

Schedule D Quarterly Reporting Template

Contract No.	Contract for Services 640/597
Organisation Name	Waikato River Trails (WRT)
Period	Quarterly Reporting Ending 31 st March 2022

Strategic Goal:

Outcomes	KPI	Evidence (Provide evidence and of how the KPIs were delivered and timeframe)	KPI Achieved Y / N
Trail maintenance and Asset Management	1. An overarching Trail Maintenance Plan is developed for the funding period and update annually and submitted to Council for approval. The plan will adhere to New Zealand Cycle Trail's trail standards and including the following, <ul style="list-style-type: none"> • Execution of the Plan • Maintenance scheduling • Level of Service • Auditing and Inspection (general and detailed) • Maintenance monitoring and planning • Traffic Management • Resourcing • Unit rates and programme of work 	Trail Maintenance Plan has been developed in discussion with Council.	
	2. Trail maintained in accordance with the Trusts Trail Maintenance Plan & Targets. Quarterly maintenance Report completed documenting activities undertaken; resources deployed, staffing (paid vs. voluntary; expenditure; % of network maintained and % achievement of Annual Maintenance Target	<p>Activities undertaken: Trail resurfacing, tree removal, sign installation.</p> <ul style="list-style-type: none"> - Resources deployed, 1 FTE and 3 part time support making up 2 FTE for the period. - Staffing was all paid time expenditure, \$61,000 - 22% of network maintained has been 100% during this period. - 100% achievement of Annual Maintenance Target, 25% of annual maintenance target achieved. 	

	3. Ensure the Waikato River Trails Trust has a robust asset replacement strategy and associated accruals process in place within the first year of the renewed contract.	Assets are in Councils RAM system. Inspection of Structures is due 2022/23 Financial year.
	4. Maintain a register of all structures on the trail. The register will be in the form of RAMM and held under Council roading database and will include useful lives and estimated replacement values. The information will be updated annually or when replacement takes place. The information will also include condition assessment. The updates to be provided to Council within one month of replacement. Council staff will run updates internally.	Assets are in Councils RAM system
	5. Secure at least \$20,000 a year, from non SWDC sources, to carry out riparian planting and projects along the Waikato River.	Current contract with the Waikato River Authority is \$237,156 over a 3-year period
Health and Safety	6. Adhere to Health and Safety at Work Act 2015.	Adhered to on a daily basis
	7. Health & Safety Plan/Policy/Procedures approved by Council and update annually.	The Trust holds "SHE" accreditation as requested by Council – renewed 31/01/2022.
Adhere to the Health and Safety at Work Act 2015	8. Health and safety procedures are implemented as per Waikato River Trails Trust Health and Safety Policy and will include daily Hazard Identification, incidents and near misses that documented by staff and actions to remediate the hazard.	Completed
Marketing and promotion of the Waikato River Trails and associated services.	9. Web site is managed and updated at least monthly. Website traffic and trends are reported as per reporting structure	Completed
	10. Social media platforms are managed daily and updated at least weekly.	Completed
	11. Annual joint marketing initiatives with Council to promote the district and the Waikato River Trails	Ongoing

Support for local and visitor enquiries and Events	12. Respond to customer website and phone enquiries within 48 hours Monday to Friday and after 4.30 on Friday respond by end of business Tuesday.	Completed
	13. The Trust leads or assists in the delivery of at least one large (more than 500 participants) on-trail event per year.	On hold due to Covid. Planned for 2022/23
Develop and maintain strong Partnerships and Relationships with, <ul style="list-style-type: none"> • Local and surrounding Tourism Operators. • South Waikato District Council • Regional Initiative • Surrounding Landowners • Mercury and Crown Land Iwi and other Partners 	14. There are no less than 12 local licensed partners.	Completed
	15. At least 80% Regional Cycle Networking meetings attended annually.	Completed
	16. 100% of promotional activity and signage includes reference to the South Waikato District Council as the principle funder.	Completed
	17. As Councils agent, ensure the Trust meets the requirements of the Waikato River Trails Management Agreement between Council, the Crown and Mercury	Completed
	18. Contact with landowners and adjacent landowners annually, subject to contact details being available.	Completed
Community engagement through the use of volunteers to assist with specific activities.	19. A minimum of 100 Volunteers used across projects each year.	Due to COVID we have had a reduced number of planting volunteers – 109 for the 2021/2022 year, and we were unable to hold our Summer Sizzler event due to COVID which usually has around 40 volunteers.
	20. Secure and account for at least \$70,000 of in-kind contribution annually.	Completed
	21. A 3-year business plan is provided as part of funding application to South Waikato District Council.	Completed

Funding reliance on Council	22. Waikato River Trails to maintain voluntary user pays models, such as text donations. Revenue raised is used to offset Trusts future revenue requirements. Revenue is included in the financial reporting	Completed								
Reporting and Data Collection	23. WRT will provide reports as outlined in the contract for service including annual reports against agreed KPI's as per schedule. The reports will include the provision of annual financial accounts as per Schedule C in the format as set out in Schedule D . Reporting will also include any other information as highlighted in the KPIs	Completed								
	24. Data on the number of users and trends (Year to Date, Year on Year, Last 3 Years) is collected and reported on as requested.	<div data-bbox="1077 584 2040 1153"> <h3 style="text-align: center;">3y Quarterly Trail Counts Comparisons</h3> <table border="1"> <caption>3y Quarterly Trail Counts Comparisons</caption> <thead> <tr> <th>Quarter</th> <th>Trail Count</th> </tr> </thead> <tbody> <tr> <td>Q3 - 2019/20</td> <td>21,000</td> </tr> <tr> <td>Q3 - 2020/21</td> <td>30,000</td> </tr> <tr> <td>Q3 - 2021/22</td> <td>25,000</td> </tr> </tbody> </table> </div>	Quarter	Trail Count	Q3 - 2019/20	21,000	Q3 - 2020/21	30,000	Q3 - 2021/22	25,000
	Quarter	Trail Count								
Q3 - 2019/20	21,000									
Q3 - 2020/21	30,000									
Q3 - 2021/22	25,000									
25. Annual survey of trail users with a minimum of 300 respondents.	Surveys are behind schedule due to events being cancelled. Currently at 151									

Additional Narrative

<i>For office use only</i>	
----------------------------	--