

Document No: A429530

Report To: Council



Meeting Date: 28 May 2019

Subject: Progress Report – Housing and Other Property

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Housing and other Property activity.

Background

- 2.1 This activity involves the provision of Housing and Other Property in order to support and fulfil Council's role in promoting the interests of the community.
- 2.2 Council provides a number of housing and other properties that are grouped according to their primary purpose. The different groups of Housing and Other Property are – Housing, Corporate Property, Community Halls, WDC Depots, Quarries, Te Kuiti Railway Hub, and General Property (includes miscellaneous and strategic land holdings). This service offer resources, places for community activities, affordable housing, preservation of history/culture and a place from which Council can undertake and support its functions.
- 2.3 A full stock take of all Housing and Other Property facilities is being undertaken to ensure all lease agreements, H&S and other legislative requirements are in place. This stock take also includes condition assessments and maintenance inspections to determine the current structural condition of these facilities. This will enable better planning and inform further maintenance works which may need to be done to bring these facilities up to standard.
- 2.4 A Tenancy Management Services arrangement has been made with a local provider, to ensure prompt and quality management of tenancy matters regarding WDC housing stock.
- 2.5 The three monthly maintenance inspection report is being completed every three months by WDC's local provider. This includes the Redwood flats and Jennings Street flats.

Commentary

- 3.1 **LEASE AGREEMENTS**
- 3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has identified a range of administrative matters.

- 3.3 Many of the agreements operate on expired terms. One consequence is that rent reviews or increases to annual fees are required. In some cases historical or terms and conditions of agreements may not adequately address needs.
- 3.4 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.
- 3.5 The use of the WDC NCS portal with an electronic tracking system, to better management property review has been adopted. Existing leases have been entered, with new templates created for leases, licenses to occupy and general agreements. Reviewing the expired leases will be an ongoing process for some time, but this new system will greatly assist property management.
- 3.6 **WAITOMO DISTRICT COUNCIL HOUSING**
- 3.7 Waitomo District property portfolio consist of 20 housing units for the Elderly, comprising of six bedsits and fourteen single bedroom units and 3 residential dwellings situated in Piopio and Te Kuiti.
- 3.8 Elderly - The initial eight single bedroom units were built between 1949 and 1954, along with eight bedsits in 1955-1956. Newer single bedroom units, – four in total, were constructed in 1985. In 2005, Council converted two bedsits into single bedroom units by adding a bedroom on to each and undertook some roofing replacement. These units have been renovated at time of vacancy.
- 3.9 Residential Housing stock consists of 3 residential dwellings - 4 Moa Street Piopio, 47 Te Kumi Road Te Kuiti, 59 Esplanade Te Kuiti.
- 3.10 The residence at 4 Moa Street is situated section on State Highway 3 north of Piopio. The lot also contains WDC's Piopio depot. After a maintenance inspection the residential property requires a small amount of maintenance to the exterior of the building.
- 3.11 **REDWOOD FLATS**
- 3.12 Maintenance work has been completed on 17 of the 20 flats, with the balance of the work to be completed early next month.
- 3.13 Three flats are still to be renovated and will be completed between tenancies. This will ensure there is no disruption to tenants.
- 3.14 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring. As a result, the current insulation in all the Redwood flats is deemed to be compliant and no further action is required at this stage.
- 3.15 **JENNINGS STREET FLATS**
- 3.16 Maintenance to the exterior has commenced with the interior to be completed early next month after the tenants temporarily relocate.
- 3.17 The renovations to these flats has now been completed.
- 3.18 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring. Access to the ceiling cavity was not

possible due to the confined space and the floor is concrete so no further action is required. There are exceptions contained in the new requirements for areas which are unable to be accessed, as in this case, so therefore the Jennings Street flats are deemed compliant with the new rules.

3.19 **59 THE ESPLANADE**

3.20 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring.

3.21 Access to the sub floor is not possible due to the confined space and the roof cavity had no insulation. No insulation can be installed to the floor but an order has been placed to install the required 'R' value insulation to the roof cavity. Due to the allowable exceptions, once the ceiling cavity has been insulated, the premise will be compliant.

3.22 **WAITOMO DISTRICT COUNCIL ADMINISTRATION BUILDING**

3.23 CCTV cameras have been installed at various external locations around the building as a deterrent to vandalism and to keep our place of work safe. The CCTV camera system is now fully operational.

3.24 The seismic strengthening project has been deferred to the 2019/20 FY.

3.25 A review of DMC Consultants' Seismic Assessment Report from July 2017 is currently being carried out by GHD Consultants. GHD's review will determine the next steps and whether further investigation of the building is required prior to any preliminary design work taking place.

3.26 **LIBRARY**

3.27 The repainting of the blue facades, steel windows and some concrete block areas will be undertaken this financial year.

3.28 **RAILWAY BUILDING 1 & 3**

3.29 A leak was identified in the roof structure, this has now been repaired.

3.30 Railway Building 3 is listed on the WDC website as an available venue for hire.

3.31 Railway Building 1 (Rooms 2 & 3) are unable to be hired out at present as there are no restroom facilities.

3.32 A quote to install a toilet and hand basin has been received and installation of a toilet and basin budgeted for in the 19/20FY.

3.33 Pricing for the completion of concrete surfacing of the Railway Platform (alongside the Gallery) is underway with approval for this work pending from Kiwirail.

3.34 The concrete work which was scheduled to complete the platform (alongside the Gallery) has been postponed due to budget constraints.

3.35 A timber planter box has been constructed at the north end of the unfinished platform. This will give the end of the platform a more attractive look.

3.36 **BUILDING MAINTENANCE**

3.37 A maintenance schedule is being worked on to ensure WDC owned commercial buildings receive appropriate maintenance work.

Suggested Resolution

The Progress Report: Housing and other Property be received.



KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

28 May 2019

Document No: A429531

Report To: Council



Meeting Date: 28 May 2019

Subject: Progress Report: Parks and Reserves

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on service delivery within the Parks and Reserves Activity.

Background

- 2.1 This activity involves the provision of parks and reserves in order to support the health and well-being of the community by supplying and maintaining areas for sport and recreation, as well as green places and landscapes that are restful and enhance the visual amenity.
- 2.2 The parks, reserves and play areas are grouped according to their primary purpose under the following categories - Active reserves, Passive reserves, Esplanade reserves, Leased reserves and Play Equipment.
- 2.3 Currently a review on all property arrangements is being taken to ensure all required lease agreements, H&S and other legislative requirements are in place. This also includes condition assessments and maintenance inspections to determine the current structural condition of playgrounds and other structures located on these facilities. This will assist future planning and inform further maintenance works.

Commentary

3.1 LEASE AGREEMENTS

- 3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has identified a range of administrative matters.
- 3.3 Many of the agreements operate on expired terms. One consequence is that reviews or increases to annual fees are required within the agreements. In some cases historical agreements or terms and conditions may not adequately address Council's current liability under the law in certain circumstances.
- 3.4 The use of the WDC NCS portal with an electronic tracking system has enabled a reminder email to review leases coming up for renewal. Current leases have been entered with reminder dates set. New templates have been created for leases, licenses to occupy and general agreements. Reviewing expired leases will be an ongoing process for some time, but this new system will greatly reduce the chance of WDC being in this situation in the future.

3.5 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.

3.6 Specialist legal advice has been sought to address issues and challenges.

3.7 **RESERVES MANAGEMENT ACT**

3.8 Under section 41(1) of the Reserves Act 1977 ('Reserves Act'), the administering body shall within five (5) years of its appointment or within five (5) years of the commencement of the Reserves Act (whichever is later), must prepare and submit to the Minister for his approval Reserve Management Plans ('Management Plans') for reserves under its control, management and administration.

3.9 The Reserve Management Plan works program is being undertaken in association with the District Plan Review.

3.10 **MAROKOPA HOLIDAY PARK**

3.11 Since reopening (early December 2018) until the end of December 2018, there have been over 1050 transactions recorded at the Park.

3.12 The Marokopa Holiday Park continues to attract visitors with many positive comments on the amenities being made to the Infrastructure Manager – Property and the Holiday Park Cleaners.

3.13 The Kiwi Cash technology is working very well, with no service disruptions since December 2018. Battery backup for the onsite phone and cameras has now been installed and is fully operational.

3.14 The replacement boom arm for the gate has been fitted and will be fully functional after a service to the boom gate mechanism has been undertaken.

3.15 Relocation of the two cabins onsite will take place early in the new financial year. One will be fitted out with laundry facilities and the other utilised as a kitchen. Both services will be accessed and paid for using the Kiwi Cash technology.

3.16 Surveying work is being undertaken to inform the subdivision process which will legally separate the Holiday Park from the fenced off School House area. This survey work will be completed by the end of May. A decision about the future ownership and/or use of the School House site can then be made.



3.17 **TE KUITI (NEW) HOLIDAY PARK**

3.18 Positive feedback has been received about the dump station and word is getting out there about the new Holiday Park. Campers are impressed with the facilities and positive feedback has been received by a local tourist business via a camper.

3.19 Options to further develop Brook Park into a mix of both passive and active activities will complement the Holiday Park making it a desirable tourist destination for travellers into the area.

3.20 The number of Dump Station users has been consistently high, with the number of Holiday Park users steadily increasing. Fortnightly statistic reports from CamperMate identify steady numbers of travellers looking up both the Te Kuiti and Marokopa Holiday Parks.

3.21 WDC recently celebrated the Official Opening of the Te Kuiti Holiday Park with a good turnout of guests ranging from members from the New Zealand Motor Caravan Association, Media, Consultants, Contractors, Councillors, WDC Staff, Residents and Suppliers.

3.22 **BROOK PARK**

3.23 A Landscape Architect was commissioned to present potential development ideas for Brook Park through a Draft Concept Plan, to be reviewed by Council and used to inform options going forward.

3.24 The Draft Concept Plan received from the Landscape Architect was workshopped by the Council, however has decided to concentrate on current boundary and internal fencing maintenance/replacement prior to progressing with any further development.

3.25 **TE KUITI AERODROME**

3.26 Individual stakeholder meetings have been convened to ascertain the requirements of each stakeholder.

3.27 Quotes are currently being sought for the proposed future development, including new and replacement fencing, an automated gate to airfield, roading, entranceway, resealing sections of the runway, clearing of swales and other maintenance work.

3.28 A moss and mould spray treatment will be applied to the historic building (Aeroclub Clubrooms) in due course.

3.29 Rental appraisals have been received from Doyle Valuations. Using this appraisal information together with the identified stakeholder requirements, new lease agreements will be drafted.

3.30 Research has also been conducted as to how other councils charge Aero Clubs. Using this information an agreement between WDC and the Te Kuiti Aero Club will also be drafted.

3.31 Super Air has plans to build a new Hanger within the proposed new development site to the west side of the Entranceway. This development will follow the standard WDC building consent procedure and approval process.

3.32 **TAINUI DOMAIN RECREATION RESERVE**

- 3.33 The committee that was elected in May of 2018 have now formed an incorporated society in order to apply for funding for the future development of the domain in conjunction with WDC.
- 3.34 Camping and grazing continues to provide a good source of income.
- 3.35 The Tainui Domain Recreational Reserve Committee have been exploring ideas for future development of the Domain. These ideas are yet to be presented to WDC as a formal proposal.
- 3.36 WDC is beginning the process of drafting a Reserve Management Plan (which must include future development considerations) for the Tainui Domain Recreational Reserve.
- 3.37 The draft Reserve Management Plan will also address considerations for adjacent development and use of public property i.e. the nine hectares of the Reserve which are managed by WDC.
- 3.38 **TE KUITI ESPLANADE RESERVE**
- 3.39 Various sections of the walkway along the Mangaokewa Stream have had retaining walls replaced and footpaths re-metaled.
- 3.40 Trees and shrubs are being trimmed back and drainage improved where required. This work will improve access along the walkway especially during wet periods.
- 3.41 Bridge maintenance at the back of Graymont has been completed and the bridge is now open for walking access.
- 3.42 Surveying of the Graymont site is to be undertaken and a detailed area map produced to define the walking track location. This will be followed by track upgrades to be completed by Graymont at their cost.
- 3.43 Agreement has also been reached between Graymont and WDC that once the upgrading work referred to above has been completed, future maintenance of the bridge will be the responsibility of Graymont and maintenance of the walking track will be WDCs.
- 3.44 WDC will also become the controlling authority for the walkway alongside Graymont's land at Te Kuiti when all of the work has been completed.
- 3.45 The Surveyor, Mr Murray Hislop, has yet to carry out the survey work.
- 3.46 Signage for the Waitete Road/SH4 section of the Te Araroa Walking has been ordered. Once all signage has been received installation will be scheduled.
- 3.47 **JETTIES & PONTOONS**
- 3.48 Maintenance work was required on the Te Waitere Jetty to lubricate two rollers on the bottom of the walkway ramp. This will allow for freer movement of the pontoon during tidal changes.
- 3.49 Work on the Mokau Jetty is scheduled for May 2019. This will involve filling the ballast drums under the pontoon with expandable foam allowing it to float level. All rotten decking boards will also be replaced.

- 3.50 A recent inspection of the Te Maika Jetty identified maintenance concerns and a quote has been requested for this work. This work will be prioritised around available budget.



3.51 **TUI PARK, PIOPIO**

- 3.52 Pricing is underway for minor upgrades to the Tui Park Toilet Facilities. This will include installing a single shower in both the Ladies and Mens Rooms, the installation of a small hot water cylinder in the kitchen/dining building, and the repainting of the toilet block both internally and externally.

- 3.100 The Piopio Trust Committee has agreed to complete maintenance required on the front road side fence and plant additional trees.

Suggested Resolutions

The Progress Report: Parks and Reserves be received.


KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

28 May 2019

Document No: A429532

Report To: Council



Meeting Date: 28 May 2019

Subject: Progress Report – Public Amenities

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Public Amenities portfolio.

Background

- 2.1 The Public Amenities Activity provides public amenities in order to support the health and well-being of the community by providing areas for burial, restroom facilities for the comfort and convenience of residents and visitors and improved town street amenities.
- 2.2 A review on all Public Amenities facilities is being undertaken. This includes condition assessments and maintenance inspections to determine the current structural condition of the facilities. This will enable better planning and inform further maintenance works which may need to be done to bring the facilities up to standard.

Commentary

- 3.1 A recycling station and waste bin has also been provided to address waste minimization.
- 3.2 **PIOPIO TOILETS (KARA PARK)**
- 3.3 The flushing system at the facility requires an upgrade to reduce the occurrence of blockages and costly after hours callouts during peak times.
- 3.4 Quotes have been received and the work awarded to a local contractor. This work will be undertaken early December.
- 3.5 Due to the Contractor's heavy workload this work has been delayed until after the holiday period.
- 3.6 **Following the upgrade of the flushing system, no further after-hours callouts have been required.**
- 3.7 **MOKAU HALL TOILETS**
- 3.8 TIF funding has been applied for to cover 50% of the costs to build new facilities on the adjacent site currently owned by the local school. Negotiations for the site are currently underway.
- 3.9 **Negotiations for the school site are ongoing.**

- 3.10 Upgrades to the current septic system are being investigated to reduce the odour around the toilets and hall.
- 3.11 An upgrade to the ventilation stacks of the septic system has now been completed, which has addressed the odor issues.
- 3.12 An upgraded float system will be installed in the lower holding tank to eliminate the chance of any potential overflows onto the sidewalk.
- 3.13 Five temporary portaloos are to be placed close to the existing hall toilets to ease congestion during the peak season from the 1 Dec 2018 through to 31 March 2019. This will be funded by MBIE at a cost of \$69,000.
- 3.14 The five portaloos placed onsite in December 2018 have now been removed and the site reinstated.



- 3.15 The next Tourism Infrastructure Fund funding (TIF) round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.
- 3.16 The identification of a site for the upgraded toilets remains a work in progress. The preferred site is the surplus Mokau School property immediately north of the existing toilet block. A direct approach is to be made to the Ministry of Education to start that process. A letter of intent would suffice for TIF application purposes.
- 3.17 An alternative proposed site for the new toilet block has been identified and is under consideration.
- 3.18 Funding from TIF is for an additional (not replacement) toilet block, therefore pricing is being sought for upgrade and maintenance works to the existing Mokau toilets outside the Mokau Hall. Upgrade works will include a painting both internally and externally, replacement toilets and basins, floor coverings and a more water efficient cistern for the men's urinal. This work is required as the current facility is old and worn and in need of freshening up.

3.19 KIRITEHERE

3.20 A need has been identified for additional toilets at Kiritehere.

3.21 The next Tourism Infrastructure Fund funding round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.

3.22 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.

3.23 WAIKAWAU TOILET

3.24 A composting style public toilet has been identified as being required due to the frequency this site is visited by freedom campers and holiday makers.

3.25 The next Tourism Infrastructure Fund funding round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.

3.26 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.

3.27 WDC CEMETERIES

3.28 To further the improvement of WDC cemetery records and the location of graves at all Waitomo District Council cemeteries a numbering system has been developed in relation to the NCS plot number and will be rolled out within the next month. Each plot will have a specific number installed on the berm to identify the plot and area of location.

3.29 The fixing of the aluminum identification tags to the Headstone and berms at Te Kuiti New Cemetery and Te Kuiti Old Cemetery is now complete, including the installation of new signage for both cemeteries.

3.30 The cattle stop to the entrance of the Te Kuiti New Cemetery is in desperate need of repair. The repair work has now been completed.

3.31 The old notice board shelter that was removed from Railway Building 1 has now been repurposed and relocated to the top end of the Te Kuiti New Cemetery. A water tank, fed from the roof, and bench seat must still be completed. This will now provide a sheltered rest area with a hand wash facility.

3.32 The sheltered rest area including the bench seat and a water tank has been completed and has been well received by the public.



- 3.33 Pouring of an additional six berms at the back of the Te Kuiti New Cemetery and three berms in the Garden of Memories has been scheduled on February's ISU works program.
- 3.34 **The pouring of these berms has now been completed.**
- 3.35 Proposed changes to the Te Waitere Cemetery have been submitted by the local community in Te Waitere. They include extension of the carpark enabling safer parking off the main road, the construction of an additional shelter/memorial wall at the north end and mowing strips along and between the graves and berms. A site meeting has been held and discussions continue.
- 3.36 The extension of the carpark and the construction of the shelter/memorial wall have been approved by WDC. WDC has agreed to undertake the carpark extension and the local community are to supply materials and construct the shelter/memorial wall. Health and Safety (SSSP) plans have been requested for the construction process.
- 3.37 The SSSP plans have not been received to date. Construction has not started.
- 3.38 **ABLUTION FACILITIES MAINTENANCE**
- 3.39 Condition Assessments for public toilets have been completed. A maintenance program is being developed.

Suggested Resolution

The Progress Report: Public Amenities be received.


 KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

28 May 2019

Document No: A429533

Report To: Council



Meeting Date: 28 May 2019

Subject: Progress Report: Recreation and Culture

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Recreation and Culture Activity.

Background

- 2.1 Waitomo District Council is committed to ensuring that opportunities for recreation and cultural activities are provided within the District.
- 2.3 The Recreation and Culture activity, provides recreation and cultural facilities and opportunities in order to support the health, well-being and social interaction of the community.
- 2.4 The range of recreation and culture facilities provided by Waitomo District Council includes; Waitomo District Aquatics Centre, Community Facilities and the Les Munro Centre.

Commentary

3.1 **LEASE AGREEMENTS**

- 3.2 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.

- 3.3 Reviews on lease agreements are well underway. Leases coming up for renewal are being reviewed and renewed. These are being entered into MagiQ and reminders set. Expired leases are being worked through which will be an ongoing process for some time.

3.4 **COMMUNITY HALLS**

- 3.5 Inspections have been conducted on all council owned halls. Maintenance schedules have been created and prioritized.

- 3.6 Formal agreements are being prepared for hall committees in an effort to create a general understanding of roles, responsibilities and procedures and to operate within a best practice H&S framework.

- 3.7 Draft forms of Agreement for both land leases and Hall Committee Agreements have been developed.
- 3.8 The contact details of WDC owned Hall committees has been updated. WDC will look to engage as appropriate at committee meetings and receive minutes. This has been received well with open lines of communication now developing.
- 3.9 **Although regular contact is continuing between WDC and Hall Committees, getting the Agreements signed is proving a challenge.**
- 3.10 **MOKAU HALL**
- 3.11 Earlier this month a committee meeting was attended by WDC. The Hall Committee tabled a proposal for the upgrade of the kitchen. The proposal also identified that this section of the hall had outdated electric wiring. This was investigated with an electrician appointed to replace the wiring as a H&S risk mitigation.
- 3.12 The committee is also exploring an option to promote community wellbeing by creating a gym for the local community in the unutilized lower section of the hall.
- 3.13 Fund raising to bridge the short fall of funds is ongoing.
- 3.14 The committee have sourced lining for the Wellness Centre in the basement and plan to have this area lined by the end of the year.
- 3.15 Kitchen renovations will commence early December 2018, with the lowering of the ceiling and rewiring of the kitchen and original hall to address electrical concerns.
- 3.16 The hall has been utilized by the community more frequently over recent months.
- 3.17 The Wellness Centre has progressed to the stage where it can be used by the community.
- 3.18 The committee have had an electrician onsite to discuss the new wiring for the kitchen renovations and the replacement wiring to the small hall adjoining the kitchen. WDC are paying for the upgrading of the wiring to the hall due to the health and safety implications. The kitchen wiring will be paid for by the committee who are currently undertaking fundraising for this project.
- 3.19 **This work is scheduled to be completed by the end of this financial year.**
- 3.20 **PIOPIO HALL**
- 3.21 Pricing is being sought to replace the front timber window due to extensive rot and to replace the emergency exit door to Weka Street. Pricing has been received but a review of budgets is still to be undertaken.
- 3.22 The replacement cost of the front timber joinery window has been budgeted for in the 19/20FY.
- 3.23 Additional pricing is being sought for both the emergency exit doors due to security and health and safety risks.
- 3.24 **Both emergency doors have been replaced which will not only make the Hall more secure, but also enable much quicker evacuation in the unlikely event of an emergency during a hall hire that might require an emergency evacuation.**

3.25 Painting of the timber joinery along the side of the building (Weka Street) has now been completed.

3.26 **MAHOENUI HALL**

3.27 Damage has been caused internally by a roof leak over the kitchen area. Pricing has been received and the remedial work awarded to a local contractor. This work is due to commence early December 2018.

3.28 Work was delayed due to the contractor's work load over the Christmas period and has been rescheduled to early February 2019.

3.29 During the roofing works, electrical upgrades will also be undertaken in the kitchen area to address health and safety concerns.

3.30 The weathertight issues on the roof have now been addressed.

3.31 Electrical upgrades to the kitchen area were deemed unnecessary. It is thought the age of some of the appliances may have been causing the electrical circuits to overload.

3.32 A quote has been requested for re-wiring of the main hall due to the age of the wiring. This is potential a health and safety risk.

3.33 Structural concerns have been raised by the committee around the concrete piles of the hall, bathroom and kitchen areas. WDC will engage an engineer's to investigate and report on the structural integrity of the piles.

3.34 An Engineer's report has identified several structural issues potentially caused by poor soil conditions and stormwater drainage. As remedial action, the runoff from the roof will be diverted to downpipes into the water tank to the rear of the building.

3.35 **LES MUNRO CENTRE**

3.36 Work is underway to increase water pressure to the three sinks in the kitchen. This involves changing the water cylinder situated on the upper level.

3.37 Six new stage boxes have been constructed and are yet to be carpeted. These new boxes are much lighter than the old ones making them easier to move around. This will reduce if not eliminate the damage being done to the hall floor when moving them from the stage. The weight of the old boxes were also a health and safety concern.

3.38 This work has now been completed.

3.39 The resurfacing of the main hall floor is scheduled to be undertaken mid this month.

3.40 The main hall floor has now been sanded and resurfaced.

3.41 The Les Munro Centre is listed on the WDC website as an available venue for hire.

3.42 Remedial works to the air conditioner platform on the upper roof has now been completed. The cladding and cap flashing has been replaced and painted. Further cladding replacement is still required and pricing has been requested.

- 3.43 A quote has been accepted to reclad a section of the cladding on the upper roof behind the air conditioner unit and is due to be completed early December 2018. The recladding work has been completed.
- 3.44 At the same time an electronic upgrade was completed on the remote access system.
- 3.45 A pull down projector screen has been installed in the supper room and a review of all IT services is being undertaken prior to a hard wired projector being installed.
- 3.46 Pricing is being sought for a hard wired projector/s and additional electronic projector screen/s for the supper room which will provide additional state of the art functionality to the facility.
- 3.47 It has been determined that the significant cost involved in purchasing and installing projectors and additional screens outweighs any benefit. The alternative is to utilize the existing pull down screen and obtain prices for a new protector which can be hired out.
- 3.48 Additional "block out" roller blinds have been installed adjacent the sunscreen blinds in the Supper Room which ensures better viewing of the screen during brighter days.
- 3.49 Pricing is being sought for replacement dining tables. The existing tables are showing signs of wear and tear and are very heavy and difficult to maneuver.
- 3.50 All dining tables, both round and rectangular have been replaced in much lighter and easier to erect tables. The older and heavier tables have been distributed between the Mokau, Piopio and Mahoenui Halls.
- 3.51 Pricing is also being sought for replacement seating in the main foyer as the existing seating is dirty, outdated and very low making it difficult for the elderly to use.
- 3.52 Pricing is still being sought for appropriate replacement seating.
- 3.53 A modem has been installed at the Centre to enable Wifi access to the Internet.
- 3.54 A quote to replace the large roller door, corrugated cladding and pour a small area of concrete below the sheep access door to the rear of the Centre has been requested. The existing corrugated iron is covered in dents which makes the area look old and unmaintained.
- 3.55 Once this work has been completed the area will be more robust and less susceptible to damage.
- 3.56 **RSA MEMORIAL ROCK**
- 3.57 A proposal was received from the RSA late 2017 for the installation of a memorial rock at the cenotaph area. The RSA were advised by WDC that the size of the rock (4500x2500x2500) was of concern and that it would create a H&S risk. After meeting with members of the Management Board, agreement was reached and a memorial rock chosen and agreed on between the RSA and WDC. A proposed schedule around timing and siting the rock was requested by WDC and a planned unveiling was to co-inside with Armistice Day on the 11th November 2018.

- 3.58 A Committee meeting was held mid-September to confirm a timeline for the installation of the memorial rock which was likely to be towards the end of October.
- 3.59 The RSA now proposes to construct a concrete block wall instead of the rock as originally proposed and agreed. This is due to the already manufactured stainless steel wording commissioned by the RSA being too large for the rock. The new "concrete block wall" proposal is yet to be submitted to WDC.
- 3.60 A three piece pre-cast panel wall has now been proposed by the RSA with further details still to be provided to WDC for approval.
- 3.61 **WAITOMO DISTRICT AQUATIC CENTRE - 2017/2018 SEASON**
- 3.62 The Waitomo District Aquatic Centre opened on 1 October for the 2017/2018 season under the management of Contract Leisure Management (CLM). CLM have been managing the operation of the Aquatic Centre since 2015.
- 3.63 The pool was closed down for the winter on 29 April 2018.
- 3.64 Maintenance and upgrade work is scheduled while the facility is closed. This work consists upgrade of the grandstand and replacing the roof sheeting and perimeter wall cladding.
- 3.65 The pool structure was also emptied, inspected and recoated. All operating equipment will also be inspected and serviced during this renewal.
- 3.66 All maintenance work has now been completed including the repainting of both the main and toddlers pools.
- 3.67 The complex reopened 22 October 2018 for the 2018-19 summer season.
- 3.68 The complex is now closed for the winter period, a number of low cost maintenance jobs will be undertaken during this period.
- 3.69 Feedback received in relation to the maintenance work carried out last year has been very positive.

Suggested Resolution

The Progress Report: Recreation and Culture be received.



KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

28 May 2019

Document No: A430890



Meeting Date: 28 May 2019

Subject: **Progress Report – Roads and Footpaths**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the key projects and programmes, Roads and Footpaths activity, outlined in the Waitomo District Council Long Term Plan 2018-2028 (the LTP).

Background

- 2.1 The Roads and Footpaths activity is the single largest area of expenditure for Council. The budget for 2018/19 period for operations is **\$12,445,000**. The total capital expenditure for roads for the same period is **\$6,293,000**.
- 2.2 NZTA subsidy is 73% in 2018/19. This represents an accelerated financial assistance rate compared with the original five year transition originally proposed by NZTA. It will allow increased programme levels within the same WDC budget contribution.
- 2.3 This Activity Group exists to provide safe and reliable transport infrastructure (including footpaths) to facilitate the movement of people and goods, consistent with the strategic goal. An efficient, safe and sustainable road network is essential for the economic well-being of our district. Roads provide access to properties (together with footpaths), and enable both passage of through traffic, and transportation of goods and services.
- 2.4 Given the scale of the activity, it is important to keep a close eye on the possible influencers of the activity and to assess the impacts.
- 2.5 The Roads and Footpaths Asset Management Plan (AMP) has been reviewed to reflect the expected influences as far as possible.
- 2.6 The Roding AMP reflects current service levels and the accompanying expenditure forecasts required to maintain those levels of service, it is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's roading and footpath assets.

Managing and Maintaining the District Roding Network

- 3.1 The maintenance and renewal of the road surface, pavement and other roading assets can be analysed under three headings: operational and maintenance, renewals, and new works.

3.2 Operational and Maintenance includes:

- Network Maintenance
- Bridge and structures maintenance
- Environmental maintenance
- Emergency reinstatement
- Street Light Maintenance
- Level crossing warning devices
- Stock effluent facility maintenance
- Asset Management

3.3 Renewals include:

- Bridge replacements
- Road Rehabilitation (Rehabs)
- Footpaths (widen existing)
- Road resealing

3.4 New Works include:

- LED Streetlight Upgrade
- New footpaths
- Signs (new)

Operations and Maintenance

4.1 The Transport Agency have granted approval for the full amount applied for by Waitomo DC for their road maintenance, operations and renewal activities for the 2018 – 2021 period. In addition, a significant programme of footpath renewals has been provided in the 2018-28 LTP, commencing in 2018/19, enabled by an NZTA shift in funding policy and its accelerated FAR.

4.2 **NETWORK MAINTENANCE**

4.3 The vast majority of road network maintenance activities on the Waitomo District are carried out under the current Roding Maintenance Contract, which started on the 1 March 2017. The incumbent Contractor is Inframax Construction Ltd.

4.4 An average score of 400 over the first three years will qualify the Contractor for an extension to the Contract term.

4.5 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	2017	2018	2019
January		440	460
February	Start of Contract	427	450
March	435	411	460
April	440	455	Under Review
May	400	455	
June	410	470	
July	430	470	
August	410	430	
September	430	470	
October	425	470	
November	420	487	
December	430	445	

4.6 The different maintenance activities undertaken on the network are:

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END APRIL 2019	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$6,151,790	\$5,530,457	Expenditure to end April 2019 is 90% of 2018/19 Budget.
Community Co-ordination 431	\$65,000	\$59,583	Driver Training Program is delivered under contract by Community House for WDC.
Emergency First Response 140	\$370,000	\$452,860	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion).
Environmental Maintenance 121	\$560,000	\$495,065	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, etc.
Level Crossing Warning Devices	\$30,000	\$7,730	Kiwi Rail determines repairs and does the work required and then invoices WDC.
Network and Asset Management	\$220,000	\$365,148	RATA including, Data Collection, Traffic Count, also RAMM hosting fee paid annually.
Allocated Roothing Business Unit	\$636,386	\$405,864	Roothing staff RBU time except Capital projects.
Professional Services	\$200,000	\$266,041	Includes consultant fees for Professional Services. Increased expenditure in this work category due to the current staffing shortage.
Administration Services for Roothing	\$690,404	\$451,823	Administrative Services-AMP, LTP, EAP, Budget, Policy, Standards, Audits, Invoices, Claims, Timesheets, Roothing S/R's, P/O'S accounts, NZTA compliance activities.
Routine Drainage Maintenance	\$440,000	\$443,582	Water table, Side drains and Culvert maintenance.
Sealed Pavement Maintenance	\$1,400,000	\$1,529,578	Pre-reseal repairs and general sealed pavement maintenance.
Footpath Maintenance	\$80,000	\$23,365	Repair and Maintenance of Existing Footpaths.
Structures Maintenance 114	\$170,000	\$82,187	Routine maintenance on guardrails and bridge decks.
Stock Effluent Facility Maintenance	\$20,000	\$19,221	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Stock Effluent Maintenance - Staff time	\$10,000	\$16,435	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END APRIL 2019	COMMENTS
Traffic Services Maintenance	\$150,000	\$119,645	District wide maintenance of signs and road furniture.
WDC Street Lights	\$150,000	\$116,645	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
TNZ Street Lights	\$60,000	\$21,338	Fully Subsidised by NZTA.
Unsealed Pavement Maintenance	\$900,000	\$654,347	Grading, Flanking, spot metalling, restoration and maintenance of unsealed roads.
Asset Management Plans	\$0	\$0	The Asset Management Plan is updated and a new LTP has already been published.

4.7 **BRIDGE AND STRUCTURES MAINTENANCE (W/C 215)**

4.8 A contract is let annually for the replacing of structural bridge components on various bridges.

4.9 Retaining walls are maintained on a case by case basis as required.

4.10 **ENVIRONMENTAL MAINTENANCE (W/C 121)**

4.11 The Environmental Maintenance budget is used to fund preventative maintenance works to remove potentially hazardous trees where appropriate.

4.12 Other works funded under environmental maintenance include pest plant control, mowing and roadside weed spraying. The annual spraying of the plant pest tutsan is presently underway. Also ice control, litter, graffiti, stock effluent, detritus, minor slips, pruning and abandoned vehicles.

4.13 Resource consent fees for the necessary encroachment on waterways for roading works is also paid out of this budget.

4.14 **EMERGENCY REINSTATEMENT (W/C 140)**

4.15 The emergency reinstatement budget is used to pay for unforeseen weather events requiring emergency first response works under this category (including trees blown down, slips and erosion), for minor events (<\$100,000).

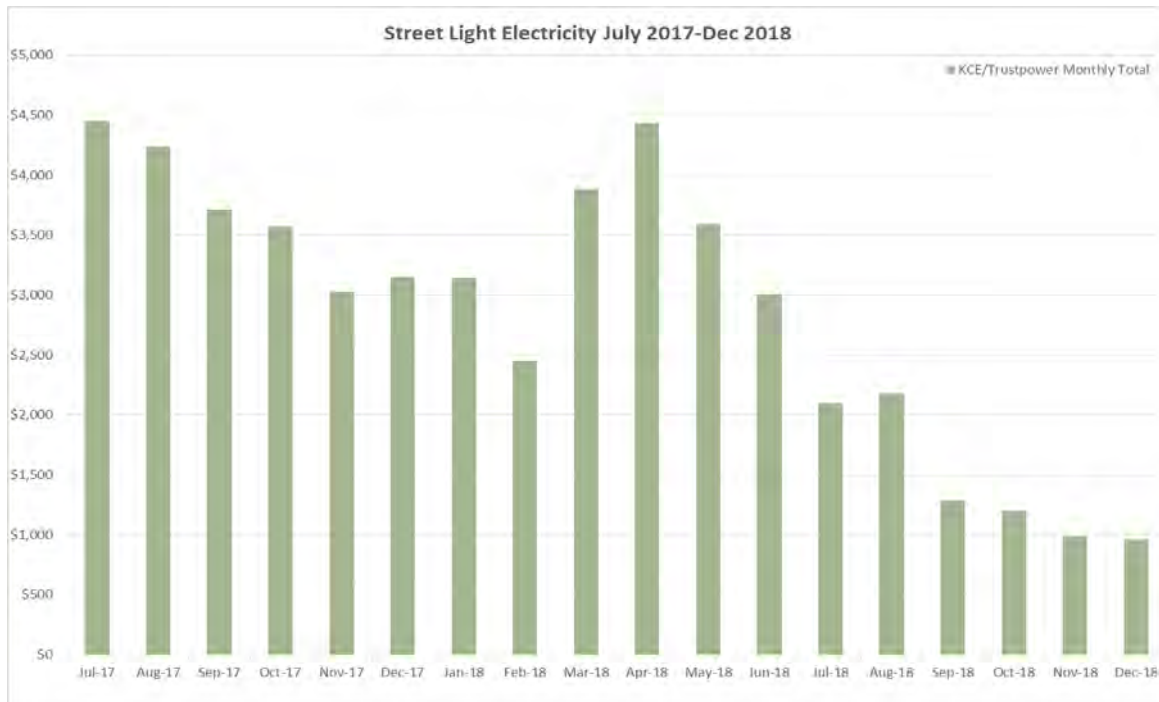
4.16 **STREET LIGHT MAINTENANCE (W/C 122) TRAFFIC SERVICES MAINTENANCE**

4.17 Maintenance activities on the street lights in Waitomo District are carried out under the current Street Lighting Contract 500/16/006, which started on the 26 June 2017. The incumbent Contractor is Alf Downs Street Lighting Ltd.

4.18 The street light cyclic maintenance activities are undertaken by Alf Downs Street Lighting. Maintenance costs of street lights are affected by the amount of lights that need to be replaced. Due to the recent LED street light upgrade it is expected that maintenance costs for 2018/19 will be low compared to previous years.

4.19 Electricity costs for street lighting are also paid out of the street lighting maintenance budget.

4.20 The LED streetlight upgrade commenced in February 2018 and was completed in July 2018. The monthly street lighting power bill is now reduced by between 50% and 70% as shown in the graph and table below from the Traffic Services Maintenance GL:



Contractor	KCE/Trustpower					
	2017		2018		Savings(\$)	Saving of:
Month	Monthly Total	WDC Share	Monthly Total	WDC Share		
July	\$4,454	\$3,207	\$2,097	\$1,510	\$2,357	53%
August	\$4,237	\$3,050	\$2,180	\$1,570	\$2,056	49%
September	\$3,715	\$2,675	\$1,284	\$925	\$2,431	65%
October	\$3,568	\$2,569	\$1,198	\$863	\$2,370	66%
November	\$3,028	\$2,180	\$989	\$712	\$2,039	67%
December	\$3,150	\$2,268	\$955	\$688	\$2,195	70%

Contractor	KCE/Trustpower					
	2018		2019		Savings(\$)	Saving of:
Monthly Total	Monthly Total	WDC Share	Monthly Total	WDC Share		
Jan	\$3,141	\$2,261	\$967	\$696	\$1,565	69%
Feb	\$2,450	\$1,764	\$975	\$702	\$1,062	60%
March	\$3,883	\$2,795	\$1,206	\$868	\$1,927	69%

4.21 **LEVEL CROSSING WARNING DEVICES**

4.22 Safety related and asset maintenance work on level crossings is identified by Kiwi Rail, who schedule and complete the repair work required then invoice WDC.

4.23 **STOCK EFFLUENT FACILITY MAINTENANCE**

4.24 On-going Maintenance of the Stock Effluent facility in Cotter St, including water, electricity and trade waste levies.

4.25 **ASSET MANAGEMENT**

- 4.26 The professional services activities involved in managing the network are described as Asset Management. The Asset Management budget is used to pay Waikato Road Asset Technical Accord (RATA), RAMM Software Fees and other specialist consultants.
- 4.27 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset management and 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.
- 4.28 WDC and other councils participate in the joint procurement of services for a Bridge Inspections Contract. The current contract started on 1 July 2017. The incumbent bridge inspection consultant is WSP-Opus. This contract includes the tendering and Contract Management of the Bridge Structural Maintenance Repairs, carrying out bridge posting and rating evaluation. Also included is the processing or overweight permit applications.
- 4.29 RATA also provides required services in terms of RAMM support, Technical support, and assistance with Forward Works Programmes.
- 4.30 RATA participating Councils also make use of a shared services contract for a high speed data truck to measure a range of road surface conditions, such as rutting, cracking and roughness indicators.
- 4.31 The WLASS Multi Party Funding and Services Agreement entered into by Waitomo DC from 1 July 2016 included an initial two year term (now completed) plus provision for two extensions of three years each.
- 4.32 The services provided by RATA in the first two year term have been very good. The Chief Executive has signed a revised WLASS Multi Party Funding and Services Agreement agreeing to receive services from Rata for the next term.
- 4.33 The finances for the next two-year period includes provision for an additional \$30,000 in order to participate in a "step change" to a higher level of investment in data collection. Benefits include:
- improved optimisation of road maintenance funding,
 - more cost effective renewals, and,
 - better evaluation of the needs of the roading asset
- 4.34 As a condition of receiving funding assistance for road maintenance, the Transport Agency requires Council's to make use of a road asset management system for treatment selection. Continuing to participate in the WLASS Multi Party Funding and Services Agreement, including the benefits of the above services, is a smart way to meet our obligations while benefiting from available expertise at competitive rates.

Renewals

5.1 The need for asset renewals (replacing assets at the end of their useful lives) are identified through analysis of condition assessments, failure history and in some cases, predictive modelling. Treatment selection and work prioritisation are determined from an economic analysis of options considering all asset life cycle costs.

5.2 Renewals in 2018/19 include road rehabilitation, road resealing and footpath widening.

5.3 **ROAD REHABILITATION**

5.4 Candidate road sections for rehabilitation are selected using the road asset management system. Site visits and further calculations including Net Present Values confirm the sites for rehabilitation. The stages following site confirmation include pavement design, professional services (including writing the physical works document) and the physical works (construction) phase.

5.5 Pavement Design for the road rehabilitation sites for 2018/19 was carried out by a specialist consultant and is now complete.

5.6 The Professional Services Contract for Road Rehabilitation 2018/19 Contract 500/17/015C was awarded to the consultant GHD on 31 July 2018.

5.7 The annual Pavement Rehabilitation Contract for physical works includes the sites listed below. Tenders closed on 23 January 2019. **One tender was received and the contract was awarded to Inframax.**

5.8 **Work is well underway.**

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)
Ramaroa Road	0038	2,299	2,261	6.4	15,194
Taharoa Road	5,160	5,800	640	6.1	3,904
Totoro Rd	5,807	7,205	1,398	6.0	8,807

5.9 **FOOTPATHS (WIDEN EXISTING)**

5.9 The Transport Agency has granted approval for the amount applied for by WDC to fund a significant programme of footpath renewals in the 2018-28 LTP, enabled by an NZTA shift in funding policy and its accelerated FAR.

5.10 The procurement plan for the footpath programme was approved by Tender Subcommittee in December 2018. The programme includes both widening of existing footpaths, and new footpaths.

5.11 Tenders closed on 22 January 2019 for Contract 500/18/024 WDC Footpaths and Associated Works 2018/19. **Four tenders were received and the contract was awarded to Cambridge Excavators (CAMEX) Ltd.**

5.12 The programme includes:

Footpath Widening

Road Name	Start	End	Progress
Eketone Street	Hospital road Ext.	Hill street	Programmed after 1 July 2019

Road Name	Start	End	Progress
Ward Street	Hill Street	Haines Tce	Programmed after 1 July 2019
King St [West]	King St [West] at Pukenui School		Completed
Rangi St in Mokau	Aria Terrace	SH3	June programme
North St (SH3)	Rangi Street		June programme
Moa St in Piopio	LHS From 50kph sign East end	Tui Street	June programme
Moa St in Piopio	RHS from #68	#72	June programme
Carroll St [SH3]	Craig Tce	Awakino Road	Scheduled for May (awaiting NZTA approval of traffic management plan)
Te Kuiti bowling club	Esplanade North	Footbridge	Completed
Taupiri Street	27 Taupiri street	29 Taupiri Street	Completed

New Footpaths

Road Name	Start	End	Progress
John Mandeno St	Hospital Street	St Andrews Court	Completed
Rora St	Public toilets in front of Warehouse	Ward Street	Completed
Rora St	Ward Street	88 Rora Street	Completed
Footpath at Benneydale School			Substantially completed (awaiting fence construction)
Les Munro Park	King St East		Completed
Les Munro Park	Jennings St		Completed
Les Munro Park	Esplanade South		Completed
Les Munro Park	Across park West side		Completed

5.13 CAPITAL EXPENDITURE

5.14 The different activities undertaken on the network classed as capital expenditure (including renewals and new works) are:

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END APRIL 2019	COMMENTS
Total Capital Expenditure	\$6,293,364	\$3,339,310	Capital expenditure to end April 2019 2018 is 53% of 2018/19 Budget
Footpath Improvements	\$113,132	\$4,086	Building New Footpaths. Contract 500/18/024 Footpaths and Associated Works
Minor Improvements (341)	\$650,000	\$48,302	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings and slip repairs.
LED Street Light Upgrades	\$0	\$78,218	The funding for the LED streetlight upgrade was 85% funded by NZTA. This project was completed in July 2018.
Footpath Renewals	\$395,232	\$45,583	Improving, widening and replacing narrow footpaths, Contract 500/18/024 Footpaths and Associated Works

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END APRIL 2019	COMMENTS
Drainage Renewals 213	\$250,000	\$202,262	Upgrading of Network wide drainage issues.
Pavement Rehabs Renewals	\$1,700,000	\$624,457	The 2018/19 Road Rehabilitation Contract 500/17/015. Pavement rehabilitation works at Ramaroa Road are nearing completion. The contractor will then establish at the Taharoa Rd site. Both sites are scheduled for completion by 30 June 2019.
Sealed Road Surfacing Renewals	\$1,385,000	\$1,396,278	The annual resealing program was completed in March 2019.
Structures Components Renewals	\$350,000	\$74,092	Work completed in July 2018 under the annual Bridge Structural Repair contract. Works planned for the 2018/19 year will be merged with works planned for the 2019/20 year and the budget carried over. This work is at the tender documentation stage.
Traffic Services Renewals 222	\$150,000	\$319,435	Annual Traffic Signs replacement and the District wide Line Remark project are ongoing. In addition, professional services are being charged to this GL in response to a current government drive for changes to speed limit legislation. These costs will be capitalised upon the purchase of new signs at the end of the project.
Unsealed Road Metalling Renewals	\$600,000	\$276,997	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season and has been delayed due to unseasonably dry weather since January 2019.
Emergency Reinstatement Renewals	\$700,000	\$269,600	Extra funding was requested from, and provided by, NZTA to repair damage to the network from Cyclones Debbie and Cook in April 2017, and also storm events in August and September 2017. A substantial programme of work under this budget is under way to complete repairs of the many small slips remaining from this period. In addition, the repair of the Te Mahoe Rd slip in July/August 2018 was journaled to this GL with the agreement of NZTA.

New Works

6.1 LED STREETLIGHT UPGRADE

- 6.2 The LED streetlight upgrade project started in February 2018 and is now complete.
- 6.3 New street lights will need to be added to the network in order to fill in dark patches in poorly lit pedestrian areas.
- 6.4 The incumbent street lighting contractor is Alf Downs Street Lighting. They will complete a night-time survey for WDC and assist us with planning and programming for the in-fill street lighting needed.

6.5 **PEDESTRIAN OVERBRIDGE**

- 6.6 Construction of a replacement pedestrian overbridge is dependent on NZTA funding assistance. If NZTA funding is approved, the project will be completed in 2019/20.
- 6.7 Significant progress has been made towards preparation of the prerequisite business case in support of NZTA funding assistance.
- 6.8 The estimated cost to design and construct the replacement bridge is \$1.2M. If approved by NZTA, the subsidy rate will be 73%, making the local share \$324,000.
- 6.9 The project may qualify for NZTA's Targeted Enhanced Funding Assistance Rate (TEFAR), in which case the FAR would be 86.5% and the local share would reduce to \$162,000. Application has been made for TEFAR funding.
- 6.10 WDC's local share funding has been included in WDC's 2018 – 28 LTP over the next three years. As reported to Council 27 November 2018, the second year's allocation will need to be brought forward to 2019/20.
- 6.11 Work has started on obtaining the pre-construction approvals required ahead of the detailed design stage, with the latter dependent on NZTA funding approval.
- 6.12 Work has started on obtaining the pre-construction approvals required ahead of the detailed design stage, with the latter dependent on NZTA funding approval.
- 6.13 WDC is awaiting final confirmation from NZTA on the funding approval.
- 6.14 Changes to the current Kiwi Rail lease agreement has been discussed with Kiwi Rail and a draft agreement will be sent for review.

6.12 **SIGNS**

- 6.13 Additional new work is anticipated as a result of the current government drive for changes to speed limit legislation.

6.14 **TE WAITERE SLIPS**

- 6.15 Two slips both 30m long on Te Waitere Road in the vicinity of RP5. These two slips caused by Cyclones Debbie and Cook in April 2017 are now impacting on the road carriageway and will continue to remove the available road width until addressed.
- 6.16 Professional services for the above closed on 14 February 2019. No tenders were received. WDC's road maintenance contractor will continue with remedial works as a short term measure.

Suggested Resolution

The Progress Report – Roads and Footpaths be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

21 May 2019

Document No: A429497

Report To: Council



Meeting Date: 29 May 2019

Subject: Progress Report: Solid Waste Services

Type: For Information

Purpose of Reports

- 1.1 The purpose of this business paper is to brief Council on the current work streams within the Solid Waste management portfolio, including contracted services.

Local Government Responsibilities

- 2.1 The Waste Minimisation Act 2008 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 Waitomo District Council has a statutory responsibility to promote effective and efficient waste management and minimisation within the Waitomo district under section 42 of the Act and to review its Solid Waste Management and Minimisation Plan (SWaMMP) no later than every six years. The SWaMMP 2018-2028 is currently in use and is available on our website.
- 2.3 A key element of the Act is the waste levy applied to all wastes disposed to landfill. The levy is \$10 per tonne. The purpose of the levy is to increase the price of waste disposal to better reflect the cost of waste on the environment, society and the economy and to generate money for waste minimisation initiatives.

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.

Waitomo District Council's Internal Planning Documents

- 4.1 SWaMMP - The key internal planning document influencing this SWaMMP is Council's Long Term Plan (LTP) which sets out Council's role in maintaining and promoting community well-being in the District. The SWaMMP is a "tactical" plan in support of the Council's LTP, with linkages to the Council's District Plan, Structure Plans and Council bylaws pertaining to waste management related matters.
- 4.2 Waste Assessment 2017-2018. The Waste Minimisation Act 2008 (WMA) requires a waste assessment to be undertaken and used to inform the review of the SWaMMP. The assessment provides the necessary data on waste and diverted material streams to determine priorities. The most recent assessment was completed in 2017 and was made available to the Medical Officer of Health (in

satisfaction of the WMA) for review and sign off. The Waste Assessment is also required to be included with Council's draft SWaMMP.

- 4.3 Waitomo District Solid Waste Bylaw 2009 - The purpose of this bylaw is to ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner, provide for the efficient collection and recovery of recyclable waste and manage waste management facilities for the optimum disposal or recycling of waste.
- 4.4 Funding Mechanisms - The current funding of Council's solid waste management services is split. It allows for a combination of general and targeted rates which covers mainly the original establishment cost and disposal of recyclables, while user charges are used to fund operational cost related to collection and disposal, structured so that they incentivise waste minimisation practices.
- 4.5 The following table summarises the linkages between AMP's and the other key components of the strategic planning and management of Council:

Long Term Plan	The broad strategic direction of Council set in the context of current and future customer requirements, many of which relate to the performance and financial requirements of the assets which are the subject of Activity Management (AM) planning. The AMP is the means for developing appropriate strategies and policies for the long-term management of Council's activities and related assets, and the basis for analysing the impact of Corporate strategic options on levels of service and long term funding needs.
Annual Plan	The service level options and associated costs developed in the AMP are fed into the Annual Plan consultation process.
District Plan	The District Plan regulates the shape and form of sustainable land use and activities pertinent to achievement of the District's environmental outcomes. It identifies and protects anticipated growth areas and formalises urban supply boundaries for utility services. It establishes standards for the construction and protection of the solid waste management network and provides the mechanism for mitigating adverse effects on the natural and physical environment.
Financial Plan	Financial plans developed in each AMP are consolidated into the short and long-term programmes of Council. AMP's improve financial planning by instigating planned long term maintenance and operation programmes and provides justification for works programmes and levels of funding.
SWaMMP	The service levels and budgets defined in the SWaMMP are incorporated into Business Plans as performance measures for the group.
Contracts	The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery
Corporate Information	Quality AMP is dependent on suitable information and data. This requires the availability of sophisticated AM systems which are fully integrated with the wider corporate information systems (e.g. financial, property, GIS, customer service, etc.).

Solid Waste Management

- 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 WDC is meeting its obligations under the Waste Minimisation Act 2008 and SWaMMP by providing:
- Weekly Kerbside Refuse and Recyclables Collection Services
 - Rural transfer Stations, including free recycling services
 - Street Side Recycling Units
- 5.4 The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery. Risks associated with delivery of the collection, waste transfer stations and landfill are mitigated by effective contract management including monitoring of contractor performance and ensuring regular reporting of core service and activity data.
- 5.5 Bi-annual waste audits of the kerbside collection bags have been conducted since 2008 as required by the SWaMMP. The purpose of the kerbside audits is to collect data to monitor the effectiveness of waste minimisation services and to assess consumer behaviour trends. Over recent years it has been identified that the waste audit methodology needed to be reviewed to ensure the data collected provided the necessary information to measure the success of endeavors to increase diversion and reduce waste to landfill.
- 5.6 An extra waste audit was conducted in February 2019. The full Waste Audit Report is **enclosure separately** and forms part of this Progress Report. All previous audits have been undertaken during June or July and it was considered important to determine whether kerbside waste composition changed over summer periods.
- 5.7 The comparison data is provided in the following table. Results for most of waste classifications is similar across the summer and winter audits. The organic waste to landfill data was the most interesting as it was expected that different food and eating habitats over summer would create less food waste ending up in kerbside bags.

Comparison of 2016 and July 2018 and February 2019 kerbside waste audits	July 2018 Winter	February 2019 Summer
Paper	11.2%	11.1%
Plastics - Film & bags	8.4%	8.5%
Plastics - All others	6.2%	5.9%
Plastics - Subtotal	14.6%	14.4%
Organics	41.5%	42.2%
Ferrous metals	1.8%	1.6%
Non-ferrous metals	1.0%	0.8%
Glass	2.4%	2.7%
Textiles	5.3%	5.8%
Sanitary paper	17.4%	16.9%
Rubble	3.4%	2.5%
Timber	0.2%	0.4%

- 5.8 The amount of organic product going to landfill is a concern, with increased focus required to improve diversion potential, change consumer behaviour and reverse this trend in order to meet KPIs going forward.
- 5.9 The next Bi-annual waste audit is scheduled for July 2020. Given the composition of kerbside waste is consistent across seasons it is not considered necessary to conduct another summer season audit.
- 5.10 **BIG BELLY BIN TRIAL**
- 5.11 The Big Belly Bins have been trialed over the previous eight months and has provided enough data to prove their cost effectiveness.
- 5.12 The bins are rented from Manco at a cost of \$50.00 per week each and are funded using the MfE waste levy refunds WDC receives.

Description	Litres Deposited July 2018	Litres Deposited Aug 2018	Litres Deposited Sept 2018	Litres Deposited Oct 2018	Litres Deposited Nov 2018	Litres Deposited Dec 2018
Total Litres to Date			1022.00	4202	6246	10561
Benneydale			480 (7.9 days)	1499 (28 days)	454 (20 days)	2607 (44 days)
Haggas Point Lookout			542 (10 Days)	1681 (29 days)	1590 (30 days)	1708 (35 days)
Description	Litres Deposited Jan 2019	Litres Deposited Feb 2019	Litres Deposited Mar 2019	Litres Deposited Apr 2019	Litres Deposited May 2019	Litres Deposited Jun 2019
Total Litres to Date	14082			20782		
Benneydale	1987 (11 days)	498	618	558		
Haggas Point Lookout	1534 (19 days)	450	633	591		

- 5.10 Updated signage has been installed at the unconsented greenwaste disposal site in Mokau. The signage states that Illegal Dumping of Rubbish and Greenwaste is prohibited under the Litter Act 1979.
- 5.11 Hidden surveillance cameras have been trialled at three different sites with evidence showing after-hours activity at the transfer stations. Cameras will now be used randomly across the five Transfer Station sites. The intention will be to prosecute offenders whenever possible in an attempt to deter this inappropriate behaviour. Te Kuiti Landfill will also have three cameras installed in the New Year.

Waitomo District landfill: 500/16/041

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

6.2 **EMISSIONS TRADING SCHEME**

- 6.3 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.

- 6.4 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.

6.5 **LANDFILL VOLUMES**

- 6.6 Landfill Consented Volume: 232,000 Tonnes

- 6.7 A full detailed landfill survey was completed on determining the actual landfill fill volume as part of the resource consent renewal for increased volume for the landfill. The result provided evidence that the actual volume of the landfill is 173,000m³ or equivalent to 155,000 tonnes.

Description	Tonnes Deposited July 2018	Tonnes Deposited Aug 2018	Tonnes Deposited Sept 2018	Tonnes Deposited Oct 2018	Tonnes Deposited Nov 2018	Tonnes Deposited Dec 2018
Deposited to Date	158512.50	159513.28	160469.26	161327.45	162415.67	163278.92
WDC Bags Collected	1.26	1.20	1.32	1.20	1.18	1.72
Total over Weighbridge	1059	1085.05	1018.81	929.71	1575.64	933.12
Less Diverted Recycle	28.61	41.12	34.32	39.93	468.61	45.13
Less Stock out Gate	27.75	44.35	29.86	32.79	20.00	26.46
Total To Landfill	1003.90	1000.78	955.98	858.19	1088.22	863.25
Tonnage Space Available	73487.50	72486.72	71530.74	70672.55	69584.33	68721.08
Deposited to Date	160469.87	165238.95	166211.25	167358.41		
WDC Bags Collected	177	99	142	102		
Total over Weighbridge	1009.10	1060.58	1048.58	1146.91		
Less Diverted Recycle	33.51	34.39	40.53	42.78		

Description	Tonnes Deposited July 2018	Tonnes Deposited Aug 2018	Tonnes Deposited Sept 2018	Tonnes Deposited Oct 2018	Tonnes Deposited Nov 2018	Tonnes Deposited Dec 2018
Less Stock out Gate	20.42	23.54	36.89	35.4		
Total To Landfill	956.59	1003.44	972.30	1189.69		
Tonnage Space Available	67764.49	66761.05	65788.75	64641.59		

6.8 The Hampton Downs landfill was closed for several days in April due to a fire on site. Envirowaste sought assistance from WDC to take the general waste which needed to be redirected from Hampton Downs. This accounts for the high April volumes as 206 tonnes extra was deposited. It generated \$43,000.00 extra revenue.

6.9 **DIVERTED MATERIAL**

6.10 To date a total of 808.93 tons of recyclables has been diverted from the landfill for this financial year.

6.11 Note there was a significant increase in diverted materials during November 2018. This was concrete rubble coming in from the new Te Kuiti Holiday Park site. Large concrete pads were broken up to make way for the developments. Concrete rubble is diverted from the landfill to be reused for internal track/roading hard surfaces.

6.12 **HEALTH AND SAFETY AT WORK (ASBESTOS) REGULATIONS 2016**

6.13 The Health and Safety at Work (Asbestos) Regulations 2016 came into effect in April 2016. Under Clause 40 it is a duty of an asbestos removal expert to ensure that asbestos waste is disposed of by depositing it in a place approved for the purpose by a territorial authority under section 73 of the Resource Management Act 1991. Under Resource Consent 101753 Waitomo District Landfill (WDL) is able to accept asbestos waste if it is done in accordance with regulation requirements.

6.14 The Landfill Management Plan, under which the landfill operates, includes provisions to ensure acceptance procedures for all waste types meet resource consent/ regulatory requirements.

6.15 WDC is one of four landfills in the greater Waikato/Coromandel area with approval via resource consent conditions to accept this type of waste.

6.16 **CAPITAL PROJECTS**

Description	Actual July 2018	Actual August 2018	Actual September 2018	Actual October 2018	Actual November 2018	Actual December 2018
Safety improvements	Benneydale spouting, \$763.09	H&S provided equipment	Awakino safety barrier \$2611.96		\$12,350 Listed in point 6.18	
High Wall Safety Work						
Main entrance upgrade Transfer station improvements		\$862.20	\$357.80	Te Kuiti Landfill reseal \$35,993.34		

Description	Actual January 2019	Actual February 2019	Actual March 2019	Actual April 2019	Actual May 2019	Actual June 2019
Safety improvements						
High Wall Safety Work						
Main entrance upgrade Transfer station improvements		\$8962.53 CCTV camera	Nil	Nil		

- 6.17 Safety improvements includes all the H&S issues which were identified during the previous 2018/19 period for the Solid Waste assets.
- 6.18 High wall shaping involves the removal and shaping of earth above the Te Kuiti landfill space and is carried out for safety purposes to prevent the potential for landslides and also to manage water ingress into the landfill area. Whilst this work has been completed and the desired outcomes have been achieved for now, the area will require future works to ensure that potential risks are addressed.
- 6.19 Access control at the Te Kuiti landfill has been completed to restrict public entry to the landfill section and better manage H & S risks.
- 6.20 Investigations confirmed actual landfill fill volume (173,000m³ equivalent to 155,000 tonnes) compared with the consent limit (232,000 tonnes). It is estimated that consented capacity will be filled by 2023. The landfill consent term expires in 2033.
- 6.21 The physical capacity of the landfill will be increased over the next two financial years by raising the design finish level of the current footprint. That will require lining of the corresponding height of the high-wall. The life of the landfill, at current annual fill rates, will be extended to approximately 2044 i.e. beyond the term of the current consent (2033).
- 6.22 The chosen consent renewal option (as per Council resolution) involves renewing the consent to realise the full potential of the investment required (approximately \$1.5M) to extend fill capacity though to 2044. It avoids the s.128 review process, is no more onerous than a consent variation, provides a longer term for no additional capital cost, and best aligns consent life with landfill capacity, all at the same time.

Option	Description	Capacity	Capacity reached	Residual life	Consent requirements
3	Close landfill at optimised fill height	420,000 t (467,000 m ³)	2044	26 years	New consent required. Avoids s.128 review procedure due after 1 September 2018. Detailed AEE. Consultation. Notified consent. Possible hearing. Highwall liner required.

- 6.23 A draft AEE has been prepared for discussion with Waikato Regional Council (WRC). Following WRC feedback, any additional evidence required will be added to the AEE ahead of consultation with affected parties, followed by consent lodgment. It is expected that will be completed by the end of next month (March).
- 6.24 Consultation with neighbouring property owners (10) was undertaken in April via direct mail outs. Meetings were also held with representatives of the Maniapoto Maori Trust.
- 6.25 Two property owners took the opportunity to provide feedback. Both owners and the Maniapoto Maori Trust were positive and supportive of the proposal. This feedback was provided to WRC
- 6.26 The completed resource consent application was lodged with WRC on 3 May 2019.
- 6.27 **CONTRACTUAL REPORTING – 0500/16/041**
- 6.28 The following is a snapshot from the EnviroWaste Landfill management contract report KPI score / reasoning PACE evaluation score for year beginning July 2018, is provided in the following table.

Month	Score	%
Jul-18	320	80%
Aug-18	360	90%
Sep-18	380	95%
Oct 18	380	95%
Nov 18	390	98%
Dec 18	400	100%
Jan 19	400	100%
Feb 19	400	100%
Mar 19	400	100%
Apr 19	400	100%
May 19		
June 19		

Monthly Performance Rating Evaluation Definitions

Grade	Definition
1	Very Poor – Meeting very few of the requirements of each objective. Not making progress to a more satisfactory level. Unable to provide required outcomes without significant Client or Consultant intervention. >50%
2	Poor – Meeting the requirements of some of the objectives to the minimum specified standard. Making progress towards an acceptable rating. 50 - 69%
3	Marginal / Unacceptable – Barely Meeting objectives to the minimum specified standard. 70 - 75%
4	Good – Meeting all objectives. Delivering better than the minimum specified standard. Consistent best practise methodology being applied. 76 - 89%
5	Excellent – Meeting all objectives. Consistently providing well above the required standard. Proactive in providing value added features, such as pro-activeness, flexibility, identifying and pursuing innovation without Client or Consultant intervention. 90%<

6.29 **CONTRACTUAL REPORTING – 500/16/038 – KERBSIDE AND RECYCLING COLLECTION CONTRACT**

6.30 PACE evaluation score for year beginning July 2018 is provided in the following table.

Month	Score	%
Jul-18	382	76%
Aug-18	340	68%
Sep-18	460	92%
Oct-18	420	84%
Nov-18	460	92%
Dec-18	300	60%
Jan – 19	275	55%
Feb – 19	500	100%
Mar – 19	430	86%
Apr -19	460	92%
May -19		
June - 19		

Monthly Performance Rating Evaluation Definitions

Grade	Definition
1	Very Poor – Meeting very few of the requirements of each objective. Not making progress to a more satisfactory level. Unable to provide required outcomes without significant Client or Consultant intervention. >50%
2	Poor – Meeting the requirements of some of the objectives to the minimum specified standard. Making progress towards an acceptable rating. 50 - 69%
3	Marginal / Unacceptable – Barely Meeting objectives to the minimum specified standard. 70 - 75%
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5	Excellent – Meeting all objectives. Consistently providing well above the required standard. Proactive in providing value added features, such as pro-activeness, flexibility, identifying and pursuing innovation without Client or Consultant intervention. 90%<

Service Requests / Complaints

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

7.2 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. Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2018/2019 include:

Description	July 2018	Aug 2018	Sep 2018	Oct 2018
Kerbside Refuse not collected	1	3	0	3
Landfill Complaint	0	0	0	0
Transfer Station Complaint	0	0	0	0
Litter Bins not being emptied	0	0	0	0
Request for additional service	0	0	0	0

Description	Nov 2018	Dec 2018	Jan 2019	Feb 2019
Kerbside Refuse not collected	1	2	1	7
Landfill Complaint	0	0	0	0
Transfer Station Complaint	0	0	0	0
Litter Bins not being emptied	0	0	0	0
Request for additional service	0	0	0	0

Description	Mar 2019	Apr 2019	May 2019	June 2019
Kerbside Refuse not collected	0	0		
Landfill Complaint	0	0		
Transfer Station Complaint	0	0		
Litter Bins not being emptied	0	0		
Request for additional service	0	0		

7.3 Council still have issues with public claiming they were not issues a new green bin in July / August 2017. Which is the cause of many complaints around rubbish / recycling not being collected by the contractor.

7.4 Non collection is still the main cause of complaint, however this is usually due to people putting rubbish out after the collection has passed or putting commercial quantities of rubbish out.

Suggested Resolution

The Progress Report: Solid Waste Services be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

Separate

Enclosure: Waste Not Consulting Composition of Waitomo District Kerbside Waste July 2018 and February 2019 (A429355)

Document No: A430915

Report To: Council



Meeting Date: 28 May 2019

Subject: Progress Report: Water Supply, Sewerage and Stormwater

Type: Information Only

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide an updated progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

2.0 Background

- 2.1 The Waters activities are:
1. **Water Treatment and Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water for Te Kuiti, Piopio, Mokau and Benneydale.
 2. **Sewerage System, Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage for Te Kuiti, Piopio, Benneydale and Te Waitere.
 3. **Stormwater:** The collection and disposal of storm water.
 4. **Trade waste:** Management of trade waste discharges from business houses to ensure the quality and quantity of the discharge do not cause any operational and compliance issues to our network system and Wastewater treatment plants.
- 2.2 WDC's only reticulated Stormwater disposal network serves Te Kuiti and any exceptions will be reported on for the other areas as these arise.

3.0 Considerations for the Activity

- 3.1 The key drivers of service for each of Council's Three Waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.
- 3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).
- 3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.
- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community,

responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.

- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that LoS are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are four works categories under each of the three Waters activities to maintain all the LoS:
 1. Routine Duties: Routine Operations and maintenance duties and tasks are carried out by trained and competent Water and Wastewater technicians. These duties and tasks are to ensure all treatment plants are operating as per the operations and maintenance specifications.
 2. 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.
 3. 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.
 4. 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.

4.0 Service Delivery

- 4.1 The Infrastructure Services Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.2 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.
- 4.3 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.
- 4.4 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.

- 4.5 The three waters reticulation network service delivery is procured externally and managed internally by the Water Operations Manager assisted by an administrator to optimise efficiency and to ensure that LoS requirements are met by cost effective and efficient project management.
- 4.6 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.7 Services to be carried out under the agreement include, but are not limited to, the following:

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
Planning, investigation, design, performance and quality monitoring of physical works projects (maintenance and construction), including the administration of professional services.	Reporting to the Manager Water Services on: <ul style="list-style-type: none"> - physical and financial performance of physical works activities; - physical condition of 3-waters assets, including recommendations for maintaining, renewing, enhancing, or disposing of assets.
Preparation of: <ul style="list-style-type: none"> - Project feasibility reports; - Asset management plans; - Work programmes; - Risk management plans. Interpreting condition rating data and applying to programme development.	Gathering and managing information: <ul style="list-style-type: none"> - Carrying out asset condition inspections and ratings, and ensuring all asset data on completed work is kept up to date; - Monitoring, recording and reporting water and wastewater treatment plant performance data ; - Monitoring levels of service and reporting on achievement of key performance measures; - Monitoring, recording and reporting on trade waste discharges. Delivering operations, maintenance and renewals programmes.
Developing, procuring and managing capital physical works activities. Supervising external capital works activities.	Providing support to the WSAMT on physical works activities.
Processing, monitoring and enforcing trade waste discharge consents and calculating monthly trade waste charges for invoicing.	Monitoring and reporting trade waste discharges.
Undertaking: <ul style="list-style-type: none"> - Flow modelling studies; - Catchment surveys and catchment management plans; - Water supply safety plans; - Health and safety audits; - Risk management plans. 	Implement, monitor and report compliance with safety and risk management plans.
Preparing and evaluating tenders and monitoring physical works and external professional services activities.	
Interpreting, prioritising and programming recommendations from professional services reports and investigations, including review of asset condition assessment reports.	Monitoring and reporting on asset condition of water and wastewater treatment plants and 3-waters networks
Obtaining building and resource consents.	

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
Reporting to Waikato Regional Council on consent compliance and related matters.	Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data.
	Any other activities subsequently requested during the agreement period.

This Agreement also includes administration support functions. The following table identifies the administration activities:

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
<p>Setting and administering policy and standards, risk, and levels of service.</p> <p>Approving, administering and monitoring asset management plans.</p> <p>Owning maintenance management systems.</p> <p>Owning infrastructure databases.</p> <p>Managing WDC's water services budgets.</p> <p>Preparing financial assistance claims – Ministry of Health.</p> <p>Budget management.</p> <p>Reviewing and confirming scope of work programmes.</p> <p>Administering database of tenderers</p> <p>Administering and maintaining telemetry / SCADA system</p> <p>Servicing democracy, including providing customer/ratepayer interface and responding to enquiries.</p>	<p>Preparing rolling maintenance programmes.</p> <p>Implementing data collection and reporting systems consistent with AMS.</p> <p>Collecting and reporting maintenance history in agreed format.</p> <p>Providing data and information to WDC.</p> <p>Reporting expenditure against approved programmes.</p> <p>Providing monitoring data for WDC annual plan performance measures.</p> <p>Operating job costing system and report on budget spend</p> <p>Reporting progress against approved programme scope.</p> <p>Operating telemetry/SCADA stations</p> <p>After hours service arrangements.</p>
<p>Undertaking community consultation on work projects</p> <p>Reporting to WDC, WRC etc.</p> <p>General administration duties (e.g., correspondence, record management)</p> <p>Reporting on WDC annual plan performance measures</p> <p>Developing and operating communication plans and strategies.</p> <p>Preparing and administering service agreements or activities with professional services providers (internal and external)</p> <p>Accepting physical works tenders.</p> <p>Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place.</p> <p>Administering TW Bylaw 2006 (amended 2016) and trade waste agreements.</p>	<p>General administration duties (e.g., correspondence, record management)</p> <p>General administration duties (e.g., correspondence, record management)</p> <p>Collecting performance data and reporting.</p> <p>Public relations/communications procedures.</p> <p>General administration duties (e.g., correspondence, record management)</p> <p>Administration of TW sampling and testing programmes.</p>

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Reporting resource consent compliance.	Monitoring and documenting treatment plants performance and resource consent compliance.
Auditing health and safety systems.	Preparing and administering health and safety systems.

4.8 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.

4.9 The following contracts are currently in place:

- Contract 500/16/045 - WSBU Agreement
- Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
- Contract 500/16/042 – Trade waste cleaning

4.10 **CAPITAL WORKS**

4.11 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team (see item 11.0).

4.12 **COMPLIANCE MONITORING**

4.13 Compliance monitoring is reported separately.

4.14 **PLANNED MAINTENANCE**

4.15 The 'Asset Owner' is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC's Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

4.16 **REACTIVE MAINTENANCE**

4.17 The WSBU is responsible for ensuring any urgent and reactive maintenance work requirements are rectified as soon as possible at a reasonable cost.

4.18 The Asset Owner is notified when and if the repair of the asset could or may require replacement or renewal.

5.0 Water -DWSNZ 2005(2008)

5.1 The supply of treated drinking water is a process that takes place from abstraction at the source through to the customer service connection "the toby". 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.

5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

6.0 Waste Water

- 6.1 WDC provides and manages four separate public Waste Water Treatment (WWT) schemes; at Te Kuiti, Benneydale, Piopio and Te Waitere. The largest of these is at Te Kuiti.
- 6.2 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.3 With the exception of Te Waitere, the remaining three WWT schemes have been upgraded over the past six years, representing a significant contribution towards the social and environmental wellbeing of the associated communities, and the community outcomes for sustainable infrastructure.
- 6.4 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

7.0 Storm Water

- 7.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.2 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

8.0 Trade Waste

- 8.1 The main trade waste dischargers to the Te Kuiti Wastewater system (TKWWTP) are the two meat processing plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade waste discharge consents (TWDC's) were agreed with both organisations.
- 8.3 This follows from the first TW Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.
- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 Te Kuiti Meats, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.
- 8.6 Agreements has been renewed for both UBP and Te Kuiti Meats.
- 8.7 We are working with HACH Instruments Ltd and Te Kuiti Meats (TKM) to improve the method of collecting trade-waste effluent discharge so both parties are comfortable with the testing results. The results contributes to the calculation of monthly charge fees to TKM. The new improve auto-sampling method and location should be completed by early October 2018.
- 8.8 Installed, commissioned and been operating since November 2018.
- 8.9 **TKM are satisfied with the outcome of the new installation. It provides them with useful monitoring information and timely results.**

9.0 Level of Service (LoS) Drivers

9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.

9.2 CUSTOMER EXPECTATIONS

9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.

9.4 ENVIRONMENTAL RESPONSIBILITY

9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.

9.6 HEALTH AND SAFETY

9.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.

9.8 Asset management planning addresses WDC's safety obligations through:

- Employing trained and well established operators for all WDC treatment plants
- Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
- Specification of works to maintain assets in a safe condition.
- Enforcement of safe operating and work practices.
- Compliance with industry standards and codes of practice.

9.9 EFFICIENCY AND EFFECTIVENESS

9.10 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.

9.11 The techniques of asset management support efficiency and effectiveness by:

1. Using best practice principles for the employment of a well-trained and managed operations team
2. Providing a basis for monitoring asset capacity, performance and utilisation
3. Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works
4. Identifying under funding of asset maintenance and replacement
5. Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
6. Extending the life of an asset by optimising maintenance and refurbishment treatment selection.

9.12 **CORPORATE PROFILE**

- 9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.
- 9.14 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.
- 9.15 Asset Managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.
- 9.16 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

Typical Technical Levels of Service	Typical Customer Levels of Service
Outcome related - measures define what the customer receives in an interaction with an organisation	Process related - measures define how the customer experience the service
Quality	Intangibles
Quantity	Responsiveness
Availability	Courtesy
Legislative requirements	Assurance (knowledge, trust, confidence)
Maintainability	Empathy (understanding, individual attention)
Capacity	
Reliability and performance	
Environmental impacts	
Cost / affordability	
Comfort	
Safety	
Reliability and performance	

10.0 Service Delivery – Considerations

10.1 **TE KUITI WATER TREATMENT PLANT**

- 10.2 The water treatment process standard requires a Log 4 level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.4 Progress has been made to provide better and improved monitoring and recording all required parameters on the SCADA system to show compliance with bacteriological and protozoan criteria. These includes:-
- Chlorine residuals on final water leaving treatment plant
 - Turbidity on inlet/outlet for all four filters
 - Turbidity on final water leaving the treatment plant

- pH on settled and final water leaving the treatment plant
 - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.5 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.6 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.7 As reported to Council prior work on Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been hampered by high river levels. On the 6 July the contractor managed to de-sludge the construction area and were ready to do the piling. Unfortunately heavy rains on the 7 and 8 July lead to a rise in river levels again and the area flooded. This has now been cleaned out again and the contractor is ready to do the piling and base.
- 10.8 The Raw water Intake (phase 2) was completed at the end of October 2018. (Detail updated, see Item11.0)
- 10.9 The Electrical and Mechanical consultants are currently reviewing the functional description and will implement all plant operational and compliance set point for all monitoring devices in the next couple of next months.
- 10.10 The functional description of the WTP is now with WDC staff to review and will implement when the cost is provided by the SCADA contractor.
- 10.11 WDC has worked through the functional description of the plant with Alf Downs, the SCADA service provider. The WDC operators are now working through the new changes to ensure they achieve the necessary outcomes.
- 10.12 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.13 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.14 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.15 From December 2018 till Early February 2019, we experience Water quality problem in Te Kuiti due to taste and Odour in our drinking Water. We have mitigated the cause of the problem but are investigating to avoid similar occurrence in the future. A report is been developed.
- 10.16 WDC Councillors visited the site in March 2019.
- 10.17 The majority of the upgrade capital work has been completed. Minor alterations and improvements are currently being worked through. The minor works will be completed before the end of this financial year.
- 10.18 The draft Water Safety plan prepared by Opus International consultants on WDC's behalf is being reviewed before it will be submitted to MoH Drinking Water Assessor for assessment and approval.
- 10.19 The plant has operated satisfactorily over the previous three months.

10.20 BENNEYDALE WATER TREATMENT PLANT

- 10.21 The water treatment process does not meet the NZDWS which requires Log 3 credit removal.
- 10.22 The WTP UV treatment component needs to be certified to meet DWS requirements log credits. We are finalising a Bursen UV system approved contractor to certify the system. – Not yet approved
- 10.23 We are incorporating in SCADA system, the UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp. These will provide the log credit removal requirements.
- 10.24 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.25 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.26 Verification for log accreditation by the DWA and finalization of the Water Safety Plan is in progress.
- 10.27 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.28 The WSP has to be scrutinised by the DWA. For the Waikato Region there is only one qualified DWA and a trainee DWA and in satisfying the work load the Waikato DHB engaged and ex-DWA as consultant to assist with the WSP submissions from the various Councils.
- 10.29 The Draft Benneydale Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.30 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.31 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes. (see item 10.18 & 10.19)
- 10.32 The filter media has been replaced and changed to include new pumice and granulated activate carbon media for adsorption process. These media changes will allow more effective removal of in-organic particles in the water supply. Other work includes emptying and cleaning out the settled sludge, grit, and sand out of the two settling tank including repairing damaged uPVC pipes inside both tanks.
- 10.33 The plant has operated satisfactorily over the previous three months.

10.34 PIOPIO WATER TREATMENT PLANT

- 10.35 The new plant meets the Drinking Water Act requirements.
- 10.36 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.

- 10.37 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.38 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.39 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.40 The Draft Piopio Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.41 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.42 Old and blocked Membrane modules (18 off) was replaced with new ones end of August 2018 and now operating effectively. We have also created extra monitoring parameters on SCADA allowing the water techs to monitor and show compliance with effective operations of the membrane. This will ensure log 3 credit removal is taking place.
- 10.43 We are also in progress to ensure pre-treatment, chemical coagulation/flocculation and Sedimentation is effectively operating.
- 10.44 Monitoring of these required parameters on SCADA will show compliance. This will also give us additional log 3 credit removal.
- 10.45 The Waikato District Health Board, Drinking Water Assessor (DWA) will be visiting all the Water Treatment plants on the 13 September 2018 to confirm what we are implementing to show bacteriological and protozoan compliances.
- 10.46 The DWA visited the plant to assess the competency of WDC staff on instrument verification and calibration for the plant. DWA assessment of the plant was very good and found no issues.
- 10.47 The Piopio WTP plant is operating well and has been meeting the protozoa Log 3 credit removal over the previous three months.
- 10.48 Cleaned out backwash settling pond.
- 10.49 Started installing 1 x turbidimeter to monitor and measure final water leaving the plant to comply with NZDWS (NZ Drinking water standard)
- 10.50 **MOKAU WATER TREATMENT PLANT**
- 10.51 The WTP does not currently achieve 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.
- 10.52 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.

- 10.53 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.54 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.55 A new Water Safety Plan will be developed after completion of the optimisation of the plant will form part of the submission to the DWA for verification of the log credits.
- 10.56 The new upflow clarifier has been installed and is undergoing performance testing.
- 10.57 The clarifier is now operating but still require Water Techs inputs, as it not performing well just yet.
- 10.58 A minor WTP modification is required to bring the turbidity analyser in line with requirements.
- 10.59 In order to comply with Log 4 credit removal, we are making good progress to ensure all compliance monitoring parameters are monitored and recorded. These include:
- Chlorine residuals on final water leaving treatment plant
 - Turbidity on inlet/outlet for filter
 - Turbidity on final water leaving the treatment plant
 - pH on settled and final water leaving the treatment plant
 - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.60 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.61 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.62 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.63 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.64 The Water Storage Dam liner membrane was damaged late in October 2018.
- 10.65 Water use restriction notice was implemented to conserve water whilst the repair work on the dam is been undertaken.
- 10.66 The Consultants (that was responsible for the original design of the structure) was appointed to investigate and provide a design and methodology of repairing the dam embankment.
- 10.67 Repair work commenced on 12 November 2018 after the health and safety plan (SSSP) was reviewed and approved. This also included correct methodology of work carried out in accordance with the consultant's report (Tonkin & Taylor).



Work underway



Tomo showing after Bottom Drain down



Bottom storage dam (drained out)



Top raw water dams

- 10.68 Repair work was completed second week of December 2018.
- 10.69 The Dam was topped up and was in use when the capacity was at 80%.
- 10.70 There seems to be a very small leak as it is evident from the seepage pipework. However, due to the importance of supplying the township of Mokau, it was decided to leave the investigation until the high demand is over around winter months.
- 10.71 Lower Dam monitoring of small leakage is on-going
- 10.72 All three dams have sufficient stored water.
- 10.73 A proposal to upgrade the treatment plant has been completed and is with Greg Boyle, Special Projects Coordinator, for peer review before finalisation of the design.

- 10.74 New computer was installed at the plant to provide more effective and efficient monitoring of the plant performance.

10.75 **TE KUITI WASTEWATER TREATMENT PLANT**

- 10.76 The management of the Sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.
- 10.77 Planned maintenance of the major plant is under way.
- 10.78 Service on two of the submersible aerators have been completed.
- 10.79 The ultraviolet disinfection reactors are scheduled for their annual service. This will involve stripping and cleaning all the parts, checking for any damage and recalibrating the lamps and sensors.
- 10.80 All operational and resource consent conditions are being complied with.

10.81 **SLUDGE TREATMENT**

- 10.82 Sludge treatment is progressing well. In October a total of 500 tonnes of dried sludge was removed from the settling ponds, pressed and transferred to the landfill.
- 10.83 A minor improvement to the existing sludge press pipework was carried out to prevent blockages which can stop sludge production. (See photo)
- 10.84 The improvement was made as the previously installed outlet pipe system was blocking up due to sludge build up around the outlet.
- 10.85 Sludge Treatment been operating well this period, removing approx., 173 tonnes of dried sludge to the landfill in January 2019
- 10.86 The dredge electrical cable was damaged again but was quickly repaired. Investigations are on-going to prevent recurring
- 10.87 There are ongoing operational matters leading to ineffective sludge management.

10.88 **PIOPIO WASTEWATER SYSTEM**

- 10.89 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.
- 10.90 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.
- 10.91 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not renew it.

10.92 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment Plant. The plan was that scale capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.

10.93 After carrying out preventative maintenance to most of the on-site (residential) systems, WDC are producing excellent quality discharge and complying the plant discharge consent conditions.

10.94 **TE WAITERE WASTEWATER**

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

10.96 In addition the consent makes provision for expansion of the scheme.

10.97 The soakage field shows signs of failing and there is no spare capacity in the scheme.

10.98 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.

10.99 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.

10.100 The Te Waitere sewer pump has been replaced.

10.101 No issue with this system

10.102 **TE KUITI WASTE WATER NETWORK**

10.103 The part of the sewer trunk main located in Taupiri Street is in poor condition.

10.104 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.

10.105 This pipe is also in excess of 2 meters deep and runs along the centreline of Taupiri Street.

10.106 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.

10.107 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.

10.108 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.

10.109 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.

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

- 10.111 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.
- 10.112 A survey and design has been initiated to confirm the feasibility of this project along that alignment.
- 10.113 The Taupiri Street Wastewater pipe network upgrade project has been successfully procured, awarded and is underway.

10.114 All pump stations are regularly inspected and maintenance work undertaken.

10.115 **TE KUITI STORM WATER**

10.116 No matters to report on.

11 Capital Projects

11.1 WATER

11.2 TE KUITI

11.3 The majority of capital upgrade projects originate from work identified in the Te Kuiti urban area.

<u>Water Treatment Plant Upgrade</u>			
Phase 1			
Te Kuiti WTP Upgrade	Rebuild	Water Treatment	Completed
	Plant		
Phase 2			
New Intake Structure	Construct a new raw water intake structure	<p>Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work. Although this work did commence, the river level is still a cause for major health and safety concern. A coffer dam is being built at additional cost to be able to work in relative safety. The contractor is investing in additional equipment to complete the work at his own cost.</p> <p>Progressing</p> <p>Work is now progressing very well. The intake pump and valve chambers is been installed.</p> <p>The electrical and control conduits and cables are been installed.</p> <p>The intake screen been installed, the air compressor has been installed. All the associated valves and pipe work, including electrical work has been completed.</p> <p>The intake system was commissioned recently end of October 2018 with success and currently operating.</p>	

		Finalizing and documentation been completed for total completion of project. Completed
Phase 3		
Old Building Demolition	Remove old building to make way for new driveway entrance and chemical tanker fill area	Completed
Entranceway	Reinforced concrete driveway and chemical bunded fill hard stand for trucks	Contract now completed. Entrance and exit gates has been procured to finalise site security and access control. Work has just begun, with the two main entrance. The cables and electronic gates should be completed by end of next week (14 Sept 2018) The installation of the entry gate to be complete by end of November. The treatment plant perimeter fencing to be completed end of November 2018. Completed
Refurbishment of Clarifiers	Cleaning, condition assessment and epoxy coating of clarifiers	This contract has successfully been completed.
Phase 4		
Te Kuiti WTP	Refurbishments of Filters 3 & 4	Completed

<u>Water Reticulation Renewals</u>		
Hetet Street Main Replacement	Replace 100 mm FC main in Hetet Street	Contract now completed
Henderson and Earl Street	Complete ring main feed from Earl Street to Henderson Street	Contract now completed
Edward Street Main Replacement	Replace 100 mm FC water main in Edward Street	Tender documents being drafted and the project will start in the next financial year. Funding will have to be carried over for this project into the next financial year.

<u>Reservoir Seismic Strengthening</u>		
Seismic Strengthening: Mangarino Reservoir	Clean out cracks and seal, condition assessment, replace valves	To be programmed

11.3 BENNEYDALE

11.4 Provision has been made for unforeseen renewals and capital works that may arise. Overall the Benneydale WTP and reticulation is in very good condition with the reticulation and the WTP renewed less than 10 years ago.



Benneydale Water Renewals

Nothing plan for this Financial Year

11.5 PLOPIO

11.6 The Piopio reticulation is scheduled to be renewed as per the LTP. To do this renewal without major shutdowns affecting the whole town some preparation work is required to allow supply from other mains to reduce the affected properties.

Water Reticulation renewal

Tui Street Ring Main Feed	Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream	<p>Tender documents are being drafted. This work will only be able to be started in the next financial year and the current funding will have to be carried over into the next year.</p> <p>This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link.</p> <p>This project will not be implemented this FY due to unavailability of funds.</p>
Water Reservoir Replacement	<p>Supply, installation and commissioning of a 500 000l reservoir</p>  	<p>The tender for the Piopio reservoir replacement has been awarded. Work will commence after all contract documentation and insurance is received by Council and approved. This includes all health and safety documentation.</p> <p>Design is underway at this stage, Plan for the contractor to be onsite in end of February 2019 to start.</p> <ul style="list-style-type: none"> • The project is almost completed. • Reservoir is completed • All Pipework is completed • Valves and Magflow meter is completed • Disinfection and de-chlorination is completed • Water samples were collected this week and waiting for results, before final inspection and connection to town supply system.

11.7 **MOKAU**

11.8 The Mokau Water Reticulation has been identified as being in poor condition with several major bursts occurring during September 2016. This prompted a condensing of the Renewal programme that saw the main along North Street being replaced from Oha Street to Rerenga Street, a distance of approximately 550 meters.

<u>Water Reticulation Renewal</u>		
Tainui Street	Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme	<p>Tender documents in progress. This project will be done in conjunction with the Aria Terrace project scheduled for next year to combine the work. This is to allow savings in the establishment and disestablishment of the contractor's costs. Current year funds will have to be carried over for the next financial year.</p> <p>This tender for the capital works project has been delayed due to need for further investigation into asset condition.</p>

11.9 **WASTE WATER**11.10 **TE KUITI**

11.11 The upgrade of Te Kuiti WWTP was completed about 4 years ago. Most of the optimization has been completed and the plant is treating waste water to the consented standards

<u>Waste Water Treatment Plant</u>		
Oxidation Pond Aeration	Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as improve pre-treatment of the returned liquid.	Programmed for 2018. This work has not progressed and has been put on hold for the time being.
Chemical tank bunded fill area	Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement	The tank installation and dosing pump connecting up is complete.
Storage Shed	Storage area of equipment	This work is completed.
<u>Waste Water Reticulation Renewal</u>		
Carroll Street Sewer Replacement under Railway	Insert a new continuous PE pipe into the old concrete sewer main	This work is completed.
Sewer Replacement under the River	Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon.	Completed.

Taupiri Street Augmentation	Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station	Contract awarded. Work was stopped due to health and Safety concerns that were raised. Work has re-commenced after all identified H&S issues were addressed and mitigation put in place. Progressing but almost completed. Project completed
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11.12 **BENNEYDALE**

11.13 Provision has been made for unforeseen issues that require attention.

Waste Water Reticulation

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11.14 **PIOPIO**

11.15 The UV disinfection unit was completely rebuilt to get the E.Coli control back to Discharge Consent limits.

Waste Water Treatment Plant Upgrade

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11.16 **TE WAITERE**

11.17 A new pump is being installed at the main pump station.

Waste Water Treatment System

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11.18 **STORM WATER**

11.19 **TE KUITI**

11.20 The Te Kuiti Storm Water Network has been designed for a 1:2 year rainfall event. Overall the system copes very well and improvements have seen a reduction in flooding areas. A Flooding Model was developed and the only major flooding area was identified as a section of flat ground along Waitete Road near Farmland and Hynds. The design calls for a 1,200 mm diameter storm water pipe from the farm beyond the rail line to the Mangaokewa River. The existing pipe changes from a 1,200 mm diameter to a 600 mm pipe under Waitete Road and this will be upgraded.

Storm Water Reticulation

Waitete Road Augmentation	Install an additional 600 mm storm water pipe alongside the existing to improve drainage	Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link
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		Tenders have been received and reviewed by tender evaluation team (TET). Work deferred to the next financial year.
View Road Augmentation	Install a wingwall, complete pipe work and install connecting pipes to design size	This project has been completed and is working well.
Hospital Road Extension	Install a 600 mm stormwater pipe to eliminate health and safety issues at an open drain.	Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link. Tenders have been received and reviewed by tender evaluation team (TET). This project has been canceled

12 General

- 12.1 A proposed variation in the Te Kuiti Waste Water Treatment Plant Effluent Discharge Consent Conditions has been made. This has come about due to the cost and practical implications for certain consent conditions. In particular one of the conditions is to do a fish migration study from the discharge point at the Te Kuiti Aerodrome all the way up the Mangaokewa from its origin and including all the tributaries.
1. It was agreed that an in-house assessment with the aid of a methodology (currently under review by NIWA) can be used.
 2. In addition the Te Kuiti Waste Water Treatment Plant bore assessment can be conducted by consultants other than NIWA. This was completed by Tonkin + Taylor at a reduced cost.
- 12.2 A source water supply study is underway. The initial project scope was to investigate the feasibility, and subsequent citing, of a suitable off-stream storage dam upstream of the Te Kuiti Water Treatment Plant.
1. A change in scope has been done to locate a suitable underground source and this was completed recently. The report from Tonkin + Taylor is submitted as an Annexure to this report.
 2. The findings of this desktop study are encouraging with a plentiful supply available in relative proximity to the Te Kuiti WTP.
 3. In 2004 a trial bore was sunk near the Mangarino Reservoir that is being investigated for a change in condition and flow, as well as water quality.
 4. This bore had a high Iron and Manganese content.
 5. A trial, reported on separately, is under way to treat the river abstracted water for Iron and Manganese removal and this appears to be successful.
 6. Should the existing bore trial indicate positive results, further investigation and feasibility studies will be done in order to inform the way forward.

7. A test bore has been completed and WDC is awaiting on water test results to inform feasibility.

12.3 WATER METER READING

- 12.4 Water meter readings commenced this week and will be completed in the next 3 weeks.
- 12.5 The water meter reading system will automatically produce a report on-site if the reading is abnormal, (10% over previous reading). This will then flag that particular meter for follow up for a possible leak. This system provides the opportunity for the operator to check the reading onsite and should reduce reading errors.

12.6 NZDWS COMPLIANCE

- 12.7 Drinking Water Assessor visited the water treatment plants to familiarised with the processes and understand what we are doing to improve our reporting. He also assessed all our four WDC staff on the competency of instrument verification and calibration.
- 12.8 Ministry of Health through the Drinking Water Assessor (DWA) has now approved all the water operators as competent to Verify, calibrate and carry out water sampling and analysis.
- 12.9 The DWA will be visiting the Treatment Plants to carry out audits for Piopio and Benneydale Water Safety plans before the end of May 2019.

12.10 QUALITY MANAGEMENT SYSTEM (QMS)

- 12.9 A QMS system is under development to document how we do things for the Water and Wastewater Treatment and pipe network. This includes:-
1. Standard Operating Procedures
 2. Plant functional descriptions
 3. Plant layout or schematics
 4. All plant Critical Control Point (CCP) and how to manage each CCP.

- 12.10 WDC is developing SoP's for all critical control points. The finalised SoPs are being implemented by the Operators.

12.10 TRAINING

- 12.11 Upskilling staff on troubleshooting, process related issues, legislative requirements and issues related in specific treatment issues are being undertaken. This onsite training has improved technician participation and encouraged staff to strive for higher achievements.

Suggested Resolution

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



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICE

17 May 2019

Addendum

1.0 Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance

1.1 Drinking Water Standards 2005 (Amended 2008)

1.2 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.

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

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

1.5 Treatment Process and Log Reduction

1.6 The supply of treated drinking water is a process that takes place from the abstraction at the source through to the customer service connection “the toby”. 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.

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

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

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

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

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

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

1.8 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.

1.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Surface water – rivers, streams, dams and lakes.
- Coagulation / flocculation – chemical application to collect and attract particles together to become heavier for easier removal through Sedimentation process.
- Sedimentation – settling of heavier and flocculated particles.
- 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.

1.11 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.

1.12 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)

1.13 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.

1.14 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.

1.15 **Te Kuiti Water Supply**

1.16 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.

1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.

- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.
- 1.19 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.
- 1.20 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.
- 1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:
- Coagulation, sedimentation and filtration
 - Ultraviolet disinfection through multi-wave UV reactors (now certified)
 - Chlorination
- 1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.
- 1.23 Work is still continuing on the Intake site of the Water Treatment plant. These work includes:-
- 1.23.1 Supply and Installation of Intake pump chamber and pumps- COMPLETED
 - 1.23.2 Supply and Installation of valve chamber and valves - COMPLETED
 - 1.23.3 Supply and Installation of all electrical works- WIP
 - 1.23.4 Supply and Installation of raw water intake screens - COMPLETED
 - 1.23.5 Supply and Installation of Air compressor - WIP
 - 1.23.6 Supply and Installation of water and electrical monitoring devices and instruments.- WIP
 - 1.23.7 Supply and Installation of building to house all the controls, devices and instrumentations - COMPLETED
- 1.24 Work still continuing around both gates and the filters areas.- WIP
- 1.25 Piopio Water Supply**
- 1.26 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.
- 1.27 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.
- 1.28 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 1.29 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.
- 1.30 The drinking water quality is within Drinking Water Standards.

1.31 The membrane unit has gone through replacement of all 18 modules at the end of August 2018. The plant is now complying with level 4 log credit removal. Additional monitoring operating criteria has been added into the SCADA system to effectively manage the membrane treatment process.

1.32 Benneydale Water Supply

1.33 The source water 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).

1.34 The current configuration of the treatment process does not deliver the required Log reduction due to the UV's not being certified. 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.

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

1.36 Work was done to the intake screen to unblock the screen.

1.37 Mokau Water Supply

1.38 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)

1.39 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) 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.

1.40 Investigation on source water to provide evidence to reduce log 4 to log 3 credit removal conducted by Opus International Consultants on the 28 August 2018.

1.41 Cyanobacteria Management Protocol was received from Opus and forwarded to Waikato District Health Board for approval in October 2018.

2.0 Waste Water

2.1 Piopio Scheme

2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.

2.3 The operation and management of the plant is done in-house.

2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.

2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.

2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.

2.7 Benneydale Scheme

2.8 The Benneydale WW treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.

2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

2.10 Flushed all land application lines in last month

2.11 Te Waitere Scheme

2.12 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.

2.13 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.

2.14 Te Kuiti Scheme

2.15 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.

2.16 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

2.17 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

3.0 Storm Water

3.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.

3.2 The SW system comprises two components. The primary component relates to the SW networks consisting of open drains, approximately 31km of SW pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.

3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.

- 3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.
- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

Key Issues/Considerations for the Activity

3.6 Renewals Programme

- 3.7 The SW reticulation is ageing and parts of it are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.
- 3.8 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed..

3.9 Climate Change

- 3.10 Climate change is expected to impact on LoS e.g. SW drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.
- 3.11 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

3.12 Inflows – Impact on Wastewater Network

- 3.13 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.
- 3.14 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.
- 3.15 To mitigate this problem an effective SW system in urban areas is required.

3.16 Safety

- 3.17 There are a number of strong recommendations for SW systems resulting from a Coroner Report following the death of a child who fell into a SW manhole in 2009.

3.18 The most significant of these recommendations is:

- (i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:
 - (a) have been identified with a potential for surcharging through network modelling studies; and
 - (b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

3.19 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

Levels of Service (LoS)

3.20 The SW reticulation has been designed to cope with 1 in 2 year storm events. Beyond that, the SW system relies on secondary, overland flow paths to drain excess surface water.

3.21 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.

3.22 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.

3.23 This service is currently managed by the WSBU and carried out under the network services contract.

Document No: A430409

Report To: Council



Meeting Date: 28 May 2019

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 quarterly update on progress against the Road Map Work Programme which was adopted by Council on 30 October 2018.
- 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 **28 May 2019**.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2021-2031 LTP in June 2021.
- 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 30 October 2018.
- 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 Quarterly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones and Commentary.
- 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.

Suggested Resolution

The Progress Report: Road Map Work Programme as at **28 May 2019** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT



Road Map Work Programme

Quarterly Monitoring Schedule

as at 28 May 2019

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Leadership

2018 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe and process for revaluation	1 May 2018	Completed
Data Integrity checks	May to September 2018	Completed
Market Surveys sent to random sample of property owners in district	May 2018	Completed
Farm amalgamations	April/May 2018	Completed
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Completed
Revaluation of Utilities	September 2018	Completed
Final District Valuation Roll sent to OVG for audit	25 September 2018	Completed
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2018	Completed
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2018	Completed
Council Meeting Quotable Value will present key highlights of revaluation to elected members	30 October 2018	Completed
Objections close	3 December 2018	Completed
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	Completed

2019/2020 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2019/20 development	September 2018	Completed
Identification of any "strategic" amendments to LTP for 2019/20 year.	26 September 2018	Completed
Managers complete 2019/20 budgets in consideration of 2019/20 Budgets contained in LTP.	October 2018	Completed
Modelling of budgets and finances for 2019/20	November 2018	Completed
Management Review of 2019/20 budgets	November 2018	Completed
Council Workshop #1 of 3 Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP 2019/20	20 November 2018	Completed
Council Workshop #2 of 3 <ul style="list-style-type: none"> Preliminary draft financial forecasts Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	12 February 2019	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #3 of 3 <ul style="list-style-type: none"> Draft financial forecasts Rating Implications 	12 March 2019	Underway (Council agreed at the 12 Feb workshop that there are no material changes in the EAP compared with the LTP for 2019/20 therefore consultation will not be required. The communication to be followed after EAP adoption will be outlined in a communication plan at the time of adoption).
Audit of dEAP	18- 27 March 2019	Will not go ahead
Council Meeting Adopt CD and Supporting Information for public consultation (if required)	2 April 2020	Will not go ahead
Consultation Period	8 April – 8 May 2019	Will not go ahead
Council Hearing	14 May 2019	Will not go ahead
Council Meeting Deliberations Adoption of EAP	28 May 2019	A business paper is contained elsewhere in this Agenda.
Council Meeting Adopt EAP	25 June 2019	

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
S17A Review of responsibilities associated with - Governance - Funding - Service Delivery For Environmental, Health and Alcohol Licensing	December 2018 - February 2019	To be carried out in the 2019/20 year for other activity identified.
Council Workshop #1 Draft outcomes of internal s17A Reviews	16 April 2019	
Council Meeting Adoption of Review outcomes	28 May 2019	

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of top/strategic risks for WDC	September 2018	Completed
SMT workshop to confirm Strategic risks	October 2018	Completed
Council LTP Workshop Initial workshop to sign off on strategic risks	16 October 2018	Completed
Test treatment and controls and score risks including SMT workshop	October 2018 – January 2018	Completed
Test residual risks and plan to address	October 2018 – January 2018	Completed
Council LTP Workshop Workshop with Council on top residual risks, mitigation plans and maturity development work plan.	February 2019	Completed
Audit and Risk Committee Quarterly reporting to ARC on strategic risks	Starting May 2019	Given budget constraints, the Audit and Risk Committee agreed that implementation of the Risk Management Framework will form part of the 2020/21 Road Map Work Programme (except for the ICL assessment).

Communications Strategy – Review and Progress Reporting

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Key communication outcomes to be achieved	25 September 2018	Completed
Council Meeting Adoption of Communications Strategy 2018	30 October 2018	Completed
Council Meeting Six monthly progress report	April 2019 May 2019	A Progress Report is contained elsewhere in this Agenda.
Council Meeting Six monthly progress report	October 2019	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of June 2020	April 2020	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of December 2020	October 2020	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of June 2021	April 2021	Report provided at next meeting following end of six monthly period

Pre-Election Report

Key Milestone	Indicative Timeframe	Commentary
Pre-election report prepared encompassing: <ul style="list-style-type: none"> Funding Impact Statement 1 July to 30 June Summary Balance Sheet 3 Financial Years 1 July to 30 June Major Projects Planned 1 July to 30 June Funding Impact Statement 1 July to 30 June Statement (providing comparison of rates/ rate increases and borrowing 1 July to 30 June A statement comparing return on investments for 1 July to 30 June (investments specified within the investment strategy) 	May 2019	Underway
Pre-election report to elected members for information only.	Mid June 2019	
Pre-election report advertised (two weeks prior to nomination date of elected members)	4 July 2019	

Policy: General

Policy	Last Review Date	Next Review	Review Cycle
Dangerous and Insanitary Buildings Policy [1]	June 2016	June 2021	5 Years (legislative requirement)
Gambling Policy [2]	August 2017	2020	3 Years
Dog Control Policy [3]	December 2015	September 2020	5 Years
Revenue and Financing Policy [4]	June 2018	June 2020	3 Years
Treasury Policy [5]	June 2018	June 2020	3 Years
Remission of Rates Policy [6]	June 2018	June 2020	6 Years (legislative requirement)
Policy on Appointment of Directors to Council Controlled Organisations [7]	June 2018	June 2020	3 Years
Policy on Elected Members' Allowances and Recovery of Expenses [8]	May 2016	June 2019	Set by Remuneration Authority
Community Development Fund Policy [10]	May 2018	August 2021	3 Years
Local Alcohol Policy [11]	June 2016	June 2022	6 Years (legislative requirement)
Citizens Awards Policy [12]	November 2016	November 2019	3 Years
Psychoactive Substances Policy [13]	Not applicable	Annually	1 Year
Significance and Engagement Policy [14]	June 2018	June 2021	3 Years
Procurement Policy [15]	2018	2021	3 Years
Local Easter Sunday Shop Trading Policy [16]	October 2016	February 2021	5 Years (legislative requirement)
Use of Remotely Piloted Aircraft Systems (Drones) Policy [17]	September 2016	October 2019	3 Years

[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.

The review of this is dealt with in the Resource Management Section.

[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 Dog Control Bylaws which allow for enforcement. The Bylaw was reviewed in conjunction with the Policy in December 2015.

The review of this policy is deal with in the Resource Management Section.

[4] The **Revenue and Financing Policy** provides guidance on how the local authority will fund operational and capital expenses. It is a legislated requirement to have one under the Local Government Act 2002 Section 102 (1) and enables predictability and certainty about sources and levels of funding. The Revenue and Financing Policy is reviewed concurrently with the Long Term Plan "LTP" and Adopted as a supporting policy to the "LTP.

[5] The **Treasury Policy** (includes Investment Policy...?) This policy incorporates Council's Investment and Liability Management Policies and details Council's principles of prudent financial management and risk mitigation strategies as they relate to liability management.

[6] The **Remission of Rates Policy** (LGA 2002 Section 102 (3) & 108, 109 & 110 requires a special consultation process as per Section 82

[7] The **Policy on the Appointment of Directors to Council Controlled Organisations** "CCO" is a requirement of Section 57 of the Local Government Act 2002. It requires for there to be an objective and transparent process which considers skills, knowledge and experience required of the CCO is given as part of the appointment process of Directors to Council Controlled Organisations. The Policy on the Appointment of Directors to Council Controlled Organisations sets a base criteria that is required by the organisation when making appointments to CCO's.

- [8] The **Elected Members Allowances and Recovery of Expenses Policy** sets out the framework for the Mayor and Elected Members remuneration and expenditure reimbursement. The Policy was last reviewed by the Council in May 2016 and was approved by the Remuneration Authority on 3 August 2016 for the period 1 July 2016 to 30 June 2019. A timeline for the next review of this Policy will be considered closer to the required 2019 review, as the Remuneration Authority is continuing to review the process for determining elected member remuneration which could result in this review being either brought forward or deferred.
- [10] The **Community Development Fund Policy** establishes policies, principles and criteria for the provision of funding grants to assist organisations that provide projects and activities which benefit the residents of communities within the Waitomo District.
- [11] 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.
- 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.
- [12] The **Citizens Award Policy** provides a mechanism to recognise individual and community organisations role in their contribution in improving community wellbeing and contribution to positive community outcomes.
- The review of this Policy is dealt with in the Community Development Section.
- [13] 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.
- [14] **Significance and Engagement Policy** details Council's approach to determining the significance of a proposal or decisions and sets out the criteria and general procedure Council will use.
- [15] The **Procurement Policy** has been prepared to ensure WDC procurement is made in a robust, transparent way and reflects generally recognised, good practice standards for the Local Government sector.
- [16] The **Local Easter Trading Policy**. This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 ("the Act") which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday.
- [17] The **Use of Remotely Piloted Aircraft Systems (Drones) Policy** provides guidance on the use of remotely piloted aircraft on or over Waitomo District Council properties and facilities.

Local Government Excellence Programme – CouncilMARK™

Key Milestone	Indicative Timeframe	Commentary
Project Planning including resource planning	June 2019	This item will need to be postponed until the 2020/21 year due to resource constraints, in line with the discussion at Council Workshop on 12 Feb 2019.
Initials Assessment and Gap analysis based on PAF requirements and work plan to fill in the gaps	October 2019	
Council Workshop Pre-briefing on site visit and PAF	End November 2019	
Complete PAF and send	Start April 2020	
Council Workshop Pre-briefing on site visit and PAF	April end 2020	
On-site assessment	May 2020	
First fact check of Draft Report	June 2020	
Final Report provided	July/ August 2020	

Resident Satisfaction Survey (for 2018/19 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction (Levels of Service) Survey	March 2019	Completed
Undertake Survey	May - June 2019	Underway
Analyse / Report Survey Results	July 2019	
Council Meeting Survey Results to Council	30 July 2019	

2018/2019 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	28 May 2019	Reported to the Audit and Risk Committee on 14 May 2019.
WDC Audit. Deloitte onsite for 2 weeks.	19 – 30 August 2019	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	2 – 6 September 2019	
Signed Audit Opinion available	8 October 2019	
Council Meeting Adopt Annual Report.	8 October 2019	<i>Note early Council meeting required as Annual Report must be adopted prior to Election</i>
Audit of Summary Annual Report.	23 - 27 September 2019	The Summary Annual Report is also audited by Deloitte and must be made available to the public within one month of adoption of the Annual Report.
Audit Opinion received on Summary	8 October 2019	
Summary Annual Report published	10 October 2019	

Waikato Regional Council Committees – 2019 Meeting Schedule

Regional Transport Committee (Mayor Hanna, Alternate - Cr Brodie)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	4 March 2019	
Committee Meeting	6 May 2019	
Committee Meeting	1 July 2019	
Committee Meeting	2 September 2019	

Civil Defence Emergency Management Group (Mayors Joint Committee) (Cr Allan Goddard, Alternative - Mayor Hanna)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	4 March 2019	
Committee Meeting	24 June 2019	
Committee Meeting	2 September 2019	

Nga Wai O Waipa Joint Management Committee (Mayor Hanna, Alternative – Cr Terry Davey)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	15 February 2019	
Committee Meeting	21 June 2019	

West Coast Catchments Committee (Cr Sue Smith)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	19 March 2019	
Committee Meeting	14 May 2019	
Committee Meeting	28 August 2019	

Waipa Catchment Committee (Cr Phil Brodie)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	20 March 2019	
Committee Meeting	19 June 2019	
Committee Meeting	21 August 2019	

Community Development

Community Development Fund

Discretionary Grants

Key Milestone	Indicative Timeframe	Commentary
Round 1	Quarterly	
Advertising (x2)	August 2018	Completed
Applications close and are considered	1 September 2018	Completed
Announcements & Funding Allocation	September/October 2018	Completed
Round 2	Quarterly	
Advertising (x2)	November 2018	Completed
Applications close and are considered	1 December 2018	Completed
Announcements & Funding Allocation	December 2018/January 2019	Completed
Round 3	Quarterly	
Advertising (x2)	February 2019	Completed
Applications close and are considered	1 March 2019	Completed
Announcements & Funding Allocation	March/April 2019	Completed
Round 4	Quarterly	
Advertising (x2)	May 2019	
Applications close and are considered	1 June 2019	
Announcements & Funding Allocation	June 2019	

Triennial Grants

Key Milestone	Indicative Timeframe	Commentary
	3 Yearly (in conjunction with development and adoption of the LTP)	
Advertising	May/June 2021	
Applications close	1 July 2021	
Council Workshop Consideration of Applications	July 2021	
Council Meeting Consideration of Applications	July 2021	
Announcements & Funding Allocation	August 2021	

Provision of Services Grants

Key Milestone	Indicative Timeframe	Commentary
	3 Yearly (following adoption of the LTP)	
POS Grant applications invited	1 July 2021	
Council Workshop Consideration of Applications	August 2021	
Council Meeting Consideration of Applications	August 2021	
Announcement to recipients	September 2021	
Payment of annual allocations	As per agreed Terms and Conditions	

Community Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Round 1	Annually (with a second Funding Round if required)	
Advertising	September 2018	Completed
Applications close	October 2018	Completed
Council Workshop Consideration of Applications	October/November 2018	Completed
Council Meeting Allocation of Funds	October/November 2018	Completed
Announcements & Funding Allocation	November 2018	Completed
Round 2	(Only if Required)	
Advertising	February 2019	The \$30,000 available funds for the 2018/2019 Community Partnership Fund were fully expended in the November 2018 funding allocation so no second round will be required.
Applications close	March	
Council Workshop Consideration of Applications	March	
Council Meeting Allocation of Funds	March	
Allocation	April	

Community Halls Grants

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Funding allocation	August 2019	

Creative Communities

Key Milestone	Indicative Timeframe	Commentary
	2 Funding Rounds per Year	
Round 1		
Applications invited and advertised	October/November	Completed
Applications close	November	Completed
Committee Meeting Consideration of Applications	December	Complete
Announcements & Funding Allocation	December/January	Complete
Round 2		
Applications invited and advertised	April/May 2019	Complete
Applications close	May 2019	Complete
Committee Meeting Consideration of Applications	June 2019	The Committee met on Thursday 16 May 2019.
Announcements & Funding Allocation	June/July 2019	

Sport NZ Rural Travel Fund

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Applications invited and advertised	September 2018	Completed
Applications close	October 2018	Completed
Committee Meeting Consideration of Applications	November 2018	Completed
Announcements & Funding Allocation	November 2018	Completed

D C Tynan Trust Fund

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Applications invited and advertised	July 2019	
Applications close	August 2019	
Committee Meeting Consideration of Applications	September 2019	
Announcements & Funding Allocation	September 2019	

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	September (Annually)	

Vibrant Safe Waitomo

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Safe Community Waitomo Work Plan and Draft Terms of Reference	21 August 2018	Completed
Council Meeting Community Development Progress Report	Quarterly (February, May, August, November)	May 2019 – Reporting on progress is contained in the Community Development Progress Report contained elsewhere in this Agenda.
Formation of the Regional Coalition Group (Enablers - Governance)	31 September 2018	Completed
Communications Plan Developed	16 October 2018 May / June 2019	Timeline revised to align with application for accreditation and official launch.
Stakeholders Group established (Local Strategies – Contractors)	13 November 2018 June / July 2019	Timeline revised to align with application for accreditation and official launch.
Draft Accreditation Report prepared and presented to Coalition for approval to submit to SCFNZ	3 May 2019	The draft Accreditation Report was submitted to SCFNZ on 3 May 2019.
Application for Accreditation submitted to SCFNZ	June 2019	
Official Launch of Vibrant Safe Waitomo	July 2019	
Submit Annual Report to SCFNZ	July 2020	

Waikato Regional Economic Development Agency – Te Waka

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Waikato REDA Six Monthly Report	March 2019	Completed
Council Meeting Waikato REDA Six Monthly Report	September 2019	
Council Meeting Waikato REDA Six Monthly Report	March 2020	

Sub-Regional (Southern) Waikato Economic Action Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting SWEAP Progress Report	September 2018	Completed
Council Meeting SWEAP Progress Report	Quarterly (February, May, August, November), or as required	February 2019 – Progress Report presented to Council. May 2019 – No progress to report.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of WDYC Work Program for the 2018/2019 year	November 2018	Completed
Council Meeting Community Development Progress Report	Quarterly (February, May, August, November)	May 2019 – Reporting on progress is contained in the Community Development Progress Report contained elsewhere in this Agenda.
Council Meeting WDYC to meet with Council once per year	TBC 28 May 2019	A Youth Council Deputation business paper is contained elsewhere in this Agenda.

Community Events – 2018/2019

2019 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2018	Completed
Identify and consult with key stakeholders.	September/October 2018	Completed
Development and implementation of a Project Plan	October 2018	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2019	In Progress
Great NZ Muster	30 March 2019	Complete
Council Meeting Management Report on the event, included in the Community Development Progress Report	May 2019	Reporting on the 2019 Great NZ Muster is included in the Community Development Progress Report contained elsewhere in this Agenda.

Waitomo Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Research and Scope future delivery options for the Sister City Relationship	September/October 2018	Completed
Council Meeting Report options for future delivery of Sister City Committee	November 2018	Completed
Present findings to Sister City Committee	November/December 2018	Completed

Key Milestone	Indicative Timeframe	Commentary
Formalise arrangements for the future delivery of the Sister City Committee	December 2018 – February 2019	Progressing

Service Level Agreement - Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	February/March 2019	Completed – March 2019
Council Meeting Deputation: Sport Waikato – Six Monthly Report	August 2019	
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	February/March 2020	
Council Meeting Deputation: Sport Waikato – Six Monthly Report	August 2020	
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	February/March 2021	

Service Level Agreement – Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	February 2019 March 2019	Completed – March 2019
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	August 2019	
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	February 2020	
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	August 2020	
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	February 2021	

Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	September 2018	Completed
Council Meeting Deputation: HWT – Six Monthly Report	March 2019 February 2019	Completed – February 2019
Council Meeting Deputation: HWT – End of Year Report	September 2019	
Council Meeting Deputation: HWT – Six Monthly Report	March 2020	
Council Meeting Deputation: HWT – End of Year Report	September 2020	
Council Meeting Deputation: HWT – Six Monthly Report	March 2021	

Service Level Agreement – Te Kuiti Community House

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Council will be briefed of progress via the Community Development Progress Report	Quarterly (February, May, August, November)	May 2019 - Reporting on progress is contained in the Community Development Progress Report contained elsewhere in this Agenda.

Customer Services Strategy - Review

Key Milestone	Indicative Timeframe	Commentary
Internal review of Strategy	April 2019	Underway
Council Workshop Review of Customer Services Strategy	June 2019	
Council Meeting Adopt Customer Services Strategy	July 2019	

Customer Services Charter - Review

Key Milestone	Indicative Timeframe	Commentary
Internal review of Charter	April 2019	Underway
Council Workshop Review of Customer Services Charter	June 2019	
Council Meeting Adopt Customer Services Charter	July 2019	

Events Policy

Key Milestone	Indicative Timeframe	Commentary
Scoping exercise and analysis.	December 2018 – June 2019	Scoping of exercise and analysis have not commenced to date.
Council Workshop Presentation of findings and draft Project Plan to Council for consideration.	July 2019	
Council Meeting Adoption of Events Policy	September 2019	

AMP Improvement and Monitoring: Community Development Activity Management Plan

Community Development Activity Management Plan – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Targeted Customer Satisfaction Surveys	2018-2021	
Business Continuity Plan for Customer Services sites reviewed	2018-2019	
Comprehensive database of grant applications, recipients, funding levels and funding trends maintained	2018-2021	
Operations Manuals reviewed – all Customer Service sites	2018-2021	

District Planning

The Regulation group of activities together with Resource Management fall under the Regulatory Services

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Presentation and engagement with all WDC staff on Project Plan	March 2017	Completed
Council Workshop Application of the purpose of the Resource Management Act Application of the hierarchy of statutory documents The purpose of the rural zone Planning maps Commence review	12 April 2017	Completed
Initial Project Planning completed	April 2017	Completed
Council Meeting Adoption of process for plan development	7 June 2017	Completed
Council Workshop Structure planning and Town Concept Planning – Te Kuiti, Waitomo, Benneydale, Piopio and Mokau The purpose of the rural-residential zone The purpose of the residential zone	20 June 2017	Completed
Council Workshop Iwi engagement The Designation process	20 July 2017	Completed
Council Workshop Consultant scope – Coastal hazards, landscapes, natural hazards, ecology, heritage and archaeology projects. Maniapoto Maori Trust Board Engagement Strategy The Communication Strategy Coastal hazards, coastal flooding and adaptive management strategies	15 August 2017	Completed
Council Workshop Consultation – Te Kuiti and Mokau Reserve Management Plan alignment The purpose of the settlement zone The purpose of the Industrial zone Special Industrial Areas	19 September 2017	Completed
Council Workshop Waitomo District Natural Hazards Summary	10 October 2017	Completed
Council Workshop Local Indigenous Biodiversity Strategies (LIBS) Te Kuiti Town Concept Plan and Mokau Structure Plan – Draft versions The purpose of the papakaainga zone	17 October 2017	Completed
Council Workshop Te Kuiti Town Concept Plan and Mokau Structure Plan – Final versions	21 November 2017	Completed
Council Workshop Te Kuiti Town Concept Plan and Mokau Structure Plan – consideration of feedback from open days Heritage structures and buildings – proposed project approach	13 February 2018	Completed
Council Workshop The purpose of the conservation zone The purpose of the open space zone	20 February 2018	Completed
Council Workshop The purpose of the subdivision chapter The purpose of the commercial zone Progress on coastal hazards consultation – Mokau/Awakino, Marokopa/Kiritehere, Te Waitere/Kinohaku Progress on Significant Natural Area identification Progress on the Structure Planning and Town Concept Planning work	6 March 2018	Completed
Council Meeting Progress Report – Proposed Waitomo District Plan	27 March 2018	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Workshop The purpose of the works and utilities chapter The purpose of the transport chapter Initial rezoning approach The Waitomo Structure Plan, The Benneydale Town Concept Plan and the Piopio Town Concept Plan New national environmental standards for plantation forestry	17 April 2018	Completed
Council Workshop Strategic guidelines for the District Plan Progress on Significant Natural Area identification - stakeholders Reserves Management Plan progress Town centre survey Rezoning project National Planning Standards Coastal hazards, coastal flooding and adaptive management strategies update The Waitomo Structure Plan, the Benneydale Town Concept Plan and the Piopio Town Concept Plan – Final versions	5 June 2018	Completed
Council Workshop The purpose of the tourism zone The purpose of the deferred zone The purpose of the hazards chapter The purpose of the landscapes chapter The flooding and instability hazards project Coastal hazards – community open days Summary of feedback from the Piopio, Waitomo Caves Village and Benneydale Planning processes The MAP process for Te Kuiti and Mokau	24 July 2018	Completed
Council Meeting Progress Report – Proposed Waitomo District Plan	31 July 2018	Completed
Council Workshop The Te Kuiti Town Concept Plan – Final Version for Round 2 Consultation. The Mokau Structure Plan – Final Version for Round 2 Consultation. Consultation - Te Kuiti Town Concept Plan and Mokau Structure Plan Te Kuiti Town Centre Retail Assessment. Cultural Sites Identification. Initial approach to Heritage Chapter. Initial approach to the Indigenous Biodiversity Chapter.	21 August 2018	Completed
Council Workshop The purpose of the lakes and water bodies chapter (Now Natural Environmental Values & Activities on the Surface of Water) The purpose of the amenity chapter (Now General District Wide Matters) The purpose of the strategic direction chapter The Piopio Town Concept Plan – Final Version for Round 2 Consultation. The Waitomo Caves Village Structure Plan – Final Version for Round 2 Consultation. The Benneydale Town Concept Plan – Final Version for Round 2 Consultation.	18 September 2018	
Council Workshop Initial approach to Landscape, landforms and natural character Update – SNAs, Cultural Heritage, Built Heritage Use of special purpose zones, precincts and overlays National Planning Standards District Plan Structure Chapter outlines – National Planning Standards Natural hazards assessments update Updates as required.	20 November 2018	
First Draft Complete	December 2018	
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	19 February 2019	Workshop cancelled.

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	19 March 2019	Completed
Council Workshop National Planning Standards confirmed Draft Zone and District Wide chapters Project and consultation progress	16 April 2019	Workshop not required
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	21 May 2019	Workshop not required
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	18 June 2019	Workshop not required
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	23 July 2019	
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	20 August 2019	Workshop not required
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	17 September 2019	
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	22 October 2019	
Council Workshop Draft Zone and District Wide chapters Project and consultation progress Estimated notification date	19 November 2019	
Council Meeting Council resolution to notify Proposed District Plan	April 2019	
Council Workshop Update if required	23 June 2020	
Council Meeting Council resolution to call for further submissions Hearings reports drafted by staff	July/August 2020	
	September 2020 – April 2021	
Proposed District Plan Hearings and notification of hearing dates	April – June 2021	
Council Meeting Council resolution to notify decision version of Proposed District Plan	August / September 2021	

Structure Plans and Town Concept Plans

Note: Town Concept Plans and Structure Plans are included in the District Plan Review.

Te Maika

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

Mokau Erosion: Adaptive Management

Note: The matters of zoning, natural hazard management, land use and subdivision controls for Mokau will be addressed as part of the District Plan review.

Regulation and Compliance Services

Compliance: Dog Control Policy and Practices Report

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report 2018/2019	July each year	
Public notification	July each year	

Compliance: Earthquake Prone Buildings – Priority Buildings

Key Milestone	Indicative Timeframe	Commentary
Develop consultation document	January 2019	
Council Workshop	12 March 2019	
Council Meeting Consider options for consultation on Priority Buildings	May 2019	
Public notification / consultation period	June 2019	If required (Consultation is discretionary)
Council Hearing/Deliberations	July 2019	If required
Finalise priority buildings documentation	July / August 2019	If required
Council Meeting Adoption	August 2019	If required

Policy: General

1.0 DESCRIPTION

Council has a number of legislatively required policies falling within the responsibility of WDC's Regulation and Compliance Services Activities.

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	Review Cycle	Next Review
Policy on Gambling Venues ①	August 2017	3 years (legislative requirement)	August 2020
Dangerous and Insanitary Buildings ②	June 2016	5 years (legislative requirement)	June 2021
Local Alcohol Policy ③	February 2016	6 years ④ (legislative requirement)	June 2022
Dog Control Policy ⑤	December 2015	At time of review of Dog Control Bylaw	June 2024
Psychoactive Substances ⑥	-	-	-

① 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 (as required by the Gambling Act 2003 and the Racing Act 2003 respectively).

② The **Dangerous and Insanitary Buildings Policy** sets out the approach WDC will take in performing its regulatory functions for dangerous or insanitary buildings under the Building Act 2004.

③ 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.

- ④ 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.
- ⑤ The **Dog Control Policy** is required by Section 10 of the Dog Control Act 1996 (DCA). It covers a range of matters required by section 10 of the DCA, including where dogs are allowed in public places. The Policy must be given effect to by a Dog Control Bylaw. Section 10AA of the DCA requires the Policy to be reviewed if the bylaw implementing the policy requires review; therefore, the review date for the Policy aligns with the review date for the Dog Control Bylaw.
- ⑥ 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: Psychoactive Substances – Review

Key Milestone	Indicative Timeframe	Commentary
Council Meeting (If required)	If required	

Bylaws: General

1.0 DESCRIPTION

The table below sets out the statutorily required 10 year cycle review dates for Council's Bylaws; however it is noted that it may become necessary to review a Bylaw before the required statutory timeframe due to either legislative changes or to respond to an emerging issue. It also may be necessary for Council to consider developing additional bylaws, and these will be including in the roadmap in the future if required.

Section 158 of the Local Government Act (LGA) 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, and then every 10 years (section 159 of the LGA). If bylaws are not reviewed within the required statutory timeframe, 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 (currently adopted) 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		July 2021
Dog Control Bylaw	16 December 2008	25 June 2014		June 2024
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	2015 ①	April 2025
Freedom Camping Bylaw	27 November 2018	27 November 2023		November 2028

- ① In August 2015, the Department of Internal Affairs requested all Councils to 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 the Road Map).

Community Services

Property: Land Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Council agreed not to spend further funds on this building and consulted with the community on the basis that Council will advise the Crown that it wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012 - ongoing	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society has been asked to investigate alternative accommodation to allow the approach to the Ministry to be made.
Council Meeting Report to Council outlining building removal options and development of site	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
		Further options are being considered. A business paper was presented to Council in September 2017.
Investigation into further options	June 2018 - Ongoing	
Land tenure confirmation	Ongoing	Additional alternatives had been explored and reported on. The building is deteriorating fast and its value if any is reducing. One house relocation company offered to remove the building at no charge, allowing WDC to use the crown land as additional car parking.
Implementation of project plan	March 2019	There is a budget of \$28,000 18/19FY for the development of a car park.
		Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Property: Te Kuiti Holiday Park – Development

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for TK campground for discussion		Complete. A Concept Plan was considered by Council at the 26 May 2015 meeting. Revised Aug 2018
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	Land use consent will be required for campground facility at Brook Park. Land is zoned Residential
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Complete
Further outcomes and timelines for this project considered as part of WDC EAP development for the 2016/17 Financial year		
Development of a Holiday park and dump station - Phase 1	September 2018 - Ongoing	
Establishment of phase 1 - Ablution facility, dump station and 10 campervan hard stands	1 December 2018	Funding of \$200,000 has been approved by MBIE for installation of cooking and ablution facilities. This funding has led to the acceleration of the project. Stage 1 of TK campground developed to be completed by 1 December 2018. This is an indicative timeframe imposed as a condition by MBIE. Seems MBIE will consider alternate timeframe. The NZ Motor Caravan Association has agreed to Fund \$7,220 towards the cost of a dump station to be located at the holiday park. Completed – 24 December 2018
Council Meeting Progress Report	As required	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.
Stage 2 of Development	November 2019	Development of additional 15 sites
Stage 3 of Development	November 2020	Development of additional 15 sites
(See also project reference for Brook Park development)		

Property: Queen Street Administrative and Civil Defence Building – Earthquake Strengthening

Key Milestone	Indicative Timeframe	Commentary
Seismic assessment received	20 July 2017	
Services offer received from DMC	9 April 2018	
Engage WDC effected parties to develop a robust design and program to include all future needs of the organisation in regards to office utilization	January 2019	
Develop a concept design		
Adopt concept design and lay-out	May 2019	
Stage 1	July 2019	
Stage 2	July 2020	
Council Meeting Progress Reports	As required	Reporting on progress will be contained in the quarterly Progress Report or a separate business

Key Milestone	Indicative Timeframe	Commentary
		paper should a Council decision be required.

Parks and Reserves: Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Identification, Investigation and prioritization	March 2019	
Council Workshop Report to Council outlining findings of walking track audit	19 March 2019 21 May 2019	The 21 May 2019 Workshop was cancelled. Reporting postponed until 18 June 2019 Workshop.
Development of Walking Track Strategy	March to May to June 2019	
Council Workshop Draft Walking Track Strategy presented to Council	21 May 2019 To be confirmed	
Council Meeting Walking Track Strategy presented to Council for adoption	25 June 2019 To be confirmed	

Parks and Reserves: Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Milestones will be identified and confirmed in conjunction with the District Plan Review timelines	To be confirmed	A business paper was presented to Council at the 29 August 2017 meeting. At that meeting Council resolved (1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and (2) That the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves.

Parks and Reserves: Bridge/Pontoon/Jetty Renewals

Key Milestone	Indicative Timeframe	Commentary
Inspect all pontoons and jetties and develop a planned maintenance schedule.	February March 2019	Progressing.
Council Workshop Present to Council inspection report	To be confirmed	
Council Meeting Report to Council on condition assessment and strategy going forward.	To be confirmed	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.
Implementation of planned maintenance on structures		

Parks and Reserves: Brook Park Development (Excluding Campground Development)

Key Milestone	Indicative Timeframe	Commentary
Draft Concept plan prepared.	August 2018	
Incorporate the Brook Park theme into the regions district plan.	September 2018 - Ongoing	
Council Workshop Introduce and discuss draft concept plan.	19 February 2019 12 March 2019	Completed. Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.
Implementation of concept plan	February 2019 - ongoing	Once Stage 1 of the Te Kuiti Holiday park development has been completed.
Finalise draft development plan	TBA	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Workshop with WDC Working Group to agree Project Plan and identified timelines	August 2017	A business paper (Parks & Reserves RMP) was presented to Council at the 29 August 2017 meeting. At that meeting Council resolved (1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and (2) That the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves.
Health and Safety considerations	March 2018	A Health and Safety audit by an independent organisation has highlighted the need to address serious H&S considerations at the Aerodrome.
Investigation to findings and development of a draft Aerodrome development plan	September 2018	This concept includes a proposed industrial zone to the north of the aerodrome, new entrance way from SH3 to this area, possible future building sites within the aerodrome site including a proposed separate public entrance to eliminate the risk of public onto the airfield.
Concept plans received from aviation consultant for review	10 Sep 18	
Council Meeting Present proposed development plan	27 November 2018	
Aviation consultant and WDC representative to meet with leasees	November 2018	Finalise lease requirements

Key Milestone	Indicative Timeframe	Commentary
Redevelopment of the entranceway	November 2018	This work is being carried out to address the critical H&S considerations. Design work and pricing is currently underway
Restricted access	February 2019	Upgrade roading and restrict access where required
Demolition of unsafe buildings	July 2019	
Review and renew lease agreements	February 2018	
Implementation and construction of development plan phase 1	November 2018 - ongoing	
Feasibility study phase 2 – Industrial zone north of clubhouse.		
Feasibility study phase 3 – Industrial zone – West of airstrip.		
Further milestones to be confirmed once project plan adopted.		
		Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Recreation and Culture: Te Kuiti High School Community Sports & Recreation Facility

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

Recreation and Culture: Waitomo District Library Upgrade

Key Milestone	Indicative Timeframe	Commentary
Old shelving replacement with movable shelving to allow for the opening up of space in the main area when required	Completed August 2018	
Prepare planned maintenance schedule	December 2018	Maintenance requirement list to be compiled to address all maintenance issues and requirements.
Investigation into new layout of the office area	Feb 2019	This was requested by the end user in order to utilise the space better and make it more efficient
Council Meeting Report on Progress	As required	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

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.
Council Meeting	25 September 2018	Alternative land has been offered for the development of the cemetery.

Key Milestone	Indicative Timeframe	Commentary
		This options has been considered by Council and is awaiting on feedback from Mr and Mrs. Reynolds in regards to the lifting of the covenant.
Development of gifted section		
Sale of Lot 3		
Council Meeting Report on Progress	As required	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Public Amenities: Piopio Cemetery Expansion

Key Milestone	Indicative Timeframe	Commentary
Review cemetery capacity	March 2019	Annual review of cemetery capacity is necessary as cemetery nears its limit and future development is planned
Council Meeting Report on Progress	As required	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Public Amenities: Public Toilet Upgrades

Key Milestone	Indicative Timeframe	Commentary
Prepare concept plan	Nov 2018	Mokau toilet replacement
Application for TIF	Feb 2019	Mokau toilet replacement
Construct new toilets	March – June 2019	Mokau toilet replacement
		Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Public Amenities: Te Kuiti Rail Overbridge Renewals

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on the current structural condition of the bridge and utilisation by pedestrians	29 August 2017	A progress report was presented to Council on 29 August 2017.
Council Meeting Report to Council presenting options to address structural condition	31 October 2017	This matter was reviewed as part of the Public Amenities AMP at a Council Workshop on 17 October 2017. As a result of that review, further investigations have been completed. Council advised that alternative options must be pursued for a level crossing. Calibre Consultants has been appointed to carry out this investigation. The OOS had a five step approach:

Key Milestone	Indicative Timeframe	Commentary
		<ul style="list-style-type: none"> • Stage 1 – Consultation and concept design • Stage 2 – WDC report and engineers estimates • Stage 3 – Final design • Stage 4 – Contract documentation and Procurement • Stage 5 – MSQA and removal of existing overbridge
Council Meeting Report to Council on progress toward implementation of investigations	27 November 2018	Recommendation provided along with pricing and concept design.
Implementation of Council recommendations	February 2019 – June 2020	
Council Meeting Report on Progress	As required	Progress reports will be submitted to Council as required

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of performance of Cameras	July 2017 – August 2017	Assessment of the camera network is ongoing. Indications to date are that the new network is performing well. The performance of two cameras continues to be closely assessed.
Council Meeting Progress Report	28 September 2017	This matter was reviewed as part of the Public Amenities AMP at a Council Workshop on 17 October 2017. Discussions are ongoing with the local Police regarding roles and responsibilities of WDC and the Police in supporting community safety and wellbeing. These discussions will also form part of Councils proposed Safe Communities framework.
Council Meeting Progress Report	27 November 2018	Update assessment of the respective roles required for effective CCTV deployment.

Public Amenities: Queen Street Carpark

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress report - status of land acquisition and project timetable.	27 November 2018	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.
Construct carpark.	Jan-June 2019	Subject to security of tenure in place for WDC over the land. Budget \$28,000
Dispose of Ministry of Works Building.	TBA	

AMP Improvement and Monitoring: Housing and Other Property

Housing and Other Property AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2021	
Include building data in a proprietary asset management programme such as AssetFinda or adapted NCS.	2018-2021	
Undertake condition		
Input leases and licences into NCS	2018-2021	
Review of AMP 2018	2020	

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2020	
Include parks and reserves asset data in a proprietary asset management programme such as AssetFinda and into WDC's GIS programme.	2018-2021	
Purchase of data logger and development for in field inspection recording	2018	
Review of Leases and Licences when necessary including importing building lease data base in NCS	2018-2021	
Review AMP	2020	As part of 2021 draft LTP work plan

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2020	
Purchase of Notebook and development of inspections programme for toilet inspectors and other functions within the Community Services area	2018-2021	
Include Building data in a "designed" Asset Management Programme such as SPM or spreadsheets attached to GIS	2018-2021	
Asset Management Planning miscellaneous	2018-2021	
Review AMP	2020	As part of 2021 draft LTP work plan

AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2020	
Review operational manuals for Les Munroe Centre and print booklets	2018-2021	
Expand recovery plans to incorporate risk analysis	2018-2021	
Adoption of funding for three year improvement plan	2018-2021	
Develop detailed asset data associated with Recreation & Culture Assets	2018-2021	
Review of Activity Plan 2018	2020	As part of 2021 draft LTP work plan

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 quarterly progress reports to Council on each of the activities.

Roads and Footpaths: Roading Activity Influencers

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Quarterly (November, March, May and August)	Progress Report - Land Transportation to Council on a quarterly basis, or as required.
Develop levels of service options along with funding options.	February 2016-17	To implement 2018
Develop 2021-24 roading business case for NZTA funding	August 2020 – December 2021	Aligns with NZTA NLTP roll-out and WDC's LTP development

Roads and Footpaths: Renewals

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Quarterly (November, March, May and August)	Progress Report - Land Transportation provided to Council on a quarterly basis.
Implement Local Roads Capital Works Programme	July 2018 - June 2019	Budget in 2018/19 is \$4,435,000 including sealed road resurfacing, unsealed road metalling, sealed road rehabilitation, drainage, structures components and traffic services renewals.
Implement Footpaths programme (Replace Narrow sections)	October 2018 - June 2019.	Budget in 2018/19 is \$395,232 (Replace Narrow)

Roads and Footpaths: New Works (Improvements)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Quarterly (November, March, May and August)	Progress Report - Land Transportation provided to Council on a quarterly basis.
Implement new footpaths programme	October 2018 – June 2019	Budget in 2018/19 for new footpaths is \$113,132
Implement road improvement programme	October 2018 – June 2019	2018/19 roading improvement budget is \$650,000

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Monitor opportunities for cross boundary collaboration between WDC and RDC and report any new developments to Council as they occur.	As required.	WDC is waiting on further communication by RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters. A meeting was held late December on request from RDC, but no conclusive direction was given.

Solid Waste: Waste Minimisation Promotion Programmes

Key Milestone	Indicative Timeframe	Commentary
Waste audit	November 2018	Findings to be reported
Improve safety at district transfer stations	Ongoing	Update report

Solid Waste: Waitomo District Landfill – Extend Capacity

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	A 'whole of life' study has been completed to determine:- <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill. • The financial viability of the landfill due to increased costs to the user following ETS legislation. • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.
Ascertain residual consented and optimised life of landfill	June 2018	
Apply for resource consent to extend capacity of landfill over current footprint	November 2018	The process is tracking well
Construct high wall liner	2019/20 – 2020/21	A budget of approximately \$1.5m over the two years has been provided in WDC's 2018-28 LTP

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract (500/16/041)	May 2017-2022	The current contract has a five year term to align with the expiry of the current landfill resource consent.
Kerbside collection and Transfer Station refuse and recycling collection services contract (500/16/038)	May 2017-2024	The current contract has a seven year term.

Stormwater: Catchment Management Plans Update/Review

Key Milestone	Indicative Timeframe	Commentary
Complete catchment assessment for Te Kuiti	March 2019	A budget of \$3,228 was provided in 2017/18 followed by an additional budget of \$5,500 in 2018/19 for this work. No expenditure to date.

Stormwater: Rehabilitation and Renewals (as per Catchment Management Plans)

Key Milestone	Indicative Timeframe	Commentary
Complete annual renewals programme:	Oct 2018 – June 2019	Programme to be developed and reported based on condition assessment. Te Kuiti renewals budget \$194,000. Rural \$5,000.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	As required	Ongoing

Sewerage: Benneydale Renewals

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewals completed.	2018/19	\$39,800
Minor Work at WWTP completed.	2018-19	\$12,500

Sewerage: Te Kuiti Wastewater Treatment Plant – Renewals

Key Milestone	Indicative Timeframe	Commentary
Replacement of aeration equipment at the WWTP	March 2019	2018/19 budget is \$60,000. Staged renewal programme in place.
Minor Renewals completed	September 2018 – June 2019	\$45,000

Sewerage: Te Kuiti Wastewater Treatment Plant – Bulk Lime Silo

Key Milestone	Indicative Timeframe	Commentary
Report progress on completion	March 2019	2018/19 budget \$105,000

Water Supply: Te Kuiti – Phased Upgrade

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly Council Meetings in November, March, May and August	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Original target completion December 2015	Completed
Phase 2	Original target completion December 2016 Revised completion date – December 2018	New intake installed pending positioning in stream when stream flows allow. Water Take consent renewed. Pump & Valve chamber installed with electrical and control cables connected.
Phase 3		Completed

Water Supply: Te Kuiti – Raw Water Storage Dam Investigations

Key Milestone	Indicative Timeframe	Commentary
Complete Investigations	August – September 2018	Well driller engaged
Report findings	November 2018	Pump testing discontinued due to insecure casing
Investigate alternative bore site	November 2018	Reported to Council that the bore at Mangarino could not be utilised and that a new site at Te Kuiti Domain is also being investigated.

Water Supply: Te Kuiti – Reservoir Capacity Investigations

Key Milestone	Indicative Timeframe	Commentary
Investigate optimum sizing of supplementary storage reservoir.	Outside 2018 - 28 planning period	Subject to budget approval.

Water Supply: Te Kuiti Reservoir Seismic Strengthening

Key Milestone	Indicative Timeframe	Commentary
Implement 2018/19 programme	October – June 2019	Budget for 2018/19 is \$22,000

Water Supply: Backflow Preventers (Te Kuiti, Mokau and Piopio)

Key Milestone	Indicative Timeframe	Commentary
Develop programme	September 2018	
Report implementation progress	October 2018 – June 2019	Programme will extend over next 3 years.
Te Kuiti	2018/19	Budget \$42,000
Mokau	2018/19	Budget \$2,420
Piopio	2018/19	Budget \$5,400

Water Supply: Mokau Network Renewals

Key Milestone	Indicative Timeframe	Commentary
Complete renewals	March 2019	Budget of \$96,000 provided in 2018/19 This program is being reviewed.

Water Supply: Piopio – Reservoir Pumping Line Renewal

Key Milestone	Indicative Timeframe	Commentary
Complete design	July 2018	
Construct new rising main	November 2018 - June 2019	Project currently out on tender This will be deferred until the Piopio Reservoir is completed.

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Permeability tests to assess sustainability of existing land discharge of waste water and possible future development	Completed	Results show that additional land will ultimately be needed for waste water disposal.
2. Development of detailed scoping and associated project plan for inclusion in the Road Map.	Outside 2018-2028 planning period	
3. Consultation with landowners about development plans and land availability for land discharge	During the life of 2018-28 LTP	Dependent on available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2018-28 LTP	Dependent on available resources.
5. Report to Council on conclusions		On completion of each action.

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Development of preliminary scoping and associated project plan.	Completed 2017.	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand	Completed 2016.	Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	The only possible solution to make the cost of the service more affordable is to obtain Government funding.

Key Milestone	Indicative Timeframe	Commentary
		Potential funding assistance is available from central government through the Tourism Infrastructure Fund. The next funding round will be in 2019, but an application from WDC would not meet the funding criteria because WDC does not have control over the land or infrastructure. Discussion with the ownership parties is currently (September 2018) stalled.

AMP Improvement and Monitoring: Roads and Footpaths

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	December 2018	This work will require appropriately experienced resources to advise and assist with a report. Estimated cost \$20,000.
2. Complete FWD on all secondary collector roads at network level of about 110km over 10 Years.	July 2018 – June 2028	This will require an investment of about \$29,000 per year on FWD testing.
3. Deploy a High Speed Data Truck to improve a range of other condition assessments on the network, such as rutting, texture, roughness and cracking, and skid resistance if affordable.	Annual programme	An approximate cost estimate is \$30K per year.
4. Review forecast increase in road use demand and location data, especially for forestry/quarry haulage routes.	December 2019	Provision made in 2018-2028 draft LTP for increased forest harvest haulage
5. Monitor impact of expected forestry haulage on condition of road condition/safety	2022-29	Coincides with forecast forestry harvest dates based on 28 year planting cycle.
6. Monitor impact of expected tourism numbers on existing road capacity/safety	Annually Dec-April	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective. Complete for the existing network as part of ONRC.
7. Review roading assets required to support development plan/structure plans for potential growth areas (Waitomo village, Mokau etc.)	2019/20	This will be completed as part of district plan review process currently underway.
8. Development of detailed plans and schedules for maintenance activities such as roadmarking and car parking within the network	Dec 2018	Identified all carparks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
9. Continuous training updates in the use of relevant activity management programmes such as RAMM at WDC	As appropriate	Extra training needed due to appointment of new staff to critical asset roles.
10. Upgrade of culverts to a minimum size of 375mm diameter, or as specifically designed, taking account of appropriate sizing for catchment areas	June 2028	Extended due to budget limitations.

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
11. Review standards for next generation maintenance contract.	July 2019/21/23	Current maintenance contract commenced 1 March 2017. 3+2+2 year term. Earliest potential re-tender is in 2020.
12. Complete a cycling and walking business case.	Review July 2020	Draft strategy completed some years ago (2009). Use this as part of the 'Review of Pre-Existing Work'.
13. Install correct RP pegs on all roads.	July 2020	Depends on resource availability
14. Install correct CMP's on all roads.	July 2020	As above.
15. Install correct RAPID numbers on all roads.	July 2020	As above.
16. Design and undertake a survey of customer service needs and satisfaction in alignment with ONRC performance measures	March 2019 – March 2021	Current resident satisfaction surveys for roads and footpaths do not provide a meaningful basis for analysing customer needs or satisfaction trends against ONRC performance measures.
17. Review safe speed environment for each ONRC classification of the rural network using NZTA Speed Management Guide	July 2019- Dec 2019	Excessive speed is over-represented as a contributing factor in 2011-15 CAS road accident statistics. The geometry and dimensions of much of the rural network need to be reflected in safe travel speeds corresponding to the relevant ONRC classification.
18. Identify the existence of and, if necessary, establish a memorandum of understanding for maintenance responsibilities and levels of service on WDC/ODC boundary roads	July 2019 - Dec 2019	WDC has very few, if any, boundary roads that straddle inter-TLA boundaries. A review of the existence of, and need for, an understanding of maintenance responsibilities for these roads is the next step.
19. Review opportunities for smart procurement of network service delivery appropriate to WDC's operating environment and that may add value to current service delivery and asset management processes.	July 2018 – June 2021	WDC has considered shared service delivery arrangements for managing and maintaining its network as part of the review of its approved procurement strategy. While past experiences have not always proven advantageous, potential exists for new ideas.
20. Review the strategic focus of this AMP following adoption of GPS 2018 and any subsequent changes to the RLTP.	July 2018 – June 2020	The new government commenced a review of its GPS on land transport following its election in 2017. The strategic focus of this ASMP will need to be aligned with GPS 2018 and subsequent changes to the RLTP.
21. Review HCV growth trends on local network	July 2018 – June 2020	Increased HCV traffic loading has a direct relationship with pavement life and rehabilitation programming. Enhance accuracy by interviewing trucking harvesting companies.
22. Monitor the effects of climate change on local roading network.	July 2018 – June 2020	The impact of increasing rainfall trends and rising sea level impact on the resilience and maintenance/renewal programmes.
23. Review options, costing and programmes required to mitigate the effects of rising sea level on coastal roads ahead of the 2021 NLTP.	July 2018 – June 2020	Sections of WDC's coastal network are located immediately adjacent to the coastline. With marginal "freeboard" between sea level and road surface, are vulnerable to rising sea level.

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
24. Investigate “repeat incidence” accident sites and prepare traffic safety solutions.	July – Sept 2017. Repeat CAS in 2020.	The 2011-15 CAS road accident report identified a small number of sites and routes where repeat accidents due to road conditions were identified. An investigation into potential traffic engineering solutions is planned.
25. Monitor Omya’s planning and coordinate programming and funding procedures for upgrade of proposed haulage route affected by development and extraction from proposed new limestone quarry site.	July 2020	Omya’s proposal to develop and operate a new limestone quarry site, in the short to medium term, will necessitate upgrades to the geometry and pavement strength of local roads affected by the haulage route. There is currently no planning of funding provision for that in this AMP.
26. Develop replacement tables for street lighting	July 2018 – Dec 2019	Ex 2017 valuation report. Tables of optimised/modern replacement fittings for those in service
27. Review expected life for streetlight poles	July 2018 – Dec 2019	Ex 2017 valuation report. 80 years is the upper end of usual expectation.
28. Add sign and post installation dates in RAMM	July 2018 – Dec 2019	Ex 2017 valuation report.
29. Record project related consent costs and summarise against project costs	July 2018 – Dec 2019	Ex 2017 valuation report.

AMP Improvement and Monitoring: Stormwater

Stormwater AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
1. 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.	Next review 2020	Levels of service survey for SW last completed in 2012
2. Ensure the right level of funding is allocated to maintain the asset service potential.	August 2020	Pre-LTP
3. Formalise, monitor and record asset inspection and data collection.		Ongoing
4. Improve service provider maintenance reporting and integrate costing information with spatial data in Bizze@sset		
5. Develop accurate and complete asset inventory registers for each urban drainage area.		
6. Initiate a long term condition and performance assessment program, initially for Te Kuiti.		
7. Initiate a SW scheme concept for Mokau- Awakino and Te Waitere	December 2025	

Stormwater AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.		
9. Cost and prioritise the works developed from the risk assessment exercise.		
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.		
11. Improve the definition of standards for maintenance		Using Hamilton City Engineering Standards
12. Complete environmental impact studies for each stormwater drain and receiving water	2021 - 23	
13. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency	Catchment Management Plans to be completed	WDC uses Hamilton City Standards
14. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing storm water 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.	2021-23	
15. Undertake a new assessment of water and sanitary services available to communities in the district	2020/21	Assessment in accordance with s.125 of the LGA 2002. The most recent assessment was completed in 2014.
16. Arrange regular forum of adjacent councils storm water 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).		Ongoing

AMP Improvement and Monitoring: Solid Waste (Asset) Management and Minimisation Plan

Solid Waste (Asset) Management and Minimisation Plan – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
1. Promote understanding, commitment and engagement of the community in waste minimisation (e.g. recycling and home composting)	Ongoing	Engage the community with waste minimisation topics through local newsletters and WDC website
2. Collect and manage relevant waste minimisation and disposal data to assist planning and monitor performance	Every 2 years	Waste audit completed July 2018 to be presented to council – October 2018. Explore options for seasonal waste audit.
3. Promote reduction of onsite disposal of agricultural waste products (plastic wrap etc.)	Ongoing	Agricultural waste education will be ongoing
4. Undertake an annual waste audit of waste quantities by source and composition	Ongoing	Accurate data collection is fundamental to monitoring effectiveness and trends from waste minimisation activities.
5. Improve safety features and presentation at transfer stations	Ongoing	Asset inventory
6. Review and improve accessibility to transfer stations and recycling drop-off centres	Ongoing	Broken glass, safety barriers etc.
7. Establish recycling collection facilities at WDC's main administration building, information centre and service centres	December 2018	Important that WDC is seen to be leading by example
8. Ensure recycling facilities are provided at all events hosted on WDC property	February 2019	Requires appropriately marked containers for separate recycling types – glass, plastics etc. Develop an events waste management plan

AMP Improvement and Monitoring: Sewerage and the Treatment and Disposal of Sewage

Sewerage and the Treatment and Disposal of Sewage AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views is considered when selecting the best level of service scenario.	May 2020	LOS resident survey completed in 2018 confirmed wastewater services meet or exceed the majority of users expectations
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Next review September 2020	Review frequency consistent with annual and long term planning cycle
3. Formalise asset data collection procedures for Council staff and contractors.	Ongoing	
4. Investigate a design concept for a wastewater scheme to service planned development at Mokau - Awakino	2030-32	Will form part of the District Plan review
5. Investigate extension of the Te Waitere scheme to facilitate further development of the area.	2019/20	Informed by 2017 District Plan review.

Sewerage and the Treatment and Disposal of Sewage AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
6. Develop accurate and complete asset inventory registers for each scheme.	Ongoing	
7. Updating of asset inventory data and input to database.	Ongoing	
8. Prepare and refine desktop assessment of asset remaining life using CCTV and inspection records. Prepare		
9. Complete external audit and review process for data integrity	After completion of 6 and 7	Require accurate asset inventory
10. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.		
11. Prioritise the mitigation works developed from risk assessment exercises.		
12. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	Specific to each consent renewal.	
13. Undertake a new assessment of water and sanitary services available to communities in the district	Dec 2020	Assessment in accordance with s.125 of the LGA 2002. The most recent assessment was completed in 2014.
14. 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.	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

Water Supply AMP – Improvement Plan		
Description	Target Completion Date	Comment
1. Consultation to ascertain the water supply communities needs and preferences, to ensure their views are considered when selecting the best level of service scenario.	Ongoing	Requires incremental improvement and updating of current knowledge only
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Ongoing	Monitor
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	2019	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years
4. Improve standard of maintenance data integration with spatial data in AssetFinda.	Ongoing	Monitor

Water Supply AMP – Improvement Plan		
Description	Target Completion Date	Comment
5. Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in AssetFinda.	Ongoing	Monitor continuous improvement
6. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	Ongoing	Commenced in ad hoc way from 2008.
7. Spare	2025-45	
8. Renew supply main from Mokau to Awakino	2018-28	
9. Develop accurate and complete asset inventory registers for each scheme.	Ongoing	On-going upgrade and improvement
10. Develop a greater focus on risk identification and management for critical assets.	Ongoing	
11. Prioritise the works developed from the risk assessment exercise.		
12. Construct additional treated storage at Te Kuiti to meet 24 hours demand	2029/30	
13. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	2018/19	.
14. Investigate and install SCADA and telemetry for automated monitoring and control of Mokau treatment and pumping/storage for compliance with MOH gradings and improved risk management.	2019/20	
15. Improve definition of standards for maintenance	Ongoing	Monitor
16. Review pump station and treatment plant maintenance programmes	Ongoing	Monitor
17. Update and implement water treatment plant operating procedures	2019	Monitor
18. Collect further condition rating data for pipe networks and use to prioritise renewals programme.	Ongoing	Ongoing programme
19. Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year	March each year	
20. Assess all water services available within the District in accordance with s.125 of the Local Government Act 2002.	June 2023	Last completed in 2014. Assessments consistent with provisions in Draft 2018 – 28 LTP
21. Link pipeline node assets to neighbouring pipe on asset data base.	June 2021	Next valuation due as at 30 June 2018. Completed Next valuation due as at 30 June 2021.
22. Develop a plant asset hierarchy to allow for standardised unit rates and base lives	Ongoing	Next valuation due as at 30 June 2018. Completed Next valuation due as at 30 June 2021.

Water Supply AMP – Improvement Plan		
Description	Target Completion Date	Comment
23. Investigate plant asset types shown as 'unknown' in the plant valuation and confirm asset detail	June 2018	Missing asset details need to be identified and uploaded into AMS. Next valuation due as at 30 June 2018. Completed Next valuation due as at 30 June 2021.

Capital Renewal Programme – Year 1 (2018/2019)

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

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Value	Comment
Water capital renewals program under review – will be reported on when revised renewals program are completed		

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Water capital renewals program under review – will be reported on when revised renewals program are completed		

WATER - Piopio

Street	Replacement Cost	Comments
Water capital renewals program under review – will be reported on when revised renewals program are completed		

ROADING

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Ramaroa Road	0038	2,299	2,261	6.4	15,194	\$55.00	\$835,666
Taharoa Road	5,160	5,800	640	6.1	3,904	\$55.00	\$214,720
Totoro Rd	5,807	7,205	1,398	6.0	8,807	\$55.00	\$484,407
Walker Road	3,887	4,739	852	7.0	6,262	\$55.00	\$344,421

WASTEWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Waste Water capital renewals program under review – will be reported on when revised renewals program are completed		

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Storm Water capital renewals program under review – will be reported on when revised renewals program are completed		

Completed Projects

Leadership

2017/2018 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	May 2018	Completed
Interim Audit of financials.	7-18 September 2018	Completed
Council Meeting Progress Report to Council on Interim June results.	25 September 2018	Completed
Deloitte final review.	5-15 October 2018	Completed
Signed Audit Opinion available	30 October 2018	Completed
Council Meeting Adopt Annual Report	30 October 2018	Completed
Audit of Summary Annual Report.	4-6 November 2018	Completed
Audit Opinion received on Summary	6 November 2018	Completed
Summary Annual Report published	27 November 2018	Completed

Resident Satisfaction Survey (for 2017/18 Annual Report)

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

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Policy presented to Council for adoption of amendments or updates.	27 November 2018	Completed. (Implementation and training underway)

Council Controlled Organisations – DC Tynan Trust (Exemption)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of DC Tynan Trust's exemption from CCO status.	30 April 2019 26 March 2019	Completed

Community Development

Community Events – 2018/2019

2018 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders.	September/October 2018	Completed
Review and implement Project Plan	October 2018	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2018	Completed
Christmas Parade	14 December 2018	Due to inclement weather the 2018 Christmas Parade was cancelled on event day.
Council Meeting Management Report on the event, included in the Community Development Progress Report	February 2019	February 2019 - Reporting on progress is contained in the Community Development Progress Report contained elsewhere in this Agenda.

Combined Mayoral ITO Graduation Ceremony – 2018

Key Milestone	Indicative Timeframe	Commentary
ITO Graduate information requested via the Mayor's Taskforce for Jobs office	July 2018	Completed.
Meeting of Key Stakeholders to revise Ceremony Project Plan	August 2018	<u>Note:</u> Actual dates have not been set for some of this process as it is dependent upon when the Graduate information is received.
Graduate information received from Industry Training Organisations	September 2018	
Invitation to Graduates and Families/Supporters	October 2018	
Graduation Ceremony	15 November 2018	Completed The Graduation Ceremony was held at the Les Munro Centre on 15 November 2018.

District Planning

Regulatory and Compliance Services

Community Services

Asset Management

Document No: A430789

Report To: Council



Meeting Date: 28 May 2019

Subject: Motion to Exclude the Public for the Consideration of Council Business

Type: Decision Required

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. Deputation: OTL Group Ltd	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
2. Governance Matters	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)(d)
3. Te Waka – Request for Funding	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)(d)

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. Disposal of Council Land - 15B North Street, Mokau (Old Reservoir Site)	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)(d)
5. Progress Report - Property Divestment: - Old MoW Building and Queen Street Carpark Proposal	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)(d)
6. Progress Report – Treaty Settlement - Maniapoto and Te Arawhiti	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)(d)
7. Grazing Licence – Brook Park	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)(d)
8. Outstanding Metered Water and Trade Waste Charges	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
9. Progress Report: Te Kuiti Pedestrian Overbridge Replacement	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)(d)

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