

SOUTH WAIRARAPA DISTRICT COUNCIL

26 AUGUST 2015

AGENDA ITEM C3

WAICONNECT

Purpose of Report

To provide Councillors an update on the WaiConnect project and the future beyond the Digital Enablement Plan.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Provide feedback on the plan.*
3. *Agree in principle with the actions.*

1. Executive Summary

Waiconnect was established across the 3 councils in response to the Ministry of Business innovation and Employment's call for Registrations of Interest (ROI) from Councils for funding available through Ultra-fast broadband 2, rural broadband Initiative 2 and the Mobile Black spot fund. On the 3rd July we submitted our ROI and on the 18th September we will submit the Digital Enablement Plan (DEP). Success in this funding is linked to the quality of the application.

The steering group (consisting of Tim Lusk, Victoria Read, Kim Whiteman, Tina Nixon, Russell Keys, Jill Greathead, Colin Wright and more recently Jo Wisler) aided by a peer review group has created a DEP focusing on realistic low cost projects that will have the greatest impact on peoples access to broadband and the improvement of their digital literacy.

2. Wai Connect DEP

The WDP is still being refined and final approval will be sought early September 2015. It will include an introduction from the three mayors. The copy attached is to seek councillor feedback on the projects to be undertaken if our bid is successful.

3. WaiConnect Project Manager

The WDP commits to the appointment of a shared council resource to drive it accountable to the Economic Development Group to ensure momentum is accelerated and the WDP is further refined and monitored to ensure it delivers the benefits expected

The only cost to Councils to support the WDP will be the cost of the WaiConnect Manager and the costs of developing and maintaining the WaiConnect website. All other costs intended to be met by other funding sources.

A job description is attached.

4. Appendices

Appendix 1 – DEP

Appendix 2 - WaiConnect Project Manager Job Description

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – WaiConnect Digital Plan



DIGITAL PLAN

V4

[INSERT DATE]



xx September 2015

Dear MBIE

WAIConnect Digital Plan

We are pleased to submit our combined Wairarapa Councils Digital Plan as the final part of our Registration of Interest.

We are conscious that this is our first Digital Plan and we expect it to evolve as we engage further with the community and businesses on digital technology opportunities within the Wairarapa.

For the Wairarapa the Digital Plan needs to be simple, understandable and concentrate primarily on increasing **access to broadband** and the **digital literacy** of the populace.

This should be achieved, as far as possible, in an **equitable** way whether the beneficiary be a primary school pupil, a parent, a business owner or an elderly patient, located either in an urban or rural environment.

The Digital Plan will be led by the combined Councils in partnership with business and our communities, and is achievable within the limited funding of Councils and our partners.

The three Councils are themselves developing new systems based on the expectation of better broadband services, in order to improve customer services and deliver cross-council efficiencies. This is in addition to the Councils being substantial sponsors of improved library and community centres aimed particularly at the stated primary objectives of the Digital Plan.

The Digital Plan will be overseen by the Wairarapa Councils Economic Development Group, and we intend to appoint a shared additional resource to drive and evolve the Plan as well as prepare a longer-term digital technology strategy for the Wairarapa.

Yours sincerely

Lyn Patterson
Mayor of Masterton

John Booth
Mayor of Carterton

Adrienne Staples
Mayor of South Wairarapa

INTRODUCTION

In April 2015 the three Wairarapa District Council mayors announced their united vision to develop a cohesive digital technology plan for the region. The three mayors said they want to see increased productivity for businesses, and boost connectedness in the community, through faster and accessible internet for all residents. To this end they created the 'WAIConnect' project.

In July 2015 the WAIConnect Project Team, comprised of staff from the three district councils, and led by an independent Chair, submitted a bid for the Wairarapa's share in a \$310m investment by Government in broadband and mobile infrastructure. The priorities identified by WAIConnect for the Wairarapa are to ensure Ultra-fast Broadband (UFB) is eventually available to all Wairarapa towns and especially community facilities such as libraries and medical centres. WAIConnect has also prioritised providing internet to all rural premises that currently have no, or poor, internet connection.

This Digital Enablement Plan underpins the WAIConnect bid for funding by providing an action plan for the next three years to promote uptake of broadband in the Wairarapa, as well as educating our businesses and communities in the benefits and use of digital technology.

THE WAICONNECT VISION

The WAIConnect Vision is:

'To secure the Wairarapa's economic and social future through the promotion and use of digital technology'

WAICONNECT INITIAL OBJECTIVE

During the preparation of the WAIConnect broadband and mobile bid the WAIConnect team consulted with individuals, business and groups through one-on-one meetings and online and paper-based surveys.

These consultations identified a recurring theme that the WAIConnect team has extracted into a key objective for the Wairarapa for both business and community digital enablement, in support of the WAIConnect Vision. This initial objective is:

'To provide greater digital access and digital literacy across businesses and communities in the Wairarapa'

WAICONNECT ACTION PLAN

By aligning the WAIConnect Digital Plan with the Government Five-Point Action Plan for Faster Broadband, we ensure that we are addressing digital technology issues across a wide range of community and business interests, as well as delivering the greatest benefit, to the most people, from our limited funds.

As part of the DEP development process there was consultation with individuals, business and community groups. A Peer Review Panel (PRP) was formed who contributed and reviewed the DEP at each stage. A list of those involved in the PRP can be found at Appendix 2.

Funding costs as well as a timeline for completion have been provided. The three District Councils will have the ongoing responsibility for completion of actions and maintaining the momentum of the WAIConnect project.

To ensure that the Digital Plan gathers and sustains momentum, and retains a flexibility as our requirements evolve, Council leadership will transition to a full-time WAIConnect Manager who will be accountable to the cross-Council Wairarapa Economic Development Group as the project owner.

The WAIConnect Project Team

www.waiconnect.co.nz

waiconnect@mstn.govt.nz

Framework	Digital Plan Response	Budget	Status
Leadership			
Combined Council Leadership	• Councils partnership with Business and Communities	No cost	Underway
	• Oversight by Combined Councils Economic Development Group	No cost	Underway
	• Additional position appointed to deliver Digital Plan	\$\$	TBC
	• Peer Review Panel is maintained through initial implementation	No cost	Underway
Government 5-Point Action Plan			
e-Education	• Provide UFB to all libraries	\$\$\$	ROI bid
	• Promote youth into digital technology jobs [link to Govt. 'Youth Guarantee Initiative']	\$	Underway
	• After-school homework clubs (marae?)	Tbc	TBC
	• WAIstick: USB stick providing free software – initial Carterton secondary school trial	\$	2015
e-Health	• UFB to four medical centres	\$\$\$	ROI Bid
	• Promote 'Manage my Health' online portal	\$	2015/16
e-Development (communities)	• Faster broadband to towns and remote communities	\$\$\$	ROI Bid
	• Aid everyone getting the right broadband through a pilot 'internet brokerage' service agreement with Internet NZ	\$\$	Underway
	• Access to broadband in libraries/community centres	\$\$\$	ROI Bid
	• Maintain list of local providers of digital technology training on WAIConnect website	\$	2015/16
	• Maintain list of local digital technology 'experts' on WAIConnect website to assist with advice on hardware, software etc.	\$	2015/16
e-Business	• Business hubs [link to proposed public service provincial hub policy]	\$\$\$	2017/18
	• Mentoring of small businesses on use of digital technology	\$\$	2016/17
	• WAI-Fi in town centres and on Wairarapa trains	\$\$	Underway
e-Government (Local)	• Combine Councils have plans to improve services (including online) through internet-based applications	LTP	Underway

Appendix 2: The Peer Review Panel

This Digital Enablement Plan was contributed to and reviewed by individuals drawn from community and business groups across the Wairarapa. A list of those who contributed to the Panel is below.

Name	Organisation or Group Represented
Mick Campbell	Carterton District Business Inc, Storm Productions
Auriga Martin	CRS Software
Lisa Cornelissen	Destination Wairarapa, Martinborough Community Board
Kirsten Browne	Fab Lab, Duggan Browne
John Hart	Fab Lab, Farm Geek
Ed Hudson	Featherston Rate Payers
William Beetham	Federated Farmers
Geoff Copps	Grow Wellington
Andrew Whiteford	Infometrics
Paul Greville	Masterton District Library
Phillip Percy	Martinborough Business Inc, Perception Planning
David Mundy	Premier Beehive
Michael Lamont	Ruamahanga Health Advisory Board
Nick Baxter & Courtney Allen	Spark Wairarapa Business Hub
Tim Nelson	St Mary's School, Carterton
Simon Griffiths & Nick Perkins	Technology Solutions
Stephanie Gunderson Reid	Wairarapa Chamber of Commerce
Jill Stringer	Wairarapa DHB
Mihirangi Hollings	Wairarapa Iwi Governance Group
Dan Broughton	Wairarapa Web Design
Mike Osborne	Web Success

**Appendix 2 – WaiConnect
Project Manager Job
Description**

POSITION DESCRIPTION

Position:	WAIConnect Manager
Type of Position:	Full Time Fixed Term tied to either WAIConnect Plan completion, available funding or amalgamation
Responsible To:	Wairarapa District Councils' Economic Development Group (EDG)
Staff responsibilities:	None
Financial Delegations:	Expenditure against the WAIConnect Budget to the limit agreed by EDG
Key Relationships:	<ul style="list-style-type: none"> ❖ District Councils' Staff ❖ WAIConnect Peer Review Panel ❖ Representatives of Wairarapa Business and Community Groups ❖ Digital infrastructure providers e.g. Chorus and technology product retailers e.g. Spark & Vodafone ❖ Internet NZ ❖ WAIConnect website provider ❖ Local Medical Centres & Libraries ❖ External IT consultant(s)
Position Overview:	<p>To drive and deliver the WAIConnect Digital Plan within the 3-year time frame (2015 – 2018); as well as to make recommendations on, and participate in, other digital technology projects that occur within the Wairarapa region that contribute to overall economic and social growth.</p> <p>To work with the three District Councils to rationalise technology use across the three Council District Offices to promote service efficiency and cost effectiveness, and to prepare for the eventual amalgamation of the three Councils.</p>
Technical Skills and Experience	<ul style="list-style-type: none"> ❖ Previous project management experience essential, preferably at a local government level ❖ Experience in telecommunications and/or digital technology fields is preferred ❖ Promotions experience in a range of media including website and social media
Personal Attributes	<ul style="list-style-type: none"> ❖ Excellent communication skills including oral, report writing and meeting management ❖ Ability to quickly building relationships across local business and community groups, and with key staff from District Councils' ❖ Well organised, able to simultaneously drive forward a range of projects ❖ Self-motivated

POSITION DESCRIPTION

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES
<p>WAIConnect Digital Plan (WDP) implementation by end 2018</p>	<p>Oversight of all WDP actions including:</p> <ul style="list-style-type: none"> • Management of key relationships • Establish realistic timelines and milestones • Establish and manage annual budgets with 'no surprises'; and provide monthly expenditure reports against budget • Manage, drive and monitor progress on actions • Liaison with WAIConnect website provider on website content • Maintain up-to-date website information such as digital training providers and 'experts' • Maintain WAIConnect Facebook page and other WAIConnect social media • Coordinate promotional activities (working with Masterton DC Communications Manager) • Point of contact for infrastructure providers during roll-out of UFB2 & RBI2 <p>Provide regular and timely reports to EDG on progress against the plan</p> <p>Consult with, and provide regular and timely progress reports to, 'Friends of WAIConnect'</p> <p>Manage public queries and communications on WAIConnect</p> <p>Organise public forums on WAIConnect as required</p> <p>Manage the development of a longer-term WAIConnect Strategy for the Wairarapa that dovetails to Councils' long-Term and economic strategies.</p>
<p>Internet Brokerage Service</p>	<p>Project manage the establishment of Internet Brokerage Service including:</p> <ul style="list-style-type: none"> • Being the main point of contact for Internet NZ • Providing analysis and recommendations to EDG on options for providing the service e.g. in-house, outsourcing • Implementation on agreed recommendations
<p>Digital Technology Projects</p>	<p>Maintain a 'watching brief' for digital technology projects and opportunities that have the potential to contribute to overall economic and social growth in the Wairarapa</p> <p>Liaise and engage with those owners of potential digital technology projects or opportunities</p> <p>Provide recommendations to EDG on Councils' engagement with potential new digital technology projects or opportunities in the Wairarapa</p>

POSITION DESCRIPTION

KEY RESPONSIBILITIES	DELIVERABLES/OUTCOMES
Wairarapa District Councils' Combined Technology Plan	<p>Set up and Chair a working group made up of staff from the three District Councils to:</p> <ul style="list-style-type: none">• identify opportunities to increase efficiencies and reduce costs by the use of digital technology• provide recommendations to Councils on digital technology solutions that optimise service while maximising value for money• provide recommendations on digital technology solutions in preparing the three Councils for amalgamation• prepare a Combined Councils' Technology Implementation Plan• provide oversight and coordinate delivery of the Combined Technology Implementation Plan• engage, and liaise with, external IT consultants as required
Health & Safety	<p>Work within the legislative requirements of the Health & Safety in Employment Act 1992 and any subsequent amendments to the Act.</p>