

Document No: A326217

Report To: Council



Meeting Date: 30 August 2016

Subject: Deputation - Hamilton and Waikato
Tourism Limited - Annual Report
2015/2016

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism (HWT) will be in attendance at 9.00am to present the HWT Annual Report Executive Summary 2015/2016.
- 1.2 Attached to and forming part of this business paper is the HWT Report to Council.

Suggested Resolutions

- 1 The Deputation from Hamilton and Waikato Tourism Limited be received.

A handwritten signature in blue ink, appearing to read "H. Beever".

HELEN BEEVER
GROUP MANAGER - COMMUNITY SERVICES

August 2016

Attachment: 1 Hamilton and Waikato Tourism Annual Report 2015/2016

Hamilton & Waikato TOURISM

Annual Report to Local Government 2015-16

YE 30 June 2016

Council Meeting 30 August 2016

Executive Summary

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend. HWT is funded through a public/private partnership with the region's seven local authorities and the tourism industry. Currently visitors contribute \$1.1 billion of expenditure and an estimated 6 million guest nights in the region.¹

In 2015-16, tourism regained the mantle of New Zealand's leading contributor to national export earnings. The visitor sector contributed \$29 billion in visitor expenditure and \$11.8b in export earnings (17% of NZ's total)² to the New Zealand economy. The sector is currently experiencing exceptional growth with international visitor arrivals and expenditure at record levels. This growth is forecast to continue with visitor arrivals expected to surpass 4 million international arrivals in the next four years. Domestic tourism has also been buoyant and is showing steady growth with domestic guest nights up 10.9%. Visitor expenditure for the year to March 2016 is expected to reach \$32.5 billion, well ahead of the growth rate required to reach the forecasted \$41 billion in 2025.

Available data and anecdotal evidence indicates that the Hamilton & Waikato region has shared in this growth, however, visitor expenditure data for year end March 2016 won't confirm this until it is released in November. For year end June 2016, total commercial guest nights grew by 8.4% and remains above national trends. International night's increased by 19.8% and domestic 4.8%. This is reflective of a greater awareness of the region's visitor proposition and appeal, as well as some overflow from Auckland due to capacity constraints in that region.

Strong and enduring relationships have continued with HWT's seven partner Councils and tourism operators. Investment in HWT's activities has been strong with a 50% baseline increase from local government and over \$430,000 from the private sector. This resulted in a combined investment of \$1.6m towards marketing and development activities. In terms of industry funding per dollar of Council funding, HWT remains at the forefront when compared to other New Zealand RTOs.

A key focus for 2015/16 has been the development of Tourism Opportunities Plan and the expansion of HWT's activities to include destination management and product development. HWT has also invested more into the domestic market.

¹ MBIE YE December 2015 (updated May 2016)

² MBIE, YE March 2016

Key Performance Indicators (KPIs)

HWT and the sector have performed well against the KPIs as per the Schedule of Services 2015-16;

1. *Grow commercial guest nights in line with national trend (Commercial Accommodation Monitor Stats NZ)*
Result: ACHIEVED
2. *Grow market share of total delegate days to 10% (Convention Activity Survey MBIE)*
Result: NOT MET
3. *To at least maintain share of domestic visitor expenditure (Regional Tourism Indicators MBIE)*
Result: ACHIEVED
4. *To at least maintain share international visitor expenditure (Regional Tourism Indicators MBIE)*
Result: ACHIEVED
5. *30% increase in visits to hamiltonwaikato.com*
Result: NOT MET
6. *\$400,000 industry investment*
Result: ACHIEVED

Summary of Key Activities

International Marketing

New Zealand's international visitor spend for 2015 across all markets was up 31.3%, with international visitor arrivals peaking at 3.3 million for the year end April 2016, an 11% increase on the previous year³.

Both volume (visitor arrivals) and value (visitor spend per person) drivers contributed to overall growth in visitor spend; that is, more people are coming and spending more each trip. This growth has been driven by gradual economic recovery in origin markets, greatly increased air connectivity/capacity, particularly into Auckland, and the lower cost of air travel due in the main to competitive forces and depressed oil prices. The Hobbit movies are also cited by a significant number of visitors as having an influence on their decision to travel to New Zealand. The rapid expansion of the outbound Chinese market to New Zealand has also been a factor with China now the second largest source of international visitors behind Australia. As the Chinese market continues to mature so will the proportion of visitors from China who can be classified as 'free and independent travellers (FIT)' continue to increase.

For the past four years the H&W region has benefitted from solid growth in international expenditure and guest nights, primarily driven by the region's international visitor icons, Waitomo Caves and Hobbiton Movie Set.

³ MBIE YE April 2016

- **“Tour the North” campaign in Australia**

For the fourth consecutive year HWT has participated in a \$1.4m campaign in conjunction with other upper North Island regions and Tourism New Zealand. HWT’s investment was supported by two key operators, Hobbiton Movie Set and Tourism Holdings Limited. This continues to be a cost-effective way of targeting Australian visitors as our largest international market.

- **Explore Central North Island (ECNI)**

HWT continued its partnership with the collective of regions (8). The ‘collective; participated in travel trade training in China, US and Australia, and hosted the Explore Show in Auckland with 12 operators exhibiting and 200 inbound agents attending. The ECNI product manual was produced with 22 H&W products featured (international travel trade focussed).

- **RideNZ (8 RTOs)**

HWT continued to participate in the RideNZ initiative focused on positioning the central north island as “the place” for cycling and mountain biking in both domestic and international markets. RideNZ.co was launched in January and provides a single portal for the groups 8 great rides and other cycling/mountain biking experiences. The goal is to provide a single repository of information, itineraries and planning tools.

- **International Travel Trade and Media**

HWT participated in Tourism New Zealand’s international trade and media programmes, hosting 75 media in the region and training 293 travel trade. HWT participated in an Australian All Stars Mega Famil, training 400 agents and hosting 100 agents in the region.

Domestic Marketing

The New Zealand domestic market has remained buoyant with 4.1% growth in domestic guest nights for the year end. The H&W region also saw positive, albeit modest growth in domestic guest nights which increased by 4.8%. Visitor expenditure remains below the national trend.

HWT’s key domestic promotional activities included:

- **Explore Your Own Backyard campaigns (EYOB)**

Two campaigns target our local residents were undertaken.

1. The first of HWT’s EYOB campaigns took place during Dec-Jan and focused on summer activity options for families in the region. This included outdoor activities such as walking and hiking trails, free attractions, events and operator partner activities. The campaign received 24,723 website landing page views and 82,900 Facebook video views.
2. The second campaign ran from mid-June to mid-July. Channels included online and social media advertising, the 4KIDS Waikato Times school holiday pull-out, cinemas and bus backs. The campaign received 30,912 website landing page views and 2.1 million total advertisement impressions across the entire campaign.

- **Short Escapes campaign**

Two campaigns to external target audiences were undertaken.

1. HWT's first 'Short Escapes' domestic marketing campaign began in November to mid-December 2015. The campaign encouraged short summer breaks in the region with a focus on outdoors activities, cycling and summer events. The campaign included online search and display ads, social media, and e-DMs. 15,000 website landing page views were achieved.
2. HWT's Summer Short Escapes campaign launched in early February and ran until the end of March 2016. The goal was to encourage consumers to take a short summer break in the region, with a focus on outdoor activities, summer events and partner operator experiences. HWT also provided specific promotional activity for Hamilton Garden Arts Festival and Balloons over Waikato through an additional partnership with HCC.

The campaign received 52,514 website page views and coverage through the following channels:

- TVOne – Breakfast coverage of BOW
- NZ Herald Weekend – Summer Events Guide, circ 323,000
- New Zealand Herald Travel Magazine editorial content, circ 280,000+
- Feature interview in Canvas Magazine with HGAF's David Helfgott, circ 347,000
- The Breeze – nationwide radio breakfast show coverage, 260,000+ listeners
- The Hits – Tauranga and Rotorua radio breakfast show coverage

- **Chinese New Zealanders**

For the past three years HWT has been promoting the region to Auckland's Chinese community. The goal is to build awareness of the region as a great place to visit for short breaks with family and friends. Activity has taken place year-round plus HWT undertook a specific Chinese New Year campaign. Channels used are Weibo, WeChat and specific Chinese forums and blogs.

- Estimated views on Weibo 2,000 followers
- Chinese New Year Campaign results WeChat promotion: 14,219 views
- Weibo Hashtag page: 750,000 views
- Weibo Campaign Activity: 17,000 views

- **Fieldnights**

HWT's 2016 Fieldnights campaign targets those visiting the region for Fieldays, (as well as our local market), and encourages visitors to make the most of the dining, activities and event options during Fieldays week. This year HWT also included 'Explore Your Own Backyard' messaging into the campaign in a subtle way, as a large proportion of Fieldays visitors are internal domestic visitors.

- **Fieldays**

HWT exhibited for the first time in 2016 with a stand in the Lifestyle marquee. The focus was on social engagement and database acquisition as well as overall awareness raising. Key messaging was in relation to EYOP given 44% of attendees live in the region with a further 40% living within a 2 to 3-hour drive time.

- **Regional Visitor Guide**

HWT's Official Visitor Guide for the Hamilton & Waikato Region was completed in November. 100,000 copies of the 88 page DLE sized brochure are printed and distributed through New Zealand's i-SITE network, other key locations, Tourism New Zealand offshore offices and conference attendee packs.

- **Our NZ Escape – Domestic TV Series**

HWT are participating in a new domestic 10-episode TV series – with one episode focused on the Hamilton & Waikato region. Each episode covers three days and two nights in a region and a 'celebrity couple' flying with Air NZ and staying in regional accommodation. Operators who partnered with HWT and are profiled include Hobbiton Movie Set, Black Water Rafting, Hamilton Gardens, Waikato River Trails, Sarnia Park and SkyCity Hamilton's Co-Op Dining precinct. The series begins in August with the Hamilton & Waikato region episode playing on 1 October 2016.

- **Domestic Research**

With additional funding this year, HWT has been able to undertake research to better understand our domestic market. This will inform future campaign activity and product development opportunities. HWT will continue to invest in this new domestic data and research.

Digital

The re-development of the Hamiltonwaikato.com website was completed early in 2015-16. The site has a refreshed design and is built in an open source platform with a new content management system (CMS) that enables improved management in-house. Total website visits reached 560,000 - a 63% increase. Social media sites have continued strongly with Facebook "followers" for year end June at 30,000. New developments have been completed for the Convention Bureau along with a new Chinese language site.

Convention Bureau

Business Events (BE) is a key sector for the region and focus of HWT's activity. BE delegates are high spending visitors with average daily spend \$340, they also visit throughout the year (easing seasonality) and have the potential to be repeat visitors.

HWT's Convention Bureau (CB) experienced some changes in personnel with a new manager coming on-board in October 2015, and the appointment of a full time coordinator/administrator in January 2016. The CB has seen a steady increase in enquiries and proposals and the region has been successful in securing five international conferences in partnership with the University of Waikato and Tourism New Zealand.

For the year, the HWTCB has 56 partners and handled 153 enquiries. H&W's awareness and appeal as a conference destination continues to go from strength-to-strength due to excellent collaboration across the region's venues, accommodation and attractions, along with a strong commitment, combined investment and hard work by many. The region successfully bid to host the sector's annual Conferences & Incentives New Zealand (CINZ) conference in the region in October 2016.

The H&W region accounts for 8% of national delegate days, 4th behind Auckland, Wellington and Christchurch⁴. Competition in this sector will continue to increase as new convention centres are planned over the next 3-5 years for the main centres and with Christchurch coming back on-stream as a meetings destination.

Key Convention Bureau highlights:

- Two key trade shows attended throughout the year and the region exhibited alongside CB partners
- 800 copies of the Business Events Directory printed and distributed at tradeshows, sales calls and famils
- Regional promotion in key sector publications eg Meetings Newz, Micenet
- 16 famils undertaken including a national buyers Mega famil, Australian buyers and Waikato buyers famils
- Sales calls, hosted events and networking functions in Auckland, Wellington and H&W
- Launch of the BeWais initiative for young business events professionals

Destination Management/Product Development

- **Tourism Opportunities Plan**

Destination marketing alone will not deliver on the region's visitor sector growth targets, so a plan needed to be developed to provide more reasons for people to visit. A key focus for the year has been the development of the Tourism Opportunities Plan to identify tourism infrastructure, product development and investment opportunities across the region. The plan also assessed the region's brand positioning, themes and experiences and provides a framework to further enhance and strengthen the visitor proposition. The formation of the plan involved significant consultation across the region with local government, tourism operators, Iwi and the wider business community.

In addition, WEL Energy Trust granted HWT \$100,000 to support development activities as part of their economic development focus. This is an excellent demonstration of the support and respect for HWT's performance and tourism industry's contribution to the region's economy. The funding will be spread over two years.

- **Options Report for Sanctuary Mountain Maungatautari**

HWT led the development of a Tourism Options report which identifies strategies to improve the Maungatautari visitor experience and increase visitor numbers and revenue to the Sanctuary. This project was carried out in partnership with the Waipa District Council, Waikato Regional Council, Department of Conservation and Maungatautari Ecological Island Trust.

- **Otorohanga Kiwi House**

HWT partnered with the Otorohanga District Council and the Kiwi House on a feasibility study/business case to further develop the visitor experience and attract investment.

- **Waikato Story**

In addition, HWT continued its relationship with the Waikato Regional Council through our involvement with the Waikato Story.

- **Operator Support**

Information, research and support was provided to a number of new tourism ventures and existing operators. Two operator updates and networking functions were held and operator development opportunities provided in regards to the new Health & Safety laws and Chinese Market research. Regular newsletter updates were distributed.

The Board of Hamilton Waikato Tourism

Two valued Board members resigned their roles with HWT during 2015/16. In August 2015, we farewelled Anna Bounds and in February 2016, Bob Weir. Mark Morgan joined the board as WRAL's appointee in December 2015.

The Board currently comprises: Graeme Osborne (Chair), Don Scarlet, Simon Douglas and Mark Morgan.

Chief Executive

Kiri Goulter finished with HWT on 30 June after 7.5 years at the helm. In 2009, Kiri commenced in a contract role with Hamilton International Airport to re-establish the RTO after it was dis-established some years earlier. HWT was officially launched in July 2011, fully supported by the regions seven councils and tourism industry. HWT now operates to a \$1.6m budget, has 8 staff and is acknowledged as a professional, high performing and respected organisation.

Jason Dawson joined the team as Chief Executive on 16 August 2016.

Conclusion


The record growth of New Zealand's visitor sector is forecast to continue for the foreseeable future. This growth albeit positive, also presents new opportunities and challenges.

The growth has seen seasonal peak periods become increasingly busy allowing tourism operators to benefit from this strong demand. This high demand has resulted in capacity constraints and placed pressure on infrastructure such as roading, parking, water and sewerage or recreational amenities, as well as long-term infrastructure such as accommodation facilities. Sector wide focus and coordination is necessary to address these issues through marketing strategies and initiatives to grow visitor demand in shoulder season and low season periods which in turn will ensure tourism assets are better utilised year-round. Strategies to better distribute visitors across all regions will bring economic benefit to these regions whilst relieving the pressure on places with high visitor loads.

After five years of operation, HWT is in a sound financial position and enjoys strong support from its local government partners and tourism industry. The additional funding from partners has enabled HWT to allocate increased investment to addressing the challenges of the domestic market and broaden HWT scope from destination marketing to include a focus on the development of the region's 'reasons to visit'. The Tourism Opportunities Plan provides a clear direction to realise the visitor potential of the region in partnership with key stakeholders and agencies.

Finally, we would like to thank our local government and industry partners, and the dedicated team at HWT for their continued efforts throughout the year.

Jason Dawson
Chief Executive
Hamilton & Waikato Tourism

Document No: A326492	
Report To:	Council
	Meeting Date: 30 August 2016
	Subject: Deputation: Sport Waikato – Six Monthly Report (January to June 2016) and Schedule of Services

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Mike Maguire, General Manager Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.15am to present the Sport Waikato Six Monthly Report (January to June 2016) and Schedule of Services.
- 1.2 Attached to and forming part of this business paper is the Sport Waikato Six Monthly Report (January to June 2016).

Suggested Resolutions

The Deputation from Sport Waikato – Six Monthly Report (January to June 2016) and Schedule of Services be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

August 2016

Attachment: Sport Waikato Six Monthly Report and Schedule of Services (doc A326800)



Sport Waikato Council Reporting

Waitomo District Council

1 January to 30 June 2016

District Coordinator – Dede Downs

Sport Waikato District Co-ordinator report

1 January to 30 June 2016

January

North King Country Summer Programme – Member of organising group offering 12 diverse day trips, tramps, adventures around the North King Country.eg – Waitomo Cultural Trail; Trail of Te Kooti; Waihaha Helihike; Caving kids; Te Waitere whaleboating & missionary hikoi; Whopper weta; Into the Wild West.

Trail Blazer –Pureora Timber Trail event - Liaised with organiser Stephen Cox and event partners. Supported and promoted event.

Waitomo District Aquatic Centre –Wave Rave events for youth - Supported, promoted and provided hands-on assistance to pool staff.

Aqua Jogging/Aquacise – Facilitated and led twice weekly morning hour-long classes January through to April.

Te Kuiti Bowling Club – Promoted and participated in social competition and activities, encouraged and introduced prospective members.

Lions Pureora Youth Camp – Provided sports gear and assistance with programme, catering to 35 youth and 12 leaders.

Piopio Swimming Pool activities – Provided planning assistance and equipment to pool administrators.

Triathlon training –Assisted Energizer with facilitation of a two-day training programme leading up to the Weetbix triathlons around the Central North Island. *21 children from Te Kuiti, Otorohanga, Mokau, Aria.*

Trust Waikato Funding- Co-ordinated Funding Advisor visits to organisations and clubs - Waitomo rugby; Benneydale School and sports club; Waitomo stadium; Little Theatre; Club Champs; Waitete rugby. *Provided assistance and advice. A number of successful funding applications were subsequently made (Waitete rugby, Waitomo stadium, Benneydale community sport)*

Brian Perry Regional Sports Awards – Supported Waitomo district finalist Joy Jeffries and special award recipients Sir Colin Meads and Sir David Fagan.

February

Te Kuiti Croquet club – Recruited and encouraged a couple, new Waitomo residents, to take on the task of revitalising the club. *To date immense strides have been made thanks to our*

great ongoing partnership – Extra club days, increased membership, new and involved committee.

Piripiri School- Assisted with co-ordination of the whole-school monthly sports visits to Te Kuiti. *February – Cricket with Jim Gibb*

Club CHAMPS – This coalition has been set up with stakeholders, Population Health, NZ Police, Waitomo and Otorohanga district councils and Sport Waikato to assist sports clubs manage liquor sales/provision. A February workshop was held with 20 people attending.

Mangapehi Fun Run/walk – Assisted with co-ordination and planning, hands-on admin and marshalling. *Over 120 people of all ages from Auckland and around the wider Waikato region took part.*

Te Kuiti Amateur Athletics club – Provided admin support and promotion to the club. Continued co-ordination of the ‘Throwing programme’ presented to North King Country secondary schools and athletic clubs by SportsForce Development Officer and local coaches. *Ongoing project aimed at training and providing follow-through to young athletes.*

King Country Secondary School Swimming championships – Sport Waikato co-ordinated and facilitated this competition day held at Taumarunui High School.

North King Country Junior Football Association – Attended AGM and meetings in advisory role. Provided admin assistance and promotion, volunteer recruitment and training to new parent helpers. *The association affiliated to WaiBOP and received immense leadership and assistance (provided by SportsForce and KiwiSport) with competition draws, coach workshops and representative programmes.*

Under Fives Energize –A ‘Toddler Movement’ workshop was presented to young mums at a Te Kuiti Plunket workshop. *Parents receive hands-on guidance and advice.*

SportsForce Netball coach workshop – Co-ordinated a Waikato Netball/SportsForce coach workshop at Taharoa. *Coast netball coaches (Taharoa, Kinohaku, Te Waitere, Piripiri) were grateful to finally have a workshop presented at their venue as travel to larger centre sessions has always been difficult.*

Sit & Be Fit – Led two sessions (introduced a variety of different activities) and provided training support to the Community House leader.

March

Taharoa community sports day – Provided equipment and planning advice to the Coast Rugby Football Sports Club for their ‘meet your committee’ sports day. *Ongoing support provided to this club who have recruited a number of young, innovative new committee members and are increasing sporting involvement across all ages.*

King Country Secondary School Athletics championships - Sport Waikato co-ordinated and facilitated this competition day held at Te Awamutu.

TKDI Business After Five, Digital Workshop – Attended and supported this evening.

Waitomo Caves Sports Day - Planned activities with the co-organiser of children's events, provided equipment, recruited volunteers and co-facilitated the activities. *Over 60 children and adults took part in the organised activities.*

Waitomo Golf Club –Promoted and provided admin support leading up to the National Chartered Club tournament.

Fit for Farming Cycle Tour – Co-ordinated the King Country segment of this cycle tour (afternoon tea and pit-stop) as the group cycled the length of the country promoting farmer's mental and physical health and wellbeing.

Balloons Over Waitomo – Co-ordinated activities, provided equipment and recruited volunteers to provide family games at this Waitomo District council event.

Senior Activity group visits – Silverados in Piopio, Lifestyle Group – Maniapoto Marae Pact Trust, Waitomo Walkers.

SportsForce tennis – Co-ordinated SportsForce Tennis Development Officer networking visits to clubs in the district and also to Taharoa to discuss the setting up of a club.

April

MUSTER – Running of the Sheep – Provided marshalling assistance.

North King Country Cricket Festival – Promoted to and engaged primary schools. Assisted KiwiSport Officer with facilitation on the day. *The event attracted 180 youngsters and over 25 adult volunteers.*

SportsForce golf – The SportsForce Development Officer held a valuable planning session with Piopio Aria golf club management. *Club development and succession planning.*

Holiday Programmes – Co-facilitated a 3-day Limitless youth programme in association with Journey Church. *Working alongside youth in sport, problem solving and teamwork.*

Golf, Football, Squash – Have-a-Go and skill development programmes held.

Golf – 16 youngsters (10 youth from Number 12 Centre)

Squash – 6 new youngsters.

Football – 24 players and 4 parent coaches enjoyed three days of skill development.

Providing sporting opportunities in a fun atmosphere.

Pureora Destination Management Plan Hui - Attended and supported this workshop.

Badminton Club – Promoted the revival of weekly club nights. Introduced prospective new members.

Volleyball Anzac tournament – Facilitated an inaugural Anzac volleyball mini-tournament. Six teams entered including a new all-female team. New referees gained experience, coaching sessions and pre- planning for the annual winter competition were scheduled. *Increased participation and volunteer recruitment.*

Waitomo Trail Run – Inaugural event, organised by an independent events company. Provided local information, promotion and event assistance. Follow-up meeting with Waitomo Village residents to ensure future event organisers work closer and more timely with locals.

May

Sports Strapping workshop – Co-ordinated this valuable workshop in association with a local physiotherapist. 18 people from a diverse range of sporting codes attended.

‘Grey Power’ – Met with the secretary of the local ‘Grey Power’ adjunct to discuss sport and activity options for seniors. *Secretary to canvass members for their preferences and feedback to SW. Planning meetings to be organised.*

Te Kuiti Squash Club – Attended meetings with club coach, executives and SportsForce Development Officer to plan a junior programme. Promoted the Squash Have a Go day, a regional promotion assisting rural clubs to attract members. Supported with hands-on assistance and provision of equipment, the Te Kuiti Squash club/ High School year 9 squash programme. 23 students spent every Wednesday morning during term two receiving squash coaching. SportsForce Development Officer provided equipment, guidance and coaching. *Support is currently being offered to 4 promising students to attend the weekly junior coaching sessions.*

King Country Secondary Schools Cross country - Sport Waikato co-ordinated and facilitated this competition day held at Piopio Domain.

Waitomo Primary schools cross country – Assisted at this district schools event held at Rangitoto.

Active & Well Co-Ordinator/Green Prescription – Co-ordinated visits and introduced Sport Waikato’s new co-ordinator to all local health agencies and medical centre staff. Identified workplace groups willing to take up the newly introduced 12-Week Healthy Lifestyle Challenge. Co-ordinated ongoing weekly visits and radio slots.

World SmokeFree day – As a member of the T.T.O.A.S.T coalition, promoted World SmokeFree Day dispersing anti-smoking material and SmokeFree signage to local sports clubs and Te Kuiti High School.

Waitomo District Council Citizens Awards – Instigated a worthy nomination and brought Te Kuiti High School on board in support. Supported other nominees, prior to, and at the event.

June

Coach workshop – Co-ordinated a coach workshop, facilitated by Sport Waikato Coach Development Advisor. Six relatively new and one experienced coach attended and all expressed an interest in follow-up workshops to help grow the volunteer base in their particular sport.

Piripiri School - Co-ordinated and facilitated the whole-school monthly sports visit to Te Kuiti. *June – golf at Waitomo.*

Active & Well/12 Week Challenge- The first of a series of workshops were presented to 12 Week Challenge participants (WDC staff) targeting ‘Label reading’ and ‘Healthy eating’.

NKC Volleyball competition – Gathered an organising group to co-ordinate the annual winter competition which would continue through to mid August. Recruited secondary school student volunteers to referee and score games.

Volunteer recognition –Monthly nominations continued to be made to the SportMaker volunteer reward programme.

Information to district - Regular promotion of opportunities through school newsletters, social media, websites, flyers, office on Rora Street.

Media – Monthly sport and activity columns to Waitomo News. Sports club and school event articles and results provided to Waitomo News.

Monthly Te Kuiti Community House newsletter..

Weekly radio slots on Maniapoto MFM. Community news.

Currently working on and in planning stage -

Waitomo Miniball

Kaumatua Games

Te Kawau Maro Maniapoto Festival

Waitomo District Sports awards

Primary Schools Golf day

Sports Club Forum – early 2017

Dede Downs, Waitomo District Co-ordinator, 23 August 2016

Schedule of Services 2016 – 2017

Outcomes	Activities	Evidence/Progress	By When	Status
PLANNING Projects Register	Compile a Projects Register for all initiatives under this Agreement. This Register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.	<ul style="list-style-type: none"> Project Register updated and emailed to WDC Representative. 	Aug 2016	Ongoing updates.
COMMUNICATIONS Contacts Register	Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo district.	<ul style="list-style-type: none"> Updated Contacts Register emailed to WDC Representative. 	Aug 2016	Ongoing updates
PARTICIPATION Reduce barriers and increase participation in recreation and sport	SPORT INITIATIVES			
	<p>1. Assist with Coordination, and provide support to a minimum of 5 KiwiSport initiatives in the district.</p> <p>Projects in early 2016 – Junior Touch module – approx. 210 players, plus coaches & managers. Junior Cricket Festival – 180 attendees plus approx. 25 adults Annual projects Junior Squash module.</p>	<ul style="list-style-type: none"> KiwiSport plan for each term Reports provided post each initiative. <ul style="list-style-type: none"> * Number of attendees provided. * Key stakeholder contact details provided. <p>Club/KiwiSport/SportsForce project</p>	<p>July Nov 2016</p> <p>June 2016</p> <p>June 2017 November 2016</p>	<p>Completed ongoing</p> <p>Completed - Touch; Cricket;</p> <p>To be planned Partially completed - Under way</p>
	<p>2. Support Energize in 15 primary schools in the Waitomo District to increase sport opportunities and participation.</p> <p>Projects started in early 2016 – Piripiri school monthly sport outings.</p> <ul style="list-style-type: none"> - Swimming sports - - Triathlon training sessions - Orienteering 	<ul style="list-style-type: none"> Quarterly reports on projects Projects supported and impact of support. <p>Piripiri – Swimming, cricket, squash, golf. Tbc Sof Crosse, Touch</p> <p>Schools and Waitomo district schools event</p> <p>Training sessions and events</p> <p>Waitomo district schools event</p>	<p>November 2016</p> <p>March 2016 March 2017</p> <p>May 2016</p> <p>June 2016 June 2017</p>	<p>Ongoing support to PE & schools as and where required</p> <p>Partially completed – Swimming, cricket, Squash, golf - continuing</p> <p>Completed 2016 Scheduled</p> <p>Completed</p> <p>Completed Scheduled</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	3. Support Te Kuiti High School (Sport Education Project) and Piopio College to add value to their projects to increase sport opportunities and increase participation.	<ul style="list-style-type: none"> Quarterly reports on projects supported and impact of support: 	Dec 2016	Projects to be confirmed
	- TKHS term two Squash module.	23 students. SportsForce and DC assisted.	May to July 2016	Completed
	- King Country Inter-school Sec School Volleyball, Badminton	SportsForce and DC assisted. In planning stages	July Aug 2016	Completed
	- Touch events - Quad tournament	Planning in term 3. Planning under way	September 2016 Nov 2016	In planning stage Scheduled
	4. Support the delivery of 3 secondary school events. – Official duties and knowledge on the day to ensure smooth running of event.			
	<ul style="list-style-type: none"> KC Sec School swimming sports, venue Taumarunui 	Schools – Taumarunui, Tokoroa, Te Kuiti, Piopio, Te Awamutu, Otorohanga	Feb 2017 March 2017 April 2017	Scheduled
	<ul style="list-style-type: none"> KC Athletics sports, venue Te Awamutu 	Including Raglan and Ngaruawahia		Scheduled
	<ul style="list-style-type: none"> KC Cross Country, venue Piopio 	Schools – Taumarunui, Tokoroa, Te Kuiti, Piopio, Te Awamutu, Otorohanga	May 2017	Scheduled
	5. Provide a minimum of seven sport specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo District. Children are given opportunities to try different sports and are provided with club information.	<ul style="list-style-type: none"> Initiatives detailed in Projects Register. Evidence of programmes delivered throughout the Waitomo district provided. 	Plans in place 2 weeks prior to school holidays:	Planning under way all year round
	Three programmes planned for July 2016	Total facilitated to 30 June 2016 = 8 Total supported = 4	June 2016	Completed
		Football, GymSport, Golf Supported = 2	July 2016	Completed
	6. Collaborative partnership with MSD, WDC and local contracted providers to provide youth programmes-	<ul style="list-style-type: none"> Reports provided post each initiative, including evidence of clubs supported. 		No July/October 2016 programme offered at this stage.

Outcomes	Activities	Evidence/Progress	By When	Status
	<ul style="list-style-type: none"> - Limitless Breakaway. Facilitating sport days and activities. - Number 12 Youth App initiative - Waitomo Aquatic Centre – youth Wave Rave events 	<ul style="list-style-type: none"> • Number of attendees provided – 60, plus 15 adults and leaders. • Provided data and contacts • Support with promotion and assist with facilitation of activities 2016/2017 events 	<p>June 2016</p> <p>May 2017</p> <p>Dec 2016</p>	<p>Completed stage one</p> <p>To be scheduled</p>
	7. Facilitate activities for Pureora Lions Youth Camp sports afternoon	<ul style="list-style-type: none"> • Reports provided post each initiative, including any evidence of clubs supported. • Number of attendees provided • 2017 camp tbc 	January 2017	Scheduled
	8. Facilitate BikeWise events in the Waitomo District in partnership with WDC Road Safety officer and Bike NZ. Provide support, Promotion, direction/hands-on assistance to other district BikeWise event organisers. <ul style="list-style-type: none"> • District event – On-road or Brook Park mountain bike track? 	<ul style="list-style-type: none"> • Initiatives detailed in council report.. • Reports provided post initiative • Success stories • Annual event postponed, to be re-scheduled and re-designed 	<p>April 2016</p> <p>November/Dec 2016</p>	<p>Event postponed</p> <p>To be planned</p>
	9. Lead facilitation of Waitomo district PINK WALK.	<ul style="list-style-type: none"> • 2016 event in planning stage 	Oct 2016	Planning in progress
	10. Continue to provide support, promotion, Direction/ hands-on facilitation to organisers of social sport competitions/modules. <ul style="list-style-type: none"> • Volleyball ANZAC Tournament • Winter volleyball competition 	<p>Status of modules/numbers attending. Summer/Autumn projects</p> <ul style="list-style-type: none"> • Growth /decline • 12 teams – 120 players. Grades – Women, Social, Open men 	<p>April 2017</p> <p>August 2016</p>	<p>To be planned</p> <p>Completed</p>
	11. Support event organisers, including hands on involvement at the following local events: <ul style="list-style-type: none"> • Te Kuiti MUD RUN • Waitomo Caves Sports Day • Great New Zealand Muster • New Zealand Shearing Championships • Pureora TrailBlazer MTB • Waitomo Trail Run • Balloons Over Waitomo 	<p>Evidence of support for each initiative</p> <p>Facilitate activities</p> <p>Support</p> <p>Supported</p> <p>2017 event Cancelled</p> <p>Support/marshall; post-event and pre 2017 event assistance.</p> <p>Support with event organisation</p>	<p>15 October, 2016</p> <p>March 2017</p> <p>March/April 2017</p> <p>March/April 2017</p> <p>TBC 2017</p> <p>April 2017</p>	<p>Scheduled</p> <p>Scheduled</p> <p>Scheduled</p> <p>Scheduled</p> <p>Tbc</p> <p>Tbc</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	12. Facilitate club development projects focussed on increasing participation and or membership in the following sports clubs/activities: Providing support, mentoring, hands on assistance. Working with – <ul style="list-style-type: none"> North King Country Junior Hockey 	<ul style="list-style-type: none"> Initiatives detailed in Projects Register. Reports on each project including impact of support. Feedback from clubs. Succession planning and mentoring umpires 	July 2016	Ongoing Completed
	<ul style="list-style-type: none"> NKJunior Football Association Maniapoto Netball Centre – Fun Ferns Golf – Waitomo and Piopio Aria - National and regional representation - Leading Projects, mentoring new coaches and members. Te Kuiti Badminton club - Support with Promotion of revamped club evenings and referrals. Te Kuiti Croquet Club- Working with new residents to revive the club. North King Country Junior Rugby League Waitomo Junior Cricket club Waitomo Miniball committee structure and administrator/coach training. Te Kuiti Amateur Athletics Te Kuiti Tennis – Ongoing Promotion and support. 	<ul style="list-style-type: none"> New programmes and WaiBOP affiliation accepted. Planning work started with co-ordinator to recruit and train parent volunteers. Representation New member/coach days. New members pending. Increased interest . Since extra club days offered, more interest and member increase. No local initiatives being planned for 2016/2017 as yet. Continued support of junior club. 2016/2017 Ongoing co-ordinated meetings and volunteer trainings/workshops. Club day and admin support 2016/2017 season. New throwing coach programme to be completed. Ongoing social tennis offered. 	July2016 Aug 2016 Aug 2017 Aug 2016 July2016 Aug 2016 Dec 2016 Nov 2016 Aug 2016 Nov 2017 December 2016	Completed. Ongoing Tbc Completed Completed Ongoing Partially completed Ongoing Ongoing Under way To be scheduled Partially Completed ongoing Ongoing

Outcomes	Activities	Evidence/Progress	By When	Status
	-Junior Tennis module – Proposed new project	Junior project put on hold until November 2016 - February 2017		To be planned
	• Waitomo district Squash clubs	• SportsForce and Waikato Squash working with Te Kuiti offering support with new opportunities and promotions.	June to Dec 2016	Ongoing
		• TKHS project	July 2016	Completed
		-Waitomo Squash – new social members currently creating interest in whanau group sessions.		Completed
				Ongoing
	• Swimming clubs across NKC – work with SportsForce.	• Ongoing support and training offered through SportsForce.	December 2016	Ongoing
		• Continuing work with Piopio Swimming Pool trust.	September 2016	Ongoing
		• Under Fives workshops held at Plunket by SportsForce - Water confidence.	June 2017	To be Scheduled
	Sports Club Forum - Co-ordinate a networking forum inviting all clubs.	• Clubs-Networking, sharing best practices, information, funding, working with media.	March 2017	To be scheduled
	Provide funding advice and assistance to clubs	• Co-ordinate Trust Waikato visits, KiwiSport funding info to clubs and schools.	March 2017	Tbc
HEALTHY LIFESTYLES				
	1. Support the delivery of a minimum of 2 parent education sessions.	• Numbers of attendees provided – Aug workshop, 4 attendees • Initiatives detailed in Projects Register	August 2016 Future dates to be established by Under Fives Energize team.	Completed Future dates tbc
	2. Raise awareness of the importance of fundamental skills through KiwiBaby, KiwiToddler, KiwiPreschooler manual distribution throughout the district	• Resource information provided to birthing unit and Plunket. Available on-line only.	Nov 2016	Ongoing

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>3. Support for the following community activity groups to ensure quality, increase numbers and develop new opportunities:</p> <ul style="list-style-type: none"> Sit and Be Fit – new leader training sessions scheduled. Waitomo Walkers Piopio Silverados Easy Exercise to Music Piopio XCountry Walkers Upright and Active- Lifestyle Fitness Piopio Mainly Music – Under Fives Te Kuiti Lifestyle Options - MMPT Aquasize & Pool activities 	<ul style="list-style-type: none"> Contact information provided <ul style="list-style-type: none"> Upskill new and existing leaders Evidence of training/support <p>Number of visits</p> <ul style="list-style-type: none"> Aquajogging/Aquacise/Pool exercise to music.. 	<p>September 2016</p> <p>On-going and as needed – Quarterly /Bi-monthly</p> <p>Reported Quarterly Dec 2016</p> <p>Dec 2016</p>	<p>To be scheduled</p> <p>Ongoing - Visits made regularly</p> <p>Ongoing support to all</p> <p>To be scheduled</p>
	<p>4. Promote and Support Active & Well Green Prescription programme – link clients to activity options.</p> <ul style="list-style-type: none"> GRX Promotion to Medical centre staff Active & Well 12 week challenge 	<ul style="list-style-type: none"> Initiatives detailed in Projects Register Promotions - All activity groups, Pool activities. Active & Well visits to Medical centres. Regular visits to GRX clients. Work with two 12 Week Challenge workplaces, email support and visits. 	<p>June 2016</p> <p>May 2016</p> <p>August 2016</p> <p>Dec 2016</p>	<p>Completed- GRX phone support ongoing from Hamilton team. Ongoing one-on-one support provided from Te Kuiti office.</p> <p>Completed</p> <p>Completed phase one Under way</p>
	<p>5. Work with community coalition groups to encourage people to participate in physical activity, recreation and sport. minimum of 2 projects/events provided through programmes such as:</p> <ul style="list-style-type: none"> Summer Nature Programme Smokefree – T.T.O.A.S.T CLUB CHAMPS – Managing provision of alcohol at sports clubs. 	<ul style="list-style-type: none"> Reports provided post initiative. Planning for 2017 will start July 2016 Evidence of participation provided and/or numbers attending. World SmokeFree day initiatives May 31. Radio promotions. Programmes, initiatives and support provided. 	<p>Oct 2016</p> <p>May 2017</p> <p>Sept 2016</p>	<p>To be planned</p> <p>To be planned</p> <p>Ongoing promotions</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	6. Co-ordinate local community promotions to improve quality of life. <ul style="list-style-type: none"> • Presentations to older adult networks: <ul style="list-style-type: none"> ○ Grey Power ○ Over 60's Group ○ Kaumatua Games ○ Te Kuiti Lifestyle Options - MMPT • Investigate senior sport options – Table tennis/ping pong at Te Kuiti Indoor Bowling club • Presentations at Health Expos and Forums. 	Numbers attending and feedback from participants <ul style="list-style-type: none"> • Requested ideas from the group. Meetings to be organised. • 2016 celebration being planned • Planning of 2016 event from July 2016 . • Ongoing support <ul style="list-style-type: none"> • Weekly evening sessions being investigated • Catering to the ageing population Awaiting confirmation of 2016/2017 expos. 	As requested by groups Aug 2016 November 2016 Nov 2016 Oct 2016 March 2017	Ongoing No support requested Scheduled Ongoing To be planned Tbc
	7. Project to assist Samoan and other ethnic minorities/new residents to integrate into Waitomo district communities through participation, recreation and sporting activities.	<ul style="list-style-type: none"> • Initiatives detailed in Projects Register. Engaging Samoan/Filipino/Indian/Kiribati populations – volleyball, basketball, table tennis. • Reports on progress and impact 	Aug 2016 Dec 2016	Completed Ongoing
COMMUNITY DEVELOPMENT	YOUTH & SCHOOLS			
Developing capability to ensure effective delivery of physical activity, recreation and sport.	1. Support Energize to develop ongoing professional development to teachers and coaches for primary and intermediate schools.	<ul style="list-style-type: none"> • Evidence that 15 district primary schools provided with professional development opportunities 	Dec 2016	Ongoing and as required.
	2. Support for Energize to implement school physical activity, nutrition and/or school sports plans at 15 primary schools.	<ul style="list-style-type: none"> • BOT Reports • Impact of support and feedback. 	Previous years report – July 2016	Completed
	3. Liaise with SportsForce Development Officers to provide professional development to secondary schools. <ul style="list-style-type: none"> - Volleyball, Badminton, Basketball and Touch sessions leading up to Sec Sch comps. 	<ul style="list-style-type: none"> • Evidence of SportsForce projects in Secondary Schools. <p>Sessions held – volleyball, Badminton. Sessions under way - Basketball</p>	Aug 2016 September 2016	Completed Under way

Outcomes	Activities	Evidence/Progress	By When	Status
	- Throwing coach project utilizing world ranked masters athlete, SF and local coach, leading up to NKC championships and regionals.	First part of project completed Programme to be continued in the 2016/2017 athletics season	July 2016 Dec 2016	Partially Completed Ongoing
	4. Work with Sec School Sport Coordinators to develop School Sport Plans.	• Plans developed.	Aug 2016	Completed Ongoing support
	Piopio Swimming Pool Trust formation Trust formed & registered Ongoing – funding assistance/applications	• Provide expertise and administrative support – see Participation 12.	Progress Reports – August 2016	Completed phase one Ongoing
	5. Destination Pureora – guiding group	• Provide ongoing liaison and support. • Attended stakeholders seminar.	Dec 2016 May 2016	Ongoing Completed ongoing
	6. Implement the Sport Waikato ‘Sideline Behaviour’ campaign to all junior sport providers.	• Number of clubs on board – signs delivered and displayed during winter sport – Football, rugby, netball. • Continuing through 2016 spring sport season - miniball	April 2016 Nov 2016	Completed Ongoing
	7. Work with Brook Park (Motakiora) Committee to promote new mountain bike track – New Spring/summer project	• Report on progress • Event to be scheduled	Dec 2016 Nov 2016	To be confirmed
SPORTS LEADERSHIP				
	1. Support WILSS to provide opportunities for Secondary School leadership through local KiwiSport initiatives and other community sport opportunities. Secondary School leaders identified. • WILSS Academy for Young Achievers	• Evidence of success of secondary school leadership development programme. • Primary School Miniball • 3 participants from TKHS	Report Progress quarterly: August 2016 November 2016	Underway Underway
	2. Support WILSS to provide NZQA qualifications to Waitomo district administrators and coaches – NZ Certificate Courses	• Numbers of candidates recruited • One candidate recruited for 2015/2016 programme	September 2016	Partially completed
	3. Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.	• Minimum of 2 workshops • Reports provided post each initiative including numbers		

Outcomes	Activities	Evidence/Progress	By When	Status
	<ul style="list-style-type: none"> - Coach/Manager workshop – Generic - Basketball/miniball admin/coach workshops for 2016 season x 3 	<ul style="list-style-type: none"> attending and feedback from participants. • ‘Coaching Our Youth’ – 7 attendees • 1 session held – 10 attendees 	<p>June 2016</p> <p>August 2016</p> <p>September 2016</p>	<p>Completed</p> <p>Completed</p> <p>Tbc</p>
COMMUNITY RECREATION				
	1. Support community projects to improve the delivery of local sport: Winter Volleyball competition	<ul style="list-style-type: none"> • Project detailed and register <p>Scheduled, about to start</p>	June 2016	Scheduled
	2. Collaborate with Taharoa community volunteers to provide community sport options. Admin support – constitution update	<ul style="list-style-type: none"> • Fitness club, basketball, rugby league, netball. • To be Facilitated by SportsForce and DC 	<p>Aug 2016</p> <p>Dec 2016</p>	<p>Completed phase one</p> <p>To be scheduled</p>
	3. Te Waitere Boating club projects	<ul style="list-style-type: none"> • Junior sailing and whaleboat trainings. Await 2016/2017 programme. 	Dec 2016	To be scheduled
	4. Work with the Benneydale community to provide social family recreational opportunities <ul style="list-style-type: none"> • Social Table tennis 	<ul style="list-style-type: none"> • Report and progress of the initiative • Impact of the project • Assisted with successful Trust Waikato application for funding for new table. • Promotion and encourage participation and inter-town exchanges. 	<p>July 2016</p> <p>October 2016</p>	<p>Ongoing</p> <p>Completed ongoing</p> <p>Ongoing</p>
	5. Local community recreation projects: <ul style="list-style-type: none"> • Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo 	<ul style="list-style-type: none"> • Coordinated approach to facility planning • Council feedback 	<p>Progress report - July 2016</p>	Ongoing support for project.
	<ul style="list-style-type: none"> • Provide physical activity/sport expertise to the TKDI Group. Member of TKDI group. • Attended and supported initiatives 	<ul style="list-style-type: none"> • Evidence of support provided • Report and progress of the initiative • Impact of the project 	<p>As requested</p> <p>Report at end of initiative.</p>	Ongoing and as required.

Outcomes	Activities	Evidence/Progress	By When	Status
IMPROVE INFORMATION & PROMOTION Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the District.	1. Provide the Waitomo community with information on programmes and events, development and funding opportunities.	<ul style="list-style-type: none"> Evidence promotional material provided. 	Ongoing – Weekly, monthly	Ongoing
	2. Effective use of communication including <ul style="list-style-type: none"> District information on website Window displays WDC i-SITE Display Board Use of local radio - weekly live report. Newspaper – Monthly column Newspaper – reports/stories/results on events and sport. Other Sport Waikato staff Email contacts School newsletters Verbal Promotion Attendance at Local Events Membership of service organisations Promotion through regional and national links when appropriate Link to Sport Waikato website on Waitomo District Council website and Facebook. Google Calendar 	<ul style="list-style-type: none"> Feedback from the community Te Kuiti Sport Waikato Office is recognised as a focus for all sport, recreation and physical activity for Districts communities 	Quarterly reports:	Ongoing in all cases.
CREATE PRIDE IN THE COMMUNITY by supporting, encouraging & valuing local volunteers & celebrating local sporting achievements.	1. Sport volunteers are recognised through nominations to Sport Maker recognition project. - Support Waitomo District Citizen's Awards	<ul style="list-style-type: none"> Registers of nominations and club affiliations provided. Monthly nominations made to SportMaker Nomination/support 	Quarterly reports: July 2016 May 2017	Ongoing – monthly Tbc
	2. Volunteer workshop fees subsidised	Workshops to be organised – <ul style="list-style-type: none"> Coach/manager workshop Sports strapping 	May 2017	Tbc
	3. Host Waitomo District Sports Awards. Recognise contribution to & excellence .	<ul style="list-style-type: none"> 2016 Date set – 21 November – planning under-way. 	November 2016	Scheduled

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 2 AUGUST 2016 AT 9.00AM

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

IN ATTENDANCE: Todd Ward and Heather Carston (Waitomo News)

Chief Executive; Communications Officer; Group Manager – Corporate Services (for part only); Group Manager – Customer Services (for part only) and Group Manager – Assets (for part only) and Manager Capital Works (for part only)

1. Council Prayer

2. Apologies	File 037/040B
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No apologies

3. Declarations of Member Conflicts of Interest	File 037/051A
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Councillor Davey declared a Conflict of Interest in regard to the item on Te Kuiti Squash Rackets Club Incorporated.

4. Verbal Reports: Individual Councillor Roles and Responsibilities	File 037/040B
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Cr Te Kanawa

- Creative Communities
- Te Kuiti Community House

Cr Goddard

- Hauraki DC Visit
- Benneydale Hall Society (and Museum)
- Civil Defence Briefing

Cr Davey

- Te Kuiti Community House
- TKDI
- Te Kuiti High school Showcase

Cr Smith

- Hauraki Visit
- Waitomo Caves Discovery Centre & Museum Trust

Cr Whitaker

- Keri Gaulter farewell
- Brook Park Meeting
- ICL Shareholder Meeting
- Hauraki DC Visit
- DPI Meeting
- Council Candidate Meeting
- TKDI Meeting
- Breakfast Before Eight

Mayor Hanna

- K Gaulter Farewell
- Regional Transport Committee
- Waikato Plan Meeting
- JMA Meeting
- Fire brigade Meeting
- OPUS and NZ Transport Agency – Awakino Tunnel
- Maniapoto FM Anniversary
- TKDI Meeting
- Te Wharekura Meeting
- LGNZ Dunedin Conference

Resolution

The verbal reports be received.

Smith /Davey Carried

Bruce Stephens entered the meeting at 9.14am.
Group Manager – Customer Services entered the meeting 9.14am.

5.	Deputation: NKC Indoor Sport and Recreation Centre	File 037/040B
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Council received a Deputation from Bruce Stephens representative of the North King Country Indoor Sports and Recreation Centre Project Steering Group.

Resolution

The Deputation: NKC Indoor Sport and Recreation Centre Project Steering Group –be received.

Whitaker/Davey Carried

The Group Manager – Corporate Services entered the meeting 9.18am.
Bruce Stephens left the meeting at 9.31am.
The Group Manager – Customer Services left the meeting at 9.31am.

6. Confirmation of Minutes – 28 June 2016**File 037/040B****Resolution**

1. The Public Excluded Minutes of the Waitomo District Council meeting of 28 June 2016 be amended to include the finalised Chief Executives Position Description and Performance Agreement for the 2016/17 year will be included in the minutes (Doc A321447).
2. The Minutes of the Waitomo District Council meeting of 28 June 2016, including the public excluded minutes, be confirmed as true and correct.

Goddard/Brodie Carried

7. Brook Park Incorporated Society: Minutes – 4 July 2016**File 401/0584453000**

Council considered a business paper providing information relating to the Brook Park Incorporated Society Meeting convened on 4 July 2016.

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

Resolution

The business paper on Brook Park Incorporated Society: Minutes – 4 July 2016 be received.

Whitaker/Smith Carried

Heather Carston (Waitomo News) left meeting at 9.55am

8. Progress Report – Communications Strategy

Council considered a business paper presenting the progress report for the Communications Strategy.

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

Resolution

The business paper on progress report – communications strategy be received.

Whitaker/Goddard Carried

9. Progress Report: Local Government Funding

Council considered a business paper providing an update on the process for Council's potential participation in the New Zealand Local Government Funding Agency (LGFA).

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

Resolution

The business paper on Local Government Funding be received

Brodie/Te Kanawa Carried

10. Financial Reporting Schedule for the Year Ending 30 June 2017
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Council considered a business paper presenting the Financial Reporting Schedule to Council for the 2016/17 Financial Year.

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

Resolution

- 1 The business paper on 2016/17 Financial Reporting Schedule be received.
- 2 The 2016/17 Financial Reporting Schedule as detailed below be adopted.

Meeting Date	Report to be issued
2 August 2016	Financial Reporting Schedule for the 2016/17 financial year.
30 August 2016	Interim report on 2015/16 Annual Report
6 October 2016	Final 2015/16 Annual Report for adoption
26 October 2016	Quarterly Report for the period ending 30 September 2016
February 2017	Quarterly Report for the period ending 31 December 2016
April 2017	Quarterly Report for the period ending 31 March 2016
May 2017	Audit Service Plan and outline of 2016/17 Draft Annual Report development process and timeline.
June 2017	Monthly Financial Report for the period ending 31 May 2017.

Goddard/Brodie Carried

11. Progress Report: Road Map Work Programme	File 037/048B
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Council considered a progress report to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.

The Group Manager Corporate Services expanded verbally on the Monitoring Schedule and answered Members' questions.

Resolution

The Progress Report: Road Map Work Programme as at 2 August 2016 be received.

Brodie/Te Kanawa Carried

12. Review of Policy on Elected Members Allowances and Recovery of Expenses

Council considered a business paper to present for consideration and adoption a revised 'Policy on Elected Members' Allowances and Recovery of Expenses'.

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

Resolution

- 1 The business paper on Review of Policy on Elected Members Allowances and Recovery of Expenses be received
- 2 The Policy on Elected Members Allowances and Recovery of Expenses as amended (Doc No. A307812) be adopted and forwarded to the Remuneration Authority for approval.

Whitaker/Davey Carried

13. Progress Report: Customer Service Strategy

Council considered a business paper on progress of key service improvements identified in the Customer Service Strategy.

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

Resolution

The business paper on Progress report: Customer Service Strategy be received.

Smith/Whitaker Carried

14. Waitomo District Council Grant Allocations 2015/16

Council considered a business paper providing the details of grants made by Waitomo District Council for the 2015/16 financial year.

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

Resolution

The Report on Waitomo District Council Grant Allocations for 2015/16 be received.

Goddard/ Te Kanawa Carried

15. Progress Report: Te Kuiti Railway Station Building Project

Council considered a business paper brief on the progress with the Te Kuiti Railway Station Building Project.

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

Resolution

The business paper on Progress Report: Te Kuiti Railway Station Building Project

Davey/Whitaker Carried

16. Progress Report: Regulatory Update

Council considered a progress report on the Regulatory portfolio.

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

Resolution

The Progress Report: Regulatory Update be received.

Brodie/Te Kanawa Carried

The Group Manager – Assets entered the meeting at 10.34am

17. Progress Report: Monthly Report for Water, Sewerage and Storm water
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Council considered a business paper providing a progress report on the three waters incl contracted out services

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

Resolution

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

Whitaker/ Brodie Carried

The Group Manager – Customer Services left the meeting at 10.41am.

18. Progress Report: Solid Waste Activity	File 037/005B
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Council considered a business paper providing a brief on Solid Waste operations, maintenance and capital development activities.

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

Resolution

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

Goddard/Te Kanawa Carried

19. Progress Report: Solid Waste Procurement	File 037/005B
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Council considered a business paper to seek guidance from Council on direction for the procurement of a new Solid Waste contract.

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

Resolution

1. The Report on Solid Waste services procurement be received.
2. That Council has considered the available options.
3. Council requests a procurement plan that allows for a provision of tender bid options.

Goddard/Davey Carried

4. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport	File 037/020/12B
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Council considered a business paper providing –

- A brief on the implementation of the Work Plan for the Land Transport activity as contained in Year One (2015/2016) of the 2015-2025 Long Term Plan (LTP)
- Establishing a framework for monitoring the ongoing implementation of the 2015-25 LTP as part of the Road Map Work Programme.

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

Resolution

The Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport (July 2016) be received.

Te Kanawa/Whitaker Carried

5. Progress Report: Major Capital Works Projects	File 037/005B
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Council considered a progress report on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roading infrastructure, the three Waters and some projects in the Community Services area.

The Manager – Capital Projects expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Major Capital Works be received.

Davey/Whitaker Carried

6. Motion to Exclude the Public for the consideration of:	File 037/043
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

1 The public be excluded from the following part of the proceedings of this meeting.

2 Council agree that the following staff, having relevant knowledge, remain in attendance:

Chris Ryan, Chief Executive
 Kelly Marriott, Communications Officer
 Kobus du Toit, Group Manager – Assets
 Vibhuti Chopra, Group Manager – Corporate Services
 Helen Beever, Group Manager – Customer Services

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: Waikato Mayoral Forum 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)
2. North King Country Indoor Sport and Recreation Centre	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Economic Development – District Profile and Draft Discussion Paper	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report – Health & 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)
5. Waitomo District Council Lease & Licence Policy	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. Te Kuiti Squash Rackets Club – Request for Assistance	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. Ventus Energy Ltd – Application for Extension of Lapse Period	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Waitomo Rock Ltd - Objection to Change of Consent Conditions	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Mokau Sands Ltd – Appeals Process	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report – Waitomo Village Water and Waste Water Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Te Kanawa/Whitaker Carried

There being no further business the meeting closed at 2.05pm.

Dated this 30th day of August 2016.

BRIAN HANNA
MAYOR

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Document No: A326808

Report To: Council



Meeting Date: 30 August 2016

**Subject: Brook Park Incorporated Society:
Minutes – 1 August 2016**

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 1 August 2016.

Local Government Act S.11A Considerations

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

Background

- 2.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 2.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 2.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, as a primary objective, to raise funds for achieving park projects and developments.
- 2.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 2.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 2.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.

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

Commentary

- 3.1 Since early in 2014, BPIS has kept WDC informed of its progress in the day to day operations/development of Brook Park by providing copies of BPIS Minutes.

3.2 Attached to and forming part of this business paper is a copy of the minutes from BPIS meeting convened on 1 August 2016.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 1 August 2016 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachment: Brook Park Incorporated Society Minutes – 1 August 2016

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 1st AUGUST 2016, at 5.30pm**
PRESENT:

Guy Whitaker, Andrea Hanna, Graeme Churstain, Robin Charteris, Gerald Kay, Phillip Houghton, Karen Houghton, Helen Sinclair, Jane Murray.

1. Apologies

Bruce Maunsell, Sheralee Buchanan, Sue Wagstaff

Gerald/Graeme

2. Confirmation of Minutes

There were no matters arising from the previous minutes and they were passed as a true and correct record.

Graeme/Andrea

3. Correspondence In/Out

No inward correspondence

Outward correspondence – Letter to Council Re Tree harvesting.

Letters of thanks still to be sent to Sorenson Transport & John Pitcorn

4. Financial Report

Opening Balance	\$21,846.97
-----------------	-------------

Interest \$5.37	
-----------------	--

Proceeds from Op Shop – Helen Sinclair \$800	
--	--

Expenses

Smarts Plants – Replacement Tree for Kyle \$30.00	
---	--

Closing Balance	\$22,622.34
-----------------	-------------

That the financial report be received and accounts past for payment.

Phillip/Graeme

5. MTB Trail

Now nearly four completed crossings, weather has been a problem and Gerald needs a hand to manage wet strainers. Gerald to contact Guy when weather is suitable to start again and together will find some help.

A small area just out of the bush is slipping away and may need a structure if it can't be fixed.

6. Maintenance & Fencing

Not sure what is happening with the tree behind Bosco's

Cars have been doing wheelies by the rotunda again, rocks may be required to stop entry into this area.

7. Weed Control

Weed control will resurface when weather permits.
Andrea to chase up Chris Hale.

8. Memorial Grove

No word from Council yet on the draft guidelines, Guy to ask Liz.

9. Guy Fawkes

Guy Fawkes is to be held on the 12th November if Council agrees to underwrite cost of pyrotechnics if insufficient funds are received from businesses.
Guy to send out letters/emails to businesses for support and also to possible stall operators.

10. Pine Trees

Phillip has a meeting with Helen Beever & Sandra Buchanan on the 2nd August at 4pm anyone wanting to join may do so to discuss tree harvest and health & safety.
Need to get Council approval on tree harvest as Cameron Kendrick would like to start as soon as weather is suitable.
Trees should be looked at as two separate harvests, Pines and the Poplars down by the proposed campground. Poplars could start first and allow for drains to be cleaned.
Guy to ask Council if Poplar harvest could be done with capital works budget for Brook Park as this will be of future benefit if the campground were to proceed.

11. General Business

Planting of Debbie Kyle family tree is now complete.

Entrance to Brook Park went out to tender and tenders closed 28th July. Work may start reasonably soon. Entrance poles to be stored if possible for future use (maybe campground entrance) and Brook Park Committee will organise new sign erection with council.

Next meeting Monday 5th September

Meeting closed 6.25pm

Document No: A326784

Report To: Council



Meeting Date: 30 August 2016

Subject: KiwiRail - Selwyn District Council - Deed of Grant - Proposed New Deed

Purpose of Report

- 1.1 The purpose of this business paper is to present a request from Local Government New Zealand (LGNZ) for WDC's support to join in action against KiwiRail.

Commentary

2.1 Local Government New Zealand and Selwyn District Council

- 2.2 Attached to and forming part of this business paper is a self-explanatory email from LGNZ, which has been forwarded to all Councils who have rail access through their boundaries.
- 2.3 The email raises concerns expressed by Selwyn District Council at the last Rural and Provincial Sectors meeting, outlines the background to the Selwyn case and, importantly, seeks support from fellow Councils to join action against KiwiRail.
- 2.4 The reason for seeking this support is that there is a view that the outcome of any case against Selwyn will potentially be used as a national standard against which KiwiRail will attempt to negotiate outcomes with all directly affected Councils.
- 2.5 LGNZ is providing support to Selwyn District Council in this matter.

2.6 Waitomo District Council - Possible Implications

- 2.7 Initial high level research by WDC into the implications of KiwiRail's actions, should it indeed use its stance against Selwyn District Council across New Zealand as indicated by LGNZ, has been undertaken.
- 2.8 Firstly, the definition of "stockwater race culvert" needs to be ascertained. However, if the definition is –
 "any structure (channel, pipe, culvert) used to convey water from one location to another, and that water is used for stock supply ("stock" meaning livestock and not bulk supply)"
 then KiwiRail's stance would have a significant impact on WDC.
- 2.9 WDC has numerous culvert assets located under railway lines across the District.
- 2.10 It appears that the above definition limits application to only those culverts used for livestock water supply and should exclude culverts/pipelines for stormwater, drinking water and other services.
- 2.11 KiwiRail has recently started to require a Deed of Grant from WDC for each and every (separate) service that crosses railway property and then charges an annual fee (typically about \$400 per year per individual service) for the privilege of having that crossing. Those Deeds also have further stipulations such as

indemnifying KiwiRail from any losses and/or costs resulting from works pertaining to any such crossings.

- 2.12 The recent stance by KiwiRail also has implications for road/rail crossings and who is to maintain the road inside the railway property (including debate on the major cause of damage there, because WDC has evidence that the trains cause much more damage than vehicular traffic to road/rail crossings).
- 2.13 If this principle was to be used by Roading Authorities, then all providers of services located inside road reserves should be required to sign a similar deed to be allowed in road reserves and then pay "rent" for that right.
- 2.14 Railway lines cause the blockage of natural water courses and therefore culverts are required to take water and other services across railway corridors, so conversely, there could be an argument that KiwiRail should compensate the service authority for that cost.
- 2.15 It should not be interpreted that KiwiRail has the right of refusal over all other services, however this approach suggests that KiwiRail is attempting to do exactly that because if you cannot afford their one-sided conditions then you will be denied.
- 2.16 Other issues which have been identified for consideration as a result of this matter, and no doubt there will be more as time goes by, are –
- Deeds should not be "open ended" but have to be renewed regularly.
 - The Kiwirail requirement for indemnification is a real risk as it can run into huge amounts and be one sided to cover their operational profit losses etc.
 - The automatic 2% increase per annum is a highly questionable approach and should be reviewed further.
- 2.17 At the time of preparing this business paper, Manawatu and Tararua District Councils have advised of their support. It is unknown how many Councils have responded to LGNZ or Selwyn District Council directly.

Recommendation

- 3.1 A joint approach by all Councils has a significantly better chance of success than in approaching the issue individually and it is recommended that Council support the drafting and circulation of a letter from local authorities to appropriate Ministers raising concerns with the approach taken by KiwiRail.

Suggested Resolutions

- 1 The business paper on KiwiRail - Selwyn District Council - Deed of Grant - Proposed New Deed be received.
- 2 Council support/not support Local Government New Zealand and Selwyn District Council drafting and circulation of a letter from local authorities to appropriate Ministers raising concerns with the approach taken by KiwiRail.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

From: Rachel Prentice [mailto:rachel.prentice@lgnz.co.nz] **On Behalf Of** Malcolm Alexander
Sent: Wednesday, 17 August 2016 11:57 AM
Subject: KiwiRail - Selwyn District Council – Deed of Grant – Proposed New Deed

Good morning,

KiwiRail - Selwyn District Council – Deed of Grant – Proposed New Deed

1. This request has been forwarded to all Councils who have rail access through their boundaries. The email raises concerns expressed by Selwyn District Council at the last Rural and Provincial Sectors meeting, outlines the background to the Selwyn case and, importantly, seeks support from fellow Councils to join action against KiwiRail. The reason for seeking this support is that we are of the view that the outcome of any case against Selwyn will potentially be used as a national standard against which KiwiRail will attempt to negotiate outcomes with all directly affected Councils.

Local Government New Zealand is providing support to Selwyn District Council in this matter.

Background

2. As outlined in the presentation by David Ward at the Rural and Provincial Sectors meeting on 16 and 17 June 2016, KiwiRail Holdings Limited and NZ Railways Corporation have issued High Court proceedings against Selwyn District Council to determine liability for the cost of repairing a water race culvert passing under the railway line. KiwiRail also seeks the costs of alleged disruption to rail traffic on the Main South Line before the repair took place.
3. KiwiRail has located a deed of easement dated 4 September 1913 between the Crown and a predecessor of SDC (the Selwyn County Council). SDC understands that many local authorities have similar historic deeds.
4. KiwiRail considers that it can cancel the historic deed by giving 3 months' notice and that if this occurs the Council will have to fill in the race. It has given notice of cancellation and suspended the notice while the litigation continues.
5. SDC has consistently denied liability for the costs of repair and ongoing maintenance costs as it has not paid maintenance or carried out repairs in the past. It also denies there is any ability for KiwiRail to cancel the terms of any arrangement by the giving of 3 months' notice.
6. KiwiRail has proposed that the situation be remedied by a new deed of grant. SDC has yet to agree to this. There are a number of issues to be resolved between the parties including:

Terms of historic deed

- (a) Whether KiwiRail, by its conduct over the past 100 years, has accepted responsibility for the repair and maintenance of stockwater race culverts that run under KiwiRail's railway network.
- (b) The question of whether the terms of the historic deed between Selwyn County Council and the Crown are in force and enforceable by KiwiRail has wider application to other Councils which are subject to similar historic arrangements.

Proposed new deed

- (c) Whether KiwiRail's proposed new deed of grant (the form of which has also been circulated to other local authorities and commercial entities) is an appropriate way to address the current

situation. The provisions of the draft deed are heavily in favour of KiwiRail and potentially onerous for the Council:

- (i) A grant fee of a specified sum per annum per culvert is proposed and this will increase by an automatic 2% per annum under the fee review provisions. This cost is a significant step change from what has been paid historically.
- (ii) The Council would also be required to pay all of the maintenance costs and all other costs which arise as a consequence of the existence of the culvert.
- (iii) The use of the culvert land by the Council is very much at the Council's own risk and it is required to indemnify KiwiRail in respect of any loss or damage that KiwiRail may suffer as a result of the Council's use of the land.
- (iv) KiwiRail is given reasonably arbitrary powers to determine matters under the new deed.

Next Steps

- 7. SDC has advised KiwiRail that it wants to consult with all local authorities about the proposed terms as the entry into a new deed of grant by SDC will have precedent setting implications for other Councils, particularly in relation to licence fees.
- 8. SDC is seeking an indication of support for a joint approach to be taken to the negotiation of terms of the deed of grant. SDC can circulate suggested terms for comment to any interested parties. There would be greater bargaining power if the negotiation was approached collectively.
- 9. In addition, the implementation of grant fees and charges by KiwiRail for local authorities (along with the suggestion that existing water race use rights can be terminated) raise policy issues that should appropriately be addressed at a ministerial level.

Your Consideration

- 10. SDC seeks support for the drafting and circulation of a letter from local authorities to appropriate Ministers raising concerns with the approach taken by KiwiRail.
- 11. We would appreciate if you would discuss this request with your Council and provide an indication of support either directly to Malcolm Alexander, Chief Executive of LGNZ or David Ward, Chief Executive of Selwyn District Council.
- 12. We appreciate your giving consideration to our request.

Regards

Malcolm Alexander
Chief Executive

Local Government New Zealand
DDI 04 924 1201 M 021 737 681

E malcolm.alexander@lgnz.co.nz

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Document No: A325437		File No: 100/018B	
Report To:		Council	
	Meeting Date:	30 August 2016	
	Subject:	Unaudited Interim Financial and Non-Financial Report for the Year ended 30 June 2016	

Purpose of Report

- 1.1 The purpose of this business paper is to present the Unaudited Interim Financial and Non-Financial results for the year ended 30 June 2016.

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.
- 2.2 This business paper is intended to enable oversight and accountability of Council's financial performance in delivering core services to the Waitomo District and community.

Risk Considerations

- 3.1 This interim report is unaudited and subject to change, should any adjustments be identified by the auditors. These will be incorporated into the final annual report and the changes from this interim report to the final 2015/16 Annual Report will be presented to Council for their consideration. As there is no Council meeting scheduled in September, this unaudited interim financial report is being presented at the August meeting. It should be noted that the financial results and position within this report are still being finalised and are subject to change.
- 3.2 There is potential risk that some revenue included in the financial statements is subsequently not converted to cash or cash equivalents due to dispute by the customer or ratepayer. The raising of invoices and recognition of income is carried out with management review and approval to minimise this risk and trade debtors and other receivables are actively monitored and reviewed. This risk is also mitigated by the recognition of a provision for doubtful debt at 30 June 2016.
- 3.3 Depreciation could be materially different in this report compared with the year end result due to asset additions and disposals in the process of being completed. The depreciation on additions is **estimated** for the purpose of this report.
- 3.4 There is a risk that some financial assets may become impaired, but that the impairment amount is unknown. This will cause an over statement of carrying value of the asset in this report, that would be subsequently corrected in a later report.
- 3.5 There is a risk that the financial results and position stated within this report is materially different for those assets were not revalued at 30 June 2016. These assets include roads, sewerage, water supply, stormwater, solid waste assets and land and buildings. To minimise this risk, an assessment of the fair value of significant assets in between revaluation years has been completed by external valuers.

- 3.6 Included in financial assets is the carrying value for Council's investment in Inframax Construction Limited. Valuers have been engaged to carry out a valuation of Council's investment in ICL as required under Council's accounting standards and accounting standards. This valuation will be included in the final annual report.

Background

- 4.1 The year covered by this report is 1 July 2015 to 30 June 2016.
- 4.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to budget on Council's operating performance for the year ended 30 June 2016.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2015 to 30 June 2016.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the year compared with Year One of the LTP 2015/16.
 - **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service Statement** Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 30 June 2016 is presented in **Appendix 2**.
 - **Treasury Management Report** from Bancorp Treasury Services Limited, Council's treasury management advisors is enclosed as **Attachment 1**.
 - **Performance Management Report** on the Levels of Service and Key Performance Indicators is enclosed as **Attachment 2**.
- 4.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s).

Financial Report to 30 June 2016

5.1 INCOME STATEMENT HIGHLIGHTS

- 5.2 Set out below is the summary of financial information for the year to 30 June 2016. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$000's)	Actual 2014/15	Budget 2015/16	Interim Unaudited Actual June 2016	Variance June 2016	% Variance
Total Expenditure					
- Direct Operating	12,187	13,926	13,916	(10)	
- Indirect Operating	12,341	12,868	11,911	(957)	
Total Expenditure	24,528	26,794	25,827	(967)	-4%
Total Revenue					
- Operating Revenue	(11,444)	(10,757)	(9,674)	1,083	
- Rates Revenue	(18,263)	(18,939)	(19,064)	(125)	
Total Revenue	(29,707)	(29,696)	(28,738)	958	-3%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(2,911)	(9)	0%

FINANCIAL HIGHLIGHTS (Amounts in \$000's)	Actual 2014/15	Budget 2015/16	Interim Unaudited Actual June 2016	Variance June 2016	% Variance
Other Comprehensive Revenue and Expense					
- Revaluation of Property, plant and equipment	(6,108)	0	0	0	
- Gains/Losses from Cash Flow Hedges	1,089	0	1,829	1,829	
Total Other Comprehensive Revenue and Expense	(5,019)	0	1,829	1,829	
Total Comprehensive Revenue and Expense	(10,198)	(2,902)	(1,082)	1,820	-63%

- 5.3 **Net Operating Surplus:** The net operating surplus of \$2,911,000 was \$9,000 more than budget for the year ended 30 June 2016. The cost of Service Statements for each activity are included as Appendix 1.
- 5.4 **Operating Expenditure** was 4% (\$967,000) less than budget forecast for the year ended 30 June 2016.
- **Direct operational expenditure** was \$10,000 less than budget. The main contributors to this variance in order of magnitude are:
 - Roads and Footpaths: \$317,000 less than budget mainly due to unsealed road maintenance, road safety, professional services and Roding Business Units costs being less.
 - Solid Waste Management: \$177,000 less than budget due to operating expenditure for providing the refuse service at the landfill and transfer stations being less and no expenditure was required for the purchase of intermediate capping material for the year.
 - Governance: Leadership and Investments: \$125,000 less than budget due to expenditure for the renewal of the District Plan not being spent, as this work stream has been deferred until after the elections.

These have been offset by:

 - Water Supply: \$527,000 more than budget due to additional contractor costs incurred for health and safety reasons (supervision and safety inspections). There have also been additional costs in Te Kuiti for mechanical, electrical and SCADA operational aspects due to the upgrades being carried out and the reservoir rehabilitation work. In addition to that there is an impairment loss for a cracked sand filter, as a result of ground subsidence. This asset is currently being replaced.
 - Sewerage: \$301,000 more than budget mainly due to additional operational costs at the waste water treatment plant; including mechanical and electrical maintenance, trade waste sampling and chemicals to treat high nutrient loads being received. Included also is the write off expenditure of daily exceedance charges for a trade waste debtor.
 - **Indirect expenditure** was \$957,000 less than budget for the following reasons:
 - Allocated Costs: \$55,000 less than budget.

- Interest: \$831,000 less than budget due to the weighted average interest rate applicable being lower than budgeted for the year (4.44%) resulting from good treasury management advice and decisions. The other reason was that the budgeted interest cost was based on 1 July 2015 projected public debt of \$47.7 million while the actual public debt at that date was \$46.1 million.
- Depreciation: \$71,000 less than forecast due to a variance in capital works in 2014/15 (on which depreciation was based) from budget mainly for roads.

5.5 **Total Revenue** was 3% (\$958,000) less than budget for the year ended 30 June 2016.

- **Operating revenue** was 10% (\$1,083,000) less than budget. The main contributors to this variance are:

Roads and Footpaths: \$858,000 less than budget due to less works being completed than expected and therefore lesser subsidy being received.

- Te Kuiti Water Supply: Subsidy revenue was forecast to be received from the Ministry of Health the upgrade of the water treatment plant in Te Kuiti. The upgrade has not been fully commissioned and therefore the claim finalisation has not been completed.

These were offset by:

- Sewerage: \$459,000 more than budget due to Trade Waste revenue being more than forecast.

- **Rates revenue** was \$125,000 more than budget mainly due to more metered water rates and rates penalties being more than budgeted for.

6.1 **BALANCE SHEET HIGHLIGHTS**

6.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2015 to 30 June 2016. The full unaudited interim Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2015	Interim Unaudited Actual Position 30 June 2016	Movement from 30 Jun 2015
Assets			
- Cash and cash equivalents	2,457	174	(2,283)
- Receivables	5,561	4,980	(581)
- Other current assets	138	131	(7)
- Other financial assets	3,388	3,388	0
- Non-current assets	328,884	332,579	3,695
- Derivative financial instruments	153	0	(153)
TOTAL ASSETS	340,581	341,252	671
Liabilities			
- Other Liabilities	5,819	5,054	(765)
- Total Borrowings	46,139	44,790	(1,349)
- Derivative financial instruments	1,013	2,716	1,703
Total Liabilities	52,971	52,560	(411)
Equity			
- Equity	287,610	288,692	1,082
TOTAL LIABILITIES AND EQUITY	340,581	341,252	671

6.3 Total Assets have increased from \$340.6 million to \$341.3 million.

- Cash and cash equivalents have decreased by \$2.3 million from \$2.46 million to \$174,000.
- Receivables decreased by \$581,000 from \$5.56 million to \$4.98 million.
- Non-current assets have increased by \$3.7 million. The increase is due to the net effect of asset additions of \$9.81 million, less depreciation of \$5.57 million, loss on disposal of assets of \$509,000, revaluation gain for investment properties and a net revaluation loss for Assets Held for Sale of \$59,000.
 - There was an impairment loss of \$166,000 for one of the sand filters at the Te Kuiti water treatment plant which sustained cracking to the concrete structure due to ground subsidence.
 - Assets disposed of so far this financial year include the transfer of the Benneydale Hall to the Benneydale Hall Society Incorporated and disposal of the Kopaki Hall.
 - There has also been part disposals of assets that have been renewed; these include the upstairs floor of 28 Taupiri Street building and Piopio Hall.

6.4 Total Liabilities have decreased from \$53.0 million to \$52.6 million.

- Other Liabilities decreased by \$765,000 due to a general decrease in Payables at 30 June 2016.
- Total Borrowings decreased by \$1.35 million from \$46.14 million to \$44.79 million.

6.5 Equity increased from \$287.6 million by \$1.1 million to \$288.7 million which equals the total comprehensive revenue and expense for the year.

7.1 CAPITAL EXPENDITURE

7.2 Set out below is the Capital Expenditure budget for the year compared to actual expenditure for the year ended 30 June 2016.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$000's)	Budget 2015/16	Actual June 2016	Variance 2015/16
Community Service			
- Parks and Reserves	207	24	(183)
- Housing and Other Property	237	1,427	1,190
- Recreation and Culture	295	271	(24)
- Public Amenities	445	213	(232)
Community Development			
- District Development	47	1	(46)
Regulation			
- Animal Control	0	0	0
Solid Waste Management			
- Landfill Management	0	218	218
Stormwater			
- Te Kuiti Stormwater	345	344	(1)
- Rural Stormwater	5	7	2

CAPITAL EXPENDITURE SUMMARY (Amounts in \$000's)	Budget 2015/16	Actual June 2016	Variance 2015/16
Sewerage			
- Te Kuiti Sewerage	428	226	(202)
- Te Waitere Sewerage	14	0	(14)
- Benneydale Sewerage	35	23	(12)
- Piopio Sewerage	53	45	(8)
Water Supply			
- Te Kuiti Water	5,306	1,951	(3,355)
- Mokau Water	171	326	155
- Piopio Water	34	67	33
- Benneydale Water	3	3	0
Roads and Footpaths			
- Subsidised Roads	5,500	4,246	(1,254)
- Unsubsidised Roads	315	26	(289)
Corporate Support			
- Corporate Support	445	386	(59)
- Internal Services Unit	16	7	(9)
TOTAL CAPITAL EXPENDITURE	13,901	9,811	(4,090)

7.3 **Capital Expenditure** was \$9.81 million for the year ended 30 June 2016, of which \$4.27 million (44%) related to Roads, \$2.35 million (24%) related to Water Supply and \$1.94 million (20%) related to Community Service.

7.4 Community Service

Parks and Reserves:

- The plans to address long deferred maintenance needs for the ex-Albion Soccer club rooms' are currently being worked on and any upgrade works will be programmed for next financial year.
- The portion of the budget for Coastal Reserves (\$24K) was not spent in the financial year.
- Pontoon and Jetty renewals remaining budget of \$30,000 is programmed for the 16/17 financial year.
- Playground equipment for Waitomo Village was ordered with installation plans for early in the 16/17 financial year, with the complete budget of \$30,000 spent. This work has been completed now (in 16/17 year).
- Renewal of the Skate Park fence was completed last financial year.

Housing and Other Property:

- \$74,000 Piopio Hall Roof renewal and access ramp was completed with funding allocated in previous year.
- \$140,000 was spent on completion of redevelopment of the upstairs floor of 28 Taupiri Street building.
- Purchase of 47 Te Kumi Road property for future development for \$119,000.

- \$30,000 for kitchen renovations, floor coverings and other repairs for safety for Council's investment property in Piopio.
- The pedestrian bridge at Benneydale has been completed at a cost of \$30,000. This renewal was required for safety reasons, which become apparent after the budgets were approved.
- \$748,000 for the Railway Station Buildings Project; development of the Commercial space.
- Construction of the Community space in building one and link to the I-site building is well underway.

Recreation and Culture:

- Re-piping between the pools and filtration plant, repainting the pools has been completed and the pool covers replaced for a total cost of \$47,000.
- Kitchen and bar facilities at the Les Munro Centre have been completed for \$165,000 and the renaming signage has been installed.

Public Amenities:

- The upgrade to Piopio public toilets on State Highway 3 is completed, with \$151,000 spent in 2015/16. This was budgeted in last financial year.
- The soakage field for Mokau public toilets has been completed, with installation of piping and soakage assets at a cost of \$34,000.
- \$220,000 for new Benneydale toilets has been budgeted for this financial year.
- There has been some expenditure for the renewal of the Te Kuiti Main Street gardens, which is still ongoing.
- The renewals for the Te Kuiti railway over bridge and security camera renewals has not been spent and will now be completed in the 2016/17 year.

7.5 Community Development

- Capacity for a \$40,000 Motor Home Friendly District Initiative. This project is progressing. Monitoring has been completed and the findings reported to Council separately.

7.6 Solid Waste Management

- The Recycling shelter at the Te Kuiti landfill has been completed for a project cost of \$119,000, with \$92,000 spent this year. This work was budgeted for in the 2014/15 financial year.
- Both the landfill aftercare asset and aftercare liability provision increased due a change in economic assumptions. NZ Treasury issued revised long term discount (interest) and inflation rate assumptions, which were revised downwards, this caused an increase in the landfill aftercare asset carrying value. The consequence of this change is a small increase in the depreciation charge for this asset.
- Included in capital expenditure is the purchase of carbon credits required by landfill operators under the Emissions Trading Scheme. The total

budgeted amount plus unspent budget from last year was spent to purchase 13,167 NZU's (\$86,000). Advice has been received that prices could rise and that operators requiring carbon credits should purchase enough to satisfy their future obligations.

7.7 Stormwater

- Included in the capital expenditure budget is re-laying of stormwater pipe in King Street, Te Kuiti which has been completed.
- Minor renewal work in Te Kuiti totaling \$208,000 has been completed during the year.

7.8 Sewerage

- Te Kuiti: Included in the reticulation renewals budget is investigation and rehabilitation for inflow and ingress into the network for parts of the network. Contract documents for this work stream are currently being developed. There has been a delay in obtaining permission from Kiwi Rail to replace the pipe work under the railway line in Te Kuiti.
- Building has started for the drying shed for sludge from the oxidation ponds.
- Additional aerators have been installed at the waste water treatment plant.
- Benneydale: Further investigation to accurately identify reticulation parts requiring renewal is being carried out with the aim of optimising and prioritising the amount of replacement required. The reticulation has been thoroughly cleaned and a section reinvestigated and a new report is expected to be received.
- Piopio: The budgeted works is for SCADA improvements at the treatment plant; however this project is being reviewed for need and scope. Expenditure to date has been for retrofitting a few separator tanks as required, including installing a bigger tank for a commercial operator. This tank has been delivered and the contractor appointed.

7.9 Water Supply

- Te Kuiti: \$1,630,000 expended to date for upgrade of the Te Kuiti Water Treatment Plant. The total budget for this financial year is \$5,030,000 and the total project budget from the LTP 2015-25 is \$6,682,000.
- Due to work on the current Te Kuiti WTP upgrade, upgrade of the Awakino Road pump station has been delayed.
- Mokau: Expenditure to date has been for finalising of land easements and remedial works for the upper dam. The contractor has been appointed to complete the upper dam remedial work.
- Piopio: Expenditure to date has been for reservoir remedial works for earthquake proofing and installation of a water main between Moa and Tui Streets. The budget for the water main was in last financial year.

7.10 Roads and Footpaths

- Subsidised Roads: Expenditure to date across all capital work categories is \$4,246,000, whereas the annual capital budget is \$5,500,000.

- The total expenditure forecasted for this financial year is \$4,246,000 and the spent is less than budgeted mainly because no significant emergency reinstatement projects had to be completed this financial year (\$743,000) and also because some rehabilitation projects had to be pushed out due to delays in obtaining environmental consents (\$213,000).
- Unsubsidised Roads: Expenditure to date has been for minor footpath renewals.

8.1 ADJUSTMENTS AND OTHER CONSIDERATIONS FOR THE ANNUAL REPORT

8.2 The following material adjustments have yet to be made to the accounts but will be completed as part of development of the Annual Report. As there is no Council meeting scheduled in September, the unaudited interim financial report is being presented at the August meeting. It should be noted that the financial results and position within this report are still being finalised and are subject to change.

8.3 Valuation of Investment in Council Controlled Organisation (CCO)

8.4 Valuers have been engaged to carry out a valuation of Council's investment in Inframax Construction Limited as required by Council's accounting policy and accounting standards. The valuation has been completed and the draft report will be presented to Council under a separate business paper.

8.5 Duplicate Stormwater Assets

8.6 During the processing of infrastructure assets this year, it has become apparent that some stormwater assets have been accounted for in both the stormwater asset class as well as the roads asset class. The assets involved are cesspits and manholes that are located along the roading corridor. The value of assets involved is estimated at \$526,000 and a correction to the opening balances for property, plant and equipment and opening equity will be required as part of finalising the accounts.

8.7 Disposals of Assets

8.8 A number of disposals have been accounted for in this report, however as the accounting for all assets has yet to be completed there is may be other assets or parts of assets that will need to be disposed of.

8.9 Allocated Costs

8.10 The allocation of overhead costs will be reviewed and finalized as part of the annual report development process.

9.0 TREASURY REPORT

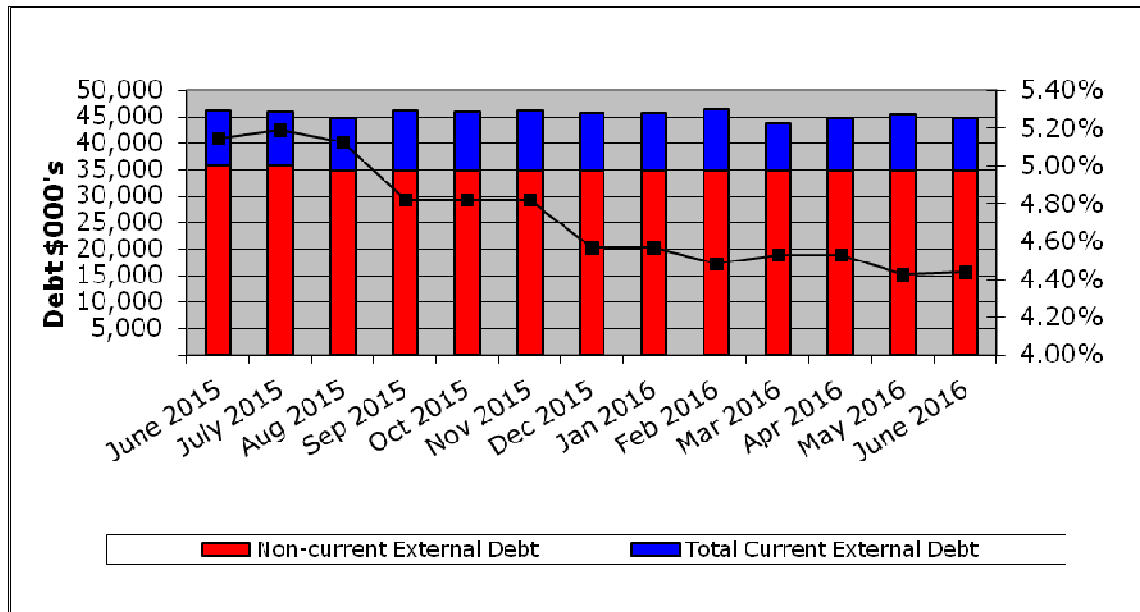
9.1 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

9.2 Cash Position

9.3 Council's cash position at 30 June 2016 was \$174,000 in funds (2015: \$2,457,000).

9.4 Summary of Public Debt Position

9.5 Set out below is a chart recording trends in Council's current and non-current debt for the year ended June 2016. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



9.6 At 30 June 2016 the effective weighted average interest rate for all loans excluding finance leases and accrued interest was 4.44%. At 30 June 2015 it was 5.15%.

9.7 Contributors to the decrease in weighted average interest rate from June 2015 to June 2016 include;

9.7.1 The refinancing of a Floating Rate Note that came up for renewal, where the credit margin reduced from 2.30% to 0.52% and the associated interest rate swap with a fixed rate of 4.36% expired, leaving the new FRN on a floating interest rate of 2.92% (giving total interest of 3.52%).

9.7.2 A decline in the 90 day bank bill rate which resulted in the floating portion of WDC's debt being rolled over at lower rates.

9.7.3 A decline in the interest rate negotiated for the Inframax loan and through financing the maturing \$5 million FRN in November from the Call Advance facility gave a further interest saving of 0.60% on this debt.

9.8 Public Debt Position Comparison to Budgets

9.9 Forecasted public debt at 30 June 2016 as per the Long Term Plan 2015-25 is expected to be \$52,834,000. Actual public debt was \$44,790,000 at 30 June 2016.

9.10 Wholesale Advance Facilities (Term Advance and Call Advance Facilities)

9.11 The Term Advance and Call Advance Facilities are credit facilities held with Westpac (to the value of \$30,000,000) which forms part of Council's debt funding mix and providing working capital requirements over the year. A total of \$22,740,000 was drawn against this facility at 30 June 2016, leaving available lines of credit of \$7,260,000.

9.12 The facility limit was increased to \$30,000,000 on the 19 November 2015 to provide funding for the FRN that was maturing and required repayment during November, whilst maintaining appropriate credit headroom.

9.13 A Line of Credit fee of 0.30% (\$90,000 p.a.) of the facility balance applies to this credit facility.

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

9.15 Details of Loan Portfolio

9.16 The following table records the public debt position and the key terms and conditions for each loan as at 30 June 2016. The classification of current and non-current loans is based on current loans being those that are due for refinancing or repayment within 12 months of the balance sheet date.

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Current Loans					
Finance Leases				35,263	0.00%
Accrued Interest				252,206	0.00%
Call Advance		01-07-17		3,740,000	3.25%
Floating Rate Notes (\$5M Hedged \$1M Floating, ICL)	30-08-13	30-08-16	31-05-16	6,000,000	4.45%
Floating Rate Notes (Hedged)	18-04-12	18-04-17	20-04-20	5,000,000	5.82%
Total Current Loans				15,027,469	
Non-current Loans					
Finance Leases				12,986	0.00%
Westpac Term Loan (ICL)	24-11-11	24-11-17	16-05-16	750,000	5.40%
Floating Rate Notes	06-08-14	06-08-17	06-05-16	5,000,000	2.89%
Floating Rate Notes	24-08-15	31-08-18	24-05-16	5,000,000	2.92%
Term Advance (Hedged)		01-07-17	17-05-21	6,000,000	5.70%
Term Advance (Hedged)		01-07-17	20-04-20	3,000,000	5.12%
Term Advance (Hedged)		01-07-17	11-09-17	5,000,000	4.68%
Term Advance (Hedged)	21-01-14	01-07-17	24-01-17	5,000,000	4.75%
Total Non-current Loans				29,762,986	
Total Public Debt				44,790,455	4.44%
Cash & Liquid Investments					
Term Deposits				0	
Cash				174,476	
Total Cash & Liquid Investments				174,476	
Public Debt Net of Investments				44,615,980	

- 9.17 Total public debt was \$44,790,455 and cash assets were \$174,476 at 30 June 2016 giving a net debt position of **\$44,615,980**.
- 9.18 On the 24 August 2015 an FRN was issued for three years with an interest rate margin of 0.52% over the BKBM (inter bank market float) floating rate (previously at 2.3% rate margin). The initial rate set was 3.44%. This refinanced debt was previously hedged at an effective interest rate of 6.66%; however the new debt is on floating interest.
- 9.19 A forward starting swap with a notional amount of \$3,000,000; fixed interest rate of 3.95%, with start date of April 2017 for a term of six years was executed in July 2015. This was to bring interest rate cover within treasury policy limits, with the timing to take advantage of low long term interest rates. Treasury Report from Bancorp is included as **Attachment 1** of this report.
- 9.20 On the 9 November a \$5 million FRN was repaid, which was funded through \$3,960,000 draw down from the Wholesale Advance facility and the available cash assets at the time.
- 9.21 On the 18 April 2016 a \$5,000,000 FRN became repayable within one year and as such has been reclassified from being a non-current loan to current.

9.22 Treasury Events since 30 June 2016

- 9.23 This treasury report portrays the debt position of Council at 30 June 2016.
- 9.24 Since that date to the date of this report, an application has been lodged with Westpac Bank to increase the Wholesale Advance facility by \$6,000,000 to \$36,000,000 to provide funds for the repayment an FRN which will mature on the 30 August 2016.

9.25 Interest Costs

- 9.26 The total actual interest paid for the year was \$2,178,000 against the budget for the year of \$3,009,000; \$831,000 (or 28%) less. Interest paid as a portion of total revenue is 7.6%; Council's Treasury Policy requires this amount does not exceed 15%.

9.27 Financial Derivatives and Hedge Accounting

- 9.28 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into current and non-current liabilities held at balance date. At 30 June 2015 the value of Swaps was a total net liability of \$860,000. At 30 June 2016 their net value was a liability of \$2,716,000. The decrease in value is mainly due to floating interest rates decreasing from June 2015 and due to an additional forward start swap being executed. However due to Council's use of hedge accounting, this change in value is shown as "Other Comprehensive Revenue and Expense" rather than included in the Net Operating Cost/(Surplus) result and is transferred directly to a reserve within equity.

10.0 DEBTORS AND OTHER RECEIVABLES

- 10.1 Set out below is summary of Debtors and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 30 June 2016 with comparatives from last year. Rates receivables exclude rates paid in advance (to give a more accurate picture of the receivables owing).

Receivables (Amounts in \$000's)	As at 30.06.15	As at 30.06.16	(Inc)/Dec \$	(Inc)/Dec %
Rates Receivable	2,673	2,549	124	5%
Rates Penalties	1,300	1,420	(120)	-9%
Rates and Penalties Receivable	3,973	3,969	4	0%
Extraordinary Water Charges	176	215	(39)	-22%
Total Rates receivable	4,149	4,184	(35)	-1%
NZ Transport Agency	1,137	1,491	(354)	-31%
Other Receivables	1,884	1,069	815	43%
Other Receivables	3,021	2,560	461	15%
Gross Receivables	7,169	6,744	425	6%
Less Provision for Doubtful Debts	(1,608)	(1,764)	156	-10%
Total Receivables	5,561	4,980	581	10%

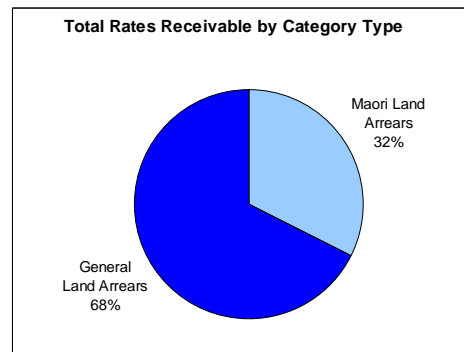
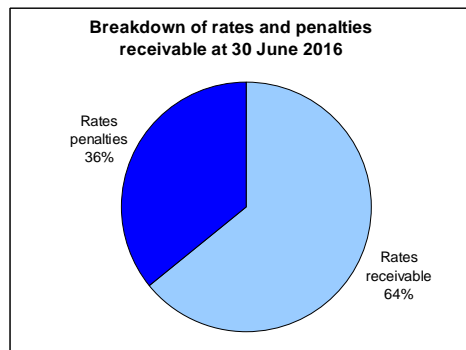
10.2 Rates and Penalties Receivable

10.3 Current year rates

10.4 At 30 June 2016, all four rates instalments had been issued and were due and payable by August, November, February and May respectively. The collection percentage on the four instalments was 96% (2015: 95%).

10.5 Overall Rates Receivables (excluding metered water rates)

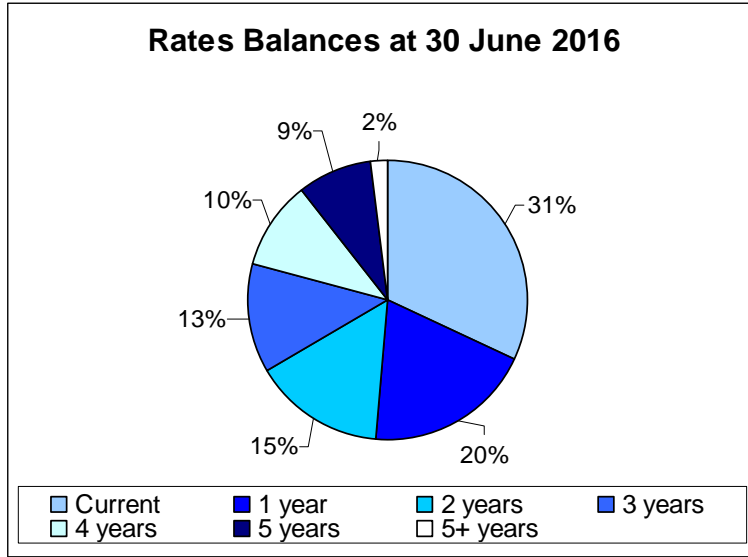
10.6 There was \$3,969,189 of rates and penalties outstanding at 30 June 2016 (2015: \$3,973,405). This amount excludes rates paid in advance on future instalments. This total is made up of rates of \$2,549,146 (2015: \$2,672,895) and penalties of \$1,420,042 (2015: \$1,300,510).



10.7 Rates and penalties receivable decreased by \$4,216 from 30 June 2015. Of this decrease, rates receivable decreased by \$123,748 and rates penalties increased by \$119,532.

10.8 A total of \$264,287 in rates and penalty remissions have been granted against a full year budget of \$255,000.

10.9 The following graph illustrates the ageing of the rates receivable balance. Of the outstanding balance of \$3,969,189, \$1,262,780 (32%) relates to current year, \$778,973 (20%) for the 2014/15 year rates and the balance spread across the remaining years in a diminishing fashion.

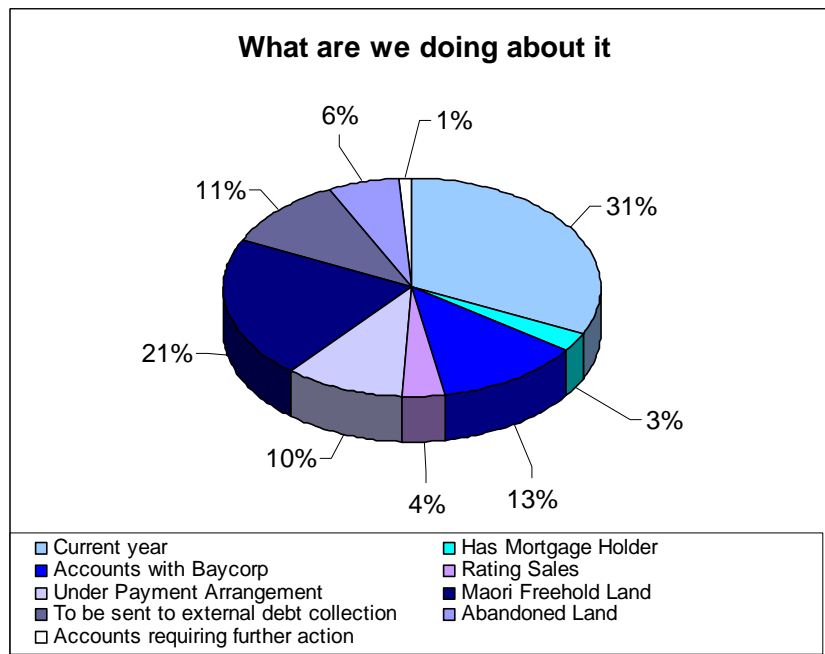


10.10 The outstanding balance of rates is being actively managed through a variety of collection methods including lump sum payments, approved payment arrangements, demands on mortgage holders, placement of arrears with external debt collection agency and initiating properties for abandoned land and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

10.11 In the twelve months to 30 June 2016, arrears have been **reduced** by **\$1,266,996 (32%)** of the \$3,973,405 that was outstanding at 30 June 2015.

10.12 Recovery of arrears with the bank or financial institution that hold the mortgage over a property is available for general land properties, where there is a mortgage registered on the title. There were 15 properties with arrears totaling \$110,765 in this recovery process at 30 June. Subsequently \$88,000 has been received on these accounts since 30 June.

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



10.14 Of the total arrears as at 30 June 2016 –

- \$2,706,408 of rates arrears are non-current of which \$830,767 relate to Maori freehold land
- \$500,334 have been placed with an external debt collection agency for collection
- \$410,448 are under some form of payment arrangement
- In addition to this, there are \$242,172 of arrears relating to 21 properties that meet the criteria for abandoned land and these properties will be progressed through the abandoned land process over the next quarter.
- A further \$425,387 of arrears have been identified to be placed with an external debt collection in the next quarter. These are properties where there is no mortgage registered against the property and communications with the ratepayers have not resulted in payment arrangements being entered into or payments being received to clear the arrears.

10.15 Other Debtors Receivable

10.16 At 30 June 2016, 'Other Receivables' totaled \$2,560,000 of which \$75,000 was due and owing for more than three months. The three month and over receivables includes trade waste debtors, dog infringements and other sundry debtors.

Suggested Resolution

The business paper on Unaudited Interim Financial and Non Financial Report for the year ended 30 June 2016 be received.

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

August 2016

- | | |
|--------------|---|
| Attachment 1 | Treasury Report for Waitomo District Council For the quarter ended 30 June 2016 (Bancorp Treasury Services Limited) |
| Attachment 2 | Performance Management Report on Levels of Service and Key Performance Indicators (#A310854) |

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	Interim Unaudited Actual June 2016	Variance June 2016	% Variance
Direct Operating Expenditure					
- Leadership	759	764	639	(125)	
- Community Service	1,649	2,193	2,118	(75)	
- Community Development	837	692	709	17	
- Regulation	104	182	128	(54)	
- Solid Waste Management	1,035	1,170	993	(177)	
- Stormwater Drainage	58	158	108	(50)	
- Resource Management	76	116	59	(57)	
- Sewerage	1,381	1,634	1,935	301	
- Water Supply	1,331	1,455	1,982	527	
- Roads and Footpaths	4,957	5,562	5,245	(317)	
Total Direct Operating Expenditure	12,187	13,926	13,916	(10)	0%
Indirect Expenditure					
- Allocated Costs	4,361	4,218	4,163	(55)	
- Interest	2,471	3,009	2,178	(831)	
- Depreciation	5,509	5,641	5,570	(71)	
Total Indirect Expenditure	12,341	12,868	11,911	(957)	-7%
TOTAL EXPENDITURE	24,528	26,794	25,827	(967)	-4%
Operating Revenue					
- Leadership	(339)	(160)	(136)	24	
- Community Service	(1,610)	(509)	(496)	13	
- Community Development	(120)	(57)	(137)	(80)	
- Regulation	(430)	(431)	(424)	7	
- Stormwater Drainage	(1)	0	0	0	
- Resource Management	(120)	(80)	(74)	6	
- Solid Waste Management	(1,001)	(995)	(1,029)	(34)	
- Sewerage	(1,817)	(828)	(1,287)	(459)	
- Water Supply	(4)	(784)	(36)	748	
- Roads and Footpaths	(6,002)	(6,913)	(6,055)	858	
Total Operating Revenue	(11,444)	(10,757)	(9,674)	1,083	-10%
Rates Revenue					
- General Rate	(3,276)	(3,434)	(3,441)	(7)	
- UAGC	(3,007)	(3,158)	(3,142)	16	
- Targeted Rate	(10,730)	(11,303)	(11,288)	15	
- Rates Penalties	(471)	(410)	(480)	(70)	
- Metered Water Rates	(779)	(634)	(713)	(79)	
Total Rates Revenue	(18,263)	(18,939)	(19,064)	(125)	1%
TOTAL REVENUE	(29,707)	(29,696)	(28,738)	958	-3%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(2,911)	(9)	0%

The reasons for variance have been set out in sections 5.4 and 5.5 in the main body of the report and further details are also contained in the COSS for each activity that follows.

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS	Actual	LTP Yr 1 Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	June 2016	June 2016	Variance
Direct Expenditure					
- Representation	362	312	301	(11)	
- Planning & Policy & Monitoring	304	180	183	3	
- District and Urban Development	13	135	12	(123)	
- Investments	29	137	143	6	
- Treasury Management and Overhead Accounts	51	0	0	0	
Total Direct Expenditure	759	764	639	(125)	-16%
- Allocated Costs	990	1,200	1,186	(14)	
- Interest	419	454	322	(132)	
- Depreciation	356	388	422	34	
Total Operating Expenditure	2,524	2,806	2,569	(237)	-8%
Operating Revenue					
- Representation	(20)	(68)	(44)	24	
- Investments	(203)	(92)	(92)	0	
- Treasury Management and Overhead Accounts	(116)	0	0	0	
Total Operating Revenue	(339)	(160)	(136)	24	-15%
Net Operating Cost/(Surplus)	2,185	2,646	2,433	(213)	-8%

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

Net Operating Cost for the Governance Activity was 8% (\$213,000) less than budget for the year ended 30 June 2016.

Total Direct Expenditure was 16% (\$125,000) less than budget for the year.

- Expenditure for the review of the District Plan was forecast to be spent during the year, however this work stream was deferred until after the local body elections have been completed.

Operating Revenue was 15% (\$24,000) less than budget for the year.

- The Representation activity included forecast revenue for the provision of external information services support to ICL; however the scope of the service required has been under review by ICL resulting in revenue within this activity being less than forecast. This decrease in revenue is offset by interest revenue received being more than budget.
- A gain of \$6,600 on the valuation of Parkside sections has been included in the accounts.

Community Service

COMMUNITY SERVICE (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	Interim Unaudited Actual June 2016	Variance June 2016	% Variance
Direct Expenditure					
- Parks and Reserves	392	554	377	(177)	
- Housing and Other Property	190	446	551	105	
- Recreation and Culture	436	494	528	34	
- Public Amenities	534	564	593	29	
- Safety	97	135	69	(66)	
Total Direct Expenditure	1,649	2,193	2,118	(75)	-3%
- Allocated Costs	734	861	718	(143)	
- Interest	83	176	98	(78)	
- Depreciation	673	759	819	60	
Total Operating Expenditure	3,139	3,989	3,753	(236)	-6%
Operating Revenue					
- Parks and Reserves	(53)	(27)	(12)	15	
- Housing and Other Property	(1,290)	(288)	(291)	(3)	
- Recreation and Culture	(119)	(112)	(138)	(26)	
- Public Amenities	(139)	(82)	(55)	27	
- Safety	(9)	0	0	0	
Total Operating Revenue	(1,610)	(509)	(496)	13	-3%
Net Operating Cost/(Surplus)	1,529	3,480	3,257	(223)	-6%

Net Operating Cost for the Community Service Activity was 6% (\$223,000) below budget for the year ended 30 June 2016.

Direct Expenditure was 3% (\$75,000) less than budget for the year.

- Parks & Reserves: Direct expenditure varies across all accounts, with the under expenditure predominantly associated with seasonal works such as access and track maintenance.
- Housing and Other Property:
 - Direct expenditure is more than budget due the disposal of some assets. This expenditure is offset by reduced repairs and maintenance expenditure which is only undertaken when required.
 - Assets disposed of so far this financial year include the transfer of the Benneydale Hall to the Benneydale Hall Society Incorporated and disposal of the Kopaki hall and land through cancellation of a vesting order from the Department of Conservation.
- Recreation and Culture: Repairs and maintenance of the Les Munro Centre and the Aerodrome has been less than forecast, however this saving in expenditure has been offset by disposal costs for part assets replaced. These disposals include part of the 28 Taupiri Street building, Piopio Hall and Aquatic Centre due to parts of these assets being renewed or replaced.
- Public Amenities: There has been additional expenditure on Internal Services costs for Cemeteries and Street Furniture mainly for mowing and gardening work however this is offset by repairs and maintenance costs being less than forecast. In addition to this the Kara Park Public toilets at Piopio was completely replaced and the existing toilet building disposed of out of the accounts, giving rise to a disposal loss.
- Safety: Emergency management expenditure training and capacity expenditure is less than forecast; however the Emergency Management Contract, under a shared service arrangement is tracking within budget. General firefighting budgets have not been

required this year and expenditure for the Waikato Valley Rural Fire Group initiative has not been spent this year.

Operating Revenue was 3% (\$13,000) less than budget for the year.

- Grants revenue was budgeted for the part funding of the renewal to the Albion Soccer Pavilion. Due to this project not being started this financial year, no grants revenue was received.
- Housing and Other Property revenue is more than year to date budget due to additional lease revenue being received (including a one off capital contribution) for the commercial operation at the railway station building complex.

The ex-Community House at 2 Jennings Street has been transferred to Assets Held for Sale and valued as a removal proposition, with the land being retained by Council. This has resulted in a valuation loss of \$66,000.

- Grant revenue of \$10,000 was also received for the balance of the NZ Lottery Grants Board funding for the railway station building refurbishment and revitalisation.
- Revenue was also more than budget for the Aquatic Centre and rental revenue.
- Revenue for the Les Munro centre was less than budget, in part due to the renovations being carried this financial year.
- A gain on revaluation of \$22,000 for the Investment property assets has been included in the accounts.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	Interim Unaudited Actual June 2016	Variance June 2016	% Variance
Direct Expenditure					
- Community Support	700	478	525	47	
- District Development	137	214	184	(30)	
- Agencies	0	1	0	(1)	
Total Direct Expenditure	837	692	709	17	2%
- Allocated Costs	517	548	541	(7)	
- Interest	1	1	1	0	
- Depreciation	5	5	5	0	
Total Expenditure	1,360	1,246	1,256	10	1%
Operating Revenue					
- Community Support	(55)	(4)	(71)	(67)	
- District Development	(43)	(34)	(44)	(10)	
- Agencies	(22)	(19)	(22)	(3)	
Total Operating Revenue	(120)	(57)	(137)	(80)	140%
Net Operating Cost/(Surplus)	1,240	1,189	1,119	(70)	-6%

Net Operating Cost for the Community Development Activity was 6% (\$70,000) less than budget for the year ended 30 June 2016.

Direct Expenditure was 2% (\$17,000) more than budget for the year.

- Community Support: expenditure on Youth engagement projects of Reducing Risk Project and Social Sector Trials are fully funded by other agencies and both revenue and associated expenditure was not budgeted for, since Council is a facilitator for these projects and its financial interest is limited to being a holder of funds.
- District Development: Expenditure was under spent for the year for both Economic Development and District Promotions.

Operating Revenue was 140% (\$80,000) more than budget for the year.

- Youth Engagement budget, which is included in the Community Support activity was more than budget due to grant revenue of \$35,000 received from Ministry of Social Development and \$17,000 carried over from the previous year for the Reducing Risk Project, Social Sector Trials and Youth Programmes.
- NZ Lottery Grant Board funding of \$6,800 received in the prior financial year for World War 1 commemorations will be carried over to the 2016/17 year. The NZ Lottery Grant Board has approved an extension until 16 October 2016 to complete the work relating to the Piopio cenotaph.
- District Development revenue was more than budget due a contribution being received from Ruapehu District Council for their share of the marketing costs for the Timber Trail.

Regulation

REGULATION	Actual	LTP Yr 1 Budget	Interim Unaudited Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	June 2016	June 2016	Variance
Direct Expenditure					
- Regulation	104	182	128	(54)	
Total Direct Expenditure	104	182	128	(54)	-30%
- Allocated Costs	576	682	670	(12)	
- Interest	2	1	1	0	
- Depreciation	2	2	4	2	
Total Expenditure	684	867	803	(64)	-7%
Operating Revenue					
- Regulation	(430)	(431)	(424)	7	
Total Operating Revenue	(430)	(431)	(424)	7	-2%
Net Operating Cost/(Surplus)	254	436	379	(57)	-13%

Net Operating Cost for the Regulation Activity was 13% (\$57,000) less than budget for the year ended 30 June 2016.

Direct Expenditure was 30% (\$54,000) less than budget for the year.

- Operational expenditure for Building Control is less than budget for the year due expenditure the external processing of building consents not being required and the Compliance Schedule Project not started.

Operating Revenue was 2% (\$7,000) less than budget for the year.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	Interim Unaudited Actual June 2016	Variance June 2016	% Variance
Direct Expenditure					
- District Plan Administration	76	116	59	(57)	
Total Direct Expenditure	76	116	59	(57)	-49%
- Allocated Costs	92	123	121	(2)	
Total Expenditure	168	239	180	(59)	-25%
Operating Revenue					
- District Plan Administration	(120)	(80)	(74)	6	
Total Operating Revenue	(120)	(80)	(74)	6	-8%
Net Operating Cost/(Surplus)	48	159	106	(53)	-33%

Net Operating Cost for the Resource Management Activity 33% (\$53,000) less than budget for the year ended 30 June 2016.

Direct Expenditure was 49% (\$57,000) less than budget for the year.

- Legal expenses for resource consent applications was less than budgeted.

Operating Revenue was 8% (\$6,000) less than budget for the year.

- During the 2015/16 financial year 29 non-notified resource consent applications were processed. There were no Notified applications received, which reflected in decreased revenue.
- The decrease in resource consent application revenue was offset by an increase in LIM revenue. The number of LIMs processed for the year increased to 177 from 129 last year.

Solid Waste Management

SOLID WASTE MANAGEMENT	Actual	LTP Yr 1 Budget	Interim Unaudited Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	June 2016	June 2016	Variance
Direct Expenditure					
- Collection	282	279	279	0	
- Landfill Management	753	891	714	(177)	
Total Direct Expenditure	1,035	1,170	993	(177)	-15%
- Allocated Costs	296	340	394	54	
- Interest	267	332	247	(85)	
- Depreciation	91	114	91	(23)	
Total Expenditure	1,689	1,956	1,725	(231)	-12%
Operating Revenue					
- Collection	(136)	(126)	(144)	(18)	
- Landfill Management	(865)	(869)	(885)	(16)	
Total Operating Revenue	(1,001)	(995)	(1,029)	(34)	3%
Net Operating Cost/(Surplus)	688	961	696	(265)	-28%

Net Operating Cost for the Solid Waste Management Activity was 28% (\$265,000) less than budget for the year ended 30 June 2016.

Direct Expenditure was 15% (\$177,000) less than budget for the year.

- Operational expenditure for both the Landfill and District Transfer stations was less than budget for the year. In addition to that expenditure for intermediate capping material was not required for the year because some refuse received is suitable capping material.
- Included in the direct operational budget is the purchase cost for carbon credits required under the Emissions Trading Scheme. These were purchased but are held as an asset and will be charged to operational expenditure when the required number of units is surrendered at their prevailing market value.

Operating Revenue was 3% (\$34,000) more than budget for the year.

- Revenue received was more than budget for the year from the sale of rubbish bags and landfill fees.

Stormwater Drainage

STORMWATER DRAINAGE	Actual	LTP Yr 1 Budget	Interim Unaudited Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	June 2016	June 2016	Variance
Direct Expenditure					
- Te Kuiti Stormwater	53	133	90	(43)	
- Rural Stormwater	5	25	18	(7)	
Total Direct Expenditure	58	158	108	(50)	-32%
- Allocated Costs	86	77	92	15	
- Interest	6	6	5	(1)	
- Depreciation	174	181	179	(2)	
Total Expenditure	324	422	384	(38)	-9%
Operating Revenue					
- Te Kuiti Stormwater	(1)	0	0	0	
Total Operating Revenue	(1)	0	0	0	0%
Net Operating Cost/(Surplus)	323	422	384	(38)	-9%

Net Operating Cost for the Stormwater Drainage Activity was 9% (\$38,000) less than budget for the year ended 30 June 2016.

Direct Expenditure was 32% (\$50,000) less than budget for the year.

- Operation and maintenance and resource consent compliance expenditure are less than budget; however, nonbudgeted expenditure has been incurred for stormwater safety assessment in response to implementing new Health and Safety Act requirements.
- As part of the process of finalising the Annual Report there may be disposal transactions for stormwater assets being removed or abandoned to be processed which may give rise to a loss on disposal.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE	Actual	LTP Yr 1 Budget	Interim Unaudited Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	June 2016	June 2016	Variance
Direct Expenditure					
- Te Kuiti	1,261	1,400	1,677	277	
- Te Waitere	17	30	29	(1)	
- Benneydale	43	96	122	26	
- Piopio	60	108	107	(1)	
Total Direct Expenditure	1,381	1,634	1,935	301	18%
- Allocated Costs	480	184	203	19	
- Interest	547	661	466	(195)	
- Depreciation	734	764	754	(10)	
Total Expenditure	3,142	3,243	3,358	115	4%
Operating Revenue					
- Te Kuiti	(1,812)	(826)	(1,282)	(456)	
- Benneydale	(1)	(1)	(1)	0	
- Piopio	(4)	(1)	(4)	(3)	
Total Operating Revenue	(1,817)	(828)	(1,287)	(459)	55%
Net Operating Cost/(Surplus)	1,325	2,415	2,071	(344)	-14%

Net Operating Cost for the Sewerage Activity was 14% (\$344,000) below budget for the year ended 30 June 2016.

Direct Expenditure was 18% (\$301,000) more than budget for the year.

- Te Kuiti sewerage direct costs are more than budget mainly due to additional operational costs for the waste water treatment plant. Mechanical and electrical maintenance has been spent as has additional expenditure to improve the operation of the plant. Expenditure is also more than budget for trade waste sampling and chemicals purchased to adequately treat high nutrient loads being received. Expenditure has also been incurred for the review of the trade waste bylaw.
- Included in Te Kuiti expenditure is the write off of the Daily Exceedance Charges of \$188,000 owed by a trade waste debtor.
- Expenditure at Benneydale is more than budget due to expenditure being required to de-sludge the Imhoff tank and wetland at the waste water treatment plant.

Operating Revenue was 55% (\$459,000) more than budget for the year.

- Trade waste revenue has been more than budget forecast due to higher volumes and nutrient content of discharge and the levying of exceedance charges.

Water Supply

WATER SUPPLY	Actual	LTP Yr 1 Budget	Interim Unaudited Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	June 2016	June 2016	Variance
Direct Expenditure					
- Te Kuiti	853	977	1,373	396	
- Mokau	152	177	245	68	
- Piopio	268	200	270	70	
- Benneydale	58	101	94	(7)	
Total Direct Expenditure	1,331	1,455	1,982	527	36%
- Allocated Costs	590	200	225	25	
- Interest	217	291	256	(35)	
- Depreciation	426	477	409	(68)	
Total Expenditure	2,564	2,423	2,872	449	19%
Operating Revenue					
- Te Kuiti	(5)	(4)	(28)	(24)	
- Mokau	0	0	(8)	(8)	
- Piopio	(1)	0	0	0	
- Benneydale	2	0	0	0	
Total Operating Revenue	(4)	(4)	(36)	(32)	800%
Subsidy Revenue					
- Te Kuiti	0	(780)	0	780	
Total Subsidy Revenue	0	(780)	0	780	
Total Revenue	(4)	(784)	(36)	748	-95%
Net Operating Cost/(Surplus)	2,560	1,639	2,836	1,197	73%

Net Operating Cost for the Water Supply Activity was 73% (\$1,197,000) more than budget for the year ended 30 June 2016.

Direct Expenditure was 36% (\$527,000) more than budget for the year.

- Costs have increased due to additional health and safety requirements for supervision and safety inspections across all water supply systems.
- The concrete structure of one of the rapid gravity sand filters has cracked due to ground subsidence. The structure is in the process of being replaced, the original structure has been impaired resulting in a loss on impairment of \$166,000.
- There have been additional costs in Te Kuiti for mechanical, electrical and SCADA operational costs associated with the treatment plant upgrade and reservoir rehabilitation.
- Chemical costs for Te Kuiti and Piopio have been more than budget to treat raw water drawn for this system.
- Access road maintenance has been carried out for Piopio, Mokau and Blackmans reservoirs.
- A number of connections have been identified that connects more than one consumer to a water connection, contrary to Bylaw provision. Individual connections had to be installed in compliance with the Bylaw

Total Revenue was 95% (\$748,000) less than forecast for the year.

- Metered water revenue is now included in the Summary Cost of Service Statement as Rates Revenue, rather than being included as Operating Revenue within the Water Supply

activity. This revenue is levied under the Local Government (Rating) Act 2002 rather than as part of fees and charges levied under Council's Revenue and Financing Policy.

- Water supply connection revenue is more than forecast due to a number of significant new commercial water connections being applied for and installed.
- Included in the forecast for the year is Ministry of Health subsidy revenue for the upgrade of the Te Kuiti water treatment plant. The upgrade was not be fully commissioned by year end and the claim to the ministry has not been filed. It is anticipated that all or some of the subsidy due will be included in this financial year to match the construction costs of the qualifying assets. There is risk with this approach is that subsequently not all the subsidy claimed could be accepted, which could lead to reversal of some of this revenue in the new financial year.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget June 2016	YTD Actual June 2016	Variance June 2016	% Variance
Direct Expenditure						
- Subsidised Roads	4,757	5,370	5,370	5,032	(338)	
- Unsubsidised Roads	200	192	192	213	21	
Total Direct Expenditure	4,957	5,562	5,562	5,245	(317)	-6%
- Allocated Costs	0	3	3	13	10	
- Interest	929	1,087	1,087	782	(305)	
- Depreciation	3,048	2,951	2,951	2,887	(64)	
Total Expenditure	8,934	9,603	9,603	8,927	(676)	-7%
Operating Revenue						
- Subsidised Roads	(5,911)	(6,839)	(6,839)	(5,928)	911	
- Unsubsidised Roads	(91)	(74)	(74)	(127)	(53)	
Total Operating Revenue	(6,002)	(6,913)	(6,913)	(6,055)	858	-12%
Net Operating Cost/(Surplus)	2,932	2,690	2,690	2,872	182	7%
Subsidised Roads Maintenance (Excluding losses on asset disposals)	4,787	5,270	5,270	5,032	(238)	
Subsidised Roads Capital	4,612	5,500	5,500	4,247	(1,253)	
Combined Maintenance and Capital	9,399	10,770	10,770	9,279	(1,491)	-14%
Subsidy Revenue for Subsidised Roads	(5,763)	(6,677)	(6,677)	(5,774)	903	-14%

Net Operating Cost for the Roads and Footpaths Activity was 7% (\$182,000) more than budget for the year ended 30 June 2016.

Direct Expenditure was 6% (\$317,000) less than budget for the year.

- Maintenance expenditure is less than forecast for this financial year due to unsealed road maintenance, road safety, professional services and RBU costs being less.

Operating Revenue was 12% (\$858,000) less than budget for the year.

- Due to both maintenance and capital expenditure for subsidised roads being less for the year subsidy revenue is also less;
- Revenue for subsidised roads is mainly NZTA subsidy, but includes council's share of petroleum tax and contribution revenue from Waikato Regional Council for operation of the stock effluent site in Cotter Street, Te Kuiti.
- The subsidy rate for all work categories is 62%, with the exception of road safety promotion, which is 58.5%.

Appendix 2: Balance Sheet as at 30 June 2016

STATEMENT OF FINANCIAL POSITION	Actual Position	Interim Unaudited Actual Position	Movement from	Long Term Plan	Variance from LTP
(Amounts in \$000's)	30 Jun 2015	30 June 2016	30 Jun 2015	30 Jun 2016	
Equity					
- Accumulated Funds	203,593	206,504	2,911	207,531	1,027
- Other Reserves	9,850	8,021	(1,829)	7,127	(894)
- Revaluation Reserve	74,167	74,167	0	70,465	(3,702)
TOTAL EQUITY	287,610	288,692	1,082	285,123	(3,569)
Current Assets					
- Cash and Cash Equivalents	2,457	174	(2,283)	100	(74)
- Inventory	71	64p	(7)	34	(30)
- Other Financial Assets	2	2	0	2	0
- Receivables (Non-exchange)	5,189	4,608	(581)	280	(4,328)
- Receivables (Exchange)	372	372	0	4,978	4,606
- Assets Held for Sale	67	67	0	67	0
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	8,158	5,287	(2,871)	5,461	174
Current Liabilities					
- Payables and Deferred Revenue (Exchange)	3,340	2,649	(691)	3,490	841
- Payables and Deferred Revenue (Non-exchange)	702	702	0	0	(702)
- Current Portion of Borrowings	10,345	15,027	4,682	5,200	(9,827)
- Provisions	17	20	3	17	(3)
- Employee Entitlements	422	436	14	505	69
- Derivative Financial Instruments	317	561	244	171	(390)
Total Current Liabilities	15,143	19,395	4,252	9,383	(10,012)
NET WORKING CAPITAL	(6,985)	(14,108)	(7,123)	(3,922)	10,186
Non Current Assets					
- Property Plant and Equipment	327,056	330,414	3,358	332,628	2,214
- Intangible Assets	99	370	271	88	(282)
- Forestry Assets	0	0	0	44	44
- Investment Property	1,295	1,347	52	635	(712)
- Assets Held for Sale	434	448	14	753	305
- Other Financial Assets	786	786	0	785	(1)
- Investment in CCO	2,600	2,600	0	2,600	0
- Derivative Financial Instruments	153	0	(153)	409	409
Total Non Current Assets	332,423	335,965	3,542	337,942	1,977
Non Current Liabilities					
- Payables and Deferred Revenue (Non-exchange)	459	314	(145)	371	57
- Borrowings	35,794	29,763	(6,031)	47,634	17,871
- Employee Entitlements	0	0	0	61	61
- Provisions	879	933	54	831	(102)
- Derivative Financial Instruments	696	2,155	1,459	0	(2,155)
Total Non Current Liabilities	37,828	33,165	(4,663)	48,897	15,732
NET ASSETS	287,610	288,692	1,082	285,123	(3,569)

TREASURY REPORT

FOR



FOR THE QUARTER ENDED 30 JUNE 2016



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

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1. MARKET ENVIRONMENT

1.1 GLOBAL MARKETS OVERVIEW (AS AT 30 JUNE 2016)

The June 2016 quarter is one that will be remembered for generations to come, but it did not start out that way. Normality was slowly returning after a rocky start to the year, with volatility subsiding.

Both the Bank of Japan (“BoJ”) and the European Central Bank (“ECB”) held off adding more stimulus and the US Federal Reserve (“Fed”) was positioning itself for a potential Fed Funds rate hike in the September quarter. Equities remained elevated and global bond yields continued to drift lower. Commodity prices, particularly oil, halted their downward spiral and were showing signs of life. That all changed a week before the end of the quarter when the UK sent shockwaves throughout global markets with a referendum in which the majority voted to leave the European Union (“EU”).

The GBP/USD exchange rate traded at both its highest and lowest levels for the year on the day of the referendum as the projected outcome swung between remain and leave. The eventual outcome was a vote to leave the EU (‘Brexit’), which was a surprise to financial markets and caused the GBP/USD to drop as much as 17 cents to its lowest level since 1985. The referendum result hit stockmarkets hard, as Europe and Asia’s main equity indices saw high single digit percentage losses, with double digit losses seen in the banking sector. The referendum has also thrown UK politics into disarray with changes likely at the top of the government and opposition parties.

Central bank action quietened down during the quarter, with the Reserve Bank of Australia (“RBA”) the only central bank of note to ease policy. Both the ECB and the BoJ refrained from adding to their already sizeable stimulus packages. Surprisingly, the Bank of England (“BoE”) remained quiet despite speculation that it would cut interest rates and add further Quantitative Easing thanks to the Brexit result, although it may be waiting for the dust to settle to see what will be the effect on the economy.

As usual, the market monitored the Fed meetings closely as the talk turned slightly more hawkish. The Fed appeared to be priming markets for a Fed Funds rate rise in the coming quarter but any hopes were dashed with the Brexit outcome and an extremely poor non-farm payrolls result of just 38,000 jobs added in May. Financial markets have shifted from at the end of May pricing in a 72% chance of a Fed Funds rate hike by July, to currently pricing a 24% chance of a rate cut. This fact highlights just how much has changed recently.



The volatility and uncertainty have caused an unprecedented tidal wave of capital flow into low yielding government bonds. The yields on all Japanese Government Bonds (“JGB”) are below 0.10% yield for the first time ever, including 40 year JGBs whose yields fell to as low as 0.07% while the yield on 10 year JGBs hit negative 0.233%. US Treasuries also saw a flattening of the yield curve, with yields hitting their lowest since 2012 at 1.40%.

The International Monetary Fund (“IMF”) re-affirmed its pessimistic outlook for the global economy as it once again downgraded its global growth forecast. Its view is that growth has been “too slow for too long” and now expects the world’s GDP to expand at 3.2% in 2016 and 3.5% in 2017, a downward revision of 0.2% and 0.1%, respectively. It also sees the US economy expanding at 2.2%, down from 2.4% previously.

The IMF also warned of “looming vulnerabilities” in China’s economy, in particular spiralling corporate debt. China’s growth in the June quarter has been buoyed by recent policy support, according to the IMF but uncertainties remain. Growth in the UK is likely to suffer thanks to Brexit although the extent is yet to be quantified. The ECB expects it to knock 0.1% off EU growth over the next three years.

1.2 NEW ZEALAND MARKET OVERVIEW (AS AT 30 JUNE 2016)

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
31 Mar 16	2.25%	2.34%	2.20%	2.27%	2.51%	2.73%	2.98%
30 Jun 16	2.25%	2.41%	2.23%	2.24%	2.33%	2.47%	2.66%
Change	Nil	+0.07%	+0.03%	-0.03%	-0.18%	-0.26%	-0.32%

The Reserve Bank of New Zealand (“RBNZ”) kept monetary policy steady throughout the quarter, despite the market being split on whether or not the central bank would cut at its April meeting. In his statement announcing the June Official Cash Rate (“OCR”) decision, RBNZ Governor Wheeler removed the language from previous statements jawboning the New Zealand dollar lower, although he said it was still “*higher than appropriate*”. He also said that “*short term inflation expectations appear to have stabilised*” and “*domestically, the main uncertainties relate to inflation expectations, the possibility of continued high net immigration, and pressures in the housing market.*”

RBNZ Governor Wheeler said that one further OCR cut was built into the bank’s projections “*but that could change and there could be no further cut or more cuts*”. For now though, “*we felt at this stage that we don’t need further monetary stimulus for the economy.*” Further upbeat comments came on the output gap, which Wheeler said was “*basically closed now*” and that the economy is likely to keep growing at 2.5-3.0%. Market pricing is slightly over 50% for an OCR cut at the August OCR announcement.



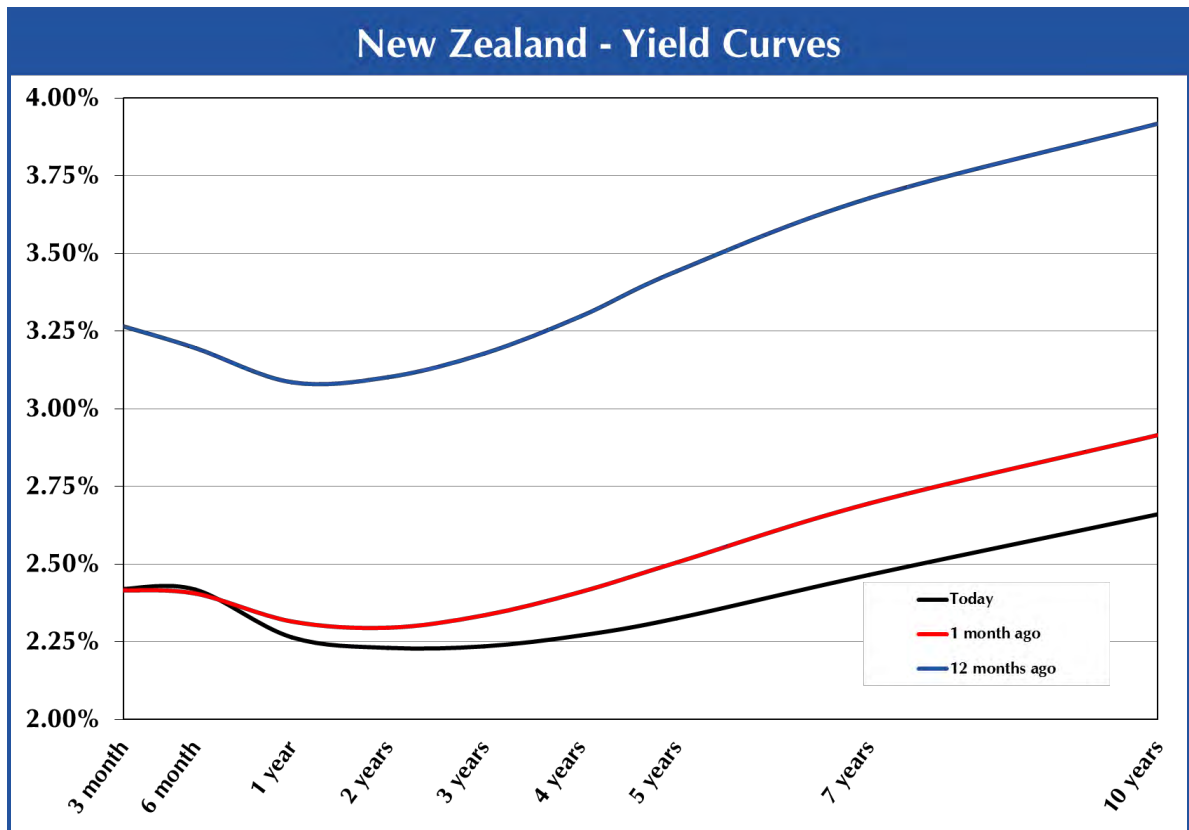
Dairy has remained subdued, although slightly less frustratingly so during this quarter compared to the previous quarter. Of the six GlobalDairyTrade (“GDT”) auctions during the quarter, four returned positive results, one negative and one returned no change. The GDT index rose 10.8% in the June quarter compared to a fall of 14.0% in the March quarter. Fonterra announced its opening forecast for the 2016/17 season (12 months to 31 May 2017) at \$4.25 per kgMS, which compares to the \$3.90 payout for the 2015/16 season. The dairy sector still has a long way to go before the majority of farmers’ cashflows are above water, with estimates putting the breakeven forecast in the \$5.00-5.50 region.

As with the previous quarter, migration and tourism played an important role in supporting the economy amid the dairy slump. Record annual migration numbers were seen in each month of the June quarter even though the monthly gains appear to have peaked. Tourism remains solid, with arrival figures up 10.6% in the year to May. Short term visitor arrivals came in at 3.29 million in the 12 months to May, up on the 3.27 million in April.

The New Zealand yield curve flattened considerably in the latter part of the quarter, due in large part to the uncertainty and volatility created by the Brexit vote. Investors rushed into government bonds across the globe which put pressure on the longer end of the New Zealand swap curve. The 10 year swap rate fell to yet more record lows during the quarter, dropping from 2.98% to 2.66% at the close of the period, a solid 32 points lower, and staggering 109 points lower so far in 2016. The shorter end of the swaps curve remained relatively unchanged as the expectation for an OCR cut was largely unchanged.

The chart on the following page shows the changing shape of the New Zealand yield curve over the past twelve months, especially the lower outright rates now compared to a year ago.



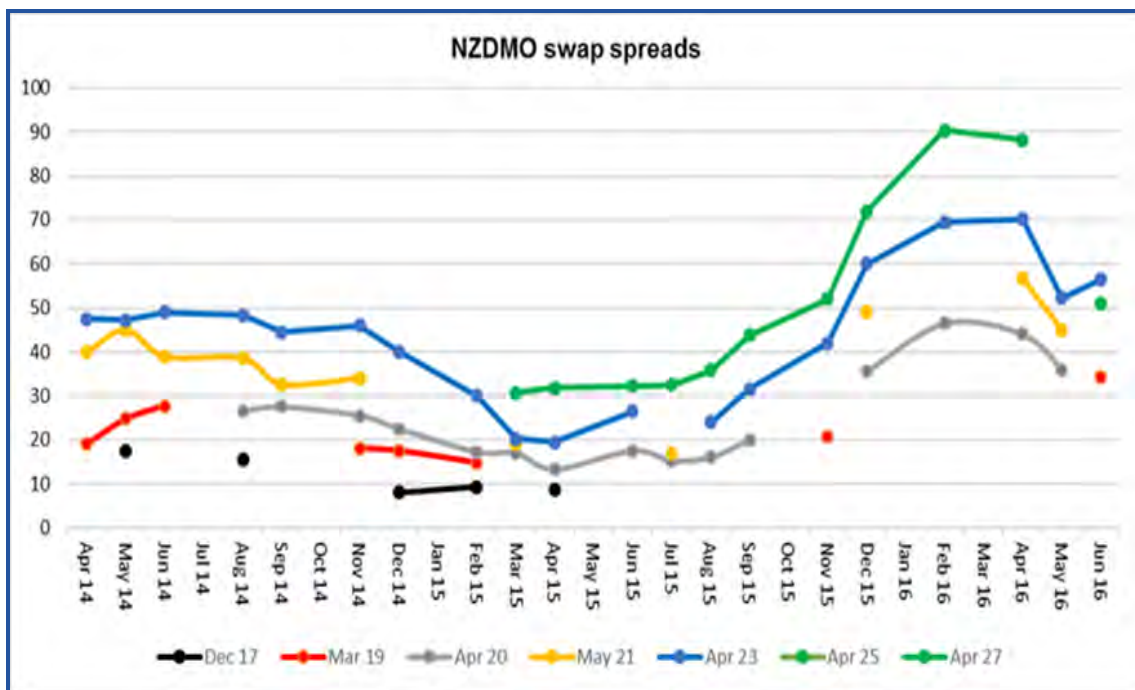


1.3 LOCAL AUTHORITY SECTOR

The Local Government Funding Agency ("LGFA") held its last tender for the quarter on 15 June 2016. In total, the LGFA issued \$180 million of bonds and Floating Rate Notes ("FRN"); details of the tender are as follows:

- 15 March 2019 maturity - \$40 million issued at a margin of 60 basis points over swap for an unrated borrower.
- 15 April 2023 maturity - \$40 million issued at a margin of 80 basis points over swap for an unrated rated borrower.
- 15 April 2025 maturity - \$100 million issued at a margin of 91 basis points over swap for an unrated borrower.

Spreads over swap for LGFA debt narrowed during the June quarter, in line with an overall contraction in spreads for non sovereign debt, but in the LGFA's case receiving an added impetus from a desire by investors to buy high quality debt. The graph on the following page shows the movement in spreads for LGFA debt going back two years and highlights the decline in spreads that occurred during the June quarter.



1.4 CREDIT SPREADS

The chart below shows credit spreads for the S&P/NZX Corporate 'A' Grade Bond index (the grey shaded area) and the three year swap rate (red line) dating back eight years. After increasing during the December 2015 and March 2016 quarters, spreads fell slightly in the June 2016 quarter. At the end of March 2016, the average credit spread of the S&P/NZX Corporate 'A' Grade Bond index was 90 basis points, but fell to 86 basis points by the end of June 2016.



2. DEBT AND HEDGING

2.1 DEBT

As at 30 June 2016, Waitomo District Council ("WDC") had \$44,490,000 of external debt. Of this, \$22,740,000 was provided by Westpac Bank, drawn on the Wholesale Advance Facility ("WAF") and a Term Loan of \$750,000. In addition, WDC has \$21,000,000 of FRNs outstanding. A breakdown of the funding profile is contained in the table below:

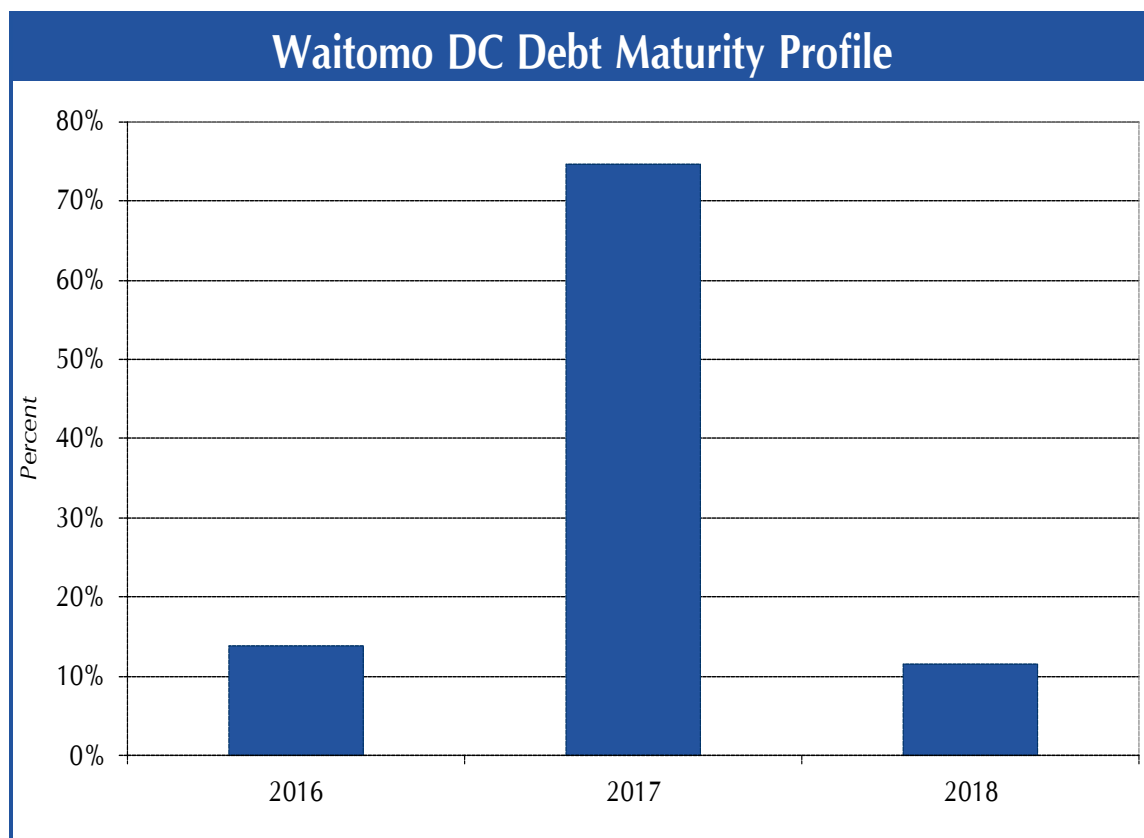
Loans			
Value Date	Reprice/Maturity	Base Rate	Amount
Advance Facility			
20-Apr-2016	20-Jul-2016	2.3800%	5,000,000
10-Jun-2016	09-Sep-2016	2.4550%	5,000,000
20-Apr-2016	20-Jul-2016	2.3800%	3,000,000
16-May-2016	16-Aug-2016	2.3900%	6,000,000
05-Nov-2015	01-Jul-2016	2.4500%	3,740,000
Term Loan			
16-May-2016	15-Aug-2016	5.4000%	750,000
FRNs			
28-Aug-2015	28-Aug-2018	2.4000%	5,000,000
18-Apr-2012	18-Apr-2017	2.3100%	5,000,000
30-Aug-2013	30-Aug-2016	2.4200%	5,000,000
30-Aug-2013	30-Aug-2016	2.4200%	1,000,000
06-Aug-2014	06-Aug-2017	2.3860%	5,000,000
TOTAL			44,490,000

The term loan of \$750,000 has been on-lent to Inframax with interest rate resets every three months. The current rate is 5.40%, with the next reset due on 15 August 2016.

The maturity profile of WDC's debt is depicted in the graph on the following page. It includes the \$21,000,000 of FRNs on issue and the \$22,440,000 million of bank debt (including the Inframax loan). It shows that 74.7% of WDC's debt matures in 2017 - along with the bank debt there are \$10,000,000 of FRNs maturing in that year.

Section 7.2 of the Liability Management Policy states "To avoid a concentration of debt maturity dates Council will, where practicable, aim to have no more than 50% of debt subject to refinancing in any 12 month period." This is an objective, not an actual requirement, so the 74.7% of debt maturing in 2017 does not constitute a breach of the Treasury Policy.





WDC is in the process of applying to join the LGFA as this offers the cheapest and most assured form of funding. The application will not have been considered by the LGFA Board by 30 August 2016 when an FRN for \$6.0 million matures. It is intended to formally ask Westpac to increase the nominal amount of the facility to accommodate the maturity until the outcome of the LGFA application is known. After that, decisions can be made about the longer term structure of WDC's debt. If the application is unsuccessful then the intention would be to increase the tenor of the Westpac facility and split it into two tranches with different maturity dates to lessen the funding concentration risk.

Unfortunately for WDC the two investors who currently hold WDC FRN's (Taranaki Savings Bank and Southern Cross Healthcare) have tightened up on their investment criteria which means that they are no longer in a position to buy WDC debt.

2.2 HEDGING

As at 30 June 2016, WDC had ten interest rate swaps to convert a portion of the floating rate exposures associated with the FRNs and bank debt into a fixed rate. Six of the interest rate swaps are current and four are forward starting. Details of the interest rate swaps are contained in the table on the following page.

Start Date	Maturity Date	Swaps		Market Value
		Rate	Amount	
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	(\$62,187)
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	(\$101,762)
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	(\$181,967)
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	(\$77,986)
18-Oct-2013	18-Apr-2020	4.315%	8,000,000	(\$454,765)
31-Mar-2014	17-May-2021	4.900%	6,000,000	(\$734,078)
Total current hedging			29,000,000	
Forward starting swaps				
24-Jan-2017	24-Jan-2024	3.840%	5,000,000	(\$420,686)
11-Sep-2017	11-Sep-2020	3.780%	5,000,000	(\$208,281)
18-Apr-2017	18-Apr-2023	3.950%	3,000,000	(\$231,074)
20-Apr-2020	20-Apr-2025	3.930%	5,000,000	(\$243,640)
				(\$2,716,425)

There were no new interest rate swaps entered into during the quarter, as none were required for policy compliance purposes. With medium and longer term interest rates continuing to fall during the quarter, the decision not to enter into additional hedging has proved to be the correct one.

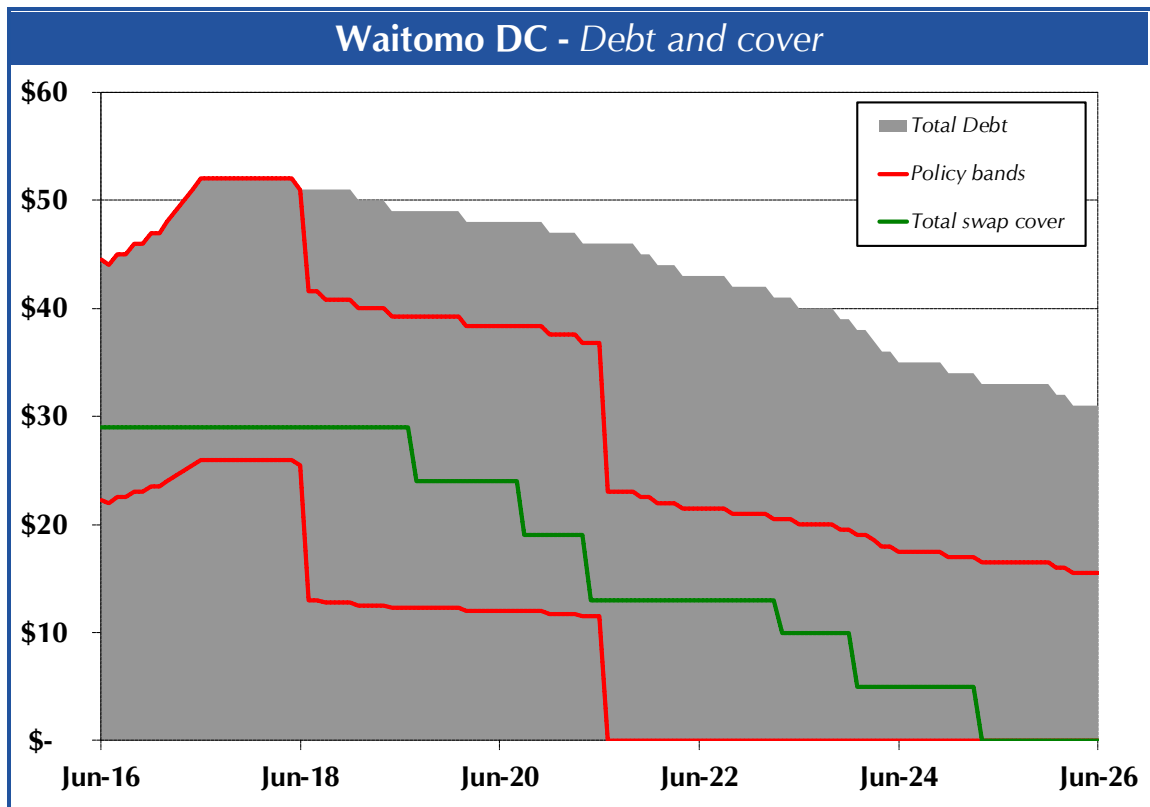
The 'marked to market' revaluation on the swap portfolio deteriorated from minus \$2,418,426 at the end of March to minus \$2,716,425 at the end of June. This fall was a result of the decline in interest rates during the quarter. However, WDC does hedge account its interest rate swaps, therefore the revaluation loss does not go through the Profit and Loss Account. By comparison with the vast majority of its peers, WDC's loss on its interest rate swap portfolio (on a pro rata basis) is noticeably lower.

2.3 DEBT AND HEDGING PROFILE

WDC manages its debt under the fixed rate hedging parameters detailed in the table below:

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

The debt profile incorporating these parameters, and the fixed rate swaps and using projected debt figures supplied by WDC are depicted in the graph on the following page. This indicates that, as at 30 June 2016, WDC was policy compliant.



WDC's weighted average cost of funds as at 30 June 2016, including the bank line fee and margin, was 4.65%, down from 4.74% at the end of March. WDC's cost of funds compares very favourably with many of its peers, all of whom would have a higher explicit or implicit credit rating, which all things being equal should give them a lower cost of funds. The fact that they haven't, demonstrates the success of WDC's funding and interest rate risk management activities carried out over the past few years.

2.4 POLICY COMPLIANCE (AS AT 30 JUNE 2016)

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

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Appendix 4 – Statements of Service Performance Report on Levels of Service and Key Performance Indicators.



Statements of Service Performance Report On
Levels of Service and Key Performance Indicators

2015/16

(For the year ending 30 June 2016)

Introduction

- 1.1 The purpose of this report is to record the detail of non financial performance or service performance for the 2015/16 financial year. These service performance measures were adopted as part of the Long Term Plan 2015-25. Council uses service performance measures to measure performance in providing services to its Community.
- 1.2 The format of the report is in tabular form and the results are grouped under each major activity;
- Description of the **level of service**, which translates the high level strategic goal into measurable levels of service.
 - The **key performance indicator**, which is a description of the measure that will be monitored throughout the financial year and the life of the Long Term Plan 2015-25.
 - The **performance target**, which is the quantitative target Council will strive to achieve.
 - **Performance achieved** to 30 June 2016. The result is recorded, whether the target has been achieved and comments to further explain actual results to target result.

Commentary

2.1 Structure of Groups of Activities

Council carries out a number of activities or functions in order to meet its statutory responsibilities and in response to the aspirations of its District community. Council's functions are arranged under ten Groups of Activities. These ten Groups of Activities are further organised under three main 'Sustainability Groups'.

Sustainability Groups			
Groups of Activities	Community and Cultural Sustainability	Environmental Sustainability	Economic Sustainability
	Governance: Leadership and Investments	Resource Management	Water Supply
	Community Service	Solid Waste Management	Roads and Footpaths
	Community Development	Stormwater	
	Regulation	Sewerage and the Treatment and Disposal of Sewage	

2.2 Performance Framework

Purpose

In order to manage and monitor the performance of its activities and the work programmes undertaken by Council and to ensure that its efforts contribute to Council's purpose and Community Outcomes we have developed a Performance Framework. The two key functions of this framework are:

1. To guide Council's efforts and work streams such that the focus is on achievement Council's Purpose and Community Outcomes.
2. To demonstrate to the community what we are trying to achieve, and how our performance will be measured.

PURPOSE OF LOCAL GOVERNMENT
<i>'To meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost effective for households and businesses'</i>
Waitomo District Community Outcomes
Council's Vision: 'Creating a better future with vibrant communities and thriving business'
Council's Focus Areas: Facilitate economic development, encourage community connectivity and development, good stewardship of assets, and financial prudence and sustainability
Council's Business – Groups of Activities
Council's Policy and Planning Framework Council Policies, Bylaws, Activity Management Plans, Financial Strategy, Long Term Plan and Annual Plan.
Levels of Service and Work Programmes Monitoring and Reporting of achievement against Performance Targets

2.3 Elements of the Framework

As shown in the table above, at the highest level of the Performance Framework is Council's Purpose, followed by Community Outcomes.

The Vision statement describes Council's focus and the Guiding Principles aim to set the parameters under which planning will be carried out.

Council's Groups of Activities is the grouping of the various functions and activities that are carried out by Council. All activities need to demonstrate their contribution to the Community Outcomes.

The 'coal-face' of the Performance Framework are the –

Levels of Service: what can the community expect Council to provide.

Performance Measures: how will success or progress be measured.

Performance Targets: what is the level of performance that Council is aiming for.

2.4 Monitoring and Reporting

2.5 Progress against agreed performance targets is monitored monthly at a management level and reported quarterly at governance level. The annual achievement against performance targets is audited and communicated to the community and stakeholders in Council's Annual Report.

2.6 There have been a range of new measures introduced as per the LTP that was adopted by Council in June 2015.

2.7 For the year ending 30 June 2016, the performance results for all ten activities are as follows:

Activity	Total number of targets	Achieved or On Track	Not Achieved	No data available
Governance: Leadership and Investments	4	4		
Community Service	11	11		
Community Development	7	6	1	
Regulation	8	8		
Solid Waste Management	8	6	2	
Resource Management	3	3		
Stormwater Drainage	8	8		
Sewerage and Treatment Disposal of Sewerage	8	5	3	
Water Supply	17	11	6	
Roads and Footpaths	6	3	3	

Performance Measures Key

	Achieved or on Track
	Not Achieved
	No Data Available

Community and Cultural Sustainability Group

Governance: Leadership and Investments

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016
Decision making in compliance with provisions of the Local Government Act 2002.	Number of successful challenges to the decision making process.	0	Achieved Nil challenges received.
Consultation is in accordance with the procedures outlined in LGA 2002. Depending on the nature of the consultation, the procedure will either be the Special Consultative Procedure or a process that gives effect to the requirements of section 82 of the LGA 2002.	Number of successful challenges to the decision making process.	0	Achieved Nil challenges received
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 60%	Achieved – 94% of respondents to the Council's Resident Satisfaction Survey are satisfied that the Council provides effective and useful communications.
Investments			
Investments are managed prudently and in a manner that promotes the current and future interests of the community.	Analysis of investment financials and activity including investment company reporting statements are reported to Council and made available to the public as applicable.	2 reports per year	Achieved Two reports were presented to Council on 5 April 2016.

 Achieved or On Track	 Not Achieved	 No data available
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Community Service

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016
High quality Parks and Reserves will be provided.	Percentage of community satisfied with the quality of Parks and Reserves in annual and research surveys.	≥ 80%	Achieved 87% of residents are satisfied with the quality of Parks and Reserves as measured by the 2015/16 Resident Satisfaction Survey.
Provision and maintenance of Elderly Persons Housing that meets the needs of the tenants.	Percentage of tenants satisfied with the provision and maintenance of Elderly Persons Housing.	> 65%	Achieved 100% of tenants are satisfied with the provision and maintenance of Elderly Persons Housing.
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 81%	Achieved 89% of Residents are satisfied with the quality of public amenities as measured by the 2015/16 Resident Satisfaction Survey.
Provision of effective pool facilities for the community.	Percentage of community satisfied with the quality of the pool facilities and service in the annual satisfaction survey and research survey results.	≥ 70%	Achieved 88% of Residents are satisfied with the quality of pool facilities and service as measured by the 2015/16 Resident Satisfaction Survey.
Provision of effective Arts and Culture facilities for the community.	Percentage of community satisfied with the quality of the Arts and Culture facilities and service in the annual satisfaction survey and research survey results.	≥ 75%	Achieved 94% of Residents are satisfied with the quality of Arts and Cultural facilities and service as measured by the 2015/16 Resident Satisfaction Survey.

Achieved or On Track	Not Achieved	No data available
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What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016
Council's public facilities are provided to standards of fitness for use.	Current Building Warrant Of Fitness (BWOFF) for facilities with compliance schedules.	100%	Achieved All building Warrant of Fitness for Council facilities are current.
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	Achieved Pool accreditation in place until 30 April 2017.
	Number of pool non complying water quality readings per year.	< 5	Achieved - One non-compliant reading was recorded in February 2016.
Community education and information provided to build community awareness and preparedness.	The number of residents who understand the need to plan for the ability to survive on their own for 3 days if there was an emergency event, as measured by the Resident Satisfaction Survey.	42%	Achieved 89% of residents understand the need to plan for the ability to survive for up to 3 days as measured by the 2015/16 Resident Satisfaction Survey.
WDC is resourced and staff trained to a level sufficient to efficiently operate the Civil Defence Headquarters during an emergency	One major training exercise involving Civil Defence HQ staff will be held per year	One exercise per year	Achieved Training was held 11-13 May 2016
Playground equipment is safe to use for parks and reserves playground users	Number of accidents directly attributable to playground equipment failure	Nil accidents	Achieved Nil accidents reported.

Achieved or On Track	Not Achieved	No data available
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Community Development

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100% Compliance	Achieved All funding rounds advertised in the Waitomo News, WDC Website and Facebook page, as per the Community Development Fund Policy.
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum	Not Achieved (a)
	Youth Council undertakes two youth related projects per year.	2 per annum	Achieved The Youth Council participated in the Waitomo District Christmas Parade, entering a float in conjunction with Number Twelve. Youth Council members took part in the Cyber Bullying Campaign "Cyberbullying is not OK" raising awareness around use of social media.
Council will support major District events that build community pride and raise the District's profile.	Number of major District events held on time and to budget.	One Major event (the Muster) and one minor event (the Christmas Parade)	Achieved The Waitomo District Christmas Parade was successfully held on Friday 11 December 2015. Balloons over Waikato took place on Friday 18 March 2016 in Te Kuiti. The Great NZ Muster took place on Saturday 2 April 2016.

 Achieved or On Track	 Not Achieved	 No data available
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What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016	
Provision of comprehensive library facilities for the community.	Percentage of community satisfied with the quality of the library facilities and service in the annual satisfaction survey and research survey results.	≥ 85%	Achieved 93% of residents who used the library facilities in the last 12 months were satisfied with the quality of the library facilities and service.	
Council through its membership of the Hamilton and Waikato Regional Tourism Organisation will ensure enhanced presence in national and international markets for the District.	Number of District Promotion opportunities taken in key publications and industry events.	> 4		Achieved The District was profiled through a range of activities and publications including: <ul style="list-style-type: none"> • Explore Central North Island • Cycling and Mountain Biking Tourism Marketing Network • Explore Your Own Backyard • Short Escapes Campaign • Hamilton and Waikato Official Regional Visitor Guide • Chinese New Zealanders Domestic Campaign • Hamiltonwaikato.com website, video and social media channels
Council will encourage and support business expansion and sustainable economic development opportunities within the District.	Economic Development Action Plan developed and implemented.	Economic Development Action Plan implemented by July 2015 and actions advanced as per plan.	Achieved The Economic Action Plan was adopted by Council on 23 June 2015 and subsequently implemented.	

(a) The Youth Council did not lodge a submission to Council in the 2015/2016 financial year.

 Achieved or On Track	 Not Achieved	 No data available
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Regulation

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016
All food and alcohol retail premises will be inspected and appropriately registered and licensed.	Percentage of registration or licensing of food and alcohol retail premises	100%	Achieved All inspections of licensed food and alcohol retail premises were completed.
Provision of an effective environmental health service for the community.	Customer Satisfaction Survey Rating on Environmental Health Service.	> 50%	Achieved 90% of residents who had used this service in the last 12 months were satisfied with the provision of an effective environmental health service.
Building consents and project information memoranda issued within 15 working days.	Percentage of building consents and project information memoranda issued within 15 working days.	90%	Achieved 98% of building consents were processed within 15 working days.
Council will process, inspect and certify buildings work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements.	BCA Accreditation achieved every 2 years.	Achieved Accreditation was achieved in 2016.
Provision of an effective building control service to the community.	Customer Satisfaction Survey rating on Building Control.	> 50%	Achieved 77% of residents who had used this service in the last 12 months were satisfied with the provision of an effective building control service.

Achieved or On Track	Not Achieved	No data available
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What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016
Dog owners' properties will be inspected to ensure compliance with the Dog Control Act 1996 and Council's bylaws.	Percentage of dog owners' properties inspected per year.	Urban 100% Rural 10%	Achieved 100% of urban dog owners' properties were inspected. Achieved 11% of rural dog owner's properties were inspected
High level of customer satisfaction with animal control service.	Customer Satisfaction survey rating on Animal Control.	≥ 50%	Achieved 78% of residents who had used this service in the last 12 months were satisfied with the provision of an effective animal control service.
Dog Owners are well informed of their responsibilities and WDC Support.	Number of Dog/Owner Education initiatives.	≥ 2	Achieved Advert placed in Child Safety Awareness Programme 2015 – Academy Books – Rural Waitomo Schools. 'Take care of your dog this Guy Fawkes" advert placed in Waitomo News, Facebook and Website. Responsible Dog Owner Advertisement Waitomo News.

 Achieved or On Track	 Not Achieved	 No data available
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Environmental Sustainability Group

Solid Waste Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Our Performance to 30 June 2016	
Users find the recycling facilities safe to use.	Percentage of users rate the safety of Council's recycling facilities as satisfactory or better.	75%	Achieved 97% of respondents rated the safety of the recycling facilities as satisfactory or better as measured by the 2016 Resident Satisfaction Survey.	
Provision of effective waste service for the community.	Customer satisfaction survey rating on waste transfer stations.	60%	Achieved – 85% of respondents who used this service are satisfied with the provision of waste transfer stations to the rural community as measured by the 2016 Resident Satisfaction Survey	
The solid waste management facilities feel safe to the user.	Percentage of users rate the District's waste transfer stations safe to use.	70%	Achieved – 95% of respondents rated the rural waste transfer stations safe to use as measured by the 2016 Resident Satisfaction Survey	
Users find the landfill facility safe to use.	Percentage of users rate the safety of Council's landfill facility as satisfactory or better.	75%	Achieved – 98% of respondents are satisfied with the safety of the landfill facility as measured by the 2016 Resident Satisfaction Survey.	
The solid waste management facilities are open and accessible to users at advertised times.	Number of complaints per month due to facilities not being open at advertised times.	≥1	Achieved One complaint was received for the year ended 30 June 2016, for Mokau Transfer Station for not being open at the advertised times.	
Reduce quantity of recyclables like paper and plastics in bag collection that goes to landfill.	Percentage of reduction per annum leading to 10% reduction by 2016 and 15% by 2025 achieved through continual education (both measured against the 2014 Biennial Waste Audit).	2.0%	Not Achieved Whilst not achieved the 1.57% reduction shows that the trends are tracking steadily downwards.	(a)

 Achieved or On Track

 Not Achieved

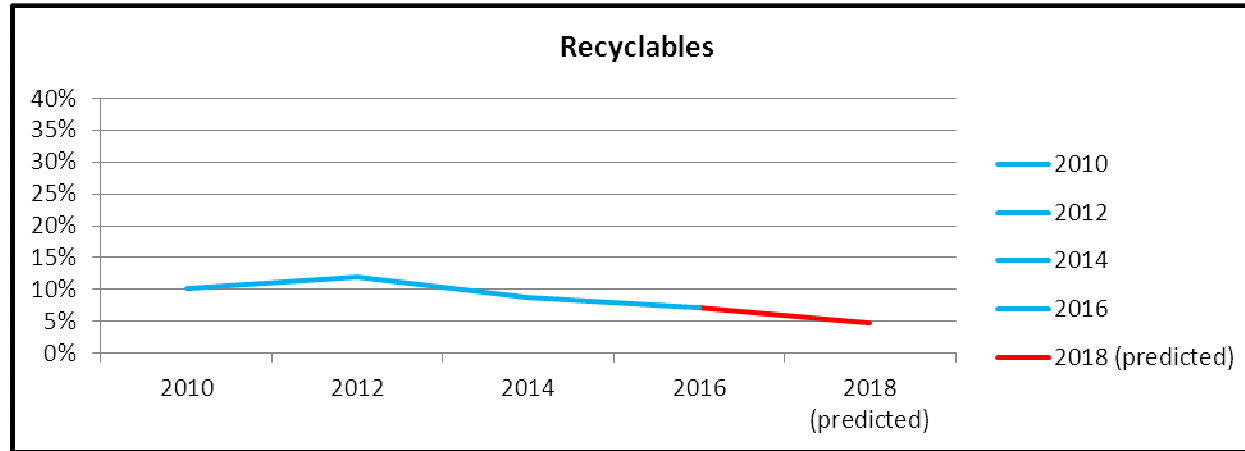
 No data available

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Our Performance to 30 June 2016	
Reduce the quantity of organic waste like food scraps etc in bag collection that goes to landfill.	Percentage of reduction per annum achieved through continual education leading to 10% reduction by 2025 (measured against the 2014 Biennial Waste Audit).	1.5%	Not Achieved	(b) The increasing trend shown by 2016 Waste Audit results are a concern. Nearly 40% of the total waste stream is organic matter. Increased prioritisation and emphasis are required if stated goals are to be achieved by 2025.
Provision of an effective solid waste service for the community.	Average number of complaints received per month regarding solid waste activities.	≤ 10	Achieved	Twenty Nine complaints received for the year. All months had less than 10 complaints received.

- (a) The performance target for 'the percentage of reduction of the quantity of recyclables such as paper and plastics entering the landfill per annum leading to 10% reduction by 2016 and 15% by 2025 (both measured against the 2014 Waste Audit)' was not achieved. The results from the 2016 Waste Audit identified a 1.57% reduction in recyclables against the 2014 Waste Audit. WDC provides community education articles about the importance of waste minimisation to encourage residents to assist in the diversion of recyclable waste from the general waste at the landfill. WDC continues to provide targeted educational programmes to raise awareness of the benefits of waste reduction and services available in support of this initiative. An additional survey of recycling bin contents was undertaken during the 2016 Waste Audit which identified a 99% compliance with Council's recycling requirements. Recycling Stations located around the district are well utilised and are an important asset used to reinforce council's recycling expectations to the wider public.

The following graph and table shows a decrease in the amount of recyclables that enter the landfill via general refuse for the 2014-2016 period. Since 2012 the trend has been tracking steadily downwards however not at the desired rate. This indicates that whilst we are tracking in the right direction the projected figures show we are unlikely to meet the required reduction target by 2025.

Achieved or On Track	Not Achieved	No data available



Recyclables (Average)	2012	2014	2016	2018 (Predicted)
	11.94%	8.75%	7.18%	4.80%
Percentage Change		-3.19%	-1.57%	-2.38%

(b) The performance target for 'the percentage of reduction per annum achieved through continual education leading to 10% reduction by 2025 (measured against the 2014 Waste Audit)' was not achieved.

A total average of 39.50% of putrescibles (organic/food waste) was identified through the 2016 Waste Audit as being disposed of within the kerbside refuse bags, indicating a 3% increase since the 2014 Waste Audit. The previous target to reach a 10% reduction by 2016 when measured against the 2010 Waste Audit was achieved (2010 total average was 50.4% = 11% reduction). However projected figures using the most recent data indicate those gains may be lost by 2018.

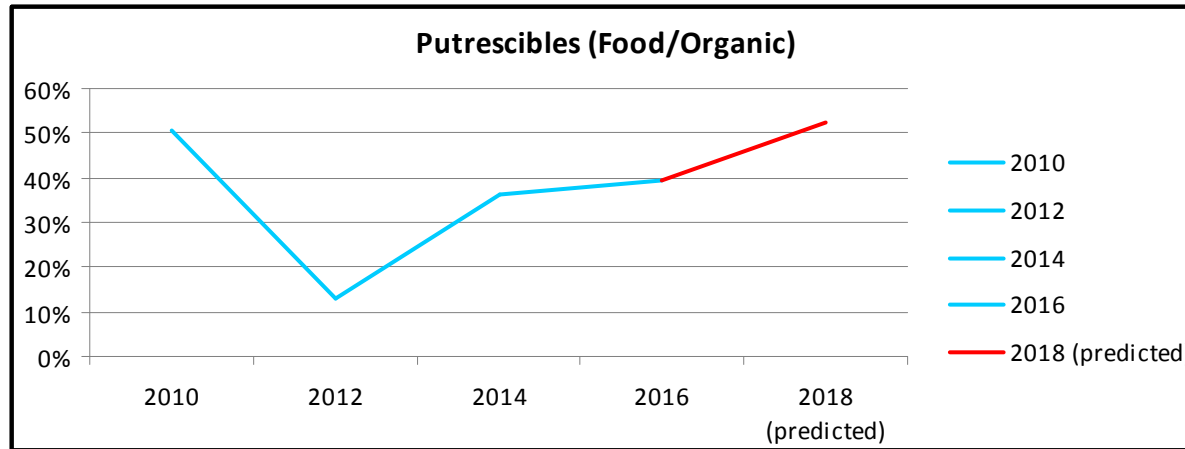
Reducing food waste is a key strategy for meeting the goals of the Waste Minimisation Act. WDC joined a collective of councils around New Zealand to implement a national 'Love Food, Hate Waste' campaign to reduce food waste sent to landfills. Articles promoting ways to reduce food waste are featured in the Waitomo News from time to time throughout the year. These articles are also featured in the 'Waitomo Way' newsletter. Ongoing updates promoting 'Love Food, Hate Waste' are published on WDC's website and Facebook page.

Other targeted educational materials include the publication of 'A guide to Composting' brochure', and promotion of composting at home as featured articles in the Waitomo Way newsletter throughout the course of the year.

WDC developed 'Keep our District Vibrant and Thriving' brand to support Waste Minimisation efforts.

Achieved or On Track	Not Achieved	No data available
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The following graph and table shows an increase in putrescibles, which in turn indicates that we are unlikely to meet the required target by 2025 should this trend continue. Continual public education for home composting may minimise this particular type of waste.



Putrescibles (Food/Organic) Average	2012	2014	2016	2018 (Predicted)
	12.97%	36.31%	39.50%	52.50%
Percentage Change		23.34%	3.19%	13.00%

Summary of Audit Report

The 2016 Waste Audit was carried out over four Waitomo District townships. The following number of kerbside refuse bags were collected from random properties in the following towns – Te Kuiti (20) Waitomo (10) Mokau (10) and Piopio (10).

The purpose of the audit is to gauge the types of waste that get disposed of into the landfill, detailing the quantity of each type of waste by weight and percentage. These results provides WDC with information as to how we form our policies around waste management such as access to recycling facilities, landfill design and the cost of Council rubbish bags. The audit uses the twelve primary waste categories in the Ministry for the Environment’s Waste Analysis Protocol 2002; being paper, plastics, putrescibles (organic materials/food waste), ferrous metals, non-ferrous metals (recyclable metals), glass, textiles, nappies and sanitary, rubble and concrete, timber, rubber and potentially hazardous items.

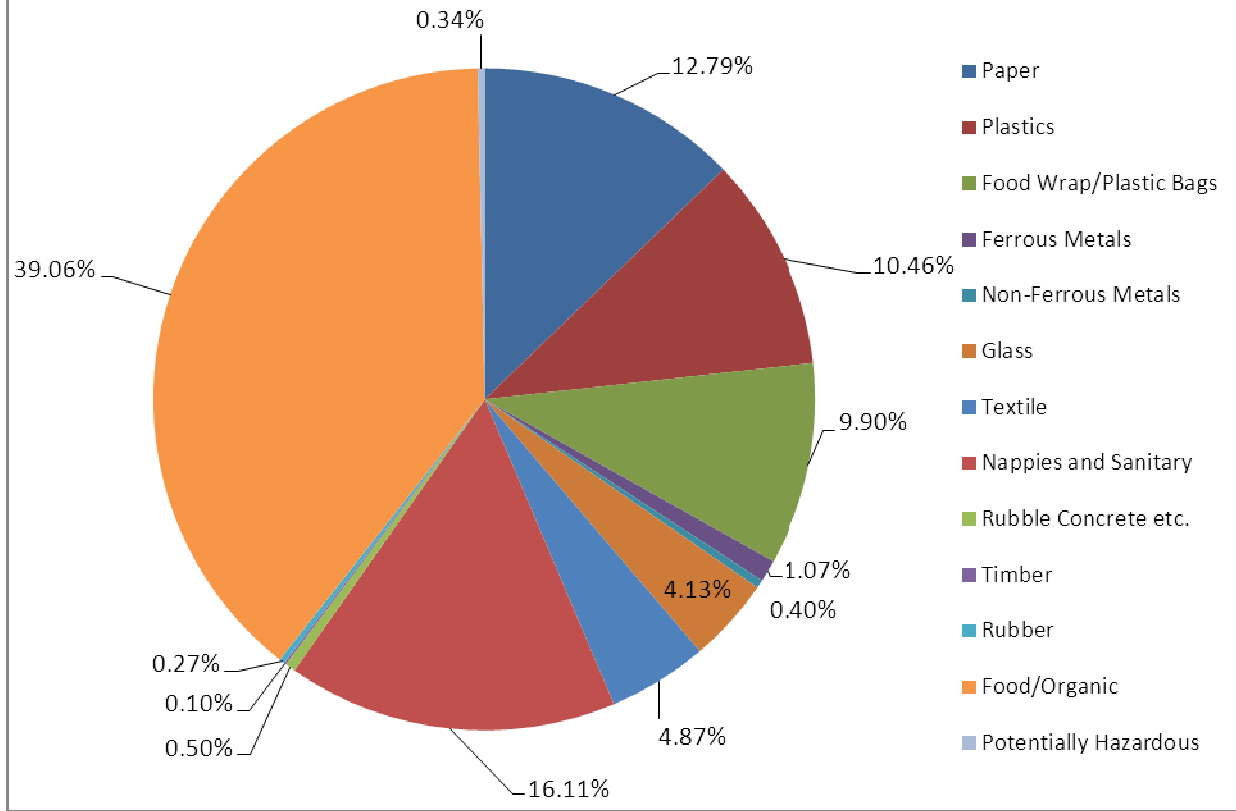


Waste Audit Results		
Type of waste in refuse bags	2016 Waste Audit (Percentage of waste contained in refuse bags)	2014 Waste Audit (Percentage of waste contained in refuse bags)
Putrescibles (<i>Organic/food waste</i>)	38.93%	36.31%
Sanitary & Nappies (<i>non-recyclable</i>)	16.06%	22.20%
Plastic Wrap (<i>non-recyclable</i>)	9.87%	17.25%
Paper (<i>recyclable</i>)	12.75%	16.34%
Textiles (<i>eg: fabric</i>)	4.85%	11.30%
Plastic (<i>recyclable</i>)	10.42%	9.83%
Glass (<i>recyclable</i>)	4.12%	8.16%
Metal (<i>ferrous metals</i>)	1.07%	5.43%
Potentially Hazardous (<i>eg: hair dye, chemicals</i>)	0.67%	3.57%
Metal non-ferrous metals (<i>recyclable</i>)	0.40%	0.67%
Rubble, concrete, timber and rubber	0.87%	Negligible

The amount of rubble, concrete, timber, rubber, non-ferrous metals and potentially hazardous substances contained in the refuse bags collected for the 2016 Waste Audit was nominal. The 2016 Waste Audit results showed a 3.19% increase in putrescibles (organic materials/food waste). Although this increase is not significant in comparison to the previous 2014 Waste Audit, the fact remains that overall the total percentage of organic/food waste contained in the general refuse bags is nearly 40% which is significant. The below Pie Graph gives a visual snapshot of how the waste audit results look.

Achieved or On Track	Not Achieved	No data available
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Composition of Kerbside Collection (All Towns) - 2016 Waste Audit



Resource Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:'

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Our Performance to 30 June 2016
Council will ensure that resource consents are processed in a timely and customer friendly manner so as to facilitate district wide development.	Percentage of notified consents processed within 80 working days of receipt.	90%	Achieved No notified resource consents were lodged during the 2015/2016 financial year.
	Percentage of non-notified consents processed within 20 working days.	90%	Achieved 100% of non-notified resource consents have been processed within 20 working days.
All premises where resource consents have been issued will be monitored at least biennially to ensure compliance.	Percentage of consented premises visited each year.	50%	Achieved All premises where resource consents have been issued have been monitored.

	Achieved or On Track		Not Achieved		No data available
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Stormwater Drainage



Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Our Performance to 30 June 2016
Stormwater drainage system is adequate and is sufficiently maintained.	The number of flooding events that occur in the district in a financial year.	Nil (for less than 1 in 2 year event)	Achieved No flooding events were identified or reported for the year ended 30 June 2016
	For each flooding event the number of habitable floors affected in a financial year.	≤ 1 per 1000 properties	Achieved No flooding events were identified or reported for the year ended 30 June 2016
Compliance with resource consent conditions for discharge from the Councils urban stormwater system that relate to environmental effects	Compliance with resource consents for discharge from its Stormwater system, measured by the number of the following (<i>received by Council with a financial year</i>):		
	abatement notices	0	Achieved No abatement notices were received in the year ended 30 June 2016
	infringement notices	≤2	Achieved No infringement notices were received in the year ended 30 June 2016
	enforcement orders	Nil	Achieved No enforcement notices were received in the year ended 30 June 2016
	successful prosecutions	Nil	Achieved There were no successful prosecutions in the year ended 30 June 2016

Achieved or On Track	Not Achieved	No data available
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The Council responds to failures and request for service in a prompt and efficient way	The median response time to attend a flooding event, (measured from the time that the notification is received to the time that service personnel reach the site)	≤ 180 minutes (3hrs)	Achieved No flooding events occurred during the year ending 30 June 2016
The Council provides a reliable stormwater collection service	The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.	≤4 complaints per 1000 properties (=Total of 8 complaints)	Achieved A total of eight service request complaints were received about the performance of Council's urban Stormwater system for the year ending 30 June 2016. There are 1,916 properties charged for council Stormwater services, which when rounded equates to ≤4 complaints per 1000 properties.

	Achieved or On Track		Not Achieved		No data available
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Sewerage and Treatment and Disposal of Sewage

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Performance to 30 June 2016	
Sewerage System is adequate and is sufficiently maintained.	Number of complaints received in a financial year about ; sewage odour, sewage system faults, sewage system blockages, and Council's response to issues with the sewage system.	Total complaints per 1000 connections ≤20	Not Achieved	(a)
Environmental impacts of Sewerage systems will be managed effectively.	Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of the following (<i>received by Council in a financial year</i>)			
	abatement notices	Nil	Achieved	No abatement notices were received in the year ended 30 June 2016
	infringement notices	Nil	Achieved	No infringement notices were received in the year ended 30 June 2016
	enforcement orders	Nil	Achieved	No enforcement notices were received in the year ended 30 June 2016

	Achieved or On Track		Not Achieved		No data available
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	convictions received	Nil	Achieved There were no successful prosecutions in the year ended 30 June 2016	
Timely response and resolution for sewage overflows.	The median response times for attendance, in a year, measured from the time that the Council receives notification to the time that service personnel reach the site	≤180 minutes (3hrs)	Achieved The median response time for attendance, in a year, measured from the time that the Council receives notification to the time that service personnel reach the site was less than 3 hours.	
	The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	≤ 540 minutes (9hrs)	Not Achieved	(b)
Provision of effective and reliable sewerage systems and service to the community.	Number of dry weather sewage overflows from the Council's sewerage system in a financial year.	≤ 5 per 1000 connections	Not Achieved	(c)

- (a) The target for 'the number of complaints received in a financial year about: sewage odour, sewage system faults, sewage system blockages and Council's response to issues with the sewage per 1,000 connections <20 ' was not achieved. A total of 126 service requests were received for the year ending 30 June 2016, giving a result of 71 per 1,000.

A large number of these issues were from Piopio residents with complaints regarding their Wastewater Treatment Systems – with issues ranging from high level alarms to sewerage overflows. Piopio residents are on a simplified (or conventional) sewerage system which, if not managed correctly by

	Achieved or On Track		Not Achieved		No data available
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the householder, presents more blockages which is the case with most of these complaints. Piopio township residents are sent a reminder and guide to their on site waste water collection and treatment system every six months to educate them and assist in the reduction of these issues.

There were also various complaints from Te Kuiti residents due to heavy rain causing manhole overflows and surges.

- (b) The target for *'the median response times for resolution, in a year, measured from the time that the Council receives notification to the time that (the external contractor) service personnel confirm resolution of the blockage or other fault being ≤ 540 minutes (9hrs)'* was not achieved. The median response time for resolution was five days. The Contractor does not notify WDC on attendance time until closing the request.

There have been a number of issues with the timely delivery of this service over the last 12 months. The external service provider contract comes to an end early 2017, which has resulted in the proposal to implement a new service delivery model. From March 2017 this service will be delivered in-house allowing tighter controls around the timely and efficient delivery of service.

- (c) The target for *'Number of dry weather sewage overflows from the Council's sewerage system in a financial year being ≤ 5 per 1,000 connections'* was not achieved. A total of 58 service requests were received for the year ending 30 June 2016, giving a result of 33 dry weather sewage overflows per 1,000 properties. A majority of these requests were for the Piopio Wastewater Treatment System with high level alarms causing overflows, and Te Kuiti wastewater manholes causing overflows. Piopio wastewater system has had some gravity systems converted to pump systems. Piopio residents are on a simplified (or conventional) sewerage system which, if not managed correctly by the householder, presents more blockages which is the case with most of these complaints. Piopio township residents are sent a reminder and guide to their on site waste water collection and treatment system every six months to educate them and assist in the reduction of these issues.



Economic Sustainability Group

Water Supply

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Performance to 30 June 2016		
Water supply system is adequate and sufficiently maintained for public health purposes.	The extent to which WDC's drinking water supplies comply with Part 4 of NZ Drinking-water Standards 2005 (revised 2008) (bacteria compliance criteria)	100%		Not Achieved	(a)
	The extent to which WDC's drinking water supplies comply with Part 5 of NZ Drinking-water Standards 2005 (revised 2008) (protozoal compliance criteria)	100%*		Not Achieved	(b)
Water Supply networks are being maintained adequately.	Percentage of real water loss from the Council's networked reticulation system in a financial year in: (<i>'Water Losses' includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption</i>)				
	Te Kuiti	≤ 25%		Achieved The Real Water loss from the Te Kuiti networked reticulation system was 20%	

	Achieved or On Track		Not Achieved		No data available
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What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Performance to 30 June 2016	
	Mokau	≤ 25%	Achieved The Real Water Loss from the Mokau networked reticulation system was 2%	
	Piopio	≤ 25%	Achieved There was no Real Water Loss from the Piopio networked reticulation system	
	Benneydale	≤ 15%	Achieved There was no Real Water Loss from the Benneydale networked reticulation system	
Timely response and resolution of service requests.	The median response times for attendance for urgent call-outs in a financial year*	≤ 180 minutes (3 hrs)	Achieved The median response time was less than 2 hours	
	The median resolution time of urgent call-outs in a financial year**	≤ 540 minutes (9hrs)	Achieved The median response time was less than 9 hours.	
	The median response times for attendance for non-urgent call outs in a financial year*	≤ 660 Minutes (11hrs)	Achieved The median response time was less than 11 hours.	
	The median resolution time of non-urgent call-outs in a financial year**	≤ 850 minutes (14.1hrs)	Not Achieved	(c)
<p>* from the time that the Council receives notification to the time that the service personnel reach the site. ** from the time that the Council receives notification to the time that service personnel confirm resolution of the fault or interruption</p>				

	Achieved or On Track		Not Achieved		No data available
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What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Performance to 30 June 2016	
Provision of effective and reliable water supply system to the community.	The total number of complaints received by Council in a year for:			
	drinking water clarity	≤ 5 per 1000 connections		Not Achieved (d)
	drinking water taste	≤ 5 per 1000 connections		Achieved There were 5 complaints per 1,000 connections
	drinking water odour	≤ 5 per 1000 connections		Achieved There were 5 complaints per 1,000 connections
	drinking water pressure flow	≤ 5 per 1000 connections		Not Achieved (e)
	continuity of supply	≤ 5 per 1000 connections		Not Achieved (f)
	Median response time to any of these issues within a year.	≤ 180 minutes		Achieved Median response time to any of these issues was less than 180 minutes.
Efficient management of demand for water for the community.	Average consumption of drinking water per day per resident within the district.	≤ 400 litres per person per day		Achieved The average consumption of 90 Litres per person per day

	Achieved or On Track		Not Achieved		No data available
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- (a) The target for *'the extent to which WDC's drinking water supplies comply with Part 4 of NZ Drinking Water Standards 2005 (bacteria compliance criteria) with a goal of 100%'* was not achieved due to:
- Te Kuiti Water Treatment Plant is still undergoing a major upgrade which is anticipated for completion 2018.
 - Mokau requires upgrading to meet the standards
 - Benneydale requires minor work to be carried out which will assist in bringing the plant up to NZDWS
 - Piopio water supply does however, meet the requirements for NZDWS 2005, but was changed from continuous monitoring to manual monitoring due to operational sampling issues causing non-compliance.

- (b) The target for *'the extent to which WDC's drinking water supplies comply with Part 5 of NZ Drinking Water Standards 2005 (protozal compliance criteria) with a goal of 100%'* was not achieved.

Due to current treatment processes Mokau and Te Kuiti cannot achieve log credits.

Achievement of this target is based on timing of completion of the Te Kuiti Water Treatment Plant upgrade which is being carried out primarily to ensure compliance with New Zealand Drinking Water Standards requirements.

- (c) The target for *'the median resolution time of non-urgent call-outs in a financial year – with a goal of 14.1 hours'* was not achieved. The median response time was 24 hours and is based on the service request system logs from the time that the Council receives first notification to the time that the external contractor service personnel confirm resolution of the fault or interruption.

There have been a number of issues with the timely delivery of this service over the last 12 months. The external service provider contract comes to an end early 2017, which has resulted in the proposal to implement a new service delivery model. From March 2017 this service will be delivered in-house allowing tighter controls around the timely and efficient delivery of service.

- (d) The target for *'the total number of complaints received by Council in a year for drinking water clarity– with a goal of ≤ 5 per 1000 connections'* was not achieved. The total number of complaints received was 23 against a total number of rated water connections of 2,503, giving a total of 9 complaints per 1,000 connections.

There have been a number of issues with the timely delivery of this service over the last 12 months. The external service provider contract comes to an end early 2017, which has resulted in the proposal to implement a new service delivery model. From March 2017 this service will be delivered in-house allowing tighter controls around the timely and efficient delivery of service.

- (e) The target for *'the total number of complaints received by Council in a year for drinking water pressure flow – with a goal of ≤ 5 per 1000 connections'* was not achieved. The total number of complaints received was 120 against a total number of rated water connections of 2,503, giving a total of 48 complaints per 1000 connections. The main reasons for these complaints were due to leaks causing the PSI to drop resulting in a reduction in supply. The Te Kuiti Water Treatment Plant upgrade is affecting the pressure due to backwash of the filters from the reticulation causing rapid pressure loss and fluctuations, but this will be addressed with the upgrade of the plant.



- (f) The target for '*the total number of complaints received by Council in a year for continuity of supply – with a goal of ≤ 5 per 1000 connections*' was not achieved. The total number of complaints received was 57 against a total number of rated water connections of 2,503, giving a total of 23 complaints per 1000 properties. The main reasons for these complaints were due to leaks and broken tobies or water pipes, resulting in restricted or no supply.



Roads and Footpaths

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Our Performance to 30 June 2016	
Monitor safety of local roads to assist in planning and prioritising works required to upgrade, maintain or change the condition of the roading environment in order to reach and maintain a specified level of safety.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	1 (or maintain at 0)	Not Achieved	(a)
Maintain the overall condition of local roads to a specified adequate standard *NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort	The average quality of ride on a sealed local road network, measured by smooth travel exposure, in a financial year. (Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90%.) *NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.	90%	Achieved - Measured against biennial NAASRA results 2015/16 - 99.08	
Maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metalled each year.	15% (of total)	Not Achieved - 5.5%	(b)
Maintain the overall condition of sealed roads to a specified adequate standard.	Percentage of the sealed local road network that is resurfaced each year.	7% (of total)	Achieved - 11% of the sealed local road network was resurfaced in the year ending 30 June 2016.	

	Achieved or On Track		Not Achieved		No data available
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Maintain the overall condition of footpaths to a specified adequate standard.	The percentage of footpath network that falls within a condition rating of 3	90%	Achieved - 94.5% of footpath network falls within a condition rating of 3.	
Manage the timeliness and appropriateness of responses to problems and service requests.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.	95%	Not Achieved	(c)

* NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.

- (a) The total number of fatalities as a result of serious crashes on local roads for the year ended 30 June 2016 was four. The statistics for the number of crashes causing serious injury were not available at the time that this annual report was compiled, however the 2014/15 years statistics for this was 4. Continuous safety measures to improve safety on WDC roading structures are continuously investigated and incorporated where appropriate for our network.

WDC are embarking on a new Driver Training initiative, in collaboration with Otorohanga District Council and NZTA, in an effort to improve the quality of new licensed drivers and to reduce unlicensed driving.

- (b) The target for the 'Percentage of unsealed road metalled each year of 15% or more' was not achieved. A result of 5.5% was measured at the year ended 30 June 2016. The re-metalling of unsealed roads are done not only by budget considerations, but as required by assessing the condition. In the financial year ending 30 June 2016, WDC had the benefit of less than usual condition based requirements and that is likely due to less hard rain events, this was attributable to efforts made during the previous year to not only grade the metal, but also to ensure better rolling which assists with longevity. The original target of 15% is unrealistic given the budget limitations, which only allows for approximately 5%.
- (c) The target for 'the percentage of customer service requests relating to road and footpaths responded to within 10 working days being 95% or more' was not achieved. Total of 447 service requests were received for the year ended 30 June 2016, of which 343 (77%) were achieved and 104 (23%) were not achieved. Resulting in 77% result over the year.

There was an increased number of requests for overgrown vegetation causing restricted driver vision at mostly rural locations within the district. This was caused due to the time of year when vegetation growth is at its peak and current climatic conditions are leading to a vigorous growth season.

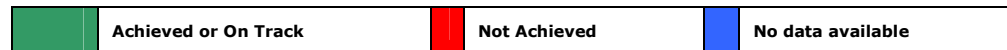
Service requests for the roads and footpaths are done in order of importance and/or urgency, as not to put the health and safety of the road users or public at risk.

For example, a request to clear vegetation to enable a safe view of traffic for a driver and avoiding a potential accident, is priority over a request to clear vegetation because it is overgrowing a footpath and causing a nuisance.

	Achieved or On Track		Not Achieved		No data available
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Weekly meetings are held between WDC Roding Team and the Road Maintenance Contractor to go over any service requests and other issues that may have arisen over the week. The Service Request system was incorporated into the ICL IT framework to improve service request turnover following the road maintenance contract approval in 2015.

All efforts are made to ensure that requests are responded to within the required timeframes, or any required work will be programmed by the contractor. These include weekly follow up of overdue service requests, refining of time and resource allocations to optimize the competing demands of the workload issue.



Document No: A326286

Report To: Council



Meeting Date: 30 August 2016

Subject: Solid Waste Activity – section 17A LGA 2002 Review

Purpose of Report

- 1.1 The purpose of this business paper is for Council to undertake a review of the Solid Waste Activity as required under section 17A of the Local Government Act 2002 (LGA).

Local Government Act S.11A Considerations

- 2.1 Solid waste collection and disposal is identified as a core service under s.11A of LGA 2002. The review of options for future delivery of solid waste services is entirely consistent with s.11A of the Act.

Background

- 3.1 This report sets out the requirements of the Local Government Act 2002 in relation to undertaking a review, and the options to be considered. Council is required to consider options in relation to the governance, funding and delivery of the service and to decide on the most cost effective option.
- 3.2 Section 17A of the Local Government Act 2002 (LGA) was introduced in 2014 and requires councils to review the cost effectiveness of delivering services by exploring options for the governance, funding, and delivery of 'infrastructure, services, and regulatory functions' (S17A:4). This part of the LGA encourages councils to explore opportunities and identify where there may be benefits in changing the way services and functions are managed and delivered.
- 3.3 There are certain triggers that require a review under section 17A - when Council considers any significant change to a level of service, and/or within 2 years before the expiry of a contract, and/or within 6 years following the first review. In the case of the first reviews, of activities and services must be completed by 8 August 2017.
- 3.4 The LGA requires consideration of options for the governance, funding and delivery of infrastructure, services and regulatory functions, including:
- i. Governance, funding and delivery by WDC
 - ii. Governance and funding exercised by WDC, with delivery exercised by:
 - A council controlled organisation (CCO); or
 - A CCO in which Council is one of several shareholders; or
 - Another local authority; or
 - Another person or agency (as in is the current arrangement).

- iii. Governance and funding is delegated to a joint committee or other shared service arrangement, with service delivery exercised through one of the options in 3.3(ii) above.
- 3.5 A Business Paper was presented to Council on 2 August 2016 on options for the delivery of solid waste services following expiry of the current suite of contracts. , on 1 November 2016. This review covers an assessment of options beyond the service delivery arrangements.
- 3.6 The three separate contracts comprise landfill management, kerbside collection services, and transfer station collection services.

Commentary

4.1 Present Arrangements:

4.2 Background

- 4.3 Solid waste management is a significant activity for WDC.
- 4.4 The rationale for delivering this activity is to ensure that the natural environment is protected from detrimental effects of solid waste disposal, and that the waste disposal needs of the district community are met.
- 4.5 The main functions under this activity are:
- Landfill operations and management
 - Transfer Station Management and
 - Kerbside collection services (both waste and recycling)
- 4.6 The current model for the above services involves governance and funding by WDC, with operations delivery being a mix of external contractor and WDC.
- 4.7 External operational delivery is currently through three separate waste services contracts with EnviroWaste Service Ltd (ESL), trading as Supa Bins, since September 2009. The services comprise:
- Landfill management services (Contract 500/08/19)
 - Kerbside collection services (Contract 500/08/20)
 - Transfer station collection services (Contract 500/09/004). This involves carting away the user disposed waste and recycling from the Transfer Stations.
- 4.8 All three solid waste contracts expire on 1 November 2016.
- 4.9 The operational delivery handled by WDC comprises of
- Payment system operation of the Landfill
 - Management of the 5 Rural Transfer Stations and
 - Purchase and on-sale of bags for rubbish disposal
- 4.10 There has been no previous review of WDC's solid waste services under s.17A.

4.11 Management of Transfer Stations

4.12 The Council currently operates the very public facing service of managing the District’s Transfer Stations. This service is run by 5 staff and one reliever. There is one staff member dedicated to each site.

4.13 This service runs well under the direct control of Council. It consistently meets all KPI’s and WDC consistently receives positive feedback in the annual Resident surveys for this service.

4.14 This service provides important recycling and refuse disposal options to our residents in some of the District’s very sparsely populated areas. Three of these areas are coastal areas which have a seasonal influx of visitors. While they are not heavily used during the winter, they provide key solid waste services to an increased summer population. There are no other refuse or recycling options in these areas so this service is critical to these communities. It is likely that providing a service in these areas would not be economical for a private contractor due to the distances involved and the fluctuating, seasonal population.

4.15 The value of this element of the service is low, approximately \$185,000. The potential benefits in cost effectiveness from completing a review, through reconfiguration of current service arrangements and testing the market, would be minimal. This service is critical to our smaller coastal and rural communities and therefore it is assessed that any benefits that might arise from undertaking a review would be marginal and would not justify the cost.

4.16 Landfill Operations, Kerbside Collection Services and Transfer Station Collection Services

4.17 Landfill operations, Kerbside Collection and Transfer Station Collection services are contracted out by Council as mentioned earlier.

4.18 The 2016/17 budgeted direct cost of these contracted services is approximately \$720,000 per annum.

4.19 The potential benefits in cost effectiveness from completing a review, through reconfiguration of current service arrangements and testing the market, could exceed 5% of the budget total – in the order of \$36,000 per annum. The cost of the review will be somewhat less than that.

4.20 Assessment of Options for the Solid Waste Activity

4.21 An assessment process was undertaken for this activity as part of the section 17A review that included consideration of various options for the governance, funding and delivery of the service from a cost effectiveness perspective. The following table sets out the options and their assessment.

Option 1	Governance, funding and delivery by WDC.
Assessment	<p>Governance and funding is currently provided by WDC with some part of the service delivery undertaken by WDC.</p> <p>Bringing the complete service delivery in-house would require significant upfront capital investment in specialist plant and machinery – huka bins, collection truck units, (kerbside, recycling and landfill) and compactor equipment, plus ongoing, additional operating and maintenance costs.</p> <p>These upfront capital costs are significant, with just the compactor for the landfill costing \$1,000,000. An excavator, front end loader and tip truck would also need to be purchased to operate the landfill. Kerbside recycling</p>

	<p>units (trucks used for collection) would be needed to collect the recycling material from households. These come at a significant cost of \$800,000 per truck, of which, WDC would need two. All equipment would need to be purchased prior to the current contract expiry if the option of WDC operating the service was selected. There is no capital funding in the budget for this expenditure which makes this option unworkable at the present time.</p> <p>This option would also remove the benefits of contestable pricing in a sector that is already highly competitive, and resourced with advanced expertise not carried by WDC.</p> <p>Waste collection and disposal services are considered 'high-risk' for the purposes of the Health and Safety at Work Act 2015. This classification brings with it increased responsibilities and requirements in terms of Health and Safety which would exceed WDC's current capacity in this area. Specialist technical advice would need to be brought in to manage the landfill to ensure all risks, not just health and safety, were managed. For example if the contractor does not compact the material correctly in order to optimise capacity. WDC does not have any expertise in this area either.</p> <p>This option would not represent the most cost effective method for delivering the activity. The funding is not available to purchase the capital infrastructure required, it would remove the benefits of contestable pricing in a sector that is already highly competitive and could expose WDC to significant health and safety risks.</p>
Option 2	Governance and funding by WDC with delivery by a CCO wholly owned by WDC.
Assessment	<p>This option would entail the establishment of a Council appointed service delivery entity at arms-length from Council. It would require the similar start-up costs resourcing as Option 1 albeit by the CCO. Moreover, setting up a CCO takes a considerable amount of time and investment, including the requirement for consultation pursuant to sections 56 and 82 of the LGA. The timing of the expiry of the current contract means that this is not a feasible option for this review.</p> <p>This option would not represent the most cost effective method for delivering the activity, and is not deliverable prior to expiry of the current contract.</p>
Option 3	Governance and funding by WDC with delivery by a CCO partly owned by WDC and partly owned by other parties.
Assessment	<p>As with Option 2, this option would entail the establishment of a Council appointed service delivery entity at arms-length from Council. Partial ownership would facilitate introduction of relevant expertise. Funding risks attaching to the CCO would be shared across the various stakeholders, including WDC, but funding responsibility for service delivery outputs would remain with WDC, divorced from market contestability.</p> <p>Setting up a CCO takes a considerable amount of time and investment, including any additional consultation required pursuant to sections 56 and 82 of the LGA. The timing of the expiry of the current contract means that this is not a feasible option for this review.</p> <p>This option is not practical to explore for this review given the timing.</p>
Option 4	Governance and funding by WDC with delivery by another local authority.
Assessment	<p>This option presupposes that there is a nearby local authority already providing solid waste services using its own in-house resources. That is not known to be the case.</p> <p>If such an arrangement was to be discussed, setting up arrangements for delivery of the service by another local authority would take a considerable</p>

	<p>amount of time to put in place. The timing of the expiry of the current contract means that this is not a feasible option for this review.</p> <p>This option is not practical to explore for this review.</p>
Option 5	Governance and funding by WDC with delivery by a person or agency not listed in options 2 to 4.
Assessment	This model is the current mode of delivery for WDC's solid waste services. It enables WDC to exercise governance over its strategic solid waste assets while extracting the benefits of competitive pricing for its services from a contestable market. It has facilitated an additional revenue stream from income derived from 'out of district' waste streams.
Option 6	Governance and funding by a joint committee or other shared governance, with delivery by WDC.
Assessment	<p>As with Option 1, delivery by WDC would remove the benefits of contestable pricing in a sector that is already highly competitive, and resourced with advanced expertise not carried by WDC or other local authority members of a joint committee. Similarly, the 'high-risk' status of waste management brings increased responsibilities and requirements in terms of Health and Safety which would exceed Council's current capacity in this area.</p> <p>Also, governance and funding directly by WDC ensures the continuation of waste management services that may otherwise not be provided to the same level of service previously negotiated with the communities under shared governance arrangements.</p> <p>Setting up a joint committee or other shared governance arrangement would also take a considerable amount of time and investment. The timing of the expiry of the current contract on 1 November 2016 means that this is not a feasible option for this review.</p> <p>This option would not represent the most cost effective method for delivering the activity.</p>
Option 7	Governance and funding by a joint committee or other shared governance with delivery by a CCO wholly or partly owned by WDC.
Assessment	<p>As with Option 2, the establishment of a CCO would require substantial start-up costs and resourcing and would be devoid of the benefits of contestable pricing. Accordingly, it would not represent the most cost effective use of WDC funds.</p> <p>Setting up a joint committee or other shared governance arrangement and the establishment of a CCO takes a considerable amount of time and investment, including the requirement to consult pursuant to sections 56 and 82 of the LGA. The timing of the expiry of the current contract on 1 November 2016 means that this is not a feasible option for this review.</p>
Option 8	Governance and funding by a joint committee or other shared governance with delivery by another local authority.
Assessment	<p>The same considerations as Option 4 apply. There is no such delivery option available at the present time.</p> <p>On the governance and funding change aspect, setting up a joint committee or other shared governance arrangement takes a considerable amount of time and investment. The timing of the expiry of the current contract on 1 November 2016 means that this is not a feasible option for this review.</p>
Option 9	Governance and funding by a joint committee or other shared governance with delivery by a person or entity not listed above.
Assessment	Shifting governance and funding from WDC to a joint committee or other

	<p>shared governance arrangement transfers WDC's control over its strategic assets. While the landfill is not listed as a strategic asset, it provides strategic pricing control over alternative disposal options. Managing the residual landfill airspace is a further consideration in this respect.</p> <p>Setting up a joint committee or other shared governance arrangement takes a considerable amount of time and investment. The timing of the expiry of the current contract means that this is not a feasible option for this review.</p> <p>This option would not represent the most cost effective method for delivering the activity.</p>
Option 10	<p>WDC completely divests itself of all solid waste assets and services and relies on the market to provide these services.</p>
Assessment	<p>Given the rural aspect of most parts of Waitomo district, the risk of this option is that WDC could be left with no waste management services, or priced at such a high level that residents are not able to afford them. Council's strategic goal of ensuring the safe disposal of waste to protect the natural environment would be at risk. It might also mean that the return on capital investment on the landfill development would not materialise because of loss of the waste stream.</p> <p>This would be a significant change to Council's levels of service and would need to be consulted on with the community.</p> <p>This option would not represent the most cost effective method for delivering the activity, would have a significant impact on the community and is not feasible given the time constraints with the expiry of the contract and the need to consult.</p>

4.22 Preferred Option – Status Quo

4.23 Given the evidence discussed above, the preferred option (the option most cost-effective for households and businesses in the district), and in fact the only feasible option in terms of cost and timing, is to retain the current structure of WDC governance and funding and service delivery provided by a mix of internal resourcing and an external waste management contractor. That arrangement will ensure:

- WDC's strategic goals for waste management are upheld,
- WDC's solid waste strategic assets are controlled by their owner,
- The benefits of market contestability in the pricing and delivery of solid waste services will be realised,
- The service is delivered within budget, and
- The service will continue to operate when the current contract expires on 1 November 2016

4.24 There is scope for change in the procurement and management of the external service delivery which is the subject of a separate report to Council provided on 2 August 2016.

4.25 Next steps

4.26 Following approval of the recommended method of service delivery, and the selection of a preferred contractor, a contract will be put in place that clearly specifies:

- (a) the required service levels; and
- (b) the performance measures and targets to be used to assess compliance with the required service levels; and
- (c) how performance is to be assessed and reported; and

- (d) how the costs of delivery are to be met; and
- (e) how any risks are to be managed; and
- (f) what penalties for non-performance may be applied; and
- (g) how accountability is to be enforced (as per s17A:5 LGA).

4.27 It is proposed that the new solid waste contracts will be for a period of 5 years. Therefore the next section 17A review for this activity will be scheduled for between 3 to 4 years from the commencement of the new contract to allow for the necessary period of time required to investigate alternative funding and governance arrangements or collaborative options for service delivery.

Suggested Resolutions

- 1 The business paper on Solid Waste Activity – Section 17A LGA 2002 Review be received.
- 2 Council confirms that most cost effective option for provision of the solid waste management activity involves retention of the current structure of WDC governance and funding with service delivery provided by a combination of WDC and an external waste management contractor.



GREG. BOYLE
SPECIAL PROJECTS COORDINATOR

22 August 2016

Document No: A325847

Report To: Council



Meeting Date: 30 August 2016

Subject: Progress Report: Road Map Work Programme

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 5 April 2016.
- 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 **30 August 2016**.

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 5 April 2016.
- 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.

3.4 The Monitoring Schedule for the Road Map adopted on 5 April 2016 includes the Key Milestones for all projects occurring in the current year (2016/2017) and includes the indicative timeframe and a commentary on progress for each project of work.

3.5 Amendments to Timelines and Projects of Work

3.6 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 Progress Report: Road Map Work Programme as at **30 August 2016** be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Attachment: Road Map Monitoring Schedule as at **30 August 2016 (Doc A325102)**



Road Map

Monitoring Schedule

2016-2017 Work Programme (Year 2 of 2015-2025 Long Term Plan)

as at 30 August 2016

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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	Completed
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2018-2028 LTP	November 2017	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

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

Key Milestone	Indicative Timeframe	Commentary
Review RRP and prepare recommendations	September – October 2016	
Council Workshop Present review findings and preliminary draft RRP	21 February 2017	
Council Meeting Adopt Policy for Consultation	28 March 2017	If the review suggest changes that are not material or significant then
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt RRP	27 June 2017	

SWaMMP

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	November 2016	
Council Workshop Consideration of review outcomes and requirements for change	7 March 2017	The rest of the process will be followed if no amendments are required to the SWaMMP. If amendments are required then the SCP will be carried out as part of the LTP process and the remaining milestones will be updated to reflect that.
Council Meeting – Adoption of SWaMMP for consultation using special consultative procedure	28 March 2017	
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt SWaMMP	27 June 2017	

Affordability Review

Key Milestone	Indicative Timeframe	Commentary
Initial Scope/Development of review.	January 2017	
Council Workshop Guidance and buy in from Council on scope of review.	21 March 2017	
Council Workshop Present results of Affordability Review and next steps	20 April 2017	Implementation will form part of the 2018-28 LTP financials

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

Key Milestone	Indicative Timeframe	Commentary
Council Workshop – review of existing definition and application of SUIPs	12 April 2017	If the changes required to the Guidance notes are material, these will form part of the RFP review and consulted through that process.

Leadership

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Completed
Council Workshop Feedback into the Gaps and Needs Assessment	11 August 2015	Completed
Council Meeting Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Completed
Commence planning for full DP Review including resourcing and Professional Services Engagement	March 2016	New milestones added based on Council Resolution at 29 Sep 2015 meeting
Council Workshop Discuss process and detailed project plan and Commence review	15 November 2016	Further milestones will be added once the detailed planning is complete

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 Milestones and a timeline will be considered as part of the 2017/18 year work plan.

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	A business paper was considered by Council at the 24 November 2015 meeting. 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 paper presenting proposed way forward considered at Council meeting 28 June 2016.
Develop Internal Audit Plan	August 2016	Meeting with KPMG is scheduled for first week of September to get underway with this.
Implement Internal Audits	August 2016 to August 2017	
Develop Risk Management Framework and Policy	November 2016	
Assessment of Organisational Risks	November 2016	
Develop measures that can be reported in relation to significant risks	March 2017	
Risk Management Reporting to Council	August 2016, November 2016, March 2017, May 2017 and August 2017	

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	Complete
Council Meeting - Adoption of Communications Strategy 2015	15 December 2015	Complete
Council Meeting - Six monthly progress report to end of December	23 February 2016	Complete
Council Meeting - Six monthly progress report to end of June	2 August 2016	Complete
Council Meeting - Six monthly progress report to end of December	28 February 2017	
Council Meeting - Six monthly progress report to end of June	25 July 2017	

Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	January - March 2016	This review will be aligned with Activity Plan development for LTP 2018-28.

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	Underway
Procurement	April 2016	This project has had to take a pause due to Objective Implementation. It will be re-started in July 2016
Migration	May 2016	Migration has been undertaken for some users. It is planned to be a steady process instead of one big change to avoid support and training issues.
User Training	May 2016 onwards	Has been undertaken (and will continue) on an as required basis

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	Complete
Go Live	September – October 2015	Complete
Assessment of information output	November – December 2015	Complete
Reporting Setup	February – April December 2016	Underway

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		
Agreement to proceed	September 2015	Timeline subject to this Agreement. This has not been agreed yet. Discussions had in early November and ICL has been asked to confirm by end of month.
Planning		New milestones to be advised once agreement has been reached.
ICL migration		ICL has engaged an external consultant to advise them on way forward. This is being undertaken at present. The original intent could be altered depending on the outcome of the review.

Resident Satisfaction Survey (for 2015/16 Annual Report)

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

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – report on the LGFA recommendation of whether to apply to LGFA	2 August 2016	Complete
Application to LGFA	August 2016	Discussion has taken place with members of LGFA.
Council Meeting – to adopt amended Debenture Trust Deed	6 October 2016	The rest of the process and timelines will be dependent on feedback from the LGFA Board.

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	
Council Meeting – Policy presented to Council for adoption of amendments or updates.	6 October 2016	The Policy would only need to be referred to a Council Meeting for adoption of amendments or updates if Council identify such amendments or updates are required when reviewing the Policy

2015/16 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe.	31 May 2016	Complete
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 adoption.
Audit Opinion received on Summary	17 October 2016	
Summary Annual Report published	2 November 2016	

2016 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Public notice of election	13 July 2016	Complete
Nominations/Roll opens for inspection	15 July 2016	Complete
Nominations and electoral roll close	12 August 2016	Complete
Public notice of candidates	17 August 2016	Public notice 23 August 2016
Delivery of Voting Documents	16 September to 21 September 2016	
Council Meeting Delegations to the Chief Executive	6 October 2016	
Voting Period	16 September to 8 October 2016	
Election Day	8 October 2016	
Provisional Results available	As soon as practicable after closing	
Official Count	8-13 October 2016	
Official Result Declaration	13 October 2016	

2016 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	8 October 2016	
Official Declaration	8-19 October 2016	
Distribution of Induction Package	19 October 2016	
Inaugural Council Meeting	26 October 2016	
Elected Member Training (LGNZ)	TBA by LGNZ	

2016 Code of Conduct Review

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2016	
Council Meeting Adopt Code of Conduct	29 November 2016	

2016 Governance Statement Review

Key Milestone	Indicative Timeframe	Commentary
Review current Governance Statements (Doc No. 244068)	December 2016/January 2017	
Council Meeting Adopt reviewed Governance Statement	28 February 2017	

2016-2019 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

Key Milestone	Indicative Timeframe	Commentary
WMF to review the Agreement for consideration by Councils	November 2016 – February 2017	Review led by Regional Councils (Waikato and Manawatu-Wanganui).
Council Meeting – must be adopted by 1 March 2017	28 February 2017	

2017/2018 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	Underway
Identification of any “strategic” amendments for 2017/18 year.	September - December 2016	
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	
Modelling of budgets and finances for 2017/18	November 2016	
Management Review of 2017/18 budgets	November 2016	
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	
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) 	14 February 2017	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.

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Key Milestone	Indicative Timeframe	Commentary
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 	7 March 2017	If no material or significant changes to information contained in the LTP for the 2017/18 year, then the rest of the process will not be required. Alternative methods for communicating with the Community on the EAP will be discussed with Council should this be the case. The EAP could be adopted sooner if that is the case.
Audit of dEAP	13 March - 22 March 2017	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	28 March 2017	
Consultation Period	7 April - 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt EAP	27 June 2017	

Community Development

Introduction

Waitomo District Council recognises the importance of a proud and capable community, being involved in Community Development, and the significant contribution organisations like community groups, voluntary groups, Maori, commercial operators and business owners make to the well-being of the District. Groups such as these contribute in different ways, and they help to build a strong District identity. Through a partnership approach both Community and WDC can achieve more together than they can alone.

In addition to fostering community pride, there is also a need for WDC to create a framework for working with community organisations and local businesses to foster, and assist in, growing capacity and the economy for the District. Within Waitomo, this can be achieved through supporting economic development initiatives and by making strategic tourism decisions.

Community Development is a group of activities where WDC, in a number of diverse roles, is actively involved in 'helping the community to help itself'. Community Development activities represent a group of collaborative and partnership approaches and initiatives involving many agencies and organisations. These activities involve a common theme of promoting a better quality of life and a better living environment within the District.

Waitomo District Council's Community Development group involves Community Support, Customer Services, District and Regional Promotions and Economic Development. These activities form the foundation for engagement and the focus of work.

The Community Development Group comprises the following functions:

1 Community Support

Community Support seeks to improve social outcomes within Waitomo District by working closely with the District community. The Community Support goals are:

- To create a better quality of life for our community
- To create a better living environment, helping local groups create local opportunities and solutions
- To encourage active engagement within the community as well as fostering international relationships.

2 Tourism Development and District Promotion

Tourism is a partnership between central government, local government and the visitor industry. The key goals are to:

- Provide an excellent visitor experience to those travelling to our district
- Grow the economy through visitor spend
- Maintain a high quality environment
- Make smart strategic decisions to support Regional Tourism outcomes within our District

3 District Development

District Development involves the facilitation and support of initiatives that will enhance the District's economic sustainability including

- Marketing Waitomo as a vibrant District where people want to live, work and play
- Identify opportunities for economic development initiatives within the District
- Facilitating projects that benefit the District
- Promotion of the District through Te Kuiti i-SITE Visitor Information Centre
- District Events

4 Customer Service

Customer Services enables service delivery and support for residents across three Council sites:

- Council's Administration Building (Queen Street)
- Waitomo District Library (Taupiri Street)
- Te Kuiti i-SITE (Rora Street)

Community Development Fund

Key Milestone	Indicative Timeframe	Commentary
Discretionary Grants - Round 1	Quarterly	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
Discretionary Grants - Round 2	Quarterly	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
Discretionary Grants - Round 3	Quarterly	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
Discretionary Grants - Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
Triennial Grants	3 Yearly (as part of LTP)	
Applications invited and advertised	1 October 2017 – 31 January 2018	
Applications close	31 January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Services Grants	3 Yearly (as part of LTP)	
POS Grant applications invited	November 2017 – January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Payment of annual allocations	As per agreed Terms and Conditions	
POS Grant applications invited	November 2017 – January 2018	
Community Partnership Fund	Annually (2nd Round if required)	
Advertising	October – November	
Applications close	November	
Council Workshop Consideration of Applications	December	
Council Meeting Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop Consideration of Applications	March (if required)	
Council Meeting Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	
Committee Meeting Consideration of Applications	June December	

Key Milestone	Indicative Timeframe	Commentary
Announcements & Funding Allocation	June December	
Sport NZ Rural Travel Fund	Annually	
Applications invited and advertised	September/October	
Applications close	October	
Committee Meeting Consideration of Applications	November	
Announcements & Funding Allocation	November	
DC Tynan Trust Fund	Annually	
Applications invited and advertised	June/July	
Applications close	July	
Committee Meeting Consideration of Applications	August	
Announcements & Funding Allocation	August	

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	2 August 2016 August 2017	A business paper was presented to Council at the 2 August 2016 meeting.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for new Youth Council Member(s) to fill vacancies (<i>only if required</i>)	October/November 2016	
New Youth Council Member(s) appointed (<i>only if required</i>)	November 2016	
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 Report on completion of the project and development of the Youth Citizenship Achievement Awards Ceremony	by December 2016	

Waitomo District Youth Strategy

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	
Council Workshop Strategy direction setting	15 November 2016	
Council Workshop Consideration of Preliminary Draft Waitomo District Youth Strategy	14 February 2017	

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Strategy for public consultation	28 February 2017	
Public Consultation	6 March – 14 April 2017	
Hearing	16 May 2017	
Deliberations	30 May 2017	
Council Meeting Adoption of Waitomo District Youth Strategy	27 June 2017	

Community Events

Review of Events Portfolio

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Events Portfolio	14 September 2016	

2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2016	
Review and implement Project Plan	October 2016	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2016	
Execution of event	December 2016	
Council Meeting Management Report on the event identifying success and the budget	28 February 2017	

2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	
Identify and consult with key stakeholders	September/October 2016	
Development and implementation of a Project Plan	October 2016	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2017	
Execution of event	April 2017	
Council Meeting Management Report on the main event (The Muster) identifying success and the budget	June 2017	

Waitomo District Citizens Awards (including Policy Review)

Policy Review

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Citizens Awards Policy	November 2016	
Council Meeting Presentation of reviewed Policy and recommendations to Council	13 December 2016	

2017 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2017	
Council Meeting Presentation of Timeline and promotion of Nominations	28 February 2017	
Consideration of Nominations by Working Party	March/April 2017	
Awards Ceremony	May 2017	

Combined Mayoral ITO Graduation Ceremony**2016 Graduation Ceremony**

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	March 2016	Completed
Graduate names received from Industry Training Organisations	August 2016	WDC has received advice from the ITOs Liaison Representative that the Mayoral ITO Graduations are under review. No further planning can be done until the outcome of this review is known. WDC will proceed with the Mayoral ITO Graduation, however a date is yet to be set. The Community Development Coordinator met with the Primary ITO Coordinator on Thursday 21 April and it was agreed to defer the Graduation until later in the year. An actual date is yet to be agreed.
Invitation to Graduates and Families/Supporters	August 2016 September 2016	November is the date supplied by MTFG for Graduations
Graduation Ceremony	November 2016	

2017 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	June/July 2017	
Graduate names received from Industry Training Organisations	August 2017	
Invitation to Graduates and Families/Supporters	September/ October 2017	
Graduation Ceremony	November 2017	

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	14 February 2017	

Service Level Agreement - Sport Waikato

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council - (including presentation of Schedule of Services for 16/17 year)	6 October 2016	Sport Waikato will be present at the 30 August 2016 meeting to present their six monthly report to Council.
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council	28 March 2017	

Service Level Agreement – Otorohanga District Development Board

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	29 September 2015	Completed
Council Meeting Final Report – Delivery of Services 2015/2016 year	30 August 2016	A business paper is contained elsewhere within this Agenda.

Service Level Agreement – Waitomo Caves Discovery Centre

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report)	6 October 2016	
Council Meeting Deputation – Reporting against Service Level Agreement	28 March 2017	

Service Level Agreement – Hamilton Waikato Tourism

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	6 October 2016	Representatives from Hamilton and Waikato Tourism will be present at the 30 August 2016 Council meeting to present their end of year report.
Council Meeting Deputation – Six Monthly Report	2 May 2017	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
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Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report in conjunction with Freedom Camping report	24 November 2015	Completed
Determine potential camp site locations	December 2015	Completed
Feasibility of dump stations and location thereof	December 2015	Progressing
Determine WDC criteria – location/duration of stay/vehicle type, etc	February 2016	Completed
Council Workshop Freedom Camping Monitoring Programme	22 March 2016	Completed
Consultation with key stakeholders	April – June 2016	Progressing
Council Workshop Site(s) review and development recommendations	14 June 2016	Postponed to 14 September 2016
Further milestones will be confirmed following the Council Workshop		

Customer Services Strategy – Monitoring and Review

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Annual Progress Report	28 June 2016	A business paper was presented to Council at the 2 August 2016 meeting.
Internal Review of Strategy	March 2017	
Council Workshop Review of Strategy	12 April 2017	
Council Meeting Adoption of reviewed Strategy	30 May 2017	

Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Lodgement of Digital Enablement Plan with MBIE	18 September 2015	Completed
Council Meeting Progress Report to Council	29 September 2015	Completed
Roll-out of projects as per Digital Enablement Plan	September 2015 – June 2016	Ongoing
Council Meeting Progress Report to Council	5 April 2016	Completed
Council Meeting Progress Report to Council	26 October 2016	
Council Meeting Progress Report to Council	2 May 2017	
Council Meeting Progress Report to Council	31 October 2017	

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data	November 2015	Progressing
Liveability and Business Questionnaires undertaken	March/April 2016	Progressing
Data analysis and development of the Waitomo District Economic	May/June 2016	Progressing

Key Milestone	Indicative Timeframe	Commentary
Profile		
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper	2 August 2016	The Waitomo District Profile and Draft Discussion Paper was presented to Council at the 2 August 2016 meeting.
Council Meeting Presentation of stakeholder feedback	6 October 2016	
Council Workshop Draft Waitomo District Economic Development Strategy	15 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	

Waitomo District Age-Friendly Strategy

Key Milestone	Indicative Timeframe	Commentary
Age-Friendly Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	
Council Workshop Strategy direction setting	15 November 2016	
Council Workshop Consideration of Preliminary Draft Waitomo District Age-Friendly Strategy	14 February 2017	
Council Meeting Adoption of Strategy for public consultation	28 February 2017	
Public Consultation	6 March – 14 April 2017	
Hearing	16 May 2017	
Deliberations	30 May 2017	
Council Meeting Adoption of Waitomo District Age-Friendly Strategy	27 June 2017	

Regulation Services

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

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

The functions are:

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

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

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

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

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

Policy: General

Policy	Last Review Date	Next Review	Review Cycle
Dangerous and Insanitary Buildings ①	July 2011	June 2016	5 Years (legislative requirement)
Gambling Venues ②	August 2014	August 2017	3 Years
Dog Control ③	December 2015	September 2020	5 Years
Earthquake Prone Buildings ④	July 2011	⑤	5 Years (legislative requirement)
Local Alcohol Policy ⑥	February 2016	June 2022	6 Years ⑦ (legislative requirement)
Psychoactive Substances ⑧			

- ① The **Dangerous and Insanitary Buildings Policy** sets out WDC's response to the policy requirements in relation to dangerous and insanitary buildings in terms of the Building Act 2004.
- ② The **Policy on Gambling Venues** outlines the controls in the District (e.g. location and number of machines) for Class 4 Gambling Venues and NZ Racing Board venues providing racing betting or sports betting services.
- ③ The **Dog Control Policy** sets out dog access rules (prohibited areas, restricted areas and exercise areas) and encourages responsible dog ownership. The Policy is also supported by Dog Control Bylaw which allows for enforcement. The Bylaw was reviewed in conjunction with the Policy in December 2015.
- ④ The **Policy on Earthquake Prone Buildings** sets out the Council's policy for the management of earthquake prone buildings.
- ⑤ The Policy on Earthquake Prone Buildings will be affected by the pending changes to the Building Act resulting from the Canterbury Earthquakes Royal Commission and the Building (Earthquake-Prone Buildings) Amendment Bill. Until the outcome the Amendment Bill is known, no action will be taken to review the Policy.

- ⑥ The **Local Alcohol Policy** (LAP) balances the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.
- ⑦ Whilst the LAP was adopted by Council in February 2016, its “Operative” date is 1 June 2016 and the next review of the Policy must be within 6 years of the “Operative” date.
- ⑧ The **Psychoactive Substances** Act 2013 makes provision, but is not mandatory, for Council to adopt a policy on psychoactive substances to enable the Council and its community to have influence over the location of retail premises selling such products. In March 2015, Council considered this matter and agreed to continue to monitor the requirement for a Psychoactive Substances Policy.

Policy: Gambling Venues

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	March 2017	
Prepare recommendations	March 2017	
Council Workshop	12 April 2017	
Council Meeting	30 May 2017	
Adopt draft policy for consultation		
Finalise draft policy for consultation	May 2017	
Public notification	June 2017	
Consultation Period	7 June 2017 – 7 July 2017	
Hearing	18 July 2017	
Deliberations	25 July 2017	
Policy changes after deliberations	July 2017	
Council Meeting	29 August 2017	
Adoption of Policy		

Policy: Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	5 April 2016	Completed
Progress Report to Council		
Council Workshop	14 June 2016	Deferred to 14 September 2016
Outcome of Regional Review – Position and Policies		

Policy: Dog Control Policy and Practices Report 2015/2016

Key Milestone	Date	Commentary
Council Meeting	6 October 2016	
Dog Control Policy and Practices Report		
Public notification	October 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	①	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping			④	

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

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw 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		
Hearing		
Deliberations		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	Deferred to 14 September 2016
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	
Council Workshop Review of Freedom Camping Bylaw		
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		

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Key Milestone	Indicative Timeframe	Commentary
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Freedom Camping Bylaw		

District Plan: Administration – Hoarding Signs

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Six monthly progress reports to Council	31 May 2016	Business Paper received by Council at its June 2016 meeting.

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	July 2016	A draft Action Plan will be presented to Council at the 6 October 2016 Council meeting.
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	30 August 2016	Note: Once an Action Plan has been adopted by 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: Divestment – 2 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Issues and Upgrade vs Demolition Options	27 April 2016	Completed

Property: Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Letter to Crown seeking approval to relinquish Councils involvement in the property	September 2016	

Property: Divestment – Mokaiti Hall

Key Milestone	Indicative Timeframe	Commentary
Meet with Hall Representatives to discuss ongoing management of the facility	August 2016	Meeting with Hall Representatives to be arranged.
Draft proposal developed and provide to Committee for discussion and feedback	October 2016	
Draft proposal presented to Council for consideration	November 2016	
Council Meeting Proposal Approved	28 February 2017	
Implementation including legal documentation associated with proposal	March – June 2017	

Parks & Reserves: Brook Park Entrance Development

Brook Park Entrance

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. Awaiting design completion. Draft drawings received.
Call for Tenders	June 2016	Final Drawings and tender documentation completed. Tenders advertised 17 July 2016.
Construction Commences	September 2016	Scope of works under review

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	31 May 2016	Completed
Further milestones to be developed upon receipt and review of assessment report		A further assessment will be undertaken in 3 years.

Parks & Reserves: Walking Track Strategy and Maintenance Contract

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Completed
Audit of tracks and walkways completed, including classification and survey of track locations and gradients and engineering assessment on all track structures	March 2017	
Council Meeting Report to Council outlining findings of audit	May 2017	

Parks & Reserves: Passive Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

Parks & Reserves: Active Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

Parks & Reserves: Remotely Piloted Aircraft Systems

Key Milestone	Indicative Timeframe	Commentary
Development of draft Policy	May – July 2016	Progressing
Council Workshop Draft Policy	14 September 2016	
Council Meeting Adoption of Draft Policy	6 October 2016	

Public Amenities: Te Kuiti Cemetery Development Plan

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

Public Amenities: Marokopa Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business Paper to Council with options and budget estimates	27 April 2016	Investigations into various options are continuing so that a business paper can be presented to Council.
Confirmation of user numbers to identify requirements / size of toilet structure	September 2016 – January 2017	
Investigate suitability of adapting new Piopio toilet Design for use in Marokopa and confirmation of location	January 2017 – February 2017	
Finalisation of design and tender documentation	February 2017 – March 2017	
Tender	March 2017 – April 2017	
construction	April 2017 – June 2017	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establish WDC Working Group for Development of the Aerodrome Reserve Management Plan	26 October 2016	
Initial internal Working Group meeting	November 2016	
Consultation aerodrome users	February 2017	
Preparation of Management Plan		
Council Workshop Draft Reserve Management Plan	June/July 2017	
Council Meeting Adopt draft Plan for Consultation	25 July 2017	
Public Consultation	2 August 2017 – 2 October 2017	
Hearing	October 2017	
Deliberations	October / November 2017	
Council Meeting Adoption of Finalised Plan	12 December 2017	

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

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

AMP Improvement and Monitoring: Housing and Other Property

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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Parks and Reserves	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
11. Compile up to date information on Public Amenities	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Recreation and Culture

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

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

Community Services - Project Management

Property: Te Kuiti Railway Building

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

Railway Building: Project 2 – Plaza Tidy Up

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs		Underway
Workshop with Council Representative and TKDI	May 2016	Timelines to be confirmed on completion of building 1 and i-SITE
Council Meeting Presentation of Concept Designs	28 June 2016	
Finalisation of contract documentation and contract estimates	July – August 2016	
Tender	September 2016	
Construction	October – December 2016	

Railway Building: Project 4 – Community Space Revitalisation (Building 1)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed
Building 1: Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Completed
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 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 – September 2015	This project was tendered on 30 October 2015 along with the linkage to the i-SITE. Tenders closed on 1 December 2015. Considerable changes to the documents had to be undertaken and this has necessitated amended consent plans to be submitted.
Acceptance of Tender		Completed
Construction	April – July 2016	A business paper is contained elsewhere within this Agenda.

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 use for divestment purposes	July 2014 – October 2014	Completed
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105 – June 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
Discussions with other land owners	July 2015 – August 2015	Progressing. Initial discussion with Parkside landowners undertaken by the Mayor was positive. Follow-up to obtain written agreement is required.
Legal documentation sent to all land owners for discussion and signing with completion due 22 February 2016	February 2016	Awaiting responses from land owners. WDC was only respondent by 22 February. No further progress can be made until signed documentation is received from all landowners involved. The Mayor is liaising with property owners to progress this.
Preparation of information pack and discussion with landowners	April 2016	Completed
Liaise and finalise agreements with landowners	April – May 2016	Still on going. Due to the sale of properties the documents need to be updated.
Agreement documents returned from landowners	May – June 2016	
Finalise legal submission and submit to LINZ	July 2016	

Property: Te Kuiti Campground

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Completed. 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	Completed. Concept design forwarded to Quantity Surveyor to prepare preliminary costings.
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Completed. Monetary allowance to be included in the 2016/2017 budgets for undertaking of feasibility study and business case.
Prepare an extension to existing Te Kuiti Campground lease	May 2016	Work in progress. Lease is rolling over on a month to month basis.
Feasibility Study / Business Case development	August – October 2016	
Council Meeting Draft report to Council	October – November 2016	

Parks & Reserves: Albion Soccer Club Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of existing building and base plans prepared	April 2015	Completed
Application for funding to Trust Waikato	September 2015	Completed
Trust Waikato Grant approval	November 2015	Completed
Documentation for the sourcing of quotations to undertake upgrade works	June 2016	Scope of works currently being reviewed.
Quotations for individual parcels of work	July 2016	Ongoing
Construction	July – August 2016	Construction targeted to commence in September.

Key Milestone	Indicative Timeframe	Commentary
Evidence of costs to Trust Waikato for release of funds	August 2016	
Accountability Report to Trust Waikato	September 2016	Accountability report is not due until June 2017 but will be prepared as soon as the project is complete.

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of scope and requirements	May – June 2016	This project has been deferred to the 2016/2017 financial year.
Development of implementation estimate	September 2016	Scope of works required is currently being developed.
Funding application to Lion Foundation	Dependant on Scope	
Funding Approval	Dependant on Scope	
Finalisation of costs and implementation	30 June 2017	

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	Completed. Counters have been established on site periodically over last three months
Site survey	October 2015	Completed
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location and other feasibility options	April 2016	Progressing
Council Meeting Business Paper to Council with options and budget estimates	27 April 2016	Completed - a business paper was presented at the 27 April Council meeting.
NZTA Signoff of location	May 2016	
Finalise design and tender documentation	May 2016	Design drawings in progress.
Construction price negotiation / tender	July 2016	Design drawings complete and tender documents being prepared.
Tender Subcommittee Report and awarding of tender	August 2016	Target date for tender is mid October subject to Resource Consent approval.
Construction	September 2016 – December 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	This project has been deferred to the 2016/2017 financial year.
Prepare sketches and details of construction and seek assistance for funding from Motor Caravan Association		Revised dates to be confirmed
Tender construction		
Construction		

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	Completed. Draft sketches were prepared and presented to Council. Council will be kept briefed by way of Progress Reports.
Draft Detailed working drawings	August 2015	Completed
Completion of Tender Documents	April 2016	Completed
Tender for works	May 2016	Work is currently out for tender with the closing date being 9 June.
Tenders Subcommittee and awarding of contract	June 2016	Tender has been awarded to PJ McCarthy.
Implementation / Construction	June – July 2016	Construction date to be confirmed but likely to be will commence on 5 September 2016
Planting upgrade by ISU	October - November 2016	
Fencing changes	September 2016	

Public Amenities: Te Kuiti Rail Overbridge Renewals

Stage 1 – 2015/2016

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	Awaiting finalised Engineering options, costings and phasing of works.
Development of construction drawing and tender documentation	To be confirmed	
Tender for works		
Construction		

Stage 2 – 2016/2017

Key Milestone	Indicative Timeframe	Commentary
Review of the initial report integrity of the structure with a view to prioritizing the works required	To be confirmed	
Report from engineer into options and costing		
Development of construction drawing and tender documentation associated with prioritised work		
Tender for works		
Construction		

Asset Management

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

Land Transport: Roading Activity Influences

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

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. RDC appointed a Consultant to investigate their options. There have been meetings to provide information of WDC's position. No further feedback from RDC.

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

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 to increase the consented capacity from 232,000m ³ to 500,000m ³ .	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500,000m ³ with no change to the footprint, adding another 40 year

Key Milestone	Indicative Timeframe	Commentary
		life expectancy and in doing so retaining income. The second option would be to close the landfill when the 232,000m ³ consent limit is reached and cart waste to other landfills. The estimated time frame to reach the 232,000m ³ limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.

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 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016. In procurement phase

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 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016. This contract has been merged with the Refuse collection and disposal contract.

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 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016. In procurement phase

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.
H&S audits on all Waste	Monthly	Ongoing.

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

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Ongoing
Storm water safety audit	End June 2016	The filed work has been completed and the Consultants are progressing with the data to develop a risk matrix for the Storm Water Safety Risk Assessment.

Stormwater: King Street East

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Contractor appointed.
Construction	Completed	The contractor has completed this project. Due to heavy rain parts of the project were delayed. However this did not impact the final cost. It was established that the manhole required rehabilitation and an abandoned storm water pipe was sealed off.

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	August 2016	The re-evaluation has been completed and a sewer bridge and

		3 local repairs are required. Rain delayed the start of the proposed works, but will now progress again.
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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 2016	During the trial to backwash the filters with the new pump, Filter #1 has catastrophically failed. It is believed that subsidence has developed underneath the concrete footing that allowed the structure to settle, developing a crack. As the Filter #1 and #2 are connected it is now necessary to rebuild the filters. Filter 1 replaced and to be commissioned. Filter 2 replacement will progress as soon as filter 1 is in full operation. The original phase 1 construction program is still on hold up until filter 1 & 2 is fully operational.
Phase 2	Target completion December 2017	Final design is in progress. The Water Take consent has been obtained. Consent to construct an Extraction Pump Station has been obtained.
Phase 3		Preliminary design to start 2016

Water: Awakino Pump Station

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Delayed due to the Te Kuiti WTP upgrade. Being done in-house
Construction	End December 2016	

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 105 have been replaced throughout the district since June 2015.

Water: Seismic Strengthening of Reservoirs

Piopio Reservoir

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	November 2015	
Construction	September 2018	Soil testing and evaluation were completed and the design is being done. This work will be programmed for the 2018/19

Key Milestone	Indicative Timeframe	Commentary
		financial year.

Water: Mokau Dam Upgrades

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Completed
Construction	End March 2016	Tenders awarded and contractor on site
Completion	End June 2016	The contractor has substantially completed the project. Only grass seeding of the excavated areas is to be done. Completed

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed - Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review.
Development of detailed scoping and associated Project Plan	Outside 2025	Dependent on outcome of 1 above.
Consultation with landowners on development plans and land availability for discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
Council Meeting Progress Report		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	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		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	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain Government

Key Milestone	Indicative Timeframe	Commentary
		<p>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> <p>Ongoing liaison with lawyer representing different Iwi to resolve land tenor.</p> <p>To this end, and as agreed at the 24 March 2016 stakeholder hui, WDC has since prepared a draft MoU, initially for consideration by Council.</p> <p>The draft MoU not only documents the notional agreements to date, it also records in detail the legal status, mandates, accountabilities, processes and timetable for all those tasks which must be advanced by the "ownership" parties before the matter can progress to a stage where Council can be presented with a proposal for consideration as part of a future EAP/LTP process.</p> <p>On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund totals \$12M over four years and is designed to assist provision of smaller scale infrastructure projects that deliver tourism related facilities.</p> <p>WDC has communicated the fund announcement to the ownership parties and highlighted the need for preparedness ahead of requests for funding applications. Ownership, programming and community consultation could well be matters that would need to be in place ahead of an eligible funding application.</p> <p>Full report included in the 28 June 2016 council meeting</p> <p>Full report included in the 2 August 2016 council meeting</p>

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

It was found that the several water pipes other than those planned were in need of replacement and/or upgrading. These include a new 100mm along Rora Street, ring main in Henderson and Earl as well as in Te Kumi Loop Road due to water quality issues.

Street	LTP Budget = Opt Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	Done when Awakino pump station is being rebuilt
Awakino	\$67,811.25	With Awakino pump station

Street	LTP Budget = Opt Rep Value	Comment
Henderson	\$9,041.50	June 2016
Henderson	\$3,718.25	June 2016
Henderson	\$4,308.09	June 2016

WATER - Mokau

The main arterial supply pipe is at a very deep level (+- 2 meters). The ideal level is between 800 mm and 1 m. The new internal mains will be laid at the correct depth and sealed until several have been replaced before connecting up to the upgraded main arterial that will then be laid at a shallower depth.

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	June 2016
Oha Street	\$1,550.16	June 2016
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	Delayed, but will continue with the next phase.
Moa Street	\$642.00	Ditto
Moa Street	\$1,008.48	Ditto
Moa Street	\$22,737.50	Ditto

ROADING

Hangatiki East Road will be deferred and addressed as part of the OMYA route. Totoro Rd (Section A) was completed in 2015 but Section B is split into two parts (Section B and Section C) of which Section B is deferred to the next year for consent and budgeting reasons and Section C earmarked for the year after, depending on the revised priorities of the Forward Works Program.

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Estimated Rate \$/m2	Cost Estimate
Oparure Rd	4,414 – 5,800	1,386	6.4	8,870	\$45.83	\$406,507
Oparure Rd	6,900 – 8,100	1,200	8.0	9,600	\$47.14	\$452,575

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

WASTEWATER - Te Kuiti

Tenders are invited from several competent contractors to replace the pipe under the railway line, as well as additional rerouting in Nettie Street from underneath a building.

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

Tenders have been invited for the replacement of the storm water pipe along Edward Street. In addition a storm water pipe in Hill Street will be rerouted from underneath buildings.

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$170,000	Completed.
Kiwi Street	\$12,517.66	Condition is still adequate and estimated to project beyond the 2025 LTP
Massey Street	\$3,969.49	Condition is still adequate and estimated to project beyond the 2025 LTP

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$29,289.97	Condition is still adequate and estimated to project beyond the 2025 LTP

Capital Renewal Programme – Year 2 (2016/2017)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	
Mary Street	\$14,976.26	
Hill Street	\$22,636.92	
King Street	\$70,422.59	

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	
Hetet	\$18,457.50	
Rora Street	\$12,223.68	
Hetet	\$906.02	
Ngarongo	\$12,960.38	

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Rangi Street	\$11,807.45	
Rangi Street	\$436.03	
Rangi Street	\$12,093.68	
Tainui Street	\$10,903.30	
Tainui Street	\$13,021.90	

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$17,317.95	
Moa Street	\$10,012.53	
Weka Street	\$2,736.53	

WASTEWATER – Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$53,919.00	
Rora Street	\$14,039.00	
Rora Street	\$25,740.00	
Rora Street	\$15,208.00	
Alexandra Street	\$25,631.00	

ROADING

The inclusion of Maraeroa Rd seal extension will cause the deferring into next year of Taharoa Rd (- both sections A and B). Hangatiki East Road will be deferred and addressed as part of the OMYA route. Totoro Rd Phase 2 is split into two parts (Phase 2A and Phase 2B) and Phase 2A was deferred to the 2016/17 year due to consent and budgeting reasons, and Phase 2B for 2017/18, subject to any revised priorities of the Forward Works Program.

Pavement Rehabilitation Program for 2016/17

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
Totoro Rd Phase 2A	8,470 – 9,800	1,330	7.0	9,310	\$50.00	2016/17	\$466,000
Totoro Rd Phase 2B	9,800 – 11,316	1,516	7.0	10,612	\$50.00	tbc	
Rangitoto Rd	5,784 – 6,415	631	7.0	4,417	\$50.00	2016/17	\$221,000

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Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
Oparure Rd (Section C)	14,587 – 15,588	1,001	7.0	7,007	\$50.00	2016/17	\$350,000
Ramaroa Rd Section 1	0 – 1,000	1,000	7.0	8,000	\$50.00	tbc	
Ramaroa Rd Section 2	1,000 – 1,630	630	7.0	4,410	\$50.00	2016/17	\$221,000
Ramaroa Rd Section 3	1,630 – 2,299	799	7.0	6,392	\$50.00	tbc	

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Maraeroa Rd Seal Extension	0.000	1,760	1,760	6.0	10,320	\$48.00	\$500,000

Note: The above list indicates priority projects from the Road Rehabilitation Shortlist and large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works. Because the pavement Rehabilitation projects are revised in accordance with the FWP on an annual basis in view of changing priorities, these Rehab projects are subject to changes.

The inclusion of Maraeroa Rd seal extension will cause the deferring into next year of Taharoa Rd (both sections A and B). Hangatiki East Road will be deferred and addressed as part of the OMYA route.

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Fotore Rd Section B	8,378	9,800	1,422	6.4	9,100	\$48.00	\$4367,000
Fotore Rd Section C	9,800	11,300	1,500	6.4	9,600	\$48.00	\$460,800
Maraeroa Rd Seal Extension	0.000	1,760	1,760	6.0	10,320	\$48.00	\$500,000

Note: The above list indicates priority projects from the Road Rehabilitation Shortlist and large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works. Because the pavement Rehabilitation projects are revised in accordance with the FWP on an annual basis in view of changing priorities, these Rehab projects are subject to changes.

AMP Improvement and Monitoring: Land Transport

Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP

Key Milestone	Indicative Timeframe	Commentary
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@sset at WDC	Dec 2016	In progress
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	Ongoing	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	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
Street Light LED Renewal Programme	July 2016 onwards	Planning underway. To be implemented over Five years. Exploiting NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	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 level needs/preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 2	Next review 2017	Levels of service survey for SW last completed in 2012.
Ensure the right level of funding is allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. Priority 3		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. Priority 4		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. Priority 2		Require Catchment Management Plans to be completed. Step 1 is a Catchment flooding model Additional Resource Required: Consultant
Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere. Priority 4	December 2025	Additional Resource Required: Additional Resource Required: Planning Consultant
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 4		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. Priority 3		Require Catchment Management Plans to be completed.
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. Priority 4		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. Priority 3		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. Priority 4	2025 - 2027	Additional Resource Required: Consultant
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
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	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2016.
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 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. Priority 2	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

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

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
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.
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.

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

Completed Projects

Pre-Election Report

Key Milestone	Indicative Timeframe	Commentary
Pre-Election Report (PER) prepared	June 2016	<p>The PER is a statutory requirement as per sec 99A of the LGA.</p> <p>The preparation and timing of the PER is mandatory and it is the Chief Executive's obligation. The PER is not developed or adopted by Council.</p> <p>The purpose of a PER is to provide information to promote public discussion about the issues facing the local authority.</p> <p>The PER for this triennial must be published by 29 July 2016.</p> <p>A Progress Report including a detailed timeline for preparation of the PER is included elsewhere in this Agenda.</p>
Compilation of Financial information	Monday 9 May to Wednesday 1 June	Complete
Compilation of Major Project Information	Monday 9 May to Wednesday 1 June	Complete
Communication Plan briefing	Thursday 26 May	Complete
Document Preparation Complete	Thursday 16 June to Tuesday 28 June	Complete
Circulate to Senior Leadership Team (SLT)	Wednesday 29 June	Complete
Feedback from SLT	Monday 4 July	Complete
Incorporate feedback from SLT	Tuesday 5 July to Wednesday 6 July	Complete
Draft PER to CE	Thursday 7 July	Complete
CE review	Friday 8 July to Tuesday 12 July	Complete
Incorporate CE comments	Wednesday 13 July to Thursday 14 July	Complete
Circulate to Councillors- any comments addressed	Friday 15 July	Complete
Incorporate feedback from Councillors (if any)	Monday 25 July to Tuesday 26 July	Complete
Final Approval of CE	Wednesday 27 July	Complete
PER Publication Date and distribution	Thursday 28 July	Complete

Policy: Earthquake Prone Buildings Policy

1.0 DESCRIPTION

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 was due for review in 2016. However, a review of this policy is no longer required as the requirement to have an Earthquake Prone Buildings Policy is removed by the Building (Earthquake-prone) Buildings Amendment Act 2016. The date that this Act will come into force is yet to be determined.

Policy: Local Alcohol Policy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Approved Local Alcohol Policy and Effective Date	23 February 2016	Policy adopted by Council on 23 February 2016 with Policy becoming operative from 1 June 2016.
Policy came into force	1 June 2016	Complete

Document No: A326310

Report To: Council



Meeting Date: 30 August 2016

Subject: Otorohanga District Development Board – Reporting against Service Level Agreement

Purpose of Report

- 1.1 The purpose of this business paper is for Council to receive from Otorohanga District Development Board (ODDB) their final report against the Key Performance Indicators contained in the Service Level Agreement (SLA).

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 ODDB Youth Support Program was established in 2005 to address issues of young people leaving the District to take up pre-employment qualifications and study elsewhere.
- 3.2 Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding \$15,000.00 per annum for three years for ODDB Youth Support Programs. ODDB stated the proposal had been developed to formalise what had been provided for the past eight years. Also, the proposed partnership would provide on-going sustainability for the programs to help protect the economic sustainability of the business.
- 3.3 Council reconsidered the funding request for ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from local organisations.
- 3.4 Council confirmed agreement to include a funding capacity of \$15,000.00 in its Exception Annual Plan. The funding would be provided to ODDB subject to an appropriate SLA being put in place with clear detail of the service deliverables and performance measures to be reported against.
- 3.5 The purpose of the SLA was to set the framework for a working relationship between the parties and confirm the deliverables and performance measures to report against.
- 3.6 Through the SLA both parties agreed to the provision of funding towards the delivery of Youth Support Programs provided by the ODDB.

Commentary

- 4.1 Attached to and forming part of this business paper is a copy of the Partner Funding Report for Otorohanga/Waitomo Youth Programs to 30 June 2016.
- 4.2 The SLA between WDC and ODDB terminated on 30 June 2016.

Suggested Resolution

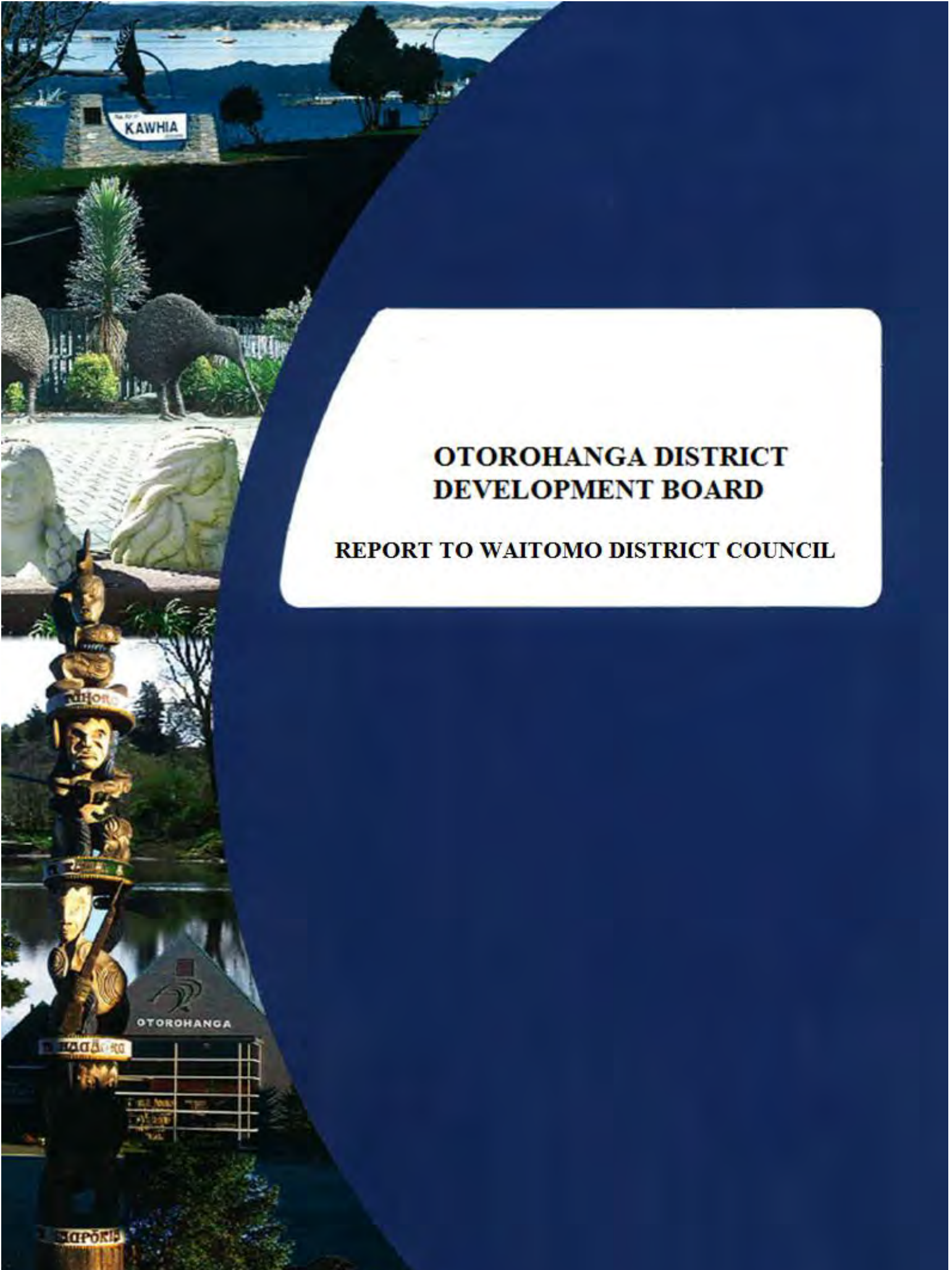
The business paper on Otorohanga District Development Board – Reporting against Service Level Agreement be received.



HELEN BEEVER
GROUP MANAGER - COMMUNITY SERVICES

August 2016

Attachment: 1 Otorohanga District Development Board Report



**OTOROHANGA DISTRICT
DEVELOPMENT BOARD**

REPORT TO WAITOMO DISTRICT COUNCIL

WAITOMO DISTRICT COUNCIL REPORT

The Otorohanga District Development Board is grateful for the financial support Waitomo District Council has provided for youth development in our District. The funding from Waitomo District Council for the past 3 years has contribution towards the Co-ordinator Youth Development and this report outlines the goals, achievements and activities that have been possible due to this funding.

INTRODUCTION

Otorohanga's youth programmes have been in a state of flux for the past 12 months as significant research was conducted into the best way forward. This review & reflection period was essential to ensure funds are continued to be invested in the most appropriate areas with the maximum economic return for the District, our youth, and our funding partners.

A decision was made last year to collaborate with Waitomo District Council in developing a youth programme that would serve both Districts. This decision was made with appreciation for the very similar challenges faced by both Districts and therefore the need for very similar solutions.

GOALS

YEAR 3 GOAL #1

One of our most significant achievements over the past 12 months has been the development of a documented youth development strategy in line with the District's broader economic development strategy.

In December 2015, Consultant, Dave White, from Governance & Management Solutions, was engaged to develop a roadmap for the future and we now have this as a guiding document for future programme development. This was the follow-up action to the substantial review of Otorohanga's existing youth programmes that was conducted by an independent Consultant - Dr Steve Saunders. Dr Steve Saunders analysed what was working well and what was not achieving the desired economic benefits for the community. The result of this review was that the ODDB funding for MPowa and College Connections was terminated due to lack of quantifiable economic benefits being achieved by these programmes.

Dave White was then tasked with developing a way forward that would achieve greater impact and results for both our youth and funding partners. He conducted in-depth interviews with over 50 employers across both Districts and through these discussions he identified some key areas of focus to drive youth employment. Many

of these key areas are in-line with the direction we were heading which was very pleasing to see.

In developing a strategy, we had the following objectives in mind:

1. To develop a programme that would assist youth irrespective of gender, ethnicity, or socio-economic status,
2. To enhance the number of local businesses with the confidence and competence to employ youth, and
3. To increase the employability of our youth.

The resulting youth development strategy is focused on 5 key pillars:

1. Driver licencing (as this is a huge barrier to gaining employment),
2. More education for employers to give them increased confidence to employ youth in an increasingly regulated employment environment,
3. A work exploration programme to give potential job seekers increased understanding of career options,
4. Increased tertiary courses facilitated locally that are tailored to the needs of local employers, specifically in customer service / tourism, and
5. Expanded apprentice support programme.

YEAR 3 GOAL #2

The Otorohanga NEET figure (sourced from Gloria Campbell from Ministry of Social Development) is currently 9. This is a decrease from 16 in 2014 which illustrates this KPI has been met. We have also seen an increase in youth participation in education within the trades apprentices. We currently have 58 apprentices active in the Apprentice Support program. These apprentices are receiving on-the-job academic support to assist them in their studies, including assistance with numeracy, literacy, practical, and theory. They also receive guidance and additional tuition through the Wednesday night study night from 4pm – 9pm where the Apprentice Support Coordinator, Ray Haley, is on site to assist. In addition, pastoral care is provided to the apprentices.

YEAR 3 GOAL #3

All research that was conducted identified that the primary barrier to youth employment is the lack of drivers licence. To address this, the Otorohanga District Development Board contracted Ron Davis, an Otorohanga based qualified driving instructor, to run theory classes and practical lessons. The result of this investment has been 11 students gaining their learners licence (5 from Kawhia & 6 from Otorohanga township) and 1 student gaining his restricted licence. The pilot programme saw all lessons and NZTA fees fully funded as well as transportation to the test centres in Te Kuiti (for learners) and Te Awamutu (for restricted). All of the students that participated in the classroom sessions went on to pass their learners so there was a 100% pass rate.

Due to funding restrictions, we were unable to continue the pilot programme, however the success of the pilot programme saw the KPI of an increase in the number of youth with drivers licence being met and proved a model such as this achieved results. From this pilot, Otorohanga District Mayor Max Baxter and Waitomo District Mayor Brian Hanna have been working collaboratively to develop a sustainable driver licensing programme that can operate across both districts. These conversations have resulted in NZTA agreeing to fund a programme which is excellent news.

YEAR 3 GOAL #4

During the past 12 months, we have worked very hard to increase the number of employers willing to employ youth for work experience or as full-time employees. The result of this has been an increase to 29 employers this year, up from 24 last year and 22 the year before, and therefore this KPI has also been met. All of these businesses have put their hand up to take on Otorohanga youth in some capacity, and the experience the young people gain while in the working environment is invaluable.

Furthermore, all 8 students who graduated from the Otorohanga Trade Training Centre last year were employed by February, with 7 of them taking opportunities with locally based employers.

YEAR 3 GOAL #5

The following courses are currently being run from the Wintec Otorohanga campus:

1. New Zealand Certificate in Business (Administration and Technology) (L3) - this replaced Business Administration and Computing L3 in semester 1 2016,
2. National Certificate in Business Administration (L4) -in semester 2 2016 this will be replaced by New Zealand Certificate in Business (Administration and Technology) (L4),
3. Certificate in Engineering and Automotive Trades (L2),
4. National Certificate in Business (First Line management) (L4),
5. National Certificate in Adult Education Training (L4), and
6. Basic Computing (SPACE).

Wintec also offer Horticulture courses for both Level 2 and 4 on a rotational basis when and where numbers are viable. Unfortunately, they did not run this semester but there is no indication they won't be offered in the future. Level 2 Horticulture is currently being run out of Kawhia with very good numbers. Wintec explored offering an Arboriculture course in Otorohanga this year, however unfortunately

there were insufficient numbers to make this viable. The Certificate in Engineering and Automotive Trades L2 (facilitated through the Otorohanga Trade Training Centre) has 9 students enrolled for this year.

We are still committed to increasing courses offered locally particularly in tourism and customer service, however changes such as these take time and therefore we have not seen this come to fruition over the past 12 months.

ACHIEVEMENTS AND ACTIVITIES

This funding was initially sought to assist with the partnership funding model to maintain a suite of youth programs that are required to continue to achieve the exceptional results Otorohanga has achieved since 2005.

The objective was to operate programmes that:

1. reduced barriers to youth unemployment,
2. created new jobs locally,
3. provided mentoring and support for youth into jobs and education,
4. created apprenticeship opportunity and placements, and
5. supporting apprentices and their employers

PROGRAMME DETAILS

Over the past three years the funding from Waitomo District Council has been used to enable the following programmes to operate successfully:

Programme	Programme Details	Achievements
Apprentice Support	on-the-job academic support for trades-based apprentices, to assist them in their studies, including: numeracy literacy practical theory Wednesday night study night from 4pm – 9pm pastoral care	160 apprentices assisted through the programme so far Apprentice drop-out rate is very low, with over 90% of apprentices complete their apprenticeship A year on year increase in the number of apprentices participating in the programme
Employer assistance (as part of Apprentice Support)	Fortnightly catch-up visit with all employers who have apprentices working for them reactive assistance when required on the following:	65 local businesses have employed apprentices so far A year on year increase in the number of local businesses employing youth

	Employment issues Health & Safety ITO liaison Employer mentorship	An increase in the tenure of apprentices with a single employer
Otorohanga Trade Training Centre	Locally run Level 2 tertiary course (facilitated by Wintec) focused on engineering & automotive skills that are required by local employers Four work placements, each of 1 week duration, organised for students during the year so they are able to gain practical experience and an insight into the work environment	An average of 9 students in each of the three years 90% of graduates placed into local employment
Drivers Licencing	Locally based qualified driving instructor facilitated theory-based classroom sessions & 'on-the-road' practical lessons Transportation to testing centres NZTA fees paid for	100% pass rate 11 students gaining their learners licence 1 student gaining his restricted licence
Careers expo	A day out for Year 11 students to visit Otorohanga workplaces	Year 11 students gain insight into working life at some Otorohanga businesses

COMMUNITY BENEFIT

The funding has generated huge community benefit. In particular it has resulted in business growth within Otorohanga, new jobs for youth, and an increase in the number of young people engaged and active within the community. Furthermore, we have seen an increase in collaboration between local businesses, youth, and education providers, which has assisted in identifying employment opportunities for young people. Otorohanga youth continue to have a sense of success for the area to be proud of and carry with them where ever they go.

PROGRAMME REVIEWS

During the last three years, we felt it necessary to review what programmes were working well, and what needs to be a future focus to ensure that our community's youth programmes continue to achieve maximum benefit for our youth and our funding partners. We invested significant time and resources into engaging with our community and relevant key stakeholders to better understand the current needs of

our youth. The result of this review was that a decision was made to discontinue some programmes that had been operating for a period of time.

The table below details these programmes and the reasons why the programme was terminated:

Programme	Programme Details	Reason for Terminating Programme
College Coordinator	In-school mentoring programme to assist young people to cope with any challenges they may be facing	Lack of quantifiable economic outcomes Otorohanga College withdrew their portion of the funding (December 2014)
MPowa	tracking school leavers and connecting them with employment or education options	Lack of quantifiable economic outcomes MSD withdrew their funding
Youth Coordinator	promote Otorohanga's youth programmes nationally and work closely with funding providers.	This role is currently being done by the Mayor and ODDB Youth Subcommittee

While these programmes served a purpose and added some value, it was decided that time, resources, and funds could be better utilised for the benefit of our youth in a collaborative approach across both Otorohanga & Waitomo Districts.

YOUTH DEVELOPMENT STRATEGY

The research and review conducted identified key areas of focus and provided a roadmap for the future. Our goal for the next 12 months is to implement the plan so we are able to achieve positive employment and educational outcomes for the youth in our community.

SUSTAINABLE FUNDING

The Otorohanga model was initially fully funded by MSD, but in 2013 MSD's focus shifted to NEETS youth transition services, as opposed to the proactive youth programmes Otorohanga has. Therefore, the funding model moved from central government to local government, local businesses, community groups, and supportive trusts and charities such as Waitomo District Council. These funding partners have ensured we have maintained a successful programme for the past

three years. However, to ensure we do not have a heavy reliance on the same funding sources forever, we have also focused on developing a sustainable funding plan for youth programmes. Two key aspects of this are drivers licencing and apprentice support.

For the last 3 years we have explored many different funding models but have struggled to find something that will be sustainable. Among those we have researched, was the feasibility of apprentice support being contracted directly to the ITOs – this would remove the funding burden from ODDB and therefore would result in a more sustainable model. We engaged an external consultant to communicate directly with the ITOs to gauge their appetite to participate in such an arrangement, and unfortunately from these conversations it was evident this was not an option they were willing to pursue at this time.

We have also looked at employer funding and other central government funding options. One success we have had is with drivers licencing. Otorohanga District Mayor Max Baxter and Waitomo District Mayor Brian Hanna have investigated the possibility of utilising road safety funding (supplied by NZTA) from their council budgets for drivers licencing. This is a huge cost component of our youth strategy and therefore if the funds were able to be accessed this way, it would greatly add to the sustainability of our funding.

Mayoral Comments

Ray Hayley has been providing tutorage and mentoring to the apprentices and support to businesses within the Otorohanga District for the last 10 years. Ray has been a very important link in the success of the Otorohanga Trade training centre and the Apprentice Support programme during this time. Unfortunately, the terms of a contract could not be decided upon and Ray's contract has not been renewed. The Trade training centre has continued to operate without disruption but there will be no Apprentice Support at this point.

While reviewing the youth programmes in Otorohanga the Otorohanga District Development Board investigated the possibility of collaborating with Waitomo District council in the provision of youth initiatives. As there were already a number of initiatives working across both districts we believed there could be tangible benefits in doing so. One of those benefits was that we needed to demonstrate to potential funding providers we were providing the most cost effective and sustainable model now and in future. As the towns of Otorohanga and Te Kuiti are only 15 minutes' travel from each other we believe there is real benefit in this collaborative approach. With a focus group represented by both districts we work together to determine how we achieve the best outcome for our youth.

In the coming 12 months we will be endeavouring to improve the relationships between high schools, tertiary providers and employers across both districts to enhance the opportunities and outcomes for our youth and businesses.

Otorohanga District Council, Waitomo District Council and NZTA have been working together to provide driver license training to the youth of our districts. Our ambition is that all of our school students upon leaving high school have obtained, at the very least, their restricted drivers license. This opportunity has come through the use of a significant portion of the council's road safety budget as we see non licensed drivers as a major concern around road safety and ultimately gaining employment. This is an example of 2 councils working together focusing of better outcomes for our youth

CONCLUSION

We are very proud of the achievements we have made over the past 3 years and we are grateful for the donation from Waitomo District Council as we know that Strategic Partnership has contributed significantly to the success we have had. The Otorohanga Youth Programmes have been critical to business sustainability and growth and has enabled more youth to gain employment locally. Whilst it has been a challenging year for Otorohanga youth programmes, we feel this period of review and reflection was essential to ensure we continue to offer the very best support to our young people. As in business, models of service delivery cannot remain static for years on end and still generate the same value. We recognised this and made some tough calls regarding terminating some programmes and investing time, money and resources in other programmes that research showed would add greater benefit to our young people.

We are now more motivated than ever to implement the youth strategy we have developed and we are confident these initiatives will ensure our youth are engaged and inspired with the skills and competencies required to add value to our local employers, many of whom are willing and able to employ youth.

Document No: A326330**File No: 400/010/2****Report To: Council****Meeting Date: 30 August 2016****Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 13 June 2016.

Background

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

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

Commentary

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Committee meetings convened on 13 June 2016.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

August 2016

Attachment: 1 Joint Committee Minutes – 13 June 2016 (doc A326369)

**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 1.00pm on 13 June 2016.

MEMBERS:**Waikato Regional Council**

Cr Hugh Vercoe

Hamilton City Council Representative

Cr Leo Tooman

Hauraki District Council Representative

Mayor John Tregidga

Matamata Piako District Council Representative

Cr Brian Hunter

Otorohanga District Council Representative

Cr Robert Prescott

South Waikato District Council Representative

Cr Thomas Lee

Thames Coromandel District Council Representative

Cr Peter French

Waikato District Council Representative

Cr Jacqui Church

Waipa District Council Representative

Cr Judy Bannon

Waitomo District Council Representative

Cr Allan Goddard

IN ATTENDANCE**Hauraki District Council Representative**

Cr Max McLean

STAFF:

CEG Chair (Langley Cavers), Group Controller (Lee Hazelwood), Team Leader GEMO (Greg Ryan), Democracy Advisor (Jennie Cox)

APOLOGIES**Ministry of Civil Defence & Emergency Management**

Suzanne Vowles

Taupo District Council RepresentativeCr Anna Park /1st alt Cr Kirsty Trueman /alt Mayor David Trewavas

Accepted

Confirmation of Agenda

(Agenda Item 1)

Mayor Tregidga moved/Cr Hunter seconded

CD16/10

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 13 June 2016 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD16/10)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3712687

Cr Church moved/Cr Tooman seconded

CD16/11

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 7 March 2016 be received and approved as a true and correct record.

The motion was put and carried (CD16/11)

Prior to commencing the agenda the Chair acknowledged there were a number of staff to be commended following recent recognition of their service to CDEM.

Lee Hazelwood – for his contribution to CDEM as acknowledged by him being awarded a Silver Ministerial CDEM award. The Chair noted that Lee could be credited with building a quality team that has now become a benchmark for other regions.

Sharon Cousins-O'Donnell – who had left the organisation – for her contribution over the past four years as the Waikato CDEM Group Training and Exercise Coordinator. The Chair noted that Sharon received praise for her work across groups and was expressly thanked by the Chair.

Matthew Pryor – who would be leaving – for his contribution over the past year as the Waikato CDEM Group Community Resilience Coordinator. The Chair thanked Matthew for his work and advised his focus on social marketing had boosted the profile of the Waikato CDEM to a national level.

Waikato CDEM Group Plan

File: 33 10 01 (Agenda Item 4) Doc # 6522416, 6536068

The report provided the Joint Committee with an overview of the proposed Waikato CDEM Group Plan, and request approval to proceed to the public consultation stage of the project. The Team Leader GEMO (Greg Ryan) and Group Controller (Lee Hazelwood) were present to take members through the plan and respond to any queries.

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

- Within Section 8 (Partnerships), the map provided for the St John was not correct in the North, and the Fire Service Region 2 extended through to Gisborne. Members were advised the maps would be reviewed and updated following the meeting and prior to going to public consultation.
- Within Section 4 (Resilience) – a member noted a disconnect in the Statistics and Goals when compared with the Community Resilience plans. Members were advised that there would be explanatory notes included within the Introduction that would expand on the information that the graphic provided and explained what the tool was actually a measure of (Civil Defence readiness rather than Community resilience).
- Members noted that Section 5 related to organisational readiness and Section 3 (Reduction) would acknowledge the work that had been done.
- On page 50, point 3.5.3 – a definition was requested to determine what would be an acceptable risk by a Territorial Authority and by the public. This was sought as a way to bridge the gap between the two expectations.
- On Page 41 and Page 42 it was highlighted that the perception of the colour charts would be a risk to any one with colour blindness. Staff advised that they would look at the charts as part of the public consultation process.
- Members queried why drought was considered a “Very High” risk for Civil Defence. Members were advised that Civil Defence would be involved in the consequences of a drought particularly welfare of those in the community affected by a drought.
- Within the “Moderate” risks Terrorism was considered to be more likely in the realm of eco terrorism that would impact on the region, and the region’s economy rather than international terrorism that may have more of a national impact. Should this change, the scenario that is used to evaluate terrorism risk would change, possibly resulting in a higher risk assessment. It was noted that risk is not static and would be re-evaluated throughout the five-year cycle of the plan.
- Waikato’s CDEM staff provided support for the Regional Council’s response to the Velvetleaf incursion.
- Concern was noted that Coastal erosion and global warming were not higher on the list of risks. Members were advised that the risk was based on a 100 year event that was becoming more and more frequent. The purpose of the table was to identify risks for Civil Defence and ensure the level of response was appropriate.
- Members acknowledged the amount of work and staff time taken to get the Group Plan Review to this point. Staff were thanked for their efforts.
- Members were provided with the dates for Public consultation, Hearings and Deliberations. Following the meeting of the Joint Committee in September 2016, to make the final decisions on the plan, the Plan would be released for Ministerial Approval and was expected to be returned for Committee approval at the meeting in November. Members were advised that the Committee was not discharged at the end of the triennium and the members would remain until membership of the Committee was determined by each of the member Councils.
- Members sought consideration to hold the Hearing and Deliberations on the same day if possible. Members were advised it would depend on the number of submissions and people seeking to be heard within the hearings but staff would look in to the options available.

Cr French moved/Cr Church seconded

RESOLVED

CD16/12

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report “*Waikato CDEM Group Plan review*” (Doc # 6522416, dated 1 June 2016) for information.

(b) ...approve the proposed *Waikato CDEM Group Plan* (Doc # 6536068) for public consultation.

The motion was put and carried (CD16/12)

SCHEDULE B: (FOR RECOMMENDATION TO COUNCIL)

GECC Accommodation

File: 30 10 01 (Agenda Item 5) Doc # 6307585

The report provided the Joint Committee with an update regarding the review of the GECC accommodation arrangements, along with requesting a recommendation regarding the options currently available. The Team Leader GEMO (Greg Ryan) and Group Controller (Lee Hazelwood) were present to take members through the report and respond to any queries.

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

- Members were advised that an All Hazards Centre with either Police or the NZ Fire Service was not in the immediate future for either organisation. The rental agreement was due to expire on 150 Victoria Street, Hamilton and the GEMO and Waikato Regional Council staff would be moving from the premises.
- The GEMO would initially relocate to the Deloitte building with other Waikato Regional Council staff, however it was considered impractical to remain at that location as it was not an Importance Level 4 (IL4) building nor did it support the desired level of integrated response.
- The Bryant Trust were building a building for Genesis Energy that would provide an IL4 space for the GEMO and provide an opportunity to further build on the stakeholder relationship held with Genesis. The building was occurring in central Hamilton on Ward Street, opposite Seddon Park.
- Members agreed that the six year term would provide for further discussions with either Police or the NZ Fire Services to continue around an All Hazards Centre, and should that still not be an option then a right of renewal for a further six years would provide certainty for GEMO staff.
- The recommendation of the Committee would be presented to Waikato Regional Council at the Council meeting on 30 June 2016.

Cr Vercoe moved/Mayor Tregidga seconded

RESOLVED

CD16/13

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report “*GECC accommodation review*” (Doc # 6307585, dated 7 June 2016) for information.

(b) ...recommend to the Waikato Regional Council that Option 1 (establish the GECC at the new Genesis Energy building for a 6 year term with a right of renewal for a further 6 years) be adopted in order to address the current GECC accommodation issues.

The motion was put and carried (CD16/13)

SCHEDULE A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)

Summarised CEG Minutes

File: 33 10 01 (Agenda Item 6) Doc # 6517819

The report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting on 20 May 2016. The CEG Chair (Langley Cavers) advised members of a review that was occurring of the CEG regarding effective operation.

Cr Hunter moved/Cr Lee seconded

RESOLVED

CD16/14

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report “*Summarised CEG minutes*” (Doc # 6517819, dated 1 June 2016) for information.

The motion was put and carried (CD16/14)

GEMO Report

File: 33 10 01 (Agenda Item 7) Doc # 6521960

The report provided a consolidated update on the work the Group Emergency Management Office (GEMO) is undertaking, including key projects and any additional matters for Joint Committee attention.

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

- Members were advised of a new Hazards application that was free and for use on smart phones. The GEMO would be ensuring there was promotion of the application to the public.
- The area of interest is determined by the user as a radius from a point on a map. Parameters could also be set by the user to determine what notifications would be received.
- There would be tutorials being rolled out through social media.
- As an ongoing item introducing members of the GEMO to the Joint Committee, Team Leader GEMO (Greg Ryan) provided his background to members.

Cr Bannon moved/Cr Goddard seconded

RESOLVED

CD16/15

THAT the Waikato CDEM Group Joint Committee:

(a) ...receive this report “GEMO report” (Doc # 6521960, dated 1 June 2016) for information.

The motion was put and carried (CD16/15)

MCDEM Report

File: 33 10 01 (Agenda Item 8) Doc # 6521969

Due to the absence of Suzanne Vowles of the Ministry of Civil Defence and Emergency Management, the report was not received.

Items for Next meeting

File: 03 04 18 (Agenda Item 9)

The report provided for discussion on items for inclusion at the next meeting on 5 September 2016.

- Waikato CDEM Group Plan (approval for ministerial feedback).
- Informal barbecue or gathering for the members of the Joint Committee suggested to follow the final meeting of the triennium.

Meeting closed at 2.45pm

Doc # 7896058

Document No: A326360**File No:** 401/9992000100**Report To: Council****Meeting Date:** 30 August 2016**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.

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 Sections 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 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 24 November 2015

- 7.35 The Building 1 & i-Site project documentation has been completed and was issued for tender on 30 October 2015, with tenders closing 1 December 2015. The contract has been advertised through Tenderlink, Waikato Times and Waitomo News. Several contractors have uplifted the documents.
- 7.36 Upon acceptance of a tender, construction is scheduled to commence mid January 2015. Tenderers are required to confirm a construction period.

7.37 Building 3

7.38 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.

7.39 Final documentation is currently being prepared ready for signing.

7.40 24 November 2015

7.41 Maniapoto Maori Wardens Charitable Trust has now signed the lease documentation and is now established on site.

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 the 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 October 2015 at 1.00pm.
- 8.42 25 November 2015**
- 8.43 A successful opening was held on the 9 October 2015 and the restaurant officially opened to the public on the 28 October 2015. This delay was as a result of considerable work that was required to meet the ventilation requirements around the kitchen. It had been assumed that the ventilation requirements would be met by the numerous window openings.
- 8.44 The Architect and Group Manager Community Services have undertaken a detailed site inspection so as to enable a defects list to be prepared. This list will be finalized over the coming fortnight and then forwarded to the contractor, who has six months to undertake the work from practical completion.

9.0 Project 4 – Railway Building 1 and i-Site Development

- 9.1 **20 June 2016**
- 9.2 Draft drawings/contract documentation for Building 1 and i-SITE works were completed at the end of March 2016. Historic Places Trust (HPT) approval was gained for removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been granted for the linking of Building 1 and the i-SITE. There was a delay of approximately 8 weeks for approval from the Historic Places Trust.
- 9.3 Two tenders were received for the Te Kuiti Railway Building 1 and i-Site Development as follows:

	P J McCarthy Construction Ltd Rototuna	ESN Construction Ltd Hamilton	Pre Tender Estimate
Tendered Amount	\$441,377.00	\$421,652.20	\$601,300.00
Contingency	\$30,000.00	\$30,000.00	
Total Amount	\$471,377.00	\$451,652.20	

Each tendered amount included:

Prime Costs: \$15,000.00 – Hardware
 \$ 4,000.00 – Metal stenciling
 \$ 7,250.00 – Lighting supply

Provisional Sum: \$25,000.00 – Heat Pumps

NOTE: No local tenders were received. All prices exclude GST

- 9.4 Due to the time delay in acceptance of the tenders, the Tenderers were written to asking if they would hold their tender until late February/early March 2016 as this allowed Council to discuss further funding requirements.

- 9.5 Council, at its Workshop on 10 February 2016, agreed additional budget allocation of \$50,000.00.
- 9.6 ESN Construction was awarded the Contract for the tendered price of \$421,652.20 with an additional \$30,000.00 contingency.
- 9.7 Before works could commence the i-SITE was relocated to the old Post Office building in Te Kuiti. A lease arrangement is in place until 31 August 2016.
- 9.8 The project commenced in early April 2016 with an initial completion date set for July 2016.
- 9.9 Works completed to date:
- Original internal walls have been removed and new walls constructed.
 - Connection to building 1A has been completed.
 - Wall insulation and lining is 90% complete.
 - Electrical and data cabling has commenced.
 - Steel portal installation in Building 1 has been completed.
 - New entrance way linking i-Site and Building 1 has commenced.
 - New Kitchen units for Community Space (Building 1) are being made.
 - External water, storm water and waste water services have been completed.
- 9.10 Works are currently 4 weeks behind schedule and the Contractor has applied for an extension of time. This is due to issues not being able to be identified until the start of the build. The expected completion date has been revised to 8 August 2016.
- 9.11 Fortnightly meetings are being held between WDC staff, the Contractor, Architects and Engineers.
- 9.12 The project is currently tracking \$19,000.00 over contingency. Variations issued to date have included additional works required for water, storm water and sewer due to existing services not being adequate (\$13,000.00), additional data cabling and phone services for AA counter and relocation of network panel (\$6,000.00). Other variations to date have been covered by contingency allowance and prime cost sums.
- 9.13 2 August 2016**
- 9.14 Construction work is progressing well and the status of the components is as follows:
- Electrical wiring and data cabling in Building 1 is complete.
 - New sprinkler system in Building 1 is complete. I-SITE will be completed once new entrance way is finished.
 - Painting of Building 1 completed with the exception of the area for the new entrance way.
 - Vinyl laying in the kitchen and bathroom areas of Building 1 is complete.
 - Toilet facilities have been installed.
 - Cabinetry and fittings for the kitchen have been installed.
 - Floor sanding, polish, and carpet laying in Building 1 is complete.
- 9.15 Steel portals for the new entranceway linking the i-SITE and Building 1 have been installed and the framing is nearing completion. These form the integral part of the link and are the last of the major construction works to be completed.

- 9.16 The removal of the old canopies at the front and side of the i-SITE uncovered some substandard brick work that needs to be replaced. To repair this work has meant the removal of a lot more bricks than initially planned. Options are being worked through for the front fascia of the building. Removal of bricks on the ramp side of the building has taken place and the bricks will only be replaced to the new roof line. This will add an additional \$3,050 to the overall contract price.
- 9.17 The removal of the front canopy has resulted in sheets of iron needing replacement. It will be impossible to colour match the new sheets with the existing i-SITE roof and as this area is in the front of the building the decision has been made to replace the two sheets and repaint the roof to match Building 1. This will add an additional \$5,000 to the overall contract price.
- 9.18 The expected completion date for these works is 19 August 2016. At the time of writing this business paper work remains on track.

9.19 30 August 2016

- 9.20 The new entrance way and i-SITE building work is in its final stages with work progressing steadily.
- 9.21 The status of the work components are itemised as follows:
- Cedar paneling on outside of entrance completed
 - External windows and door frames have been installed
 - New sprinkler system in i-SITE is completed
 - Cedar fins on the front window will be installed 24 August 2016
 - Final electrical and data cabling to the i-SITE building to be completed week of 26 August 2016
 - Internal painting to be completed week of 26 August 2016
 - i-SITE floor being prepared for new carpet tiles, expected completion date 29 August 2016
- 9.22 Minor changes have been made to the ramp and internal stairway. A low wall has been added between the two access ways to address potential health and safety risks due to the height of the ramp.
- 9.24 External building works are scheduled for completion on 31 August 2016. Work will then begin on the internal fit out of the building.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

August 2016

Document No: A326289**File No: 097/001E****Report To: Council****Meeting Date:** 30 August 2016**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
- Legislative – the District Plan and Resource Management Act has very clear requirements and timelines.
 - 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 Attached to and forming part of this business paper is a schedule of resource consents processed as at 30 August 2016.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

30 August 2016

Attachment: Resource Consent Schedule (A326287)

RESOURCE CONSENTS PROCESSING AS AT 30 AUGUST 2016

WDC Ref	Applicant	Brief Outline of Application / Location	Date Application Formally Received	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
130004	Rozel Farms Limited	2 Lot Rural Subdivision - Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
160019	Tourism Holdings Limited	New Signage - Waitomo Homestead, State Highway 3, Hangatiki	21/06/16	Yes	Consent from NZTA.	24/06/16		Yes	08/08/16		05/09/16	Conditional Consent Granted 22/08/16
160023	G Churstain	Boundary Relocation 129 Gadsby Road, Te Kuiti	11/08/16	Yes	LINZ number	11/08/16		Yes				

RESOURCE CONSENTS GRANTED (FOR 2016/17) AS AT 30 AUGUST 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Formally Received	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
160016	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Oniao Road, Aria	08/06/16	Yes	LINZ number	08/06/16	29/06/16	Yes		No		Conditional Consent Granted 05/07/16
160017	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Kaeaea Road, Aria	08/06/16	Yes	LINZ number	08/06/16	22/06/16	Yes		No		Conditional Consent Granted 05/07/16
160018	Lena Zankl	Relocatable dwelling to be sited within 10m of boundary, Mangarino Road, Te Kuiti	07/06/16	Yes	Site plan and additional neighbour consent.	24/06/16	28/06/16	Yes		No		Conditional Consent Granted 29/06/16
160020	G and L Brier	Subdivision to create one additional Lot – Ngapaenga Road, Piopio	06/07/16	No				Yes		No		Conditional Consent Granted 09/08/2016
160021	Vodafone NZ Limited	Co location of Vodafone telecommunication antennas on existing Chorus facility – Taumatamaire Road, Awakino	18/07/16	No				Yes		No		Conditional Consent Granted 27/07/16
160022	Erling and Noeline Riches	Dwelling to be situated within the 10m of rural boundary, Kawhia Harbour Road, Taharoa	29/07/16	No				Yes		No		Conditional Consent Granted 22/08/16

Document No: A326580

Report To: Council



Meeting Date: 30 August 2016

Subject: Progress Report: Major Capital Works Report

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of progress on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roothing infrastructure, the three Waters and some projects in the Community Services area.

Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the renewal of all its assets as determined through prudent asset management to consistently meet the needs of the community.

Commentary

3.1 Roads

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	Completed Completion target end May 2016. All layer work and 50% of sealing work complete. Two week delay due to wet weather
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Consent for 11 sites received Delayed due to WRC requirement for archeological report Expected guess end of July 2016
		Design & Contract documentation	Complete Tenders evaluated
		Construction	Start September 2016
Totoro Road	RP 8.1 to RP11.1 Various slips – retreat into bank and improve drainage	Design & Contract documentation	Target end June 2018
		Tender	July 2018
		Construction	September to December 2018

Location	Description	Action	Progress
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016
		Construction	Complete Completion middle June 2016 – weather dependent Earthworks near complete. At least 2 weeks delay due to weather
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Concept Designs	Final design on hold Solution accepted and progress dependent on NZTA funding approval
Te Waitere Road	RP 0.45 Stream undermining road	Concept Designs	On shore construction – Consent application in process. Based on Kawhia Harbour Road process may take until early 2017 to get consent Complete Solution accepted and progress dependent on NZTA funding
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	On hold while monitoring earth movement Complete Solution accepted and progress dependent on NZTA funding
Maraeroa Road	Seal extension	Design & Contract documentation	Complete Consultant appointed Tenders in September 2016 Construction completion targeted before end 2016/17 summer period

4.1 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 1	Stage 1 – Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation – 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 - 29 May – 7 June Delayed (refer to the commentary in the Waters Operations Progress Report in June 2016 Agenda)
Te Kuiti Water Treatment Plant - Additional work that become apparent	Renewal of reservoir roof structure	Steel structure corrosion turned out much worse than original assessment	Complete
	Filter & clarifier backwash storage & disposal	"Healthy rivers"	Complete
	Structural failure of filters 1 & 2	Investigation	Complete

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 2	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design & Tender documentation	In progress
		Construction	November 2016 – April 2017
Te Kuiti Water Treatment Plant - Phase 3	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation & Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
Te Kuiti Water Treatment Filter shells	Structural failure of shells of filters 1 & 2 (of 4)	Investigation	Floor settled Remedy - Grouted
	Installation of new filters 1 & 2	Demolish existing filter 1	Completed
		Construct new filters Prefabricated stainless steel Replacement of Filter 1 Replacement of Filter 2	Complete Final Commissioning Targeted early October 2016
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	Completed April and May 2016 80% complete delay due to weather
King Street Stormwater	Large diameter stormwater line @ Lines Co undermined by seepage	Design & Tender	Complete
		Construction	June – July 2016

4.2 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Progress report elsewhere in this Agenda Start 11 April 2016 to end July 2016
Railway Station platform Phase -1	Section from ramp between 1 & 2 to end of rubbish enclosure	Initial quote – patch with overlay	Specification for platform surfacing confirmed
		Quote for good finished preparation with concrete and or asphalt overlay	Received and approved
		Construction	Waiting for Kiwi Rail site safety approval and sign off.
Security Fence	Behind I- site	Design	Complete
		Tender docs	Being finalised
		Tender & Railway approval	In progress Tender Tentative November 2016
		Limited time construction	Require Kiwi Rail site safety approval and sign off.
		– Kiwi Rail oversight	Tentative - November 2016

Location	Description	Action	Progress
Over Bridge	At I- Site	Structural investigation	Complete
		Design - Tender & Railway approval	Complete
		Limited time construction	Require Kiwi Rail site safety approval and sign off.
		- Kiwi Rail oversight - Close proximity to high tension power	Tentative - November 2016
TK Campground	New development	Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Feasibility study & business case	August 2016
		Funding	2016-17 EAP process
Brook Park Entrance	Entrance Construction Existing lease	Design & Tender documentation Lease to be extended	Tenders evaluated Work scope to be revisited due to much higher than expected tenders
Benneydale Toilet	Toilet construction	Design and tender documentation	Complete Tender advertisement targeted for October 2016 subject to Resource Consent

Suggested Resolution

The Progress Report: Major Capital Works be received.



CHRISTIAAN VAN ROOYEN
MANAGER CAPITAL WORKS

Document No: A 326374**File No: 037/005B****Report To: Council****Meeting Date:** 30 August 2016**Subject:** **Solid Waste Services Biennial Waste Audit**

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council on the outcome of the 2016 Solid Waste Audit.

Background

- 2.1 Solid waste management is a significant activity for the Waitomo District. The rationale for this service is to ensure that the natural environment is protected from detrimental effects of solid waste disposal, and that the waste disposal needs of the District community are met.
- 2.2 The Waste Management Act 2008 (WMA) requires that a waste assessment should include forecasts of demands for certain waste services. The minimisation of certain waste streams has follow on benefits in support of the social, economic and environmental well being of the District.
- 2.3 An inventory of waste types has been compiled from a waste audit of the contents of the kerbside bag collection. In order to set priorities and establish benchmarks by which progress are monitored, a waste audit has to be carried out every two years. This will identify all wastes being generated or recycled including quantities and source.
- 2.4 The Solid Waste Activity Management and Minimisation Plan (SWAMMP) determine that an audit of collected waste is carried out on a Biennial basis to determine the success of current waste minimisation initiatives. The waste audit also enables Council to revisit the exiting performance indicators, drives and initiatives to see how these can be altered to achieve a higher success rate in the drive to minimise waste going to the landfill.

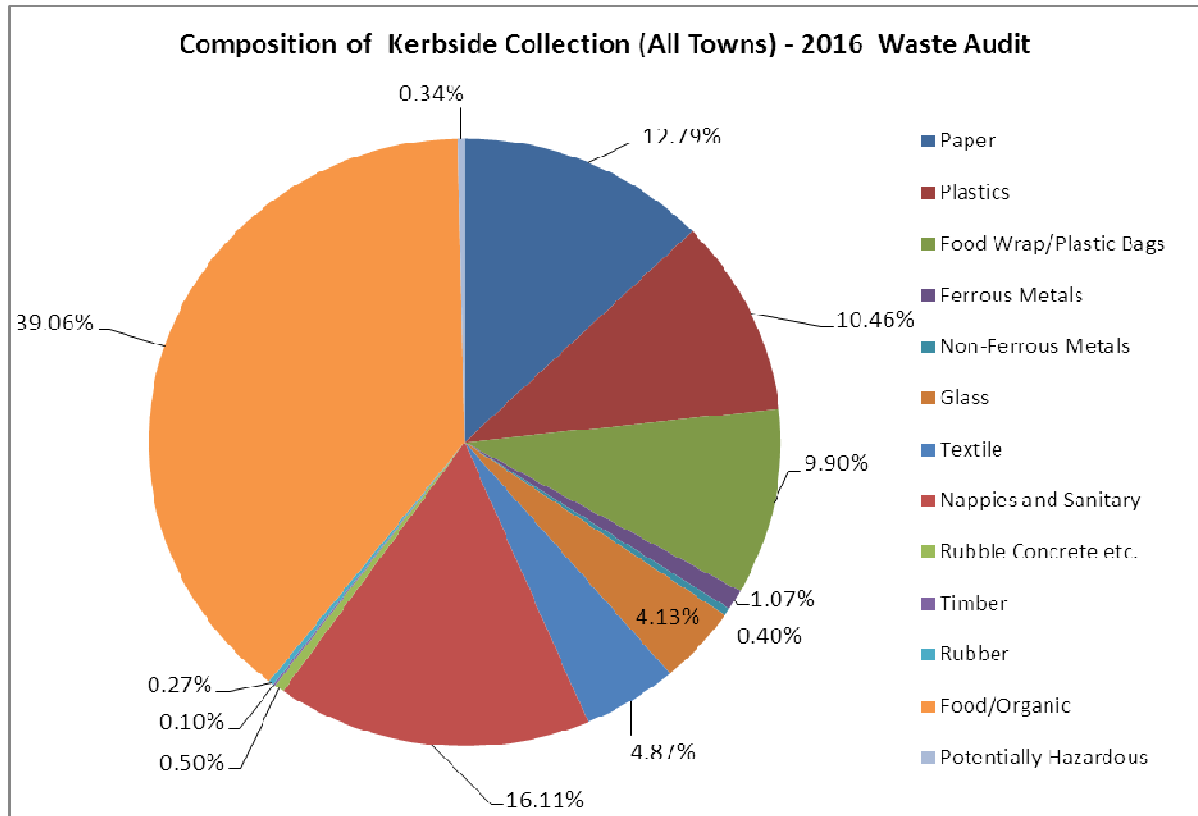
Commentary

- 3.1 The 2016 Waste Audit was carried out over four Waitomo District townships. The following number of kerbside refuse bags were collected from random properties in the following towns – Te Kuiti (20) Waitomo (10) Mokau (10) and Piopio (10).
- 3.2 The purpose of the audit is to gauge the types of waste that get disposed of into the landfill, detailing the quantity of each type of waste by weight and percentage.

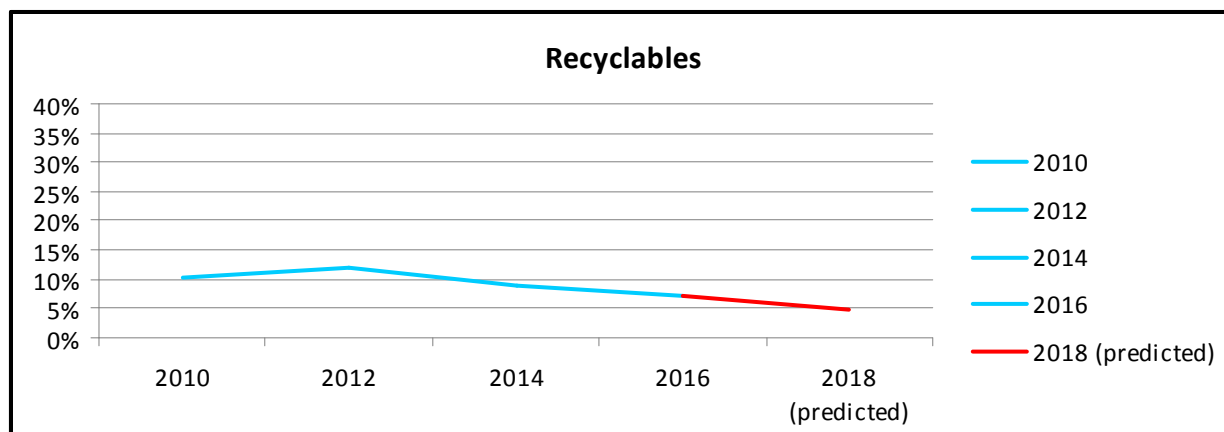
- 3.3 These results provides WDC with information as to how we form our policies around waste management such as access to recycling facilities, landfill design and the cost of Council rubbish bags.
- 3.4 The audit uses the twelve primary waste categories in the Ministry for the Environments' Waste Analysis Protocol 2002; being paper, plastics, putrescibles (organic materials/food waste), ferrous metals, non-ferrous metals (recyclable metals), glass, textiles, nappies and sanitary, rubble and concrete, timber, rubber and potentially hazardous items.

Waste Audit Results		
Type of waste in refuse bags	2016 Waste Audit (Percentage of waste contained in refuse bags)	2014 Waste Audit (Percentage of waste contained in refuse bags)
Putrescibles (<i>Organic/food waste</i>)	38.93%	36.31%
Sanitary & Nappies (<i>non-recyclable</i>)	16.06%	22.20%
Plastic Wrap (<i>non-recyclable</i>)	9.87%	17.25%
Paper (<i>recyclable</i>)	12.75%	16.34%
Textiles (<i>eg: fabric</i>)	4.85%	11.30%
Plastic (<i>recyclable</i>)	10.42%	9.83%
Glass (<i>recyclable</i>)	4.12%	8.16%
Metal (<i>ferrous metals</i>)	1.07%	5.43%
Potentially Hazardous (<i>eg: hair dye, chemicals</i>)	0.67%	3.57%
Metal non-ferrous metals (<i>recyclable</i>)	0.40%	0.67%
Rubble, concrete, timber and rubber	0.87%	Negligible

- 3.5 The amount of rubble, concrete, timber, rubber, non-ferrous metals and potentially hazardous substances contained in the refuse bags collected for the 2016 Waste Audit was nominal.
- 3.6 The 2016 Waste Audit results showed a 2.62% increase in putrescibles (organic materials/food waste). Although this increase is not significant in comparison to the previous 2014 Waste Audit, the fact remains that overall the total percentage of organic/food waste contained in the general refuse bags is nearly 40%.
- 3.7 The Pie chart below gives a visual snapshot of the waste audit results. The performance target for 'the percentage of reduction of the quantity of recyclables such as paper and plastics entering the landfill per annum leading to 10% reduction by 2016 and 15% by 2025 (both measured against the 2014 Waste Audit)' was not achieved.

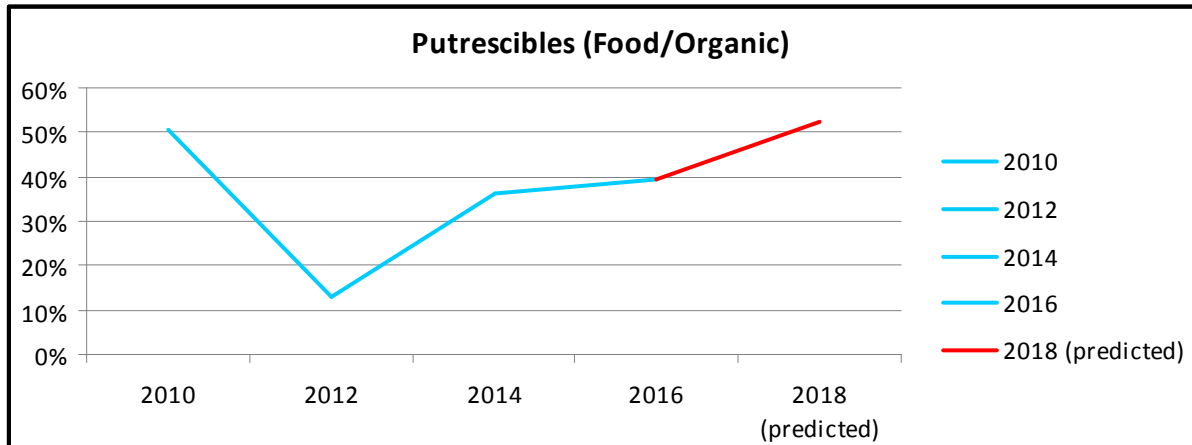


- 3.8 The results from the 2016 Waste Audit identified a 1.57% reduction in recyclables against the 2014 Waste Audit.
- 3.9 WDC provides community education articles about the importance of waste minimisation to encourage residents to assist in the diversion of recyclable waste from the general waste at the landfill. WDC continues to provide targeted educational programmes to raise awareness of the benefits of waste reduction and services available in support of this initiative.
- 3.10 A side survey of recycling bin contents undertaken during the 2016 Waste Audit identified a 99% compliance with Council's recycling requirements. Recycling Stations located around the district are well utilised and are an important asset used to reinforce council's recycling expectations to the wider public.
- 3.11 Since 2012 the trend has been tracking steadily downwards however not at the desired rate. This indicates that whilst we are tracking in the right direction the projected figures show we are unlikely to meet the required reduction target by 2025.
- 3.12 The following graph and table shows a decrease in the amount of recyclables that enter the landfill via general refuse for the 2014-2016 period



Recyclables (Average)	2012	2014	2016	2018 (Predicted)
	11.94%	8.75%	7.18%	4.80%
Percentage Change		-3.19%	-1.57%	-2.38%

- 3.13 The performance target for 'the percentage of reduction per annum achieved through continual education leading to 10% reduction by 2025 (measured against the 2014 Waste Audit)' was not achieved.
- 3.14 A total average of 39.50% of putrescibles (organic/food waste) was identified through the 2016 Waste Audit as being disposed of within the kerbside refuse bags, indicating a 3% increase since the 2014 Waste Audit.
- 3.15 The previous target to reach a 10% reduction by 2016 when measured against the 2010 Waste Audit was achieved (2010 total average was 50.4% = 11% reduction). However projected figures using the most recent data indicate those gains may be lost by 2018.
- 3.16 Reducing food waste is a key strategy for meeting the goals of the Waste Minimisation Act. WDC joined a collective of councils around New Zealand to implement a national 'Love Food, Hate Waste' campaign to reduce food waste sent to landfills. Articles promoting ways to reduce food waste are featured in the Waitomo News from time to time throughout the year. These articles are also featured in the 'Waitomo Way' newsletter. Ongoing updates promoting 'Love Food, Hate Waste' are published on WDC's website and Facebook page.
- 3.17 Other targeted educational materials include the publication of '*A guide to Composting*' brochure, and promotion of composting at home as featured articles in the Waitomo Way newsletter throughout the course of the year.
- 3.18 WDC developed 'Keep our District Vibrant and Thriving' brand to support Waste Minimisation efforts.
- 3.19 The following graph and table shows an increase in putrescibles, which in turn indicates that we are unlikely to meet the required target by 2025 should this trend continue. Continual public education for home composting may minimise this particular type of waste.



Putrescibles (Food/Organic) Average	2012	2014	2016	2018 (Predicted)
	12.97%	36.31%	39.50%	52.50%
Percentage Change		23.34%	3.19%	13.00%

Suggested Resolution

The Report on Solid Waste Audit Results be received.

KOBUS DU TOIT
GROUP MANAGER - ASSETS

21 July 2016

Document No: A326373**File No: 037/005B****Report To: Council****Meeting Date: 30 August 2016****Subject: Progress Report: Solid Waste Activity**

1.0 Purpose of Report

1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

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

5.3 **Solid Waste Services**

5.4 WDC is meeting its obligation under the 2008 Waste Minimisation Act and SWaMMP by providing:

1 **Weekly Kerbside Refuse and Kerbside Recyclables Collection Services** for the communities of -

- Te Kuiti
- Piopio
- Mokau
- Waitomo Village
- that part of the Rural Ward between Te Kuiti and Waitomo Village

2 **Waste Transfer Stations** in the communities of -

- Benneydale
- Piopio
- Marokopa
- Kinohaku
- Mokau/ Awakino

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 **Management of Solid Waste Services**

5.6 Collection Services (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.

5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.

5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.

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

5.10 **Mokau Litter Bins** are serviced under contract with a private person.

5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.

5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

5.13 **Service Requests / Complaints**

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

5.15 Almost all of the Service Request complaints received for kerbside refuse or recyclables not being collected, were due to the person placing the bag or recycle bin out too late.

5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for ~~2016/2017~~ ~~2015/2016~~ include:

Description	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016
Kerbside Refuse not collected	1					
Landfill Complaint						
Transfer Station Complaint						
Litter Bins not being emptied	1					

~~5.17 Three complaints have been received this month relating to the odor emitting from the Te Kuiti Landfill. An investigation was carried out and it was found that the contractor have not significantly covered the exposed waste in accordance with the existing contract. The matter was discussed with the Operations manager at the landfill. He has given the undertaking that Envirowaste will ensure that they will comply with the contractual obligations. The matter was resolved.~~

6.0 Te Kuiti

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

6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

6.3 Emissions Trading Scheme

6.4 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.

6.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.

6.6 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

6.7 Landfill Volumes

6.8 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2016	Tonnes Deposited Aug 2016	Tonnes Deposited Sept 2016	Tonnes Deposited Oct 2016	Tonnes Deposited Nov 2016	Tonnes Deposited Dec 2016
Deposited to Date	462,589.81 177,293.78					
WDC Bags Collected	1.95					
Total over Weighbridge	806.91					
Less Diverted Recycle	-21.53					
Less Stock out Gate	-28.33					
Total To Landfill	759.00					
Tonnage Space Available	59,706.22					

6.9 Recyclables

6.10 Diverted recyclables = ~~38.4555.12~~ 21.53 tonnes

6.11 Capital Projects

Description	Estimate / Budget	Actual July 2016	Actual August 2016	Actual September 2016	Actual October 2016
Development Cell 3	\$774,000.00	\$641,686.20			
High Wall Safety Work	\$51,600.00	\$49,643.64			
Recycling Shed	\$50,000.00	\$2,348.70			

6.12 There have been no changes in capital expenditure since October 2015.

6.13 Development of the Cell 3

6.14 Development of Cell 3 is largely complete with only some remedial work outstanding. A total of \$41,580.00 excl. GST has been retained for repairs. This was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount is \$37,704.97 excl. GST.

6.15 The final contract value for this project was \$720,971.17 excl. GST.

6.16 High Wall Shaping

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

6.18 ~~Some remedial work has been identified during a recent assessment of the High Wall at the Te Kuiti Landfill. has proven previously reported concerns around the stability of the ground.~~

6.19 ~~WDC has obtained the services of a local contractor to clean out the existing v-drain structure and to remove a manage the existing failures of the landfill highwall. This work includes the removal of the large rock which caused a major concern and posed a significant risk.~~

~~Retrenching of the "V" drain to channel the water in the desired direction of flow to preserve the longevity of the high wall and to alleviate the risk.~~



~~The Rock that is slipping at present~~



Subsiding earth

6.20 Recycling Shed

- 6.21 In order to promote recycling and provide a customer friendly, all weather recycling service, a roof over the recycling area has been constructed.
- 6.22 This project has been completed and has been well received by the public utilising the facility.

6.23 **Bi-Annual Waste Audit Recycling Area—Health and Safety Improvements**

- 6.24 In accordance with MFE requirements the Solid Waste section has carried out an audit of collected Kerbside refuse. The audit was carried out in two phases.
- 6.25 Phase one was carried out on Friday 8 July when the team sifted and audited 20 kerbside collected bags and recycling material from the Te Kuiti area.
- 6.26 Phase two was carried out on Tuesday 12 July when the team sifted and audited 30 kerbside collected bags and recycling material from the rest of the Waitomo District's wards.
- 6.27 A full report will be submitted to Council with the methodology, result and impact of the waste audit.

~~6.22 A recently completed Health and Safety Audit identified the need to further improve safety around the recycling area. The Audit raised the concern that the trucks servicing the recycling area continued to remove the skips and bins from the front "public area" and not from the rear as intended.~~

~~6.23 To enable compliance with the findings of the Health and Safety Audit, further improvements to the area behind the recycling area are required. The improvements include:~~

- ~~▪ Extension of the existing hard stand area by 3m to the north to improve safe manoeuvring of the service trucks.~~
- ~~▪ Shape grading and rolling of the existing hardened area (approx. 400m²).~~
- ~~▪ Establishment of "V" drains to the rear of the hardened area to improve stormwater flows.~~

~~This work was tendered and the successful tenderer, Inframax, has started work this month.~~

Suggested Resolution

The Progress Report: Solid Waste Activity be received.



KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A326441

File No: 037/020/12B

Report To: Council**Meeting Date: 30 August 2016****Subject: Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport**

1 Purpose of Report

1.1 The purpose of this business paper is –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year One (2015/2016) of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2015-25 LTP as part of the Road Map Work Programme.

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

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Rooding Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
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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 rooding 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. The Roothing capital works programme is reported separately, except for the Roothing Capital Works budget, which is reported with this business paper.

5 Background

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

6 Roothing Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (62% FAR rate) 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 ~~2016/2017~~~~2015/2016~~ Maintenance Expenditures Budget

- 7.1 The available Maintenance LTP-budget for ~~2016/17~~~~2015/16~~ is ~~\$5,030,528~~ ~~\$5,225,000~~ (excluding ~~Admin Services for Roothing and~~ Loss on Asset Disposal) but including the total Road Safety Promotion budget of \$120,000 (The corresponding NZTA budget is \$130,000, which is the budget used for the driver training program currently being set up).

8 Road Safety Promotion

- 8.1 **Introduction**
- 8.2 Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.

- 8.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.
- 8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan for the 2015/16 year is **on hold** until a replacement or other option is in place. Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.
- 8.5 **Road Safety Funding**
- 8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (62% for 2015-16, but changing each year if the FAR rate changes). It is noted that the ODC FAR rate is 56% for 2015/16.
- 8.7 **Historic Outcomes Targeted**
- 8.8 The work used to be based on the following targets (typical examples) of the different actions successfully completed in the past:

9 — 2015/2016 Maintenance Expenditures Budget

~~7.1 — The LTP budget for 2015/16 is \$5,030,528 (Excluding Admin Services for Roading and Loss on Asset Disposal) but including the total Road Safety Promotion budget of \$120,000 (Of note is that the corresponding NZTA budget is \$130,000, which is the budget used for the driver training program currently being set up).~~

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wrist-bands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	

PROJECT	DESCRIPTION	DATE
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 Safe'T'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	

8.9 **Future Situation**

8.10 Because the changes in the FAR funding rate required a higher local share, it was deemed opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

- The following considerations forms part of this review: To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

8.11 WDC and ODC have indicated a preference to continue working together on a joint ODC/WDC community delivery model. The WDC's stated focus is on young driver training. The other targets (as described above) are of very low priority in that context. ODC supports the primary focus, but has indicated that they would still want to also fund some other targets besides the young driver training. They may also opt to add some discretionary funding to help fund their targets. A proposed program is under development to submit to the NZ Transport Agency for approval. The objective at this stage is to develop a 3-year program that includes a primary focus on young driver training outcomes.

8.12 The proposal is currently being developed by a joint WDC and ODC team. The latest meeting was held on 18/04/2016 and Hillary Karaitiana - the Social Sector Trials manager attended and informed the group about important considerations. Also of note is that the NZTA had appointed a consultant to assist them with this programme. His name is Kevin Collins. A draft proposal is under development and is being discussed with Kevin Collins.

8.13 The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. The working group for this exercise is Kobus du Toit, Johan Rossouw, Helen Beaver, Donna MacDonald and Roger Brady. Sign-off will be given by the executive group consisting of Chris Ryan, Brian Hanna, Max Baxter and Roger Brady.

8.14 This working group has had several meetings over the last three months and the draft proposal has been presented to Kevin Collins of the NZ Transport Agency. Kevin Collins has sent an update dated 20 May 2016 to confirm a meeting for 2

June 2016 with the working group to discuss and decide further details in order to submit the completed proposal to NZTA by mid June. WDC and ODC will then have to put an updated activity plan into TIO from 1 July 2016, complete the evaluation of this year's program on the current activity plan and collaborate with NZRTA on some media releases about the programme.

- 8.15 The working team has finalised a proposal to the Te Kuiti Community House and is awaiting a signed Service Delivery Agreement from them, which will then be considered by WDC and ODC for formal acceptance.

9 2015/2016 Operating Expenditure

9.1 Budget Update

- 9.2 The over expenditure of some sub-categories in this Maintenance expenditure budget is balanced for by under expenditures on other Maintenance expenditure sub-categories. These budgets will have to be adjusted with the start of the next 3-Year GOP funding cycle.

DESCRIPTION OF SERVICE	CURRENT WDC BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal) Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,225,552 \$5,030,528	365,388.06 \$4,705,197	Expenditure to date = 7.0% Expenditure to date = 93.5%
Road Safety Promotion 431 433 Road Safety Promotion 431 433	\$120,000 \$120,000	- \$27,526	Currently under re-evaluation. Currently under re-evaluation. The NZTA corresponding total budget is \$130,000
Emergency First Response 106 (GL = 730 31 715) Emergency First Response 106 (GL = 730 31 715)	\$180,000 \$180,000	36,053.63 \$241,344	Works done under this category include trees blown down over roads and slips. Works done under this category include trees blown down over roads and slips. This budget was an estimate only as actual environmental events drive this expenditure.
Environmental Maintenance 121 Environmental Maintenance 121	\$300,000 \$400,000	54,166.55 \$561,465	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. 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 Works, now has to be funded

DESCRIPTION OF SERVICE	CURRENT WDC BUDGET	EXPENDITURE TO DATE	COMMENTS
			under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility Environmental Maintenance 121 For Stock Effluent Facility	\$30,000 \$30,000	34.31 \$44,878	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. This budget was an estimate only as actual usage patterns drive this expenditure.
Level Crossings Level Crossings	\$15,000 \$15,000	266.40 \$28,828	As required by Kiwi rail As required by Kiwi rail. This budget was an estimate only as actual repairs required by Kiwi rail drive this expenditure.
RBU Unit Costs RBU Unit Costs	\$719,440 \$1,051,528	76,256.66 \$843,898	Salaries, overheads and some consultant fees Salaries, overheads, Ramm Asset Costs and some consultant fees make up this expenditure.
Administration Services for Rooding	\$578,112	\$15,523	New item in budget to report on?
Routine Drainage Maintenance 113 Routine Drainage Maintenance 113	\$380,000 \$380,000	32,930.28 \$395,824	The bulk of these costs were from Water table maintenance and Culvert maintenance. The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111 Sealed Pavement Maintenance 111	\$1,400,000 \$1,400,000	69,124.37 \$1,517,381	Pre-reseal works and general sealed pavement maintenance. Pre-reseal works and general sealed pavement maintenance make up this expenditure.
Structures Maintenance 114 Structures Maintenance 114	\$133,000 \$175,000	24,835.05 \$152,369	Routine maintenance on guardrails and bridge decks. Routine maintenance on guardrails and bridge decks make up this expenditure.
Traffic Services Maintenance 122 Traffic Services Maintenance 122	\$50,000 \$100,000	2,807.74 \$34,373	District wide maintenance of Signs and road furniture. District wide maintenance of Signs and road furniture make up this expenditure.
Street Lights Maintenance 122 Street Lights Maintenance 122	\$320,000 \$179,000	17,273.28 \$246,578	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. Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the

DESCRIPTION OF SERVICE	CURRENT WDC BUDGET	EXPENDITURE TO DATE	COMMENTS
			amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112 Unsealed Pavement Maintenance 112	\$1,000,000 \$1,000,000	36,117.21 \$610,733	Re-metalling of unsealed roads. Re-metalling of unsealed roads.
Asset Management Plans Asset Management Plans	\$0 \$0	\$0 \$0	As required every 3 rd year. As required every 3rd year.

9.3 **Spending and Budgeting Advisory:**

- 9.4 In general, it is of note that the current budget falls within the 3-Year GOP budget grouping of 2015/16 to 2017/18. This means that the NZ Transport Agency allows flexibility in the budget so that funding can be carried over between the different financial years.
- 9.5 Due to the reasons explained above, the intention is that the bulk of the current budget for Road Safety Coordination will be carried over to the next financial year. The expectation is that only about \$30,000 of the current \$120,000 budget will be spent by ODC.
- 9.6 The current budget for Emergency First Response is \$180,000 and we expect to spend up to about \$240,000 by the end of this financial year ~~due to more first Response works required~~ based on historic requirements. ~~The expectation is that the shortfall will be funded from the unspent portion of the \$820,000 budget available for Emergency Projects which, for the first time in many years, has not been required as Waitomo has not suffered any large scale (over \$100,000 events).~~
- 9.7 Current budget for Environmental Maintenance is ~~only \$300,000~~ \$400,000, and we expect to spend up to about 560,000 by the end of this financial year due to the reason that works that previously qualified under Emergency works, now has to be done under this category. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance and any available Emergency funds.
- 9.8 The current budget for Stock Effluent is \$30,000 and we expect to spend up to about \$45,000 by the end of this financial year due to the fact that this is the first year that this facility is in operation. There are more trucks using this facility than anticipated. The Regional Council contributes a maximum of \$15,000 to this and NZTA the FAR rate. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.9 The current budget for Level Crossings is \$15,000 and we expect to spend up to about \$27,000 by the end of this financial year due to Kiwirail costs for repairs which they pass on. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.10 The current budget for Routine Drainage Maintenance is \$380,000 and we expect to spend up to about \$395,000 by the end of this financial year due to having to do ~~substantially~~ more culvert cleaning. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.11 The current budget for Sealed Pavement Maintenance is \$1,400,000 and we expect to spend up to about ~~\$1,517,000~~ \$1,400,000 by the end of this financial

~~year due to the high lip requirement. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.~~

- 9.12 The current budget for Structures Maintenance is ~~\$175,000~~133,000 and we expect to spend up to about ~~\$152,000 by the end of this financial year due to lower maintenance requirements this year. This balance will be used to fund other maintenance categories.~~that amount on this activity by the end of this financial year.
- 9.13 The current budget for Street Lights is ~~\$179,000~~320,000 and we expect to spend up to about that amount on this activity by the end of this financial year.
- 9.14 ~~\$246,000 by the end of this financial year due to the demand. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.~~
- 9.15 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about ~~\$611,000~~800,000 by the end of this financial year due to lower maintenance requirements. This balance will be used to fund other maintenance categories.

10 2015/2016 Capital Expenditure

- 10.1 The ~~available Capital-budget for 2016/17 total LTP budget for 2015/16~~ is ~~\$5,500,000~~-\$5,680,000 excluding the budget of \$820,000 for Emergency Projects which is excluded because~~and~~ although it is fully subsidised, it must be noted that there are several conditions for subsidy and ~~also of note is that~~ the NZTA does not allocate a specific budget for the Emergency Works category. Instead, they do allow for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events. ~~The budget of \$351,458 for Minor Improvements is included here, Also included, are the two budgets for the Maraeroa Rd Seal Extension (\$505,000) and the Oparure Rd Retaining structure (\$380,000), but we have not received separate funding for these two projects from the NZ Transport Agency and unless that is received, these projects will have to be sharing NZTA FAR rate from other capital budgets. Carry over budgets may be available for this. There are a number of miss matches between the WDC budget items compared with the NZTA categories. In some cases the NZTA has changed the description slightly or the budget is different. This happened due to the fact that the WDC budgets were finalised more than six months before the NZTA finalised their budget.~~
- 10.2 The over expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.
- 10.3 A separate report to Council serves to report progress details on the Major Capital Works.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads) Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,680,000 \$5,500,000 or \$4,680,000 excluding Emergency Category	223,843.86 \$4,315,855	Expenditure to date = 3.9% Expenditure to date = 78.5% or 88% excluding Emergency category

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Minor Safety Improvements Minor Safety Improvements	\$240,000 \$230,000	33,884.40 \$95,746	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241 Preventative Maintenance 241	\$250,000 \$250,000	- \$0	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years. Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231 Associated Improvements for Renewals 231	\$80,000 \$80,000	- \$56,132	In association with Rehabs or other projects. In association with Rehabs or other projects.
Drainage Renewals 213 Drainage Renewals 213	\$400,000 \$400,000	27,673.80 \$270,181	Upgrading of Network wide drainage issues. Upgrading of Network wide drainage assets.
Minor Improvements 341 Minor Improvements 341	\$105,000 \$100,000	- \$317	In association with other projects. In association with other projects.
Pavement Rehabilitation 214 Pavement Rehabilitation 214	\$1,400,000 \$1,400,000	87.50 \$1,186,385	The annual Pavement Rehabilitation Contract. The annual Pavement Rehabilitation Contract. Delays in Environmental Consents contributed in the decision to postpone one project.
Sealed Road Surfacing 212 Sealed Road Surfacing 212	\$1,300,000 \$1,300,000	122,940.06 \$1,385,302	The annual Reseals Contract is now part of the new Maintenance Contract. The annual Reseals Contract is now part of the new Maintenance Contract.
Structures Components Replacement 215 Structures Components Replacement 215	\$300,000 \$200,000	3,146.48 \$265,503	Annual replacing of structural bridge components on various bridges. Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222 Traffic Services Renewals 222	\$120,000 \$120,000	1,695.04 \$179,093	Annual Traffic Signs replacement and the District wide Line. Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211 Unsealed Road Metalling 211	\$600,000 \$600,000	33,979.08 \$683,432	Unsealed Road Metalling is done under the Maintenance Contract. Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141 Emergency Reinstatements Projects 141	\$820,000	- \$193,763	To be prioritised as they may happen. To be prioritised as they may happen.
Maraeroa Rd Seal Extension	\$505,000	0	New item added
Structures Maint - Oparure Rd Ret Wall	\$380,000	0	New project added

11.3 The expected full year spending at end of June 2016 is \$4,316,000, which is about \$1,184,000 below budget. The bulk of this is from savings by not having had the huge emergency type damages due to weather events.

11 Summary of Network Issues

- 11.1 Kawhia Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised. Mass concrete blocks have been installed along some sections of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. Further sections will be completed over time as funding allows. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A work programme has been compiled, subject to Consent approval from WRC and Iwi consultation and is reported under the Major Capital Works Report.
- 11.2 Extreme weather over the last few summers resulted in an increase of expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust. This ongoing work is now starting to show resulting improvement in the general condition of unsealed roads.
- 11.3 Hazardous trees are becoming a regular issue on many roads, ~~including Te Anga, Boddies, Fullerton and Lees Block Roads.~~ These are dealt with under the emergency reaction budget. ~~Inframax has priced it as reactive works and it is currently estimated that the removal of these trees would cost approximately \$18,000.00.~~ Work is ongoing.
- 11.4 The ~~Oparure~~ new Road pavement rehabilitation program is **in the planning phase** ~~completed~~ and **further detail** is reported under the Major Capital Works Report.
- 11.5 The Totoro Road pavement rehabilitation of ~~the first section~~ **Phase 2A is planned for this financial year, while Phase 2B is deferred to the next financial year due to consent issues and additional funding requirements.** ~~and This work is reported under the Major Capital Works Report. (The second section~~ **Phase 1 section** of Totoro Road pavement rehabilitation was completed in 2014/15.)
- 11.6 The structural Bridge Maintenance Contract is completed **for last financial year and the new project is in planning phase.**
- 11.7 The Kumara Road underslip repair project is completed and is reported under the Major Capital Works Report.
- 11.8 Some of the capital projects (Mangatoa Rd slip, Te Waitere Rd underslip, Taharoa Rd subsidence) have been started only up to the phase of survey and concept Design and is reported under the Major Capital Works Report. Funding balances will be carried over ~~to the next financial year~~ as applicable.
- 11.9 As previously reported, it has transpired that the previous Maintenance Contractor – Downer, has not completed the cleaning of all the storm water culverts under roads as part of their contractual requirements. Subsequent inspections have revealed 107 (priority one) blocked culverts, which is now being cleaned by the incumbent contractor, Inframax. This work is being done on day rates and the final cost is unsure as the amount of work required to clean these culverts can vary from about one hour to several hours per culvert. Careful record keeping is in place to record this. This work has commenced and is expected to carry on over the winter months as long as required. The budget impact may be significant and at the moment is estimated at around \$170,000 according to an estimate by ICL. ~~A second batch of (priority two) culverts is also blocked and are~~ **A second batch of (priority two) culverts is also blocked and is** under consideration for cleaning after the priority one group is completed.

12 One Network Road Classification (ONRC)

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

12.9 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

12.10 **Assessment of Significance and Engagement**

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

12.12 **Maintenance and renewing sealed pavements under ONRC**

12.13 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.

12.14 The One Network Road Classification framework has customer levels of service related to:

- Effective access
- Pavement safety
- Ride comfort, and
- Cost effective provision.

12.15 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :

- Impede access
- Are unsafe
- Are uncomfortable
- and that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

13 RATA (Road Asset Technical Accord)

13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.

13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.

- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. It is of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it could affect the usefulness of that effort.
- 13.4 RATA has an Offer of Service form BECA consultants to carry out traffic volume counts and vehicle classification counts on behalf of RATA. The intention of engaging BECA is to review and improve participating councils RAMM data quality. The benefits in engaging the services of one service provider is:
- Consistent confirmation of data health
 - Identified numerous deficiencies and improvement requirements
 - Saving \$17,000 vs engaging consultants separately
- 13.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to “showcase” good examples of how we dealt with specific challenges.
- 13.6 In February 2015 a Road Asset manager’s forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 13.7 WDC will take up the RATA managed traffic counting program in future. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.
- 13.8 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by mid 2017, is currently a main focus at RATA to develop understanding and best practice.
- 13.9 RATA has also sent an e-mail outlining Waitomo DC’s data collection commitments (Attachment No 1) for the years ending 30 June 2017 and 30 June 2018. To note that the invoicing process will be different from 1 July 2016. The total expected commitments will be billed quarterly in four equal instalments with the first invoice being issued in July. At the end of the year there will be a wash up resulting in either an additional invoice or a credit.
- 13.10 A new Multi Party Funding Agreement for the next 3 Year ~~term is up for renewa~~ is now in placet.

14 Streetlighting (LED)

- 14.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and

more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded

- 14.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 14.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 14.4 WDC will access NZTA subsidies to convert to LED street lighting. Technology has reached the point where LED Street lighting could be the better choice offering reduced energy consumption and proven maintenance savings. A business case has been prepared for the conversion subsidy offered.
- 14.5 A new tender for the Street Light Maintenance Contract was put out on tender and only one tender had been received (from Alf Downs, the incumbent contractor). The tender was awarded to Alf Downs. This document was prepared to accommodate the LED Replacement project scheduled over the next five years and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.

15 The Road Maintenance Contract – Progression Report

- 15.1 The new maintenance contract started on the 1st of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 15.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 15.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 15.4 Monthly routine maintenance programmes will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 15.6 The contractor term sits at the nine month mark (by end of June 2016) and the evaluation to assess progress and performance levels is ongoing. The new minimum performance level standards for the first four consecutive months have not been achieved. The technical performance in executing works is mostly acceptable, but an administrative issue such as late submission of programs and reports is a frustration. The start of the new form of contract (first six months

period) was a settling in period for many new requirements and the first six months scores are not counted for the initial (Two years and six months) evaluation period. The target is a minimum average score of 400.

- 15.7 The Contractor has achieved an improved evaluation score over the last months. An average score of 400 over the next two and a half years will be required in order for the Contractor to qualify for an extension to the Contract term. The performance score for ~~June~~May 2016 is ~~400~~410. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items. **Some issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, etc.**
- 15.8 **The NZTA/Broadspectrum has asked if the WDC Road Maintenance Contractor could maintain the Kerb&channel, the Sumps/catchpits and lead pipes and sweeping on State Highways inside the urban areas of the Waitomo District on their behalf and then WDC invoice them accordingly. A price for this work was requested from ICL. A final decision is still to be made about this request.**

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS

August 2016

Document No: A326913

Report To: Council



Meeting Date: 30 August 2016

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

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Resident Survey 2016	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. Solid Waste Management Rate 2016/2017	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Inframax Construction Ltd – Valuation of Council’s Shareholding	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. Erosion Protection Structures - Marokopa	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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
5. Waitomo Rock Limited – Objection to Change of Consent Conditions	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: Mokau Sands Limited	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: Risk Management (Health and Safety)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Waitomo Village Water and Wastewater Services – May 2016	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Road Maintenance and Reseals	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

August 2016