increase in # community facilities with disability friendly access Increase in % people with disabilities that feel community spaces are accessible	Annual Report	
Those with complex disabilities can access and use public bathroom facilities	# Public high specification bathrooms installed	6 Monthly Better Off Report Submission	

Appendix C: How to access the DIA's Grants Management System

STEP 1: Create the Better Off organisation profile

- ▶ Your relationship manager will provide DIA staff with the following information on behalf of your council:
 - Council name
 - Contact name (*this person will become the "Profile Secretary"*)
 - Contact phone number
 - email address (*this will be used for payment advice and other correspondence*)
- ▶ DIA staff will create the Better Off organisation

STEP 2: Linking an individual to administer the profile

- ▶ A RealMe invitation link will be emailed to the nominated contact, connecting them to the Better Off council profile. RealMe credentials are required for logging in, but can be created if need be.
- ▶ The contact person will fill out the organisation profile, including:
 - Bank account for payment
 - Upload of bank account verification document (bank deposit slip, statement confirming bank account name and number)
- ▶ Once logged in, the named contact can invite other individuals to join the organisation profile (to act as signatories for example).

STEP 3: Submit the Funding Proposal

- ▶ Nominated individuals linked to the Better Off organisation can create, edit and submit the Funding Proposal for the Council they represent.
- ▶ Once submitted, the Funding Proposal will be reviewed and the DIA will issue a decision within 6 weeks.

email ▶ community.matters@dia.govt.nz phone ▶ 0800 824 824 login: ▶ <https://communityadviceandgrants.dia.govt.nz>

Appendix D: Relationship manager details

Below are the contact details for the Relationship Managers assigned to each region.

Region	Name	email contact
Auckland & Northland	Martin Smith	martin.smith@crowinfrastucture.govt.nz
Bay of Plenty & Waikato	John Mackie	john.mackie@crowinfrastucture.govt.nz
Taranaki	Anthony Wilson	anthony.wilson@crowinfrastucture.govt.nz
Manawatu/Rangatikei & Top of the South	Ian Garside	ian.garside@crowinfrastucture.govt.nz
Hawkes Bay	Geof Stewart	geof.stewart@crowinfrastucture.govt.nz
Wellington	Brent Manning	brent.manning@crowinfrastucture.govt.nz
Canterbury	Paul Utting	paul.utting@crowinfrastucture.govt.nz
Otago/Southland and West Coast	Steve Apeldoorn	steve.apeldoorn@crowinfrastucture.govt.nz