

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 1 AUGUST 2017 AT 9.00AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, Janene New and Sue Smith

IN ATTENDANCE: Yvette Batten (Waitomo News)

Graeme Woodhouse (TerraNature)

Chief Executive; Executive Assistant; Planner (for part only); Planner (for part only); Group Manager – Community Services (for part only); Group Manager – Assets (for part only); Group Manager – Corporate Services (for part only);

1. Council Prayer

2. Declarations of Member Conflicts of Interest
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No Declarations

3. Confirmation of Minutes – 27 June 2017
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Resolution

The Minutes of the Waitomo District Council meeting of 27 June 2017, including the Public Excluded minutes, be confirmed as a true and correct record.

Whitaker/New Carried

Mr Woodhouse entered the meeting at 9.03am.

4. Deputation: TerraNature Trust (Graeme Woodhouse)
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Council received a Deputation from Mr Graeme Woodhouse of TerraNature Trust requesting Council to change the classification of the Moeatoa Local Purpose Reserve.

Resolution

The Deputation from Mr Graeme Woodhouse of TerraNature Trust be received.

Brodie/Smith Carried

Mr Woodhouse left the meeting at 9.31am

The Principal Planner, Planner and Group Manager – Community Services left the meeting at 9.31am.

5. Verbal Reports: Individual Councillor Roles and Responsibilities

Cr Brodie

- Meeting with Desiree McKenzie (Te Kuiti Community House) and Sarah Gibb (Community Waikato)
- Beef & Lamb On-Farm Meeting
- Mt Messenger Bypass Options

Cr New

- Waitomo District Youth Council
- Meeting Sarah Gibb (Community Waikato) re Elderly Housing
- Meeting with Murray Loewenthal
- Meeting with St Andrews Trust

Cr Goddard

- Destination Pureora
- Benneydale Hall Society

Cr Davey

- Te Kuiti Community House

Cr Smith

- Waitomo Museum
- Marokopa Issues

Cr Whitaker

- Brook Park
- Destination Pureora
- Meadsville Meeting
- Legendary Te Kuiti Meeting

Mayor Hanna

- Meeting with WNZ re Social Housing
- Meeting with Maniapoto Maori Trust Board and Te Puni Kokiri Trust re Social Housing
- LGNZ AGM and Conference

Resolution

The verbal reports be received.

Davey/New

Carried

The meeting adjourned for morning tea at 9.52am.
Cr Smith left the meeting at 9.52am
The meeting reconvened at 10.00am.

6.	Brook Park Incorporated Society: Minutes	A344351
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 3 July 2017.

Resolution

The business paper on Brook Park Incorporated Society: Minutes – 3 July 2017 be received.

Whitaker/New Carried

Councillor Smith re-entered the meeting at 10.05am

7.	Progress Report: Road Map Work Programme	A355011
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Council considered a business paper presenting the Road Map Work Programme Monitoring Schedule.

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

Resolution

The Progress Report: Road Map Work Programme as at 1 August 2017 be received.

New/Brodie Carried

8.	Financial Reporting Schedule for the Year Ending 30 June 2018	A355464
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Council considered a business paper presenting the Financial Reporting Schedule to Council for the 2017/18 Financial Year.

Resolution

The business paper Financial Reporting Schedule for the Year Ending 30 June 2018 be received.

Brodie/Davey Carried

9.	Progress Report: Risk Management Assessment	A356054
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Council considered a business paper providing an update on the Risk Management Assessment work stream.

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

Resolution

The Progress Report: Risk Management Assessment be received.

Goddard/Davey Carried

10. Progress Report: Communications Strategy	A338674
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Council considered a business paper providing a brief on progress made with regard to the Communications Strategy as well as any other projects that have arisen in the past six months.

Resolution

The business paper Progress Report Communications Strategy be received.

New/Whitaker Carried

11. Adoption of Waikato Plan by Waitomo District Council	A354654
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Council considered a business paper:

- Presenting the Waikato Plan to Council for adoption, as recommended by the Waikato Plan Joint Committee; and
- Seeking a decision from Council on the establishment of the Waikato Plan Leadership Group.

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

Resolution

- 1 The business paper on Adoption of Waikato Plan by Waitomo District Council be received.
- 2 Council adopt the Waikato Plan and Summary (Attachments A and B to this report) recommended by the Waikato Plan Joint Committee;
- 3 Pursuant to Clauses 30 and 30A, Schedule 7 of the Local Government Act 2002, Waitomo District Council agree to the establishment of the Waikato Plan Leadership Group as a Joint Committee of Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, Waitomo District Council, tāngata whenua, with additional representation from business and the wider community as well as government agencies and that the Leadership Group have the Terms of Reference and membership as outlined in Attachment C;
- 4 That the Waikato Plan Leadership Group be delegated authority to implement the Waikato Plan in accordance with the delegated functions set out in the Agreement and Terms of Reference as outlined in Attachment C;

- 5 That the Waikato Plan Leadership Group will endure and will not be discharged at the point of the next election period in line with Clause 30(7) of Schedule 7 of the Local Government Act 2002;
- 6 That the Leadership Group will be chaired by an independent chairperson (non-elected member) to be appointed by the Leadership Group;
- 7 That a deputy chairperson will also be appointed by the Leadership Group, who may be an elected member and a committee member;
- 8 That the Council notes that the membership of the Leadership Group will be reviewed within 12 months of the adoption of the Waikato Plan, with the aim of reducing the number of members to 12;
- 9 That Council agrees to the appointment of Mayor Brian Hanna as the combined representative for the Southern Waikato Group on the Waikato Plan Leadership Group.

Goddard/Davey Carried

12.	Policy on Gambling Venues	A354487
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Council considered a business paper seeking Council's confirmation that no amendment is required to the existing Council Policy on Gambling Venues ('the Policy').

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

Resolution

- 1 The business paper on the Policy on Gambling Venues be received.
- 2 No change be made to Waitomo District Council's current Policy on Gambling Venues.
- 3 The Department of Internal Affairs and a range of interested parties be forwarded a copy of the Policy, together with a letter confirming that following a review, no changes have been made.

Whitaker/Goddard Carried

13.	Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices	A354953
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Council considered a business paper presenting for adoption the Waitomo District Council Dog Control Policy and Practices Report 2016/2017 ("the Report").

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

Resolution

- 1 The business paper on 'Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices' be received.
- 2 Council adopt the Report on Waitomo District Council Dog Control Policy and Practices 2016/2017 (Reference A352978).

Brodie/Goddard Carried

14.	Review of Waitomo District Licensing Committee Membership	A356051
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Council considered a business paper seeking the appointment of an additional three members to the Waitomo District Licensing Committee ("DLC").

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

Resolution

- 1 The business paper on Review Waitomo District Licensing Committee Membership be received.
- 2 Council appoint the following persons as additional members of the Waitomo District Licensing Committee:
 - a) Mr John Gower
 - b) Ms Tegan McIntyre
 - c) Mrs Jennie McFarlane
- 3 These appointments be for the period until 29 November 2021 so as to align with the term of existing Waitomo District Licensing Committee members.

Whitaker/Smith Carried

The Group Manager – Community Services re-entered the meeting at 10.21am.

15.	Progress Report: Benneydale Public Toilet Replacement	A355866
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Council considered a business paper informing of progress with the Benneydale Public Toilet Replacement.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Benneydale Public Toilet Replacement be received.

Goddard/Smith Carried

16. Progress Report: Divestment of Historic Government Building, Queen Street, Te Kuiti	A356075
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Council considered a business paper informing of progress with the divestment of the Historic Government Building, Queen Street, Te Kuiti.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Divestment of Historic Government Building, Queen Street, Te Kuiti be received.

Smith/Whitaker Carried

17. Progress Report: Les Munro Centre – Staged Upgrade	A355940
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Council considered a business paper providing an update on progress with the Les Munro Centre (LMC) Staged Upgrade.

The Group Manager – Community Services expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report: Les Munro Centre – Staged Upgrade be received.

New/Brodie Carried

The Group Manager – Community Services left the meeting at 10.29am.

The Group Manager – Assets entered the meeting at 10.30am.

18. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater	A355006
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Council considered a progress report on the three Waters activities, including contracted services.

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

The Mayor briefed the Council on his speech at the LGNZ Annual Conference on Water and feedback received to that speech.

Resolution

The Progress Report: Monthly Report for Water, Sewerage and Stormwater be received.

Brodie/Smith Carried

19. Progress Report: WDC Resource Consent – Compliance Monitoring	A355008
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Council considered a progress report on compliance reporting against Resource Consent conditions.

Resolution

The Progress Report: Resource Consent – Compliance Monitoring be received.

Goddard/New Carried

20. Progress Report: Solid Waste Activity	A355005
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities and also on the recent procurement of Kerbside Collection, Transfer Station Refuse and Recycling Collection Services and Landfill Operations.

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

Resolution

The Progress Report: Solid Waste Activity be received.

Goddard/New Carried

21. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport	A355004
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Council considered a progress report –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in the current year of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the on-going implementation of the 2015-25 LTP as part of the Road Map Work Programme.

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

Resolution

The Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport be received.

New/Davey Carried

22. Progress Report: Capital Projects**A355007**

Council considered a progress report 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 Roading infrastructure and the three Waters.

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

Resolution

The Progress Report: Major Capital Works be received.

Whitaker/Smith Carried

23. Office of Treaty Settlements – Ngati Maniapoto**A356881**

Council considered a business paper informing of a proposed Agreement in Principle (AIP) between the Office of Treaty Settlements (OoTS) and Ngati Maniapoto.

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

Resolution

The business paper on Office of Treaty Settlements: Ngati Maniapoto be received.

Whitaker/Smith Carried

Yvette Batten (Waitomo News) left the meeting ta 11.18am

24. Motion to Exclude the Public for the consideration of:

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 the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive
 Executive Assistant
 Group Manager – Corporate Services
 Group Manager – Community Services

Group Manager – Assets
Principal Planner
Planner

- 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. Local Government New Zealand – Annual General Meeting and 2016/2017 Annual Report	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: Health and Safety	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
3. Adoption of Section 17A Review Outcomes	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	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. Erosion Protection Structures - Marokopa	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. TerraNature - Moeatoa Local Purpose Reserve	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: Te Kuiti Campground	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. Office of Treaty Settlements – Ngati Maniapoto	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.

Davey/Smith Carried

There being no further business the meeting closed at 1.55pm

Dated this day of 2017.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Confidential

Document No: A357415

Report To: Council



Meeting Date: 29 August 2017

**Subject: Brook Park Incorporated Society:
Minutes - 7 August 2017**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the 1 May 2017 Brook Park Incorporated Society meeting.

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 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 3.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 3.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, as a primary objective, to raise funds for achieving park projects and developments.
- 3.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 3.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 3.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.
- 3.7 The Policy implemented by Council through the Brook Park MP is as follows:
1. *Council will support and encourage the formation of a Friends of Brook Park, as a charitable incorporated society.*
 2. *The aims of the Friends of Brook Park shall be:*
 - i) *To foster interest in Brook Park;*
 - ii) *To promote the development of Brook Park;*
 - iii) *To raise funds for approved projects*
 - iv) *To preserve the integrity of Brook Park*

4. *The Constitution of the Friends of Brook Park shall provide for Council representation on the Society's Committee, and to enable the representative to veto any decision that is not in the best interests of the park or the community.*
 5. *Council will dissolve the Brook Park Advisory Committee on the successful establishment of the Friends of Brook Park.*
- 3.8 During 2011 WDC advertised several times seeking interested persons to join the committee with limited success. Council considered that a Leadership Work Group consisting of three Council members would be beneficial to provide political leadership and assist in getting the FBP established and in December 2011 Council established the Brook Park Leadership Work Group.
 - 3.9 The FBP Group was finally established early in 2012 with numbers fluctuating as more members of the public become interested in the future of the park. By mid-2012 the group was incorporated as the "Brook Park Incorporated Society" (BPIS) to administer the day to day operations/development of Brook Park.
 - 3.10 Brook Park is operated as a farm park, with a grazing licence granted by WDC to a lessee. The Reserves Act 1977 states that any lease or agreement on reserve land has to be granted by the administering body, which in this case is the Waitomo District Council. Therefore BPIS cannot lease these grazing rights to another entity or individual.
 - 3.11 With the administering body being WDC and the consequent income stream for the grazing lease being part of WDC's reserve income (between \$2000 - \$4000), there was little opportunity for the BPIS to achieve a sustainable income stream for minor works and administration. The income derived by BPIS at that time was by way of subscription donation (\$10 per member) and any successful grant applications for specific projects.
 - 3.12 To improve the financial viability and robustness of the BPIS, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPIS was developed and approved and Council also agreed to provide an annual grant to BPIS for the operational management of the reserve, equivalent to the annual derived lease income.

Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper is a copy of the BPIS minutes.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 7 August 2017 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 7 August 2017 (Doc A357736)

BROOK PARK
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED
SOCIETY**

**Meeting
Minutes**

Monday 7th August 2017
5.30pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON
MONDAY 7th August 2017 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Jane Murray, Elly Kroef, Sue Wagstaff,
Andrea Hanna, Robin Charteris, Suzie Hoare, Gerald Kay,
Phillip Houghton, Sheralee Buchanan,

Apologies – Bruce Maunsell, Neil Brooks, Rob Buckley
That the apologies be accepted
Moved/seconded Jane/Graeme

Confirmation of Minutes – 3rd July 2017
That minutes of previous meeting be accepted
Moved/seconded Elly/Sue

Matters Arising from Minutes
None.

Correspondence
None.

Financial Report
Financial report tabled. Opening balance \$24,787.27
\$1000.00 received from Waitomo Farm Forestry for Spraying Labour
\$2.76 received in interest.
Closing balance \$25,790.03
Moved/Seconded Phillip/Graeme

Elly to send a thank you letter to Waitomo Farm Forestry for their donation towards weed spraying labour.

Maintenance/Fencing
Sheep seem to be keeping out of the Sommerville Grove, no known repairs required.
Ed Morrow has mentioned about a possible fence change by the yards.

Weed Control
Chris Hale (WRC) has had a group on the park in the last week or two dealing with the Wooley Nightshade and Old Mans Beard. They will return regularly to monitor and eradicate further infestations.

MTB Track
Brook Park Inc Society applied to DC Tynan Trust for funding for metalling and culverts for the MTB track through the Sommerville Grove and was successful with a grant of \$3500.

Resolution: That we can engage Bill Holloway to do the work required to finish the MTB track off up to the value of \$7500 + gst.

Moved/Seconded Guy/Phillip

Guy Fawkes

Guy to apply to Lines Company for Funding, working bee to be held early October to build Bon Fire, Guy to confirm Pyrotechic available for the 11th November, Guy to find out what came of possible Youth Council involvement.

To contact food stalls, Lions, Coffee Truck, Playcentre, Scouts, Number 12, possible icecream stand and sparklers.

Also prizes for Guy competition.

General Business

Neil still has not heard from Combined Schools Choir about involvement in the Carols in the park.

Elly has organised fruit trees to plant up on the ridge to the left of the top carpark, plums, persimmons, apples and feijoa and they will require approx. \$12per tree to for protection. Elly is organising a crew to plant the trees this Wednesday 9th August at 9.00am.

Discussion was held on the article about Brook Park possibly being part of the Treaty Settlement and Elly asked if there was any chance to be involved in the discussions on these decisions.

Reminder for Subs

AGM to be held 2nd October 2017

Meeting closed 6.25pm

Next meeting 4th September 2017

Guy Whitaker

Chairperson

Document No: A357406

Report To: Council



Meeting Date: 1 August 2017

Subject: Progress Report: Road Map Work Programme

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme which was adopted by Council on 27 June 2017.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **29 August 2017**.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018.
- 2.2 In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.3 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.4 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map Work Programme and organisational capacity to identify priority ranking against the established work programme.
- 2.5 The Road Map is a 'living document' 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.
- 2.6 The current edition of the Road Map was adopted by Council on 27 June 2017.
- 2.7 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 2.8 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones.
- 2.9 The Monitoring Schedule for the Road Map includes the Key Milestones for all projects occurring in the current financial year including indicative timeframes and a commentary on progress for each project of work.

2.10 AMENDMENTS TO TIMELINES AND PROJECTS OF WORK

- 2.11 Any amendments to Project timelines are noted in the monthly Monitoring Schedule. Updates are highlighted in **red font**. All completed projects are moved to the end of the Schedule and are highlighted in **blue font**.

Commentary**3.1 NEW PROJECTS**

- 3.2 As additional projects are identified, they will be detailed in this section of the business paper and will be included in the next edition of the full Road Map Work Programme document.

3.3 ROADMAP REVIEW

- 3.4 It was noted at the time of adopting the 27 June 2017 edition of the Road Map Work Programme that there were a number of identified influences on the Work Programme necessitating a further full review to be undertaken within the next 3 – 4 months.

Suggested Resolution

The Progress Report: Road Map Work Programme as at **29 August 2017** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **29 August 2017 (Doc A357407)**



Road Map Work Programme

Monthly Monitoring Schedule

as at 29 August 2017

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Development of 2018-2028 LTP

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of CCO wording in 2018-2028 LTP	June-July 2017	Underway
Prepare recommended disclosure for inclusion in 2018-2028 LTP	May 2018	
Council Meeting Receive performance targets from CCOs for review	24 April 2018	Performance measures due from CCOs on 30 March 2018.
Council Meeting Adopt CCO disclosure for inclusion in the 2018-28 LTP	29 May 2018	

Policy on Remission of Rates (including Remissions and Postponements of Rates on Māori Freehold Land) Policy

Key Milestone	Indicative Timeframe	Commentary
Confirmation of 2016 desktop review to ensure findings still appropriate for 2018-28 Long Term Plan	September – October 2017	Underway
Council LTP Workshop #6 • Rates Remission Policy	7 November 2017	If any substantial changes are proposed to the rates remission policy, this will need to form part of the supporting information for the Consultation Document and timelines for CD presented in that section will be followed.
Finalisation of Long Term Plan Document	April - May 2018	
Council Meeting • Adoption of information and policies that form part of the final LTP proposal including Rates Remission Policy	29 May 2018	

SWaMMP

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	March – August 2017	Completed
Council LTP Workshop #3 Review outcomes/requirements for change, discuss any significant variations with Council.	5 September 2017	Underway
Council Meeting Adopt for consultation	27 March 2017	(Timelines will follow the CD consultation process).
Consultation Period	5 April to 4 May 2018	
Hearing	14 – 15 May 2018	
Deliberations	6 June 2018	
Council Meeting Adopt SWaMMP	26 June 2018	Any significant variations to be included in the 2018-28 LTP Document.

Definition and Application of Separately Used and Inhabited Parts (SUIP)

Key Milestone	Indicative Timeframe	Commentary
Desktop review of the definition and application of SUIPs	July – August 2017	Underway
Council LTP Workshop #6 Presentation and discussions of results of review for incorporation into the RFP	7 November 2017	

Consultation Document Development

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> LTP project plan Council vision/ strategic direction; Community outcomes; Strategic issues/right debate; Pre consultation - What? When?; Significance and Engagement Policy (SEP); Appointment of directors to CCOs Policy 	8 August 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> Financial Strategy #1 Population projections; Updated planning/forecasting assumptions; Māori decision making statement; Treasury Policy Anything requiring follow up from Workshop #1 	15 August 2017	Completed
Council LTP Workshop #3 <ul style="list-style-type: none"> Solid Waste Management and Minimisation Plan review outcome (which will form the Solid Waste AMP); AMPs: <ul style="list-style-type: none"> – Roading – Stormwater 	5 September 2017	
Council LTP Workshop #4 <ul style="list-style-type: none"> Community Development Strategy; AMPs: <ul style="list-style-type: none"> – Parks and Reserves – Recreation and Culture – Public Amenities – Housing and other Property 	19 September 2017	
Council LTP Workshop #5 <ul style="list-style-type: none"> Performance Measurement Framework review outcomes AMPs: <ul style="list-style-type: none"> – Wastewater – Water – Information Technology – Regulatory/Resource Management – Investments 	10 October 2017	
Council LTP Workshop #6 <ul style="list-style-type: none"> Revenue and Financing Policy #1 Infrastructure Strategy #1 Rates Remission Policy Financial Strategy #2 (if required) 	7 November 2017	

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #7 <ul style="list-style-type: none"> Revenue and Financing Policy #2 Strategic Financial Issues 	21 November 2017	
Council LTP Workshop #8 <ul style="list-style-type: none"> Budget Forecasts #1 Recap of issues Revisit 'right debate' to be included in the CD. 	5 December 2017	
Council LTP Workshop #9 <ul style="list-style-type: none"> Comms/Engagement plan for LTP Preliminary Draft Financial Forecasts RFP Considerations (if required) 	13 February 2018	
Council LTP Workshop #10 <ul style="list-style-type: none"> Working draft Consultation Document Preliminary draft Financial Strategy Preliminary Draft Financials 	20 February 2018	This workshop is planned as a reserve date for discussion on Financial Forecasts/ RFP/Financial Strategy, to be convened if required.
Council LTP Workshop #11 <ul style="list-style-type: none"> Consultation Document for Audit Draft Financials for Audit Other Supporting Info for Audit 	6 March 2018	
Audit of CD	7 March – 14 March 2018	
Hot Review (OAG)	15 – 16 March 2018	
Council Meeting <ul style="list-style-type: none"> Adopt Consultation Document for consultation Adopt Supporting Information for consultation <ul style="list-style-type: none"> Financial Statements AMPs (Asset and Activity Management Plans) Infrastructure Strategy SWAMMP Financial Strategy Revenue and Financing Policy Planning assumptions 	27 March 2018	
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 2018	

Long Term Plan – Final Document

Key Milestone	Indicative Timeframe	Commentary
Collation of 2018-28 Long Term Plan Document	April - May 2018	
Council Meeting <ul style="list-style-type: none"> Receive performance targets from CCOs for review 	24 April 2018	Performance measures due from CCOs on 30 March 2018.
Council Meeting <ul style="list-style-type: none"> Adopt information and policies forming part of the final LTP proposal: <ul style="list-style-type: none"> Significance and Engagement Policy; Appointment of Directors to CCOs Policy; Māori decision making statement; Treasury Policy; Rates Remission Policy; Adopt CCO disclosure information (e.g. Targets and Objectives) 	29 May 2018	Depending on the extent of changes in the review of these policies some of them might have been adopted as part of Supporting Information for the CD. A copy of the Working Draft LTP document is proposed to be handed out at this meeting (informally) for feedback.

Key Milestone	Indicative Timeframe	Commentary
– Receive variation statement between WSSA and LTP (if required)		
Audit of full 2018-28 LTP	13 - 18 June 2018	
Hot Review	18 June 2018	
Council Meeting Adoption of LTP	26 June 2018	

Strategic Direction for 2018-28 Long Term Plan

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> Strategic issues/right debate; Council vision; Council strategic direction; Community outcomes; Pre consultation - What? When? 	8 August 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> Population projections (the Rationale report); Updated planning/forecasting assumptions 	15 August 2017	Completed
Council LTP Workshop #7 <ul style="list-style-type: none"> Strategic Financial Issues 	21 November 2017	
Council LTP Workshop #8 <ul style="list-style-type: none"> Recap of issues Revisit 'right debate' to be included in the CD. 	5 December 2017	
Council LTP Workshop #10 <ul style="list-style-type: none"> Preliminary draft Consultation Document including preliminary strategic direction 	20 February 2018	
Council LTP Workshop #11 <ul style="list-style-type: none"> Consultation Document for Audit Supporting Info for Audit 	6 March 2018	
Council Meeting <ul style="list-style-type: none"> Adopt Consultation Document for consultation including strategic direction 	27 March 2018	

Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions, environmental scan	July 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> Consideration of assumptions: <ul style="list-style-type: none"> Population projections Updated planning/forecasting assumptions 	15 August 2017	Completed
Council Meeting <ul style="list-style-type: none"> Adopt Consultation Document for consultation Adopt planning assumptions as part of Supporting Information for consultation 	27 March 2018	

Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review and recommendations	July 2017	Completed
Council LTP Workshop #2 • Financial Strategy #1	15 August 2017	Completed
Council LTP Workshop #6 • Financial Strategy #2 (if required)	7 November 2017	
Council LTP Workshop #10 • Financial Strategy #3 (if required)	20 February 2018	
Council Meeting • Adopt Financial Strategy as part of Supporting Information for consultation	27 March 2018	The process for CD and LTP document will be followed from here on
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	7 May – 11 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 2018	

Infrastructure Strategy

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #6 • Infrastructure Strategy #1	7 November 2017	
Council LTP Workshop #11 • Infrastructure Strategy #2 (if required)	6 March 2018	
Audit of CD	7 March – 14 March 2018	
Hot Review (OAG)	15 – 16 March 2018	
Council Meeting • Adopt Infrastructure Strategy as part of Supporting Information for consultation	27 March 2018	The process for CD and LTP document will be followed from here on
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	7 May – 11 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 2018	

Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
Desktop Review to test for variations between adopted WSSA and LTP documentation.	January - February 2018	
Council LTP Workshop #11 • Review any variations between adopted WSSA and LTP documentation	6 March 2018	If no variations found in the review, it will not form part of this workshop
<i>In case of variation:</i> Council Meeting • Adopt 'variation between LTP and WSSA' for the LTP Document	29 May 2018	

Performance Management Framework

Key Milestone	Indicative Timeframe	Commentary
Review current Performance Management Framework	August - September 2017	Underway
Council LTP Workshop #5	10 October 2017	

Key Milestone	Indicative Timeframe	Commentary
<ul style="list-style-type: none"> Performance Measurement Framework review outcomes 		
Council Meeting Adopt Performance Management Framework as part of the information required for the LTP Document	29 May 2018	

Iwi Engagement

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing Māori Contribution to Decision Making	July - August 2017	Completed
Council LTP Workshop # 2 Outcomes of review presented to Council	15 August 2017	Completed
Council Meeting <ul style="list-style-type: none"> Adoption of Māori decision making statement as part of information and policies that form part of the final LTP Document 	29 May 2018	

Appointment of Directors to a Council-Controlled Organisation

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy and recommendations	August 2017	Completed
Council LTP Workshop #1 Present desktop review findings	8 August 2017	Completed
Council Meeting Adopt Policy as part of information and policies that form part of the final LTP Document	29 May 2018	

Treasury Policy

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing policy	July 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> Outcome of review of Treasury Policy 	15 August 2017	Completed
Finalisation of Long Term Plan Document	April - May 2018	
Council Meeting <ul style="list-style-type: none"> Adopt Treasury Policy as part of information and policies that form part of the final LTP Document 	29 May 2018	

Asset and Activity Management Plans – Updating for 2018-2028 LTP Purpose

Key Milestone	Indicative Timeframe	Commentary
Review of AMPs including:	July /August 2017	Underway

Key Milestone	Indicative Timeframe	Commentary
<ul style="list-style-type: none"> Levels of Service – mandatory, technical and community; the what, when and how Demand Management – planning for the future and optimising current capacity Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. Risk Management – strategies in the event of failure modes for critical components Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 		
<ul style="list-style-type: none"> AMPs (going to Workshop #3) due for Management Review 	22 August 2017	Workshops are scheduled to present AMPs and gain Council feedback on Levels of Service, Risks and Development Expenditure.
Council LTP Workshop #3 <ul style="list-style-type: none"> Solid Waste Management and Minimisation Plan review outcome; SWAMMP review outcome; AMPs: <ul style="list-style-type: none"> Solid Waste Activity (aligned with the SWaMMP) Roading Stormwater 	5 September 2017	
<ul style="list-style-type: none"> AMPs (going to Workshop #4) due for Management Review 	5 September 2017	
Council LTP Workshop #4 <ul style="list-style-type: none"> Community Development Strategy; AMPs: <ul style="list-style-type: none"> Parks and Reserves Recreation and Culture Public Amenities Housing and other Property 	19 September 2017	
<ul style="list-style-type: none"> AMPs (going to Workshop #5) due for Management Review 	26 September 2017	
Council LTP Workshop #5 <ul style="list-style-type: none"> Assessment of Water and Sanitary Services review outcome Performance Measurement Framework review outcomes AMPs: <ul style="list-style-type: none"> Wastewater Water Community Development Information Technology Regulatory/Resource Management Investments 	10 October 2017	
All finalised AMP documents due for Management Review	9 February 2018	
Council LTP Workshop #11 Supporting Info for Audit	6 March 2018	
<ul style="list-style-type: none"> Audit of CD 	7 March – 14 March 2018	
Hot Review (OAG)	15 – 16 March 2018	
Council Meeting <ul style="list-style-type: none"> Adopt Consultation Document for consultation Adopt Supporting Information for consultation <ul style="list-style-type: none"> AMPs (Asset and Activity Management Plans) 	27 March 2018	

Leadership

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Outcome of regional discussions on a collaborative approach to s17A Reviews.	27 June 2017	LASS has progressed slowly on this collaborative work stream and currently information is being on contracts held by Councils which will only be useful for future reviews. This work stream has had to be progressed internally, outside of the collaborative effort to meet statutory timelines.
Council Workshop Draft outcomes of internal s17A Reviews	20 July 2017	Completed
Council Meeting Adoption of Review outcomes	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	Council paper presenting proposed way forward considered at Council meeting 28 June 2016.
Develop Internal Audit Plan	August 2016	Meeting with KPMG is scheduled for first week of September to get underway with this.
Implement Internal Audits	August 2016 to August 2017	KPMG have indicated that the earliest they can start this process is in Jan-Feb 2017
Develop Risk Management Framework and Policy	November 2016	The timelines will be revised and the Roadmap updated accordingly after KPMG complete the assessment work in Feb 2017. The process will be kick started in early March 2017. Further updates will be provided thereafter.
Assessment of Organisational Risks	June – July 17	The 17/18 EAP development timeline changes impacted on this work stream. New timelines with milestones are noted below.
Develop measures for reporting in relation to significant risks	August 2017	Completed.
Council Meeting Report back on assessment work to Council	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
Council Meeting Risk Management Reporting to Council	October 2017 February 2018 April 2018 August 2018	

Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	July-September 2017	Underway
ISSP due for Management review	26 September 2017	

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #5 Information Technology Strategic Plan presented to Council	10 October 2017	

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	Complete
Council Meeting – Policy presented to Council for adoption of amendments or updates.	28 November 2017	

Review of Representation Arrangements (including Māori Representation) & Electoral Systems

Electoral Systems

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Resolution to change/not change the electoral system	29 August 2017	A Business Paper is contained elsewhere in the Agenda
Public notice of the right for electors to demand a poll on the electoral system	August 2017	
Deadline for polls to be received to be effective for the 2019 triennial local election	February 2018	If by 28 February 2018 it is ascertained that a poll is required, a timeline for dealing with the requirements of that poll will be developed at that time.

Māori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of briefing paper on Māori Wards and Constituencies	8 August 2017	Completed - Council's decision can feed into the development of the Maori Contribution to Decision Making statement for the 2018-28 LTP
Council Meeting Resolution to be taken in respect to Council's consideration of Māori Wards and Constituencies	29 August 2017 Statutory Deadline 23 November 2017	A Business Paper is contained elsewhere in the Agenda

Representation Arrangements

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consider options for representation arrangements	31 July 2018	
Council Meeting Resolution of proposed representation arrangements for consultation	28 August 2018	
Public notice of proposal and invite submissions (public notice must be within 14 days after making resolution and prior to 8 September 2018)	4 September 2018	
Submissions close	5 October 2018	
If no submissions then proposal becomes final		

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of submissions and possible amendment of proposal (within 6 weeks of closing date of submissions)	30 October 2018	
Public notice of Council's "final" proposal	8 November 2018	
Appeals and objections close	7 December 2018 (Statutory deadline, 20 December 2018)	
If no appeals or objections then proposal becomes final	Public notice 13 December - final proposal	
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	By 21 December 2018 (Statutory deadline 15 January 2019)	
Commission considers resolutions, submissions, appeals and objections and makes determination	Prior to 11 April 2019	
Determination subject to appeal to High Court on a point of law		If the matter goes to High Court, on appeal, timelines will be determined thereafter.

2016/17 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	30 May 2017	Completed
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2017	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September/October 2017	
Council Meeting Progress Report to Council on Interim June financial results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	26 September 2017	
Council Meeting Adopt Annual Report	31 October 2017	
Audit of Summary Annual Report	8-10 November 2017	
Audit Opinion on Summary Annual Report	13 November 2017	
Public notification of final Annual Report and Summary	23 November 2017	

Communications Strategy Progress

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Six monthly progress report to end of June	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
Council Meeting Six monthly progress report to end of December	27 February 2018	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of June	31 July 2018	Report provided at next meeting following end of six monthly period

Resident Satisfaction Survey (for 2016/17 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction (Levels of Service) Survey	May 2018	
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/ suggestions	May 2018	
Undertake Survey	June - July 2018	
Analyse / Report Survey Results	August 2018	
Council Meeting Resident Satisfaction Survey Results to Council	28 August 2018	
Resident Satisfaction Results ready for inclusion in Annual Report	August 2018	

District Planning

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Initial Project Planning completed	April 2017	Completed.
Presentation and engagement with all WDC staff on Project Plan	March 2017	Completed.
Council Workshop Discuss process and detailed project plan and Commence review	12 April 2017	Completed. This Workshop - <ol style="list-style-type: none"> 1 Outlined the purpose of the RMA and the hierarchy of statutory documents that the District Plan is required to give effect to. 2 Enabled discussion about the potential impact of this cost and resource intensive project on WDC staff and Councillors. 3 Provided an explanation of what is included in a District Plan and why the District Plan requires updating. 4 Engaged Councillors in some planning activities 5 Enabled initial discussions regarding the underlying philosophy of the new rural zone.
Council Meeting Adoption of process for plan development	7 June 2017	Completed. The RMA has been amended and now offers three options for plan development)
Council Workshop Residential Zone issues Rural-residential Zone issues	20 June 2017	Completed. First draft of Rural Chapter
Council Workshop Iwi engagement Designations	20 July 2017	Business paper and PowerPoint Presentation prepared for 20 July 2017 Council Workshop
Council Workshop Standalone coastal issues	15 August 2017	Discussion regarding standalone coastal issues Completed
Council Workshop Consultation Plan and consultant engagement Commercial Zone Issues Industrial Zone Issues	19 September 2017	First draft of Residential, Rural Residential Chapters
Council Workshop Papakaainga Zone issues Subdivision issues	17 October 2017	First draft of Industrial Chapter
Council Workshop Settlements/Village Issues Summer workshops – coastal issues	21 November 2017	
Council Workshop Tentative date – catch up and additional issues as needed	20 February 2018	
Council Workshop Deferred Zone issues Hazards	6 March 2018	First draft of Subdivision and Papakaainga Chapter
Council Workshop Tentative date – catch up and additional issues as needed	10 April 2018	

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Transportation, Hazardous substances and general amenity issues Works and Utilities	1 May 2018	First draft of Settlements and Deferred Zone Chapters
Council Workshop Tentative date – catch up and additional issues as needed	5 June 2018	
Council Workshop Transportation, Hazardous substances and general amenity issues Works and Utilities	24 July 2018	First draft of Transportation, Hazardous substances and general amenity
First Draft Complete	December 2018	
Tentative Notification	First Quarter 2019	

Review of Development/Financial Contributions

It is suggested that development contributions be assessed and, if required, developed as part of the 2018-28 Long Term Plan.

Town Concept and Structure Plans

Note: Town Concept Plans and Structure Plans will be encompassed in the District Plan review.

Te Maika Zone

Note: Zoning, land use and subdivision controls will be addressed as part of the District Plan review.

Mokau Adaptive Management Strategy ~~Erosion: Managed Retreat Strategy~~

Note: An Adaptive Management Strategy will be addressed as part of the District Plan Review. This will address zoning, natural hazard management, land use and subdivision controls. ~~The Managed Retreat Strategy along with the matters of zoning, natural hazard management, land use and subdivision controls will be addressed as part of the District Plan review.~~

Regulation and Compliance Services

The Regulation group of activities together with Resource Management fall under the Regulatory Services business unit. The Regulation Group aims to ensure a healthy and safe environment for the community in terms of building and food safety, regulatory behaviours and creating a nuisance free, family and investment friendly environment.

This Group includes the regulatory functions devolved to Council by legislation and leads the making of the necessary policies and bylaws.

The functions are:

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

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

- Issuing of Resource Consents
- Monitoring consents for compliance with conditions
- Making amendments to the District Plan

This Group exists to promote sustainable development of natural and physical resources by establishing policies and plans which aim in part to make the district vibrant and prosperous.

The Resource Management Act 1991 (RMA) requires Council to implement and review objectives, policies and methods to achieve integrated management of the effects of the use, development or protection of land and associated natural and physical resources of the district.

Policy: General

1.0 DESCRIPTION

Council has a number of legislatively required policies falling within the responsibility of WDC's Regulation Activity under the "Harm and Safety" category.

Where these policies fall due for review during the term of this Road Map, the review process is dealt with in detail under the respective Policy heading.

Policy	Last Review Date	Next Review	Review Cycle
Dangerous and Insanitary Buildings ①	June 2016	June 2021	5 Years (legislative requirement)
Gambling Venues ②	August 2017 ⁴	August 2020 ⁷	3 Years
Dog Control ③	December 2015	September 2020	5 Years
Earthquake Prone Buildings ④	July 2011	⑤	No longer applicable after 1 July 2017
Local Alcohol Policy ⑥	February 2016	June 2022	6 Years ⑦ (legislative requirement)
Psychoactive Substances ⑧			

① The **Dangerous and Insanitary Buildings Policy** sets out WDC's response to the policy requirements in relation to dangerous and insanitary buildings in terms of the Building Act 2004.

② The **Policy on Gambling Venues** outlines the controls in the District (e.g. location and number of machines) for Class 4 Gambling Venues and NZ Racing Board venues providing racing betting or sports betting services. **Council considered the Policy at its meeting on 1 August 2017 and determined not to amend the Policy.**

③ The **Dog Control Policy** sets out dog access rules (prohibited areas, restricted areas and exercise areas) and encourages responsible dog ownership. The Policy is also supported by Dog Control Bylaw which allows for enforcement. The Bylaw was reviewed in conjunction with the Policy in December 2015.

④ The **Policy on Earthquake Prone Buildings** sets out the Council's policy for the management of earthquake prone buildings.

- ⑤ The Building (Earthquake-prone Buildings) Amendment Act 2016 (the Amendment Act), which was enacted in May 2016, changes the way earthquake-prone buildings will be managed, by establishing a new nationally consistent system for identifying and remediating earthquake-prone buildings. The Amendment Act removes the requirement for each territorial authority to have its own earthquake-prone building policy, and therefore this policy ~~will~~ ceased to apply ~~as at 1 July 2017~~. ~~immediately upon commencement of the Amendment Act on 1 July 2017~~.
- ⑥ The **Local Alcohol Policy** (LAP) balances the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.
- ⑦ Whilst the LAP was adopted by Council in February 2016, its "Operative" date is 1 June 2016 and the next review of the Policy must be within 6 years of the "Operative" date.
- ⑧ The **Psychoactive Substances** Act 2013 makes provision, but is not mandatory, for Council to adopt a policy on psychoactive substances to enable the Council and its community to have influence over the location of retail premises selling such products. In March 2015, Council considered this matter and agreed to continue to monitor the requirement for a Psychoactive Substances Policy.

Policy: Gambling Venues

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	June 2017	Complete
Prepare recommendations	June/July 2017	Complete
Council Workshop	20 July 2017	Business paper prepared for Workshop Completed
Council Meeting Adopt draft policy for consultation Consider requirement to amend policy	29-1 August 2017	Completed. Council resolution not to amend policy.
Finalise draft policy for consultation	31 August 2017	
Public notification	Week of 4 September 2017	
Consultation Period	To 4 October 2017	
Hearing	31 October 2017	
Deliberations	31 October 2017	
Policy changes after deliberations	1-3 November 2017	
Council Meeting Adoption of Policy	28 November 2017	

Policy: Dog Control Policy and Practices Report 2016/2017

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	August 2017	Business paper prepared for 1 August 2017 Council Meeting
Public notification	September August 2017	Completed.

Bylaws: General

1.0 DESCRIPTION

Whilst the statutory required 10 year cycle review dates for Council's Bylaws do not fall within the period of this Road Map Work Programme, at any time, for any number of reasons, it may become necessary to review a Bylaw before the required statutory review.

Section 158 of the Local Government Act requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made.

Once the initial five year review was completed, bylaws are then required to be reviewed on a 10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into "new" Bylaws.

Set out in the table below is the timeline for each Bylaw including when it was adopted as a "New" Bylaw, the 5 Year Review date and the 10 Year Cycle Review Date. There is also a column "Other Review Date" for any review which is not part of the statutory timeline, but may be required from time to time for various reasons

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	①	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping			④	

- ① Trade Waste Bylaw review initialised to address/facilitate renewal of Discharge Agreements with Meat Work Companies. (This Review is programmed elsewhere in this Road Map).
- ② Since adoption of the Dog Control Bylaw in June 2014, Council made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw required updating. (That Review was programmed and completed in December 2015. As a result of that review, the 10 Year Cycle date has moved out to December 2025 accordingly).
- ③ In August 2015, the Department of Internal Affairs requested that all Councils review their Land Transport Bylaws following the Government's enactment of legislation to validate speed limits set by road controlling authorities with retrospective effect. (This Review is programmed elsewhere in this Road Map).
- ④ Council has confirmed its intent to obtain "Motorhome Friendly" status. For a town to obtain the Motorhome Friendly status the requirements of the New Zealand Motorhome Caravan Association include the requirement for a Freedom Camping Bylaw consistent with the premise of the Freedom Camping Act 2011.

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw		
Council Workshop Review of Land Transport Bylaw		
Council Workshop If further workshopping required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Council Hearing		
Council Deliberations		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	14 Sept 2016 - A business paper was presented to the Council workshop.
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	13 Dec 2016 - A business paper was presented to Council advising development of a Freedom Camping Bylaw will commence in 2017. <i>A business paper is contained elsewhere in this Agenda.</i>
Council Workshop Review of Freedom Camping Bylaw		
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Freedom Camping Bylaw		

Community Development

Introduction

Key Milestone	Indicative Timeframe	Commentary
Discretionary Grants - Round 1	Quarterly	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
Discretionary Grants - Round 2	Quarterly	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
Discretionary Grants - Round 3	Quarterly	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
Discretionary Grants - Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
Triennial Grants	3 Yearly (as part of LTP)	
Applications invited and advertised	1 October 2017 – 31 January 2018	
Applications close	31 January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Services Grants	3 Yearly (as part of LTP)	
POS Grant applications invited	November 2017 – January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Payment of annual allocations	As per agreed Terms and Conditions	
POS Grant applications invited	November 2017 – January 2018	
Community Partnership Fund	Annually (2nd Round if required)	
Advertising	October – November	
Applications close	November	
Council Workshop Consideration of Applications	December	
Council Meeting Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop Consideration of Applications	March (if required)	
Council Meeting Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	

Key Milestone	Indicative Timeframe	Commentary
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	
Committee Meeting Consideration of Applications	June December	
Announcements & Funding Allocation	June December	
Sport NZ Rural Travel Fund	Annually	
Applications invited and advertised	September/October	
Applications close	October	
Committee Meeting Consideration of Applications	November	
Announcements & Funding Allocation	November	
DC Tynan Trust Fund	Annually	
Applications invited and advertised	June/July	
Applications close	July	
Committee Meeting Consideration of Applications	August	
Announcements & Funding Allocation	August	

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	29 August 2017	A business paper is contained elsewhere within this Agenda.

Community Development Fund Policy – Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Community Development Fund	15 August 2017	Completed
Council Meeting Adoption of revised Community Development Fund Policy	29 August 2017 May 2018	As discussed at the Workshop held on 15 August 2017, the revised Community Development Fund Policy will be presented to Council in May 2018 following confirmation of LTP considerations.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's consultation period	
Council Meeting Report to Council outlining WDYC achievements throughout the 2017/2018 year including youth projects undertaken.	26 June 2018	

Community Events

2017 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2017	
Review and implement Project Plan	October 2017	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2017	
Execution of event	December 2017	
Council Meeting Management Report on the event identifying success	27 February 2018	

2018 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster	September/October 2017	
Identify and consult with key stakeholders	September/October 2017	
Development and implementation of a Project Plan	October 2017	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2018	
Execution of event	April 2018	
Council Meeting Management Report on the main event (The Muster) identifying success	26 June 2018	

Citizen Awards Working Party

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business Paper to Council - Appointment of Working Party	November 2018	

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2018	
Council Meeting Presentation of Timeline and promotion of Nominations	27 February 2018	
Consideration of Nominations by Working Party	March/April 2018	
Awards Ceremony	May 2018	

Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2017	
Graduate names received from Industry Training Organisations	December 2017/January 2018	
Invitation to Graduates and Families/Supporters	March 2018	
Graduation Ceremony	May/June 2018	

Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	June/July 2017	Underway Completed
Council Workshop Findings of review. Consideration of guidelines to support the relationship between WDC and the Sister City Committee	15 August 2017	A business paper is contained elsewhere within this Agenda.

Service Level Agreement - Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council (including presentation of Schedule of Services for 2017/18 year)	26 September 2017	
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council	27 March 2018	

Service Level Agreement – Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report)	26 September 2017	
Council Meeting Deputation – Reporting against Service Level Agreement	27 March 2018	

Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	31 October 2017	
Council Meeting Deputation – Six Monthly Report	24 April 2018	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report – Motor Home Friendly District	28 November 2017	
Council Meeting Progress Report – Motor Home Friendly District	29 May 2018	

Customer Services Strategy – Review

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Strategy	March/April 2018	
Council Workshop Review of Strategy	May 2018	
Council Meeting Adoption of reviewed Strategy	26 June 2018	

Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council		6 monthly Progress Reports will be presented to Council following the appointment of an Economic Development Officer.

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Strategy and Implementation Plan	10 October 2017	
Council Meeting Adopt changes to Strategy and Implementation Plan (if required)	31 October 2017	

Waitomo District Library Strategy – Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Strategy to Council for review	19 September 2017	
Council Meeting Strategy adopted by Council	31 October 2017	

Community Development Strategy - Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Strategy to Council for review	19 September 2017	
Council Meeting Strategy adopted by Council	31 October 2017	

Community Services

Property: Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report to Council outlining building removal options and development of site	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
		Further options are being considered. A paper will be presented to Council in September

Parks & Reserves: Brook Park Entrance Development

Key Milestone	Indicative Timeframe	Commentary
Call for Tenders	August 2017	Tender documents have been issued and tenders close 25 August 2017.
Construction Commences	September/ October 2017	

Parks & Reserves: Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report to Council outlining findings of walking track audit	27 February 2018	
Development of Walking Track Strategy	March to May 2018	
Council Meeting Draft Walking Track Strategy presented to Council	29 May 2018	
Council Meeting Walking Track Strategy presented to Council for adoption	26 June 2018	

Parks & Reserves: Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Milestones will be identified and confirmed in conjunction with the District Plan Review timelines	To be confirmed	A business paper is contained elsewhere within this Agenda.

Public Amenities: Te Kuiti Cemetery Development Plan

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery		Timelines to be confirmed upon finalisation of land acquisition.

Public Amenities: Marokopa Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	28 August 2017	A business paper is contained elsewhere within this Agenda.

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Workshop with Senior Management Team to develop and agree project plan	July 2017	Workshop scheduled for early August 2017
Workshop with WDC Working Group to agree Project Plan and identified timelines	August 2017	A business paper is contained elsewhere within this Agenda.
Further milestones will be confirmed on finalisation of the Project Plan	To be confirmed	

Recreation and Culture: North King Country Indoor Sport and Recreation Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress reports will be submitted to Council as required	As required	

AMP Improvement and Monitoring: Housing and Other Property

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance	Ongoing	

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
against Levels of Service and other performance measures		
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Housing and Other Property	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Parks and Reserves	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to	June 2017	

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
maintain the asset service potential.		
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Public Amenities	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Recreation and Culture	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
21. As per projects identified in AMP		

Community Services - Project Management

Parks & Reserves: Centennial Park Clubrooms Staged Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of building structure and materials	July/August 2017	
Council Meeting Report to Council on findings of assessment and future options	29 August 2017	A business paper is contained elsewhere within this Agenda.

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of performance of Cameras	July 2017 – August 2017	Assessment of the camera network is ongoing. Indications to date are that the new network is performing well. The performance of two cameras continues to be closely assessed.
Council Meeting Progress Report	28 September 2017	

Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Construction Commences	27 June 2017	
Council Meeting Progress Report	1 August 2017	A Progress Report was presented to Council on 1 August 2017. A business paper is contained elsewhere in this Agenda
		Construction of the toilets is now complete.

Public Amenities: Benneydale Caravan Dump Station

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community and NZMCA as to the most suitable location for a dump station	June 2017 to September 2017	
Installation of dump station	To be confirmed upon confirmation of site location	

**Recreation and Culture: Les Munro Centre – Renewal Works:
Main Bathroom Upgrade**

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	1 August 2017	A Progress Report was presented to Council on 1 August 2017. A business paper is contained elsewhere in this Agenda The bathroom upgrade is now complete.

Public Amenities: Te Kuiti Rail Overbridge Renewals

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on the current structural condition of the bridge and utilisation by pedestrians	29 August 2017	A Progress Report is contained elsewhere in this Agenda,
Council Meeting Report to Council presenting options to address structural condition	31 October 2017	

Asset Management

Note: The significant key projects for Water, Wastewater, Stormwater and Roading are capital works and therefore detailed reporting on these is undertaken by way of monthly progress reports to Council on each of the activities.

Land Transport: Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Monthly	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015 1 December 2016	Complete – Contract Awarded Revised as per NZTA direction Award of new Road Maintenance and reseals contract 2017-2020 Complete – Contract Awarded – Contractor on Site 1 March 2017
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2016-17	To implement 2018. The impact of the One Network Road Classification (ONRC) and the current changes to allow heavier trucks on all bridges and roads are to be assessed.
Develop LTP 2018-28	October 2017 – February 2018	

Land Transport: Streetlight Conversion to LED Technology

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Presentation of Business Case	28 March 2017	Council approved proceeding with the procurement process to replace existing streetlights with new LED technology with a one year rollout.
A business case developed by Power Solutions Limited (PSL) was submitted to NZTA.	Submitted 26 April 2017	NZTA accepted the Business Case for funding approval process on 28 April 2017
Enter a new LED project into TIO	Submitted and approved	NZTA funding approval received on 23 June 2017.
PSL Consulting investigation on Luminaires selection suitable for application	June 2017	Luminaire shortlist received, being reviewed with Alf Downs for final decision during July 2017.
Contractor on site	October 2017,	Incumbent Street Light Maintenance Contractor is in place but physical works on LED conversion is only expected to start later in 2017 depending on waiting time of delivery of luminaires from suppliers.

Land Transport: Erosion Protection – Te Kumi Station Road Bridge

Key Milestone	Indicative Timeframe	Commentary
Repairs of erosion to Bridge	August 2017	To be done under the current bridge structural maintenance repairs contract.

Land Transport: Footpath Renewals

Key Milestone	Indicative Timeframe	Commentary
Renewals and replacing of prioritised sections of damaged concrete footpaths	Annually	Ongoing within annual budget

Solid Waste: District Transfer Station Improvements

A key focus for the 2017/18 year is to raise health and safety standards at the District's Transfer Stations with regards to fall hazards. Industry guidelines will be followed to ensure WDC is taking the necessary steps to meet Health and Safety at Work Act requirements.

Solid Waste: Waitomo District Landfill

Resource Consent Application to Increase Volume

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study to increase the consented capacity from 232,000m ³ to 500,000m ³ .	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500,000m ³ with no change to the footprint, adding another 40 year life expectancy and in doing so retaining income. The second option would be to close the landfill when the 232,000m ³ consent limit is reached and cart waste to other landfills. The estimated time frame to reach the 232,000m ³ limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.
Consideration of identified options	September-November 2016	As part of the 2017/18 EAP development process, Council indicated that the option of expanding the Landfill is to be pursued.
Development of detailed Work Programme including Indicative Timelines	Post 1 July 2017	Once the Work Programme is completed, the Key Milestones and Indicative Timeframe this will be presented to Council as part of the Road Map Work Programme.

Upgrade Entrance Road and Tip-Head Access

Key Milestone	Indicative Timeframe	Commentary
Main entrance surface upgrade	November 2017	Due to high maintenance cost on the main entrance way of Waitomo District Landfill the best and most cost effective option for Council would be to change the entrance way pavement design and replace the hot mix with a more durable concrete structural design.
Rehabilitation of road surface from entrance gate to Tip head	June – August 2017	The damaged areas of chip seal road surface from the main entrance gate to the tip head will be repaired and resealed in sections.

Key Milestone	Indicative Timeframe	Commentary
		The section between the Transfer Station gate and Workshop has been completed.

Solid Waste: Feasibility Study – Relocation of Mokau/Awakino Transfer Station

Key Milestone	Indicative Timeframe	Commentary
Inframax Yard Feasibility Study	2017/2018	The Inframax yard at corner SH3 and Oha Street has been identified as the only viable option. Discussion is underway and a proposal will be tabled to ICL's for consideration.

Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in 2017. The next survey is due 2019.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
H&S audits on all Waste Management Facilities to identify hazards and safety improvements	Monthly	Ongoing.
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2016. The next Survey is due in 2018.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Wastewater: General

Key Milestone	Indicative Timeframe	Commentary
Te Waitere Effluent Discharge Consent renewal	September 2017	A draft renewed resource consent has been received from WRC and is

Key Milestone	Indicative Timeframe	Commentary
		being worked through to promote the best outcome for WDC. Renewed consent received.

Wastewater: Te Kuiti Wastewater Treatment Plant Improvements

Key Milestone	Indicative Timeframe	Commentary
Truck chemical tank filling parking area	June 2017	This project is progressing well. The waste pipe and concrete pads are completed. The chemical tanks will soon be relocated to their own individual pads.
Bulk Lime Dosing Horizontal Silo	2018 / 2019	On hold until 2018/2019 due to budget constraints
Excess Sludge Removal	June 2017	A light tip truck has been purchased together with a skid steer loader to remove the dried sludge to the landfill. The process of removing the dried sludge to the landfill is progressing well and will be an ongoing project.

Wastewater: Piopio Wastewater Treatment Plant Improvements

Key Milestone	Indicative Timeframe	Commentary
2 Kawana Street	July 2017	Completed. Awaiting relocation of house to the site to be completed prior to tank installation.

Wastewater: Te Kuiti Sewerage - Carroll Street under Railway

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	Obtaining permission for the Contractor to enter the railway corridor is delaying the progress.	Permission has been granted and work is being reprogrammed for this project.

Wastewater: Te Kuiti Sewerage Sewer Main under River

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	December 2017 to May 2018	The river level has been consistently too high to safely carry out this work so it has been deferred to the 2017/18 Summer.

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	This work is complete and the MoH subsidy claim has been prepared and is being submitted. The MOH review of the subsidy claim is underway.
Phase 2	Target completion December 2017	The resource consent to work in the river bed has been granted and work will commence during the next summer (dry) period.
Phase 3		Design has started and critical components have been procured. Demolition of old plant is underway.

Water: Mokau Water Treatment Plant and Storage Facility

Key Milestone	Indicative Timeframe	Commentary
Clarifier	July 2017	In progress. The tank has been purchased and is being modified to include the upflow pipe work.

Water: Mokau Water Reticulation Network – Renewal Programme

Key Milestone	Indicative Timeframe	Commentary
Oha Street / Tainui and Rangī Street	2017 / 2018	Work has started on the tender document preparation. Work on the procurement documents will begin in due course. Once the contractor has been appointed work can commence. The expected time frame is October 2017 when better construction weather is expected.

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing	Approximately 427 419 have been replaced throughout the District since June 2015.

Water: Seismic Strengthening of Reservoirs

Piopia Reservoir

Key Milestone	Indicative Timeframe	Commentary
Evaluation and Design		Soil testing and evaluation have been completed and design work is being done.
Contract documents and tendering		This work will be programmed for the 2018/19 financial year.

Key Milestone	Indicative Timeframe	Commentary
Construction	September 2018	

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		<p>The Resource Consent has been renewed for a 25 year period.</p> <p>Completed—Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review.</p> <p>A reserve soakage field will have to be developed equal to the existing in size in terms of the Discharge Consent. Additional land requirements for this may need to be negotiated with the land owner to provide an easement for this field.</p>
Development of detailed scoping and associated Project Plan	Outside 2025	Dependent on outcome of 1 above.
Consultation with landowners on development plans and land availability for discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
Council Meeting Progress Report	As required	On completion of each action.

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Council Meetings Progress Reports and decisions if and when required	As required	
Preliminary Design 1. Scoping design brief 2. Confirm OOS 3. Complete preliminary design report 4. Review design & costing forecast 5. Review funding analysis 6. Report findings to Council & confirm proposal	<p>March 2017</p> <p>April 2017</p> <p>May/June 2017</p> <p>June 2017</p> <p>June 2017</p> <p>June 2017</p>	<p>Due 16 June 2017</p> <p>27 June Council meeting</p>
Stakeholder Engagement 1. Confirm proposal acceptance with THL and Trusts 2. Assemble project liaison group - WDC, Trusts, THL 3. Prepare and agree HoA	<p>July 2017</p> <p>July, September, December 2017</p> <p>July/August 2017</p>	<p>Meet quarterly</p> <p>Outcomes, responsibilities and costs/funding</p>
Land Tenure 1. Obtain owner agreement to new pipeline easements 2. Agree process for security of land tenure - assignment by variation 3. Agree variations to current lease 4. Complete variations to current easements	<p>July/August 2017</p> <p>August 2017</p> <p>September 2017</p> <p>October 2017 – March 2018</p>	<p>Between Brooklee Road and Lees Block Road</p> <p>HE 22 & 23</p>

Key Milestone	Indicative Timeframe	Commentary
5. Arrange formal lease assignment	April 2017 – June 2018	
Consenting		
1. Obtain THL consent proposal	July 2017	Application due by end of June
2. Submit on proposed land use activities	August 2017	WDC is a consent authority
3. Review Te Kuiti consents for consistence & confirm WRC acceptance of WDC concept	July 2017	Variation may be required
TIF Application		
1. Ascertain local /visitor demand ratio	July 2017	Volume based
2. Determine enhancement component	July 2017	Like for like not eligible
3. Determine LG Finance Agency lending limits	July 2017	Need to show WDC borrowing capacity
4. Develop funding options/analysis - for local share Capex	July 2017	User charges, concessions, co-investment
5. Confirm fit with funding round priorities statement	August 2017	Each funding round starts with a unique PS
6. Prepare application & submit	August/September 2017	1st round due in 2nd half of 2017 - date to be confirmed
Long Term Plan		
1. Develop funding mechanisms - TR, vol, pan, SUIP, TW	October 2017	
2. Review R & F policy	November 2017	
3. Draft proposal for 2018 LTP consultation doc	February 2018	
4. Consult with community	April/May 2018	
5. Review submissions	May 2018	
6. Deliberations	May 2018	
7. Adopt LTP	June 2018	
Final Design		
1. Finalise scope	July 2018	After adoption of 2018-28 LTP
2. Obtain OOS	July 2018	Jul-18
3. Complete design	July 2018 – 31 August 2018	31-Aug-18
4. Review and adopt final design	15 September 2019	15-Sep-18
Implementation		
1. Call tenders	October 2018	
2. Construct works	November 2018 – March 2019	
3. Test and hand-over	April 2019	

Capital Renewal Programme – Year 3 (2017/2018)

WATER - Te Kuiti

The Henderson Street ring main will start as soon as the Hetet Street main replacement project has been completed. The Awakino Road main replacement contract has been substantially completed and the new pumps have been installed and commissioned for the Awakino Pump Station upgrade.

Street	LTP Budget = Opt Rep Value	Comment
Edward Street Main Replacement	\$86,000	Programmed to start January 2018.
Hospital Street main	\$42,000	First Phase from Te Kumi Street

WATER - Mokau

The North Street (SH3) arterial main has failed and is being replaced in its entirety from the Inframax yard to Rerenga Street. The internal main will be reprogrammed to be replaced in the next phases.

Street	LTP Budget = Opt Rep Value	Comment
Oha Street / Tainui Street	\$110,000	

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street Bridge	\$22,000	Rebuilding of pipe bridge over Kuratahi Street
Moa Street / Tui Street link	\$44,800	Completion of the ring main to reduce service supply interruptions during upgrading of water mains.

ROADING

Road Name	RP	Length (m)	Width (m)	Cost Estimate	Comments
Oparure Rd	4,414 – 5,800	1,386	6.4	\$406,507	Completed
Oparure Rd	6,900 – 8,100	1,200	8.0	\$452,575	Completed
Maraeroa Rd Seal Extension	0- 1,775	1,775	7.7	\$811,000	Completed

Note: The above list indicates priority projects from the Road Rehabilitation Shortlist and large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works.

WASTEWATER - Te Kuiti

The nettie Street sewer reroute has been completed. The new main under the river has been delayed due to the ongoing high water level in the river. The Carroll Street sewer renewal under the railway line has been delayed due to slow co-operation from KiwiRail. A change in the construction methodology should see the project proceeding soon.

Street	LTP Budget = Replacement Cost	Comments
Taupiri Street to Main PS	\$145,000	New sewer main to provide continuing sewage transportation for Taupiri Street Renewal (Poor Condition). Survey for long sections and design has started.

STORMWATER - Te Kuiti

The Hill Street and Edward Street storm water upgrading contracts have been completed.

Street	LTP Budget = Replacement Cost	Comments
Waitete Road	\$70,000	Flooding of business
Hill Street / King Street West	\$33,000	Correcting past historical inconsistencies.

Capital Renewal Programme – Year 4 (2018/2019)**WATER - Te Kuiti**

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Rora Street	\$12,223.68	Condition assessment to be undertaken
Ngarongo	\$12,960.38	Condition assessment to be undertaken

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Aria Terrace	\$95,000	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$17,317.95	Condition assessment to be done

Moa Street	\$10,012.53	Condition assessment to be done
Weka Street	\$2,736.53	Condition assessment to be done

WASTEWATER – Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$53,919.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$14,039.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$25,740.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$15,208.00	Rora Street will be reprogrammed as Taupiri Street
Alexandra St	\$25,631.00	This will be reprogrammed as Taupiri Street

ROADING

The inclusion of Maraeroa Rd seal extension will cause the deferring into next year of Taharoa Rd (- both sections A and B). Hangatiki East Road will be deferred and addressed as part of the OMYA route. Totoro Rd Phase 2 was deferred to the 2016/17 year due to consent and budgeting reasons, and is now under construction.

Pavement Rehabilitation Program for 2016/17:

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
Current Year:							
Totoro Rd Phase 2 Sep Port 1	8,378 – 9,800	1422	6.4	9,100	\$60.00	2016/17	\$546,000
Totoro Rd Phase 2 Sep Port. 2	9,800 – 11,316	1,516	6.4	9,700	\$60.00	2016/17	\$582,000
2nd Year:							
Rangitoto Rd	5,784 – 6,415	631	7.0	4,340	\$50.00	2017/18	\$217,000
Totoro Rd Phase 3	1,583 – 2,664	1,081	7.0	7,567	\$55.00	2017/18	\$416,000
Totoro Rd Phase 4	3,141 – 5,140	1,999	7.0	13,993	\$55.00	2017/18	\$769,000
3rd Year: (tbc)							
Ramaroa Rd Section 1	0 - 630	630	7.0	4,410	\$60.00	2018/19	\$265,000
Ramaroa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$60.00	2018/19	\$420,000
Ramaroa Rd Section 3	1,630 – 2,299	669	7.0	4,683	\$60.00	2018/19	\$280,000
Totoro Rd Phase 6	5,807 - 7,205	1,398	7.0	9,786	\$60.00	2018/19	\$587,000
Walker Rd	3,887 - 4,739	852	7.0	5,964	\$60.00	2018/19	\$357,000
Delayed due to budget constraints and priorities:							
Oparure Rd (Section C)	14,587 – 15,588	1,010	8.0	8,080	\$50.00	tbc	\$404,000

Note: The above list indicates Pavement Rehab projects for the current financial year and the next priorities from the Road Rehabilitation FWP Shortlist but it should be noted that the roads indicated for future years are only indicative at this stage as the list is only finalised during the year before the Pavement Rehab project. This is due to variations in deterioration profiles of the shortlisted roads in the FWP and budget considerations. There is also a need for enhanced funding to catch up on a back log of Rehab requirements.

Major New Construction Projects for 2016/17:

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Maraeroa Rd Seal Extension	0.000	1,780	1,780	7.0	13,130	\$64.50	\$847,000

Note: The above list indicates large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works. The Maraeroa Rd Seal extension project is completed.

Capital Renewal Programme – Year 5 (2018/2019)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
King Street West	\$46,498.46	Condition assessment to be done
King Street West	\$8,569.93	Condition assessment to be done
Taupiri Street	\$5,121.29	Condition assessment to be done
Taupiri Street	\$6,609.93	Condition assessment to be done
Taupiri Street	\$4,726.56	Condition assessment to be done
Taupiri Street	\$7,960.16	Condition assessment to be done
Taupiri Street	\$19,365.93	Condition assessment to be done

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Ngarongo Street	\$17,938.55	Condition assessment to be done
Lawrence	\$17,765.75	Condition assessment to be done
George	\$27,467.97	Condition assessment to be done
Te Kuiti	\$23,558.73	Condition assessment to be done

WATER - Piopio

Street	Replacement Cost	Comments
Kea Street	\$9,165.89	Condition assessment to be done
Moa Street	\$16,761.02	Condition assessment to be done
Moa Street	\$3,183.25	Condition assessment to be done
Moa Street	\$609.90	Condition assessment to be done
Ruru Street	\$2,335.28	Condition assessment to be done

WASTEWATER – Te Kuiti

Address	LTP Budget = Replacement Cost	Comments
Te Kumi Road	\$8,773.00	Condition assessment to be done
Te Kumi Road	\$2,012.00	Condition assessment to be done
Te Kumi Road (Beside River)	\$3,870.00	Condition assessment to be done
Te Kumi Road (No.40)	\$7,437.00	Condition assessment to be done
Te Kumi Road (Pump Station Beside River)	\$720.00	Condition assessment to be done
Te Kumi Road (No.40)	\$5,558.00	Condition assessment to be done
Te Kumi Road	\$14,206.00	Condition assessment to be done
Edward Street (No.11 - 15)	\$9,861.00	Condition assessment to be done
Edward Street (No.3 - 9)	\$13,852.00	Condition assessment to be done
Edward Street (No.1)	\$7,839.00	Condition assessment to be done
Edward Street (No.17)	\$7,872.00	Condition assessment to be done
Waitete Road	\$14,227.00	Condition assessment to be done
Waitete Road & Awakino Road	\$9,844.00	Condition assessment to be done
King Street West & Carroll Street	\$26,144.00	Condition assessment to be done

ROADING

Draft Pavement Rehabilitation Program for 2017/18:

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
GPS Year 3:							
Rangitoto Rd	5,784 – 6,415	631	7.0	4,340	\$50.00	2017/18	\$217,000
Totoro Rd Phase 3	1,583 – 2,664	1,081	7.0	7,567	\$55.00	2017/18	\$416,000
Totoro Rd Phase 4	3,141 – 5,140	1,999	7.0	13,993	\$55.00	2017/18	\$769,000

Next GPS: (tbc)							
Ramaraoa Rd Section 1	0 - 630	630	7.0	4,410	\$60.00	2018/19	\$265,000
Ramaraoa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$60.00	2018/19	\$420,000
Ramaraoa Rd Section 3	1,630 - 2,299	669	7.0	4,683	\$60.00	2018/19	\$280,000
Totoro Rd Phase 6	5,807 - 7,205	1,398	7.0	9,786	\$60.00	2018/19	\$587,000
Walker Rd	3,887 - 4,739	852	7.0	5,964	\$60.00	2018/19	\$357,000
Delayed due to budget constraints and priorities:							
Oparure Rd (Section C)	14,587 - 15,588	1,010	8.0	8,080	\$50.00	tbc	\$404,000

Note: The above list indicates Pavement Rehab projects for the next priorities from the Road Rehabilitation FWP Shortlist but it should be noted that the roads indicated for future years are only indicative at this stage as the list is only finalised during the year before the Pavement Rehab project. This is due to variations in deterioration profiles of the shortlisted roads in the FWP and budget considerations. There is also a need for enhanced funding to catch up on a back log of Rehab requirements.

AMP Improvement and Monitoring: Land Transport

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.

Training in the use of relevant Activity Management programmes such as Bizze@sset at WDC	Dec 2016	In progress but to be revised as new requirements develop.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Pavement Design life alignment (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Street Light LED Renewal Programme	July 2017 onwards	Planning underway. To be implemented over one year. NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	April 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

Key – Relative Priority:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Consultation (to ascertain the community's service level needs/preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 2	Next review 2017	Levels of service survey for SW last completed in 2012.
Ensure the right level of funding is allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. Priority 3		Ongoing. Additional Resource Required: Required contractors

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. Priority 4		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. Priority 2		Require Catchment Management Plans to be completed. Step 1 is a Catchment flooding model Additional Resource Required: Consultant
Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere. Priority 4	December 2025	Additional Resource Required: Additional Resource Required: Planning Consultant
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 4		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. Priority 3		Require Catchment Management Plans to be completed.
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. Priority 4		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. Priority 3		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. Priority 4	2025 - 2027	Additional Resource Required: Consultant
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

Key:

- 1 = High importance/high urgency
 2 = High importance/low urgency
 3 = Low importance/high urgency
 4 = Low importance/low urgency

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Promote understanding, commitment and engagement of the community in waste minimisation (more intensive recycling and home composting). Priority 2	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2016. Complete
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Ongoing	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. Priority 2	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

Key:

- 1 = High importance/high urgency
 2 = High importance/low urgency
 3 = Low importance/high urgency
 4 = Low importance/low urgency

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
Consultation (to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 3	Next review due June 2016	LOS survey completed in August 2011 confirmed wastewater services meet or exceed the majority of user's expectations. Additional Resource Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. Priority 1	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. Priority 4	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. Priority 4	After 2025	Require District Plan update Outside planning period

Develop accurate and complete asset inventory registers for each scheme. Priority 2	On-going	Monitor progress
Updating of asset inventory data and input to database. Priority 1	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 2	Following above actions	
Prioritise the works developed from risk assessment exercises. Priority 2	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. Priority 2	Following above actions	
Arrange a routine forum of adjacent council's wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. Priority 4	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

Key:

1 = High importance/high urgency

2 = High importance/low urgency

3 = Low importance/high urgency

4 = Low importance/low urgency

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Consultation to ascertain the water supply communities service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period.

		District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	December 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year. Priority 2	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. Priority 4	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

Note: The significant key projects for Water, Wastewater, Stormwater and Roding are capital works and therefore detailed reporting on these is undertaken by way of a monthly progress report to Council on the Roding activity, and quarterly progress reports on each of the Water activities.

Document No: A357683

Report To: Council



Meeting Date: 29 Aug 2017

Subject: **Unaudited Interim Financial Report for the Year ended 30 June 2017**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the financial and non-financial results for the year ended 30 June 2017.

Background

- 2.1 The period covered by this report is 1 July 2016 to 30 June 2017.
- 2.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to budget on Council's operating performance for the year ended 30 June 2017.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2016 to 30 June 2017.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the year compared with the EAP 2016/17.
 - **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service Statement** Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 30 June 2017 is presented in **Appendix 2**.
 - **Treasury Management Report** from Bancorp Treasury Services Limited, Council's treasury management advisors is enclosed as **Attachment 1**.
- 2.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s).

Financial Report to 30 June 2017

3.1 INCOME STATEMENT HIGHLIGHTS

3.2 Set out below is the summary of financial information for the year to 30 June 2017. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS	Actual	EAP	Unaudited Interim Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	June 2017	June 2017	Variance
Total Expenditure					
- Direct Operating	13,778	14,731	13,889	(842)	
- Indirect Operating	11,941	12,861	11,939	(922)	
Total Expenditure	25,719	27,592	25,828	(1,764)	-6%
Total Revenue					
- Operating Revenue	(10,613)	(10,961)	(10,525)	436	
- Rates Revenue	(18,700)	(19,546)	(19,615)	(69)	
Total Revenue	(29,313)	(30,507)	(30,140)	367	-1%
Net Operating Cost/(Surplus)	(3,594)	(2,915)	(4,312)	(1,397)	48%
Other Comprehensive Revenue and Expense					
- Revaluation of Property, plant and equipment	0	(4,620)	(357)	(357)	
-(Gains)/Losses from Cash Flow Hedges	1,828	0	(1,121)	(1,121)	
- Revaluation of available for sale assets	(1,900)	0	0	0	
Total Other Comprehensive Revenue and Expense	(72)	(4,620)	(1,478)	(1,478)	
Total Comprehensive Revenue and Expense	(3,666)	(7,536)	(5,790)	(2,875)	99%

3.3 **Net Operating Surplus:** The net operating surplus of \$4,312,000 was \$1,397,000 more than budget for the year ended 30 June 2017. The Cost of Service Statements for each activity are included as Appendix 1.

3.4 **Total Expenditure** was 6% (\$1,764,000) less than budget forecast for the year ended 30 June 2017.

- **Direct operating expenditure** was \$842,000 less than budget. The main contributors to this variance in order of magnitude are:
 - Leadership: \$376,000 less than budget mainly due to budgets for the review of the District Plan, quarry assessments and health and safety work not carried out during the year.
 - Sewerage: \$201,000 less than budget mainly due to expenditure for electricity and WSBU (plant operator's costs) was less than budget.

- Community Service: \$183,000 less than budget mainly due to maintenance expenditure for Rural Halls and other council buildings and amenities being less than budget.
- Solid Waste Management: \$107,000 less than budget mainly due to expenditure for intermediary capping material and other operational expenditure being less than budget.
- Community Development: \$99,000 less than budget mainly due to expenditure for the Telecommunications initiative and District Promotions expenditure being less than budget.

This is offset by:

- Roads and Footpaths: \$131,000 more than budget mainly due to expenditure for emergency reinstatement (first response), environmental maintenance and network and asset management being more than budget.
- **Indirect expenditure** was \$922,000 less than budget:
 - Allocated Costs: \$128,000 less than budget mainly due to staff costs, information services, motor vehicles and human resources costs was less than budget.
 - Interest: \$755,000 less than budget. The budgeted interest cost was based on 1 July 2016 projected public debt of \$48.3 million while the actual public debt at that date was \$44.8 million, secondly, the cost of funds achieved for the year was lower than the forecast in the 16/17 EAP.
 - Depreciation: \$39,000 less than forecast.

3.5 **Total Revenue** was 1% (\$367,000) less than budget for the year ended 30 June 2017.

- **Operating revenue** \$436,000 less than budget. The main contributors to this variance are:
 - Roads and Footpaths: Capital expenditure is less than budget for the year and therefore NZTA subsidy is also less; revenue is \$1,013,000 less than budget.
 - Sewerage: Trade Waste revenue is \$172,000 less than budget due to reduced volume and nutrient concentration of discharge from trade customers.

This was offset by:

- Community Service: \$509,000 more than budget mainly due recognition of vesting income for the transfer of the Sir Colin Meads Statue to Council for safe keeping as a community asset.
- Solid Waste Management: \$124,000 more than budget due to increased sales of landscape products and disposal revenue for green waste.

- **Rates revenue** was \$69,000 more than budget due to rates penalties received being less than budgeted.

3.6 **BALANCE SHEET HIGHLIGHTS**

- 3.7 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2016 to 30 June 2017. The full Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2016	Unaudited Interim Actual Position 30 June 2017	Movement from 30 Jun 2016
Assets			
- Cash and cash equivalents	174	112	(62)
- Receivables	6,045	6,368	323
- Other current assets	116	1,015	899
- Other financial assets	5,286	5,686	400
- Non-current assets	331,925	334,823	2,898
- Derivative financial instruments	0	0	0
TOTAL ASSETS	343,546	348,004	4,458
Liabilities			
- Other Liabilities	5,297	6,412	1,115
- Total Borrowings	44,786	43,419	(1,367)
- Derivative financial instruments	2,716	1,636	(1,080)
Total Liabilities	52,799	51,467	(1,332)
Equity			
- Equity	290,747	296,537	5,790
TOTAL LIABILITIES AND EQUITY	343,546	348,004	4,458

- 3.8 **Total Assets** have increased from \$343.55 million to \$348 million.

- Cash and cash equivalents have decreased by \$62,000 from \$174,000 to \$112,000.
- Receivables increased by \$323,000 from \$6.05 million to \$6.37 million due to an increase in NZTA subsidy receivable. This is offset by a decrease in GST Receivable and Rates Receivables.
- Other current assets has increased by \$899,000 from \$116,000 to \$1,015,000 due to the reclassification of some Investment Property Assets and non-current assets held for sale to Other current assets.
- Non-current assets have increased by \$2.898 million. The increase is due to the net effect of asset additions of \$9.67 million, less depreciation of \$5.74 million, less transfers to current assets of \$906,000, asset disposals of \$483,000 revaluation of Solid Waste assets leading to an addition of \$357,000.
- Roading assets revaluation is currently in progress and the results have not yet been received for this report. The finalisation of the asset ledger may also result in changes to asset balances.
- Land and buildings, storm water, sewerage and water supply assets are not due to be revalued this financial year. Independent assessments have been carried out by the respective valuers for each asset class, confirming that carrying value for these assets approximates to their fair value.

3.9 **Total Liabilities** have decreased from \$52.8 million to \$51.47 million.

- Other Liabilities increased by \$1,115,000 due to a general increase in Payables at 30 June 2017.
- Total Borrowings decreased by \$1.38 million from \$44.79 million to \$43.42 million.

3.10 **Equity** increased from \$290.75 million by \$5.79 million to \$296.54 million which equals the total comprehensive revenue and expense for the period.

3.11 ADJUSTMENTS AND OTHER CONSIDERATIONS FOR THE ANNUAL REPORT

3.12 The following adjustments have yet to be made to the accounts and will be completed as part of the development of the Annual Report.

- Road revaluation: The draft valuation report has been received but is still to be reviewed and agreed to before entry into the accounts.
- Allocated Costs: The allocation of overhead cost will be reviewed and finalised as part of the annual report development process.
- Completion of the asset ledger: Which will involve completing asset additions and any asset disposals.
- Other Minor adjustments: Throughout finalising the annual report minor adjustments may be required. These changes are not expected to materially alter the financial result reported in this report.

3.13 CAPITAL EXPENDITURE

3.14 Set out below is the Capital Expenditure budget for the year compared to actual expenditure for the year ended 30 June 2017.

CAPITAL EXPENDITURE SUMMARY	EAP	Unaudited Interim Actual	Variance
(Amounts in \$000's)	2016/17	June 2017	2016/17
Governance: Leadership and Investments			
- Investments	115	0	(115)
Community Service			
- Parks and Reserves	132	76	(56)
- Housing and Other Property	372	431	59
- Recreation and Culture	226	211	(15)
- Public Amenities	410	597	187
- Safety	10	0	(10)
Community Development			
- District Development	40	1	(39)
Regulation			
- Animal Control	0	0	0
Solid Waste Management			
- Landfill Management	146	124	(22)
Stormwater			
- Te Kuiti Stormwater	272	227	(45)
- Rural Stormwater	5	25	20
Sewerage			
- Te Kuiti Sewerage	769	323	(446)
- Te Waitere Sewerage	32	3	(29)
- Benneydale Sewerage	54	41	(13)
- Piopio Sewerage	37	34	(3)
Water Supply			
- Te Kuiti Water	2,205	1,810	(395)
- Mokau Water	48	468	420
- Piopio Water	76	66	(10)
- Benneydale Water	0	18	18
Roads and Footpaths			
- Subsidised Roads	6,500	4,560	(1,940)
- Unsubsidised Roads	330	153	(177)
Corporate Support			
- Corporate Support	521	465	(56)
- Internal Services Unit	41	40	(1)
TOTAL CAPITAL EXPENDITURE	12,341	9,673	(2,668)

3.15 **Capital Expenditure** was \$9.67 million for the year ended 30 June 2017, of which \$4.71 million (49%) related to Roads, \$2.36 million (24%) related to Water Supply and \$1.32 million (14%) related to Community Service.

3.16 Capital expenditure budgets are listed in the table above and major projects detailed in the commentary that follows. It should be noted that "Unspecified" renewal/ upgrade budgets are forecast for expenditure to be incurred on an 'as needed' basis only.

3.17 Governance: Leadership and Investments

Investments:

- Safety improvement capital works budgeted for at a number of Council owned quarries has not commenced and will be carried over into the next financial year (Budget \$115,000).

3.18 Community Service

Parks and Reserves:

- Plans to address long deferred maintenance needs for Centennial Park (ex-Albion Soccer) are under review (Carryover budget of \$65,000), however there has been no expenditure for the year and this will be carried over to the next financial year.
- Wash area at Mangaokewa Reserve has been completed for a total cost of \$11,000. Minor expenditure spend for the year on Brook Park development and other park renewals in Passive Reserves (Budget \$33,000). Planning of remedial work to the Marokopa Seawall has been started.
- The pontoon at Te Waitere Wharf has been repaired after some minor damage occurred to one floatation unit (Coastal Reserves renewals budget \$63,000 and carryover budget of \$32,000).
- The playground at Waitomo Village has been completed for a total cost of \$51,000, of which \$30,000 was budgeted for in the 2015/16 year (Playground upgrades budget \$36,000 and carryover budget of \$30,000).

Housing and Other Property:

- Expenditure for the year has been for Elder Persons Housing and Other Land and Building, expenditures incurred in relation to recently laid storm water connection from manhole and replacement of kitchen appliances for Te Kumi Rd rental property. Other expenditure has been for remedial work of the river bank next to the newly installed pedestrian bridge in Benneydale and minor expenditure at the dog pound. (Community Halls, Elder Persons Housing and Other Building Assets budget \$30,000).
- No expenditure for the year on renewals and upgrades of assets at existing camp grounds (Budget \$52,000).
- The Plaza tidy-up work is complete with \$43,000 spent for the year, on paving, gardens and seating. Development of the community space in the northern building and i-site linkage upgrade project has been completed for an expenditure in this period of \$309,000.
- Railway Station Platform safety upgrade work has been completed for a total cost of \$48,000. This work was not budgeted for but was found to be necessary.

Recreation and Culture:

- Expenditure for the year on Library collection renewals is \$47,000 and is ongoing (Budget \$52,000).
- Expenditure for the year on Aquatic Centre renewals is \$16,000 (Budget \$20,000).

- Expenditure for the year of \$145,000 has been incurred on Les Munro Centre building renewals for the upgrade of the courtyard and on replacement kitchen appliances. The upgrade of the bathroom facilities at the Centre will be completed in July (Budget \$154,000).
- Expenditure for the year of \$3,000 has incurred in relation to the installation of IT System at Te Kuiti Aerodrome. This work was not budgeted for but was found to be necessary for revenue collection purposes.

Public Amenities:

- Toilet replacement project at Marokopa has started with a minimal spend incurred (Budget \$225,000); planning is underway and the project is expected to be completed before the end of the calendar year.
- Toilet replacement project at Benneydale was completed in July 2017 with a total project cost of \$218,000 of which \$106,000 is included in 2017/18 year. (Carryover budget from last year \$217,000).
- Expenditures of \$3,000 has incurred for installation of new pump at Mokau Toilets (Budget \$22,000).
- \$1,400 has been spent for the year for cemetery signs. No expenditure for the year on Cemetery access way upgrades (Budget \$14,000).
- Te Kuiti railway pedestrian over-bridge renewals and security camera upgrades \$22,000, expenditures for the year was for Security cameras upgrade (Budget \$82,000 and carryover budget of \$100,000 from prior year).
- The Waitomo Sports Centre carpark has been resealed for a total cost of \$22,000. This expenditure was not budgeted for.
- The Sir Colin Meads statue commissioned by Legendary Te Kuiti has been vested in council as a community asset.

Safety:

- No expenditure incurred for the year on signage for Civil Defence initiatives (Budget \$10,000).

3.19 Community Development

- No expenditure for the year on capacity for a Motor Home Friendly District Initiative (Budget \$40,000 plus carryover budget from last year of \$40,000).

3.20 Solid Waste Management

- \$52,000 expenditure for the year for earthwork shaping of the high wall, cell 3 liner development and replacement of the generator at the landfill. The work for shaping of the high wall has been successfully completed by the end of the financial year (Budget \$70,000).
- Expenditure for the year for purchase of carbon credits required under the Emissions Trading Scheme of \$72,000 (Budget \$72,000).
- No expenditure for the year on transfer station Portacom building (Budget \$4,000).

3.21 Stormwater

- Expenditure for the year of \$80,000 has been for pipe replacements at George Street, Elizabeth Street and Rora Street (Unspecified minor stormwater renewals budget \$67,000).
- The contingency budget for Taupiri Street stormwater pipe rehabilitation (\$44,000) was not required.
- Planned Stormwater Rehabilitation (Budget \$107,000): Expenditures of \$124,000 on Edward and Hill Streets rehabilitation is completed.
- Stormwater asset risk minimisation (Budget \$42,000): \$22,000 expenditure for the year for a risk and catchment assessment surveys of the network.
- Asset Data Collection for Te Kuiti Stormwater (Budget \$12,000): minor expenditure incurred for the year.
- Unspecified stormwater renewals for rural communities budget of \$5,000: Expenditure of \$25,000 incurred in relation to Awakino Heads Road storm water chamber investigation and replacement. This work was needed to remedy deep scouring under the chamber.

3.22 Sewerage

- Expenditure for the year of \$198,000 has been incurred for minor improvements and improvements of the ultra violet system at the Te Kuiti Waste Water Treatment Plant. Work on the bunded chemical tank and the base structure for the sludge removal process are yet to be completed (Budget \$320,000).
- Te Kuiti Reticulation and Pump Station renewals (Budget \$316,000): Expenditure for the year was \$63,000 for minor reticulation renewals. Tenders were approved for three separate pipe renewal projects. These projects are delayed and will be carried out in 2017/18 financial year.
- Te Kuiti Ingress and Infiltration investigation and rehabilitation (Budget \$133,000): Expenditure for the year was \$62,000, manholes along Taupiri St have been installed. Piping connecting the manholes is still to be completed. This will be done in phases as bypass pipes are installed to allow the continuation of the service where construction is underway.
- Te Waitere unspecified renewals, pump station renewals and resource consent renewal (Budget \$32,000): Expenditure for the year of \$3,000 has been for renewal of the discharge resource consent. Other works were planned but will be carried out in 2017/18 year.
- Benneydale treatment plant and reticulation renewals (Budget \$54,000): Expenditure for the year was for replacement of the Wetland liner and installation of floating rafts for a total cost of \$41,000.
- Piopio unspecified minor treatment plant, reticulation and separator tank renewals (Budget \$37,000): The work for replacement of pump system and separator tanks for new property connections for waste water were completed with the total cost of \$34,000.

3.23 Water Supply

- Te Kuiti Water Treatment Plant Upgrade including UV treatment, filter upgrades, electrical and SCADA upgrades and repositioning the raw water intake structure (Budget \$1.83 million): Expenditure for the year of \$1.51 million for design work, the filter replacement and new building which forms Phase I of the upgrade have been completed. Planning for Phase II which is the raw water intake structure has been completed but this project has been delayed until this coming summer when the river level will be at its lowest to allow work to commence. Planning work is in progress for Phase III which is for the clarifier rehabilitation, demolition of the old building, driveway and site improvements. This phase of the project may be completed before Phase II.
- Te Kuiti reticulation and pump station renewals (Budget \$352,000): Expenditure for the year is \$301,000. Work has commenced for two pipe renewal projects for Hetet St and the Henderson and Earl Street loop. The pipe renewal for Awakino Road (near Blackmans) has been completed. There is also a contingency amount within the pump station renewal budgets for unplanned issues which was not required.
- Reservoir Seismic Strengthening (Budget \$20,840): No expenditure for the year.
- Mokau Water reticulation renewals including the installation of backflow preventers (Budget \$48,000): Expenditure for the year of \$468,000 has been for installation of the of the main reticulation line down State Highway 3 in Mokau and dam upgrades for safety requirements. Amounts budgeted in future years in 2015-25 LTP were brought forward for this work.
- Piopio Water reticulation renewals and treatment plant renewals including the installation of backflow preventers (Budget \$76,000): Expenditure for the year of \$66,000 has been for design work for the reservoir and replacement of 3 laterals on Kaka St. Planning to install the Tui Street – State Highway 3 link and the water bridge at Kuritahi Street commenced. The unseasonal rain during the summer construction period has delayed all earthworks related work.

3.24 Roads and Footpaths

Subsidised Roads

- During the year the capital expenditure budget was revised downward from \$6,500,000 in the EAP 2016/17 plan to \$5,450,700.
- Maraeroa Road seal extension (Budget \$505,000): Expenditure was \$840,000 and the works were completed in May 2017. The additional cost over budget was funded by reduced expenditure in other work categories.
- Combined minor improvements and preventative maintenance (Budget \$675,000): Expenditure for the year was \$430,000. There are a number of projects completed under this work category including car parking at Te Kuiti Primary School (\$130,000) and remedial works along the Kawhia Harbour Road (\$208,000). This budget also partly used for Mangatoa Rd underslip repairs.
- Drainage renewals (Budget \$400,000): Expenditure for the year was \$207,000. Balance in this budget was used to offset budget overrun on Maraeroa Road project.

- Pavement rehabilitation (Budget \$1,400,000): Expenditure of \$911,000. Balance carried over to 2017/18 for completing the chip sealing when the weather is warmer.
- Sealed road surfacing (Budget \$1,300,000): Expenditure was \$1,251,000 and completed in March 2017.
- Structures component replacements and bridge maintenance (Budget \$300,000): Expenditure for the year was \$220,000. Balance is to be carried over to 2017/18 financial year to complete this project.
- Traffic services renewals (Budget \$120,000): Expenditure was \$117,000.
- Unsealed road metaling (Budget \$600,000): Expenditure was \$250,000 to match the revised budget.
- Emergency reinstatement (Budget \$820,000): Expenditure for the year was \$342,000 to cover the storm weather damages to the network the unspent budget is to be carried over to the 2017/18 year.
- Oparure Road structures reinstatement (Budget \$380,000): No expenditure for the year, however Phase I of this project, which is the design for a retaining structure, has been completed. This work is still intended to be done but waiting confirmation from Omya regarding their Quarry plan which was put on hold.

Unsubsidised Roads

- Footpath renewals (Budget \$120,000): Expenditure for the year was \$98,000.
- Unspecified retaining wall renewals and road improvements not eligible for subsidy (Budget \$210,000): Job completed and final cost is \$55,000. A retaining wall in Hetet Street was constructed.

Corporate Support

- Corporate Support (Budget \$521,000): Expenditure for the year of \$505,000 has been for replacement motor vehicles (including one mower), office furniture, the electronic document management system, aerial photography, computer hardware renewals and generator installation.

4.0 TREASURY REPORT

4.1 Set out in the following sections is the Treasury Report which provides details on Council's public debt position and debt financing costs.

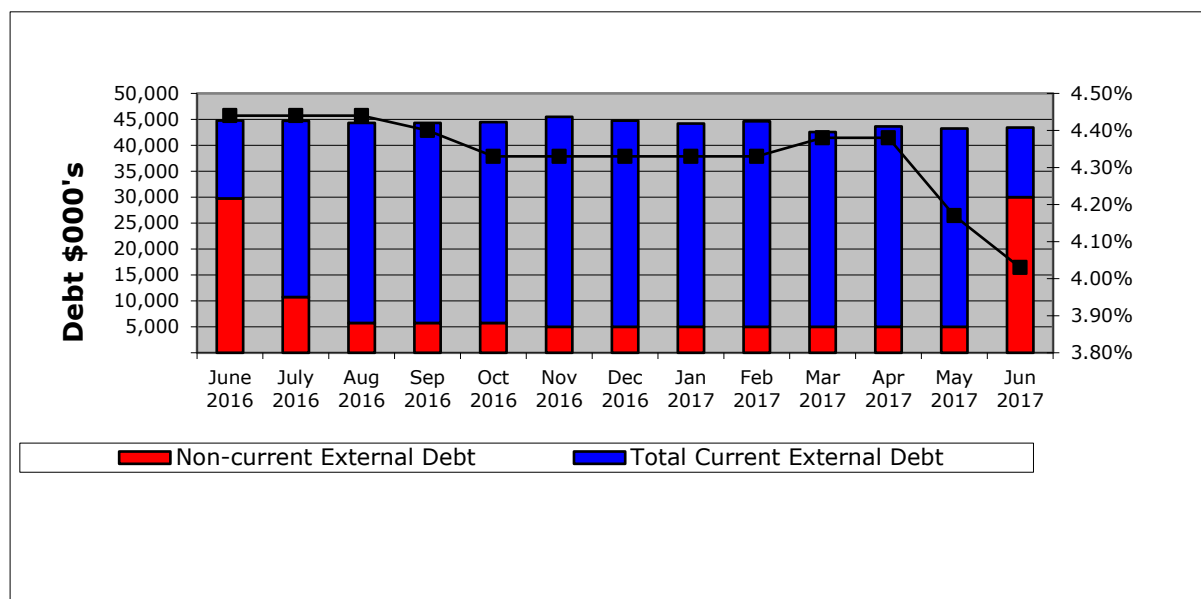
4.2 CASH POSITION

4.3 Council's cash position at 30 June 2017 was \$112,000 in funds, at 30 June 2016 it was \$174,000.

4.4 Included in the cash balance is \$35,000 which is held on trust to contractors for retention obligations for new contracts started on or after the 31 March 2017.

4.5 SUMMARY OF PUBLIC DEBT POSITION

- 4.6 Set out below is a graph recording trends in Council's current and non-current debt for the period ended June 2017. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



- 4.7 At 30 June 2017 the effective weighted average interest rate for all loans excluding finance leases, accrued interest and advance facility cost was 4.03%. At 30 June 2016 it was 4.44%. A number of factors have contributed to the interest rate decrease, notably the transfer of banks debt and a FRN to the LGFA, with lower margins compared to bank debt and earlier in the year a swap with a fixed rate of 4.315% was replaced with a new swap with fixed rate of 3.95%.

4.8 PUBLIC DEBT POSITION COMPARISON TO BUDGETS

- 4.9 Forecasted public debt at 30 June 2017 as per the Exceptions Annual Plan 2016/17 was \$51,971,000. Actual public debt at 30 June 2017 was \$43,419,000. Contributors to the lower public debt position includes reduced capital expenditure compared with budget and savings in operational expenditure.

4.10 WHOLESALE ADVANCE FACILITIES (Term Advance and Call Advance Facilities)

- 4.11 During June \$25,000,000 of Westpac Term Advances were transferred to the LGFA and subsequently the credit limit was reduced from \$36 million to \$10 million.
- 4.12 This facility was to expire on the 1 July 2017, however the expiry date has been extended to 1 July 2018.
- 4.13 As part of extending the facility the Line of Credit fee has increased to 0.35% from 0.30% and the interest margin increased to 0.90% from 0.80%.
- 4.14 The annual cost of the Line of Credit will be \$30,000 and interest will be charged on daily basis of 0.90% plus the Westpac Prime rate which is similar to the BKBM rate.

- 4.15 This facility is used to finance capital expenditure prior to a loan draw down, (such as a Floating Rate Note or Term Advance) or to meet Council's working capital requirements between each of the quarterly rates instalments.

4.16 DETAILS OF LOAN PORTFOLIO

- 4.17 The following table records the public debt position and the key dates for each loan as at 30 June 2017. The classification of current and non-current loans is based on when repayment is due. Current loans being those that are due for refinancing or repayment within 12 months of the balance sheet date (of this report).

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Current Loans					
Finance Leases				3,634	0.00%
Accrued Interest				180,303	0.00%
Call Advance		1/07/2018		2,485,000	2.75%
Floating Rate Note	6/08/2014	7/08/2017	7/08/2017	5,000,000	2.48%
LGFA Commercial Paper	18/04/2017	18/07/2017	20/04/2020	5,000,000	4.52%
Westpac Term Loan (ICL)	24/11/2011	24/11/2017	14/08/2017	750,000	5.10%
Total Current Loans				13,418,937	
Non-current Loans					
Finance Leases				0	0.00%
Floating Rate Note	24/08/2015	24/08/2018	24/08/2017	5,000,000	2.49%
LGFA: FRN	19/06/2017	15/11/2021	17/05/2021	6,000,000	5.455%
LGFA: FRN	19/06/2017	18/04/2024	18/04/2023	3,000,000	4.605%
LGFA: FRN	19/06/2017	10/09/2020	11/09/2017	5,000,000	4.36%
LGFA: FRN	19/06/2017	24/04/2023	24/01/2024	5,000,000	4.48%
LGFA: FRN (ICL)	19/06/2017	30/06/2019	30/08/2019	5,000,000	4.33%
LGFA: Fixed Rate Bond	19/06/2017	19/04/2025	19/04/2025	1,000,000	3.68%
Total Non-current Loans				30,000,000	
Total Public Debt				43,418,937	4.03%
Cash & Liquid Investments					
Cash Held on Trust for Retention Obligations				35,000	
Cash				77,362	
Total Cash & Liquid Investments				112,362	
Public Debt Net of Investments				43,306,575	

- 4.18 Total public debt was \$43,418,937 and cash assets were \$112,362 at 30 June 2017 giving a net debt position of **\$43,306,575**.

- 4.19 During the month of June Council participated in the LGFA tender process conducted on the 14 June, with the issuance of \$25 million of debt. The issuance refinanced the Westpac Term Advances debt.

4.20 The results of that process is presented in the table below and includes the comparison of cost saving in interest and line credit fees.

Dept Type	Tranche	Effective Interest Rate & Credit Facility Fee	Annualised Interest Cost	Dept Type	Maturity Date	Effective Interest Rate	Annualised Interest Cost
Term Advance	3,000,000	5.05%	151,500	LGFA: FRN	18/04/2024	4.605%	138,150
Term Advance	6,000,000	6.00%	360,000	LGFA: FRN	15/11/2021	5.455%	327,300
Term Advance	5,000,000	4.98%	249,000	LGFA: FRN	10/09/2020	4.36%	218,000
Term Advance	5,000,000	4.94%	247,000	LGFA: FRN	24/04/2023	4.48%	224,000
Term Advance	6,000,000	4.686%	281,150	LGFA: FRN	30/06/2019	4.33%	216,500
				LGFA: Fixed Rate Bond	19/04/2025	3.68%	36,800
	25,000,000		1,288,650				1,160,750
Annualised Savings in Interest and Credit Fees				127,900			

- 4.21 The savings in cost of \$127,900 is expected of which \$75,000 saving is due to the reduction in credit facility fee that applied to the Term Advances (and will not apply to the LGFA debt). Further to that the bank credit margin was 0.80% (revised to 0.90%), whereas the margin applying to the LGFA Debt is in the 0.43% to 0.66% range.
- 4.22 A range of maturity dates for the debt were selected to avoid a concentration of debt maturities around the same time, to reduce future funding or refinancing risk. Further to that maturities were matched as near as possible to termination dates of the associated interest rate swap.
- 4.23 One of the requirements of borrowing from the LGFA is that the Council as the borrower must subscribe to "Borrower Notes", which is a loan receivable to Council and a debt to the LGFA, at a rate of 1.6% of the amount Council has borrowed. \$400,000 has been subscribed to in Borrower Notes and this shows in the balance sheet as Other Financial Assets. Interest accrues on the Borrower Notes and will offset the final amount of interest payable when the related FRN or Bond is repaid.
- 4.24 The Interest rate swaps associated with the Term Advances, that convert floating interest rates to fixed interest rates continue to apply to the LGFA debt.
- 4.25 TREASURY EVENTS SINCE 30 June 2017**
- 4.26 This treasury report portrays the debt position of Council at 30 June 2017.
- 4.27 Since that date one of two remaining FRN's issued in Council's name has been repaid, funded through the issue of Commercial Paper (CP) to the LGFA. The CP was issued for 179 days until 2 February 2018 for a total interest cost of 2.195%, made up of margin of 0.20% and BKBM rate of 1.995%.
- 4.28 INTEREST COSTS**
- 4.29** The total actual interest paid for the year was \$1,940,000 against the budget of \$2,695,000; \$755,000 (or 28%) less. **Interest paid as a portion of total revenue is 6%**; Council's Treasury Policy requires that this amount not exceed 15%.
- 4.30 FINANCIAL DERIVATIVES AND HEDGE ACCOUNTING**
- 4.31 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into current and non-current liabilities held at balance date. At 30 June 2016 the value of the swaps was a total net liability of \$2,716,000. At 30 June 2017 their net value was a liability of \$1,636,000. The improvement in value is mainly due to medium and longer term floating interest rates increasing from 30 June 2016 values and through time erosion of the swaps outstanding and \$8 million notional value of the swaps terminating during the year.
- 4.32 Where possible hedge accounting was applied. The effective swap and the change in value of the swaps is shown as "Other Comprehensive Revenue and Expense" at year end rather than being included in the Net Operating Cost/(Surplus) result and will be transferred directly to a reserve within equity. For the ineffective portion of the value, change of \$40,000 is included in Interest Expense for the year.

5.1 DEBTORS AND OTHER RECEIVABLES

5.2 Set out below is summary of Debtors and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 30 June 2017 with comparatives from last year. Rates receivables exclude rates paid in advance (to give a more accurate picture of the receivables owing).

Receivables (Amounts in \$000's)	As at 30.06.16	As at 30.06.17	(Inc)/Dec \$	(Inc)/Dec %
Rates Receivable	2,549	2,376	173	7%
Rates Penalties	1,420	1,465	(45)	-3%
Rates and Penalties Receivable	3,969	3,842	128	3%
Extraordinary Water Charges	215	245	(31)	-14%
Total Rates receivable	4,184	4,087	97	2%
NZ Transport Agency Subsidy	1,491	2,151	(659)	-44%
Ministry of Health Subsidy	0	1,099	(1,099)	0%
Other Receivables	1,069	888	180	17%
Other Receivables	2,560	4,138	(1,578)	-62%
Gross Receivables	6,744	8,225	-1,481	-22%
Less Provision for Doubtful Debts	(1,764)	(1,857)	(93)	5%
Total Receivables	4,980	6,368	(1,388)	-28%

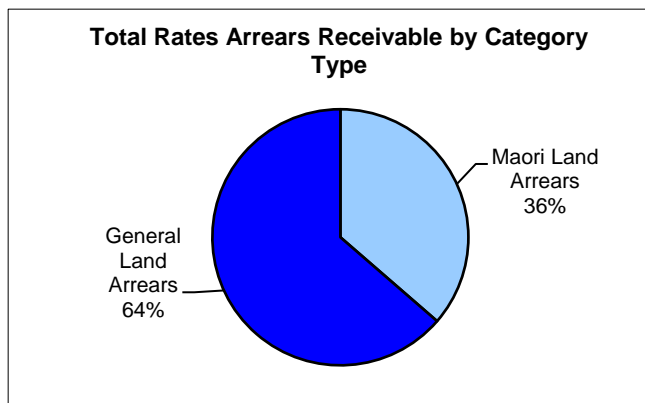
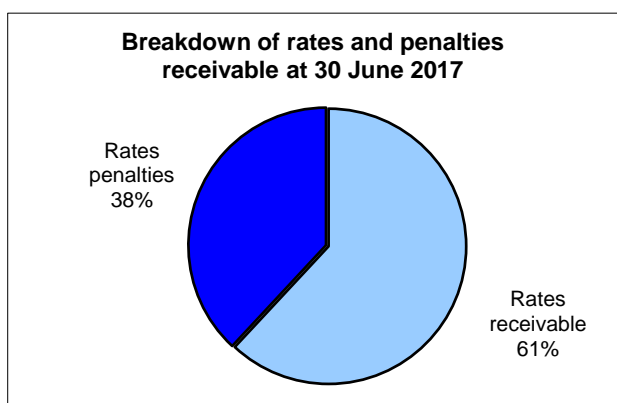
5.3 RATES AND PENALTIES RECEIVABLE

5.4 Current year rates

5.5 At 30 June, the fourth rates instalment had been issued and was due and payable by May 2017. The collection percentage on the four instalments to date was 96% (2016: 96%).

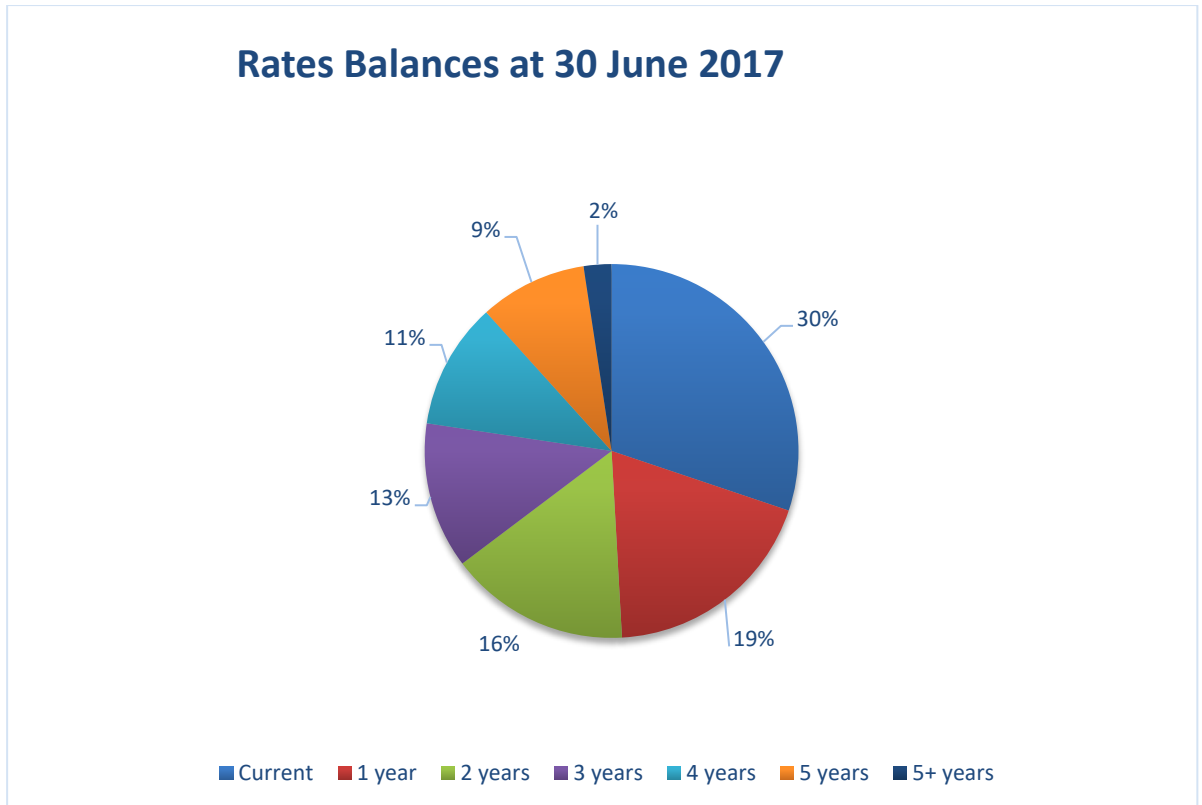
5.6 Rates Receivables (excluding metered water rates)

5.7 There was \$3,841,630 of rates and penalties outstanding at 30 June 2017 (2016: \$3,969,189). This amount excludes rates paid in advance on future instalments. This total is made up of rates of \$2,376,356 (2016: \$2,549,146) and penalties of \$1,465,275 (2016: \$1,420,041).



5.8 Rates and penalties receivable decreased by \$127,558 from 30 June 2016. Of this decrease, rates receivable decreased by \$172,791 and rates penalties increased by \$45,236.

5.9 The following graph illustrates the ageing of the rates receivable balance. Of the outstanding balance of \$3,841,630, \$1,158,858 (30%) relates to 2016/17, \$727,909 (19%) for the 2015/16 year rates and the balance spread across the remaining years in a diminishing fashion.

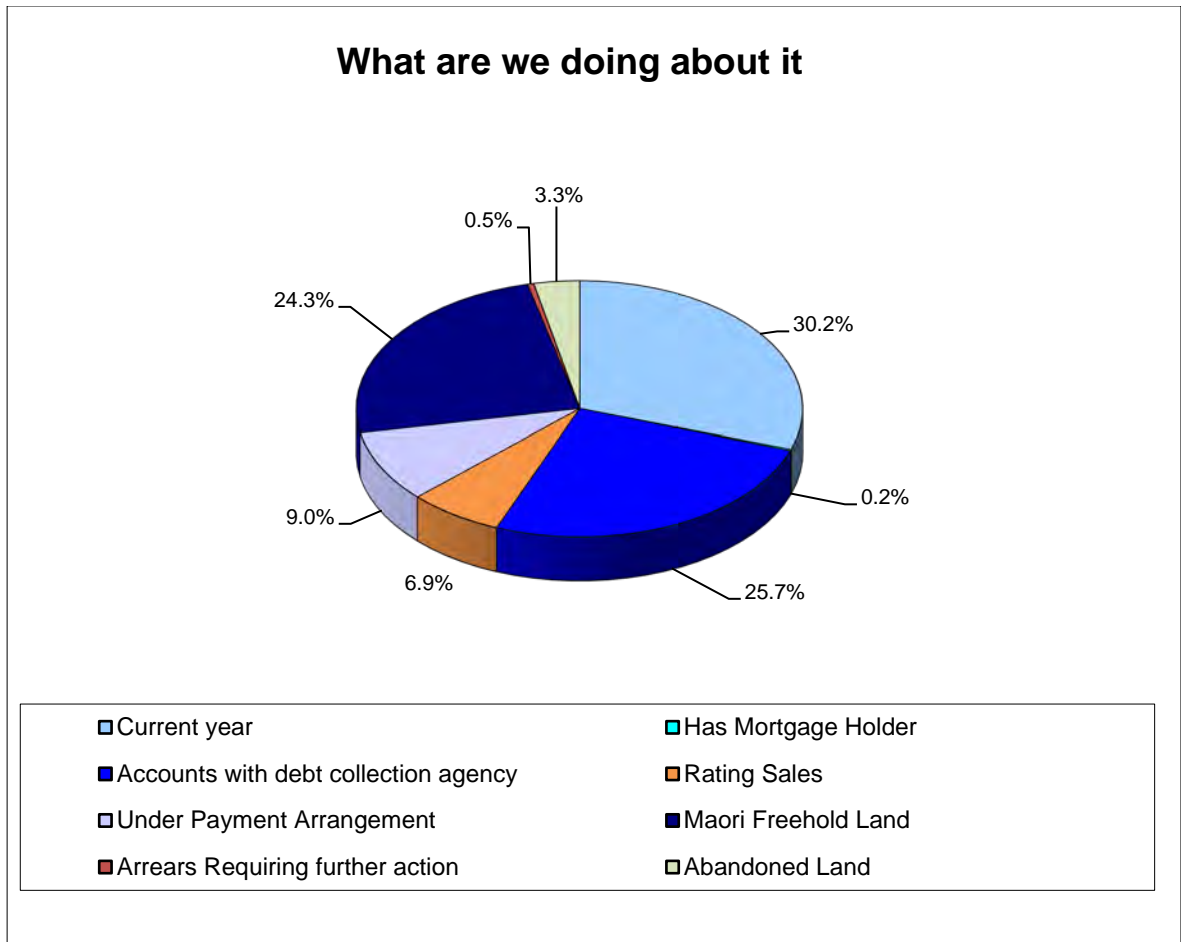


5.10 The outstanding balance of rates is being actively managed through a variety of collection methods including lump sum payments, approved payment arrangements, demands on mortgage holders, placement of arrears with external debt collection agency and initiating properties for abandoned land and rating sale processes.

5.11 For the twelve months to 30 June 2017, arrears have been reduced by \$1,286,417 (32%) of the \$3,969,189 that was outstanding at 30 June 2016.

5.12 Recovery of arrears with the bank or financial institution that hold the mortgage over a property is available for general land properties, where there is a mortgage registered on the title. The notices of default will be issued during August for those with mortgages and rates arrears owing at 30 June 2017.

5.13 The action being taken on outstanding balances is shown in the following graph:



5.14 Of the \$3,841,630 total arrears owing as at 30 June 2017 -

- \$1,397,133 relates to Maori freehold land
- \$988,210 have been placed with an external debt collection agency for collection
- \$346,365 are under some form of payment arrangement
- In addition to this, there are \$127,313 of arrears relating to 12 properties that meet the criteria for abandoned land and are being progressed through the abandoned land process. The courts have granted approval for the sale or lease of 9 properties.
- A further \$17,487 of arrears requires further action. Some of these properties have been identified to be placed with an external debt collection in the next quarter. These are properties where there is no mortgage registered against the property and communications with the ratepayers have not resulted in payment arrangements being entered into or payments being received to clear the arrears.

5.15 Rates and Penalties Remissions

5.16 A total of \$274,346 in rates and penalty remissions have been granted against a full year budget of \$285,000.

5.17 The breakdown per remission type is detailed in the following table:

Remission Category	16/17 Actual	16/17 No.	15/16 Actual	15/16 No.	14/15 Actual	14/15 No.
Clubs and Societies	30,110	14	28,762	14	26,785	14
Community Organisations	19,776	12	16,643	11	18,159	14
Rates of Maori Freehold Land	90,068	89	98,063	93	202,545	94
Organisations providing care for the Elderly	27,710	2	27,349	2	25,478	2
Penalties	62,862	150	51,048	159	124,113	230
Properties used joint as a single unit	38,560	47	33,508	43	28,617	37
New residential subdivisions	0	0	0	0	0	0
Cases of genuine financial hardship	1,739	1	557	1	557	1
Total remissions under policy	270,825	315	255,929	323	426,254	392
Remissions granted by Council resolution	3,521	3	11,227	2	11,158	2
Total remissions granted	274,346	318	267,156	325	437,412	394

5.18 Three applications were declined during the year for remissions for Maori Freehold Land. Two because the property was developed and occupied (grazed) and one because the applicant did not clear the arrears balance as agreed.

5.19 The following Community Organisations were granted rates remissions during the 2016/17 year:

- The Order of St John Central Region Trust Board (Mokau)
- The Order of St John Central Region Trust Board (Benneydale)
- The Order of St John Central Region Trust Board (Piopio)
- The Order of St John Central Region Trust Board (Te Kuiti)
- Scout Association of New Zealand
- Tainui District Fire Party
- Aria Toy Library
- Senior Net Inc
- Waitomo Caves Museum Society Inc
- Te Kuiti Lyceum Club Inc
- Tainui Historical Society Inc
- Piopio Senior Citizens Club Inc

5.20 The following Clubs and Societies were granted rates remissions during the 2016/17 rating year:

- Awakino Bowling Club Inc
- Waitomo Scuba Club
- Hamilton Tomo Group Inc
- Maniapoto Rugby Sub Union Inc
- Otorohanga Club Inc (Waitomo Golf Club)

- Piopio Bowling Club
- Piopio Golf Club
- Piopio Lawn Tennis Club
- Te Kuiti Bowling Club Inc
- Te Kuiti Indoor Bowling Club Inc
- Te Kuiti Motorcycle Club Inc
- Te Kuiti Pig Hunting Club Inc
- Te Waitere Boating Club Inc
- Waitete Rugby Football Club Inc

5.21 Other remissions outside the policy were granted as a result of a Council resolution or agreement for the following ratepayers:

- K & J Coll
- G Reinhardt
- St Andrews Housing Trust

5.22 Other Debtors Receivable

5.23 At 30 June 2017 'Other Receivables' totalled \$4,137,950, of which \$33,363 was due and owing for more than three months. The three month and over receivables include dog registrations, dog infringements and other sundry debtors.

Suggested Resolution

The business paper on the Unaudited Interim Financial Report for the period ended 30 June 2017 be received.

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

14 August 2017

Attachment 1: Treasury Report for the quarter ended 30 June 2017 (Bancorp Treasury Services Limited (A359241))

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	Unaudited Interim Actual June 2017	Variance June 2017	% Variance
Direct Operating Expenditure					
- Leadership	654	1,080	704	(376)	
- Community Service	1,899	2,176	1,993	(183)	
- Community Development	711	813	714	(99)	
- Regulation	128	136	141	5	
- Solid Waste Management	1,061	1,191	1,084	(107)	
- Stormwater Drainage	142	171	176	5	
- Resource Management	59	61	53	(8)	
- Sewerage	1,916	1,866	1,665	(201)	
- Water Supply	1,976	1,711	1,705	(6)	
- Roads and Footpaths	5,233	5,526	5,654	128	
Total Direct Operating Expenditure	13,778	14,731	13,889	(842)	-6%
Indirect Expenditure					
- Allocated Costs	4,128	4,386	4,258	(128)	
- Interest	2,174	2,695	1,940	(755)	
- Depreciation	5,639	5,780	5,741	(39)	
Total Indirect Expenditure	11,941	12,861	11,939	(922)	-7%
TOTAL EXPENDITURE	25,719	27,592	25,828	(1,764)	-6%
Operating Revenue					
- Leadership	(147)	(231)	(253)	(22)	
- Community Service	(529)	(449)	(958)	(509)	
- Community Development	(113)	(60)	(98)	(38)	
- Regulation	(424)	(420)	(440)	(20)	
- Stormwater Drainage	0	0	(7)	(7)	
- Resource Management	(74)	(76)	(91)	(15)	
- Solid Waste Management	(1,029)	(944)	(1,068)	(124)	
- Sewerage	(1,291)	(1,166)	(994)	172	
- Water Supply	(982)	0	(14)	(14)	
- Roads and Footpaths	(6,024)	(7,615)	(6,602)	1,013	
Total Operating Revenue	(10,613)	(10,961)	(10,525)	436	-4%
Rates Revenue					
- General Rate	(3,327)	(3,597)	(3,617)	(20)	
- UAGC	(3,033)	(3,213)	(3,222)	(9)	
- Targeted Rate	(11,148)	(11,571)	(11,630)	(59)	
- Rates Penalties	(480)	(490)	(444)	46	
- Metered Water Rates	(712)	(675)	(702)	(27)	
Total Rates Revenue	(18,700)	(19,546)	(19,615)	(69)	0%
TOTAL REVENUE	(29,313)	(30,507)	(30,140)	367	-1%
Net Operating Cost/(Surplus)	(3,594)	(2,915)	(4,312)	(1,397)	48%

The reasons for variance have been set out in sections 3.4 and 3.5 in the main body of the report and further details are also contained in the COSS for each activity that follows.

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS	Actual	EAP Budget	Unaudited Interim Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	June 2017	June 2017	Variance
Direct Expenditure					
- Representation	305	300	296	(14)	
- Planning & Policy & Monitoring	183	287	282	(5)	
- District and Urban Development	12	135	8	(127)	
- Investments	143	348	118	(230)	
- Treasury Management and Overhead Accounts	11	10	0	0	
Total Direct Expenditure	654	1,080	704	(376)	-35%
- Allocated Costs	1,102	1,125	1,143	19	
- Interest	309	364	200	(164)	
- Depreciation	423	436	482	46	
Total Operating Expenditure	2,488	3,005	2,529	(475)	-16%
Operating Revenue					
- Representation	(19)	(20)	(18)	2	
- Investments	(92)	(201)	(159)	42	
- Treasury Management and Overhead Accounts	(36)	(10)	(76)	(66)	
Total Operating Revenue	(147)	(231)	(253)	(22)	10%
Net Operating Cost/(Surplus)	2,341	2,774	2,276	(497)	-18%

The budget for Representation operating revenue excludes rates penalties revenue which is disclosed as part of rates revenue in the Combined Cost of Service Statement on the previous page.

Net Operating Cost for the Governance Activity was 18% (\$497,000) less than budget for the year ended 30 June 2017.

Direct Expenditure was 35% (\$376,000) less than budget for the year.

- The full year budget for the District Plan Review is \$130,000. This project is well underway. While the delivery method of this project has changed to substantially be delivered in-house, it is expected that all of the direct expenditure budget allocation will be utilised as a number of technical consultant work streams related to the District Plan Review are commencing, including work on coastal hazards, landscapes, town concept plans and structure plans. Any unspent amounts will be carried forward to the following year.
- The budget for an assessment of quarries, and health and safety related work has not been undertaken and will be carried forward to next financial year.
- Unplanned expenditure on the submission for Healthy Rivers Plan Change was incurred in this activity.
- Included in the Parkside activity was expenditure for reconfiguring the sections and setting up an entity for a housing proposal. This expenditure will now not be required.

Operating Revenue was 10% (\$22,000) more than budget for the year.

- Treasury management and Overhead accounts revenue is more than budget due to depreciation recovered from the disposal of motor vehicles.

- Investment revenue is more than budget due to increased Quarry Royalties being received and gains on sale of Parkside sections. This is partly offset by reduced interest revenue from Inframax Construction Limited on their \$750,000 Advance, due to reduced interest rates being passed through to ICL.
- The Investments budget forecast contribution revenue from ICL, the main user and occupier of Council's quarries, to part fund safety improvements at each quarry site. This initiative will be carried out over the next financial year.

Community Service

COMMUNITY SERVICE	Actual	EAP Budget	Unaudited Interim Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	June 2017	June 2017	Variance
Direct Expenditure					
- Parks and Reserves	392	453	417	(36)	
- Housing and Other Property	376	469	379	(90)	
- Recreation and Culture	467	500	471	(29)	
- Public Amenities	595	581	642	61	
- Safety	69	173	84	(89)	
Total Direct Expenditure	1,899	2,176	1,993	(183)	-8%
- Allocated Costs	727	854	678	(176)	
- Interest	99	210	130	(80)	
- Depreciation	819	881	813	(68)	
Total Operating Expenditure	3,544	4,121	3,614	(507)	-12%
Operating Revenue					
- Parks and Reserves	(12)	(2)	(9)	(7)	
- Housing and Other Property	(312)	(266)	(304)	(38)	
- Recreation and Culture	(138)	(126)	(132)	(6)	
- Public Amenities	(67)	(55)	(513)	(458)	
- Safety	0	0	0	0	
Total Operating Revenue	(529)	(449)	(958)	(509)	113%
Net Operating Cost/(Surplus)	3,015	3,672	2,656	(1,016)	-28%

Net Operating Cost was 28% (\$1,016,000) below budget for the year.

Direct Expenditure was 8% (\$183,000) below budget for the year.

- Housing and Other Property: Maintenance expenditures for Rural Halls and other council buildings were less than budget.
- Public Amenities: Additional expenditure on ISU costs for mowing and gardening partly offset by repair and maintenance costs being less than budget.
- Safety: No costs incurred for Emergency Management preparedness and training. Costs for Waikato Valley Rural fire were also under budget.

Operating Revenue was 113% (\$509,000) more than budget for the year.

- Public Amenities revenue is more than budget due to recognition of vesting income for the transfer of Sir Colin Meads Statue to Council ownership as a community asset and cemeteries fees more than budget.
- Rental revenue from commercial operators and residential properties which is included in Housing and Other Property was also more than budget.
- The annual valuation of the Investment Property portfolio resulted in a valuation gain of \$11,000, which is included in revenue for Housing and Other Property.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	Unaudited Interim Actual June 2017	Variance June 2017	% Variance
Direct Expenditure					
- Community Support	525	510	498	(12)	
- District Development	186	303	216	(87)	
- Agencies	0	1	0	(1)	
Total Direct Expenditure	711	813	714	(99)	-12%
- Allocated Costs	556	631	461	(168)	
- Interest	1	2	1	(1)	
- Depreciation	5	6	9	3	
Total Expenditure	1,273	1,452	1,185	(265)	-18%
Operating Revenue					
- Community Support	(53)	(4)	(25)	(21)	
- District Development	(38)	(34)	(60)	(26)	
- Agencies	(22)	(22)	(13)	9	
Total Operating Revenue	(113)	(60)	(98)	(38)	63%
Net Operating Cost/(Surplus)	1,160	1,392	1,087	(303)	-22%

Net Operating Cost for the Community Development Activity was 22% (\$303,000) less than budget for the year ended 30 June 2017.

Direct Expenditure was 12% (\$99,000) less than budget for the year.

- The expenditure for Youth Achievement Awards was unbudgeted, however this was by a grant from the Ministry of Social Development and other budgets.
- The funding contribution of \$15,000 to the ODDB for the youth programme has concluded and this budget has been reallocated to other youth initiatives.
- Remissions of rates and rates penalties is \$11,000 less than budget.
- Discretionary Grants were more than budget to facilitate North King Country Indoor Sports stadium development feasibility study which is over and above regular grant.
- Telecommunications initiatives were less than budget due to on-going timeline extensions from Central Government.
- District promotions costs were less than forecast for the year.

Operating Revenue was 63% (\$38,000) more than budget for the year.

- The grant funding received last financial year from the Ministry of Social Development specifically for the Youth Achievement Awards was carried forward to this financial year. The Awards were held in December 2016.
- Funding contribution has been received from Ruapehu District Council for the Timber Trail Marketing initiative. The unspent funds will be carried over to the following year.
- NZ Lottery Grant Board funding of \$6,800 received for World War 1 commemorations was carried over to 16/17 year for the Piopio Cenotaph. The restoration work funded by this grant has been completed.

- Agency services for the Automobile Association is no longer undertaken by WDC and therefore revenue was less than budget.

Regulation

REGULATION (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	Unaudited Interim Actual June 2017	Variance June 2017	% Variance
Direct Expenditure					
- Regulation	128	136	141	5	
Total Direct Expenditure	128	136	141	5	4%
- Allocated Costs	679	700	790	91	
- Interest	1	1	1	0	
- Depreciation	4	4	5	1	
Total Expenditure	812	841	937	97	12%
Operating Revenue					
- Regulation	(424)	(420)	(440)	(20)	
Total Operating Revenue	(424)	(420)	(440)	(20)	5%
Net Operating Cost/(Surplus)	388	421	497	77	18%

Net Operating Cost for the Regulation Activity was 18% (\$77,000) more than budget for the year ended 30 June 2017.

Direct Expenditure was 4% (\$5,000) more than budget for the year.

- Expenditure for inspection costs for Environmental Health and Alcohol Licencing is currently was more than budget due to contractor cost increases. The key reason for increase in contract cost is due to additional work required to carry out as a result of amendments to the Acts being administered.
- Some costs have been incurred in relation to the Carter Holt Harvey litigation proceedings (that 50 other councils are also party to). These litigation costs are being shared as appropriate between all councils party to the proceedings.

Operating Revenue was 5% (\$20,000) more than budget for the year.

- Animal and Dog Control, and Alcohol Licencing revenue was more than budget, however this is offset by reduced Building Control revenue. Building consent revenue received for the twelve months to June was \$149,000 from 125 processed consents, slightly lower than that received from 165 processed consents for last year.
- Grant revenue was also from Central Government for the neutering of menacing dogs campaign. These funds are specific for that purpose and unspent funds will be transferred to the following year.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	Unaudited Interim Actual June 2017	Variance June 2017	% Variance
Direct Expenditure					
- District Plan Administration	59	61	53	(8)	
Total Direct Expenditure	59	61	53	(8)	-13%
- Allocated Costs	128	129	160	32	
Total Expenditure	187	190	213	24	13%
Operating Revenue					
- District Plan Administration	(74)	(76)	(91)	(15)	
Total Operating Revenue	(74)	(76)	(91)	(15)	20%
Net Operating Cost/(Surplus)	113	114	122	9	8%

Net Operating Cost for the Resource Management Activity was 8% (\$9,000) more than budget for the year ended 30 June 2017.

Direct Expenditure was 13% (\$8,000) less than budget for the year.

- Consultant fees were less than budgeted.

Operating Revenue was 20% (\$15,000) more than budget for the year.

- District Plan Administration revenue is more than forecast due to an increase in LIM revenue. There have been 180 LIM's processed this year, three more than last year.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	Unaudited Interim Actual June 2017	Variance June 2017	% Variance
Direct Expenditure					
- Collection	279	296	284	(12)	
- Landfill Management	782	895	800	(95)	
Total Direct Expenditure	1,061	1,191	1,084	(107)	-9%
- Allocated Costs	390	346	354	8	
- Interest	248	283	224	(59)	
- Depreciation	91	73	91	18	
Total Expenditure	1,790	1,893	1,753	(140)	-7%
Operating Revenue					
- Collection	(144)	(134)	(134)	0	
- Landfill Management	(885)	(810)	(934)	(124)	
Total Operating Revenue	(1,029)	(944)	(1,068)	(124)	13%
Net Operating Cost/(Surplus)	761	949	685	(264)	-28%

Net Operating Cost for the Solid Waste Management Activity was 28% (\$264,000) less than budget for the year ended 30 June 2017.

Direct Expenditure was 9% (\$107,000) less than budget for the year.

- Expenditures for intermediary capping material, resource consent compliance, removal of recycling and weighbridge certification were less than budget.

Operating Revenue was 13% (\$124,000) more than budget for the year.

- Revenue received at the landfill was more than budget. There has been an increase in the sale of landscape products and disposal revenue for green waste.

Stormwater Drainage

STORMWATER DRAINAGE	Actual	EAP Budget	Unaudited Interim Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	June 2017	June 2017	Variance
Direct Expenditure					
- Te Kuiti Stormwater	124	145	160	15	
- Rural Stormwater	18	26	16	(10)	
Total Direct Expenditure	142	171	176	5	3%
- Allocated Costs	94	86	94	7	
- Interest	4	6	4	(2)	
- Depreciation	169	183	161	(22)	
Total Expenditure	409	446	435	(12)	-3%
Operating Revenue					
- Te Kuiti Stormwater	0	0	(7)	(7)	
Total Operating Revenue	0	0	(7)	(7)	0%
Net Operating Cost/(Surplus)	409	446	428	(19)	-4%

Net Operating Cost for the Stormwater Drainage Activity was 4% (\$19,000) less than budget for the year ended 30 June 2017.

Direct Expenditure was 3% (\$5,000) more than budget for the year.

- Included in Te Kuiti direct expenditure is disposal loss for old storm water pipes abandoned through replacement of new pipes. This was partly offset by operational and maintenance expenditure being less than budget.

Operating Revenue was \$7,000 more than budget for the year.

- Revenue was received for connection fees during the year.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE	Actual	EAP Budget	Unaudited Interim Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	June 2017	June 2017	Variance
Direct Expenditure					
- Waitomo Village	0	0	9	9	
- Te Kuiti	1,652	1,555	1,412	(143)	
- Te Waitere	29	32	31	(1)	
- Benneydale	120	138	113	(25)	
- Piopio	115	141	100	(41)	
Total Direct Expenditure	1,916	1,866	1,665	(201)	-11%
- Allocated Costs	206	242	272	29	
- Interest	468	556	417	(139)	
- Depreciation	750	781	817	36	
Total Expenditure	3,340	3,445	3,171	(275)	-8%
Operating Revenue					
- Te Kuiti	(1,285)	(1,160)	(951)	209	
- Benneydale	(1)	(1)	(2)	(1)	
- Piopio	(5)	(5)	(41)	(36)	
Total Operating Revenue	(1,291)	(1,166)	(994)	172	-15%
Net Operating Cost/(Surplus)	2,049	2,279	2,177	(103)	-5%

Net Operating Cost for the Sewerage Activity was 5% (\$103,000) below budget for the year ended 30 June 2017.

Direct Expenditure was 11% (\$201,000) less than budget for the year.

- Expenditure for internal Water Services Business Unit (WSBU), power, consent compliance costs, sampling, pump station maintenance and sludge removal costs for Te Kuiti were less than budget. This is partly offset by increased chemicals, reticulation maintenance and electrical and mechanical maintenance costs.
- Operations and maintenance costs are also less than budget for Benneydale and Piopio schemes.
- Part of the reduced operational costs for Piopio are offset by expenditure on land easement expenditure.
- Investigation and planning expenditure was incurred for the possible supply of sewerage services for Waitomo Village.

Operating Revenue was 15% (\$172,000) less than budget for the year.

- Trade waste revenue from the major commercial users in Te Kuiti is less than forecast due to better pre-treatment and therefore reduced nutrient loads in their discharge. In addition to that volume of discharge is less for the year compared with last year.
- Revenue in Piopio was more than full year budget due to two significant property connections.

Water Supply

WATER SUPPLY (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	Unaudited Interim Actual June 2017	Variance June 2017	% Variance
Direct Expenditure					
- Te Kuiti	1,347	1,146	1,101	(45)	
- Mokau	263	198	259	61	
- Piopio	271	257	221	(36)	
- Benneydale	95	110	115	5	
- Waitomo Village	0	0	9	9	
Total Direct Expenditure	1,976	1,711	1,705	(6)	0%
- Allocated Costs	234	262	289	25	
- Interest	257	362	264	(98)	
- Depreciation	407	572	312	(260)	
Total Expenditure	2,874	2,907	2,570	(339)	-12%
Operating Revenue					
- Te Kuiti	(30)	0	(2)	(2)	
- Mokau	(7)	0	0	0	
- Piopio	0	0	(2)	(2)	
- Benneydale	0	0	0	0	
Total Operating Revenue	(37)	0	(4)	(4)	
Subsidy Revenue					
- Te Kuiti	(780)	0	0	0	
- Mokau	(165)	0	(10)	(10)	
Total Subsidy Revenue	(945)	0	(10)	(10)	
Total Revenue	(982)	0	(14)	(14)	
Net Operating Cost/(Surplus)	1,892	2,907	2,556	(353)	-12%

Net Operating Cost for the Water Supply Activity was 12% (\$353,000) less than budget for the year ended 30 June 2017.

Direct Expenditure was \$6,000 less than budget for the year.

- Expenditure for electricity, chemicals, internal WSBU expenditure, compliance costs and pump station operation and maintenance were less than budget for Te Kuiti and Piopio.
- Mokau direct expenditure was more than expected due to several bursts along the SH3 (North Street) main. These bursts gave rise to the replacement of this section of reticulation. In addition to that there has been an increase in water treatment plant maintenance expenditure.
- Investigation and planning expenditure was incurred for the possible supply of water services for Waitomo Village.

Operational Revenue was \$14,000 more than forecast for the year for water connections and toby locations.

- Metered water revenue is now included in the Summary Cost of Service Statement as Rates Revenue.

Roads and Footpaths

ROADS AND FOOTPATHS	Actual	EAP Budget	Unaudited Interim Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	June 2017	June 2017	Variance
Direct Expenditure					
- Subsidised Roads	5,020	5,326	5,496	170	
- Unsubsidised Roads	213	200	158	(42)	
Total Direct Expenditure	5,233	5,526	5,654	128	2%
- Allocated Costs	13	14	17	2	
- Interest	787	910	699	(211)	
- Depreciation	2,969	2,842	3,051	209	
Total Expenditure	9,002	9,292	9,421	128	1%
Operating Revenue					
- Subsidised Roads	(5,898)	(7,537)	(6,478)	1,059	
- Unsubsidised Roads	(127)	(78)	(124)	(46)	
Total Operating Revenue	(6,025)	(7,615)	(6,602)	1,013	-13%
Net Operating Cost/(Surplus)	2,977	1,677	2,819	1,141	68%
Subsidised Roads Maintenance (Excluding losses on asset disposals)	5,032	5,226	5,496	270	
Subsidised Roads Capital	4,247	6,500	4,561	(1,939)	
Combined Maintenance and Capital	9,279	11,726	10,057	(1,669)	-14%
Subsidy Revenue for Subsidised Roads	(5,745)	(7,387)	(6,330)	1,057	-14%

Net Operating Cost for the Roads and Footpaths Activity was 68% (\$1,141,000) more than budget for the year ended 30 June 2017.

Direct Expenditure was 2% (\$128,000) more than budget for the year.

- The Emergency Re-instatement (first response) budget of \$180,000 was overspent by \$205,000. This work is dependent on unpredictable weather events and resulting damage.
- The Environmental maintenance budget of \$300,000 was overspent by \$261,000. This budget has historically been low and has been increased to provide a 'closer to actuals' budget from 2017/18 onwards.
- The Network and Asset Management budget is overspent by \$130,000 due to the re-allocation of RAMM costs and increased RATA fees.
- There is an overspent of \$77,000 in the Professional Services budget. This work category is under pressure due to work required for various projects and work streams.
- The Traffic Services Maintenance budget is overspent by \$65,000.
- The overspent detailed above are partly offset by reduced expenditure in unsealed pavement maintenance, level crossing warning devices and stock effluent facility maintenance.

- Unsubsidised roads expenditure is less than budget for street cleaning and road legalisation, however footpath maintenance is more than budget.

Operating Revenue was 13% (\$1,013, 000) less than budget for the year.

- Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 63%. The capital expenditure programme was reduced compared with the EAP 2016/17 budget and as such subsidy associated with this work is also less.
- Revenue for unsubsidised roads is more than full year budget for overweight permit applications and other sundry revenue.

Appendix 2: Balance Sheet as at 30 June 2017

STATEMENT OF FINANCIAL POSITION (Amounts in \$000's)	Actual Position 30 June 2016	Unaudited Actual Position 30 June 2017	Movement from 30 June 2016	Exceptions Annual Plan 30 June 2017	Variance from EAP
Equity					
- Accumulated Funds	207,602	211,914	4,312	213,356	1,442
- Other Reserves	10,352	11,473	1,121	6,451	(5,022)
- Revaluation Reserve	72,793	73,150	357	78,787	5,637
TOTAL EQUITY	290,747	296,537	5,790	298,594	2,057
Current Assets					
- Cash and Cash Equivalents	174	112	(62)	100	(12)
- Inventory	38	31	(7)	71	40
- Other Financial Assets	3	2	(1)	2	0
- Receivables (Non-exchange)	5,688	6,011	323	4,815	(1,196)
- Receivables (Exchange)	357	357	0	372	15
- Assets Held for Sale	78	984	906	67	(917)
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	6,338	7,497	1,159	5,427	(2,070)
Current Liabilities					
- Payables and Deferred Revenue (Exchange)	2,811	4,036	1,225	3,338	(698)
- Payables and Deferred Revenue (Non-exchange)	719	719	0	702	(17)
- Current Portion of Borrowings	15,032	13,419	(1,613)	5,200	(8,219)
- Provisions	20	26	6	17	(9)
- Employee Entitlements	514	550	36	422	(128)
- Derivative Financial Instruments	561	608	47	317	(291)
Total Current Liabilities	19,657	19,358	(299)	9,996	(9,362)
NET WORKING CAPITAL	(13,319)	(11,861)	1,458	(4,569)	7,292
Non Current Assets					
- Property Plant and Equipment	329,837	333,770	3,933	346,130	12,360
- Intangible Assets	303	303	0	416	113
- Forestry Assets	0	0	0	0	0
- Investment Property	1,346	750	(596)	1,295	545
- Assets Held for Sale	439	0	(439)	278	278
- Other Financial Assets	783	1,184	401	758	(426)
- Investment in CCO	4,500	4,500	0	2,620	(1,880)
- Derivative Financial Instruments	0	0	0	153	153
Total Non Current Assets	337,208	340,507	3,299	351,650	11,143
Non Current Liabilities					
- Payables and Deferred Revenue (Non-exchange)	300	141	(159)	141	0
- Borrowings	29,754	30,000	246	46,771	16,771
- Employee Entitlements	0	0	0	0	0
- Provisions	933	940	7	879	(61)
- Derivative Financial Instruments	2,155	1,028	(1,127)	696	(332)
Total Non Current Liabilities	33,142	32,109	(1,033)	48,487	16,378
NET ASSETS	290,747	296,537	5,790	298,594	2,057

TREASURY REPORT

FOR



FOR THE QUARTER ENDED 30 JUNE 2017



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

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1. MARKET ENVIRONMENT

1.1 GLOBAL MARKETS OVERVIEW (FOR THE JUNE 2017 QUARTER)

Central banks were back in the spotlight during last quarter with the Federal Reserve (“Fed”) raising its target cash rate, a number of other central bank leaders expressing worries about surging household debt and the heads of the European Central Bank (“ECB”), Bank of England (“BoE”), and Bank of Canada (“BoC”) broaching the subject of monetary policy normalisation. Geopolitical issues remained prominent as along with the familiar Trump sideshow, the UK general election, the French parliamentary election and ongoing worries about North Korea and Syria featured at various times during the quarter.

Despite weak jobs and growth reports throughout the quarter, the Fed’s Open Market Committee (“FOMC”) raised the range for the Fed Funds rate by 25 basis points to 1.00-1.25% in mid-June. The FOMC also hinted that it would start unwinding its quantitative easing programme (i.e. reducing its USD4 trillion of bond holdings). The ‘dot plot’ of FOMC members’ forecasts showed consensus for another 25 basis point Fed rate hike this year and a further three next year but market consensus is not as optimistic.

The US added 207,000 jobs in April, with a further 152,000 and 222,000 jobs added in May and June respectively (the latter release coming just after the end of the quarter). Adding to the positive news was the fall in the US unemployment rate to a decade low 4.4%. However the US GDP data disappointed, showing economic growth at a modest 1.4% annualised. The Fed dismissed the weak US data, saying that it “*was likely to be transitory.*”

The ECB seemingly shifted to a more neutral stance saying that it expected interest rates would “*remain at their present levels for an extended period of time*” and dropped a reference to lower interest rates in its forward guidance. Comments by ECB President Mario Draghi stirred up markets when he suggested the ECB would eventually exit its stimulus programme, which the market took to mean soon, ignoring the word ‘eventually’. This caused bond yields to charge higher across the globe. The heads of BoE and BoC made similar comments which put further pressure on interest rates.

During the June quarter the benchmark US 10 year Treasury bond traded in a range of 2.10-2.42%, closing the quarter at 2.30%. Its German counterpart the 10 year bund traded in a 0.15-0.47% range, closing the quarter on its high after the ‘tapering’ comments from various central bankers. The 10 year Japanese Government Bond managed to shake off its negative status in mid-April and climbed to a quarterly high of 0.085% by the end of June.

1.2 NEW ZEALAND MARKET OVERVIEW (FOR THE JUNE 2017 QUARTER)

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
31-Mar-17	1.75%	2.00%	2.32%	2.56%	2.92%	3.19%	3.44%
30-Jun-17	1.75%	1.98%	2.33%	2.54%	2.87%	3.11%	3.35%
Change	Nil	-0.02%	+0.01%	-0.02%	-0.05%	-0.08%	-0.09%

New Zealand data released over the June quarter was positive on balance. New Zealand's terms of trade rose to a 44 year high in the March quarter, buoyed by higher prices for dairy and many other primary industries. Business confidence rose and firms' outlook for the future improved, but house prices eased, particularly in Auckland.

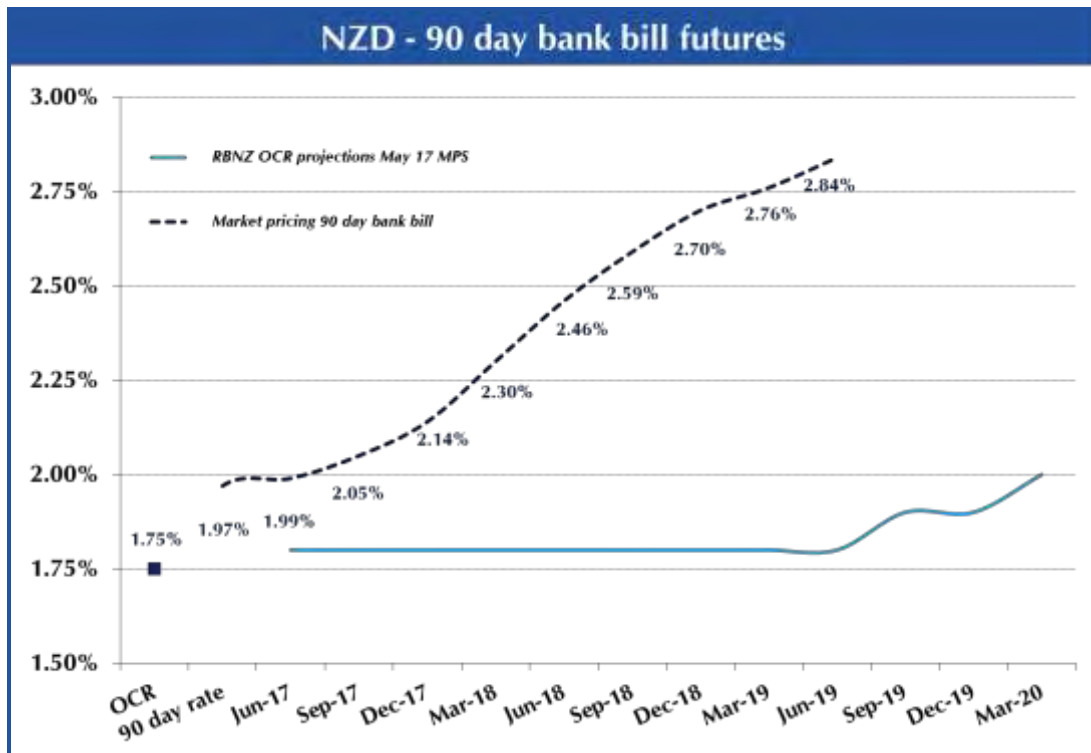
The Reserve Bank of New Zealand's ("RBNZ") half-yearly *Financial Stability Report*, released in June, concluded that "New Zealand's financial system remains sound and is operating effectively." However, "New Zealand's financial system remains exposed to three key risks: housing market vulnerabilities, bank funding pressures and dairy sector indebtedness" but "while these risks have reduced in the past six months, they remain elevated."

New Zealand GDP rose 0.5% in the March quarter, up from 0.4% in December. The outcome was below market and RBNZ forecasts. The March quarter GDP was up 2.5% on a year earlier, from 2.7% in December. However, on a per capita basis GDP fell 0.2%, after a 0.3% decline over the December quarter, fuelling the already emotive immigration debate.

Net inwards migration and surging inbound tourist numbers show signs of holding firm which is good for GDP and, by association, the New Zealand dollar, but bad for GDP per capita as seen in the last two quarter's negative per capita GDP numbers.

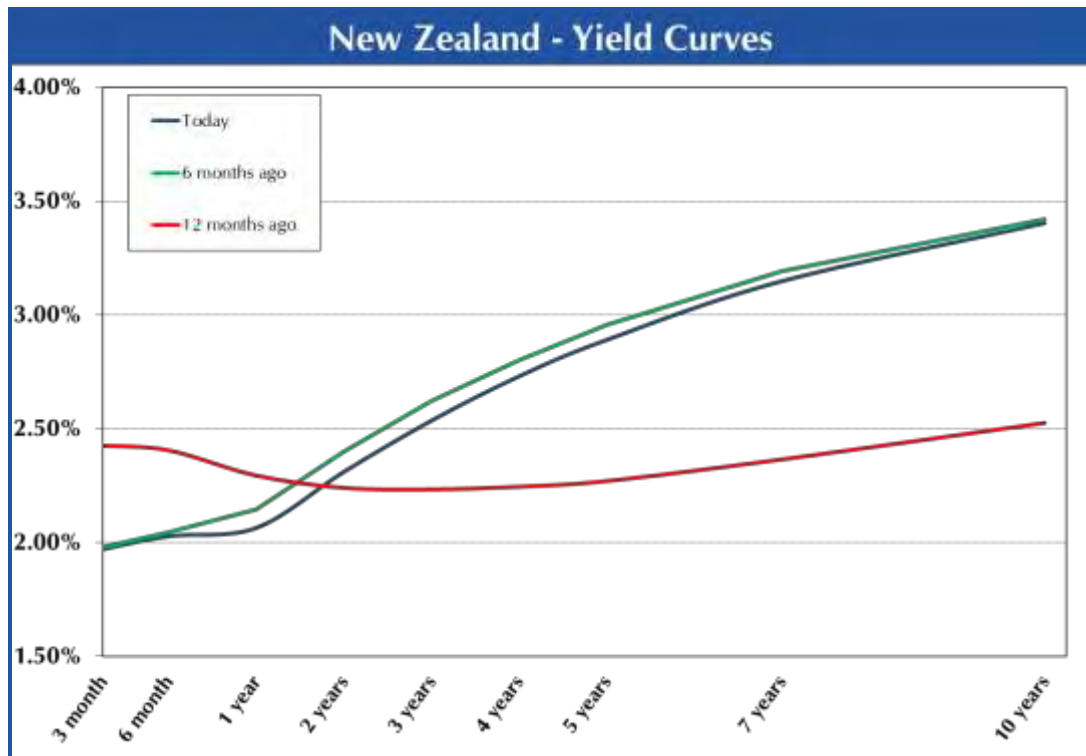
Market pricing continues to project an Official Cash Rate ("OCR") hiking cycle beginning in mid-2018, contrary to the RBNZ's projections. In its May *Monetary Policy Statement*, the RBNZ stated that it expects the OCR to remain at 1.75% until late 2019 because "the level of core inflation has generally remained low." This view was reiterated in the June *OCR Review* which stated that "monetary policy will remain accommodative for a considerable period."

The chart below illustrates the extent to which markets have priced in OCR rises despite the RBNZ's neutral stance.



Medium and longer term swap rates continue to mirror the moves in offshore bond markets (principally the US). Over the quarter, New Zealand swap rates drifted lower as the markets sought yield amid uncertain political climates but climbed sharply in late June after central banks talked up an unwinding of stimulus.

At the long end of the yield curve the 10 year swap rate bottomed out at 3.12% in mid June before moving up 25 basis points on the back of international moves, closing the quarter at 3.35%. The chart on the following page shows the changing shape of the New Zealand yield curve over the past twelve months.



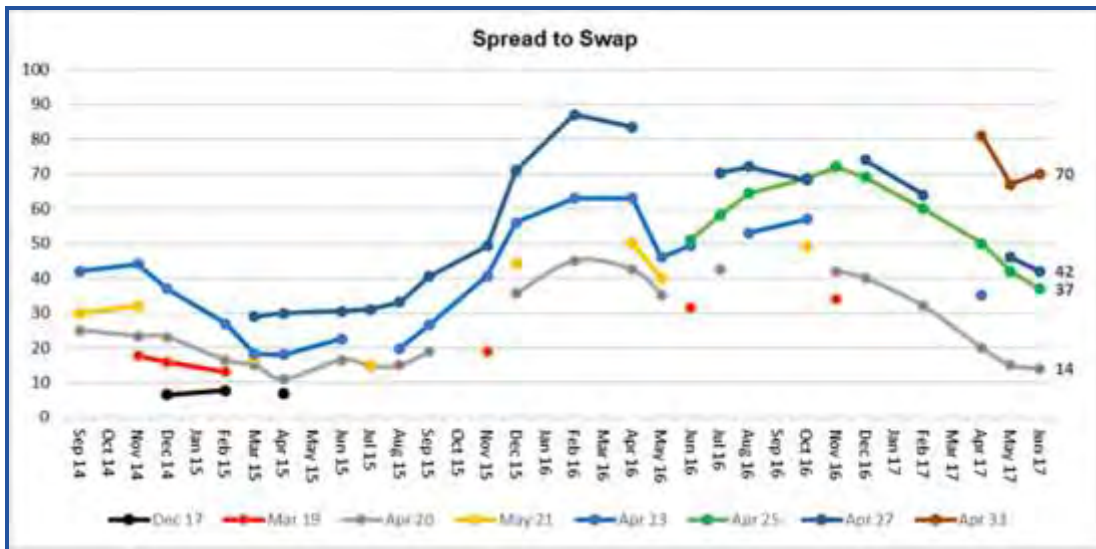
1.3 LOCAL AUTHORITY SECTOR

The last Local Government Funding Agency (“LGFA”) tender for the quarter was held on 15 June. In total, \$376 million of bids were received for the \$190 million of bonds on offer, equating to a bid to issuance ratio of 1.98. Details of the tender were as follows:

- 15 April 2020 maturity - \$35 million issued at a margin of 35.75 basis points over swap for an ‘A+’ rated borrower.
- 15 April 2025 maturity - \$50 million issued at a margin of 57.25 basis points over swap for an ‘A+’ rated borrower.
- 15 April 2027 maturity - \$25 million issued at a margin of 67.25 basis points over swap for an ‘A+’ rated borrower
- 14 April 2033 maturity - \$80 million issued at a margin of 89.5 basis points over swap for an ‘A+’ rated borrower.

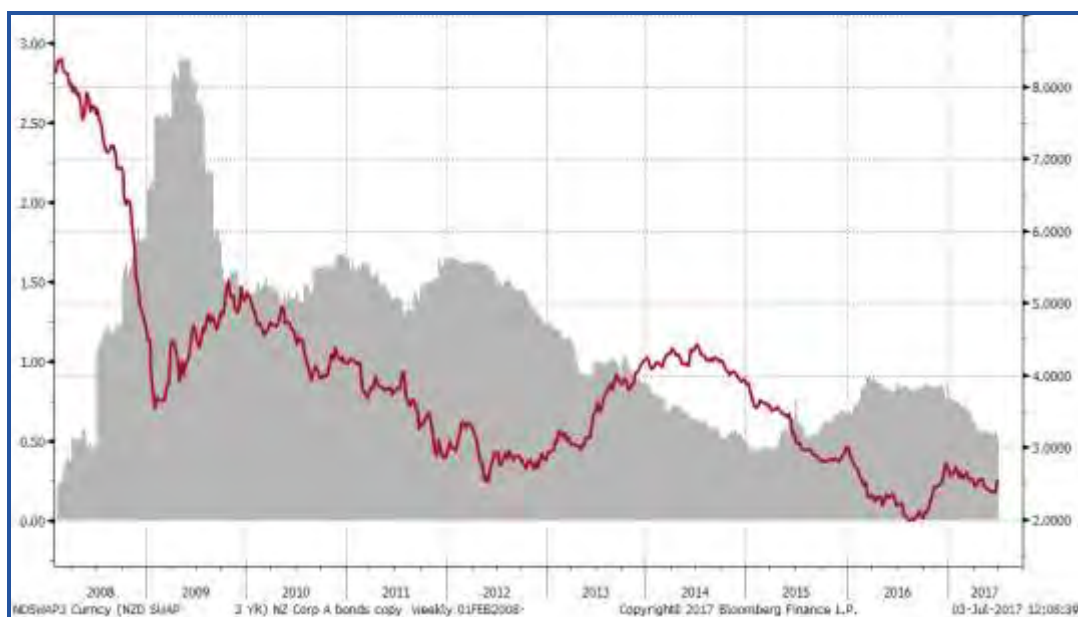
Issuance spreads to swaps for the June tender were slightly lower than the May tender for all but the 2033 maturity which priced 5.5 basis points higher. The June tender continued the trend of lower issuance spreads to swap that has occurred over the previous four tenders. In total, the LGFA issued \$530 million of bonds in the June 2017 quarter.

The chart below depicts the swap spreads for an 'AA' rated borrower for the varying LGFA maturity dates going back to September 2014 and shows the sharp decline in spreads that has occurred since November 2016.



1.4 CREDIT SPREADS

The chart below shows credit spreads for the S&P/NZX Corporate 'A' Grade Bond index (the grey shaded area) and the three year swap rate (red line) dating back to 2008. At the end of June 2017, the average credit spread of the index was 53 basis points, compared to 61 basis points at the end of March 2017. Good for borrowers, but not so good for investors.



2. DEBT AND HEDGING

2.1 DEBT

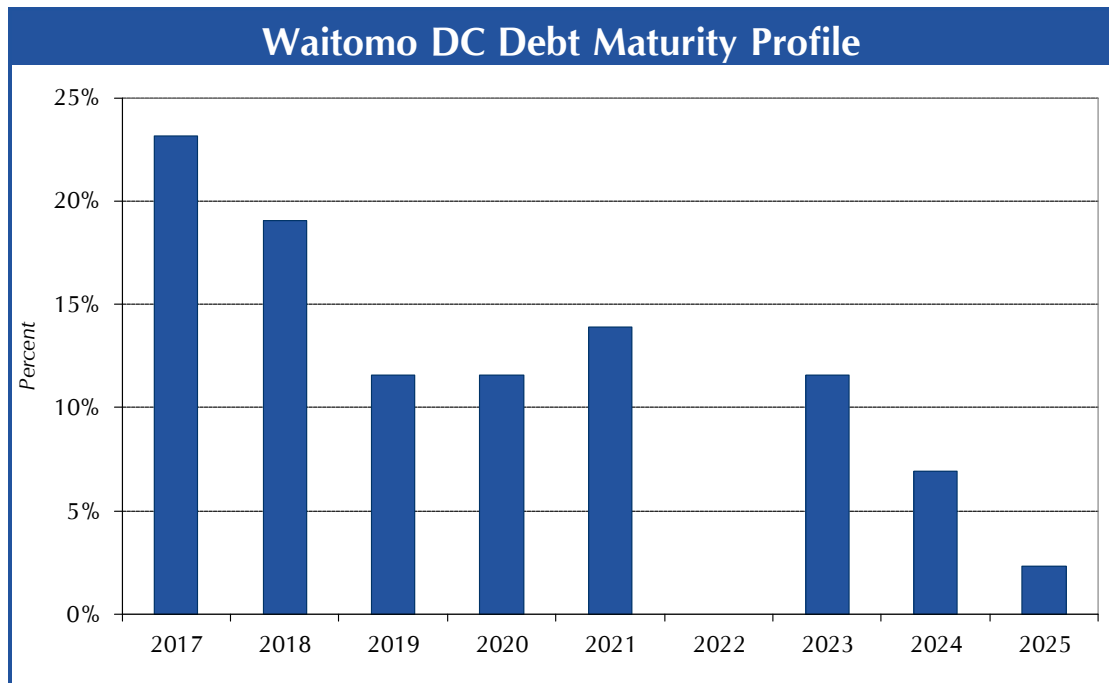
As at 30 June 2017, Waitomo District Council (“WDC”) had \$43.235 million of external debt. Of this, \$30.0 million was sourced from the LGFA, \$10.0 million of Floating Rate Notes (“FRN”) were issued by WDC, \$2.485 million was drawn on the Westpac Wholesale Advance Facility (which totals \$10.0 million) and a Term Loan of \$0.75 million from Westpac that was on-lent to Inframax. A breakdown of the funding profile is contained in the table below:

Loans			
Value Date	Reprice/Maturity	Rate	Amount
LGFA FRNs			
19-Jun-2017	18-Apr-2024	2.1819%	3,000,000
19-Jun-2017	15-Nov-2021	2.1268%	6,000,000
19-Jun-2017	10-Sep-2020	2.1038%	5,000,000
19-Jun-2017	24-Apr-2023	2.1768%	5,000,000
19-Jun-2017	30-Jun-2019	2.0588%	5,000,000
Westpac Bank			
03-Jun-2017	03-Jul-2017	2.7500%	2,485,000
LGFA Fixed Rate Bond			
19-Jun-2017	19-Apr-2025	3.6800%	1,000,000
Inframax Loan			
30-Jun-2017	14-Aug-2017	5.1000%	750,000
LGFA CP			
18-Apr-2017	18-Jul-2017	2.1700%	5,000,000
WDC FRNs			
28-Aug-2015	28-Aug-2018	2.4900%	5,000,000
06-Aug-2014	06-Aug-2017	2.4800%	5,000,000
TOTAL			43,235,000

The term loan of \$0.75 million that has been on-lent to Inframax has interest rate resets every three months. The current rate is 5.10%, with the next reset due on 14 August 2017.

Since the last report (for the March 2017 quarter), WDC has joined the LGFA and accessed \$30.0 million of funding from the agency. This has enabled WDC to significantly spread and extend its debt maturity profile. At the end of March 2017, WDC had 88% of its debt maturing in the 2017 calendar year. At the end of June, the 2017 calendar year still has the highest concentration of debt maturing but that has been reduced to 23.13%. Also, the maturity profile has been extended from 2018 as at the end of March 2017, to 2025 as at the end of June 2017.

The maturity profile of WDC’s debt is depicted in the graph on the following page. The \$2.485 million Westpac funding and the \$0.75 million Term Loan on-lent to Inframax are included as 2018 maturities.



Section 7.2 of WDC's Liability Management Policy ("LMP") states that "To avoid a concentration of debt maturity dates Council will, where practicable, aim to have no more than 50% of debt subject to refinancing in any 12 month period." While this is an objective, not an actual requirement, it is nonetheless being complied with.

2.2 HEDGING

As at 30 June 2017, WDC had nine interest rate swaps to convert a portion of the floating rate exposures associated with the FRNs and bank debt into fixed rate. Seven of the interest rate swaps are current and two are forward starting. Details of the interest rate swaps are contained in the table below:

Start Date	Maturity Date	Swaps		
		Rate	Amount	Market Value
24-Jan-2017	24-Jan-2024	3.840%	5,000,000	(\$252,705)
10-Sep-2012	11-Sep-2017	3.880%	5,000,000	(\$24,088)
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	(\$119,077)
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	(\$51,033)
18-Oct-2013	20-Apr-2020	4.315%	5,000,000	(\$269,476)
31-Mar-2014	17-May-2021	4.900%	6,000,000	(\$511,463)
18-Apr-2017	18-Apr-2023	3.950%	3,000,000	(\$170,149)
Total current hedging			29,000,000	
Forward starting swaps				
11-Sep-2017	11-Sep-2020	3.780%	5,000,000	(\$167,744)
20-Apr-2020	20-Apr-2025	3.930%	5,000,000	(\$70,040)
				(\$1,635,777)

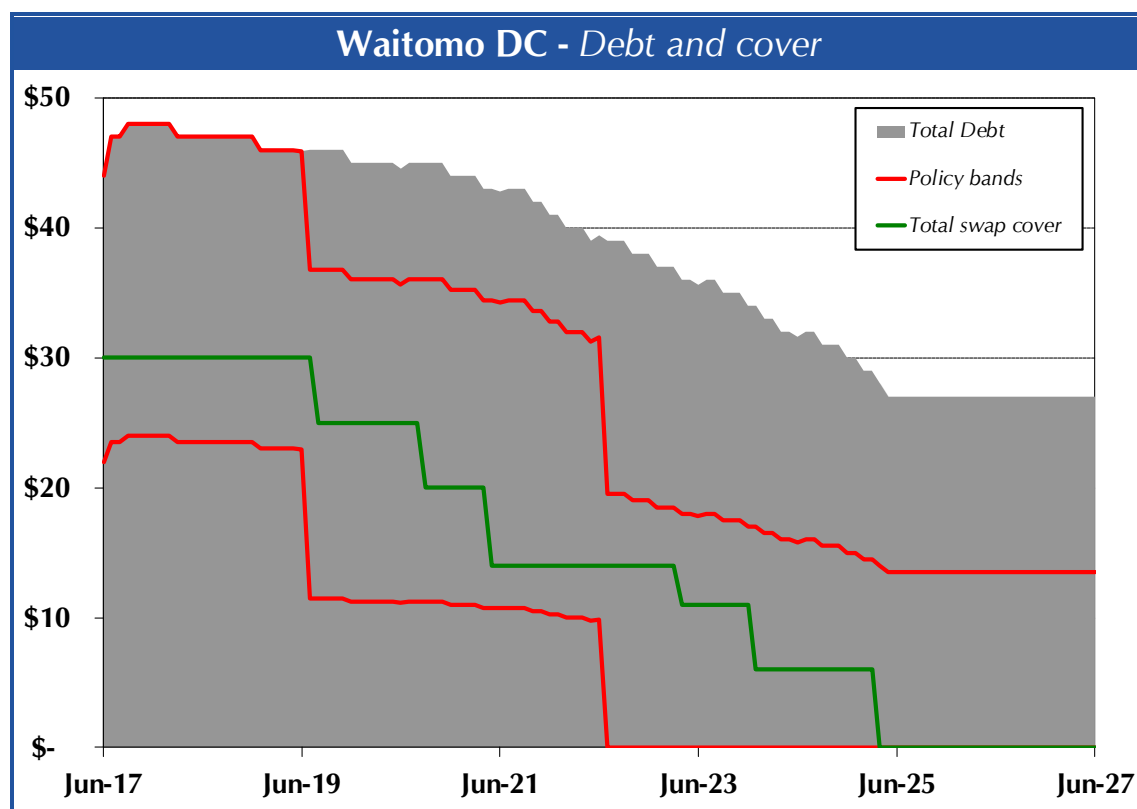
There were no new interest rate swaps entered into during the June 2017 quarter, as none were required for policy compliance purposes with WDC currently sitting comfortably within its hedging bands.

The 'marked to market' revaluation on the swap portfolio deteriorated slightly, from a loss of \$1,596,184 at the end of March 2017, to a loss of \$1,635,777 at the end of June 2017.

2.3 DEBT AND HEDGING PROFILE

WDC manages its debt under the fixed rate hedging parameters detailed in the table below. The debt profile incorporating these parameters, the interest rate swaps and projected debt figures, as supplied by WDC, are depicted in the graph at the foot of the page. This indicates that, as at 30 June 2017, WDC was policy compliant.

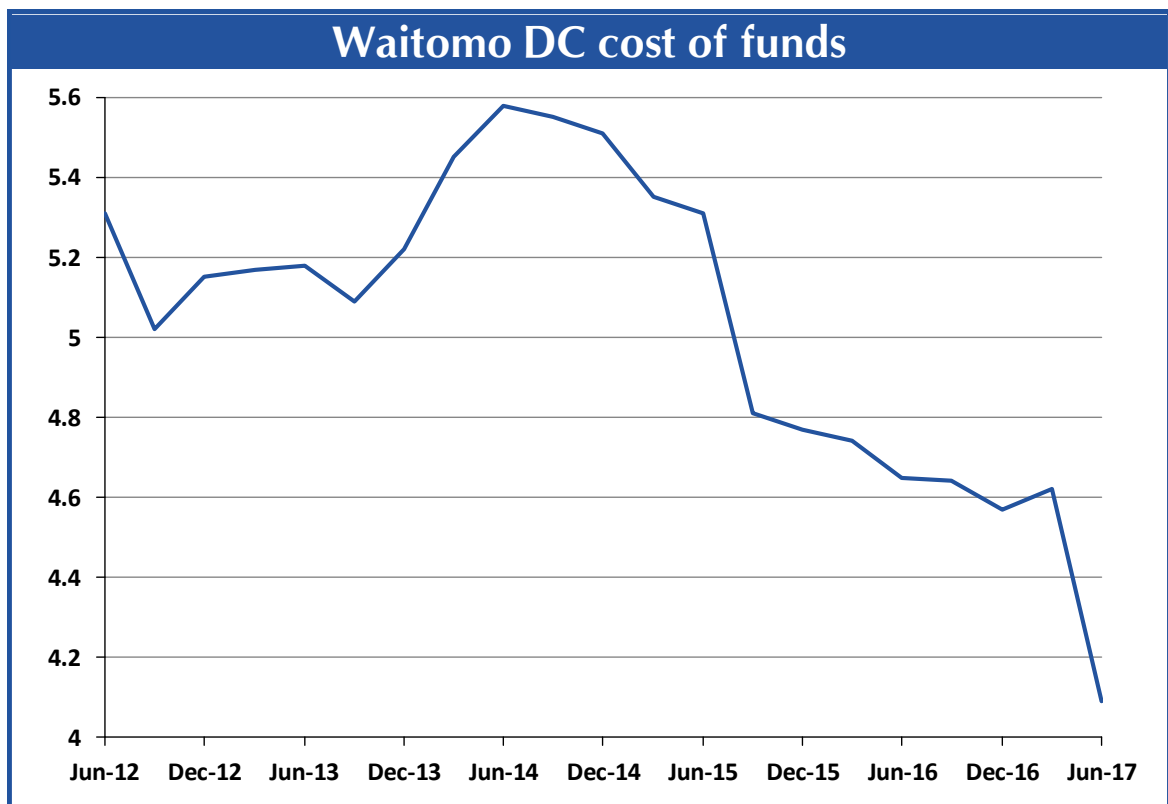
Fixed Rate Hedging Percentages		
	Minimum Fixed Rate Amount	Maximum Fixed Rate Amount
0 – 2 years	50%	100%
2 – 5 years	30%	80%
5 – 10 years	0%	50



WDC's weighted average cost of funds as at 30 June 2017, including the bank line fee and margin, was 4.09%, down from 4.62% at the end of March 2017. The sharp fall in the cost of funds is a result of WDC joining the LGFA and thus being able to access debt with considerably lower margins than applied to the Westpac Bank debt.

WDC's cost of funds is now the fourth lowest of any local or regional council that Bancorp Treasury is aware of. It should be noted that WDC's cost of funds is well below many 'rated' local government entities.

The cost of funds result that has been achieved demonstrates the success of WDC's funding and interest rate risk management activities carried over the past few years. Indeed, it is a tribute to the dedication and hard work that the finance staff have put in to WDC's treasury activities, especially over the past few months as the task of joining the LGFA has been completed. WDC's cost of funds going back to June 2012 is depicted in the graph below.



2.4 POLICY COMPLIANCE (AS AT 30 JUNE 2017)

	Yes/No
<i>Have all transactions been entered into compliance with policy?</i>	√
<i>Are the fixed rate hedging percentages within policy control limits?</i>	√
<i>Is WDC maintaining liquidity within policy control limits?</i>	√
<i>Are all counterparty exposures within policy control limits?</i>	√
<i>Is WDC compliant with the financial covenants contained in the LMP</i>	√

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Document No: A357839

Report To: Council



Meeting Date: 29 August 2017

Subject: Electoral System – Representation Review

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is provide information for Council to consider and decide whether or not to make a change to the existing electoral system.

Background

- 2.1 Under section 19Z of the Local Electoral Act 2001 (LEA), Council has the option to consider whether or not to make change before 23 November 2017.
- 2.2 The relevant parts of section 19Z are reproduced below:

Section 19Z - Territorial authority or regional council may resolve to establish Māori wards or Māori constituencies

- (1) *Any territorial authority may resolve that the district be divided into 1 or more Māori wards for electoral purposes.*
- (3) *A resolution under this section,—*
- (a) *if made after a triennial general election but no later than 23 November of the year that is 2 years before the next triennial general election, takes effect, subject to paragraph (c), for the purposes of the next triennial general election of the territorial authority or regional council; and*
 - (b) *in any other case, takes effect, subject to paragraph (c), for the purposes of the next but one triennial general election; and*
 - (c) *in either case, takes effect for 2 triennial general elections of the territorial authority or regional council, and any associated election, and continues in effect after that until either—*
 - (i) *a further resolution under this section takes effect; or*
 - (ii) *a poll of electors of the territorial authority or regional council held under section 19ZF takes effect.*

- 2.3 Council undertook a review of representation arrangements, including the electoral system and Māori representation in October 2011 for the 2013 election.
- 2.4 Council considered the introduction of Māori wards again in 2014 in time for the 2016 triennial elections, where it was resolved to defer the review of the establishment of Māori wards until 2017.

- 2.5 The LEA sets out the procedural steps and timelines for introducing Māori wards. **Attachment 1** includes the detail of the relevant legislative provisions.

Commentary

- 3.1 The LEA gives a territorial authority the option of one or more Māori wards for electoral purposes. The Act requires the resolution to be made before 23 November of the year that is 2 years before the next triennial general election (i.e. 23 November 2017 for the 2019 election), if it is to take effect for the purposes of the next triennial general election.
- 3.2 If Council resolves not to make changes then no further action is required other than to give public notice of the decision and make clear the right to demand a poll to countermand the resolution. 5% of electors (352 people¹) can demand a poll to be held.
- 3.3 This can be done at any time, but must be received by 21 February 2018 for the 2019 elections. If received after that date, then it would not take effect until after the 2019 elections. Council must then conduct a poll on the issue on or before 21 May 2018.
- 3.4 The following table outlines the dates that Council must conform with for the next election.

Date (by):	Requirements
29 August 2017	Resolution to be taken.
23 November 2017	Last date to resolve to review for the 2019 elections
30 November 2017	Last date for any public notice of Council resolution
21 February 2018	Last date by which a petition for a poll, signed by at least 5% of eligible voters, must be received.
21 May 2018	Date by which a poll must be conducted for the 2019 elections if Council has so decided or public has requested.

- 3.5 If, as a result of a resolution or poll, changes are to apply then a full review of the representation arrangements of Council must be undertaken. A representation review is already planned for early 2018 and could incorporate this. The high level timeframes required for this review is attached to this paper.

¹ The LEA defines elector as "any person entitled under any law for the time being in force to vote at an election or poll, as the case may be, held under this Act". As at July 2017 the Electoral Commission estimates there are 7,040 people entitled to vote within the Waitomo District.

- 3.6 Clause 1 of Schedule 1A of the Local Electoral Act 2001 provides that Council must determine as part of that review:
- The proposed total number of members of the local authority
 - Whether:
 - all members are to be elected from either Māori or general wards, or
 - some members are to be elected from either Māori or general wards, and some are to be elected at large
 - The proposed number of members to be elected from the Māori wards/constituencies and the number from the general wards/constituencies
 - The proposed name and boundaries of each ward/constituency
 - The proposed number of members to be elected from each Māori and general ward/constituency.

Analysis of Options

- 4.1 The processes involved with these steps and the factors and considerations to be taken into account are rather complex and if change is supported it is recommended that a further workshop be convened to work through the considerations.
- 4.2 There are a range of possible options:
- One Māori Ward that represents all Māori within the Waitomo District; or
 - Two Māori Wards representing both rural and urban Māori.
- 4.3 The effects of establishing one or more Māori wards on representation arrangements would be:
- A possible increase in the size of Council from 6 elected members (plus a Mayor) to 7 or more elected members (plus a Mayor);
- (N.B. Should the size of Council increase, remuneration payable to individual elected members would reduce as the 'pool' of money available for Councillors remuneration remains the same, irrespective of the size of Council. However, should the size of Council remain at 6 elected members (plus a Mayor), one or more of whom would be representative of a Māori Ward, a decision on the make-up of the existing Council will be required – e.g. if one Māori Ward is created do we 'drop off' one existing rural or one existing urban elected member?)*
- 4.4 Statistics NZ has compiled population data for regional and territorial authorities derived from the Estimated Resident Population as at 30 June 2016 (based on the 2013 census).
- 4.5 This Statistics NZ data identifies that 26% of the community are within the Māori electoral population. This places Waitomo District Council with the 8th-equal highest proportion out of the 67 New Zealand territorial authorities.

- 4.6 The Māori Electoral roll statistics are also a factor. As of 31 July 2017, 3,124,567 people are enrolled to vote nation-wide, and 232,178 of those people are enrolled on the Māori roll (7.4%).
- 4.7 The table below sets out the electoral statistics for the Waitomo District as at 31 July 2017. This data is sourced from the Electoral Commission.

Age	Estimated Eligible Population	General Roll	Māori Roll	Total Enrolled	Difference	% Enrolled
18 - 24	800	354	160	514	286	64.25%
25 - 29	630	281	104	385	245	61.11%
30 - 34	550	248	114	362	188	65.82%
35 - 39	510	286	112	398	112	78.04%
40 - 44	550	313	112	425	125	77.27%
45 - 49	590	366	130	496	94	84.07%
50 - 54	690	421	156	577	113	83.62%
55 - 59	690	457	157	614	76	88.99%
60 - 64	540	405	103	508	32	94.07%
65 - 69	580	434	84	518	62	89.31%
70+	910	725	136	861	49	94.62%
Total	7,040	4,290	1,368	5,658	1,382	80.37%

- 4.8 This data shows that in the Waitomo district, 24% of those currently enrolled to vote are on the Māori Roll, which is significantly higher than the national figure of 7.4%. This figure is likely to be reflective of Waitomo District's high percentage of Māori population. The last census (2013), found that Waitomo had 40% of its population who identify as Māori, compared to 6.5% nation-wide.

Considerations

5.1 Risk

- 5.2 Council is required to comply with statutory timeframes, and there is a risk in not meeting these timeframes. To mitigate this risk, the WDC planned approach will be added to the Road Map and incorporate contingency for any unexpected delay. A summary of the timeframes required are attached.

5.3 Consistency with Existing Plans and Policies

- 5.4 This decision is consistent with Council's existing plans and policies.

5.5 Significance and Community Views

- 5.6 In terms of Council's Significance and Engagement Policy, a decision away from the status quo is considered to be reasonably significant. There is a legal requirement to consult with communities through public notice through representation reviews; the decision will remain effective until 2019 (and potentially until 2022) and it affects a high percentage of WDC's residents and ratepayers.

Recommendation

- 6.1 It is recommended that Council decide whether or not to adopt Māori wards for the 2019 local body elections.

Suggested Resolutions

- 1 The business paper on Electoral System – Representation Review be received.
- 2 Council establish/not establish Māori Wards for the 2019 local body election.

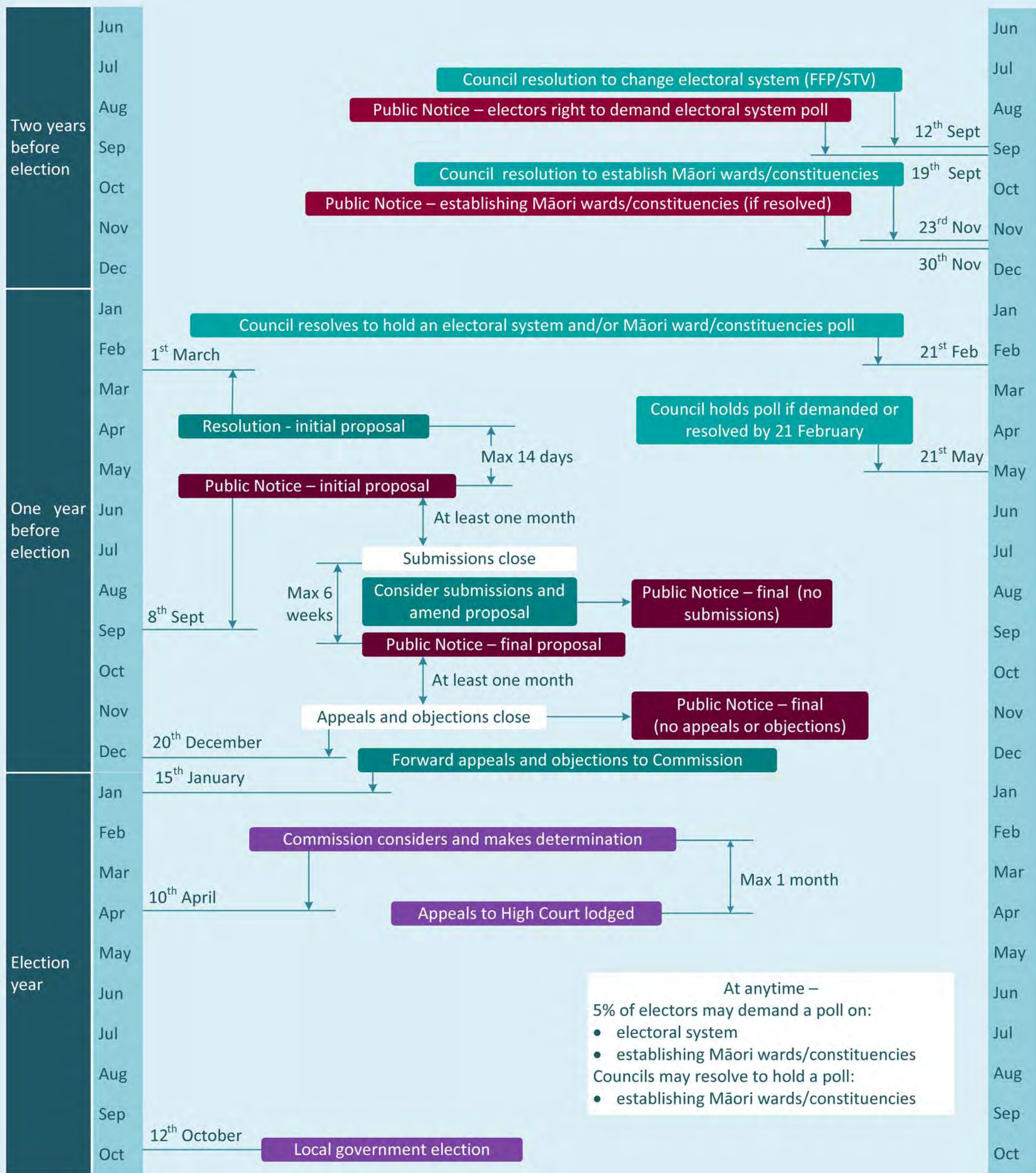


VIBHUTI CHOPRA

GROUP MANAGER – CORPORATE SERVICES

9 August 2017

Attachment: 1 Representation review timeline from Local Government Commission (A352460)



Document No: A357824

Report To: Council



Meeting Date: 29 August 2018

Subject: Electoral System – Voting System Review

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present information for Council to consider and make a decision on the electoral system to be used for the next two local body elections.

Background

- 2.1 The provisions of section 27 of the Local Electoral Act 2001 (LEA) provide the option to Councils' to change the electoral system to be used for the following two local body elections (2019 and 2022 elections) by 12 September 2017.
- 2.2 Council has adopted the First Past the Post (FPP) electoral system since the choice was made available to local authorities in 2001.
- 2.3 The FPP electoral system was confirmed by Council for the 2016 elections. Council could if it chooses to, consider to change its electoral system two years prior to any election year, which is in 2017 for the 2019 elections.
- 2.4 The process that Council can follow to determine its electoral system for 2019 is:
- A. Council can resolve which electoral system is to be used, with the required public notification to follow; or
 - B. five per cent of electors can demand a poll on the matter; or
 - C. Council can choose to hold a poll on the matter, irrespective of whether or not a poll is demanded by electors.
- 2.5 These different processes are explained below.

Commentary

A. Council to resolve which electoral system is to be used

- 2.6 Council can resolve to retain the current electoral system (FPP) or resolve to change the electoral system to Single Transferable Vote (STV).
- 2.7 Such a resolution must be made no later than 12 September 2017 (two years prior to the next triennial election), unless it decides to hold a poll of electors.

2.8 Any such resolution changing the electoral system would take effect for the 2019 and 2022 elections, and continue in effect until either Council resolves otherwise, or a poll of electors is held.

2.9 Council may also simply choose to retain the current electoral system (FPP).

B. Electors' right to demand a poll

2.10 Under section 28 of the LEA, Council must give public notice, by 19 September 2017, of the right of electors to demand a poll on the electoral system to be used for the 2019 elections.

2.11 If Council passes a resolution under section 27 of the LEA to change the electoral system from FPP to STV the public notice must include:

- notice of that resolution; and
- a statement that a poll is required to reverse that resolution.

2.12 Section 29 of the LEA allows 5% of the electors enrolled at the previous triennial election to demand a binding poll be held on which electoral system is to be used for the next two triennial elections.

2.13 The poll demand must be made in writing to the Chief Executive by a number of electors equal to or greater than 5% of the electors (352 electors¹) and can be made anytime, but to be effective for the 2019 elections, must be made by 21 February 2018.

C. Council may decide to hold a poll of electors

2.14 Council can decide to hold a poll of electors at any time (section 31 of the LEA), but to be effective for the 2019 elections, must decide no later than 21 February 2018, irrespective of whether a valid demand has been received, or the time has expired for electors to demand a poll.

2.15 Public notice of the poll must be given no later than 21 February 2018 and the poll itself must be completed by 21 May 2018 (to be effective for the 2019 elections). The results of the poll are binding and will determine whether FPP or STV is to be used for at least the next two triennial elections (2019, 2022), and for all subsequent elections until either a further resolution takes effect or a further poll is held.

Analysis of Options

3.1 There are three main options available to Council in considering the electoral system to be used for the 2019 local body elections. These are:

1. Resolve to remain with FPP (status quo)
2. Resolve to change to STV
3. Decide to hold a poll of electors

3.2 Their advantages and disadvantages are outlined in the table below:

¹ The LEA defines elector as “any person entitled under any law for the time being in force to vote at an election or poll, as the case may be, held under this Act”. As at July 2017 the Electoral Commission estimates there are 7,040 people entitled to vote within the Waitomo District.

Option	Advantages	Disadvantages
1. Resolve to remain with FPP (status quo)	<ul style="list-style-type: none"> • Straight forward system of voting • Familiar to most people • Votes can be counted in different locations and then aggregated • Results are easy to understand and usually announced soon after voting ends • Results show exactly how many people voted for which candidates 	<ul style="list-style-type: none"> • Results - generally 'less representative' nature - overall results will not be proportional to voters' wishes & will not reflect the electoral wishes of the majority of voters, only the largest group of voters who may not be the majority • In single-member elections, the winner is unlikely to have the majority of votes, just the largest group of votes • A block of like-minded voters can determine the election of multiple candidates in multi-member wards/constituencies, without having a majority of the votes, thereby over-representing themselves. • Tactical voting is possible- votes can be used with a view to preventing a candidate from winning in certain circumstances • More wasted votes
2. Resolve to change to STV	<ul style="list-style-type: none"> • It is virtually impossible to cast a 'tactical' vote - as a result voters are encouraged to express their true preferences • Overall results reflect the wishes of the majority of voters in proportion to their support for a variety of candidates • Single-member wards/constituencies, the winner will have the majority of votes (preferences) • More equitable minority representation • Fewer wasted votes - every vote is as effective as possible 	<ul style="list-style-type: none"> • Public less familiar with system, find it harder to understand • Matters of process such as the way votes are cast and counted may be perceived as complex and discourage some voters • Results do not show how many votes candidates got overall (as all successful candidates will have the same proportion of the vote - the quota) • Need for more information for people to understand the STV ranking system of candidates • Vote counting requires a computer program • Votes must be aggregated first and counted in one location • Results will usually take a little longer to produce
3. Decide to hold a poll of electors	<ul style="list-style-type: none"> • Contributes to meeting purpose and principles of the LEA – <i>"allow diversity through local decision making in relation to a particular electoral system"</i> and <i>"fair & effective representation for individuals & communities"</i> 	<ul style="list-style-type: none"> • Additional cost and time frame to allow for poll process • Timetable constraints- Christmas/New Year period and holiday weekends

Considerations

4.1 Risk

- 4.2 Council is required to comply with statutory timeframes, and there is a risk in not meeting these timeframes. To mitigate this risk, the WDC planned approach as outlined in the Road Map incorporates contingency for any unexpected delay.

4.3 The required timeframes and extra guidance from the Local Government Commission is outlined in Attachment 1.

4.4 Consistency with Existing Plans and Policies

4.5 This decision is consistent with Council's existing plans and policies.

4.6 Significance and Community Views

4.7 In terms of Council's Significance and Engagement Policy, a decision away from the status quo (FPP) is considered to be reasonably significant. There is a legal requirement to consult with communities through public notice; the decision will remain effective until 2019 (and potentially until 2022) and it affects a high percentage of WDC's residents and ratepayers.

Recommendation

5.1 It is recommended that Council maintain status quo and continue with the FPP electoral system for the local body elections in 2019.

Suggested Resolutions

- 1 The business paper on Electoral System – Voting System Review be received.
- 2 That pursuant to section 27 of the Local Electoral Act 2001 Council resolves for the 2019 Waitomo District Council triennial elections to either
 - a) maintain the status quo (first past the post) OR
 - b) Change to the single transferable vote system OR
 - c) Undertake a poll of electors on the electoral system to be used for the 2019 and 2022 elections.
- 3 That public notice be given by 19 September 2017 of the decision and the right of electors to demand a poll on the electoral system to be used.

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

9 August 2017

Attachment: 1 Excerpt from 2017 Guidance from Local Government Commission: Choosing an electoral system (A357825)

Choosing an electoral system

Introduction

The *Local Electoral Act 2001* provides for local authorities and their communities to choose either of the following as their electoral system for local elections:

- first past the post (FPP) or,
- single transferable vote (STV).

A territorial authority's chosen electoral system also applies to the election of members of any community boards.

A change of electoral system can be achieved by:

- local authority resolution, or
- favourable outcome of a poll of electors. This poll may be:
 - demanded by electors, or
 - the result of a local authority resolution.

The statutory provisions for changing the electoral system are set out in sections 27 to 34 of the *Local Electoral Act 2001*.

Key statutory provisions for changing electoral systems

The relevant provisions of the *Local Electoral Act 2001* for changing a local authority's electoral system are:

Who	Provision	Timing	Section of the LEA
Local authority	may resolve to change the electoral system to take effect for the next two elections	no later than 12 September two years before election year	27
Local authority	must give public notice of the right for electors to demand an electoral system poll, and that notice must include a statement that a poll is required to countermand any local authority resolution made on the electoral system	by 19 September two years before election year	28
5% of electors	may demand a poll on a proposal that a specified electoral system be used at the election of a local authority	at any time	29
A local authority	may resolve to hold an electoral system poll	no later than 21 February the year before election year	31

Also, if either:

- a valid demand for a poll is received (s29) before 21 February in the year before election year, or
- a local authority resolves to hold a poll (s31),

then the:

- electoral officer is notified
- poll must be held not later than 89 days after the notification, that is not later than 21 May in that year, and
- result of the poll takes effect for the next two elections (s33).

Section 30 states that when a valid demand for a poll is received after 21 February in the year before election year, the:

- poll must be held after 21 May in that year and
- result takes effect for the next but one election and the subsequent election.

Section 32 states that sections 27 to 31 do not apply if the result of a poll:

- took effect at the previous election, or
- takes effect at the next election.

General

The choice of electoral system is not formally part of representation reviews, and the Commission's role in appeals and objections does not apply. However, the electoral system needs to be considered during a representation review.

Five to seven members is preferable for wards or constituencies using STV (the absolute minimum is three) to gain the full benefits of proportional representation under STV.

So that it can be taken into account during these processes, choosing an electoral system occurs before:

- the representation review
- decisions on establishment of Māori wards/constituencies.

Further information

Further information is also available in the following reports:

Dr Janine Hayward, The Local Government Electoral Option 2008

[http://www.dia.govt.nz/Pubforms.nsf/URL/LocalGovernmentElectoralOption2008.pdf/\\$file/LocalGovernmentElectoralOption2008.pdf](http://www.dia.govt.nz/Pubforms.nsf/URL/LocalGovernmentElectoralOption2008.pdf/$file/LocalGovernmentElectoralOption2008.pdf)

A 2014 version of this document is available to SOLGM members as an appendix to Part 4 of the Code of Good Practice for the Management of Local Authority Elections and Polls on www.solgm.co.nz

STV Taskforce, Choosing Electoral Systems in Local Government in New Zealand (2002)

[http://www.dia.govt.nz/Pubforms.nsf/URL/STV.pdf/\\$file/STV.pdf](http://www.dia.govt.nz/Pubforms.nsf/URL/STV.pdf/$file/STV.pdf)

Document No: A358503**Report To: Council****Meeting Date: 29 August 2017****Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes****Type: Information Only**

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 26 June 2017.

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 (Dep. Chair) | (Hamilton City Council) |
| 3. | Mayor Phillip Buckthought | (Hauraki District Council) |
| 4. | Councillor Brian Hunter | (Matamata-Piako District Council) |
| 5. | Councillor Annette Williams | (Otorohanga District Council) |
| 6. | Councillor Thomas Lee | (South Waikato District Council) |
| 7. | Councillor Anna Park | (Taupo District Council) |
| 8. | Councillor Rex Simpson | (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) |

- 2.7 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG 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 Committee meetings convened on 26 June 2017.

Suggested Resolution

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

August 2017

Attachment: 1 Joint Committee Minutes – 26 June 2017

**Waikato Civil Defence Emergency Management Joint Committee
MINUTES**

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chambers, 401 Grey Street, Hamilton East on Monday 26 June 2017 at 1.01pm.

Waikato Regional Council
Hamilton City Council
Matamata Piako District
Otorohanga District Council
Taupō District Council
Thames Coromandel District Council
Waipa District Council
Waitomo District Council

Present:

Cr Hugh Vercoe - Chair
Cr Leo Tooman – Deputy Chair
Cr Brian Hunter
Mayor Max Baxter
Cr Anna Park
Cr Rex Simpson
Cr Judy Bannon
Mayor Brian Hanna

CEG Chair
**Ministry of Civil Defence and
Emergency Management**

In Attendance:

Waikato Regional Council Staff

Langley Covers – Chief Executive Hauraki District Council
Suzanne Vowles – Regional Emergency Management
Advisor
Marama Edwards
Neville Williams – Director – Community and Services
Lee Hazlewood – Group Controller / Group Emergency
Management Office
Vanessa McDonald – Team Leader Strategy and Planning
Julian Snowball – Team Leader Operations
Danielle Kruger – Emergency Management Coordinator
Strategic Planner and ICT
Jenny Bouwer – Emergency Management Coordinator
Administration
Sarah McLeay – Democracy Advisor

Apologies

Cr Thomas Lee – South Waikato District Council
Cr Phillip Buckthought – Hauraki District Council
Cr Noel Smith – Waikato District Council

Accepted

Confirmation of Agenda

Agenda Item 2 Doc 10598181 and 8327758

Cr Brian Hunter moved/Mayor Max Baxter seconded

CD17/10

RESOLVED

- 1 **THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 26 June 2017 (Doc 10598181) and the additional item 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 8327758), both as circulated, be confirmed as the business for the meeting.**
- 2 **THAT the order of the agenda be amended so that:**
 - **the additional item 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 8327758) be included as item 11.**
 - **items 6 and 11 be dealt with on the availability of the reporting Members.**

The motion was put and carried (CD17/10)

Disclosures of Interest

Agenda Item 3

There were no disclosures of interest.

Minutes of Previous Meeting

Agenda Item 4 Doc 10061620

Cr Rex Simpson moved/Cr Judy Bannon seconded

CD17/11

RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 6 March 2017 (Doc 10061620) be received and approved as a correct record.

The motion was put and carried (CD17/11)

Changes to fire legislation

Agenda Item 5

This was a verbal presentation delivered by Roy Breeze – Area Manager New Zealand Fire Service to provide information on changes to fire legislation.

During discussion, the following was noted:

- The new legislation is the Fire and Emergency New Zealand Act 2017. From 1 July 2017 rural fire functions of multiple organisations would combine with the New Zealand Fire Service Commission to create Fire and Emergency New Zealand.
- The functions of Fire and Emergency New Zealand would include search-and-rescue and entrapment events, as well as fire.
- The repair or replacement of unsupported community sourced equipment may be resourced by Fire and Emergency New Zealand if it is required to meet local risk, assessed using nationally consistent criteria.
- The continued use of water tankers was supported with many tankers being transferred to the ownership of the New Zealand Fire Service Commission for transfer to Fire and Emergency New Zealand.
- There would be no charge for attendance at rural fires and false alarm charging would be consistent.
- There would be 16 regions and each would have an advisory group feeding into Fire and Emergency New Zealand.

Cr Anna Park moved/Cr Rex Simpson seconded.

CD17/12

RESOLVED

THAT the verbal report on changes to fire legislation be received.

The motion was put and carried (CD17/12)

With consent of the meeting, item 6 was considered following item 10.

Ministry of Civil Defence and Emergency Management

Agenda Item 7

Verbal report by Suzanne Vowels from the Ministry of Civil Defence and Emergency Management to provide a Ministry update.

Cr Rex Simpson moved/Mayor Max Baxter seconded

CD17/13

RESOLVED

THAT the verbal update from the Ministry of Civil Defence and Emergency Management be received.

The motion was put and carried (CD17/13)

Summarised CEG minutes

Agenda Item 8 Doc 10615121

Presented by Langley Covers Chair of the Co-ordinating Executives Group to provide a summary of the matters raised at the last Coordinating Executive Group meeting on 2 June 2017.

Cr Leo Tooman moved/Cr Anna Park seconded

CD17/14

RESOLVED

THAT the report 'Summarised CEG minutes' dated 2 June 2017 (Doc 10615121) be received.

The motion was put and carried (CD17/14)

Endorsement of appointment of new alternate controller

Agenda Item 9 Doc 10611212

Presented by Lee Hazlewood Group Controller to seek the appointment of Andre Chatfield as Alternate Controller for Hamilton City Council. Andre's past experience and evidence of operational capability was outlined.

Cr Leo Tooman moved/Cr Judy Bannon seconded

CD17/15

RESOLVED

THAT Andre Chatfield be appointed as the Alternate Controller for Hamilton City Council as outlined in the report 'Endorsement of appointment of new alternate controller' dated 2 June 2017 (Doc 10611212).

The motion was put and carried (CD17/15)

Ministerial Review of Civil Defence Emergency Management

Agenda Item 10 Doc 10616700

Presented by Langley Cavers Chair of the Co-ordinating Executives Group to provide information on the Ministerial Review of Civil Defence Emergency Management, and to provide an opportunity to identify concerns and feedback to the Minister's Technical Advisory Group.

During discussion, the following was noted:

- Findings of the Review so far include a recognition that communication is one of the weakest components of civil defence emergency management during response. The Minister is seeking feedback from the Sector on how to manage rapid means of communication such as social media.
- There was concern about the resilience of the current civil defence emergency management system. It was recognised that it was difficult for small councils to run major events.
- There was no nation-wide training or competency framework and no nationally consistent standard for controller training. This limited the number of personnel capable of undertaking the roles required, as they must all be sourced from within the Sector.
- Other themes in the review were the relationship with iwi and the role of government agencies.
- The Co-ordinating Executives Group had formed a working group to formulate a submission to the Minister. The submission was likely to include:
 - the need for national consistency, especially in training. This would allow controllers to operate anywhere in the country.

- civil defence emergency management to work with all emergency services.
- The need for improved leadership in the Sector.

Cr Leo Tooman moved/Brian Hunter seconded

CD17/16

RESOLVED

- 1 **THAT the report 'Ministerial Review of Civil Defence Emergency Management' dated 14 June 2017 (Doc 10616700) be received.**
- 2 **THAT the proposed submission from the Waikato Civil Defence Emergency Management Joint Committee be emailed to each Member for questions and comments.**
- 3 **That the Chair (Cr Hugh Vercoe) is authorised to sign the submission on behalf of the Waikato Civil Defence Emergency Management Joint Committee in its final form following the email process set out above giving each Member the opportunity to ask questions and make comments.**

The motion was put and carried (CD17/16)

With the consent of the meeting, item 6 was considered at this time.

Recovery from March/April 2017 flood events

Agenda 6 Item Doc 10632748

Presented by Greg Ryan – Principal Advisor Integrated Catchment Management, Waikato Regional Council, to provide information on recovery from the March/April 2017 flood events.

During discussion, the following was noted:

- There was a number of work-streams underway to investigate issues relating to the Kōpuatai Peat Dome which plays an important water storage role in flood protection.
- Some farmers had been angry about the severity of flooding on their properties. The Department of Conservation and Waikato Regional Council were working together on the flood recovery and would be organising public meetings in the affected areas to talk about what was different about these flood events and why.
- Marama Edwards from Ministry of Civil Defence and Emergency Management outlined the recovery experience at Whakatane. Assistance was offered to the Waikato locations currently undertaking recovery.

Cr Judy Bannon moved/Cr Allan Goddard seconded

CD17/17

RESOLVED

THAT the report 'Recovery from March/April 2017 flood events' dated 16 June 2017 (Doc 10632748) be received.

The motion was put and carried (CD17/17)

With consent of the meeting, the order of the agenda resumed at item 12.

New GECC and GEMO Facility Update

Agenda Item 12 Doc 10634466

Presented by Lee Hazlewood Group Controller to provide information on the status of the new Group Emergency Coordination Centre and Group Emergency Management Office facility.

Cr Judy Bannon moved/Cr Rex Simpson seconded

CD17/18

RESOLVED

THAT the report 'New GECC AND GEMO Facility Update' dated 16 June 2017 (Doc 10634466) be received.

The motion was put and carried (CD17/18)

Direct Local WDC and HCC Delivery Arrangements

Agenda Item 13 Doc 10635645

Presented by Lee Hazelwood Group Controller to provide information on the direct local Waikato District Council (WDC) and Hamilton City Council (HCC) delivery arrangements.

Cr Brian Hunter moved/Cr Rex Simpson seconded

CD17/19

RESOLVED

THAT the report 'Direct Local WDC and HCC Delivery Arrangements' dated 16 June 2017 (Doc 10635645) be received.

The motion was put and carried (CD17/19)

GEMO Work Programme Update

Agenda Item 14 Doc 10632075

Presented by Lee Hazlewood Group Controller Waikato Regional Council to provide an update on the status and phasing of the current Group Emergency Management Office Work Programme.

During discussion, the following was noted:

- There was potential for disruption and delays to the work programme caused by staff taking time in lieu following events.
- Overtime in place of time in lieu was raised for consideration.

Cr Leo Tooman moved/Cr Judy Bannon seconded

CD17/20

RESOLVED

THAT the report 'Work Programme Update dated 15 June 2017 (Doc 10632075) be received.

The motion was put and carried (CD17/20)

With consent of the meeting, item 11 was considered at this time.

Use of Vehicles in an Emergency

Agenda Item 11 Doc 10614803 and 8327758

Presented by Julian Snowball, Team Leader Civil Defence Emergency Management Operations Waikato Group, to provide a policy proposal on the use of vehicles in an emergency as raised at the last Coordinating Executive Group meeting on 2 June 2017.

During discussion, the following was noted:

- It was acknowledged that the power for civil defence vehicles with lights and sirens to exceed ordinary speed limits to maintain progress through traffic was statutory with the policy acting to restrict and temper its application.
- Civil defence vehicles occasionally needed to use lights and sirens and exceed ordinary speed limits to initiate a response.
- There was a New Zealand Unit Standard for training people who used these type of vehicles in emergency situations. There was a training program in place run by emergency services that possibly, could be shared with Civil Defence Emergency Management.
- It was suggested that the policy include a review panel process to review civil defence vehicle accidents that involved vehicles using lights and sirens. This would provide ongoing monitoring.
- It was noted that the policy would bind all territorial authorities in the region.

Cr Anna Park moved/Cr Rex Simpson seconded.

CD17/21

RESOLVED

- 1 THAT the report 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 10614803) be received.**
- 2 THAT the 'Policy: CDEM vehicles in an emergency' (Doc 8327758) be adopted subject to:**
 - a the Waikato Emergency Services Coordinating Committee agreeing to the threshold criteria in the Policy for the use of red lights and siren by vehicles.**
 - b the inclusion in the Policy of a requirement that there is a panel established consisting of the Group Controller and two suitable others to review all accidents involving civil defence vehicles travelling using lights and sirens, including operating at speeds in excess of the ordinary speed limits.**
- 3 THAT there is a temporary prohibition of driving civil defence emergency response vehicles with lights and sirens until the threshold criteria is agreed.**

The motion was put and carried (CD17/21)

Meeting closed at 3.42pm

Document No: A358414

Report To: Council



Meeting Date: 29 August 2017

Subject: Waitomo District Council Grant Allocations 2016/2017

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with details of grants made by Waitomo District Council for the 2016/2017 financial year.

Background

- 3.1 Waitomo District Council (WDC) is committed to annually allocating funds and resources to support community initiatives through grants managed in accordance with Council's Community Development Fund Policy, via its Community Development Activity.

- 3.2 For clarification purposes, set out below is a description of each of the grants contained in Council's Community Development Fund Policy.

3.3 Discretionary Grants

- 3.4 The focus of the Discretionary Grants Fund is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant is determined on a case by case basis during each funding round.

- 3.5 The Discretionary Grant Fund is advertised and administered via four rounds per annum.

3.6 Triennial Grants

- 3.7 The focus of the Triennial Grants Fund is in providing support to 'not for profit' organisations whose work can be shown to support the social and cultural well-being goals of the Waitomo District.

- 3.8 Council, as part of the Long Term Plan Process, considers applications to the Triennial Grants Fund. Grants are allocated for a period of three years.

3.9 Provision of Services Grants

- 3.10 Provision of Services Grants are in place to provide funding to 'not for profit' organisations who undertake to provide services that compliment Council's Long Term Plan objectives.

- 3.11 These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's Community Outcomes and improve

well-being within in the District, but are outside the scope of services provided by Waitomo District Council.

- 3.12 The value of each of these grants are determined on a case by case basis and developed with the recipient as a Contract for Delivery of Services/Service Level Agreement.

3.13 Community Partnership Fund

- 3.14 The Community Partnership Fund is a contestable fund that focuses on projects and programmes that contribute to the well-being of our Districts communities.

- 3.15 The fund aims to provide opportunities by offering access to funding and in kind support to groups working on community initiatives.

- 3.16 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified as Community Outcomes as outlined in the Community Partnership Fund Policy.

3.17 Community Halls Grants

- 3.18 Community Halls Grants provide funding to assist with the maintenance of 13 Community Halls throughout the district.

3.19 Special Grants (Creative Communities; Sport NZ Rural Travel Fund and DC Tynan Trust Fund)

- 3.20 There are two special grants administered by Council on behalf of central government; Creative Communities New Zealand and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.

- 3.21 WDC administers the DC Tynan Fund which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities.

- Forgeson Law directs the funds of the Trust; Waitomo District Council provides the administrative support associated with the funding application process. Applications are invited annually to this fund.

Commentary

- 4.1 Attached to and forming part of this business paper is a Schedule setting out details of grants made by WDC for the 2016/2017 financial year under each of the grant types, including:

- Discretionary Grants
- Triennial Grants
- Provision of Services Grants
- Community Partnership Fund
- Community Halls Grants
- Creative Communities
- Sport NZ Rural Travel Fund
- DC Tynan Trust Fund

Suggested Resolution

The Report on Waitomo District Council Grant Allocations for 2016/2017 be received.

A handwritten signature in blue ink, appearing to read 'H Beever', is positioned below the text of the resolution.

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

August 2017

Attachment 1 Schedule of Grant Allocations (A358420)

Schedule of Grant Funding Allocations 2016/2017

Discretionary Grants

Round 1 September 2016

King Country Rugby Football Union	\$1,000.00	Assistance to print match day programs - Heartland Games
Friends of Hillview Trust Incorporated	\$400.00	Assistance with the promotion of the major fundraiser
Piopio Amateur Swimming Club	\$400.00	Assistance with the cost of lane hire for use – Waitomo District Aquatic Centre
Sport Waikato 2016 Sports Awards	\$300.00	Sponsorship of the Services to Sport Award
Maniapoto Maori Trust Board	\$2,500.00	Development of the Cultural Indicator Tool (Mangaokewa River and Tributaries)
Te Kuiti Primary - Home and School Committee	\$400.00	Mud Fun Run Fund Raiser - webpage set up and porta loo hire

Round 2 December 2016

Te Kuiti Food Bank	\$1,300.00	Assistance for families in need
NZ Police – Te Kuiti - Traffic Safety Division	\$173.93	Waitomo District Aquatic Centre Hire
Vintage Car Club	\$296.65	Porta loo Hire
Maniapoto Basketball	\$500.00	Pilot Program, providing coaching for skill sessions
The Lions Club of Piopio Charitable Trust	\$240.43	Hall and audio hire - Piopio Memorial Hall
Piopio Swimming Pools Charitable Trust	\$143.48	Hall hire for a fundraising dinner
Benneydale Hall Incorporated	\$150.00	Administration and operational costs
Moepatu Borrell	\$150.00	Administration costs for printing of workshop programmes

Round 3 March 2017

Waitomo Indoor Sports Centre Incorporated	\$400.00	Operational costs
Te Reo Irirangi O Maniapoto Trust (MFM)	\$400.00	Equipment hire to support an exhibition
Friends of St Joseph's	\$550.00	Hall Hire - Les Munro Centre
Te Kuiti High School Regional Kapahaka 2017	\$600.00	Assistance with the equipment hire
Piopio Primary School PTA	\$400.00	Hall Hire – Piopio Memorial Hall for ice skating fundraiser
Waitanguru and Districts Rural Women	\$400.00	Road Closure – ANZAC Day Ceremonies
Tainui Historical Society	\$200.00	Stationery
Te Waikowharawhara Kapahaka Group	\$739.13	Hall Hire – Les Munro Centre

Round 4 June 2017

Te Kuiti Croquet Club	\$300.00	Assistance with lawn maintenance
Te Kuiti District Historical Society	\$2000.00	Assistance with set-up costs for museum
King Country Junior Hockey	\$400.00	Assistance to cover green fees and pavilion hire for student competition
Kitty Korner	\$300.00	Assistance to advertise the de-sexing project offered by Kitty Korner

Extra Ordinary Grants

NKC Indoor Sports Facility Steering Group	\$9,646.00	Communications Strategy
Te Kuiti Squash Club	\$6,126.16	Assistance with storm water pipework
Project Piopio Trust	\$230.43	Piopio Hall Hire

Total Allocated \$30,646.21

Returned Unused Funds

Piopio Playcentre	\$-422.39
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Total \$30,223.82

Provision of Services Grant

Sport Waikato	\$73,434.00	Provision of sports related services
Waitomo Discovery Centre	\$37,750.00	Provision of tourist information and other services at Waitomo

Community Partnership Fund

Piopio Playcentre	\$1,000.00	Construction of purpose built water and mud play area
Benneydale Hall Incorporated	\$4,700.00	Purchase and installation of heating equipment
Te Piruru Papakainga Marae	\$1,800.00	Purchase and installation of 4 shower and toilet cubicles for the whareniui
Tainui Historical Society Museum	\$5,000.00	Assistance with costs associated with building additional display space for 'The King Fisher' vessel
Piopio Primary School	\$3,600.00	Restore the existing communal multi-purpose room
Te Kuiti and District Historical Society	\$8,900.00	Remedial maintenance to enable exhibits to be moved and stored safely
Total	\$25,000.00	

Community Halls Grants

Aria	\$1000.00
Awakino	\$1000.00
Benneydale	\$1000.00
Kinohaku	\$1000.00
Mahoenui	\$1000.00
Mairoa	\$1000.00
Marokopa	\$1000.00
Mokau	\$1000.00
Mokauiti	\$1000.00

Mapiu	\$1000.00
Te Anga	\$1000.00
Waitanguru	\$1000.00
Rangitoto	\$1000.00
Total	\$13,000.00

Triennial Grant fund 2016-2017 Period

Te Kuiti Community House	\$3,500.00	Support of the provision of community based services and facilities
Te Kuiti Citizens Advice Bureau	\$2,500.00	Operational Costs
Waitomo Waipa Women's Refuge	\$1,650.00	Promotional Project
Tainui Historical Society Museum	\$2,000.00	Operational Costs
Piopio College	\$2,000.00	Operational costs for the pool
Te Kuiti Pipe Band	\$1,000.00	Operational Costs
Te Kuiti Kaumatua Games	\$500.00	Contribution towards hall hire for annual games – Les Munro Centre
Benneydale District Historical Display	\$500.00	Administrative expenses
Project Piopio Trust	\$2,925.00	Assistance with the promotions, Christmas Parade, web hosting and consultancy fees
Mokau School Board of Trustees	\$2,000.00	Assistance to provide the Mokau Swimming Pool for school students and the community
Te Kuiti Development Incorporated Society	\$2,925.00	Operational Costs
Destination Pureora Incorporated Society	\$3,500.00	Operational Costs
NZ Shearing Championships Incorporated	\$5,000.00	Hall Hire – Les Munro Centre
Total	\$30,000.00	

Administrative Assistance provided for the following funds**DC Tynan Trust**

King Country Junior Hockey	\$1,624.00	Hockey Equipment
Te Kuiti Netball/Tennis Pavilion Society Incorporated	\$6,114.55	To Paint the exterior of the Netball/Tennis Pavilion
Total	\$7,738.55	

Creative Communities Scheme

Aria Primary School	\$750.00	Aria School Production
Tainui Historical Society	\$1,800.00	Bone carving workshop
Connected Media Charitable Trust	\$2,912.00	One day film making workshop (free)
Te Kuiti Combined Schools Festival	\$1,500.00	Hall Hire
Waitomo Society of Arts	\$1,462.00	Art Workshops
Mau Maniapoto Whare	\$420.00	Hall Hire
Total	\$8,844.00	

Sport NZ Rural Travel Fund

Piopio Youth Sport Committee	\$1,500.00	Assistance for travel cost provided to parents
Rangitoto School	\$750.00	Partial reimbursement for fuel costs to families providing transport
Waitomo Caves School	\$750.00	Provide vouchers to families transporting school sports teams
Aria Primary School	\$800.00	Subsidise the cost to travel to Saturday sports
Piopio College Sport	\$2,050.00	Subsidise those having to travel more than 50km for school sports
Waitete Rugby Football Club	\$800.00	Transporting under 13yr and under 11yr rugby teams to games
Te Kuiti High School	\$2,050.00	Assistance for all students participating in sport and having to travel
King Country Junior Hockey	\$400.00	Assistance to attend the Hamilton Primary School Hockey Competition
Total	\$9,100.00	

Document No: A358388**Report To: Council****Meeting Date: 29 August 2017****Subject: Progress Report: Centennial Park Clubroom Facility****Type: Information Only**

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the planned deferred maintenance project of the Centennial Park Clubroom Facility (CPCF).

Background

- 2.1 The CPCF is based at Centennial Park. The CPCF was used by the Albion Soccer Club from 1999. King Country Junior Soccer started using the grounds in 2000 with Te Kuiti Albion allowing them to use the facility for Saturday morning junior soccer.
- 2.2 The Albion Soccer Club transferred to a private park in Te Kuiti and on doing so signed over ownership of the CPCF to the Waitomo District Council (WDC). The CPCF has been unused for the past nine years.
- 2.3 During the development of the 2015-25 LTP, a budget allocation of \$65,000.00 was voted to upgrade the CPCF.
- 2.4 In June 2015 a design concept and estimated pricing was sought from Design Management Consultants. The indicative cost estimate was \$121,400.00 + GST.
- 2.5 An application for funding from Trust Waikato was submitted in 2015 and \$15,000.00 was granted towards the project.
- 2.6 In December 2016 the project was reviewed. Based on available budget capacity a staged upgrade method was considered the best option.

Commentary

- 3.1 New building regulations require that any refurbishment on a building built prior to 1 January 2000 is to be assessed for asbestos. A quote to carry out this work has been received and this work is to be undertaken.
- 3.2 The findings of the assessment will inform future works in relation to the building.

- 3.3 Discussions are also underway with Community Groups to assess their needs at the Centennial Park site.

Suggested Resolution

The Progress Report: Centennial Park Clubroom Facility be received.

A handwritten signature in blue ink that reads "H. Beever". The signature is cursive and fluid.

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

Document No: A358051

Report To: Council



Meeting Date: 29 August 2017

Subject: Progress Report - Marokopa Public Toilet Replacement

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is inform Council on the progress of the Marokopa Public Toilet replacement.

Background

- 2.1 During the development of the 2015-25 LTP the replacement of the Marokopa Public Toilet was agreed. The current facility was rated as a priority two by the 2015 Water and Sanitary Assessment due to not being accessible and of average security to users and inadequate for the increased visitor numbers over the summer months.
- 2.2 A budget vote of \$225,500.00 was made in the 2016/17 financial year for the replacement of the Public Toilet Facility.
- 2.3 Initial discussions regarding replacement of the facility investigated the option for using the same design as the Piopio Public Toilets to help lower costs as the design work had already been completed. However the site at Marokopa is not suitable for this design as the toilet block would be too large for the site.
- 2.4 Potential relocation of the old Benneydale Public Toilet structure was also discussed in an informal way by Council. The old Benneydale Public Toilet structure may not stand up to relocation. It also would not address the accessibility considerations.
- 2.5 During the tender process for the Benneydale Public Toilet Facility a prefabricated option was considered and as a consequence included as an option in the tender process.
- 2.6 Permaloo was awarded the contract for the Benneydale Public Toilet replacement (lowest price conforming tender).
- 2.7 Permaloo has a proven track record with durable and sustainable public toilet solutions for a large number of Councils and Government Departments throughout New Zealand.
- 2.8 After considering the challenges with the Marokopa Public Toilet replacement, being the site size and the remote coastal location, an approach was made to Permaloo to provide a proposed solution for Marokopa.

Commentary

- 3.1 Permaloo has completed a site inspection and provided a design proposal for replacement of the public toilet facility.
- 3.2 The proposed solution includes a unisex triple pan, mono pitch roof design with an accessible cubicle. A new soakage field will also be developed in the road berm area. The soakage field will be fenced and planted as part of the construction process.
- 3.3 Construction of the public toilet facility will commence shortly.

Suggested Resolution

The Progress Report: Marokopa Public Toilet Replacement be received.



HELEN BEEVER
GROUP MANAGER - COMMUNITY SERVICES

14 August 2017

Document No: A358711

Report To: Council



Meeting Date: 29 August 2017

Subject: Waitomo Sister City Draft Guidelines and Terms of Reference

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this Business Paper is to present the Waitomo Sister City Draft Guidelines and Terms of Reference to Council for consideration.

Background

- 2.1 On 22 March 1994 it was adopted that Waitomo District Council would have a Waitomo Sister City Committee (WSCC). This committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.2 On this same day the Terms of Reference for the Sister City Committee were adopted.

Terms of Reference (Approved by Council 22.3.94 Min No. 99/94)

- To develop and maintain a meaningful and beneficial sister city relationship with Tatsuno in Japan.
 - To prepare a sister city agreement outlining the respective responsibilities and obligations of the Waitomo District Council and the Tatsuno Town Council for consideration.
 - To prepare an annual budget setting out the desired initiatives and expenditures for the consideration of the Waitomo District Council.
 - To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
 - To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
 - To prepare the details of desired points of contact or exchanges with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
- 2.3 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities. The agreement was later signed in Tatsuno on the 26 April 1995. This agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.

- 2.4 The relationship with the Tatsuno International Association has been led from the WSCC on which the Waitomo District Council (WDC) staff and Councillors of different appointments have historically sat.
- 2.5 There has been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.

Commentary

- 3.1 Waitomo Sister City Draft Guidelines have been developed to support the WSCC, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township.
- 3.2 Draft Terms of Reference have also been developed to support the Committee.
- 3.3 Council considered the draft Guidelines and Terms of Reference at a Workshop held on 15 August 2017. Minor amendments to the documents were subsequently made as discussed at the August Workshop.
- 3.4 Attached to and forming part of this business paper is a copy of the amended Waitomo Sister City Draft Guidelines and Terms of Reference for Councils consideration and endorsement.
- 3.5 Following Council's endorsement the Waitomo Sister City Draft Guidelines and Terms of Reference will be presented to the Waitomo Sister City Committee for their review and consideration.

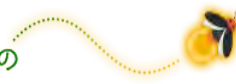
Suggested Resolutions

1. The Business Paper on Waitomo Sister City Draft Guidelines and Terms of Reference be received.
2. Council endorse / not endorse the Waitomo Sister City Draft Guidelines and Terms of Reference for presentation to the Waitomo Sister City Committee for their review and consideration.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

- Attachments
1. Waitomo Sister City - Draft Guidelines (Doc A357885)
 2. Waitomo Sister City - Terms of Reference (Doc A357894)



Waitomo Sister City

Draft Guidelines

1.0 Objective

- 1.1 To provide a set of Guidelines for the Waitomo District Council, Waitomo Sister City Committee and local Host Schools involved in the maintenance and enhancement of the Sister City Relationship with Tatsuno Township.
- 1.2 The parties will work together to enhance and promote the relationship between the Tatsuno Township and the Waitomo District as outlined in the signed agreement 1995.

2.0 Background

- 2.1 On 22 March 1994 it was adopted that the Waitomo District Council would have a Waitomo Sister City Committee (WSSC). The following year on 30 March 1995 a Sister City Relationship was formed with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities.
- 2.2 This agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.3 The Waitomo District Council recognises the need to provide and maintain support for the future involvement of interested groups that will enhance the relationship with the Tatsuno and Waitomo District communities. The Waitomo District Council will do this by supporting the WSSC, Host Schools and the Tatsuno Township in the development of these guidelines.

3.0 Roles and Responsibilities

- 3.1 The Waitomo District Council and the WSSC have agreed to support the sister city relationships through the provision of time and initiatives, and, the WSSC in doing so has taken responsibility to manage the relationships inclusive but not limited to the local host schools.

3.2 Waitomo District Council

- The provision of a meeting room, free of charge, in which the WSSC can hold their meetings.
- An annual budget allocation, managed and administered by Waitomo District Council, to support the Sister City relationship.
- Support communications between the Committee, the Council and the Tatsuno Township representative.
- To maintain and provide the upkeep of the Japanese Garden.



3.3 Student Exchange

- To arrange an introduction meeting for the visiting students with his worship the Mayor.
- To provide the funds for return transportation from Auckland to the hosting school.
- To provide the funds for visits to two prior agreed tourist attractions as arranged with the Sister City representative.
- To provide a gift that is significant to the Waitomo District for the visiting students.

3.4 Waitomo Sister City Committee (known as WSCC)

- The WSCC will act voluntarily to foster and encourage exchanges of people and culture at a people to people level through existing sister city relationships, in line with the Tatsuno/Waitomo 1995 signed agreement.
- Ensure available resources are used to encourage as wide as possible involvement by the community.
- Hold Committee meetings, as required whereby proposed activities being undertaken by the Committee are discussed, agreed and acted upon.

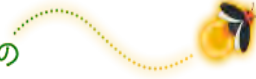
3.5 Student Exchange

- To facilitate the pairing of schools with the intended Tatsuno visiting group.
- To arrange the provision of returning transport from Auckland hotel to the host school.
- Maintain communications with the host school and Waitomo District Council throughout the student exchange.
- To arrange and provide visits to two tourist sites either prior to or post school visit, e.g Waitomo Glow Worm Caves and the Otorohanga Kiwi House.

3.6 Host School Responsibility

- To be solely responsible for arranging an exchange program and home stay accommodation.
- To appoint a Co-ordinator who accepts responsibility for the exchange programme.
- To support the exchange as and where appropriate i.e the use of school vehicles and transport, hosting powhiri and host family and visiting group dinner.
- To provide sufficient funds and resourcing to facilitate the exchange programme from the time the students arrive and depart from the school.
- To provide the programme and intended host pairings for the exchange of the Tatsuno students to the WSCC.
- That the school have a designated representative on the WSCC for at least one meeting prior to and for one meeting post exchange visit.
- To discuss, what, if any involvement the WSCC will have in each exchange.





Waitomo Sister City Committee

Draft Terms of Reference

1.0 Purpose

- 1.1 The Waitomo Sister City Committee shall develop and maintain a meaningful and beneficial Sister City relationship with Tatsuno. The committee is made up of a cross section of members of the community and Waitomo District Council Representation.

2.0 Scope

- 2.1 These Terms of Reference apply to the Waitomo Sister City Committee.

2.2 Functions of the Committee

- 2.3 The Waitomo Sister City Committee provides a forum to:
- To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
 - To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
 - To prepare the details of desired points of contact or exchanges with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
 - Facilitate the meaningful and supportive relationship between the Waitomo District Council, Waitomo community and Local Waitomo District Schools.
 - Assist in developing any standards, rules, policies, or procedures relating to the enhancement of the sister city relationship held with the Tatsuno International Association.

3.0 Membership

- 3.1 The Waitomo Sister City Committee shall comprise of:
- A Chairperson
 - A Secretary
 - Waitomo District Council Staff representative
 - Committee members

3.2 Additional Attendance

- 3.3 It is a requirement to ensure continuity of communications that schools providing hosting for the Tatsuno students should provide one representative to attend at least one pre host visit and one post host visit meeting with the WSCC.

4.0 Financials

- 4.1 The Waitomo Sister City Committee will in September of each year prepare an annual forward budget setting out the initiatives and expenditure for consideration of the Waitomo District Council.
- 4.2 Waitomo District Council will allocate an annual budget which will be managed and administered by the Council to support agreed Sister City initiatives.
- 4.3 The WSCC shall not bind the Waitomo District Council to any obligation, unless that obligation has been agreed in writing by the Waitomo District Council.

5.0 Committee Meeting Protocols

5.1 Frequency

- 5.2 The Waitomo Sister City Committee will meet quarterly or at any other reasonable time on the request of a simple majority of members of the committee.

5.3 Quorum

- 5.4 The quorum will be at least five members.

5.5 Agenda and Minutes

- 5.6 An Agenda shall be prepared and circulated to committee members prior to each meeting. Committee members can request agenda items be included. Minutes shall be recorded and circulated to committee members.

6.0 Reporting

- 6.1 The Waitomo Sister City Committee will participate in informing the content of briefing papers from time to time.
- 6.2 Minutes will be forwarded to the WDC staff representative for inclusion in the WDC Council meeting agenda.

7.0 Review of Terms of Reference

- 7.1 These Terms of Reference shall be reviewed no more than every 2 years.

wDocument No: A359180

Report To: Council



Meeting Date: 29 August 2017

Subject: Progress Report: Freedom Camping Bylaw

Decision required

Purpose of Report

- 1.1 The purpose of this business paper is to discuss the Road Map work programme as it relates to the proposed Freedom Camping Bylaw, and propose that development of the Freedom Camping Bylaw is deferred to the 2018/19 work programme for the reasons outlined below.

Background

- 2.1 Council has previously considered and indicated a desire to obtain the New Zealand Motor Caravan Association (NZMCA) 'motorhome friendly' status in the Waitomo District.
- 2.2 As outlined in a Business Paper on 22 March 2016, in order to obtain the NZMCA motorhome friendly status, Council must have a Freedom Camping Bylaw (in accordance with the requirements of the Freedom Camping Act 2011).
- 2.3 In order to progress the motorhome friendly status, Council resolved at that meeting to commence with the development of a Freedom Camping Bylaw; and this has subsequently been included in the current 2017/18 Road Map work programme.

Commentary

- 3.1 Subsequent to the inclusion of the development of a Freedom Camping Bylaw in the Work Programme, a number of key operational changes have occurred which impact on the delivery of this project, these are:
- (a) The appointment of a new Group Manager Compliance in late 2016, which resulted in the District Plan Review (a significant key project) being resourced and led internally from the Compliance Group, rather than through external consultants. While this is more cost effective, it results in this project progressing more rapidly (and therefore requiring more input earlier from other internal teams) than it might otherwise have progressed;
 - (b) Attrition in the key staff roles which were resourcing and leading the Freedom Camping Bylaw review project; and
 - (c) Due to the staff vacancies and associated capacity issues, a significant project - the Long Term Plan (LTP) has now commenced, requiring dedicated resourcing by the Senior Management Team (SMT) and other key staff.
- 3.2 These operational changes all impact on the ability for the Proposed Freedom Camping Bylaw to be progressed at this time without significantly affecting the two key complex and resource intensive projects of the LTP and the District Plan Review.

- 3.3 In addition to the issues identified above, it is important that any proposed Freedom Camping Bylaw is considered holistically with the District Plan Review (Reserves section) and any proposed Reserve Management Plans. Progressing with the Proposed Freedom Camping Bylaw at this time will likely impact on the appropriate alignment of these documents, which will be matured more fully by the 2018/19 financial year.

Analysis of Options

- 4.1 There are three options available to Council:

- (a) Progress with the development of a Proposed Freedom Camping Bylaw in 2017/18;
- (b) Defer the development of a Proposed Freedom Camping Bylaw to 2018/19;
- (c) Determine not to commence with the development of a Proposed Freedom Camping Bylaw.

- 4.2 These options are assessed in the table below:

Option	Effectiveness / efficiency	Benefit / cost
(a) Progress with the development of a Proposed Freedom Camping Bylaw in 2017/18	<p>This option can only progress if there is:</p> <ul style="list-style-type: none"> i) A reallocation of internal resourcing away from other key projects (i.e. the LTP or the District Plan Review); or ii) The procurement of an external resource to develop and progress the proposed bylaw. <p>Neither option is considered effective or efficient as each option reallocates internal resourcing from key projects.</p>	<p>This option is beneficial in that a Proposed Freedom Camping bylaw will be developed and consulted on with the community prior to the 2017/18 Summer period.</p> <p>However, this option will impact on other key priority projects, and will subsequently risk these projects delivery timeframes.</p> <p>Option (ii) will result in significant unbudgeted consultant costs; and will still result in a reallocation of SMT and other key staff resources.</p>
(b) Defer the development of a Proposed Freedom Camping Bylaw to 2018/19;	<p>This option would be effective as it will ensure that the development of the Proposed Freedom Camping Bylaw is able to be resourced internally once the LTP project has concluded.</p>	<p>This option is beneficial and cost effective, as the deferral will enable appropriate internal resources to be allocated to the project.</p>
(c) Determine not to commence with the development of a Proposed Freedom Camping Bylaw.	<p>This option is effective and efficient as the project will be abandoned, therefore will no longer require resourcing.</p>	<p>This option is not considered beneficial for the community, as the community will be unable to consider a Proposed Freedom Camping Bylaw; and Council will not be able to obtain motorhome friendly status in the future.</p>

- 4.3 As per the options assessment above, it is considered that the most appropriate option is to defer the development of a Proposed Freedom Camping Bylaw until the 2018/19 financial year (option (b)).

- 4.4 This decision is not considered to be a significant decision in terms of Council's Significance and Engagement Policy.

5 Considerations

5.1 Risk

- 5.2 There is a risk that other priority projects will be identified for the 2018/19 financial year which may impact on the capacity of staff to deliver on this project. However, Council will be able to consider these issues and determine priorities when it considers the 2018/19 Road Map Work Programme.

5.3 Consistency with Existing Plans and Policies

- 5.4 Deferring the project as recommended will enable better alignment with any proposed Reserve Management Plans and the Proposed District Plan.

5.5 Significance and Community Views

- 5.6 There is no requirement to consult with the community on this decision.

Recommendation

- 6.1 For the reasons outlined in section 4 above, it is recommended that Council confirm option (b), and defer the development of a Proposed Freedom Camping Bylaw until the 2018/19 financial year.

Suggested Resolutions

1. The business paper on Freedom Camping be received.
2. Council approve/not approve Option (b) –deferral of the development of a Proposed Freedom Camping Bylaw until the 2018/19 financial year.



TERRENA KELLY
GROUP MANAGER COMPLIANCE

28 August 2017

Document No: A359181

Report To: Council



Meeting Date: 29 August 2017

Subject: Progress Report: Reserve Management Plans

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to:
- (a) Discuss the current Road Map Work Programme ("Road Map") as it relates to the development of a Reserves Management Plan ("RMP") for the Aerodrome and its timing, and
 - (b) Propose that Council consider deferring the development of the individual RMP for the Aerodrome, and instead develop this in conjunction with a complete work program for the development and review of all RMPs required in the Waitomo District.

Background

2.1 Legal

2.2 Section 41 of the Reserves Act 1977 (the Act) requires every Reserve (with the exception of most Local Purpose Reserves) to have an operative (Reserve) Management Plan (RMP), and to keep these RMPs under continuous review.

2.3 The purpose of a RMP is to:

'Provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out in the Act.'

2.4 Current State

2.5 The 2016/17 Road Map identified two separate projects in relation to RMPs. The first project is referred to as "Parks & Reserves: Reserve Management Plan", and this project identifies the need for council to develop a single RMP to cover all its passive reserves. No timeframe is currently identified for this project.

2.6 The second project is referred to as "Recreation and Culture: Te Kuiti Aerodrome-Reserve Management Plan". This project identifies the need for a specific individual RMP for the Aerodrome, with its development to be timetabled and progressed over the next few months.

2.7 There is no current work program to develop (or review) RMPs for other significant reserves in the District, i.e.: Brook Park, Mangaokewa Reserve, and

Rukuhia Domain. These reserves will require individual RMPs due to their significance and scale.

- 2.8 In respect of Brook Park, it is noted that there is a RMP which was last reviewed in 2008. The MP for Mangaokewa Reserve was developed over 20 years ago in 1996, and is therefore overdue for a review.

Commentary

- 3.1 Since the 2016/17 Work Plan was developed, the District Plan Review ("DPR") project has commenced. During the project planning phase for this project, staff have identified a proposed structure for the Proposed District Plan ("PDP") which includes the development of a new draft Reserves Zone.
- 3.2 The development of the draft Reserves Zone (and the entire PDP) is subject to the usual consultation requirements under the Resource Management Act 1991, including consultation with Iwi in accordance with the agreed consultation plan.
- 3.3 The structure and form of the PDP, including the proposed draft Reserves Zone was unknown to council at the time the Work Plan was developed. It is anticipated that the proposed Reserves Zone and its objectives, policies and rules will be structured so as to be intricately linked with RMPs for council reserves. This approach ensures that the PDP and RMPs are aligned and consistent, and in experience, avoids the need for unnecessary resource consents.
- 3.4 However, it is considered that this approach necessitates an adjustment to the Work Plan as currently agreed by Council to ensure that the necessary RMPs are programmed and considered alongside the development of the draft Reserve Zone for the PDP.
- 3.5 It is therefore proposed that an individual RMP for the Aerodrome is not progressed at this time, and that it is instead considered and programmed in conjunction with a complete work program for the development and review of all RMPs required in the Waitomo District.

Analysis of Options

- 4.1 In respect of the RMP for the Aerodrome, there are three options available to Council:
- (a) Do not develop a RMP for the aerodrome;
 - (b) Progress with the development of an individual RMP for the Aerodrome prior to the development of a holistic RMP approach alongside the PDP; and
 - (c) Defer the development of an individual RMP for the Aerodrome and consider it in conjunction with a complete work program for the development and review of all RMPs required in the Waitomo District.
- 4.2 These options are assessed in the table below:

Option	Effectiveness / Efficiency	Benefit / cost
(a) Do not develop a RMP for the aerodrome.	This option is neither effective nor efficient as a RMP is required by the Reserves Act.	This option is beneficial in that no resources will be allocated to the project, however this is significantly outweighed by the overall benefits of a RMP and the legal requirements.

Option	Effectiveness / Efficiency	Benefit / cost
(b) Progress with the development of an individual RMP for the Aerodrome prior to the development of a holistic RMP approach alongside the PDP.	This option would be efficient as it will ensure that the development of the Proposed RMP for the Aerodrome progresses immediately. However, it is not effective as developing the RMP in the absence of the wider PDP considerations is likely to result in the RMP needing to be redrafted, or the proposed rule framework (subject to formal RMA processes and consultation) being inefficient.	This option is beneficial only to the extent that the RMP will be developed in a quicker timeframe, however it is not considered to be cost effective due to the reasons discussed in the effectiveness/efficiency section.
(c) Defer the development of an individual RMP for the Aerodrome and consider it in conjunction with a complete work program for the development and review of all RMPs required in the Waitomo District.	This option is effective and efficient as it will enable all RMPs and their subsequent reserve purposes to be considered holistically alongside the development of the draft Proposed Reserve Zone in the PDP (subject to formal RMA processes and consultation). It also directs the resourcing required for the development of the RMP more appropriately to the development of a RMP program and its subsequent implementation.	This option is considered beneficial for the community in the long run as it will result in more robust and effective RMPs and PDP.

- 4.3 As per the options assessment above, it is considered that the most appropriate option is to defer the immediate development of a Proposed RMP for the Aerodrome in favor of its inclusion in an overall RMP work program.
- 4.4 This decision is not considered to be a significant decision in terms of Council's Significance and Engagement Policy.

Considerations

5.1 Risk

- 5.2 There is considered to be minimal risk associated with this approach, as the RMPs will still be programmed and progressed during the next few years.

5.3 Consistency with Existing Plans and Policies

- 5.4 Deferring the RMP for the Aerodrome as recommended will enable better alignment with all proposed Reserve Management Plans and the Proposed District Plan.

5.5 Significance and Community Views

- 5.6 There is no requirement to consult with the community on this decision.

Recommendation

- 6.1 For the reasons outlined in section 4 above, it is recommended that Council confirm option (c), and defer the immediate development of a Proposed RMP for the Aerodrome in favor of its inclusion in an overall RMP work program.
- 6.2 A proposed RMP work program will be developed for Councils consideration in due course.

Suggested Resolutions

- 1 The Progress Report: Reserve Management Plans be received.
- 2 Council *approve/not approve*:
- (a) The deferral of the development of the Proposed RMP for the Aerodrome in favor of its inclusion in an overall RMP work program; and
- (b) The development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves.



TERRENA KELLY
GROUP MANAGER COMPLIANCE

29 August 2017

Document No: A357459

Report To: Council



Meeting Date: 29 August 2017

Subject: Progress Report: Monthly Report for Water, Sewerage and Stormwater

Type: Information Only

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide a progress report on the three Waters activities, including contracted services.

2.0 Background

- 2.1 The three Waters activities (Water Supply, Wastewater and Stormwater) provide for the environmentally safe extraction, treatment and distribution of water. Collection, treatment and disposal of wastewater and the collection and disposal of storm water within Council's stated parameters.

- 2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

- 2.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

- 2.4 WDC's only reticulated Stormwater disposal network serves Te Kuiti and any exceptions will be reported on for the other areas as these arise.

- 2.5 There are three activities under each of the three Waters activities:

- 1 **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
- 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
- 3 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

2.6 Capital Works

2.7 Progress reporting on Capital Works will predominantly focus on Renewals and Upgrades.

2.8 Water Rates and Charges

2.9 Residential and small business water rates are charged quarterly. Extraordinary water user meters are read half yearly. The two major Trade Wastewater user meters are read monthly and charged monthly.

3.0 Commentary

3.1 Drinking Water Standards 2005 (Amended 2008)

3.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

3.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).

3.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

3.5 Treatment Process and Log Reduction

3.6 The supply of treated drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

3.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:

3.7.1 Protozoa with the standard organism determining the level of treatment being *Cryptosporidium*.

3.7.2 Bacteria with the standard organism determining the level of treatment being *Escherichia Coli* (E.Coli).

3.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

*To take account of the additive effect of a series of cumulative treatment processes on the removal of protozoa, 'Log Credits' are used, *Cryptosporidium* being used as the reference organism. The level of treatment and the resultant "Log Credits" are detailed in the DWS NZ 2005 (2008). The log credit for a treatment process is related to the percentage of the protozoa the process can remove, by the expression:*

$$\text{log credit} = \log_{10}\left[1/\{1-(\text{percentage removal}/100)\}\right]$$

3.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.

- 3.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.
- 3.10 Treatment processes range from:
- Bores – secure, interim and non-secure.
 - Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.
 - Filtration - this can be through various types of filters with sand being the most common type.
 - Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
 - A combination of the above.
- 3.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 3.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 3.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 3.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.
- 3.15 **Te Kuiti Water Supply**
- 3.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 3.17 At this time, the water treatment process does not meet the standard which requires Log 4. This is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter). Currently there is only one turbidity meter to measure the operation of all four filters, resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.

~~The Te Kuiti Water Treatment Plant upgrade project will address this in that each filter will have a separate turbidity meter. In addition the upgrade will introduce an additional contaminant barrier through the introduction of Ultra Violet disinfection to ensure protection for Protozoa contamination.~~

3.18 The four turbidity meters have been installed and will be commissioned and calibrated by the time this report is being tabled.

3.19 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.

~~3.18~~3.20 The next step is to apply to have a drinking Water Assessor inspect the installation and verify the processes for the log reduction credits.

~~3.19~~3.21 During this period the Te Kuiti treated reticulated water complied with bacteriological standards.

~~3.20~~3.22 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.

~~3.21~~3.23 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.

~~3.22~~3.24 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:

- Coagulation, sedimentation and filtration
- Ultraviolet disinfection through multi-wave UV reactors (now certified)
- Chlorination

~~3.23~~3.25 The Te Kuiti WTP is performing well in its current configuration with only part of the WTP Upgrade complete.

~~3.24~~3.26 The quality of the water is very good and conforms to both bacteriological and protozoa treatment compliance with all the log credit components operating.

~~3.25~~3.27 Log credits cannot yet be verified, but the Waikato District Health Board is being kept updated on progress and all the water sample results confirm that the water is safe for drinking purposes.

~~3.26~~3.28 The old carbon dosing unit, for the control of taste and odour, has been completely disconnected and the old building removed from above the clarifiers.

~~3.27~~3.29 The new carbon dosing unit will be commissioned in due course.

~~3.28~~3.30 Due to the persistent high water level in the Mangaokewa River the Phase 2 Raw Water Intake Contract has been postponed until next summer when, hopefully, the river level will subside and the river intake structure can be constructed.

~~3.29~~3.31 Due to Phase 2 being postponed it was decided to proceed with parts of Phase 3 that are not dependent on the completion of Phase 2.

~~3.30~~3.32 These works include the demolition of the old poly dosing room on top of the clarifiers as well as the demolition of the old WTP building.

~~3.31~~3.33 In addition the roadway in and out of the plant will be concreted and will incorporate a safe truck filling parking pad for chemical deliveries.

3.34 A final completion certificate has been issued for the completion of Phase 1. This incorporates the new WTP building and laboratory, filter pipe work, new storage tanks, pumps and dosing setup.

~~3.32~~3.35 The demolition of the old building has also started. This will be a controlled demolition with items being removed for recycling. The old concrete and brick structure will also be crushed up and reused as fill material for the driveway that will be constructed.

~~3.33~~3.36 Te Kuiti Wastewater

~~3.34~~3.37 During the installation of additional manholes in the sewer trunk main in Taupiri Street it was noticed that the sewer trunk main vitreous clay pipe was in poor condition.

~~3.35~~3.38 This sewer trunk main transports the majority of the sewer from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.

~~3.36~~3.39 This pipe is also in excess of 2 meters deep and runs along the centerline of Taupiri Street.

~~3.37~~3.40 To enable the replacement of this pipe, due to the cracks and leaks, a bypass pipe is required to carry the sewer while the old one is replaced.

~~3.38~~3.41 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.

~~3.39~~3.42 During any replacement work the sewer trunk main will not be able to function, however the sewer will have to remain in operation and thus be required to be channeled away by constructing a bypass line equal in capacity to at least the average daily dry weather flow.

~~3.40~~3.43 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.

~~3.41~~3.44 This will provide the flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.

~~3.42~~3.45 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.

~~3.43~~3.46 A survey and design has been initiated to confirm the feasibility of this project along that alignment.

~~3.44~~3.47 Te Kuiti Storm Water

~~3.45~~3.48 There have been no issues with the storm water in Te Kuiti.

3.463.49 Piopio Water Supply

~~3.473.50~~ The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.

~~3.483.51~~ The Piopio Water Supply is classed as a Small Water Supply.

~~3.493.52~~ Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.

~~3.503.53~~ The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.

3.54 A Backwash Water Discharge Resource Consent change has been lodged with the Waikato Regional Council to bring the backwash discharge into line with the current (new) plant operation. The plant operated under the existing Resource Consent that is no longer valid due to operational changes to the plant.

~~3.513.55~~ WDC are waiting on an ecological assessment to be completed by the Waikato Regional Council to determine the effects of the backwash discharge on the Kuratahi Stream. This is expected to receive a clean bill of health, as aquatic life is abundant in that part of the stream.

3.56 There were no issues with the Piopio drinking water during this reporting period. After calibration of some of the analyzers and instruments the turbidity is recorded as higher than normal. WDC are taking comparative hand held samples until this is resolved. These samples show that it is an instrument fault rather than a water quality issue.

~~3.523.57~~ The drinking water is within Drinking Water Standards.

~~3.533.58~~ Piopio Wastewater

3.59 The Piopio wastewater reticulation and treatment facility performed without any major incidents.

3.60 There is still an issue with the denitrification process during the winter period. Although the dosing of the soda ash was done, the result still exceeded the compliance limit. Work is being undertaken to address this.

3.61 As the issue is seasonal and over a relatively short period it is difficult to establish the exact cause, as each winter season has different characteristics affecting the denitrification process.

~~3.543.62~~ The effect this non-compliance has is negligible, as the river levels (overall dilution) shows that this has no on the quality of the water in the river.

~~3.553.63~~ Benneydale Water Supply

~~3.563.64~~ The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).

~~3.573.65~~ The current configuration of the treatment process does not deliver the required Log reduction. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.

~~3.58~~3.66 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

~~3.59~~3.67 There were no problems with the Benneydale water supply.

3.603.68 Benneydale Wastewater

~~3.61~~3.69 There were no issues with the Benneydale waste water system or treatment facility.

3.623.70 Mokau Water Supply

~~3.63~~3.71 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)

~~3.64~~3.72 Water quality of Mokau is good and within limits of the Drinking Water Standards.

~~3.65~~3.73 The Mokau Water Supply is classed as a Small Water Supply.

~~3.66~~3.74 The WTP does not currently achieved the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

~~3.67~~3.75 Good progress has been made with the WTP modifications.

~~3.68~~3.76 Although work is on-going, reports from residents have been positive with many residents commenting that the water taste and odour problems are a thing of the past.

~~3.69~~3.77 The technical inspection (OPUS) was held and the comments were very positive.

~~3.70~~3.78 The Water Safety Plan is being prepared and this will also reflect the new treatment processes for protozoa log reduction.

~~3.71~~ A recent chlorine pump issue caused higher than usual dosing of chlorine into the system. The fault was traced and modifications were made to the chlorine injection system to remedy the issue and to prevent this from happening in future.

3.723.79 Te Waitere Wastewater

~~— The Te Waitere Effluent Discharge Consent is progressing and WDC is in contact with the Regional Council Consenting Officer. A draft form of a proposed renewed discharge consent was received from the Waikato Regional Council recently and this is being worked through to ensure the best outcome for WDC.~~

~~3.80~~ The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.

~~3.81~~ In addition the consent makes provision for expansion of the scheme.

~~3.73~~3.82 Overall this is a very favourable outcome for WDC.

4.0 General

- ~~4.1 The recent major power outage that affected the entire Sub Region caused no issues with the water and waste services in the Waitomo District.~~
- ~~4.2 The reservoirs had sufficient treated water and no service interruptions were reported.~~
- ~~4.3 The generators were deployed to the two most critical sewer pump stations, namely the main and Redwoods pump stations, and provided a reliable service with no spillages.~~
- 4.1 Once the power came back on the plants started up again with very little fuss. The heavy rains of the past few weeks have not adversely affected the storm water capacity.
- 4.2 It has been noticed that the Mangaokewa River embankment is slumping from the persistent high water level in the river.
- 4.3 .The Waikato Regional Council has been notified of this.
- 4.4 The recent minor spill has not been traced. It was suspected that it originated from the drain coming from Awakino Road at the Lawrence Street Bridge.
- 4.4.5 Later reports indicated that the spill originated from further upstream and by that time all traces of the spill had vanished.

5.0 Capital Projects

- 5.1 The Te Kuiti WTP Upgrade Phase 2 civil contract has been postponed due to the persistent high water level in the river. Some of the electrical work, as well as ancillary works, can however proceed so as not to delay the completion too much. Equipment has been procured, as well as some parts of Phase 3, that are not dependent on good weather, have been rescheduled to be started in the next few months.
- 5.2 The wet weather has had an adverse effect on the small water, sewer and storm water contracts with some delays and postponements. However, progress is resumed with these contracts.
- 5.3 The Awakino water main replacement is now complete, but took longer than expected due to inclement weather, unknown infrastructure that had to be incorporated and further work to replace old, failing valves and hydrants that were unforeseen at the time of tender.
- 5.4 The Hetet Street water main replacement has been more challenging than originally anticipated. Assets were not connected as originally understood and additional work was required to bring these in line with acceptable engineering best practices.
- ~~5.2~~5.5 As progress is made through the replacement of the old infrastructure, the asset locations are recorded and a much more accurate map is drawn of the underground WDC assets.

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	This phase of the upgrade contract is now complete	\$840,084.00
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$1,380,658.90
Water Treatment Plant Phase 2: New Raw Water Intake	\$594,867	January 2017	Delayed until January 2018 due to high river water level	
Te Kuiti Phase 2: Electrical Work	\$316,315	July 2017	Rescheduled to earliest start due to Phase 2 delay in civil construction.	\$36,605.00
Hetet Street water main replacement	\$60,000	May 2017	In progress.	\$3,005.00 \$3,005.00
Awakino / Blackmans water main replacement	\$35,000	March 2017	Substantially completed. Minor work still outstanding Completed.	\$3,005.00 \$118,859.76
Henderson / Earl Street water ring main	\$35,000	April 2017 Delayed due to inclement weather	Scheduled to start after Carroll Street sewer main under railway line has been completed.	\$1,995.00

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	Tentatively January 2018	Construction has been delayed due to the high water level of the river.	\$8,079.00
Carroll Street Pipe Insertion	\$45,000	June 2017	Scheduled to be started after Awakino / Blackmans water main is completed.	\$17,879.00

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure

Suggested Resolution

The Progress Report: Monthly Report for Water, Sewerage and Stormwater be received.

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', written in a cursive style.

KOBUS DU TOIT
GROUP MANAGER - ASSETS

August 2017

Document No: A357458

Report To: Council



Meeting Date: 29 August 2017

Subject: Progress Report: Solid Waste Activity

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 Service Requests / Complaints
- 7.0 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
- that part of the Rural Ward between Te Kuiti and Waitomo Village
- Mokau
- 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 Street Litter Bins** are serviced by Envirowaste on Tuesdays and Saturdays.

5.9 **Te Kuiti and Waitomo Village Street Litter Bins** are serviced through WDC's Road Maintenance Contract.

5.10 **Mokau Litter Bins** are serviced by the Council Transfer station operator.

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.

6.0 **Service Requests / Complaints**

6.1 Service requests are initiated by ratepayers or businesses across the District. The Service Requests are then followed up by WDC staff.

6.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late.

6.3 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2016/2017 include:

Description	July 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017
Kerbside Refuse not collected	1					
Landfill Complaint	1					
Transfer Station Complaint	0					
Litter Bins not being emptied	0					
Request for additional service	2					

6.4 Two service requests were received. A customer sought information around the deposit of waste to the Te Kuiti Landfill about the process dealing with asbestos.

6.4.5 The other related to a request for more street side litter bins in Piopio Main Street.

7.0 Te Kuiti

7.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.

7.2 Emissions Trading Scheme

7.3 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.

7.4 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.

7.5 Landfill Volumes

7.6 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2017	Tonnes Deposited Aug 2017	Tonnes Deposited Sept 2017	Tonnes Deposited Oct 2017	Tonnes Deposited Nov 2017	Tonnes Deposited Dec 2017
Deposited to Date	181943.90					
WDC Bags Collected	1.13					
Total over Weighbridge	761.36					
Less Diverted Recycle	41.98					
Less Stock out Gate	13.89					
Total To Landfill	720.51					
Tonnage Space Available	50,056.10					

7.7 Recyclables

Diverted recyclables = ~~June~~ July 2017 = ~~37.10~~41.98 tonnes

7.8 Capital Projects

Description	Actual July 2017	Actual August 2017	Actual September 2017	Actual October 2017	Actual November 2017	Actual December 2017
Safety improvements High Wall Safety Work Main entrance upgrade Transfer station improvements						

~~7.9 — Development of the Cell 3~~

~~7.10 — Development of Cell 3 is complete. 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 of \$37,704.97 excl. GST. Was released~~

~~7.11 — The final contract value for this project was \$679 391.17 excl. GST.~~

7.9 Safety improvements includes all the H&S issues that were identified during the previous 2016/17 period for all the Solid Waste assets.

7.10 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent the potential for landslides and also to manage water ingress into the landfill area. Whilst this work has been completed and the desired outcomes have been achieved for now, the area will require future works to ensure that potential risks are addressed.

— The Waitomo District Landfill main entrance is an asphalt roadway. The roadway is proving too weak for the size of the loads and will be strengthened.

~~7.12~~ 7.11 Transfer station improvements includes works on all rural transfer stations to improve the asset and to ensure that it adheres to all best practice Solid Waste services requirements. ~~Recycling Shed~~

~~7.13 — In order to promote recycling and provide a customer friendly, all weather recycling service, a roof over the recycling area has been constructed.~~

— This project has been completed and has been well received by the public utilising the facility.

7.12 ~~Recycling Bins~~ Contract Matters

7.13 A separate business paper will be tabled to brief Council on the contractual performance on both the Landfill operations and Kerbside collection and recycling collection services contract.

— The previous contract with our contractors dealing with kerbside collection had run out in April 2017. As part of that service the contractor had provided recycling bins for the permitted recyclable materials currently recycled by WDC.

— The old recycling bins around the district has come to a point where they became unsightly in many aspects and was in need of replacement. WDC had none of the old recycling bins left and new bins had to be manufactured for this purpose.

— As part of the newly engaged contract with the kerbside collection contractor, EnviroWaste had to provide new recycling bins across the entire region. These bins

~~were respectively handed out in accordance with the rates data base according to the SUIP payments.~~

~~Irregularities ranged from wrong bins being used, recycling placed in plastic bags, and in many instances since there were no clear direction, many rate payers placed out far more recycling than what the intended service pays for. Hence the need to do a cleanup of the kerbside collection service in accordance with Council's level of service.~~

~~7.14 The handing out of the new recycling bins had unfortunately not gone as planned and resulted in numerous complaints where rate payers were dissatisfied with their old bins being removed and not receiving new bins. These are dealt with on a one on one basis according to the service paid for.~~

Suggested Resolution

The Progress Report: Solid Waste Activity be received.



KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A357461

Report To: Council



Meeting Date: 29 August 2017

Subject: Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport

For Information

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 the current year of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the on-going 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 2016/2017 Maintenance Expenditures Budget
- 8 Road Safety Promotion
- 9 2016/17 Operating Expenditure
- 10 2016/17 Capital Expenditure
- 11 Summary of Network Issues
- 12 REG and the One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 The Road Maintenance Contract – 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. The Roding capital works programme is reported separately, except for the Roding Capital Works budget, which is reported with this business paper.

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 (currently at 64% FAR rate for 2017/18) for works that meet agreed subsidy criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2016/17 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 2017/2018 Maintenance Expenditures Budget

- 7.1 The 2017/18 FY Maintenance budget is \$5,917,759.

8 Road Safety Promotion

- 8.1 **Introduction**
- 8.2 Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.
- 8.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.
- 8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan is limited to the Driver License Training program.

Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.

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. It is noted that the ODC FAR rate is not the same as for WDC.

8.7 **Future Situation**

8.8 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.

- 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.

8.9 WDC and ODC have developed a 3-year program with a primary focus on young driver training outcomes.

8.10 The proposal was developed by a joint WDC and ODC team, assisted by Hillary Karaitiana - the Social Sector Trials manager and also the NZTA. The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. A Service Delivery Agreement has been signed between the Te Kuiti Community House, WDC and ODC.

8.11 The Program is now on-going and quarterly reports will be provided to the Community Services Department by Community House as the WDC/ODC Contractor. **The Community Services Department will report separately on this.**

9 2017/18 Operating Expenditure

9.1 **Budget Update**

9.2 The over-expenditure of some sub-categories in this Maintenance expenditure budget is **off-set** by under-expenditures on other Maintenance sub-categories.

DESCRIPTION OF SERVICE	2016/17 2017/18 BUDGET	EXPENDITURE TO DATE	COMMENTS
		At end of June July 2017	
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	5,917,759 \$5,225,552	324,740 5,513,841	Expenditure to date = 1066% of original 2016/17 2017/18 Budget and 99% of the revised "Projection Budget".
Road Safety Promotion 431 - 433	130,000 \$120,000	10,833 65,395	Driver Training Program is delivered under contract by Community House for WDC and ODC. Received payment from Otorohanga during April.
Emergency First Response 106 (GL = 730 31 715)	250,000 \$180,000	92,287 374,066	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion).
Environmental Maintenance 121	600,000 \$300,000	33,542 561,352	The NZTA has changed their criteria. Emergency Work is now funded under this Environmental Category. Other Typical works includes Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Environmental Maintenance 121 For Stock Effluent Facility + Time	42,000 \$30,000	1,939 26,791	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	30,000 \$15,000	2,335 4,863	Kiwi Rail determines repairs and does the work required and then invoices WDC.
RBU Unit Costs	758,729 \$719,440	2,759 878,744	Includes consultant fees for Professional Services
Routine Drainage Maintenance 113	440,000 \$380,000	41,507 421,346	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	1,400,000 \$1,400,000	35,664 1,482,659	Pre-reseal repairs and general sealed pavement maintenance.
Structures Maintenance 114	170,000 \$133,000	7,020 128,709	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	150,000 \$50,000	15,605 115,426	District wide maintenance of signs and road furniture.
Street Lights Maintenance 122	320,000 \$320,000	34,202 271,704	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	1,000,000 \$1,000,000	47,048 622,175	Re-metalling of unsealed roads.
Asset Management Plans	00	0 12,219	As required every 3 rd year.
Minor events: NZTA Budget	00	00	NZTA Budget item, not in WDC Budget
Administration Services for Rooding	627,030 \$578,112	0 548,392	New item in budget. Overheads to support delivery of service.

9.3 **Spending and Budgeting Advisory**

9.4 In general, it is of note that the current budget falls within the 3-Year GOP budget grouping of 2015/16 to 2017/18. This means that the NZ Transport Agency allows

flexibility in the budget so that funding can be carried over between the different financial years.

~~The total expenditure for the 2016/17 Operating Expenditure is \$5,513,841 which is 99% of the revised available budget.~~

10 ~~2016/17~~2017/18 Capital Expenditure

- 10.1 The available Capital budget for ~~2016/17~~2017/18 is ~~\$6,500,000~~\$5,674,000 (including the budget of ~~\$820,000~~\$650,000 for Emergency Projects), ~~with a "Projection budget" of \$5,450,700.~~
- 10.2 It should be noted that although the Emergency Projects budget is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events, which requires that they are over \$100,000 per event, and meets some other approval qualification thresholds. WDC has submitted a report to NZTA after the April 2017 Weather events to register storm damages estimated at a total amount of \$1,440,000 and the repairs are intended to be funded over more than one financial year.
- ~~10.3 The combined budget of \$345,000 for Minor Improvements is included here, but is noted that this is separately grouped under the NZTA budget. Also included, are the two budgets for the Maraeroa Road Seal Extension (original budget = \$505,000, but the revised budget = \$843,000 plus about \$37,000 for consultants and variations) and the Oparure Road Retaining Structure (\$380,000), but we have not received separate funding for these two projects from NZTA and these projects will have to be sharing NZTA FAR rate from other capital budgets. Since the Oparure Retaining Structure is put on hold, the corresponding budget can make up for other budgets like the increased budget of Maraeroa Seal Extension.~~
- ~~10.4~~10.3 The over-expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.
- ~~10.5~~10.4 A separate report to Council serves to report progress details on the Major Capital Works projects. ~~The Reseals Project for 2016/17 is completed. Some work categories like Drainage Renewals, Traffic Services Renewals and Unsealed Road Metalling had also been delayed until 1 March 2017, mostly due to a NZTA funding agreement requirement.~~
- ~~10.6~~10.5 There ~~wasis~~ some budget ~~capacity surplus~~ carried over from 2016/17 to 2017/18 in order to complete capital projects that could not be completed during 2016/17. These include the Pavement Rehab Project (\$254,000), the Bridge Structural Maintenance Repairs Project (\$140,000), the Mangatoa Rd Underslip at RP3.04 (\$180,000) and the Storm Damages Emergency Reinstatement projects (\$260,000). ~~Storm damages caused by Cyclone Debbie and Cyclone Cook during April 2017 will require additional funding in 2017/18 as the estimated total costs for the Cyclone damages are \$1,440,000 of which \$341,989 worth of repairs was completed during 2016/17. This means that Storm damage repairs to the value of about \$1,098,000 is still to be completed after June 2017. The available WDC Capital Emergency Reinstatement budget for 2017/18 is only \$650,000 and therefore it is advised~~planned that the 2016/17 budget balances from the Mangatoa Rd Underslip RP 3.04 project and from the Emergency Reinstatement budget, totalling about **\$440,000** (from \$180,000 + \$260,000) be carried over to the 2017/18 Emergency Reinstatement budget in order to increase that available budget to **\$1,090,000** (from \$650,000 + \$440,000). This would then still leave a shortfall of about \$350,000 to complete all the Cyclone Storm damages. Any

funding shortfall would include the storm damages work of a nature that may be postponed until 2018/19 unless savings from other budgets can be effected during 2017/18.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	5,674,000 6,500,000	294,277 4,563,508	Expenditure to date = 70% 5% of original 2016/17 2017/18 Budget and 84% of Projection Budget. If the approved Carry-over budgets are added, the total of \$5,397,508 = 99% of the projection budget.
Minor Safety Improvements 341	650,000 \$240,000	194,644 0	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	0	
Associated Improvements for Renewals 231	\$80,000	1,244	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	20,474 207,257	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$105,000	0	In association with other projects.
Pavement Rehabilitation 214	\$1,451,800 \$1,400,000	13,666 911,456	The annual Pavement Rehabilitation Contract, Totoro Rd section (km 8.378 to 11.316). About 80% complete. Chip sealing portion of this work is delayed to await warmer weather.
Sealed Road Surfacing 212	\$1,400,000 \$1,300,000	1,250,946 0	Completed
Structures Components Replacement 215	\$300,000 \$300,000	73,300 220,270	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$200,000 \$120,000	4,105 118,110	Annual Traffic Signs replacement and the District wide Line Remark project.
LED Street Light Upgrades	\$0.0	0.0	
Unsealed Road Metalling 211	\$622,200 \$600,000	148,801 249,619	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatements Projects 141	\$650,000 \$820,000	33,931 341,989	To be prioritised as they happen.
Maraeroa Rd Seal Extension	\$505,000	811,000	Completed
Structures Maintenance - Oparure Rd Ret Wall	\$380,000	0	New item, not for this year.
Kawhia Harbour Rd under Slips	0	209,104	Completed. NZTA FAR funding from Minor Improvements
Te Waitere Rd Slips	0	13,560 0	Design completed. NZTA FAR funding from Further works to be funded under Minor Improvements.
Mangatoa Rd Underslip RP3.04	0	9,1200	Option Report completed. NZTA FAR funding from Further works to be funded under Minor Improvements.
Kumara Rd Slip Repair	0	25,189	Completion Payments to ICL for this project.

11 Summary of Network Issues

~~11.1 Kawhia 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. Mass concrete blocks have been installed along some sections of the overslip sites in order to reduce the clean up maintenance requirements of continuing fretting from the cut sides. Further sections will be completed in this manner 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 slip repairs contract has been completed and is reported under the Major Capital Works Report.~~

~~11.2~~11.1 Potentially hazardous trees located within the legal road corridor forming the Roothing Network ~~are~~is an ongoing ~~an~~ issue. These are dealt with under the emergency first response budget for cases where trees have fallen onto the roads. The Environmental Maintenance budget is used to fund preventative maintenance works to reduce hazardous trees. If larger scale works are identified and agreed with NZTA, the use of the Minor Improvements budget is another possible funding route. Work is on-going on a priority basis as it is identified.

~~11.3~~11.2 The Totoro Road Pavement Rehabilitation: Phase 1 was completed in 2014/15. Phase 2 was split in two separable portions, due to consent issues and budget considerations. This has since been resolved. Separable Portion No. 1 (RP 8,378 - 9,800) and Separable Portion No. 2 (RP 9,800 - 11,316) as Contract 500/15/013 is now on hold at about 80% complete until later in the year to do the chip sealing. The balance of this 2016/17 budget was carried over for this purpose. Phase 3 is for the 2017/18 Financial Year and consists of three road sections, being Rangitoto Road (RP 5,784 - 6,415), Totoro Road (RP 1,581 - 2,664) and Totoro Road (RP 3,141 - 5,140) and design work is underway with construction planned for early 2018.

~~11.4~~11.3 The structural Bridge Maintenance Contract for 2016/17 was started later than planned due to various issues and is at about 5374% completion, but work can carry on during July 2017 to complete. The balance of the budget for this project is ~~was~~ carried over for this purpose.

~~11.5 The recent Stormy Weather events of 4 to 6 April 2017 and 12 to 14 April 2017 has caused extensive damages to the Network. A full assessment report was compiled for NZTA and submitted during the first week of May 2017. Assessments are showing a total of about 150 slip sites with a total repair cost estimate of about \$1,44 million. The WDC Emergency Funding budget for the 2016/17 year is only \$603,000 and we have prioritised the works in order to delay about \$1,000,000 of works until 2017/18 financial year's Emergency budget is available. This would ease the local share funding burden.~~

12 REG and the 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 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, 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”.
- 12.7 **Financial Status**
- 12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing all of the extra activities that is required by NZTA through the likes of REG. We are in the process to measure this additional time requirements.
- 12.9 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.
- 12.10 **Assessment of Significance and Engagement**
- 12.11 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.

12.12 **Maintenance and renewing sealed pavements under ONRC**

- 12.13 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.
- 12.14 The One Network Road Classification framework has customer levels of service related to:
- Effective access
 - Pavement safety
 - Ride comfort, and
 - Cost effective provision.
- 12.15 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.

<h2>13 RATA (Road Asset Technical Accord)</h2>

- 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 services contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as two additional Services, namely Footpath Condition Rating and Traffic Counting.
- 13.3 The RAPT report (report on road maintenance and renewal practices across the region) was first made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A RAPT Tour was done on the 13 October 2016 with the intention to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions included a review of the business case approach for the selected treatments. Some recent projects were visited to "showcase" good examples of how we dealt with specific challenges.
- 13.4 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.
- 13.5 WDC is participating in the RATA managed traffic counting program. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.

- 13.6 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by mid-2017, is currently a main focus at RATA to develop understanding and best practice.
- 13.7 A new Multi-Party Funding Agreement for the next 3 Year is now in place.
- 13.8 RATA has offered the option to WDC and other councils to participate in the joint procurement of services for a Bridge Inspections Contract. This contract will include the tendering and Contract Management of the Bridge Structural Maintenance Repairs to cover all the outcomes that our current contract delivers. In light of this the tender subcommittee has approved the procurement plan as submitted by RATA for the procurement of these services. This will also ensure the same standard is applied compared with other Districts. The old contract is up for renewal by 1 July 2017. This new contract has ~~now~~ been awarded and ~~starts~~ **started** with a hand-over meeting from Calibre (previous service supplier) to Opus (the new service supplier) ~~scheduled for~~ on 20 July 2017.
- 13.9 The latest Road Condition Rating has now been completed and received from RATA. It is currently being reviewed.

14 Streetlighting (LED)

- 14.1 The current Street Light Maintenance Contract 2016 – 2019 with Alf Downs started on 1 July 2016. It is a 3 Year contract with a possible one-off extension of a further 3 Year period. This contract allows for the option to accommodate LED replacements and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights. A business Case Report to motivate this work was presented as a separate report for a previous Council meeting.
- 14.2 The proposed upgrading to LED technology over the next financial year was recommended to and accepted by Council. This option is expected to reduce costs significantly through reduced electricity consumption and reduced maintenance requirements. The main benefit of this option is that it allows for the use of a NZTA LED conversion support package to Councils with a Financial Assistance Rate of 85% available until June 2018.
- 14.3 In order to access NZTA support, a business case developed by Power Solutions Limited (PSL) was submitted to NZTA. Through co-operation with the Waikato LASS Energy Management Programme (part of the Energy Efficiency and Conservation Authority Collaboration Agreement) WDC can access funding to offset a part of the cost of the business case.
- 14.4 This LED conversion is now planned for the 2017/18 Financial Year. Our current Street Light Maintenance Contract made allowance for the LED replacement by the incumbent contractor under that procurement. This option was recommended and subsequently approved by the Tenders Subcommittee.
- 14.5 PSL has recommended a shortlist of 3 LED Luminaires to provide direction on the best product options. This ~~is now~~ **has been reviewed by** ~~with~~ our incumbent Street Lighting Contractor ~~for their review~~ **and they have subsequently installed four different LED Luminaires in Queen Street to serve as examples for** ~~and then~~ a final decision. ~~This is now being evaluated. will be made and the~~ **Once decided, the Luminaires will be** ordered for installation under the current Street Lights Maintenance Contract 500/16/006. The lead time between ordering and delivery is unsure, but expected to be several months. The installation time is expected to be complete before end of June 2018.

15 The Road Maintenance Contract – Progress

- 15.1 The current Roading Maintenance Contract started on the 1st of March 2017 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 The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 15.6 An average score of 400 over the next two and a half years will be required in order for the Contractor to qualify for an extension to the Contract term. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items. Some issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, Cut-out drains etc.
- 15.7 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	2017	2018	2019
January			
February	Start of Contract		
March	435		
April	440		
May	400		
June	Under review 410		
July	Under review		
August			
September			
October			
November			
December			

- 15.8 The NZTA/Broadspectrum has asked if the WDC Road Maintenance Contractor could maintain the Kerb and Channel, the Sumps/catch pits and lead pipes and sweeping on State Highways inside the urban areas of the Waitomo District on their behalf and then WDC invoice them accordingly. A price for this work was requested from ICL. This is not decided by Broadspectrum yet.
- 15.9 NZTA is also working on a revised MOU Corridor Agreement to clarify the split of responsibilities for maintenance works on urban sections of State Highways. We have requested several changes to a draft document that they presented during a meeting at NZTA offices on 14/10/2016. NZTA is still working on the new MOU draft.

Suggested Resolution

The Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport be received.



KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A357462

Report To: Council



Meeting Date: 29 August 2017

Subject: Progress Report: Major Capital Works Report

Type: Information Only

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 and the three Waters.

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

3.1 Roads

Location	Description	Action	Progress
Totoro Road	RP 8.378 to RP11.316 Various slips – retreat into bank and improve drainage	Design and Contract documentation	Completed
		Tender	Awarded - ICL
		Construction	January 2017 – May 2017 Structural work completed. Seal to be completed in the 2017/18 season
Ramaroa Road	2016-17 Rehabilitation site	Pre Design process in progress	Project on Hold and diverted to 2018/2019 Financial year due to unforeseen emergencies and the additional work to Totoro Road
Rangitoto Road	2016-17 Rehabilitation site	Pre Design process in progress	Planned for 2017/2018 FY
Te Waitere Road	RP 0.45 & two other Sea undermining road	Concept Designs	Alternative solutions identified and being developed. BCD is currently carrying out the design.
		Seashore Consent	To follow

Location	Description	Action	Progress
Taharoa Road	RP 7.1 Hillside moving	Concept Designs	On hold while monitoring earth movement
Maraeroa Road	Seal extension	Design and Contract documentation	Complete
		Construction	Contractor on site - Construction completion targeted early part of 2017 summer period Completed

3.2 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 1	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 – Target completion April 2017 Commissioning of stage 1 in progress. Commissioning completed. MOH inspection done and request for subsidy money payout submitted. Practical completion inspection – July 2017 Final completion certificate issued – 13 July 2017
Te Kuiti Water Treatment Plant - Phase 2	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design and tender documentation	Awarded
		Construction	January – May 2017 Construction delayed due to high level of river and final consent matters. The Intake structure will now only be constructed during the next summer season or when the river is within the permitted low levels.

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 3	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation and Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
	Ground works	Access and driveway Existing structure - demolition	Design done Cost received Demolition procurement approved by Tender subcommittee.

Suggested Resolution

The Progress Report: Major Capital Works be received.



KOBUS DU TOIT
GROUP MANAGER - ASSETS

Document No: A357416

Report To: Council

Meeting Date: 29 August 2017

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: Health and Safety	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
2. Seismic Assessment – Administration Building	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 Pedestrian Rail Overbridge	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
4. Marokopa Reserve Encroachments	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. Roads Names: Mangarino Road to "Mangarino Street"	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: Solid Waste Services Procurement	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. Resident Survey 2017	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