

Document No: A356627

Report To: Council



Meeting Date: 1 August 2017

Subject: Deputation: TerraNature Trust (Graeme Woodhouse)

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Mr Graeme Woodhouse, President of TerraNature Trust will be in attendance at the meeting at 9.00am to make a Deputation regarding Moeatoa Local Purpose Reserve.

Suggested Resolution

The Deputation from Mr Graeme Woodhouse of TerraNature be received.

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

MICHELLE HIGGIE
EXECUTIVE OFFICER

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 JUNE 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: Greg Tims; Desiree McKenzie and Dede Downs (Te Kuiti Community House)

Chief Executive; Executive Assistant; Group Manager – Compliance (for part only) and Principal 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. Motion to Exclude the Public for the consideration of:
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that Chris Ryan, Chief Executive, having relevant knowledge, remain in attendance.
- 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
Contractual Issues: Setting of Key Performance Indicators for 2016/2017	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.

Whitaker/Brodie Carried

The meeting adjourned for morning tea at 10.15am and reconvened at 10.30am.
Greg Tims left the meeting at 10.30am
The Executive Assistant and Communications Officer entered the meeting at 11.30am.

4. Resolution to Re-open Meeting to the Public

Resolution

The meeting be re-opened to the public for the consideration of that part of the Agenda which is not public excluded business.

Smith/Davey Carried

5. Verbal Reports: Individual Councillor Roles and Responsibilities

Cr Brodie

- Waipa River Catchment
- Zone 2 Meeting at Tokoroa

Cr New

- Creative Communities
- Hillview
- Te Kuiti Historic Society
- Colins Meads Statue Unveiling

Cr Goddard

- Destination Pureora
- Benneydale Hall Society
- Civil Defence
- Waikato Plan

Cr Davey

- Creative Communities
- Te Kuiti Community House
- Colins Meads Statue Unveiling

Cr Smith

- Waitomo Museum
- West Coast Zone Catchment Committee

Desiree McKenzie and Dede Downs (Te Kuiti Community House) entered the meeting at 11.00am.

6.	Deputation: Te Kuiti Community House Annual Report	A353203
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Council received a Deputation from Desiree McKenzie and Dede Downs presenting the Te Kuiti Community House Annual Report to the Council.

Councillor Davey commended Desiree McKenzie on her achievements over the year.

Resolution

The Deputation from the Desiree McKenzie, Te Kuiti Community House Coordinator presenting the Te Kuiti Community House Annual Report be received.

Davey/New Carried

Desiree McKenzie and Dede Downs (Te Kuiti Community House) entered the meeting at 11.17am.

7.	Verbal Reports: Individual Councillor Roles and Responsibilities continued
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Cr Whitaker

- Brook Park
- Destination Pureora
- Colins Meads Statue Unveiling

Mayor Hanna

- Waitomo Youth Advisory Group
- Mayoral Forum
- Field Days Official Opening
- Rural & Provincial Sector
- Colins Meads Statue Unveiling
- RATA

Resolution

The verbal reports be received.

Smith/Brodie Carried

8.	Confirmation of Minutes – 7 June 2017
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Resolution

The Minutes of the Waitomo District Council meeting of 7 June 2017, including the Public Excluded minutes, be confirmed as a true and correct record.

Goddard/Brodie Carried

9. 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 12 June 2017.

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

Resolution

The business paper on Brook Park Incorporated Society: Minutes – 12 June 2017 be received.

Whitaker/Davey Carried

10. Adoption of Road Map Work Programme for the period 1 July 2017 to 30 June 2018	A352709
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Council considered a business paper presenting for formal adoption, the Road Map Work Programme for the period 1 July 2017 to 30 June 2018 (Year 3 of the 2015-2025 Long Term Plan).

Group Managers made a Powerpoint Presentation providing a verbal brief on the Road Map Work Programme.

Councillor Whitaker requested that the timeline for the Sister City Guidelines be brought forward.

Resolution

- 1 The business paper on adoption of Road Map Work Programme for the period 1 July 2017 to 30 June 2018 be received.
- 2 The Road Map Work Programme for the period 1 July 2017 to 30 June 2018 be adopted.

Whitaker/New Carried

11. Draft Waikato Regional Policy Statement Implementation Agreement	A353252
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Council considered a business paper providing a brief on the draft Waikato Regional Policy Statement Implementation Agreement.

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

Resolution

- 1 The business paper on Draft Waikato Regional Policy Statement Implementation Agreement, be received.

- 2 Council authorise the Chief Executive to sign the Regional Policy Statement Implementation Agreement on behalf of Waitomo District Council.

Goddard/Smith Carried

12.	Financial Report for the Period ended 31 May 2017	A352504
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Council considered a business paper presenting the Financial results for the period ended 31 May 2017.

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

Resolution

The business paper on Financial Report for the period ended 31 May 2017 be received.

Brodie/Goddard Carried

13.	Food Act and Resource Management Act Fees and Charges	A351859
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Council considered a business paper presenting the proposed changes to fees and charges set under the Food Act 2014 (FA 2014) and the Resource Management Act 1991 (RMA) for deliberation and adoption.

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

Resolution

- 1 The business paper on Food Act and Resource Management Act Fees and Charges be received.
- 2 Council adopt the attached 2017/18 Fees and Charges for functions under Food Act 2014 and Resource Management Act 1991 with effect from 1 July 2017:

Fees for functions under the Food Act 2014	
Description	2017/18 fee or charge (\$)
All administration and verification activities including annual verification, reporting, non conformance visits and any activity not specified in the schedule below	160.00 per hour
Application for new registration of Template Food Control Plan	180.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)
Application for amendment of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)

Fees for functions under the Food Act 2014	
Description	2017/18 fee or charge (\$)
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)
Application for new registration of premises under a National Programme	120.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of premises under a National Programme	110.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of National Programme	85.00 (plus hourly rate of 160 after the first hour)
Issue of improvement notice, or review of an improvement notice	150.00 (plus hourly rate of 160 after the first hour)
Application for statement of compliance	150.00 (plus hourly rate of 160 after the first hour)
Copy of Food Control Plan folder and documents	25.00
Cancellation of an audit or verification within 24 hours of the scheduled date and time of audit	100.00

Resource Management		
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>		
Description		2017/18 fee or charge (\$)
General		
Pre application	Pre application meeting	Actual staff time
Lodgement meeting	To lodge any consent	Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time
Joint subdivision and landuse	For any joint subdivision and landuse consent application	Deposit 4,500.00
Limited notified consent	Any resource consent that requires limited notification	Deposit 6,500.00
Notified consent	Any resource consent that requires public notification	Deposit 10,000.00
Activity Exemption (s87BA)	Consider and issue notice	Fixed 165.00
Marginal or temporary rule breaches (s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Consider and issue notice (if applicable)	Fixed 165.00
Land use consents		
Non notified	All land use consents, except as otherwise provided below	Deposit 1,000.00
Non notified	Boundary dispensation (side yard only)	Deposit 600.00
Subdivision consents		
Non notified	creating 9 lots or less where no road/reserves proposed	Deposit 2,500.00
Non notified	creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00

Resource Management		
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>		
Description		2017/18 fee or charge (\$)
Subdivision processes (post approval)		
Section 223 certification		250.00
Section 224C certification		250.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00
Section 221	Consent notice - preparation, authorisation, change or cancellation	Fixed 250.00
Cross lease	Amendments to flats plans	Deposit 600.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
Other resource management activities		
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1,000.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00
Designations		
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00

Resource Management		
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>		
Description		2017/18 fee or charge (\$)
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00
Section 176	Application for outline plan	Deposit 650.00
Section 176A(2)	Waiver of requirement for outline plan	Deposit 150.00
Heritage orders		
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00
Plan Change application (to amend the District Plan)		
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00
Compliance and monitoring		
General	Administration, review, correspondence.	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150 per inspection
Engineering	For any inspection required.	Actual staff time
Miscellaneous charges		
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 170.00
Variation/cancellations	Variation or cancellation of any legal document/instrument not otherwise listed.	Fixed 450.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00
Bonds - engineering	Preparation, release and signing of	Fixed 400.00

Resource Management		
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>		
Description		2017/18 fee or charge (\$)
	any bond - engineering (roading and servicing works).	
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs
Noise control	For the return of equipment seized under the RMA.	Fixed 180.00
Hearings		
Attendance	A charge will be made for the costs of all staff and/or consultants required to attend a hearing.	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s))	Actual costs to be paid by applicant
Note: applies to applicants and Requiring Authorities	2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made. (b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).	Actual costs As per 2(a) and (b) as detailed
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260 + 204 for each 1/2 hour or part thereof
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual costs
Venue	Hiring a venue for the hearing	Actual costs
Request for information/supply of resource management documents		
Providing general advice	Providing advice and considering proposed applications.	Actual staff time
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning	150.00 per copy

Resource Management		
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>		
Description	2017/18 fee or charge (\$)	
maps.		
Photocopying – charged as per Council's corporate rate		
Officer's hourly charge out rates		
Waitomo District Council staff member		180.00 per hour
Group Manager Compliance		190.00 per hour
Managers – any other		175.00 per hour
Principal / Senior Planner		175.00 per hour
Planner		165.00 per hour
Engineer		160.00 per hour
Technical staff – any other		160.00 per hour
Team Leader Monitoring and Compliance/ Officer		150.00 per hour
Administrator (any) and any other staff member not listed		95.00 per hour
Consultant		Actual costs
Mileage		
For each kilometre travelled		1.20 per km
Hazardous Activities and Industries List (HAIL) determinations		
Investigation fee		Fixed 80.00

Resource Management – explanatory note	
<p>These fees and charges become operative on 1 July 2017 and will apply for all work carried out and decisions issued on or after 1 July 2017, irrespective of when the application was lodged with the Council.</p>	
<p>Fixed charges</p> <p>1. The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).</p> <p>All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.</p> <p>2. All fixed charges are payable in full in advance. Pursuant to Section 36(7) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.</p>	
<p>Note: Documentation or certificates will not be issued until payment of charges have been cleared.</p>	
<p>Additional charges</p> <p>Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.</p> <p>The following may also be included as additional charges:</p>	

- a) If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- b) If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- a) Are fixed charges;
- b) If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- c) The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - o if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - o if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

Additional fixed fees

At any time after the receipt of an application and before a decision has been made the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule.

In that event:

- a) The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- b) May also, pursuant to Section 36(3) of the RMA make additional charges.

Remission of fees

Staff with delegated authority may decide to reduce any charges following the criteria of Section 36(4)(b) of the RMA.

Whitaker/Goddard

Carried

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

Resolution

The business paper on Brook Park Memorial Park Guideline be received.

Whitaker/Davey Carried

15. Waitomo District Youth Council	A352885
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Council considered a business paper providing a brief on the newly elected Waitomo District Youth Council.

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

Resolution

The business paper on Waitomo District Youth Council be received.

New/Davey Carried

16. Civil Defence Ministerial Review – Submission	A353651
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Council considered a business paper providing a brief on the Civil Defence Ministerial Review and seeking Council feedback on any issues it wishes to address on behalf of the Waitomo Community via the submission process.

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

Resolution

- 1 The business paper on Civil Defence Ministerial Review – Submission be received.
- 2 The Chief Executive be delegated authority to lodge a submission based on Council's feedback.

Goddard/Brodie Carried

17. Progress Report: Capital Projects	A353207
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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 Roothing 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.

Brodie/Whitaker Carried

18. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater

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.

Resolution

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

Davey/Smith Carried

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

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

Resolution

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

Whitaker/Goddard Carried

20. Progress Report: Solid Waste Activity
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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 Chief Executive and Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Solid Waste Activity be received.

Brodie/New Carried

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

The Group Manager – Assets undertook to follow-up with KiwiRail the poor condition of the Ward Street Railway Crossing.

Resolution

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

Whitaker/Smith Carried

22. Submission to the Road Controlling Authority: Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads	A353703
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Council considered a business paper informing Council of a consultation process currently being undertaken by the Road Controlling Authorities Forum (RCAF) for the Collaborative Discussion Document (Consultation Draft) – "Road Controlling Authority: Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads".

Council noted that this is a Consultation "Draft" and is presented for information purposes only.

Resolution

- 1 The business paper on Equitable Funding of Pavement Maintenance be received.
- 2 Council note the development of a Guideline for fair funding of pavement maintenance on low volume roads.

Brodie/Goddard Carried

23. 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.

Council noted the inclusion of the tabled business paper on Contract 500/16/028 – Road Maintenance and Reseals Contract 2017-2020 Procurement

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

- 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. Insurance Arrangements: Public Liability and Professional Indemnity Insurance	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. Insurance Arrangements for Underground Assets	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: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Health and Safety	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
5. Proposal: Reserve – Aria Terrace, Mokau	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: 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)

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.

There being no further business the meeting closed at 2.32pm


Dated this day of 2017.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Document No: A355002	
Report To:	Council
	Meeting Date: 1 August 2017
	Subject: Brook Park Incorporated Society: Minutes - 3 July 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

- 2.1 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.
- 2.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 2.3 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, and as a primary objective, to raise funds for achieving park projects and developments.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 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.*
- 2.8 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.
- 2.9 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.
- 2.10 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.
- 2.11 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.
- 2.12 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

- 3.1 Since early in 2014, BPIS has kept WDC informed of its progress in the day to day operations/development of Brook Park by providing copies of BPIS Minutes.
- 3.2 Attached to and forming part of this business paper are copies of the minutes from monthly April 2017 meeting.

Suggested Resolution

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



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 3 July 2017

BROOK PARK
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED
SOCIETY**

**Meeting
Minutes**

Monday 3rd July 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 3rd July 2017 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Jane Murray, Helen Sinclair, Elly Kroef,
Sue Wagstaff, Rob Buckley, Andrea Hanna, Neil Brooks,
Phillip Houghton, Sheralee Buchanan, Robin Charteris

Apologies – Bruce Maunsell, Suzie Hoare
That the apologies be accepted
Moved/seconded Neil/Sue

Confirmation of Minutes – 12th June 2017
That minutes of previous meeting be accepted
Moved/seconded Elly/Neil

Matters Arising from Minutes
None.

Correspondence
None.

Financial Report
Financial report tabled. Opening balance \$22,881.55
\$1902.72 received from WDC for lease
\$4.00 received in interest.
Closing balance \$24,787.27
Moved/Seconded Phillip/Rob

Maintenance/Fencing
Nothing to report

Weed Control
Nothing to report

Memorial Grove
Guidelines were ratified by Council at their meeting on the 27th June

MTB Track
Guy has had discussions with Bill Holloway about work required on the track to make it more rideable even in wet conditions. Guy to get quote/estimate for Bill to do this work and maybe get more metal as required from Inframax.

Tree Harvesting
No further communication

General Business
Guy to apply to apply to Lines Company for funding for this year's Guy Fawkes Extravaganza.

Discussion was had about some people that have been camping in Brook Park.

Resolution: "Brook Park Incorporated Society support a no camping policy on Brook Park with signage to indicate this but also support the earliest possible development of the campground on the old sports ground".

Moved/Seconded Elly/Phillip

Combined Schools Choir are showing possible interest in the "Carols in the Park" and thanked us for being given the option to perform.

It was also discussed that maybe we could arrange for food to be given away at the Carols in the Park to get in the Christmas giving spirit.

Meeting closed 6.10pm

Next meeting 7th August 2017

Guy Whitaker

Chairperson

Rob apology for next meeting

Document No: A355011

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 **1 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 **1 August 2017** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **1 August 2017 (Doc A355010)**



Road Map Work Programme

Monthly Monitoring Schedule

as at 1 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
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	
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	Underway
Council LTP Workshop #3 Review outcomes/requirements for change, discuss any significant variations with Council.	5 September 2017	
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	
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	
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
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) Receive variation statement 	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
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	
Council LTP Workshop #2 <ul style="list-style-type: none"> Population projections (the Rationale report); Updated planning/forecasting assumptions 	15 August 2017	
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	Underway
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	
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	Underway

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #2 • Financial Strategy #1	15 August 2017	
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	
Council LTP Workshop #5 • Performance Measurement Framework review outcomes	10 October 2017	

Key Milestone	Indicative Timeframe	Commentary
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	Underway
Council LTP Workshop # 2 Outcomes of review presented to Council	15 August 2017	
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	Underway
Council LTP Workshop #1 Present desktop review findings	8 August 2017	
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	Underway
Council LTP Workshop #2 <ul style="list-style-type: none"> Outcome of review of Treasury Policy 	15 August 2017	
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: <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 	July /August 2017	

Key Milestone	Indicative Timeframe	Commentary
<ul style="list-style-type: none"> 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	Business paper is included elsewhere in the Agenda

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	Business paper is included elsewhere in the Agenda
Council Meeting Report back on assessment work to Council	1 August 2017	Business paper is included elsewhere in the Agenda
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	
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	
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	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	

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	Business paper is included elsewhere in the Agenda
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
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 Papakainga 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 Papakainga 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 Erosion: Managed Retreat Strategy

Note: 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 2014	August 2017	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.

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 cease to apply 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
Council Meeting Adopt draft policy for consultation	29 August 2017	
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 2017	

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.

Key Milestone	Indicative Timeframe	Commentary
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.
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	
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	

Key Milestone	Indicative Timeframe	Commentary
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	

Community Development Fund Policy – Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Community Development Fund	15 August 2017	
Council Meeting Adoption of revised Community Development Fund Policy	29 August 2017	

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	

Key Milestone	Indicative Timeframe	Commentary
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	September/October 2017 June/July 2017	<u>Underway</u>
Council Workshop Findings of review. Consideration of guidelines to support the relationship between WDC and the Sister City Committee	21 November 2017 15 August 2017	

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	A business paper is contained elsewhere in this Agenda.

Parks & Reserves: Brook Park Entrance Development

Key Milestone	Indicative Timeframe	Commentary
Call for Tenders	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	

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	28 August 2017	

Key Milestone	Indicative Timeframe	Commentary
Progress Report		

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	
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 against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the	Ongoing	

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
maintenance contract		
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	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for	Ongoing	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
monitoring, analysing and reporting of performance 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 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 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	Ongoing	

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
groups		
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	June 2017	

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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 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		
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	

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of performance of Cameras	July 2017 - August 2017	
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 business paper is contained elsewhere in this Agenda

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 business paper is contained elsewhere in this Agenda

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	

Key Milestone	Indicative Timeframe	Commentary
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	Awaiting NZTA funding approval received on 23 June 2017, expected by 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	September 2017 October 2017,	Dependent upon procurement lag time for LED lighting 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	Currently awarded bridge structural maintenance contract 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.

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	WDC may be required to develop a reserve field equivalent in size to the existing one on the property. This will require easement negotiations with the property owner. A draft renewed resource consent has been received from

Key Milestone	Indicative Timeframe	Commentary
		WRC and is being worked through to promote the best outcome for WDC.

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. This project has started.
Bulk Lime Dosing Horizontal Silo	2018 / 2019	On hold until 2018/2019 due to budget constraints
Excess Sludge Removal	June 2017	This project is ongoing. A light tip truck has been purchased together with a skid steer loader to remove the dried sludge to the landfill.

Wastewater: Piopio Wastewater Treatment Plant Improvements

Key Milestone	Indicative Timeframe	Commentary
2 Kawana Street	July 2017	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.	Work will commence as soon as permission is granted to enter the railway corridor. 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.

Key Milestone	Indicative Timeframe	Commentary
Phase 1	Target completion December 2016	<p>All filters are now replaced, pipe work completed and the filter operation is being automated through programming the PLC. The UV has been commissioned and is working. A setting on the control valve is being optimised. The automation of the filter operation, including backwash control and monitoring is progressing well with the work being in the testing phase.</p> <p>Phase 1 has been commissioned and practical completion inspection will be done late June 2017.</p> <p>The MOH has conducted a site inspection as to the request for the subsidy payment to Council. This work is complete and the MoH subsidy claim has been prepared and is being submitted.</p>
Phase 2	Target completion December 2017	<p>The Contractor is on site. The Resource Consent to work in the river bed has not been completed with WRC requiring additional information on methodology. In addition the river is presently flowing too strong to start work. It is highly likely that this work will be postponed till next year.</p> <p>WRC Resource Consent has been received. Due to the high flows of the river this work will not progress and has been put on hold up until the summer when river conditions should be more favourable.</p> <p>May 2017 Resource consent for coffer dam received. The resource consent to work in the river bed has been granted and work will commence during the next summer (dry) period.</p>
Phase 3		Design has started and critical components have been procured.

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.
High Level Reservoir	May 2017	Completed and functioning
Coagulant dosing		Complete and functioning
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
North Street arterial main replacement	October 2016	Completed
Oha Street / Tainui and Rangī Street	2017 / 2018	Work on the procurement documents will begin in due course.

Key Milestone	Indicative Timeframe	Commentary
		Once the contractor has been appointed work can commence. The expected time frame is October 2017 when better construction weather is expected.
Aria Terrace - Tainui and Rerenga Street	2018-2019	

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing	Approximately 380 419 have been replaced throughout the District since June 2015.

Water: Seismic Strengthening of Reservoirs

Piopio 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.
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		Completed - Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review. 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.
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	March 2017 April 2017 May/June 2017 June 2017 June 2017 June 2017	Due 16 June 2017 27 June Council meeting
Stakeholder Engagement 1. Confirm proposal acceptance with THL and Trusts 2. Assemble project liaison group - WDC, Trusts, THL 3. Prepare and agree HoA	July 2017 July, September, December 2017 July/August 2017	Meet quarterly Outcomes, responsibilities and costs/funding
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 5. Arrange formal lease assignment	July/August 2017 August 2017 September 2017 October 2017 – March 2018 April 2017 – June 2018	Between Brooklee Road and Lees Block Road HE 22 & 23
Consenting 1. Obtain THL consent proposal 2. Submit on proposed land use activities 3. Review Te Kuiti consents for consistence & confirm WRC acceptance of WDC concept	July 2017 August 2017 July 2017	Application due by end of June WDC is a consent authority Variation may be required
TIF Application 1. Ascertain local /visitor demand ratio 2. Determine enhancement component 3. Determine LG Finance Agency lending limits 4. Develop funding options/analysis - for local share Capex 5. Confirm fit with funding round priorities statement 6. Prepare application & submit	July 2017 July 2017 July 2017 July 2017 August 2017 August/September 2017	Volume based Like for like not eligible Need to show WDC borrowing capacity User charges, concessions, co-investment Each funding round starts with a unique PS 1st round due in 2nd half of 2017 - date to be confirmed
Long Term Plan 1. Develop funding mechanisms - TR, vol, pan, SUIP, TW 2. Review R & F policy 3. Draft proposal for 2018 LTP consultation doc 4. Consult with community 5. Review submissions 6. Deliberations 7. Adopt LTP	October 2017 November 2017 February 2018 April/May 2018 May 2018 May 2018 June 2018	As per LTP Indicative Timeframe elsewhere in this Road Map Work Programme
Final Design 1. Finalise scope 2. Obtain OOS 3. Complete design 4. Review and adopt final design	July 2018 July 2018 July 2018 – 31 August 2018 15 September 2019	After adoption of 2018-28 LTP Jul-18 31-Aug-18 15-Sep-18
Implementation 1. Call tenders 2. Construct works 3. Test and hand-over	October 2018 November 2018 – March 2019 April 2019	

Capital Renewal Programme – Year 13 (2015/2017/2016/2018)

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
58 Awakino Road (Pump Station) Edward Street Main Replacement	\$2,126.63 \$86,000	Done when Awakino pump station is being rebuilt Programmed to start January 2018.
Awakino Hospital Street main	\$67,811.25 \$42,000	With Awakino pump station First Phase from Te Kumi Street
Henderson	\$9,041.50	Deferred to April 2017
Henderson	\$3,718.25	Deferred to April 2017
Henderson	\$4,308.09	Deferred to April 2017

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 Oha Street / Tainui Street	\$8,816.80 \$110,000	Deferred due to North Street (SH3) arterial main replacement Due to start in October 2017
Oha Street	\$1,550.16	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$1,416.41	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$15,702.25	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$15,662.13	Deferred due to North Street (SH3) arterial main replacement

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street Bridge	\$13,952.80 \$22,000	Deferred due to North Street (SH3) arterial main replacement Rebuilding of pipe bridge over Kuratahi Street
Moa Street Moa Street / Tui Street link	\$642.00 \$44,800	Deferred due to North Street (SH3) arterial main replacement Completion of the ring main to reduce service supply interruptions during upgrading of water mains.
Moa Street	\$1,008.48	Deferred due to North Street (SH3) arterial main replacement
Moa Street	\$22,737.50	Deferred due to North Street (SH3) arterial main replacement

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
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Street	LTP Budget = Replacement Cost	Comments
Rora Street Taupiri Street to Main PS	\$20,521.00 \$145,000	Reprogrammed due to condition assessment showing good condition. New sewer main to provide continuing sewage transportation for Taupiri Street Renewal (Poor Condition). Survey for long sections and design has started.
Rora Street	\$38,048.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$6,651.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$5,397.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$17,016.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$21,226.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$16,447.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$6,281.00	Reprogrammed due to condition assessment showing good condition

STORMWATER - Te Kuiti

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

Street	LTP Budget = Replacement Cost	Comments
King Street East Waitete Road	\$170,000 \$70,000	Completed. Flooding of business
Kiwi Street Hill Street / King Street West	\$12,517.66 \$33,000	Correcting past historical inconsistencies. Condition is still adequate and estimated to project beyond the 2025 LTP
Massey Street	\$3,969.49	Condition is still adequate and estimated to project beyond the 2025 LTP
Mary Street	\$29,289.97	Condition is still adequate and estimated to project beyond the 2025 LTP

Capital Renewal Programme – Year 2-4 (2016/2017)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	Not required. Replaced during 2015
Mary Street	\$14,976.26	Not required. Replaced during 2015
Hill Street	\$22,636.92	
King Street	\$70,422.59	

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	The Henderson main is still in good condition after a condition assessment was done. The work in the current financial year will see a ring main being completed.
Hetet	\$18,457.50	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Rora Street	\$12,223.68	Condition assessment to be undertaken
Hetet	\$906.02	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Ngarongo	\$12,960.38	Condition assessment to be undertaken

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Rangi Street Aria Terrace	\$11,807.45 \$95,000	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016
Rangi Street	\$436.03	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016
Rangi	\$12,093.68	Replacement of this main will be undertaken as a revised second phase to

Street	LTP Budget = Opt Rep Value	Comment
Street		the Mokau Main Replacement that occurred during October 2016-
Tainui Street	\$10,903.30	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016-
Tainui Street	\$13,021.90	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 **3-5 (2017/2018/2018/9)**

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 - Mokau

Street	LTP Budget = Optim Rep Val	Comment
Rerenga Street	\$16,476.66	-This will be undertaken as Phase 3 in the revised Mokau Mains Replacement
Tainui Street	\$10,547.53	-This will be undertaken as Phase 3 in the revised Mokau Mains Replacement
Tainui Street	\$6,528.34	This will be undertaken as Phase 3 in the revised Mokau Mains Replacement

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	\$720.00	Condition assessment to be done

Address	LTP Budget = Replacement Cost	Comments
(Pump Station Beside River)		
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)							
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 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

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
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

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
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
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

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
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

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
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

Water AMP		
Key Milestone	Indicative Timeline	Commentary
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 Roading are capital works and therefore detailed reporting on these is undertaken by way of a monthly progress report to Council on the Roading activity, and quarterly progress reports on each of the Water activities.

Document No: A355464

Report To: Council



Meeting Date: 1 August 2017

Subject: Financial Reporting Schedule for the Year Ending 30 June 2018

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial Reporting Schedule to Council for the 2017/18 Financial Year.

Background

- 2.1 The establishment of a timetable for Financial Reporting provides certainty to Council and the community of reports to expect over the coming year.
- 2.2 Financial and Non Financial Performance (Statements of Service Performance) information is issued quarterly to enable timely monitoring of both financial and organisational performance against performance targets established in the EAP. These reports are referred to as a Quarterly Reports.

Commentary

- 3.1 Set out below is a timeline for reports proposed to be issued for Council meetings for the 2017/18 year.

Meeting Date	Report to be issued
1 August 2017	Financial Reporting Schedule for the 2017/18 financial year.
29 August 2017	Interim report on 2016/17 Annual Report.
26 Sept 2017	Interim Non Financials (KPIs) results for 2016/17.
31 Oct 2017	Final 2016/17 Annual Report for adoption. Quarterly Report for the period ending 30 September 2017.
February 2018	Quarterly Report for the period ending 31 December 2017.
April 2018	Quarterly Report for the period ending 31 March 2018.
May 2018	Audit Service Plan and outline of 2017/18 Draft Annual Report development process and timeline.
June 2018	Monthly Financial Report for the period ending 31 May 2018.

Suggested Resolution

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



VIBHUTI CHOPRA
GROUP MANAGER - CORPORATE SERVICES

18 JULY 2017

Document No: A356054

Report To: Council



Meeting Date: 1 August 2017

Subject: Progress Report: Risk Management Assessment

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on the Risk Management Assessment work stream.

Background

- 2.1 Council has previously discussed and agreed that establishment of a formal risk management regime with appropriate oversight mechanism both at the management and governance would be beneficial and prudent in providing assurance that key risks are being identified and managed.
- 2.2 The key areas of risk for Councils, broadly, fall under the following categories-
- **Financial Management** – examples: fraud detection, procurement processes, over/under expenditure and the like
 - **Personnel Risks** – examples: Health and Safety, key personnel, managing performance
 - **Asset Management** – examples: timely renewals and upgrades, optimal maintenance regime
 - **Information Management** – examples: business continuity practices, security of information, storage and retrieval
 - **Legislative and Regulatory Compliance** – examples: LGA 2002, Drinking Water Standards, Building Act.
- 2.3 Waitomo District Council (WDC) has good practices in place to monitor and mitigate these risks generally, however, formally assessing organisational risk maturity and putting processes in place that ensure upward movement on the maturity scale is important from the accountability perspective.
- 2.4 WDC joined up with a WLASS joint agreement with KPMG for the provision of internal audit and risk assurance services and engaged KPMG to review its risk management practices.

Commentary

- 3.1 KPMG commenced their assessment work later than intended, in April 2017 due to resourcing issues at both the WDC and KPMG end.

- 3.2 The scope of the Risk Management work commissioned is to:
- Facilitate a top-down risk assessment of key areas of strategic, operational, compliance and financial risks.
 - Develop draft criteria to measure and prioritise risks.
 - Develop a draft action plan to align Governance and Management reporting and monitoring of the key areas of risk.
 - Develop a draft roadmap for future development of a fit-for-purpose risk management framework.
- 3.3 The process followed by KPMG has been to review and analyse relevant documentation including Asset Management Plans, risk registers, critical assets, categorisation and applicable policies and procedures. Interviews have been conducted with relevant staff members regarding the current risk management practices.
- 3.4 It is anticipated that the work will be completed for report back to Council by September/ October. Key risk areas to focus on, a forward plan for developing risk maturity and a reporting framework are the expected outcomes of the work.

Suggested Resolution

The Progress Report: Risk Management Assessment be received.



VIBHUTI CHOPRA
GROUP MANAGER CORPORATE SERVICES

18 July 2017

Document No: A338674

Report To: Council



Meeting Date: 1 August 2017

Subject: Progress Report – Communications Strategy

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress made with regard to the Communications Strategy as well as any other projects that have arisen in the past six months.

Background

- 2.1 The Communications Strategy 2015 was adopted by Council in December 2015.
- 2.2 The focus of the strategy is to guide Council's day-to-day communications activities, set Council's expectations for media and allow better and more genuine engagement between Council and the community.

Commentary

- 3.1 **Corporate Communications**
- 3.2 A number of corporate communications campaigns have been completed in support of achieving the seven key objectives of the Strategy.
- 3.3 Menacing Dogs Programme
- 3.4 During April and May a campaign was implemented to promote WDC's offer of free neutering, micro-chipping and reduced registration fee for dogs classified as 'menacing' under the Dog Control Act. The campaign utilised all communications methods available to WDC including website, newspaper feature, radio, printed flyers, poster displays, and Facebook.
- 3.5 Overall more than 15,000 Facebook users were reached across WDC's pages, generating a number of queries from interested dog owners. The posts were shared 52 times and liked by 143 people. This result highlights the effectiveness of WDC's Facebook presence.
- 3.6 Resident Survey
- 3.7 Promotion of the annual resident survey was completed during May. A total of 305 Waitomo District residents shared their opinion on the services and facilities provided by Council. A series of advertisements were published in the Waitomo

News. The survey was promoted on the radio, website, Facebook and displays were setup at the WDC Office, Library and Visitor Information Centre.

- 3.8 The Facebook post reached more than 3,000 users and 35 residents used this link to complete the survey online. 23 residents completed the survey using the link on WDC's website.
- 3.9 Residents continue to be satisfied that Council communications are effective and useful, with a result of 95% resident satisfaction for 2017 (up from 94% in 2016).
- 3.10 The Resident Survey Report will be presented to Council at the 29 August Council meeting.
- 3.11 Feedback on fee change for Food and Resource Management functions
- 3.12 The May publication of 'Community Update' featured information on the proposed changes to fees and charges relating to food premises and resource management functions. We invited people to visit the webpage and view the supporting information and statement of proposal. Facebook was also used to communicate the feedback period and provided a link to the webpage.
- 3.13 A summary of Corporate Communications is included under section 4.0 of this business paper.
- 3.14 **Good Value Campaign**
- 3.15 One of the key objectives of the Communications Strategy is to support Council's reputation in the District. During the development of the strategy Council highlighted this as being a priority.
- 3.16 Analysis of Resident Survey results shows that rates are the most common reason given for resident dissatisfaction with Council. In many cases the extensive range of services provided by Council and the positive benefit of having these services in our community is overlooked.
- 3.17 It is proposed to start a 'Good Value for Rates' campaign that uses posters, info clips, animated video and radio scripts to encourage pride in the WDC staff for the important role they play in providing services and facilities. At the same time, this campaign will build appreciation of the stunning array of services and facilities that ratepayers receive for their rates.
- 3.18 A clear understanding of the services and facilities that rates provide is vitally important because it builds engagement and relationship between ratepayers and Council. The campaign compares the daily/weekly cost in rates for a Council service to that of a similar private (or commercial) service provider. Reinforcing the good value that ratepayers get in return for the services and facilities they receive.
- 3.19 The campaign will be implemented using the 2017 Rates Newsletter, incorporated into existing corporate communications methods, and will serve as an effective platform for the Draft Long Term Plan 2018-28 communications and engagement plan.

3.20 Communications Strategy Review

3.21 The strategy describes what Council wants to achieve, who it will engage with, through what channel and how we plan to evaluate the usefulness and effectiveness of Council communications.

3.22 The objectives of the strategy align to Council's Vision "Creating a better future with vibrant communities and thriving business." To ensure that the objectives of the Communications Strategy align with and support Council's overall direction we recommend that the Strategy review is completed following the adoption of the 2018-2028 Long Term Plan. This will allow for appropriate prioritisation of key aspects falling out of the LTP adoption process and to align the resource allocation with agreed priority areas e.g. Economic Development and Community Development.

4.0 Summary of Corporate Communications

4.1 Promote the value of Council's role in the community

Communications method	Description	Date
Waitomo Way Website	<ul style="list-style-type: none"> Waitomo District Libraries range of services, reading programmes, electronic resources, recommended books etc. 	<i>Ongoing</i>
Community Update Newspaper Radio Facebook	<ul style="list-style-type: none"> Civil Defence Emergency preparedness in conjunction with Waikato CDEM. <ul style="list-style-type: none"> Never happens, happens campaign. Sharing of social media posts Tsunami preparedness information/community meetings 	<i>Ongoing</i>
Printed Guides and Forms Community newsletters: Piopio Birdtalk Tainui Trading Post	<ul style="list-style-type: none"> Community Services activities and projects <ul style="list-style-type: none"> Les Munro Centre Public gardens and amenities Improvements to cemeteries Benneydale Public Toilet Brook Park 	<i>Ongoing</i>
	<ul style="list-style-type: none"> Solid Waste Management and Minimisation <ul style="list-style-type: none"> Promotion of kerbside collection service Promotion of Love Food Hate Waste Campaign Benefits of composting at home Development of Guides including 'Visitors Guide to Recycling and Waste Disposal' Communication of New Green Bins through Kerbside Collection Service and new bin sticker 	<i>Ongoing</i>
	<ul style="list-style-type: none"> Responsible dog ownership and Bylaw information. Extra focus on public education around stock on roads - owner's responsibilities to check fences and manage stock. 	<i>Ongoing</i>

Communications method	Description	Date
	<ul style="list-style-type: none"> Community Events: The Great NZ Muster, Balloons over Waikato visit to Te Kuiti 	March - April 2017
Newspaper Facebook	<ul style="list-style-type: none"> New Youth Council for 2017/18 	June 2017
Website Community Update Newspaper Facebook	<ul style="list-style-type: none"> Dog Registrations for 2017/18 	June-July 2017

4.2 Encourage involvement in local decision-making

Communications method	Description	Date
Website Community Update Newspaper Facebook	<ul style="list-style-type: none"> Fee change for Food and Resource Management functions 	May 2017
Website Facebook	<ul style="list-style-type: none"> CDEM: Waikato Coastal Communities Tsunami Risk Awareness Meetings in Waikawau, Mokau, Marokopa, Te Waitere 	May 2017
Website Facebook	<ul style="list-style-type: none"> Support in sharing the NZ Transport Agency consultation information about Mt Messenger and Awakino Tunnel bypass projects; drop-in session Mokau. 	June 2017
Waitomo Way Media Release Facebook Website	<ul style="list-style-type: none"> Information on the adoption of the Exceptions Annual Plan 2017/18 <ul style="list-style-type: none"> <i>Highlights</i> <i>Cost of Service Statement</i> <i>Where your rates are spent</i> 	April - June 2017

4.3 Ensure communities are well informed on Council's activities/operations

Communications method	Description	Date
Waitomo Way Website Newspaper Facebook	<ul style="list-style-type: none"> Capital Works Projects including Stormwater infrastructure upgrades, and sealing of Maraeroa Road Roads closures, road sealing and footpath repairs State Highway projects via the NZ Transport Agency 	<i>Ongoing</i>

Communications method	Description	Date
Waitomo Way Website Newspaper Facebook	<ul style="list-style-type: none"> Community Services project updates i.e. Eketone Street playground development 	<i>Ongoing</i>
Waitomo Way Website Newspaper Facebook	<ul style="list-style-type: none"> Community Funding and Grants <ul style="list-style-type: none"> Promotion of Creative Communities Scheme, funding rounds and recipients of grants Promotion of other grants and funding rounds; DC Tynan Trust, Discretionary Grant 	<i>Ongoing</i>
Flyer Magnets and stickers Community newsletter	<ul style="list-style-type: none"> Piopio Wastewater – Guide on how to take care of your wastewater system 	March 2017
Waitomo Way Website Newspaper Facebook Radio	<ul style="list-style-type: none"> Information on the impact to local Roothing Network - remnants of Cyclone Debbie and Cyclone Cook Development of new webpage with regular updates and link to District map showing closed roads, slips etc. Continual Facebook updates with map 	April, May and June 2017
Waitomo Way Website Newspaper	<ul style="list-style-type: none"> LED street light conversion project 	June 2017
Website Facebook	<ul style="list-style-type: none"> Fees and Charges 	July 2017

4.4 Support Council's reputation in the District

Communications method	Description	Date
Website	<ul style="list-style-type: none"> Renewal of public information/ publications (Policy, Bylaw, Plans, Forms and Guides). 	<i>Ongoing</i>
Piopio Birdtalk Trading Post	<ul style="list-style-type: none"> Contribution of Council service information and news in community newsletters. 	<i>Ongoing</i>
Media	<ul style="list-style-type: none"> Coordination of media requests and responses. 	<i>Ongoing</i>

4.5 Support Council's reputation within the Local Government (LG) sector

Communications method	Description	Date
Website Facebook	<ul style="list-style-type: none"> Publication of shared media releases: <ul style="list-style-type: none"> Waikato Plan Waikato Civil Defence HQ and regional council flood room monitoring weather developments 	<i>Ongoing</i>
Website Facebook	<ul style="list-style-type: none"> Publication of Local Government New Zealand media releases, reputation research survey 	<i>Ongoing</i>
Waitomo Way Facebook	<ul style="list-style-type: none"> Continued promotion of the services provided by WDC in relation to its role as a Local Government, and reference to Legislation. 	<i>Ongoing</i>

4.6 Attract people to live or work in and visit the Waitomo District

Communications method	Description	Date
Website Facebook	<ul style="list-style-type: none"> Citizenship Ceremonies 	<i>Ongoing</i>
Facebook	<ul style="list-style-type: none"> Sharing of posts from Hamilton and Waikato Tourism's Facebook page. 	<i>Ongoing</i>
Publications	<ul style="list-style-type: none"> Distribution of 'New Resident Welcome Packs'. 	<i>Ongoing</i>
Facebook	<ul style="list-style-type: none"> Sharing of District landscape, community and tourism images. 	<i>Ongoing</i>
Publications	<ul style="list-style-type: none"> Half page advert promoting District - NZ Today magazine, August/September issue featuring Keith Quinn's story on Colin Meads 	July 2017

4.7 Promote a sense of community and pride of place

Communications method	Description	Date
Waitomo Way Facebook Youtube Google	<ul style="list-style-type: none"> Promotion of improvements to main street gardens, Council projects and events, Sir Colin Meads event and exhibition. Sharing of information about our District – imagery, sights and activities, new business ventures 	<i>Ongoing</i>
Waitomo Way Website Facebook	<ul style="list-style-type: none"> Educational information on the importance of recycling and reducing household waste 	<i>Ongoing</i>

4.8 Statistics

Communications method	Description	Date
Waitomo District Council Facebook	<ul style="list-style-type: none"> • Page likes have increased from 1,324 to 1,818. • People who like the page are predominantly in the age group 18-34 years. 35% are male and 65% are female. • The top 10 New Zealand locations of fans are: <ol style="list-style-type: none"> 1. Hamilton 232 2. Waitomo (<i>includes Te Kuiti</i>) 197 3. Hangatiki 119 4. Auckland 84 5. Otorohanga 61 6. Tauranga 44 7. Te Awamutu 42 8. Piopio 41 9. New Plymouth 41 <p>Summary of posts that have performed very well:</p> <ul style="list-style-type: none"> • Preparation of the green space for Eketone Street playground upgrade. 2,745 people reached, 122 reactions, comments & shares. • Acknowledgement of Jean Hitchen's 35 years' service to Waitomo District Council. 5,644 people reached. 270 reactions, comments & shares. • Photos from the Sir Colin Meads Statue event – 2,400 people reached. Video viewed 1,500 times, 192 reactions, comments & shares. • New public toilet for Benneydale. 2,784 people reached, 1,285 video views, 157 reactions, comments & shares. • Photos of a sunny morning at Mangaokewa Reserve. 1,370 people reached, 104 reactions, comments and shares. 	July 2017
Animal Control Facebook	<ul style="list-style-type: none"> • Page likes have increased from 838 to 948. • People who like the page are predominantly in the age group 25-34 years. 20% are male and 79% are female. • The top 10 New Zealand locations of fans are: <ol style="list-style-type: none"> 1. Hamilton 149 2. Waitomo 141 3. Hangatiki 81 4. Otorohanga 80 5. Newton 46 6. Te Awamutu 35 7. Waikato 21 8. Tauranga 19 9. Piopio 19 	July 2017

Communications method	Description	Date
	<p>Types of posts that perform very well:</p> <ul style="list-style-type: none"> • Photos of impounded dogs on average between 3,000 and 8,000 people reached, 64 reactions, comments & shares. • Responsible dog owner posts. On average 1,127 people reached, 37 reactions, comments & shares. 	
Te Kuiti Visitor Information Facebook	<ul style="list-style-type: none"> • Page likes have increased from 821 to 849 • People who like the page are predominantly in the age group 25-44 years. 39% are male and 61% are female. • The top 10 locations of fans are: <ol style="list-style-type: none"> 1. Hamilton 103 2. Waitomo 66 3. Newton 52 4. Hangatiki 42 5. Tauranga 29 6. Otorohanga 24 7. Wellington 18 8. Christchurch 16 9. Palmerston North 14 10. Te Awamutu 14 <p>Summary of posts that have performed very well:</p> <ul style="list-style-type: none"> • <i>'Come on down and view the Gallagher Meads Brothers Exhibition'</i>. 2,341 people reached, video viewed 1,123 times, 70 reactions, comments and shares. • Coastal community meeting will be held at Mokau. 1,227 people reached, 18 reactions, comments and shares. 	July 2017
Mayor Facebook	<ul style="list-style-type: none"> • Page likes have increased from 220 to 351 • People who like the page are predominantly in the age group 18-34 years. 41% are male and 58% are female. • The top 10 New Zealand locations of fans are: <ol style="list-style-type: none"> 1. Waitomo 42 2. Hamilton 39 3. Hangatiki 26 4. Newton 16 5. Auckland Region 12 6. Wellington 9 7. Avondale 9 8. Christchurch 8 9. Rotorua 5 10. Piopio 5 <p>Summary of posts that have performed very well:</p> <ul style="list-style-type: none"> • <i>'One more sleep to big reveal'</i> of statue (video). 5,233 people reached, 2,265 video views, 153 reactions, comments and shares. • Photos of exhibition – entrance to Te Kuiti Visitor Information Centre building. 3,035 people reached, 172 reactions, comments and shares 	July 2017

Communications method	Description	Date
Waitomo Way	<ul style="list-style-type: none">• There are 240 people subscribed to the online newsletter.• April, June and August issues of the newsletter have been published, covering a range of articles about Council projects and services.	July 2017

Suggested Resolution

The business paper Progress Report Communications Strategy be received.



VIBHUTI CHOPRA
GROUP MANAGER-CORPORATE SERVICES

19 July 2017

Document No: A354654

Report To: Council



Meeting Date: 1 August 2017

Subject: Adoption of Waikato Plan by Waitomo District Council

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is:
- To present the Waikato Plan to Council for adoption, as recommended by the Waikato Plan Joint Committee;
 - To seek a decision from Council on the establishment of the Waikato Plan Leadership Group.

Background

- 2.1 The Mayoral Forum endorsed the development of a Waikato Plan (the Plan) in 2013. The development of the Waikato Plan has gone through the following stages over the last four years:
- Evidence base development
 - Stage 1: Project scope, priorities and strategic direction
 - Stage 2: Wider plan structure and agreement of the strategic direction
 - Stage 3: Plan development and adoption of strategic direction and drafting of full plan and summary document.
- 2.2 The draft Waikato Plan (draft Plan) was prepared and adopted by the Waikato Plan Joint Committee on 27 February 2017 for public consultation under the Special Consultative Procedure of the Local Government Act 2002. It followed extensive discussions between Councils, government agencies, iwi and other stakeholders.
- 2.3 The draft Waikato Plan was publicly notified on 10 March 2017. Hearings were held at the Waikato Regional Council on 21 April 2017. A total of 31 submissions were received to the draft Plan. The Waikato Plan Joint Committee considered all submissions received. All submitters who indicated they wished to appear were given the opportunity to do so, and 15 submitters presented their submissions to the Joint Committee.
- 2.4 The Waikato Plan Joint Committee deliberated on staff recommended changes in response to submissions on 30 May 2017. The recommendations were approved subject to a number of minor changes. The final Plan was approved by the Joint Committee on 19 June 2017 and recommended to partner councils for adoption.

Commentary

3.0 Waikato Plan Priority areas and actions

3.1 The Waikato Plan has five priority areas and 10 key actions which are outlined in the diagram below:

FIVE CORE AREAS >> 5 Waikato Plan Priorities >> 10 key actions



4.0 Value proposition of the Waikato Plan

4.1 The Waikato Plan allows the Waikato region to:

- Effectively engage with central government
- Emphasise growing the regional economy to assist with the implementation of the Government's Business Growth agenda
- Address effective delivery of rural social services to support population retention and ongoing economic Development.
- Potentially align the Waikato Plan needs with Government's budget priorities.

4.2 The benefits of the Waikato Plan to individual councils are outlined in further detail in Attachment D to this report.

5.0 Adoption Process

5.1 The project timeline requires all partner Councils to consider the final Waikato Plan for adoption by August 2017.

5.2 When adopting the Plan, if there are particular areas which a partner council would like reviewed, partner councils may wish to recommend matters for the new Leadership Group to consider when drawing up the implementation plan. Changes cannot be made to the current Plan without these being referred back to the Joint Committee.

5.3 Following adoption, the Plan will be launched in August/September 2017.

6.0 Implementation

6.1 A seamless transition from Plan development to Plan implementation will be a key success factor. As such, provision for an implementation project structure has been made. The structure will constitute a Waikato Plan Leadership Group (Joint Committee), comprising local government, business / community, iwi, and government agencies. This will be supported by a Chief Executives' steering group, a Strategic Partners' Forum and a Technical Reference Group.

6.2 Waikato Plan actions will be implemented through various avenues such as:

- Waikato Plan Leadership Group
- Mayoral Forum programme of work
- Waikato Means Business programme of work
- Other key partners programmes of work

6.3 There are a number of core actions already in progress:

- Waikato Hospital Medical School – awaiting Government approval.
- Transport-Commuter Rail – Transport Corridor - consideration of a strategic business case for passenger rail from Hamilton to Auckland, including commuter rail to Mercer.
- Waikato Expressway extension (Cambridge to Piarere) with improved connections to the Bay of Plenty.
- Southern Links roading network implementation.
- Aligned planning – The aligned planning project will prepare the Waikato councils well for the RMA changes with the aim of streamlining planning processes.
- Economic development – proposed southern Waikato Economic Action Plan.
- Regional Facilities Funding Framework project.
- Partnering with iwi, especially through more collaborative partnerships.

6.4 A detailed implementation plan for the first 18 months will be one of the first tasks for the new Leadership Group.

7.0 Constitution of the Waikato Plan Leadership Group

7.1 An agreement and associated Terms of Reference have been prepared in order to establish the Joint Committee (named 'Waikato Plan Leadership Group') that will oversee implementation of the Waikato Plan. This Agreement, and the associated Terms of Reference, is a requirement of Clause 30A, Schedule 7 of the Local Government Act 2002.

7.2 The purpose of the Agreement is to provide for a Joint Committee of the partner councils (noting that some are still to confirm whether they wish to participate in implementation), tāngata whenua, business and the wider community and government agencies to implement the Waikato Plan.

7.3 The membership will be as follows:

- Independent Chairperson (non-elected member)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives (non-voting)

7.4 The Mayoral Forum, subsequently confirmed by the Joint Committee, has agreed to a sub-regional approach to Local Government representation with five members being appointed in total. One member will represent each of the following:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)
- Waikato Regional Council
- Hamilton City Council

7.5 The membership of the Leadership Group will be reviewed following one year of implementation post adoption with a view to reducing the total number of members to 12.

8.0 Delegations to the Waikato Plan Leadership Group

8.1 The Waikato Plan Leadership Group would be delegated the functions set out in section 5 of the Agreement as set out in **Attachment C** to this report, to oversee the implementation of the Waikato Plan. The role of the Leadership Group would be to govern, lead and resource the implementation of the Waikato Plan and any reviews or updates to the Plan. Any reviews or updates would need to be referred back to the partner Councils for adoption.

9.0 Administration Agency

9.1 The Waikato Local Authority Shared Services is the administration agency for the Waikato Plan. The Waikato Regional Council Chief Executive has indicated that the Council will provide other administrative support for the Waikato Plan until October 2019 when it would be reviewed.

10.0 Reporting / Monitoring

10.1 A key aspect of the implementation arrangements will be the Waikato Plan Leadership Group reporting to partners on a regular basis. This will involve regular reporting to the Mayoral Forum, Chief Executives, Strategic Partners Forum and

technical staff. This will be a critical success factor. Reporting is to be based on formal reporting against KPI's that are outlined in the final Waikato Plan.

11.0 Proposed Implementation Budget

- 11.1 A three year implementation budget has been agreed with funding put in place for the first 17/18 financial year. **No additional funding** is being sought at this time. The budget will support an initial work programme with seed funding for action implementation.
- 11.2 The intention is that local government contributions to the implementation budget will reduce over time as business, community, government and other funders contributions increase.
- 11.3 It is intended that the plan be fully funded by the partners in year one. In the second year 25% of the budget would come from external sources. This will increase to 50% in year three.

Considerations

12.0 Risk

- 12.1 Council has been involved in the development of the Waikato Plan from the start and has inputs into the Plan from time to time. There are no potential discernable risks associated with the decisions required from Council through this Business Paper.

13.0 Consistency with Existing Plans and Policies

- 13.1 The required decisions are consistent with Council's existing plans and policies and Council's views previously expressed during the development of the Waikato Plan.

14.0 Significance and Community Views

- 14.1 Community views were sought through from across the region on the Waikato Plan (although the process was not carried out by Waitomo District Council). Submissions were received and considered in the deliberations process resulting in some changes to the Waikato Plan.

Suggested Resolutions

- 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.



VIBHUTI CHOPRA

CORPORATE SERVICES GROUP MANAGER

5 July 2017

- Attachments:
- A. Waikato Plan (zA1857) ***Circulated under Separate Cover***
 - B. Waikato Plan Summary (zA1858)
 - C. Waikato Plan Leadership Group Agreement and Terms of Reference (A354835)
 - D. Benefits of the Waikato Plan (A354836)

Waikato Plan

A SUMMARY – Building champion communities, together

June 2017



THE
**WAIKATO
PLAN**

Waikato : he reo kotahi
Waikato : one voice



mahia te mahi

The mighty Waikato region is a place of powerful possibilities. Forged by a proud history and shared excitement about the future, we grow and celebrate world-changers, local innovators and inspiring champions. They embrace our guiding philosophy of **mahia te mahi** — to get the job done. In a world hungry for new technology and pure produce, we hold prime position.

Our smart, fast-growing city and vibrant rural towns are connected in a diverse landscape that is fertile and ripe for discovery. Waikato is our turangawaewae; the place where we stand. Here, family is nurtured. Friends are welcomed with open hearts, and life can be easily enjoyed to the full.

This is our place. This is your place. Welcome to Waikato, the beating heart of New Zealand.

The Waikato Story, 2016

This booklet is a summary of the Waikato Plan, a milestone document. The Plan will set our region's course for the next 30 years.

It speaks with one voice about the issues and opportunities our region faces. It will help us leverage additional resourcing because the actions we collectively take will ensure our region and our people prosper.

The Waikato Plan is based on two principles:

- That together, we are stronger and,
- That to succeed as a region, all parts of the Waikato must be as successful as they can be.

The Waikato Plan has been built on partnerships and will be successful because of those partnerships. It has support from local government, Iwi/Māori, central government, the private sector, the community sector and Waikato people.

We will implement the Waikato Plan and build champion communities, together.

The full draft Waikato Plan is available at www.waikatoplan.co.nz

Our aspirations

We want a stronger, resilient Waikato region which is responsive to the changing needs of our people and our communities.

We want a region with the right infrastructure in the right place, at the right time, to enable us to succeed and prosper.

We want Iwi to have a powerful voice so that Māori aspirations are expressed and integrated through successful joint initiatives.

We want our land, water and natural environment and heritage places to be recognised as precious and finite.

We want the Waikato to be nationally and internationally connected so we can continue to contribute to New Zealand and the world.

1 voice

Kia kotahi te reo



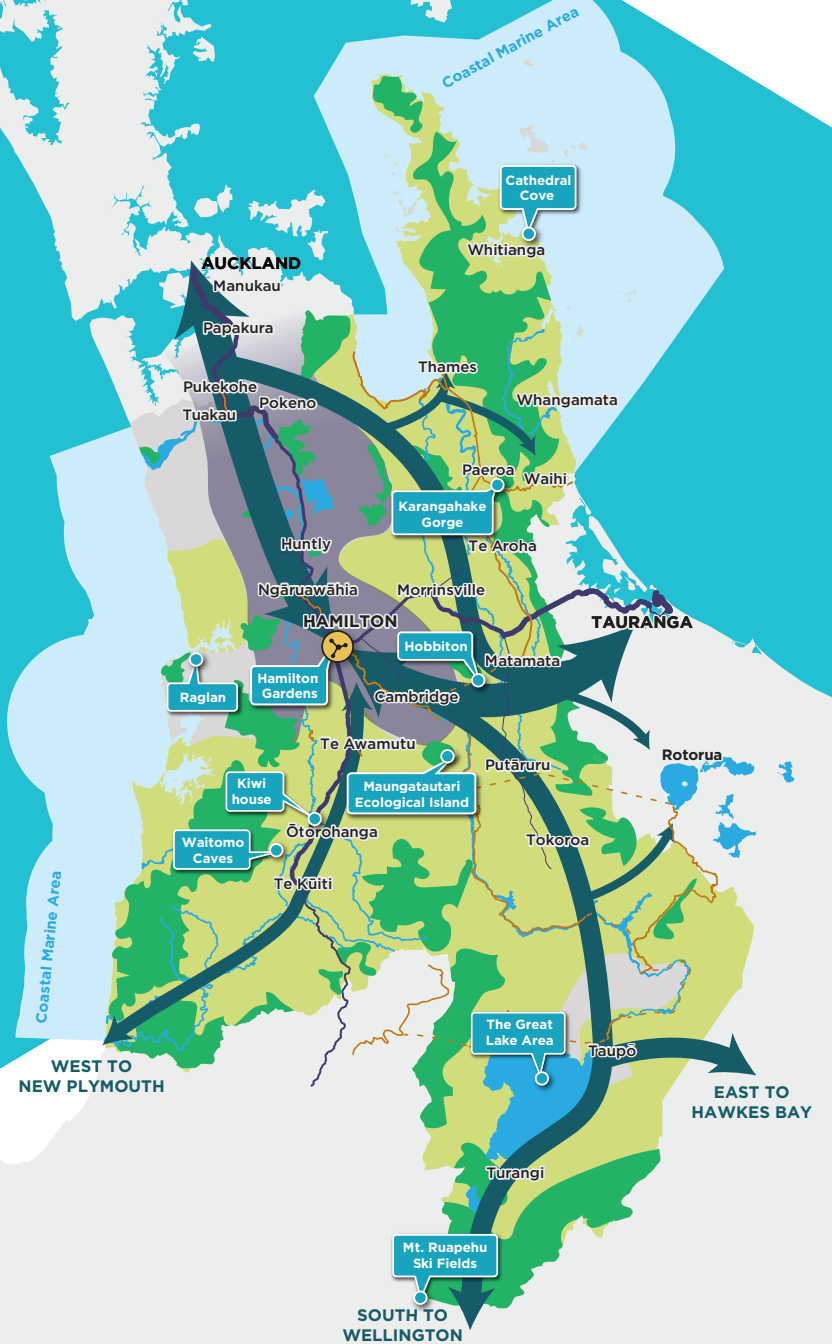
Our place. Your place.

Nōu te ao. Nō tātou te ao

The Waikato Plan supports the integrated future development of the region.

Legend:

- Significant growth areas:**
Growing a strong city and towns with character
- Hamilton:**
Strengthening high level urban services in a central hub
- Future connections:**
Integrating safe and efficient road, rail and port networks
- Cycle paths and walkways:**
Developing a nationally significant cycling and walking experience
- Core natural areas:**
Linking our outstanding natural and cultural areas to recreation and tourism opportunities
- Rivers and lakes:**
Valuing, protecting, managing and conserving water
- Destination places:**
Enhancing our destination places



5

Core areas

Ngā wāhanga matua e rima

The Waikato Plan focuses on five core areas.



People Tāngata



Connections Tūhonotanga



Iwi/Māori



Economy Ōhanga



Environment Taiao

5 Waikato Plan priorities *Ngā kaupapa matua e rima o te mahere*

Five priorities have been identified as critically important for our region.

People

Priority 1:
Planning for population change

While some parts of the Waikato are experiencing *significant* growth (particularly Hamilton, Waikato and Waipa), other areas are growing only slowly. Others are stable or experiencing population decline. The Waikato Plan will proactively manage the population changes projected for our communities so together, our region will be stronger.

Connections

Priority 2:
Connecting our communities through targeted investment

To maximise our resources and access what we need, we must be able to connect with others quickly, safely and efficiently. Whether by road, rail, air or via new technology, the Waikato Plan will ensure we have the right infrastructure in the right place, at the right time so our people and economy can succeed and prosper.

Iwi/Māori

Priority 3:
Partnering with Iwi/Māori

Iwi/Māori are critical to our region – culturally, economically and by all other measures. The Waikato Plan will support and encourage Iwi/Māori to have a powerful voice in the future of our region. We will work collaboratively to develop and encourage enduring partnerships that allow Iwi/Māori aspirations to be expressed and achieved.

Environment

Priority 4:
Addressing water allocation and quality

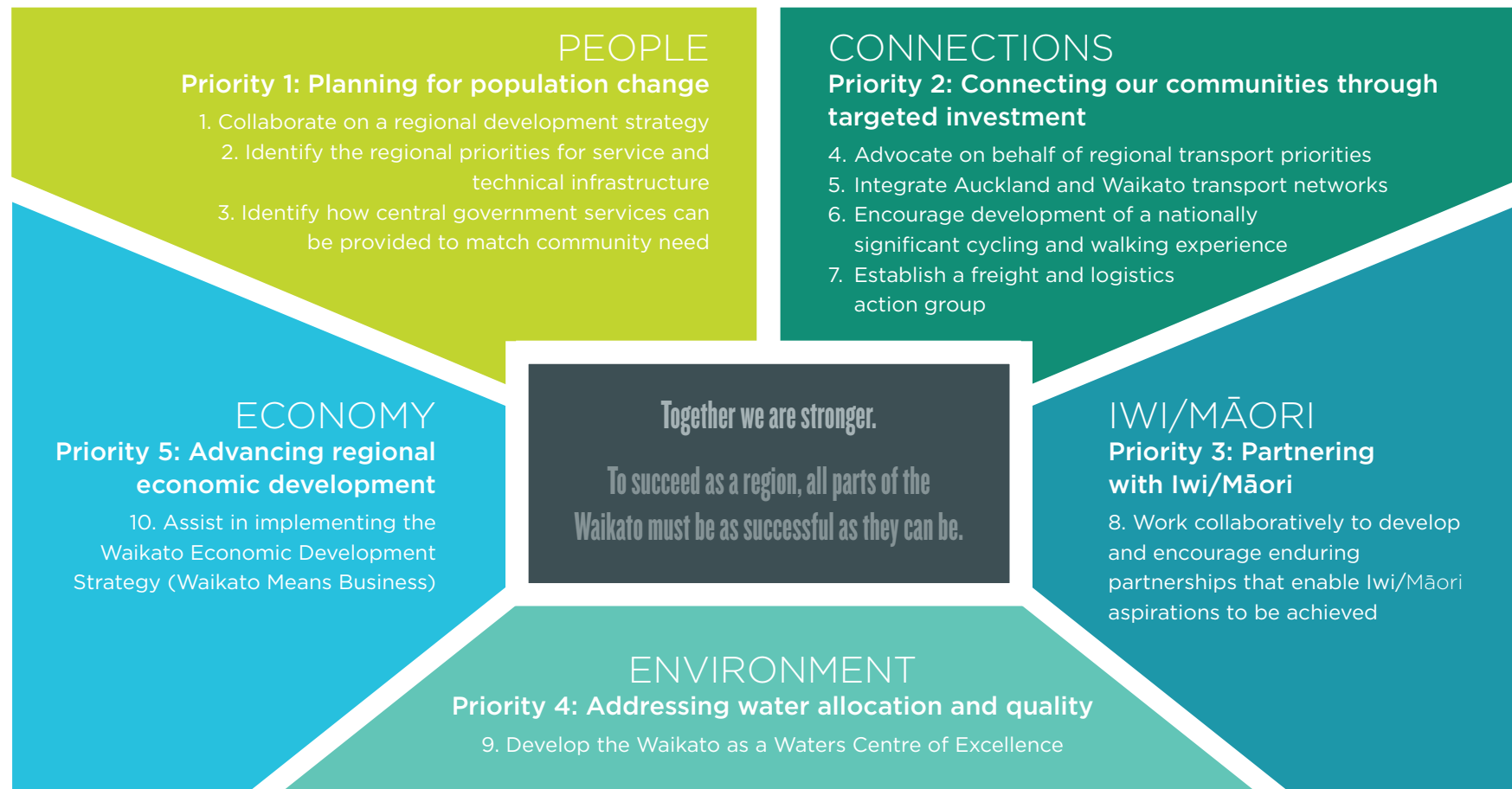
Fresh water is fundamental to the wellbeing of the Waikato. But it is a precious, finite resource. The Waikato Plan prioritises the improved management of fresh water so there is enough water, of the right quality, to support the Waikato region, and New Zealand, well into the future.

Economy

Priority 5:
Advancing regional economic development

Our region is already an economic engine room, full of powerful possibilities. But our full commercial and economic potential has yet to be realised. The Waikato Plan strongly supports the regional economic strategy already in place to help our region, our people and our communities get the best possible economic and lifestyle outcomes.

FIVE CORE AREAS >> 5 Waikato Plan Priorities >> 10 key actions





107

10

Key Actions

Ngā tukanga ngahuru

We will focus on 10 key actions to address the Waikato Plan priorities.

Other projects are also underway. But together we have agreed these are the most important actions to do first for our region and our people.

Lead agencies from local government, Iwi/Māori, central government, the private sector and the community sector have committed to ensuring these 10 actions are delivered within agreed timeframes and budgets. Those implementation details, including timing and costs, are fully outlined in the full Waikato Plan technical document at www.waikatoplan.co.nz.

mahia te mahi – to get the job done

1. Collaborate on a Regional Development Strategy

We will have a shared understanding of population drivers and trends; will understand community aspirations; will have a strategy in place to address development priorities and will have agreed how land in the region should be used. This will involve:

- Identifying development opportunities and growth areas
- Identifying future residential, employment and industrial areas as well as key infrastructure needs
- Exploring ways to better integrate land use planning and transport planning
- Identifying the top priority development actions for rural areas.



2. Identify the regional priorities for service and technical infrastructure

We will clearly understand what infrastructure assets exist, what further infrastructure will be needed in the future (and where) and what will be affordable. This will involve:

- Assessing what infrastructure is needed to make communities successful
- Understanding communities' ability to pay
- Identifying the urgency and scale of what's needed
- Identifying the top priority infrastructure investments needed.





Our most vulnerable people should be cared for through initiatives to build local social support, cohesion and inclusion.



Waikato Plan

FACT

The Waikato economic development strategy — Waikato Means Business — is already in place and driving positive economic change.

3. Identify how central government services can be provided to match community needs

We will know exactly what government services are needed — and where — so provision is prioritised to meet the needs of our communities. This will mean:

- Undertaking a stocktake of the spatial distribution and nature of existing services (noting issues like community resilience, economic vulnerability, isolation, population change and youth issues)
- Agreeing ways to address the top priorities

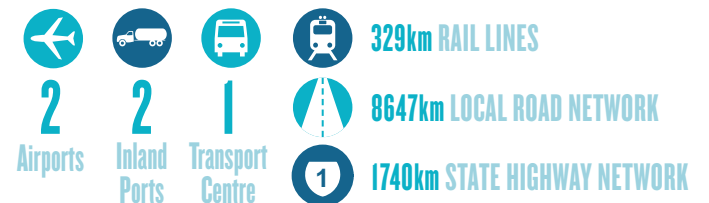
4. Advocate on behalf of regional transport priorities

Our 2018-2048 Regional Transport Plan will include agreed transport priorities for our region. This will involve:

- Working closely with the NZ Transport Agency on State Highway projects
- Investigating public transport options
- Exploring how to better integrate land use planning and transport planning
- Investigating sub-regional or inter-regional public transport services



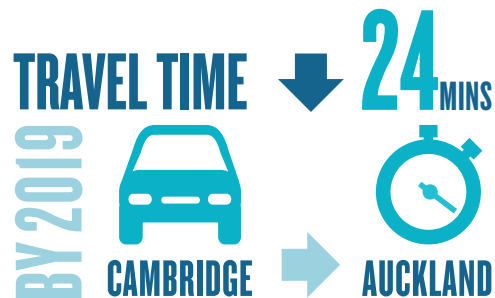
Transport Infrastructure Snapshot



5. Integrate Auckland and Waikato transport networks

Waikato and Auckland transport networks will be well planned and well integrated. We will focus on:

- Joined-up thinking on long-term infrastructure development
- Improved access from the Waikato to key Auckland facilities
- Ensuring integrated development of North Waikato and South Auckland
- Considering extending the rail network



6. Encourage development of a nationally significant cycling and walking experience

Waikato's cycleways and walkways will be integrated and there will be an agreed framework for development and funding in place. We will:

- Support the implementation of a region-wide cycling and walking framework
- Promote the creation of a network of cycling and walking trails of national significance
- Develop links with other areas beyond the region
- Promote more and safer cycling and walking infrastructure
- Consider using trails to highlight the region's cultural heritage and significant natural areas

The most popular activities are
**RECREATIONAL
IN NATURE**





To remain prosperous and healthy the Waikato needs continued access to a healthy environment.

Waikato Plan



FACT

Waikato earns 8.1 per cent of New Zealand's total GDP. Hamilton city alone, contributes around 39 per cent of the region's earnings.

7. Establish a freight and logistics action group

A Waikato freight and logistics action group will provide cross-boundary commercial leadership and will advocate on behalf of the freight sector. The group will:

- Identify freight and logistics issues and solutions
- Carry out operational plans
- Collaborate with UNISA*, the Bay of Plenty Freight and Logistics Action Group and Bay of Connections



*Upper North Island Strategic Alliance

8. Work collaboratively to develop and encourage enduring partnerships that enable Iwi/Māori aspirations to be achieved

The Waikato has some great examples of collaboration which we will build on. We will focus on creating enduring partnerships to look at a wide variety of matters including:

- Resource management and natural resources
- Supporting cultural heritage
- Developing social initiatives
- Driving economic development

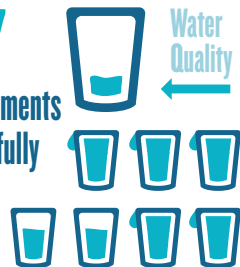


9. Develop the Waikato as a Waters Centre of Excellence

The region will be recognised as a Waters Centre of Excellence through the establishment of a Freshwater Research Initiative, as well as through addressing water issues related to population growth, rural intensification, industrial growth, community engagement, meeting cultural expectations, developing resilience and compliance management.

Waikato has more than
16,000km
of rivers and streams

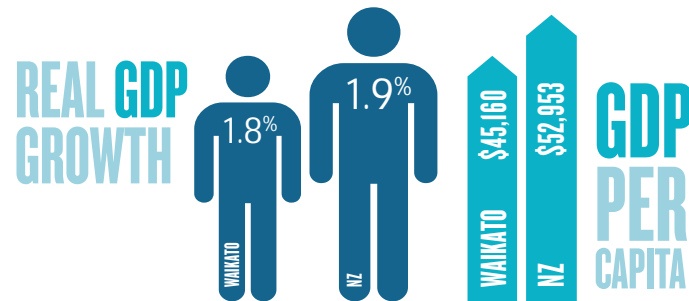
5 of the **7**
major catchments
are over or fully
allocated



10. Assist in implementing the Waikato Economic Development Strategy (Waikato Means Business)

The implementation of Waikato Means Business will be actively supported by the Waikato Plan and its partners. Specifically we will:

- Review and identify opportunities in the innovation sector
- Develop a plan for greater regional economic development capacity
- Support the Regional Labour Market Strategy
- Consider green growth initiatives
- Support the Waikato Regional Māori Economic Development Action Plan



3

Success Factors

Ngā wāhanga momoho e toru

The emphasis of the Waikato Plan is on implementation.

Action plans have been developed to ensure Waikato Plan priorities identified here are addressed. Detailed action plans are included in the full Waikato Plan at www.waikatoplan.co.nz.

Implementation and support structures have been developed so there is alignment between those who have developed the Plan, and those who will implement it.

Local government partners in the Waikato have developed implementation and funding plans and plan to gain wider support for Plan implementation in the future. Implementation details are outlined in the full document at www.waikatoplan.co.nz.

FACT

Iwi/Māori contribute \$1.4 billion to the Waikato economy and have an asset base of \$6.2 billion

1. Implementation

The Plan has been developed as a partnership between local government, Iwi/Māori, the private sector, central government agencies and the community sector. These strong partnerships will continue as the Waikato Plan is implemented.

Clear action plans have been developed, and implementation support structures and forums have been proposed to ensure action happens. Full details of these are outlined in the full plan at www.waikatoplan.co.nz.

2. Monitoring and Reporting

A monitoring framework, as well as key performance indicators, will be developed to assess progress on the Waikato Plan. This framework is outlined in the full Waikato Plan at www.waikatoplan.co.nz.

There will be annual reporting to the Waikato Plan Leadership Group on Plan implementation. The report will

advise progress on actions, related initiatives and the effectiveness of the Waikato Plan partnerships.

3. Reviewing

Every year there will be an implementation update and actions will be reprioritised as work is completed. A review of the Plan will be completed every three years in collaboration with Plan partners (to align with the long-term planning cycles of local councils).

“

We speak with one voice on important issues, collaborating on matters regionally and working together locally.

”

Waikato Plan

FACT

Freight between Waikato, Auckland and the Bay of Plenty represents more than half of New Zealand's freight movements.



For more information on the Waikato Plan

www.waikatoplan.co.nz

Attachment C – Waikato Plan Leadership Group Agreement and Terms of Reference¹

1. Purpose

This Agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The purpose is to provide for 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 and tāngata whenua with additional representation from business and the wider community as well as government agencies to implement the Waikato Plan. This joint committee is known as the 'Waikato Plan Leadership Group'.

Note: It is still to be confirmed whether all of the partner councils named above wish to be part of Waikato Plan implementation.

There will be a sub-regional approach to Local Government representation with five members being appointed in total. One member will represent each of the following:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)
- Waikato Regional Council
- Hamilton City Council

The Leadership Group will remain a Joint Committee of all of the participating councils as listed above.

The Waikato Plan Leadership Group has been established to implement the Waikato Plan in accordance with the functions as set out in the Terms of Reference attached to this Agreement as **Appendix 1**.

The Leadership Group is a formal joint committee pursuant to the Local Government Act 2002 (Clauses 30 and 30A, Schedule 7). The Leadership Group, as an entity, will not be discharged at the point of the next election period (in line with Clause 30(7) of Schedule 7).

2. Membership

The Waikato Plan Leadership Group is to be comprised of local government, tāngata whenua representatives, independent non local government members (representing business and the community) and non-voting members (government agencies).

¹ 20 June 2017

The membership shall be comprised as follows:

- Independent Chairperson (non-elected member)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives (non-voting)

An Independent Chairperson (non-elected member) is to be appointed by the Leadership Group to chair the Committee. The Independent Chair may be appointed from the business / community members or as a separate appointment outside of any committee membership. The Independent Chairperson has speaking rights and voting capacity. A Deputy Chairperson is also to be appointed by the Leadership Group, who may be an elected member and a committee member.

There will be five members representing Local Government. Each group of councils will elect one member as follows:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)

Waikato Regional Council and Hamilton City Council will appoint one representative each.

The (up to) six voting tāngata whenua representatives are to be selected in a manner determined by Iwi.

The (up to) four voting business / community members will be appointed by the Leadership Group, in accord with a process agreed by the Leadership Group..

There will be (up to) four members appointed to represent Government agencies. Two of these members will be the New Zealand Transport Agency and the Waikato District Health Board to be represented through the Regional Director (or nominee) and the Chair (or nominee). The other two members will come from other Government agencies. These four representatives will be non-voting members but with speaking rights.

The standing membership of the Committee shall be limited to 20 members (including the Independent Chairperson), but with the power to co-opt up to a maximum of 2 additional non-voting members where required to ensure the effective implementation of any part or parts of the plan.

No provision has been made for the use of alternates.

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Leadership Group shall be half of the voting members if the number of members is

an even number; or a majority of members if the number of members is an odd number.

Other representatives of voting and non-voting organisations are permitted to attend meetings of the Leadership Group; however attendance at any public excluded session shall only be permitted with the prior approval of the Chairperson. Likewise, speaking rights of other representatives at Committee meetings (whether in public session or not) shall only be granted with the prior approval of the Chairperson.

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.

3. Term of Appointment

All members of the Leadership Group shall be appointed for terms that expire on the date of each Local Government triennial election.

Members shall be appointed in accordance with the process set out above as soon as possible after each Local Government triennial election, and for a term that expires on the date of the next Local Government triennial election.

4. Meeting Frequency

Bi-monthly, or as necessary and determined by the Independent Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987, and will be undertaken by the administration authority for the Waikato Plan Leadership Group.

5. Delegations

The Leadership Group is delegated the following functions in support of its overall purpose:

Implementation and Monitoring

- Provide regional leadership on the strategic direction and top priorities identified in the Waikato Plan.
- Oversee the implementation of the Waikato Plan, in particular the actions, and any changes to the Plan.
- Recommend to Council partners any finalised plan changes or amendments for adoption.
- Take responsibility for progressing those actions specifically allocated to the “Waikato Plan Leadership Group” in the Plan.
- Champion integration through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health,

education and business.

- Establish protocols to ensure that strategy implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Monitor and report progress against Waikato Plan actions and Key Performance Indicators.
- Ensure organisation systems and resources are in place to support plan implementation and any subsequent changes to it.
- Overview the management of identified risks.
- Formulate and adopt a funding plan to achieve support from non-local government agencies.

Advocacy, Engagement and Consultation

- Undertake advocacy in respect of plan implementation and facilitating engagement with relevant agencies and sectors.
- Engage with Central Government and other regions on matters relevant to the Waikato Plan.
- Make and approve submissions to local authorities, central government and other agencies on Waikato Plan related matters as required.
- Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan. This may involve adopting any draft plans or strategies for public consultation.
- Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- Provide and maintain partner relationships and provide for the resolution of any conflict.
- Establish, maintain and engage with any Waikato Plan Partner Forums.

Leadership Group Operations

- Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
- Select and appoint an Independent Chairperson and a Deputy Chairperson.
- Implement any Memorandum of Understanding agreed between the partners.
- Approve and implement the Agreement as adopted by the Leadership Group.

6. Standing Orders

The model Standing Orders apply.

7. Variation of this Agreement

This agreement may be varied from time to time, but only with the endorsement of the Leadership Group.

Appendix 1 to Attachment C: Terms of Reference for the Waikato Plan Leadership Group (Joint Committee)

Waikato Plan Leadership Group (Joint Committee)

Purpose: Pursuant to Clauses 30 and 30A, Schedule 7 of the Local Government Act 2002, to establish 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 and tāngata whenua with additional representation from business and the wider community as well as government agencies to implement the Waikato Plan. This joint committee is known as the 'Waikato Plan Leadership Group'.

Objectives: The Leadership Group has been established to govern, lead and resource the implementation of the Waikato Plan and any reviews or updates to the Plan.

The aim of the Waikato Plan is for the region to speak with 'one voice' on agreed top priorities, so that our messages are consistent and collectively shared.

The Waikato Plan's aim for the region is "to build champion communities together".

Membership: The membership shall be comprised as follows:

- Independent Chairperson (non-elected member)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives

Delegations: The Leadership Group is delegated the following functions in support of its overall purpose:

Implementation and Monitoring

- Provide regional leadership on the strategic direction and top priorities identified in the Waikato Plan.
 - Oversee the implementation of the Waikato Plan, in particular the actions, and any changes to the Plan.
 - Recommend to Council partners any finalised plan changes or amendments for adoption.
 - Take responsibility for progressing those actions specifically allocated to the "Waikato Plan Leadership Group" in the Plan.
 - Champion integration through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as
-

health, education and business.

- Establish protocols to ensure that strategy implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Monitor and report progress against Waikato Plan actions and Key Performance Indicators.
- Ensure organisation systems and resources are in place to support plan implementation and any subsequent changes to it.
- Overview the management of identified risks.
- Formulate and adopt a funding plan to achieve support from non-local government agencies.

Advocacy, Engagement and Consultation

- Undertake advocacy in respect of plan implementation and facilitating engagement with relevant agencies and sectors.
- Engage with Central Government and other regions on matters relevant to the Waikato Plan.
- Make and approve submissions to local authorities, central government and other agencies on Waikato Plan related matters as required.
- Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan. This may involve adopting any draft plans or strategies for public consultation.
- Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- Provide and maintain partner relationships and provide for the resolution of any conflict.
- Establish, maintain and engage with any Waikato Plan Partner Forums.

Leadership Group Operations

- Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
- Select and appoint an Independent Chairperson and a Deputy Chairperson.
- Implement any Memorandum of Understanding agreed between the partners.
- Approve and implement the Agreement as adopted by the Leadership Group.

Meeting frequency: Bi-monthly or as necessary and determined by the Independent Chairperson.

Attachment D – Benefits of the Waikato Plan

The Waikato Plan supports the integrated future development of the Waikato Region and aims to build economic, social, cultural and environmental wellbeing. The Plan is built on the following principles:

- Together we are stronger
- To succeed as a region, all parts of the Waikato must be as successful as they can be

The collaboration strategic planning tool of the Waikato Plan will help us to realise benefits on:

- A regional level
- Local level

Regional benefits of implementing the Waikato Plan:

- Increased regional and inter-regional connectivity
- Increased government awareness of a 'joined up Waikato' and investment
- More efficient and effective infrastructure provision (duplication reduction)
- Quality services in the right place
- Economic growth
- Better environmental outcomes
- Increased amenity value

The region has distinctive sub-regional geographies. Some areas are facing significant population growth, while others have slow or no growth. Benefits of implementing the Waikato Plan for areas with slow or no growth:

- Retention of population
- Increased quality of life
- Attraction of people
- Economic growth
- Connectivity

It is important to understand the level of influence that local government and local entities can have on the social, economic and spatial drivers of settlement patterns. That being said, we aim to realise the benefits of the plan through improving access to needs for communities to be successful and viable.

Table 1 below outlines the pathway to success for the implementing the Waikato Plan. Note that actions in the Waikato Plan can support more than one access need.

Table 1: Pathway to success – improving access to key needs in the Waikato Region (key priorities in pink and how they relate to key needs)

The Waikato Plan works toward providing							
Access to health	Access to jobs	Access to education	Access to services	Providing amenity and lifestyle	Access to affordable housing	Economic value add	Social and cultural inclusion
Actions from the Waikato Plan							
Roading upgrades/integrate networks	Roading upgrades/integrate networks	Roading upgrades/integrate networks	Service and technical infrastructure delivery	Cycle paths and walking	Roading upgrades/integrate networks	Roading upgrades/integrate networks	Collaboration with iwi/Maori
Transport options	Transport options	Transport options	Government services to match community needs	Environment improvements	Transport options	Transport options	Papakāinga Housing
Improving regional digital connections	Improving regional digital connections	Improving regional digital connections	Improving regional digital connections	Regional sporting facilities	Housing needs assessment	Improving regional digital connections	Broadband and marae digital strategy
Government services to match community needs	Employment linkages	Central Government partnership and collaboration	Central Government partnership and collaboration	Water quality - rivers and lakes	Innovative building practises	Community plans – local identity	Mātāwaka Māori inclusion
Rural health initiatives	Central Government partnership and collaboration	Government services to match community needs		Core natural areas – biodiversity	Central Government partnership and collaboration	Tourism - visitor numbers	Conserve and restore marae
Central Government partnership and collaboration				Develop environmental partnerships		Regional Development strategy - sub regional focus	Government services to match community needs
Maori health				Waste recovery		Maori tourism and economic development	Community plans – local identity
Medical School				electric and driverless vehicles		Destination places	Housing needs assessment
				Community plans – local identity		Central Government partnership and collaboration	Central Government partnership and collaboration
						Sustainable agricultural innovation	Iwi collaboration on top priorities
						Business enabling	
						Development of iwi land	
						Iwi water rights	

How the Waikato Plan actions will impact on the sub-regional geographies depends on the issues and drivers on individual locations (Table 2). Although the factors in Table 2 are listed by TA these do not necessarily line up with territorial boundaries².

Table 2: Some of the factors that Territorial Authorities experience

TA	Population growth	Level of projected population ageing	Connection to large urban hub	Tourism employment numbers 2016 ³	Tourism employment relative to other industries 2016
TCDC	Low	XXXX	Low	2501	20.5%
Hauraki	Low	XXX	Low	493	6.9%
MPDC	Slow	X	Medium	1169	6.6%
South Waikato	Low	XX	Low	569	6.0%
Taupo	Low	XX	Low	4157	23.5%
Waikato	High	X	Strong	2501	4.0%
Hamilton	High	X	Strong	5,819	6.6%
Waipa	Medium	XX	Strong	1076	5.1%
Otorohanga	Extra Low	X	Low	247	4.9%
Waitomo	Extra Low	X	Low	570	11.4%

Consequently, the collaboration clusters for undertaking actions will change based on the types of issues of each Territorial Authority is experiencing and what each action in the plan is addressing.

What do we prioritise first?

Waikato Plan actions will be implemented through various avenues such as:

- Waikato Plan Leadership Group
- Mayoral Forum programme of work
- Waikato Means Business programme of work
- Other key partners programmes of work

We can't do everything immediately. The Joint Committee has identified key priorities. These are shaded pink in the action table 1. We will tackle these first along with those actions already underway and others that are being placed into programmes of work through the various avenues noted.

²Clusters based on distance, roading, demographics, economics, growth pressures, lack of growth pressures.

³Infometrics 2017

Document No: A354487

Report To: Council



Meeting Date: 1 August 2017

Subject: Policy on Gambling Venues

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek Council's confirmation that no amendment is required to the existing Council Policy on Gambling Venues ('the Policy').

Background

- 2.1 The Gambling Act 2003 ('Gambling Act') requires Council to develop a gaming venue policy to control the growth, and to minimize the harm, caused by Class 4 Gambling Venues (Non-casino gaming machines, or pokies).
- 2.2 The Racing Act 2003 ('Racing Act') requires Council to develop and adopt a Policy on Racing Board Venues. The Racing Act required Council to have regard to the social impact of problem gambling within its district when adopting its Policy on Racing Board Venues.
- 2.3 On 26 August 2014, Council chose to adopt one singular Policy to restrict the location of Class 4 Gambling and Racing Board Venues. This is the current Policy on Gambling Venues.
- 2.4 Under section 102(5) of the Gambling Act, and section 65E(5) of the Racing Act, Council is required to undertake a review of the Policy on Gambling Venues every three (3) years. The last review of the Policy was completed in August 2014.
- 2.5 When Council last reviewed the Policy, the following amendments were made:
1. Council capped the total number of gaming machines to 77 in the District.
 2. A limit was placed on the number of gaming venues within the Te Kuiti Urban Area. Council limited the number of gaming venues to 5.
 3. Council agreed to an increase the number of gaming machines from 5 to 9 for Class 4 Gaming Venues.
 4. The first time Council commenced a review of the Policy after the Gambling (Gambling Harm Reduction) Amendment Act 2013 ('Amendment Act'), Council was required to consider whether to include a relocation policy for class four gambling machines. Section 101(5) of the Gambling Act defines a relocation policy as:

...a policy setting out if and when the territorial authority will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a class 4 venue licence applies

5. Council ultimately decided to include a relocation policy, but stated that the relocation Policy be based on “existing use rights” i.e. current Licensees should be able to relocate the total number their existing gaming machines to a new venue subject to remaining within the overall cap of 77 machines.

Commentary

- 3.1 As set out in Council’s Road Map Work Programme, the Policy is due for review this calendar year (2017).
- 3.2 Council’s current policy acknowledges that gambling can be harmful to some members of the community. It is for this reason that Council has sought to restrict the number of gambling venues, the number of machines at those venues and the areas where those venues may be located.
- 3.3 The Policy does, however, strike a balance acknowledging that responsible gambling is a lawful form of recreation enjoyed by many members within our community.
- 3.3 Under section 102(5A) of the Gambling Act, Council was required to consider whether to include a relocation policy after the Amendment Act came into force. Section 102(5A) provides that Council may at any time thereafter consider whether to include a policy on relocation of class 4 gaming venues.
- 3.4 If Council considers that amendments are required to the existing Gambling Venue Policy, Council is required to follow the Special Consultative Procedure, as described in section 83 of the Local Government Act 2002 (‘LGA’).

Analysis of Options

- 4.1 Council has two options available:
 1. Review the existing Policy on Gambling Venues and if Council considers its existing Policy on Gambling Venues is sufficient and that no amendments are required, Council can resolve to confirm that no change to the policy is required.
 2. Review the existing Policy on Gambling Venues, and determine that amendments to the Policy are necessary. This would then require Council to undertake consultation on the Policy through the Special Consultative Procedure under section 83 of the LGA.

Considerations

5. **Risk**
 - 5.1 Neither section 102(5) of the Gambling Act, or section 65E(5) of the Racing Act state what Council is required to undertake in order to “review” its Policy. In reviewing section 102(2) of the Gambling Act, and 65E(2) of the Racing Act, these provisions state that a policy can only be amended or replaced in accordance with the special consultative procedure, whereas sections 102(5) and 65E(5) do not state this process is required in order to review an existing policy. Therefore, it would appear that both Acts do not require the Special Consultative Procedure to be undertaken when a policy is being reviewed, unless the policy is being amended or replaced.

- 5.2 It is considered there would be minimal legal risk if Council chose to conduct a review of the current Policy, and if no amendments were proposed, Council resolves that no amendments are required to the Policy.

Recommendation

- 6.1 Council agree that no change is required to its current Policy on Gambling Venues.
- 6.2 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.

Suggested Resolutions

- 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.



TERRENA KELLY
GROUP MANAGER - COMPLIANCE

1 August 2017

Attachment: Council's existing Policy on Gambling Venues



Policy on Gambling

Venues

Contents

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Consultation Requirement	Special Consultative Procedure
Review Date	May 2014
Adoption Date	26 August 2014
Responsibility	Regulatory Services

1.0 Introduction

- 1.1 Waitomo District Council (WDC) is required to adopt a policy on Class 4 venues (Gambling Venue Policy) for its district under the Gambling Act 2003 (the Act).
- 1.2 Section 101(3) of the Act requires that the class 4 venues policy:
 - i. must specify whether or not class 4 venues may be established in the territorial authority district and if so, where they may be located; and
 - ii. may specify any restrictions on the maximum number of gaming machines that may operate at class 4 venues.
- 1.3 WDC must also have a policy on Board Venues as required by the Racing Act 2003. A board venue policy must specify whether new board venues may be established in the District and if so where they may be located.
- 1.4 WDC recognises the harm that gambling can bring to the community and aims to help minimise this harm by having policy in place to control it. Gaming machine operators are regulated by the Department of Internal affairs and therefore this policy is not aimed at ensuring compliance by gaming machine operators.
- 1.5 WDC also recognises that one of the benefits of gaming machines within the District is increased availability of community funding or grants for the community.

2.0 Policy Objective

- 2.1 The objectives of this policy are:
 - a) To support the intent of the Gambling Act 2003 as follows:
 - (i) control the growth of gambling; and
 - (ii) prevent and minimise the harm caused by gambling, including problem gambling; and
 - (iii) authorise some gambling and prohibit the rest; and
 - (iv) facilitate responsible gambling; and
 - (v) ensure the integrity and fairness of games; and
 - (vi) limit opportunities for crime or dishonesty associated with gambling; and
 - (vii) ensure that money from gambling benefits the community; and
 - (viii) facilitate community involvement in decisions about the provision of gambling.
 - b) To support the intent of the Racing Act 2003 as follows:
 - (i) to provide effective governance arrangements for the racing industry; and
 - (ii) to facilitate betting on galloping, harness, and greyhound races, and other sporting events; and
 - (iii) to promote the long-term viability of New Zealand racing.

- 2.2 WDC supports the intent of both the Gambling Act 2003 and the Racing Act 2003 however WDC has no direct role in monitoring and enforcing the intentions of the respective Acts and in particular those intentions listed in clauses 2.1(a)(v), 2.1(a)(vi) and 2.1(b)(iii) of this policy.

3.0 Definitions

“The Act” shall mean the Gambling Act 2003.

“Council” shall mean the elected members that form the governing body (Council) of the District Council.

“Waitomo District Council (WDC)” shall mean the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

“Plans” shall mean Council’s Long Term Plan, Annual Plan, District Plan or other Strategic Plans.

“Primary Activity” means the activity primarily associated with and promoted by the venue.

“Class 4 Gambling” shall have the meaning contained in Section 30 of the Act.

“Club” means a private club licensed to serve alcohol to members.

“New venue” means a venue granted a Class 4 licence not held as at 31 March 2014.

“Class 4 Venue” shall mean a place used to conduct Class 4 gambling as outlined in the Gambling Act 2003.

“Gaming Machine” shall mean a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for use in gambling.

“Harm” means harm or distress of any kind arising from, or caused or exacerbated by, a persons gambling.

“Venue Consent” shall mean approval from the WDC to establish a Class 4 gaming venue within the District.

“Venue Licence” means a Class 4 venue licence issued by the Department of Internal Affairs.

“District” shall mean the Waitomo District as constituted under Schedule 2 of the Local Government Act 2003.

“Board Venue” means premises that are owned or leased by the New Zealand Racing Board and where the main business carried out on the premises is providing racing betting or sports betting services.

“Te Kuiti Urban Area” shall be a 5km radius from the Te Kuiti Post Office (deemed to be the centre of town)

4.0 Policy Statements

4.1 Establishment of Class 4 or Board Venues

4.2 Class 4 venues and Board venues may be established within the Waitomo District subject to:

- i. the number of gaming machines proposed for the venue being able to be met within the overall district cap (maximum) on gaming machines as detailed in 4.7.
- ii. not being a venue at which any activity at the venue is associated primarily with family or children's activities, or a venue that promotes their premises predominately for family dining or family activities.
- iii. a venue which operates as a brothel will not be granted a Class 4 venue or Board venue consent.

4.3 Location of Class 4 or Board Venues

4.4 Class 4 gambling venues or Board venues cannot be established adjacent to or directly opposite any kindergarten, early childhood centre, school or place of public worship.

4.5 Primary Activity of Class 4 or Board Venues

4.6 The primary activity of any Class 4 gambling venue or Board venue shall be:

- i. For the sale of alcohol or, the sale of alcohol and food where the venue is subject to a alcohol licence (not being an off licence or a bring-your-own licence) for a hotel, tavern, bar, chartered club or club licence; or
- ii. Where the alcohol licence for the venue is an on-licence or club licence for the sale of alcohol; or
- iii. The conducting of race and sports betting in stand alone New Zealand Racing Board Venues under the Racing Act 2003.

4.7 Maximum number of allowable gaming machines and Class 4 venues

4.8 The maximum number of gaming machines allowed within the Waitomo District (District cap) shall not exceed 77.

In deciding on the District cap, Council has drawn a balance between reducing the social harm of gambling and benefits arising from generation of community funding. Consideration was also given to the policy objective of controlling the growth of gambling in the District. The status quo, being one of the options was in a flux - the total number of machines in the District as at 1 April 2014 were 82 but during the review the number reduced to 68. The District cap arrived at is a balance between these two.

4.9 New Class 4 gaming venues will be allowed a maximum of 9 gaming machines subject to the total number of gaming machines in the District cap not being breached.

- 4.10 The number of Class 4 gaming venues in the Te Kuiti urban area will be limited to 5.

As at 1 April 2014, the number of people per gaming machine in Te Kuiti was 61 which is substantially more than the District average of 109 people per gaming machine. The cap on the number of Class 4 gaming venues in Te Kuiti has been introduced to discourage any further concentration of venues within Te Kuiti urban area in consideration of the potential harm of gambling. In deciding upon this number Council considered the status quo as at 1 April 2014 to be a prudent cap.

4.11 Increase in number of Gaming machines

- 4.12 Consent will not be granted to any Class 4 gaming venue for increasing the number of gaming machines it is currently operating.

4.13 Signage for Class 4 Gaming venues

- 4.14 Gaming machines and or signage relating to or promoting gambling must not be visible from any public place outside the venue.

4.15 Clubs with existing Class 4 venue licenses merging

- 4.16 In the event of two or more clubs with existing Class 4 gambling venue licenses merging, new venue consent shall be required. Notwithstanding other Council requirements for venue consent, Council will give consideration to the maximum number of machines at the merged venue being up to the lesser of:

- i. the total of the machine numbers in the merging venues prior to the merger; or
- ii. 18 machines.

4.17 Relocation of Class 4 Venues

- 4.18 Notwithstanding other conditions in this policy, where a legally established venue applies for consent to relocate to a new site, WDC will consider such application on the same basis as a new venue application, with the exception that such venue may relocate and retain the pre-existing number of gaming machines to such new site. That exception will be subject to the requirement that the total number of machines in the District remains within the overall district cap of 77 machines.

5.0 Procedures

- 5.1 Applications for a venue consent must be made on the approved form and must be accompanied by the information required by WDC to enable it to consider the application in detail including:

- i. name and contact details for the application
- ii. street address of premises proposed for the Class 4 licence
- iii. the names of management staff
- iv. evidence of police approval for owners and managers of the venue
- v. a copy of the approved gambling harm and minimisation policy, the staff training programme and the applicants host responsibility programme
- vi. evidence of the distance to the nearest residential zone, educational or religious establishment and other Class 4 gambling venues

- 5.2 In order to monitor the benefits versus harm of gaming venues WDC will request operators identify local recipients of charitable funding.
- 5.3 The application and processing fees will be as listed in Council's Fees and Charges.

6.0 Review

- 6.1 This policy will be reviewed at least every three years.
- 6.2 The maximum number of machines allowed within the District as well as the cap on venues in Te Kuiti urban area may be reassessed in future reviews in consideration of the benefits versus harm of gambling.

Document No: A354953

Report To: Council



Meeting Date: 1 August 2017

Subject: Adoption of Annual Report on Waitomo District Council Dog Control Policy and Practices

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider and adopt the Waitomo District Council Dog Control Policy and Practices Report 2016/2017 ("the Report").

Background

- 2.1 Section 10A of the Dog Control Act 1996 ("The Act") requires councils to report annually on the administration of its Dog Control Policy and Practices. This has been a requirement since the Act was amended in 2003.

Commentary

- 3.1 Section 10A of the Act specifies the information that Council must include in its report in respect of each financial year as follows:

"a) the number of registered dogs in the territorial authority district:

(b) the number of probationary owners and disqualified owners in the territorial authority district:

(c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made:

(d) the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made:

(e) the number of infringement notices issued by the territorial authority:

(f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:

(g) the number of prosecutions taken by the territorial authority under this Act."

- 3.2 The Report (attached as Appendix 1) addresses all the matters required by the Act.
- 3.3 Section 10A also specifies that Council must publically notify the Report within one month of adopting the report, and send a copy of it to the Secretary for Local Government.

Considerations

5.1 **Risk**

5.2 There is no risk to Council in adopting this report.

5.3 **Significance and Community Views**

5.4 This is not a significant decision (in accordance with Council's Significance and Engagement Policy) and there is no requirement for Council to consider any affected persons. Providing the report to the Secretary of Local Government is an operational matter.

Recommendation

6.1 It is recommended that Council resolves to adopt the Report and give public notice of the report as required by the Act.

Suggested Resolutions

- 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).



TERRENA KELLY
GROUP MANAGER COMPLIANCE

1 August 2017

Attachment: Report on Waitomo District Council Dog Control Policy and Practices 2016/2017 (Doc A352978)

**REPORT ON
WAITOMO DISTRICT COUNCIL DOG CONTROL POLICY AND PRACTICES
2016/2017**

TO: The Secretary for Local Government
FROM: Terrena Kelly, Group Manager Compliance
SUBJECT: Report on Waitomo District Council Dog Control Policy and Practices
2016/2017
DATE: 1 August 2017

1 INTRODUCTION

This is Waitomo District Council's annual report on Council's Dog Control Policy and Practices for the period 1 July 2016 to 30 June 2017, as required by section 10A of the Dog Control Act 1996.

The format of the report follows that previously prescribed by the Secretary for Local Government, Department of Internal Affairs.

2 DOG CONTROL POLICY AND PRACTICES

2.1 Dog Control in the District

The total number of active dogs on Council's register at the end of the 2016/17 registration year was 3590, up from 3330 in 2015/16, an increase of 260 dogs.

Council provides a twenty-four hour animal control service, with Council's Animal Control Officers ("ACO") covering this function during normal business hours. Any urgent animal control service requests received after-hours (including weekends and public holidays) are responded to by Council's after-hour's contractor. Training is provided by staff to the contractors, with both organisations work closely together on animal control matters.

Council also maintains good working relationships with the local Police, veterinarians and the Waikato SPCA.

Council employs one full time ACO, and a Regulatory Administrator. The Team Leader Compliance and Monitoring supervises the team, and performs the ACO role when required for operational reasons.

The Animal Control Officer works predominantly in the field, whilst the regulatory administrator oversees the administration of the Council database, the National Dog Database (NDD), and the registration process.

Council operates a dog pound in William Street Te Kuiti. The pound has received improvements over the past year, including the addition of security cameras, and exercise area improvements, including the construction of a new perimeter security/exercise fence.

This year the statistics show an increase in impoundings from the previous year. There have been 204 dogs impounded (190 last year), with 76 dogs returned to their owner, 74 dogs euthanized, and 51 re-homed.

Dog owners claiming impounded dogs are required to pay an impounding fee, as well as registration fees if the dog is unregistered, plus micro-chipping fees if applicable. In addition, sustenance fees are charged for each day the dog is in the pound.

The associated fleet vehicle dedicated for use by animal control staff was replaced during the 2016/17 year. The Team Leader Compliance and Monitoring also has a dedicated vehicle that can be used for animal control if required.

Microchipping continues to be a key focus, with weekly microchipping clinics generally being held on a Friday, however microchipping also occurs at other times as required. It is noted that the Act requires dogs being registered for the first time to be chipped within two months of registration (with herding dogs exempt from the requirement), and classified dangerous and menacing dogs are also required to be microchipped.

Microchipping is carried out by the ACO who has the appropriate training to perform the task. Owners are charged a nominal fee of \$20 to cover costs.

The Waitomo District Council Dog Control Policy and Bylaw was formally adopted in 2015.

2.2 Dog Control Enforcement Practices

For this period, Council received 518 dog control related complaints that required action.

Council take a pragmatic approach to enforcement, and generally attempts to educate dog owners in the first instance. For example, if a registered dog is picked up for a first wandering offence, the dog is usually returned to the owner with a verbal warning, rather than impounding.

Complaints relating to wandering dogs numbered 314 this year, and 93 complaints were received in relation to barking dogs. ACO staff work with complainants to track and capture dogs, sometimes using Council-owned cage traps if required.

In respect of barking complaints, most are resolved quickly once the owner is advised of the issue and has been provided advice by the ACO on methods to resolve the issue. Where the issue is not resolved within a timely manner, an Abatement Notice is issued

(as provided by the Act) and this has proven to be a useful tool in these circumstances. Council has issued two Abatement Notices in this period.

Council received 35 complaints related to attacks, rushing or aggressive dog incidents. Each incident is investigated by an ACO, who produces a report (including an attack rating assessment). Upon completion of the investigation and reporting, a decision is made (and recorded) by the Manager as to what action is appropriate as per the requirements of the Act. Each incident is assessed on its merits on a case by case basis.

For this period, 103 infringement notices had been issued and have since either been paid by the owner, or sent to the District Court. A further 29 infringements were issued, but were subsequently cancelled.

The infringement notices were issued as follows:

- 1 for breach of section 33EC(1) (failure to comply with menacing dog classification)
- 90 for breach of Section 42 (non-registration)
- 12 breach of Section 52(a) (failure to confine), and breach of Section 53(1) (failure to control)

There were no prosecutions by Council in this period.

2.3 Dogs Prohibited, Leash Only and Dog Exercise Areas

Council's policy requires all dogs to be on a leash in public places.

The policy also identifies dog prohibited areas (i.e. sports grounds, children's playgrounds and schools), and dog exercise areas. Signs are installed as appropriate to advise the public.

2.4 Dog Registration and Other Fees

The fees for 2016/17 were increased marginally, however there are discounts available to urban owners for fencing and neutering. These discounts aim to incentivise dog owners to fence their property and de-sex their dog(s).

Where dog owners have not registered their dogs within the required timeframe, these are followed up by ACO staff and administrators. The process involves an initial reminder letter and phone call to the owner, followed by the issuing of an infringement notice for non-registration, which is cancelled if the dog is subsequently registered within the required timeframe. If this approach is unsuccessful, dogs are seized and held until registered.

The levy share for Waitomo District in the operation of the National Dog Database for the 2015/16 was \$2193.21. The levy for the current year was communicated as \$2102.06.

2.5 Education

Council proactively engages in education for dog owners on a monthly basis by a range of mediums including the local newspaper, Waitomo Way (a council newsletter) and council's two facebook pages (one dedicated to animal control).

2.6 Disqualified and Probationary Dog Owners

Waitomo District has 1 disqualified dog owner in the District which was classified by the SPCA, and no probationary owners.

2.7 Menacing and Dangerous Dogs

For this period, there was 1 dangerous dog and 26 menacing dogs classified in the District out of a population of 3590 dogs. Any new dog of a menacing breed/type is identified following registration, classified and referred to Animal Control Officers for a compliance check.

In April 2017, Council received funding from the Department of Internal Affairs (DIA) to run a menacing dog campaign for the neutering of menacing dogs. As at 30 June 2017, 12 dogs have been neutered under this campaign, with 1 classified due to behaviour, and 11 classified due to breed type. The campaign is ongoing while funding is available.

2.8 Other Information

Council requires owners of more than two dogs on any urban property to apply for a permit from Council. Upon application, the ACO inspects the dog owner's property in accordance with the requirements of the Dog Control Bylaw. If the requirements are met, the permit is issued subject to any necessary conditions. A permit may be reviewed by Council at any time, and may be modified or revoked if any non-compliances with the permit are detected.

3 STATISTICAL INFORMATION

Category	For period 1 July 2014 – 30 June 2015	For period 1 July 2015 – 30 June 2016	For period 1 July 2016 – 30 June 2017
1) Total # Registered Dogs	3,698	3,330	3,590
2) Total # Probationary Owners	0	0	0
3) Total # Disqualified Owners	0	0	0
4) Total # Dangerous Dogs (current at end of period)	0	0	1
<ul style="list-style-type: none"> ▪ Dangerous by Owner Conviction Under s31(1)(a) ▪ Dangerous by Sworn Evidence s31(1)(b) ▪ Dangerous by Owner Admittance in Writing s31(1)(c) 	0 0 0	0 0 0	0 1 0
5) Total # Menacing Dogs (end of period)	16	20	26
<ul style="list-style-type: none"> ▪ Menacing under s33A(1)(b)(i) - i.e. by Behaviour ▪ Menacing under s33A(1)(b)(ii)- by Breed Characteristics ▪ Menacing under s33C(1) by Schedule 4 Breed 	2 5 9	2 5 13	3 6 17
6) Total # Infringement Notices (excluding cancelled)	20	24	74
7) Total # Complaints Received (needing action)	670	524	518
<ul style="list-style-type: none"> ▪ Aggressive ▪ Bins/Signs ▪ Bite/attack ▪ Barking ▪ Breach of Council Bylaw or permits ▪ Lost Dog/other ▪ Rushing in public place ▪ Unregistered ▪ Wandering ▪ Worrying animals ▪ No water, shelter, food or exercise 	- 12 44 50 - - 35 - 348 - 32	- 0 6 50 - - 26 - 241 - 25	2 - 33 93 4 1 17 - 314 19 35
8) Total # Prosecutions taken	0	0	0

Document No: A356051

Report To: Council



Meeting Date: 1 August 2017

Subject: Review of Waitomo District Licensing Committee Membership

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the appointment of an additional three members to the Waitomo District Licensing Committee ("DLC").

Background

- 2.1 In November 2016, Council formally approved the appointment of a District Licensing Committee and an Independent Commissioner pursuant to the Sale and Supply of Alcohol Act 2012 for a period of five years.
- 2.2 A copy of the 26 November 2016 business paper (Doc A331987) is attached to and forms part of this business paper as further background information.
- 2.3 At the 26 November 2016 meeting, Council resolved as follows:
- 1 *The business paper on Reestablishment of the Waitomo District Licensing Committee and Reappointment of Members and Deputy Chairperson be received.*
 - 2 *Council resolve that:*
 - (a) *One District Licensing Committee be retained for Waitomo District;*
 - (b) *Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Council recommend to the Chief Executive that Sarah Brown be appointed Commissioner (Chairperson) to the District Licensing Committee;*
 - (c) *Council appoint:*
 - (i) *Councillor Guy Whitaker as Deputy Chairperson and member;*
 - (ii) *The following persons as members of the District Licensing Committee:*
 - *Mr Ross Murphy*
 - *Ms Patsi Davies*
 - *Dr Michael Cameron*
 - *Mr Roy Johnstone*
 - (iii) *All appointments be for a period of five years.*

Commentary

- 3.1 The District Licensing Committee and its Chair determine all applications for alcohol licences and managers certificates filed within the Waitomo District. The Chair determines all uncontested applications, and a full committee determines those with opposition. The same members were adopted by Otorohanga and Waipa Districts.
- 3.2 The workload for the members of the three DLCs has been steadily increasing since its appointment, and additionally there has been a growing need to convene hearings at relatively short notice. It is also expected that a number of long-duration hearings will need to be held during this financial year. The additional members are to add flexibility to the current arrangement.
- 3.3 The Committee normally meets with the Chair, the Deputy Chair and one other member. At times it has been difficult to form a quorum (three members) at short notice, and as a result of this the District Licensing Committee Commissioner has asked the Councils to consider appointing additional members. Calls for expressions of interest were publically advertised.
- 3.4 Adding three additional members to the DLC will not add any process costs as they will sit on hearings where another member would have been required to sit in any case.
- 3.5 A call for expressions of interest was advertised on the Waitomo, Waipa and Otorohanga District Council websites during April and May, closing on 2 June 2017. The following table summarises the responses for the Waitomo District Licensing Committee:

Applicant	Background	District Licensing Committee experience	Comments
Annika Lane	<ul style="list-style-type: none"> • Lawyer • Currently with Waikato Regional Council • policy, economics and law 	None	Assisted Auckland Council with Sale and Supply of Alcohol Act implementation.
Chad Grewal	<ul style="list-style-type: none"> • Ex Police Officer • Flight cabin crew 	None	Letter refers to application to be a Corrections Officer.
Jennie McFarlane	<ul style="list-style-type: none"> • Lawyer • Currently works at Waipa District Council 	Current Hamilton District Licensing Committee member	
Tegan McIntyre	<ul style="list-style-type: none"> • Policy areas, Waikato DC and HCC 	Current Hamilton District Licensing Committee member	Assisted Waikato Councils in initial District Licensing Committee recruitment and HCC LAP process.
John Gower	<ul style="list-style-type: none"> • Police • Ex HCC Councillor • RMA Commissioner 	Current Hamilton District Licensing Committee member	

- 4.1 In addition, two people who expressed previous interest in the District Licensing Committee Commissioner position were also considered. These are:

Applicant	Background	District Licensing Committee experience	Comments
Paul Gaines	<ul style="list-style-type: none"> Ex-Police Officer 	None	
Alan Andrews	<ul style="list-style-type: none"> Ex-Police Officer 	None	

- 3.6 The full expressions of interest, including curriculum vitae have been reviewed by staff at the three councils, having regard to the requirements of the Act that members of the DLC must have experience in matters related to alcohol licensing.

Considerations

5.1 **Risk**

- 5.2 Should Council not appoint additional DLC members, there is a risk that Waitomo District Council (“WDC”) will not be able to schedule DLC hearings within a reasonable timeframe when a quorum is not available; and therefore be unable to undertake its duties and functions under the Act in an efficient manner.

5.3 **Consistency with Existing Plans and Policies**

- 5.4 The formation of the DLC links with the Local Alcohol Policy that has been brought in to force by Council. The DLC will assess licence applications against the policy. There are no inconsistencies with other Council plans or policies.

5.5 **Significance and Community Views**

- 5.6 This proposal is not a significant decision under the Local Government Act 2002 and does not trigger Waitomo’s Significance and Engagement Policy. No public consultation is required.

Recommendation

- 6.1 It is recommended that three following three persons, having the relevant experience required by the Act in matters related to alcohol licensing, be appointed as additional members to the Waitomo District Licensing Committee:

- Mr John Gower
- Mrs Jennie McFarlane
- Ms Tegan McIntyre

Suggested Resolutions

- 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.



TERRENA KELLY
GROUP MANAGER COMPLIANCE

1 August 2017

Attachment: Council Business Paper – 26 November 2016 (Doc A331987)

Document No: A331987	
Report To:	Council
	Meeting Date: 29 November 2016
	Subject: Reestablishment of the Waitomo District Licensing Committee and Reappointment of Members and Deputy Chairperson
	Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to reestablish the Waitomo District Licensing Committee ("DLC").

Background

- 2.1 Under Section 186 of the Sale and Supply of Alcohol Act, Council is required to appoint a District Licensing Committee (with a quorum of three members, one of whom must be the Chairperson). The Committee is responsible for considering applications made under the Sale and Supply of Alcohol Act 2012 (the Act).
- 2.2 As a result of the recent local elections, Section 30(7) of the LGA states that unless the local authority resolves otherwise, a committee is deemed to be discharged on the coming into office of the members of the local authority elected or appointed following the triennial general election.
- 2.3 It is noted that while Council shares the Chair and members (excluding Councillors) with Otorohanga District Council and Waipa District Council, each Council essentially has its own separate DLC.

Commentary

- 3.1 DLC's hear and determine all applications (including those with opposition), with only enforcement applications (applications by Police and Inspectors to suspend or cancel licenses) and appeals of DLC decisions going to the Alcohol Regulatory and Licensing Authority.
- 3.2 DLC's have the powers of Commissions of Enquiry, and function in a similar way to a Court in that they are able to require attendance and examination of witnesses and the presentation of evidence as required; and hear all applications and reports from reporting agencies.
- 3.3 The Act is clear that members of the DLC must have experience in matters related to alcohol licensing and that Chairpersons or Commissioners must have good standing in the community and sufficient skills and knowledge to manage hearings.

- 3.4 Waitomo District Council has been sharing resources for its District Licensing Committee with Waipa District Council and Otorohanga District Council since 2013.
- 3.5 The current Commissioner, Diane Sharpe will retire on 26 November 2016. As a result, Waipa District Council conducted an expression of interest process for a new Commissioner on behalf of all three Councils.
- 3.6 Three persons expressed interest in the Commissioner role. Of the three applicants, staff agreed that Sara Brown was the preferred candidate, and an interview was subsequently conducted with Ms Brown on 17 November 2016. Based on Ms Brown's knowledge and experience, it is recommended that Sara Brown be appointed as the Chairperson of the committee.
- 3.7 Councilor Guy Whitaker has been a member and deputy chairperson of the District Licensing Committee during the last term, and he has made himself available to continue serving on the District Licensing Committee.
- 3.8 In respect of the third member of the DLC quorum, this must be selected from list of approved members who meet the criteria in section 192 of the Act. The third member is chosen from the list as matters requiring hearing arise.
- 3.9 In 2013, Council (along with Waipa and Otorohanga) approved the following as members of the DLC:
- Mr Ross Murphy
 - Ms Patsi Davies
 - Dr Michael Cameron
 - Dr Brett McEwan
 - Mr Roy Johnstone
- 3.10 With the exception of Dr McEwan who resigned during the year, all others have been contacted by Waipa District Council and have confirmed they are available for reappointment. All members have been effective in the role, and it is therefore recommended that all members making themselves available be reappointed.

Analysis of Options

- 4.1 Section 186 of the Sale and Supply of Alcohol Act 2012 requires all councils to appoint a District Licensing Committee to deal with licensing matters for its district. In addition, the Act requires 3 members to be appointed to the DLC, one of whom must be a Chairperson. Therefore there is no option to be considered in respect of the DLC.
- 4.2 While Council has options in terms of who it appoints to the DLC, as per the discussion in section 3 above, it is recommended that Council appoints the chairperson and members to the list for efficiency and effectiveness reasons.

Considerations

5.1 Risk

- 5.2 Should Council not establish a DLC and appoint a Chairperson and members, Council will not be able to undertake its duties and functions under the Act.

5.3 Consistency with Existing Plans and Policies

5.4 There are no inconsistencies with Council's plans and policies.

5.5 Significance and Community Views

5.6 This proposal is not a significant decision under the Local Government Act 2002 and does not trigger Waitomo's Significance and Engagement Policy. No public consultation is required.

Suggested Resolutions

1. The business paper on Reestablishment of the Waitomo District Licensing Committee and Reappointment of Members and Deputy Chairperson be received.
2. Council resolve that:
 - (a) One District Licensing Committee be retained for Waitomo District;
 - (b) Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Council recommend to the Chief Executive that Sarah Brown be appointed Commissioner (Chairperson) to the District Licensing Committee;
 - (c) Council appoint:
 - (i) Councillor Guy Whitaker as Deputy Chairperson and member;
 - (ii) The following persons as members of the District Licensing Committee:
 - Mr Ross Murphy
 - Ms Patsi Davies
 - Dr Michael Cameron
 - Mr Roy Johnstone
 - (iii) All appointments be for a period of five years.

TERRENA KELLY
GROUP MANAGER - COMPLIANCE

29 November 2016

Document No: A355866

Report To: Council



Meeting Date: 1 August 2017

Subject: Progress Report: Benneydale 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 Benneydale Public Toilet Replacement.

Background

- 2.1 During the development of the 2015-25 LTP, Council identified the replacement of the public toilets at Benneydale during the first year (2015) of the LTP at an estimated cost of \$150,000.
- 2.2 In developing the draft 2016/17 EAP, Council noted that the form of the proposed Benneydale Public Toilet upgrade was based on the scope of works used for the Piopio Public Toilet upgrade.
- 2.3 Council requested further options be considered for the upgrade of the Benneydale Public Toilets and in particular that a prefabricated option be considered.
- 2.4 A Permaloo price proposal was subsequently sought from Permacrete utilising a similar layout as the Piopio Public Toilet facility.
- 2.5 The price proposal provided by Permacrete was \$186,000 (exc GST). The Permacrete price proposal excluded the cost of demolition, site preparation, ancillary requirements and traffic management, the cost of which was estimated to be approximately \$28,600 (exc GST).
- 2.6 The assessment confirmed that the tender price received for the Piopio Public Toilet upgrade was very competitive and an open tender process would be used for Benneydale.

Commentary

- 3.1 The replacement of the Benneydale Toilets was put out to Tender in November 2016. Two tenders were received.
- 3.2 The tender was awarded to Permaloo who presented a prefabricated option. Once design and building consent was approved construction commenced offsite in the Permaloo factory.
- 3.3 Installation onsite was delayed due to weather events that affected Permaloo's ability to have installation crew's onsite at Benneydale.

- 3.4 Site works commenced on 26 June 2017 with the units craned onto the foundations on 4 July 2017.
- 3.5 The layout is similar to the Piopio Public Toilet facility with the design of the building altered slightly. The Benneydale facility features a lower roof with vertical timber slates. The men's toilets has one cubicle and two urinals and the ladies has three cubicles. There is an accessible toilet which will also be used for 24 hour access.
- 3.6 The interior of the toilets is tiled with vandal resistant Resco partitioning. The colour scheme has been chosen to tie in with the Timber Trail theme. The units are currently painted in a base yellow colour. This will be covered with a painted design when weather permits.
- 3.7 The installation is now in its final stages with the surrounding concrete and path works being carried out. This has been delayed slightly due to the weather. The planned completion date is 26 July 2017, weather permitting.

Suggested Resolution

The Progress Report: Benneydale Public Toilet Replacement be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

18 July 2017

Document No: A356075

Report To: Council



Meeting Date: 1 August 2017

Subject: Progress Report: Divestment of Historic Government Building, Queen Street, Te Kuiti

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council as to the progress on the divestment of the Historic Government Building, Queen Street, Te Kuiti.

Background

- 2.1 The Historic Government Building was built around 1909 and once held a Historic Places Category 2 listing. This was removed after the Historic Places Trust believed the Building to have been demolished.
- 2.2 Waitomo District Council was gifted the Building, exclusive of land, in 1987 by the Ministry of Works.
- 2.3 The conditions of the gifting were:
- WDC would be responsible for all maintenance and ongoing cost from the date of the gifting (26/08/1987),
 - WDC would be responsible for the payment of all rates, charges and power and other local body charges from that date, and
 - WDC agree to move the building if required to do so after 31 December 1995. This was to allow for a new courthouse and parking should it be required.
- 2.3 After gifting the building was leased to Te Kuiti Historical Society and the terms of the lease were the same as above.
- 2.4 At a Council workshop held in November 2011 it was identified the Building needed extensive repair work. At the time Council made the decision that the building had reached its useful life and no more money was to be spent on it.
- 2.5 During the LTP 2012-22 a submission was received that made an offer of finance to help restore the building with conditions that included WDC and the community match the funding proposal. The submitter was advised Council would not support this but would delay contacting the Crown to allow the community time to match the proposal. No further correspondence was received from the submitter.
- 2.6 The Te Kuiti Historical Society has vacated the building and it is no longer required. The Genealogy Group has also vacated the building.

- 2.7 As previously discussed with Council, the building is in poor repair and would require a large investment to restore the building to a habitable state.

Commentary

3.1 Progress as at 18 July 2017

- 3.2 At its meeting in October 2016, Council agreed in principle a preferred path of tender for removal with the final decision subject to a detailed investigation including consideration of alternative use for the site.
- 3.3 Contact was subsequently made with the Crown who have confirmed no objection to the building being removed and agreed to consideration of an alternative use for the site which may be in the form of car parking.
- 3.4 One option for removal has been investigated and a proposal received from a company that specializes in relocating buildings. After extensive research the company has indicated the building is suitable for relocation.
- 3.5 Further proposals are being sought for the potential sale and removal of the building.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

18 July 2017

Document No: A355940

Report To: Council



Meeting Date: 1 August 2017

Subject: Progress Report: Les Munro Centre – Staged Upgrade

Type: Information Only

Purpose of Report

- 1.1 The purpose of this report is to update Council on progress with the Les Munro Centre (LMC) Staged Upgrade.

Background

- 2.1 WDC has progressively, over the last six years, undertaken staged upgrade works at the LMC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 2.2 Work to date has included
- Main Hall ceiling renewal
 - Foyer and Supper Room renovation
 - Kitchen and Bar upgrade, and
 - Courtyard and outdoor area revitalisation
- 3.1 The next stage of the LMC refurbishment and revitalisation programme is the main bathroom area. This area is dated and the fixtures need replacing along with the installation of an extraction system.
- 3.2 Plans and specifications have been prepared for the main bathrooms by Aecom Limited.
- 3.4 The 2015-25 LTP included provision for upgrade works in the 2015/2016 and 2016/2017 financial years. Budget was reallocated to the kitchen/bar upgrade, courtyard upgrade and rebranding.
- 2.3 Budget allocation was included in the 2017-18 financial year to carry out the renewal of the main bathrooms.

Main Bathroom Upgrade

3.1 18 July 2017

- 3.2 The scope of works for the main bathroom upgrade includes:

- Renewal of floor coverings,
- Renewal of all fixtures and fittings including new toilet pans, hand basins, tap wear, and lighting,
- Renewal of all internal plumbing,
- Installation of new lowered ceiling,
- Installation of new mechanical extraction system,
- Painting

- 3.3 A request for tender for the upgrade to the Les Munro Centre Main Bathroom was issued in May 2017. Two tenders were received. No local tenders were received.
- 3.4 The contract was awarded to P J McCarthy Construction Limited and work commenced on 4 July 2017.
- 3.5 To date all demolition work has been completed and new plumbing has been installed. The new lowered ceiling is in place and the new hardiglaze lining has been applied to the walls.
- 3.6 During the week 17 – 21 July the painting and floor coverings will be completed along with the installation of the new mechanical extraction system.
- 3.7 The expected completion date is 4 August 2017.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

18 July 2017

Document No: A355006

Report To: Council



Meeting Date: 1 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:*

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

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.

~~3.13~~ 3.15 **Te Kuiti Water Supply**

~~3.14~~ 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.

~~3.15~~ 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.

~~3-16~~3.18 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.

~~3-17~~3.19 During this period the Te Kuiti treated reticulated water complied with bacteriological standards.

~~3-18~~3.20 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.

~~3-19~~3.21 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.

~~3-20~~3.22 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
- Chlorination

~~3-21~~3.23 The Te Kuiti WTP is performing well in its current configuration with only part of the WTP Upgrade complete.

~~3-22~~3.24 The quality of the water is very good and conforms to both bacteriological and protozoa treatment compliance with all the log credit components operating.

~~3-23~~3.25 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.

~~3-24~~3.26 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.

~~3-25~~3.27 The new carbon dosing unit will be commissioned in due course.

~~3-26~~3.28 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.

~~3-27~~3.29 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.

~~3-28~~3.30 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.

~~3-29~~3.31 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.

~~3-30~~3.32 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.

3.313.33 Te Kuiti Wastewater

- ~~3.323.34~~ 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.
- ~~3.333.35~~ 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.
- ~~3.343.36~~ This pipe is also in excess of 2 meters deep and runs along the centerline of Taupiri Street.
- ~~3.353.37~~ 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.
- ~~3.363.38~~ 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.
- ~~3.373.39~~ 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.
- ~~3.383.40~~ 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.
- ~~3.393.41~~ This will provide the flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- ~~3.403.42~~ 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.
- ~~3.413.43~~ A survey and design has been initiated to confirm the feasibility of this project along that alignment.

3.423.44 Te Kuiti Storm Water

- ~~3.43~~ ~~The Hill Street storm water pipe reroute has been completed. Unexpected rock complicated the work and delayed the completion.~~
- ~~3.44~~ ~~Damage to the road occurred due to the rock, but this has subsequently been repaired.~~
- 3.45 ~~The recent storm events have provided a test and the storm water pipe functioned well and will be monitored going forward.~~ There have been no issues with the storm water in Te Kuiti.

3.46 Piopio Water Supply

- 3.47 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.

- 3.48 The Piopio Water Supply is classed as a Small Water Supply.
- 3.49 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 3.50 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.
- 3.51 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.

~~3.52 A site visit with iwi was held in terms of the consultation process required by the consent renewal process.~~

~~3.53~~3.52 There were no issues with the Piopio drinking water during this reporting period.

~~3.54~~3.53 Piopio Wastewater

~~3.55~~3.54 The Piopio wastewater reticulation and treatment facility performed without any major incidents.

~~3.56~~3.55 Benneydale Water Supply

~~3.57~~3.56 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).

~~3.58~~3.57 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.

~~3.59~~3.58 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

~~3.60~~3.59 There were no problems with the Benneydale water supply.

~~3.61~~3.60 Benneydale Wastewater

~~3.62~~3.61 There were no issues with the Benneydale waste water system or treatment facility.

~~3.63~~3.62 Mokau Water Supply

~~3.64~~3.63 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)

~~3.65~~3.64 Water quality of Mokau is good and within limits of the Drinking Water Standards.

~~3.66~~3.65 The Mokau Water Supply is classed as a Small Water Supply.

~~3.67~~3.66 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.

~~3.68~~3.67 Good progress has been made with the WTP modifications.

~~3.69~~3.68 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.

~~3.70~~ The three high level 30m³ tanks are now fully operational with the pump supplying water from the existing concrete reservoir at the WTP level.

~~3.71~~ A data logger has been installed at the Police Station for monitoring purposes and the pressure gain is 12m water head (1.2 bar).

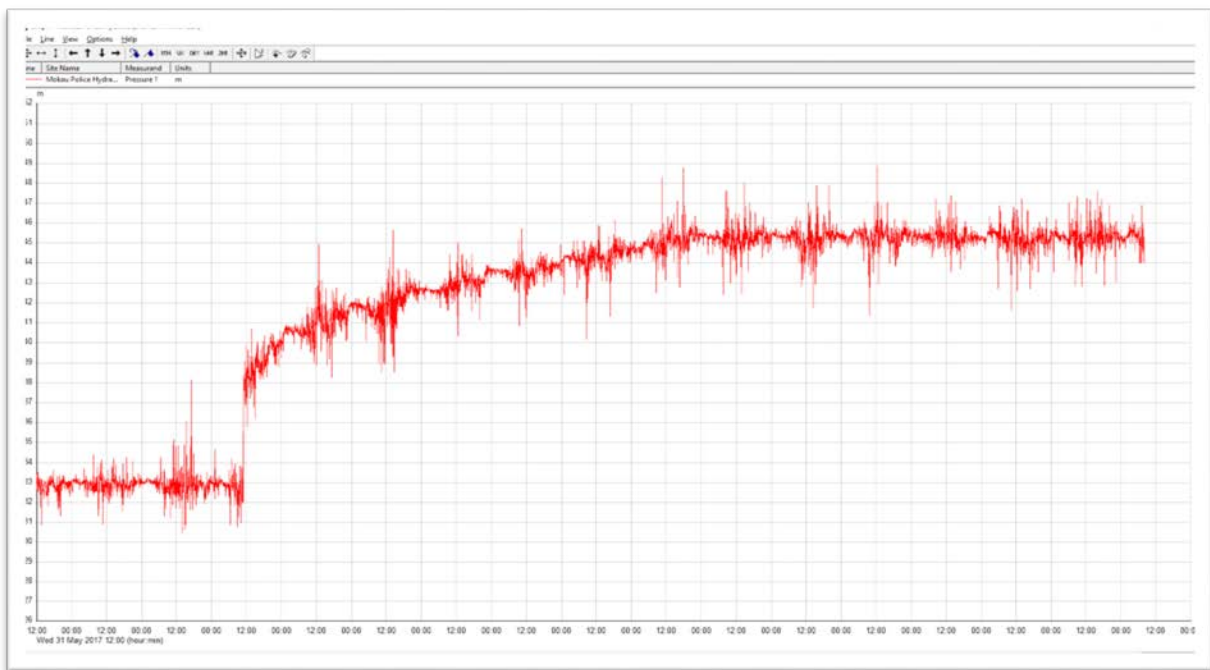


Figure 1 Data Logger Pressure Graph Showing Pressure Increase

~~3.72~~ The coagulation, sedimentation and filtration treatment options have been confirmed as the best option.

~~3.73~~ This is also the temporary method chosen as a solution and has been trialed with good quality water being produced.

~~3.74~~ A stainless steel tank has been purchased that will be modified with pipework and valves and will act as the "upflow clarifier" that will provide the log credit requirement to enable Mokau to be technically compliant with the DWS.

3.69 A meeting with a Ministry of Health representative has been held and a technical group will inspect the plant soon. The technical inspection (OPUS) was held and the comments were very positive.

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

~~3.75~~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.

~~3.76~~3.72 Te Waitere Wastewater

~~3.77~~—The Te Waitere Effluent Discharge Consent is progressing and WDC is in contact with the Regional Council Consenting Officer.

3.73 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.

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.

4.4 Once the power came back on the plants started up again with very little fuss.

~~Working through the consent renewal process it has transpired that the existing effluent discharge easement may have to be extended to provide for a reserve discharge field equal in size and capacity to the in-service soakage filed.~~

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.

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	Work has been delayed due to the replacement of the filters. This contract can now resume. The commissioning of the UV disinfection units is scheduled to be completed before the end of February 2017. This phase of the upgrade contract is now complete	\$812,709.51 \$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	\$1,232,794.80 \$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
Awakino / Blackmans water main replacement	\$35,000	March 2017	Substantially completed. Minor work still outstanding.	\$3,005.00
Henderson / Earl Street water ring main	\$35,000	April 2017	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
Nettie Street Pipe Reroute	18,000	March 2017	Completed.	\$4,087.50
Benneydale Sewer Rehabilitation	\$35,000	Due to current work load this has been delayed and will be completed before the end of April 2017	Completed.	\$21,485.00

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	March 2017	Completed	\$5,292.50
Hill Street Storm Water	\$42,000	April 2017	Completed	\$1,500.00

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER - ASSETS

July 2017

Document No: A355008	
Report To:	Council
	Meeting Date: 1 August 2017
	Subject: Progress Report: WDC Resource Consent – Compliance Monitoring
	Type: Information Only

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on compliance reporting against Resource Consent conditions.

2.0 Local Government Act S.11A Considerations

- 2.1 Section 11A of the LGA reads as follows:

11A Core services to be considered in performing role

In performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:

- (a) network infrastructure:*
- (b) public transport services:*
- (c) solid waste collection and disposal:*
- (d) the avoidance or mitigation of natural hazards:*
- (e) libraries, museums, reserves, and other recreational facilities and community amenities.*

- 2.2 Compliance and monitoring against Resource Consent conditions is consistent with Section 11A of the Local Government Act 2002.

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 Commentary

- 4.1 WDC is required to report on Resource Consent compliance to the Waikato Regional Council (WRC) in accordance with the conditions that regulate the various Resource Consents held by WDC.

- 4.2 The following tables set out details of the compliance reporting requirements for WDC's Resource Consents.

RESOURCE CONSENT	REPORT DUE
Monthly	
No. 112639 - Te Kuiti Wastewater Treatment Plant Conditions 7 to 19 (Discharge) Condition 30 (Reasonable Mixing)	Monthly
No. 116844 - Benneydale Water Treatment Plant Condition 9 (Surface Water Take)	Monthly
No. 117290 - Piopio Wastewater Treatment Plant Condition 26 (Discharge)	Monthly
Quarterly	
No. 101753 - Rangitoto Quarry Landfill, William Street, Te Kuiti Condition 11 TEKLR 20	February, May, August, November
No. 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Conditions 7 and 14 (SW2) TEKLR 32	February, May, August, November
Six Monthly	
No. 133317 - Te Kuiti Water Treatment Plant Condition 11 (Water Take)	January/July
No. 118813 - Benneydale Wastewater Treatment Plant Condition 16 to 23	January/July
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 6 (Groundwater b1 to b7)	February and August <i>(also include in Annual Report 30th September)</i>
No. 117945 - Benneydale Water Treatment Plant (Backwash)	April/October
No. 124718 - Te Kuiti Landfill (William Street) Condition 6 and 14 DH2/3/4/7 (Oct to March, April to Nov)	April/October
No. 107477 - Piopio Water Treatment Plant Conditions 6 and 9 (Water Take) (Nov-April, May-Oct)	May/November
No. 107478 - Piopio Water Treatment Plant (Backwash) (Nov-April, May-Oct)	May/November
No. 101753 - Rangitoto Quarry Landfill, William Street, Te Kuiti Condition 10 TEKLR10 (*)	May/October

RESOURCE CONSENT	REPORT DUE
Annually	
No. 118813 - Benneydale Wastewater Treatment Plant Condition 26 (Discharge to Land and Water)	31st March
No. 124718 - William Street, Te Kuiti Conditions 7 & 14 (SW1,SW2, SW3, SW4, SW5)	April or May
No. 120340 - Mokau Closed Landfill Condition 3, 6 & 10	May
No. 113038 - Te Kuiti Water Treatment Plant Conditions 1 & 2 (Ground Water Take)	1st of May
No. 105054/55/56/57/58/59/60 - Waitomo Stormwater Schedule A (22) Conditions 4,5 & 6	31st May
No. 105054 - Te Kuiti Stormwater Condition 6	31st May
No. 116274 - Benneydale Water Treatment Plant Conditions 2, 3, 4 & 7 (Groundwater Take)	1st of June
No. 113544 - Mokau Water Treatment Plant (Water Take)	July
No. 113545 - Mokau Water Treatment Plant (Backwash)	July
No. 101753, 101754 and 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition Schedule 1(5) and 13	1st August
No. 101753, 101754 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Consents Schedule 1 (6) <i>Independent Peer Reviewer</i>	1st September
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 20 (Discharge)	September 30th
No. 103287, 103288 and 103289 - Te Kuiti Walker Road - Closed Landfill Discharge to Land, Air and Divert (Nov, Jun)	November <i>(within two months of sampling)</i>
No. 103193 - Benneydale Closed Landfill SH30 Conditions 2, 3 and 5	November <i>(within two months of sampling)</i>
No. 103194 - Conditions 2 and 3	

RESOURCE CONSENT	REPORT DUE
No. 103196 - Piopio Closed Landfill Condition 2, 3 and 4	November <i>(within two months of sampling)</i>
No. 103198 - Aria Closed Landfill Conditions 2 and 4	November <i>(within two months of sampling)</i>
Biennial	
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 7 (Groundwater b1 to b7)	December 2016
No. 117290 - Piopio Wastewater Treatment Plant Condition No 7 and 9 (Discharge) (Operations and Management)	September 2014, 2016, 2018, etc.
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 24	June 2015 <i>(and every two years after)</i>
No. 118813 - Benneydale Wastewater Treatment Plant Condition 27 (Management Plan Review)	from 2010 every two years
Other	
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 28 (after 3 years Fish Passage/Migration Barrier Assessment)	Monday, 18 December 2017
No. 133317 - Te Kuiti Water Treatment Plant Condition 10 (Telemeter)	1st July 2018

4.3 The following Resource Consent Compliance Reports have been made to WRC:

1. RC 116844 – Benneydale WTP – Surface Water take – June 2017 (Doc A354552)
 - Partial Compliance achieved.
 - During the month of May, a full clean up and maintenance of the intake structure was completed at the Benneydale Water Treatment Plant, this included a reconditioning of the Dam.
 - The abstraction flow rate setting was 4 l/s. That abstraction flow rate exceeded the consented limit and was changed to below the 3.3 l/s limit. The increased abstraction rate did not impact on the daily abstraction volume.
2. RC 117290 - Piopio WWTP – Effluent Discharge - Monthly Report – June 2017 (Doc A355468).
 - Partial compliance achieved
 - The Total Ammoniacal nitrogen results exceeded trigger limits during the last sampling period. This was probably due to a sudden decrease in temperature in Piopio during June 2017. This decreased the efficiency of the nitrification process within the biomass, which is highly influence by temperature, carbon source and alkalinity conditions.
 - Notwithstanding the exceedance, Condition 12 states: “Not more than one sample in each preceding ten samples shall exceed 10 gram per cubic meter Ammoniacal Nitrogen” (10mg/l). WDC is taking the appropriate remedial actions to ensure no more samples will exceed the stipulated trigger limits in order to remain compliant.
3. RC 133317 – Te Kuiti Water Treatment Plant – Surface Water take, 1st January 2017 to 30th June 2017 (Doc A354898).
 - Full compliance achieved.
4. RC 113544 – Mokau Water Treatment Plant – Surface Water take, 1st July 2016 to 30th June 2017 (Doc A355680)
 - Full compliance achieved.
5. RC 112639 - Te Kuiti Wastewater Treatment Plant (TKWWTP) – Discharge to water – May 2017 (Doc A352521).
 - Full Compliance achieved.
6. RC 112639 - Te Kuiti Wastewater Treatment Plant (TKWWTP) – Discharge to water – June 2017 (Doc A355391).
 - Full compliance achieved.

Suggested Resolution

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

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KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A355005

Report To: Council



Meeting Date: 1 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 Litter Bins** are serviced by Envirowaste on Tuesdays and Saturdays.

5.9 **Te Kuiti and Waitomo Village 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	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016
Kerbside Refuse not collected	1	1	2	2	0	0
Landfill Complaint	0	0	0	2	0	0
Transfer Station Complaint	0	0	0	0	0	0
Litter Bins not being emptied	1	0	0	2	1	0
Request for additional service					1	0

Description	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017
Kerbside Refuse not collected	0	3	0	0	0	0
Landfill Complaint	0	0	0	1	0	0
Transfer Station Complaint	0	0	0	0	0	0
Litter Bins not being emptied	0	1	1	0	0	0
Request for additional service	1	1	0	0	0	0

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 2016	Tonnes Deposited Aug 2016	Tonnes Deposited Sept 2016	Tonnes Deposited Oct 2016	Tonnes Deposited Nov 2016	Tonnes Deposited Dec 2016
Deposited to Date	172,293.78	173,114	173,970	174,823.41	175,694.21	176,536.76
WDC Bags Collected	1.95	1.94	1.98	1.72	1.51	2.70
Total over Weighbridge	806.91	890.68	933.01	912.02	913.80	899.43
Less Diverted Recycle	-21.53	30.40	52.67	30.14	33.44	38.68
Less Stock out Gate	-28.33	42.03	26.32	30.16	11.07	20.90
Total To Landfill	759.00	820.19	856.00	853.44	870.80	842.55
Tonnage Space Available	59,706.22	58,886.03	58,030.03	57,176.59	56,305.79	55,463.24

Description	Tonnes Deposited Jan 2017	Tonnes Deposited Feb 2017	Tonnes Deposited Mar 2017	Tonnes Deposited Apr 2017	Tonnes Deposited May 2017	Tonnes Deposited Jun 2017
Deposited to Date	177,341.75	178,101.09	178,956.19	179,811.29	180,507.71	181,223.39
WDC Bags Collected	1.96	1.99	1.86	1.40	1.62	1.23
Total over Weighbridge	936.41	810.40	962.77	803.65	872.58	771.18
Less Diverted Recycle	120.17	39.82	64.69	34.78	50.38	37.10
Less Stock out Gate	13.21	13.23	42.98	19.58	22.99	19.63
Total To Landfill	804.99	759.34	855.10	750.69	800.83	715.68
Tonnage Space Available	54,658.25	53,898.91	53,043.81	52,293.12	51,492.29	50,776.61

7.7 Recyclables

Diverted recyclables = ~~May~~ June 2017 = ~~50.38~~37.10 tonnes

7.8 Capital Projects

Description	Estimate / Budget	Actual July 2016	Actual August 2016	Actual September 2016	Actual October 2016	Actual November 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$25,650	\$0.00	\$0.00	\$ 0.00	\$ 5000.00	\$0.00
Recycling Shed	\$	\$	\$	\$	\$	\$

Description	Actual November 2016	Actual December 2016	Actual January 2017	Actual February 2017	Actual March 2017	Actual April 2017
Development Cell 3	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recycling Shed	\$	\$	\$	\$	\$	\$

Description	Actual May 2017	Actual June 2017
Development Cell 3	\$641,686.20	\$641,686.20 \$679,391.17
High Wall Safety Work	\$0.00	\$0.00
Recycling Shed	\$	\$

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 ~~\$720,971.17~~\$679 391.17 excl. GST.

7.12 High Wall Shaping

7.13 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent landslides and manage water ingress into the landfill area. Whilst this work has been completed and the desired outcomes have been achieved for now, the area remains unstable and future works are likely to be required to ensure ongoing safety.

7.14 Recycling Shed

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

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

Suggested Resolution

The Progress Report: Solid Waste Activity 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

Document No: A355004

Report To: Council



Meeting Date: 1 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 Roading division. The Roading capital works programme is reported separately, except for the Roading 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 Roading Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (currently at ~~63~~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 2016/2017 Maintenance Expenditures Budget

- 7.1 The 2016/17 FY Maintenance budget is \$5,225,000 (Excluding a \$100,000 budget for "Loss on Asset Disposal") but including the total Road Safety Promotion budget of \$120,000 (The corresponding NZTA budget is \$130,000, which is the budget used for the current driver training program).

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. ~~(63% for 2016/17, but changing each year if the FAR rate changes)~~. 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.

9 2016/17 Operating Expenditure

9.1 **Budget Update**

9.2 The over expenditure of some sub-categories in this Maintenance expenditure budget is balanced for by under expenditures on other Maintenance sub-categories.

DESCRIPTION OF SERVICE	2016/17 BUDGET	PROJECTION	EXPENDITURE TO DATE	COMMENTS
			At end of June May 2017	
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,225,552	5,584,736	5,513,841 4,793,841	Expenditure to date = 92 106% of original 2016/17 Budget and 86 99% of the revised "Projection Budget".
Road Safety Promotion 431 – 433	\$120,000	130,000	65,395 59,978	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)	\$180,000	250,000	374,066 365,348	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion).
Environmental Maintenance 121	\$300,000	428,000	561,352 489,711	The NZTA has changed their criteria. Emergency Work is now funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility + Time	\$30,000	42,000	26,791 22,993	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	15,000	4,863 4,348	Kiwi Rail determines repairs and does the work required and then invoices WDC.
RBU Unit Costs	\$719,440	730,192	878,744 751,049	Salaries, overheads and some consultant fees for Professional Services
Routine Drainage Maintenance 113	\$380,000	440,000	421,346 315,426	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	1,400,000	1,482,659 1,429,637	Pre-reseal repairs and general sealed pavement maintenance.
Structures Maintenance 114	\$133,000	170,000	128,709 129,404	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$50,000	150,000	115,426 103,324	District wide maintenance of signs and road furniture.
Street Lights Maintenance 122	\$320,000	320,000	271,704 254,693	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	622,175 351,926	Re-metalling of unsealed roads.
Asset Management Plans	0	0	12,219 9,372	As required every 3 rd year.
Minor events: NZTA Budget	0	0	0 0	NZTA Budget item, not in WDC Budget
Administration Services for Rooding	\$578,112	509,544	548,392 506,632	New item in budget.
Loss on Asset Disposal	100,000	100,000	0	This is a Finance Dept. Item, and is Excluded from the Total on this report.

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.

9.5 The total expenditure for the 2016/17 Operating Expenditure is \$5,513,841 which is 99% of the revised available budget.

- 9.4—~~The current budget for Emergency First Response is \$180,000 with a “Projection budget” of \$250,000 and while the emergency works cannot be forecasted due to it being responsive to weather events, we expect to spend up to about \$400,000 by the end of this financial year based on historic requirements. Actual spending now exceeds \$365,000. (A further amount of over \$300,000 incurred by the April storm weather events, is journalled to the Capital Emergency works GL awaiting final approved by NZTA.)~~
- 9.5—~~Current budget for Environmental Maintenance is only \$300,000 with a “Projection budget” of \$428,000 and we now expect to spend up to about 530,000 by the end of this financial year due to the reason that works that previously qualified under Emergency works, now has to be done under this category. The shortfall will be funded from savings on other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.~~
- 9.6—~~The current budget for Stock Effluent is \$30,000 with a “Projection budget” of \$42,000. The Regional Council contributes a maximum of \$15,000 to this and NZTA pays the FAR rate on the full amount.~~
- 9.7—~~The current budget for Level Crossings is \$15,000 and we now expect to spend up to about \$10,000 by the end of this financial year due to Kiwirail costs for repairs which they pass on.~~
- 9.8—~~The current budget for Routine Drainage Maintenance is \$380,000 with a “Projection budget” of \$440,000 and we expect to spend up to about \$440,000 by the end of this financial year.~~
- 9.9—~~The current budget for Structures Maintenance is \$133,000 with a “Projection budget” of \$170,000 and we now expect to spend up to about \$140,000 on this activity by the end of this financial year.~~
- 9.10—~~The current budget for Street Lights is \$320,000 and we now expect to spend up to about that amount on this activity by the end of this financial year.~~
- 9.11—~~The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$650,000 by the end of this financial year due to this being rated as a relatively lower maintenance priority to allow for a balance to be used to fund other higher priority maintenance categories.~~

10 2016/17 Capital Expenditure

- 10.1 The available Capital budget for 2016/17 is \$6,500,000 (including the budget of \$820,000 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 [recently](#) submitted a report to NZTA after the April 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 There are a number of mismatches between the WDC budget items compared with the NZTA categories. In some cases the NZTA has changed the description slightly or the budget is different. This has occurred due to the fact that the WDC budgets were finalised more than six months before NZTA finalised their budget. It is recommended that WDC align its budget with NZTA in this respect in the next GPS term to avoid confusion and reporting issues.
- 10.5 The over-expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.
- 10.6 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.
- 10.7 There is some budget capacity 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).

DESCRIPTION OF SERVICE	2016/17 BUDGET	PROJECTION	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$6,500,000	5,450,700	4,563,508 3,838,449	Expenditure to date = 5970% of original 2016/17 Budget and 7084% 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	\$240,000	208,960	194,644 183,815	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	0	0	
Associated Improvements for Renewals 231	\$80,000	0	1,244 1,244	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	315,700	207,257 156,946	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$105,000	0	0 249	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	1,200,000	911,456 477,502	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	\$1,300,000	1,300,000	1,250,946 1,250,946	Completed
Structures Components Replacement 215	\$300,000	300,000	220,270 62,784	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	120,000	118,110 109,513	Annual Traffic Signs replacement and the District wide Line Remark project.

DESCRIPTION OF SERVICE	2016/17 BUDGET	PROJECTION	EXPENDITURE TO DATE	COMMENTS
Unsealed Road Metalling 211	\$600,000	193,040	249,619 218,070	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatements Projects 141	\$820,000	603,000	341,989 310,635	To be prioritised as they happen.
Maraeroa Rd Seal Extension	\$505,000	843,000	811,000 459,649	ICL busy to complete the seal extension this financial year. Completed
Structures Maintenance - Oparure Rd Ret Wall	\$380,000	0	0 811,000	New item, not for this year.
Kawhia Harbour Rd under Slips	0	150,000	209,104 208,125	Completed. NZTA FAR funding from Minor Improvements
Te Waitere Rd Slips	0	17,000	13,560 13,560	Design completed. NZTA FAR funding from Minor Improvements.
Mangatoa Rd Underslip	0	200,000	9,120 9,120	Option Report completed. NZTA FAR funding from Minor Improvements.
Kumara Rd Slip Repair	0	0	25,189 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** effects of continuing fretting from the **cutting** 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 Potentially hazardous trees **located within the legal road corridor forming the Roothing Network** are an issue. These are dealt with under the emergency **reaction 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 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 and Inframax has been appointed to complete both Separable Portion 1 (- between RP 8,378 and RP 9,800) and Separable Portion 2 (- between RP 9,800 and RP 11,316) as project 500/15/013. This project is currently underway. This project is now being put on hold at about 80% completion to await warmer weather later in the year to do the chip sealing. The balance of this budget is **planned to be** carried over for this purpose.
- 11.4 The structural Bridge Maintenance Contract was started later than planned due to various issues and is at about 53% completion, but work can carry on during July 2017 to complete. The balance of the budget for this project is **planned to be** 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 ~~current-2016/17~~ year is only \$603,000 and we ~~are-have~~ ~~prioritising~~ ~~prioritised~~ the works in order to delay ~~some~~ ~~about~~ \$1,000,000 of works until ~~next-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.

13 RATA (Road Asset Technical Accord)

- 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 ~~current-old~~ contract is up for renewal by 1 July 2017. This ~~tender-new contract~~ ~~has is~~ now ~~at final-award stage~~ ~~been awarded and starts with a hand-over meeting from Calibre (previous service supplier) to Opus (the new service supplier) scheduled for 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. ~~The current Street Light Maintenance Contract was signed with Alf Downs. This document allows for the option to accommodate LED Replacements and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.~~

~~14.2~~14.1 A business Case Report to motivate this work was presented as a separate report for a previous Council meeting.

~~14.3~~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.

~~14.4~~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.

~~14.5~~14.4 This LED conversion is now planned for the ~~next~~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.

~~14.6~~—PSL has recommended a shortlist of 3 LED Luminaires to provide direction on the best product options. This is now with our incumbent Street Lighting Contractor for their review and then a final decision will be made and the Luminaires 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. ~~PSL is investigating the LED Luminaire Selection and will provide direction on the best product options for the WDC district.~~

15 The Road Maintenance Contract – Progress

- 15.1 The ~~new~~current Rooding 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 ~~Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes.~~ The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 15.6 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		
July			
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: A355007

Report To: Council



Meeting Date: 1 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	
Rangitoto Road	2016-17 Rehabilitation site	Pre Design process in progress	
Te Waitere Road	RP 0.45 & two other Sea undermining road	Concept Designs	Alternative solutions identified and being developed
		Seashore Consent	To follow
Taharoa Road	RP 7.1 Hillside moving	Concept Designs	On hold while monitoring earth movement

Location	Description	Action	Progress
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	Complete
Installation – 2 stages		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.
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

Location	Description	Action	Progress
	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: A355003

Report To: Council



Meeting Date: 1 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. 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)

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. 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)

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