

**Document No:** 389132**File No:** 037/042A**Report To: Council****Meeting Date:** 5 April 2016**Subject:** **Deputation: Waikato Regional Council – 2016/17 Annual Plan****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Waikato Regional Council Chair Paula Southgate, Councillor Alan Livingston and Director Resource Use, Chris McLay will be in attendance at the meeting at 9.00am to present the Waikato Regional Council 2016/17 draft Annual Plan.

**Suggested Resolution**

The Deputation: Waikato Regional Council – 2016/17 Annual Plan be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**



## What we're proposing

- There are just three proposals we're seeking submissions on:
  - Establish a regional services fund: 2015-2025 LTP amendment.
  - Tauhei flood protection project: 2016/17 Annual Plan.
  - Change to water take consent charges: 2016/17 Annual Plan.



## Regional services fund

- **Proposal:** To establish a regional services fund.
  - Funded by way of a per property rate of between \$2.07 and \$3.74 (incl. GST).
  - To support surf life saving, Coastguard and rescue helicopter services in the region.
- Amendment to the 2015-2025 Long Term Plan.



## Regional services fund continued

- The proposal was developed in collaboration with the Waikato Mayoral Forum.
- It's considered a more equitable and effective way of collecting and distributing monies.
- A regional rate ensures the cost of services available to everyone in the region is spread across Waikato ratepayers.



## Regional services fund continued

- Funding criteria includes:
  - Money must be used in a way that helps to save lives.
  - Levels of service will be agreed before funding is provided.
  - Accountability and reporting framework to be approved to help us track how the money is spent.



### OPTION 1: \$2.07 PER PROPERTY




**\$100,000 Coastguard** – increase in the current level of funding provided by Waikato Regional Council and Waikato District Council to address funding gap for the operation of 9 units covering the region (Thames, Whitianga, Tairua, Whangamata, Waihi Beach, Rotorua, Taupō, Turangi, Raglan)





**\$250,000 Surf Life Saving** – maintains the existing level of funding provided by Waikato Regional Council, and Hauraki, Thames-Coromandel and Waikato district councils


**OPTION 2:**  
\$2.37 PER PROPERTY

**PREFERRED  
OPTION**


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 **\$250,000 Surf Life Saving** – maintains the existing level of funding provided by Waikato Regional Council, and Hauraki, Thames-Coromandel and Waikato district councils


 **\$25,000 Auckland Helicopter Trust** – maintains the current level of funding provided by Thames-Coromandel District Council


 **\$25,000 Philips Search and Rescue Trust** – maintains the current level of funding provided by Waikato Regional Council and Waikato District Council

**OPTION 3:**  
\$3.74 PER PROPERTY

 **\$175,400 Coastguard** – 60 per cent of the funding identified by Coastguard to provide an increased level of service across the region

 **\$354,600 Surf Life Saving** – 60 per cent of the funding required by Surf Life Saving to provide an increased level of service, which would include new patrols at Cathedral Cove, Hahei and South Beach Pauanui, and increased support for existing services at Sunset Beach (7 weeks) and Raglan (13 weeks)

 **\$50,000 Auckland Helicopter Trust** – increase in the current level of funding provided by Thames-Coromandel District Council

 **\$50,000 Philips Search and Rescue Trust** – increase in the current level of funding provided by Waikato Regional Council and Waikato District Council

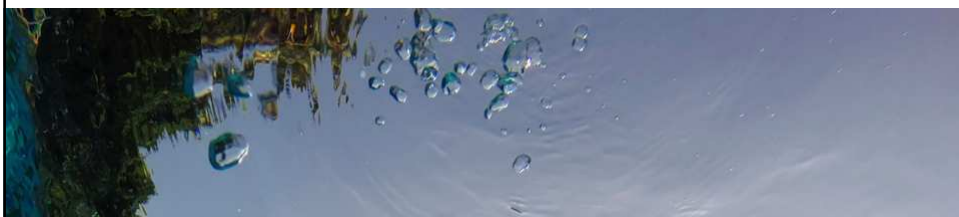
## Water take consent charges

- **Proposal:** To change the way we charge fresh water take consent holders for state of the environment monitoring we undertake.
  - There are three options we are seeking submissions on.



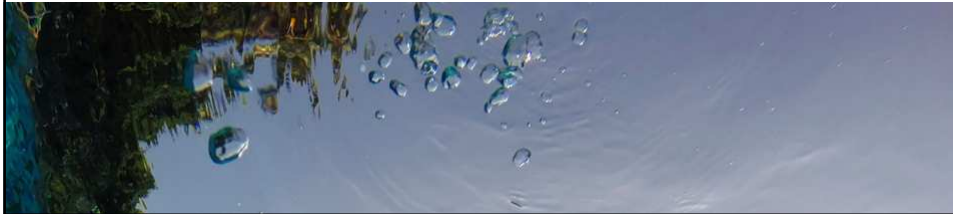
## Water take consent charges

- **Option 1:** Maintains the current method of applying charges.
  - The rate changes to 44 cents per cubic metre up 30,000 cubic metres per day, and 12 cents per cubic metre thereafter.
  - This results in all users seeing a reduction from the 2015/16 charge due to an increase in consent numbers.



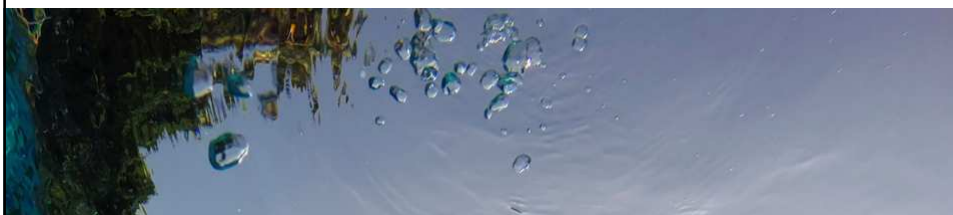
## Water take consent charges

- **Option 2:** Based on the current method, but with the addition of a minimum \$65 fee.
  - For those above the minimum fee, a rate would apply of 37 cents per cubic metre up to 30,000 cubic metres per day, and 12 cents per cubic metre thereafter.
  - This is the council's preferred option.
  - The minimum charge of \$65 for the small users would apply to approximately 3,200 consent holders – typically for dairy shed activities.



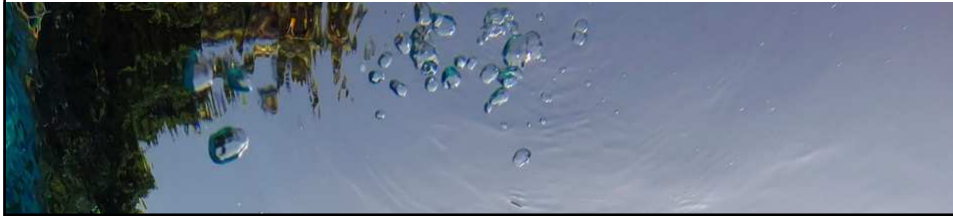
## Water take consent charges

- **Option 3:** Based on the current method, but with the addition of a minimum \$100 fee.
  - For those above the minimum fee, a rate would apply of 30 cents per cubic metre up to 30,000 cubic metres per day, and 13 cents per cubic metre thereafter.
  - The minimum charge of \$100 for the small users would apply to approximately 3,200 consent holders – typically for dairy shed activities.



## What it means for you Waitomo District

2015/16 charge	Option 1 Charge projected for 2016/17	Option 2 Charge projected for 2016/17 + \$65 minimum fee	Option 3 Charge projected for 2016/17 + \$100 minimum fee
\$6,789.30	\$5,636.40	\$4,767.70	\$4,005.00



## Tauhei flood protection project

- **Proposal:** Seeking agreement on the cost of works and the funding policy.
  - The works programme has been refined and has increased to an estimated \$4.28 million.
  - Seeking submissions on whether people prefer to make repayments over 20 or 30 years.





## Tauhei flood protection project

- We're proposing to fund the work consistent with the Project Watershed Funding Policy.
  - Direct benefit share is assessed to be 50 per cent.
  - Indirect beneficiary, contributor zone rates and the general rate to meet the remaining 50 per cent.



## Tauhei: Annual cost comparisons for direct and indirect beneficiaries

\$4.28 million project cost

	20 YEAR LOAN PERIOD	30 YEAR LOAN PERIOD
Direct benefit (50%)	\$208,505	\$172,145
Zone (15%)	\$62,552	\$51,644
Catchment (10%)	\$41,701	\$34,429
Rural contributor (15%)	\$62,552	\$51,644
Region (10%)	\$41,701	\$34,429
<b>Total annual funding requirement</b>	<b>\$417,011</b>	<b>\$344,290</b>

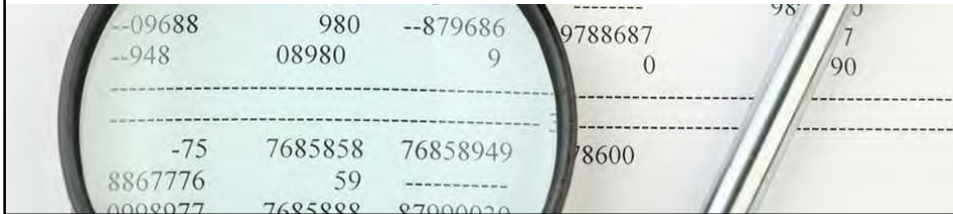
## Rates revenue decrease

The 2016/17 programme will be delivered on rates revenue of \$80.5 million, which is a

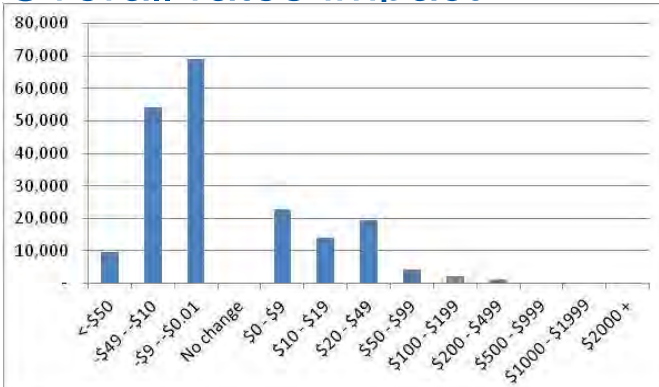
**1.3%**

decrease from existing ratepayers.

Increased property valuations in some local council areas means some rates invoices might rise.



## Overall rates impact



## How to make a submission

- **Online:** [waikatoregion.govt.nz/annualplan](http://waikatoregion.govt.nz/annualplan)
- **Email:** [haveyoursay@waikatoregion.govt.nz](mailto:haveyoursay@waikatoregion.govt.nz)
- **Consultation starts: Friday 11 March**
- **Consultation closes: 4pm, Monday 11 April**



## Annual plan timeline

- **Closes:** 4pm, Monday 11 April 2016
- **Hearings:** 10-11 May 2016
- **Deliberations:** 31 May and 1 June 2016
- **Annual plan adoption:** 30 June 2016



[www.waikatoregion.govt.nz](http://www.waikatoregion.govt.nz)



**Document No:** 389093**File No:** 400/180A**Report To: Council****Meeting Date:** 5 April 2016**Subject: Deputation – Hamilton and Waikato Tourism Limited: Six Monthly Report to December 2015****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Kiri Goulter, Chief Executive of Hamilton and Waikato Tourism (HWT) will be in attendance at 9:30am to present the HWT Six Monthly Report.
- 1.2 Attached to and forming part of this business paper is the HWT Report to Councils – July to December 2015.

**Suggested Resolution**

The Deputation from Hamilton and Waikato Tourism Limited be received.

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER  
**GROUP MANAGER – CUSTOMER SERVICES**

March 2016

Attachment: 1 Hamilton and Waikato Tourism Report to Councils – July to December 2015 (doc 389094)

***Hamilton & Waikato***  
T O U R I S M

Hamilton & Waikato Tourism Limited  
July – December Report to Councils  
31 December 2015

<p align="center"><b>Commercial Accommodation Guest Nights</b>  <b>Grow commercial guest nights in line with national trend</b>  Result: New Zealand – Year End Dec 4.7 %  Result: Hamilton &amp; Waikato – Year End Dec 8.4 %</p>	
<p align="center"><b>Growth in Convention Sector</b>  <b>Grow market share of total delegate days to 10%</b>  July – Dec Result 7%</p>	↓
<p align="center"><b>Growth in Visitor Expenditure-Domestic</b>  <b>Maintain (at least) visitor expenditure levels within national trend</b>  <b>Result (same period previous year)</b>  Domestic – increased 0.5 points (index)</p>	↑
<p align="center"><b>Growth in Visitor Expenditure-International</b>  <b>Maintain (at least) visitor expenditure levels within national trend</b>  <b>Result (same period previous year)</b>  Increased 16 points (index)</p>	
<p align="center"><b>Growth in Website Traffic</b>  <b>Target 30%</b>  July – Dec Result 45%</p>	↑
<p align="center"><b>Industry Contributions</b>  <b>Target \$400,000</b>  July – Dec Result \$320,000</p>	↑

## Executive Summary

Visitors to our region continue to provide a valuable contribution to the region's economy. Having secured additional funding from partner councils, a key focus over the first six month period of 15-16 has been "gearing up" to deliver new and expanded activity. The majority of extra funding has been allocated to domestic promotions, product development and research. A new development role has been created and a Tourism Opportunities Plan has commenced which will identify opportunities for new and existing visitor product development and investment over the next five years. A Tourism Options Report for Sanctuary Mountain Maungatautari has also been undertaken and is nearing completion.

Hamilton & Waikato Tourism participated in another successful partnership campaign in Australia with Tourism New Zealand (TNZ) and five neighbouring upper North Island regions. HWT's \$50,000 investment was significantly leveraged through the \$1.4m campaign which achieved an excellent return on investment.

In July HWT completed its full website re development and undertook another Explore Your Own Backyard promotion focussed on outdoor family activities and cycling. A new "Arts" video has been added to the suite of digital assets, four international conference bids have been won and the region has been selected to host the annual Conventions & Incentives NZ (CINZ) conference in August.

Four staff changes have occurred after what has been a stable staffing period since HWT's establishment in 2011. HWT director Anna Bounds left the board in August after four years and Mark Morgan, CEO of Hamilton Airport was appointed in December.

New Zealand's tourism industry is experiencing exceptional growth with visitor arrivals and expenditure at its highest level ever. International visitor arrivals for the year ending December 2015 totalled to 3.13 million, up 9.6%. Growth has come from all markets with Australia up 6% (1,318,000), China up 34% (345,000), USA up 10 % (240,000), UK up 3% (200,000), Japan up 7% (86,000) and Germany up 8% (84,000). In December 15 tourism exceeded dairy for export earnings.

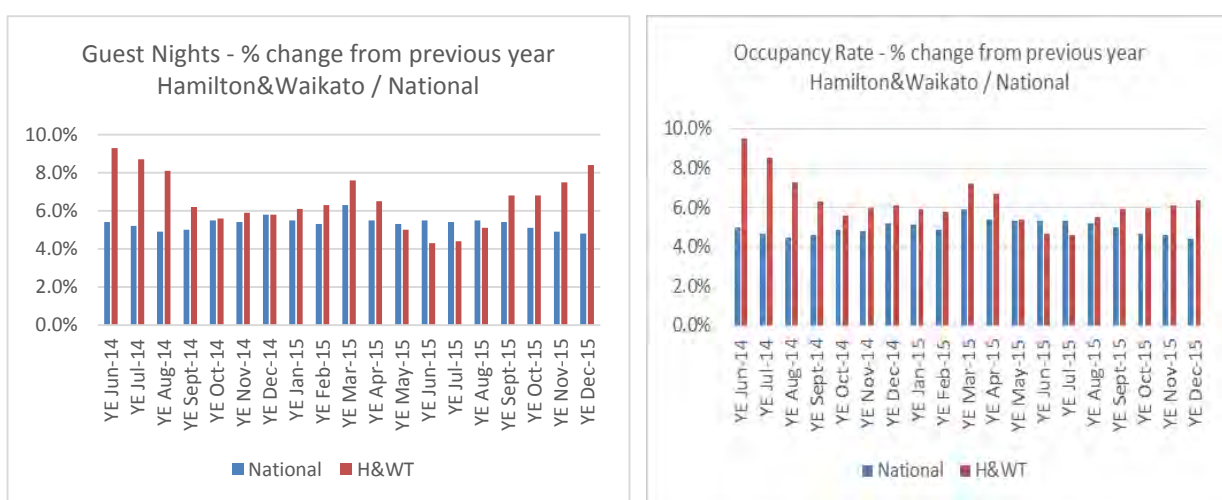
Annual data released nationally in November (YE March 15, MBIE) showed the region's visitor expenditure was \$1.23b, a 7% increase on the previous year. International visitors contributed \$230m, up 19% on the previous year (YE March, MBIE) and domestic visitors \$1b, up 4.5%.

The Hamilton & Waikato region has a strong period of growth with international expenditure indices well above the national trend and domestic in line with national trend.



The region's guest nights continue to perform well up 8.4% on the previous year, well above the national result at 4.7%.

Challenges going forward include ensuring the industry is well placed to cope with visitor growth and attracting investment into the parts of the sector to enhance the region's current product offerings to meet future demand and expectations. While the region is performing well, it is important that we continue to work collaboratively as a region to position ourselves as an attractive place to visit in order to grow visitor numbers and spend. We are operating in highly competitive markets, both nationally and internationally, and therefore our collaboration enables each partners' contribution to be leveraged to greater effect which couldn't be achieved operating individually.



Source: Commercial Accommodation Monitor (MBIE/Stats NZ) December 2015

## International Marketing

- In July – August, Hamilton & Waikato Tourism participated for a fifth year in a \$1.4m marketing campaign into Australia in partnership with Tourism New Zealand and the upper North Island regions of Northland, Auckland, Rotorua, Taupo and Coromandel. Results for the campaign were strong with a ROI of 24:1.
- HWT has continued its participation in the Explore Central North Island collective (eight RTO regions) and has undertaken trade training missions in Australia and the USA in partnership with Tourism New Zealand and our international marketing alliance partner regions of Rotorua, Taupo and Ruapehu.
- HWT is a member of the Cycling and Mountain Biking Marketing Network (eight RTO regions) focussed on promoting cycling and mountain biking experiences in the central north island. A key focus for the group over the last six months has been the development of a digital portal, [www.RideNZ.co](http://www.RideNZ.co) which is due to be launched in February 16.
- Tourism New Zealand's new global marketing campaign "Every day a different journey" was released in May 15. The H&W region is well placed to benefit from the

campaign positioning. "Middle-earth" and film tourism will remain a key part of TNZ's work going forward.

- HWT has trained over 500 travel trade representatives during the 6 month period and has continued to host various international travel trade faml groups and media outlets in the region, including Indonesia's Net TV with over 22 million viewers.

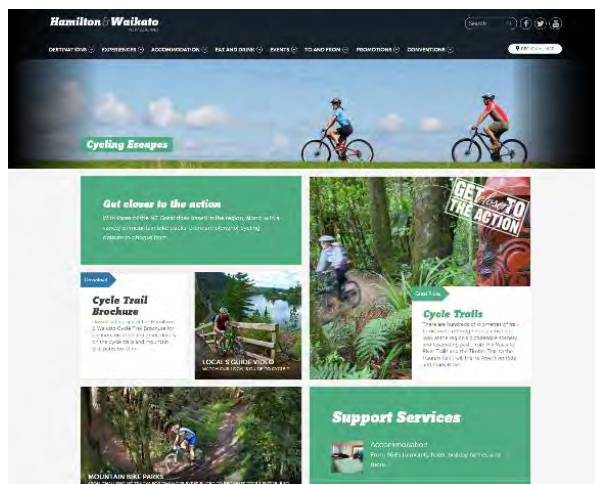


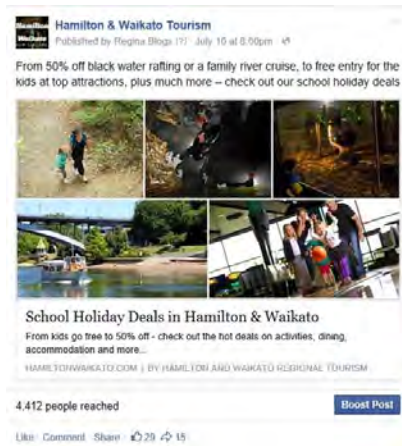
Timber Trail



## Domestic Marketing

- Additional budget has been allocated to domestic campaign activity enabling greater market reach and frequency.
- HWT's "Explore Your Own Backyard" campaign in July focused on outdoor family activities, and the November Short Escapes campaign targeted external markets focussing on cycling, summer events and activities.
- HWT's website redevelopment was completed, with the new site launching in early July.
- Support was provided to the UCI Track Cycling World Cup with HWT promoting the event through digital channels and supporting the media and team engagement programmes.
- A new arts focussed video has been added to HWT's Insider's Guide series of vignettes.
- Promotional activity targeting New Zealand's Chinese community, particularly in Auckland, has continued.
- Marketing support has been provided to Kiwi Regional Airlines.
- The annual Official Regional Visitor Guide was once again published in December with strong support from industry.
- Research is underway to better understand the region's domestic visitors' motivations and travel behaviour. This will guide promotional and development activities.





## Convention Bureau

- Industry investment in the Convention Bureau has remained solid as business events are an important part of the region's visitor proposition. 52 businesses are partnering with the Bureau this year.
- Enquiries through the Bureau continue to be steady with 90 enquiries received and 21 domestic and 4 international conferences secured during the period.
- HWT welcomed Amanda Graham as Convention Bureau Manager in October and Emma Edhouse as Convention Bureau Coordinator in January 16.
- The Bureau hosted its annual national mega famil over three days in November with 14 high calibre conference buyers experiencing the region's business events offering.
- HWT bid for and won the rights to host the 2016 annual Conference and Incentives of New Zealand (CINZ) conference in the region in August 16.
- The region's market share of delegate days has decreased to 7% YE Dec. Data indicates the region hosted the same number of events, however there were less delegates attending these events. Improvements were seen in the conference category and in the number of international delegates attending events.

### November Mega Famil:



## Product Development

- The additional funding that HWT received from its local government partners has enabled the organisation to widen its scope to focus on supporting the development of new and existing visitor experiences and investment.

- A new Development Manager position has been created to lead this activity and Nicola Greenwell joined the HWT team in November 2015.
- A key project this year is the development of a "Tourism Opportunities Plan" (TOP) which will identify opportunities to enhance the region's current visitor experiences as well as identify new visitor product development and investment opportunities. The TOP project, which commenced in December 2015, is due to be completed in May 2016 and will guide HWT's work in this area over the next five years. The first round of consultation will take place throughout the region in February 2016 and an online survey will also be developed to enable stakeholders, operators and interested parties to provide input into the process.
- HWT partnered with Maungatautari Ecological Island Trust, Department of Conservation, Waipa District Council and Waikato Regional Council to undertake a "Tourism Options Report" for Sanctuary Mountain Maungatautari. The report is due to be completed in March 2016.
- HWT applied to the WEL Energy Trust economic development fund for support for HWT's strategic plan and development activities. HWT was successful in securing a \$100,000 grant in December 2015.
- HWT hosted the Tourism Industry Association "Summit" in the region in July 15 and held an industry update event for tourism operators and wider stakeholders in December 15.

### **Next Six Months**

- Further domestic marketing campaigns will be implemented including the summer Explore Your Own Backyard (late Dec-January), summer Short Escapes (February – March), Fieldnights, (May-June) and the winter Explore Your Own Backyard (June-July) as well as the ongoing campaign activity targeting New Zealand's Chinese community.
- A domestic research project will be undertaken to enable greater understanding of the region's target markets in terms of travel patterns and demographics, and help inform marketing activities going forward. Planning for a refresh of domestic campaign activity will also take place during this period based on the research findings.
- HWT will participate in various travel trade and convention sector shows including TRENZ (International Trade, Rotorua, May), Explore Show (International Trade, Auckland, April), Convene (Business Events, Auckland, April) and MEETINGS (International/National Business Events, Auckland, June).
- HWT will undertake its business planning for 2016-17 (January).
- The Tourism Opportunities Plan will be completed in May 2016.

- The Convention Bureau will undertake a series of Waikato-based buyer famils in May.
- HWT will host its annual H&W Tourism Update – 6 April 2016.
- HWT will finalise its health & safety policy and processes pertaining to the new regulations (March - April 2016).
- Six month reporting and presentations to councils will take place between March and May.

Kiri Goulter  
CE  
February 2016

***Hamilton & Waikato***  
T O U R I S M

Hamilton & Waikato Tourism Limited  
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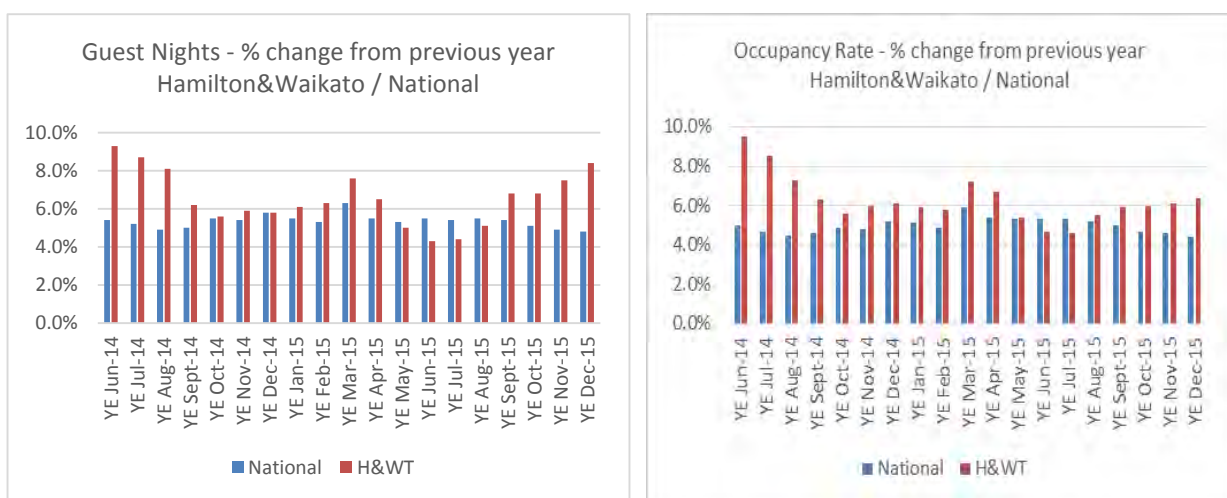
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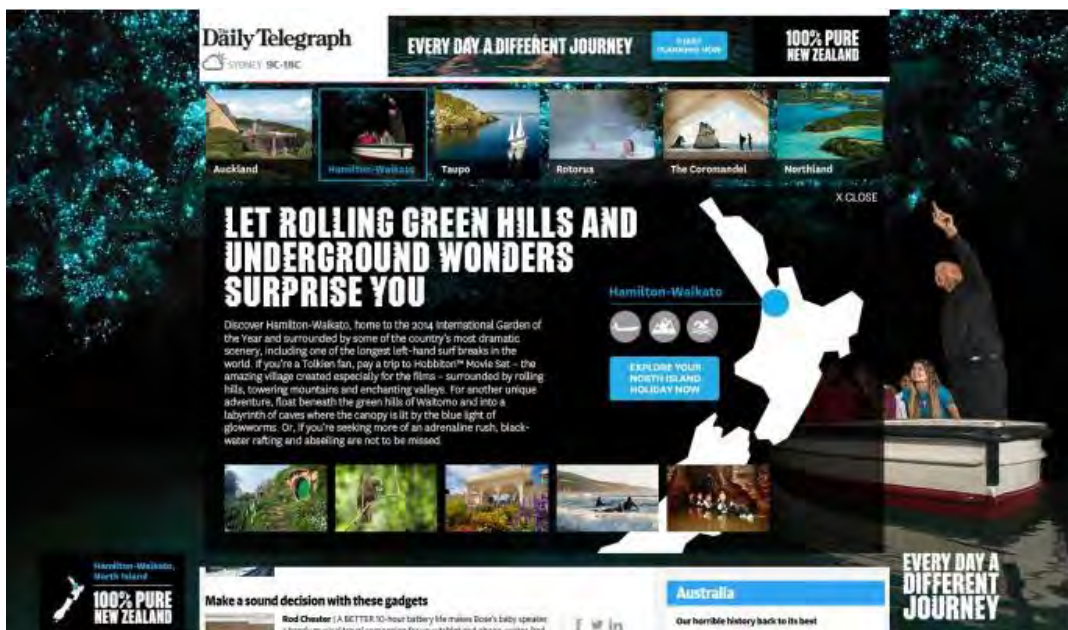
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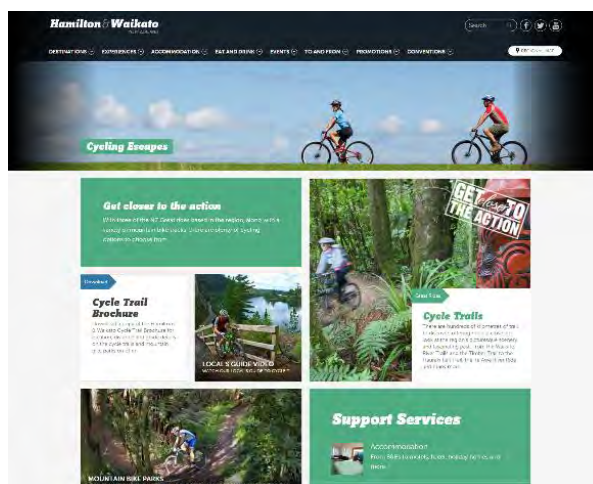


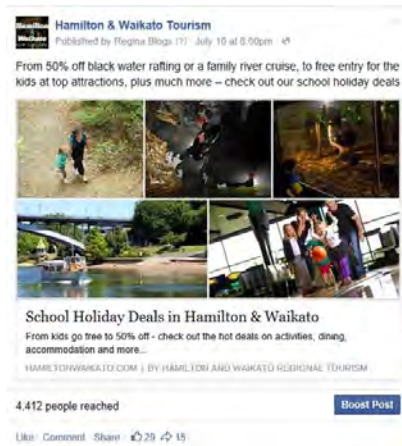
Timber Trail



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- A key project this year is the development of a "Tourism Opportunities Plan" (TOP) which will identify opportunities to enhance the region's current visitor experiences as well as identify new visitor product development and investment opportunities. The TOP project, which commenced in December 2015, is due to be completed in May 2016 and will guide HWT's work in this area over the next five years. The first round of consultation will take place throughout the region in February 2016 and an online survey will also be developed to enable stakeholders, operators and interested parties to provide input into the process.
- HWT partnered with Maungatautari Ecological Island Trust, Department of Conservation, Waipa District Council and Waikato Regional Council to undertake a "Tourism Options Report" for Sanctuary Mountain Maungatautari. The report is due to be completed in March 2016.
- HWT applied to the WEL Energy Trust economic development fund for support for HWT's strategic plan and development activities. HWT was successful in securing a \$100,000 grant in December 2015.
- HWT hosted the Tourism Industry Association "Summit" in the region in July 15 and held an industry update event for tourism operators and wider stakeholders in December 15.

### **Next Six Months**

- Further domestic marketing campaigns will be implemented including the summer Explore Your Own Backyard (late Dec-January), summer Short Escapes (February – March), Fieldnights, (May-June) and the winter Explore Your Own Backyard (June-July) as well as the ongoing campaign activity targeting New Zealand's Chinese community.
- A domestic research project will be undertaken to enable greater understanding of the region's target markets in terms of travel patterns and demographics, and help inform marketing activities going forward. Planning for a refresh of domestic campaign activity will also take place during this period based on the research findings.
- HWT will participate in various travel trade and convention sector shows including TRENZ (International Trade, Rotorua, May), Explore Show (International Trade, Auckland, April), Convene (Business Events, Auckland, April) and MEETINGS (International/National Business Events, Auckland, June).
- HWT will undertake its business planning for 2016-17 (January).
- The Tourism Opportunities Plan will be completed in May 2016.

- The Convention Bureau will undertake a series of Waikato-based buyer famils in May.
- HWT will host its annual H&W Tourism Update – 6 April 2016.
- HWT will finalise its health & safety policy and processes pertaining to the new regulations (March - April 2016).
- Six month reporting and presentations to councils will take place between March and May.

Kiri Goulter  
CE  
February 2016

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 23 FEBRUARY 2016 AT 9.00AM

**PRESENT:** Mayor Brian Hanna, Council Members Phil Brodie, Terry Davey, Allan Goddard, Sue Smith and Lorrene Te Kanawa

**IN ATTENDANCE:** Mike Bain (Waitomo News)

Paula Southgate, Chairperson; Tracey May, Director Science and Strategy and Rick Liefing, Senior Regional Hazards Advisor (Waikato Regional Council)

Chief Executive; Executive Assistant; Group Manager – Customer Services (for part only); Group Manager – Assets (for part only); Communications Officer (for part only); Environmental & Regulatory Services Leader (for part only) and Community Development Coordinator (for part only)

<b>1. Council Prayer</b>
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<b>2. Deputation: Waikato Regional Council – Rising Sea Levels</b>	<b>File 037/042</b>
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Council received a Deputation from Waikato Regional Council Chair Paula Southgate, Strategy & Science Director Tracey May and Senior Regional Hazards Advisor Rick Liefing by way of a PowerPoint Presentation on the Regional Council's Coastal Inundation Tool.

The meeting adjourned for morning tea at 9.56am.  
The meeting reconvened at 10.10am

Paula Southgate, Chairperson; Tracey May, Strategy & Science Director and Rick Liefing, Senior Regional Hazards Advisor (Waikato Regional Council) left the meeting at 10.21am.

#### **Resolution**

The Deputation: Waikato Regional Council – Sea Level Change be received.

Brodie/Te Kanawa                      Carried

<b>3. Declarations of Member Conflicts of Interest</b>	<b>File 037/051A</b>
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No Declarations.



<b>4.</b>	<b>Verbal Reports: Individual Councillor Roles and Responsibilities</b>
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File 037/040B

Cr Brodie

- Mokau Ratepayers Meeting
- Te Kuiti Summer Nature Programme
- Meeting - Mokau Ratepayer re Valuation
- Meeting - Aria Ratepayer re Kumara Road Underslip
- Mokau Museum Reveal
- Mokau St Johns – New Station Opening
- Aria Bike Ride
- 3 Articles for Tainui Trading Post
- 1 Article for Piopio

Cr Te Kanawa

- Te Kuiti Community House
- Te Kuiti St Johns – Eric Carter Retirement

Cr Goddard

- Benneydale Hall Society
- Benneydale Residents and Ratepayers Assn (in abeyance)

Cr Smith

- Local Sports Days and Regattas
- Liaising with locals
- Waitomo Caves Museum Rebranding
- Tere Waitomo

Cr Whitaker

- Brook Park
  - Cycle Track
  - London Plane Tree to be pruned
- Akira (Tatsuno Sister City)
- Te Kuiti Development Inc
  - Corporate Night
  - Les Munro Centre – cutlery not sufficient

Mayor

- University Bus (started 22 February with 21 people on board)
- National Review of Social Sector Trials
- Regional Sports Awards
- Collaborative Stakeholder Group
  - Beef & Lamb Meeting at Otorohanga
- Mokau Museum
- RTO Tourism Workshop
- Waitomo Stadium Meeting
- Waikato Mayoral Forum
- Waikato Plan Meeting

**Resolution**

The verbal reports be received.

Goddard/Te Kanawa

Carried

The Group Manager - Customer Services and Group Manager - Assets left at 10.37am

<b>5. Confirmation of Minutes – 15 December 2015</b>	<b>File 037/040B</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 15 December 2015, including the public excluded minutes, be confirmed as a true and correct record.

Goddard/Davey Carried

<b>6. 2015 Triennial General Revaluation - Rating Impact</b>	<b>File 130/008C</b>
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Council considered a business paper providing a briefing on the rating impact of the District Revaluation process carried out in September 2015, providing a high level summary on the changes to rateable capital values and examples of the impact to individual properties by area across the District.

**Resolution**

The business paper on the 2015 Triennial General Revaluation – Rating Impact be received.

Brodie/Goddard Carried

<b>7. Financial and Non-Financial Report for the period ended 31 December 2015</b>	<b>File 100/018B</b>
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Council considered a business paper presenting the Financial and Non Financial Report for the period ended 31 December 2015.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Financial and Non Financial Report for the period ended 31 December 2015 be received.

Whitaker/Davey Carried

<b>8. Progress Report: Communications Strategy</b>	<b>File 004/004</b>
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Council considered a business paper providing a brief on progress made with various Communications projects identified within the Communications Strategy as well as those that have arisen in the past six months.

The Communications Officer answered Members' questions.

**Resolution**

The business paper Progress Report Communications Strategy be received.

Davey/Whitaker Carried

The Group Manager – Customer Services, Community Development Coordinator and Environmental & Regulatory Services Leader entered the meeting at 10.58am.

<b>9. Waitomo District Christmas Parade 2015</b>	<b>File 400/103/2015</b>
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Council considered a business paper providing a briefing on the outcome of the Waitomo District Christmas Parade 2015.

The Community Development Coordinator expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on the 2015 Christmas Parade Report be received.

Te Kanawa/Whitaker Carried

<b>10. Citizens Awards Timeline 2016</b>	<b>File 400/120</b>
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Council considered a business paper providing a proposed timeline for the 2016 Waitomo District Citizens Awards.

The Community Development Coordinator expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on the timeline for the Waitomo District Council Citizens Awards be received.
- 2 Council approve the proposed timeline for the 2016 Waitomo District Citizens Awards.

Goddard/Whitaker Carried

The Community Development Coordinator left the meeting at 11.05am.

<b>11. Adopted Local Alcohol Policy</b>	<b>File 350/001A</b>
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Council considered a business paper presenting the adopted Waitomo District Council Local Alcohol Policy to Council and confirm a date to bring the Policy into force.

The Group Manager – Customer Services and Environmental & Regulatory Services Leader expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on the adopted Local Alcohol Policy be received.
- 2 The Waitomo District Council Local Alcohol Policy be brought into force on 1 June 2016.

Davey/Whitaker Carried

<b>12. Progress Report: Resource Consent Applications</b>	<b>File 097/001E</b>
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Council considered a business paper providing a progress report on outstanding resource consent applications and those applications currently being processed.

**Resolution**

The Progress Report: Resource Consent Applications be received.

Goddard/Smith Carried

The Environmental & Regulatory Services Leader left the meeting at 11.12am

<b>13. Brook Park Incorporated Society Minutes</b>	<b>File 401/0581153000</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meeting convened on 2 February 2016.

Cr Whitaker expanded verbally on the Minutes and answered Members' questions.

The Mayor noted on Council's behalf, to pass on to the Brook Park Committee, Council's appreciation of the work being done by the Committee.

**Resolution**

The business paper on Brook Park Incorporated Society Minutes be received.

Whitaker/Smith Carried

<b>14. Progress Report: Les Munro Centre – Stage Upgrade (Courtyard and Kitchen)</b>	<b>File 401/0588424200</b>
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Council considered a progress report on the Les Munro Centre (LMC) Staged Upgrade for 2015/2016 being upgrades of the Courtyard and Kitchen.

The Mayor noted feedback from users of the Les Munro Centre that the crockery and cutlery numbers should be increased to 200 settings, as additional settings needed to be hired from the Piopio Hall.

**Resolution**

The Progress Report: Les Munro Centre – Staged Upgrade (Courtyard and Kitchen) and rebranding be received.

Whitaker/Davey Carried

The Group Manager – Customer Services left the meeting at 11.25am.

<b>15. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – February 2016</b>	<b>File 037/005B</b>
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Council considered a progress report on the three waters Operational, Maintenance and Capital Works including contracted out services.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – February 2016 be received.

Goddard/Davey Carried

<b>16. Progress Report: Solid Waste Activity – February 2016</b>	<b>File 037/005B</b>
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Solid Waste Activity – February 2016 be received.

Smith/Whitaker Carried

The Group Manager – Assets entered the meeting at 11.32am.

<b>17. Progress Report: Monitoring against 2012-2022 Long Term Plan – Land Transport (February 2016)</b>	<b>File 037/020/12B</b>
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Council considered a progress report on the implementation of the Work Plan for the Land Transport activity as contained in Year Three (2015/2016) of the 2012-2022 Long Term Plan (LTP) and establishing a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

The Chief Executive and Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (February 2016) be received.

Te Kanawa/Brodie Carried

<b>18. Review of Trade Waste Bylaw 2006 – Section 155 LGA Determination Report</b>	<b>File 505/504/3B</b>
--	------------------------

Council considered a business paper presenting the problems associated with the discharge of trade waste into Council's sewerage system and why a trade waste bylaw is the most appropriate way of addressing this problem.

Prior to undertaking a review of a Bylaw, Section 155 of the Local Government Act 2002 requires Council to determine whether a bylaw is the most appropriate way of addressing the perceived problem.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Review of Trade Waste Bylaw 2006 section 155 LGA Determination Report be received.
- 2 Council determines that a bylaw is the most appropriate way of addressing the perceived problems associated with the discharge of trade waste into Council's sewerage system.
- 3 The Trade Waste Bylaw be reviewed and recommendations reported to Council.

Whitaker/Goddard      Carried

<b>19. Progress Report: Road Map Work Programme</b>	<b>File 037/048B</b>
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Council considered a progress report against the Road Map Work Programme adopted by Council on 25 August 2015.

The Chief Executive expanded verbally on the business paper, informing Council of the need to complete a full review of the Road Map Road Map for presentation to Council on 5 April 2016.

The Group Manager – Customer Services and Environmental & Regulatory Services Leader entered the meeting at 11.50am.

Council discussed the provision of additional funding for the completion of the Te Kuiti Railway Station Building 1 and Plaza project and agreed to proceed to completion.

The Chief Executive advised that a full review of the future of 2 Jennings Street is to be undertaken and that does not necessarily mean it will be demolished.

**Resolution**

The Progress Report: Road Map Work Programme as at 23 February 2016 be received.

Goddard/Brodie      Carried

**20. Motion to Exclude the Public for the consideration of:**

**File 037/043**

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain in attendance:

Chris Ryan, Chief Executive  
 Michelle Higgie, Executive Assistant  
 Helen Beever, Group Manager – Customer Services  
 Elsa du Toit, Environmental & Regulatory Services Leader,  
 Kobus Du Toit, Group Manager – Assets

- 3 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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Progress Report: Regulatory Update	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report – Resource Consent Compliance Monitoring	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Te Kuiti Meat Processors Ltd - Trade Waste Charges & Compliance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Waitomo Village Water and Wastewater Services - Current Position and Process Forward	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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 or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Whitaker/Brodie                      Carried

Mike Bain (Waitomo News) left the meeting at 12 midday.

The meeting adjourned for lunch at 11.59am and reconvened at 12.35pm for the public excluded business.

There being no further business the meeting closed at 12.58pm.

Dated this 5<sup>th</sup> day of April 2016.

BRIAN HANNA  
**MAYOR**



Confidential

Confidential

**Document No:** 388250**File No:** 037/002/1A**Report To: Council****Meeting Date:** 22 March 2016**Subject:** **Elected Members Remuneration Review – from 1 July 2016**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the process and timeline for the review of remuneration and allowance setting for elected members' for the 2016/17 financial year.

## Background

- 2.1 A full review of Local Authority Remuneration was launched in September 2011 with circulation of a Discussion Document and calling for responses and submissions.
- 2.2 A second document outlining the Remuneration Authority's preferred new approach was published in November 2012 with a final document outlining implementation published in April 2013.
- 2.3 The key changes resulting from that review were:
1. A base salary for mayors/regional chairs, councillors, community board members and chairs.
  2. Councils may submit proposals for approval of additional remuneration for individual councillors undertaking extra duties, or for community boards with additional responsibilities.
  3. Some changes made to allowances for vehicle mileage, travel time and communications.
  4. Changes to resource consent payments.
- 2.4 As a result of the changes, in September 2013 Council undertook a review of its "Policy on Elected Members Remuneration" and replaced it with a new "Policy on Elected Members' Allowances and Recovery of Expenses". This new Policy was approved by the Remuneration Authority on 23 October 2013 and has been in place without amendment since that time.

## Commentary

### 2.1 2016 Review

- 2.2 In each year preceding the local government elections, the Authority conducts a full review of remuneration in each local authority.

2.3 The Authority has advised that in 2016 it will be requiring councils to re-submit:

- a) requests for recognition of additional responsibility;
- b) allowance and expenses policies; and
- c) details of Mayoral Vehicles, and the usage level

2.4 The Timeline set by the Authority is as follows:

1. **By the end of March** the Authority will advise councils of the base remuneration for the mayor, councilors and community board members.
2. At the same time it will seek councils' submissions on the distribution of the pool funds available to recognise additional responsibilities, with submission date of no later than **13 May**.
3. Councils are to provide details of any mayoral vehicles provided together with details of usage to enable the Authority to ensure the correct adjustment to the mayoral remuneration recorded in the 2016/2017 determined. This information will also be required by **13 May**.
4. **By the end of April** the Authority will advise councils of any changes to the provisions for mileage, travel time and communications allowances that are to be included in the 2016/2017 determination.
5. At the same time it will require the Members Allowance and Reimbursement Policy for the period 1/7/2016 to 30/6/2019 to be submitted for approval. The date for submission of policies for approval will be no later than **10 June**.
6. **In early June** the Authority will confirm the final remuneration details for each council and at the same time begin the process of issuing a determination for the 2016/2017 year.
7. **1 July** – it is the aim to the Authority to gazette the new determination by 1 July, but this is subject to councils meeting the deadlines specified.

2.5 This timeline will be worked in with Council's Meeting Schedule as follows:

Key Milestone	Timeframe	Commentary
1 Authority will advise councils of the base remuneration for the mayor, councilors and community board members.	End of March	Complete
<b>Council Meeting</b> Inform Council of process and timeline 2 Consider distribution of the pool funds available to recognise additional responsibilities for submission to the Authority.	5 April 2016 (Deadline is 13 May)	
3 Provide details of mayoral vehicle	By 13 May	
4 Authority to advise of any changes to the provisions for mileage, travel time and communications allowances that are to be included in the 2016/2017 determination.	End of April	

Key Milestone	Timeframe	Commentary
<b>Council Meeting</b> 5 Review Policy on Elected Members' Allowances and Recovery of Expenses for the period 1/7/2016 to 30/6/2019 for submission to and approval by the Remuneration Authority.	31 May 2016 (Deadline 10 June 2016)	
6 The Authority to confirm the final remuneration details for each council and at the same time begin the process of issuing a determination for the 2016/2017 year.	Early June	
7 Authority to gazette the new determination.	1 July 2016 (Subject to Councils meeting the deadlines specified)	

## **2.6 Base Remuneration 2016/2017 Mayor and Councillors**

2.7 The Authority has notified Councils of the base remuneration rates. A copy of the Authority's letter is attached to and forms part of this business paper.

2.8 The base remuneration for WDC is as follows:

Role	2015/16	2016/17
Mayor	\$72,100	\$74,263
Councillor	\$22,400	\$23,072

## **2.9 Payment for Additional Duties**

2.10 The Authority has advised all Councils that the amount available to supplement elected member positions with "additional duties" has been increased from 150% of the base rate to 200% (for WDC this would amount to \$46,144).

2.11 Due to the fact WDC does not have any Standing Committees (therefore no Chairperson roles), the only elected Council position with additional duties is the Deputy Mayor role.

2.12 Historically, the Deputy Mayor additional duties remuneration has been based on an additional 35% above the base rate. This is in line with the Authority's recommended range of 15% to 40% for a Deputy Mayor. Based on 35%, the Deputy Mayor's remuneration would be –

$$\text{Base Remuneration } \$23,072 + 35\% (\$8,075.20) = \$31,147.20$$

2.13 If Council resolves to continue setting the additional duties remuneration on this basis, and the Authority approves the recommendation, then the comparison with the current Deputy Mayor remuneration rate would be –

Role	2015/16	2016/17
Deputy Mayor	\$30,240	\$31,147

2.14 Additional fees for councillors undertaking resource consent hearings under the RMA are funded by other council budgets, not the pool for additional responsibilities.

**2.15 Review Policy on Elected Members' Allowances and Recovery of Expenses**

2.16 Once the Authority advises any changes to the provisions for mileage, travel time and communications allowances that are to be included in the 2016/2017 determination (estimated by end of April), a desktop review of Council's Policy on Elected Members' Allowances and Recovery of Expenses will be undertaken to ensure continued compliance with the Authority's requirements. The Policy will then be presented to Council at the 31 May meeting for consideration, approval and submission to the Authority.

**2.17 Mayor's Vehicle**

2.18 Completion of the Mayor's Car Information Form is an administrative process only, to enable the Authority to make the correct adjustment to the Mayor's base salary to take into consideration vehicle private use.

<b>Recommendation</b>
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4.1 It is recommended that Council submit to the Authority the distribution of the pool funds available to recognise additional responsibilities as follows:

<b>Additional Duties Role</b>	<b>Supplementary Remuneration</b>
Deputy Mayor	35% (\$8,075.20)

<b>Suggested Resolutions</b>
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- 1 The business paper on Elected Members Remuneration Review – from 1 July 2016 be received.
- 2 Council submit to the Remuneration Authority that the distribution of pool funds for Waitomo District Council recognising additional responsibilities be as follows:

<b>Additional Duties Role</b>	<b>Supplementary Remuneration</b>	<b>Total Remuneration</b>
Deputy Mayor	35% (\$8,075.20)	\$31,147

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

March 2016

Attachments: 1 Remuneration Authority Letter – 17 March 2016



Waitomo District Council

**COPY**

**Date: 21/03/2016**

**Doc #: 388935**

**File #: 037/002/1A**

17 March 2016

Mr Brian Hanna  
Mayor  
Waitomo District Council  
PO Box 404  
TE KUITI 3941

COPY FOR YOUR  
INFORMATION

Dear Mayor Hanna

### Elected Members' Remuneration from 1 July 2016

This letter provides information about your elected members' base remuneration for the period from 1 July 2016 to 30 June 2017, and it follows the letter sent by this Authority to your Chief Executive on 1 December 2015 setting out the process the Authority will follow this year in setting remuneration for elected members. In that letter we also included a copy of a report we issued in 2012 entitled "Remuneration setting proposals for local authorities: 2013 and beyond". You can access that report at <http://remauthority.govt.nz/clients-remuneration/remuneration-for-local-government-elected-officials/>.

This letter also requires your action. It is necessary for you to provide additional information to the Authority, on the forms provided with this letter, in order for the Authority to make an accurate determination for your Council for the 2016/17 year. That information is required by Monday 16 May at the latest.

### Background

In addition to the 2012 report, during 2015 the Authority commissioned HayGroup to review a sample group of councils and establish both the size and changing nature of local representation. In undertaking this work the Authority obtained information that gave it some confidence in the size of the job of elected members and the increasing demands on them.

It also received feedback on the ability of a council to recognise the additional responsibilities undertaken by some members and it has taken this into consideration in its decision making.

There were two areas in which the Authority did not get sufficient information to have confidence in the scope of elected members' undertakings. The first is the time commitment required to effectively fulfil council responsibilities and the second is the additional time commitment and responsibilities that flow from the district or regional plan hearing process.

The remuneration element of the review that the Authority undertook in 2012 was only partially implemented due to the significant increases, and occasional decreases, that would have resulted. The Authority assessed that such a change would not have been acceptable to

Remuneration Authority

PO Box 10084, Morrison Kent House, 105 The Terrace, Wellington, New Zealand  
Telephone 04 499 3068 Facsimile 04 499 3065 Email [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz)

communities at a time when both urban and rural New Zealanders faced rating and financial challenges and most working people received only modest increases in remuneration.

Given the Authority's continuing concern regarding aspects of the information available to it this year, we are again deferring full implementation whilst a new review of the remuneration framework is undertaken. This work will take place over the coming year and, as proposals develop, the Authority will engage further with local government.

For this year the Authority has decided to implement increases between 1.5% and 3%, phased in bands, with the larger metropolitan areas receiving 1.5% and those councils with more modest current remuneration being increased up to 3%. This has been introduced in four bands based on the Authority's size index.

### Base Remuneration 2016/2017 Mayor and Councillors

Under this approach the following will be the **base** remuneration for you and your elected members.

Role	2015/16 remuneration	2016/17 remuneration
Mayor	\$72,100	\$74,263
Councillor	\$22,400	\$23,072

### Payment for additional duties

To recognise the concerns reflected in our review about the ability to appropriately address the additional duties of some elected members, the Authority has decided to increase the amount available to supplement base remuneration from 150% of the councillor remuneration to 200%. Therefore the maximum amount available for your council for this purpose is \$46,144. The Authority has also decided to respond to concerns raised by councils by removing the 40% and 25% caps on the payment to individual councillors for additional duties.

The Authority is not making any changes to the provisions for payment for elected members participating in district or regional planning hearing processes in this determination, but we have agreed with LGNZ to set up a working group to find a solution that will be permitted under the legislation. We anticipate that the Authority's 2017/18 determination will address the matter.

### What you need to do now

Attached to this letter are three forms for completion. The first two are compulsory. Form B is for use when it is relevant to your council.

1. The Mayor's **vehicle information form** will enable the Authority to make the correct adjustment to the Mayor's remuneration where necessary. *You must submit this form even if the Mayor will not be provided with a vehicle.*
2. Form A is a schedule of your **proposed positions and remuneration**. You must complete and submit this form.



3. Form B is the information required for each position that the council wishes to recommend for **additional payments**. Please note that the description needs to apply to all the positions a member holds. For example, if the deputy mayor also chairs a committee, one additional payment should be proposed to cover all the duties.

As in previous years, councils are not required to allocate the total amount of funds available.

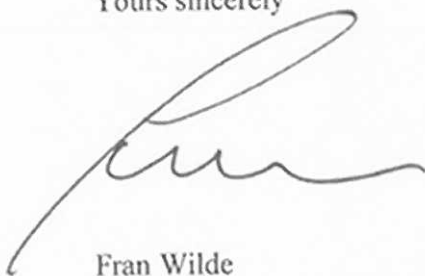
The forms are also available as Word documents on the Authority's website at this address <http://remauthority.govt.nz/local-government/>.

In order for the Authority to release its determination prior to 1 July 2016, we require these returns no later than Monday 16 May, so we would appreciate hearing from you as soon as possible.

We consider that the most efficient way for you to return the forms would be to scan your set into a pdf file and attach to an email to [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz).

If you have any questions regarding the above information please forward them by email to [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz).

Yours sincerely



Fran Wilde  
**Chair**

cc Chief Executive, Waitomo District Council

#### Enclosures

1. Mayor's car information form
2. Positions form (Form A)
3. Additional payments for positions form (Form B)

## Council Mayor or Chair Vehicle Information Form

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Councils decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers.

Please use this form to confirm or reconfirm car provision details.

Name of Council: Waitomo District Council

Does the Council supply a vehicle to the Chair or Mayor? **Yes**  
If "yes" please complete the table below.

Make and model	2015 Holden Malibu
Date of Purchase	May 2015
Total on the road cost to Council on purchase GST inclusive	\$38,318.53
Is the car for Chair/Mayoral use only? <i>"Chair/Mayoral use only" means that the car can be used by other officers, can be driven home and garaged by the Chair/Mayor but does not permit any private use.</i>	No
If "no" above then please confirm percentage of private use. <i>"Full private use" is normally assessed by the Authority at 20%. Where a larger or smaller usage is claimed supporting information is required (such as log books).</i>	20%

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### Car value deduction calculation example:

If value of car = \$38,000 incl. GST and  
% of private use = 20%

$\$38,000 \times 41\% \times 20\% = \$3,116$  This is the amount to be deducted from the Chair's/Mayor's salary.

**FORM A**  
**Proposed positions and remuneration**



Name of Council: **Waitomo District Council**

Please complete this form listing all the positions you propose, and attach a completed Form B for each position with additional responsibilities

Name of Position	Number of positions	\$ amount for additional responsibilities	Total remuneration per position
Mayor or Chair	1	\$	\$
<b>Deputy Mayor</b>	<b>1</b>	<b>\$8,075.20</b>	<b>\$31,147.20</b>

**FORM B**  
**Information about each position recommended for additional payments**

<b>NAME OF COUNCIL</b>	<b>Waitomo District Council</b>
<b>POSITION TITLE</b>	<b>Deputy Mayor</b>
<b>NUMBER OF POSITIONS WITH THAT TITLE</b>	<b>1</b>
<b>POSITION DESCRIPTION</b> <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>a) Performs all the responsibilities and duties, and exercises all the powers of the Mayor:</p> <ul style="list-style-type: none"> <li>i) with the consent of the Mayor at any time during his temporary absence,</li> <li>ii) without the Mayor's consent, at any time while the Mayor is prevented by illness or otherwise from performing his duties,</li> <li>iii) while there is a vacancy in the office of mayor</li> </ul> <p>b) Deputises for the Mayor when the latter has competing commitments. Includes chairing meetings of the Council, addressing the media on Council issues, representing the Mayor at civic events, chairing informal meetings of councillors.</p> <p>c) Community leadership through holding meetings with various community groups on topical issues, as requested by the Mayor, and working with those groups and council staff to resolve them.</p> <p>d) Assists the Mayor to work closely with other elected members to ensure smooth council decision-making. Includes being the first point of contact in the Mayor's Office for community members on any issues. Works with council staff and board members to resolve those issues.</p>
<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	<b>10 hours per week</b>
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	<b>\$23,072.00</b>
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	<b>\$8,075.20</b> (35% of Base Salary)
<b>TOTAL REMUNERATION</b>	<b>\$31,147.20</b>

Document No: 388525 v2

File No: 037/013/2017EAP

**Report To: Council****Meeting Date:** 5 April 2016**Subject:** Adoption of Draft Information for Exceptions Annual Plan 2016-17 and Summary Information for Community Engagement

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the draft information to be contained in the Exceptions Annual Plan 2016/17 (EAP 16/17) along with the summary of this information, for adoption. This draft information will be used for engagement with the community.

## Background

- 2.1 The Local Government Act 2002 (LGA) requires the development of an Annual Plan for each year in between the Long Term Plan (LTP) review cycle of three years. The purpose of the Annual Plan as per section 95(5) of the LGA is to:
- a. Contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
  - b. Identify any variation from the financial statements and funding impact statement included in the Council's long term plan in respect of that year, and
  - c. Provide integrated decision making and co-ordination of the resources of Council; and
  - d. Contribute to the accountability of the Council to the community.
- 2.2 As is evident from the statutory purpose, the Annual Plan is an 'Exceptions' based document that is required to focus on any variations from the forecast and plans identified for the corresponding year in the LTP.
- 2.3 As a result of amendments to the LGA 2002 (August 2014) public consultation on the EAP is only required if the proposed plan includes any "significant or material differences" from the corresponding year in the LTP.
- 2.4 If public consultation is to be carried out then a Consultation Document has to be prepared and used as the basis of consultation with the community.
- 2.5 The statutory purpose of the Annual Plan has guided the EAP 16/17 development process. The process is founded against Year 2 of the 2015-2025 LTP (2016/2017 Financial Year) comprising:
- Consolidation of key projects/work streams planned for the 16/17 year in the LTP and prepare budgets for 16/17 year

- Consolidate and workshop strategic considerations for the 16/17 year which might vary the LTP forecasts in some significant way
- Identify variations to be included in the EAP 16/17 based on:
  - Changes to timing of work streams (bring forward or deferrals)
  - Change in scope of proposed work
  - Decision to discontinue initiatives
- Prepare preliminary financial forecasts for Council's consideration
- Audit process if variations are significant and consultation process to be followed.

2.6 The key strategic considerations for the working draft EAP 16/17, along with preliminary draft financial forecasts were discussed with Council at the December 2015, February 2016 and March 2016 workshops.

### Information for the Exceptions Annual Plan 2016-17

- 3.1 Council guidance has been given throughout the EAP 16/17 development process and the direction provided has informed preparation of the Draft 'Information for the EAP 16/17' which is enclosed with this business paper as **Attachment 1**.
- 3.2 Commentary on the key details from this Draft 'Information for the EAP 16/17' is contained in this section.

#### Work Programmes and Projects for EAP 16/17

- 3.3 Council followed a comprehensive and robust process for the development of work plans and projects included in the LTP 2015-25 and adopted in June 2015, for the following 10 years.
- 3.4 The outcome of Council's review of its work plans for 16/17 year, as set out in the LTP 2015-25 and the strategic considerations for the coming year is that Council aims to maintain the service levels for the various activities as agreed with the District community.
- 3.5 Council also intends to continue progress in its focus areas of Community Connectivity and Development, Economic Development and Good Asset Stewardship; within a financially prudent and sustainable manner.
- 3.6 The key initiatives planned for in the 16/17 EAP are:
- Facilitation of the Retirement Housing project
  - Investigation of new Campground in Te Kuiti
  - Concept plan development for Timber Trail Marketing
  - Complete the Te Kuiti Railway Station Buildings projects (majority of which will be completed by the end of 15/16 year)
  - Support Digital advancement of the District
  - Support implementation of the Waitomo Village Structure Plan
  - Complete the planned phases of the Te Kuiti Water Treatment Plant project
  - Sealing of Maraeroa Road

3.7 The financial details of the carrying out the planned work streams and operations are presented below.

#### Revenue and Expenditure

3.8 The Cost of Service Statement below (**Table 1**) illustrates that Council's planned Net Operating Expenditure for the EAP 16/17 is 5.5% lower than the forecast contained in the LTP 2015-25.

3.9 The forecast operating income for EAP 16/17 is 8.2% higher than the LTP forecast and the operating expenditure for 16/17 year is budgeted to be lower than the LTP forecast.

**Table 1**

LTP 2015/16 \$000's	Cost of Service Statement for All Council	LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
(11,166)	Total Operating Income	(10,600)	(11,464)	(864)
26,793	Total Operating Expenditure	27,642	27,570	(72)
<b>15,627</b>	<b>Net Operating Expenditure</b>	<b>17,042</b>	<b>16,106</b>	<b>(936)</b>
13,901	Total Capital Expenditure	10,034	12,341	2,307
<b>29,528</b>	<b>Total Net Expenditure</b>	<b>27,076</b>	<b>28,447</b>	<b>1,371</b>
	<b>Funded By</b>			
(5,591)	Internal Loans Drawn	(2,587)	(4,715)	(2,128)
(5,409)	Reserves	(5,221)	(4,674)	547
(18,528)	General Rates, UAGC and Service Charges	(19,268)	(19,058)	210
<b>(29,528)</b>	<b>Total Funding</b>	<b>(27,076)</b>	<b>(28,447)</b>	<b>(1,371)</b>

3.10 There is an overall increase in capital expenditure planned for 16/17 year (compared to the 2016/17 year in the LTP 2015-25) which is mainly due to:

- Re-sequencing of renewal work for the Te Kuiti Water Treatment Plant,
- Additional projects in Roads and Footpaths activity - Maraeroa Road seal extension and replacing a failing retaining wall on Oparure Road,
- Assessment and Safety improvement works to be carried out (in conjunction with the lessee) at WDC quarries to ensure alignment with Health and Safety requirements, and
- Some further performance and safety improvement works at Te Kuiti Waste Water Treatment Plant.

#### Funding Sources

3.11 The rates revenue requirement in the EAP 16/17 is \$19.06 million which is 1.1% less than the forecast contained in the LTP 2015-25.

3.12 The \$19.06 million rates requirement for 16/17 year is an overall average **2.87%** rates increase over the current year.

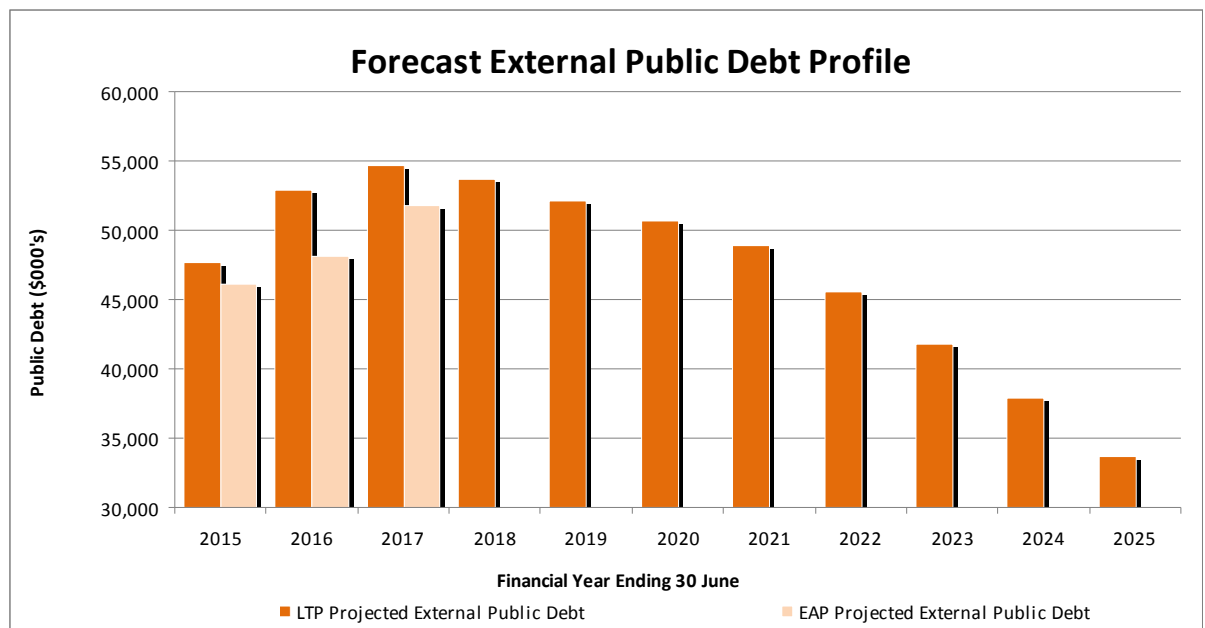
3.13 Table 2 below shows the rates types that the \$19.06 million rates requirement is comprised of.

Table 2

Rates	LTP 15/16	LTP 16/17	EAP 16/17	Variance to LTP 15/16	Variance to LTP 16/17
<b>Targeted Rates and Service Charges</b>					
Sewerage	2,228	2,279	2,284	57	5
Water	1,658	1,792	1,701	43	(91)
Metered Water Rates	634	661	675	41	14
Targeted Services	514	545	521	7	(24)
District Development Rates	191	206	214	23	8
Piopia Retirement Village Contribution	15	15	15	0	(0)
Roads and Footpaths	5,547	5,666	5,658	111	(8)
Solid Waste Management	537	592	547	10	(45)
Solid Waste Collection	195	200	202	6	2
Stormwater	413	427	423	10	(4)
Marokopa Community Centre	4	4	4	0	0
<b>Total Targeted Rates and Service Charges</b>	<b>11,936</b>	<b>12,387</b>	<b>12,244</b>	<b>308</b>	<b>(143)</b>
UAGC	3,158	3,257	3,212	76	(45)
General Rates	3,434	3,624	3,602	146	(22)
<b>Total Rates</b>	<b>18,528</b>	<b>19,268</b>	<b>19,058</b>	<b>530</b>	<b>(210)</b>
<b>Percentage Increase</b>				<b>2.86%</b>	<b>-1.08%</b>

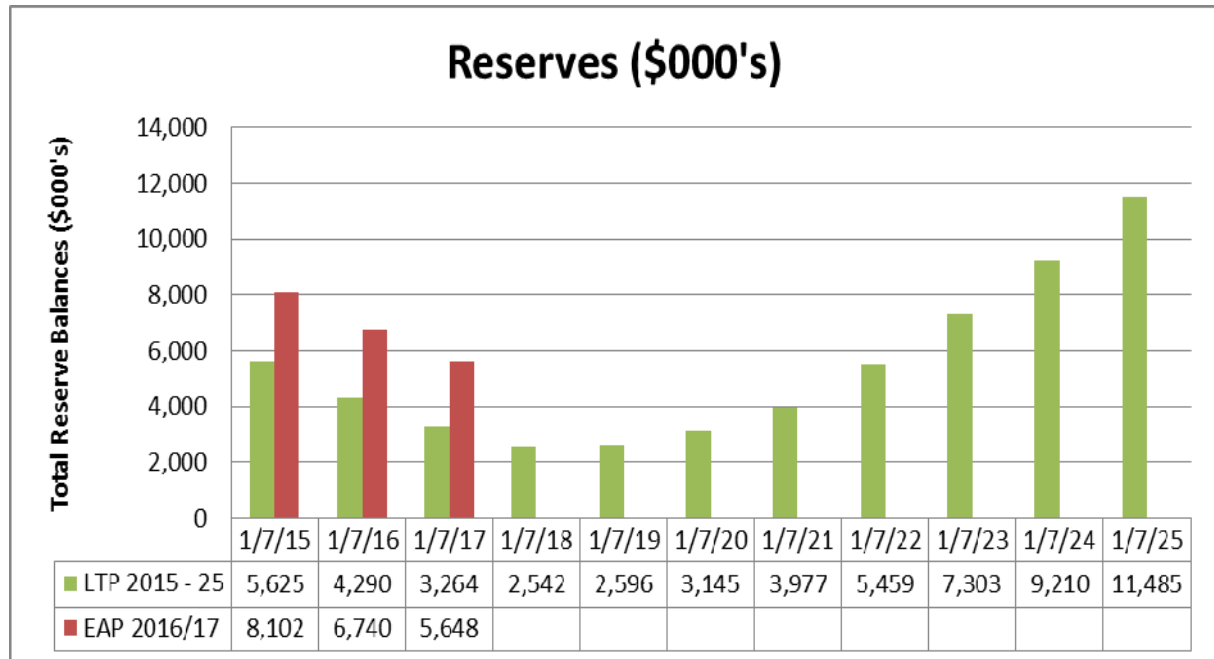
### Public Debt and Reserves

3.14 The external public debt at the end of the 2016/17 year is forecast to be \$2.8 million less than the forecast contained in the LTP 2015-25. The graph below illustrates the favourable trend in debt reduction.





- 3.15 The following graph illustrates the Reserves balances as forecast in the LTP for 2016/17 and the forecast in the EAP 16/17 once again demonstrating a positive trend of reserve balances being higher than forecast.



- 3.16 The EAP 16/17 forecast for the Reserves balances is a \$2.45 million increase over the LTP forecast for 2016/17.
- 3.17 Overall, there are no material or significant changes in the work plans or the draft financial forecasts for the EAP 16/17 to the forecasts contained in the LTP 2015-25 for the 16/17 year.

## Engagement / Process Forward

- 4.1 An Annual Plan identifying any 'exceptions' is still required to be adopted by Councils prior to the start of the financial year to which it pertains. The content requirements have been reduced however and information included in the LTP (which is unchanged) needs to be referenced only and not repeated in the Annual Plan.
- 4.2 As noted earlier, amendments made to the LGA 2002 in August 2014 have changed the public consultation requirements for the Annual Plan. Consultation on the Annual Plan is no longer required if there are no "significant or material differences" to the corresponding year in the LTP.
- 4.3 A difference, variation or departure is material if it could, itself or in conjunction with other differences, influence the decisions or assessments of those reading or responding to a consultation document (Section 95A(5) LGA).
- 4.4 In order to assess whether a difference, variation or departure is significant it is assessed against Council's Significance and Engagement Policy 2014 (SEP). In accordance with Council's policy the more significant a matter the more extensive the level of engagement. The following matters are taken into account when assessing the degree of significance of proposals:
- The level of financial consequences of the proposal or decision

- Whether the proposal or decision will affect a large portion of the community
  - Whether the impact or consequences of the decision or proposal on the affected persons (being a number of persons) will, in Council's view, be substantial
  - The likely impact on present and future interests of the community
  - The likely impact on Māori cultural values and their relationship to land and water
  - Whether the proposal affects the level of service of a significant activity
  - Whether community interest is high
  - Whether the likely consequences are controversial
  - Whether community views are already known, including the community's preferences about the form of engagement
  - The form of engagement used in the past for similar proposals and decisions
  - There is a legal requirement to engage with the community
- 4.5 An assessment of variations between the work plans and draft financials for the EAP 16/17 and the forecasts contained in the LTP 2015-25 and the assessment of these variations against Council's SEP shows that the variations are not material or significant and as a result there is no legal obligation to consult.
- 4.6 Council has discussed that it is important to keep the District community informed about the plans and financials for the EAP 16/17 prior to adoption of the EAP 16/17 in June 2016, particularly because this is the first year that the new provisions in LGA 2002 (section 95 (2A)) can be used as the community may have expectations that the former obligations will be continued.
- 4.7 Council has also discussed that the intent of the amendments to the LGA in terms of consultation requirements has been to reduce the administrative costs and time associated with a formal consultation process and bring about efficiencies.
- 4.8 As a result, a more informal engagement process is suggested to be carried out as discussed below.
- 4.9 The community will be invited to provide feedback on Council's plans and financials for the EAP 16/17 in the period between 15 April and 13 May.
- 4.10 A 'drop in session' with the Elected Members is proposed for 19 May 2016 at Te Kuiti Railway Station Building No 3, between 9am – 12pm for community members to discuss any feedback that they have provided.
- 4.11 No Hearings or Deliberations are proposed to be held since there is no formal consultation taking place.
- 4.12 If Council wishes to consider any feedback more formally, it can do so at a regular Council meeting, the earliest most suitable opportunity being the Council meeting on 31 May 2016.
- 4.13 The final EAP 16/17 is scheduled to be adopted by Council on 28 June 2016.

- 4.14 A pack of information called 'Information for the Exceptions Annual Plan 2016-17' will be made available to those who seek more detailed information. This information will consist of:
- Financial Statements,
  - Funding Impact Statement,
  - Rates Examples,
  - Changes to Accounting policies, and
  - Cost of Service Statement for Activities including Commentary on any variations,
- 4.15 In order to stimulate community engagement and in the interest of widely disseminating the EAP 16/17 information, a summary of this information along with details of the engagement process is proposed to be included in the April edition of Council's publication – Waitomo Way. A draft copy of the Waitomo Way is enclosed as Attachment 2 with this business paper.

<b>Suggested Resolutions</b>
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- 1 The business paper on Adoption of Draft Information for Exceptions Annual Plan 2016-17 and Summary Information for Community Engagement be received.
- 2 Council adopt the information pack named 'Information on Exceptions Annual Plan 2016-17' for use in engagement with the District community.
- 3 Council will informally engage with the community on its plans for the Exceptions Annual Plan 2016/17 using the Waitomo Way article attached.
- 4 Council considers that the proposed variations for the 2016/17 year compared to the corresponding year in the 2015-25 LTP are not significant or material when assessed against Council's Significance and Engagement Policy 2014 and section 95A(5) of the LGA.
- 5 Having considered the differences between the 2016/17 EAP information and the 2015-25 LTP, Council considers that consultation on the Exceptions Annual Plan 2016/17 under section 95(2) of the LGA is not required.

VIBHUTI CHOPRA  
**GROUP MANAGER CORPORATE SERVICES**

24 MARCH 2016

Attachment:        1    Information on Exceptions Annual Plan 2016-17  
                           2    Waitomo Way Article



# Draft Information for Exceptions Annual Plan 2016/17

This document contains:

- Cost of Service Statements for the Significant Activities for 2016/17 year
- Financial Statements
  - Funding Impact Statement
  - Rates for Sample Properties (Rates Examples)
  - Accounting Policies
  - Details of Reserve Funds

Key to Community Outcomes Symbols



Vibrant  
Communities



Effective  
Leadership



Sustainable  
Infrastructure



Thriving  
Business

# Governance - Leadership and Investments



## Leadership

This activity includes the preparation of policies guiding strategic direction and strategic financial decisions for presentation to the Community for feedback.



## Investments

This Activity includes:

- Investment in Local Authority Shared Services (LASS)
- Investment in Inframax Construction Ltd (ICL)
- Council Owned Quarries
- Forestry Holdings
- Parkside Subdivisions
- Investment in Civic Assurance Ltd

## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
467	Representation	479	510	31
92	Investments	93	201	108
10	Treasury Management and Overhead Accounts	10	10	0
<b>569</b>	<b>Total Operating Income</b>	<b>582</b>	<b>721</b>	<b>139</b>
	<b>Operating Expenditure</b>			
778	Representation	817	778	(39)
875	Planning & Policy & Monitoring	942	1,003	61
300	District and Urban Development	313	301	(12)
841	Investments	854	982	128
10	Treasury Management and Overhead Accounts	9	10	1
<b>2,804</b>	<b>Total Operating Expenditure</b>	<b>2,935</b>	<b>3,074</b>	<b>139</b>
<b>2,235</b>	<b>Net Operating Cost/(Surplus)</b>	<b>2,353</b>	<b>2,353</b>	<b>0</b>
	<b>Capital Expenditure</b>			
0	Investments	0	115	115
461	Corporate Support	503	562	59
<b>461</b>	<b>Total Capital Expenditure</b>	<b>503</b>	<b>677</b>	<b>174</b>
<b>2,696</b>	<b>Net Expenditure</b>	<b>2,856</b>	<b>3,030</b>	<b>174</b>
546	Reserves	557	615	58
130	Internal Loans	133	188	55
1,018	General Rates	1,092	1,118	26
1,002	UAGC	1,074	1,109	35
<b>2,696</b>	<b>Total Funding</b>	<b>2,856</b>	<b>3,030</b>	<b>174</b>
389	Depreciation and Amortisation Expense	405	438	33

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not considered material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Operating Income

- The increase in income in Representation is due to an increase in the forecast rates penalties revenue based on historic trends.
- The increase in Investments income is due to the 50% contribution from the lessee is budgeted, for safety work required on WDC owned quarries and a forecast increase in royalty revenue.

### Operating Expenditure

- The key variance is in Investments where expenditure now includes budget for the assessment and upgrade of Council owned quarries to meet higher health and safety standards. Half of this will cost will be met by ICL as the increase in operating revenue illustrates.
- Expenditure on land parcel reconfiguration at Parkside in relation to the Retirement Housing complex proposal, and for entity set up has been included.
- The budgeted amount for asset valuations has been increased as Roding, Refuse, Investment Properties and Assets Held for Sale asset classes and Council's Investment Shareholding are due to be revalued as at 30 June 2017.
- These costs have been offset by a decrease in budgeted interest costs and some minor decreases in other areas to align with the information of actuals.

### Capital Expenditure

- The increase in capital expenditure forecast for Investment activity is due to safety improvement capital works required at WDC owned Quarries due to new Health and Safety requirements (50% of which is budgeted to be contributed by the lessee). This was not included in the LTP forecasts.

### Funding Changes

- Reserves: Reserves will be used to fund part of the investigation expenditure for reconfiguring the investment in Parkside.
- Internal Loans: An internal loan will be raised to fund Council's share of the safety improvements capital works to be carried out at the quarries.
- General Rate and UAGC: There is a minor increase in the overall rates requirement for this activity.



# Community Service

65



The Community Service Group consists of the following activities:

Parks and Reserves, Public Amenities and Safety  
Recreation and Culture and Housing and Other  
Property



# Estimated Cost of Service Statement 66

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
27	Parks and Reserves	2	2	(0)
288	Housing and Other Property	278	266	(12)
112	Recreation and Culture	119	126	7
82	Public Amenities	53	55	2
<b>509</b>	<b>Total Operating Income</b>	<b>452</b>	<b>449</b>	<b>(3)</b>
	<b>Operating Expenditure</b>			
714	Parks and Reserves	644	617	(27)
1,212	Housing and Other Property	1,241	1,210	(31)
1,116	Recreation and Culture	1,124	1,172	48
773	Public Amenities	825	795	(30)
173	Safety	181	208	27
<b>3,988</b>	<b>Total Operating Expenditure</b>	<b>4,015</b>	<b>4,002</b>	<b>(13)</b>
<b>3,479</b>	<b>Net Operating Cost/(Surplus)</b>	<b>3,563</b>	<b>3,553</b>	<b>(10)</b>
	<b>Capital Expenditure</b>			
207	Parks and Reserves	132	132	0
237	Housing and Other Property	257	372	115
295	Recreation and Culture	228	226	(2)
445	Public Amenities	410	410	0
0	Safety	0	10	10
<b>1,184</b>	<b>Total Capital Expenditure</b>	<b>1,027</b>	<b>1,150</b>	<b>123</b>
<b>4,663</b>	<b>Net Expenditure</b>	<b>4,590</b>	<b>4,703</b>	<b>113</b>
	<b>Funded By</b>			
592	Reserves	518	559	41
692	Internal Loans	620	819	199
1,477	General Rates	1,510	1,454	(56)
1,640	UAGC	1,662	1,607	(55)
4	Targeted Rate - Marokopa Hall	4	4	(0)
78	Targeted Services Rate - Rural	83	78	(5)
180	Targeted Services Rate - Urban	193	182	(11)
<b>4,663</b>	<b>Total Funding</b>	<b>4,590</b>	<b>4,703</b>	<b>113</b>
759	Depreciation and Amortisation Expense	804	879	75

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not considered material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Operating Expenditure

- The operating expenditure for Housing and Other Property includes the costs for investigation and establishment of a business case for developing a new Camping Ground in Te Kuiti.
- Internal interest costs are budgeted to be lower.
- Depreciation charges for recreational assets are expected to be more than forecast in the LTP.
- In the Safety portfolio, the increase primarily relates to increased Council's share of Civil Defence work and some increased capacity for Rural Fire.

### Capital Expenditure

- Additional expenditure has been included for completion of the Plaza area at the Te Kuiti Railway Station Buildings .

### Funding Changes

- Internal Loans: Are expected to increase for part funding the planned additional capital expenditure.
- General Rates and UAGC: There is an overall reduction in rates requirement due to reduced Operating expenditure.

# Community Development



Waitomo District Council's Community Development group involves Community Support, Tourism Development and District Promotion, District Development, Te Kuiti i-SITE Visitor Information Centre, Library Services and Customer Services.



## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
4	Community Support	4	4	(0)
34	District Development	35	34	(1)
19	Agencies	23	22	(1)
<b>57</b>	<b>Total Operating Income</b>	<b>62</b>	<b>60</b>	<b>(2)</b>
	<b>Operating Expenditure</b>			
636	Community Support	641	690	49
581	District Development	647	724	77
30	Agencies	30	31	1
<b>1,247</b>	<b>Total Operating Expenditure</b>	<b>1,318</b>	<b>1,445</b>	<b>127</b>
<b>1,190</b>	<b>Net Operating Cost/(Surplus)</b>	<b>1,256</b>	<b>1,385</b>	<b>129</b>
	<b>Capital Expenditure</b>			
47	District Development	41	40	(1)
<b>47</b>	<b>Total Capital Expenditure</b>	<b>41</b>	<b>40</b>	<b>(1)</b>
<b>1,237</b>	<b>Net Expenditure</b>	<b>1,297</b>	<b>1,425</b>	<b>128</b>
	<b>Funded By</b>			
175	Reserves	174	292	118
40	Internal Loans	41	40	(1)
531	General Rates	581	588	7
285	UAGC	280	276	(4)
15	Targeted Rate - Piopio Retirement	15	15	(0)
191	Targeted Rate - District Development	206	214	8
<b>1,237</b>	<b>Total Funding</b>	<b>1,297</b>	<b>1,425</b>	<b>128</b>
5	Depreciation and Amortisation Expense	6	6	0

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not considered material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Operating Expenditure

- The Community Support function includes Rate Remission budget which has been increased based on prior year actual remission amounts (adjusted for known factors).
- In the District Development portfolio, the Concept Development Plan for Timber Trail Marketing has been included as well as capacity to support community initiatives from the Waitomo Caves Village Structure Plan.

### Funding Changes

- Reserves: Reserve funding will be increased for the initiatives planned.

# Regulation



The Regulation Group aims to ensure a healthy and safe environment for the community by providing the following:

- Building Control
- Alcohol Licensing
- Environmental Health
- Bylaw Administration
- Animal and Dog Control



## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
431	Regulation	422	420	(2)
<b>431</b>	<b>Total Operating Income</b>	<b>422</b>	<b>420</b>	<b>(2)</b>
	<b>Operating Expenditure</b>			
867	Regulation	854	841	(13)
<b>867</b>	<b>Total Operating Expenditure</b>	<b>854</b>	<b>841</b>	<b>(13)</b>
<b>436</b>	<b>Net Operating Cost/(Surplus)</b>	<b>432</b>	<b>421</b>	<b>(11)</b>
<b>436</b>	<b>Net Expenditure</b>	<b>432</b>	<b>421</b>	<b>(11)</b>
	<b>Funded By</b>			
16	Reserves	(19)	(21)	(2)
340	General Rates	368	352	(16)
80	UAGC	83	90	7
<b>436</b>	<b>Total Funding</b>	<b>432</b>	<b>421</b>	<b>(11)</b>
2	Depreciation and Amortisation Expense	2	4	2

## Variations from LTP 2015-25

There are minimal variations from the forecasts contained in the LTP for 2016/17 for this activity.

# Solid Waste Management

71



There are four activities under this Group:

- Waste Minimisation
- Kerbside Recyclables Collection
- Kerbside Refuse Collection
- Waste Disposal



## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
126	Collection	129	134	5
869	Management	873	810	(63)
<b>995</b>	<b>Total Operating Income</b>	<b>1,002</b>	<b>944</b>	<b>(58)</b>
	<b>Operating Expenditure</b>			
321	Collection	329	336	7
1,635	Management	1,658	1,562	(96)
<b>1,956</b>	<b>Total Operating Expenditure</b>	<b>1,987</b>	<b>1,898</b>	<b>(89)</b>
<b>961</b>	<b>Net Operating Cost/(Surplus)</b>	<b>985</b>	<b>954</b>	<b>(31)</b>
	<b>Capital Expenditure</b>			
0	Management	30	146	116
<b>0</b>	<b>Total Capital Expenditure</b>	<b>30</b>	<b>146</b>	<b>116</b>
<b>961</b>	<b>Net Expenditure</b>	<b>1,015</b>	<b>1,100</b>	<b>85</b>
	<b>Funded By</b>			
207	Reserves	175	262	87
(0)	Internal Loans	26	67	41
11	General Rates	11	11	(0)
11	UAGC	11	11	(0)
537	Targeted Rate - Solid Waste Management	592	547	(45)
38	Targeted Rate Collection - Mokau	39	40	1
25	Targeted Rate Collection - Piopio	25	26	1
95	Targeted Rate Collection - Te Kuiti	98	98	(0)
37	Targeted Rate Collection - Waitomo	38	38	(0)
<b>961</b>	<b>Total Funding</b>	<b>1,015</b>	<b>1,100</b>	<b>85</b>
114	Depreciation and Amortisation Expense	113	73	40

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not considered material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Operating Income

- Reduction in forecast income is budgeted due to decreased volumes of refuse at the landfill being projected.

### Operating Expenditure

- The depreciation and interest costs are lower than the forecast contained in the LTP 2015-25 for the 2016/17 year.

### Capital Expenditure

- Expense for remediation works on the liner at the District Landfill will need to be paid once the defects liability period is over which is included in the expenditure.
- Government has started a review of New Zealand's carbon footprint and preliminary advice received from Central Government suggests that holding sufficient carbon credit units to fulfill future obligations for the Landfill capacity would be advisable. Addition to capital budgets has been made which is reflected in the increase.

### Funding Changes

- Reserves: Reserves will be used to fund the purchase of carbon credits.
- Internal Loans: Will be used to meet the remedial expense.
- Targeted Rate – Solid Waste Management District: There will be a decrease in Targeted rate requirement from the LTP forecast.



# Stormwater Drainage

73



The Stormwater Drainage Group provides for the collection, diversion, and disposal of urban surface water runoff following rainfall. The Group covers the stormwater assets owned and operated by Council in urban areas including Te Kuiti, Benneydale, Piopio, Mokau, Awakino, Marokopa and Te Waitere.

## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Expenditure</b>			
375	Urban	392	393	1
47	Rural	49	48	(1)
<b>422</b>	<b>Total Operating Expenditure</b>	<b>441</b>	<b>441</b>	<b>0</b>
<b>422</b>	<b>Net Operating Cost/(Surplus)</b>	<b>441</b>	<b>441</b>	<b>0</b>
	<b>Capital Expenditure</b>			
345	Urban	245	272	27
5	Rural	5	5	0
<b>350</b>	<b>Total Capital Expenditure</b>	<b>250</b>	<b>277</b>	<b>27</b>
<b>772</b>	<b>Net Expenditure</b>	<b>691</b>	<b>718</b>	<b>27</b>
	<b>Funded By</b>			
334	Reserves	222	253	31
25	Internal Loans	42	42	(0)
360	Targeted Rate - Stormwater (Urban)	372	369	(3)
53	Targeted Rate - Stormwater (Rural)	55	54	(1)
<b>772</b>	<b>Total Funding</b>	<b>691</b>	<b>718</b>	<b>27</b>
181	Depreciation and Amortisation Expense	185	183	2

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not considered material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Capital Expenditure

- The increase is enable further renewals work piping open drains and stormwater asset data.

### Funding Changes

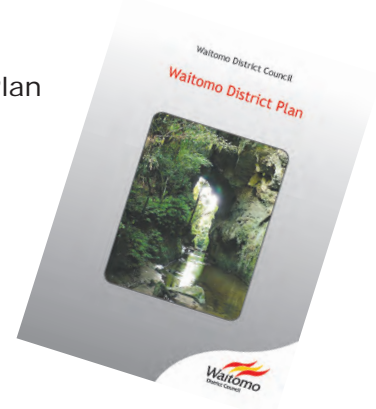
- Reserves: These will be used for the additional renewal expenditure.

# Resource Management



The Resource Management Activity involves the administration, application and enforcement of the Waitomo District Plan provisions including:

- Issuing of resource consents for land use and subdivisions.
- Monitoring consents for compliance with conditions.
- Making amendments to the District Plan.



## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
80	District Plan Administration	82	76	(6)
<b>80</b>	<b>Total Operating Income</b>	<b>82</b>	<b>76</b>	<b>(6)</b>
	<b>Operating Expenditure</b>			
239	District Plan Administration	188	190	2
<b>239</b>	<b>Total Operating Expenditure</b>	<b>188</b>	<b>190</b>	<b>2</b>
<b>159</b>	<b>Net Operating Cost/(Surplus)</b>	<b>106</b>	<b>114</b>	<b>8</b>
<b>159</b>	<b>Net Expenditure</b>	<b>106</b>	<b>114</b>	<b>8</b>
	<b>Funded By</b>			
45	Reserves	(18)	(0)	18
57	General Rates	62	57	(5)
57	UAGC	62	57	(5)
<b>159</b>	<b>Total Funding</b>	<b>106</b>	<b>114</b>	<b>8</b>
0	Depreciation and Amortisation Expense	0	0	0

## Variations from LTP 2015-25

There are minimal variations from the forecasts contained in the LTP for 2016/17 for this activity.

# Sewerage and Treatment and Disposal of Sewerage



The Sewerage Group provides for the environmentally safe collection, treatment and disposal of the District's sewage wastes. Sewerage (or waste water) schemes are provided by Council at Te Kuiti, Piopio, Benneydale, and Te Waitere.



## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
826	Te Kuiti	862	1,160	298
1	Benneydale	1	1	(0)
1	Piopio	1	5	4
<b>828</b>	<b>Total Operating Income</b>	<b>864</b>	<b>1,166</b>	<b>302</b>
	<b>Operating Expenditure</b>			
2,769	Te Kuiti	2,799	2,894	95
43	Te Waitere	43	43	0
163	Benneydale	167	201	34
269	Piopio	279	307	28
<b>3,244</b>	<b>Total Operating Expenditure</b>	<b>3,288</b>	<b>3,445</b>	<b>157</b>
<b>2,416</b>	<b>Net Operating Cost/(Surplus)</b>	<b>2,424</b>	<b>2,279</b>	<b>(145)</b>
	<b>Capital Expenditure</b>			
428	Te Kuiti	537	769	232
14	Te Waitere	16	32	16
35	Benneydale	38	54	16
53	Piopio	3	37	34
<b>530</b>	<b>Total Capital Expenditure</b>	<b>594</b>	<b>892</b>	<b>298</b>
<b>2,946</b>	<b>Net Expenditure</b>	<b>3,018</b>	<b>3,171</b>	<b>153</b>
	<b>Funded By</b>			
704	Reserves	723	32	(691)
14	Internal Loans	16	855	839
1,644	Targeted Rate - Te Kuiti	1,663	1,692	29
166	Targeted Rate - Trade Waste Contribution	168	166	(2)
43	Targeted Rate - Te Waitere	43	43	(0)
149	Targeted Rate - Benneydale	166	152	(14)
226	Targeted Rate - Piopio	239	231	(8)
<b>2,946</b>	<b>Total Funding</b>	<b>3,018</b>	<b>3,171</b>	<b>153</b>
764	Depreciation and Amortisation Expense	779	781	2

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not considered material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Operating Income

- The income forecast has been increased based on the 'actuals' trend over the last two financial years.

### Operating Expenditure

- The increase in operating expenditure at Te Kuiti, Benneydale and Piopio is related to increase in planned maintenance of mechanical equipment, sampling costs and chemical costs.
- Depreciation expense is higher which is balanced by the reduction in interest costs from the forecasts contained in the LTP 2015-25.

### Capital Expenditure

- Some further to the performance and safety improvements at the Te Kuiti Wastewater Treatment Plant required are contributors to the variance. This has been somewhat offset by a reduction in expenditure for development of the wetland and sludge removal as forecast in the LTP for 2016/17.
- Increase has been made to the forecast for replacement of two sections of sewer lines found to be in very poor condition, that cross under the Railway corridor and State Highway; due to the approvals process being more involved and expensive.
- Some additional separator tanks and pump replacements are projected to be required along with some minor treatment plant improvements that were not forecast in the 2016/17 year of the LTP 2015-25.

### Funding Changes

- Internal loans will be raised for capital expenditure for Te Kuiti, Benneydale and Te Waitere and less than previously forecast. Reserves are planned to be used for Te Kuiti.
- Targeted Rates: Te Kuiti: The variance in rates funding is due to the increase in net expenditure.

# Water Supply



The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of Council's public water supplies. Water supply schemes are provided by Council at Te Kuiti, Benneydale, Piopio and Mokau.

## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
784	Te Kuiti	7	(0)	(7)
<b>784</b>	<b>Total Operating Income</b>	<b>7</b>	<b>(0)</b>	<b>(7)</b>
	<b>Operating Expenditure</b>			
1,538	Te Kuiti	2,029	1,920	(109)
355	Mokau	367	364	(3)
356	Piopio	364	377	13
174	Benneydale	179	184	5
<b>2,423</b>	<b>Total Operating Expenditure</b>	<b>2,939</b>	<b>2,845</b>	<b>(94)</b>
<b>1,639</b>	<b>Net Operating Cost/(Surplus)</b>	<b>2,932</b>	<b>2,845</b>	<b>(87)</b>
	<b>Capital Expenditure</b>			
5,306	Te Kuiti	1,508	2,205	697
171	Mokau	48	48	0
34	Piopio	128	76	(52)
3	Benneydale	8	0	(8)
<b>5,514</b>	<b>Total Capital Expenditure</b>	<b>1,692</b>	<b>2,329</b>	<b>637</b>
<b>7,153</b>	<b>Net Expenditure</b>	<b>4,624</b>	<b>5,174</b>	<b>550</b>
	<b>Funded By</b>			
359	Reserves	819	470	(349)
4,502	Internal Loans	1,352	2,328	976
939	Targeted Rate - Te Kuiti	991	967	(24)
282	Targeted Rate - Mokau	331	288	(43)
276	Targeted Rate - Piopio	297	283	(14)
161	Targeted Rate - Benneydale	173	163	(10)
634	Metered Water Rates	661	675	14
<b>7,153</b>	<b>Total Funding</b>	<b>4,624</b>	<b>5,174</b>	<b>550</b>
477	Depreciation and Amortisation Expense	708	572	136

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not considered material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Operational Expenditure

- The decrease in expenditure budgeted for Te Kuiti is due to depreciation and interest being less than forecast in the LTP 2015-25, partly due to re-sequencing of works on the Te Kuiti Water Treatment Plant upgrade and the interest rates forecast for 16/17 being lower than the LTP forecasts.
- Maintenance costs for the treatment plant, reticulation and pump stations budgeted for 16/17 year are more than the forecast contained in the LTP 2015-25 due to greater Health and Safety requirements and supervision costs.

### Capital Expenditure

- The increase in capital expenditure for Te Kuiti is due to re-sequencing of certain parts of the Te Kuiti Water Treatment Plant project. The project is now expected to be completed during the 2017/18 financial year instead of the 2016/17 financial year as forecast in the LTP.
- Reduction in Piopio is due to the water pipe link project between Moa and Tui Streets planned to be completed during 2016/17 in the LTP being brought forward to the current year.

### Funding Changes

- Internal Loans: Due to the re-sequencing of the capital works at the treatment plant in Te Kuiti the internal loan raised for 2016/17 will be higher than the forecasts contained in the LTP.
- Reserves: The use of reserves has been decreased so as not to overdraw on low reserve balances.
- Targeted Rates: The requirement is less in the 2016/17 year than the forecasts contained in the LTP 2015-25 due to lower net operating costs.



# Roads and Footpaths



This activity includes Roads (excluding state highways), Footpaths, bridges, Traffic services, Carparking and Traffic safety programmes.

## Estimated Cost of Service Statement

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
	<b>Operating Income</b>			
6,839	Subsidised Roads	7,052	7,550	498
74	Unsubsidised Roads	75	78	3
<b>6,913</b>	<b>Total Operating Income</b>	<b>7,127</b>	<b>7,628</b>	<b>501</b>
	<b>Operating Expenditure</b>			
9,273	Subsidised Roads	9,334	9,010	(324)
330	Unsubsidised Roads	343	379	36
<b>9,603</b>	<b>Total Operating Expenditure</b>	<b>9,677</b>	<b>9,389</b>	<b>(288)</b>
<b>2,690</b>	<b>Net Operating Cost/(Surplus)</b>	<b>2,550</b>	<b>1,761</b>	<b>(789)</b>
	<b>Capital Expenditure</b>			
5,500	Subsidised Roads	5,577	6,500	923
315	Unsubsidised Roads	320	330	10
<b>5,815</b>	<b>Total Capital Expenditure</b>	<b>5,897</b>	<b>6,830</b>	<b>933</b>
<b>8,505</b>	<b>Net Expenditure</b>	<b>8,447</b>	<b>8,591</b>	<b>144</b>
	<b>Funded By</b>			
2,431	Reserves	2,070	2,212	142
188	Internal Loans	357	376	19
83	UAGC	85	84	(1)
5,547	Targeted Rate - Roads and Footpaths	5,666	5,658	(8)
27	Targeted Services Rate - Rural	29	28	(1)
229	Targeted Services Rate - Urban	240	233	(7)
<b>8,505</b>	<b>Total Funding</b>	<b>8,447</b>	<b>8,591</b>	<b>144</b>
2,951	Depreciation and Amortisation Expense	2,911	2,842	69

## Variations from LTP 2015-25

The key variations in 2016/17 financial year compared to the corresponding year in the LTP 2015-25 are noted below. The variations are not material to the overall financial forecasts for the 2016/17 year presented in the LTP 2015-25.

### Operational Income

- The forecast increase reflects increase in subsidy income for projected capital and operational expenditure and includes subsidy income expected on the Maraeroa Road seal extension.

### Operational Expenditure

- The decrease in operating expenditure for 2016/17 year from the forecast contained in the LTP 2015-25 is mainly due to reduced depreciation and internal interest.
- Environmental maintenance and Structures Services are also forecast to decrease however this is offset by an increase in Traffic Services Maintenance.

### Capital Expenditure

- The increase in capital expenditure for the 2016/17 year is mainly due to the planned seal extension for Maraeroa Road, replacing a failing retaining wall on Oparure Road and provision for erosion protection work at a bridge over the Mangaokewa River on Te Kumi Station Road.

### Funding Changes

- Internal Loans: Some internal loans will be raised to fund the local share of the additional capital works being undertaken.
- Reserves: Additional depreciation reserves are planned to be used to utilise of the capacity available.
- Targeted Rate: The rates revenue requirement for 2016/17 is less than the forecast contained in the LTP 2015-25





# Financial Statements



# Introduction

This section outlines Council's financial position for the 2016/17 financial year. The information that follows shows the impact of the measures Council has taken as it moves to a sustainable financial plan.

## Summary of Estimated Revenue and Expenses Statement for all Council Activities

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)	VARIANCE TO LTP (\$000's)
	<b>Operating Income</b>			
1,566	Community and Cultural Sustainability	1,518	1,650	132
1,903	Environmental Sustainability	1,948	2,186	238
7,697	Economic Sustainability	7,134	7,628	494
<b>11,166</b>	<b>Total Operating Income</b>	<b>10,600</b>	<b>11,464</b>	<b>864</b>
	<b>Operating Expenditure</b>			
8,906	Community and Cultural Sustainability	9,122	9,362	240
5,861	Environmental Sustainability	5,904	5,974	70
12,026	Economic Sustainability	12,616	12,234	(382)
<b>26,793</b>	<b>Total Operating Expenditure</b>	<b>27,642</b>	<b>27,570</b>	<b>(72)</b>
<b>15,627</b>	<b>Net Operating Cost/(Surplus)</b>	<b>17,042</b>	<b>16,106</b>	<b>(936)</b>
	<b>Capital Expenditure</b>			
1,692	Community and Cultural Sustainability	1,571	1,867	296
880	Environmental Sustainability	874	1,315	441
11,329	Economic Sustainability	7,589	9,159	1,570
<b>13,901</b>	<b>Total Capital Expenditure</b>	<b>10,034</b>	<b>12,341</b>	<b>2,307</b>
<b>29,528</b>	<b>Net Expenditure</b>	<b>27,076</b>	<b>28,447</b>	<b>1,371</b>
	<b>Funded By</b>			
5,409	Reserves	5,221	4,674	(547)
5,591	Internal Loans	2,587	4,715	2,128
3,434	General Rates	3,624	3,580	(44)
3,158	UAGC	3,257	3,234	(23)
11,936	Targeted Rates	12,387	12,244	(143)
<b>29,528</b>	<b>Total Funding</b>	<b>27,076</b>	<b>28,447</b>	<b>1,371</b>
5,640	Depreciation and Amortisation Expense	5,912	5,778	134

## Summary of Estimated Revenue and Expenses Statement for Community and Cultural Sustainability

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)	VARIANCE TO LTP (\$000's)
	<b>Operating Income</b>			
569	Leadership	582	721	139
509	Community Service	452	449	(3)
57	Community Development	62	60	(2)
431	Regulation	422	420	(2)
<b>1,566</b>	<b>Total Operating Income</b>	<b>1,518</b>	<b>1,650</b>	<b>132</b>
	<b>Operating Expenditure</b>			
2,804	Leadership	2,935	3,074	139
3,988	Community Service	4,015	4,002	(13)
1,247	Community Development	1,318	1,445	127
867	Regulation	854	841	(13)
<b>8,906</b>	<b>Total Operating Expenditure</b>	<b>9,122</b>	<b>9,362</b>	<b>240</b>
<b>7,340</b>	<b>Net Operating Cost/(Surplus)</b>	<b>7,604</b>	<b>7,712</b>	<b>108</b>
	<b>Capital Expenditure</b>			
461	Leadership	503	677	174
1,184	Community Service	1,027	1,150	123
47	Community Development	41	40	(1)
<b>1,692</b>	<b>Total Capital Expenditure</b>	<b>1,571</b>	<b>1,867</b>	<b>296</b>
<b>9,032</b>	<b>Net Expenditure</b>	<b>9,175</b>	<b>9,579</b>	<b>404</b>
	<b>Funded By</b>			
1,329	Reserves	1,230	1,445	215
862	Internal Loans	794	1,047	253
3,366	General Rates	3,551	3,512	(39)
3,007	UAGC	3,099	3,082	(17)
468	Targeted Rates	501	493	(8)
<b>9,032</b>	<b>Total Funding</b>	<b>9,175</b>	<b>9,579</b>	<b>404</b>
1,153	Depreciation and Amortisation Expense	1,217	1,327	110

## Summary of Estimated Revenue and Expenses Statement for Environmental Sustainability

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)	VARIANCE TO LTP (\$000's)
	<b>Operating Income</b>			
995	Solid Waste Management	1,002	944	(58)
80	Resource Management	82	76	(6)
828	Sewerage	864	1,166	302
<b>1,903</b>	<b>Total Operating Income</b>	<b>1,948</b>	<b>2,186</b>	<b>238</b>
	<b>Operating Expenditure</b>			
1,956	Solid Waste Management	1,987	1,898	(89)
422	Stormwater Drainage	441	441	0
239	Resource Management	188	190	2
3,244	Sewerage	3,288	3,445	157
<b>5,861</b>	<b>Total Operating Expenditure</b>	<b>5,904</b>	<b>5,974</b>	<b>70</b>
<b>3,958</b>	<b>Net Operating Cost/(Surplus)</b>	<b>3,956</b>	<b>3,788</b>	<b>(168)</b>
	<b>Capital Expenditure</b>			
0	Solid Waste Management	30	146	116
350	Stormwater Drainage	250	277	27
530	Sewerage	594	892	298
<b>880</b>	<b>Total Capital Expenditure</b>	<b>874</b>	<b>1,315</b>	<b>441</b>
<b>4,838</b>	<b>Net Expenditure</b>	<b>4,830</b>	<b>5,103</b>	<b>273</b>
	<b>Funded By</b>			
1,290	Reserves	1,102	547	(555)
39	Internal Loans	84	964	880
68	General Rates	73	68	(5)
68	UAGC	73	68	(5)
3,373	Targeted Rates	3,498	3,456	(42)
<b>4,838</b>	<b>Total Funding</b>	<b>4,830</b>	<b>5,103</b>	<b>273</b>
1,058	Depreciation and Amortisation Expense	1,077	1,037	40



## Summary of Estimated Revenue and Expenses Statement for Economic Sustainability

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)	VARIANCE TO LTP (\$000's)
	<b>Operating Income</b>			
784	Water Supply	7	(0)	(7)
6,913	Roads and Footpaths	7,127	7,628	501
<b>7,697</b>	<b>Total Operating Income</b>	<b>7,134</b>	<b>7,628</b>	<b>494</b>
	<b>Operating Expenditure</b>			
2,423	Water Supply	2,939	2,845	(94)
9,603	Roads and Footpaths	9,677	9,389	(288)
<b>12,026</b>	<b>Total Operating Expenditure</b>	<b>12,616</b>	<b>12,234</b>	<b>(382)</b>
<b>4,329</b>	<b>Net Operating Cost/(Surplus)</b>	<b>5,482</b>	<b>4,606</b>	<b>(876)</b>
	<b>Capital Expenditure</b>			
5,514	Water Supply	1,692	2,329	637
5,815	Roads and Footpaths	5,897	6,830	933
<b>11,329</b>	<b>Total Capital Expenditure</b>	<b>7,589</b>	<b>9,159</b>	<b>1,570</b>
<b>15,658</b>	<b>Net Expenditure</b>	<b>13,071</b>	<b>13,765</b>	<b>694</b>
	<b>Funded By</b>			
2,790	Reserves	2,889	2,682	(207)
4,690	Internal Loans	1,709	2,704	995
83	UAGC	85	84	(1)
8,095	Targeted Rates	8,388	8,295	(93)
<b>15,658</b>	<b>Total Funding</b>	<b>13,071</b>	<b>13,765</b>	<b>694</b>
3,427	Depreciation and Amortisation Expense	3,618	3,414	204

## Prospective Statement of Financial Position as at 30 June

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
	<b>Equity</b>		
207,531	Accumulated Funds	210,783	212,448
4,290	Council Created Reserves	3,264	5,648
2,604	Available for Sale Reserves	2,604	2,604
233	Hedging Reserves	233	(856)
70,465	Revaluation Reserve	73,776	78,787
<b>285,123</b>	<b>Total Equity</b>	<b>290,660</b>	<b>298,631</b>
	<b>Current Assets</b>		
100	Cash and Cash Equivalents	100	100
2	Other Financial Assets	2	2
34	Inventory	35	71
280	Receivables Under Exchange Transactions	287	372
4,978	Receivables Under Non Exchange Transactions	5,102	4,835
67	Assets Held for Sale	67	67
<b>5,461</b>	<b>Total Current Assets</b>	<b>5,593</b>	<b>5,447</b>
	<b>Current Liabilities</b>		
3,490	Payables and Deferred Revenue Under Exchange Transactions	3,575	3,342
0	Payables and Deferred Revenue Under Non Exchange Transactions	0	702
5,200	Current Portion of Borrowings	5,200	5,200
17	Provisions	17	17
505	Employee Entitlements	518	422
171	Derivative Financial Instruments	171	317
<b>9,383</b>	<b>Total Current Liabilities</b>	<b>9,481</b>	<b>10,000</b>
<b>(3,922)</b>	<b>Net Working Capital</b>	<b>(3,888)</b>	<b>(4,553)</b>
	<b>Non Current Assets</b>		
332,628	Property, Plant and Equipment	339,898	346,005
88	Intangible Assets	88	416
44	Forestry Assets	44	0
635	Investment Property	635	1,295
753	Assets Held for Sale	685	258
765	Other Financial Assets	763	758
2,620	Other Financial Assets - Shares in CCO's and NZLGIC	2,620	2,620
409	Derivative Financial Instruments	409	153
<b>337,942</b>	<b>Total Non Current Assets</b>	<b>345,142</b>	<b>351,505</b>
	<b>Non Current Liabilities</b>		
371	Payables and Deferred Revenue Under Non Exchange Transactions	247	141
47,634	Borrowings	49,428	46,605
61	Employee Entitlements	63	0
831	Provisions	856	879
0	Derivative Financial Instruments	0	696
<b>48,897</b>	<b>Total Non Current Liabilities</b>	<b>50,594</b>	<b>48,321</b>
<b>285,123</b>	<b>Net Assets</b>	<b>290,660</b>	<b>298,631</b>

## Prospective Statement of Comprehensive Revenue and Expenses for the year ending 30 June

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
	<b>Revenue</b>		
7,484	Subsidies	6,890	7,403
60	Investment Revenue	60	58
18,305	Rates & Rates Penalties	19,026	18,873
634	Metered Water Rates	661	675
3,203	Fees & Charges	3,223	3,513
8	Gains/(Losses) on Investment Properties	8	0
<b>29,694</b>	<b>Total Revenue</b>	<b>29,868</b>	<b>30,522</b>
	<b>Expenditure</b>		
4,575	Employee Benefits	4,671	4,889
5,641	Depreciation & Amortisation	5,913	5,778
3,009	Finance Costs	3,301	2,688
13,568	Other Expenditure	13,757	14,215
<b>26,793</b>	<b>Total Expenditure</b>	<b>27,642</b>	<b>27,570</b>
<b>2,901</b>	<b>Surplus/(Deficit) before Tax</b>	<b>2,226</b>	<b>2,952</b>
	<b>Other Comprehensive Revenue and Expense</b>		
0	Gains/(Losses) on Revaluation of Property, plant and equipment	3,311	4,620
<b>2,901</b>	<b>Total Comprehensive Revenue and Expense for the year</b>	<b>5,537</b>	<b>7,572</b>

## Prospective Statement of Changes in Net Assets/ Equity for the year ending 30 June

LTP 2015/16 \$000's		LTP 2016/17 \$000's	EAP 2016/17 \$000's
<b>282,222</b>	<b>Opening Balance</b>	<b>285,123</b>	<b>291,059</b>
0	Revaluation of Property, plant and equipment	3,311	4,620
<b>0</b>	<b>Net Income recognised directly in equity</b>	<b>3,311</b>	<b>4,620</b>
2,901	Net Surplus/(Deficit) for the year	2,226	2,952
<b>2,901</b>	<b>Total Recognised Income for the years ended 30 June</b>	<b>5,537</b>	<b>7,572</b>
<b>285,123</b>	<b>Closing Balance</b>	<b>290,660</b>	<b>298,631</b>

## Prospective Cashflow Statement for the year ending 30 June

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
	<b>Operating Activities</b>		
21,718	Rates & Rates Penalties	22,453	22,409
8,607	Subsidies & Grants	7,923	8,514
467	Property Rentals	486	506
120	Petroleum Tax	122	120
60	Interest Revenue	60	58
3,081	Other Revenue	3,072	3,480
<b>34,053</b>		<b>34,116</b>	<b>35,087</b>
19,747	Payments to Suppliers & Employees	19,999	21,008
252	Elected Members	266	267
3,009	Interest on Borrowings	3,301	2,688
325	GST Received/(Paid) (net)	895	699
<b>23,333</b>		<b>24,461</b>	<b>24,662</b>
<b>10,720</b>	<b>Net Operating Cash Flows</b>	<b>9,655</b>	<b>10,425</b>
	<b>Investing Activities</b>		
15,986	Purchase of Property, Plant and Equipment	11,539	13,932
0	Purchase of Intangible Assets	0	260
<b>15,986</b>		<b>11,539</b>	<b>14,192</b>
87	Proceeds from Sale of Assets Held for Sale	88	88
2	Repayment of Advance to Community Groups	2	4
<b>89</b>		<b>90</b>	<b>92</b>
<b>15,897</b>	<b>Net Investing Cash Flows</b>	<b>11,449</b>	<b>14,100</b>
	<b>Financing Activities</b>		
10,377	Proceeds from Borrowings	6,994	8,875
<b>10,377</b>		<b>6,994</b>	<b>8,875</b>
5,200	Repayment of Borrowings	5,200	5,200
<b>5,200</b>		<b>5,200</b>	<b>5,200</b>
<b>5,177</b>	<b>Net Financing Activities</b>	<b>1,794</b>	<b>3,675</b>
<b>0</b>	<b>Net Change in Cash</b>	<b>0</b>	<b>0</b>
100	Cash at Start of Period	100	100
<b>100</b>	<b>Cash at End of Period</b>	<b>100</b>	<b>100</b>

## Prospective Statement of Reserve Fund Movements for the year ending 30 June

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
5,625	Opening Balance	4,290	6,740
(1,335)	Transfer to/(from) Reserves	(1,026)	(1,092)
<b>4,290</b>	<b>Closing Balance</b>	<b>3,264</b>	<b>5,648</b>

Note: Reserves are not necessarily matched by available cash. Reserves form part of Council's total equity which is matched by net assets (i.e. assets less liabilities, both current and non-current).

The use of reserves as a funding tool will therefore result in either a decrease in available cash, or, where cash is not available, an increase in the Council's total debt facilities.

## Prospective Statement of Public Debt for the year ending 30 June

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
47,657	Opening Balance	52,834	48,130
10,377	Loans Raised	6,994	8,875
(5,200)	Loans Repaid	(5,200)	(5,200)
<b>52,834</b>	<b>Closing Balance</b>	<b>54,628</b>	<b>51,805</b>

Note: Loans raised or repaid in the Public Debt, Cashflow and Statement of Financial Position Prospective Statements are based on budgeted cashflow requirements, which includes working capital considerations, and do not equate to either the internal loans drawn or the external loan repayments shown in the Funding Impact Statement or the Summary of Cost of Service Statements.

## Reconciliation of Summary of Estimated Revenue and Expenses Statement for All Council Activities to Prospective Statement of Comprehensive Revenue and Expense

LTP 2015/16 (\$000's)		LTP 2016/17 (000's)	EAP 2016/17 (000's)
<b>2,901</b>	<b>Surplus/(Deficit) from Comprehensive Revenue and Expense</b>	<b>2,226</b>	<b>2,952</b>
15,627	Net Operating Cost from Estimated Revenue and Expense Statement	17,042	16,106
	<b>Plus Rates Revenue</b>		
3,434	General Rates	3,624	3,580
3,158	UAGC	3,257	3,234
11,936	Targeted Rate	12,387	12,244
<b>2,901</b>	<b>Net (Surplus)/Deficit</b>	<b>2,226</b>	<b>2,952</b>
<b>0</b>	<b>Variance</b>	<b>0</b>	<b>0</b>

## Prospective Statement of Capital Expenditure for the year ending 30 June

LTP 2015/16 (\$000's)		LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
	<b>Leadership</b>		
0	Investments	0	115
461	Overhead	503	562
<b>461</b>		<b>503</b>	<b>677</b>
	<b>Community Service</b>		
207	Parks and Reserves	132	132
237	Housing and Other Property	257	372
295	Recreation and Culture	228	226
445	Public Amenities	410	410
0	Safety	0	10
<b>1,184</b>		<b>1,027</b>	<b>1,150</b>
	<b>Community Development</b>		
47	District Development	41	40
<b>47</b>		<b>41</b>	<b>40</b>
	<b>Solid Waste Management</b>		
0	Landfill Management	30	146
<b>0</b>		<b>30</b>	<b>146</b>
	<b>Stormwater Drainage</b>		
345	Urban	245	272
5	Rural	5	5
<b>350</b>		<b>250</b>	<b>277</b>
	<b>Sewerage</b>		
428	Te Kuiti	537	769
14	Te Waitere	16	32
35	Benneydale	38	54
53	Piopio	3	37
<b>530</b>		<b>594</b>	<b>892</b>
	<b>Water Supply</b>		
5,306	Te Kuiti	1,508	2,205
171	Mokau	48	48
34	Piopio	128	76
3	Benneydale	8	0
<b>5,514</b>		<b>1,692</b>	<b>2,329</b>
	<b>Roads and Footpaths</b>		
5,500	Subsidised Roads	5,577	6,500
315	Unsubsidised Roads	320	330
<b>5,815</b>		<b>5,897</b>	<b>6,830</b>
<b>13,901</b>	<b>Total Capital and Renewal Expenditure</b>	<b>10,034</b>	<b>12,341</b>

# Funding Impact Statement

## Introduction

Council is required under clause 20 of Schedule 10 of the Local Government Act 2002 (LGA) to adopt a Funding Impact Statement.

The Funding Impact Statement provides a summary of Council's funding sources and how the funds are to be applied, as well as the detailed rate requirement for the 2016/17 financial year.

The Funding Impact Statement represents the fiscal outcome from the Revenue and Financing Policy. The Revenue and Financing Policy is available on Council's website - [www.waitomo.govt.nz](http://www.waitomo.govt.nz)

## Rates Remissions and Postponements

### Remissions

Council has developed a rates remissions policy as per LGA (section 102 (3)(a) and 109) and Local Government (Rating) Act 2002 (Section 85). Remissions categories include Properties Used Jointly as a Single Unit, Community Organisations, Penalties, Financial Hardship, Organisations Providing Care for the Elderly, Clubs and Societies, New Subdivisions, Council Properties and Maori Freehold Land. The value of these remissions is \$285,000 rates for the 2016/17 year.

### Postponements

Under the Policy on Remission of Rates, Council will not offer any permanent postponements of rates.

## Separately Used or Inhabited Part of a Rating Unit (SUIP)

The Council has resolved that the basis of calculating liability for the Uniform Annual General Charge (UAGC) and for certain targeted fixed rates (TFRs), will be the number of 'separately used or inhabited parts' (SUIPs) of rating units.

Council sets TFRs in all rating areas of the District on a SUIP basis for provision of:

- Water Supplies
- Sewerage Systems
- Solid Waste Management
- Solid Waste Collection
- Unsubsidised Roading
- Aquatic Centre
- Marokopa Community Centre
- Rural Stormwater

## Definition of SUIP

For these purposes a SUIP is defined as including any part of a rating unit used or inhabited by the owner or any other person who has the right to use or inhabit that part by virtue of tenancy, lease or other agreement. At a minimum, the land or premises forming the SUIP must be capable of actual habitation, or actual separate use. For the avoidance of doubt, a rating unit

that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one SUIP.

## 1. Statement of Funding Sources

The following table provides a summary of the funding sources for the 2016/17 year. Council's Revenue and Financing Policy and work programmes form the basis for the funding forecasts. The table is produced on a GST exclusive basis.

The Statement of Funding Sources and the associated Funding Impact Statement provide for an overall funding adjustment. That adjustment is made in the interests of Community Well-being (as provided for by section 101 (3) (b) of the Local Government Act 2002) and applies only to the 2016/17 financial year. This adjustment results in the transfer of \$21,675\* from the Uniform Annual General Charge to the General Rate in an effort to maintain a funding equity between urban and rural ratepayers within the Waitomo District and their respective contribution to those services with a high element of public good. The above adjustment is reflected in the Estimated Cost of Service Statements.

## Explanation of Rates adjustment between General Rate and UAGC

	Year 2016/17	
	General Rate	UAGC
	\$000's	\$000's
Rate requirement before application of Section 101(3)(b) adjustment.	3,580	3,234
* Section 101(3)(b) Adjustment	22	(22)
<b>Subtotal</b>	<b>3,602</b>	<b>3,212</b>
<b>Add - GST @ 15%</b>	540	483
<b>Total Requirement (incl GST)</b> <i>(as per Sections 3 and 4 - Funding Impact Statement)</i>	<b>4,142</b>	<b>3,695</b>

## 2. Funding Cap for Uniform Charges

Section 21 of the Local Government (Rating) Act 2002 requires that revenue from certain rates must not exceed 30% of total rates revenue. Those rates include Uniform Annual General Charges and Targeted Rates that are set on a uniform basis.

Council is not in breach of the Funding Cap for this Annual Plan. The uniform charges for 2016/17 are 20.5% of the total rates revenue (20.6% before Section 101 (3)(b) adjustment).

## Statement of Funding Sources

LTP 2015/16 (000's)		LTP 2016/17 (000's)	EAP 2016/17 (000's)	VARIANCE TO LTP (000's)
	<b>Targeted Rates and Service Charges</b>			
2,228	Sewerage	2,279	2,284	5
1,658	Water	1,792	1,701	(91)
634	Metered Water Rates	661	675	14
514	Targeted Services	545	521	(24)
191	District Development Rates	206	214	8
15	Piopio Retirement Village Contribution	15	15	0
5,547	Roads and Footpaths	5,666	5,658	(8)
537	Solid Waste Management	592	547	(45)
195	Solid Waste Collection	200	202	2
413	Stormwater	427	423	(4)
4	Marokopa Community Centre	4	4	0
<b>11,936</b>	<b>Total Targeted Rates and Service Charges</b>	<b>12,387</b>	<b>12,244</b>	<b>(143)</b>
3,158	UAGC	3,257	3,212	(45)
3,434	General Rates	3,624	3,602	(22)
<b>18,528</b>	<b>Total Rates</b>	<b>19,268</b>	<b>19,058</b>	<b>(210)</b>
2.72%	Percentage Rate Increase	3.99%	2.86%	
	<b>Other Revenue Sources</b>			
7,484	Subsidies	6,890	7,403	513
60	Interest Revenue	60	58	(2)
410	Rates Penalties Revenue	421	490	69
3,212	Fees and Charges	3,229	3,513	284
<b>11,166</b>	<b>Total Other Revenue</b>	<b>10,600</b>	<b>11,464</b>	<b>864</b>
	<b>Other Funding Sources</b>			
5,591	Internal Loans Raised	2,587	4,715	2,128
<b>5,591</b>	<b>Total Other Funding</b>	<b>2,587</b>	<b>4,715</b>	<b>2,128</b>
<b>35,285</b>	<b>Total Funding Sources</b>	<b>32,455</b>	<b>35,237</b>	<b>2,782</b>
26,793	Operating Expenditure	27,642	27,570	(72)
13,901	Capital Expenditure	10,034	12,341	2,307
1,567	Loan Repayments	1,718	2,197	479
(6,976)	Reserve Transfers	(6,939)	(6,871)	68
<b>35,285</b>	<b>Total Funding Used</b>	<b>32,455</b>	<b>35,237</b>	<b>2,782</b>



### 3.0 GENERAL RATE

#### Description and Use

The General Rate is assessed as a rate per \$100 of capital value of every rating unit across the District. The General Rate is not set differentially. The rationale for assessing the General Rate using Capital Value is contained in the Revenue and Financing Policy.

The General Rate will contribute to the funding of:

- Governance: Leadership and Investments
- Leased Reserves
- Other Land and Buildings
- District Libraries
- Aquatic Centre
- Arts, Culture and Heritage
- Aerodrome
- Public Amenities
- Parks & Reserves
- Elderly Persons Housing
- Community Halls
- Cemeteries
- Community Support
- District Development
- Emergency Management
- Rural Fire
- Regulation
- Waste Minimisation
- Resource Management

#### Requirement in 2016/17 (incl. GST)

	Rate per \$100 capital value	Total Revenue Requirement (\$000)
All rating units in the District	0.14210	4,142

### 4.0 UNIFORM ANNUAL GENERAL CHARGE

#### Description and Use

Council will set a Uniform Annual General Charge (UAGC) per separately used or inhabited part of a rating unit under Section 15(1)(b) of the LGRA, across the District. The rationale for use of the UAGC is contained in the Revenue and Financing Policy.

The UAGC will contribute to the funding of:

- Governance: Leadership and Investments
- Parks and Reserves
- District Libraries
- Aquatic Centre
- Arts, Culture and Heritage
- Other Land and Buildings
- Public Amenities
- Leased Reserves
- Elderly Persons Housing
- Community Halls
- Cemeteries
- Aerodrome
- Community Support
- Automobile Association
- Emergency Management
- Regulation
- Resource Management
- Waste Minimisation
- Subsidised Roading

Uniform Annual General Charge	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the district.	\$668	3,695

### 5.0 TARGETED RATES

#### Description and Use

Targeted Rates are set on categories of land defined by some factor, such as geographic location or provision of service. The titles of 'Targeted Rate' ('TR') and Targeted Fixed Rate (TFR) are used by this Council. Targeted Fixed Rates are based on a uniform amount set per separately used or inhabited part of a rating unit (SUIP) or set per rating unit. Targeted Rates are assessed based on capital value.

#### 5.1 Targeted Rates Differentiated on Location

Council will use location (Schedule 2(6) LGRA) to define the land liable for the Targeted Services TFR, Piopio Sewerage TFR, Piopio Retirement Village Contribution TFR, Rural Stormwater TFR, Te Kuiti Urban Stormwater TFR and targeted rate, and the Marokopa Community Centre TFR.

The following location definitions for the respective rating areas will apply:

Te Kuiti Urban Rating Area	All rating units situated within the Te Kuiti Urban Ward as defined by the Basis of Election for the 2010 Triennial Elections. (Refer to Revenue and Financing Policy for further details)
Te Kuiti Urban and Periphery Rating Area	All rating units situated within a 5km radius, all around, from the Information Centre (deemed to be the centre of town), in Te Kuiti. (Refer to Revenue and Financing Policy for further details)
Rural Rating Area	All rating units situated within the Rural Ward as defined by the Basis of Election for the 2010 Triennial Elections. (Refer to Revenue and Financing Policy for further details)
Piopio Wider Benefit Rating Area	All rating units situated in the rural areas around Piopio Township (excluding Rating units/SUIPS's connected to the Piopio Sewerage System) that are deemed to indirectly benefit from the Piopio Sewerage reticulation network. (Refer to Revenue and Financing Policy for further details)

#### (a) Targeted Services TFR

#### Description and Use

Council will set a Targeted Services TFR per separately used or inhabited part of a rating unit in the District, differentiated by rating areas, to part fund the Unsubsidised Roading Activity and part fund the Aquatic Centre Activity. The rating areas for the purpose of assessing the Targeted Services TFR will be the Te Kuiti Urban and Periphery Rating Area and Rating Units in the District not in the Te Kuiti Urban and Periphery Rating area.

*Requirement in 2016/17 (incl. GST)*

Targeted Services TFR	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti Urban and Periphery Rating Area	\$205	477
Rating Units in the District not in the Te Kuiti Urban and Periphery Rating Area	\$38	122

**(b) Piopio Sewerage TFR - Piopio Wider Benefit Rating Area***Description and Use*

Council will set a TFR on every rating unit situated within the Piopio Wider Benefit Rating Area to assist the funding of the sewerage reticulation networks in Piopio. The rationale for use of this rate is contained in the Revenue and Financing Policy.

*Requirement in 2016/17 (incl. GST)*

Piopio Sewerage TFR	Charge Per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area	\$46	26

**(c) Piopio Retirement Village Contribution***Description and Use*

Council will set a TFR per rating unit situated within the Piopio Township and the Piopio Wider Benefit Rating Area to fund the support of the continued delivery of elderly housing accommodation services provided by the Piopio Retirement Trust Inc. through the remission of service charges. The rationale for use of this rate is contained in the Revenue and Financing Policy.

*Requirement in 2016/17 (incl. GST)*

Piopio Retirement Village Contribution	Charge Per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area and Piopio Township	\$23	17

**(d) Rural Stormwater TFR***Description and Use*

Council will set a TFR per separately used or inhabited part of a rating unit in the Rural Rating Area of the District to fund the Rural Stormwater Activity.

*Requirement in 2016/17 (incl. GST)*

Rural Stormwater TFR	Charge per SUIP	Total Revenue Requirement (\$000)
Rural Rating Area	\$18	62

**(e) Te Kuiti Urban Stormwater TFR and Targeted Rate.***Description and Use*

(i) Council will set a TFR per rating unit in the Te Kuiti Urban Rating Area to partly fund the Urban Stormwater Activity.

(ii) Council will set a Targeted Rate to partly fund the

Urban Stormwater Activity, to be assessed as a rate per \$100 of Capital value on every rating unit in the Te Kuiti Urban Rating Area excluding those in respect of which there is a current resource consent to discharge stormwater into the Mangaokewa Stream, and so are not using any part of the urban reticulated stormwater or drainage network.

*Requirement in 2016/17 (incl. GST)*

Urban Stormwater TFR	Charge per rating unit	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area	\$153	272

Urban Stormwater Targeted Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area (excluding rating units not using network)	0.05150	152

**5.2 Marokopa Community Centre TFR***Description and Use*

Council will set a TFR assessed per separately used or inhabited part of a rating unit within the defined Marokopa Community Centre Rating Area.

(As contained in the Revenue and Financing Policy)

*Requirement in 2016/17 (incl. GST)*

Marokopa Community Centre TFR	Charge Per SUIP	Total Revenue Requirement (\$000)
Marokopa Community Centre Rating Area	\$22	5

**5.3 Water Rates***Description and Use*

Council will set a TFR for Water Supply differentiated on the basis of supply area.

The TFR is set per separately used or inhabited part of a rating unit within the relevant community, with liability calculated based on whether the SUIP is connected, or merely serviceable (Serviceable means the rating unit is within 100m of water main and practicably serviceable in the opinion of Council).

*Requirement in 2016/17 (incl. GST)*

Water Supply (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Te Kuiti	\$538	\$269	1,112
Piopio	\$1,307	\$654	323
Benneydale	\$1,427	\$714	165
Mokau	\$1,427	\$714	312

Any rating unit situated in Te Kuiti, Piopio, Benneydale or Mokau that has been fitted with a water meter and / or is defined as having an extraordinary supply (in accordance with Council's Water Service's Bylaw) will be charged a targeted fixed rate per cubic metre of water consumed over and above an annual consumption of 292m<sup>3</sup> per SUIP.

*Requirement in 2016/17 (incl. GST)*

Water Supply Rate	2016/17 Charge per cubic metre (including GST) above 292m <sup>3</sup>
Te Kuiti	\$1.90
Piopio	\$4.20
Benneydale	\$8.30
Mokau	\$10.80

**5.4 Subsidy rate for Benneydale Water Supply***Description and Use*

Council will set a TFR on every rating unit within the District. The rationale for use of this rate is contained in the Revenue and Financing Policy.

*Requirement in 2016/17 (incl. GST)*

Subsidy for Benneydale Water Supply	Charge per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$5	23

**5.5 Subsidy rate for Mokau Water Supply***Description and Use*

Council will set a TFR on every rating unit within the District. The rationale for use of this rate is contained in the Revenue and Financing Policy.

*Requirement in 2016/17 (incl. GST)*

Subsidy for Mokau Water Supply	Charge	Total Revenue Requirement (\$000)
All Rating Units in the District	\$4	20

**5.6 Sewerage Rates***Description and Use*

Council will set a TFR to provide for the collection and disposal of sewage, differentiated on the basis of community supply area. The TFR is set per separately used or inhabited part of a rating unit within the community, with liability calculated based on whether the SUIP is connected to the sewerage network, or merely serviceable (Serviceable means the rating unit is within 30m of sewer reticulation and practicably serviceable in the opinion of Council).

*Requirement in 2016/17 (incl. GST)*

Sewerage TFR	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Benneydale	\$1,100	\$550	119
Te Waitere	\$1,100	\$550	17
Te Kuiti	\$988	\$494	1,675
Piopio	\$1,100	\$550	240

**5.7 Trade Waste Contribution***Description and Use*

A Trade Waste Contribution TFR will be set per rating unit in the District in recognition of the contribution made to the social and economic well-being of the District by the large industrial users of the Te Kuiti Wastewater Network. The rationale for use of this rate is contained in the Revenue and Financing Policy.

Trade Waste Contribution	Charge Per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$41	191

*Sewerage rates for non-residential properties in Te Kuiti**Description and Use*

For all non-residential properties, Council will assess a Targeted Fixed Rate per SUIP set on a differential basis based on the following Categories

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for profit'. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.
- **Category 3** - Government Department use, Rest Homes and Hospitals.

All non-residential SUIPs will be charged one base charge for up to four pans and per pan (Pan Charge) for every pan over and above this threshold on the following basis:

*Requirement in 2016/17 (incl. GST)***Base Charge:**

Non-Residential Targeted Rate	Base Charge per SUIP (up to 4 pans)	Total Revenue Requirement (\$000)
Category 1	\$494	93
Category 2	\$494	17
Category 3	\$988	18

**Pan Charge:**

Non-Residential Targeted Rate	Number of pans	Charge per pan	Total Revenue Requirement (\$000)
Category 1	5th pan and over	\$692	74
Category 2	5-10 Pans	\$296	2
	Over 10 Pans	\$198	25
Category 3	5th pan and over	\$692	42

The rationale for the use of this rate is contained in the Revenue and Financing Policy.

## 5.8 Subsidy Rate for Te Waitere Sewerage

### Description and Use

Council will set a TFR on every rating unit within the District. The rationale for use of this rate is contained in the Revenue and Financing Policy.

### Requirement in 2016/17 (incl. GST)

Subsidy for Te Waitere Sewerage	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$7	33

## 5.9 Subsidy Rate for Benneydale Sewerage

### Description and Use

Council will set a TFR on every rating unit within the District. The rationale for use of this rate is contained in the Revenue and Financing Policy.

### Requirement in 2016/17 (incl. GST)

Subsidy for Benneydale Sewerage	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$12	56

## 5.10 Roads and Footpaths Rate

### Description and Use

Council will set a Roads and Footpaths Rate as a rate per \$100 of capital value across the District to part fund Subsidised Rooding (part of Roads and Footpaths Activity). Rationale for use of the rate is contained in the Revenue and Financing Policy.

### Requirement in 2016/17 (incl. GST)

District Roads and Footpaths Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
All rating units in the District	0.22326	6,507

## 5.11 Solid Waste Collection

### Description and Use

Council will set a TFR per separately used or inhabited part of a rating unit to which Council provides a kerbside collection and recycling service to fund the cost of the services. Council operates kerbside collection and kerbside recycling in Te Kuiti, Piopio, Mokau and (part of) Waitomo townships.

### Requirement in 2016/17 (incl. GST)

Solid Waste Collection (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti	\$57	113
Waitomo	\$77	44
Piopio	\$129	29
Mokau	\$161	46

## 5.12 Solid Waste Management

### Description and Use

Council will set a TFR to part fund the activity of Solid Waste Management. This TFR will be set per separately used or inhabited part of a rating unit District wide.

### Requirement in 2016/17 (incl. GST)

Solid Waste Management (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the District	\$116	629

## 5.13 District Development Rate

### Description and Use

Council will set a District Development Rate as a rate per \$100 of capital value, differentiated between Commercial and Industrial Businesses, and Rural Businesses, to part fund Economic Development, Visitor Information Centre, District and Regional Promotion and Event Co-ordination. Refer to the Revenue and Financing Policy for details.

### Requirement in 2016/17 (incl. GST)

District Development Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Commercial and Industrial Businesses	0.03762	123
Rural Businesses	0.00631	123

## 6.0 RATES PAYMENTS

Pursuant to Section 24 of the Local Government (Rating) Act 2002, rates for the financial year commencing 1 July 2016 will be payable in four equal instalments with the due dates for payment being:

1st Instalment	31 August 2016 (Wednesday)
2nd Instalment	30 November 2016 (Wednesday)
3rd Instalment	28 February 2017 (Tuesday)
4th instalment	31 May 2017 (Wednesday)

### Note

The due date for payment of each instalment is the last working day in each of the months specified above.

Rates payments will be allocated to the oldest debt first.

### Penalties

Pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, Council may apply penalties as follows:

- (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2016 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:

Instalment 1	2 September 2016
Instalment 2	2 December 2016
Instalment 3	2 March 2017
Instalment 4	2 June 2017

- (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2016 that remains unpaid on 1 July 2016, to be added on 6 July 2016.

## Rates Example 2015/16

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	Te Kuiti Residential	Te Kuiti Commercial	Te Kuiti Wider Rating Area	Waitomo Commercial	Benneydale Residential	Piopio Residential	Piopio Wider Rating Area	Mokau Residential	Drystock Rural	Dairy Farm Rural
(Including GST) Capital Value \$ as at September 2012	\$170,000 2015/16	\$275,000 2015/16 3 pans	\$630,000 2015/16	\$1,100,000 2015/16 2 parts 2014/15 to 2 parts 2015/16	\$44,000 2015/16	\$142,000 2015/16	\$385,000 2015/16	\$340,000 2015/16	\$3,050,000 2015/16 2 parts 2014/15 to 2 parts 2015/16	\$5,330,000 2015/16 New property 1 July 2015 (Three parts)
Uniform Annual General Charge (UAGC)	656	656	656	1,312	656	656	656	656	656	1,968
General Rate	235	379	869	1,517	61	196	531	469	4,207	7,352
Road and Footpaths Rate	379	613	1,404	2,451	98	316	858	758	6,797	11,878
Targeted Services Rate (Urban)	201	201	201	0	0	0	0	0	0	0
Targeted Services Rate (Rural)	0	0	0	76	38	38	38	38	38	114
District Development Rate - Commercial	0	102	0	407	0	0	0	0	0	0
District Development Rate - Rural	0	0	0	0	0	0	0	0	174	304
Subsidy Rate for Te Waitere Sewerage	7	7	7	7	7	7	7	7	7	7
Subsidy Rate for Benneydale Sewerage	11	11	11	11	11	11	11	11	11	11
Subsidy Rate for Benneydale Water	5	5	5	5	5	5	5	5	5	5
Subsidy Rate for Mokau Water	5	5	5	5	5	5	5	5	5	5
Stormwater Urban Fixed Charge	150	150	0	0	0	0	0	0	0	0
Stormwater Urban Capital Value	84	137	0	0	0	0	0	0	0	0
Stormwater (Rural)	0	0	17	34	17	17	17	17	17	51
Water Supply	521	521	0	0	1,400	1,283	0	1,400	0	0
Sewerage	956	478	0	0	1,100	1,100	0	0	0	0
Piopio Wider Rating Area - Sewerage	0	0	0	0	0	0	34	0	0	0
Piopio Retirement Village Contribution	0	0	0	0	0	23	23	0	0	0
Te Kuiti Trade Waste Contribution	41	41	41	41	41	41	41	41	41	41
Solid Waste Management - District	112	112	112	224	112	112	112	112	112	336
Solid Waste Collection & Recycling	55	55	75	0	0	124	0	159	0	225
Marokopa Community Centre	0	0	0	0	0	0	0	0	22	0
<b>Total Rates (Actual) 2015/16</b>	<b>3,418</b>	<b>3,473</b>	<b>3,403</b>	<b>6,090</b>	<b>3,551</b>	<b>3,934</b>	<b>2,338</b>	<b>3,678</b>	<b>12,092</b>	<b>22,296</b>
<b>Total Rates (Actual) 2014/15</b>	<b>3,328</b>	<b>3,225</b>	<b>3,319</b>	<b>6,703</b>	<b>3,524</b>	<b>3,613</b>	<b>2,262</b>	<b>3,626</b>	<b>12,643</b>	<b>-</b>
<b>Change (%)</b>	<b>2.7%</b>	<b>7.7%</b>	<b>2.5%</b>	<b>-9.1%</b>	<b>0.8%</b>	<b>8.9%</b>	<b>3.4%</b>	<b>1.4%</b>	<b>-4.4%</b>	<b>-</b>

## Rates Example 2016/17

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	Te Kuiti Residential \$170,000 2016/17	Te Kuiti Commercial \$275,000 2016/17 3 pans	Te Kuiti Wider Rating Area \$630,000 2016/17	Waitomo Commercial \$1,100,000 2016/17 (2 parts)	Benneydale Residential \$40,000 2016/17	Piopio Residential \$130,000 2016/17	Piopio Wider Rating Area \$385,000 2016/17	Mokau Residential \$350,000 2016/17	Drystock Rural \$3,070,000 2016/17	Dairy Farm Rural \$5,400,000 2016/17 (3 parts)
Uniform Annual General Charge (UAGC)	668	668	668	1,336	668	668	668	668	668	2,004
General Rate	242	391	895	1,563	57	185	547	497	4,362	7,673
District Wide Roading Rate	380	614	1,407	2,456	89	290	860	781	6,854	12,056
Targeted Services Rate (Urban)	205	205	205	0	0	0	0	0	0	0
Targeted Services Rate (Rural) SUIP	0	0	0	76	38	38	38	38	38	114
District Development Rate - Commercial	0	103	0	414	0	0	0	0	0	0
District Development Rate - Rural Business	0	0	0	0	0	0	0	0	194	341
Subsidy Rate for Te Waitere Sewerage	7	7	7	7	7	7	7	7	7	7
Subsidy Rate for Benneydale Sewerage	12	12	12	12	12	12	12	12	12	12
Subsidy Rate for Benneydale Water	5	5	5	5	5	5	5	5	5	5
Subsidy Rate for Mokau Water	4	4	4	4	4	4	4	4	4	4
Stormwater Urban Fixed Charge	153	153	0	0	0	0	0	0	0	0
Stormwater Urban Capital Value	88	142	0	0	0	0	0	0	0	0
Stormwater (Rural)	0	0	18	36	18	18	18	18	18	54
Water Supply	538	538	0	0	1,427	1,307	0	1,427	0	0
Sewerage	988	494	0	0	1,100	1,100	0	0	0	0
Piopio Wider Rating Area - Sewerage	0	0	0	0	0	0	46	0	0	0
Piopio Retirement Village Contribution	0	0	0	0	0	23	23	0	0	0
Te Kuiti Trade Waste Contribution	41	41	41	41	41	41	41	41	41	41
Solid Waste Management - District	116	116	116	232	116	116	116	116	116	348
Solid Waste Collection & Recycling	57	57	77	0	0	129	0	161	0	231
Marokopa Community Centre	0	0	0	0	0	0	0	0	22	0
<b>Proposed Total Rates 2016/17</b>	<b>3,504</b>	<b>3,550</b>	<b>3,455</b>	<b>6,182</b>	<b>3,582</b>	<b>3,943</b>	<b>2,385</b>	<b>3,775</b>	<b>12,341</b>	<b>22,890</b>
<b>Total Rates (Actual) 2015/16</b>	<b>3,418</b>	<b>3,473</b>	<b>3,403</b>	<b>6,090</b>	<b>3,551</b>	<b>3,934</b>	<b>2,338</b>	<b>3,678</b>	<b>12,092</b>	<b>22,296</b>
<b>Change (%)</b>	<b>2.5%</b>	<b>2.2%</b>	<b>1.5%</b>	<b>1.5%</b>	<b>0.9%</b>	<b>0.2%</b>	<b>2.0%</b>	<b>2.6%</b>	<b>2.1%</b>	<b>2.7%</b>

## Funding Impact Statements (Local Government (Financial Reporting and Prudence) Regulations 2014)

The following information is presented for compliance with the Local Government (Financial and Prudence Reporting) Regulations 2014 and should not be relied upon for any other purpose than compliance with the Regulations. It is incomplete (in particular, the information presented does not include depreciation and internal transactions such as overheads) and it is not prepared in compliance with generally accepted accounting practice.

Waitomo District Council: Funding Impact Statement for 2016/17 for Whole of Council	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	7,002	7,302	7,304
Targeted rates	11,937	12,386	12,244
Subsidies and grants for operating purposes	3,269	3,376	3,307
Fees and charges	2,983	3,078	3,321
Interest and Dividends from Investments	60	60	58
Local authorities fuel tax, fines, infringement fees and other receipts	139	142	135
<b>Total operating funding (A)</b>	<b>25,390</b>	<b>26,344</b>	<b>26,369</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	18,367	18,632	19,254
Finance costs	2,989	3,281	2,673
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>21,356</b>	<b>21,913</b>	<b>21,927</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>4,034</b>	<b>4,431</b>	<b>4,442</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	4,295	3,514	4,153
Development and financial contributions	0	0	0
Increase (decrease) in debt	5,592	2,587	4,714
Gross proceeds from sale of assets	76	76	68
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>9,963</b>	<b>6,177</b>	<b>8,935</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	6,026	2,042	2,848
Capital expenditure - to replace existing assets	7,875	7,993	9,493
Increase (decrease) in reserves	96	573	1,036
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>13,997</b>	<b>10,608</b>	<b>13,377</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(4,034)</b>	<b>(4,431)</b>	<b>(4,442)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

Waitomo District Council: Funding Impact Statement for  
 2016/17 for Governance: Leadership and Investment

	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	2,429	2,587	2,717
Targeted rates	0	0	0
Subsidies and grants for operating purposes	0	0	0
Fees and charges	92	95	115
Internal charges and overheads recovered	15,459	16,098	15,821
Local authorities fuel tax, fines, infringement fees and other receipts	60	60	58
<b>Total operating funding (A)</b>	<b>18,040</b>	<b>18,840</b>	<b>18,711</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	7,626	7,898	8,301
Finance costs	2,964	3,256	2,648
Internal charges and overheads applied	7,287	7,473	7,509
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>17,877</b>	<b>18,627</b>	<b>18,458</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>163</b>	<b>213</b>	<b>253</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	58
Development and financial contributions	0	0	0
Increase (decrease) in debt	130	133	188
Gross proceeds from sale of assets	76	76	68
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>206</b>	<b>209</b>	<b>314</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	92	33	64
Capital expenditure - to replace existing assets	369	472	613
Increase (decrease) in reserves	(92)	(83)	(110)
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>369</b>	<b>422</b>	<b>567</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(163)</b>	<b>(213)</b>	<b>(253)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>



Waitomo District Council: Funding Impact Statement for  
 2016/17 for Community Service

	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	3,118	3,171	3,061
Targeted rates	262	280	264
Subsidies and grants for operating purposes	0	0	0
Fees and charges	401	449	449
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
<b>Total operating funding (A)</b>	<b>3,781</b>	<b>3,900</b>	<b>3,774</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,578	1,487	1,557
Finance costs	0	0	0
Internal charges and overheads applied	1,651	1,722	1,566
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>3,229</b>	<b>3,209</b>	<b>3,123</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>552</b>	<b>691</b>	<b>651</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	105	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	693	620	819
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>798</b>	<b>620</b>	<b>819</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	330	287	402
Capital expenditure - to replace existing assets	854	740	748
Increase (decrease) in reserves	166	284	320
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>1,350</b>	<b>1,311</b>	<b>1,470</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(552)</b>	<b>(691)</b>	<b>(651)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

Waitomo District Council: Funding Impact Statement for  
 2016/17 for Community Development

	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	815	861	864
Targeted rates	206	221	229
Subsidies and grants for operating purposes	2	2	2
Fees and charges	55	60	58
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
<b>Total operating funding (A)</b>	<b>1,078</b>	<b>1,144</b>	<b>1,153</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	688	735	809
Finance costs	0	0	0
Internal charges and overheads applied	554	579	630
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>1,242</b>	<b>1,314</b>	<b>1,439</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>(164)</b>	<b>(170)</b>	<b>(286)</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	40	41	40
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>40</b>	<b>41</b>	<b>40</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	2	0	40
Capital expenditure - to replace existing assets	45	41	0
Increase (decrease) in reserves	(171)	(170)	(286)
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>(124)</b>	<b>(129)</b>	<b>(246)</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>164</b>	<b>170</b>	<b>286</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

Waitomo District Council: Funding Impact Statement for  
 2016/17 for Regulation

	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	421	451	442
Targeted rates	0	0	0
Subsidies and grants for operating purposes	0	0	0
Fees and charges	412	402	405
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	19	20	15
<b>Total operating funding (A)</b>	<b>852</b>	<b>873</b>	<b>862</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	182	135	136
Finance costs	0	0	0
Internal charges and overheads applied	684	717	701
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>866</b>	<b>852</b>	<b>837</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>(14)</b>	<b>21</b>	<b>25</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	0	0	0
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	0	0	0
Capital expenditure - to replace existing assets	0	0	0
Increase (decrease) in reserves	(14)	21	25
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>(14)</b>	<b>21</b>	<b>25</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>14</b>	<b>(21)</b>	<b>(25)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Waitomo District Council: Funding Impact Statement for  
2016/17 for Solid Waste Management**

	<b>LTP 2015/16 (\$000's)</b>	<b>LTP 2016/17 (\$000's)</b>	<b>EAP 2016/17 (\$000's)</b>
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	22	23	22
Targeted rates	732	792	749
Subsidies and grants for operating purposes	0	0	0
Fees and charges	995	1,002	944
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
<b>Total operating funding (A)</b>	<b>1,749</b>	<b>1,817</b>	<b>1,715</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,171	1,191	1,191
Finance costs	25	25	25
Internal charges and overheads applied	647	659	609
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>1,843</b>	<b>1,875</b>	<b>1,825</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>(94)</b>	<b>(58)</b>	<b>(110)</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	0	26	67
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>0</b>	<b>26</b>	<b>67</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	0	0	0
Capital expenditure - to replace existing assets	0	30	146
Increase (decrease) in reserves	(94)	(62)	(189)
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>(94)</b>	<b>(32)</b>	<b>(43)</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>94</b>	<b>58</b>	<b>110</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

Waitomo District Council: Funding Impact Statement for 2016/17 for Stormwater	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	0	0	0
Targeted rates	413	427	423
Subsidies and grants for operating purposes	0	0	0
Fees and charges	0	0	0
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
<b>Total operating funding (A)</b>	<b>413</b>	<b>427</b>	<b>423</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	132	142	146
Finance costs	0	0	0
Internal charges and overheads applied	109	113	112
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>241</b>	<b>255</b>	<b>258</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>172</b>	<b>172</b>	<b>165</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	25	42	42
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>25</b>	<b>42</b>	<b>42</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	0	0	0
Capital expenditure - to replace existing assets	350	250	277
Increase (decrease) in reserves	(153)	(36)	(70)
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>197</b>	<b>214</b>	<b>207</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(172)</b>	<b>(172)</b>	<b>(165)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

Waitomo District Council: Funding Impact Statement for  
 2016/17 for Resource Management

	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	114	124	114
Targeted rates	0	0	0
Subsidies and grants for operating purposes	0	0	0
Fees and charges	80	82	76
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
<b>Total operating funding (A)</b>	<b>194</b>	<b>206</b>	<b>190</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	116	57	62
Finance costs	0	0	0
Internal charges and overheads applied	123	130	128
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>239</b>	<b>187</b>	<b>190</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>(45)</b>	<b>19</b>	<b>0</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	0	0	0
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	0	0	0
Capital expenditure - to replace existing assets	0	0	0
Increase (decrease) in reserves	(45)	19	0
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>(45)</b>	<b>19</b>	<b>0</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>45</b>	<b>(19)</b>	<b>0</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

Waitomo District Council: Funding Impact Statement for  
 2016/17 for Sewerage

	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	0	0	0
Targeted rates	2,228	2,279	2,284
Subsidies and grants for operating purposes	0	0	0
Fees and charges	828	864	1,166
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
<b>Total operating funding (A)</b>	<b>3,056</b>	<b>3,143</b>	<b>3,450</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,147	1,143	1,356
Finance costs	0	0	0
Internal charges and overheads applied	1,332	1,366	1,308
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>2,479</b>	<b>2,509</b>	<b>2,664</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>577</b>	<b>634</b>	<b>786</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	14	16	855
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>14</b>	<b>16</b>	<b>855</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	207	168	253
Capital expenditure - to replace existing assets	323	425	639
Increase (decrease) in reserves	61	57	749
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>591</b>	<b>650</b>	<b>1,641</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(577)</b>	<b>(634)</b>	<b>(786)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

Waitomo District Council: Funding Impact Statement for  
 2016/17 for Water

	LTP 2015/16 (\$000's)	LTP 2016/17 (\$000's)	EAP 2016/17 (\$000's)
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	0	0	0
Targeted rates	2,293	2,453	2,376
Subsidies and grants for operating purposes	0	0	0
Fees and charges	4	7	0
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
<b>Total operating funding (A)</b>	<b>2,297</b>	<b>2,460</b>	<b>2,376</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	1,072	1,116	1,307
Finance costs	0	0	0
Internal charges and overheads applied	874	1,115	966
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>1,946</b>	<b>2,231</b>	<b>2,273</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>351</b>	<b>229</b>	<b>103</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	780	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	4,502	1,352	2,328
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>5,282</b>	<b>1,352</b>	<b>2,328</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	5,195	1,351	1,883
Capital expenditure - to replace existing assets	319	341	445
Increase (decrease) in reserves	119	(111)	103
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>5,633</b>	<b>1,581</b>	<b>2,431</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(351)</b>	<b>(229)</b>	<b>(103)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Waitomo District Council: Funding Impact Statement for  
2016/17 for Roads and Footpaths**

	<b>LTP 2015/16 (\$000's)</b>	<b>LTP 2016/17 (\$000's)</b>	<b>EAP 2016/17 (\$000's)</b>
<b>Sources of operating funding</b>			
General rates, uniform annual general charges, rates penalties	83	85	84
Targeted rates	5,803	5,934	5,919
Subsidies and grants for operating purposes	3,267	3,374	3,305
Fees and charges	116	117	108
Internal charges and overheads recovered	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	120	122	120
<b>Total operating funding (A)</b>	<b>9,389</b>	<b>9,632</b>	<b>9,536</b>
<b>Applications of operating funding</b>			
Payments to staff and suppliers	4,655	4,728	4,391
Finance costs	0	0	0
Internal charges and overheads applied	1,997	2,040	2,156
Other operating funding applications	0	0	0
<b>Total applications of operating funding (B)</b>	<b>6,652</b>	<b>6,768</b>	<b>6,547</b>
<b>Surplus (deficit) of operating funding (A-B)</b>	<b>2,737</b>	<b>2,864</b>	<b>2,989</b>
<b>Sources of capital funding</b>			
Subsidies and grants for capital expenditure	3,410	3,514	4,095
Development and financial contributions	0	0	0
Increase (decrease) in debt	188	357	376
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Other dedicated capital funding	0	0	0
<b>Total sources of capital funding (C)</b>	<b>3,598</b>	<b>3,871</b>	<b>4,471</b>
<b>Applications of capital funding</b>			
Capital expenditure - to meet additional demand	0	0	0
Capital expenditure - to improve the level of service	200	203	205
Capital expenditure - to replace existing assets	5,615	5,694	6,625
Increase (decrease) in reserves	520	838	630
Increase (decrease) of investments	0	0	0
<b>Total applications of capital funding (D)</b>	<b>6,335</b>	<b>6,735</b>	<b>7,460</b>
<b>Surplus (deficit) of capital funding (C-D)</b>	<b>(2,737)</b>	<b>(2,864)</b>	<b>(2,989)</b>
<b>Funding Balance ((A-B) + (C-D))</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Statement of Reserve Funds

The Council maintains reserves as a sub-part of its equity. Schedule 10(16) Local Government Act 2002 requires certain information on Reserve Funds to be included in the Council's Annual Plan. The following represents a summary of Reserve Funds over the period of the plan and provides information on:

- the purpose of the Reserve Fund
- the activity to which the fund relates
- the amount expected to be in the fund at:
  - ◊ the commencement of the year; and
  - ◊ the end of the year; and
- the amount expected to be deposited in the fund during the year; and
- the amount expected to be withdrawn from the fund during the year.

### 1. OPERATIONAL RESERVES

Operational Reserves are created to hold short-term funding surpluses (or deficits) arising from the various activities of Council.

#### This occurs when:

- Operating expenditure exceeds budget;
- Operating income is less than budget; or
- A combination of both.

A balance held in an operational reserve forms part of the Council's funding considerations for a particular activity in each subsequent year's budget.

For example, the balance in an operational reserve will determine whether more or less income is required in the subsequent year's budget to clear that balance.

Council ensures that rates collected for a particular activity from an identified group of ratepayers are used only for that activity and for the benefit of that identified ratepayer group.

### 2. DEPRECIATION RESERVES

The Council sets aside accumulated funds from rates in specific Depreciation Reserves to fund repayments on loans raised for capital expenditure and to maintain the service capacity and integrity of assets throughout their useful lives.

Each major activity e.g. water, roading, wastewater, stormwater, solid waste, etc. has its own Depreciation Reserve so that the funds from each can be applied to the appropriate activity.

Council ensures that funds accumulated for a particular activity from an identified group of ratepayers can only be used for that activity and for the benefit of that identified ratepayer group.

The purpose of accumulating specific Depreciation Reserves is to ensure that Council's ability to provide services to the District's communities is maintained.

### 3. INVESTMENT REVALUATION RESERVES

Council's investment activities include its subsidiary companies (Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd), Parkside Subdivision, 22 quarries throughout the District, Housing and Other Property and a small forestry holding at the Rangitoto Landfill site.

Council is obliged to periodically review the value of its investment in each of these activities. Investment revaluation reserves are therefore created when the value of Council's investment either increases or decreases as a result of that revaluation.

Revaluations of investments do not form part of the Revaluation Reserve shown in the Public Equity section of the Statement of Financial Position.

The balances held in an investment revaluation reserve are not utilised in any way other than to recognise movements in the value of Council's investments.

They would only be realised as a component of the surplus or deficit should Council ever resolve to dispose of a particular investment.

### 4. SPECIAL PURPOSE RESERVES

There are two special purpose reserves;

- **District Development Special Purpose Reserve:** Funds were received from the Development King Country Trust in April 2012 with the intention of setting up a Waitomo District Economic Development Board (or similar entity) to assist with a more integrated strategic focus on sustainable delivery of economic development initiatives within the District.
- **Waste Minimisation Special Purpose Reserve:** Funds received from the Ministry for the Environment under Section 31 of the Waste Minimisation Act 2008 can only be spent on activities that promote or achieve waste minimisation and in accordance with Council's waste management and minimisation plan. This special purpose reserve is a net accumulation of levy monies received and expenditure on waste minimisation activities that meet the aforementioned purpose and Council approval.

Prospective Statement of Reserve Funds	Projected Reserve Balance 30 June 2016	Forecast Reserve Deposits	Forecast Reserve Withdrawals	Reserve Balance 30 June 2017
<b>Operational Reserves (1)</b>				
<b>Governance: Leadership and Investments</b>				
Leadership	91	0	0	91
Investments	(3,326)		(54)	(3,380)
	<b>(3,235)</b>	<b>0</b>	<b>(54)</b>	<b>(3,289)</b>
<b>Community Service</b>				
Parks & Reserves	151	0	0	151
Housing & Other Property	329	0	0	329
District Libraries	(223)	0	0	(223)
Swimming Pool	(100)	5	0	(95)
Arts, Culture and Heritage	185	0	0	185
Aerodrome	80	0	0	80
Public Amenities	287	0	0	287
Emergency Management	218	0	(10)	208
	<b>927</b>	<b>5</b>	<b>(10)</b>	<b>922</b>
<b>Community Development</b>				
Community Support	(63)	0	(293)	(356)
	<b>(63)</b>	<b>0</b>	<b>(293)</b>	<b>(356)</b>
<b>Regulation</b>				
Regulation	(217)	20	0	(197)
	<b>(217)</b>	<b>20</b>	<b>0</b>	<b>(197)</b>
<b>Solid Waste Management</b>				
Kerbside Collection	74	0	0	74
Transfer Stations	138	0	(417)	(279)
Waste Minimisation	(30)	0	0	(30)
	<b>182</b>	<b>0</b>	<b>(417)</b>	<b>(235)</b>
<b>Stormwater Drainage</b>				
Te Kuiti Stormwater	3	0	(24)	(21)
Rural Stormwater	149	1	0	150
	<b>152</b>	<b>1</b>	<b>(24)</b>	<b>129</b>
<b>Resource Management</b>				
District Plan Administration	(51)	0	0	(51)
	<b>(51)</b>	<b>0</b>	<b>0</b>	<b>(51)</b>
<b>Sewerage</b>				
Te Kuiti Sewerage	2,108	125	0	2,233
Te Waitere Sewerage	55	0	0	55
Benneydale Sewerage	(253)	0	(49)	(302)
Piopio Sewerage	330	0	(70)	260
	<b>2,240</b>	<b>125</b>	<b>(119)</b>	<b>2,246</b>
<b>Water Supply</b>				
Te Kuiti Water	(345)	0	(139)	(484)
Mokau Water	(468)	0	(28)	(496)
Piopio Water	(623)	0	(49)	(672)
Benneydale Water	(86)	0	(21)	(107)
	<b>(1,522)</b>	<b>0</b>	<b>(237)</b>	<b>(1,759)</b>
<b>Roads and Footpaths</b>				
Subsidised Roads	(1,953)	188	0	(1,765)
Unsubsidised Roads	395	0	(40)	355
	<b>(1,558)</b>	<b>188</b>	<b>(40)</b>	<b>(1,410)</b>
<b>Corporate Support</b>				
Gratuities	83	0	0	83
Long Service Leave	26	0	0	26
Natural Disaster	426	0	0	426
	<b>535</b>	<b>0</b>	<b>0</b>	<b>535</b>
<b>Total Operational Reserves</b>	<b>(2,610)</b>	<b>339</b>	<b>(1,194)</b>	<b>(3,465)</b>

	Projected Reserve Balance 30 June 2016	Forecast Reserve Deposits	Forecast Reserve Withdrawals	Reserve Balance 30 June 2017
<b>Depreciation Reserves (2)</b>				
<b>Governance: Leadership and Investments</b>				
Investments	(291)	1	(72)	(362)
	<b>(291)</b>	<b>1</b>	<b>(72)</b>	<b>(362)</b>
<b>Community Service</b>				
Parks & Reserves	(51)	51	(62)	(62)
Elder Persons Housing	148	16	(16)	148
Community Halls	763	3	(3)	763
Other Land and Buildings	379	77	(84)	372
Railway Building	14	68	(77)	5
District Libraries	487	81	(57)	511
Swimming Pool	(68)	44	(35)	(59)
Arts, Culture and Heritage	1	164	(156)	9
Aerodrome	46	35	(7)	74
Public Amenities	(103)	106	(182)	(179)
	<b>1,616</b>	<b>645</b>	<b>(679)</b>	<b>1,582</b>
<b>Community Development</b>				
Visitor Information Centre	27	6	(4)	29
	<b>27</b>	<b>6</b>	<b>(4)</b>	<b>29</b>
<b>Regulation</b>				
Animal and Dog Control	(34)	4	(8)	(38)
	<b>(34)</b>	<b>4</b>	<b>(8)</b>	<b>(38)</b>
<b>Solid Waste Management</b>				
Landfill and Transfer Stations	(243)	215	(218)	(246)
	<b>(243)</b>	<b>215</b>	<b>(218)</b>	<b>(246)</b>
<b>Stormwater Drainage</b>				
Te Kuiti Stormwater	572	179	(243)	508
Rural Stormwater	27	4	(1)	30
	<b>599</b>	<b>183</b>	<b>(244)</b>	<b>538</b>
<b>Sewerage</b>				
Te Kuiti Sewerage	732	630	(403)	959
Te Waitere Sewerage	(4)	7	0	3
Benneydale Sewerage	192	36	(13)	215
Piopio Sewerage	(14)	108	(88)	6
	<b>906</b>	<b>781</b>	<b>(504)</b>	<b>1,183</b>
<b>Water Supply</b>				
Te Kuiti Water	522	203	(154)	571
Mokau Water	(74)	53	(69)	(90)
Piopio Water	216	48	(23)	241
Benneydale Water	151	36	(18)	169
	<b>815</b>	<b>340</b>	<b>(264)</b>	<b>891</b>
<b>Roads and Footpaths</b>				
Subsidised Roads	5,073	2,705	(2,953)	4,825
Unsubsidised Roads	28	143	(204)	(33)
	<b>5,101</b>	<b>2,848</b>	<b>(3,157)</b>	<b>4,792</b>
<b>Corporate Support</b>				
Corporate Support	121	278	(290)	109
Plant	220	158	(272)	106
	<b>341</b>	<b>436</b>	<b>(562)</b>	<b>215</b>
<b>Total Depreciation Reserves</b>	<b>8,837</b>	<b>5,459</b>	<b>(5,712)</b>	<b>8,584</b>

	Projected Reserve Balance 30 June 2016	Forecast Reserve Deposits	Forecast Reserve Withdrawals	Reserve Balance 30 June 2017
<b>Investment Revaluation Reserves (3)</b>				
<b>Governance: Leadership and Investments</b>				
Investment Property: Parkside	149	0	0	149
	<b>149</b>	<b>0</b>	<b>0</b>	<b>149</b>
<b>Community Service</b>				
Housing and Other Property	321	0	0	321
	<b>321</b>	<b>0</b>	<b>0</b>	<b>321</b>
<b>Total Investment Revaluation Reserves</b>	<b>470</b>	<b>0</b>	<b>0</b>	<b>470</b>
<b>Special Purpose Reserves (4)</b>				
<b>Community Development</b>				
District Development	16	0	0	16
	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>Solid Waste Management</b>				
Waste Minimisation	27	16	0	43
	<b>27</b>	<b>16</b>	<b>0</b>	<b>43</b>
<b>Total Special Purpose Reserves</b>	<b>43</b>	<b>16</b>	<b>0</b>	<b>59</b>
<b>Total Council Created Reserves</b>	<b>6,740</b>	<b>5,814</b>	<b>(6,906)</b>	<b>5,648</b>
<b>Net Movement in All Council Created Reserves</b>			<b>(1,092)</b>	

RECONCILIATION OF PROSPECTIVE RESERVE FUNDING TO ESTIMATED REVENUE AND EXPENSE STATEMENTS (\$'000'S)	Estimated Revenue and Expense Statements Prospective Statement of Reserve Funds					Prospective Statement of Reserve Funds		
	TOTAL MOVEMENT (TO)/FROM RESERVES	Plus Depreciation Charged to Retained Earnings	Less Internal Loan Repayments	Transfer to Corporate Support Reserves	Total Net Movement	Projected Opening Reserve Balance at 30 June 2016	Prospective Closing Balance at 30 June 2017	Net Movement in Reserves
GOVERNANCE: LEADERSHIP & INVESTMENTS	(615)	438	(74)	126	(125)	3,377	3,502	125
COMMUNITY SERVICES	(559)	879	(359)	0	(39)	(2,864)	(2,825)	39
COMMUNITY DEVELOPMENT	(292)	6	(5)	0	(291)	20	311	291
REGULATION	21	4	(9)	0	16	251	235	(16)
SOLID WASTE MANAGEMENT	(262)	73	(215)	0	(404)	34	438	404
STORMWATER DRAINAGE	(253)	183	(14)	0	(84)	(751)	(667)	84
RESOURCE MANAGEMENT	0	0	0	0	0	51	51	0
SEWERAGE	(32)	781	(466)	0	283	(3,146)	(3,429)	(283)
WATER SUPPLY	(470)	572	(263)	0	(161)	707	868	161
ROADS AND FOOTPATHS	(2,212)	2,842	(791)	0	(161)	(3,543)	(3,382)	161
Corporate Support	0	0	0	(126)	(126)	(876)	(750)	126
Grand Total	(4,674)	5,778	(2,196)	0	(1,092)	(6,740)	(5,648)	1,092

Note: \* Corporate Support forms part of the Council's internal cost allocation and as such does not have a separate Estimated Revenue and Expenses Statement. The reserve shown above is therefore not directly attributable to any Estimated Revenue and Expenses Statement disclosed in this Plan and requires separate disclosure in the Statement of Reserve Funds for reconciliation purposes only.

# Accounting Policies

## Statement of Responsibility

The Information for Exceptions Annual Plan 2016-17 was adopted by Council on 5 April 2016.

The purpose of the plan is to provide a roadmap to the Council and community on the planned activities and expenditure of Council over the next year. The use of this information for purposes other than for which it is prepared may not be appropriate.

The Council is responsible for the prospective financial statements presented, including the appropriateness of the underlying assumptions and related disclosures. The prospective financial statements have been prepared in compliance with PBE FRS 42 Prospective Financial Statements.

The Council, who are authorised to do so, believe the assumptions underlying the Prospective Financial Statements are appropriate and as such, adopted the Information for Exceptions Annual Plan 2016-17 on 5 April 2016.

No actual financial results have been incorporated within the prospective financial statements.

## Statement of Accounting Policies

### Reporting Entity

Waitomo District Council is a territorial local authority established under the Local Government Act 2002 (LGA) and is domiciled and operates in New Zealand. The relevant legislation governing the Council's activities is the LGA and the Local Government (Rating) Act 2002.

The Council provides local infrastructure, local public services, and performs regulatory functions to the community. The Council does not operate to make a financial return.

The financial information contained within the Information for Exceptions Annual Plan 2016-17 may not be appropriate for purposes other than those described.

### Basis of Preparation

The prospective financial statements are for Waitomo District Council (the Council) as a separate legal entity. Consolidated prospective financial statements comprising the Council and its controlled entities and associates have not been prepared.

### Statement of Compliance

The prospective financial statements have been prepared in accordance with the requirements of the Local Government Act 2002 (LGA), which includes the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

The prospective financial statements have been prepared in accordance with Tier 1 PBE accounting standards.

The accounting policies set out below have been applied consistently to all periods presented in these prospective financial statements.

### Presentation Currency and Rounding

The reporting period for these prospective financial statements is the year ending 30 June 2017. The prospective financial statements are presented in New Zealand dollars, rounded to the nearest thousand (\$000's), unless otherwise stated.

### Measurement Basis

The measurement basis applied is historical cost, modified by the revaluation of land and buildings, certain infrastructural assets and financial instruments, investment property and forestry assets. The accrual basis of accounting has been used unless otherwise stated.

For the assets and liabilities recorded at fair value, fair value is defined as the amount for which an item could be exchanged, or a liability settled, between knowledgeable and willing parties in an arm's-length transaction. For investment property, the fair value is determined by reference to market value. The market value of a property is the estimated amount for which a property could be exchanged on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction.

### Revenue

Revenue comprises rates, revenue from operating activities, grant revenue, interest revenue, and other revenue and is measured at the fair value of consideration received or receivable.

Revenue is recognised to the extent that is probable that the economic benefits will flow to the Council and the revenue can be reliably measured.

Revenue may be derived from either exchange or non-exchange transactions. These are defined as:

#### *Exchange transactions*

Exchange transactions are transactions where the Council receives assets (primarily cash) or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services, or use of assets) to another entity in exchange.

#### *Non-exchange transactions*

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, the Council either receives value from or gives value to another entity without directly giving or receiving approximately equal value in exchange.

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As the Council satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

The following specific recognition criteria must also be met before revenue is recognised.

### Rates Revenue

Rates are set annually by resolution from the Council and relate to a particular financial year. All ratepayers are invoiced within the financial year for which the rates have been set. Rates arising from late payment penalties are recognised when rates become overdue. Rates revenue is classified as non exchange revenue.

### New Zealand Transport Agency (NZTA) roading subsidies

The Council receives funding assistance from NZTA, which subsidises part of the costs of maintenance and capital expenditure on the local roading infrastructure. The subsidies are recognised as revenue upon entitlement, as conditions pertaining to eligible expenditure have been fulfilled. NZTA subsidies are classified as non-exchange revenue.

### Other Grants received

Other grants are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grants are satisfied. Other grants received classified as non exchange revenue.

### Fees, Levies & Charges

Other fees, levies and charges are recognised as revenue when the obligation to pay arises or, in the case of licence fees, upon renewal of the licence. Fees, levies and charges are classified as non-exchange revenue with the exception of water meter revenue, quarry royalties and oncharging of consultants fees for resource consents.

### Sale of Goods

The sale of goods is classified as exchange revenue. Sale of goods is recognised when products are sold to the customer and all risks and rewards of ownership have transferred to the customer.

### Property Rental Revenue

Rental revenue arising on property owned by the Group is accounted for on a straight-line basis over the lease term. Property rental revenue is generally classified as non-exchange with the exception of certain market based lease rentals.

### Donated, subsidised or vested assets

Where a physical asset is acquired for nil or nominal consideration, the fair value of the asset received is recognised when the control of the asset is transferred to Council. The fair value of this asset is recognised as revenue, unless there is a use or return condition attached to the asset and is classified as non-exchange revenue.

### Interest revenue

Interest revenue is exchange revenue and recognised using the effective interest rate method, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial instrument.

### Expenditure

Expenditure is recognised when the Council has been supplied with the service or has control of the goods supplied.

### Grants Expenditure

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Council has no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of the Council's decision.

### Borrowing Costs

Borrowing costs are recognised in the period in which they are incurred.

### Depreciation and Amortisation

Depreciation of property, plant and equipment and amortisation of intangible assets are charged on a straight-line basis over the estimated useful life of the associated assets.

### Income Tax

Income tax expense on the surplus or deficit for the period comprises current tax expense and deferred tax. Income tax expense is recognised in the surplus or deficit except to the extent that it relates to items recognised in other comprehensive revenue and expenses or directly to equity, in which case it is recognised in other comprehensive revenue and expenses or directly to equity.

Current tax is the amount of income tax payable based on the taxable profit for the current year plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using rates that have been enacted or substantially enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of

assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised only to the extent that it is probable that the taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset and liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

Deferred tax is recognised on taxable temporary differences arising on investments in subsidiaries and associates, except where the Council can control the reversal of the temporary difference and it is probable that the temporary difference will not reverse in the foreseeable future.

The amount of deferred tax provided is based on the tax rates which are expected to apply in the period the liability is settled or asset realised using tax rates enacted or substantially enacted at the balance sheet date.

Deferred tax assets and liabilities are offset when they relate to income taxes levied by the same taxation authority and the Council intends to settle its current tax assets and liabilities on a net basis.

### Cash and Cash Equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within Borrowings in Current Liabilities on the face of the prospective Statement of Financial Position.

### Inventories

Inventories held for use in the production of goods and services on a commercial basis are valued at the lower of cost and net realisable value. The cost of purchased inventory is determined using the FIFO method.

The amount of any write down from the loss of service potential or from cost to net realisable value is recognised in surplus or deficit in the period of the write down.

### Financial Assets

The Council classifies its financial assets into the following three categories: financial assets at fair value through surplus or deficit, loans and receivables and available for sale. The classification depends on the purpose for which the financial assets were acquired. Management determines the classification of its financial assets at initial recognition.

Financial assets and liabilities are initially measured at fair value plus transaction costs unless they are carried at fair value through surplus or deficit in which case

the transaction costs are recognised in the surplus or deficit.

Purchases and sales of investments are recognised on trade-date, the date on which Council commits to purchase or sell the asset. Financial assets are de-recognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks or rewards of ownership.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date. The quoted market price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. The Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The three categories of financial assets are:

#### 1. Financial Assets at Fair Value Through Surplus or deficit

This category has two sub-categories: financial assets held for trading, and those designated at fair value through surplus or deficit at inception. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Derivatives are also categorised as held for trading unless they are designated as hedges. Assets in this category are classified as current assets if they are either held for trading or are expected to be realised within 12 months of the balance sheet date.

After initial recognition they are measured at their fair values. Gains or losses on re-measurement are recognised in the surplus or deficit.

Derivative financial instrument assets are included in this class.

#### 2. Loans and Receivables

These are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market.

After initial recognition they are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or de-recognised are recognised in the surplus or deficit. Loans and receivables are classified as Debtors and Other Receivables in the Statement of Financial Position.

Loans made by the Council at nil or below-market interest rates are initially recognised at the present value of their expected future cash flows, discounted at the current market rate of return for a similar asset/investment. They are subsequently measured at amortised cost using the effective interest method. The difference between the face value and present value of expected future cash flows of the loan is recognised in the surplus or deficit.



A provision for impairment of receivables is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the effective interest method.

### 3. Available for Sale

Available for sale financial assets are those that are not classified in any of the other categories above. This category encompasses:

Investments that the Council intends to hold long-term but which may be realised before maturity; and Shareholdings that the Council holds for strategic purposes. The Council's investment in Inframax Construction Limited is included in this category. After initial recognition these investments are measured at their fair value through surplus or deficit.

Gains and losses arising from changes in fair value are recognised in other comprehensive revenue and expenses and accumulated as a separate component of equity in the available-for-sale revaluation reserve with the exception of impairment losses, interest calculated using the effective interest rate and foreign exchange gains and losses on monetary assets, which are recognised directly in surplus or deficit. Where the investment is disposed of or is determined to be impaired, the cumulative gain or loss previously recognised in the available-for-sale revaluation reserve is reclassified from equity to the surplus or deficit (as a reclassification adjustment).

### Impairment of Financial Assets

At each balance sheet date the Council assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired. Any impairment losses are recognised in the surplus or deficit.

#### *Loans and receivables*

Impairment is established when there is evidence that the Council will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership, or liquidation and default in payments are indicators that the asset is impaired. The amount of the impairment is the difference between the assets carrying value and the present value of estimated future cash flows, discounted using the original effective interest rate.

#### *Available for sale*

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment. If impairment evidence exists for available for sale assets, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment losses on that financial asset already recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

### Derivative Financial Instruments

Derivative financial instruments are used to manage exposure to interest rate risks arising from financing activities. In accordance with its treasury policy, the Council does not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently re-measured at their fair value at each balance date. The method of recognising the resulting gain or loss depends on whether the derivative is designated as a hedging instrument, and, if so, the nature of the item being hedged.

The associated gains or losses of derivatives that are not hedge accounted are recognised in the surplus or deficit.

The Council designates certain derivatives as either hedges of highly probable forecast transactions (cash flow hedge) or derivatives that do not qualify for hedge accounting.

The Council documents at the inception of the transaction the relationship between hedging instruments and hedged items, as well as its risk management objective and strategy for undertaking various hedge transactions. The Council also documents its assessment, both at hedge inception and on an ongoing basis, of whether the derivatives that are used in hedge transactions are highly effective in offsetting changes in fair values or cash flows of hedges items.

The full fair value of a hedge accounted derivative is classified as non-current if the remaining maturity of the hedged item is more than 12 months, and as current if the remaining maturity of the hedges items is less than 12 months.

### Cashflow hedge

The portion of the gain or loss on a hedging instrument that is determined to be an effective hedge is recognised in other comprehensive revenue and expenses and accumulated into the cashflow hedge reserve, and the ineffective portion of the gain or loss on the hedging instrument is recognised in the surplus or deficit as part of finance costs.

If a hedge of a forecast transaction subsequently results in the recognition of a financial asset or a financial liability, the associated gains or losses that were recognised in other comprehensive revenue and expenses are classified into the surplus or deficit in the same period or periods during which the asset acquired or liability assumed affects the surplus or deficit. However, if it is expected that all or a portion of a loss recognised in other comprehensive revenue and expenses will not be recovered in one or more future periods, the amount that is not expected to be recovered is reclassified to the surplus or deficit.

If a hedging instrument expires or is sold, terminated, exercised, or revoked, or it no longer meets the criteria for hedge accounting, the cumulative gain or loss on the hedging instrument that has been recognised in other comprehensive revenue and expenses from the period when the hedge was effective will remain separately recognised in equity until the forecast transaction occurs. When a forecast transaction is no longer expected to occur, any related cumulative gain or loss

on the hedging instrument that has been recognised in other comprehensive revenue and expenses from the period when the hedge was effective is reclassified from equity to the surplus or deficit.

### Derivatives that do not qualify for hedge accounting

Certain derivative instruments do not qualify for hedge accounting. Changes in the fair value of any derivative instruments that do not qualify for hedge accounting are immediately in surplus or deficit.

### Payables

Payables are recognised at their face value when the Council becomes obligated to make future payments resulting from the purchase of goods or services.

Payables may be derived from either exchange or non-exchange transactions. These are defined as:

#### *Exchange transactions*

Exchange transactions are transactions where the Council receives assets (primarily cash) or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services, or use of assets) to another entity in exchange.

Payables from exchange transactions include payables to suppliers, retention monies and payables for elected members and directors fees.

#### *Non-exchange transactions*

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, the Council either receives value from or gives value to another entity without directly giving or receiving approximately equal value in exchange.

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As the Council satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

Non exchange payables include payables for GST, deposits and bonds held and deferred grant revenue.

### Borrowings

Borrowings are initially recognised at their fair value net of transaction costs.

After initial recognition, all borrowings are subsequently measured at amortised cost using the effective interest method. Amortised cost is calculated by taking into account any issue costs, and any discount or premium on settlement.

### Good and Service Tax (GST)

All items in the Statement of Comprehensive Revenue and Expenses and Statement of Financial Position are

stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense. The Cash Flow Statement is stated inclusive of GST where applicable.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the Statement of Financial Position. The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the Statement of Cash Flows.

### Provisions

The Council recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation, and a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense and is included in finance costs.

### Landfill Post Closure Costs

The Council has a legal obligation under the resource consents for open and closed landfills to provide ongoing maintenance and monitoring services at the sites after closure. A provision for post closure costs is recognised as a liability when the obligation for post closure arises.

The provision is a measure based on the present value of future cash flows expected to be incurred, taking into account future events including legal requirements and known improvements in technology. The provision includes all costs associated with landfill post closure.

Amounts provided for landfill post closure are capitalised to the landfill asset where they give rise to future economic benefits to be obtained. Components of the capitalised landfill asset are depreciated over their useful lives.

### Employee Benefits

Employee Benefits are classified as:

#### *Short-Term Benefits*

Employee benefits that the Council expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at the rate expected to apply at the time of settlement.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months, and

sick leave.

The Council recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that the Council anticipates it will be used by staff to cover those future absences.

### *Long-Term Benefits*

### Retirement Gratuities

Entitlements that are payable beyond 12 months, such as retirement gratuities have been calculated on an actuarial basis. The calculations are based on the likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information, and the present value of estimated future cash flows.

### Leases

#### *Finance Leases*

A finance lease is a lease that transfers to the Council (as lessee) substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, the Council recognises finance leases as assets and liabilities in the Statement of Financial Position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

A finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Council will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

#### *Operating leases*

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

### Property, Plant and Equipment

Property, Plant and Equipment consists of operational assets, restricted assets, and infrastructural assets.

Operational assets are tangible assets, able to be dealt with as part of the operating strategy and include land, buildings, furniture and fittings, computer hardware, plant and equipment, library books, motor vehicles, and finance leases for office equipment.

Infrastructural assets are the fixed utility systems providing an ongoing service to the community, but

are not generally regarded as tradable. They include infrastructural land, roads, water reticulation systems, refuse transfer stations, sewerage reticulation systems, stormwater systems, and land under roads.

Restricted assets cannot be disposed of because of legal and other restrictions but provide a benefit or service to the community. These are mainly assets associated with reserves vested under the Reserves Act, endowments and other property held in Trust for specific purposes.

#### *Measurement*

Property, plant and equipment is recognised initially at cost, unless acquired for nil or nominal cost (eg vested assets), in which case the asset is recognised at fair value at the date of transfer. The initial cost of property, plant and equipment includes the purchase consideration (or the fair value in the case of vested assets), and those costs that are directly attributable to bringing the asset into the location and condition necessary for its intended purpose. Subsequent expenditure that extends or expands the asset's service potential is capitalised.

After initial recognition, certain classes of property, plant and equipment are re-valued to fair value. Where there is no active market for an asset, fair value is determined by optimised depreciated replacement cost.

#### Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably.

#### Disposals

Gains and losses arising from the disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are recognised within surplus or deficit in the period the transaction occurs. When revalued assets are disposed, the amounts included in the asset revaluation reserves in respect of those assets are transferred to accumulated comprehensive revenue and expenses.

#### Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land and land under roads and work in progress. Depreciation is calculated on a straight line basis, to allocate the cost or value of the asset (less any assessed residual value) over its estimated life. The estimated useful lives of the major classes of property, plant and equipment are as follows:

#### *Operational Assets*

Operational assets are depreciated on a straight line basis. The estimated useful lives are as follows:

Buildings	5-100 years
Plant and Equipment	2-15 years
Motor Vehicles	4-15 years
Furniture and Fittings	2-5 years
Computers	2-5 years
Library books	3-7 years

Archive books	Not depreciated
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### *Infrastructural Assets*

Infrastructural assets are depreciated on a straight line basis. The estimated useful lives are as follows:

#### Roads

Top surface	2-20 years
Base course	25-120 years
Sub base	25-115 years
	Or not depreciated
Formation and running course	Not depreciated
Culverts – timber and other	40-100 years
Signs	15-30 years
Street Lights and poles	15-60 years
Bridges	70-120 years
Footpath surface and base	18-80 years

#### Water Reticulation

Pipes, hydrant, valves	30-120 years
Pump station, reservoirs	25-100 years

#### Sewerage Reticulation

Pipes and manholes	50-120 years
Pump station	15-100 years
Treatment plant	10-80 years

#### Stormwater Systems

Pipes, cesspits	40-120 years
Flood Control Systems	10-80 years

#### Refuse Systems

Retaining walls	70-90 years
Drainage	70-75 years
Signs	30 years
Kerb and channelling	30-75 years
Truck wash and weighbridge	28 years

The depreciation rates are applied at a component level and are dependent on the remaining useful life of each component. The residual value and useful life of an asset is reviewed and adjusted where applicable at each balance date.

### *Restricted Assets*

Restricted assets are depreciated on a straight line basis as follows:

Buildings	5-100 years
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### Revaluations

Land and buildings (operational and restricted) and infrastructural assets (except for land under roads) are revalued with sufficient regularity to ensure that their carrying value does not materially differ from fair value

and at least every three years. The carrying values of revalued items are assessed annually to ensure that they do not differ materially from fair value. If there is a material difference, then the off cycle asset class is revalued.

Revaluations of property, plant and equipment on a class of asset basis. Any revaluation surpluses and deficits are recognised in the Other Comprehensive Revenue and Expenses and accumulated as a separate equity in the Revaluation Reserve for that class of asset. Where a revaluation of a class of assets results in a revaluation deficit, and the amount of the deficit is greater than an existing revaluation reserve, the revaluation deficit is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then in other comprehensive revenue and expense.

### Revaluation of Restricted Assets

Land and buildings in restricted assets are subject to either restrictions on use, or disposal, or both. This includes restrictions from legislation (such as land declared as a reserve under the Reserves Act 1977), or other restrictions (such as land or buildings under a bequest or donation that restricts the purpose for which the assets can be used).

### Capital Work in Progress

Capital work in progress is not depreciated. The cost of projects within work in progress is transferred to the relevant asset class when the project is completed and then depreciated.

### Intangible Assets

#### *Software*

Computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. The costs associated with maintaining computer software are recognised as an expense as incurred. The costs associated with the development and maintenance of the Council's website are recognised as an expense as incurred. Staff training costs are recognised in the surplus or deficit when incurred.

#### *Carbon Credits*

Purchased carbon credits are recognised at cost on acquisition. They are not amortised, but are instead tested for impairment annually. They are derecognised when they are used to satisfy carbon emission obligations.

#### *Amortisation*

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is de-recognised. The amortisation charge for each period is recognised in the surplus or deficit.

The useful lives and associated amortisation rates for software have been estimated as follows:

Computer software	2 to 5 years	20% to 50%
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## Forestry Assets

Standing forestry assets are independently revalued annually at fair value less estimated costs to sell for one growth cycle. Fair value is determined based on the present value of expected future cash flows discounted at a current market determined rate. The calculation is based on assessment of growth, timber prices, felling costs and silvicultural costs and takes into consideration environmental, operational and market restrictions.

Gains and losses arising on initial recognition of forestry assets at fair value less costs to sell and from a change in fair value less costs to sell are recognised in the surplus or deficit.

Forestry maintenance costs are recognised in the surplus or deficit when incurred.

## Non-current Assets Held For Sale

Non-current assets held for sale are classified as held for sale if their carrying amount will be recovered principally through a sale transaction, not through continuing use. This condition is regarded as met only when the sale is highly probable and the assets (or disposal group) is available for immediate sale in its present condition and the sale of the asset (or disposal group) is expected to be completed within one year from the date of classification.

Non-current assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs of non-current assets held for sale are recognised in the surplus or deficit. Any increases in fair value less costs to sell are recognised up to the level of any impairment losses that have been previously recognised.

Non-current assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale. Interest and other expenses attributable to the liabilities of a disposal group classified as held for sale continue to be recognised.

## Investment in Unlisted Shares

Council has an interest (1.6%) in a Council Controlled Organisation (CCO), Local Authority Shared Services Limited. Council has no significant influences on operational or financial policies.

As this investment is not traded on an active market, and quoted market prices of similar financial assets are not available, the fair value cannot be measured reliably. The investment is therefore measured at cost.

Council has an interest (0.04%) in New Zealand National Mutual Riskpool. Council has no significant influences on operational or financial policies.

As this investment is not traded on an active market, and quoted market prices of similar financial assets are not available, the fair value cannot be measured reliably. The investment is therefore measured at cost.

## Investment Property

Investment property consists of miscellaneous housing properties. Investment properties are held primarily for capital growth, rental or similar revenue. Properties leased to third parties under operating leases are classified as

investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation.

Investment property excludes those properties held for strategic purposes or to provide a social service. This includes properties which generate cash inflows as the rental revenue is incidental to the purpose for holding the property. Such properties include the Council's social housing assets, which are held within operational assets in property, plant and equipment. Borrowing costs incurred during the construction or upgrade of investment property are not capitalised.

Investment property is measured initially at its cost, including transaction costs and subsequently measured at fair value, determined annually by an independent valuer. Any gains or losses from a change in fair value are recognised within surplus or deficit. Investment property is not depreciated.

## Cost Allocation

The Council has derived the cost of service for each significant activity. Direct costs are expensed directly to the activity. Indirect costs relate to the overall costs of running the organisation and include staff time, office space and information technology costs. These costs are allocated to Council activities using appropriate cost drivers such as resource use, staff numbers and floor area. All overhead costs have been allocated to significant activities.

## Impairment of Property, Plant and Equipment and Intangible assets

Intangible assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Property, plant and equipment and intangible assets that have a finite useful life are reviewed annually for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the assets ability to generate net cash inflows and where the entity would, if deprived of the asset, replace it's remaining future economic benefits or service potential.

If an asset's carrying amount exceeds its recoverable amount the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. For revalued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit.

For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

### *Value in use for non cash generating assets*

Non cash generating assets are those assets that are not held with the primary objective of generating a commercial return.

For non cash generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

#### *Value in use cash generating assets*

Cash generating assets are those assets that are held with the primary objective of generating a commercial return.

The value in use for cash generating assets and cash generating units is the present value of expected future cash flows.

### Equity

Equity is the community's interest in the Council, and is measured as the difference between total assets and total liabilities. Net assets or equity is dis-aggregated and classified into a number of components to enable clearer identification of the specified uses of equity within Council.

The components net assets or equity are:

- accumulated funds,
- other reserves and
- property revaluation reserves.

### Other Reserves

Restricted reserves are a component of net assets or equity generally representing a particular use to which various parts of net assets or equity have been assigned. Reserves may be legally restricted or created by the Council. Restricted reserves are those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met. Also included in restricted reserves are reserves restricted by Council decision. Transfers to and from these reserves are at the discretion of the Council.

Council created reserves are a combination of depreciation reserves and transfers of surplus or deficit from operations. The purpose of the reserves is to maintain balances of funded depreciation for future renewal of assets and to hold revenue streams in separate balances as required by Council.

Available for sale reserves consists of valuation gains associated with Council's investments, classified as available for sale.

Hedging reserves comprise the effective portion of the cumulative net change in the fair value of derivatives designated as cash flow hedges.

### Property Revaluation Reserves

Property revaluation reserves relates to the revaluation of property, plant and equipment to fair value.

### Prospective Statement of Cash Flows

The Cash Flow Statement is prepared inclusive of GST. For the purpose of the Cash Flow Statement cash means cash balances on hand, held in bank accounts, demand deposits

and other highly liquid investments in which the Council invests as part of its day-to-day cash management net of bank overdrafts.

Operating activities include cash received from all revenue sources of the Council and record the cash payments made for the supply of goods and services. Investing activities are those activities relating to the acquisition and disposal of non-current investments. Financing activities comprise activities that change the equity and debt capital structure of the Council.

### Emissions Trading Scheme (ETS)

The regulations for landfill methane emissions under the New Zealand Emissions Trading Scheme (NZ ETS) require waste disposal facility operators to surrender New Zealand Units (NZU's) by 31 May of each year to match the remission from 1 January to 31 December of the preceding calendar year. The cost of meeting ETS obligations is mandatory and Council is required to surrender NZU's for the landfill methane emissions associated with Rangitoto Landfill. NZU's that are purchased to meet these liabilities are recognised at cost and subsequently recognised at cost subject to impairment. Where there is an obligation to return units the expense and liability are recognised and are measured at the carrying value of units on hand plus the fair value of any additional units required.

### Critical Accounting Estimates and Judgements

The preparation of prospective financial statements using PBE standards requires the use of judgements, estimates and assumptions. Where material, information on the main assumptions is provided in the relevant accounting policy. The estimates and assumptions are based on historical experience as well as other factors that are believed to be reasonable under the circumstances. Subsequent actual results may differ from these estimates. Further information around assumptions used in the EAP can be found under in the LTP 2015-2025.

The estimates and assumptions are reviewed on an ongoing basis and adjustments are made where necessary.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

#### *Landfill Aftercare Provision*

The Council has a legal obligation under resource consents for open and closed landfills to provide ongoing maintenance and monitoring service at the sites after closure. A provision for post closure costs is recognised as a liability when the obligation for post closure arises.

The long term nature of the liability means that there are inherent uncertainties in estimating costs that will be incurred.

#### *Infrastructural Assets*

There are a number of assumptions and estimates used when performing discounted replacement cost valuations over infrastructural assets. These include:

- The physical deterioration and condition of an asset. For example the Council could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets, which are not visible, for example underground stormwater, wastewater and water supply pipes. This risk is minimised by the Council performing a combination of physical

inspections and condition modelling assessments of underground assets;

- Estimating any obsolescence or surplus capacity of an asset; and;
- Estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be impacted by the local conditions, for example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then the Council could be over or under estimating the annual depreciation charge recognised as an expense in the surplus or deficit.

To minimise this risk the Council's infrastructural asset useful lives have been determined with reference to the NZ Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of the Council's asset management planning activities, which gives the Council further assurance over its useful life estimates.

Infrastructural assets are revalued on a 3 yearly basis by an independent valuer. It has been assumed that any change in valuation will be in line with the assumed rates of inflation.

#### *Property, plant and equipment useful lives and residual values*

At each balance date the Council reviews the useful lives and residual values of its property, plant and equipment. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the Council to consider a number of factors such as the physical condition of the asset, expected period of use of the asset by the Council, and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the surplus or deficit, and carrying amount of the asset in the Statement of Financial Position. The Council minimises the risk of this estimation uncertainty with:

- physical inspection of assets;
- asset replacement programs;
- review of second hand market prices for similar assets; and
- analysis of prior asset sales.

Council has not made significant changes to past assumptions concerning useful lives and residual values.

#### *Valuation of Investment in Inframax Construction Limited*

The investment of Inframax Construction Ltd was revalued at 30 June 2014 resulting in a gain in valuation of \$2,600,000. The valuation report indicated a value between \$2.6 million and \$3.8 million for the investment. Council have conservatively recognised the investment at \$2.6 million. It has been assumed that there has been no change in the value of the investment in Inframax Construction Ltd over the life of the plan.

To ensure consistency with the current year, certain comparative information has been reclassified where appropriate. This has occurred:

- where classifications have changed between periods;
- where the Council has made additional disclosure in the current year, and where a greater degree of disaggregation of prior year amounts and balances is therefore required; and
- where there has been a change of accounting policy.

### Public Benefit Entity Financial Reporting Standard 42 Prospective Financial Statements (PBE FRS 42)

The Council has complied with PBE FRS 42 in the preparation of these prospective financial statements. In accordance with PBE FRS 42, the following information is provided:

- (i) Description of the nature of the entity's current operation and its principal activities

The Council is a territorial local authority, as defined in the Local Government Act 2002. The Council's principal activities are outlined within this Information for the EAP

- (ii) Purpose for which the prospective financial statements are prepared

It is a requirement of the Local Government Act 2002 to present prospective financial statements that span 10 years and include them within the Long Term Plan. This provides an opportunity for ratepayers and residents to review the projected financial results and position of the Council. Prospective financial statements are revised annually to reflect updated assumptions and costs.

- (iii) Bases for assumptions, risks and uncertainties

The financial information has been prepared on the basis of best estimate assumptions as the future events which the Council expects to take place. The Council has considered factors that may lead to a material difference between information in the prospective financial statements and actual results. These factors, and the assumptions made in relation to the sources of uncertainty and potential effect, are outlined within this Information for the EAP.

- (iv) Cautionary Note

The financial information is prospective. Actual results are likely to vary from the information presented and the variations may be material.

- (v) Other Disclosures

The prospective financial statements were authorised for issue on 5 April 2016 by Waitomo District Council.

The Council is responsible for the prospective financial statements presented, including the assumptions underlying prospective financial statements and all other disclosures. The Information for the EAP is prospective and as such contains no actual operating results.





# Waitomo Way

## Welcome to the April edition of the Waitomo Way featuring Council's plans for the 2016/17 financial year

The Annual Plan focuses on Council's work programme for the years between the three-yearly Long Term Plan with the intent of highlighting any exceptions. The plans, projects, costs of the proposals, rates and debt levels over the next 10 years contained within the current LTP 2015-2025 (LTP) were consulted with our District community through a comprehensive and robust process in April last year and the LTP was adopted in June 2015.

We are now 9 months into the first year of the LTP and have prepared financial forecasts and plans for year two; 2016/17 which will be contained in the Exceptions Annual Plan 2016/17 (EAP 2016/17).

The EAP 2016/17 has no significant differences from Year 2 of Council's LTP 2015-25. The planned levels of service are unchanged, while proposed rates to be collected and forecast debt are both lower than expected.

As there are no material changes or consultation issues, Council will not have a formal submissions process for the EAP 2016/17. This is the first time for such a move, made possible because of changes to the Local Government Act which provides Council with the option of adopting an Annual Plan without further consultation where it is consistent with the LTP. This avoids duplication of process thereby saving time and increasing efficiency.

Although, no formal consultation is planned, Council would like the community to engage and provide any feedback on our plans and financials for 2016/17, which are presented in summary in the following sections.

## Council's Key Initiatives for the 2016/17 Year

Council's areas of focus, as contained in the LTP 2015-25 are:

**Economic Development**  
**Community Connectivity and Development**  
**Good Asset Stewardship and Management**

The intention is to enhance the livability of our District, facilitate our communities to be vibrant and thriving and to do this in a financially prudent and sustainable manner. We have been working towards these focus areas and plan to continue this direction in the 2016/17 year. Some of the key initiatives include:

### Economic Development

2016/17 year will see the adoption of an **Economic Development Strategy** to guide economic development activities in our District. The strategy will be informed by the data collected over the current year.



Tourism in the country and in our District is on the increase and the provision of a well maintained and serviced campground in Te Kuiti could increase the visitor numbers over-nighting in our District.

As part of our focus on economic and community development Council intends to undertake a feasibility study in 2016/17 year, to investigate a new campground for Te Kuiti at Brook Park. If the results of the feasibility study are positive, we will consult with the community on the details.

Data collection and plans to collate a comprehensive overview of the state of different components of our local economy and to identify key issues and opportunities for the District are well underway.

Visitor numbers to one of our newer attractions, the Timber Trail, are increasing markedly each year. Council is supporting a **Concept Development Plan** for Timber Trail Marketing, which is to be run in conjunction with Ruapehu District Council. We look forward to this initiative bringing increased visitor numbers and business activity to the Timber Trail in the 2016/17 year.



The **Te Kuiti Railway Station Buildings 2 and 3** were opened in October 2015 after an extensive restoration and strengthening project. The aim of the project is to re-invigorate and showcase the railway heritage of the town, as well as creating a vibrant central hub for the community of Te Kuiti. This project will be completed in the 2016/17 year.



### Community Connectivity and Development

Council intends to facilitate a **Retirement Housing Project** in order to meet the needs of the changing demographics within our community. This project will be progressed by a community group and Council will provide any support required for this community initiative.

Tourism is a significant industry in our District with total tourism expenditure for the year ending March 2015 of \$68 million. Council recognises the significance of Waitomo Caves Village as the hub of this activity with an estimated 500,000 + visitors per year and intends to provide facilitation support to the Tere Waitomo Community Trust in implementing the **Waitomo Village Structure Plan**.



Gaining access to **high-speed broadband services** continues to be a significant issue in our District. While we wait for further announcements from Central Government on the Registration of Interest we submitted to the Broadband and Mobile Black Spot Initiative we will continue to lobby for enhanced service delivery in our community and keep you informed on Digital activity, events and infrastructure.

### Community Connectivity and Development



See page four of this newsletter for other Council news.

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2016/17 year will see us continue to provide (with no changes to service levels) **Community Services** that ensure safety and quality of life in our communities like animal control, aquatic centre, maintenance of our parks and gardens and proactive monitoring and enforcement for the service areas of building control and alcohol licencing.



### Good Asset Stewardship and Management

The popularity of Timber Trail as a destination is growing. Visitors to the Timber Trail turn off State Highway 30 onto Maraeroa Road, which is a metal road also used by logging trucks.

This road experiences slippery conditions in winter and dust in summer. The road is travelled by people who potentially have less experience in driving in such conditions. These contributing factors have raised road user safety concerns.

Although Council does not carry out new sealing, Council has planned to **seal Maraeroa Road**, in the interest of good asset stewardship and also providing safe access to a developing tourist destination. The majority of this work (63%) will be funded by NZTA subsidy.



The major upgrade of the **Te Kuiti Water Treatment Plant**, to ensure we meet the water quality requirements set out under the Drinking Water Standards for New Zealand 2005 (Revised 2008), will continue in the 2016/17 year with the expected completion to be in 2017-18 financial year instead of next year as originally planned in the LTP.



We will continue to maintain and renew the **sewerage assets** at various schemes in order to improve their condition and performance, with a focus on pump stations, reticulation network and treatment plant components.

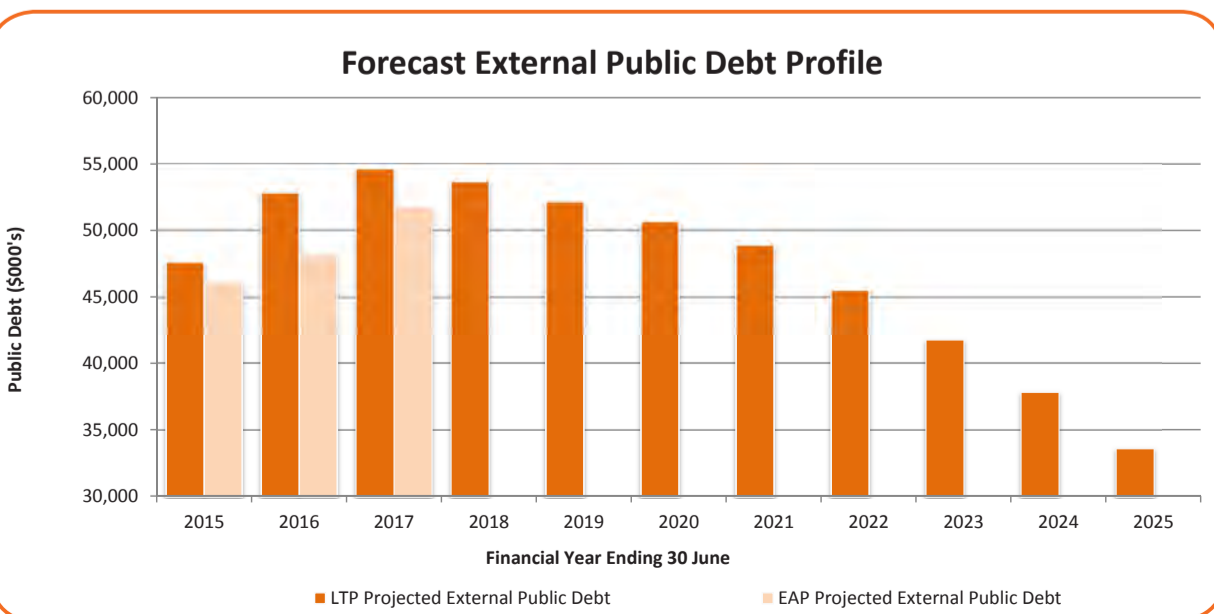
## Financial Summary

LTP 2015/16 \$000's	Cost of Service Statement Council	LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
(11,166)	Total Operating Income	(10,600)	(11,464)	(864)
26,793	Total Operating Expenditure	27,642	27,570	(72)
<b>15,627</b>	<b>Net Operating Expenditure</b>	<b>17,042</b>	<b>16,106</b>	<b>(936)</b>
13,901	Total Capital Expenditure	10,034	12,341	2,307
<b>29,528</b>	<b>Total Net Expenditure</b>	<b>27,076</b>	<b>28,447</b>	<b>1,371</b>
	<b>Funded By</b>			
(5,591)	Internal Loans Drawn	(2,587)	(4,715)	(2,128)
(5,409)	Reserves	(5,221)	(4,674)	547
(18,528)	General Rates, UAGC and Service Charges	(19,268)	(19,058)	210
<b>(29,528)</b>	<b>Total Funding</b>	<b>(27,076)</b>	<b>(28,447)</b>	<b>(1,371)</b>

The Cost of Service Statement illustrates that Council's planned Operating Expenditure for the 2016/17 financial year is lower than the forecast contained in the LTP for the 2016/17 year and the forecast Operating revenue for 2016/17 is 8.2% higher than the LTP forecast resulting in the Net Operating Expenditure for the EAP 2016/17 (\$16.11 million) being 5.5% less than the forecast contained in the LTP 2015-25 for the corresponding year (of \$17.04 million).

The capital expenditure planned for 2016/17 is higher than the forecast contained in the LTP for the 2016/17 year mainly due to the re-sequencing of the Te Kuiti Water Treatment Plant project, sealing of Maraeroa Road and work to be carried out at our quarries to meet Health and Safety requirements.

**Overall Public Debt** is tracking well and is below forecasts set in the 2015-25 LTP. Debt is forecast in the EAP 2016/17 to be **\$52 million at 30 June 2017** compared to \$55 million in the LTP. This is despite the capital expenditure forecast.



### Forecast Total Rates Requirement (\$000's)



Legend:  
 ■ EAP 2016/17 Projected Total Rates  
 ■ LTP 2015-2025 Projected Total Rates (for the 2016/17 year)

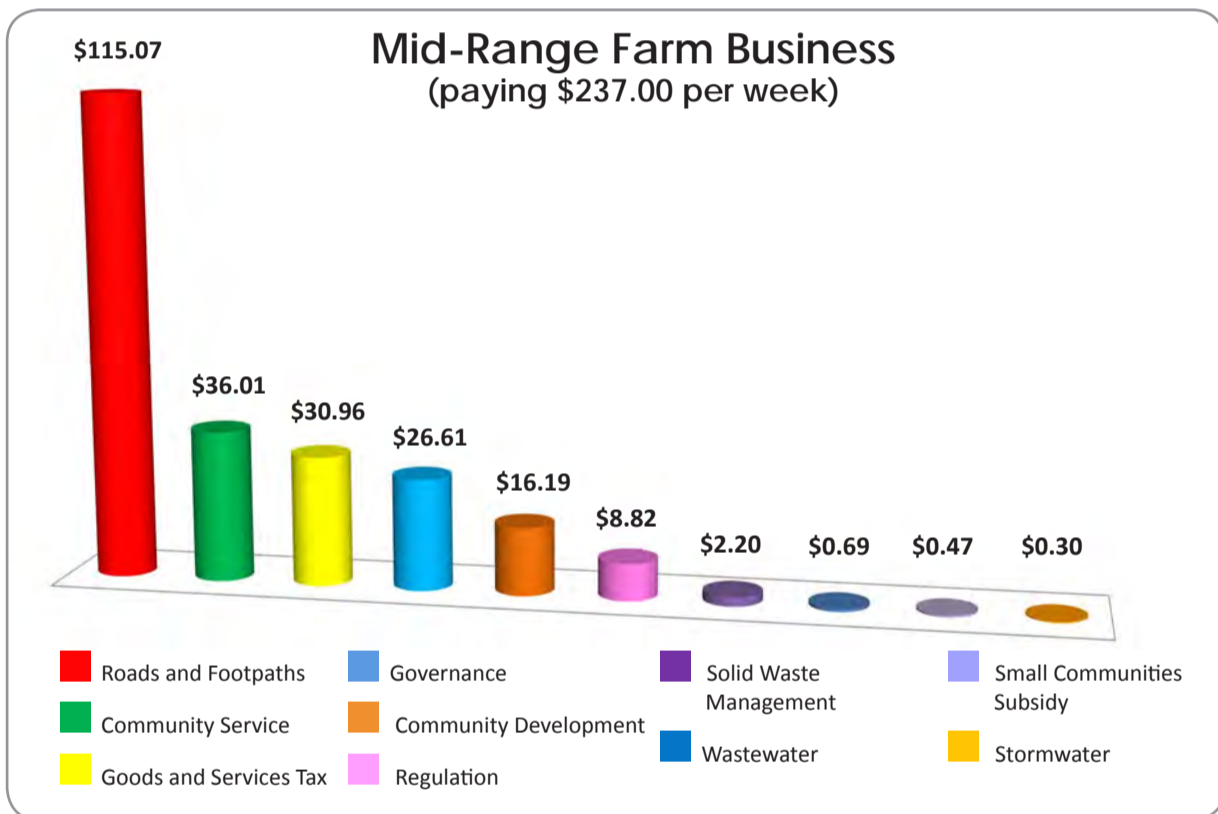
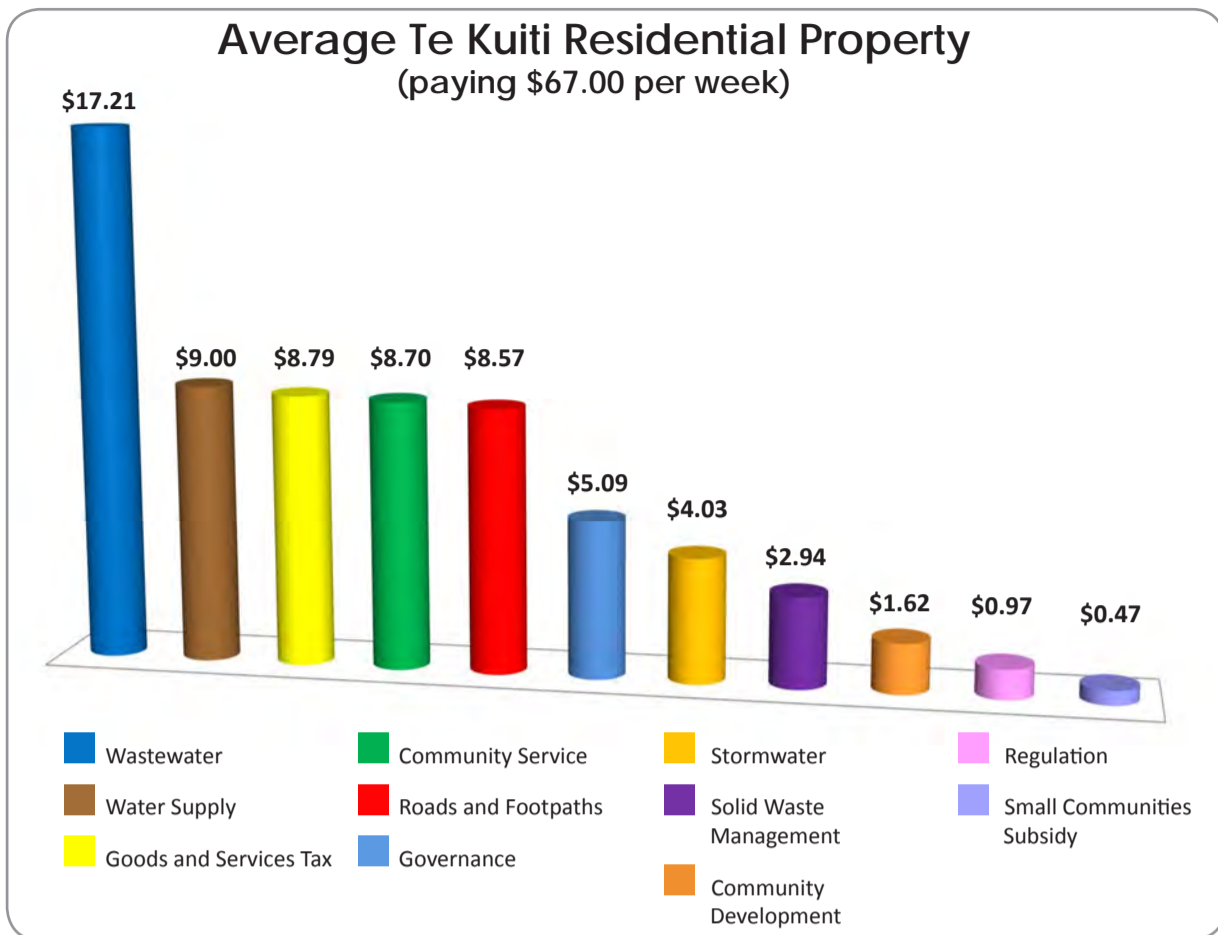
The total rate revenue required for the 2016/17 financial year is \$19,058,000 (excluding GST) which is an average overall **2.86% increase** over the current year's (2015-16) total rate requirement.

**It is substantially lower than the 3.99% increase forecast in the LTP 2015-25 for the 2016/17 year.**

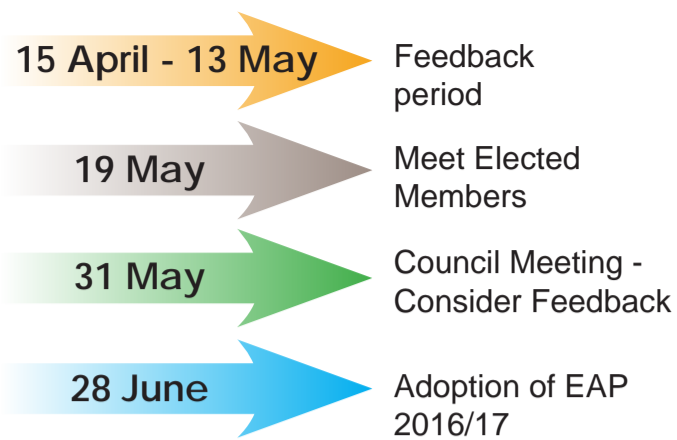
The decrease is a result of prioritising needs and re-sequencing works where appropriate. More favourable interest rates and lower than forecast public debt have also been contributors to the reduction in rates requirement.

## Where Your Rates are Spent

The following provides a summary of where rates are spent on a weekly basis using indicative residential and rural properties.



## Timeline of EAP 2016/17 Process



### Where can I find more Information?

The following 2016/17 EAP information will be available on our website, if you need it.

- Financial statements,
- Funding Impact Statement,
- Rates examples,
- Changes to Accounting Policies, and
- Information on the Activities.

Hard copies of this information are available to view at our main office on Queen Street, Te Kuiti or alternatively please contact Council on freephone 0800 932 4357.

### Have feedback?

Council is not carrying out a formal consultation process for the EAP 2016/17 and therefore there will be no formal Submissions, Hearings or Deliberations taking place. However, you are welcome to provide feedback on Council's plans and financial forecasts for the 2016/17 year, should you wish to until **Friday 13 May 2016**.

Comments and feedback can be sent to the Council by:

**Email:** [eap16-17@waitomo.govt.nz](mailto:eap16-17@waitomo.govt.nz)  
**Post:** Waitomo District Council,  
 PO Box 404,  
 Te Kuiti 3941.

If you would like to discuss the feedback you have provided with the Elected Members, they will be available at the **Te Kuiti Railway Station Building No 3, between 9am - 12pm on 19 May 2016**.

## Your Elected Representatives

Mayor Brian Hanna



Feel free to contact me on phone: (07) 878 7227, Mobile: 021 726 282.

Deputy Mayor Guy Whitaker



Drop me an email if you wish to share your views: [guy.whitaker@waitomo.govt.nz](mailto:guy.whitaker@waitomo.govt.nz) Or phone (work): (07) 878 8147 Mobile: 021 151 5575

Councillor Lorrene Te Kanawa



I welcome discussion on the Annual Plan – you can email [lorrene.tekanawa@waitomo.govt.nz](mailto:lorrene.tekanawa@waitomo.govt.nz) Phone (Home): (07) 878 7306, Mobile: 027 333 8531

Councillor Terry Davey



I am always readily available to meet and discuss any queries. Email [td@waitomo.govt.nz](mailto:td@waitomo.govt.nz) Phone: (07) 878 6330, Mobile: 021 755 099

Councillor Allan Goddard



I'm always happy to discuss the Annual Plan and you can contact me via email: [allan.goddard@waitomo.govt.nz](mailto:allan.goddard@waitomo.govt.nz) Phone: (07) 878 7865

Councillor Phil Brodie



Feel free to contact me on email: [phil.brodie@waitomo.govt.nz](mailto:phil.brodie@waitomo.govt.nz) Phone: (07) 877 8033, Mobile: 027 347 9843

Councillor Sue Smith



I would like to hear from you to discuss the Annual Plan. Send me an email [ss@waitomo.govt.nz](mailto:ss@waitomo.govt.nz) or phone (07) 876 7518

## How do we measure up?

Our **Resident Survey** will be arriving in letter boxes in early May. We invite Waitomo District residents to provide their opinion on the services and facilities we provide to the community.

The annual survey is an important method used by Council. The feedback you share with us will be used to measure how we perform against our goals and also to help with future planning.

## Waitomo as a place to live

Creating vibrant communities by supporting community connections and development is a focus area for Council. This year we are seeking your opinion on life in the Waitomo District. We have enclosed an additional set of questions in the resident survey and hope that you will take the time to let us know your thoughts. The information we gather will help our District develop a game plan to sustain and grow our District community, to retain our people and attract new residents and business to the district. We would greatly appreciate your feedback.

Completed surveys returned to Council with contact details will be entered into a **prize draw for the chance to win a \$200 grocery voucher.**

The survey will also be made available to complete online via Council's website.

Our clever Library team have organised a fun-filled Easter Holiday activity pack for children 5-12 years of age. Puzzles and interesting crafts to create will keep the kids interested in reading and learning new things about farming and harvesting. We invite you to come on down to the Library during the school holidays, borrow two library books and receive a **free holiday pack.**

### Waitomo District Library

Open Monday to Friday 10 am to 5 pm,  
Saturday 9.30 am to 12.30 pm  
Phone (07) 878 1028



## Telecommunication services

There are now two new telecommunication towers in Aria and Benneydale. To confirm if you can get Rural Broadband from a tower visit the Vodafone website <http://www.vodafone.co.nz/broadband/rural> and enter your property address. Alternatively contact Vodafone on 0800 777 042.

### Getting connected

As well as Vodafone the following businesses are selling rural broadband services from the towers in the Waitomo District:

- Wireless Nation [www.wirelessnation.co.nz](http://www.wirelessnation.co.nz)
- Farmside [www.farmside.co.nz](http://www.farmside.co.nz)
- Netspeed [www.netspeed.net.nz](http://www.netspeed.net.nz)
- Wireless Dynamics [www.wirelessdynamics.co.nz](http://www.wirelessdynamics.co.nz) – local service provider

Spark are also providing wireless broadband services from the two new towers.

You may have also noticed some better coverage from your Spark mobile phone. In February Spark's sites located at the Eight Mile Junction and SH3 south of Piopio were upgraded to 4G.

Switching to a new service or connecting for the first time may seem daunting. You may have questions or need advice.

Waitomo District Council would like to facilitate a get-together with the telecommunication suppliers to provide the community with the opportunity to find out the best options for your home and business.

**We would like to hear from local residents.** Register your interest by phoning Rachael Laver – Economic Development Officer at Waitomo District Council on 07 878 0800.

## 2016 Triennial Elections

Local Government Elections will be held on Saturday 8th October 2016.

If you want to vote on the future of the Waitomo district, then you need to be enrolled by Friday, 12th August 2016. Enrolling to vote means you can have a say on the people who will make important decisions on what happens in your community over the next three years.

You need to be enrolled on either the resident or ratepayers electoral roll to be entitled to vote. There will be campaigns running to get as many people as possible enrolled to vote for the local elections.

### Elections Timetable

Friday, 15 July	Nominations open
Friday, 12 August	Nominations close at 12 noon. Electoral rolls close.
Friday 16 - Wednesday 21 September	Delivery of Voting Papers to electors by post
Friday, 16 September - Saturday, 8 October	Voting Period
Saturday, 8 October	Election Day. Voting closes at 12 noon. Progress results will be available and the declaration of the final results will be made as soon as possible.

## Final stage of Railway Building Restoration Project to begin this month

The next and final stage of the Railway Building restoration project will begin on the 11th April. The project will see the internal refurbishment of railway building 1 and the structural linking of that building with the Te Kuiti i-SITE Visitor Information Centre.

During the construction period the Visitor Information Centre Service will be temporarily relocated to the old NZ Post Building on Rora Street.

The creation of a Community Space in building 1 will complete the project to create a vibrant hub within Te Kuiti's CBD. We will have the ability to provide some services from the completed Visitor Information Centre and local community groups and organisations will have the opportunity to let the space within building 1.

Its anticipated that the construction period will be 3-4 months. The immediate area around building 1 will be fenced off; however the majority of construction work will be internal. Please take extra care when in the vicinity of the Railway Plaza over the next few months.

## Roadside vehicles sales

Did you know that you are not allowed to park your vehicle on Council reserve land in the Waitomo District?

A common practice identified by Council is people who park their vehicle in a public place (rest area, reserve etc) whether that be to advertise the vehicle for sale or to use the place for the purpose of private parking.

The Bylaw is aimed at controlling specific activities within Waitomo District, to help ensure that our community is safe, healthy and vibrant. Under the Bylaw it is an offence to:

- **drive or park vehicles in public places except in areas set aside for the driving or parking of vehicles; and**
- **leave any vehicle on a road in circumstances where it is used or may be reasonably be assumed to be used, for the purpose of drawing attention to any advertising sign, notice or placard carried upon or affixed to that vehicle. This part of the bylaw shall extend to include all areas of State Highways over which control of signs has been specifically delegated to Council by the New Zealand Transport Agency.**

A person who is convicted of an offence under the Public Places Bylaw could face a fine.

Vehicles that are parked on public places that are not intended for that purpose pose a danger to public health and safety. The practice can be a potential distraction for passing motorists and is detrimental to the amenity of the district.

Council recommends people park their vehicles in a safe manner, on the roadside outside of their own private property or on private land.

## Stock on roads

The safety of people travelling on rural roads is very important. One of the purposes of the Land Transport Bylaw is to establish rules about the movement of stock on roads. Our aim is to ensure that potential danger and inconvenience to other road users is minimised and to protect the road network.

Council's Public Places Bylaw requires that people have adequate control of their stock when in a public place, and give consideration to other people using that place. It also requires that owners prevent the stock from wandering or being at large. Roads, reserves and beaches are all public places, where the stock is not permitted to be unless the prior consent has been given by a Council Officer.

WDC has had an increase in the number of complaints from concerned residents about cattle, horses, sheep and other stock making their way out onto rural roads and private property.

We are seeking the cooperation of owners to ensure the management and keeping of stock comply with the rules contained in Council's Bylaws.

It is the responsibility of every owner of stock to ensure the animals are adequately confined and do not wander or gain access onto public property. An owner of stock is responsible for any damages caused by their animals wandering onto the road.

The owner of stock is responsible for public safety or any damage to public or private property, or injury to stock, which may arise from roaming stock.

Owners of wandering stock can face criminal liability under the Crimes Act 1961 (sections 156 and 157). If a land owner or occupier fails to take necessary steps to ensure their livestock remain adequately fenced in, they will be at risk of endangering the safety or health of the public (especially road users). If their stock causes a crash and negligence are proven, they may be prosecuted.

Wandering stock may be impounded by Animal Control Officers and all costs associated with the impounding (officer time, transportation and sustenance) are recovered from the owner. If the stock is not claimed, it may be disposed of in accordance with the Impounding Act 1955.

**The Land Transport Bylaw and Public Places Bylaw can be viewed on Council's website. Enquiries regarding animals and stock on roads can be made by phoning 0800 932 4357, or email [info@waitomo.govt.nz](mailto:info@waitomo.govt.nz)**

Document No: 389551

File No: 505/238A

**Report To: Council**

Meeting Date: 5 April 2016

Subject: Report: Te Kuiti Development Incorporated – Sheep Sculptures

### Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the gifting of sheep sculptures from Te Kuiti Development Inc to Waitomo District Council.

### Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

### Background

- 3.1 Te Kuiti Development Inc (TKDI) is a volunteer based community group that works closely with the Waitomo District Council to make Te Kuiti a vibrant and thriving township.
- 3.2 TKDI membership comprises local business owners, interested members of the community and WDC representatives.
- 3.3 TKDI undertake a range of projects, their aim is to enhance Te Kuiti as a place to live, work and conduct business for the benefit of the whole community.
- 3.4 In 2015 TKDI initiated a project to beautify Rora Street and its environs, and further develop the town's Shearing Capital of the World branding.
- 3.5 The 'Join The Mob... Sponsor a Sheep' initiative was launched, with members of the community invited to help promote the town by sponsoring a sheep sculpture which was set to graze permanently in Rora Street, Te Kuiti. A copy of the invitation flyer is attached to this business paper for Councils information.
- 3.6 TKDI were successful with their sponsorship drive, with all 20 sheep sculptures sponsored by local families and/ or local businesses.
- 3.7 Council was approached by TKDI in late 2015 to assist with installation of the 20 sheep sculptures which were locally designed and locally made.
- 3.8 With the assistance of WDC, the sculptures have been permanently placed in WDC garden beds along Rora Street.
- 3.9 Feedback from the community has been positive. The sculptures add a new dimension and provide a point of difference for Te Kuiti.

3.10 Additional sculptures are planned, to be placed in remaining CBD garden beds.

### Commentary

- 4.1 A letter has been received from TKDI seeking Council's agreement to gift the 20 sculptures to Council. The intention is that any future sculptures will also be gifted to Council.
- 4.2 Attached to and forming part of this business paper is a copy of the letter received from TKDI for Council's information.
- 4.3 Such projects are aligned with WDC's Community Development portfolio, endorsing collaborative and partnership approaches and initiatives involving many organisations. These activities involve a common theme of promoting a better quality of life and a better living environment within the District.
- 4.4 One of the strategic goals included in the 2015-2025 LTP is to:
- Support the growth of the economy through strategic partnerships that ensure the effective promotion of District attractions to domestic and international markets.*
- 4.5 Should Council endorse this agreement, on-going maintenance of the sculptures will be included in the WDC annual works programme.
- 4.6 Formal acknowledgement of this gift will also be arranged, providing an opportunity for Council to thank TKDI members and sponsors for their initiative, their drive and their commitment to the Te Kuiti community and Waitomo District.

### Suggested Resolution

- 5.1 The business paper on Te Kuiti Development Incorporated – Sheep Sculptures be received.
- 5.2 Council accept/ not accept the offer of gifting 20 sheep sculptures and any future sculptures from TKDI.



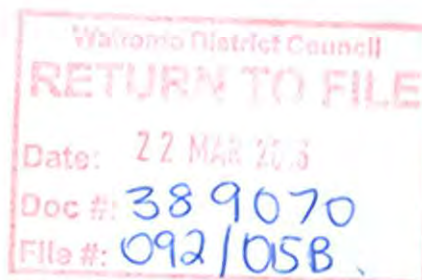
HELEN BEEVER  
**GROUP MANAGER – CUSTOMER SERVICES**

Attachment: 1. Correspondence from TKDI (doc 389599\_

Helen  
Report to  
Council

March 11, 2016

The Chief Executive  
Waitomo District Council  
PO Box 404  
Te Kuiti 3981



Dear Mr Ryan,

As you are aware Te Kuiti Development Inc (TKDI) is undertaking a sculptures project to beautify Rora Street and its environs, thereby further developing the town's 'Shearing Capital of the World' branding.

TKDI is responsible for obtaining sponsors for the sculptures, having them designed and manufactured, deciding where they are to be installed, and then with the council's assistance, having them permanently installed in the street's gardens. To date 20 sculptures have been installed, with more to follow.

As discussed previously with the council, we would like to gift ownership of the sculptures to the council. The sculptures installed are valued at approximately \$11,000.

Any future sculptures will also be gifted to the council.

We trust this is agreeable to you, and thank you most sincerely for the support Waitomo District Council has given TKDI to date with this project.

Kind regards

Jo Meads (Secretary)



2015 Sheep Sculpture Sponsors - Rora St, Te Kuiti

Ballance Agri-Nutrients  
G2G Estate  
VetEnt  
Ingleby Farms  
RH Tregoweth  
Nahna Family  
DE Tech Engineering  
Russell Thomson Solicitors  
Spec Auto Air & Electrical  
John & Dawn Grainger & Family  
Hynds Pipes Ltd  
Forgeson Law  
K & S Tregoweth  
100% Te Kuiti  
Phil & Janene New & Family  
Journey Church  
Te Kuiti Volunteer Fire Brigade  
Te Kuiti Meat Processors  
Anonymous





# Join The Mob... Sponsor a Sheep

*And help promote your town . . . Te Kuiti  
– the Shearing Capital of the World – to the world!*

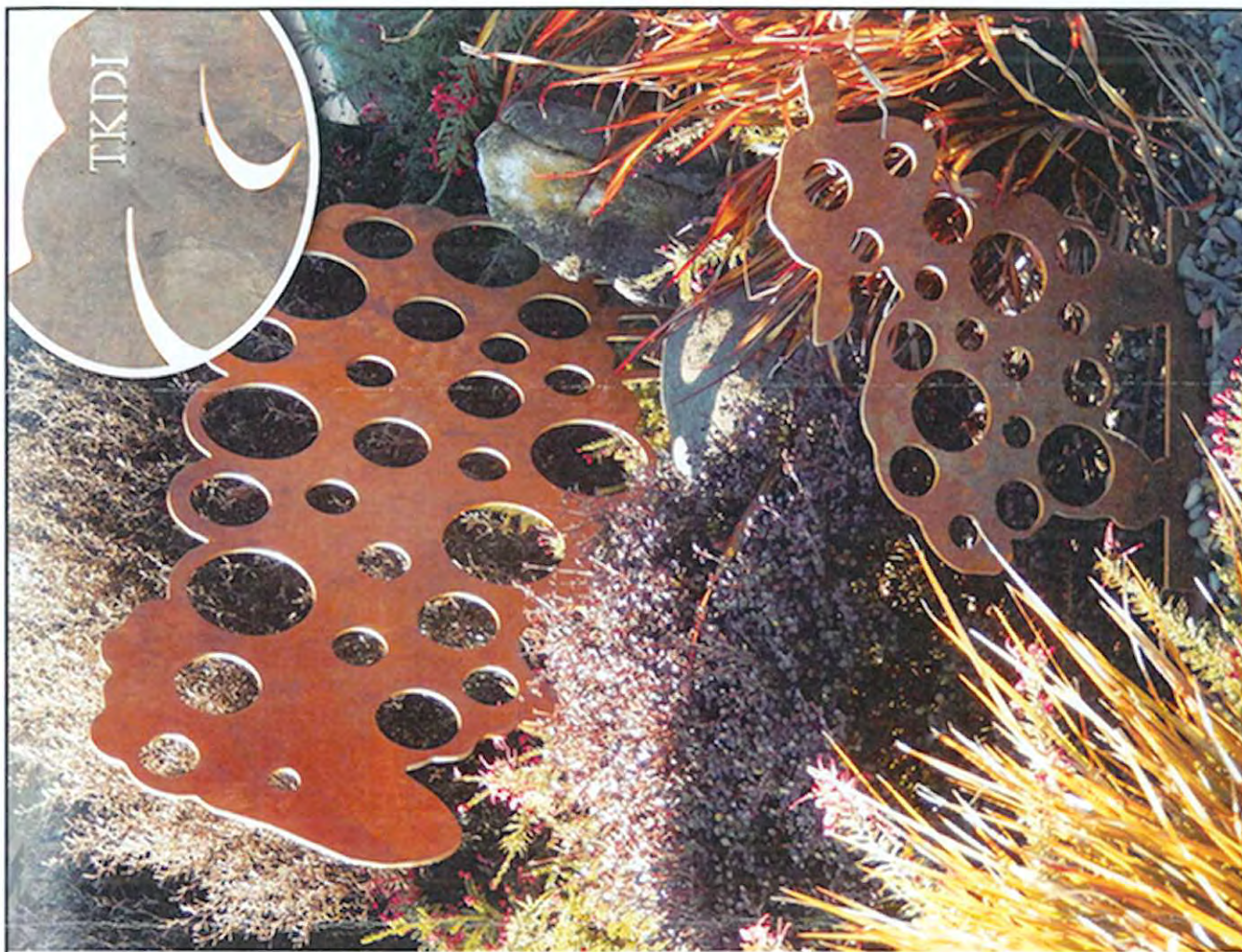
Te Kuiti Development Inc is headed by a group of volunteers committed to promoting Te Kuiti as a vibrant place to live. And . . . we want YOU to be part of it!

In tandem with Te Kuiti's well-known shearing theme, 20 life-sized sheep sculptures are set to graze permanently in Rora St.

**JOIN TE KUITI'S SCULPTURE MOB TODAY by sponsoring a sheep. Sponsors will have their name or business permanently branded on to their sheep.**

## PRICES

**Ewe \$590    Lamb \$390**



**Te Kuiti**  
Where legends are made.

To register your interest please contact TKDI marketing co-ordinator  
Felicity Brough 07 877 7550 or email [fbrough@xtra.co.nz](mailto:fbrough@xtra.co.nz) for further information

flyer for initial round of sculptures  
2015

Document No: 389075

File No: 037/000B

**Report To: Council**

Meeting Date: 5 April 2016

Subject: **Progress Report: Psychoactive Substances Monitoring**

## Purpose of Report

- 1.1 The purpose of this business paper is to seek guidance from Council in relation to the development of a Psychoactive Substances Policy.

## Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

## Background

- 2.0 The Psychoactive Substances Act 2013 ('Act') came into force 18 July 2013. This Act creates amongst other things a regulated market for legal sale of approved recreational psychoactive products by licensed sellers.

- 2.1 The Psychoactive Substances Regulatory Authority ('Authority'), operating under the auspices of the Ministry of Health is responsible for evaluating psychoactive products to decide if they meet national safety standards and should be approved for sale by licensed premises within New Zealand. The importing, manufacturing, selling, supplying or possessing of psychoactive products is strictly prohibited unless it has been demonstrably proven to the Authority that the product poses no more than low risk of harm to individuals who use it. The Authority is also responsible for licensing importers, manufacturers, researchers, retailers and wholesalers.

- 2.2 The core purpose of the Act is to:

- Regulate the availability of psychoactive substances, and
- Protect the health of, and minimise harm to, individuals who use psychoactive substances.

- 2.3 The Act prohibits the sale of psychoactive products from:

- Dairies, convenience stores, grocery stores and supermarkets
- Service stations
- Liquor outlets
- Premises that are not a fixed permanent structure e.g. tents.
- Vehicles or other conveyances e.g. mobile street cart; and
- Any other place or premises specified or described in the Regulations.

- 2.4 No one under the age of 18 is permitted to buy, sell or possess psychoactive substances.
- 2.5 Express provision is made within the Act empowering a Territorial Authority to develop and adopt a policy relating to the sale of approved products within its district. Territorial Authorities cannot prohibit the legal sale of approved products, however, a Local Approved Products Policy (LAPP) will enable the Waitomo District Council, after consultation with its community required under section 83 of the Local Government Act 2002, to restrict the geographical location of premises selling approved products within the Waitomo District by:
- Providing differently for different parts of the District
  - Applying to only part (or two or more parts) of the District; and
  - Applying differently to premises with different licences.
- 2.6 A LAPP may also include restrictions on the location of licensed sellers of approved products by way of:
- Proximity to other premises from which approved products may be sold; and
  - Proximity to premises or facilities of a particular kind or kinds within the District e.g. kindergartens, early childhood centres, schools, places of worship, or other community facilities.
- 2.7 The objectives of a LAPP, if Council decides to have one are as follows:
- Provide clear guidance to WDC on what the community considers appropriate when it considers any licence application for the selling of approved products within the Waitomo District;
  - Protect the health of and minimise harm to individuals who use psychoactive substances;
  - Minimise the potential for adverse effects upon the wider Waitomo District Community caused by the use of psychoactive substances by limiting the location and density of licensed sellers of approved products within the District.
- 2.8 Council discussed the development of a LAPP at its meeting held on 29 October 2014 and resolved not to prepare a Psychoactive Substance Policy at this time and to continue to monitor the situation over a 6 month period in consultation with the NZ Police and Ministry of Social Development.
- 2.9 A progress report was presented to Council in March 2015. Monitoring had confirmed there was no evidence that a psychoactive substance problem existed in the District that required urgent attention. It was also noted the Ministry of Health did not expect any products to be licensed for some time due to the ban on animal testing and the difficulty of finding an agreed alternative.
- 2.10 A report from New Zealand Pharmacovigilance Centre stated that there were no cases related to psychoactive substances in the Waitomo District.

## Commentary

- 3.1 As outlined in previous Business Papers presented to Council, currently there are no "approved" psychoactive substances so such products are not available at retail outlets. This situation over time is likely to change because of the lucrative nature of the sale of psychoactive substances.

- 3.2 The only way for local authorities to have any control over the sale of psychoactive substances in their districts is to have a policy in place to restrict the locations in which they can be sold.
- 3.3 Under the Act a psychoactive substances policy is not mandatory, but a policy is considered critical if Council wishes to influence the sale of such products within the district.
- 3.4 If Council agrees to develop a policy the policy must be adopted in accordance with the special consultative procedure detailed in Section 83 of the Local Government Act 2002. Any subsequent amendment or replacement must also be undertaken in accordance with Section 83. As soon as practicable after adoption a copy of the policy must be sent to the Police and the Authority. Local Authorities must complete a review of the policy within 5 years and at intervals not exceeding 5 years after that.
- 3.5 Recent discussions with representatives from the Te Kuiti Police confirm there is currently no retail activity related to psychoactive substances in the District. The Police are aware of methamphetamine activity and availability in the District, as well as cannabis.
- 3.6 Representatives from the Ministry of Social Development report the use of "P" and "Chronic" in the District. It is believed use of these substances has increased three fold since the same time last year.
- 3.7 To date 63% of Councils have adopted a LAPP or Legal Highs Policy. An assessment of Councils in the Region indicates:
- Otorohanga – does not have a policy in place
  - Taupo – does not have a policy in place
  - Ruapehu – does not have a policy in place
  - South Waikato – adopted a LAPP on 8 August 2014
  - Matamata-Piako – has a "Legal Highs" Policy, in place since March 2014
  - Waipa – adopted a policy in 2014
  - Hauraki – has a "Legal Highs" Policy in place since October 2014
  - Waikato – has a LAPP in place since July 2014

### 3.8 **Ministry of Health Update**

- 3.9 An update was received from the Ministry of Health in December 2015 highlighting the following:
- Amendment to the Psychoactive Substances Regulations 2014 is now likely to take place during 2016. The amendment will provide the detail that will allow licence applications for retail and wholesale to be made to the Psychoactive Substances Regulatory Authority.
  - The Authority anticipates a limited number of applications for a retail licence because there are currently no approved products and none likely to be approved for some time. The Authority will have in place licence processes when the Regulations take effect.
  - The Authority will determine retail licence applicant compliance with a LAPP by way of accessing the LAPPs available on Territorial Authority websites, rather than direct liaison with a Territorial Authority in the first instance.
  - The Authority encourages Territorial Authorities to ensure their published LAPP maps include the location of sensitive sites and licensed retailers and their buffer zones.

- The responsibilities of Territorial Authorities will be to ensure the Authority holds the most up to date contact details.
- Territorial Authorities will be given the opportunity to object to licence applications based on non-compliance with LAPP and / or include any additional comments they feel are relevant and licence conditions within two weeks of receipt.
- LAPP maps will have to be updated with the locations of any approved retailers and the associated buffer zone once the outcome is known.

3.11 If a LAPP is not in place when the regulations are gazetted, there is a possibility that an applicant could apply for a licence without having to take into account local views.

### Conclusion

- 4.1 Discussions with representatives of the NZ Police and the MSD indicate psychoactive substances activity and availability exists in the District. There are however no retailers.
- 4.2 Ministry of Health Officials do not expect any products to be licensed for some time. This is due to the ban on animal testing and the difficulty of finding an agreed alternative.
- 4.3 The trend amongst other Councils seems to be to have a LAPP in place to be ready when the regulations take effect.

### Suggested Resolutions

- 1 The Progress Report: Psychoactive Substances Monitoring be received.
- 2 Council agree/not agree to defer its decision on the development of a Local Approved Products Policy and continue to monitor the situation.
- 3 Council agree/not agree to continue to monitor the situation.



ELSA DU TOIT  
**ENVIRONMENTAL AND REGULATORY SERVICES LEADER**

April 2016

Document No: 388636

File No: 097/001E

**Report To: Council**

Meeting Date: 5 April 2016

Subject: Progress Report: Resource Consent Applications

### Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a progress report on outstanding resource consent applications and those applications currently being processed.

### Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

### Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
- 3.1.1 Legislative – the District Plan and Resource Management Act has very clear requirements and timelines.
  - 3.1.2 Monitoring and enforcement – there is a risk that monitoring and enforcement could result in unintended consequences.

### Background

- 4.1 Most resource consent applications are dealt with by staff under delegated authority. In such circumstances it is important that both the Chief Executive and Council are briefed on progress with such applications.
- 4.2 So as to ensure that Council is adequately briefed on all resource consent applications, a schedule is attached to and forms part of this business paper detailing progress of consent applications. This schedule also includes all completed consents processed in the current financial year.
- 4.3 Some resource consent applications are inevitably appealed to the Environment Court. Such a process is both expensive and time consuming and there is a need to ensure that Council is well briefed on applications being processed in this manner.
- 4.4 It is intended on a monthly basis to prepare a progress report for Council on all outstanding resource consents and those resource management issues impacting on this Council which are being dealt with by the Environment Court.

## Commentary

### 5.1 Mokau Sands Appeal Process Update

- 5.2 In May 2012 WDC received a resource consent application from Mokau Sands Limited seeking approval to redevelop the Seaview Motor Camp at Mokau and undertake a consequential subdivision.
- 5.3 The applicant was proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 5.4 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 5.5 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 5.6 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 5.7 The proposal was revised, with the key change being a reduction in the number of units to 24 and the retention of a number of the camping ground cabins as traveler's accommodation linking with the café. Other revisions were a commitment that the units would be relocatable, in the event of further coastal erosion, and that they will be designed to blend into the coastal environment rather than intrude upon it.
- 5.8 All submitters were updated in terms of the delays encountered with the application.
- 5.9 The revised application was again placed on hold pending the outcome of another resource consent lodged by the applicant for the site. The site was subject to severe coastal erosion and the applicant sought consent to rebuild and plant the fore dune. This consent was subsequently approved.
- 5.10 The joint hearing was held on Wednesday 20 to Thursday 21 May 2015 with the Mayor as Chair and Councilor Brodie as a committee member. A site visit formed part of the hearing process.
- 5.11 The key issues for which evidence was presented concerned the traffic effects of the proposal on SH3, landscape and visual impacts, the trigger point when units and infrastructure would need to be relocated, cultural concerns, the vesting of a new road to provide access to the coast and the loss of a camping ground to private development.
- 5.12 The Hearings Committee adjourned the hearing for the applicant and Council staff to prepare a revised set of recommended conditions that was generally agreed to by the parties at the hearing. The revised conditions presented to the Hearings Committee were largely agreed. The one exception was in regard to the vesting of the new road to provide access to the coast. The applicant wanted the road to vest only at the time a café was constructed, whilst the Council staff wanted the road to vest immediately, although not be formed until the café was constructed.
- 5.13 The final Right of Reply from the applicant was received on 21 July 2015. The Committee subsequently formally closed the hearing and made a decision on the proposal on 13 August 2015.

- 5.14 The decision was to grant consent to the application. The Hearings Committee largely adopted the revised set of recommended conditions.
- The conditions cover building location, size and design, coastal erosion and managed retreat, tangata whenua/archaeology, earthworks, services and utilities, landscape and mitigation planting, urban design, and roading and carparking. On the one issue in contention, the vesting of the road, the decision has required that the road be vested immediately thus ensuring access to the coast for the public.
- 5.15 Whilst the road is required to be vested, it does not have to be formed. For all intents and purposes it will remain as it currently is, but in Council ownership. Council could decide to form it as a rest area and carpark at a future date, otherwise the applicant is required to form it as road and carpark when and if a café is constructed.
- 5.16 One of the main reasons why the applicant did not wish to vest the road immediately is because he considers there is a public benefit that accrues from the rest area and carpark that Council should contribute towards. Council was approached by the applicant to contribute towards the formation of the road and carpark.
- 5.17 As expected the decision of the Hearings Committee was appealed by the applicant, Mokau Sands Limited. The appeal was lodged with the Environment Court on 9 September 2015.
- 5.18 New Zealand Transport Agency joined the Appeal on 5 October 2015 as an interested party.
- 5.19 WDC's lawyers, Le Pine & Co, were engaged to respond to the appeal. The Environment Court generally expected parties, particularly local authorities, to take part in alternative dispute resolution (such as mediation) in advance of a hearing, if not to resolve the appeal, then as a means to narrow and settle issues. All parties at mediation were to be represented throughout by a person or persons holding full delegated authority to settle the dispute. Direct negotiation was also to be considered by the parties at all times.
- 5.20 At its meeting on 28 October 2015 Council considered a Memorandum which outlined the list of issues unresolved between the parties as well as a report prepared and presented at the meeting by Nigel McAdie from LePine & Co.
- 5.21 Council subsequently delegated authority to the Chief Executive to settle the appeal by Mokau Sands Limited, by way of negotiation and / or Court assisted mediation with assistance from Council's legal and planning advisers on the basis any settlement:
- Is consistent with the District Plan policy;
  - Conforms to the relevant requirements and objectives of the RMA including in particular the maintenance and enhancement of public access to and along the coastal marine area;
  - Balances public and private interests / benefits; and
  - Is fair and equitable to the District's rate payers.
- 5.22 Court-assisted mediation was scheduled by the Environment Court for 19 November 2015.
- 5.23 In advance of Court-assisted mediation, representatives for Mokau Sands Limited and Council met in Hamilton on 5 November 2015 to engage in direct negotiations on a without prejudice basis to see if matters could be settled between them.



- 5.24 As expected, Mokau Sands Limited sought a financial contribution from the Council to reflect the extent to which it considered a public benefit to accrue from the road to vest in the Council.
- 5.25 The Council's position was that it was not inclined to make a significant contribution to the appellant in circumstances there may be better locations to spend money securing formal public access to the Coast than the appellant's site.
- 5.26 Accordingly, the parties agreed to resolve the appeal by the Council deleting the requirement that Mokau Sands Limited vest land in the Council for road.
- 5.27 The parties were satisfied that the proposed development still conforms with Part 2 of the RMA by continuing to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form (s 6(a) RMA) and maintaining public use, enjoyment and access along the coastal marine area adjoining the land (s 6(d) RMA).
- 5.28 A joint memorandum and draft Consent Order recording the agreement was lodged with the Environment Court. The appeal will be resolved by the Court issuing a final Consent Order.
- 5.29 The Environment Court's Minute dated 1 December 2015 questioned whether there is any potential conflict between the conditions of consent and the supporting documents required (as listed under Condition 1 of the land use consent and the subdivision consent).
- 5.30 Having considered the Court's question, the parties, have agreed the following:
- All documents supporting the application should be listed under Condition 1 of the land use subdivision consent, as those documents incorporate changes to the application as originally lodged.
  - Where the conditions of consent refer to a specific supporting document or plan, this document or plan should be expressly referred to under that condition and annexed to the conditions of consent.
  - To avoid any potential conflict between the conditions of consent and the supporting documents Condition 1 of the land use and subdivision consent should be amended to include the following clause:
    - "In the event that there is any conflict between the Conditions of consent and the supporting application documents under Condition 1, the conditions of consent shall prevail."
- 5.31 An amended set of conditions to address the agreed response to the Court's Minute was submitted to the Environment Court on 15 January 2016.
- 5.32 The Court has recently come back to the parties with further issues.
- 5.33 The main concern of the Court is the waiver of the requirement for an esplanade reserve. The Commissioner noted it is clear from the Council's decision that the waiver of the requirement for the esplanade reserve was based on provision for the road to be vested in WDC.
- 5.34 The Commissioner noted that it has implications regarding the provisions of the NZ Coastal Policy Statement and the decision the Judge must make pursuant to the Resource Management Act. Further explanation was requested.

5.35 Explanation was provided as follows:

*"The parties consider the resolution conforms to the relevant requirements and objectives of the Resource Management Act, including Part 2 because the proposed subdivision, use and development of the land continues to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form in accordance with section 6 of the Resource Management Act and maintains public use, enjoyment and access along the coastal marine area adjoining the land."*

5.36 The Court requested a more in depth explanation than this. The Commissioner stated emphasis on the drafting and workability of conditions arises from a recent case which emphasized the need for the Court to have confidence in the application of conditions presented to it.

5.37 A response is being prepared.

### Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT  
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

April 2016

Attachment: Resource Consent Schedule (Doc 388633)

Document No: 389470

File No: 400/130K

**Report To: Council**

Meeting Date: 5 April 2016

Subject: **2015 Community Partnership Fund –  
Consideration of Out-Of-Round Funding  
Application**

## Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider an out-of-round Community Partnership funding application.

## Background

- 2.1 The CPF is part of Waitomo District Council's (WDC) broader Community Development Fund (CDF). A contestable fund focused on projects and programmes that contribute to the well-being of our District's communities.
- 2.2 The fund aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live, work and play in and aims to "help our community help itself" by offering access to funding and in-kind support to groups working on community initiatives.
- 2.3 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified in the Community Development Fund Policy (CDFP), which was reviewed in August 2014 as part of Council's CDF.
- 2.4 By preference, grants will be made to:
- A group applying for financial assistance for projects that align with, or support, WDC's Community Outcomes and can provide evidence detailing how their project can make a positive impact on community well-being.
  - Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
  - Organisations and groups, who invest time in helping to address social issues within the Waitomo District.
  - Groups who have a proven record of accomplishment in their area of operation and can show community support for their project.
- 2.5 WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.

<b>Commentary</b>
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- 3.1 The assessment and allocation of the CPF is at the discretion of the elected Council.
- 3.2 Council at its meeting held on 15 December 2015 considered Community Partnership Fund applications and approved a total allocation of \$18,630.00 distributed to four community organisations.
- 3.3 Council further resolved that the unexpected balance of \$6,370.00 be held over to the November/December 2016 funding round.
- 3.4 An out-of-round CPF application has since been received from the Te Kuiti and District Historical Society Incorporated.
- 3.5 Staff met with Society Representatives to discuss the Community Development Fund Policy, namely the Discretionary Grant and Community Partnership Fund.
- 3.6 The Community Partnership Fund supports community projects and community groups that demonstrate strong links to one or more of the outcomes identified in the Community Development Fund Policy. By preference, grants will be made to:
- A group applying for financial assistance for projects that align with, or support, WDC's Community Outcomes and can provide evidence detailing how their project can make a positive impact on community well-being.
  - Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
  - Organisations and groups, who invest time in helping to address social issues within the Waitomo District.
  - Groups who have a proven record of accomplishment in their area of operation and can show community support for their project.
- 3.7 In accordance with the Community Development Fund Policy Council at its discretion, in exceptional circumstances, and on a case by case basis, may consider funding applications out of round or from organisations who do not meet the eligibility criteria if:
- there is evidence of significant volunteer labour and fundraising; and
  - the project is of significant District wide benefit.
- 3.8 Councillors assessed the out-of-round application from the Te Kuiti and District Historical Society Incorporated at a Workshop held on 22 March 2016. Support of the project was confirmed.

<b>Suggested Resolutions</b>
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- 1 The business paper on the 2015 Community Partnership Fund – Consideration of Out-of-Round Funding Application be received.
- 2 Council approve/ not approve grant allocation of the unexpended balance of the 2015/2016 Community Partnership Fund (\$6,370.00) to the Te Kuiti and District Historical Society Incorporated.



DONNA MACDONALD  
**COMMUNITY DEVELOPMENT COORDINATOR**

April 2016

<b>Document No:</b> 388626	<b>File No:</b> 401/0581153000
<b>Report To: Council</b>	
	<b>Meeting Date: 5 April 2016</b>
	<b>Subject: Brook Park Incorporated Society Minutes</b>

### **Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on 7 March 2016.

### **Local Government Act S.11A Considerations**

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

### **Commentary**

- 3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meetings of 7 March 2016.

### **Suggested Resolution**

The business paper on Brook Park Incorporated Society Minutes be received.



HELEN BEEVER  
**GROUP MANAGER – CUSTOMER SERVICES**

Attachment: Brook Park Incorporated Society Minutes – Doc 388623

**BROOK PARK INCORPORATED SOCIETY**


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**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED  
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,  
TE KUITI ON 7<sup>th</sup> MARCH 2016, at 5.30pm**
**PRESENT:**

Guy Whitaker, Elly Kroef, Gerald Kay, Jane Murray, Andrea Hanna, Phillip Houghton, Graeme Churstain, Sue Wagstaff, Rob Buckley, Helen Sinclair

<b>1. Apologies</b>
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Apologies were received from Bruce Maunsell, Sheralee Buchanan, Suzie Hoare, Karen Houghton  
Sue/Andrea

<b>2. Confirmation of Minutes – for meeting 2<sup>nd</sup> February 2016</b>
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There were no matters arising from the previous minutes and they were passed as a true and correct record.  
Gerald/Graeme

<b>3. Correspondence In/Out</b>
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**Inwards**

Email from Lion Foundation informing us that the audit for the grant of \$8000 is due to commence on 30/03/16

**Outwards**

Letter to Debbie Kyle in response to their memorial tree that has died.

Debbie has agreed that the Brook Park Committee can replace the tree in the autumn.

<b>4. Financial Report</b>
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**Balance** as at 31 January 2016 \$25,245.10

**Paid**

\$379.50 Kelvin Hayes  
\$100.00 Guy recompense  
\$76.67 Charities annual fee  
\$957.38 Lupton Engineering - galvanising

**Received**

\$1901.72 WDC Lease and Outgoing Payments  
\$16.26 Interest

**Balance** as at 29<sup>th</sup> February \$25,649.53

That the financial report be received.  
Phillip/Rob

Guy to get forms from Donna MacDonald re reporting requirements for Community Partnership Grant

Reporting to Waitomo Club re \$500 grant to be completed once spend complete (Sue)

Guy to check with Bruce if there is a copy of the Lion Foundation application and quotes.

**5. MTB Trail**

Ben Fitzwater is making up the remaining five crossings three are complete, Guy to find out cost and when these may be complete for sending away for galvanising.

It was suggested that we get all materials that have been ordered and or paid for into one storage point so we know where we stand and what is still required. Guy has offered his place.

**6. Weed Control**

Andrea has met with Judy Van Rossen and there are two pools of funding for weed control

- 1/ Up to \$5000 Community Small Scale Initiative and a maximum of \$1000 for labour
- 2/ Over \$5000 Andrea is to check this out for more detail.

**Resolution:**

The Brook Park Incorporated Society apply to the Community Small Scale Initiative for \$3000 for spray and labour for weed control on the park.

Elly/Andrea

Elly to start application

Elly and Andrea to organise a meeting with Chris Hale to help make an action plan for weed control

**7. Memorial Grove**

Sue and Elly to bring back to next meeting with suggested guidelines that are more in line with what the committee are proposing. This will include the responsibility of the watering over the first 18 months to be that of the family. What can be done with the ashes etc.

**8. General Business**

Council has agreed to get Kelvin Hayes to pollard the large London Plane tree behind Bruce Williams, Bruce has agreed to pay \$1000 towards the cost. The fence has been stripped back, Ed Morrow has been notified.

It was suggested that maybe the tree should be totally removed so it does not become a problem in years to come. Guy to talk to Liz and Kelvin about the possibility and implications.

Phillip to talk to logging crew working at his place about possible removal of the pine trees.

Working Bee 10 April – weed control and track clearance

Meeting closed 6.40pm, Next meeting 4<sup>th</sup> April



**Document No: 388434****File No: 400/010/2****Report To: Council****Meeting Date: 5 April 2016****Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 23 November 2015

## Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.
- 2.6 The members of the Waikato CDEM Joint Committee are:
- |     |                                      |                                      |
|-----|--------------------------------------|--------------------------------------|
| 1.  | Councillor Hugh Vercoe (Chair)       | (Waikato Regional Council)           |
| 2.  | Councillor Leo Tooman                | (Hamilton City Council)              |
| 3.  | Mayor John Tregidga                  | (Hauraki District Council)           |
| 4.  | Councillor Brian Hunter              | (Matamata-Piako District Council)    |
| 5.  | Councillor Robert Prescott           | (Otorohanga District Council)        |
| 6.  | Councillor Thomas Lee                | (South Waikato District Council)     |
| 7.  | Councillor Anna Park                 | (Taupo District Council)             |
| 8.  | Councillor Peter French (Dep. Chair) | (Thames-Coromandel District Council) |
| 9.  | Councillor Jacqui Church             | (Waikato District Council)           |
| 10. | Councillor Judy Bannon               | (Waipa District Council)             |
| 11. | Councillor Allan Goddard             | (Waitomo District Council)           |

- 2.1 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG Joint committee be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

**Commentary**

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Joint Committee meeting convened on 23 November 2015.

**Suggested Resolution**

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes – 23 November 2016 be received.



JOHN DE LUCA  
**MANAGER – PROPERTY CAPITAL WORKS**

March 2016

Attachment: 1 Joint Committee Minutes – Doc 388447

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP  
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.02pm on Monday 23 November 2015.

<b>MEMBERS:</b>	<p><b>Waikato Regional Council</b> Cr Hugh Vercoe <b>Hamilton City Council Representative</b> Cr Leo Tooman <b>Hauraki District Council Representative</b> Mayor John Tregidga <b>Matamata Piako District Council Representative</b> Cr Brian Hunter <b>Otorohanga District Council Representative</b> Cr Robert Prescott <b>South Waikato District Council Representative</b> Cr Thomas Lee <b>Taupo District Council Representative</b> Cr Anna Park <b>Waikato District Council Representative</b> Cr Jacqui Church <b>Waipa District Council Representative</b> Cr Judy Bannon <b>Waitomo District Council Representative</b> Cr Allan Goddard</p>
<b>IN ATTENDANCE</b>	<p><b>Ministry of Civil Defence &amp; Emergency Management</b> Suzanne Vowles</p>
<b>STAFF:</b>	<p>CEG Chair (Langley Cavers), Group Controller (Lee Hazelwood), Team Leader GEMO (Greg Ryan), Group Welfare Manager (Irving Young), Democracy Advisor (Jennie Cox)</p>
<b>APOLOGIES</b>	<p><b>Thames Coromandel District Council Representative</b> Cr Peter French /alt Mayor Glen Leach</p>

Accepted

**Confirmation of Agenda**  
(Agenda Item 1)

Cr Church moved/Cr Bannon seconded

**RESOLVED**

CD15/25

**THAT with the inclusion of a presentation on “Chile Tsunami Research Deployment September 2015” by Richard Woods of the Auckland Civil Defence Group, the agenda of the Waikato Civil Defence Emergency Management Group of 23 November 2015 as circulated be confirmed as the business for the meeting.**

The motion was put and carried (CD15/25)

**Disclosures of Interest**

(Agenda Item 2)

There were no disclosures of interest.

**SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)****Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3496432

Cr Tooman moved/Cr Park seconded

**RESOLVED**

CD15/26

**THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 4 September be received and approved as a true and correct record.**

**The motion was put and carried (CD15/26)**

**Chile Tsunami Research Deployment September 2015**

File: 33 10 01

The Joint Committee received a presentation from Richard Woods, Head of Emergency Management Planning, Auckland Civil Defence Group, on the Chile Tsunami Research Deployment September 2015.

The presentation covered:

- After the magnitude 8.3 earthquake on 16 September 2015, the province of Coquimbo was subjected to overland flow depths up to 7 metres. For some communities waves arrived within 20 minutes of earthquake onset.
- A New Zealand research contingent travelled to Chile 10 days after the earthquake to undertake research on the lifeline impacts and subsequent emergency response to the event.
- There was a 50 year gap (1960 to 2010) between major incidents and earthquakes for the region. This meant that public preparedness was low in 2010 and resulted in 150 fatalities.
- In 2015, there were 15 fatalities.
- The government of Chile made improvements between 2010 and 2015 to public education, public knowledge of what action to undertake and effective, reliable cell broadcasting messaging system supported by 24 hour central government operations centres.
  - o Clearly marked evacuation routes and standard signage and routes marked on roads.
  - o Annual physical evacuation drills were conducted, with over 300,000 people now practicing annually.
  - o High level of public awareness to evacuate following natural or official warning.
  - o Significant investment in warning systems, allowing received notification to be sent within 6 minutes of earthquake occurring.
- It was proposed to implement an Auckland tsunami work programme, to be completed by June 2017, with public awareness and education of what necessary actions the public should take, a priority.

- Public education would include:
  - o Installation of nationally consistent signage.
  - o Where appropriate demarcation of routes and safe zones on roads.
  - o Annual physical evacuation drills in collaboration with community networks.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The deployment occurred 10 days post earthquake and at that stage it was too soon to determine what the recovery/rebuild would look like. It was surmised that due to the nature of the low socioeconomic community that any rebuild would be sporadic in nature.
- The Public education and tsunami drill would commence in Orewa with the help of the local Rotary. The intention is that training will be provided to Rotary and they would champion the education programme through schools.
- Investigations are underway to determine the impact of tsunami events for the Waikato with the Thames Coromandel District Council leading the way. The next focus for Waikato (following the completion of the current West Coast investigation) was the Firth of Thames.
- There was a move to update coastal inundation maps as global warming changes come in to effect.
- Part of the reviews in to tsunami effects would need to include road congestion between Auckland and the north or Waikato to the south.

Cr Vercoe moved/Mayor Tregidga seconded

### **RESOLVED**

CD15/27

**THAT the verbal presentation “Chile Tsunami Research Deployment September 2015” by Richard Woods of Auckland Civil Defence Group be received.**

**The motion was put and carried (CD15/27)**

### **GEMO Report**

File: 33 10 01 (Agenda Item 4) Doc # 3607606

Presented by Team Leader GEMO (Greg Ryan), the report provided a consolidated update on the work the Group Emergency Management Office is undertaking, including key projects and any additional matters for Joint Committee attention.

Members were introduced to the Group Welfare Manager Irving Young, who detailed for the committee some of his background including:

- Graduating from university with a Degree in Business
- Time spent in the South African Army including time in infantry and the armoured division.
- Working for the Ministry of Social Development as a Community Liaison Advisor and later Group Welfare Manager.
- Deployment to Christchurch in 2010-2011 to support welfare

The report was taken as read and there were no further questions.

Mayor Tregidga moved/Cr Lee seconded

**RESOLVED**

CD15/28

**THAT the Waikato CDEM Group Joint Committee receive this report “GEMO Report” (Doc # 3607606, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/28)**

**Group Controllers Report**

File: 33 10 01 (Agenda Item 5) Doc # 3607613

Presented by Group Controller (Lee Hazelwood), the report provided the committee with an overview of the current priorities of the Group Controller.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Due to a change in Fire Service priorities the GEMO was considering alternative options for the All Hazards centre to include WRC assuming project lead. The project could move forward to meet the needs of the GEMO while still factoring in the inclusion of other agencies as it progressed.
- A contractor would be taken on to investigate the property management options. There was an opportunity to utilise the same company who was facilitating a similar project currently being undertaken by the Bay of Plenty CDEM Group.
- The conversation of co-location is continuing between the Director of the Ministry of Civil Defence and Emergency Management (MCDEM) and the Commissioner of Police and the Fire Service.
- It was noted that the Fire Service review currently underway may have an impact on investment decisions.
- The Emergency Management Information System was tested in an exercise in the Hawkes Bay recently. This was the first true test of the system with a reasonable number of users involved. The system did apparently have some issues though on the whole appeared to perform. The issues would be investigated further by the GEMO as to their operational impact. MCDEM explained from their point of view there were two instances of the system working very slowly, once these were rectified the system worked well.
- The Civil Defence Centre project aimed to clarify the function of Civil Defence Centres and the more expanded role the council had to play in their operation. It also defined the differences between Civil Defence Centres, that provide various government psychosocial support services, and Community led centres, which are community initiatives that typically provide basic care and comfort. Civil Defence was working through the timing of the communication and transition period for the region. The expectation was that the assortment of confusing historical signage currently present in the region would be removed and that this stage would commence in February 2016.
- There would be a database of locations for Civil Defence Centres and a database for Community led centres. The historical focus of a rural community on their school was still an idea for initial response, however research has identified that for recovery purposes having a school up and running as soon as possible after an incident was the ideal state.
- A marae as a focal point for a community would also be taken in to consideration under community response plans.

- The Group Controller thanked Waikato Police, particularly Superintendent Bruce Bird and Inspector Karen Henrikson for taking the initiative in the recent large scale table top exercise that included CDEM, a number of council and welfare staff. Civil Defence staff became integrated in to the Police CIMS structure and where appropriate assumed a lead role.
- It had been acknowledged at a national level that the Waikato exercise was the best coordinated to date.

Cr Prescott moved/Cr Lee seconded

**RESOLVED**

CD15/29

**THAT the Waikato CDEM Group Joint Committee receive this report “Group Controllers Report” (Doc # 3607613, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/29)**

**Summarised CEG Minutes**

File: 33 10 01 (Agenda Item 6) Doc # 3607950, 3493447, 3499111

Presented by the CEG Chair (Langley Cavers), the report provided the committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The proposed Waikato CDEM Group Welfare Roles and Responsibilities Policy has been designed to be similar to the controller appointment and is formalising a process that is already in action.
- The process is for new appointments to the welfare role as all districts have a manager with the exception of South Waikato.
- The CEG recommendation to appoint Kelvin Powell to the role of Local Controller for Hamilton City is to replace the current controller Olly Te Ua as he is no longer an employee of Hamilton City Council.
- The ability for controllers to move from their council boundary in to another area for their role is not yet within policy. When the policy is updated there will be a rationalisation of roles and it will be determined which council prefers their own member as controller or will be happy to share a controller with a neighbouring district.

Cr Church moved/Cr Goddard seconded

**RESOLVED**

CD15/30

**That the Waikato CDEM Group Joint Committee...**

**(a) ...receive this report “Summarised CEG minutes” (doc# 3607950, dated 13 November 2015) for information.**

**(b) ...adopt the proposed “Waikato CDEM Group Welfare Roles and Responsibilities Policy (CDC and EOC)”.**

**(c) ...appoint Kelvin Powell to the role of Local Controller for Hamilton City.**

**The motion was put and carried (CD15/30)**

**Waikato CDEM Group Annual Planning (2016/2017)**

File: 33 10 01 (Agenda Item 7) Doc # 3608410

Presented by Team Leader GEMO (Greg Ryan), the report provided the details of the 2016/2017 annual plan for the GEMO, and request formal approval before inclusion in the Waikato Regional Council annual planning process.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Overall there had been a 1.7% increase in the projected costs for the work programme from the figures that were presented and approved through the Waikato Regional Council Long Term Plan. The updated projected costs would be submitted to the Waikato Regional Council for consideration in the 2016/2017 Annual Plan.
- It was questioned if the 1.7% increase was enough to trigger the significance policy, requiring Waikato Regional Council to undergo public consultation to alter the Long Term Plan. It was confirmed that, at the time, it was anticipated the Waikato Regional Council would be consulting on the 2016/2017 Annual Plan (for reasons additional to those noted above), but that this was still to be finally determined as part of ongoing annual plan development process.
- It was noted that the money allocated to CDEM activities had not been affected and that the change was attributed to allocated costs.

Mayor Tregidga moved/Cr Park seconded

**RESOLVED**

CD15/31

**That the Waikato CDEM Group Joint Committee:**

**(a) ...receive this report "Waikato CDEM Group annual plan (2016/2017)" (Doc # 3608410, dated 13 November 2015) for information.**

**(b) ...approve the proposed GEMO annual plan (2016/2017) for inclusion in the Waikato Regional Council annual planning process for 2016/2017.**

**The motion was put and carried (CD15/31)**

Cr Tooman recorded his vote against the motion.

**Waikato CDEM Group Plan Review**

File: 33 10 01 (Agenda Item 8) Doc # 3610877

Presented by Team Leader GEMO (Greg Ryan), the report provided the committee with an update regarding the review of the Waikato CDEM Group Plan, including a focus on the review of the Waikato CDEM Group risk profile.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The work being completed on the review of risk profile was required by the Director guideline for CDEM Group Planning, although some changes had been made to the methodology to make the profile more useful for driving Waikato CDEM Group work programmes. There had been a number of discussions between Civil Defence and stakeholders and partner agencies



during the review, particularly with those who “own” certain hazards (e.g. Waikato DHB and human pandemic).

- The approach being put forward would allow the Waikato CDEM Group (i.e. local authorities, emergency services, welfare providers and lifeline utilities) to collectively discuss and agree on how to resolve common risk management issues (e.g. the need for land use decisions to be informed by readiness, response and recovery work areas).
- Concern was noted over where there was sufficient time allocated for the Joint Committee to provide input to the Group Plan Review and provide for public consultation before the review is required to be signed off.
- The involvement of the CDEM Group Plan was the management of land use was discussed, with some concern expressed around the potential for duplication of existing plans and processes. Team Leader GEMO noted that he did not expect the group plan would lead to this duplication, but would instead “join the dots” across everything that is contributing to the management of risk (with local authority plans being just one element).

Mayor Tregidga moved/Cr Hunter seconded

**RESOLVED**

CD15/32

**That the Waikato CDEM Group Joint Committee receive this report “Waikato CDEM Group Plan review” (Doc # 3610877, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/32)**

**MCDEM Report**

File: 33 10 01 (Agenda Item 9) Doc # 3611733, 3593926, 3593930

Presented by Suzanne Vowles, the report provided the committee with an update regarding the work undertaken by the Ministry of Civil Defence and Emergency Management. The report was taken as read.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- There would be a 3 day Tsunami exercise happening in 2016. This would be a national exercise and would affect all members of the Joint Committee and not only the coastal members. The warning order was contained within pages 56-59 of the Agenda for the meeting. This was a major undertaking for all members and partners of the Waikato CDEM Group, and the committee would be advised further regarding the work that would be required over the coming year in preparation.
- Consideration would be given to back up systems such as Mystery Creek for the purpose of the exercise.

Cr Tooman moved/Cr Prescott seconded

**RESOLVED**

CD15/33

**That the Waikato CDEM Group Joint Committee receive this report “MCDEM work programme status report” (Doc # 3611733, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/33)**

**Items for the next meeting**

File: 03 04 18 (Agenda Item 10)

Next meeting is scheduled for 7 March 2016:

- Waikato CDEM Group Plan (first draft).

Meeting closed at 3.34pm.

Doc # 3615365

Document No: 388285

File No: 037/005B

**Report To: Council**

Meeting Date: 5 April 2016

Subject: Progress Report: Solid Waste Activity –  
February 2016

## 1.0 Purpose of Report

1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti

## 2.0 Local Government Responsibilities

2.1 The Waste Minimisation Act encourages a reduction in the quantity of waste generated and disposed of in landfills, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits.

2.2 WDC is meeting its obligations under the 2008 Waste Minimisation Act and the Solid Waste (asset) Management and Minimisation Plan (SWaMMP), by providing a weekly Kerbside Refuse and Recyclables Collection Service and disposal thereof in parts of the district and Transfer station for the remainder of the district.

## 3.0 Risk Considerations

3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.

## 4.0 Introduction

4.1 This business paper focuses on the operations of the Solid Waste activity, refuse and recyclable collection and disposal, and the promotion of recycling.

## 5.0 Background

5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.

5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.

### 5.3 Solid Waste Services

5.4 WDC is meeting its obligation under the 2008 Waste Minimisation Act and SWaMMP by providing:

1 **Weekly Kerbside Refuse and Kerbside Recyclables Collection Services** for the communities of -

- Te Kuiti
- Piopio
- Mokau
- Waitomo Village
- that part of the Rural Ward between Te Kuiti and Waitomo Village

2 **Waste Transfer Stations** in the communities of –

- Benneydale
- Piopio
- Marokopa
- Kinohaku
- Mokau/ Awakino

3 **Street Side Recycling Stations** at –

- Waitomo Village
- Piopio
- Mokau
- Marokopa

### 5.5 Management of Solid Waste Services

5.6 Collection Services (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.

5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.

5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.

5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.

5.10 **Mokau Litter Bins** are serviced under contract with a private person.

5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.

5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

### 5.13 Service Requests / Complaints

5.14 Service requests are initiated by ratepayers or businesses across the District. The Service Requests are then followed up by WDC staff.

5.15 Almost all of the Service Request complaints received for kerbside refuse or recyclables not being collected, were due to the person placing the bag or recycle bin out too late.

5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2015/2016 include:

Description	15/16	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Kerbside Refuse not collected	7	2	1	1	4	1
Landfill Complaint	0	0	0	0	0	0
Transfer Station Complaint	3	1	1	0	0	0
Litter Bins not being emptied	4	1	1	1	0	0

Description	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Kerbside Refuse not collected	2	3				
Landfill Complaint	0	0				
Transfer Station Complaint	0	0				
Litter Bins not being emptied	0	0				

## 6.0 Te Kuiti

6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.

6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

### 6.3 Emissions Trading Scheme

6.4 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.

6.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.

6.6 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

### 6.7 Landfill Volumes

6.8 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2015	Tonnes Deposited Aug 2015	Tonnes Deposited Sept 2015	Tonnes Deposited Oct 2015	Tonnes Deposited Nov 2015	Tonnage Space Available
Deposited to Date	162,589.81	163,378.82	164,437.24	165,215.73	165,964.42	<b>66,035.58</b>
WDC Bags Collected		1.25	1.74	1.71	2.17	
Total over Weighbridge		834.51	1086.00	838.44	832.83	
Less Diverted Recycle		- 33.46	-16.13	-28.25	-74.35	
Less Stock out Gate		- 13.29	-13.19	-29.70	-9.79	
Total To Landfill		<b>789.01</b>	<b>1058.42</b>	<b>778.49</b>	<b>748.69</b>	

Description	Tonnes Deposited Dec 2015	Tonnes Deposited Jan 2016	Tonnes Deposited Feb 2016	Tonnes Deposited Mar 2016	Tonnes Deposited Apr 2016	Tonnage Space Available
Deposited to Date	166,793.23	167,533.67	168,333.22			64,466.33
WDC Bags Collected	2.31	2.35	1.24			
Total over Weighbridge	869.41	785.30	845.13			
Less Diverted Recycle	-30.48	-24.60	-34.34			
Less Stock out Gate	-10.12	-20.26	-12.48			
Total To Landfill	828.81	740.44	799.55			

## 6.9 Recyclables

6.10 Diverted recyclables = 34.34 tonnes

## 6.11 Capital Projects

Description	Estimate / Budget	Actual July 2015	Actual August 2015	Actual September 2015	Actual October 2015
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70	\$27,778.70	\$27,778.70	\$ 104,681.31

Description	Estimate / Budget	Actual Nov 2015	Actual Dec 2015	Actual Jan 2016	Actual Feb 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31

6.12 There have been no changes in capital expenditure since October 2015.

## 6.13 **Development of the Cell 3**

6.14 Development of Cell 3 is largely complete with only some remedial work outstanding. A total of \$41,580.00 excl. GST has been retained for repairs. This was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount is \$37,704.97 excl. GST.

6.15 The final contract value for this project was \$720,971.17 excl. GST.

## 6.16 **High Wall Shaping**

6.17 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent landslides. Whilst this work has been completed and the desired outcomes have been achieved for now, the area remains unstable and future works are likely to be required to ensure ongoing safety.

## 6.18 **Recycling Shed**

6.19 In order to promote recycling and provide a customer friendly, all weather recycling service, it was decided to pursue the construction of a roof over the recycling area.

6.20 The project has been completed and has been well received by the public utilizing the facility.

**Suggested Resolution**

The Progress Report: Solid Waste Activity – February 2016 be received.



VIKUS JOUBERT  
**MANAGER – OPERATIONAL SERVICES**

Document No: 385840v2

File No: 037/020/12B

**Report To: Council**

Meeting Date: 5 April 2016

 Subject: Progress Report: Monitoring Against  
 2015-2025 Long Term Plan – Land  
 Transport (March 2016)

## 1 Purpose of Report

1.1 The purpose of this business paper is –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year One (2015/2016) of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2015-25 LTP as part of the Road Map Work Programme.

1.2 This business paper is set out under the following headings:

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Roothing Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2015 to 2018 (Road Safety Promotion 431–433)
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 Summary of Network Issues
- 12 One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 Road Maintenance - Procurement
- 16 Road Maintenance – Progression Report

## 2 Local Government Act S.11a Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community.
- 2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

## 3 Risk Considerations

- 3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.



## 4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roding division and on the Roding capital works programme.

## 5 Background

- 5.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
  - Footpaths, bridges,
  - Traffic services,
  - Street lights
- 5.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 5.3 The nature of Council's roading activity is:
- Managing and maintaining the District's road network.
  - Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as street lights, signs and road markings.

## 6 Roding Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2015/2016 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

## 7 2015/2016 Maintenance Expenditures Budget

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 and the total current budget for subsidised maintenance works for the 2015/16 year is \$5,000,528.00.

## 8 Safer Journeys 2013 to 2015 (Road Safety Promotion 431–433)

### 8.1 Introduction

- 8.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was completed.
- 8.3 The Road Safety Promotion activities for 2015-18 as guided by the NZTA/Waikato Bay of Plenty Investment section.

8.4 At present there is no Road Safety coordinator. The Road Safety Action Plan for the current year is **on hold** until a replacement or other option is agreed.

#### 8.5 **Road Safety Funding**

8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (61% for 2015-16, but changing each year if the FAR rate changes).

#### 8.7 **Historic Outcomes Targeted**

8.8 The work used to be based on the following targets (typical examples) of the different actions successfully completed in the past:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wrist-bands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 <sup>th</sup> March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	
Rural Roads	500 Safe'T'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	On going

## 8.9 **Future Situation**

8.10 Because the changes in the FAR funding rate required a higher local share, it was deemed opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

8.11 The following considerations forms part of this review:

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

8.12 WDC and ODC have indicated a preference to continue working together on a joint ODC/WDC community delivery model. The WDC's stated focus is on young driver training. The other targets (as described above) are of very low priority in that context. ODC supports the primary focus, but has indicated that they would still want to also fund some other targets besides the young driver training. They may also opt to add some discretionary funding to help fund their targets. A proposed program is under development to submit to the NZ Transport Agency for approval. The objective at this stage is to develop a 3-year program that includes a primary focus on young driver training outcomes.

<b>9</b>	<b>2015/2016 Operating Expenditure</b>
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DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Maintenance Expenditures (excluding Loss on Asset Disposal)</b>	<b>\$5,000,528</b>	<b>\$3,538,878</b>	<b>Expenditure to date = 70.8%</b>
Road Safety Promotion 431 – 433	\$120,000	\$24,640	Currently <b>on hold</b> and under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	\$155,772	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$370,000	\$338,539	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$27,886	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	\$4,059	As required by Kiwi rail
RBU Unit Costs	\$1,051,528	\$577,226	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$243,975	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	\$1,294,603	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$74,600	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$100,000	\$27,862	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$140,344	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$629,373	Re-metalling of unsealed roads.
Asset Management Plans	\$	\$0-	As required every 3 <sup>rd</sup> year.

9.1 Current budget for environmental maintenance is \$400 000 for the 2015/2016 financial year, comprising of \$370,000 for Environmental Maintenance and \$30,000 for maintenance at the stock effluent facility.

9.2 Forecast expenditure for the 15/16 year is \$414,835.00. This is made up of:

- Environmental maintenance - \$343,335.00 which includes maintenance aspects such as roadside mowing, spraying and removal of exotic trees and weeds
- Pest Plant Contract - \$71,500.00 which is allocated for the spraying of noxious / pest plants / weeds

9.3 The district has numerous trees that have reached maturity and require removing due to the hazards they pose. This activity is funded from the Environmental Maintenance Budget.

- 9.4 Estimated spend on hazardous trees removal for the 15/16 financial year is expected to be in the region of around \$65,000.00. This will be financed from the sealed pavement maintenance budget, the largest of the operational budgets (\$1.4 Million)
- 9.5 It is proposed that future environmental maintenance budgets be increase from \$400,000 to \$480,000 to take into account the costs of pest plant control and hazardous trees removal.

## 10 2015/2016 Capital Expenditure

10.1 The total LTP-budget for 2015/16 is \$5,500,000 and is fully subsidised.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Capital Expenditures (excluding Capitalisable Overheads)</b>	<b>\$5,500,000</b>	<b>\$1,508,043</b>	<b>Expenditure to date = 27.4%</b>
Minor Safety Improvements	\$230,000	\$2,748	For identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. Currently in planning phase.
Preventative Maintenance 241	\$250,000	\$50,000	Oparure Retaining Walls: only the investigation and design work was completed during the 2015/16 financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231	\$80,000	\$60,718	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	\$119,212	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$100,000	\$20,156	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	\$186,259	The annual Pavement Rehabilitation Contract is in the process of tender award, valued around \$860,000
Sealed Road Surfacing 212	\$1,300,000	\$847,045	The annual Reseals Contract is now part of the new Maintenance Contract and is almost completed.
Structures Components Replacement 215	\$200,000	\$41,794	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	\$71,471	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	\$54,778	Unsealed Road Metalling is done under the Maintenance Contract and is underway.
Emergency Reinstatements Projects 141	\$820,000	\$53,863	To be prioritised as they may happen.

## 11 Summary of Network Issues

- 11.1 Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised.
- 11.2 Mass concrete blocks have been installed along some sections of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. **Further sections will be completed over time as funding allows.** This method is proving to be effective in reducing the problem of small rocks and stones landing

on the road with risk to the traffic. A work programme has been compiled, subject to Consent approval from WRC and Iwi consultation. The revised start of construction is targeted for September 2016.

- 11.3 Extreme weather over the last few summers resulted in an increase of expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust. This ongoing work is now starting to show resulting improvement in the general condition of unsealed roads.
- 11.4 Hazardous trees are becoming a regular issue on many roads, including Te Anga, Boddies, Fullerton and Lees Block Roads. These are dealt with under the emergency reaction budget. Inframax has priced it as reactive works and it is currently estimated that the removal of these trees would cost approximately \$18,000.00
- 11.5 Additional work is required to clear blocked culverts and savings from unsealed road metalling are currently considered for reallocation to fund these works.
- 11.6 The Oparure Road pavement rehabilitation program is currently underway. The Totoro Road pavement rehabilitation of the first section is deferred to the next financial year due to consent issues and additional funding requirements. (The second section of Totoro Road pavement rehabilitation was completed last year.)
- 11.7 The structural Bridge Maintenance Contract is underway.
- 11.8 The Kumara Road underslip repair project is underway.

## 12 One Network Road Classification (ONRC)

- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
  - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
  - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
  - The second element is the Customer Levels of Service (CLoS), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
  - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.

- 12.4 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan"

#### Financial Status

- 12.7 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 12.8 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

#### Assessment of Significance and Engagement

- 12.9 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

#### Maintenance and renewing sealed pavements under ONRC

- 12.10 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.
- 12.11 The One Network Road Classification framework has customer levels of service related to:
- Effective access
  - Pavement safety
  - Ride comfort, and
  - Cost effective provision.

- 12.12 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :
- Impede access
  - Are unsafe
  - Are uncomfortable
  - and that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

<b>13 RATA (Road Asset Technical Accord)</b>
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- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. It is of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it could affect the usefulness of that effort.
- 13.4 RATA has an Offer of Service form BECA consultants to carry out traffic volume counts and vehicle classification counts on behalf of RATA. The intention of engaging BECA is to review and improve participating councils RAMM data quality. The benefits in engaging the services of one service provider is:
- Consistent confirmation of data health
  - Identified numerous deficiencies and improvement requirements
  - Saving \$17,000 vs engaging consultants separately
- 13.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to "showcase" good examples of how we dealt with specific challenges.
- 13.6 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.



- 13.7 WDC will take up the RATA managed traffic counting program in future. This work is currently contracted to BECA.

## 14 Streetlighting (LED)

- 14.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded
- 14.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 14.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 14.4 WDC will access NZTA subsidies to convert to LED street lighting. Technology has reached the point where LED street lighting could be the better choice offering reduced energy consumption and proven maintenance savings. A business case has been prepared for the conversion subsidy offered.

## 15 Road Maintenance – Progression Report

- 15.1 The new maintenance contract started on the 1<sup>st</sup> of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 15.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 15.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 15.4 Monthly routine maintenance programmes will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 15.6 The contractor term sits at the six month mark (by end of March 2016) and the evaluation to assess progress and performance levels is ongoing. The new minimum performance level standards for the first four consecutive months have not been achieved. The technical performance in executing works is acceptable, but an administrative issue such as late submission of programs and reports is a frustration. The start of the new form of contract (first six months period) is a settling in period for many new requirements and the first six months scores are

not counted for the initial (Two years and six months) evaluation period. The target is a minimum average score of 400.


**Suggested Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (March 2016) be received.

A handwritten signature in blue ink, appearing to be 'J Rossouw', is written over a light blue circular stamp.

JOHAN ROSSOUW  
**MANAGER – LOCAL ROADS**

March 2016

<b>Document No: 388774</b>		<b>File No: 503/003</b>	
<b>Report To: Council</b>			
	<b>Meeting Date:</b>	<b>5 April 2016</b>	
	<b>Subject:</b>	<b>Progress Report:</b>	<b>Waikato Speed Management Project</b>

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the Waikato Speed Management Project.

### Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the roads network infrastructure makes to the community.
- 2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

### Background

- 3.1 The Waikato Speed Management project is a NZ Transport Agency initiative, led by the Waikato Regional Transport Committee, with support from local councils and the Transport Agency as road controlling authorities, and from road safety partners, including the Police, Automobile Association and Ministry of Transport. The following web site [waikatospeedproject@waikatoregion.govt.nz](http://waikatospeedproject@waikatoregion.govt.nz) was used to glean much of the information in this report and it can be accessed for updates and further information.
- 3.2 The Waikato Region was identified as ideal to trial a speed management project because the Region continues to have one of the highest year-to-date road fatality tolls in the country with 66 deaths on Waikato roads (as at 14 Dec 2015). These deaths and serious injuries are caused by a range of factors, including alcohol, bad weather, diverse roads, and driving the wrong speed for the road.
- 3.3 The Waikato has a diverse range of roads including rural and urban, through to very modern roads such as the Waikato Expressway. Not all roads are created equal – and that's especially true in the Waikato. Regardless of what causes a crash, speed plays a part in every crash. Speed determines the impact of the crash, and the severity of the injury and people are sometimes driving the wrong speeds for the roads. Speed can also be a catalyst for other crash causes: - at higher speed, there is less opportunity to react to someone else's mistake.
- 3.4 This project will look closely at all roads in the Region to see what can be done. Speed limit changes are only one tool which may be used, others could include modifying roadside hazards, education, signage, road markings, etc.
- 3.5 The aim is to trial and develop the draft Speed Management Guide (draft Guide), which was first made available to Road Controlling Authorities (RCAs) in September 2015. The draft Guide serves as a toolbox of different ways to tackle speed management.

- 3.6 The trial project will run until late 2016 and will select several locations in the Region to carry out demonstration of the speed management tools. The long term aim is to have a regionally consistent approach to speed management across all RCAs in the Waikato. Running in conjunction to this trial will be work to build better sector and public understanding of risk, road classification and the necessity of speed management.
- 3.7 The Waikato Regional Transport Committee (RTC) has set up a Governance Group and a Steering Group to lead the project.
- 3.8 The Steering Group is comprised of:
- Cr Leo Tooman (Hamilton City Council) (*also Governance Group Chair*)
  - Martin Gould (Otorohanga District Council) representing a rural road controlling authority
  - Robyn Denton (Hamilton City Council) representing an urban road controlling authority
  - Andrew Tester and Bill McMaster (Waikato Regional Council)
  - Junine Stewart, Tracy Buckland, Michelle Te Wharau, Marceli Davison, Fergus Tate, and John Garvitch (NZ Transport Agency)
  - Dr Samuel Charlton, Waikato University
  - Kay Kristensen, Waikato District Health Board
  - Alastair Black from GrayMatter provides additional technical support
- 3.9 Abley Consultants has nearly completed the Technical Assessment to determine safe and appropriate speeds across the Region. This has identified several sites that have high benefits for speed management and these sites are being considered as demonstration projects.
- 3.10 Engagement with those communities in and around the identified demonstration sites is intended to start with a conversation on speed management and allow feedback on the specific sites. This is an important part of the process. The feedback received will be used to inform whether a review of the Speed Limit Bylaws of the four to five councils who have demonstration sites is the best method to address speed.
- 3.11 The aim is to bring communities along on the journey to address speed in the Region. From late March, after council approvals, the RTC will be sharing and seeking views on the demonstration sites in person and online through postcards, drop-in sessions, advertising, social media, [project webpages](#), surveys and council communication channels. In one community the Project Team and Population Health will run a Health Impact Assessment process, working closely with the community to better understand and assess the wider impacts of a proposal.
- 3.12 There are two different road safety projects afoot. One is this Speed Management Project [www.waikatoregion.govt.nz/Speed-management](http://www.waikatoregion.govt.nz/Speed-management), and the other one is the Safe Roads Alliance [www.nzta.govt.nz/safety/our-vision-vision-of-a-safe-road-system/safe-roads-alliance](http://www.nzta.govt.nz/safety/our-vision-vision-of-a-safe-road-system/safe-roads-alliance) - which looks at implementing safety improvements along selected high risk corridors across New Zealand.
- 3.13 The Speed Management Project has identified some routes to demonstrate the draft guide and the analytical tools being developed for speed management. The sites are spread across a few road controlling authorities and will need to be formally adopted by the councils.

- 3.14 What is unusual in Waitomo District is that one of the safe road alliance projects (SH37) is also likely to be included as one of the speed management project sites.
- 3.15 The following trial sites which fall in the Waitomo District had been mentioned as possible sites so far:
- SH37 (between the new Roundabout on SH3 and Waitomo Village)
  - SH3 between Waitomo and Te Kuiti
  - SH3 Awakino Gorge section
- 3.16 To date Waipa and Matamata-Piako District Councils have given their support for community engagement around the demonstration sites below.
- Te Awamutu Town Centre – Waipa District
  - Cambridge Road (formerly SH1), Cambridge – Waipa District
  - Hydro Road, Karapiro – Waipa District
  - Buckland Road, Puketutu Road, Mathieson Road, Karapiro/Matamata – Waipa District and Matamata-Piako District
- 3.17 The project is also seeking support of two other councils for sites in their Districts.

[Waikato Speed Management project webpage](#)  
[Safe Roads Alliance webpage](#)

## Commentary

- 4.1 WDC has a direct interest with speed management as part of our ongoing commitment to improve road safety. We have recently received two applications for speed reductions, one from a Te Kuiti Primary School and another from a private developer of a meeting house on Ohura Road, just outside Aria. (A separate B/P is prepared for the Te Kuiti Primary request).
- 4.2 There are a number of legal and other technical considerations to speed changes. Councils are required to review all the speed limit settings on all roads every five years in order to ensure that the NZ Police have the right to issue fines. Speed limits are set through a robust set of procedures as described in Road Rule 54001 and amendments.
- 4.3 WDC completed the last Speed Bylaw review in 2015. It is recommended that these reviews cover all the speed settings rather than only reviewing new applications. The process involves the publishing of the new speed limits for a period and then considering any comments from the public. Only once all issues have been resolved, can it become law and enforceable.
- 4.4 It is recommended that in order to save processing costs, WDC adopt a policy to deal with any requests for speed changes on the basis that any such requests will be collated for processing once a year.
- 4.5 With regard to the Speed Management Project, our early impressions are that the process may result in reducing the Open Road speed limits to perhaps 80kph or to whatever the "Toolbox" results would indicate.
- 4.6 The RTC is of the opinion that it may save costs and simplify matters if it could be arranged that the Open Road sign means 80kph rather than 100kph, rather than

having to replace all open road signs with 80kph signs (should 80kph be the eventual new standard outcome).

- 4.7 It may become an issue of affordability if this process results in a requirement to sign the many curves and sections of road where the actual safe speed is less than the signed speed. Irrespective of whether the signed speed is 100kph or 80kph or even 60kph, there is a very large percentage of our local roads (especially the unsealed roads) where this will remain to be an issue.
- 4.8 The Open Road sign actually relieves the Roding Authority somewhat from having to sign all such curves because the Open Road speed does not actually stipulate that 100kph is the design speed, but only a maximum allowed speed. In comparison it will possibly become more necessary to sign most of the sharp curves if the open road signs are replaced with a specified speed sign, because it may lead to the assumption that the road had been designed for that speed.
- 4.9 WDC has not yet received any application from the RTC, but staff have been advised informally that WDC will be requested to support any consequential speed adjustments, if required, on some of our local roads due to them intersecting a proposed trial section of State Highway. Two likely candidates could be Waitomo Valley Road and Haurua Rd.

### Suggested Resolution

The Progress Report: Waikato Speed Management Project be received.



JOHAN ROSSOUW  
**MANAGER - ROADING**

Document No: 389429

File No: 505/504/3B

**Report To: Council**

Meeting Date: 5 April 2016

Subject: Review of Trade Waste Bylaw 2006

### Purpose of Report

- 1.1 The purpose of this business paper is to adopt the draft Trade Waste Bylaw 2016 for public consultation following a comprehensive management and legal review.

### Local Government Act S.11A Considerations

- 2.1 The sewerage services provided by Waitomo District Council (WDC) to the urban areas of Te Kuiti, Benneydale, Piopio and Te Waitere are consistent with Section 11A Local Government Act 2002. Under this clause, WDC must have particular regard to the contribution that core services make to its community. The WDC sewerage infrastructure is a core service. The receipt, treatment and disposal of industrial wastewater in accordance with a trade waste bylaw is essential to the controlled use and protection of that core service.

### Background

- 3.1 The current Trade Waste Bylaw (TWB) was first adopted by Council with effect from 1 July 2006.
- 3.2 The purpose of the TWB is to regulate the conditions under which applications to discharge liquid trade wastes to sewerage systems operated by Council, will be considered.
- 3.3 While the TWB has District wide application, its main focus is in relation to trade waste discharges to the Te Kuiti sewerage system, being the largest of the four Council sewerage systems in the district.
- 3.4 In accordance with the Local Government Act 2002 (LGA), the first review of the Bylaw became due and was completed after five years, with effect from 1 July 2011. Subsequent mandatory reviews become due at no later than 10-year intervals.
- 3.5 Council on 24 November 2015 considered the potential need for an earlier review of the current TWB to ensure the Bylaw continues to effectively deal with issues associated with the discharge of trade waste into Council's sewerage systems.
- 3.6 Prior to undertaking a review, Council determined at its meeting of 23 February 2016 that a bylaw is the most appropriate way of addressing the perceived problem.
- 3.7 A thorough operational and legal review of the operative bylaw has since been completed. This paper identifies the recommended changes and form of an

amended bylaw for Council's consideration prior to commencement of the mandatory consultation processes.

### Overview of proposed changes and form of bylaw

- 4.1 The attached draft Trade Waste Bylaw 2016 sets out the proposed changes to the operative Bylaw. For clarification, proposed changes following the management and legal review are marked in red font.
- 4.2 Overall, the most substantive changes relate, firstly, to provision for a new form of trade waste discharge consent, i.e. a Trade Waste Agreement (TWA) (refer to clause 3.1.2, 3.8(e), 3.11, and the definition in Clause 1.5), and the method for dealing with that in the context of the Trade Waste Bylaw and enabling legislation (s.196 LGA). The draft Trade Waste Bylaw 2016 introduces TWAs separate from the other categories of trade waste discharge consents and provides for them by agreement pursuant to s.196 of the LGA, outside the consenting regime (exempt, permitted, conditional and controlled) of the Bylaw.
- 4.3 The benefit of a TWA, as distinct from the other types of trade waste discharge consent (Exempt, Permitted, Conditional and Controlled) is that it affords both Council and the Discharger opportunity to enter into a consent by agreement, in situations where the characteristics of a particular trade waste discharge (e.g. that from a significant industry as defined in the Bylaw) sit outside the more standard discharge parameters that would otherwise be controlled and charged under the TWB. For instance, the pre-treatment criteria and charging mechanisms included in the current consents for the two Te Kuiti abattoirs were reached by agreement including incentive based payment mechanisms designed to keep trade waste discharges within the capacity of the recently upgraded treatment plant.
- 4.4 Secondly, a single, consolidated review provision (refer to Clause 3.13) has been introduced in substitution of multiple references to reviews contained in the operative bylaw, and reformatted in a way that provides a better balance between the rights of Council and the discharger.
- 4.5 Elsewhere, the changes are mostly of a general nature following research of neighbouring Trade Waste Bylaws and the Model Trade Waste Bylaw, and editing to ensure consistency between related clauses. The changes are summarised as follows:
  - 4.5.1 Clause 1.2 (Scope) is a new clause that introduces a series of high level statements to clarify the purposes of the Bylaw and Clause 1.3 sets out the scope of measures for achieving that. It includes reference to TWAs and the attendant setting of charges by agreement.
  - 4.5.2 Clause 1.5 (Definitions) introduces new definitions for the different types of trade waste discharge consent, including TWA, and provides definitions for either new or existing technical terms found in the bylaw but not currently defined.
  - 4.5.3 Clause 1.6 (Abbreviations) has been amended to include abbreviations for either new or existing technical terms found in the bylaw but not currently defined.
  - 4.5.4 Section 2.0 (Compliance) contains minor editing changes, including references to TWA.
  - 4.5.5 Clause 3.1.2 introduces TWAs, pursuant to s.196(1)(a) of the LGA, as an alternative to "granting or refusing" a trade waste consent under the Bylaw.



- 4.5.6 Clause 3.8 sets out the process for consideration of a TW consent application, with new clause 3.8(e) noting the option of a TWA "by agreement".
- 4.5.7 New Clause 3.11 then describes further aspects regarding the application and tenure of new or existing TWAs.
- 4.5.8 Clause 3.13 provides a consolidated, review clause, including consideration of the natural justice rights of the consent holder.
- 4.5.9 Clause 3.14.1 introduces failure-to-pay charges as grounds for suspension or cancellation of a trade wastes discharge consent. Similarly, if continuation of a discharge would require additional treatment measures at the WWTP or costs to comply with or avoid a breach of resource consents held by Council for operation of the Council sewerage system, Council may suspend or cancel a trade waste discharge consent. This condition was previously listed as grounds for summary cancellation; potentially unreasonable in the absence of prior notice and without opportunity to remedy.
- 4.5.10 Clause 3.14.1 also introduces the option of reduction of discharge as a means of directly controlling the amount discharged from a trade waste discharger to within the consented limits. This approach potentially substitutes the current method of controlling compliance through the use of 'exceedance' payments, and the dispute processes that have been encountered as a result of that.
- 4.5.11 Clause 4.2.3 has been added to section 4.2 (Mass Limits) to ensure consideration is given to available plant/reticulation capacity when assessing and setting loading limits.
- 4.5.12 Clause 5.1.6 deletes the 12 month time limit for back-calculation of meter over-reading resulting in over-charging.
- 4.5.13 Clause 5.3 (Sampling and Analysis) is expanded to include monitoring of a trade waste discharge against the original application details, and to include clarification that the person discharging is responsible for all reasonable costs of sampling analysis and reporting.
- 4.5.14 Clause 5.4.3 makes it clear that tankered waste requires a trade waste discharge consent before it may be discharged to the Council's sewerage system.
- 4.5.15 Clause 6.3.1 makes it clear that Council may recover costs in accordance with sections 12 and 150 of the LGA. Section 12 and section 150 (6) relate to the Council's general power of competence. Section 150(1) relates to sewerage administrative charges.
- 4.5.16 Clause 6.3.5 clarifies the types of costs that Council may recover, including infrastructure ownership and management costs.
- 4.5.17 Clause 6.3.6 introduces the type of costs that may be factored into a TWA, including incentive payments, and the cost of providing certainty to the discharger.
- 4.5.18 Clause 6.7 adds to the list of offences a situation where a discharger undertakes or permits or causes a prohibited discharge to occur.
- 4.5.19 Schedule 1E has been amended to clarify that trade waste fees and charges for categories other than controlled trade waste discharges or trade waste agreements will be an annual charge, as per current practice, as published in Council's Schedule of Fees and Charges. The current version of the Bylaw shows trade waste charges for these categories as targeted rates.

4.5.20 The remaining schedules and appendices relate mainly to technical information. Some reformatting and editing has been carried to improve the clarity and application of these sections.

### **s.155 Determinations**

- 5.1 The LGA requires the following process to be used when reviewing bylaws:
- Determine if a bylaw is the most appropriate mechanism to deal with the perceived problem; and
  - Determine if the proposed bylaw is the most appropriate form of bylaw and consider if the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990.
- 5.2 The first step of the process requires an assessment as to whether a bylaw is the most appropriate means to deal with the problem. Council at its meeting of 23 February 2016 determined that a bylaw is the most appropriate way to address the perceived problems associated with the discharge of trade waste into Council's sewerage systems.
- 5.3 The next step tests whether the proposed bylaw is the most appropriate form of bylaw. The draft Trade Waste Bylaw 2016 focuses on identified issues and is customised to suit the particular circumstances of Waitomo District. This review provides an opportunity to amend the current Bylaw to ensure the Bylaw continues to effectively deal with issues associated with the discharge of trade waste into Council's wastewater system.
- 5.4 The draft bylaw is written in plain English and is still based on the NZ Standard NZS 9201: Part 23:2004, Model General Bylaw – Trade Waste.
- 5.5 The draft Trade Waste Bylaw 2016 is therefore considered to be the most appropriate form of bylaw as it is consistent with recognised best practice in the sector.
- 5.6 Finally the bylaw must be assessed to establish whether it is consistent with the New Zealand Bill of Rights.
- 5.7 The New Zealand Bill of Rights Act 1990 details a number of rights and freedoms in relation to the life and security of people. The regulatory controls provided under this bylaw are designed to protect the Council's wastewater systems and receiving environment from overloading and physical damage, and the public health and safety of users, operators and the general public. They do not give rise to any implications under the New Zealand Bill of Rights Act 1990.

### **Consultation requirements**

- 6.1 Section 156 of the LGA sets out the consultation requirements when making, amending, or revoking bylaws made under the LGA. The consultation requirements are no different for a review procedure. They are:
- (1) (a) use the special consultative procedure (as modified by section 86) if—
- (i) the bylaw concerns a matter identified in the local authority's policy under section 76AA as being of significant interest to the public; or
  - (ii) the local authority considers that there is, or is likely to be, a significant impact on the public due to the proposed bylaw or changes to, or revocation of, the bylaw; and

(b) in any case in which paragraph (a) does not apply, consult in a manner that gives effect to the requirements of section 82.

- 6.2 Section 76AA relates to Council's Significance and Engagement Policy. Schedule 2 of that (Community Engagement Guide) states that Council will use the special consultative procedure where required to do so by law, including for the following (*inter alia*) issues requiring decisions.....*"The adoption, amendment or revocation of bylaws if required under s.156(1)(a)"*.
- 6.3 So while use of the special consultation procedure is arguably not mandatory in this instance, the draft Trade Waste Bylaw 2016 will have direct interest to a select user audience in the first instance (i.e. current trade waste dischargers), and indirect interest to all other sewerage ratepayers. Regulating the use, protection, and payment for sewerage services consumed by industrial dischargers is the perceived problem addressed in the Bylaw. This is of general interest to all sewerage ratepayers. Currently, all district ratepayers are sewerage ratepayers.
- 6.4 In addition, section 148 of the LGA details the special requirements for bylaws relating to trade wastes. In essence, that entails WDC giving two months advance public notice advising of its intention to make the bylaws, consider any representation received and consult with any body of persons the Minister of Health specifies as being representative of the owners of the affected trade premises, or any class of those owners or occupiers.
- 6.5 Consultation under section 148 may be carried out under a single process combined with section 156 above.

## Recommendations

- 7.1 That in accordance with section 155(2)(a) of the LGA, Council determines that the draft Trade Waste Bylaw 2016 is the most appropriate form of bylaw
- 7.2 That in accordance with section 155(2)(b) of the LGA, Council determines that the draft Trade Waste Bylaw 2016 does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- 7.3 That Council adopts the proposed amendments to the Trade Waste Bylaw 2006 for public consultation using the Special Consultative Procedure in accordance with section 83 of the LGA, in conjunction with section 148.

## Suggested Resolutions

1. The business paper on Review of Trade Waste Bylaw 2006 be received.
2. In accordance with section 155(2)(a) of the Local Government Act 2002, Council determines that the draft Trade Waste Bylaw 2016 is the most appropriate form of bylaw.
3. In accordance with section 155(2)(b) of the Local Government Act 2002, Council determines that the draft Trade Waste Bylaw 2016 does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

4. Council adopts the Summary of Information and the Statement of Proposal for the draft Trade Waste Bylaw 2016 for public consultation using the Special Consultative Procedure in accordance with section 83 of the Local Government Act 2002 in conjunction with section 148 of the same Act.



Greg Boyle  
**SPECIAL PROJECTS COORDINATOR**

30 March 2016

**Attachments:**

- 1 Summary of Information: Draft Trade Waste Bylaw 2016  
(Doc 389114)
2. Statement of Proposal: Draft Trade Waste Bylaw 2016  
(including Draft Trade Waste Bylaw 2016) (Doc 389466)



# Summary of Information

Review of Trade Waste Bylaw 2006

April 2016

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# Summary of Information

Waitomo District Council is reviewing its Trade Waste Bylaw and is seeking your views. Once reviewed, the Bylaw will stay in force for another 10 years, unless reviewed earlier.

## ***Reasons for the Proposal***

The reason for reviewing the Bylaw is to ensure the Bylaw continues to effectively deal with issues associated with the discharge of trade waste into Council's wastewater system.

Council has been working through a review process in line with the requirements of the Local Government Act 2002. Council has considered the draft Trade Waste Bylaw 2016 and determined:

- a) That the draft Trade Waste Bylaw 2016 is the most appropriate form of bylaw.
- b) That the draft Trade Waste Bylaw 2016 does not give rise to implications under the New Zealand Bill of Rights 1990.
- c) That the draft Trade Waste Bylaw 2016 is not inconsistent with the New Zealand Bill of Rights Act.

## ***Key Issues***

A comprehensive review of the existing Trade Waste Bylaw was undertaken which resulted in the draft Trade Waste Bylaw 2016 being produced.

The following is an overview of the **key differences** between the current Bylaw and the draft Trade Waste Bylaw 2016.

For a **complete list of changes** to the Bylaw please see the marked up version of the draft Trade Waste Bylaw 2016 attached to the Statement of Proposal which highlights the amendments proposed.

### **1. New form of Trade Waste Discharge Consent**

A new form of Trade Waste Discharge Consent is proposed which provides for Trade Waste Agreements by consent.

Trade Waste Agreements have been separated from existing categories of Trade Waste Discharge Consents in the Bylaw and can be provided for by agreement pursuant to section 196(1)(a) of the Local Government Act 2002. Trade Waste Agreements can be entered into as an alternative to granting or refusing a Trade Waste Consent issued under the Bylaw.

### **2. Single Consolidated Review Provision**

A single, consolidated review provision for dealing with changed circumstances, has been introduced in substitution of the multiple references to reviews contained in the current version of the Bylaw.

### **3. Failure to Pay Charges**

The Bylaw introduces failure-to-pay charges as grounds for suspension or cancellation of a Trade Waste Discharge Consent.

Similarly, if continuation of a discharge would require additional treatment measures at the Wastewater Treatment Plant or costs to comply with or avoid a breach of resource consents held by Council for operation of the Council sewerage system, Council may suspend or cancel a Trade Waste Discharge Consent.

### **4 Reduction of discharge as means controlling amount discharged**

Introduction of the option of reduction of discharge as a means of directly and physically controlling the amount discharged from a trade waste discharger, to Council's sewerage network, to within the consented mass load and volume limits.

### **5. Mass Limits**

A new clause has been added to ensure consideration is given to available plant/reticulation capacity when assessing and setting loading limits.

### **6. Back-calculation of meter over-reading**

The 12 month time limit for back-calculation of meter over-reading resulting in over-charging has been deleted.

### **7. Sampling and Analysis**

Trade waste discharge will be monitored against the original application details and new emphasis has been placed on the person discharging trade waste being responsible for all reasonable costs of sampling analysis and reporting.

## 8. Costs and Charges

Clarity has been provided in relation to costs Council may recover. A new provision covers the type of costs that may be factored into a Trade Waste Agreement.

Similarly, clarification has been provided in relation to trade waste charges for categories other than controlled discharges and trade waste agreements. Trade waste charges for Exempt, Permitted, and Conditional discharges, and Tankered Wastes, will be by way of a fixed annual charge published in Council's annual Schedule of Fees and Charges. While this partly reflects current practice, the current Bylaw provides for these charges to be recovered as a targeted rate.

## 9. New Offence

A situation where a discharger undertakes or permits or causes a prohibited discharge to occur has been added to the list of offences.

## 10. Clarification Amendments

A new purpose section has been introduced, along with the introduction of new definitions and abbreviations.

Clarity has been provided in relation to tankered waste requiring a trade waste discharge consent.

## Consultation and Submissions

This consultation process combines the special requirements for bylaws relating to trade wastes set out in section 148 of the Local Government Act 2002 and the Special Consultative Procedure set out in section 83 of the same Act.

The draft Trade Waste Bylaw 2016 is open for consultation for a two month period from 7 April 2016 to 7 June 2016.

Anyone can make a submission about the draft Trade Waste Bylaw 2016, and we encourage you to tell us your views. A submission form is attached.

Copies of the Summary of Information and Statement of Proposal (including draft Trade Waste Bylaw 2016) can be inspected or obtained at the following locations:

- Waitomo District Council Office
- Te Kuiti i-SITE
- Waitomo District Library
- Council's website [www.waitomo.govt.nz](http://www.waitomo.govt.nz)

Copies of the documents are available free of charge.

The Council is prepared to receive and consider any representation about the bylaw made to it in writing or verbally, by (or on behalf of) owners or occupiers of trade premises within its district, or any other person or organisation wishing to make a submission. Council will consider all representations/submissions at its scheduled Council meeting on 14 June 2016.

Please contact Council on 07 878 0800 if you wish to attend the meeting on 14 June 2016 or indicate attendance on your submission form. We will send you more details closer to the time.

All written feedback should be submitted to Council by the end of the day **Tuesday 7 June 2016** via:

- **Email:** [consultation@waitomo.govt.nz](mailto:consultation@waitomo.govt.nz)
- **Post:**  
Waitomo District Council,  
PO Box 404,  
Te Kuiti 3941
- **Hand Delivery:**  
Waitomo District Council, Queen Street,  
Te Kuiti

## Key Dates

Date	Step
7 April 2016	Submissions open
7 June 2016	Submissions close
14 June 2016	Council Hearing of submissions
21 June 2016	Council deliberations
28 June 2016	Adoption of Trade Waste Bylaw 2016

# Submission Form – Draft Trade Waste Bylaw 2016



**Submissions close on 7 June 2016**

Sub No.   
*For office use only*

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Submissions**

Council intends to hear submissions on 14 June 2016.

Do you wish to speak to Council at the Council Hearing?      Yes       No

*If you do not tick yes, we will assume that you do not wish to attend the Council Hearing.*

Please note that all submissions received will become public documents.

**We are currently reviewing our Trade Waste Bylaw 2006 which is out for consultation from 7 April to 7 June 2016. Tell us what you think.**

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# Statement of Proposal

Review of Trade Waste Bylaw 2006

April 2016

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## Background

The current Trade Waste Bylaw was first adopted by Council with effect from 1 July 2006.

In accordance with the Local Government Act 2002 (LGA), the first review of the Bylaw became due and was completed after five years, with effect from 1 July 2011. Subsequent mandatory reviews become due at no later than 10-year intervals.

Council on 24 November 2015 considered the potential need for an earlier review of the current Trade Waste Bylaw to ensure the Bylaw continues to effectively deal with issues associated with the discharge of trade waste into Council's sewerage systems.

## Purpose of Trade Waste Bylaw

The purpose of the Trade Waste Bylaw is to provide for the management, control and monitoring of trade waste discharges into Council's wastewater systems. .

While the Trade Waste Bylaw has District wide application, its main focus is in relation to trade waste discharges to the Te Kuiti sewerage system, being the largest of the four Council sewerage systems in the district.

## Section 155 Determinations

Under section 155 of the Local Government Act 2002, Council must, before commencing the process for making a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived issues. If it is, Council must determine whether the draft bylaw is the most appropriate form of bylaw and whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990.

### Is a bylaw the appropriate means to deal with the perceived problem?

Section 146 of the Local Government Act 2002 allows Council to make a bylaw to regulate trade waste.

Council has implemented a Trade Waste Bylaw to provide for the management, control and monitoring of trade waste discharges into Council's wastewater systems. A bylaw protects the integrity and capacity of the sewerage system and ensures that the discharge from the system will meet appropriate environmental standards.

Council at its meeting on 23 February 2016 determined that a bylaw is the most appropriate way to address the perceived problems associated with the discharge of trade waste into Council's sewerage system.

### Is the bylaw in the appropriate form?

The draft Trade Waste Bylaw 2016 focuses on identified issues and is customised to suit the particular circumstances of Waitomo District.

This review provides an opportunity to amend the current bylaw to ensure the bylaw continues to effectively deal with issues associated with the discharge of trade waste into Council's wastewater system.

The draft Trade Waste Bylaw 2016 is written in plain English and is based on the Model Trade Waste Bylaw NZS 9201: Part 23:2004.

The draft Trade Waste Bylaw 2016 is therefore considered to be the most appropriate form of bylaw.

### Is the bylaw consistent with the New Zealand Bill of Rights?

The New Zealand Bill of Rights Act 1990 details a number of rights and freedoms in relation to the life and security of people.

The regulatory controls provided under this bylaw are designed to protect the Council's wastewater system and do not give rise to any implications under the New Zealand Bill of Rights Act 1990.

## Review of Trade Waste Bylaw 2006

A thorough review of the operative bylaw has been completed which resulted in an amended draft bylaw being produced.

For a complete list of changes to the Bylaw please see the marked up version of the draft Trade Waste Bylaw 2016 included in this Statement of Proposal which highlights the amendments proposed.

## Consultation and Submissions

This consultation process combines the special requirements for bylaws relating to trade wastes set out in section 148 of the Local Government Act 2002 and the Special Consultative Procedure set out in section 83 of the same Act.

The draft Trade Waste Bylaw 2016 is open for consultation for a two month period from 7 April 2016 to 7 June 2016.

Anyone can make a submission about the draft Trade Waste Bylaw 2016, and we encourage you to tell us your views. A submission form is attached.

Copies of the Summary of Information and Statement of Proposal (including draft Trade Waste Bylaw 2016) can be inspected or obtained at the following locations:

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- Waitomo District Library
- Council's website  
[www.waitomo.govt.nz](http://www.waitomo.govt.nz)

Copies of the documents are available free of charge.

The Council is prepared to receive and consider any representation about the bylaw made to it in writing or verbally, by (or on behalf of) owners or occupiers of trade premises within its district, or any other person or organisation wishing to make a submission. Council will consider all representations/submissions at its scheduled Council meeting on 14 June 2016.

Please contact Council on 07 878 0800 if you wish to attend the meeting on 14 June 2016 or indicate attendance on your submission form. We will send you more details closer to the time.

All written feedback should be submitted to Council by the end of the day Tuesday 7 June 2016 via:

- Email:  
[consultation@waitomo.govt.nz](mailto:consultation@waitomo.govt.nz)
- Post:  
Waitomo District Council,  
PO Box 404,  
Te Kuiti 3941
- Hand Delivery:  
Waitomo District Council, Queen  
Street, Te Kuiti

### Key Dates

Date	Step
7 April 2016	Submissions open
7 June 2016	Submissions close
14 June 2016	Council Hearing of submissions
21 June 2016	Council deliberations
28 June 2016	Adoption of Trade Waste Bylaw 2016



**Draft Trade Waste Bylaw 2016**

Deleted: 0

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## 1.0 INTRODUCTION

This bylaw regulates the discharge of trade wastes to a sewerage system operated by the Council.

### 1.1 Commencement and application

This bylaw came into force on 1 July 2006.

In accordance with the Local Government Act 2002, the first review of this Bylaw was completed after five years, with effect from 1 July 2011.

This, second, review of the Bylaw was completed and came into force with effect from 1 July 2016.

### 1.2 Purpose of the Bylaw

1.2.1 The purpose of this Trade Waste Bylaw is to provide for the management, control and monitoring of trade waste discharges into WDC's wastewater systems to:

- (a) protect sewer pipes, pumping stations, storage tanks, biological and biochemical treatment processes, wastewater treatment plants and other related wastewater system structures, electricians and controls from damage by applying standards and loading/concentration limits for trade waste discharges prior to discharge to WDC's wastewater systems
- (b) protect the health and safety of any person working with the WDC wastewater systems by applying standards for trade waste discharges
- (c) protect public health and the environment from the effect of trade waste discharges by ensuring all necessary resource consents are met
- (d) encourage waste minimisation, cleaner production and reduced water consumption
- (e) allow the Council to recover fair and reasonable costs of managing trade wastes from trade premises that discharge into the Council system by ensuring that the costs of conveying, treatment and disposal are shared fairly between trade waste and domestic dischargers proportional to volume and load.
- (f) assist the Council to meet relevant environmental standards
- (g) comply with the objectives of the New Zealand Waste Strategy.

### 1.3 Scope of the Bylaw

~~1.3.1 The bylaw provides for the~~ This bylaw implements the purposes particularised in section 1.2.1 including by providing for the:

- a) ~~assessment, acceptance or refusal of applications for, or for reviewing existing, long-term, intermittent, temporary or any~~ discharge of trade wastes to Waitomo District Council sewerage systems;
- b) establishment of five ~~classes~~ of ~~t~~rade ~~w~~aste discharges: Exempted, Permitted, Conditional, Controlled and Prohibited;
- c) ~~provision for Trade Waste Agreements for acceptance, management, control and charging of trade waste discharges from significant or unique industries;~~
- d) evaluation of individual trade waste discharges ~~to be~~ against specified criteria;
- e) correct storage of materials in order to protect the sewerage systems from spillage;
- f) installation of flow meters, samplers or other devices to measure flow and quality of the trade waste discharge;

- g) pre-treatment of waste before it is accepted for discharge to the Sewerage System;
- h) sampling and monitoring of trade waste discharges to ensure compliance with the bylaw,
- i) measures to protect against damage to the capacity or performance of WDC's sewerage reticulation, treatment plant and disposal infrastructure, the health and safety of WDCs workers or contractors engaged on operating, maintaining, replacing or upgrading WDC's wastewater, and the environment from harmful effects from trade waste discharges, including termination of trade waste discharge consent;
- j) inspection of points on a property from where trade waste is or could be discharged;
- k) charges to be set to cover the cost of conveying, treating and disposing of or reusing, trade wastes, including charges set by agreement to incentivise pre-treatment or the reduction of trade wastes discharged from a particular trade premises, and the associated costs of administration and monitoring;
- l) administrative mechanisms for the operation of the bylaw; and
- m) establishment of waste minimisation and management programmes (including sludges management) for trade waste producers.

#### 1.3.2 Compliance with other relevant Acts legislation or regulation

Nothing in this bylaw shall derogate from any of the provisions of the Health Act 1956, the Health and Safety in Employment Act 1992, the Resource Management Act 1991, the Building Act 2004, the Hazardous Substances and New Organisms Act 1996 and its regulations or any other relevant statutory or regulatory requirements. In the event of any inconsistency between legislation, the more stringent requirement applies.

#### 1.3.3 Trade premises and other users to which the bylaw applies

This bylaw shall apply to all trade premises within the Waitomo District where wastes classified as trade wastes, as defined in this Bylaw, are discharged, or to be or likely to be discharged to the sewerage system operated by the Council or its agents. The Bylaw shall also apply to tankered wastes proposed to be discharged to the sewerage systems operated by WDC or its agents.

~~Pursuant to s. 196 of the Local Government Act 2002, the Council may refuse to consent, or may terminate any operative consent, the discharge of any type of trade waste into any WDC controlled sewerage system which is not in accordance with this Bylaw.~~

#### ~~1.3.4 Forms~~

~~Notwithstanding the references to the forms set out in Appendices B—D the Council may from time to time vary those forms to meet the requirements of this bylaw.~~

#### 1.4 Referenced documents

All documents referenced in this Bylaw are listed in SCHEDULE 1F: Referenced Documents

#### 1.5 Definitions

For the purposes of this Bylaw the following definitions shall apply:

ACCESS POINT is a place where access may be made to a private drain for inspection (including sampling or measurement), cleaning or maintenance. The location of the access point shall be in accordance with the New Zealand Building Code.

ANALYST means an accredited testing laboratory approved in writing by an authorised

officer for the purposes of sampling and testing wastewater in accordance with the requirements of this Bylaw.

APPROVAL or APPROVED means approval or approved in writing by the Council, either by resolution of the Council or by an Authorised Officer.

AUTHORISED OFFICER means any officer appointed by the Council as an enforcement officer under s.177 of the Local Government Act 2002 as an enforcement officer with powers of entry as prescribed by sections 171-174 or any officer authorised under section 174 of the Local Government Act 2002.

BIOSOLIDS means sewage sludge derived from a sewage treatment plant that has been treated and/or stabilised to the extent that it is able to be safely and beneficially applied to land and does not include products derived solely from industrial wastewater treatment plants. The term biosolid/biosolids is used generically throughout this document to include products containing biosolids (e.g. composts).

CHARACTERISTIC means any of the physical or chemical characteristics of a trade waste and may include the amount or concentration of a characteristic.

CLEANER PRODUCTION means the implementation on trade premises, of effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes, including: ~~This is required to minimise and manage trade waste by:-~~

- a) using energy and resources efficiently, avoiding or reducing the amount of wastes produced;
- b) producing environmentally sound products and services; and
- ~~e) achieving less waste, fewer costs and higher profits.~~

CONDENSING WATER or COOLING WATER means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension.

CONDITIONAL TRADE WASTE DISCHARGE CONSENT means a ~~trade waste consent~~ granted by WDC for a trade waste discharge that complies with the characteristics and standards specified in Schedule 1B of this Bylaw and is subject to conditions imposed by WDC. ~~which includes conditions placed upon the Consent Holder by the Council.~~

**CONNECTION** means the lawful and physical connection of a private drain to any WDC sewerage system.

CONSENT means a Consent in writing given by the Council and signed by an Authorised Officer authorising a person to discharge trade wastes to the sewerage system.

CONSENT HOLDER means the person who has obtained a consent to discharge or direct the manner of discharge of trade waste from any premises to a WDC sewerage system, and includes any person who does any act on behalf or with the express or implied consent of the consent holder (whether for reward or not) and any licensee of the consent holder.

CONTAMINANT includes any substance (including gases, odorous compounds, liquids, solids and micro-organisms) or energy (excluding noise) or heat, that either by itself or in combination with the same, similar, or other substances, energy or heat –

- a) When discharged into water, changes or is likely to change the physical, chemical, or biological condition of water; or
- b) When discharged onto or into land or into air, changes or is likely to change the physical, chemical, or biological condition of the land or air onto or into which it is discharged.



CONTINGENCY MANAGEMENT PROCEDURES means those procedures developed and used to avoid, remedy, or mitigate the actual and/or potential adverse effects of these activities on the environment from an unexpected or unscheduled event resulting in discharge, or potential discharge of contaminants of concern into the sewerage system.

CONTROLLED ~~TRADE WASTE DISCHARGE~~ CONSENT means a ~~trade wastes discharge~~ consent granted by WDC for a trade waste discharge that complies with the characteristics and standards specified in Schedule 1C of this Bylaw and which contains high loads and/or volumes, is usually pre-treated, and is subject to control parameters and requires a high degree of monitoring ~~or special waste types typical of a Significant Industry that require pre-treatment, control parameters and requires a high degree of monitoring.~~

COUNCIL means Waitomo District Council or WDC.

DISCONNECTION means the physical cutting and sealing of any of the Wastewater Authority's water services, utilities, drains or Sewer for use by any Person.

DISTRICT means the territorial authority area over which Waitomo District Council has jurisdiction, pursuant to the Order in Council giving effect to local government reorganisation in 1989.

DOMESTIC SEWAGE means foul water (with or without matter in solution or suspension therein) discharged from premises used solely for residential purposes, or wastes of the same character discharged from other premises; but does not include any solids, liquids, or gases that may not lawfully be discharged into the sewerage system and may include geothermal water.

EXEMPTED DISCHARGE means trade wastes that have been determined by Council not to require consent, **subject to review conditions.**

FOUL WATER means the discharge from any sanitary fixtures (any fixture which is intended to be used for sanitation – the term used to describe activities of washing and/or excretion carried out in a manner or condition such that the effect on health is minimised, with regard to dirt and infection) or sanitary appliance (an appliance which is intended to be used for sanitation which is not a sanitary fixture – included are machines for washing dishes and clothes).

HAZARDOUS WASTES mean hazardous substances as defined by the Hazardous Substances and New Organisms Act 1996 (HSNO) and any amendments.

HEAVY Metals are metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain **including** Mercury, Lead, Chromium, Arsenic, Nickel, Zinc, and Cadmium.

INFRINGEMENT OFFENCE means an offence specified as such in regulations made under section ~~243 and~~ 259(1)(a) of the Local Government Act 2002.

LGA means the Local Government Act 2002

LIQUID WASTE CODE COMPLIANT OPERATOR means a licensed waste removal contractor who adheres to the WasteMINZ Liquid and Hazardous Waste Code of Practice 2012.

LONG TERM PLAN (LTP) means a long term plan adopted by WDC under s. 93 of the Local Government Act 2002 and any amendments.

MANAGEMENT PLAN means the plan for management of operations on the Premises from which trade wastes are discharged, and may include provision for cleaner production, waste minimisation, discharge, contingency management procedures, and any relevant industry code of practice.

MASS LIMIT means the total mass of any characteristic that may be discharged to a WDC sewerage system over any stated period from any single point of discharge or collectively

from several points of discharge.

**MAXIMUM CONCENTRATION** means the instantaneous peak concentration of any characteristic that may be discharged at any instant in time.

**METER** means any meter, automatic sampler, instrument, instrument or device for indicating, recording or sampling the rate of flow, volume or quality of any discharge and any ancillary equipment, devices or fittings used in conjunction with these.

**NEW ZEALAND WASTE STRATEGY 2010** means the Government's long term priorities for waste management and minimisation.

**OCCUPIER** means the person occupying trade premises connected to the WDC sewerage system.

**OFFENCE** means an offence against this Bylaw.

**PERMITTED TRADE WASTE DISCHARGE CONSENT** means a ~~trade waste discharge~~ consent granted by WDC for a trade waste discharge that WDC considers will have no significant effect on the relevant WDC wastewater system, processes or the environment, as measured and assessed by reference to the characteristics and standards specified in Schedule 1A of this Bylaw.

~~that has been approved by, or is acceptable to, the Council and as long as it has the physical and chemical Characteristics which comply with the requirements of the Council standard as defined in Schedule 1A of this bylaw. Monitoring will be required for compliance purposes.~~

**PERSON** includes a corporation sole and also a body of persons whether incorporated or unincorporated, and includes the Crown.

**POINT OF DISCHARGE** is the boundary between the public sewer and a private Drain but for the purposes of monitoring, sampling and testing, shall be as designated in the trade waste discharge consent.

**PREMISES** has the same meaning as trade premises

**PRE-TREATMENT** means any processing of trade waste designed to reduce or vary any characteristic, volume or mass load of a trade waste before discharge to the WDC sewerage system in order to comply with a Trade Waste Consent.

**PRIVATE DRAIN** means that section of drain between the premises and the point of connection to WDC's sewerage system.

**PROHIBITED TRADE WASTES** means a trade waste that has prohibited characteristics as defined in Schedule 1D and does not meet the conditions of SCHEDULE 1A: Permitted discharge characteristics. The waste is not acceptable for discharge into the Council's system.

**PROHIBITED CHARACTERISTICS** means characteristics as defined in Schedule 1D

**PUBLICLY NOTIFIED** means published on at least one occasion in a newspaper circulating in the Waitomo district, or under emergency conditions, by the most practical means available at that time.

**RECEIVING WATERS** means coastal waters or any natural waters which will receive treated wastes.

**SCHEDULE OF RATES AND CHARGES** means the list of items, terms and prices for services associated with the collection, treatment and disposal of trade waste, as adopted and approved by the Council.

**SEWAGE** means foul water and may include trade wastes.

SEWAGE SLUDGE means the material settled out and removed from sewage during the treatment process.

SEWER means the pipework drainage system that conveys sewage.

SEWERAGE SYSTEM means the WDC infrastructure for the collection, treatment and disposal of sewage and trade wastes, including all sewers, pumping stations, storage tanks, sewage treatment plants, outfalls, and other related structures operated by the Council and used for the reception, treatment and disposal of trade wastes.

SIGNIFICANT INDUSTRY is a term to indicate the relative size and/or characteristics of the trade waste discharge from of a given industry compared to the capacity of the sewerage system (including the sewerage wastewater treatment plant) which services that industry. Industry size relates to volume and/or loads discharging into the sewerage system. Loads can be the conventional loadings of BOD<sub>5</sub> and SS or some other particular contaminant (e.g. boron, chromium) of a scale or type which will have a material effect, or the propensity to have a material effect, on the sizing or capacity of all or part of the WDC sewerage system, the on-going system operation and/or the quality of the treated effluent that is discharged from the wastewater treatment plant.

STORMWATER means surface water run-off resulting from precipitation.

SURFACTANTS; Anionic surfactants that are the key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants.

TANKERED WASTE is water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal, excluding domestic sewage discharged directly from house buses, caravans, buses and similar vehicles.

TEMPORARY DISCHARGE means any discharge of an intermittent or short duration. Such discharges include the short-term discharge of an unusual waste from premises subject to an existing consent.

TERRITORIAL AUTHORITY (TA) means WDC.

TRADE PREMISES or PREMISES means:

- a) Any premises used or intended to be used for any industrial or trade purpose
- b) Any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials, including a special discharge, or for other waste management purposes, or used for composting organic materials
- c) Any other premises from which a contaminant is discharged in connection with any industrial or trade process
- d) Any other premises discharging waste other than domestic sewage;

and includes any land or premises wholly or mainly used for agricultural or horticultural purposes.

TRADE WASTE is any liquid, with or without matter in suspension or solution, that is or may be discharged from a trade premises to the Council's sewerage system in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include condensing or cooling waters, stormwater, or domestic sewage which cannot be practically separated from the trade wastes.

TRADE WASTE AGREEMENT means an agreement entered into by a trade waste discharger with WDC pursuant to section 196(1)(a) of the Local Government Act 2002 providing for the discharge of trade wastes to WDC's wastewater system by agreement rather than by way of an Exempt, Permitted, Conditional or Controlled trade waste discharge consent under this Bylaw.

WASTEWATER means water that has been used and contains unwanted dissolved and

and/or suspended substances from communities, including homes, businesses and industries.

WASTEWATER AUTHORITY means the division of WDC, including its authorised agents, responsible for the collection, treatment and disposal of sewage.

WDC means Waitomo District Council or Council.

WORKING DAY means any day of the week other than:

- a) A Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Labour Day;
- b) A day in the period commencing with the 25<sup>th</sup> day of December in a year and ending with the 2<sup>nd</sup> day of January in the following year;
- c) If 1 January falls on a Friday, the following Monday; and
- d) If 1 January falls on a Saturday or a Sunday, the following Monday and Tuesday.

## 1.6 Abbreviations

\$/kg	dollars per kilogram
\$/L/s	dollars per litre per second
\$/m <sup>3</sup>	dollars per cubic metre
°C	degrees Celsius
ANZECC	Australian New Zealand Environment and Conservation Council
B	boron
BOD <sub>5</sub>	biochemical oxygen demand
Br <sub>2</sub>	bromine
CBOD <sub>5</sub>	carbonaceous biochemical oxygen demand
Cl <sub>2</sub>	chlorine
CN	cyanide
COD	chemical oxygen demand
DAF	dissolved air floatation
DP	deposited plan
DRP	dissolved reactive phosphorous
DS	dry solids
E.coli	Escherichia coli
F	fluoride
FOGs	fats, oils and greases
g/m <sup>3</sup>	grams per cubic metre
GST	goods and services tax
H <sub>2</sub> S	hydrogen sulphide
HAHs	halogenated aromatic hydrocarbons
HCHO	formaldehyde
HCN	hydrogen cyanide
hr	hour
HSNO	Hazardous Substances and New Organisms Act
kg/day	kilogram per day
L	litre
L/s	litre per second
LGA	Local Government Act 2002
LTP	Long Term Plan
m <sup>3</sup>	cubic metre
max.	maximum
MBAS	methylene blue active substances
MfE	Ministry for the Environment

mg/L	milligram per litre
mL/L	millilitre per litre
mm	millimetres
MSDS	material safety data sheets
N	nitrogen
NH <sub>3</sub>	ammonia
NH <sub>3</sub> -N	ammoniacal nitrogen
P	phosphorus
PAHs	polycyclic (or polynuclear) aromatic hydrocarbons
PBBs	polybrominated biphenyls
PCBs	polychlorinated biphenyls
pH	measure of acidity/alkalinity
RMA	Resource Management Act 1991
s	second
s.	section
s. s	sections
SBR	sequencing batch reactor
SO <sub>4</sub>	sulphate
SS	suspended solids concentration
TA	territorial authority
TN	total nitrogen
TP	total phosphorous
TSS	total suspended solids
UV	ultra violet
UVT	ultra violet transmission (transmissivity)
WC	water closet
WWA	wastewater authority

## 2.0 COMPLIANCE WITH THE BYLAW

### 2.1 Control of Discharges

#### 2.1.1 No Person shall:

- a) Discharge, or allow to be discharged, any trade waste to a WDC sewerage system except in accordance with the provisions of this Bylaw, or in accordance with a Trade Waste Agreement entered into pursuant to s. 196(1)(a) of the LGA.
- b) Discharge, or allow to be discharged, a prohibited trade waste into a WDC sewerage system
- c) Add or permit the addition of condensing or cooling water to any trade waste which discharges into the sewerage system unless specific approval is given in a consent or in a Trade Waste Agreement.
- d) Add or permit the addition of stormwater to any trade waste which discharges into the sewerage system unless specific approval is given in a consent or a Trade Waste Agreement.

2.1.2 In the event of failure to comply with any part of subclause 2.1.1 (a) – (d), and it is considered necessary to respond appropriately to a situation that may be a nuisance or danger to public health, the Council may suspend the discharge and physically prevent discharge to the sewerage system if a reasonable alternative action cannot be established with the discharging party or parties.

## 2.2 Storage, Transport, Handling and Use of Hazardous or Harmful Materials

- a) All persons on trade premises shall take all reasonable steps to prevent the ~~accidental~~ entry of any of the materials listed in 2.2(c) of this bylaw ~~from entry~~ into the sewerage system as a result of leakage, spillage or other mishap.
- b) No person shall store, transport, handle or use, or cause to be stored, transported, handled or used any hazardous substance as defined by HSNO or any of the materials listed in 2.2(c) ~~in a manner that may cause the material to enter the sewerage system and cause damage to the system or harmful effects: so as to cause the material to enter Council's sewerage system.~~
- c) Materials referred to in 2.2(a) and (b) are those:
  - i) Products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials;
  - ii) Likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous, when mixed with the wastewater stream; and/or
  - iii) Likely to be deleterious to the health and safety of the Council's staff, Approved contractors and the public or be harmful to the Sewerage System and or treatment processes.

## 3.0 TRADE WASTE DISCHARGES AND CONSENTS

### 3.1 Classification of trade waste discharges

3.1.1 Trade Waste discharges shall be classified as one of the following types:

- a) Exempted (~~no consent required, but subject to review~~)
- b) Permitted (~~consent required~~)
- c) Conditional (consent required);
- d) Controlled (consent required)
- e) Prohibited (not consentable)

(NOTE – See definition of each classification in clause 1.5.)

3.1.2 ~~Separate from the consenting regime established by this Bylaw, the Council, instead of granting or refusing a trade waste consent, may agree with a trade waste discharger to enter into a Trade Waste Agreement pursuant to s.196(1)(a) of the LGA. For the avoidance of any doubt, such Trade Waste Agreement is not a consent under this Bylaw, but rather, is a consent by agreement pursuant to s.196(1)(a) of the LGA and/or WDC's general powers of competence.~~

### 3.2 Classification Criteria

~~Trade waste discharge consents will be classified as under subclause 3.1.1 using, but not limited to, the following criteria:~~

- a) Exempted  
Exemption from requiring consent will be granted where the risk of discharge other than equivalent to domestic level discharge is deemed by Council as minimal with the condition that should the situation change in the view of Council the Exemption ~~will be reviewed become null and void~~ and a new application will be required for assessment at that time. ~~or In all events, a~~

review of the ~~exemption of the current situation~~ will be carried out by WDC every 5 years.

b) Permitted Consent

Permitted Consent will be granted where it is deemed by Council that the discharge will have no significant effect on the waste water system, processes and or the environment but monitoring is required for compliance purposes.

c) Conditional Consent

Conditional Consent will be granted where Council deems that devices (like grease traps, oil separators or other devices that mitigate effects) that need to be serviced regularly are required and monitoring is required for compliance purposes.

d) Controlled Consent

Controlled Consent will be considered where the discharge, including special discharges, contains high loads and/or volumes, is **usually** pre-treated and is granted subject to control parameters and a high degree of monitoring.

### 3.3 Acceptance of trade waste

- 3.3.1 The Council is not obliged to accept any trade waste. No application for a trade waste consent **will** be approved where the trade waste discharge would contain, or is likely to contain, characteristics which are prohibited, or may **exceed or damage the residual capacity of the sewerage reticulation, or treatment plant, or effluent disposal system.**

### 3.4 Discharge of trade waste

- 3.4.1 No person shall discharge, or cause to be discharged, any trade waste to **a Council sewerage system** except in accordance with the provisions of this Bylaw **or in accordance with a Trade Wastes Agreement.**

### 3.5 Application for a trade waste consent

3.5.1 Formal application

Every Person who does, proposes to, or is likely to do any of the following, must apply to the Council for a trade waste **discharge** consent:

- a) Discharge into a WDC sewerage system any trade waste (either continuously, intermittently or temporarily); or
- b) Vary the characteristics of a consent to discharge that has previously been granted; or
- c) Vary the conditions of a consent to discharge that has previously been granted; or
- d) Significantly change the method or means of pre-treatment for discharge under an existing consent, **in which event, the Person** shall if required by the Council complete an application on the prescribed form for the Consent of the Council (see Appendix B), to modify the discharge of that trade waste, or to apply for the proposed variations.

- 3.5.2 The Council reserves the right to require the owner as well as the occupier of any trade premises to be party to an application for a trade waste consent.

- 3.5.3 Where the trade premises produces trade waste from more than one area, a separate copy of the "Description of Trade Waste and Premises" (section 3 of Appendix B) shall be included in any application for a trade waste discharge consent for each area. This applies whether or not the separate areas are part of a single or separate trade process.

- 3.5.4 The applicant shall ensure that the application and every other document conveying

required information is properly executed. Any act done for or on behalf of the eventual consent holder (whether for reward or not), in making any such application, shall be deemed to be an act of the consent holder.

3.5.5 The Council may require an application to be supported by an independent report/statement completed by a suitably experienced **and qualified external peer reviewer** ~~external auditor~~ to verify any or all information supplied by the applicant, and this may include a Management Plan.

3.5.6 Every application shall be accompanied by a trade waste application fee in accordance with the Council's Schedule of Rates and Charges.

### 3.6 Processing of an application

3.6.1 The Council shall acknowledge the application in writing within 10 Working Days of the receipt of the application.

### 3.7 Information and analysis

3.7.1 On the receipt of any application for a Trade Waste Consent to discharge from any premises or to alter an existing discharge, the Council may:

- a) Require the applicant to submit any additional information which it considers necessary to reach an informed decision;
- b) Require the applicant to submit a management plan to the satisfaction of the Council; and/or
- c) Whenever deemed necessary by WDC, have the discharge investigated and analysed as provided for in clause 15.3 of this Bylaw.

3.7.2 The Council shall notify the applicant of any requirement under this clause within 10 Working Days of receipt of the application.

### 3.8 Consideration of an application

Within 20 working days (or extended as necessary by the Council) of receipt of an application complying with this bylaw and/or all ~~requirements~~ **information required** under clause 3.7, whichever is the later, the Council will, after considering the matters in clauses 3.5 and 3.7, action one of the following in writing:

- a) Exempt the application from the requirement to ~~obtain~~ ~~maintain~~ a trade waste discharge consent, subject to **review** conditions.
- b) Grant the application as a Permitted Trade Waste **Discharge Consent** and inform the applicant of the decision by issuing the appropriate notice of consent to discharge, **subject to conditions**;
- c) Grant the application as a Conditional Trade Waste Discharge Consent and inform the applicant of the decision and the conditions imposed on the discharge by issuing the appropriate notice of consent to discharge; or
- d) Grant the application as a Controlled Trade Waste Discharge Consent and inform the applicant of the decision and the conditions imposed on the discharge by issuing the appropriate notice of consent to discharge; or
- e) **Invite the Applicant to enter into a Trade Waste Agreement in accordance with clause 3.1.2, setting out the agreed terms and conditions of the Trade Waste Discharge Consent under which Council to receive, treat and dispose of the applicant's trade waste; or**
- f) Decline the application and notify the applicant of the decision giving a statement of the reasons for refusal.



### 3.9 Consideration criteria

In considering any application for a Trade Waste Discharge Consent to discharge from any trade premises or tankered waste into a WDC sewerage system, imposing conditions on such consent, or considering exempting or declining a consent application, the matters the Council will take into account include but are not limited to:

- a) The quality, volume, and rate of discharge of the trade waste from such trade premises or tanker;
- b) The health and safety of Council staff, Council's agents and the public;
- c) The limits and/or maximum values for Characteristics of Trade Waste as specified in Schedules 1A to 1D of this bylaw;
- d) The extent to which the trade waste may react with other trade waste or foul water to produce an undesirable effect, e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the Sewerage System etc;
- e) The flows and velocities in the sewer, or sewers and the material or construction of the sewer or sewers;
- f) The capacity of the WDC sewer or sewers and the capacity of any sewage treatment works, and other facilities;
- g) The nature of any sewage treatment process and the degree to which the trade waste is capable of being treated in the sewage treatment plant;
- h) The timing and balancing of flows into the sewerage system;
- i) The existence of statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of sewage sludges, beneficial use of biosolids, and any discharge to air, (including the necessity for compliance with any resource consent, discharge permit or water classification);
- j) The effect of the trade waste discharge on the ultimate receiving environment;
- k) The conditions on resource consents for the sewerage system and the residuals from it;
- l) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to humans, the sewerage system and/or the environment;
- m) Consideration for other existing or future discharges;
- n) Amenability of the trade waste to pre-treatment;
- o) Existing pre-treatment works on the premises and the potential for their future use;
- p) Cleaner Production techniques and waste minimization practices;
- q) Requirements and limitations related to sewage sludge disposal and reuse;
- r) Control of stormwater from a trade waste premises;
- s) The contents of , or need for, a trade wastes management plan; and
- t) Tankered waste being discharged at an approved location(s).

### 3.10 Conditions of Trade Waste Consent

Any trade waste consent to discharge may be granted subject to such conditions that the Council may impose, including but not limited to:

- a) The particular WDC sewerage system to which the discharge will be made;
- b) The maximum daily volume of the discharge and the maximum rate of discharge, and the duration of maximum discharge;

- c) The maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with the classification under clause 3.2
- d) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
- e) The degree of acidity, or alkalinity of the discharge at the time of discharge;
- f) The temperature of the trade waste at the time of discharge;
- g) The provision and or maintenance by, or for the consent holder, at the consent holder's expense, of screens, grease traps, silt traps or other pre-treatment works to control trade waste discharge characteristics to the consented levels;
- h) Provision of separate sewers to conduct trade and domestic wastewater separately to the Council wastewater system
- i) The provision and maintenance at the consent holder's expense of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection;
- j) The provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements, at the consent holder's expense;
- k) The method or methods to be used for the measuring of flow rates and/or volume and taking samples of the discharge for use in determining compliance with the consented limits and the amount of any trade waste charges applicable to that discharge;
- l) The provision and maintenance by, and at the expense of, the consent holder of such meters or devices as may be required to measure the volume or flow rate of any trade waste being discharged from the trade premises, and for the testing and calibration of such meters;
- m) The provision and maintenance, at the consent holder's expense of such services, (whether electricity, water or compressed air or otherwise), which may be required, in order to operate meters and other required devices;
- n) At times specified, the provision in a Council approved format by the consent holder to the Council of all flow and/or volume records and results of analyses (including pre-treatment by-products e.g. sewage sludge disposal);
- o) The provision and implementation of a trade wastes management plan;
- p) Risk assessment of damage to the environment due to an accidental discharge of a chemical;
- q) Waste minimisation and management measures and financial incentives for achieving same;
- r) Cleaner production techniques;
- s) Remote control of discharges;
- t) Third party treatment, carriage, discharge or disposal of by-products of pre-treatment of trade waste (including sewage sludge disposal);
- u) Requirement to provide a bond or insurance in favour of the Council where failure to comply with the consent could result in damage to the Council's sewerage system, or could result in the Council being in breach of any statutory obligation; and
- v) Remote monitoring of discharges.

### 3.11 Trade Waste Agreements

- 3.11.1 The Council may at any time, pursuant to the power to do so under s.196 (1)(a) of the LGA, enter into a written agreement for the collection, treatment and disposal of trade

wastes with a trade waste discharger. Any such agreement may be made in addition to or in place of an existing trade waste consent.

- 3.11.2 Every duly executed Trade Waste Agreement for the discharge and reception of trade waste between a trade wastes discharger and the Council existing at the date this Bylaw comes into force shall continue in force on the same terms and conditions until the expiry date of the agreement, or as amended or terminated as a consequence of any earlier review.
- 3.11.3 Where an existing trade waste agreement is silent as to its term, that agreement shall be terminable on six months' written notice by the Council and the trade waste discharger shall thereafter be required to apply for a trade waste consent in accordance with this Bylaw, and/or enter into a new Trade Waste Agreement.
- 3.11.4 Where, in the opinion of the Council, an existing trade waste agreement does not incorporate adequate sampling or monitoring or charging provisions, or the consent classifications under clause 3.2 of this Bylaw do not adequately reflect the unique aspects of a proposed trade waste discharge, including but not limited to pre-treatment criteria, monitoring, and charging, the Council may review the Agreement. The trade waste discharger shall comply with any such requirements within a reasonable timeframe as determined and notified by the Council.

### 3.12 Duration

#### 3.12.1 Exempted and Permitted discharges

Exempted discharges and Permitted Discharge **Consents** will remain in force for five (5) years or until either:

- a) Cancellation under 3.14; or
- b) **Reviewed pursuant to Clause 3.13 including if (but not limited to):**
  - i) The quantity and nature of the discharge changes significantly. For a temporary discharge see Appendix C;
  - ii) If in the opinion of the Council the discharge changes or is likely to change to such an extent that it becomes a Conditional, Controlled or Prohibited Trade Waste;
  - iii) The Council changes the trade waste management procedures by implementation of changed Trade Waste Bylaw conditions or any amendment to, or replacement of, its Trade Waste Bylaw; or
  - iv) The conditions on resource consents for the **WDC** sewerage system and the residuals from it change.

In all cases, after appropriate consultation, the Person shall apply within 10 Working Days of this change occurring for an appropriate Consent, in accordance with Clause 3.5 of this Bylaw. This application shall be approved prior to the occurrence of any new discharge.

#### 3.12.2 Conditional Trade Waste Consents

~~Subject to clauses 3.11 and 16.1,~~ Conditional Trade Waste Consents under this bylaw shall expire at the end of a term fixed by the Council subject to the following:

- a) Conditional Trade Waste Consents may be given for a term not exceeding five years to a Consent Holder who at the time of application satisfies the Council that:
  - i) The nature of the trade activity, or the process design and/or management of the Premises are such that the Consent Holder has a demonstrated ability to meet the conditions of the Consent during its term; and/or

- ii) Cleaner production techniques are successfully being utilised, or that a responsible investment in cleaner Production equipment or techniques is being made; and/or
  - iii) Significant investment in pre-treatment facilities has been made, such that a longer period of certainty for the amortising of this investment is considered reasonable; and/or
  - iv) The reissuing of a consent cannot be unreasonably withheld.
- b) Notwithstanding subclause a) above, the Council retains the right to review the conditions at an earlier time **by reason of changed circumstances**. The reasons for such an earlier review could include:
- i) The level of consent holder compliance, including any accidents including spills or process mishaps.
  - ii) Matters pertaining to the Council's resource consents for the **relevant** sewerage system.
  - iii) Matters pertaining to the Council's environmental policies and outcomes.
  - iv) New control and treatment technologies and processes.
  - v) Any of the matters outlined in clause 4 of this bylaw.
  - vi) Matters pertaining to the Council's legal obligations.
- c) In all other cases, the term of a Conditional Trade Waste Consent should not exceed two years;
- ~~d) In all cases where either the consent holder or the owner of the Premises changes, or there is a change of use, a new application for an appropriate trade waste consent shall be made. It shall be the responsibility of the consent holder to lodge the new application; and~~
- ~~e) The conditions on resource consents for the sewerage system and the residuals from it change.~~

### 3.12.3 Controlled Trade Waste Consents

~~Subject to 3.13 and 6.0~~ Controlled Trade Waste Consents under this bylaw shall expire at the end of a term fixed by the Council subject to the following:

- a) **Controlled** Trade Waste Consents may be **issued** for a term not exceeding five years to a Consent Holder who at the time of application satisfies the Council that:
- i) The nature of the trade activity, or the process design and/or management of the Premises are such that the consent holder has a demonstrated track-record of **consistently** meeting the conditions of the consent during its term, **including payment of monthly trade waste charges by the due date**; and/or
  - ii) Cleaner production techniques are successfully being utilised, or that a responsible investment in cleaner production equipment or techniques is being made; and/or
  - iii) Significant investment in pre-treatment facilities has been made, such that a longer period of certainty for the amortising of this investment is considered reasonable; and/or
  - iv) **The withholding of a new consent would be unreasonable**; and/or
  - v) The nature of the discharge and/or the location of the specific premises warrants consideration as a Special Discharge.

- b) In all other cases the term of a Controlled Trade Waste Consent shall not exceed three years;
- c) Notwithstanding subclauses a) and b) above, the Council retains the right to review the conditions at an earlier time **by reason of changed circumstances**. The reasons for such an earlier review could include:
- i) The level of consent holder compliance, including any accidents including spills or process mishaps.
  - ii) Matters pertaining to the Council's resource consents for the sewerage system.
  - iii) Matters pertaining to the Council's environmental policies and outcomes.
  - iv) New control and treatment technologies and processes.
  - v) Any of the matters outlined in clause 4.0 of this bylaw.
  - vi) Matters pertaining to the Council's legal obligations, including the conditions on resource consents for the relevant WDC sewerage system change.
- d) In all cases where either the consent holder or the owner of the premises changes, or there is a change of use, a new application for a Controlled Trade Waste Consent shall be made. It shall be the responsibility of the consent holder to lodge the new application; and
- ~~e) The conditions on resource consents for the WDC sewerage system and the residuals from it change.~~

### ~~3.13 Technical review and variation Review and/or variation occasioned by changed circumstances~~

- ~~3.13.1 The Council may at any time require a person undertaking a Permitted Discharge to apply for a trade waste discharge consent in accordance with clauses 3.5 and 3.2. This section applies to any situation under this Bylaw providing for review.~~
- ~~3.13.2 In the event that the circumstances and/or effects of any trade waste discharge and/or consent materially change from those that existed at the date of the granting of the consent, then either or both of the Council and/or the consent holder may give written notice to the other of its intention to review the consent and/or its terms and conditions.~~
- ~~3.13.3 Without limiting the generality of clause 3.13.2, a review may be undertaken for any of the following purposes:~~
- ~~i) To achieve and/or promote any of the Purposes of this Bylaw as specified in clause 1.2;~~
  - ~~ii) To review the effectiveness of the terms and conditions of the trade waste consent in avoiding or mitigating any adverse effects on the council's wastewater infrastructure, including on its wastewater treatment plants, and/or on the environment, arising from exercise of the consent;~~
  - ~~iii) To review the effectiveness and/or continued appropriateness of the terms and conditions of the consent to ensure continued compliance by the Council with any requirements and/or obligations imposed by law and specifically, with resource consents held by the Council for the operation and discharge from the Council's wastewater infrastructure including its wastewater reticulation, and its wastewater treatment plants;~~
  - ~~iv) To review the adequacy of and/or the necessity for monitoring and/or testing required of and/or undertaken by the Consent Holder, specifically its frequency, methods, record keeping and reporting;~~

- v) If necessary and appropriate, to require the Consent Holder to adapt its operations in order to appropriately respond to the changed circumstances that have arisen.

3.13.4 For the avoidance of any doubt, the Council, on any review undertaken pursuant to this clause 3.13, may cancel and/or amend and/or add to any terms and conditions of any consent which is the subject of the review, and the consent holder shall comply with and observe those cancelled/amended/added terms and conditions from the date the review decision is issued by the Council or from such later date as the review decision specifies.

3.13.5 Any notice of intention to review given pursuant to clause 3.13.2 shall be deemed to be, and will be processed by the Council as, an application by the Consent Holder for a new consent, and:

- i) the Consent Holder shall at its expense provide the Council with such information and reports as the Council might reasonably require for the purposes of the review;
- ii) the Council will otherwise follow for the review the same processes as it would have if the review were a new application for a consent;
- iii) to the extent that the changed circumstances reasonably require, the Council will consult with the Consent Holder with respect to any proposed amendments and/or conditions or deletions to the terms and conditions of the consent that the Council considers might be required or are appropriate to respond to the changed circumstances;
- iv) The costs associated with the review may be recovered from the Consent Holder as if the review were an application for a new consent.

3.13.6 ~~The Council may at any time during the term of a trade waste consent, by written notice to the Consent Holder (following a reasonable period of consultation), vary any condition to such an extent as the Council considers necessary following a review of the technical issues considered when setting conditions of Consent. This may include circumstances where new information becomes available, or new resource consent conditions are imposed on the discharge from the Council's wastewater treatment plant, or any other legal requirements imposed on the Council.~~

3.13.7 A Consent Holder may at any time during the term of a Consent, by written application to the Council, seek to vary any condition of Consent, as provided for in clause 3.5.1 of this bylaw.

### 3.14 Cancellation of the right to discharge

3.14.1 Suspension, ~~or~~ cancellation ~~or~~ reduction of discharge on notice

The Council may suspend, ~~or~~ cancel ~~or~~ reduce the amount to be discharged to the Council sewerage system under any consent or right to discharge at any time following 20 working days' (during which consultation has occurred) notice to the consent holder or person discharging any trade waste for any of (but not limited to) the following reasons:

- a) Failure to comply with any condition of the consent;
- b) Failure to maintain effective control over the trade waste discharge;
- c) Failure to limit in accordance with the requirements of the consent the volume, nature, or composition of Trade Waste being discharged;
- d) In the event of any negligence which, in the opinion of the Council, threatens the safety of, or threatens to cause damage to any part of the sewerage reticulation system or the treatment plant or threatens the health or safety of any person;
- e) If any occurrence happens that, in the opinion of the Council, poses a serious threat to the environment;

- f) In the event of any breach of a resource consent held by the Council for the operation of the sewerage system issued under the Resource Management Act 1991 and any amendments;
- g) For failure to provide and when appropriate update a management plan as required for a consent;
- h) For failure to follow the management plan provisions at the time of an unexpected, unscheduled or accidental occurrence;
- i) Failure to pay any charges due under this bylaw;
- j) If any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the right to discharge
- k) If in the opinion of the Council the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent and/or requires or would require any identified additional treatment measures or costs to comply with or avoid a breach of any such resource consent held by the Council for the operation of the Council sewerage system.

If process changes required by the consent holder or occupier to comply with any of the above matters will take more than 20 working days to implement, reasonable time may be given by WDC to comply with the consent conditions.

#### 3.14.2 Summary cancellation

Further to subclause 3.14.1, any trade waste consent to discharge may at any time be summarily cancelled by the Council on giving to the Consent Holder, or person discharging, written notice of summary cancellation if (but not limited to):

- a) The discharge contains any prohibited substance;
- b) The Council is lawfully directed to withdraw or otherwise to terminate the consent summarily;
- c) The discharge is carried out unlawfully;
- d) The continuance of discharge is, in the opinion of the Council, a threat to the environment or public health;
- e) The continuance of the trade waste discharge may, in the opinion of the Council, result in a breach of a resource consent held by the Council for the operation of the sewerage system; or
- ~~f) In the opinion of the Council the continuance of the discharge puts at risk the ability of the Council to comply with conditions of a resource consent and/or requires identified additional treatment measures or costs to comply with or avoid a breach of any such resource consent held by the Council for the operation of the Council sewerage system.~~

### 3.15 No transfer or assignment or change of use

3.15.1 Any trade waste discharge consent granted pursuant to this Bylaw, or any trade waste agreement entered into pursuant to s.196(1)(a) of the LGA shall be personal to the trade waste discharger and shall not be assignable or transferable without the prior written approval of the Council.

3.15.2 A change of use of trade premises to which a trade waste consent has been granted shall be deemed a transfer. In that event, the existing consent shall terminate and a new consent for the new use (if it involves a trade waste discharge) is required and shall be applied for.

## 4.0 TRADE WASTE APPROVAL CRITERIA

### 4.1 Pre-Treatment

- 4.1.1 The Council may approve a trade waste discharge (see Appendix B for appropriate form) subject to the provision of appropriate pre-treatment systems to enable the person discharging to comply with the bylaw. Such pre-treatment systems shall be provided, operated and maintained by the person discharging at their expense.
- 4.1.2 Refuse or garbage grinders and macerators shall not be used to dispose of solid waste from trade premises to the Council sewerage system unless approved by the Council.
- 4.1.3 The person discharging shall not, unless approved by the Council, add or permit the addition of any potable, condensing, cooling water or stormwater to any trade waste stream in order to vary the level of any characteristics of the waste.

### 4.2 Mass Limits

- 4.2.1 A **Conditional** or Controlled Trade Waste Consent to discharge may impose controls on a trade waste discharge by specifying mass, volume or concentration limits for any characteristic.
- 4.2.2 ~~Mass Limits may be imposed for any Characteristic.~~ Any characteristic controlled by mass limit shall also have its maximum concentration limited to the value scheduled unless approved otherwise.
- 4.2.3 When setting mass limit allocations for a particular characteristic **that can be made available for trade waste discharges**, the Council will consider:
- a) The operational requirements of and risk to the **capacity and capability** of the sewerage system, and risks to occupational health and safety, public health, and the ultimate receiving environment;
  - b) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or sewage sludge;
  - c) Conditions in the sewerage system near the trade waste discharge point and elsewhere in the sewerage system;
  - d) The extent to which the available industrial capacity of the **Council sewerage system** was used in the last financial period and is expected to be used in the forthcoming period;
  - e) Whether or not the applicant uses or plans to use Cleaner Production techniques within a period satisfactory to the Council;
  - f) Whether or not there is any net benefit to be gained by the increase of one characteristic concurrently with the decrease of another to justify any increased application for industrial capacity;
  - g) **Resource consent** requirements of the **Waikato Regional Council or WDC** to manage or reduce the effects of pollutant discharge from the sewerage system;
  - h) The **proportional mass load** of a characteristic of the **trade waste** discharge to the total mass **load** of that characteristic in the sewerage system;
  - i) The total mass load of the characteristic **that can be accepted at the WDC** sewerage system, and the proportion (if any) to be reserved for **emergencies** and future allocations;
  - j) **The extent to which the available industrial capacity of the WDC sewerage system is being used and is expected to be used in the forthcoming year;**
  - k) Whether or not there is an interaction with **another** characteristic(s) which increases or decreases the effect of either characteristic(s) on the sewerage



reticulation, treatment process, or receiving land or water

## 5.0 SAMPLING, TESTING AND MONITORING

### 5.1 Flow Metering

5.1.1 Flow metering may be required by the Council in any of the following circumstances:

- a) On discharges when there is not a reasonable relationship between a metered water supply to the premises, and the discharge of trade waste.
- b) When the Council will not approve a method of flow estimation.
- c) When the discharge represents a significant proportion of the total flow/load received by the Council.
- d) Otherwise determines that flow metering is necessary.

5.1.2 The consent holder shall be responsible for, and all costs associated with, the supply, installation, reading and maintenance of any meter required by the Council for the measurement of the rate or quantity of discharge of trade wastes. These devices shall be subject to the approval of the Council, but shall remain the property of the Consent Holder. Where Council owns the equipment and provides the service, the consent holder shall be responsible for the cost thereof.

5.1.3 Records of flow and/or volume shall be available for viewing at any time by the Council, and shall be submitted to the Council at prescribed intervals by the consent holder in a format approved by the Council.

5.1.4 Meters shall be located in a position approved by the Council which provides the required degree of accuracy and should be readily accessible for reading and maintenance. The meters shall be located in the correct position according to the manufacturer's installation instructions.

5.1.5 The consent holder shall arrange for *in situ* calibration of the flow metering equipment and instrumentation by a person and method approved by the Council upon installation and at least once a year thereafter to ensure its performance. The meter accuracy should be within  $\pm 10\%$  but with no greater deviation from the previous meter calibration of  $\pm 5\%$ . A copy of independent certification of each calibration result shall be submitted to the Council.

5.1.6 Should any meter, after being calibrated, be found to have an error greater than that specified in 5.1.5 as a repeatable measurement, the Council may make an adjustment in accordance with the results shown by such tests back-dated for a period at the discretion of the Council ~~but not exceeding 12 months~~, and the consent holder shall pay or be credited a greater or lesser amount according to such adjustment.

### 5.2 Estimating discharge

5.2.1 Where no meter or similar apparatus is warranted, the Council may require that a percentage of the water supplied to the premises (or other such basis as seems reasonable) be used for estimating the rate or quantity of flow for the purposes of charging.

5.2.2 Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the discharge for the period since the previous reading of such meter, (based on the average of the previous 12 months charged to the person discharging) and they shall pay according to such estimate. Provided that when by reason of a large variation of discharge due to seasonal or other causes, the average of the previous 12 months would be an unreasonable estimate of the discharge, then the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the person discharging shall pay according to such an estimate.

5.2.3 Where in the opinion of the Council, a meter has been tampered with, the Council (without

prejudice to the other remedies available) may declare the reading void and estimate discharge as provided above.

### 5.3 Sampling and analysis

5.3.1 As determined by the Council sampling, testing and monitoring may be undertaken to determine if:

- a) A discharge complies with the provisions of this Bylaw
- b) The characteristics of a discharge are consistent with application details and any controls that may be required to manage the discharge
- c) A discharge is to be classified as a Permitted, Conditional, Controlled or Prohibited, (refer to clause 3.1)
- d) A discharge complies with the provisions of relevant Schedule 1A – 1D for a specific discharge and any consent to discharge
- e) Trade waste consent charges are applicable to that discharge.

5.3.2 The taking, preservation, transportation and analysis of the sample shall be undertaken by an authorised officer or agent of the Council, or the person discharging in accordance with accepted industry standard methods, or by a method specifically approved by the Council. The person discharging shall be responsible for all reasonable costs of sampling, analysis and reporting. Where a dispute arises as to the validity of the methods or procedures used for sampling or analysis, the dispute may be submitted to a mutually agreed independent arbitrator.

5.3.3 All authorised officers or authorised agents of the Council, or any analyst may enter any trade premises believed to be discharging trade waste at any time in order to determine any characteristics of any actual or potential discharge by:

- a) Taking readings and measurements;
- b) Carrying out ~~an~~ inspections;
- c) Taking samples for testing,

of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

5.3.4 Authorisation for entry to trade premises will be as provided in the Local Government Act 2002 and entry shall be in compliance with the health and safety policies of that particular site.

### 5.4 Monitoring

5.4.1 Monitoring for compliance.

The Council is entitled to monitor and audit any trade waste discharge for compliance. Whether for a Permitted Discharge or a Conditional or Controlled Consent discharge, monitoring may be carried out as follows:

- a) The Council or its authorised agent will take the sample and arrange for this sample to be analysed in an approved laboratory by agreed/approved analytical methods;
- b) The sampling procedure will be appropriate to the trade waste and the analysis;
- c) The Council will audit the sampling and analysis carried out by a self-monitoring trade waste discharger. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process;
- d) The Council will audit the sampling and analysis carried out by an analyst. Analysis will be performed by an approved laboratory. Inter-laboratory checks

are to be part of this process; and

- e) The Council will audit the trade waste consent conditions including any management plans.

At the discretion of Council, all costs of monitoring shall be met by the discharger either through direct payment to the laboratory or to the Council.

#### 5.4.2 Sampling methodology

Normally a single grab or composite sample is sufficient. If required the grab or composite sample can be split equally into three as follows:

- a) One portion of the sample goes to the Trade Waste discharger for appropriate analysis and/or storage;
- b) A second portion of the sample shall be analysed at a laboratory Approved by the Council;
- c) A third portion of the sample is retained by the Council for 20 Working Days, for additional analysis if required.

Due consideration will be applied to any changes that could occur in retained Trade waste samples and provisions to mitigate against changes will be adopted where practicable.

In all cases the samples shall be handled in an appropriate manner such that the characteristics being tested for are, as far as reasonably possible, preserved.

All samples shall be preserved, handled, transported and delivered to an approved laboratory according to best possible practice and approved standards.

#### 5.4.3 Tankered wastes

Tankered wastes not compliant with the **WasteMINZ** Liquid and Hazardous Wastes Code of Practice **2012** shall not be discharged into the Council's sewerage systems by any person **under any circumstances or Consent Holder**.

**Tankered wastes of whatever characteristics shall otherwise not be discharged into the Council's sewerage systems without a trade wastes discharge consent first having been obtained.**

The Council may accept tankered wastes for discharge at an approved location subject to conditions. Tankered waste **contractors/operators** shall:

- a) ~~Be transported by Hold~~ a consent to discharge domestic septic tank or industrial wastes;
- b) Provide appropriate written information to the Council detailing the contents of a tankered waste **for assessment** prior to disposal **approval**;
- c) Be tested to determine their characteristics if the contents of the waste are not known. Specialist advice on pre-treatment ~~or prior to~~ acceptance may be required. The cost of all testing and advice shall be borne by the consent holder/applicant;
- d) Not ~~be picked up~~ collect and transport **trade waste** to the disposal site until **the application has been assessed and approved by the Council** and appropriate arrangements and method for disposal have been determined by the Council;
- e) To prevent cross-contamination between tanker loads, the tanker shall be thoroughly washed prior to collecting a new load for disposal into the Council sewerage system; and
- f) ~~Have~~ Provide a minimum of 24 hours notice **given** for the disposal of waste

types other than those sourced from domestic septic tanks unless there is a standing arrangement with Council for disposal of that particular waste type.

Any person illegally disposing of, or causing to be disposed, tankered waste either by incorrect disclosure of contents (characteristics and/or amount) or dumping into a Council sewerage systems other than at the prescribed location, will be in breach of the bylaw.

#### 5.4.4 Disinfected/super chlorinated water

Any water used during the repair and construction of water mains shall be de-chlorinated prior to the discharge into the sewerage system. Application for a Temporary Discharge Consent shall be made. Such water shall not be disposed of to stormwater or adjacent water courses without appropriate approvals from Waikato Regional Council.

## 6.0 BYLAW ADMINISTRATION

### 6.1 Review of decisions

If any consent holder is dissatisfied with any decision by an authorised officer made under this bylaw, that consent holder may, by notice delivered to the Chief Executive Officer of the Council not later than 20 Working Days after the decision by the authorised officer is served upon that person, request the Chief Executive Officer to review any such decision and such a decision shall be final.

Nothing in this clause shall affect any right of appeal under the Local Government Act 2002.

### 6.2 Accidents and non-compliance

The consent holder shall inform the Council immediately on discovery of any accident including spills or process mishaps that may cause a breach of this bylaw.

In the event of an accident occurring on the trade premises of a Permitted Discharge, the Council may require the consent holder to apply for a Conditional Consent.

In the event of any accident occurring when the consent holder holds a Conditional Consent, then the Council may review the consent under subclause 3.12.2 or may require the consent holder to review its contingency procedures and re-submit to Council for approval its revised trade waste management plan, or may require the consent holder to apply for a Controlled Trade Waste Discharge Consent, within 20 working days of the date such requirement is notified to the consent holder in writing.

In the event of any accident occurring when the consent holder holds a Controlled Trade Waste Discharge Consent ~~governed by a Trade Wastes Agreement~~, then the Council may review the consent under subclause 3.12.3 or may require the consent holder, within 20 Working Days of the date such requirement is notified to the consent holder in writing, to review its contingency procedures and re-submit to Council for approval its revised trade wastes management plan. In addition, it shall pay such cost and or penalties as provided for in the trade waste discharge consent.

### 6.3 Charges and payments

#### 6.3.1 Charges

The Council may recover costs in accordance with the Local Government Act 2002, in particular s.12 and s.150, and the Local Government (Rating) Act 2002. Schedule 1E outlines a regime of possible trade waste discharge charge categories, together with full cost recovery formulae and or method of calculation.

#### 6.3.2 Invoicing

All charges determined in accordance with 6.3.1 shall be invoiced in accordance with

Council's standard commercial practice. The invoice shall provide the consent holder with copy of the information and calculations used to determine the extent of any charges and fees due, in regard to a discharge.

#### 6.3.3 Cease to discharge

The person discharging shall be deemed to be continuing the discharge of trade waste and shall be liable for all charges, until Notice of Disconnection is given.

#### 6.3.4 Failure to pay

All charges payable under this bylaw shall be recoverable as a debt. If the person discharging fails to pay any charges under this bylaw the Council may cancel the right to discharge in accordance with clause 3.14.

#### 6.3.5 Recovery of costs

The Council may recover costs under the Local Government Act 2002 as follows:

- The associated costs of owning and providing sewerage assets, goods, services and amenities for managing, conveying, treating and disposing of trade wastes, in accordance with s.150(6) of the LGA.
- The costs of processing, inspecting and administering trade waste matters provided for in this Bylaw, in accordance with s.150(1) of the LGA.
- The costs of wilful damage or negligent behaviour, in accordance with s. 175 of the LGA.
- The costs of remedying damage arising from breach of this Bylaw and/or any associated operational discharge resource consent, in accordance with s. 176 of the LGA.

#### 6.3.6 Trade Waste Agreements

Where an applicant seeks to discharge a significant or unique trade waste to a WDC sewerage system, a trade waste agreement may be entered into (see clause 3.11). The method of charging may vary, by agreement, from that for a standard Controlled Trade Waste Discharge Consent to take account of:

- The significant and specific nature and/or scale of the trade premises;
- The level of pre-treatment investment and/or capital contribution required by the trade premises to reduce the impact of the load and/or volume of its trade waste discharge on the WDC sewerage system;
- Financial mechanisms agreed to incentivise the trade premises to consistently achieve a high quality trade wastes discharge and compliant with the agreed parameters, and the risks attaching to potential breaches carried by the trade premises;
- The need for certainty for the trade premises to maintain production commitments without interruptions due to non-compliance and the value of buffer capacity at the wastewater treatment plant attaching to that;

### 6.4 Authorised officers

All authorised officers of the Council, or other persons authorised under s. 174 or s. 177 or paragraph 32 of schedule 7 of the Local Government Act 2002, shall possess and produce on request warrants of authority and evidence of identity.

Any authorised officers may at any reasonable time enter any premises believed to be discharging trade wastes to determine any characteristic of any discharge by:

- a) Taking readings and measurements; and/or

- b) Taking samples or any solids, liquids or gaseous material or any combination or mixtures of such materials being discharged; and/or
- c) Observing accidental occurrences and clean-up.

The extent and level of delegation to authorised officers will be in accordance with the Council's Register of Statutory Delegations and Warrants.

Authorisation for entry to premises is given under the Local Government Act 2002. Entry shall be in compliance with the health and safety policies of that particular site.

## 6.5 Transfer or termination of rights and responsibilities

6.5.1 A trade waste discharge consent will be issued in the name of the given consent holder. The consent holder shall not, unless **prior** written approval is obtained from the Council:

- a) Transfer to any other party the rights and responsibilities provided for under this bylaw, or under the consent;
- b) Allow a point of discharge to serve another premises, or the private drain to that point to extend by pipe or any other means to serve another premises; or
- c) In particular and not in limitation of the above, allow sewage from any other party to be discharged at their point of discharge.

NOTE – This clause does not relate to Exempt Discharges.

6.5.2 Renewal of a trade waste discharge consent **on expiry or change of ownership** of premises is not automatic. Council shall be given prior notification in writing of the date of change of ownership. Continuation of the associated trade waste discharge consent shall not be unreasonably withheld if the characteristics of the discharge remain unchanged.

NOTE – This clause does not relate to Exempt Discharges.

6.5.3 The consent holder shall give 48 hours **prior** notice in writing to the Council of its requirement for disconnection of the discharge connection and/or termination of the discharge consent, except where demolition or relaying of the discharge drain is required, in which case prior notice shall be given within seven working days. The consent holder shall notify the Council of the new address details for final invoicing.

On permanent disconnection and/or termination, the consent holder may at the Council's discretion be liable for trade waste charges to the end of the current charging period.

6.5.4 When a consent holder discharging ceases to occupy premises from which trade wastes are discharged into the **Council** sewerage system, any relevant trade waste discharge consent shall terminate, but without relieving the consent holder from any obligations existing at the date of termination.

## 6.6 Service of documents

6.6.1 Delivery or post

Any notice or other document required to be given, served or delivered under this bylaw to a consent holder may (in addition to any other method permitted by law) be given or served or delivered by being:

- a) Sent by pre-paid ordinary mail, courier, facsimile or email to the consent holder discharging at the Consent Holders' last known place of residence or business;
- b) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the consent holder discharging at any address for service specified in a consent to discharge;
- c) Where the consent holder discharging is a body corporate, sent by pre-paid ordinary mail, courier, or facsimile, or email to, or left at its registered office; or

- d) Personally served on the Consent Holder discharging.

#### 6.6.2 Service

If any notice or other document is:

- a) Sent by post it will be deemed received on the **second working day** (~~excluding weekends and public holidays~~) after posting;
- b) Sent by facsimile or email and the sender's facsimile or email machine produces a transmission report indicating that the facsimile or email was sent to the addressee, the report will be prima facie evidence that the facsimile or email was received by the addressee in a legible form at the time indicated on that report; or
- c) Sent by courier and the courier obtains a receipt or records delivery on a courier run sheet, the receipt or record of delivery on a courier run sheet will be prima facie evidence that the communication was received by the addressee at the time indicated on the receipt or courier run sheet, or left at a conspicuous place at the trade premises, or is handed to a designated person(s) nominated by the consent holder then that shall be deemed to be service on, or delivery to, the consent holder at that time.

NOTE – It should be verified that notice has been served on the correct person.

#### 6.6.3 Signature

Any notice or document to be given, served or delivered shall be signed by an authorised officer.

#### 6.7 Offences

Every person or consent holder or owner or occupier of trade premises who:

- a) fails to comply with or acts in contravention of any provision of this Bylaw; or
- b) breaches the conditions of any consent to discharge **trade wastes** granted pursuant to this Bylaw; or
- c) fails to comply with a notice served under this Bylaw, or
- d) **undertakes or permits or causes a prohibited discharge to occur.**

either commits an offence under s. 239 of the Local Government Act 2002, and is liable on summary conviction to a fine as specified in s. 242 of the Local Government Act 2002 or, if the offence is an infringement offence, may be proceeded against under the Summary Proceedings Act 1957 or be served with an Infringement Notice under s. 245 of the Local Government Act 2002.

In all cases the Council may recover costs associated with damage to the Council sewerage system and/or breach of this bylaw in accordance with s. 175 and s. 176 of the Local Government Act 2002.

<b>SCHEDULE 1A: PERMITTED DISCHARGE CHARACTERISTICS</b>
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**1A.1 INTRODUCTION**

1A.1.1 The nature and levels of the characteristics of any trade waste discharged to the Council sewerage system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a trade waste.

NOTE – It is very important to refer to the guideline tables for background reasons for contaminant concentrations.

1A.1.2 The Council shall take into consideration the combined effects of trade waste discharges **on the capacity and performance of the sewerage** system and may make any modifications to the following acceptable characteristics for individual discharges the Council believes are appropriate.

1A.1.3 The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Council, refer to 3.12 of the bylaw.

**1A.2 PHYSICAL CHARACTERISTICS**

1A.2.1 Flow

- a) The 24 hour flow volume shall be less than 5 m<sup>3</sup>.
- b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

1A.2.2 Temperature

The temperature shall not exceed 40 °C.

1A.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any trade waste shall have a Maximum Concentration which shall not exceed 500 g/m<sup>3</sup>. For Significant Industry this may be reduced to 300 g/m<sup>3</sup>.
- c) The settleable solids content of any trade waste shall not exceed 50 mL/L.
- d) The total dissolved solids concentration in any Trade Waste shall be subject to the Approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of Sewage in the drainage system or treatment plant shall not be present.

1A.2.4 Oil and grease

- a) There shall be no free or floating layer of oil and grease.
- b) A trade waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed **100** g/m<sup>3</sup> as petroleum ether extractable matter when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted



by a factor of 10 by raw Sewage, throughout the range of pH 6.0 to pH 10.0.

- c) A Trade Waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable shall not exceed 500 g/m<sup>3</sup> when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.
- d) Emulsified oil, fat or grease shall not exceed 100 g/m<sup>3</sup> as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.

#### 1A.2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

#### 1A.2.6 Emulsions of paint, latex, adhesive, rubber, plastic

- a) Where such emulsions are not treatable these may be discharged into the Sewer subject to the total suspended solids not exceeding 500 g/m<sup>3</sup> or the concentration agreed with the Council.
- b) The Council may determine that the need exists for Pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council treatment plant e.g. reduces % UVT (ultra violet transmission).
- c) Such emulsions of both treatable and non-treatable types shall be discharged to the Sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public Sewer.

#### 1A.2.7 Radioactivity

Radioactivity levels shall not exceed National Radiation Laboratory Guidelines.

#### 1A.2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated Sewage discharge Consent.

### 1A.3 CHEMICAL CHARACTERISTICS

#### 1A.3.1 pH value

The pH shall be between 6.0 and 10.0 at all times.

#### 1A.3.2 Organic strength

##### 1A.3.2.1 The Biochemical Oxygen Demand (BOD<sub>5</sub>) of any waste may require to be restricted where the capacity for receiving and treating BOD<sub>5</sub> is limited. A BOD<sub>5</sub> restriction may be related to Mass Limits.

Where there is no Council treatment system for organic removal the BOD<sub>5</sub> shall not exceed 500 g/m<sup>3</sup>.

NOTE – For biological process inhibiting compounds see table 5 in the Guidelines for Sewerage Systems: Acceptance of Trade Wastes (industrial waste) Appendix A.

#### 1A.3.3 Maximum concentrations

The maximum concentrations permissible for the chemical characteristics of an acceptable discharge are set out in Table 1A.1, Table 1A.2 and Table 1A.3.

TABLE 1A.1 – GENERAL CHEMICAL CHARACTERISTICS

(Mass limits may be imposed, refer to clause 4.2)

Characteristic	Maximum concentration (g/m <sup>3</sup> )
MBAS (Methylene blue active substances)	500
<i>(Measures anionic surfactants)</i>	
Ammonia (measured as N)	
- free ammonia	50
- ammonium salts	200
Kjeldahl nitrogen	100
Total phosphorus (as P)	20
Sulphate (measured as SO <sub>4</sub> )	500
Sulphite (measured as SO <sub>2</sub> )	15
Sulphide – as H <sub>2</sub> S on acidification	5
Chlorine (measured as Cl <sub>2</sub> )	
- free chlorine	3
- hypochlorite	30
Dissolved aluminium	100
Dissolved iron	100
Boron (as B)	25
Bromine (as Br <sub>2</sub> )	5
Fluoride (as F)	30
Cyanide – weak acid dissociable (as CN)	5
Tannin	15
Total Alkalinity	100

TABLE 1A.2 – HEAVY METALS

(Mass limits may be imposed, refer to clause 4.2)

<b>Metal</b>	<b>Maximum concentration (g/m<sup>3</sup>)</b>	<b>Daily Mass Limit (g/day)</b>
Antimony	1	2
Arsenic	1	2
Barium	10	15
Beryllium	0.005	0.01
Cadmium	0.3	0.9
Chromium	5	15
Cobalt	5	15
Copper	5	15
Lead	2	6
Manganese	10	30
Mercury	0.02	0.05
Molybdenum	10	30
Nickel	5	15
Selenium	0.25	0.75
Silver	2	6
Thallium	1	2
Tin	5	15
Zinc	5	15

**Notes:**

- Concentration and mass limits adjusted from NZ Model Trade Waste Bylaw to be nearer the levels accepted in New South Wales Australia.
- Present sludge is suitable for soil conditioning but higher heavy metals will prevent that and land filling is then the only solution.

**TABLE 1A.3 – ORGANIC COMPOUNDS AND PESTICIDES**

(Mass limits may be imposed, refer to clause 4.2)

<b>Compound</b>	<b>Maximum concentration (g/m<sup>3</sup>)</b>
Formaldehyde (as HCHO)	50
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Chlorinated phenols	0.02
Petroleum hydrocarbons	30
Halogenated aliphatic compounds	1
Monocyclic aromatic hydrocarbons	5
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Halogenated aromatic hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002 each
Pesticides (general) Includes: insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
Organophosphate pesticides	0.1

<b>SCHEDULE 1B: CONDITIONAL DISCHARGE CHARACTERISTICS</b>
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**1B.1 INTRODUCTION**

1B.1.1 The nature and levels of the characteristics of any trade waste discharged to a WDC **sewerage** system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a trade waste.

NOTE – It is very important to refer to the Guideline tables for background reasons for Contaminant concentrations.

1B.1.2 The Council shall take into consideration the combined effects of trade waste discharges on the capacity and performance of the sewerage system and may make any modifications to the following acceptable characteristics for individual discharges the Council believes are appropriate.

1B.1.3 The nature and levels of any characteristic may be varied to meet any new resource Consents or other legal requirements imposed on the Council, refer to 3.9 of the bylaw.

**1B.2 PHYSICAL CHARACTERISTICS**

1B.2.1 Flow

- a) The 24 hour flow volume shall be less than 5 m<sup>3</sup>.
- b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

1B.2.2 Temperature

The temperature shall not exceed 40 °C.

1B.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any Trade Waste shall have a Maximum Concentration which shall not exceed **1000** g/m<sup>3</sup>. For Significant Industry this may be reduced to 600 g/m<sup>3</sup>.
- c) The settleable solids content of any Trade Waste shall not exceed 50 mL/L.
- d) The total dissolved solids concentration in any Trade Waste shall be subject to the Approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of Sewage in the drainage system or treatment plant shall not be present.

1B.2.4 Oil and grease

- a) There shall be no free or floating layer.
- b) A Trade Waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed 200 g/m<sup>3</sup> as petroleum ether extractable matter when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage, throughout the range of pH 6.0 to pH 10.0.

- c) A Trade Waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable shall not exceed 500 g/m<sup>3</sup> when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.
- d) Emulsified oil, fat or grease shall not exceed 100 g/m<sup>3</sup> as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.

1B.2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

1B.2.6 Emulsions of paint, latex, adhesive, rubber, plastic

- a) Where such emulsions are not treatable these may be discharged into the Sewer subject to the total suspended solids not exceeding 1000 g/m<sup>3</sup> or the concentration agreed with the Council.
- b) The Council may determine that the need exists for Pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council treatment plant e.g. reduces % UVT (ultra violet transmission).
- c) Such emulsions of both treatable and non-treatable types shall be discharged to the Sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public Sewer.

1B.2.7 Radioactivity

Radioactivity levels shall not exceed National Radiation Laboratory Guidelines.

1B.2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated Sewage discharge Consent.

**1B.3 CHEMICAL CHARACTERISTICS**

1B.3.1 pH value

The pH shall be between 6.0 and 10.0 at all times.

1B.3.2 Organic strength

1B.3.2.1 The Biochemical Oxygen Demand (BOD<sub>5</sub>) of any waste may be required to be restricted where the capacity for receiving and treating BOD<sub>5</sub> is limited. A BOD<sub>5</sub> restriction may be related to mass limits.

Where there is no Council treatment system for organic removal, the BOD<sub>5</sub> shall not exceed **1,000** g/m<sup>3</sup>. For Significant Industry this may be reduced to 600 g/m<sup>3</sup>.

NOTE – For biological process inhibiting compounds see Table 5 in the Guidelines for Sewerage Systems: Acceptance of Trade Wastes (industrial waste) Appendix A.

1B.3.3 Maximum concentrations

The maximum concentrations permissible for the chemical Characteristics of an acceptable discharge are set out in Table 1B.1, Table 1B.2 and Table 1B.3.

**TABLE 1B.1 – GENERAL CHEMICAL CHARACTERISTICS**

(Mass limits may be imposed, refer to clause 4.2)

Characteristic	Maximum concentration (g/m <sup>3</sup> )
MBAS (Methylene blue active substances)	500
(Measures anionic surfactants)	
Ammonia (measured as N)	
- free ammonia	50
- ammonium salts	200
Kjeldahl nitrogen	100
Total phosphorus (as P)	20
Sulphate (measured as SO <sub>4</sub> )	500
	1500 (with good mixing)
Sulphite (measured as SO <sub>2</sub> )	15
Sulphide – as H <sub>2</sub> S on acidification	5
Chlorine (measured as Cl <sub>2</sub> )	
- free chlorine	3
- hypochlorite	30
Dissolved aluminium	100
Dissolved iron	100
Boron (as B)	25
Bromine (as Br <sub>2</sub> )	5
Fluoride (as F)	30
Cyanide – weak acid dissociable (as CN)	5
Tannin	15
Total Alkalinity	100

**TABLE 1B.2 – HEAVY METALS**

(Mass limits may be imposed, refer to clause 4.2)

<b>Metal</b>	<b>Maximum concentration (g/m<sup>3</sup>)</b>	<b>Daily Mass Limit (g/day)</b>
Antimony	1	2
Arsenic	1	2
Barium	10	15
Beryllium	0.005	0.01
Cadmium	0.3	0.9
Chromium	5	15
Cobalt	5	15
Copper	5	15
Lead	2	6
Manganese	10	30
Mercury	0.02	0.05
Molybdenum	10	30
Nickel	5	15
Selenium	0.25	0.75
Silver	2	6
Thallium	1	2
Tin	5	15
Zinc	5	15

Concentration and Mass limits adjusted from NZ Model Trade Waste Bylaw to be nearer the levels accepted in New South Wales Australia.

Present sludge is suitable for soil conditioning but higher heavy metals will prevent that and land filling is then the only solution.



**TABLE 1B.3 – ORGANIC COMPOUNDS AND PESTICIDES**

(Mass limits may be imposed, refer to clause 4.2)

<b>Compound</b>	<b>Maximum concentration (g/m<sup>3</sup>)</b>
Formaldehyde (as HCHO)	50
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Chlorinated phenols	0.02
Petroleum hydrocarbons	30
Halogenated aliphatic compounds	1
Monocyclic aromatic hydrocarbons	5
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Halogenated aromatic hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002 each
Pesticides (general) Includes: insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
Organophosphate pesticides	0.1

<b>SCHEDULE 1C: CONTROLLED DISCHARGE CHARACTERISTICS</b>
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**1C.1 INTRODUCTION**

1C.1.1 The nature and levels of the characteristics of any trade waste discharged to the Council system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a trade waste.

NOTE – It is very important to refer to the Guideline tables for background reasons for Contaminant concentrations.

1C.1.2 The Council shall take into consideration the combined effects of trade waste discharges and may make any modifications to the following acceptable Characteristics for individual discharges the Council believes are appropriate.

1C.1.3 The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Council, refer to 3.9 of this bylaw.

**1C.2 PHYSICAL CHARACTERISTICS**

1C.2.1 Flow

- a) The 24 hour maximum flow volume shall be measured in m<sup>3</sup>. **The amount allocated will be at Council's discretion**, or as agreed in individual trade waste **consents or agreements for a Significant Industry**.
- b) The maximum instantaneous flow rate shall be less than 30.0 L/s.

1C.2.2 Temperature

The temperature shall not exceed 40 °C.

1C.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any trade waste shall have a maximum concentration **not greater than 2,000g/m<sup>3</sup>** unless **otherwise agreed in writing by WDC**. For a Significant Industry this maximum **may** be as agreed in an individual Trade Waste Agreement.
- c) The settleable solids content of any Trade Waste shall not exceed 150g/m<sup>3</sup> or as set in individual Trade Waste Agreements.
- d) The total dissolved solids concentration in any trade waste shall be subject to the approval of Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of Sewage in the drainage system or treatment plant shall not be present.

1C.2.4 Oil and grease

- a) There shall be no free or floating layer.
- b) A trade waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed 200 g/m<sup>3</sup> as

petroleum ether extractable matter when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage, throughout the range of pH 6.0 to pH 10.0.

- c) A trade waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable shall not exceed 500 g/m<sup>3</sup> when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.
- d) Emulsified oil, fat or grease shall not exceed 100 g/m<sup>3</sup> as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.

#### 1C.2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

#### 1C.2.6 Emulsions of paint, latex, adhesive, rubber, plastic

- a) Where such emulsions are not treatable these may be discharged into the Sewer subject to the total suspended solids not exceeding 1000 g/m<sup>3</sup> for quantities not exceeding 5m<sup>3</sup> per day or the concentration agreed with the Council.
- b) The Council may determine that the need exists for Pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council treatment plant e.g. reduces % UVT (ultra violet transmission) to levels that interfere with disinfection efficiency.
- c) Such emulsions of both treatable and non-treatable types shall be discharged to the Sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public Sewer.

#### 1C.2.7 Radioactivity

Radioactivity levels shall not exceed National Radiation Laboratory Guidelines.

#### 1C.2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated Sewage discharge Consent.

### 1C.3 CHEMICAL CHARACTERISTICS

#### 1C.3.1 pH value

The pH shall be between 6.0 and 10.0 at all times.

#### 1C.3.2 Organic strength

##### 1C.3.2.1 The Biochemical Oxygen Demand (BOD<sub>5</sub>), Total Suspended Solids (TSS), Total Nitrogen (TN) and Total Phosphorous (TP) of any waste may be restricted where the capacity for receiving and treating these parameters are limited. There may also be a restriction related to Mass Limits of each of these parameters.

NOTE – For biological process inhibiting compounds see table 5 in the Guidelines for Sewerage Systems: Acceptance of Trade Wastes (industrial waste) Appendix E

#### 1C.3.3 Maximum concentrations

The Maximum Concentrations permissible for the chemical Characteristics of an

acceptable discharge are set out in Table 1C.1, Table 1C.2 and Table 1C.3.

TABLE 1C.1 – GENERAL CHEMICAL CHARACTERISTICS

(Mass limits may be imposed, refer to clause 4.2)

Characteristic	Maximum concentration (g/m <sup>3</sup> )
MBAS (Methylene blue active substances)	500
(Measures anionic surfactants)	
Ammonia (measured as N)	
- free ammonia	50
- ammonium salts	200
Kjeldahl nitrogen	360
Total phosphorus (as P)	50
Sulphate (measured as SO <sub>4</sub> )	500
Sulphite (measured as SO <sub>2</sub> )	15
Sulphide – as H <sub>2</sub> S on acidification	5
Chlorine (measured as Cl <sub>2</sub> )	
- free chlorine	3
- hypochlorite	30
Dissolved aluminium	100
Dissolved iron	100
Boron (as B)	25
Bromine (as Br <sub>2</sub> )	5
Fluoride (as F)	30
Cyanide – weak acid dissociable (as CN)	5
Tannin	15
Total Alkalinity	100

TABLE 1C.2 – HEAVY METALS

(Mass limits may be imposed, refer to clause 4.2)

<b>Metal</b>	<b>Maximum concentration (g/m<sup>3</sup>)</b>	<b>Daily Mass Limit (g/day)</b>
Antimony	1	2
Arsenic	1	2
Barium	10	15
Beryllium	0.005	0.01
Cadmium	0.3	0.9
Chromium	5	15
Cobalt	5	15
Copper	5	15
Lead	2	6
Manganese	10	30
Mercury	0.02	0.05
Molybdenum	10	30
Nickel	5	15
Selenium	0.25	0.75
Silver	2	6
Thallium	1	2
Tin	5	15
Zinc	5	15

**TABLE 1C.3 – ORGANIC COMPOUNDS AND PESTICIDES**

(Mass limits may be imposed, refer clause 4.2)

<b>Compound</b>	<b>Maximum concentration (g/m<sup>3</sup>)</b>
Formaldehyde (as HCHO)	50
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Chlorinated phenols	0.02
Petroleum hydrocarbons	30
Halogenated aliphatic compounds	1
Monocyclic aromatic hydrocarbons	5
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Halogenated aromatic hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002 each
Pesticides (general) Includes: insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
Organophosphate pesticides	0.1

<b>SCHEDULE 1D: PROHIBITED CHARACTERISTICS</b>
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**1D.1 INTRODUCTION**

This schedule defines Prohibited Trade Wastes.

**1D.2 PROHIBITED CHARACTERISTICS**

1D.2.1 Any discharge has prohibited Characteristics if it has any solid liquid or gaseous matters or any combination or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:

- a) Interfere with the free flow of Sewage in the Sewerage System;
- b) Damage any part of the Sewerage System;
- c) In any way, directly or indirectly, cause the quality of the treated Sewage or residual Biosolids and other solids from any Sewage treatment plant in the catchment to which the waste was discharged to breach the conditions of a Consent issued under the Resource Management Act, or water right, permit or other governing legislation;
- d) Prejudice the occupational health and safety risks faced by sewerage workers;
- e) After treatment be toxic to fish, animals or plant life in the receiving waters;
- f) Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance; or
- g) Have a colour or colouring substance that causes the discharge from any Sewage treatment plant to receiving waters to be coloured.

1D.2.2A Discharge has prohibited Characteristics if it has any characteristic which exceeds the concentration or other limits specified in Schedule 1A unless specifically approved for that particular Consent.

1D.2.3A Discharge has a prohibited Characteristic if it has any amount of:

- a) Harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass;
- b) Liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, solvents (except as allowed for in Schedule 1A), calcium carbide, and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with Sewage;
- c) Asbestos;
- d) The following organo-metal compounds:  
Tin (as tributyl and other organotin compounds);
- e) Any organochlorine pesticides, weedicides, fungicides, herbicides and substances of a similar nature and/or the waste arising from the preparation of these substances;
- f) Genetic wastes, as follows:  
All wastes that contain or are likely to contain material from a genetically modified organism that is not in accordance with an approval under the Hazardous Substances and New Organisms Act 1996. The material concerned may be from Premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed;
- g) Any health care waste prohibited for discharge to a Sewerage System by



NZS 4304 or any pathological or histological wastes; or

- h) Radioactivity levels in excess of the National Radiation Laboratory Guidelines.
- i) Organic solvents and mineral oils.
- j) Natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions.

## SCHEDULE 1E: TRADE WASTE FEES AND CHARGES

~~Administrative trade waste fees and charges are set annually by Council resolution following a special consultative procedure. This may be done by the annual planning process, rate setting or a similar transparent public process in accordance with the Local Government Act (Local Government Act 2002) and/or the Local Government (Rating) Act 2002.~~

~~Charges for Controlled Trade Waste Discharges are calculated based on actual, proportional use of Council's sewerage systems~~

The following states what the Council will consider to determine trade waste fees and charges under the ~~tenure~~ provisions of this Bylaw.

**Trade waste fees for categories other than controlled trade waste discharges or trade waste agreements will be an annual charge determined annually and published in Council's corresponding Schedule of Fees and Charges can be found in Appendix B of this Bylaw.**

### A. ADMINISTRATIVE FEES AND CHARGES

Administrative trade waste fees and charges will be determined annually and published in Council's corresponding Schedule of Fees and Charges. ~~resolution following a special consultative procedure. This may be done by the annual planning process, rate setting or a similar transparent public process in accordance with the Local Government Act (Local Government Act 2002) and/or the Local Government (Rating) Act 2002.~~

Category		Description
A1	Connection fee	Payable on application for connection to discharge
A2	Compliance monitoring	The cost of sampling and analysis of Trade Waste discharges
A3	Disconnection fee	Payable following a request for Disconnection from Sewerage System
A4	Trade Waste application fee	Payable on an application for a Trade Waste discharge
A5	Re-inspection fee	Payable for each re-inspection visit by the Council where a notice served under this bylaw has not been complied with by the Trade Waste discharger
A6	Special rates for loan charges	Additional rates for servicing loans raised for the purposes of constructing or improving the Sewerage System to meet specific treatment requirements
A7	Temporary Discharge fee	Payable prior to receipt of Temporary Discharge
A8	Annual Trade Waste charges	An annual management fee for a Trade Waste discharge to cover the Council's costs associated with for example:
		(a) Administration;
		(b) General compliance monitoring;
		(c) General inspection of Trade Waste Premises;
		(d) Use of the Sewerage System.
		This charge may vary depending on the Trade Waste sector and category of the discharger.

A9	<del>Rebates for trade premises within the district</del>	<del>Reduction in fees is provided for in s. 150(2). Section 150(4) of the Local Government Act 2002 states that the fees prescribed by the Council shall not provide for the Council to recover more than the reasonable cost incurred by the Council for the matter for which the fee is charged. In no event shall the resultant charge be less than the Council's sewerage charge for the equivalent period.</del>
A10 A9	New or Additional Trade	Pay the annual fees and a <i>pro rata</i> proportion of the various premises trade waste charges relative to flows and loads.

#### B. OPERATIONAL TRADE WASTE CHARGES

Trade waste fees and charges calculated under this category relate to Exempt, Permitted, Conditional discharge consents and Tankered wastes.

Category		Description
B1	Exempted Consent	Annual Charge <del>Targeted Rate as determined using calculation format Appendix B</del>
B2	Permitted discharge consent	Annual Charge <del>Targeted Rate as determined using calculation format Appendix B</del>
B3	Conditional discharge consent	Annual Charge <del>Targeted Rate as determined using calculation format Appendix B</del>
B4	Tanker Wastes	Set as a fee(s) per tanker load, or as a fee(s) per cubic metre, dependent on Trade Waste category <del>as determined using calculation format Appendix B</del>

#### C. SPECIAL DISCHARGE

Where deemed applicable, Council may use the charging format for a Controlled Discharge to calculate a trade waste charge for a one-off or special discharge from a specific premises or industry or any special application for discharge of liquid waste.

#### D. ~~PROHIBITED (TOXICITY)~~

~~Payment based on the defined form(s) of the toxic substance(s) measured in kg and or m<sup>3</sup> and the full cost of damage and remedial action.~~

#### E. CONTROLLED DISCHARGES TRADE WASTE CHARGES

Charges for Controlled Trade Waste Discharges will be calculated based on the actual, proportional use of Council's sewerage systems.

Category		Description
B1	Volume	Payment based on the volume discharged \$/m <sup>3</sup>
B2	Flow rate	Payment based on the flow rate discharged \$/L/s
B3	Suspended solids	Payment based on the mass of suspended solids \$/kg
B4	Organic loading	Carbonaceous Biochemical oxygen demand or chemical oxygen demand \$/kg
B5	Nitrogen	Payment based on the defined form(s) of nitrogen \$/kg

B6	Phosphorous	Payment based on the defined form(s) of phosphorous \$/kg
B7	Metals	Payment based on the defined form(s) of the metal(s) \$/kg
B8	Bacteria	Payment based on the bacteria concentration <b>as represented by e.coli</b>
B9	Transmissivity	Payment based on the inhibiting nature of the Trade Waste to UV light used by the Council's disinfection process
B10	Screenable solids	Payment based on the mass of screenable solids \$/kg
B11	Toxicity charge	Payment based on the defined form(s) of the toxic substance(s) \$/kg and/or \$/m <sup>3</sup>
B12	Depreciation	Cost related to renewal of infrastructure and spread across the categories, used to calculate the cost of treating waste water.
B13	Capital	Cost of whole sewer system infrastructure consisting of loan repayment, interest and related cost
B14	Direct charges	Cost of operating and maintaining the whole sewer system including meeting all legal, statutory and other obligations.

### Method of Calculation of Trade Waste Charges for Controlled Discharge Consents

The first principle of Trade Waste charges is full recovery of cost of loads discharged to the waste water system.

The following methodology is used to determine trade waste charges for Controlled Discharge Consents

1. Define the Gross Cost of Service (GCoS) (B12 – B14) as determined through the Annual Plan process each year
2. Calculate the total load and volume of those parameters (B1 to B11) that are actually monitored and received at the WWTP as determined using weekly composite sampling, at the same time as taking a composite sample at the receiving point from the discharger.
3. Using the above information, a cost ~~for~~ is assigned to each parameter that is used by Council for trade waste charging purposes at any particular time to calculate Trade Waste charges. is determined (B1 to B11)
4. The total Load (B1 to B11) discharged by a trade waste discharger as determined using weekly or daily composite or similar sampling and or analysis.
5. The trade waste loads and volume ~~contributor~~ discharged over any monthly period in any year (1 July to 30 June) from the premises ~~loads~~ is multiplied by the rates as determined above to arrive at the actual monthly trade waste charge.

### Trade Waste Agreements

- The method of charging used for Trade Waste Agreements may vary, by agreement, from that for a Controlled Trade Waste Discharge Consent in accordance with clause 6.3.6.

### Process

Present process for calculation is;

1. For a significant industry, a rolling average of loads discharged to the system during the previous 12 months is used for trade waste charge calculation at any particular point in time.
2. In June of each year a forecast is made of the expected total cost of providing each wastewater service ~~monthly charge~~ for the following financial year based on the 12 month

average load ~~as at March~~ of the current year, and any other cost forecast, to determine the ~~using the~~ CoS for the next year.

3. Quarterly calculations (end September, December and March) are done to inform the trade waste contributors how they are tracking against the forecast.
4. Differences are shown on this quarterly statement and the account is finalised between the parties annually as it stand at 30 June of each year.

**SCHEDULE 1F: REFERENCED DOCUMENTS**

The documents below refers to the latest version including all valid amendments:

- Local Government Act 2002
- Local Government (Rating) Act 2002
- Resource Management Act 1991
- Building Act 2004
- Health Act 1956
- Health and Safety in Employment Act 1992
- Health and Safety at Work Act 2015
- Hazardous Substances and New Organisms Act 1996

<b>APPENDIX A: LOCAL GOVERNMENT ACT 2002 (RELEVANT SECTIONS)</b>
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Note — This appendix is for information ~~only~~ and does not form part of the Bylaw.

**~~162 — Injunctions restraining commission of offences and breaches of bylaws~~**

- ~~(1) — A District Court may, on the application of a local authority, grant an injunction restraining a person from committing a breach of a bylaw or an offence against this Act.~~
- ~~(2) — An injunction may be granted under subsection (1) —~~
- ~~(a) — despite anything in any other enactment;~~
  - ~~(b) — whether or not proceedings in relation to the breach or offence have been commenced;~~
  - ~~(c) — if the person is convicted of the breach or offence, —~~
    - ~~(i) — in substitution for, or in addition to, any other penalty; or~~
    - ~~(ii) — in subsequent proceedings.~~

**~~196 — Discharge of trade wastes~~**

- ~~(1) — The occupier of trade waste premises within the district of a territorial authority may discharge into the sewerage drains under the control of the territorial authority trade wastes proceeding from those premises either —~~
- ~~(a) — with the consent of the territorial authority; or~~
  - ~~(b) — without consent if, and to the extent that, the discharge is permitted by trade wastes bylaws.~~
- ~~(2) — This section does not override any trade wastes bylaws, or the Resource Management Act 1991.~~

**~~239 — Offences punishable on summary conviction~~**

- ~~(1) — Every person commits an offence and is liable on summary conviction to the penalty set out in section 242(4) or (5) as the case may be, who breaches a bylaw made under Part 8 of this Act ~~(other than a bylaw made under section 147).~~~~

**~~242 — Penalties for offences~~**

- ~~(5) — A person who is convicted of an offence against a bylaw made under section 146(a)(iii) (which relates to trade wastes) is liable to a fine not exceeding \$200,000.~~

## APPENDIX A: COMPOUNDS INHIBITING BIOLOGICAL PROCESSES

(In mg/L)

NI = No Inhibition at the nominated concentrations.  
- indicates that data is not available.

POLLUTANT	ACTIVATED SLUDGE	ANAEROBIC DIGESTION	NITRIFICATION
Acenaphthene	NI at 10	-	-
Acrolein	NI at 62	-	-
Acrylonitrile	NI at 152	5	-
Ammonia	480	1,500-3,000	-
Arsenic	0.04-0.4	0.1-1	-
Benzene	125	-	-
Benzidine	5	5	-
Boron	0.05-10	2	-
Cadmium	0.5-10	2	-
Calcium	2500	-	-
Carbon tetrachloride	NI at 10	2.9	-
Chlorobenzene	NI at 1	0.96	-
1,2,4-Trichlorobenzene	NI at 6	-	-
Hexachlorobenzene	5	-	-
1,2-Dichloroethane	NI at 258	1	-
1,1,1-Trichloroethane	NI at 10	-	-
Hexachloroethane	NI at 10	-	-
1,1-Dichloroethane	NI at 10	-	-
1,1,2-Trichloroethane	NI at 5	-	-
1,1,2,2-Tetrachloroethane	NI at 201	20	-
Bis-(2-chloroethyl) ether	NI at 10	-	-
2-Chloroethyl ether	NI at 10	-	-
2-Chloronaphthalene	NI at 10	-	-
2,4,6-Trichlorophenol	50	-	-
Para-chloro-meta-cresol	NI at 10	-	-
Chloroform	NI at 10	1	10
2-Chlorophenol	NI at 10	-	-
1,2-Dichlorobenzene	5	0.23	-
1,3-Dichlorobenzene	5	-	-
1,4-Dichlorobenzene	5	1.4	-
1,1-Dichloroethylene	NI at 10	-	-
1,2-trans-dichloroethylene	NI at 10	-	-
2,4-Dichlorophenol	NI at 75	-	-
1,2-Dichlorophenol	NI at 182	-	-
1,3-Dichloropropylene	NI at 10	-	-
2,4-Dimethylphenol	NI at 10	-	-
2,4-Dinitrotoluene	5	-	-
2,6-Dinitrotoluene	5	-	-
1,2-Diphenylhydrazine	5	-	-
Ethylbenzene	NI at 10	-	-
Fluoroanthene	NI at 5	-	-
Bis-(2-Chlorosopropyl)ether	NI at 10	-	-
Chloride	-	20,000	180
Chloromethane	NI at 180	3.3	-
Methylene chloride	-	100	-
Chloroform	NI at 10	-	-
Dichlorobromoethane	NI at 10	-	-
Trichlorofluoromethane	NI at 10	0.7	-
Chlorodibromomethane	NI at 10	-	-
Hexachlorocyclopentadiene	NI at 10	-	-
Chromium (Tot.)	0.1-20	1.5-50	0.25-1
Chromium (Hex.)	1	50	-
Copper	0.1-1	0.5-100	0.05-0.5
Iodine	10	-	-



POLLUTANT	ACTIVATED SLUDGE	ANAEROBIC DIGESTION	NITRIFICATION
Iron	5-500	5	-
Isophorone	NI at 15.4	-	-
Lead	0.1-10	50-250	0.5-1.7
Manganese	10	-	-
Magnesium	-	1,000	50
Mercury	0.1-5	1,400	2-12.5
Napthalene	500	-	-
Nickel	1-5	2-200	0.25-5
Nitrobenzene	500	-	-
2-Nitrophenol	NI at 10	-	-
4-Nitrophenol	NI at 10	-	-
2,4-Dinitrophenol	1	-	-
N-Nitrosodiphenylamine	NI at 10	-	-
N-Nitroso-di-N-propylamine	NI at 10	-	-
Pentachlorophenol	0.95	0.2	-
Phenol	200	-	4
Bis-(2-ethyl hexyl)phthalate	NI at 10	-	-
Butyl benzyl phthalate	NI at 10	-	-
Di-n-butyl phthalate	NI at 10	-	-
Di-N-octyl phthalate	NI at 16.3	-	-
Diethyl phthalate	NI at 10	-	-
Dimethyl phthalate	NI at 10	-	-
Chrysene	NI at 5	-	-
Acenaphthylene	NI at 10	-	-
Anthracene	500	-	-
Fluorene	NI at 10	-	-
Phenanthrene	500	-	-
Pyrene	NI at 5	-	-
Tetrachloroethylene	NI at 10	20	-
Toluene	NI at 35	-	-
Trichloroethylene	NI at 10	20	-
Aroclor-1242	NI at 1	-	-
Aroclor-1254	NI at 1	-	-
Aroclor-1221	NI at 1	-	-
Aroclor-1232	NI at 10	-	-
Aroclor-1016	NI at 1	-	-
Silver	0.03-5	-	0.25
Sodium	-	3,500	-
Sulphide	50	50-100	-
Tin	-	9	-
Vanadium	20	-	-
Zinc	0.3-20	1-10	0.01-1

## APPENDIX B: TYPICAL FORMAT OF TRADE WASTE RATE CALCULATIONS


(AS SHOWN IN BYLAW)

Exempt	-\$	-
Administration	\$0.00	Based on 0.1 hours per year per permit
General Compliance monitoring	\$0.00	Only if assessed as not compliant. Then cost same as for Permitted
	-	Copper \$0.00
	-	Lead \$0.00
	-	Zinc \$0.00
	-	Manganese \$0.00
	-	Mercury \$0.00
	-	Dissolved Aluminium \$0.00
	-	Total Petroleum Hydrocarbons \$0.00
	-	SS \$0.00
General Inspection of Trade Waste Premises	\$0.00	Based on 0.25 hour on average every two years
Use of Sewerage System??	\$0.00	Use of the WDC sewerage system @ 130m <sup>3</sup> /annum @ the m <sup>3</sup> rate determined in the Controlled category calculation (see Schedule 1E (E))
TOTAL Excl GST	\$0.00	-
TOTAL Incl GST	\$0.00	-

Permitted	\$	-
Administration	\$0.00	Based on 1 hour per year
General Compliance monitoring	\$0.00	Average cost for this category — sample analysis every 5 years
	-	Copper \$0.00
	-	Lead \$0.00
	-	Zinc \$0.00
	-	Manganese \$0.00
	-	Mercury \$0.00
	-	Dissolved Aluminium \$0.00
	-	Total Petroleum Hydrocarbons \$0.00
	-	SS \$0.00
General Inspection of Trade Waste Premises	\$0.00	Based on 0.5 hour on average per year
Use of Sewerage System??	\$0.00	Use of the WDC sewerage system @ 130m <sup>3</sup> /annum @ the m <sup>3</sup> rate determined in the Controlled category calculation (see Schedule 1E (E))
TOTAL Excl GST	\$0.00	-
TOTAL Incl GST	\$0.00	-

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Conditional	\$		
Administration	\$0.00	Based on 1.5 hours per year	
General Compliance monitoring - Average Cost	\$0.00	Average cost for this category -annual sample analysis	
	-	Suspended solids \$0.00	
	-	BOD \$0.00	
	-	Oil and Grease \$0.00	
	-	PH \$0.000	
	-	NH3 \$0.00	
	-	TN \$0.00	
	-	TKN \$0.00	
General Inspection of Trade Waste Premises	\$0.00	Based on 1 hour on average per year	
Grease trap cleaning	\$0.00	On average traps are emptied every 6 months	
Oil Separator cleaning	\$0.00	No cost to WDC cleaned by chemical company	
Use of Sewerage System	\$0.00	Use of the WDC sewerage system @ 130m3/annum @ the m3 rate determined in the Controlled category calculation (see Schedule 1E (E))	
<b>TOTAL</b> Excl GST	\$0.00		
<b>TOTAL</b> Incl GST	\$0.00		

<b>Document No:</b> 389403	<b>File No:</b> 037/005B
<b>Report To:</b> Council	
	<b>Meeting Date:</b> 5 April 2016
	<b>Subject:</b> Progress Report: Major Capital Works Report

### Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of progress on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roothing infrastructure, the three Waters and some projects in the Community Services area.

### Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the renewal of all its assets as determined through prudent asset management to consistently meet the needs of the community.

### Commentary

#### 4.1 Roads

#### 4.2 Rehabilitation and Slips

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	Completion target middle May 2016
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Expected end of March 2016
		Design & Contract documentation	Complete
		Construction	Depend on Consent condition but to start next construction season (September 2016 at latest)
Totoro Road	RP 8.1 to RP11.1 Various slips – retreat into bank and improve drainage	Design & Contract documentation	Target end June 2016
		Tender	July 2016
		Construction	September to December 2016
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016
		Construction	Completion middle May 2016

Location	Description	Action	Progress
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Concept Designs	Complete Solution accepted and progress dependent on NZTA funding
Te Waitere Road	RP 0.45 Stream undermining road	Concept Designs	Complete Solution accepted and progress dependent on NZTA funding
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	Complete Solution accepted and progress dependent on NZTA funding

### 4.3 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - <b>Phase 1</b>	Stage 1 – Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation – 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 - 18 to 22 April
Te Kuiti Water Treatment Plant - <b>Additional work</b> that become apparent	Renewal of reservoir roof structure	Steel structure corrosion turned out much worse than original assessment	Complete
	Filter & clarifier backwash storage & disposal	"Healthy rivers"	Complete
Te Kuiti Water Treatment Plant - <b>Phase 2</b>	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design & Tender documentation	In progress
		Construction	October 2016 – April 2017
Te Kuiti Water Treatment Plant - <b>Phase 3</b>	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation & Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	April and May 2016
King Street Stormwater	Large diameter stormwater line @ Lines Co undermined by seepage	Design & Tender	Complete
		Construction	April and May 2016

### 4.4 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Start 11 April 2016 to end July 2016
Squash Club Drainage		Layout sketches	Complete
		Quotes	Close 29 March 2016
		Construction	April 2016

Location	Description	Action	Progress
Security Fence	Behind I- site	Design	Complete
		Tender docs	Being finalised
		Tender & Railway approval	May to June 2016
		Limited time construction – Kiwi Rail oversight	Guess June – August 2016
Over Bridge	At I- Site	Structural investigation	Complete
		Design - Tender & Railway approval	April & May 2016
		Limited time construction – Kiwi Rail oversight – Close proximity to high tension power	Guess June – to end August 2016
TK Campground		Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Funding	2016-17 EAP process

### Suggested Resolution

The Progress Report: Major Capital Works be received.

CHRISTIAAN VAN ROOYEN  
**MANAGER CAPITAL WORKS**

**Document No:** 389306**File No:** 037/048B**Report To: Council****Meeting Date:** 5 April 2016**Subject:** Adoption of Road Map Work Programme for the period 5 April 2016 to 30 June 2017

## Purpose

- 1.1 The purpose of this business paper is to present to Council for formal adoption, the Road Map Work Programme for the period 5 April 2016 to 30 June 2017.
- 1.2 The Road Map Work Programme as at 5 April 2016 will be circulated under separate cover.

## Commentary

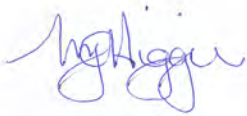
- 2.1 The Road Map as at 5 April 2016 sets out the work programme identified to date for period leading up to adoption of the next (2018-2028) Long Term Plan (LTP) in June 2018.
- 2.2 In addition to projects relevant to the development of the LTP and required by legislation, there are a number of other projects that must also occur over this period. Some of these non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project and a proposed timeline for completion. Other projects of work will arise over time which will need to be tested against the Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.4 The Road Map is a 'living document' and as such is subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.5 This Road Map (as at 5 April 2016) includes -
  - Projects which commenced in 2015/2016 or earlier, and are continuing across financial years into the current financial year.
  - Projects contained in Year Two (2016/2017) of the 2015-2025 LTP.
  - Projects required by Legislation.
  - Projects required as part of the development of the next (2018-2028) LTP.
  - Projects identified by the Elected Council and requested for inclusion in the Road Map.



- 2.6 The Road Map is updated and re-presented to Council in full for review on a "needs" basis. Subject to how many variations are required, this review by Council can be anywhere from 3 – 12 months apart. As well as any variations made resulting from new projects identified throughout the financial year, a fully revised Road Map is presented to Council following adoption of either an EAP or an LTP.
- 2.7 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council at the monthly meetings. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframe and a commentary on progress for each project of work.
- 2.8 The main reason for reviewing the Road Map at this time is due to recent resource changes and the resultant restructuring within WDC. In particular, this review takes into account to reduced resourcing available in the Community Services area at this time and the need to revise timelines accordingly.

<b>Suggested Resolutions</b>
------------------------------

- 1 The business paper on Adoption of Road Map Work Programme for the period 5 April 2016 to 30 June 2017 be received.
- 2 The Road Map Work Programme as at 5 April 2016 be adopted.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Enclosure: Road Map Work Programme as at 5 April 2016 (Doc 389338)  
*To be circulated under separate cover*

Document No: 389134

File No: 037/043

**Report To: Council**

Meeting Date: 5 April 2016

Subject: Motion to Exclude the Public for the Consideration of Council Business

### Purpose of Report

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

### Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

### Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 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	Section 48(1) grounds for this resolution
1. Progress Report: WMF Work Streams – and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Local Authority Shared Services – Six Monthly Report to Shareholders (1 July 2015 to 31 December 2015)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd – Half Annual Reports to 31 December 2015	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Draft Statement of Intent for Year Ending 30 June 2017 – Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Risk Management (Health and Safety)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Digital Enablement Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Te Kuiti Meat Processors Ltd - Trade Waste Charges	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Waitomo Village Water and Wastewater Services - Current Position and Process Forward	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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 or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**