

Document No: 374902**File No:** 401/0581153000**Report To: Council****Meeting Date:** 29 September 2015**Subject:** Brook Park Incorporated Society Minutes**Purpose of Report**

1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on:

- 7 September 2015

Local Government Act S.11A Considerations

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

Commentary

3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meetings of 7 September 2015.

Suggested Resolution

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

A handwritten signature in blue ink, appearing to read "John De Luca".

JOHN DE LUCA

GROUP MANAGER – COMMUNITY SERVICES

Attachment: Brook Park Incorporated Society Minutes – 7 September 2015 (Doc 375001)

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 7th SEPTEMBER 2015, at 5.30pm**
PRESENT:

Guy Whitaker, Karen Houghton, Graeme Churstain, Andrea Hanna, Sue Wagstaff,
Helen Sinclair, Jane Murray, Suzie Hoare, Rob Buckley.

1. Apologies

Apologies were received from Bruce Maunsell, Robin Charteris, Elly Kroef.
Graeme/Karen

2. Confirmation of Minutes – for meeting 3rd August 2015
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There were no matters arising from the previous minutes and they were passed as a true
and correct record.
Andrea/Sue

3. Correspondence In/Out

Inwards – None
Outwards – A thank you letter to The Lines Company for their support for Guy Fawkes
event.

4. Financial Report

Inwards

Subs \$40
Interest \$9.24

Outwards

Advertisement in King Country Gardens & Places of Interest \$50

Balance as at 31st August \$14502.51

That the financial report be received.
Karen/Graeme

5. MTB Trail

Still waiting for notification of funding from Lion Foundation and construction of the fence
crossings are on hold until we find out if the application has been successful.
Dave Smith had a group of volunteers up working on the track a few weeks ago for a
day.

6. Maintenance & Fencing

Todd Percival is now on Brook Park working and has cleared most of the fallen trees from
the fences and is now starting to repair the fences with the aim to get the fences back to

a point that the Park can be farmed again. An estimate of this work is up to \$4000 and we have budgeted and approved \$2000 from the Brook Park funds. Guy has discussed with John De Luca and got approval to get the remaining funds required from the Council budget for Brook Park.

The cattle stop at the entrance to the top park has been replaced and a culvert up by the top dam was also going to be replaced.

7. Weed Control

Graeme and Margaret Churstain have sprayed thistles around the seating area for the Guy Fawkes event and also up the top of the hill where they were very thick last year. Kerry has indicated that he is also due back soon to do some weed spraying.

8. Memorial Grove

The draft copy of the Brook Park Memorial Grove Guidelines was discussed and it was decided that Sue, Elly, Andrea and Karen would form a sub committee to discuss this further and make recommendations back to the Brook Park Committee on any suggested amendments.

It was noted that the proposed map of memorial trees to be planted may be too close to the gas pipeline that could cause issues.

9. Guy Fawkes Event

A yellow marker peg has mysteriously popped up about three metres away from the bonfire, we assume someone has marked where the pipeline is but we don't know who has done this. We will try to confirm that this is the line and then move the bonfire accordingly.

Emails of a request for support have gone out to local businesses on Sunday 6th and as at today 7th we have \$2850 including The Lines Company donation. A draft letter was read that will go out to school principals in the next few days. Robin will follow up with a visit to the schools. Also a letter for support will go to the manager at The Warehouse, Suzie to deliver that.

Helen advised that the Maori Wardens are happy to do the parking and traffic management again for the event.

10. General Business

The Plum trees on the rocky hill are now in blossom and are starting to look good again so any proposal to cut these out is on hold and we will monitor their appearance over the year.

Working bee to be held on the 4th October at 9.00am to meet in the bottom carpark. This day will be focused on pruning and tidying up the park and building the bonfire. We need to advertise this the week leading up to the 4th Oct.

Sue is to contact Kelvin Hayes to see if he can cut down the one tree that still needs to be felled between the park and Lime Haulage so we can clean that up at the same time. The AGM is to be held at the next meeting 5th October at 5.30pm at the Council Chambers this also needs to be advertised and also have a membership slip under the advert. Karen will send an email to the membership 10 days to 2 weeks prior to the AGM and a reminder a day or so before the 5th Oct. Committee members to bring a few drinks and nibbles for the AGM.

Meeting Closed 6.35pm

Next meeting & AGM Monday 5th October 2015 at 5:30pm

Document No: 365225**File No: 400/010/2****Report To: Council****Meeting Date: 29 September 2015****Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 8 June 2015.

Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.
- 2.6 The members of the Waikato CDEM Joint Committee are:
- | | | |
|-----|--------------------------------------|--------------------------------------|
| 1. | Councillor Hugh Vercoe (Chair) | (Waikato Regional Council) |
| 2. | Councillor Leo Tooman | (Hamilton City Council) |
| 3. | Mayor John Tregidga | (Hauraki District Council) |
| 4. | Mayor Jan Barnes | (Matamata-Piako District Council) |
| 5. | Mayor Max Baxter | (Rotorohanga District Council) |
| 6. | Councillor Thomas Lee | (South Waikato District Council) |
| 7. | Councillor Anna Park | (Taupo District Council) |
| 8. | Councillor Peter French (Dep. Chair) | (Thames-Coromandel District Council) |
| 9. | Councillor Jacqui Church | (Waikato District Council) |
| 10. | Councillor Judy Bannon | (Waipa District Council) |
| 11. | Councillor Allan Goddard | (Waitomo District Council) |

- 2.1 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Committee meetings convened on 8 June 2015.

Suggested Resolution

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



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

September 2015

Attachment: 1 Joint Committee Minutes – 8 June 2015 (Doc 375005)

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.04pm on Monday 8 June 2015.

MEMBERS:

Waikato Regional Council
Cr H Vercoe
Hamilton City Council Representative
Cr L Tooman
Hauraki District Council Representative
Mayor JP Tregidga
Matamata Piako District Council Representative
Cr B Hunter
Otorohanga District Council Representative
Cr R Prescott
South Waikato District Council Representative
Cr T Lee
Thames Coromandel District Council Representative
Cr P French
Waikato District Council Representative
Cr J Church
Waipa District Council Representative
Cr J Bannon
Waitomo District Council Representative
Cr A Goddard

IN ATTENDANCE

Ministry of Civil Defence & Emergency Management
S Vowles

STAFF:

CEG Chair (L Cavers), Group Controller (L Hazelwood), Team Leader GEMO (G Ryan), Democracy Advisor(J Cox)

APOLOGIES

Cr A Park, Cr K Trueman, Mayor D Trewavas, Mayor M Baxter

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr Vercoe moved/ Cr Church seconded

CD15/11

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 8 June 2015 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD15/11)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3296770

Mayor Tregidga moved/Cr Bannon seconded

CD15/12

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 2 March 2015 be received and approved as a true and correct record.

The motion was put and carried (CD15/12)

Waikato Civil Defence Emergency Management Group Plan Review

File: 33 10 01 (Agenda Item 4) Doc # 3407980

Presented by The CEG Chair (L Cavers), Group Controller (L Hazelwood) and the Team Leader GEMO (G Ryan), the report provided the Joint Committee an update on the progress made with the current version of the Group Plan Review, and to look forward to the issues (current and emerging) that the review of this document will need to consider.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Waikato CDEMG Plan is set to cover a maximum of five years and will be reviewed again towards the end of that term. The previous group plan was established to set up a functioning CDEM for the region. The plan review will specify how Waikato CDEM will function moving forward. The previously established six year strategy will serve as the starting point for the development of this next plan.
- The Waikato CDEMG Plan needs to be consistent with the National CDEM Plan and as such will include guidelines from the national plan. The National Civil Defence Plan was released 5 June 2015 and is expected to take effect at the start of 2016.
- Once the Waikato CDEMG Draft plan has been adopted by CDEMG, there will be a public consultation, hearing and deliberations phase. After this the plan will then be submitted to the Minister of Civil Defence for comments.
- There are specific provisions within the Resource Management Act that allows for works to be undertaken during an emergency that would normally require a resource consent, without that consent. However there is still the need to retrospectively apply for the consent if one would ordinarily be required. There is provision for prevention works to be undertaken to deal with foreseeable hazards and to create debris and silt plans which aid in the conversations that need to occur with Councils prior to works being taken in an emergency situation.

- While there has been improvement shown in the Capability Assessment Report between 2009 and 2014 there are still some areas of weakness that have been identified for the Waikato throughout each of the measured fields to continue to work on. There is an opportunity for Local Authorities to determine how to provide funding to mitigate the risks as they have been identified. Members were advised that as a Committee they could submit funding suggestions to each Local Authority or alternatively take the discussion around risk mitigation back to their own councils to discuss funding options.
- There has been change in thinking around the use of Welfare centres in that while essential for short periods, for example at times of a flood, the effort will be on helping the communities return to their homes or other alternative suitable accommodation as soon as possible. The goal of the Plan review is to ensure instead of one plan per community and everyone working in separation from each other, that the region is able to work together to support any community in an emergency.
- There has been an effort to reduce the number of Controllers to the region as the training and time required is an expensive resource to each Local Authority. The idea is to have a number of more highly trained and experienced controllers with the ability to work across borders and have Local Authorities accept this concept when working in an emergency.
- The Waikato CDEM Plan needs to ensure an effective, efficient and expedient response to an emergency that needs to work well and be cost efficient. The plan will also need to be sustainable as it will be in place for at least five years before the next review.
- With risk management it is recognised that we currently function in silos and there needs to be more mutual support. There needs to be a greater connectivity. The group plan will have affect on emergency services and the district health board and communication will be key as to whether the plan will enable or direct these services.
- Community involvement is important in plans as the community will have some say in to the need for risk mitigation and all stakeholders will need to be part of the same conversation so they too can make informed decisions.
- The Waikato Group Plan is being reviewed at the same time as the Bay of Plenty and Auckland CDEM Group plans. Each of the controllers within those areas are continuing to share information and peer review the plans. This will ensure that there is standardisation between the regions plans and an opportunity to share resources across the regions.
- The Committee determined that a workshop, separate to the next meeting, would be required to review the development of the plan and provide input.

Cr Bannon moved/Cr Church seconded

RESOLVED

CD15/13

THAT the Waikato CDEM Group Joint Committee receive this report “Waikato CDEM Group Plan workshop” (Doc # 3407980, dated 26 May 2015) for information.

The motion was put and carried (CD15/13)

With the consent of the meeting Item 6 was heard at this time.

Summarised Coordinating Executive Group Minutes

File: 33 10 01 (Agenda Item 6) Doc #

The minutes of the CEG meeting were taken as read. The Committee were introduced to the Operations Co-ordinator J Snowball. J Snowball provided a brief introduction to his background as a senior ranking officer of Police in Northern England prior to moving to New Zealand. The Committee were updated on the progress of the Waikato CDEM Group Volunteer Plan and supporting Memorandum of Understanding with Volunteering Waikato.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Volunteer plan is designed to be a part of an overall Resilience Plan. The aim has been to work with Community Groups and organisations to help build their own capability within the community to support themselves. This includes creating and maintaining a list of resources available to the Community in an emergency.
- Volunteering Waikato is a charitable organisation who is not seeking funding from Local Authorities. The role of Volunteering Waikato will be to maintain a database to assist in the identification of volunteers with specific skills as needed in an emergency.
- Volunteering Waikato will maintain the database and identify within their processes who wishes to assist in the case of an emergency and who does not. CDEMG will then make contact with those volunteers who identified themselves as available for Civil Defence and engage with them based on the needs of the group at that time.
- Volunteering Waikato with the aid of the Memorandum of Understanding will take the co-ordination of volunteers out of the hands of CDEMG in times of emergency, thereby freeing up the controllers to focus on the job at hand.
- Discussions are being held and will continue to be held with all local organisations like Lions, Rotary, Red Cross, to identify where they see themselves as most effective when called upon. An example being that Lions groups may align themselves in the Welfare category. Once all of the groups have been determined, Volunteering Waikato will co-ordinate any spontaneous volunteers and direct them where they best fit among the groups.
- There is no final list of “Community Groups” and staff are happy to take advice on other groups that members feel would be appropriate to include in the Community discussions.

Cr French moved/Cr Goddard seconded

RESOLVED

CD15/14

- a) **THAT the Waikato CDEM Group Joint Committee receive this report “Summarised CEG minutes” (document 3407615, dated 26 May 2015) for information.**

- b) **THAT the Waikato CDEM Group Joint Committee adopt the proposed *Waikato CDEM Group Volunteer Plan* and supporting *Memorandum of Understanding with Volunteering Waikato*.**

The motion was put and carried (CD15/14)

The meeting returned to Item 5 on the agenda.

Group Emergency Management Office Report

File: 33 10 01 (Agenda Item 5) Doc # 3407547

Presented by Group Controller (L Hazelwood), the report provided a consolidated update on the work of the Group Emergency Management Office is undertaking, including key projects and any additional matter for the Joint Committee's attention.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The intention of the CDEM is to use some of the unspent funds from the Labour budget to build the Waikato Civil Defence web page to a level where it is a mobile friendly site.
- Since receiving the MCDEM Capability Report, communication has occurred between the GEMO and the Local Authority Recovery Managers. Each of the managers is aware of the level of focus required for recovery in their localities and that it will take time to form processes. The GEMO is available to support the development of the local recovery plans through planning advice, however to date this has not been required.
- Local Authorities will receive support from Civil Defence but the efforts into effectively improving the capability scores for Recovery will come from a council level.
- The Waikato CDEMG have not considered making a collective submission to the Fire Service review, however members were encouraged to look in to the Draft review to determine any proposed impact on their areas. The review document is providing a number of options and will still be open for discussion with the Minister who will be presenting the plan in a series of road shows.
- The update on the All Hazards Centre is that Police involvement has been confirmed as being limited to connectivity to provide technology for use by Police in an emergency. The other decision that has been impacting on the progress of the All Hazards Centre is the funding mechanism and agreement between Waikato Regional Council and the NZ Fire Service. These options will be discussed in an upcoming meeting involving the CEO of Council, the NZ Fire Service Region 2 Manager, and the Waikato Group Controller.
- The Chair noted that there were a number of people from the Waikato region who had recently completed their week long training towards becoming a controller and are now embarking on the 18 months of follow up work to complete that qualification.

Mayor Tregidga moved/Cr Tooman seconded

RESOLVED

CD15/15

THAT the Waikato CDEM Group Joint Committee receive this report "GEMO Report" (Doc # 3407547, dated 26 May 2015) for information.

THAT the Waikato CDEM Group Joint Committee offer their congratulations to the staff who have all passed stage one of their Local Controllers course:

**S Fabish
G Towler
O Te Ua
M Balloch
J Snowball
S Robinson
W Allan**

The motion was put and carried (CD15/15)

Ministry of Civil Defence and Emergency Management Work Programme Status Report

File: 33 10 01 (Agenda Item 7) Doc # 3407667 and 3401234

The report was taken as read. During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Capability report showed great improvement for the Waikato in all areas. Five years ago Waikato were low and rated second to last across all regions and now is within the middle of the mid range results.
- MCDEM are still looking in to what impact if any the new Health & Safety legislation will have on utilising volunteers. The advice to Local Authorities at the current time is to seek their own legal advice.

Cr Prescott moved/Cr Goddard seconded

RESOLVED

CD15/16

THAT the Waikato CDEM Group Joint Committee receive this report “MCDEM work programme status report” (Doc # 3407667, dated 26 May 2015) for information.

The motion was put and carried (CD15/16)

Items for Next meeting

(Agenda Item 8)

There were no items discussed for the next meeting.

Members felt that a separate workshop to focus on the review of the Waikato Civil Defence Emergency Management Group Plan would be beneficial.

Meeting closed at 3.32pm

Doc # 3417515

Document No: 371398

File No: 401/0588423600

Report To: Council**Meeting Date: 29 September 2015****Subject: Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance****Purpose of Report**

- 1.1 The purpose of this business paper is to update Council on the progress of the Feasibility Study being undertaken to assess the long term direction of the Te Kuiti Community House (TKCH).

Note: This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363308).

Local Government Act S.11A Considerations

- 2.1 The support provided by Waitomo District Council to the TKCH is consistent with Section 11A Local Government Act 2012. Under this clause Waitomo District Council must have particular regard to the contribution that core services make to its community. The provision of community infrastructure is considered a core service.

Background

- 3.1 TKCH is located within a residential property at 2 Jennings Street, Te Kuiti that is owned by WDC. The TKCH/WDC relationship is documented through a lease, with TKCH paying a lease rental of \$7,897.50 (GST inclusive) per year.
- 3.2 It is well documented that the property at 2 Jennings Street requires considerable works to repair structural damage to external walls, piling and roofing.
- 3.3 Due to the extent of these works, Council identified the building for disposal as part of the development of the draft LTP. The proposal to dispose of the building was clearly signalled in the consultation documentation for the LTP.
- 3.4 Prior to the disposal option being considered the TKCH Trustees embarked, in conjunction with WDC, on an investigation into the long term needs of TKCH. Jenny Grace Consulting was commissioned to undertake the Feasibility Study.
- 3.5 Funding was successfully sought from the Lotteries Commission (\$15,000) to undertake a feasibility study with the aim of:

“To assess the long term feasibility of developing further services and reviewing potential services identified under the umbrella of Te Kuiti Community House Trust and the likely impact on the facility available and the proposed preliminary building modifications identified to cater for these services”

- 3.6 The above aim of the Feasibility Study brief has subsequently been influenced by the decision to include the building in the LTP for disposal.
- 3.7 A business paper on the outcomes of the Feasibility Study was presented to Council at its meeting of 29 May 2012.
- 3.8 During the presentation, other options and a definition of TKCH needs were discussed by Council. This culminated in a request as to whether the Feasibility Study could be expanded to include other options and a confirmation of the TKCH needs.

Commentary

4.1 **24 March 2015**

4.2 Contract documentation for this project was completed late 2014 and the project was publicly tendered in January 2015 on a lump sum conforming tender basis. Advertising of the project was undertaken in the Waikato Times, Waitomo News and Tender Link, with a closing date of 16 February 2015

4.3 Four very competitive tenders were received, with a variance of approximately \$20,000 between the tenders. No local tenders were received.

4.4 The lowest tender of \$444,807.00 from ESN Construction has been accepted by the Tenders Subcommittee. This figure includes contingencies of \$25,000.

4.5 ESN Construction Ltd are a Hamilton based company who undertook the last two stages of the Civic Centre redevelopment.

4.6 WDC is currently working through a building program with the contractor and a start date has been tentatively set for 30 March 2015. The start date being dependent on the lift delivery schedule, sub contractor scheduling and the tenderers other commitments.

4.7 **29 April 2015**

4.8 ESN Construction commenced work on site on 7 April 2015.

4.9 Works to date have included 90% of the demolition works and the interior framing is well underway along with the electrical cabling. By the end of April the new entrance ramps are scheduled for completion.

4.10 A program has been submitted which shows the project substantially completed by mid June and then a delay until the lift installation mid July. The lift is not available until the end of June.

4.11 **26 May 2015**

4.12 The contract is currently progressing to programme with the following works being undertaken or completed at the time of writing this business paper:

- Wall framing 90% complete including installation of gib
- Gib stopping 90% complete and painting underway
- Ceiling installation about to commence
- Base wiring and plumbing installed
- Front entrance ramps and steps ready for concreting

4.13 For Councilors' information ESN Construction have commenced the Piopio toilet construction project.

4.14 **23 June 2015**

4.15 Site meeting progress reports have confirmed that this project is still on track for basic completion late June 2015, with the exception of the Lift. The work programme has changed slightly to allow for the inclusion of the roof renewal, which was a separate WDC project.

4.16 At the time of writing this business paper progress included:

- Wall framing and gib lining completed up stairs
- Gib stopping completed upstairs
- Painting 90% completed up stairs
- Ceiling grid work completed- installation of ceiling panels about to commence
- Electrical work upstairs nearing completion except for air-conditioning installation
- Ramp and steps at entry point have been completed
- Floor preparation for carpet and vinyl underway

4.17 On lifting of the existing vinyl areas in preparation for carpeting, several floor cracks have been exposed. DMC Consulting Engineers, who undertook the visual structural assessment of the building for earthquake strengthening have recommended the following:

"The cracks shown in the photos provided are not uncommon in concrete floor slabs."

"The cracks are most likely due to concrete drying shrinkage."

*"The cracks may not significantly affect the structural integrity of the floor **however** to restore the slab to full strength we recommend that these cracks be injected with an epoxy glue"*

4.18 ESN Construction has been asked to price this work.

4.19 **27 July 2015**

4.20 This project has now reached its conclusion, with only minor finishing touches and compliance sign off to be undertaken along with the installation of the front doors which had been damaged and required replacement at the contractors cost.

4.21 Considerable crack treatment was undertaken as discussed above and as recommended by the Engineer, at a total cost of approximately \$11,000. No other significant variations were made during the course of construction.

4.22 **29 September 2015**

4.23 This project is fully complete. An official Opening Ceremony is being scheduled for Friday 9 May 2015 at 10.00am.

4.24 TKCH will commence moving newly purchased furniture into 28 Taupiri Street prior to the Opening Ceremony and will complete the relocation process following the Opening Ceremony.

4.25 Once TKCH has completed the relocation to 28 Taupiri Street, attention will be given to the preparation of tender documentation for demolition/removal of the building at 6 Jennings Street as per the Road Map Work Programme.

Suggested Resolution

The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

September 2015

Document No: 374908

File No: 401/9992000100

Report To: Council

Meeting Date: 29 September 2015

Subject: Progress Report: Te Kuiti Railway Station Building Project

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Station Building Project.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Background
 - 4.0 Project 1 – Building Restoration
 - 5.0 Project 2 – Plaza Redevelopment
 - 6.0 Project 3 – Roading Renewal
 - 7.0 Project 4 – Community Space
 - 8.0 Project 5 – Commercial Space Internal Refurbishment
 - 9.0 Work Plan / Timeline / Budget

Note: This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363307).

2.0 Local Government Act S.11A Considerations

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

3.0 Background

- 3.1 For some time Waitomo District Council has been engaged with KiwiRail and New Zealand Railways Corporation in an endeavor to secure a long term future for the historic railway station building, featured in the central area of Te Kuiti Township.
- 3.2 KiwiRail has agreed in principle to a long term lease arrangement for the land with Waitomo District Council, but before final documentation and the question of the buildings, Waitomo District Council have been required to prepare a Conservation Assessment to inform the best way forward.
- 3.3 A service proposal was sought from Laura Kellaway of Architect & Heritage Consultants who have previous experience in conservation plans for railway station buildings.
- 3.4 A proposal for the preparation of a conservation plan, preparation of a heritage management plan and preliminary structural plan was accepted on the 19 March 2012.

4.0 Project 1 – Building Restoration

4.1 25 March 2015

4.2 While this project has taken an extended amount of time to bring to fruition it is on track to be completed by the 27 March 2014. The overall project has been difficult to co-ordinate because of the extent of unknowns, and the required amount of design work required to work through the issues as they arose.

4.3 A major part of the extension in time was the result of the inclusion of the finishing work associated with Building 3. As reported previously, this finishing work was necessitated by the extent of structural strengthening required.

4.4 The following Project 1 works are not completed at the time of writing this report:

Building 1: Completion of the steel portal installation (underway)
Testing of the sprinkler system
Installation of fire mimic panel

Building 2: Completion of the steel portal installation (underway)
Internal wooden framing to the chimney- completed after
Steel portal installation
Floor repairs at chimney
Guttering to complete
Testing of the sprinkler system

Canopy: Down pipes to complete

Building 3: Painting to complete (underway)
Dividing door installation (scheduled for 23 March)
Electrical works to complete (after completion of painting)
Sub frame connectors to install
Decking and ramp to complete (underway)
Accessible toilet fitout (completed as separate project)
Floor finishings (completed as separate project)
Testing of the sprinkler system
Door hardware currently being installed

4.5 The band rotunda has been removed from Project 1 and is being relocated direct by WDC and is scheduled to be relocated the week of the 30 March 2015. The removal from the master contract allows the relocation to be undertaken within the initial budget estimate and will not impact on the Project 1 completion date.

4.6 29 April 2015

4.7 Project 1 has effectively wound down with Building 3 completed and was used during the Muster. Building 1 & 2 have some minor works to complete, which will be undertaken by the contractors when undertaking any repair works identified during a defects site meeting to be held on 6 May 2015.

4.8 26 May 2015

4.9 The defects meeting with the Architect and the Engineer was held on 6 May 2015 and the various schedules prepared which were forwarded to the contractor on 13 May 2015. At the time of writing this report we are awaiting confirmation of when the contractor will be on site to undertake the works.

4.10 23 June 2015

4.11 DML Construction (2003) Ltd. has returned to the work site on 9 June 2015 to work through the defects list and uncompleted items over the coming days.

4.12 28 July 2015

4.13 While much of the defects list has been completed it has yet to be finalized and another inspection undertaken. DML Construction (2003) Ltd. have been advised that where this interferes with other contracts that WDC will undertake the works deemed as necessary and deduct the cost from the retentions.

4.14 25 August 2015

4.15 DML Construction has still not returned to the site or supplied requested information and therefore defect works have been undertaken on their behalf. The cost of these works will be covered by the retentions held for the project.

5.0 Project 2 – Plaza Redevelopment**5.1 29 April 2015**

5.2 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.

5.3 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.

5.4 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

5.5 26 May 2015

5.6 A preliminary meeting has been held on 20 April 2015 to discuss the initial concepts for the plaza and provide current design information related to the buildings 1 and 2.

5.7 Meetings have been held on 29 April 2015 and 13 May 2015 with representatives of The Lines Company to further the development and installation of two power charge points in Rora Street near to the Plaza.

5.8 The Lines Company has confirmed their commitment to this project, with the next stage being sketch designs for approval of the parties involved. The location being as originally discussed at the August 2014 Council meeting – on Rora Street near the southern pedestrian crossing.

6.0 Project 3 – Roading Renewal

6.1 Completed.

7.0 Project 4 – Community Space**7.1 25 March 2015**

7.2 The development of the community space projects is progressing well.

7.3 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.

- 7.4 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.
- 7.5 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.
- 7.6 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of the i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda
- 7.7 The internal engineering structural strengthening plans for Building 1 are complete.
- 7.8 Refer to notes for Project 1 for the update on the Building 3 Community space.
- 7.9 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.
- 7.10 The balance of the time and the rear room of this building are available for other community uses.
- 7.11 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.
- 7.12 29 April 2015**
- 7.13 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.
- 7.14 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.
- 7.15 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.
- 7.16 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.
- 7.17 26 May 2015**
- 7.18 Building 3**
- 7.19 The lease document for the lease of building 3 has been completed and forwarded to WINTEC for signing at the commercial valuation as provided by Curnow & Tizard.
- 7.20 Furniture for the meeting room has been ordered and we await delivery.

- 7.21 WINTEC have confirmed their tentative start date for use of the building is 26 May 2015. An extension to the Certificate of Public Use has been obtained until November to allow for this use by WINTEC and other users of building 3.
- 7.22 Discussions have recently been held on 7 May 2015 With Maniapoto Maori Wardens Charitable Trust to discuss the lease of the rear room of building 3 by this group as well as the main meeting room for one day a month. The intention is to have up to 3 work stations in this room.
- 7.23 A valuation and lease documents for this proposal is currently being prepared.

7.24 Building 1 / i-Site Connection

- 7.25 Documentation for the internal finishes and structural works of Building 1 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 7.26 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

7.27 23 June 2015

- 7.28 While the building consent has been applied for, there are minor alterations required to the drawings and documents to allow the tender process to proceed. These are currently being worked through, but priority at the current time is being given to Project 5.

7.29 28 July 2015

- 7.30 Corrections to the documents have been completed and the building consent process and tender process can now proceed. It is anticipated that the tender process will commence before the end of July

7.31 25 August 2015

- 7.32 While the amendments to the drawings were completed as per the above, the tender has not progressed and further changes to the drawings will be made as a result of the learnings from undertaking the construction works on Building 2.
- 7.33 It is now anticipated that revised drawings will be submitted for building consent and tendering undertaken in early September. This will impact on the timeline for Building 1 & i-site development.

7.34 29 September 2015

7.35 Building 3

- 7.36 Maniapoto Maori Wardens Charitable Trust has responded to the documentation forwarded to them for consideration and agreement has been reached on the lease of the room to the rear of Building 3 and partial use of the main room.
- 7.37 Final documentation is currently being prepared ready for signing

8.0 Project 5 – Commercial Space Internal Refurbishment
--

8.1 25 March 2015

- 8.2 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.

- 8.3 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.
- 8.4 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.
- 8.5 Draft working drawings and contract documentation are underway and should be completed early April.
- 8.6 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.
- 8.7 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.
- 8.8 **29 April 2015**
- 8.9 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 8.10 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and is currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.
- 8.11 **26 May 2015**
- 8.12 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.
- 8.13 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be “out to tender” at the time of the Council meeting.
- 8.14 Copies of the key plans are attached to and form part of this business paper for Councilors’ reference.
- 8.15 **23 June 2015**
- 8.16 The building consent process is nearing completion with some minor queries to be answered before the issue of a building consent.
- 8.17 Negotiations for the lease of the commercial space have taken longer to bring to fruition than originally envisaged, with the problem areas being the lease value and payment of a contribution towards the development. While the market rental assessed by WDC’s valuer was \$37,750 per annum, the negotiated lease rental

for the first three years has been agreed at \$25,000 per annum. Agreement was reached on 16 June 2015.

- 8.18 After the initial three year period, the rental reverts to a market assessment.
- 8.19 The contribution of \$45,000 is to be paid in three installments before opening of the facility.
- 8.20 Some relief from market rental during the formative years of business establishment is a common business practice, to ensure the goals of the lessor are met and in this case will assist in ensuring that the "central hub" that WDC wishes to create succeeds.
- 8.21 The late agreement of the lease has meant that the tender documentation was issued later than anticipated meaning it will be difficult to achieve completion by 1 October 2015. During the negotiations of the lease, the lessee was advised in writing that this was the case.
- 8.22 With the agreement now being resolved, the project has been put out to tender with a closing date of 2 July 2015.
- 8.23 The gas connection to the building has been installed, although the final location is to be moved marginally by the contractor as it was positioned incorrectly.

8.24 28 July 2015

- 8.25 Construction works commenced 13 July 2015. At this stage the target completion date is 1 October 2015.
- 8.26 Progress to date has primarily been around demolition of internal walls, preparations for the structural portals and reframing of the new walls.
- 8.27 A meeting between the Architect, kitchen designers (Wildfire Kitchens) and Group Manager Community Services was undertaken on 29 June in Auckland where the very draft initial proposal was discussed to enable developed sketches to be developed.
- 8.28 A meeting is scheduled between the parties above and the operator for 23 July 2015 in Te Kuiti to finalise dimensions and design.
- 8.29 Prefabrication of the kitchen will take at least 4-6 weeks and is part of the critical path to completion on 1 October 2015.

8.30 25 August 2015

- 8.31 Construction has progressed well with most of the structural strengthening, lining, prewire, base services completed.
- 8.32 A major issue related to achieving a solution to the required bracing proved difficult to resolve. While this has now been resolved several days were lost in this area and the impacts on the timeline will be confirmed at the proposed site meeting of 26 August 2015. The completion date has likely moved a week to the 8 October 2015
- 8.33 While the bracing was being resolved several other aspects of the project continued including the decking framework, kitchen design, bar design, material orders for lights etc.
- 8.34 The kitchen and bar layout has now been agreed and prefabrication will commence on confirmation of pricing.

8.35 29 September 2015

8.36 Construction work has been progressing rapidly and the status of the components is itemised below:

- Electrical – bulk of the wiring is complete along with the lighting
- Painting is nearing completion
- Vinyl laying in the kitchen is complete along with most of hter service area
- Toilet facilities are currently being installed
- Lining of the kitchen is complete
- Many of the kitchen and bar appliances have arrived
- Balance of the bar / kitchen items are due 24 September 2014
- Cabinetry is due 24 September 2014
- External decking has been completed
- Outdoor canopy area concrete is laid and glass panels to be installed 24 September 2014

8.37 Items that are yet to commence include

- Floor sanding, polish to the wooden floors and carpet laying
- Roof ducting for the kitchen hood

8.38 At the present time the final completion date agreed with the contractor is the 6th October 2015, although this date has not been reviewed since the beginning of September 2015.

8.39 Several issues have arisen in recent times related to tenant related items and this is being strictly monitored to ensure works undertaken are within the contract and suit WDC's long term ownership of the facility.

8.40 The ability to renovate a historic building and its associated unknowns, along with areas requiring planning as the project has progressed, and the costs of some chattels which were unknown at the time of contract, has meant that the overall cost of the project will not be within the tendered price but are contained within the overall railway station buildings budget. The costs are however being closely monitored through the use of a Quantity Surveyor.

8.41 This project is nearing completion and all contractors are well aware of the completion timeframe. An official Opening Ceremony is being scheduled for Friday 9 May 2015 at 1.00pm.

9.0 Work Plan / Timeline / Budget
--

9.1 25 March 2015

9.2 Alterations to the timelines for different projects are recorded within the content of each project.

9.3 As considerable further information on designs, construction periods and budgeting will become clearer as projects 4 & 5 are prepared for consenting and tender, it is our intention to update Council with the programme graph and budgets for the April Council meeting.

29 April 2015

9.4 The budgeting and timeline documents were to be included in the April agenda. The quantity surveyor will not have the documents completed before the Council meeting as the drawings will not be complete, but the timelines will be circulated to Councilors as a separate document.

9.5 26 May 2015

9.6 As the documents have only just come to hand the tender estimate has not been completed at the time of preparing this business paper. The key timeline for completion of the restaurant /café / bar in October is still on track.

Suggested Resolution

The Progress Report: Te Kuiti Railway Station Building be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

September 2015

Document No: 374914

File No: 401/0588424200

Report To: Council**Meeting Date:** 29 September 2015**Subject:** **Progress Report: Waitomo Cultural and Arts Centre – Staged Upgrade (Courtyard and Kitchen)**

Purpose of Report

- 1.1 The purpose of this progress report is to update Council on progress with the Waitomo Cultural and Arts Centre (C&AC) Staged Upgrade for 2015/2016 being upgrades of the Courtyard and Kitchen.

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as the C&AC, is consistent with Section 11A of the Local Government Act 2002 (including amendments).
- 2.2 Upgrading of the facility will lead, over time, to increased usage and subsequent increased income, making the facility more cost effective to administer.

Background

- 3.1 WDC has progressively, over the last five years, undertaken staged upgrade works at the C&AC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 3.2 An integral part of the refurbishment process is the revitalising of the Courtyard in an endeavor to recapture the “Wedding Venue” market. This has, to a degree, been achieved through the building upgrade works already completed, however revitalisation work now needs to extend into the Courtyard.
- 3.3 The 2009-2019 LTP included, in the 2014/15 financial year, a preliminary budget of \$52,900 for the revitalisation of the Courtyard, subject to an agreed design.
- 3.4 The 2015-25 LTP also continued the funding for the progressive upgrade of the C&AC. Council previously prioritised building works with the next project to be a kitchen upgrade.
- 3.5 Renewals funding available in the 2015/2016 year for further upgrade works is \$130,000.

Courtyard

4.1 23 June 2015

- 4.2 Mansergh Graham, Landscape Architects were commissioned to provide a draft sketch promoting ideas for the upgrade of the Courtyard.

4.3 At Mansergh Graham's initial site visit with Council's Group Manager – Community Services, the following issues were identified as requiring to be addressed in any concept sketches:

- the level difference at the sliding doors that create a trip hazard (one major accident resulting in the glass door being broken)
- the need to make the outside area more user friendly (accessible)
- ensure the open area is maintained so that marquee space is available
- reinvigorate the plantings
- replacement of broken fences
- keep feature tree and as much of existing plantings as possible to reduce the impact of the revitalisation project
- create a useable area that can double as a photo area (weddings)
- remove dated crazy paving
- retaining wall to remain
- incorporate lighting in conjunction with the existing tree lighting

4.4 Attached to and forming part of this agenda item is a copy of the initial pencil ideas sketch promoting ideas for the upgrade. This has been transformed into the computer plan which is also attached for Councillors information and comment.

4.5 Progress as at 25 August 2015

4.6 Developed designs have now been received for the courtyard and these will be worked into tender documentation along with the development of a tender estimate.

4.7 The developed designs take account of queries raised since presenting the initial concept to Council e.g. ramp access. A copy of plans L3, L4 and P1 are attached to and form part of this business paper. (Note A3 copies will be printed for the Council meeting)

4.8 It is anticipated that these documents will be completed early September to allow tendering of the works, taking account of existing bookings.

4.9 Progress as at 29 September 2015

4.10 Contract documentation has been completed for this project which clearly defines three distinct sections of work, including

- The decking area at the same level as the Civic Centre (which will eliminate the current series of trip hazards) and will also create a focal point area for ceremonies.
- The redeveloped fencing at both ends off the courtyard
- Replanting / grassed area development

4.11 The decking (and associated hard surfacing) has been included in the initial contract documentation which is currently out to tender. A copy of the final decking / hard surface plan is attached to and forms part of this business paper.

4.12 Tenders for this work close mid October and depending on agreed construction timeframes, will be completed by the end of November 2015. Other works will follow on from this point.

Kitchen

5.1 25 August 2015

5.2 Upgrade documentation for the kitchen upgrade is also well advanced and key draft drawings AR-003 and AR-005 are attached to and form part of this business paper.

5.3 The primary focus of this upgrade includes:

- Removal of the under bench cupboards
- Inclusion of new stainless legs to benches
- Inclusion of some stainless shelving under benches
- New hardiglaze wall linings
- New vinyl flooring
- Bar upgrade
- Toilet upgrade
- Central cooking hub upgrade

5.4 The central cooking hub upgrade will create a central island utilizing commercial equipment. A recommendation for the equipment to be included in the hub has been sort from Wildfire Kitchens – commercial designers. A plan of a proposed hub will be available for circulation at the council meeting.

5.5 Progress as at 29 September 2015

5.6 Contract documentation for the kitchen, bar to the main hall and associated toilets has been completed. As this block of work is unaffected by the “cooking hub”, it is being progressed to completion.

5.7 The works have been tendered with tenders closing late October. The documentation recommends that the successful contractor make use of the long lead in time before construction, to be well advanced in fabrication and material supplies, as the window of opportunity to undertake this work is limited to the month of December 2015 up until Christmas.

Suggested Resolution

The Progress Report: Waitomo Cultural and Arts Centre – Staged Upgrade (Courtyard and Kitchen) be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

September 2015

Attachments: Design Plans Decking



Note: Paving shown larger than actual size.

Existing Wintersweet tree (to remain).

Relocated timber bench seat.

New paving in front of bench seat.

Paved mowing strip to garden edge.

Marquee footprint (9m x 6m).

Relocated timber bench seat.

Align paved garden edge with corner of deck.

Built-in seating at edge of deck.

Existing silk tree (to remain).

Existing shrubs (to remain).

Modwood artificial timber deck
(Refer Plans L4 & L5 for details).

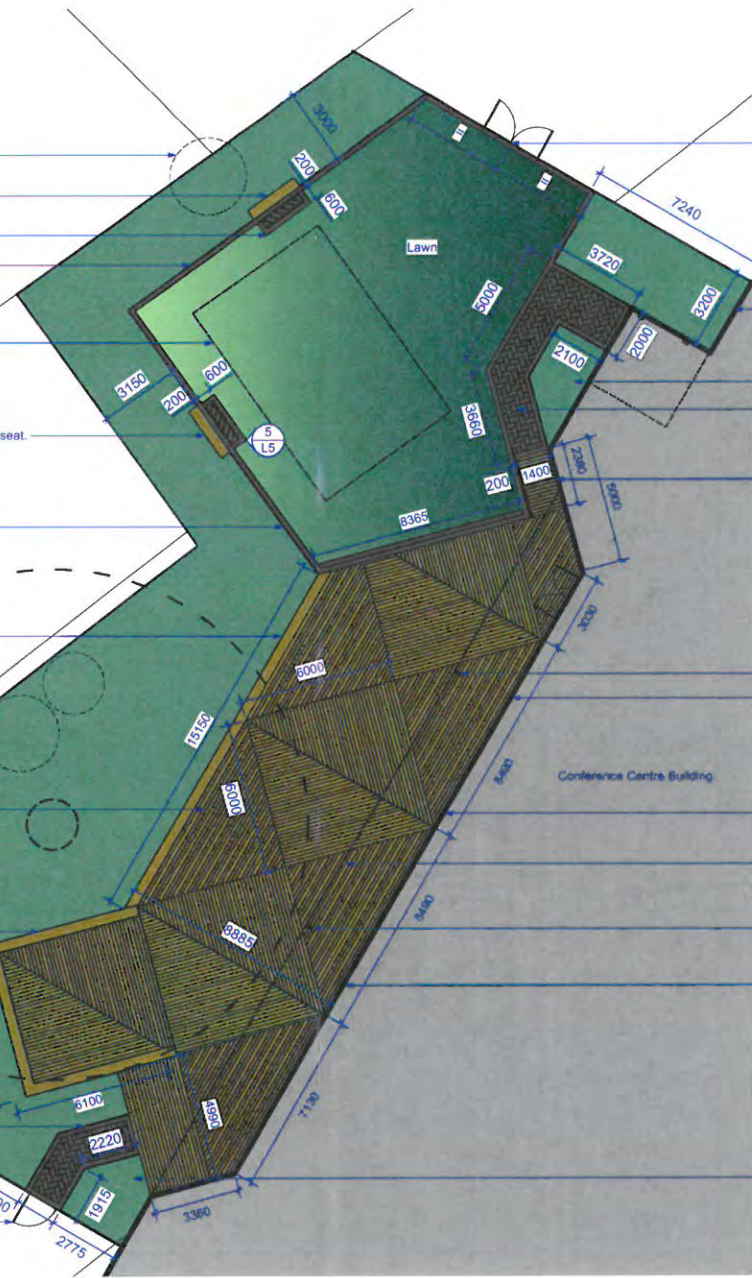
New planting beneath existing silk tree
(Refer Plan P1).

Built-in seating at edge of deck.

New paved pathway. Centre on deck edge.

New Coloursteel fence.

New Coloursteel gate.



New Coloursteel fence and gate. Centre gate at mid point of paved edge of lawn.

New planting.

New planting.

New paved pathway.

Ramp
(Refer Plan L6 for details).

Canopy post and downpipe.

Existing sliding door.

Existing sliding door.

Canopy roofline.

Canopy post and downpipe.

Existing sliding door.

Low planting.



Consultants:

The purpose of this plan is to show the general form of the design and does not to be complete in every detail. This plan shall be used in conjunction with all other contract documents. Should quantities differ between the plan and specifications or variations to be required, contact the Designer/Project Manager before proceeding. The contractor shall confirm all dimensions and quantities on site before commencing work.

Drawn By: LM

Checked: MG

Revision No: R0

Amendments:

Project:

Te Kuiti Conference Centre

Client:

Waitema District Council

Plan Name:

Setout Plan

A3 Scale: 1:200

A1 Scale: 1:100

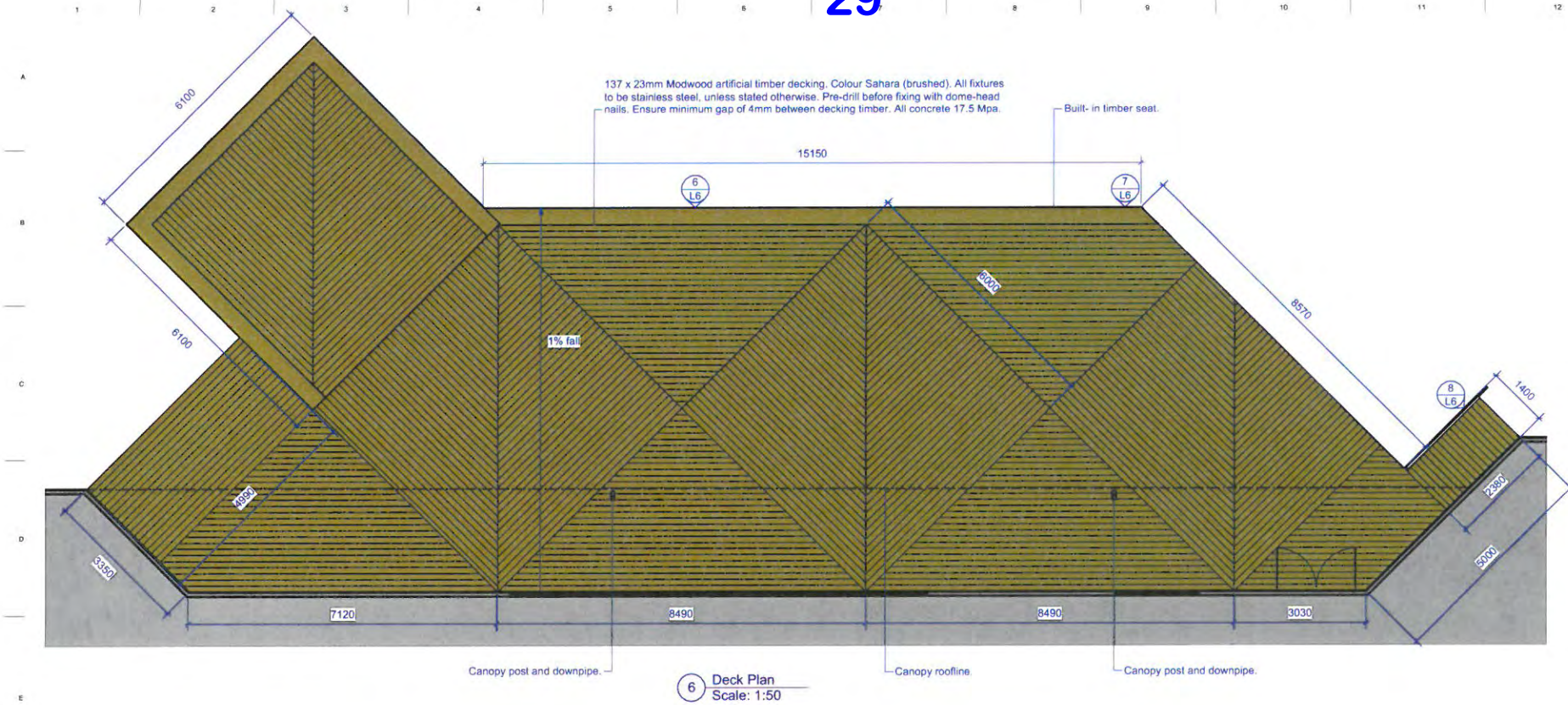
Date: 18-08-2015

Project No: 2015-023

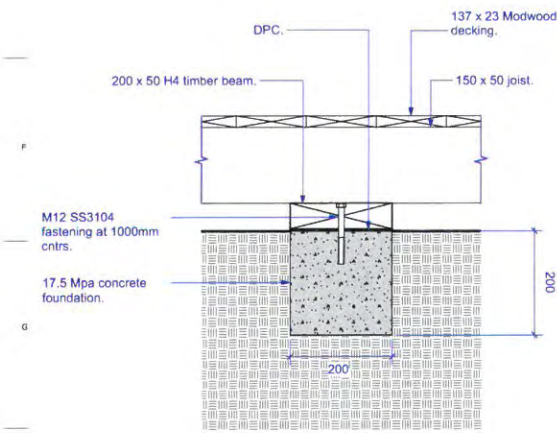
Issue: Contract

Plan Number:

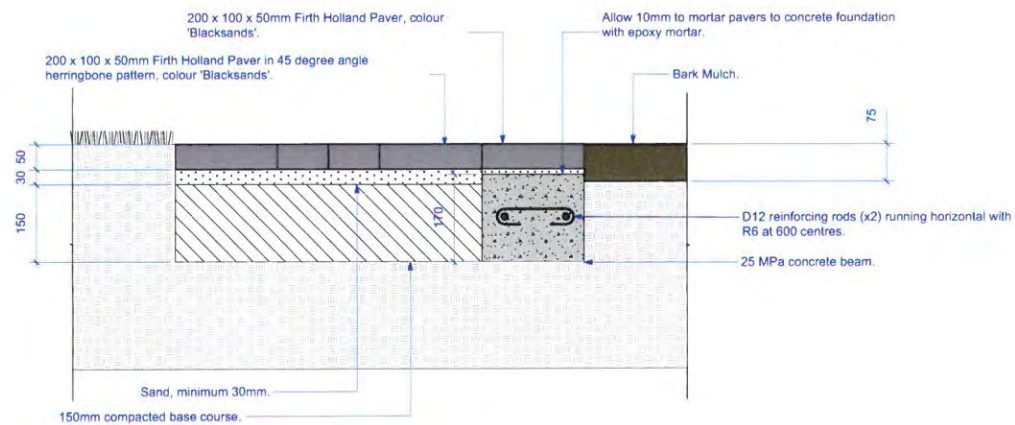
L3



6 Deck Plan
Scale: 1:50



4 Typical Deck Detail
Scale: 1:5



5 Typical Paving Detail
Scale: 1:5

Consultants: 	
<p>The purpose of this plan is to show the general intent of the design and may not be complete in every detail. The plan shall be read in conjunction with all other contract documents. Should queries arise between the plan and specifications or drawings it is required that the designer/project manager shall prevail. The contractor shall verify all dimensions and quantities on site before commencing work.</p>	
Drawn By: LM Checked: MG Revision No: R0 Amendments:	
Project: <p style="text-align: center;">Te Kuiti Conference Centre</p>	
Client: Waitomo District Council	
Plan Name: Typical Details A3 Scale: 1:200 A1 Scale: 1:100 Date: 18-08-2015 Project No: 2015-023 Issue: Contract	
Plan Number: <p style="text-align: center; font-size: 2em;">L5</p>	

Document No: 371392

File No: 401/Halls

Report To: Council**Meeting Date: 29 September 2015****Subject: Progress Report: Rural Halls (Benneydale, Mokauiti and Kopaki Halls)****1.0 Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the progress with the disposal of Benneydale, Mokauiti and Kopaki Halls and to establish teams to work through the disposal process.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Background
 - 4.0 Benneydale Hall
 - 5.0 Mokauiti Hall
 - 6.0 Kopaki Hall

Note: This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363300).

2.0 Local Government Act S.11A Considerations

- 2.1 The provision of local infrastructure such as community halls is consistent with the provisions of Section 11A Local Government Act 2002 (including amendments).
- 2.2 However, the delivery of such infrastructure is to be in a most cost effective manner. WDC's investigations into the options for various halls are in an endeavor to be cost efficient.

3.0 Background

- 3.1 During the development of the Housing and Other Property Activity Plan and Waitomo District Councils 2012-2022 LTP, four halls were identified and consulted with the public for disposal, these being Oparure, Mokauiti, Kopaki and Benneydale Halls.
- 3.2 The disposal of these halls is scheduled to take place in the second year of the LTP, i.e. 2013-2014.
- 3.3 Various factors drove this decision making process such as poor utilization, extent of outstanding maintenance works, poor heating, insurance costs and land ownership.

- 3.4 It is accepted that disposal can take many forms including sale on the open market where possible, removal of buildings in the case of reserves or transfer to a community group model.
- 3.5 Extensive community consultation has been undertaken with and within the communities of Mokaiti and Benneydale since development of the LTP.

4.0 Benneydale Hall

4.1 26 May 2015

- 4.2 Action has been taken to have the land associated with the Benneydale Hall vested in WDC as local purpose reserve to allow the transfer of the building and lease of the land to Benneydale Hall Inc. It is believed the gazettal of this transaction will be completed by 1 July 2015.
- 4.3 On the 19 May 2015 the following draft documents have been received from Russell Thomson Solicitors:
1. Draft agreement for the sale of the Benneydale Hall to Benneydale Hall Incorporated
 2. Draft lease of the reserve land that the Benneydale Hall occupies, the lease being in the favour of Benneydale Hall Incorporated.
- 4.4 These documents will be checked before forwarding to Benneydale Hall Inc for signing.

4.5 23 June 2015

- 4.6 The title to the land associated with the hall has now been transferred to WDC's name as a fee simple parcel - Local Purpose (Public Hall) Reserve
- 4.7 This now paves the way to complete the lease documentation to the Benneydale Hall Inc and the transfer of the assets. This is planned for 1 July 2015. Instructions have been issued to Russell Thomson solicitors to complete the transactions.
- 4.8 A copy of the title documentation is attached to and forms part of this agenda.

4.9 29 September 2015

- 4.10 Several queries were raised regarding the lease by the Benneydale Hall Inc and a meeting was arranged between Councillor Goddard, Group Manager Community Services and Mr Reinhardt from the Society.
- 4.11 This meeting was held on the 31 August 2015 with all issues with the lease discussed thoroughly. Two minor changes were agreed that did not necessitate any rewrite of the lease.
- 4.12 The lease and sale and purchase documents were subsequently taken back to the Benneydale Hall Inc and have been signed.

5.0 Mokaiti Hall

5.1 31 March 2015

- 5.2 The disposal process has now been defined by Russell Thomson Solicitors and R W Barnaby, Land Rights Specialist and several legal steps are required to complete

the process. In essence this process will involve the initial classification of the land under the Reserves Act by Council, resolving to sell the assets on the land and creation of a lease of the land.

- 5.3 Council needs to pass certain resolutions to achieve the above which will then allow the Gazettal of the necessary papers. These resolutions are contained at the end of this business paper
- 5.4 The key points of the transfer documentation proposed is the transfer of the improvements for \$1 and the necessary clauses for the transfer back to WDC should circumstances prevail that Benneydale Hall Inc. no longer can look after the improvements.
- 5.5 The key points of the lease will be a term of 33yrs with a right of renewal and forfeiture of the lease should the improvements revert back to WDC

6.0 Kopaki Hall

6.1 26 May 2015

- 6.2 A letter has been received on 1 May 2015 from the Department of Conservation apologising for the delay in their response and seeking clarification on whether WDC's position of this disposal has changed in the meantime. A copy of this letter is attached to and forms part of this business paper. A reply confirming WDC's position has been sent to the Department of Conservation.

6.3 29 September 2015

- 6.4 WDC received a letter (Doc 367483) on the 2 July 2015 advising that the "*Ministers delegate has approved the cancellation of the vesting of Council over the Kopaki Hall*"
- 6.5 Note that the letter, which is attached to and forms part of this business paper, explains that the cancellation is of the "vesting" rather than for the "control and manage" as the appointment to "control and manage" was pre 1980. This was not picked up at the time of the application.
- 6.6 The cancellation was formalised through a Gazette Notice published on the 2 July 2015. A copy of the gazette notice is also attached to and forms part of this business paper.

Suggested Resolution

The Progress Report: Rural Halls Disposal (Benneydale, Mokauiti and Kopaki Halls) be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

September 2015

Attachment: Doc 367483; Doc 368538



Department of
Conservation
Te Papa Atawhai

Our Ref: R339413
PAD 03 09 02

Waitomo District Council
COPY
Date: **2/07/2015**
Doc #: **367483**
File #: **401/0586238600**

30 June 2015

Waitomo District Council
PO Box 404
Te Kuiti 3941

Attn: John De Luca

Kopaki Hall & Land – Cancellation of the Vesting in Waitomo District Council over the Kopaki Recreation Reserve

Further to my letter of the 28 April 2015

The Ministers delegate has approved the cancellation of the vesting of Council over the Kopaki Hall.

The gazette notice formalising the cancellation is scheduled to be published this Thursday 2 July 2015.

The notice is for a cancellation of vesting rather than a revocation of appointment to control & manage due to the classification of the reserve by gazette 1983 p2666. As a consequence of the reserve classification the Waitomo District Council became the vested authority of the reserve by way of Sec 26A(1) Reserves Act 1977. Council's appointment to control & manage the reserve was gazetted 1977 p133.

26A(1) Where any administering body that is a territorial authority has, before 1 January 1980 been appointed to control and manage any reserve classified under section 16 (whether before or after 1 January 1980) as a recreation reserve or local purpose reserve, that reserve shall, without further authority than this section, vest in that administering body.

I will forward formal notification of the cancellation once the gazette is published.

Yours sincerely,

Kay Meekings
Statutory Land Management Advisor
Department of Conservation - Hamilton Office
DDI 07 858 1052

Hamilton Shared Service Centre
Private Bag 3072, Waikato Mail Centre, Hamilton 3240, New Zealand
Telephone 07-858 1000

DOC 2534167



Department of
Conservation
Te Papa Atawhai

Waitomo District Council

COPY

Date: **15/07/2015**

Doc #: **368538**

File #: **401/0586238600**

Our Ref: R39413
PAD-03-09-02

13 July 2015

Waitomo District Council
PO Box 404
Te Kuiti 3941

Attn: John de Luca

Cancellation of Vesting – Kopaki Recreation Reserve

Further to my email of the 30 June 2015

Please find attached the gazette notice for the revocation of reservation action, published on Thursday 2 July 2015.

An invoice of \$680.54 +GST for the Departments services will be forwarded to you in the near future. Details are as follows

Review, Prepare Submission, Gain Consent	\$ 575.00
Consideration by Ministers Delegate	\$ 62.50
Gazette Notice Publication Fee	\$ 43.04
Sub Total	\$ 680.54
Plus GST	\$ <u>102.08</u>
Total	\$ 782.62

Yours sincerely,

Kay Meekings
Statutory Land Management Advisor
Department of Conservation - Hamilton Office
DDI 07 858 1052

Hamilton Shared Service Centre

Private Bag 3072, Waikato Mail Centre, Hamilton 3240, New Zealand
Telephone 07-858 1000

Cancellation of the Vesting of a Reserve in the Waitomo District Council

Under the Reserves Act 1977, the Conservation Partnerships Manager, Taupo District, Department of Conservation, hereby cancels the vesting in the Waitomo District Council of the reserve described in the Schedule.

Taranaki Land District—Waitomo District**Schedule**

Area ha	Description
1.6187	Section 9 (formerly part Rangitoto Tuhua 68G2D2B) Block V Mapara Survey District SO 6875 (<i>New Zealand Gazette</i> , 18 August 1983, No. 128, page 2666, and <i>New Zealand Gazette</i> , 27 January 1977, No. 7, page 133).

Dated at Taupo this 29th day of June 2015.

NATASHA HAYWARD.

(DOC PAD-03-09-02)

2015-ln3893

Document No: 374281

File No: 037/005B

Report To: Council**Meeting Date: 29 September 2015****Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – September 2015**

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the three waters Operational, Maintenance and Capital Works including contracted out services.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Risk Considerations
 - 4.0 Background
 - 5.0 Service Requests/Complaints
 - 6.0 Treatment Plant Statistics
 - 7.0 Commentary
 - 8.0 Capital Projects

2.0 Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network three waters infrastructure makes to the community.
- 2.2 The provision and maintenance of the water, sewerage and stormwater infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

3.0 Risk Considerations

- 3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.

4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

4.4 WDC's only reticulated Stormwater network is in Te Kuiti and any exceptions will be reported on for the other areas as these arise.

4.5 There are three activities under each of the three Waters activities:

- 1 **Planned Maintenance:** Operation and maintenance involves the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.

These activities are predominantly contracted out and at present are performed by Veolia Water by means of Schedule which is worked out in accordance with the operating instructions from the manufacturer or best practices.

- 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.

- 3 **Service Requests / Complaints:** 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.

4.6 Capital Works

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

4.8 Water Rates and Charges

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

5.0 Service Requests/Complaints

5.1 Historically there has been no separation (by individual network) of Service Requests and/or complaints relating to Water and Wastewater i.e. Service Requests/complaints have been logged on a District wide basis and not by individual network.

5.2 The service request system does not allow recording of statistics for each individual network according to geographic location. Service requests are assessed manually to enable reporting on each of the individual networks.

5.3 Water

5.4 15 Water related Service Requests/Complaints received in August as follows:

Description	Cumulative from 1 July 2015				August 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	4				2			
Water Quality (Taste / Odour)	1			1	1			
Water Supply	18				12			
Miscellaneous	4							
Sub Totals	27			1	15			0
Totals	28				15			

Water supply issues include lack of water, leaks and bursts. All of the 12 complaints received during this period relate to water leaks from tobies, hydrants and valves.

5.5 Wastewater

5.6 3 Wastewater related Service Requests/Complaints were received August as follows:

Description	Cumulative from 1 July 2015				August 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows								
Pump Station overflows								
Smells / Odours								
Blockages	3		1				1	
Piopia Sewer		6				2		
Sub Totals	3	6	1			2	1	
Totals	10				3			

The Benneydale sewer issue was a private matter that WDC assisted the home owner with while investigating the issue.

The Piopia sewer issues relate to a tank overflowing due to a blocked filter (fats) and a float that got stuck and the alarm came on.

5.7 Stormwater

5.8 1 Stormwater related Service Requests/Complaints were received in August as follows:

Description	Cumulative from 1 July 2015			August 2015		
	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows						
Flooding properties						
Open Drains						
Blockages	2			1		
Overland flow						
Sub Totals	3			1		
Totals	3			1		

The storm water blockage was in Edward Street and it was caused by the small diameter pipe becoming blocked up by debris. The pipe has been earmarked for replacement.

6.0 Treatment Plant Statistics

Water Treatment Plants	Average Annual Water Production m ³	Water Produced From 1 July 2015 to 1 September 2015 m ³	Water Produced for August 2015 m ³	Annual Ave Residential Water Usage from 1 July 2015 Per person/per Day Litres	Ave Residential Water Usage for August 2015 Per person/per Day
					Litres
Te Kuiti	1,100,000	171,937	83,964	463	464
Piopio	63,000	13,300	6,544	513	505
Benneydale	26,000	3,495	1,611	282	260
Mokau	33,000	5,488	2,549	221	206

Note: The accepted industry average residential water usage is 200 litres per person per day.

Wastewater Treatment Plants	Average Annual Wastewater Treatment (discharged) m ³	Wastewater Discharged From 1 July 2015 to 1 September 2015 m ³	Wastewater Discharged August 2015
			m ³
Te Kuiti	1,250,000	284,794	149,459
Piopio	36,000	5,843	2,937
Benneydale	6,900	1,590	993

7.0 Commentary

7.1 Te Kuiti Water Supply

7.2 No exceptional incidents have occurred this month.

7.3 Te Kuiti Wastewater

7.4 No exceptional incidents have occurred this month.

7.5 Te Kuiti Stormwater

7.6 The Stormwater reticulation network is designed for 1 in 2 year rainfall events.

7.7 No exceptional incidents have occurred this month.

7.8 Piopio Water Supply

7.9 A reservoir inspection recently showed up serious shortcomings in the Piopio water supply reservoir. The roof has structural damage that will require a complete replacement.

7.10 The inspection was also done to ascertain earthquake compliance and the reservoir will require extensive structural work to bring it up to standard.

7.11 A preliminary estimate has concluded that it will be more cost effective to replace the existing concrete reservoir with a steel tank on concrete slab to new technical standards.

7.12 Piopio Wastewater

7.13 No exceptional incidents have occurred this month.

7.14 Benneydale Water Supply

7.15 No exceptional incidents have occurred this month.

7.16 Benneydale Wastewater

7.17 No exceptional incidents have occurred this month.

7.18 Mokau Water Supply

7.19 The Mokau valve and hydrant replacement has shown up deficiencies in the reticulation that required immediate action to rectify a situation that the whole village could be without water for a period of time when maintenance on the reticulation is performed. Additional valves had to be installed to allow for less disruptive future maintenance on the reticulation. Several valves were also not functioning and required repair work or replacement. This added to the cost of the project.

7.20 The pipe work also showed severe sign of deterioration. A photo is attached (Figure1). The pipe was very soft and collapsed when the gibault fitting was installed and tightened up.

7.21 Te Waitere Wastewater

7.22 Te Waitere Wastewater pump stations operated without any faults.

8.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Building	\$116,870	April 2015	99% complete	\$94,292
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate)	August 2015	Tender awarded and contractor on site	\$194,881
Tui Street Augmentation (Piopio)	\$30,000	May 2015	60% complete	\$9,910
Mokau Valves	\$13,000	July 2015	Completed	\$21,398 (See 7.19)
Piopio Valve	\$8,000	July 2015	Contractor Appointed	\$0
Edward Street Pipe Replacement	\$85,000	November 2015	Design	\$0

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kumi Side Road Replacement	\$45,000	June 2015	Deferred	\$0
Te Kuiti River Crossing	\$95,000	November 2015	Design	\$0
Carroll Street Pipe Insertion	\$45,000	September 2015	Design	\$0

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Cotter Street Completion	\$85,000	July 2015	Contractor Appointed	\$0
King Street East Pipe insertion	\$70,000	November 2015	Design	\$0

Suggested Resolution

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – September 2015 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

September 2015



Figure 1: Collapsed water main from Mokau
Indicative of reticulation condition

Document No: 373519**File No:** 505/503B**Report To: Council****Meeting Date:** 29 September 2015**Subject:** Te Kuiti Water Take Consent

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on Consent conditions proposed by Waikato Regional Council (WRC) for the Water Take Consent for Te Kuiti.
- 1.2 A copy of the annotated WRC draft consent conditions is attached to and forms part of this business paper for information.

Local Government Act S.11A Considerations

- 2.1 The provision of treated water by Waitomo District Council to the Te Kuiti community is consistent with Section 11A Local Government Act 2012. Under this clause Waitomo District Council must have particular regard to the contribution that core services make to its community. The provision of treated water is considered a core service.

Background

- 3.1 WDC's consent to take water for drinking purposes from the Mangaokewa River expired on 31 January 2015. A new consent application was lodged with WRC on 24 July 2014.
- 3.2 The operative consent allows for up to 6,100m³ to be extracted per day. The new consent application provided for the same water take volume.
- 3.3 WRC does not accept the volume applied for. The volume proposed by WRC was a maximum of 4,800m³ per day under normal circumstances, and 4,080m³ per day during dry periods.

Background Issues

- 4.1 The proposed reduction in water take volume was argued with WRC. The outcome is that WRC is now proposing the normal water take volume be 4,800m³ per day, but under emergency situations, and subject to WDC meeting certain reporting requirements, up to 6,100m³ per day can be extracted.

- 4.2 This extraction volume is deemed reasonable.
- 4.3 There are further water take limitations contained in clauses 12, 13 and 14 of the draft Consent which state that if "7-day rolling average flows" in either the Mangaokewa, Waipa and/or Waikato Rivers, taken at separate measuring points, get below a certain level, then the Te Kuiti water take volume is to be reduced to 4,080m³/day.
- 4.4 This limitation has also been argued with WRC and their response is that these conditions are set under the Waikato Regional Plan Section 3.3 and are applicable to all water take consents Region wide.
- 4.5 Amendments to clauses 12, 13 and 14 have been requested to try to mitigate the effect should such situations come to pass. A response to this request from WRC has not yet been received.

Commentary

- 5.1 It is difficult to argue against the water take volumes proposed by WRC in the draft Consent given that total use in Te Kuiti should not exceed 4,000m³ per day.
- 5.2 This is based on a generous 2,000m³ per day for industrial and commercial use and 1.0m³ per day per household connection.
- 5.3 These are generous standard design figures which also take into account operational loss such as flushing, fire drills, pipe breakages, etc.
- 5.4 As an indication, the average daily usage for July and August 2015 was less than 3,000m³ per day.
- 5.5 If WDC pushes WRC too hard for higher water take volumes in the new Consent, there is a very real risk that WRC could impose universal water metering to prove the need.
- 5.6 A desk top exercise considering –
- the capital cost of installing meters
 - the operational cost of maintaining and reading meters twice a year
 - an expected reduction in water usage of 20%

produced the following indicative figures:

Scheme	Capital Cost of Water Meter Installation	Water Meter Reading, Operation and Maintenance	Annual Cost Per Connection
Te Kuiti	\$714,000	\$32,585	\$198
Benneydale	\$0	\$3,974	\$474
Piopio	\$84,000	\$6,152	\$334
Mokau	\$69,300	\$7,245	\$748

Recommendation

- 6.1 It is recommended that the best way forward is for WDC to carry out a dedicated and strong worded water conservation campaign.
- 6.2 This campaign needs to make it very clear that the attitude toward water use must alter on a "voluntary" basis to reduce use, or else face water reductions being imposed at significant additional cost.

Suggested Resolutions

- 1 The business paper on Te Kuiti Water Take Consent be received.
- 2 A dedicated Water Conservation Campaign be implemented.



CHRISTIAAN van ROOYEN
GROUP MANAGER – ASSETS

September 2015

Attachment: Annotated copy of WRC Draft Consent Conditions (Doc 373541)

46 RESOURCE CONSENT CERTIFICATE

Resource Consent: AUTH133317.01.01

File Number: 60 61 31A

Pursuant to the Resource Management Act 1991, the Regional Council hereby grants consent to:

Waitomo District Council
PO Box 404
Te Kuiti 3941

(hereinafter referred to as the Consent Holder)

Consent Type: Water Permit

Consent Subtype: Surface water take

Activity authorised: To take water from the Mangaokewa stream for domestic and municipal water supply purposes

Location: Waitete Road - Te Kuiti

Map reference: NZTM 1789637 E 5754341 N

Consent duration: This consent will commence on the date of **acceptance of conditions** decision notification and expire **after 25 years** on ~~31 December 2039~~.

Subject to the conditions overleaf:

CONDITIONS

General

1. The activity authorised by this resource consent shall be undertaken in general accordance with the following application documentation:
 - “Surface Water Take – Te Kuiti Municipal Water Take” (Recorded as document number 3118264 on the Waikato Regional Councils document recording system);
 - “Te Kuiti Drinking-water Supply, Water Management Plan” (Recorded as document number 3217681 on the Waikato Regional Councils document recording system)

and as identified in the resource consent conditions below which shall prevail in the event of any inconsistency between the aforementioned documentation and the conditions.

2. The consent holder shall be responsible for all sub-contracted operations related to the exercise of this consent, and must ensure sub-contractors are made aware of the conditions of this consent.
3. The consent holder shall pay to the Waikato Regional Council any administrative charge fixed in accordance with section 36 of the Resource Management Act 1991, or any charge prescribed in accordance with regulations made under section 360 of the Resource Management Act 1991.
4. This consent shall not be exercised until authorisation 110108 has either been surrendered or has expired.

Abstraction Limits

5. The maximum instantaneous net take rate shall not exceed 76 litres per second.
6. The maximum net take volume in any 24 hour period shall not exceed 4,800 cubic metres.
7. Notwithstanding condition 6, the net take volume in any 24 hour period must not exceed 6,100 cubic metres on up to five occasions of exceptional circumstances per annum (1 July to 30 June).

An exceptional circumstance is considered to occur as a result of **but not limited to:**

- i. Pipe breakage; and/or
- ii. Emergency maintenance.
- iii. **Power failure**
- iv. **Excessive demand e.g. major fire**

The consent holder shall notify the Waikato Regional Council in writing, within 48 hours of the exceptional circumstance occurring, detailing the total water volume taken and the nature of the event.

Recording and Reporting

8. A water measuring system shall quantify water taken from the take location on a cumulative basis. The system shall have a reliable calibration to water flow and shall be maintained to an accuracy of +/- 5%.
9. Verification of the water measuring system’s accuracy shall be undertaken by the consent holder:

- (1) at the written request of the Waikato Regional Council; and

- (2) at a frequency of no less than five yearly; and
- (3) to the satisfaction of the Waikato Regional Council.

Evidence documenting verification shall be forwarded to the Waikato Regional Council within one month of the verification being completed.

10. Within 24 months of commencement, the consent holder shall telemeter – via a telemetry system developed after liaison with the Waikato Regional Council to ensure that the telemetry system is compatible with Waikato Regional Council telemetry system standards and data protocols – continuous 15 minute values of net take volume (in units of cubic metres). These data must be reported once daily to the Waikato Regional Council via the telemetry system and there shall be 96 values per site per daily report. When no water is being taken the data must specify the net take volume as zero.

To meet this will require quite sophisticated and costly telemetry to be installed and maintained. The estimated cost of establishing the hard ware and implement the software is +\$7,000 plus GST with an estimated maintenance cost of +\$2,500 plus GST per annum in 2015 terms

There should also be allowance in the consent conditions for the fact that there will be some data missing from time to time. There is no automated reporting system with 100% data capture or without downtime.

Considering the above and the fact that this method of conveying data is not an effects based condition. The mandatory installation date for telemetry to provide raw water extraction data is amended to a condition that will become applicable once WDC has decided to install telemetry,

Amended Clause 10

Within 24 months of commencement, **installing a telemetry system**, ~~the consent holder shall telemeter – via a telemetry system~~ developed in liaison with the Waikato Regional Council to ensure that the telemetry system is compatible with Waikato Regional Council telemetry system standards and data protocols, **the Consent Holder shall report** continuous 15 minute values of net take volume (in units of cubic metres). These data must be reported once daily to the Waikato Regional Council via the telemetry system and there shall be 96 values per site per daily report. When no water is being taken the data must specify the net take volume as zero.

Amended Clause 11

11. Prior to the implementation of **the form of** telemetry required by condition 10, the consent holder shall provide to the Waikato Regional Council, reports detailing total daily water take and maximum daily take rate data for the periods 1 July to 31 December and 1 January to 30 June, no later than one month after each period.

12. Minimum Flow and Water Shortage Restrictions

When the Waipa River 7-day rolling average flow at Te Kuiti Pumping Station on the Mangaokewa River (Waikato Regional Council site number 414.13, Map Reference NZTM 1789676 E 5754437 N), as determined by the Waikato Regional Council, is less than 0.737 cubic metres per second for ten or more consecutive days, the net take volume in any 48 hour period shall not exceed 8,160 cubic metres.

This clause actively reduce allowed take to 4080m3/day during hottest and driest times when demand is at its highest It will negatively affect the town and industries and therefore the towns economic viability.

Further - After a 21.3% reduction in applied for consent volume (6,100 to 4,800) this constitute a further 15% reduction at the most critical times.

AND Mangaokewa has been below 0.737m³/s for up to 47 days per year in last 3 years. For te period in the table demand only once exceed the 4,800m³/day it did however exceed the 4,080m³/day every day

Example

	Flow	Extraction
21/02/2013	0.723	4878
22/02/2013	0.710	4504
23/02/2013	0.706	4241
24/02/2013	0.689	4401
25/02/2013	0.679	4592
26/02/2013	0.669	4556
27/02/2013	0.661	4552
28/02/2013	0.660	4917
1/03/2013	0.656	4921
2/03/2013	0.660	5254
3/03/2013	0.669	4611
4/03/2013	0.661	4754
5/03/2013	0.650	4149
6/03/2013	0.644	4431
7/03/2013	0.642	4365
8/03/2013	0.633	4445

The above argument has been raised with WRC and the reply is that it is a requirement under section 6 and is not negotiable

Amended Clause 12

When the Waipa River 7–day rolling average flow at Te Kuiti Pumping Station on the Mangaokewa River (Waikato Regional Council site number 414.13, Map Reference NZTM 1789676 E 5754437 N), as determined by the Waikato Regional Council, is less than 0.737 cubic metres per second for ten or more consecutive days, the median net take volume in any subsequent 48 hour period while these minimum flow conditions prevail shall not exceed 8,160 cubic metres, notwithstanding conditions 5, 6 and 7 of this Consent, and after allowance for the Consent Holder's return of treated waste water to the Mangaokewa Stream, 5 km downstream of the water intake.

Amended Clause 13

13. When the Waipa River 7–day rolling average flow at Pukehoua Bridge on Baffin Road (Waikato Regional Council site number 1191.2, Map Reference NZTM 1792588 E 5792454 N), as determined by the Waikato Regional Council, is less than 12.780 cubic metres per second for ten or more consecutive days, the median net take volume in any subsequent 48 hour period while these minimum flow conditions prevail shall not exceed 8,160 cubic metres notwithstanding conditions 5, 6 and 7 of this Consent, and after allowance for the Consent Holder's return of treated waste water to the Mangaokewa Stream, 5 km downstream of the water intake.

14. When the Waikato River 7–day rolling average flow at Rangiriri (Waikato Regional Council site number 1131.117, map reference NZTM 1788389 E 5855059 N), as determined by the Waikato Regional Council, is less than 159.3 cubic metres per second for ten or more consecutive days, the median net take volume in any subsequent 48 hour

period while these minimum flow conditions prevail shall not exceed 8,160 cubic metres, notwithstanding conditions 5, 6 and 7 of this consent, and after allowance for the Consent Holder's return of treated waste water to the Mangaokewa Stream, 5 km downstream of the water intake.

Water Management Plan

15. The consent holder shall carry out its water supply operations in general accordance with the Water Management Plan entitled "Te Kuiti Drinking-water Supply, Water Management Plan (WRC doc#3217681)" dated 10 November 2014 or any subsequent updated version of this document as provided for by condition 16 of this consent.

In the event of any conflict between the Water Management Plan (and any subsequent updated plan) and the conditions of this consent, then the conditions shall prevail.

16. The consent holder may update the Water Management Plan at any time and submit it to the Waikato Regional Council for approval (in a certifying capacity).

Approval by the Waikato Regional Council of any updated Water Management Plan shall be limited to an assessment of whether:

- (a) The plan complies with the information requirements of Part 8.1.2.2 (Water Management Plans) of the Waikato Regional Plan; and
 - (b) The plan is consistent with the conditions of this consent.
17. The Water Management Plan shall be reviewed and updated every 5 years and submitted to the Waikato Regional Council for approval (in a certifying capacity) by no later than the 5th, 10th, 15th and 20th anniversaries of commencement of this consent. The consent holder may update the Water Management Plan at any time and submit it to the Waikato Regional Council for approval (in a certifying capacity).

Approval by the Waikato Regional Council of any updated Water Management Plan shall be limited to the matters detailed in condition 16.

18. Within 12 months of consent commencement, the consent holder shall provide a report to the Waikato Regional Council identifying key performance indicators and measures to reduce water use within system. This report shall be incorporated into the updated Water Management Plan required by condition 17.

Review

19. In the six month period following the 5th, 10th, 15th and 20th anniversary of commencement, the Waikato Regional Council may, following service of notice on the consent holder, commence a review of the conditions of this resource consent pursuant to section 128(1) of the Resource Management Act 1991 for the following purposes:
- 1. to review the effectiveness of the conditions of this resource consent in avoiding or mitigating any adverse effects on the environment from the exercise of this resource consent and if necessary to avoid, remedy or mitigate such effects by way of further or amended resource consent conditions; or
 - 2. to review the adequacy of and the necessity for monitoring undertaken by the consent holder.

In terms of s116 of the Resource Management Act 1991, this consent commences on 4 January 2015. acceptance of conditions by WDC.

Document No: 374468

File No: 037/005B

Report To: Council

Meeting Date: 29 September 2015

Subject: Progress Report: Solid Waste Activity – September 2015

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Responsibilities
 - 3.0 Risk Considerations
 - 4.0 Introduction
 - 5.0 Background
 - 6.0 Te Kuiti
 - 7.0 Mokau
 - 8.0 Piopio
 - 9.0 Benneydale
 - 10.0 Waitomo Village
 - 11.0 Kinohaku
 - 12.0 Marokopa

2.0 Local Government Responsibilities

- 2.1 The Waste Minimisation Act encourages a reduction in the quantity of waste generated and disposed of, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits.
- 2.2 WDC is meeting its obligations under the 2008 Waste Minimisation Act and the Solid Waste (asset) Management and Minimisation Plan (SWaMMP), by providing a weekly Kerbside Refuse and Recyclables Collection Service and disposal thereof.

3.0 Risk Considerations

- 3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.

4.0 Introduction

- 4.1 This business paper focuses on the operations of the Solid Waste activity, refuse and recyclable collection and disposal, and the promotion of recycling.

5.0 Background

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.

5.3 Solid Waste Services

- 5.4 WDC is meeting its obligation under the 2008 Waste Minimisation Act and SWaMMP by providing:
- 1 **Weekly Kerbside Refuse and Kerbside Recyclables Collection Services** for the communities of -
 - Te Kuiti
 - Piopio
 - Mokau
 - Waitomo Village
 - that part of the Rural Ward between Te Kuiti and Waitomo Village
 - 2 **Waste Transfer Stations** in the communities of -
 - Benneydale
 - Piopio
 - Marokopa
 - Kinohaku
 - Mokau/ Awakino
 - 3 **Street Side Recycling Stations** at -
 - Waitomo Village
 - Piopio
 - Mokau
 - Marokopa

5.5 Management of Solid Waste Services

- 5.6 **Collection Services** (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.
- 5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.
- 5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.
- 5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.
- 5.10 **Mokau Litter Bins** are serviced under contract with a private person.
- 5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.
- 5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

5.13 Service Requests / Complaints

- 5.14 Service requests are initiated by Ratepayers or Businesses across the District. The Service Requests are then followed up by council staff.
- 5.15 It was found that almost all the Service Request complaints received for kerbside refuse or recyclables not being collected, was due to the person placing the bag or recycle bin out too late.
- 5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2014/2015 include:

Description	2014/15	July	August 2015
Kerbside Refuse not collected	13	2	2
Landfill Complaint	2	0	0
Transfer Station Complaint	3	0	1
Litter Bins not being emptied	13	1	1

5.17 Comments on Exceptional Incidents

- ~~5.18 There was an incident where a complaint was raised by 3G Teak Te Kumi Road Te Kuiti. According to the complainant the driver has stuffed the recyclable cardboards in with the general rubbish in the truck.~~
- ~~5.19 The issue was raised through a service request and followed up by Envirowaste.~~
- ~~5.20 This issue was raised to the Mayor in a letter and WDC requested that a full investigation by Envirowaste.~~
- ~~5.21 The outcome and feedback from the investigation was reported to the mayor.~~
- ~~5.22 It was made clear to Envirowaste to treat all complaints with discretion and to be resolved by management staff only.~~
- 5.23 EnviroWaste was instructed to ensure that their Kerbside Service is carried out within the requirements of the WDC Service Level Agreement as set out by the Bylaw i.e. only official WDC blue rubbish bags and green recycle bins with the correct recycling will be collected on the specified collection days. All other non compliant bags and recycling will be tagged and not collected.
- 5.24 A public information editorial will be placed in the Waitomo News and Waitomo Way. This will also be included in the Council's electronic media.

6.0 Te Kuiti

- 6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.
- 6.3 The Solid waste beautification project has kicked off and work has started off at the landfill with cleaning, painting and minor repairs to buildings and structures on site.

6.4 Landfill Volumes

Description	Tonnes Deposited July 2015	Tonnes Deposited August 2015	Tonnage Space Available
Landfill Consented Volume 232,000 Tonnes Deposited to Date	162,589.81	163,378.82	68,621.18
Tonnes Deposited - August 2015			
WDC Bags Collected 156 bags	1.49	1.25	
Total over Weighbridge	987.62	834.51	
Less Diverted Recycle	- 41.25	- 33.46	
Less Stock out Gate	- 12.82	- 13.29	
Total	933.55	789.01	

6.5 Recyclables

Diverted recyclables – ~~33.46~~ 41.25 tonnes

6.6 Capital Projects

Description	Estimate / Budget	Actual July 2015	Actual August 2015
Development Cell 3	\$774,000.00	\$ 641,686.20	\$ 641,686.20
High wall safety work	\$51,600.00	\$ 49,643.64	\$ 49,643.64
Recycling Shed	\$50,000.00	\$ 2,348.70	\$ 27,778.70

6.7 Development of the Cell 3

6.8 Development of this Cell is largely complete with only some remedial work outstanding, a total of \$41,580.00 excl. GST is kept back for repairs, this and was included as an addendum to the practical completion certificate. This project started in the last financial year. The final certificate was paid and contract is now in retention period, the retention amount is \$37,704.97 excl. GST.

6.9 High Wall Shaping

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

6.11 Recycle Shed

6.12 In order to promote recycling and provide a customer friendly, all weather recycling service, it was decided to pursue the construction of a roof over the recycling area.

6.13 WDC tendered out the construction of a roof structure and Total Span was the successful tenderer at a cost of \$ 50,860.00 +GST.

6.14 The expected completion date for this project is towards the end of October 2015, this changed completion date due to adverse weather conditions and some difficulty regarding the construction of the foundations. A slight change in foundation details had to be made due to a large amount of concrete fill that was dumped in that specific area in the past.

- 6.15 The funding for the shed is from the waste minimisation funds which are allocated to WDC only to be used for waste minimisation related projects.

7.0 Mokau

7.1 Mokau Bins

- 7.2 Ongoing monitoring of the Mokau litter bins is required due to household rubbish being placed into them.

7.3 Mokau/Awakino Transfer Station

- 7.4 The relocation of this Transfer Station is currently being investigated to determine whether it would be more effective if situated closer to Mokau Township.

8.0 Piopio

- 8.1 There has been a recent increase in the illegal dumping of refuse at the Piopio Transfer Station during non-operating hours. Offenders' are climbing over the low fence and disposing of refuse without paying.
- 8.2 Sometimes discarded furniture is left at the gate or a few black bags thrown into the bin. The volumes average about 8 bags per week or one or two loose items.

9.0 Benneydale

- 9.1 Operating well.

10.0 Waitomo Village

- 10.1 Operating well.

11.0 Kinohaku

- 11.1 Following resignation of the weekend Transfer Station Attendant, and the inability to fill the vacancy, consideration must now be given to a reduction in operational days down to twice weekly.
- 11.2 This transfer station's peak operating times are Sundays and Mondays although it is still not overly busy with only 310kg of refuse removed from site during the month. In all other respects the transfer station is operating well.
- 11.3 A business paper is contained elsewhere in this Agenda detailing a proposal to reduce the opening hours to from 16 hours per week to 8 hours per week i.e. instead of opening Monday, Wednesday, Saturday and Sunday the proposal will be to open on Sunday and Monday only.

12.0 Marokopa

- 12.1 Operating well.

Suggested Resolution

The Progress Report: Solid Waste Activity – September 2015 be received.

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', is positioned below the text. The signature is stylized and cursive.

KOBUS DU TOIT
MANAGER – OPERATIONAL SERVICES

September 2015

Document No: 374388

File No: 505/526

Report To: Council

Meeting Date: 29 September 2015

Subject: Kinohaku Transfer Station – Proposed Service Level Reduction

Purpose of Report

- 1.1 The purpose of this business paper is to seek the approval of Council to reduce the level of service at Kinohaku Transfer Station.

Local Government Act S.11A Considerations

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

Commentary

- 3.1 The Kinohaku Transfer Station is currently open four days per week as follows:

Saturday	8.00am to 12 midday	Sunday	1.00pm to 5.00pm
Monday	8.00am to 12 midday	Wednesday	8.00am to 12 midday

- 3.2 In order to resource the Transfer Station all four days, WDC employed two Transfer Station Attendants (TSA).
- 3.3 One TSA is responsible for weekend operations (Saturday and Sunday) and one is responsible for weekly operations (Monday and Wednesday).
- 3.4 The TSA covering the weekend hours resigned from the position in August 2015 and various attempts to fill the vacancy have been unsuccessful.
- 3.5 The TSA responsible for weekly operations is currently providing cover for the weekend hours, however cannot commit to cover all four days for much longer.
- 3.6 This Transfer Station has shown a decline in volumes received over the past 12 months as below:

Month	Tonnes/Month
July 2014	1.13
August 2014	1.19
September 2014	0.93
October 2014	0.92
November 2014	0.54
December 2014	1.3
January 2015	1.22
February 2015	0.78
March 2015	0.53
April 2015	1.25
May 2015	1.45
June 2015	0.9
July 2015	0.3

- 3.7 Due to the inability to fill the vacant position, and the fact that the current TSA is unable to commit to continued increased hours, it is necessary to review the operational hours of the Transfer Station.
- 3.8 Advice from the TSA is that the Transfer Station is busiest on Sundays and Mondays and therefore a reduction in the operational days of the Transfer Station to Sundays and Mondays only, would have the least impact.
- 3.9 The current TSA has confirmed availability to work Sundays and Mondays each week.

Recommendation

- 4.1 It is recommended that the service level at Kinohaku Transfer Station be reduced by decreasing the operational days from four days per week to two days per week with operating hours adjusted as follows:

Sunday	12.00 midday to 4.00pm
Monday	9.00am to 1.00pm
Wednesday and Saturday	Operations be terminated

Suggested Resolutions

- 1 The business paper on Kinohaku Transfer Station – Proposed Service Level Reduction be received.
- 2 Council approve / not approve a reduction in service level at Kinohaku Transfer station from four days per week to two days per week with operating hours as follows:

Sunday	12.00 midday to 4.00pm
Monday	9.00am to 1.00pm



KOBUS DU TOIT
MANAGER – OPERATIONAL SERVICES

16 September 2015

Document No: 374466

File No: 037/020/12B

Report To: Council**Meeting Date: 29 September 2015****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (for August 2015)****1 Purpose of Report**

1.1 The purpose of this business paper is –

- to brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year Three (2015/2016) of the 2012-2022 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

1.2 This business paper is set out under the following headings:

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Roading Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2013 to 2015 (Road Safety Promotion.. 431 – 433)
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 Summary of Network Issues recently inspected
- 12 One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 Road Maintenance - Procurement

2 Local Government Act S.11a Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community.
- 2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

3 Risk Considerations

- 3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.

4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roothing division and on the Roothing capital works programme.

5 Background

- 5.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
 - Footpaths, bridges,
 - Traffic services,
 - Street lights
- 5.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 5.3 The nature of Council's roading activity is:
- Managing and maintaining the District's road network.
 - Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as street lights, signs and road markings.

6 Roothing Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2015/2016 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2015/2016 Maintenance Expenditures Budget

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 and the total current budget for subsidised maintenance works for the 2014/15 year is \$4,908,888.00

8 Safer Journeys 2013 to 2015 (Road Safety Promotion 431-433)

- 8.1 **Introduction**
- 8.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was completed.
- 8.3 The Road Safety Promotion activities for 2015-18 as guided by the NZTA/Waikato Bay of Plenty Investment section.

- 8.4 At present there is no Road Safety coordinator. The Road Safety Action Plan for the current year will be similar to the typical examples of the different actions successfully completed in the past:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wristbands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	
Rural Roads	500 SafeT'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	On going

8.5 **Road Safety Funding**

- 8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until the current 2014/15 level of 65.5%. From 1 July 2015 it will be at the WDC standard FAR rate of 61% for 2015-16.
- 8.7 A Road Safety Coordinator was contracted for a fixed period from 1 September 2014 to 30 June 2015 (- which also is the end of the current GPS). This activity is currently funded as a shared service agreement with Otorohanga District Council.

8.8 **Future Situation**

8.9 The FAR funding rate is reduced to the standard FAR rate from 2015/16 requiring a higher local share, it is therefore opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

8.10 WDC is still committed to its role in the local promotion of Safer Journeys and to the continuation of the joint ODC/WDC community delivery.

8.11 The following considerations forms part of this review:

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Review the cost effectiveness of a dedicated Road Safety Coordinator role (be it part time or otherwise).
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

9 **2015/2016 Operating Expenditure**

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,030,528	\$305,928	Expenditure to date = 6.1%
Road Safety Promotion 431 - 433	\$120,000	\$791-	Currently under re-evaluation.
Environmental Maintenance 121	\$580,000	\$50,342	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$1,597	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	\$2,019	As required by Kiwi rail
RBU Unit Costs	\$1,051,528	\$81,768	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$6,748	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	\$49,269	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$10,020	Routine maintenance on guardrails and bridge decks.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Traffic Services Maintenance 122	\$100,000	\$3,325	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$34,401	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$65,648	Re-metalling of unsealed roads.
Asset Management Plans	\$	\$0-	As required every 3 rd year.

8.12 Report on the Annual Spending on Streetlights

8.13 The current budget for WC 114 (Street Lights Maintenance) of \$179,000.00 is insufficient for the expected expenditures, estimated to be about \$309,000.00.

8.14 For 2011/12, 2012/13 and 2013/14 there appear to be no specific budgets for streetlight expenditure.

8.15 The 2014/15 budget for streetlights was exceeded by 43% or \$82,883 as far as can be ascertained the overspend is The Lines Co charges that was not budgeted for.

8.16 This overspend was covered by corresponding savings achieved from the Traffic Services budget.

8.17 Spending on streetlights, inclusive of electricity (energy and network charges) and maintenance is reflected in the table below. For the period 2011 -2014 Street light expenditure was lumped into gross NZTA categories and therefore budgets can not easily be extracted.

	2011/12	2012/13	2013/14	2014/15	Budget 2015/16
Streetlights	120,167	194,075	234,807	276,883	309,000
Budget	0	0	0	194,000	179,000

8.18 2015-16 Budget Requirements

Maintenance contract for streetlights	\$140,000
The Lines Company	\$120,000
King Country Electricity	\$ 49,000
TOTAL	\$309,000

8.19 The variance for 2014-15 and 2015 – 16 is the Lines Co charges that was not specifically budgeted for.

8.20 The short fall of \$130,000.00 for 2015-16 will be financed by re-allocating an amount of \$100,000.00 from WC 112 (Unsealed Pavement Maintenance) and an amount of \$30,000.00 from WC 122 (Traffic Services), but the cost will be reflected in the street light category to inform future budgets.

10 2015/2016 Capital Expenditure

10.1 The total LTP-budget for 2015/16 is \$5,500,000 and is fully subsidised.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,500,000	\$159,914	Expenditure to date = 2.9%
Minor Safety Improvements	\$230,000	\$0-	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	\$0-	Oparure Retaining Walls: the investigation and design work was completed during the previous financial year. The construction work is planned to be phased over two years starting in 2015-16 year.
Associated Improvements for Renewals 231	\$80,000	\$0	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	\$34,232	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$100,000	\$0-	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	\$51,062	The annual Pavement Rehabilitation Contract.
Sealed Road Surfacing 212	\$1,300,000	\$18,616	The annual Reseals Contract is now part of the new Maintenance Contract.
Structures Components Replacement 215	\$200,000	\$1,936	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	\$21,410	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	\$26,141	Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141	\$820,000	\$6,517	To be prioritised as they may happen.

11 Summary of Network Issues recently inspected
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11.1 Underslip on Gribbon Rd at RP9.42 – A walk over inspection was completed on 14/08/2015 by BCD which revealed no obvious further failures or change to stability subsequent to the last appraisal during July 2014. Safety monitoring to continue in line with the last geotechnical engineer's recommendations.

11.2 Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised. We have installed mass concrete blocks along some of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A work programme has been compiled, subject to Iwi consultation the start of construction is targeted for early January 2016.

12	One Network Road Classification (ONRC)
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- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
 - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
 - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- 12.4 The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
- 12.5 The second element is the Customer Levels of Service (CLoS), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
- 12.6 The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 12.7 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.8 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.9 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan"
- 12.10 **Financial Status**
- 12.11 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 12.12 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement

the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

- 12.13 **Assessment of Significance and Engagement**
- 12.14 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

13 RATA (Road Asset Technical Accord)
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- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option ~~is being~~ ~~has now been~~ reviewed, as there are benefits to be gained by being part of the RATA data collection process. ~~Further reporting will follow.~~ ~~The current procedure of data collection through the Road Maintenance contractor is proving to be less efficient when compared to being part of the RATA contract due to issues with uploading the collected data into RAMM which is caused by the different software being used by our current system. It is also of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it cause additional time to analyse any differences.~~
- 13.4 ~~The cost difference is \$10,500.00 per annum through the RATA contract while the Cost through the past Downer Maintenance Contract was about \$4,090.00 but this Downer price did not include the cost of uploading into RAMM. The problem was that the software used by the hardware gave errors when trying to convert the data to a format that can be uploaded into RAMM, requiring additional time to sort out each RAMM upload. This was a continuing problem until the end of the Downer contract. This rate was a negotiated rate and was not part of the old contract. It is therefore recommended that WDC use the collective RATA data collection contract in future.~~
- 13.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. ~~A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected~~

treatments. We shall also visit some recent projects to “showcase” good examples of how we dealt with specific challenges.

- 13.6 In February 2015 a Road Asset manager’s forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 13.7 RATA has recently done a seal age assessment, but the draft report had an error in that it only referred to a very small sample, which skewed the seal lives to some very short outcomes and we have asked for a revision.
- 13.8 RATA has recently released a customer satisfaction report detailing the recent customer satisfaction survey results and a benchmarking report. This report will be shared by RATA with the CE forum in August 2015. This draft benchmarking report has now been reviewed and Waitomo has achieved relatively good outcomes in terms of levels of service. However the result also shows that the Waitomo customers are relatively less satisfied with the levels of service than those of some other Districts, in spite of the actual levels of service being better. The report also indicates that the WDC financial investments on the various categories compare well within the norm (example \$ per kilometre) with most other District Councils. The report further indicates that the WDC financial investments on the various categories compare relatively high (example \$ per vehicle kilometres travelled) with most other District Councils. This is to be expected due to the WDC having relatively lower traffic volumes than other Districts. The draft RATA report is attached as APPENDIX 1

14 Streetlighting (LED)

- 14.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded
- 14.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 14.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 14.4 WDC will be well served by making use of NZTA available subsidies to start converting to LED street lighting, even if at a slow pace initially. Technology has now reached the point where LED street lighting could be the better choice when taking reduced energy consumption and proven maintenance savings into account and subsidies from NZTA would only improve the business case. The Roding Division is preparing a business case in line with requirements by NZTA to qualify for the conversion subsidy offered. A further report will follow as soon as this is completed.

15 Road Maintenance - Procurement

- 15.1 Five tenders were received (Downer, Fulton Hogan, HEB, Inframax and Schick) ranging from \$17 million to \$28 million for the three year contract period. Evaluation of the attributes and prices have been completed and reported to the Tenders Sub-committee.
- 15.2 This tender has recently been awarded to Inframax. The Start Date is 1 October 2015 and the contract is awarded for three years with provision for an additional two years if performance levels are met.

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (August 2015) be received.



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

September 2015

Document No: 373319**File No:** 037/048B**Report To: Council****Meeting Date:** 29 September 2015**Subject:** Progress Report: Road Map Work Programme Monthly Monitoring Schedule

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 25 August 2015.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 29 September 2015.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018. 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.

Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 25 August 2015.
- 3.2 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.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year (2015/2016) and includes the indicative timeframe and a commentary on progress for each project of work.

3.4 Amendments to Timelines and Projects of Work

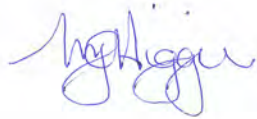
- 3.5 Any amendments to Project timelines are noted in the monthly Monitoring Schedule. Updates are highlighted in **red font**. All completed projects are moved to the end of the Schedule and are highlighted in **blue font**.

New Projects

- 4.1 As new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.

Suggested Resolution

The Road Map Monitoring Schedule as at **29 September 2015** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **23 June 2015 (Doc 373305)**



Road Map

Monitoring Schedule

2015/2016 Work Programme (Year 1 of 2015-2025 Long Term Plan)

as at 29 September 2015

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Development of 2018-2028 LTP

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Council Meeting: Consideration of DC Tynan Trust's exemption from CCO status.	27 April 2016	
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	November 2017	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

Leadership

Resident Satisfaction Survey (for 2014/15 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction Survey	May 2015	Complete
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/suggestions	May 2015	Completed
Undertake Survey	June - July 2015	Completed
Analyse / Report Survey Results	August 2015	In progress
Council Meeting - Customer Satisfaction Survey Results to Council	25 August 2015	Complete
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2015	Complete

2015 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 April 2015	Complete
Data Integrity checks	April to September 2015	Complete
Market Surveys sent to random sample of property owners in district	May 2015	Complete
Farm amalgamations	April/May 2015	Complete
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Complete
Revaluation of Utilities	September 2015	Underway
Final District Valuation Roll sent to OVG for audit	25 September 2015	
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2015	
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2015	
Council Meeting - Quotable Value will present key highlights of revaluation to elected members	28 October 2015	
Objections close	3 December 2015	
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	

2014/15 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe.	26 May 2015	Complete
Interim Audit of financials.	7-18 September 2015	Complete
Council Meeting - Progress Report on Interim June results.	29 September 2015	A business paper is contained elsewhere in this Agenda.
Deloitte final review.	5-15 October 2015	The AR document is sent to Deloitte technical team for final

Key Milestone	Indicative Timeframe	Commentary
		review.
Signed Audit Opinion available	28 October 2015	
Council Meeting - Adopt Annual Report.	28 October 2015	
Audit of Summary Annual Report.	4-6 November 2015	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption.
Audit Opinion received on Summary	6 November 2015	
Summary Annual Report published	27 November 2015	

2016/2017 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2016/17 development	August 2015	Complete
Identification of any "strategic" amendments to LTP for 2016/17 year.	August - November 2015	
Managers complete 2016/17 budgets in consideration of 2016/17 Budgets contained in LTP.	October 2015	
Modelling of budgets and finances for 2016/17	November 2015	
Management Review of 2016/17 budgets	November 2015	
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	9 December 2015	
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	10 February 2016	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	8 March 2016	If there are no material changes in the EAP compared with the LTP for 2016/17, then the rest of this process will not be required. If this is the case, an alternative method for communicating with the Community on the EAP will be considered. The EAP may also be adopted sooner should consultation as per s.82 not be required.
Audit of dEAP	14- 23 March 2016	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	5 April 2016	
Consultation Period	13 April – 13 May 2016	
Hearing: Hearing of Submitters to dEAP (if required)	19 May 2016	
Council Meeting: Deliberation of Submissions (if required)	8 June 2016	
Council Meeting: Adopt EAP	28 June 2016	

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Complete
Council Workshop Feedback into the Gaps and Needs Assessment	11 August 2015	Complete
Council Meeting Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	A business paper is contained elsewhere in this Agenda.

Urban Structure Plans

It would be advisable to run this work stream in conjunction with the District Plan review. Further details on the need and scope of this work stream will be developed as part of the Scoping for the District Plan Review process.

Review of Development/Financial Contributions

It is suggested that a contributions regime (whether financial contributions or development contributions) be assessed and developed as part of the District Plan review work stream.

Enhanced Iwi Engagement

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consider options for enhancement in Iwi engagement.	22 September 2015	Moved to the next Council workshop. Timeline to be decided.

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Outcome of regional discussions on a collaborative approach to s17A Reviews.	29 September 2015	At the WMF meeting on 7 September 2015, it was agreed to set up a regional collaborative project to be led by Cindy Kent from Waipa DC.
Council Meeting: Update on result of regional discussions and a forward programme for s17A reviews cognisant of regional programme.	24 November 2015	The detail will be developed once the outcomes of the regional collaboration are clearer.

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	
Council LTP Workshop Initial workshop to consider core concepts, basic ideas and options	10 November 2015	Future timelines might need to change depending on the outcome of the workshop
Council Meeting Endorse outcomes of Workshop	24 November 2015	

Key Milestone	Indicative Timeframe	Commentary
Implementation of risk management and audit processes	December 2015	

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	
Council Meeting - Adoption of Communications Strategy 2015	24 November 2015	Council adopts Communications Strategy
Council Meeting - Six monthly progress report to end of December	23 February 2016	Report provided at next meeting following end of six monthly period
Council Meeting - Six monthly progress report to end of June	26 July 2016	Report provided at next meeting following end of six monthly period

Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	Jan - March 2016	
Council Workshop IS Strategic direction for 3 years	22 March 2016	

Information Services Strategic Plan: Key Projects Implementation

Key Milestone	Indicative Timeframe	Commentary
Objective Implementation		
Objective Implementation Start	August 2015	Complete
Definition Stage	August – September 2015	Underway
Analysis and Design Stage	October – November 2015	
Build Stage	December 2015 – January 2016	
Implementation Stage	February – March 2016	

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	
Procurement	April 2016	
Migration	May 2016	
User Training	May 2016 onwards	

Key Milestone	Indicative Timeframe	Commentary
MagiQ Performance		
Analysis and Testing	April 2015	Complete
Software setup	May 2015	Complete
Business Process Mapping	June – August 2015	Complete
Training	September 2015	
Go Live	September – October 2015	
Assessment of information output	November – December 2015	
Reporting Setup	February – April 2016	

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		

Key Milestone	Indicative Timeframe	Commentary
Agreement to proceed	September 2015	Timeline subject to this Agreement
Planning	September 2015	
ICL migration	October 2015	

Resident Satisfaction Survey (for 2015/16 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	May 2016	
Survey to test: <ul style="list-style-type: none"> Importance of Service Satisfaction with Service Provide for commentary/ suggestions 	May 2016	
Undertake Survey	June - July 2016	
Analyse / Report Survey Results	August 2016	
Council Meeting - Customer Satisfaction Survey Results to Council	30 August 2016	
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	

Pre-Election Report

Key Milestone	Indicative Timeframe	Commentary
Pre-election report prepared	June 2016	
Pre-election report advertised	28 July 2016	

2015/16 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe.	31 May 2016	
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2016	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September 2016	
Signed Audit Opinion available	4 October 2016	
Council Meeting - Adopt Annual Report.	6 October 2016	<i>Note early Council meeting required as annual report must be adopted prior to Election</i>
Audit of Summary Annual Report.	10-14 October 2016	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption.
Audit Opinion received on Summary	17 October 2016	
Summary Annual Report published	2 November 2016	

Community Development

Community Development Fund

Evaluation of Applications Process

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration and agreement on process for future Triennial Grant and Community Partnership Fund applications	10 November 2015	

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	25 August 2015	Complete.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Review of Youth Council Portfolio (including Terms of Reference, work program, meeting schedule and best practice methods)	September 2015	
Advertise for new Youth Council Member(s) to fill vacancies (<i>only if required</i>)	October/November 2015	
New Youth Council Member(s) appointed (<i>only if required</i>)	November 2015	
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's EAP consultation period	

Youth Citizenship Achievement Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting A report will be presented to Council on completion of this project and following development the Youth Citizenship Achievement Awards ceremony.	28 June 2016	

Community Events

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders.	September/October 2015	
Review and implement Project Plan	October 2015	
Advertise and communicate: Continue communication with key stakeholders, community and other	November/December 2015	

Key Milestone	Indicative Timeframe	Commentary
target markets.		
Execution of event	12 December 2015	
Council Meeting: Management Report on the event identifying success and the budget.	23 February 2016	

2016 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2015	
Identify and consult with key stakeholders.	September/October 2015	
Development and implementation of a Project Plan	October 2015	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2016	
Execution of event	2 April 2016	
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	28 June 2016	

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Policy Review	10 November 2015	
Council Meeting Adoption of Policy	24 November 2015	
Calling of Nominations	February 2016	
Consideration of Nominations by Working Party	March/April 2016	
Citizens Awards Ceremony	May 2016	

Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2015	
Graduate names received from Industry Training Organisations	December 2015/January 2016	
Invitation to Graduates and Families/Supporters	March 2016	
Graduation Ceremony	April 2016	

Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	December 2016	
Council Workshop Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee.	10 February 2016	

Service Level Agreement - Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Deputation: Sport Waikato – Six Monthly Report (including Schedule of Services for 15/16 year).	29 September 2015	A business paper is contained elsewhere in this Agenda.
Council Meeting – Deputation: Sport Waikato – Six Monthly Report.	5 April 2016	

Service Level Agreement – Otorohanga District Development Board

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	29 September 2015	A business paper is contained elsewhere in this Agenda.
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	5 April 2016	

Service Level Agreement – Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement (including presentation of annual report).	29 September 2015	A business paper is contained elsewhere in this Agenda.
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement.	5 April 2016	

Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	28 October 2015	HWT have confirmed a Deputation to Council at the 28 October 2015 Council meeting.
Council Meeting Deputation: HWT – Six Monthly Report	27 April 2016	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Confirm criteria to achieve motor home friendly status.	September 2015	
Identify and confirm current popular freedom camping sites in the Waitomo District.	November 2015	
Review findings from freedom camping monitoring programme.	November 2015	
Council Meeting Progress Report in conjunction with	27 November 2015	

Key Milestone	Indicative Timeframe	Commentary
Freedom Camping report.		
Determine potential camp site locations.	December 2015	
Feasibility of dump stations and location thereof.	December 2015	
Determine WDC criteria – location/duration of stay/vehicle type, etc.	February 2016	
Communication strategy implemented.	February 2016	
Council Meeting Progress Report to Council	5 April 2016	
Motor home friendly status achieved.	June 2016	

Customer Services – Monitoring against Strategy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports will be presented to Council annually	28 June 2016	

Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Submission of Registration of Interest to broadband and mobile fund initiatives.	10 July 2015	Completed
Council Meeting Progress Report to Council.	28 July 2015	Completed
Council Workshop Discussion on Development of Digital Enablement Plan	11 August 2015	Completed
Community Workshops Feedback on proposed Digital Enablement Plan	28 August 2015	
Development of Digital Enablement Plan	July to September 2015	
Lodgement of Digital Enablement Plan	18 September 2015	
Council Meeting Progress Report to Council	29 September 2015	A progress report is contained elsewhere in this Agenda.
Roll-out of Year One projects as per Digital Enablement Plan	September 2015 – June 2016	
Council Meeting Progress Report to Council	13 December 2015	
Council Meeting Progress Report to Council	5 April 2016	
Council Meeting Progress Report to Council	28 June 2016	
Targets for the 2016/2017 Year will be determined and the Roadmap updated accordingly		

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data.	November 2015	

Key Milestone	Indicative Timeframe	Commentary
Data analysis and development of the Waitomo District Economic Profile	January 2016	
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper.	23 February 2016	
Council Meeting Presentation of stakeholder feedback.	27 April 2016	
Council Workshop Draft Waitomo District Economic Development Strategy.	8 June 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy.	28 June 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan.	26 July 2016	

Regulation Services

Local Alcohol Policy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of reconsidered Provisional Local Alcohol Policy	28 July 2015	Completed.
Appeal Period Closed	31 August 2015	
Council Meeting Adoption of Approved Local Alcohol Policy and Effective Date	Date to be confirmed	
Policy Effective Date	Date to be confirmed	
Public Notification	Date to be confirmed	

Food Act 2014

Key Milestone	Indicative Timeframe	Commentary
Desktop review of fee structure – Food Act 2014	August/September 2015	Complete.
Prepare recommendations	September 2015	Complete.
Council Workshop Proposed fee structure	22 September 2015	Complete.
Council Meeting: Adopt fee structure for consultation	29 September 2015	A business paper is contained elsewhere in this Agenda.
Public Notification	1 October 2015	
Consultation Period	2 October to 2 November 2015	
Council Hearing	10 November 2015	
Council Deliberations Meeting	24 November 2015	
Council Meeting Adoption of Fee Structure, Food Act 2014	15 December 2015	
Statutory Deadline for implementation of fees	1 March 2016	

Resource Consent – Compliance Monitoring

Key Milestone	Indicative Timeframe	Commentary
Commencement of Monitoring Programme	October 2015	
Council Meeting: Public Excluded Progress Report on Monitoring Results	Monthly (post September 2015)	

Dangerous and Insanitary Buildings Policy – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	February 2016	
Prepare recommendations	February 2016	
Council Workshop Policy Review	22 March 2016	
Council Meeting: Adopt draft policy for consultation	27 April 2016	
Finalise draft Policy for consultation	April 2016	
Public Notification	May 2016	

Key Milestone	Indicative Timeframe	Commentary
Consultation Period	2 May to 2 June 2016	
Council Hearing	June 2016 – date to be confirmed	
Council Deliberations Meeting	28 June 2016	
Policy changes after deliberations	June/July 2016	
Council Meeting Adoption of Policy	26 July 2016	

Earthquake Prone Buildings Policy – Review

The Earthquake Prone Building Policy sets out the Council's policy for the management of earthquake prone buildings. This policy was last reviewed in 2011 and is due for review in 2016.

However, as this policy will be heavily influenced by (and is likely to be redundant as a result of) the Building (Earthquake-prone Buildings) Amendment Bill no further action is recommended at this time. The Bill has been reported to the Local Government and Environment Committee and they have issued an interim report and called for further submissions on the revised Bill. This submission period for the revised Bill closed on 16 July 2015.

Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – findings from monitoring programme	24 November 2015	

Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	5 April 2016	

Bylaws: General

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	2015 ①	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 ②	April 2025

① Since adoption of the Dog Control Bylaw in June 2014, Council has made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw require updating. (This Review is programmed elsewhere in Year 1 of this Road Map). It should be noted that once this Bylaw is adopted following review, the 10 Year Cycle date will move out accordingly.

② 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 Year 1 of this Road Map).

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw to identify any issues		If issues are identified in this desktop review a full review will be programmed.
Council Workshop Review of Land Transport Bylaw		
Council Workshop If further workshopping required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Council Hearing		
Council Deliberations Meeting		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Dog Control Bylaw and Policy – Review

Key Milestone	Date	Commentary
Desktop review of existing Policy and Bylaw	August/September 2015	Complete.
Prepare recommendations	August/September 2015	Complete.
Council Workshop	22 September 2015	Complete.
Council Meeting Adopt draft Policy and Bylaw for consultation	29 September 2015	A business paper is contained elsewhere in this Agenda.
Finalise draft Policy and Bylaw for consultation	September/October 2015	
Public Notification	October 2015	
Consultation Period	2 October to 2 November 2015	
Council Hearing	10 November 2015	
Council Deliberations Meeting	24 November 2015	
Policy changes after deliberations	November/December 2015	
Council Meeting Adoption of Policy and Bylaw	15 December 2015	

Dog Control Policy and Practices Report 2014/2015

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	29 September 2015	A business paper is contained elsewhere in this Agenda.
Public notification	October 2015	

District Plan: Administration – Hoarding Signs

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – District Plan Administration	November 2015	

Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan		
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	5 April 2016	Note: Once an Action Plan has been adopted by the Council, further Key Milestones will be added to this activity subject to the content of that Action Plan.
Council Meeting Progress Report	As required	

Te Maika Zone

Council staff will continue to pro-actively engage with the Trust in an effort to at least be able to review the draft provisions that have apparently been prepared by the Trust and Council will be advised of any progress made.

Community Services

Property: Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	Monthly	Ongoing

RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Engineers advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, Buildings 1,2 and 3	July – August 2013	Architect advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 31 March 2014	Estimated construction period now July 2014 – end October 2014. Progress of contract reported to Council as separately monthly business paper. Most works will be completed early November with the exception Building 3 where the extent of works requires a program to the end of December 2014 Several aspects of the development have experienced delays as designs required revisiting. The defects listings for this completed project have been prepared, awaiting contractor to return to the site. Contractor has worked on several of the defects over the past week.

RAILWAY BUILDING: PROJECT 2- PLAZZA RENEWAL

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs	September 2015 – November 2015	
Workshop with Council representative and TKDI	October 2015	
Council Meeting Presentation of Concept Designs	December 2015	

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (Buildings 1 & 3)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed. EOI document publicised October / November, closing 28 November 2013. Six EOIs received. Acceptance still under review
Building 1: Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Complete.
Building 1: Refurbishment construction to allow use of building	September 2015 - December 2015	Documentation completed and Building Consent applied for.
Building 1: Building use by tenants		
Building 3: Preparation of Tender Documentation to completely refurbish the existing building layout		Completed.
Building 3: Refurbishment construction to allow use of building	31 March 2015	Completed. Predominately will be undertaken as part of Project 1
Building 3: Use by tenants	April 2015	Building 3 used during Muster and will be tenanted by Wintec from beginning May 2015. Wintec lease and valuation awaiting signing. Lease and valuation for Maniapoto Maori Wardens use completed but yet to be agreed.
Building 1 and i-Site: Redevelopment Building Consent approval	July 2015 - August 2015	Consent lodged July 2015
Building 1 and i-Site: Redevelopment Tender process	August 2015	Project tendered week 17 August
Construction	September 2015 - January 2016	

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION (Building 2)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	Completed. EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received.
Preparation of high level draft layout plan and associated documentation for the commercial use of Building 2	July 2014 – August 2014	Complete. Council received feasibility assessment presentation at the 12 August 2014 Workshop.
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	EOI confirmed early September, finalised layout plans currently being prepared to enable lease negotiations to be completed.
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	September – October 2014	On schedule for application to be completed end of October 2014
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision) 30 April 2015	Funding secured and letter of intent signed enabling the project to proceed. On schedule for plans / specification to be lodged first week of May 2015. Draft lease and valuation prepared.
Tender process for works	May 2015	Progressing - building consent lodged and documentation tendered 12 June 2015.
Agreement to condition of contract with cornerstone tenant	June 2015 – July 2015	Completed.
Signing of contract with Cornerstone tenant	August 2015	Documentation agreed and with solicitor for signing,

Key Milestone	Indicative Timeframe	Commentary
Construction of internal work and site services associated with Cornerstone tenant	July 2015 – September 2015	Underway and on schedule for completion on time
Cornerstone tenant operational	October 2015	

Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing. Refer to paper presented as part of the Agenda 24 March 2015. Sketches of a potential layout for the alternative use will be available for Council in mid May 2015. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105- June 2015	Material completed
Discussions with other land owners	July 2015- August 2015	Progressing. So far all of those land owners approached are in support of the proposal.
The progress of this project and timelines to be determined by the outcomes of the above discussions		

Property: 6 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Relocate TKCH to 28 Taupiri Street	August 2015 - October 2015	Completion of the relocation will occur after the Official Opening scheduled for Friday 9 October 2015.
Prepare tender documentation for demolition/removal of 6 Jennings Street	November 2015	

Property: Land Disposal – 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

Key Milestone	Indicative Timeframe	Commentary
		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.

Property: Mokaiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Progress updates reported to Council monthly as part of the "Progress Report: Rural Halls".
Establish a Committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed - December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	October 2015 – November 2015	
Finalised proposal	December 2015	
Council Meeting Sign-off proposal	23 February 2016	
Implementation including legal documentation associated with proposal	March 2016 – June 2016	

Property: Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August 2015	This project has been re-prioritised. Contract documents are currently being prepared.
Obtaining quotations	September 2015	
Implementation	October 2015	

Property: Joint Services Facility - Investigation

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January–March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop on 1 May 2013.
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	

Key Milestone	Indicative Timeframe	Commentary
Report findings of Investigation to Council	25 November 2014	The outcome of the investigation is heavily influenced by the inclusion of the i-SITE into the Railway Building complex. The requirement for this project needs to be reassessed in the second half of the 2015/2016 year.

Property: Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Complete. A Concept Plan was considered by Council at the 26 May 2015 meeting.
Concept design forwarded to motor Caravan Association for comment	June 2015 – July 2015	Completed.
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	
Further outcomes and timelines for this project considered as part of WDC EAP development for the 2011/16/2017 Financial year		

Property: District Campgrounds – Essential Upgrades

Key Milestone	Indicative Timeframe	Commentary
Finalise building requirement with operator and document	September 2015	
Obtain quotations	October 2015	
Construction	November 2015	

Parks & Reserves: Brook Park Development

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to engineering consultant
Tender to Tenders Subcommittee	November 2015	
Construction	December 2015 – February 2016	

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	October 2015	

Parks & Reserves: Walking Track Strategy and Maintenance Contract

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Completed
Council Meeting: Initial progress report on extent of asset and its initial visual condition grade to Council including timeline for completion	September 2015	
Survey of track locations and gradients and engineering assessment on all track structures	October 2015 – February 2016	
Council Meeting: Preparation of draft outcomes of survey and recommendation for the grading of tracks	March 2016 – April 2016	

Parks & Reserves: Passive Reserves Management Plan (2014-16)

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Passive Reserves Management Plan Process/ Timeline Review	22 September 2015	Complete.
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	November 2015	
Quotations from Consultants to prepare plan	November 2015	
Preparation of Draft Passive Reserves Management Plan	December 2015 – March 2016	
Review of Parks and Reserves General Policies 2008	December 2015 – March 2016	
Council Workshop Draft Passive Reserves Management Plan and General Policies	22 March 2016	
Council Meeting: Adoption of Draft Passive Reserves Management Plan for Consultation	27 April 2016	
Community Consultation	June 2016 – July 2016	
Hearing of submissions and consideration	If required	
Council Meeting: Adoption of Passive Reserves Management Plan and General Policies	Dependent on need for Hearing	
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	February 2015 – March 2015	
Quotations from consultants to prepare plan	February 2015 – March 2015	
Preparation of Draft Passive Reserves Management Plan	April 2015 – August 2015	
Council Workshop Draft Management Plan	22 September 2015	
Council Meeting: Adoption of Draft Plan for Consultation	October – November 2015	
Community consultation		
Hearing of submissions and consideration		
Council Meeting: Adoption of plan		

Parks & Reserves: Remotely Piloted Aircraft Systems

Key Milestone	Indicative Timeframe	Commentary
Development of draft Policy	September – October 2015	
Council Meeting Adoption of draft Policy	November 2015	
Public Consultation	December 2015 – February 2016	

Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Confirm user numbers to identify requirements/size of toilet structure	September 2015 – January 2016	
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location	January 2016 – February 2016	
NZTA Signoff of location	February 2016	
Finalise design and tender documentation	February 2016 – March 2016	
Tender	March 2016 – April 2016	
Construction	April 2016 – June 2016	

Public Amenities: Benneydale Caravan Dump Station

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community group and council as to most suitable location for the dump station	November 2015	
Prepare sketches and details of construction and seek assistance for funding from Motor Caravan Association	December 2015 – March 2016	
Tender construction	March 2016	
Construction	April 2016	

Public Amenities: Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	Completed McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 th June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.

Key Milestone	Indicative Timeframe	Commentary
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Council Meeting: Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August – September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with Government Disposal Team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this Agenda.
Valuation to be obtained for the land to be purchased	October – November 2013	Completed.
Subdivision resource consent to be obtained		Not required as done under Public Works Act.
Sale & Purchase agreed with the Crown	June 2014	Completed.
Detailed subdivision survey for submission to LIN (requires signoff by the Crown)	July 2014 – August 2014	Underway.
Detailed design of effluent field	September 2015 – October 2015	
Tendering of work	October 2015 – November 2015	
Implementation of works	December 2015	

Public Amenities: Te Kuiti Rail Overbridge Renewals

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	
Development of construction drawing and tender documentation	December 2015 – February 2016	
Tender for works	March 2016	
Construction	April 2016 – June 2106	

Public Amenities: Te Kuiti Cemetery Development Plan

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery	January 2016 – March 2016	
Council Meeting Presentation of Concept Plan	27 April 2016	

Recreation and Culture: Cultural and Arts Centre – Renewal Works: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.
Council Meeting Detail of Stage 5 Upgrade Progress Reports	30 September 2014	Due to insufficient funding available in 2014/2015, this Stage of the Upgrade was deferred to 2015/16.
Upgrade of Kitchen – instructions given to Architect for general upgrade and kitchen design for central island	July 2015 – August 2015	Completed
Finalised plans and contract documentation prepared	September 2015 – October 2015	
Tender	October 2015 – November 2015	
Construction	November 2015 – January 2016	

Recreation and Culture: Cultural and Arts Centre – Renewal Works: Court Yard

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Development of a new concept plan for the Courtyard		This project was rescheduled due to other work priorities.
Council Meeting Concept proposals	June 2015 – July 2015	Complete. Draft sketches were prepared and presented to Council. Council will be kept briefed by way of Progress Reports.
Draft Detailed working drawings	August 2015	
Completion of tender documents	September 2015	
Tender for works	October 2015	
Implementation (dependent on timing of Shears)	November 2015 – January 2016	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establishment Working Group for	10 October 2013	Completed.

Key Milestone	Indicative Timeframe	Commentary
Development of the Aerodrome Reserve Management Plan		
Advertise intention to prepare Plan and calling for initial submissions	May 2015	This project has been rescheduled due to other work priorities. Council resolved on 29 April 2015 not to partake in this step of the management planning process.
Initial internal working group meeting	May 2015	Completed
Consultation Meeting 1 with aerodrome users	August 2015 – September 2015	
Undertake trial utilizing technology to identify user / frequency of use to be used as basis for lease preparation and charging	September 2015 – December 2015	
Consultation Meeting 2 with aerodrome users	October 2015	
Consultation Meeting 3 with aerodrome users	November 2015 if required	
Preparation of Management Plan	November 2015 – February 2016	
Council Workshop Draft Reserve Management Plan	22 March 2016	
Council Meeting Adopt draft Plan for Consultation	5 April 2016	
Public consultation	April 2016	
Council Hearing	19 May 2016	
Council Deliberations Meeting	8 June 2016	
Council Meeting Adoption of Finalised Plan	28 June 2016	

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

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

AMP Improvement and Monitoring: Housing and Other Property

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/ performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
		maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AMP Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against LOS and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the housing and Other Property AMP
25. Process in place for the condition assessment of assets including assets to be	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
assessed, frequency and ranking procedures.		2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
34. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
35. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
36. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
44. Underground services investigations	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
45. Independent review AMP	2014	To be conducted during the review of AMP in anticipation of the 2015
46. Include Building data in a "designed" Asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
		resources required.
47. Adoption and funding for three year improvement plan	Annually	Completed – included in Annual Plan budgets.
48. Miscellaneous Asset Management	2016-2017	Miscellaneous Works.
49. Input leases and licences into NCS System	2012-2013	Record data into NCS

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
2. Review Levels of Service.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
3. Confirm corporate AM objectives.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
4. Define current Levels of Service/performance measures.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
5. Conduct external audit of AMP.	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP.	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify, development, renewal and maintenance strategies where required.	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
Data Improvements		
10. Continue to collect asset attribute information.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
29. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
30. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
31. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
32. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
33. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review LOS	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
AMP Data Improvements		
10. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Measure performance in LOS against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AMP Process Improvements		
15. Ensure operations and maintenance are competitively tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
Specific Improvement Projects 2009-2012		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed - included in Annual Plan budgets.

AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current levels of service/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	To be conducted during the review of AMP in anticipation of the 2015
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in levels of service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2011	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2015-2025 LTP.
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
AM System Improvements		
35. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System	2020/2021	Outside 2012-2015 planning period.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
38. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with 37.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed – included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

Asset Management

Land Transport: Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015	Tendered and award will be in August 2015
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2016-17	To implement 2018
Develop LTP 2018-28	October 2017 – February 2018	

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Future Cross Boundary Collaboration between WDC and RDC	2015/2016	A further approach will be made to RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters for LTP development purposes.

Solid Waste: Para Kore "Marae Working Toward Zero Waste"

Once key milestones are identified, an indicative timeline will be included in a future version of the full Road Map document.

Solid Waste: District Transfer Station Improvements

Development of the District Transfer Stations was completed to an acceptable functional standard in the 2009-2012 period. It is intended that WDC's Transfer Stations will continue to operate within those standards for the period of the 2015-25 LTP with the exception of minor upgrades such as fence and signage renewals.

Solid Waste: Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	<p>A 'whole of life' study needs to be completed to determine:-</p> <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

Key Milestone	Indicative Timeframe	Commentary
		<p>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.</p> <ul style="list-style-type: none"> Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

Transfer Station – Refuse and Recycling Collection

Key Milestone	Indicative Timeframe	Commentary
Transfer station refuse and recycling collection contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

Refuse Collection and Disposal

Key Milestone	Indicative Timeframe	Commentary
Refuse collection and disposal services contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in late 2014. The next Survey is due late 2016.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
Investigate all Waste Management Facilities to identify hazards and safety improvements	Quarterly	Ongoing.
Explore interest in development of the District Landfill as a sub-	Ongoing	Monitor

Key Milestone	Indicative Timeframe	Commentary
regional or regional waste disposal asset		
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	June 2012 then every two years thereafter	An audit was completed in 2014. The next Survey is due in 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Ongoing

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2015-2018	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year. This work was delayed to pool funding from 2014/15 and 2015/16. Preliminary tender documentation is complete and will be issued during September 2015.

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2015	On track
Phase 2	Target completion December 2016	Final design in progress Water Take consent in progress
Phase 3		Preliminary design to start 2016

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	
Awakino	\$67,811.25	
Henderson	\$9,041.50	
Henderson	\$3,718.25	
Henderson	\$4,308.09	

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	
Oha Street	\$1,550.16	
Tainui Street	\$1,416.41	
Tainui Street	\$15,702.25	
Tainui Street	\$15,662.13	

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	
Moa Street	\$642.00	
Moa Street	\$1,008.48	
Moa Street	\$22,737.50	

ROADING

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Hangatiki East Rd	6,900	7,536	636	6.0	3,816	\$40.00	\$152,640
Totoro Rd	8,378	11,316	2,938	6.4	18,803	\$40.00	\$752,128
Mangaotaki Rd	10,239	11,391	1152	6.6	7,603	\$40.00	\$304,120

WASTEWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$20,521.00	
Rora Street	\$38,048.00	
Rora Street	\$6,651.00	
Rora Street	\$5,397.00	
Rora Street	\$17,016.00	
Rora Street	\$21,226.00	
Rora Street	\$16,447.00	
Rora Street	\$6,281.00	

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$28,735.92	
King Street East	\$8,474.40	
King Street East	\$19,246.52	
Kiwi Street	\$12,517.66	
Massey Street	\$3,969.49	
Mary Street	\$29,289.97	

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 have to be obtained for wastewater disposal. The whole future development project will be assessed as part of the District Plan.

Key Milestone	Indicative Timeframe	Commentary
2. Development of detailed scoping and associated project plan for inclusion in the Road Map.	Outside 2025	Dependent on outcome of 1 above.
3. Consultation with landowners about development plans and land availability for land discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 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 detailed scoping and associated project plan for inclusion in Road Map.	Completed	<p>WDC condition assessment and valuation complete.</p> <p>Preliminary design and cost estimate complete.</p> <p>Met with THL around existing asset value and cost new systems.</p> <p>Financial modelling completed.</p> <p>Results sent to THL.</p>
2. Define proposed planning map and develop development scenarios which will indicate demand		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	<p>WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view.</p> <p>The only possible solution to make the cost of the service more affordable is to obtain Government funding.</p> <p>There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from water borne disease contracted from these services.</p> <p>Discussion with THL and community is ongoing.</p>

AMP Improvement and Monitoring: Land Transport

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Collate FWD data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it significant from a <u>safety perspective</u>
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	July 2018	Future growth related demanded expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bize@sset at WDC	Dec 2015	Extended due to appointment of new staff to critical asset roles.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	July 2015	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	July 2015	Current maintenance contract re-tender in 2015. The next generation maintenance contract will have a change in approach
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	As above.
Street Light LED Renewal Programme	July 2016	Exploiting NZTA subsidy scheme now available to introduce new technology and save on energy consumption of street lights

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
ONRC Performance Measures	Dec 2018	Part of ONRC Transition Plan to measure the value delivered to road users according to agreed standards
Network Safety Audit	Feb 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Consultation to ascertain the community's service needs/preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review 2017	Levels of service survey for SW last completed in 2012.
Ensure the right level of funding is allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. Priority 3		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. Priority 4		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. Priority 2		Require Catchment Management Plans to be completed. Step 1 is a Catchment flooding model Additional Resource Required: Consultant
Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere. Priority 4	December 2025	Additional Resource Required: Additional Resource Required: Planning Consultant
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 4		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. Priority 3		Require Catchment Management Plans to be completed.
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. Priority 4		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. Priority 3		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. Priority 4	2025 - 2027	Additional Resource Required: Consultant
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Promote understanding, commitment and engagement of the community in waste minimisation (more intensive recycling and home composting). Priority 2	Will start again when Team Leader Solid Waste has been appointed	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2014.
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2016	Manager Operational Services
Reduction in onsite disposal of agricultural products. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Agricultural waste education will continue
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 3	Next review due June 2016	LOS survey completed in August 2011 confirmed wastewater services meet or exceed the majority of user's expectations. Additional Resource Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. Priority 1	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. Priority 4	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. Priority 4	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. Priority 2	On-going	Monitor progress
Updating of asset inventory data and input to database. Priority 1	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 2	Following above actions	
Prioritise the works developed from risk assessment exercises. Priority 2	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. Priority 2	Following above actions	
Arrange a routine forum of adjacent council's wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. Priority 4	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Consultation to ascertain the water supply communities service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	February 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year. Priority 2	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. Priority 4	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 - 25 LTP

Document No: 373447

File No: 097/001E

Report To: Council**Meeting Date:** 29 September 2015**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
- 3.1.1 Legislative – the District Plan and Resource Management Act has very clear requirements and timelines.
 - 3.1.2 Monitoring and enforcement – there is a risk that monitoring and enforcement could result in unintended consequences.

Background

- 4.1 Most resource consent applications are dealt with by staff under delegated authority. In such circumstances it is important that both the Chief Executive and Council are briefed on progress with such applications.
- 4.2 So as to ensure that Council is adequately briefed on all resource consent applications, a schedule is attached to and forms part of this business paper detailing progress of consent applications. This schedule also includes all completed consents processed in the current financial year.
- 4.3 Some resource consent applications are inevitably appealed to the Environment Court. Such a process is both expensive and time consuming and there is a need to ensure that Council is well briefed on applications being processed in this manner.
- 4.4 It is intended on a monthly basis to prepare a progress report for Council on all outstanding resource consents and those resource management issues impacting on this Council which are being dealt with by the Environment Court.

Commentary

5.1 **Mokau Sands Limited**

- 5.2 In May 2012 WDC received a resource consent application from Mokau Sands Limited seeking approval to redevelop the Seaview Motor Camp at Mokau and undertake a consequential subdivision.
- 5.3 The applicant was proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 5.4 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 5.5 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 5.6 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 5.7 The proposal was revised, with the key change being a reduction in the number of units to 24 and the retention of a number of the camping ground cabins as travelers accommodation linking with the cafe. Other revisions were a commitment that the units would be relocatable, in the event of further coastal erosion, and that they will be designed to blend into the coastal environment rather than intrude upon it.
- 5.8 All submitters were updated in terms of the delays encountered with the application.
- 5.9 The revised application was again placed on hold pending the outcome of another resource consent lodged by the applicant for the site. The site was subject to severe coastal erosion and the applicant sought consent to rebuild and plant the fore dune. This consent was subsequently approved.
- 5.10 The joint hearing was held on Wednesday 20 to Thursday 21 May 2015 with the Mayor as Chair and Councilor Brodie as a committee member. A site visit formed part of the hearing process.
- 5.11 The key issues for which evidence was presented concerned the traffic effects of the proposal on SH3, landscape and visual impacts, the trigger point when units and infrastructure would need to be relocated, cultural concerns, the vesting of a new road to provide access to the coast and the loss of a camping ground to private development.
- 5.12 The Hearings Committee adjourned the hearing for the applicant and Council staff to prepare a revised set of recommended conditions that were generally agreed to by the parties at the hearing. The revised conditions presented to the Hearings Committee were largely agreed. The one exception was in regard to the vesting of the new road to provide access to the coast. The applicant wanted the road to vest only at the time a café was constructed, whilst the Council staff wanted the road to vest immediately, although not be formed until the café was constructed.
- 5.13 The final Right of Reply from the applicant was received on 21 July 2015. The Committee subsequently formally closed the hearing and made a decision on the proposal on 13 August 2015.

- 5.14 The decision was to grant consent to the application. The Hearings Committee largely adopted the revised set of recommended conditions. The conditions cover building location, size and design, coastal erosion and managed retreat, tangata whenua/archaeology, earthworks, services and utilities, landscape and mitigation planting, urban design, and roading and carparking. On the one issue in contention, the vesting of the road, the decision has required that the road be vested immediately thus ensuring access to the coast for the public.
- 5.15 Whilst the road is required to be vested, it does not have to be formed. For all intents and purposes it will remain as it currently is, but in Council ownership. Council could decide to form it as a rest area and carpark at a future date, otherwise the applicant is required to form it as road and carpark when and if a café is constructed.
- 5.16 One of the main reasons why the applicant did not wish to vest the road immediately is because he considers there is a public benefit that accrues from the rest area and carpark that Council should contribute towards. Council was approached by the applicant to contribute towards the formation of the road and carpark.
- 5.17 Whilst there were a number of submitters, it is expected that any appeal of the decision will only likely come from the applicant, with the appeal limited to the issue of the road vesting. The interests of the NZ Transport Agency, DOC and tangata whenua are considered to be satisfactorily addressed in the decision.
- 5.18 As expected the decision of the Hearings Committee has been appealed by the applicant, Mokau Sands Limited. The appeal was lodged with the Environment Court on 9 September 2015. The appeal is not against the decision, rather the appeal seeks that condition 56 of the land use consent be deleted. Condition 56 requires that Lot 27 be vested in Council as road.
- 5.19 The appeal considers that the Hearings Committee were wrong in imposing condition 56 on the basis that:
- The road vesting was offered by the applicant and thus the applicant had the right to withdraw the offer (which the applicant did at the hearing);
 - The vesting of the road is contrary to section 108 of the Resource Management Act 1991 in that it is not in accordance with the financial contribution purposes specified in the District Plan and it imposes financial contributions on the applicant that is not related to the effects of the development; and
 - The condition is *ultra vires* as it cannot legally be imposed without the consent of the applicant
- 5.20 The appeal centers around who is to bear the costs of forming the road (Lot 27). The Hearings Committee decision regard Lot 27 as being part of the development and thus that the cost is a public benefit that accrues from the road (i.e. the rest area and carpark) that WDC should contribute towards.
- 5.21 WDC's solicitor, Le Pine & Co, have been engaged to respond to the appeal. Given the limited scope of the appeal, mediation is an option to pursue. Mediation can be Court assisted or handled between the parties.

5.18 Waipa Networks Limited

- 5.19 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kV transmission line from Te Awamutu to the Hangatiki substation.

- 5.20 WNL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 5.21 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 5.22 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.
- 5.23 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 5.24 One of the submitters in opposition was a WDC property owner who was concerned that the transmission lines could impact on his ability to further develop his Hangatiki property.
- 5.25 A hearing was held on 8, 9 and 10 December 2014 at Waipa District Council – Council Chambers. This hearing was chaired by an Independent Commissioner, Mr Alan Withy. Mr Withy was tasked with making recommendations on the Notices of Requirements and decisions on the resource consents on behalf of the three Councils.
- 5.26 After hearing all the evidence presented, Mr Withy, provided a report dated 21 January 2015 which set out his recommendation, under s.171(2) of the Resource Management Act 1991, on the Notices of Requirements from WNL for their designations. This recommendation was to confirm the designations, subject to conditions relevant to each Council.
- 5.27 This recommendation was provided to WNL on 21 January 2015. On 28 January 2015, WNL advised each of the Councils that it accepts in substantial part the recommendations of the Independent Hearing Commissioner, subject to some amendments to the associated condition sets.
- 5.28 Notice of the WNL decision was sent to all submitters and all affected landowners/occupiers on 4 February 2015.
- 5.29 Submitters had 15 working days from receipt of those decisions to appeal the decision, pursuant to Section 174 of the Resource Management Act 1991.
- 5.30 WNL also lodged concurrent resource consents with Waipa, Otorohanga and Waitomo District Councils. The Independent Commissioner reached the conclusion that the resource consents could be granted, subject to conditions. Notices of those decisions were also sent to submitters on 4 February 2015 and similarly, those parties had 15 working days from receipt of those decisions to appeal them.
- 5.31 No appeals were received. Preparatory work for construction started in April 2015 with the clearing of vegetation. Meetings were held with the 3 Councils (Waipa, Otorohanga and Waitomo) including monitoring and compliance staff to ensure complaints are managed properly during the construction period and relevant contact details were provided.
- 5.32 The Waitomo District Plan has been updated with the new designation and is available on the website.
- 5.33 Waipa Networks Limited has submitted an 'Outline Plan of Works' in support of the required designation of land and associated works with the proposed construction work for the Te Awamutu Reinforcement Project. The application is made under section 176A(1) of the Resource Management Act 1991. The application was received on 5 June 2015.

- 5.34 The Waipa Networks Outline Plan of Works application (for works within the designation) was confirmed on 16 June 2015 with no changes requested.
- 5.35 Enabling works have commenced as provided for in the conditions and physical construction activities associated with the transmission line is scheduled to commence this month.
- 5.36 Electrix has been confirmed as the contractor for both the physical works (tracking/ foundations) and for the pole erection and stringing.
- 5.37 It is likely that, once construction commences, there will be increased public interest in this project.
- 5.38 WDC staff will be monitoring the construction works for the duration of the project and will liaise with Waipa Networks Limited regarding any complaints/ issues that arise during construction.
- 5.39 Approval of the various sections of the Management Plan (Construction Management Plan, Ecological Management Plan, Landscape Management Plan) has been completed.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

September 2015

Attachment: Resource Consent Schedule (Doc 373450)

RESOURCE CONSENTS PROGRESSING AS AT 29 SEPTEMBER 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12	21/10/14			Yes	Hearing Held 20-22 May 2015	
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
150001	Gull Group of Companies	Proposed 24 hour unmanned Gull Service Station, café /restaurant and retail outlet.	19/01/15	Yes	Clarification required on a number of items pertaining to District Plan Rules.	23/01/15						
150004	L & M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA	6/03/15						
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15						
150020	RE Buckley	Subdivision of Part Rangitoto Tuhua 35H2 Block	8/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.							
150025	Z Energy Limited	Redevelopment of Z Service Station, Te Kumi Road, Te Kuiti	11/08/15	Yes	Application Amended by Applicant. NZTA approval no longer required. HAIL site assessment still required.	19/08/15						

RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 29 September 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
140018 140019	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	Yes	Information on landscape and visual effects.	22/9/14				Yes	Hearing Held 8-10 December 2014	Conditional Consents Granted 4/02/15
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m ² , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent Granted 14/8/14
140021 140022	Transpower NZ Limited	Designation and Land Use Consent, Switchyard Extension, Hangatiki Substation	16/9/14	No						No	14/10/14	Conditional Consent Granted 7/10/14
140023	NZ Transport Agency	Designation, New Intersection, SH 3/SH 27, Hangatiki	17/9/14	No						No	15/10/14	Conditional Consent Granted 15/10/14
140024	D Klein	Side Yard Dispensation, Ailsa Street, Te Kuiti	30/9/14	No						No	24/10/14	Conditional Consent Granted 3/10/14
140006	Transpower NZ	Replacement of 2 existing power poles, Rangitoto Road, Rangitoto	20/10/14	No						No	18/11/14	Conditional Consent Granted 29/10/14
140027	A Todd and D Putaranui	Side Yard Dispensation, Taumatotara West Road, Te Anga	6/11/14	No						No	4/12/14	Conditional Consent Granted 10/11/14
140028	AW Proud	2 Lot Rural Subdivision, Boddies Road, Oparure	26/11/14	No						No	14/1/15	Conditional Consent Granted 1/12/14
140029	VA & RL Wheeler	Development of Mitre10 retail outlet, Taupiri Street, Te Kuiti	2/12/14	Yes	Applicant has requested that the application be placed on hold to allow further information to be provided. Traffic Management Plan and Title deeds received.	2/12/14 20/2/15	13/02/15 6/3/2015	 Yes		No	9/04/15	Conditional Consent Granted 17/03/2015
140030	Davis Family Trust	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	4/12/14	No						No	22/01/15	Conditional Consent Granted 11/12/14
140031	Mighty River	Installation of Advance	19/12/14	No						No	10/02/15	Conditional Consent

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
	Power	Metering Infrastructure										Granted 13/2/15
140032	PGG Wrightson Limited	Proposed Subdivision of 2 Kea Street, Piopio	24/12/14	No						No	11/02/15	Conditional Consent Granted 6/1/15
150002	Simeon Gilbert	Front Boundary Dispensation, 411 Marokopa Road, Marokopa	4/02/15	No	Site Plan required					No	13/03/15	Conditional Consent Granted 20/2/15
150003	Peter Chandler	Building in Rural Zone (Landscape Policy Area), Waitomo Caves Road, Waitomo	2/02/15	Yes	Site Plan required.	17/02/15	17/03/15	Yes		No	13/04/15	Conditional Consent Granted 19/03/15
150006	Waituhi Pastoral	Boundary Relocation, 69 Walker Road, Te Kuiti	24/02/15	No	Approval of Amalgamation Condition by Land Information NZ	13/03/15		Yes		No	14/04/15	Conditional Consent Granted 20/03/15
150007	Troll Cave Limited, Nick Andreef	Two Lot Rural Subdivision, Waitomo Valley Road, Waitomo	3/3/15	No				No		No	31/03/15	Conditional Consent Granted 26/3/15
150009	K Adam	Subdivision: Relocation of boundary Section 41 and 42, Awakino Village	19/03/15	Yes	Application Incomplete – Returned (section 88(3) RMA 1991) Further Information requested regarding entranceways	24/03/15 14/05/15	06/05/15 14/05/15	No		No	4/6/15	Conditional Consent Granted 22/5/15
150010	Waitomo District Council	Earthworks to install retaining walls to reinstate sections of Totoro Road	19/03/15	No				Yes		No	30/04/15	Conditional Consent Granted 8/04/15
150011	HR JH and M Rauputu	Subdivision State Highway 3, Mokau	2/04/15	Yes	The suitability of Lot 2 is questioned.	8/04/15	24/04/15	Yes		No	26/5/15	Conditional Consent Granted 5/05/15
150012	GW and VMS Shaw	Proposed ROW Section 348 Local Government Act, Te Waitere Road, Te Waitere	9/04/15	No				Yes		No	11/05/15	Conditional Consent Granted 17/04/15
150013	Russell Proffit	Proposed Subdivision, State Highway 3, Mahoenui	14/04/15	No				No		No	26/5/15	Conditional Consent Granted 5/05/15
150014	Te Ana Valley Farms Limited. Kyle Barnes	To construct a non-agricultural building with floor area exceeding 200m squared.	1/5/15	No							8/6/15	Conditional Consent Granted 15/5/15
150015	Stephen Mahoney	Front Boundary Dispensation to build garage, 285 Te Anga Road, Waitomo	7/5/15	No				No		No	2/6/15	Conditional Consent Granted 11/5/15
150016	J Timmins	Front Boundary Dispensation to build	14/5/15	No				No		No	8/6/15	Conditional Consent Granted 15/2/15

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
		carport, 9 Ngatai Street, Te Kuiti										
150017	Vodafone New Zealand Ltd	Installation of Telecommunications mast in vicinity of heritage site, Aria Road, Aria	27/05/15	No				No		No	25/6/15	Conditional Consent Granted 9/6/2015
150008	NZTA	Improvement Works - Awakino River	13/3/15	Yes	Provide evidence of Iwi consultation	20/03/15		No		No		Conditional Consent Granted 10/6/2015
150018	Waipa Networks	Outline Plan for Designation, Transmission Line, Hangatiki	5/06/15					No		No		Conditional Consent Granted 16/06/15
150019	E Rayner	Subdivision of part Uekaha A17 Block Te Anga Road, Waitomo	10/06/15					Yes		No		Conditional Consent Granted 17/07/15
150022	DJ and SL Knight	Construction of Farm Shed within 10m of boundary, Walker Road, Te Kuiti	21/07/15	No						No	25/08/15	Conditional Consent Granted 30/07/15
150023	Spark New Zealand	Outline Plan Waiver request – upgrade of Te Kuiti Telecommunications Facility, Awakino Road, Te Kuiti	27/07/15	No						No	24/08/15	Outline Plan waiver request approved. 28/07/15
150026	Trevor Neal	Build onto existing dwelling a 23m2 living room with attached covered deck area. New garage with attached sleepout.	5/08/15	No						No	22/09/15	Conditional Consent Granted 7/9/15
150021	R Gorrie	Subdivision of Lot 1 DP 478662. Te Mahoe Road Mokau.	16/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.		25/08/15			No	1/10/15	Conditional Consent Granted 10/09/15

Document No: 373817

File No: 037/054A

Report To:**Council****Meeting Date:** 29 September 2015**Subject:** **Adoption of Draft Dog Control Policy 2015, Draft Dog Control Bylaw 2015 and Statement of Proposal for Consultation**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Draft Dog Control Policy, Dog Control Bylaw 2015 and Statement of Proposal for Consultation.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Dog Control Act 1996 requires territorial authorities to operate both a Dog Control Policy and an associated Bylaw to give effect to that Policy. The Policy sets the direction on dog related issues and the bylaw is the mechanism for enforcing that direction.
- 3.2 The Dog Control Act 1996 prescribes what a territorial authority should consider and include in its policy and bylaw.
- 3.3 WDC's Dog Control Policy requires review as it was adopted in 2011 and has not been the subject of a review to date. As the Dog Control Policy and Bylaw are legislatively linked it is prudent that these two documents are reviewed and consulted on together.
- 3.4 A comprehensive review has been undertaken by staff. This consisted of an assessment of current documentation, consideration of current issues facing our district and an evaluation of dog control policies and bylaws of other territorial authorities in our area.
- 3.5 The results of this review concluded there is benefit in producing a new streamlined policy and bylaw which focuses on dog owner education as a key principle of the policy.
- 3.6 The new dog control policy and bylaw were discussed at a Council workshop held on 22 September 2015 and direction obtained from Elected Members incorporated into the policy and bylaw attached.

Commentary

4.1 Legislative requirements for making and amending bylaws

4.2 The Local Government Act 2002 (LGA) requires the following process to be used when reviewing bylaws:

- Determine if a bylaw is the most appropriate mechanism to deal with the problem; and
- Determine the most appropriate form for the bylaw and consider if the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990.

4.3 The first step of the process requires an assessment as to **whether a bylaw is the appropriate means to deal with the problem**. Section 145 of the LGA states that a territorial authority may make bylaws for its district for one or more of the following purposes:

- a) To protect the public from nuisance;
- b) To protect, promote, and maintain public health and safety; and
- c) To minimise the potential for offensive behaviour in public places.

4.4 However, a dog control policy is a requirement under section 10(1) of the Dog Control Act 1996 and section 10(6) of that same Act requires Council to give effect to its policy by making the necessary bylaws. The legislation stipulates that Council must take the approach of adopting a policy and bylaw in this instance.

4.5 The next step tests **whether the bylaw is in the appropriate form?**

4.6 The draft bylaw focuses on identified issues and is customised to suit the particular circumstances of Waitomo District. This review provides an opportunity to put in place a new bylaw to meet current Council and community needs in a clear and comprehensible way. The draft bylaw is written in plain English. It is therefore considered to be the most appropriate form of bylaw.

4.7 Finally the bylaw must be assessed to establish whether it is **consistent with the New Zealand Bill of Rights?**

4.8 The New Zealand Bill of Rights Act 1990 details a number of rights and freedoms in relation to the life and security of people. Having a dog control bylaw is a specific requirement of the Dog Control Act. The regulatory controls provided under this bylaw are designed to ensure the health and safety of people and their property. It is therefore considered that the draft bylaw does not give rise to any implications with the New Zealand Bill of Rights Act 1990

4.9 Section 10AA of the Act requires the Dog Control Policy to go out for Special Consultative Procedure as set out in section 83 of the LGA 2002. Section 10(2) of the Dog Control Act 1996 stipulates that Council must give notice of the draft policy to every person who is, according to its register, the owner of a dog.

4.10 A Statement of Proposal has been prepared in accordance with Council's obligations under section 83 of the LGA 2002. The decision making process will be carried out in accordance with section 77 of the LGA 2002. The Statement of Proposal is attached to and forms part of this business paper.

4.11 Identified issues and options to manage them

4.12 The table below outlines the key issues identified by staff during the review and discussed with Councillors during the Workshop held on 22 September 2015. The table identifies the options for addressing these issues and the preferred option discussed during the Workshop.

Issue	Identified Problem	Options	Preferred Option
New education statement included in the policy.	The most common type of service request currently received is in relation to roaming dogs. This offence reflects a lack of knowledge of what it means to be a responsible dog owner and the problem behavioral issues created when you allow a dog to roam.	<ol style="list-style-type: none"> 1. No change to the policy, however, this leaves WDC relying on enforcement of the bylaw to encourage a change in behaviour. 2. Introduce a new education focus as part of the policy to allow WDC to concentrate on preventing the problems associated with roaming and other dog related problems occurring while still being able to rely on the provisions in the bylaw and legislation when education is unsuccessful. 	<p>Option 2</p> <p>Include a new education focus in the Policy.</p>
Dogs that roam repeatedly	There are some dogs that are repeatedly found roaming. When they roam they are at risk from getting hit by vehicles, are a potential risk to the public and domestic animal related attacks, and have the potential to increase the dog population by breeding with other dogs.	<ol style="list-style-type: none"> 1. No changes to the policy and bylaw and increase education. This may not reduce the consequences of dogs roaming. 2. Insert a clause in the bylaw which allows WDC to require dogs not kept under control to be neutered by their owners. This is likely to prevent an increase in the dog population and deter owners from allowing their dogs to roam. 	<p>Option 2</p> <p>This is reflected in the Draft Policy and Bylaw.</p>
Menacing Dogs	Dogs classified as menacing under the Dog Control Act 1996 have the potential to cause problems in the community.	<ol style="list-style-type: none"> 1. No change to the Policy and only require dogs that are classified as menacing under the Dog Control Act 1996 for reasons other than breed to be neutered. 2. Require all menacing dogs to be neutered. 	<p>Option 2</p> <p>Require all menacing dogs to be neutered.</p>
Consideration of further dog exercise areas and prohibited areas.	Previously there were only a few dog exercise and prohibited areas mentioned in the policy and the bylaw.	<ol style="list-style-type: none"> 1. No changes to the dog exercise areas and prohibited areas. This will maintain the status quo for the next 5 years. 2. Increase the exercise areas and prohibited areas to provide for more appropriate use of open spaces by the general public and dogs. 	<p>Option 2</p> <p>Changes to the policy and bylaw to include more exercise areas and prohibited areas.</p>

Issue	Identified Problem	Options	Preferred Option
Confusion due to there being no maps for dog exercise areas and prohibited areas associated with the policy and bylaw.	There are currently no maps associated with the dog exercise areas and prohibited areas, which makes it hard to clearly identify the boundaries of the exercise areas.	<ol style="list-style-type: none"> 1. No change to the policy and bylaw, however, this leaves the bylaw difficult to enforce and hard to understand by the community. 2. Attach maps to the policy and bylaw. This makes the bylaw easier to enforce and provides greater clarity. The maps can then be used on signage in the parks. 	<p>Option 2</p> <p>Include maps for site specific Dog Exercise areas and Prohibited Areas in the Policy and Bylaw.</p>
Probationary Owners	The policy does not include any education requirement for probationary owners, who are likely to be most in need of education.	<ol style="list-style-type: none"> 1. Include a requirement to allow WDC to require a probationary owner to undertake education. 2. No change to the policy. 	<p>Option 1</p> <p>Council may require a person that is classified as a probationary owner in accordance with the provisions of the Dog Control Act 1996 to undertake, at his or her own expense, a dog owner education programme and / or a dog obedience course approved by Council.</p>

4.13 Financial and resourcing Implications

4.14 There are no financial or resourcing implications for the proposed changes to the bylaw or policy. Any changes to the costs of enforcing the bylaw and policy will be met within existing budgets.

4.15 Consultation

4.16 Council's Dog Control Policy and Bylaw are required by section 10 of the Dog Control Act 1996 to be consulted on using the special consultative procedure as outlined in section 83 of the Local Government Act 2002

4.17 Section 10(2) of the Dog Control Act 1996 stipulates that Council must give notice of the draft policy to every person who is, according to its register, the owner of a dog. It is proposed that the Summary of Information and Submission Form be sent to all dog owners, inviting them to comment if they wish.

4.18 The Statement of Proposal and Submission Form will be available on the WDC website, Waitomo District Library and Te Kuiti i-SITE. Public notice will also be given in the Waitomo News.

4.19 It is also proposed to hold an informal discussion session with Councillors with the aim of encouraging members of the community to share their points of view and experiences and generate feedback on the proposed draft policy and bylaw. This will involve a key list of issues to generate discussion.

4.20 Tentative dates for the discussion session are; Thursday 15th October, Tuesday 20th October (pm only), Thursday 22nd October or Thursday 29th October.

- 4.21 As dogs are a very emotive subject it is felt that efforts to increase feedback will be well received.

Suggested Resolutions

- 1 The business paper on the Draft Dog Control Policy 2015 and Dog Control Bylaw 2015 be received.
- 1 Council determine that the Draft Dog Control Policy 2015 and Dog Control Bylaw 2015 are the most appropriate form of policy and bylaw.
- 2 Council determine that the Draft Dog Control Bylaw 2015 does not give rise to implications under the New Zealand Bill of Rights Act 1990.
- 3 Council adopt the Statement of Proposal (including a Summary of Information, Submission Form, Draft Dog Control Policy 2015, Draft Dog Control Bylaw 2015) to commence public consultation.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

September 2015

- Attachment: 1 Statement of Proposal Waitomo District Council Dog Control Bylaw 2015 and Dog Control Policy



Statement of Proposal

Review of Dog Control Policy and Dog Control Bylaw

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Summary of Information

Waitomo District Council is reviewing its Dog Control Policy and Bylaw and is seeking your views. Once reviewed, the Policy and Bylaw will stay in force for another 5 years, unless reviewed earlier.

Revocation

Following this review, Council will revoke its Dog Control Bylaw 2014 and its Dog Control Policy 2011 and replace it with the Dog Control Bylaw 2015 and the Dog Control Policy 2015.

Reasons for the Proposal

The reasons for reviewing the Policy and Bylaw are to:

- Update the Dog Control Policy which has not been reviewed since 2011. As the Dog Control Policy and Bylaw are legislatively linked these two documents need to be reviewed and consulted on together. The Dog Control Policy and Bylaw are mandatory requirements under the Dog Control Act 1996.
- Ensure the Policy and Bylaw continue to effectively deal with issues associated with the control of dogs;
- Consider amendments to address the competing and increasing demands from dog owners and the general public, and
- Better align the Bylaw with the Policy.

Council has have been working through a review process in line with the requirements of the Local Government Act 2002. Council has considered the Waitomo District Dog Control Bylaw 2015 and Dog Control Policy 2015 and determined:

- a) That the Draft Waitomo District Dog Control Bylaw 2015 is the most appropriate form of bylaw.
- b) That the Draft Waitomo District Dog Control Bylaw 2015 does not give rise to implications under the New Zealand Bill of Rights 1990.
- c) That the Draft Waitomo District Dog Control Bylaw 2015 is not inconsistent with the New Zealand Bill of Rights Act.

Key Issues

A comprehensive review of the existing Dog Control Policy and Bylaw was undertaken which resulted in **new** streamlined policy and bylaw documentation being produced.

This following is an overview of the **key differences** between the current Bylaw and Policy and the new Draft Bylaw and Policy.

For a **complete list of changes** to these documents please see the new Dog Control Policy and Bylaw attached to the Statement of Proposal.

1. Dog Exercise Area's (off lead)

The current dog exercise areas include:

- The eastern bank of the Mangaokewa River between Lawrence Street and Te Kuiti Bowling Club
- Ward Street Reserve
- Mangaokewa Scenic Reserve

Council proposes to add an additional exercise area:

- The reserve adjacent to Redwood Forest, Esplanade

2. Dog Prohibited Areas

Prohibited areas currently include:

- The Central Business District of Te Kuiti from Rora Street (between Alexandra Street and the South End Loop Road) and King Street East and Sheridan Street (between Rora Street and Taupiri Street) unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person.
- The area known as the Flower Pot Mokau (between 1 December each year and 31 March the following year.)
- Any land or premises used as a public school, kindergarten, playcentre, private school and public swimming baths, unless the person or body in charge of such prohibited area has granted prior permission in writing to take or allow the dog within the limits of such prohibited area.

Council proposes to include the following additional prohibited areas:

- Centennial Park
- Redwood Park
- In the immediate vicinity of any public playground
- Any Cemetery
- Kara Park, Piopio
- Village Green, Piopio

2. Neutering

Under Council's current Policy, every dog that is classified as menacing for reasons other than breed, should be neutered.

Council's Draft Dog Control Policy and Bylaw requires all menacing dogs to be neutered (including those classified as menacing because of their breed).

This includes menacing dogs that move to the Waitomo District from another District.

The Draft Policy and Bylaw also includes a new provision which allows the Chief Executive to require the owner of any dog that has not been kept under their control on two or more occasions in any twelve month period to have that dog neutered.

3. Probationary Owners

A new provision was included to allow a Council to require a probationary owner to undertake a dog education programme or dog obedience course. A probationary owner is a person who is convicted of an offence under the Dog Control Act 1996 or other similar legislation.

If classified as a probationary owner, Council may require that person to undertake, at his or her own expense, a dog owner education programme and/ or a dog obedience course approved by Council.

Consultation and Submissions

In making this Policy and Bylaw, Council must use the Special Consultative Procedure set out in section 83 of the Local Government Act 2002.

Anyone can make a submission about the Draft Dog Control Policy 2015 and Dog Control Bylaw 2015 and we encourage you to tell us your views. Submission forms are attached.

For a copy of the Statement of Proposal, including the Draft Policy and Bylaw, members of the public can visit WDC website www.waitomo.govt.nz/consultation

Alternatively, the Statement of Proposal is available from Waitomo District Library, Te Kuiti i-SITE and main reception Queen Street, Te Kuiti. For any queries, please phone 07 878 0800.

All submissions will be considered and deliberated on. You will also have the opportunity to discuss your views with Councillors at an open discussion sessions to be held on **<date>**.

When you complete the submission form or write to us, please indicate if you want to attend one of the sessions, or wish to speak at the hearing, and we will send you more details closer to the time.

Consultation will take place during the period 2 October 2015 and 2 November 2015.

Submissions close 4.00pm on 2 November 2015.

Submissions may be submitted to Council in the following manner – post, hand delivery, facsimile or email.

Details of each of these methods are as follows:

Post: Freepost Authority Number 112498
Waitomo District Council, PO Box 404,
Te Kuiti 3941

Facsimile: 07 878 7771
Email: info@waitomo.govt.nz

Hand Delivery: Waitomo District Council,
Queen Street, Te Kuiti

Legislative Requirements that Council must consider

Section 10 of the Dog Control Act 1996 requires Council to have a dog control policy. This policy is implemented through a dog control bylaw. Both documents are required to be reviewed at the same time.

Under section 155 of the Local Government Act 2002, Council must, before commencing the process for making a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived issues. If it is, Council must determine whether the draft bylaw is the most appropriate form of bylaw and whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990.

1. Is a bylaw the appropriate means to deal with the perceived problem?

Section 145 of the LGA states that a territorial authority may make bylaws for its district for one or more of the following purposes:

- a) To protect the public from nuisance;
- b) To protect, promote, and maintain public health and safety; and
- c) To minimise the potential for offensive behaviour in public places.

As stated, a dog control bylaw and policy is a requirement under the Dog Control Act 1996. Council at its September meeting, reviewed the issues related to the Dog Control Bylaw and determined that a bylaw is the most appropriate way to address the issues identified.

2. Is the bylaw in the appropriate form?

The draft bylaw focuses on identified issues and is customised to suit the particular circumstances of Waitomo District.

This review provides an opportunity to put in place a new bylaw to meet current Council and community needs in a clear and comprehensible way. The draft bylaw is written in plain English. It is therefore considered to be the most appropriate form of bylaw.

3. Is the bylaw consistent with the New Zealand Bill of Rights?

The New Zealand Bill of Rights Act 1990 details a number of rights and freedoms in relation to the life and security of people. Having a dog control bylaw is a specific requirement of the Dog Control Act 1996.

The regulatory controls provided under this bylaw are designed to ensure the health and safety of people and their property. It is therefore considered that the draft bylaw does not give rise to any implications with the New Zealand Bill of Rights Act 1990.

Dog Control Policy and Bylaw

Tell us what you think



Submissions close 4.00pm on 2 November 2015

Sub No.

For office use only

Name: _____

Postal Address: _____

Email Address: _____

Phone No: _____ Mobile Phone: _____

Discussion Session

Would you like to share your views with Councillors? An open to the public discussion session will be held on <date>.. If you would like to join us, please tick Yes. Please provide your contact details above so we can contact you.

Do you wish to discuss your views with Councillors at an informal discussion sessions? Yes No

Council intends to hear submissions on 10 November 2015.

Do you wish to speak to Council at the Council Hearing? Yes No

If you do not tick yes, we will assume that you do not wish to be heard or attend discussion sessions.

We are currently reviewing our Dog Control Policy 2015 and Dog Control Bylaw 2015 which is out for consultation from 2 October to 2 November 2015. You may complete any of the below sections that you feel are relevant to you, or attach additional comments to this form. Your feedback is important to us.

1. Dog Exercise Area's

Do you feel there are enough dog exercise areas in our District?

Yes No

If you ticked no, what other exercise areas do you think we should consider providing?

2. Prohibited Areas

Do you agree with the areas that have been identified as prohibited dog areas in our District?

Yes No

If you ticked no, where else do you think dogs should not be allowed?

3. Dogs on Leashes

Dogs must be on a leash at all times when in a public area (unless in a designated dog exercise area or in an area that prohibits dogs). Do you agree with this?

Yes No

If you ticked no, please tell us why?

4. Education

Council is proposing to introduce a new education element in the dog control policy in order to drive and promote responsible dog ownership. This will include the distribution of easy to read information leaflets, education programmes and school visits. Do you think this type of information/programmes would be useful to the community?

Yes No

Comment

5. Number of Dogs

We allow no more than two dogs to be kept on urban properties unless a permit is obtained. Do you agree with this?

Yes No

Comment

6. Nuisances

Every dog owner is required to take all steps possible to stop their dog from being a nuisance (e.g. roaming, behaviour). Dogs must also be housed in conditions that do not create health or nuisance issues for dogs or people. Do you have any comments on managing nuisance dogs?

7. Menacing and Dangerous Dogs

Waitomo District Council is proposing that all dogs classified as menacing are neutered, including those that move to the Waitomo District. It is also proposed that Councils Chief Executive can require owners to neuter their dog that has not been kept under control on two or more occasions in a 12 month period. Do you agree with this?

Yes No

Comment



Draft

Dog Control Policy 2015

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DRAFT

Create Date	September 2015
Policy Adopted	
Next Review	September 2020
Responsibility	Customer Services Group
Associated Documents	Dog Control Bylaw 2015

DOG CONTROL POLICY

The purpose of this policy is to state how Council will fulfil its legislative responsibilities pursuant to the Dog Control Act 1996 and the Dog Control Bylaw 2015.

1. PURPOSE AND SCOPE

1.1 This Policy has been adopted pursuant to the functions, duties and powers conferred on Waitomo District Council ("Council") by the Dog Control Act 1996 (www.legislation.govt.nz) and takes into account:

- a) The need to minimise danger, distress, and nuisance to the community generally; and
- b) The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and
- c) The importance of enabling, to the extent that it is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and
- d) The exercise and recreational needs of dogs and their owners.

1.2 This policy applies to the whole of the district administered by the Waitomo District Council.

2. POLICY

2.1 Education

2.2 Council considers that involvement in education, and liaison with dog clubs and other service providers, is an appropriate and valuable role. Dogs need to be trained and socialised so that they learn how to behave in a public environment. Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.

2.3 Council will also seek to enhance the knowledge of the public generally, particularly children, on safety around dogs and other dog-related issues. Liaison with dog obedience clubs and other dog-related service providers in the region is considered an important role for Council.

2.4 Regulation and Enforcement

2.5 Council has developed a Dog Control Bylaw that is the primary enforcement mechanism of this policy.

2.6 Whilst Council will pursue education of dog owners and the public generally to avoid and minimise dog related issues in the district, enforcement of the provisions of the Dog Control Bylaw is critical to maintain public safety and to minimise danger, distress, and nuisance to the community from dogs.

2.7 Exercise Areas, Prohibited Areas and Dogs on a Leash

2.8 Council aims to provide appropriately for the exercise and recreational needs of dogs. Council has designated a number of areas where dogs may exercise without being on a lead or similar device (see clause 2.10), and areas where dogs are prohibited (see clause 2.12). Maps identifying the site specific designated dog Exercise Areas and Prohibited Areas are included in Schedule 1.

2.9 Off Lead Dog Exercise Areas

2.10 Below is a list of parks designated as Dog Exercise Areas where dogs can be exercised off lead:

- The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club;
- Ward Street Reserve;
- Mangaokewa Scenic Reserve; and
- The reserve adjacent to Redwood Forest (identified on the attached map)

2.11 Areas where dogs are prohibited

2.12 Below is a list of locations where dogs are prohibited:

- The Central Business District of Te Kuiti from Rora Street (between Alexandra Street and the South End Loop Road) and King Street East and Sheridan Street (between Rora Street and Taupiri Street) unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person;
- The area known as the Flower Pot Mokau (between 1 December each year and 31 March the following year);
- Any land or premises used as a public school, kindergarten, play centre, private school and public swimming baths, unless the person or body in charge of such prohibited area has granted prior permission in writing to take or allow the dog within the limits of such prohibited area;
- Centennial Park;
- Redwood Park (identified on the attached map);
- In the immediate vicinity of any public playground
- Any Cemetery;
- Kara Park, Piopio; and
- Village Green, Piopio.

2.13 The restriction on dogs in Prohibited Areas in clause 2.12 does not apply to Disability Assist Dogs.

2.14 Dogs on a Leash

2.15 With the exception of Dog Exercise Areas and subject to the Prohibited Areas dogs are only allowed in public places while controlled on a leash. This restriction does not apply to a Working Dog, being worked.

2.16 The Council may from time to time declare any public place not already being a prohibited area to be a prohibited area for a specified time or suspend the designation of a prohibited area for a specified period for a specified occasion or event.

2.17 Neutering

2.18 It is compulsory for a dog which is classified as dangerous in accordance with the Dog Control Act 1996 to be neutered.

- 2.19 Council requires mandatory neutering of dogs classified as menacing in accordance with the provisions of the Dog Control Act 1996. There is evidence that neutering reduces a dogs desire to roam, and may reduce possible aggression.
- 2.20 If a dog has been classified as a menacing dog in another district, where it was not required to be neutered, but moves to the Waitomo District, it will be a requirement for the dog to be neutered once residing in the Waitomo District.
- 2.21 Dogs that are regularly not under control cause a range of issues. The Chief Executive may require an owner to de-sex a dog that has not been kept under control on two or more occasions in a 12 month period.

2.22 Probationary Owners

- 2.23 Council may require a person that is classified as a probationary owner in accordance with the provisions of the Dog Control Act 1996 to undertake, at his or her own expense, a dog owner education programme and / or a dog obedience course approved by Council.

2.24 Fees and Charges

- 2.25 The Dog Control Act 1996 empowers Council to impose reasonable fees and charges for the registration and control of dogs. The fees and charges aim to incentivise through the use of fee categories and discounts, responsible dog ownership, and the prompt payment of registration fees. The fees and charges will be prescribed each year in Council's Schedule of Fees and Charges.

- 2.26 A discount of the registration fee is available to dog owners who qualify as "Special Owners". In order to qualify as a Special Owner a registered owner must:

1. Make an application for Special Owner status;
2. Have not been the subject of justified complaints or successful prosecutions within the previous 2 years;
3. Have not had a dog impounded within the previous 2 years;
4. Have their dog(s) microchipped if registered for the first time on or after 1 July 2000;
5. Meet the fencing criteria or have alternative means of keeping dogs on the property at all times, (Details of these requirements are included on the application form); and
6. Keep their dog on a property located in an urban area within the district. A property shall be considered to be in an urban area for the purposes of this provision if it is located within a 50 kilometre speed zone.

Any applications received before 1 May, if successful, will have the discount applied for the coming dog registration year. Any applications received after 1 May, if successful, will not take effect until 1 July the following year.

- 2.27 The requirement to pay any late registration fee/penalty may be waived where exceptional circumstances can be shown. A decision on when exceptional circumstances apply will be determined by the Chief Executive after taking into account the following:

1. The dog owner has a good payment history;
2. The dog owner has not been the subject of any complaints in relation to compliance with the Dog Control Act 1996 and / or Council's Dog Control Policy and / or Bylaw over the last five years;
3. Financial circumstances of the owner;
4. Extenuating personal circumstances such as family illness, death or other tragedy; and/or

5. Failure to receive the registration document due to being absent from the District or for some other legitimate reason.

3. APPLICATION AND REVIEW

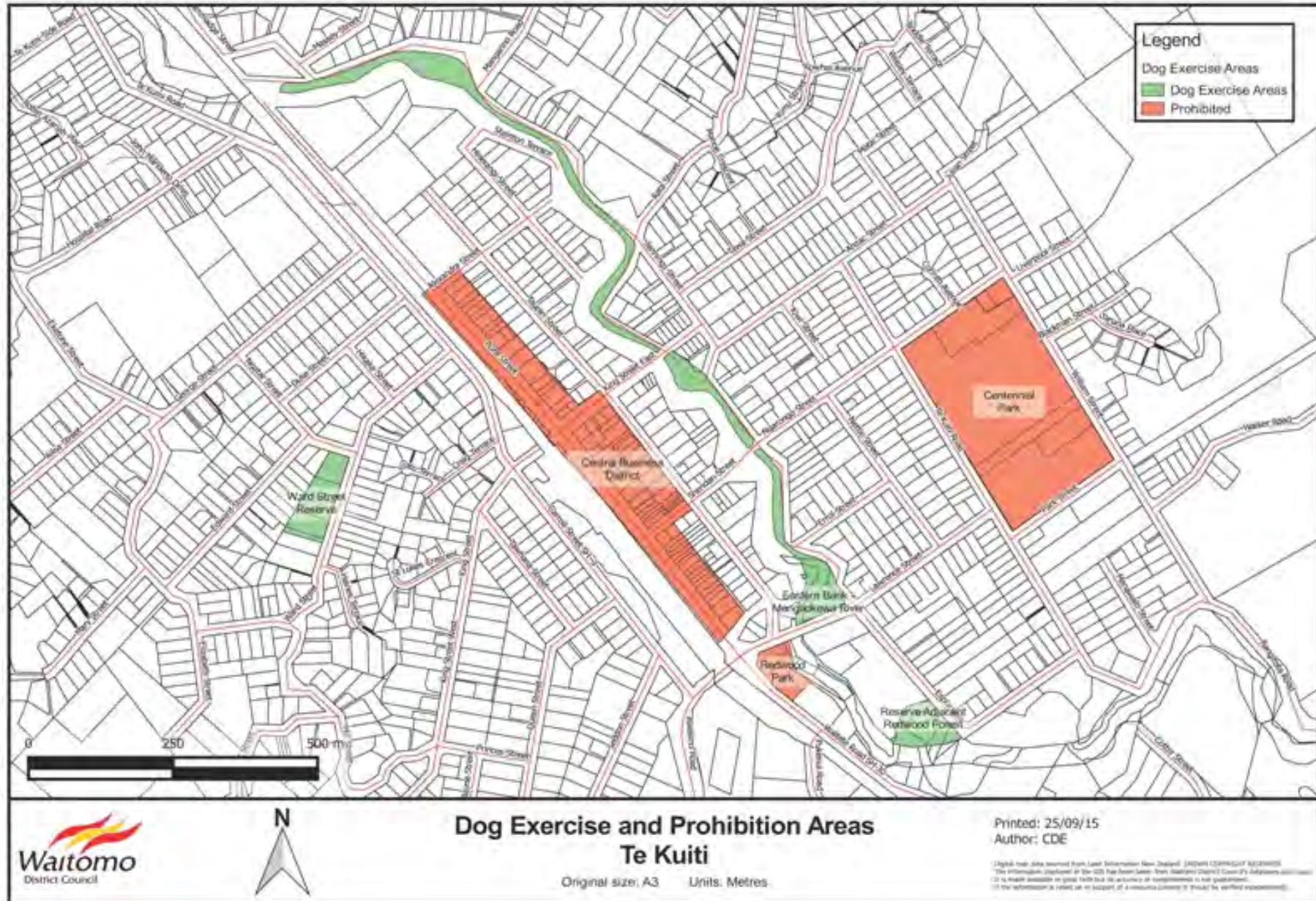
- 3.1 The policy will be implemented using a combination of public education, liaison with other service providers, and where necessary enforcement action.
- 3.2 The Policy is enforced through the Waitomo District Council Dog Control Bylaw 2015.
- 3.3 This policy shall be reviewed at least every 5 years.

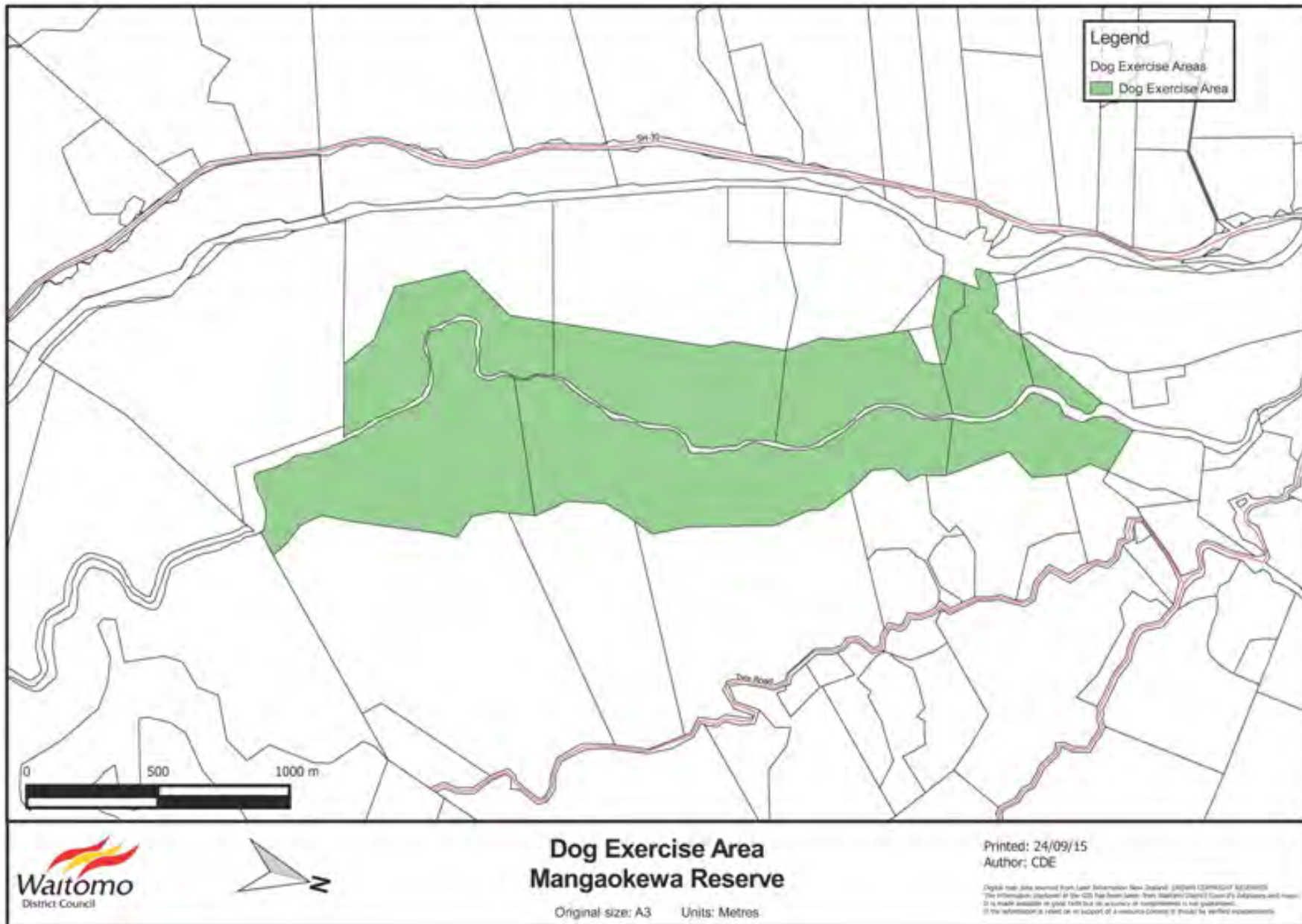
4. GLOSSARY OF TERMS

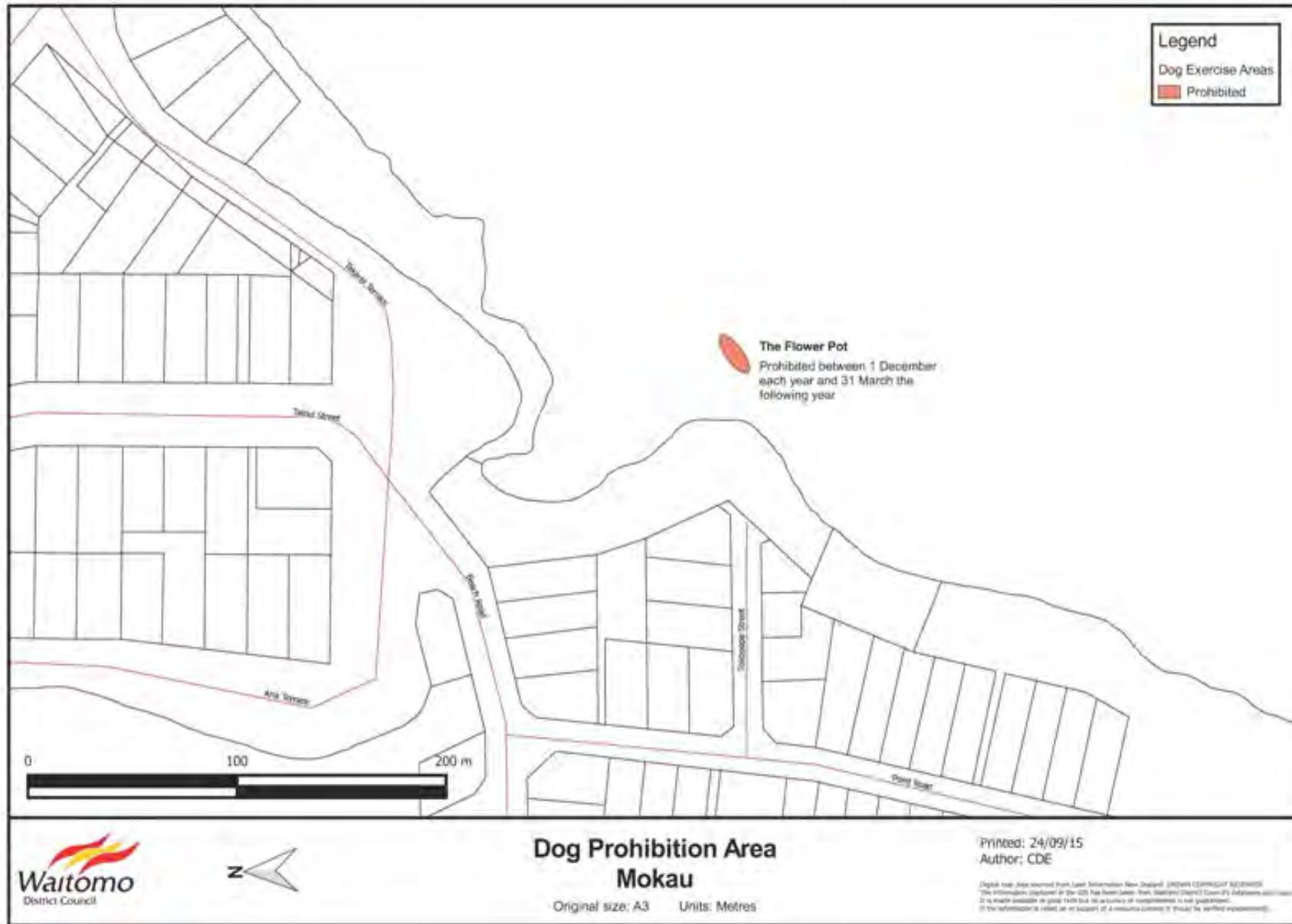
- 4.1 In this policy except where inconsistent with the context:

Council	Means Waitomo District Council
Disability Assist Dog	Has the same meaning as defined in the Dog Control Act 1996
Dog Exercise Areas	Means those areas identified in clause 2.10 of this bylaw
Owner	Has the same meaning as defined in the Dog Control Act 1996
Neutered	To have a dog spayed or castrated but does not include to have a dog vasectomised
Prohibited Areas	Means those areas identified in clause 2.12 of this bylaw
Public Place	Has the same meaning as defined in the Dog Control Act 1996
Working Dog	Has the same meaning as defined in the Dog Control Act 1996

Schedule 1 – Dog Exercise and Prohibition Areas









Draft

**Waitomo District Dog
Control Bylaw 2015**

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Create Date	September 2015
Policy Adopted	
Next Review	September 2020
Responsibility	Customer Services Group
Associated Documents	Dog Control Policy 2015

1. SHORT TITLE

1.1 This bylaw may be cited as the Dog Control Bylaw 2015.

2. PURPOSE

2.1 The purpose of the bylaw is:

- a) To give effect to Council's Dog Control Policy;
- b) To protect and maintain public safety; and
- c) To address how Council will fulfil its functions and duties pursuant to the Dog Control Act 1996.

2.2 This bylaw gives effect to the Dog Control Policy for the District, the objective of which is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, whilst minimising danger, distress, and nuisance to the community generally.

2.3 This bylaw shall apply to the whole of the district administered by the Waitomo District Council.

3. CONTROL OF DOGS IN PUBLIC PLACES

3.1 Every owner of a dog must exercise control over it and must prevent it from wandering or remaining at large or free in any public place or private way.

3.2 Except as provided in clauses 4.1 and 4.2 and subject to clause 5, every owner of a dog in any public place or private way must secure the dog by an effective lead or similar contrivance which keeps the dog under continuous control.

3.3 Dogs may be exercised free of restraint in Dog Exercise Areas.

4. DOG EXERCISE AREAS

4.1 Dogs may be exercised free of restraint in the following locations:

- The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club;
- Ward Street Reserve;
- Mangaokewa Scenic Reserve; and
- The reserve adjacent to Redwood Forest (identified on the attached map)

Maps identifying the boundaries of the Dog Exercise Areas are included in Schedule 1.

4.2 The owner must have continuous control of the dog while it is free of restraint and must remain within the dog exercise area while the dog is off its lead.

5. PROHIBITED AREAS

5.1 With the exception of Disability Assist dogs, dogs are not allowed to enter the following public places, whether under control or not:

- The Central Business District of Te Kuiti from Rora Street (between Alexandra Street and the South End Loop Road) and King Street East and Sheridan Street (between Rora Street and Taupiri Street) unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person;
- The area known as the Flower Pot Mokau (between 1 December each year and 31 March the following year);

- Any land or premises used as a public school, kindergarten, playcentre, private school and public swimming baths, unless the person or body in charge of such prohibited area has granted prior permission in writing to take or allow the dog within the limits of such prohibited area;
- Centennial Park;
- Redwood Park;
- In the immediate vicinity of any public playground;
- Any Cemetery;
- Kara Park, Piopio; and
- Village Green, Piopio.

5.2 Maps identifying the site specific area boundaries are included in Schedule 1.

5.3 The Council may from time to time declare any public area not already being a prohibited area to be a prohibited area for a specified time or suspend the designation of a prohibited area for a specified period for a specified occasion or event.

6. PREVENTION OF PUBLIC NUISANCE OR HEALTH ISSUES

6.1 The owner or any person in possession or control of any dog that defecates in a public place or on land or premises occupied by anyone other than the owner of the dog must immediately remove the faeces and dispose of them in a legal manner.

6.2 Every owner of a dog that has a contagious disease must ensure that it is confined at all times within its registered address, or when not at this address fully contained within a cage that prevents contact with other animals, domestic or otherwise, or fully enclosed and secured within a vehicle.

6.3 Every owner of a dog must prevent it from attacking any person or any other animal.

6.4 The owner of a bitch shall keep the dog confined but adequately exercised whilst such dog is in season.

6.5 If in the opinion of the Animal Control Officer, any dog or dogs or the keeping thereof on such premises has become, or is likely to become a nuisance or injurious or hazardous to health, property or safety, the Animal Control Officer may by notice in writing require the owner or occupier of the premises within a time specified in such notice to do all or any of the following:

- To reduce the number of dogs kept on the premises
- To construct, alter, reconstruct or otherwise improve the kennels or other buildings used to house or contain dogs.
- To require such dog or dogs to be tied up or otherwise confined during specified periods.
- To take such other action as the Animal Control Officer deems necessary to minimise or remove the likelihood of nuisance or hazard or injury to health, property or safety.

7. LIMITATION ON NUMBER OF DOGS

7.1 No person shall keep, or permit to be kept, on or within any premises, other than that zoned rural more than two (2) dogs of greater age than three months unless such premises have been approved by the Chief Executive and a permit issued. Such permit will be subject to a fee approved and set as part of the Fees and Charges process.

- 7.2 Approval will only be given subject to compliance by the owner with all reasonable requirements for the purpose of ensuring proper care and control of the dogs and the prevention of any nuisance. As a minimum an applicant for a permit must meet the following criteria:
- Have the physical suitability of land to hold more than two dogs;
 - Meet the Special Owner criteria set out in the Dog Control Policy;
 - Have written approval of neighbours on all sides of the applicants property;
 - All dogs must be currently registered;
 - Kennels must be kept clean and sited a minimum of 1 metre from the boundary fence;
 - Dogs must be kept under control at all times; and
 - Dogs must not create a nuisance (barking and howling etc).
- 7.3 The Chief Executive may impose any additional terms or special conditions on the granting of a permit that is considered appropriate.
- 7.4 A permit to keep more than two (2) dogs of greater age than three months is not transferrable between properties. When owners and dogs change address, a new application must be submitted for the new address.
- 7.5 If a permit holder acquires any further dogs or any dog is disposed of the Animal Control Officer must be immediately notified of the change.
- 7.6 Any approval given for any person to keep more than two (2) dogs on their premises may be reviewed at any time. On review, the approval may be modified or revoked in the event of non-compliance with any condition of approval over the period of the permit under review. Non-compliance will include but not be limited to:
- The dog or dogs on land specified in the permit have caused injury or a nuisance to any person engaged in their lawful activity; or
 - The keeping of such dog or dogs has caused a detrimental effect upon the surrounding neighbourhood; or
 - There has been a failure to comply with all or any of the terms, conditions and restrictions of the permit, or any subsequent notice.
- 7.7 Any application by the occupier of any land in respect of which an application has been declined or a permit revoked pursuant to Clause 7.6 will not be reconsidered before expiration of two years after the date of that refusal or revocation.
- 7.8 Nothing in this section shall remove the need for any Land Use Consent if this is required by the District Plan.

8. MINIMUM STANDARDS FOR HOUSING DOGS

- 8.1 The owner of any dog shall provide adequate accommodation for the dog. Kennels are to be sited on a hard surface, provide shelter from the elements and be free from dampness. Kennels are to be kept in a clean condition. If a kennel is not provided, dogs are to be confined inside premises with an adequate sleeping area provided.
- 8.2 Every person commits an offence, who, being the owner of a dog keeps it beneath the ground floor of a residential building.

9. DOGS TO BE KEPT MINIMUM DISTANCE FROM BOUNDARY

- 9.1 No person shall permit or allow a dog to be housed, confined or restrained on any private premises within one metre of the boundary of the premises. Council may dispense with the requirements of this clause if the written consent of the affected neighbour has been first obtained.

10. PROBATIONARY OWNERS

- 10.1 If any owner of a dog is classified as a probationary owner pursuant to the Dog Control Act 1996, Council may require at its discretion the person to complete at his or her expense, a dog owner education programme and / or a dog obedience course.

11. DOGS WITHIN PARKS AND ON BEACHES

- 11.1 Every person must prevent any dog within their care and / or control from interfering with the use or enjoyment of any park / beach by other persons in that park / beach.
- 11.2 An owner, or any person in charge of a dog, may be ordered to remove such dog from any beach or bathing reserve if the presence of the dog is considered likely to cause annoyance, inconvenience, danger or be hazardous to health of the public for the time being using such beach or bathing reserve.

12. IMPOUNDMENT OF DOGS

- 12.1 Any dog found at large in any public place, whether or not the dog is wearing a collar having the proper registration label, is microchipped or has a disc attached; or found at large in any public or private way in breach of this bylaw, may be impounded.
- 12.2 The owner of any dog impounded shall pay to Council reasonable fees for the sustenance of the dog and for the giving of notice to the owner, together with a poundage fee as set through the Council's Fees and Charges process.
- 12.3 No dog which is for the time being not registered in accordance with the Dog Control Act 1996, shall be released until it is registered, microchipped and fees payable have been paid.

13. REQUIREMENT TO NEUTER DOG

- 13.1 Council requires mandatory neutering of dogs classified as menacing in accordance with the provisions of the Dog Control Act 1996.
- 13.2 If a dog has been classified as a menacing dog in another district, where it was not required to be neutered, but moves to the Waitomo District, it will be a requirement for the dog to be neutered once residing in the Waitomo District.
- 13.3 Dogs classified as dangerous in accordance with the Dog Control Act 1996 are required to be neutered.
- 13.4 The owner of any dog that has not been kept under their control on two or more occasions in any twelve month period may be required by the Chief Executive to have that dog neutered, whether or not the owner of the dog has been convicted of an offence against Section 53 of the Dog Control Act 1996.

14. FEES

- 14.1 Fees in respect of this Bylaw are as set out in Council's Schedule of Fees and Charges which are reviewed annually.

15. PENALTIES

- 15.1 Section 20(5) of the Dog Control Act 1996 provides that every person who commits a breach of this Bylaw commits an offence and is liable for the penalties described by Section 242(4) of the Local Government Act 2002, which at the date of making the Bylaw, is a fine not exceeding \$20,000.

- 15.2 Section 65 of the Dog Control Act 1996 permits an infringement fee for the amount specified in the First Schedule to that Act to be imposed in respect of each offence described.

16. GLOSSARY OF TERMS

- 16.1 In this bylaw except where inconsistent with the context:

Council	Means Waitomo District Council
Animal Control Officer	Has the same meaning as Dog Control officer defined in the Dog Control Act 1996
Disability Assist Dog	Has the same meaning as defined in the Dog Control Act 1996
Dog Exercise Areas	Means those areas identified in clause 4.1
Owner	Has the same meaning as defined in the Dog Control Act 1996
Neutered	To have a dog spayed or castrated but does not include to have a dog vasectomised
Private Way	Has the same meaning as defined in Section 315(1) of the Local Government Act 1974
Probationary Owner	Means a person classified as a probationary owner pursuant to section 21 of the Dog Control Act 1996.
Prohibited Areas	Means those areas identified in clause 5.1
Public Place	Has the same meaning as defined in the Dog Control Act 1996
Registered Address	Means the dog owner's property which is the address listed in the dog's registration, or another address which the Council has agreed to in writing for the purpose of clause 6.
Working Dog	Has the same meaning as defined in the Dog Control Act 1996

The foregoing Bylaw was duly made by the Waitomo District Council by a resolution passed on the _____ following consideration of submissions received during the special consultative procedure.

This Bylaw repeals and replaces the Waitomo District Council Dog Control Bylaw 2014. The Waitomo District Council Dog Control Bylaw 2015 was ordered to come into force on _____

The COMMON SEAL of the WAITOMO DISTRICT COUNCIL was hereto affixed on

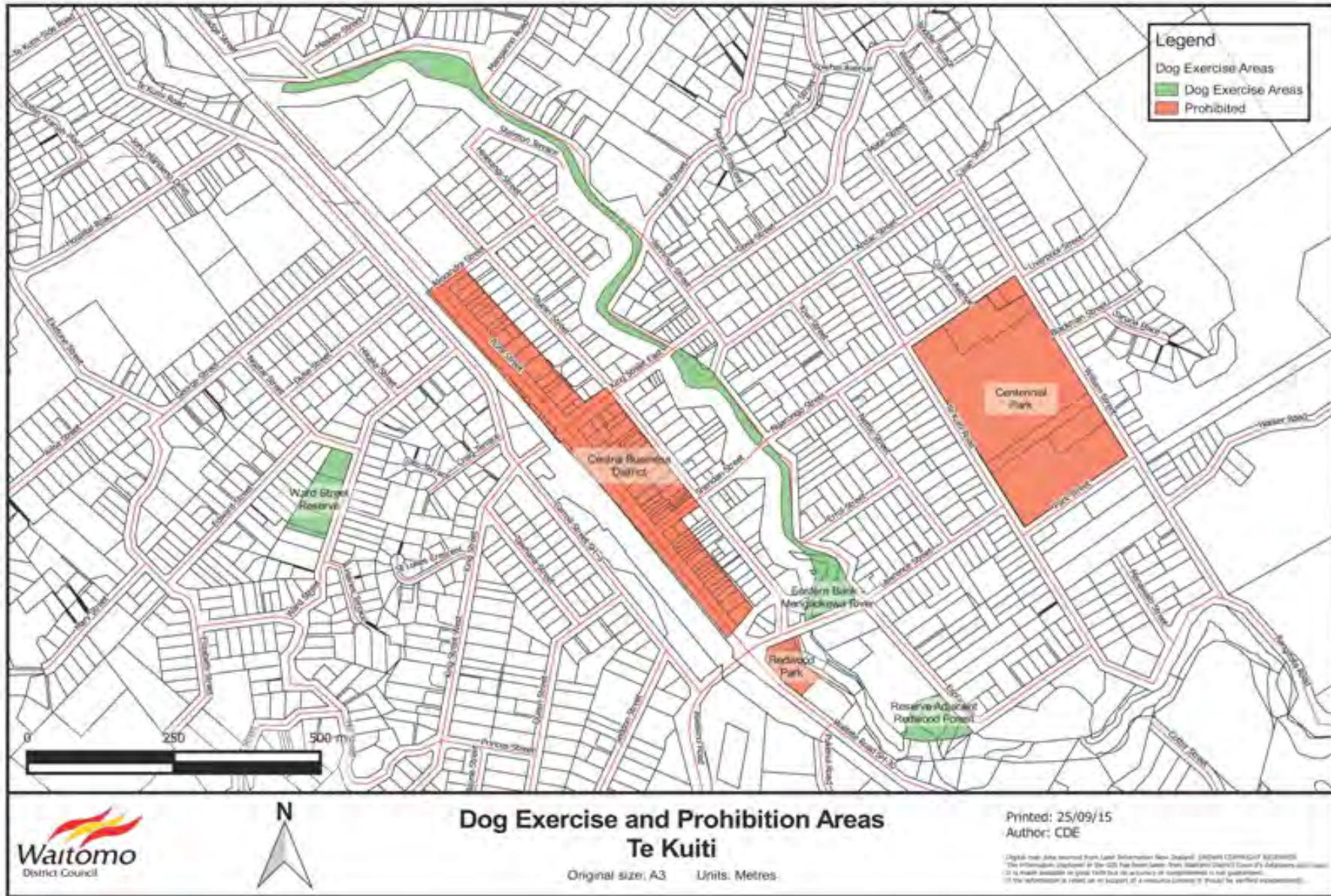
2015

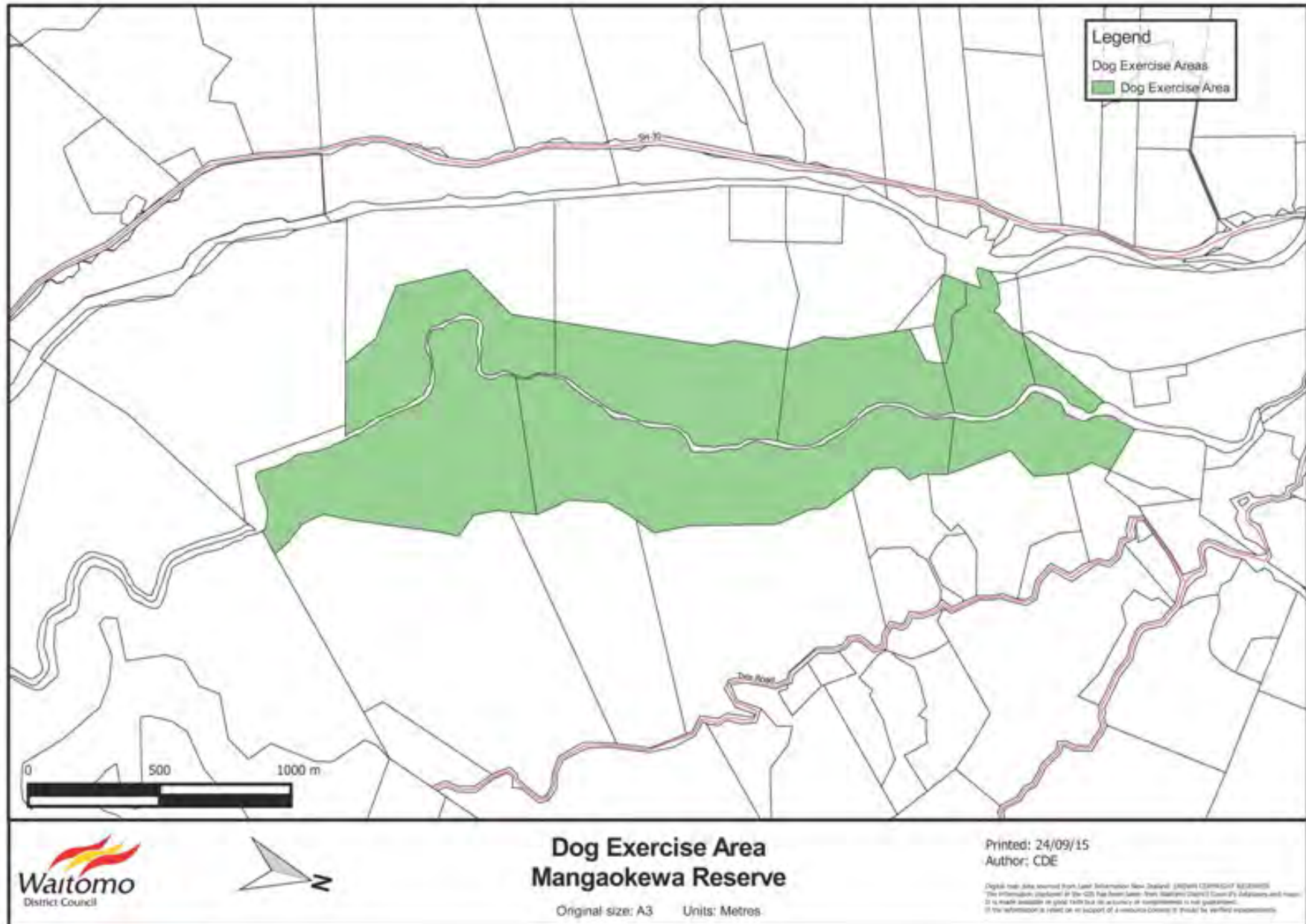
in the presence of:

Mayor

Chief Executive

Schedule 1 – Dog Exercise and Prohibition Areas





Document No: 374989**File No: 335/004****Report To: Council****Meeting Date:** 29 September 2015**Subject:** **Setting Fees for Functions under the Food Act 2014**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the draft Fees for Functions under the Food Act 2014 and Statement of Proposal for Consultation.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 In accordance with the Food Act 2014, food operators are entitled to register applications for new food premises or transition existing food premises from 1 March 2016. If Council does not fix fees prior to this date there could be potential financial risk for Council as they will not be in a position to charge for the registration if associated fees have not been fixed.

Background

- 4.1 The Food Act 2014 was enacted on 6 June 2014 as a result of the Food Bill receiving Royal Assent. The Act will eventually replace the Food Act 1981 and the Food Hygiene Regulations 1974 and is expected to improve the interface of the regulatory processes across food sectors.
- 4.2 The requirements of the Act will be phased in from March 2016 through to June 2019. Territorial Authorities will continue to perform a range of roles including registration, verification (audit / inspection), investigations, advice, monitoring and enforcement, with the Environmental Health Officer approved as a Verifier and Food Act Officer under the Act.
- 4.3 The new legislation recognises that each business is different. This means that a 'corner' dairy operator who reheats meat pies will not be treated in the same way as the meat pie manufacturer. These will be differentiated under two new categories:
- Food Control Plans for higher risk activities; and
 - National Programmes for lower risk food businesses.

- 4.4 Details of the transition requirements for these new categories were provided to Councillors at the workshop on 22 September 2015. The new categories of businesses will transition to the requirements of the new Act at different times over a period of 3 years.
- 4.5 Fees for functions in regard to the Food Act 2014 will eventually replace WDC's current fees. Until they transition to the Act, premises will be subject to WDC's current fees.
- 4.6 One of the early steps in the process of preparing for the introduction of the new Food Act is to set new fees. The new fees need to be in place by 1 March 2016 and must be set using the special consultative procedure.

Commentary

- 5.1 Section 205(1) of the Food Act enables Council, by resolution to fix fees to recover the direct and indirect costs of any registration, verification, compliance and monitoring functions performed under the Act.
- 5.2 Section 305(3) of the Act states that a territorial authority must not provide for the recovery of more than the reasonable costs incurred by the territorial authority in performing its functions.
- 5.3 Section 198(2) of the Act sets out the criteria that must be taken into account when considering fees to be charged. These are:
 - 1. **Equity:** in that funding for a particular function, should generally, and to the extent practicable, be sourced from the users or beneficiaries of the relevant function, at a level commensurate with their use or benefit from the function.
 - 2. **Efficiency:** in that costs should generally be allocated and recovered in order to ensure maximum benefits are delivered at minimum cost.
 - 3. **Justifiability:** in that costs should be collected only to meet the actual and reasonable costs (including indirect costs) of the provision or exercise of the relevant function.
 - 4. **Transparency:** in that costs should be identified and allocated as closely as practicable in relation to tangible service provision for the recovery period in which the service is provided.
- 5.4 The current fees for the Environmental Health function (regulation of food premises is part of this function) are guided by Council's Revenue and Financing Policy (RFP) which states that 60% of costs are to be recovered from fees and charges, 20% from UAGC and 20% from the General Rate.
- 5.5 In proposing the new fees the criteria set out in s 198(2) have been taken into account.
- 5.6 In regard to the equity criteria, full cost recovery from the users of the service/activity was considered; however, consideration has also been given to the affect on food premise operators from an affordability perspective.
- 5.7 It is proposed that the funding considerations set out in the RFP be followed (stated in 5.4 above). It will mean partial recovery from the direct beneficiaries (the users of the service) and the rest to be funded through the District Allocation

(UAGC and General rate). This split also takes into account the public health benefits accruing to the entire District from ensuring safe and hygienic food premises are maintained.

- 5.8 In proposing the new level of fees, staff have also estimated the costs of providing the functions under the Food Act 2014.
- 5.9 The proposed new fees have been determined based on estimated time and costs to process registration, verification and compliance functions. The MPI fee structure has been used as a guideline.
- 5.10 The methodology used for determining the proposed fees is a combination of fixed fees or charges and fees based on an hourly rate, which is in accordance with section 199(a) and (b) of the Act.
- 5.10 The following table outlines proposed new fees. The renewal fee for both the Template Food Control Plans and the National Programme has been amended following the Workshop to reflect further modeling of our proposed fees against the funding split in the Revenue and Financing Policy and the estimated cost of the activity.
- 5.11 It is important to note that at this early stage of the new legislation the costs that will be incurred in adhering to the new requirements are a 'best guess' and the actuals may vary substantially. The details are murky at best, at this point in time.

Description	Proposed WDC Fees (incl GST)
All administration and verification activities including annual verification, reporting, non conformance visits and any activity not specified in the schedule below.	\$160 per hour
Application for new registration of Template Food Control Plan	\$180
Application for renewal of registration of Template Food Control Plan	\$160
Application for amendment of registration of Template Food Control Plan	\$150
Voluntary suspension of Template Food Control Plan	\$85
Application for new registration of premises under a National Programme	\$120
Application for renewal of registration of premises under a National Programme	\$100
Voluntary suspension of National Programme	\$85
Issue of improvement notice, or review of an improvement notice	\$150 plus hourly rate after the first hour.
Application for statement of compliance.	\$150 plus hourly rate after the first hour.

Timing of setting of fees

- 5.12 The new fees are proposed to be established after the public consultation process and adoption by Council and are proposed to take effect from 1 March 2016.
- 5.13 Section 205(5)(c) of the Act requires that fixed fees must comply with any regulations made under section 206 of the Act.
- 5.14 To date no regulations have been made under this section of the Act. Council may have to review its fees in light of any future regulations and based on an assessment of how the new regulations are working in practice and the costs these impose.

Consultation

- 5.15 Prior to fixing fees in accordance with section 205(1) of the Act, Council is required by section 205(2) of the Act to consult on the proposed fees using the special consultative procedure as provided in section 83 of the Local Government Act 2002.
- 5.16 To meet the requirements of section 83 of the Local Government Act 2002 Council must prepare and adopt a Statement of Proposal (SOP) to be released for public consultation. The SOP will be tabled at the Council meeting.
- 5.17 The Statement of Proposal and Submission Form will be distributed to all food premises operators and made available on the WDC website. Public notice will also be given in the Waitomo News.

Suggested Resolutions

- 1 The business paper on the Setting of Fees for Functions under the Food Act 2014 be received.
- 5 Council adopt the Statement of Proposal (including the draft Fee Structure for Functions under the Food Act 2014 and Submission Form) to commence public consultation.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

September 2015

Document No: 375226

File No: 037/043

Report To: Council**Meeting Date:** 29 September 2015**Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Health and Safety	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Development of Digital Enablement Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Regulatory Update	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Retirement Housing Proposal – Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: WMF Work Streams – and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Te Kuiti Meat Processors Ltd – Trade Waste Charges	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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