

Document No: A332277

Report To:

Council



Meeting Date: 26 October 2016

Subject: Deputation – Waitomo Caves Discovery Centre: Reporting against Service Level Agreement

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Celina Yapp, Managing Director Waitomo Caves Discovery Centre will be in attendance at 9.00am to present and speak to the Waitomo Caves Discovery Centre's Annual Report 2015/2016 as per the Service Level Agreement.
- 1.2 Attached to and forming part of this business paper is a copy of the Waitomo Caves Discovery Centre Annual Report 2015/2016.

Suggested Resolution

The Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2015/2016 be received.

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER

GROUP MANAGER – COMMUNITY SERVICES

26 October 2016

Attachment: 1. Annual Report 2015/2016 (doc A332275)

WAITOMO CAVES DISCOVERY CENTRE REPORT TO WAITOMO DISTRICT COUNCIL AS PER SERVICE LEVEL AGREEMENT.

ANNUAL REPORT – 2015 / 2016 YEAR

STRATEGIC OUTCOME & TASKS. 1. HIGH QUALITY DISTRICT INFORMATION AND BOOKING SERVICES			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 15 to 30 June 16
i. Provide counter / telephone enquiry and booking services for visitors to the Waitomo village.	<p>Enquiry and booking services will be available a minimum of 8hrs a day, 364 days a year.</p> <p>Visitors will be provided accurate and objective information and services in a timely manner.</p> <p>Staff will be courteous and well-presented when dealing with enquiries.</p>	<p>Approximate visitor enquiry numbers will be reported.</p> <p>(Enquiry numbers reported will be approximated only based on door counter numbers. Telephone enquiry numbers will be based on a random 2 day per month sample).</p> <p>Significant complaints (related to services in this agreement) will be reported to Council.</p>	<p>Approx Visitors to Centre: 166,078</p> <p>Approx telephone enquiries: 10,600</p> <p>No significant complaints received about services related to this agreement.</p>
ii. Provide a website, distribute brochures and undertake signage and advertising that promotes the Waitomo Caves Discovery Centre as a focal point for visitor information enquiries at Waitomo Caves.	<p>A website will be maintained advertising the visitor services provided</p> <p>Visitor services will be advertised as appropriate.</p> <p>Signage will be maintained outside the premises.</p>	<p>Confirmation that agreed service was provided, along with any statistics of usage and any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p>	<p>Agreed service provided. Key usage stats shown at end of annual report on page 6.</p> <p>Agreed service was provided.</p> <p>Agreed service was provided.</p>

STRATEGIC OUTCOME & TASKS 2. DISTRICT PROMOTION SERVICE			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 15 to 30 June 16
i. Participate in regional and local tourism groups and advocate for Waitomo Caves and the Waitomo District	<p>Active participation in local and regional tourism groups such as marketing groups and RTOs.</p> <p>Advocate for integrated promotion of the key attractions of the Waitomo District</p>	Annually report groups participating in and any initiatives supported.	<ol style="list-style-type: none"> 1) Continue on Committee of Destination Waitomo (DW). 2) Attend all day summit with Tourism Industry Association of New Zealand. 3) Attended meeting on Te Araroa Trail. 4) Work and liaison with Heritage Rescue TV crew (due to screen on Choice TV in Sept 2016) re: loan of ammonite to Kawhia museum and filming at Stubbs Farm. 5) Talking with landowners and site visits to some locations with a couple of film producers regarding possible film locations. 6) Attend meeting with Associate Minister of Tourism. 7) Attend meetings and numerous telephone calls regarding the inaugural Waitomo Trail Run. 8) Meet with Rachael Laver (WDC) re: Freedom Camping and the Explore Waitomo brochure. 9) Meetings with various operators throughout this period both within and external to Waitomo and the region. 10) Distribute the Waitomo village map to all Waitomo operators. To encourage all operators to use the same map which is updated by Waitomo i-SITE. 11) Various meetings and liaison with Hamilton & Waikato Regional e.g. TRC development plan and the regional Visitor Information brochure. 12) Attend Waikato Regional Information Managers meetings. 13) Meeting together with Maniapoto Trust Board regarding taonga held. 14) Liaison with i-SITE NZ. 15) Tere Waitomo community meetings. 16) Waitomo Caves Choir – Carols in the Caves. Meets held with organiser regarding this annual event. Being the point of contact for tickets.

<p>ii. Provide lobby and website information promoting attractions of the Waitomo District</p>	<p>The website will include promotion or links to non-commercial attractions of the Waitomo District</p> <p>Lobby interpretation of local non-commercial attractions of the Waitomo District</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p>	<p>17) Summer Nature Programme 2015. Evaluation collation and debrief meeting attended. Summer Nature Programme 2016: 7 x planning and other meetings attended. Organise a number of the trips and act as Trip Leader/Liaison; prepare minutes of the meetings; work with designer on brochure layout; update mailing list and email out; marketing of the programme.</p> <p>18) AA Hot Deals. Putting forward deals for the site until they ceased doing them.</p> <p>19) Country of origin statistics. Compilation of stats on visitors who spend with us!</p> <p>20) Meetings re: proposed Geopark in Waitomo.</p> <p>Agreed service was provided.</p> <p>Agreed service was provided in the front counter books.</p>
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STRATEGIC OUTCOME & TASKS 3. DISCOVERY CENTRE (MUSEUM SERVICES)																									
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 15 to 30 June 16																						
i. Present a range of displays for public viewing that interpret the heritage of the Waitomo Caves region.	Displays to be accurate, well-maintained, clean and tidy at all times	Confirmation that agreed service was provided, along with any key opportunities or developments	Agreed service was provided.																						
ii. Archive, document and store items of heritage value consistent with collection policy.	Collections items will be appropriately acquisitioned, curated and documented to Museums Aotearoa standards and updates from National Services.	Summary report of acquisitions to be provided in annual report	<p>Agreed service was provided.</p> <p>Items accessioned into Collection 1st July 15 to 30th June 16. Please note that these are numbers of accessions rather than number of images or items within each accession e.g. 1 recorded accessions for digital image could consist of 100's of actual images.</p> <table> <tr> <td>Newspaper Articles / web</td> <td>260</td> </tr> <tr> <td>Palaeontological/Geo</td> <td>37</td> </tr> <tr> <td>Historical Documents</td> <td>45</td> </tr> <tr> <td>Other docs/reports/theses</td> <td>75</td> </tr> <tr> <td>Print</td> <td>83</td> </tr> <tr> <td>Digital images</td> <td>5</td> </tr> <tr> <td>Slides</td> <td>14</td> </tr> <tr> <td>Objects</td> <td>15</td> </tr> <tr> <td>CD/DVD</td> <td>13</td> </tr> <tr> <td>Maps / Survey Data</td> <td>574</td> </tr> <tr> <td>Books / Journals / reprints</td> <td>177</td> </tr> </table>	Newspaper Articles / web	260	Palaeontological/Geo	37	Historical Documents	45	Other docs/reports/theses	75	Print	83	Digital images	5	Slides	14	Objects	15	CD/DVD	13	Maps / Survey Data	574	Books / Journals / reprints	177
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Books / Journals / reprints	177																								

STRATEGIC OUTCOME & TASKS 4. PROVISION OF PUBLIC GOOD SERVICES			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 15 to 30 June 16
i. Provide a minimum of 4 public toilets during opening hours, with one of those toilets available 24 hours.	<p>Four public toilets will be available during opening hours, with one of those also available 24/7.</p> <p>Toilets will be cleaned a minimum of daily and will be kept supplied with toilet rolls, soap and means of drying hands.</p> <p>The toilets will be kept in good repair.</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p>	Agreed service was provided, 5 public toilets were available throughout the year.
ii. Provide 3 rubbish receptacles for foot traffic passing through the grounds.	<p>Three rubbish receptacles to be available on the grounds for the use of foot traffic passing through the village.</p> <p>Receptacles to be emptied before full</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p>	Agreed service was provided.

KEY WEBSITE VISIT STATS	Sessions (Total number of sessions within the date range. A session is the period a user is actively engaged with our website).	% new sessions visits (An estimate of the percentage of first time visits).	Users (Users that have had at least one session within the selected date range. Includes both new and returning users)	% Bounce Rate (the percentage of single-page visits (i.e. visits in which the person left site from the entrance page without interacting with the page)).	Pages/Session (Average Page Depth is the average number of pages viewed during a session. Repeated views of a single page are counted).	Avg session duration (The average length of a session).
Jul 2015	4,857	80.67	4,055	1.77	7.19	02:47
Aug 2015	4,619	78.63	3,798	1.65	7.23	02:59
Sept 2015	4,981	78.00	4,046	2.99	7.29	02:57
Oct 2015	5,352	77.19	4,337	1.35	7.23	02:59
Nov 2015	5,985	76.94	4,818	2.64	6.94	02:50
Dec 2015	6,983	77.79	5,672	1.79	7.02	02:51
Jan 2016	7,160	79.39	5,882	2.05	6.95	02:50
Feb 2016	5,009	77.62	4,067	.96	6.66	02:45
Mar 2016	6,252	75.85	4,912	.94	6.85	03:04
Apr 2016	4,738	76.89	3,877	2.11	6.16	02:37
May 2016	3,819	81.96	3,262	2.49	5.89	02:24
Jun 2016	3,987	81.77	3,369	2.78	6.19	02:35
Monthly Average	5,319	78.51	4,196	1.92	6.84	02:49

WAITOMO DISTRICT COUNCIL

MINUTES OF THE 10th TRIENNIUM INAUGURAL MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 18 OCTOBER 2016 AT 10.00AM

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

IN ATTENDANCE: Four Family Members were in attendance for the witnessing of Member Declarations.

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Helen Beever, Group Manager – Community Services; Vibhuti Chopra, Group Manager – Corporate Services, Kobus Du Toit, Group Manager – Assets and Kelly Marriott, Communications Officer

The Chief Executive called the meeting to order and explained the requirement for the Chief Executive to open the meeting and witness the declaration of the Mayor.

1. Council Prayer

2. Making and Attesting of Declarations

File 037/003

Mayor Hanna made and attested his declaration pursuant to Clause 14 of Schedule 7 of the Local Government Act 2002.

Council Members Brodie, Davey, Goddard, New, Smith and Whitaker made and attested their declarations pursuant to Clause 14 of Schedule 7 of the Local Government Act 2002.

The meeting adjourned for morning tea at 10.08am and reconvened at 10.36am. The MT left the meeting at 10.36am.

3. General Legal Issues Facing Members of the Council

File 037/2/001

Council considered a business paper presenting a general explanation, as required under Section 21 of Schedule 7 of the Local Government Act 2002, of:

- 1 The Local Government Official Information and Meetings Act 1987; and
- 2 Other laws affecting members including:
 - the appropriate provisions of the Local Authorities (Members Interests) Act 1968
 - sections 99, 105, and 105A of the Crimes Act 1961; and

- the Secret Commissions Act 1910; and
- the Financial Markets Conduct Act 2013.

The Chief Executive expanded verbally on the business paper and advised that if any member finds themselves in a situation where they have concerns in respect to any of the above legislation they can approach him at any time.

Resolution

The business paper on General Legal Issues Facing Members of the Council be received.

Moved/Seconded Whitaker/Davey Carried

4. Meeting Schedule

File 037/2/001

Council considered a business paper requiring adoption of a Meeting Schedule for the remainder of the 2013 calendar year to best suit the Council's needs in respect to compliance with the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

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

Resolution

- 1 The business paper on Council Meeting Schedule for 2016 be received.
- 2 Council adopt the following Meeting Schedule for the remainder of the 2016 calendar year:

Wednesday	26 October 2016	October Monthly Meeting (deferred to Wednesday because of Labour Day)
Tuesday	29 November 2016	November Monthly Meeting
Tuesday	13 December 2016	December Monthly Meeting (last meeting of the calendar year)

Moved/Seconded Goddard/Brodie Carried

5. Appointment of Deputy Mayor

File 037/2/001

Council considered a business paper advising that Mayor Hanna has elected to exercise the authority of Section 41A(3)(a) of the Local Government Amendment Act 2012 and has appointed Council Member Guy Whitaker as Deputy Mayor for the current triennium.

Resolution

- 1 The Business Paper – Appointment of Deputy Mayor be received.
- 2 Council acknowledges the Mayor's exercising of Section 41A(3)(a) of the Local Government Act 2002 in appointing Member Guy Whitaker as Deputy Mayor.

Moved/Seconded Davey/Smith Carried

6. Elected Member Roles and Responsibilities**File 037/2/001**

Council considered a business paper and supplementary business paper together with a Schedule of Roles and Responsibilities, recommended by the Mayor, assigning various roles and responsibilities to Elected Members for confirmation and adoption.

Mayor Hanna expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 The business paper on Council committees and appointments be received.
- 2 Council establish the Committees and Working Parties/Groups, with the purpose and membership and recommended appointments as set out in the attached Schedule of Council appointed committees, groups and Elected Member appointments (Doc No. A329832).
- 3 Council make appointments of persons to external organisations as set out in the Schedule of Council appointed Committees, Groups and Elected Member appointments below (Doc No. A329832).

Moved/Seconded Smith/Whitaker Carried

Details	Membership
Committees	
Hearings Committee The committee will consist of the Mayor and two RMA Accredited Councillors. The Mayor will convene a Hearings Committee from that Panel for each separate Hearing.	Mayor Councillor Brodie Councillor Goddard
Investment Representative Committee This Committee's delegated authority is to work with the Inframax Construction Ltd's Board of Directors to monitor the performance of Council's investment in the Company.	Mayor Deputy Mayor Councillor Goddard Chief Executive
Civil Defence Emergency Management Group (Mayors Joint Committee) Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Mayors Joint Committee, the Civil Defence Emergency Management Group (CDEMG) of which the Mayor is a member.	Mayor Alternate = Councillor Goddard
Waikato Region Civil Defence Emergency Management Co-ordinating Executive Group At a Regional advisory level, Civil Defence for the Waikato Region is administered by a Co-ordinating Executive Group (CEG). This group is made up of senior Council representatives of the eleven councils.	Group Manager – Community Services
Waitomo/Otorohanga/Waipā Civil Defence Emergency Management Committee As per the Shared Service Agreement, a Management Committee has been established with each of the Council's represented by a staff member nominated by each Council.	Group Manager – Community Services

Details	Membership
<p>Waikato Plan Joint Committee</p> <p>The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:</p> <ul style="list-style-type: none"> • Set a strategic direction for the Waikato and its communities. • Outline a high level development strategy that identifies settlement, infrastructure and service needs. • Provide an evidential basis to support policy and investment decision making within the Waikato. • Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato. • Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies. <p>The Waikato Plan Joint Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Joint Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election in October 2016.</p>	<p>Mayor Alternate = Cr Goddard</p>
Working Parties/Groups	
<p>Citizen Awards Working Party</p> <p>Council's Citizens Award Policy provides for a Citizens Award Working Party (CAwp) to be appointed consisting of community members who have a strong knowledge of the District community. The CAwp will have up to 4 community members plus one Council representative and will serve a term of 3 years. Appointment of the CAwp is made by the full Council with the next review scheduled for late 2017.</p>	<p>Appointed 16 December 2014: Mayor Brian Hanna Max Lamb Ross Alleman Robyn Symonds Mac Waretini</p>
<p>Communication Strategy</p> <p>Council's Communications Strategy provides a framework for how Council presents its work, vision and goals to its stakeholders including meeting any legislated requirements. Unlike commercial organisations, Council has legislated functions which grant monopoly powers within its community. Although this situation removes the need to compete (for revenue) commercially, it does not remove the need for Council to relate favourably with the community and its stakeholders. Communication is an essential part of good management and the effective delivery of Council services.</p>	<p>Mayor Deputy Mayor</p>
<p>Community Youth Connections</p> <ul style="list-style-type: none"> • Youth Council • Social Sector Trials • Tuia Programme • Mayor's Taskforce for Jobs • Employment Partnerships 	<p>Mayor Councillor New</p>
<p>Maniapoto Iwi Liaison</p>	<p>Mayor Councillor Davey</p>

Details	Membership
<p>North King Country Development Trust</p> <p>The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes. Appointment of Trustees is as per the registered Deed of Trust. As per the Deed of Trust registered with the Companies Office, WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.</p>	Mayor
<p>Piopio Wastewater Community Liaison Group</p> <p>Pursuant to Clause 34 of the Environment Court "Order of Court", Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.</p>	Mayor Councillor Brodie
<p>Regional Transport Committee of the Waikato Regional Council</p> <p>This is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport. The Committee also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	Mayor Alternate = Councillor Brodie
<p>Speed Management Governance Group</p>	
<p>SH3 Working Party</p> <p>The SH3 Working Party was formed by the Taranaki Regional Council in 2002. The purpose of the Working Party is to liaise, monitor, coordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance. WDC is represented on the Working Party by both an elected representative and a staff member.</p>	Councillor Brodie
<p>Tere Waitomo Community Trust</p> <p>Tere Waitomo Community Trust is a Charitable Trust which was established for the purpose of facilitating community development by fostering a strong community spirit and common vision within the Waitomo Caves District.</p>	Councillor Smith
<p>Waikato Mayoral Forum</p> <p>The Waikato Mayoral Forum (WMF) is a group involving the Mayors and Chief Executives of local authorities within the Waikato Region (with the exception of Thames Coromandel District Council) and is aimed at achieving a collaborative and co-operative approach to local governance in the Region.</p>	Mayor Alternate = Deputy Mayor
<p>Waikato River Authority</p> <p>A revised Deed of Settlement was made with Waikato-Tainui in relation to the Waikato River on 17 December 2009. Related co-management deeds were then negotiated with Raukawa, Te Arawa River Iwi, Ngati Tuwharetoa and Maniapoto. The signing of those Deeds set in motion a range of implementation tasks, including preparation for the establishment of a statutory body, the Waikato River Authority. The Minister for the Environment (in consultation with the Ministers of Finance, Local Government and Maori Affairs) was the appointing Minister for five members of the Authority from persons recommended by the relevant territorial authorities.</p>	

Details	Membership
<p>Waikato Triennial Agreement</p> <p>Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and co-ordination among them during the period until the next triennial general election of members. The Mayor and Chief Executive represent Council on the Waikato Region Triennial Agreement Forum (the Forum). The Forum membership is made up of the Mayors and Chief Executive's of all those Council's located within the Waikato Regional Council's boundaries.</p>	<p>Mayor Chief Executive</p>
<p>Waipa Catchment Liaison Subcommittee</p> <p>The Waipa Catchment Liaison Subcommittee is a Subcommittee of the Waikato Regional Council's "Catchment Services Committee" which provides and maintains flood protection, soil conservation works, and drainage programmes and services, and also manages flood warning systems and flood control. The role of the Subcommittee is to assist the Committee in the implementation of river and catchment management services in the Waipa River catchment.</p>	<p>Councillor Brodie</p>
<p>Waipa Joint Management Agreement</p> <p>In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Maori Trust Board through the recently enacted Nga Wai o Maniapoto (Waipa River Act) 2012. The Act provides for a Joint Management Agreement (JMA) to be developed between Council and the Maniapoto Maori Trust Board as part of the co-management arrangements. To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Maori Trust Board. This collective approach also satisfies Council's obligation to form a joint committee and provides for a holistic and collaborative co-governance model for the JMA.</p>	<p>Mayor Alternate = Deputy Mayor</p>
<p>West Coast Zone Subcommittee</p> <p>The West Coast Zone Subcommittee is a Subcommittee of the Waikato Regional Council's "Catchment Services Committee" which provides and maintains flood protection, soil conservation works, and drainage programmes and services, and also manages flood warning systems and flood control. The role of the Subcommittee is to assist the Committee in the implementation of river and catchment management services in the West Coast Zone which stretches from just below Port Waikato to the regional boundary at Mokau.</p>	<p>Councillor Smith</p>
<p>Rural Ward</p> <p>The representation of these areas will include Councillor representation on all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.</p>	
<p>Rural North West (incorporating old Waitomo/Te Anga Rural Wards)</p>	
<p>Marokopa Recreation Ground Committee Rural Halls - Waitomo / Te Anga Maraes</p>	<p>Councillor Smith</p>

Details	Membership
Rural South East (incorporating old Aria/Mangaokewa Wards)	
Benneydale Residents and Ratepayers Association Benneydale Hall Mokauiti Hall Rangitoto Hall Maraes	Councillor Goddard
Rural South West (incorporating old Paemako/Tainui Wards)	
Piopio Retirement Board Piopio Sports Club Mokau Residents and Ratepayers Association Tainui Waitere Domain Board Tainui Ratepayers Maraes	Councillor Brodie
Urban Ward	
Community Support	
Creative Communities WDC administers a local Creative Communities Assessment Committee consisting of two Councillors and community representatives having knowledge of the arts in the Waitomo District, to join the Creative Communities Assessment Committee. The Committee meets twice yearly, in June and November, to distribute funds made available by Creative New Zealand to support community based arts activities in the Waitomo District.	Councillor Davey Councillor New
DC Tynan Trust The DC Tynan Trust is a Council Controlled Organisation and was established for the purpose of making disbursements from a very generous bequest made to the Borough of Te Kuiti by the late Daniel Tynan. In terms of his will, it was Mr Tynan's wish that his bequest be utilised for such social, cultural, educational or recreational purposes within the Borough of Te Kuiti as the trustees think fit. The Trust is administered by four Trustees, three of which are the urban Councillors.	Deputy Mayor Councillor Davey Councillor New
Sport New Zealand The Sport New Zealand (SNZ) (formerly SPARC) Rural Travel Fund's objective is to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund's based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre. Council administers one SNZ Rural Travel funding round per year, usually in October. The SNZ Rural Travel Assessment Committee consists of two Council staff, two Councillors, one NZ Police representative and a Sport Waikato representative.	Councillor Davey Councillor New
Te Kuiti Community House Te Kuiti Community House is a not for profit community organisation set up to provide educational, social and recreational services to the community. It offers support to local organisations, individuals and families and can help find services required for whatever your situation may be.	Councillor Davey

Details	Membership
<p>Te Kuiti and District Historical Society</p> <p>In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.</p>	Councillor New
Community Development	
<p>Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court)</p> <p>To build relationships with Elderly Housing providers and residents and to act as a Point of Contact in respect to Council related matters pertaining to Elderly Housing.</p>	Councillor New
<p>Te Kuiti Development Incorporated</p> <p>TKDI is an Incorporated Society registered in April 2011 and was formed for the purpose of promoting the welfare of the business community of Te Kuiti and in particular to provide a forum for networking and collaboration of members.</p>	Mayor Deputy Mayor Councillor Davey
<p>Te Kuiti Main Street Development</p>	Mayor Deputy Mayor Councillor Davey Councillor New
Other Representation	
<p>Waitomo/Tatsuno Sister City Committee</p> <p>Councils sister city relationship with Tatsuno in Japan was entered into in May 1995 with Council at that time believing that such a relationship had the potential to provide an enriched cultural experience for the residents of the Waitomo District. Signed agreements between Tatsuno and Waitomo are displayed in the Council chambers and confirm the purpose of the relationship is: "To encourage understanding and awareness of our separate cultures and to encourage the exchange of ideas and people . "</p>	Mayor Deputy Mayor Councillor New
Details	Membership
Portfolio Responsibilities	
<p>Aerodrome</p>	Deputy Mayor Councillor Goddard
<p>Environment and Regulatory – Policy and Development</p>	Mayor Deputy Mayor Cr Goddard

7. Register of Interests and Conflicts of Interest	File 037/2/001
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Council considered a business paper informing Members of the requirement to declare any "interests" and "conflicts of interest" as per the Local Authorities (Members Interests) Act 1968 and the best practice guidelines produced by the Office of the Controller and Auditor-General.

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

Resolution

The business paper on Register of Interests and Conflicts of Interest be received.

Moved/Seconded Brodie/Goddard Carried

8. Adoption of Standing Orders

Council considered a business paper presenting for consideration Standing Orders for the conduct of meetings.

Council noted that there is no statutory requirement for the Standing Orders adopted by the previous Council to be reviewed following an election, however it is deemed appropriate for Council to reconfirm or review the Standing Orders at this time.

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

Cr Whitaker left the meeting at 11.10am.

Resolution

- 1 The business paper on Adoption of Standing Orders be received.
- 2 Council reconfirm Model Standing Orders for Meetings of the Waitomo District Council (including all Committees and Subcommittees) (Doc Number A162992).

Moved/Seconded Goddard/New Carried

There being no further business the meeting closed at 11.20am

Dated this day of 2016.

BRIAN HANNA
MAYOR

Document No: A332081	
Report To:	Council
	Meeting Date: 26 October 2016
	Subject: Brook Park Incorporated Society: Minutes – 3 October 2016 (including 2016 Annual General Meeting Minutes)
	Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society meetings convened on 3 October 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, and as a primary objective, to raise funds for achieving park projects and developments.
- 2.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 2.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 2.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.

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

Commentary

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

- 3.2 Attached to and forming part of this business paper are copies of the minutes from monthly October 2016 BPIS meeting convened on 3 October 2016 as well as a copy of the minutes from 2016 BPIS Annual General Meeting which was also convened on 3 October 2016.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 3 October 2016 (including 2016 Annual General Meeting Minutes) be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 3 October 2016 (A332097)
Brook Park Incorporated Society AGM Minutes – 3 October 2016 (A332098)

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 3rd October 2016, at 6.00pm**

PRESENT: Guy Whitaker, Rob Buckley, Elly Kroef, Gerald Kay, Graeme Churstain, Jane Murray, Helen Sinclair, Bruce Maunsell, Sheralee Buchanan, Neil Brooks, Carl White, Sandra Buchanan, Andrea Hanna, Phillip Houghton, Dawn Anselmi

1. Apologies

Sue Wagstaff, Robin Charteris

2. Confirmation of Minutes

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

Bruce/Graeme

3. Correspondence In/Out

None

4. Financial Report

Opening balance \$22581.09

Interest received \$5.57

Closing Balance \$22,575.52

No accounts payable.

That the financial report be received.

Phillip/Elly

5. MTB Trail

Not much progress due to weather.

Guy noted that the project needs to be completed asap.

Gerald happy to complete 4 final crossings. Amanda Murray offered services of her partner who is a fencer to assist Gerald.

Noted sections of the track very wet and boggy. Needs to be tidied up. This is partly due to it not being usable and sheep creating boggy areas.

Dave Smith has arranged PD workers to do some work.

Agreed that it would be nice to have open by Guy Fawkes event.

6. Maintenance & Fencing

No other work done recently.

Rob suggested that Inframax may donate some of asphalt removed from Te Kumi Rd currently stockpiled. It would make good base for wet areas. Guy to approach Inframax about dropping some off at top carpark. Sandra Buchanan to follow up.

Fertiliser – need to wait till later in summer to apply. Too wet at present.

Lease renewal is due 1/3/17. Need to check with Ed if he intends to renew. Also value needs to be reassessed.

7. Weed Control

Caroline Lewis Weed Busters looked at tree pests. She confirmed we are targeting appropriate species, and is currently checking & identifying target trees. Will present program for controlling. She will also supply health & safety template for volunteers to be provided to WDC. She advised that we continue current approach, taking small steps.

3 strand strategy:

Planning on getting PD to work on specific tasks

Working bees focusing on specific areas

Individuals volunteering for specific tasks.

No funding available for employing contractors. Grants are available for chemicals & supplies.

EW continuing to work on Old Mans Beard and Wolley Nightshade.

Carey Murphy returning to spray gorse and blackberry.

Dawn Anselmi will continue to target Inkweed. Asking Wrightson for donation of chemical.

8. Memorial Grove

Sandra Buchanan confirmed guidelines ready to be signed.

9. Tree Harvesting

Tracking ready to proceed.

Cam asking Council if he can use concrete pad as material for track across rugby field Council considering proposal at 6/10/16 meeting. WDC will be responsible for poplars, BP Society responsible for pines.

Still need to confirm H&S plan.

Elly suggested Black Walnuts be removed. They are a pest and should be removed. If removable not viable then poisoning should be considered. Phillip to follow up with Cameron.

10. Disc Golf

In progress

11. Guy Fawkes Event

Over \$4k sponsorship already committed. Some still to be followed up.

Indications are \$6300 target will be reached.

Decision made to proceed with event.

Working Bee Sat 8 Oct to build bonfire.

Letters have been sent to schools offering fundraising opportunity with food stands. No response as yet. Pukenui School concerned that date is night after their gala.
 Helen to ask Maori wardens to supervise parking.
 Won't have Trae Aitken this year.
 No truck to be used for stage – simpler organisation
 Johnny Dryden to have his vehicle as PA
 WDC (Donna) to be liaised with re safety plan. Guy.
 Hanna's to provide fence standards
 Guy to contact Lions Club re caravan for food, and invite coffee cart.
 Suggested that Maniapoto Maori Trust approached re marae providing hangi.
 Ad to be inserted in Waitomo News re offer to stallholders.
 Guy to ask Suzie re hay bales
 Guy to check re port-a-loos – Donna WDC
 Pyrotechnics confirmed
 Mailbox drop around neighbours on boundary – warning re animals
 Posters in shop windows
 Sparklers – Amanda has bulk which she will donate
 Guy has rubbish bins organised.

12. General Business

Election of Officers:

Chairman - Guy Whitaker
 Treasurer – Phillip Houghton
 Secretary – Bruce Maunsell

Drain on path to band rotunda needs upgrading – currently very muddy. Discussion of options included board walk, adding metal to raise level, adding culvert pipe. Using chunks of limestone that are adjacent to mark edges and build up culvert.
 There are a couple of culvert pies leftover from MTB trail.
 Guy to ask Inframax for metal for track also.

Next meeting Monday November 7.

Meeting closed 6.50pm

BROOK PARK
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED
SOCIETY**

**Annual General Meeting
Minutes**

Monday 3rd October 2016
5.30pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

**THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE BROOK PARK
INCORPORATED SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE
KUITI ON MONDAY 3rd October 2016 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Rob Buckley, Elly Kroef, Gerald Kay, Graeme Churstain, Jane Murray, Helen Sinclair, Bruce Maunsell, Sheralee Buchanan, Neil Brooks, Carl White, Sandra Buchanan, Andrea Hanna, Phillip Houghton, Dawn Anselmi

1. Apologies – apologies were received from Sue Wagstaff, Robin

Charteris

That the apologies be accepted

Moved/seconded Graeme/Gerald

2. Confirmation of Minutes – 5th October 2015

That minutes of previous AGM be accepted

Moved/seconded Helen/Bruce

3. Chairman's Report – Guy Whitaker - see copy attached

4. Financial Report – Phillip Houghton

The Treasurer tabled an interim financial report for the year ended 30 June 2014 – see copy attached

Agreed that a letter of thanks would be sent to Lionel Smith for preparing the financial accounts.

It was noted that Waitomo District Council payments (for lease) over the past year have been difficult to reconcile as no remittance advice is received and they have been irregular and often different amounts. More explanation of payments, and future detailed remittance advices will be requested. Lease payments are supposed to be made quarterly.

It was noted the cash position is healthy, having increased by \$5158 to \$22273.

That the Interim Financial Report be received Phillip/Rob.

5. Election of Committee

The following were elected to the committee. It was agreed that the number of committee members would exceed the previously agreed maximum.

Guy Whitaker
Bruce Maunsell

Phillip Houghton
Graeme Churstain
Robin Charteris
Andrea Hanna
Sue Wagstaff
Elly Kroef
Sheralee Buchanan
Helen Sinclair
Gerald Kay
Carl White
Neil Brooks

6. Setting of Subscriptions

It was agreed that subscriptions would remain at \$10.00 per person

Meeting closed 5.55pm

Guy Whitaker
Chairperson

Document No: A331665	
Report To:	Council
	Meeting Date: 26 October 2016
	Subject: Quarterly Financial and Non-Financial Report for the Period ended 30 September 2016
	Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Quarterly Financial and Non-Financial results for the period ended 30 September 2016.

Background

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

Financial Report to 30 September 2016

3.1 INCOME STATEMENT HIGHLIGHTS

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

FINANCIAL HIGHLIGHTS	Actual	EAP	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	Sept 2016	Sept 2016	Sept 2016	Variance
Total Expenditure						
- Direct Operating	13,778	14,731	3,327	3,406	79	
- Indirect Operating	11,941	12,861	3,218	2,890	(328)	
Total Expenditure	25,719	27,592	6,545	6,296	(249)	-4%
Total Revenue						
- Operating Revenue	(10,613)	(10,961)	(1,842)	(1,918)	(76)	
- Rates Revenue	(18,700)	(19,546)	(5,144)	(5,067)	77	
Total Revenue	(29,313)	(30,507)	(6,986)	(6,985)	1	0%
Net Operating Cost/(Surplus)	(3,594)	(2,915)	(441)	(689)	(248)	56%
Other Comprehensive Revenue and Expense						
- Revaluation of Property, plant and equipment	0	(4,620)	0	0	0	
- Gains/Losses from Cash Flow Hedges	1,828	0	0	0	0	
- Revaluation of available for sale assets	(1,900)					
Total Other Comprehensive Revenue and Expense	(72)	(4,620)	0	0	0	
Total Comprehensive Revenue and Expense	(3,666)	(7,535)	(441)	(689)	(248)	56%

3.3 **Net Operating Surplus:** The net operating surplus of \$689,000 was \$248,000 more than budget for the period ended 30 September 2016. The Cost of Service Statements for each activity are included as Appendix 1.

3.4 **Operating Expenditure** was 4% (\$249,000) less than budget forecast for the period ended 30 September 2016.

- **Direct operational expenditure** was \$79,000 more budget. The main contributors to this variance in order of magnitude are:
 - Roads and Footpaths: \$164,000 more than budget mainly due to expenditure for first response emergency re-instatement, environmental maintenance and sealed pavement maintenance tracking ahead of year to date budget.
 - Community Service: \$30,000 more than budget mainly due to internal mowing services for the district's cemeteries tracking more than budget.

These have been offset by:

- Sewerage: \$74,000 less than budget mainly due to expenditure for electricity and WSU (plant operators costs) tracking less than budget.
- Water Supply: \$49,000 less than budget mainly due to expenditure for electricity, chemicals and WSU tracking less than budget.
- **Indirect expenditure** was \$328,000 less than budget:

- Allocated Costs: \$222,000 less than budget due to staff costs and human resources costs tracking less than budget.
- Interest: \$39,000 less than budget. The budgeted interest cost was based on 1 July 2016 projected public debt of \$48.3 million while the actual public debt at that date was \$44.8 million.
- Depreciation: \$67,000 less than forecast due to a variance in capital works in 2015/16 (on which depreciation was based) from budget, mainly for water assets.

3.5 **Total Revenue** was \$1,000 less than budget for the period ended 30 September 2016.

- **Operating revenue** was 4% (\$76,000) more than budget. The main contributors to this variance are:

Roads and Footpaths: \$76,000 more than budget due to maintenance works being more than the year to date budget, therefore subsidy is also more.

- Community Service: \$32,000 more than budget due to rental revenue and cemetery revenue being more than budget.

These were offset by:

- Sewerage: \$76,000 less than budget due to Trade Waste revenue being less than forecast due to reduced volume and nutrient concentration of discharge.

- **Rates revenue** was \$77,000 less than budget mainly due to less metered water rates and rates penalties being received than budgeted for.

3.6 **BALANCE SHEET HIGHLIGHTS**

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

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2016	Actual Position 30 Sept 2016	Movement from 30 Jun 2016
Assets			
- Cash and cash equivalents	174	154	(20)
- Receivables	6,045	5,341	(704)
- Other current assets	116	116	-
- Other financial assets	5,286	5,286	-
- Non-current assets	331,925	332,015	90
TOTAL ASSETS	343,546	342,912	(634)
Liabilities			
- Other Liabilities	5,297	4,434	(863)
- Total Borrowings	44,786	44,326	(460)
- Derivative financial instruments	2,716	2,716	0
Total Liabilities	52,799	51,476	(1,323)
Equity			
- Equity	290,747	291,436	689
TOTAL LIABILITIES AND EQUITY	343,546	342,912	(634)

3.8 **Total Assets** have decreased from \$343.5 million to \$342.9 million.

- Cash and cash equivalents have decreased by \$20,000 from \$174,000 to \$154,000.
- Receivables decreased by \$704,000 from \$6.05 million to \$5.34 million due to a decrease in NZTA subsidy receivable and GST refund receivable being reduced to nil at 30 September 2016.
- Non-current assets have increased by \$90,000. The increase is due to the net effect of asset additions of \$1.48 million, less depreciation of \$1.38 million and a gain on disposal of \$10,000.

3.9 **Total Liabilities** have decreased from \$52.8 million to \$51.5 million.

- Other Liabilities decreased by \$863,000 due to a general decrease in Payables at 30 September 2016.
- Total Borrowings decreased by \$460,000 from \$44.8 million to \$44.3 million.

3.10 **Equity** increased from \$290.7 million by \$689,000 to \$291.4 million which equals the total comprehensive revenue and expense for the period.

3.11 **CAPITAL EXPENDITURE**

3.12 Set out below is the Capital Expenditure budget for the year compared to actual expenditure for the period ended 30 September 2016.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$000's)	EAP 2016/17	YTD Actual Sept 2016	Variance 2016/17
Governance: Leadership and Investments			
- Investments	115	0	(115)
Community Service			
- Parks and Reserves	132	44	(88)
- Housing and Other Property	372	284	(88)
- Recreation and Culture	226	90	(136)
- Public Amenities	410	8	(402)
- Safety	10	0	(10)
Community Development			
- District Development	40	0	(40)
Solid Waste Management			
- Landfill Management	146	77	(69)
Stormwater			
- Te Kuiti Stormwater	272	2	(270)
- Rural Stormwater	5	0	(5)
Sewerage			
- Te Kuiti Sewerage	769	61	(708)
- Te Waitere Sewerage	32	0	(32)
- Benneydale Sewerage	54	0	(54)
- Piopio Sewerage	37	0	(37)
Water Supply			
- Te Kuiti Water	2,205	375	(1,830)
- Mokau Water	48	18	(30)
- Piopio Water	76	0	(76)
- Benneydale Water	0	0	0

CAPITAL EXPENDITURE SUMMARY (Amounts in \$000's)	EAP 2016/17	YTD Actual Sept 2016	Variance 2016/17
Roads and Footpaths			
- Subsidised Roads	6,500	334	(6,166)
- Unsubsidised Roads	330	30	(300)
Corporate Support			
- Corporate Support	521	156	(365)
- Internal Services Unit	41	0	(41)
TOTAL CAPITAL EXPENDITURE	12,341	1,479	(10,862)

3.13 **Capital Expenditure** was \$1.479 million for the period ended 30 September 2016, of which \$426,000 (29%) related to Community Service, \$393,000 (27%) related to Water Supply and \$364,000 (25%) related to Roads.

3.14 Capital expenditure budgets are listed in the table above and major projects detailed in the commentary below. It should be noted that "Unspecified" renewal or upgrade budgets are for expenditure that will be incurred on an as needed basis only.

3.15 Governance: Leadership and Investments

Investments:

- Council owned quarries; safety improvements capital works at a number of quarries due to new requirements of the Health and Safety Act (Budget \$115,000): No expenditure to date.

3.16 Community Service

Parks and Reserves:

- Plans to address long deferred maintenance needs for the ex-Albion Soccer clubrooms are currently underway (Carryover budget of \$65,000 from last year): No expenditure to date.
- Brook Park development and other park unspecified renewals of Passive Reserves (Budget \$33,000): No expenditure to date.
- Unspecified development of Coastal Reserves and Wharf and Jetty Renewals (Budget \$63,000 and carryover budget of \$32,000 from prior year): The pontoons at Te Waitere Wharf have been replaced after some minor damage occurred.
- Playground upgrades (Budget \$36,000 and carryover budget of \$30,000 from prior year): The playground at Waitomo Village has been completed for a total cost of \$42,000, of which \$30,000 was budgeted for in the 2015/16 year.

Housing and Other Property:

- Unspecified renewals of Community Halls, Elder Persons Housing and Other Building Assets (Budget \$29,000): Expenditure to date has been for remedial work of the river bank next to the newly installed Pedestrian bridge in Benneydale.

- Renewals and upgrades of existing camp ground assets (Budget \$52,000): No expenditure to date.
- Work on the Plaza area next to the Railway Station Buildings (TKRSB Budget \$291,000): Work has started however no expenditure has been charged to date. Development of the community space in the northern building and I-site linkage upgrade: The project is in its final stages of completion and expenditure for this period is \$276,000.

Recreation and Culture:

- Library collection renewals (Budget \$52,000): Expenditure to date is \$10,000 and is ongoing.
- Unspecified swimming pool renewals (Budget \$20,000): No expenditure to date.
- Les Munro Centre building renewals (Budget \$154,000): Expenditure to date of \$80,000 has been on the upgrade of the court yard and this project is nearing completion.

Public Amenities:

- Toilet replacement at Marokopa (Budget \$225,000): No expenditure to date, however the project is expected to be completed this financial year.
- Toilet replacement at Benneydale (Carryover budget from last year \$217,000): \$4,000 has been spent to date on design costs and tender documents for this work are being prepared for issue.
- Unspecified public toilet renewals (Budget \$22,000): No expenditure to date.
- Te Kuiti Cemetery Development Plan (Budget \$51,000): No expenditure to date.
- Unspecified cemetery access way upgrades and cemetery signage and mapping (Budget \$14,000): No expenditure to date.
- Te Kuiti railway pedestrian over-bridge renewals and security camera upgrades (Budget \$82,000 and carryover budget of \$100,000 from prior year): No expenditure to date.
- Te Kuiti main street garden upgrade and unspecified street furniture renewals (Budget \$16,000): No expenditure to date.

Safety:

- Signage for Civil Defence initiatives (Budget \$10,000): No expenditure to date.

3.17 Community Development

- Capacity for a Motor Home Friendly District Initiative (Budget \$40,000 plus carryover budget from last year of \$40,000). No expenditure to date, however planning is well underway.

3.18 Solid Waste Management

- Landfill cell development and earthworks shaping of the high wall for safety (Budget \$70,000): Expenditure to date has been for \$5,000 for earthwork shaping of the high wall.
- Purchase of carbon credits required under the Emissions Trading Scheme (Budget \$72,000): Expenditure to date has been for \$72,000; the full budgeted amount for the purchase of carbon credits. Advice had been received that where possible carbon credits should be purchased to satisfy the total future obligations for operation of the landfill given the rising costs of the NZUs.
- Transfer station Portacom building (Budget \$4,000): No expenditure to date.

3.19 Stormwater

- Unspecified minor stormwater renewals and piping of open drains (Budget \$67,000): No expenditure to date.
- Taupiri Street stormwater pipe rehabilitation (Budget \$44,000): No expenditure to date, this is a contingency budget for development of the New World complex, however at this stage this expenditure may not be required.
- Planned Stormwater Rehabilitation (Budget \$107,000): No expenditure to date, however establishment of pipe rehabilitation at Edward St and pipe re-routing at Hill St projects is underway.
- Stormwater asset risk minimisation and (Budget \$42,000): No expenditure to date.
- Stormwater asset data collection and improvement (Budget \$12,000): No expenditure to date and this work has been moved forward.
- Unspecified stormwater renewals for rural communities (Budget \$5,000): No expenditure to date.

3.20 Sewerage

- Te Kuiti Treatment plant minor improvements and renewals, including bunding of chemical tanks, a new storage shed and excess sludge removal process (Budget \$320,000). Expenditure to date of \$42,000 has been for minor improvements and improvements for the aeration system. Work has also started on the bunded chemical tank and the base structure for the sludge removal process.
- Te Kuiti Reticulation and Pump Station renewals (Budget \$316,000): Expenditure to date of \$8,000 for minor reticulation renewals and three separate pipe renewal projects will be underway soon after Tenders are approved.
- Te Kuiti Ingress and Infiltration investigation and rehabilitation (Budget \$133,000): Expenditure to date of \$11,000, manholes along Taupiri St have been installed. Piping connecting the manholes is still to be completed.

- Te Waitere unspecified renewals, pump station renewals and resource consent renewal (Budget \$32,000): No expenditure to date, scope of the work has been planned but not scheduled to proceed as yet.
- Benneydale treatment plant and reticulation renewals (Budget \$54,000): No expenditure to date. Scope of the work has been planned but not scheduled to proceed as yet.
- Piopio unspecified minor treatment plant, reticulation and separator tank renewals (Budget \$37,000): No expenditure to date.

3.21 Water Supply

- Te Kuiti Water Treatment Plant Upgrade including UV treatment, filter upgrades, electrical and SCADA upgrades and repositioning the raw water intake structure (Budget \$1,832,000): Expenditure to date of \$346,000 for design work, the filter replacement and new building for the intake structure.
- Te Kuiti Reservoir seismic strengthening survey (Budget \$21,000): No expenditure to date and scoping of work required is still to be done and is expected to be carried out towards the end of the financial year.
- Te Kuiti reticulation and pump station renewals including installation of water backflow preventers at connection points to the network (Budget \$352,000): No expenditure to date. Tenders process has commenced for three pipe renewal projects for Hetet St, Awakino Road (near Blackmans) and the Henderson and Earl Street loop.
- Mokau Water reticulation renewals including the installation of backflow preventers (Budget \$48,000): No expenditure to date. Replacement of the main reticulation line down State Highway 3 in Mokau is well underway.
- Piopio Water reticulation renewals including the installation of backflow preventers (Budget \$76,000): No expenditure to date. Work to install the Tui Street – State Highway 3 link and the water bridge at Kuritahi Street is planned but not scheduled as yet.

3.22 Roads and Footpaths

Subsidised Roads

- Maraeroa Road seal extension (Budget \$505,000): Tenders for this work are being evaluated.
- Minor improvements and preventative maintenance (Budget \$675,000): Expenditure to date \$45,000. There are a number of projects being planned under this work category including car parking at Te Kuiti Primary School and remedial works at two sites along the Kawhia Harbour Road. These projects are at various stages of progress from design work to about to be started.
- Drainage renewals (Budget \$400,000): Expenditure to date \$65,000
- Pavement rehabilitation (Budget \$1,400,000): Expenditure to date \$2,000. Work to be completed under this category is currently in the planning stage.

- Sealed road surfacing (Budget \$1,300,000): Expenditure to date of \$123,000 was for resealing work planned for last financial year resealing programme but carried out this financial year due to weather delays. This expenditure will be included in the budget allocation for the current year of which tenders are being advertised for currently.
- Structures component replacements and bridge maintenance (Budget \$300,000): Expenditure to date \$13,000. A contract is currently being prepared for tender for the structural maintenance of various components of a number of bridges.
- Traffic services renewals (Budget \$120,000): Expenditure to date \$5,000, with approximately half the budget used for road marking, which will be carried during the last quarter of the financial year and the remaining budget used for sign replacements on an as needed basis only.
- Unsealed road metaling (Budget \$600,000): Expenditure to date \$66,000. This work stream is carried out during spring and autumn and the work planned for spring is currently underway.
- Emergency reinstatement (Budget \$820,000): Expenditure to date \$16,000
- Oparure Road structures reinstatement (Budget \$380,000): No expenditure to date, however Phase I of this project, which is for a retaining structure, is currently being designed.

Unsubsidised Roads

- Footpath renewals (Budget \$120,000): Expenditure to date \$29,000.
- Unspecified retaining wall renewals and road improvements not eligible for subsidy (Budget \$210,000): No expenditure to date, however a contract for constructing a retaining wall in Hetet Street is about to go out to tender. This work will not be eligible for subsidy because it does not impact directly on the street.

4.1 TREASURY REPORT

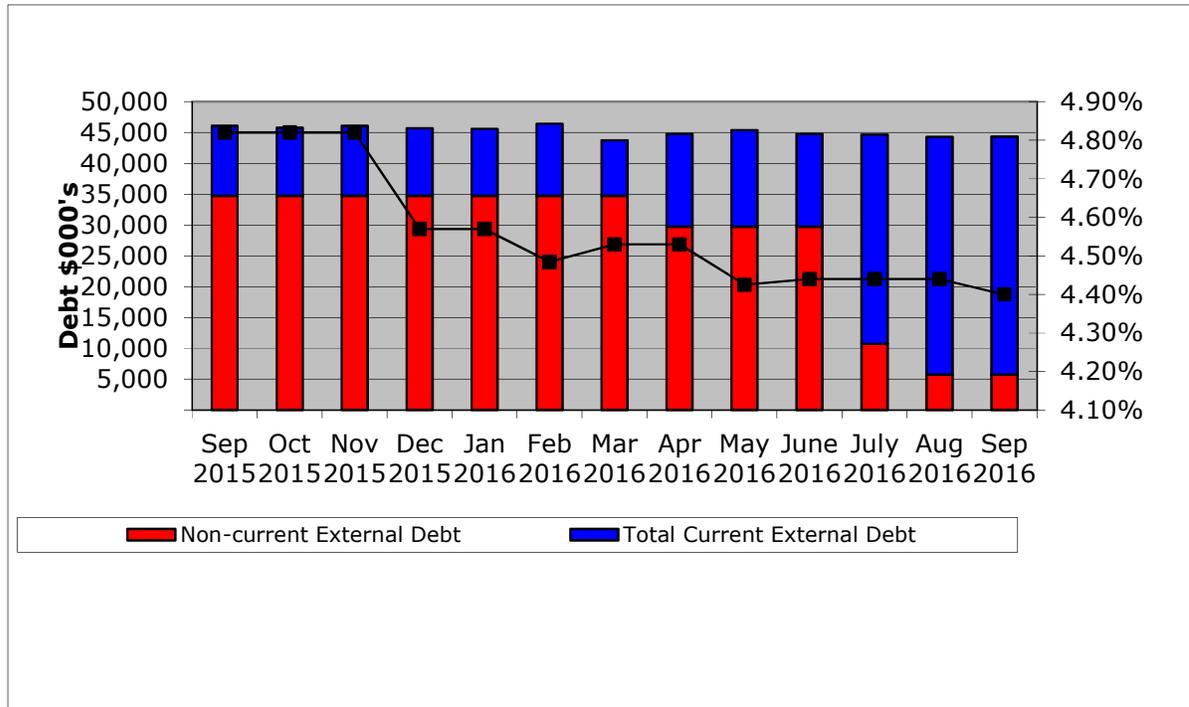
- 4.2 Set out in the following sections is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

4.3 CASH POSITION

- 4.4 Council's cash position at 30 September 2016 was \$154,000 in funds, at 30 June 2016 it was \$174,000.

4.5 SUMMARY OF PUBLIC DEBT POSITION

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



4.7 At 30 September 2016 the effective weighted average interest rate for all loans excluding finance leases and accrued interest was 4.40%. At 30 June 2016 it was 4.44%.

4.8 PUBLIC DEBT POSITION COMPARISON TO BUDGETS

4.9 Forecasted public debt at 30 June 2017 as per the Exceptions Annual Plan 2016/17 is expected to be \$51,971,000. Actual public debt at 30 September 2016 was \$44,326,000. The capital programme is still to be completed for the year and comparison can only be made at 30 June 2017.

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

4.11 The Term Advance and Call Advance Facilities are credit facilities held with Westpac (to the value of \$36,000,000) which forms part of Council's debt funding mix and providing working capital requirements over the year. A total of \$28,170,000 was drawn against this facility at 30 September 2016, leaving available a line of credit of \$7,830,000.

4.12 The facility limit was increased to \$36,000,000 on the 24 August 2016 to provide funding for the FRN that was maturing and required repayment on the 30 August 2016, whilst maintaining appropriate credit headroom.

4.13 A Line of Credit fee of 0.30% (\$108,000 p.a.) of the facility balance applies to this credit facility.

4.14 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.

4.15 DETAILS OF LOAN PORTFOLIO

4.16 The following table records the public debt position and the key terms and conditions for each loan as at 30 September 2016. The classification of current and non-current loans is based when repayment is due. 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				34,021	0.00%
Accrued Interest				371,520	0.00%
Call Advance		01-07-17		3,170,000	3.00%
Floating Rate Notes (Hedged)	18-04-12	18-04-17	20-04-20	5,000,000	5.82%
Floating Rate Notes	06-08-14	06-08-17	07-11-16	5,000,000	2.76%
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%
Call Advance (Part Hedged)				6,000,000	4.42%
Total Current Loans				38,575,541	
Non-current Loans					
Westpac Term Loan (ICL)	24-11-11	24-11-17	14-11-16	750,000	5.30%
Floating Rate Notes	24-08-15	31-08-18	24-11-16	5,000,000	2.75%
Total Non-current Loans				5,750,000	
Total Public Debt				44,325,541	4.40%
Total Cash & Liquid Investments				154,800	
Public Debt Net of Investments				44,170,740	

4.17 Total public debt was \$44,325,541 and cash assets were \$154,800 at 30 September 2016 giving a net debt position of **\$44,170,740**.

4.18 TREASURY EVENTS SINCE 30 SEPTEMBER 2016

4.19 This treasury report portrays the debt position of Council at 30 September 2016.

4.20 Since that date to the date of this report there has been no significant treasury management events.

4.21 INTEREST COSTS

4.22 The total actual interest paid for the period was \$629,000 against the year to date budget of \$668,000; \$39,000 (or 6%) less. Interest paid as a portion of total revenue is 9%; Council's Treasury Policy requires that this amount not exceed 15%.

4.23 FINANCIAL DERIVATIVES AND HEDGE ACCOUNTING

- 4.24 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into current and non-current liabilities held at balance date. At 30 June 2016 the value of the swaps was a total net liability of \$2,716,000. At 30 September 2016 their net value was a liability of \$2,954,000. The decrease in value is mainly due to floating interest rates decreasing from 30 June.
- 4.25 The change in valuation at 30 September 2016 is not included in the financial statements due to the requirement to componentise into current and non-current parts and the valuation provided here is for information purposes only. Due to Council's use of hedge accounting, this change in value of the swaps will be shown as "Other Comprehensive Revenue and Expense" at year end rather than included in the Net Operating Cost/(Surplus) result and will be transferred directly to a reserve within equity.

5.1 DEBTORS AND OTHER RECEIVABLES

- 5.2 Set out below is summary of Debtors and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 30 September 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 30.09.15	As at 30.09.16	(Inc)/Dec \$	Inc/Dec %
Rates Receivable	2,783	2,628	155	-6%
Rates Penalties	1,626	1,692	(66)	4%
Rates and Penalties Receivable	4,409	4,320	89	-2%
Extraordinary Water Charges	47	55	(8)	17%
Total Rates receivable	4,456	4,375	81	-2%
NZ Transport Agency Subsidy	572	1,187	(615)	107%
Ministry of Health Subsidy	0	1,087	(1,087)	-
Other Receivables	919	456	463	-50%
Other Receivables	1,491	2,730	(1,239)	83%
Gross Receivables	5,947	7,105	(1,158)	19%
Less Provision for Doubtful Debts	(1,608)	(1,764)	156	-10%
Total Receivables	4,339	5,341	(1,002)	23%

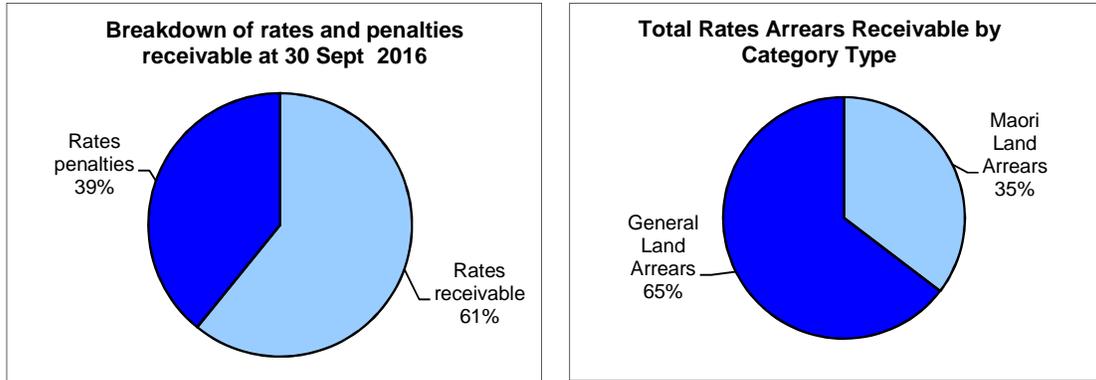
5.3 RATES AND PENALTIES RECEIVABLE

5.4 Current year rates

- 5.5 At 30 September 2016, the first rates instalment had been issued and was due and payable by August. The collection percentage on the first instalment was 93% (2015: 93%).

5.6 Overall Rates Receivables (excluding metered water rates)

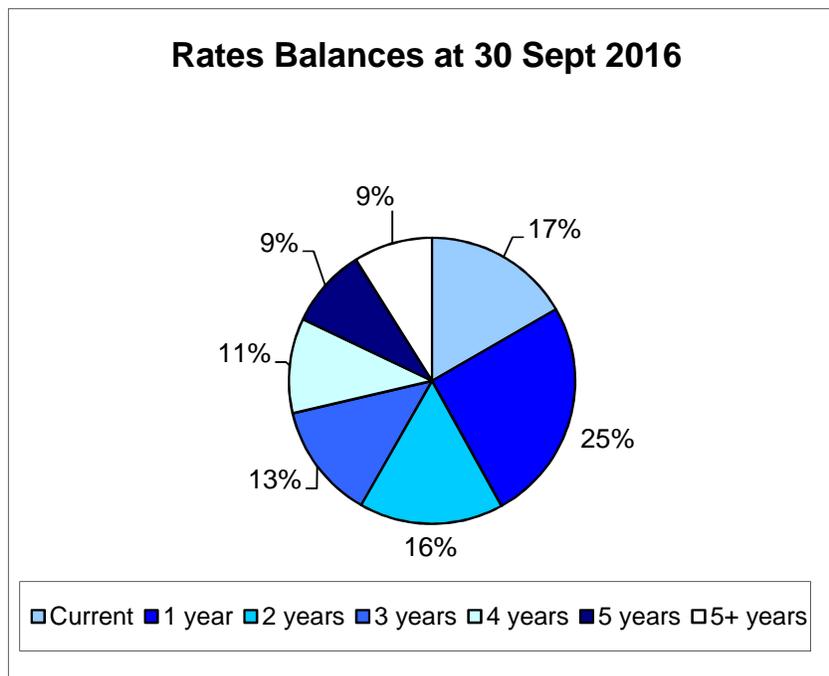
5.7 There was \$4,320,054 of rates and penalties outstanding at 30 September 2016 (2015: \$4,409,418). This amount excludes rates paid in advance on future instalments. This total is made up of rates of \$2,628,398 (2015: \$2,782,535) and penalties of \$1,691,656 (2015: \$1,626,883).



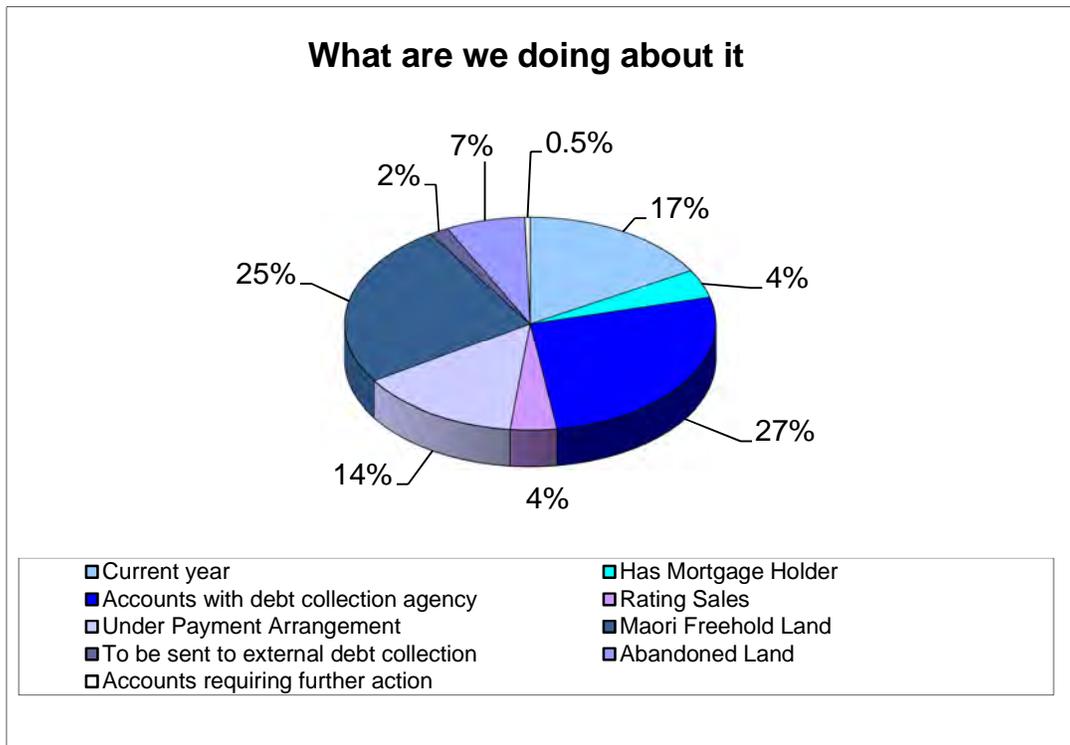
5.8 Rates and penalties receivable decreased by \$89,364 from 30 September 2015. Of this decrease, rates receivable decreased by \$154,136 and rates penalties increased by \$64,772.

5.9 A total of \$56,410 in rates and penalty remissions have been granted against a full year budget of \$285,000.

5.10 The following graph illustrates the ageing of the rates receivable balance. Of the outstanding balance of \$4,320,054, \$720,065 (17%) relates to current year, \$1,091,958 (25%) for the 2015/16 year rates and the balance spread across the remaining years in a diminishing fashion.



- 5.11 The outstanding balance of rates is being actively managed through a variety of collection methods including lump sum payments, approved payment arrangements, demands on mortgage holders, placement of arrears with external debt collection agency and initiating properties for abandoned land and rating sale processes.
- 5.12 In the three months to 30 September 2016, arrears have been reduced by \$366,323 (9%) of the \$3,969,189 that was outstanding at 30 June 2016.
- 5.13 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 are currently 66 properties with arrears totaling \$185,416 in this recovery process at 30 September.
- 5.14 The action being taken on outstanding balances is shown in the following graph:



- 5.15 Of the total arrears as at 30 September 2016 –
 - \$3,599,989 of rates arrears are non-current of which \$1,272,743 relate to Maori freehold land
 - \$1,154,864 have been placed with an external debt collection agency for collection
 - \$611,240 are under some form of payment arrangement
 - In addition to this, there are \$298,556 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 \$71,894 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.

5.16 Other Debtors Receivable

5.17 At 30 September 2016, 'Other Receivables' totaled \$2,730,000 of which \$87,000 was due and owing for more than three months. The three month and over receivables includes resource consent debtors, dog registrations and infringements and other sundry debtors.

Suggested Resolution

The business paper on Financial and Non Financial Report for the period ended 30 September 2016 be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

19 October 2016

- Attachment 1 Treasury Report for Waitomo District Council For the quarter ended 30 September 2016 (Bancorp Treasury Services Limited)(#A332351)
- Attachment 2 Performance Management Report on Levels of Service and Key Performance Indicators (#A331487)

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	Sept 2016	Sept 2016	Sept 2016	Variance
Direct Operating Expenditure						
- Leadership	654	1,080	159	152	(7)	
- Community Service	1,899	2,176	499	529	30	
- Community Development	711	813	209	214	5	
- Regulation	128	136	27	22	(5)	
- Solid Waste Management	1,061	1,191	261	263	2	
- Stormwater Drainage	142	171	59	72	13	
- Resource Management	59	61	26	26	0	
- Sewerage	1,916	1,866	483	409	(74)	
- Water Supply	1,976	1,711	449	400	(49)	
- Roads and Footpaths	5,233	5,526	1,155	1,319	164	
Total Direct Operating Expenditure	13,778	14,731	3,327	3,406	79	2%
Indirect Expenditure						
- Allocated Costs	4,128	4,386	1,105	883	(222)	
- Interest	2,174	2,695	668	629	(39)	
- Depreciation	5,639	5,780	1,445	1,378	(67)	
Total Indirect Expenditure	11,941	12,861	3,218	2,890	(328)	-10%
TOTAL EXPENDITURE	25,719	27,592	6,545	6,296	(249)	-4%
Operating Revenue						
- Leadership	(147)	(231)	(21)	(17)	4	
- Community Service	(529)	(449)	(97)	(129)	(32)	
- Community Development	(113)	(60)	(14)	(31)	(17)	
- Regulation	(424)	(420)	(234)	(246)	(12)	
- Stormwater Drainage	0	0	0	(3)	(3)	
- Resource Management	(74)	(76)	(19)	(17)	2	
- Solid Waste Management	(1,029)	(944)	(237)	(253)	(16)	
- Sewerage	(1,291)	(1,166)	(291)	(215)	76	
- Water Supply	(982)	0	0	(2)	(2)	
- Roads and Footpaths	(6,024)	(7,615)	(929)	(1,005)	(76)	
Total Operating Revenue	(10,613)	(10,961)	(1,842)	(1,918)	(76)	4%
Rates Revenue						
- General Rate	(3,327)	(3,597)	(899)	(904)	(5)	
- UAGC	(3,033)	(3,213)	(803)	(807)	(4)	
- Targeted Rate	(11,148)	(11,571)	(2,893)	(2,896)	(3)	
- Rates Penalties	(480)	(490)	(397)	(354)	43	
- Metered Water Rates	(712)	(675)	(152)	(106)	46	
Total Rates Revenue	(18,700)	(19,546)	(5,144)	(5,067)	77	-1%
TOTAL REVENUE	(29,313)	(30,507)	(6,986)	(6,985)	1	0%
Net Operating Cost/(Surplus)	(3,594)	(2,915)	(441)	(689)	(248)	56%

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	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	Sept 2016	Sept 2016	Sept 2016	Variance
Direct Expenditure						
- Representation	305	300	67	64	(3)	
- Planning & Policy & Monitoring	183	287	12	11	(1)	
- District and Urban Development	12	135	0	0	0	
- Investments	143	348	80	77	(3)	
- Treasury Management and Overhead Accounts	11	10	0	0	0	
Total Direct Expenditure	654	1,080	159	152	(7)	-4%
- Allocated Costs	1,102	1,125	288	232	(56)	
- Interest	309	364	91	91	0	
- Depreciation	423	436	109	98	(11)	
Total Operating Expenditure	2,488	3,005	647	573	(74)	-11%
Operating Revenue						
- Representation	(19)	(20)	(3)	(3)	0	
- Investments	(92)	(201)	(16)	(13)	3	
- Treasury Management and Overhead Accounts	(36)	(10)	(2)	(1)	1	
Total Operating Revenue	(147)	(231)	(21)	(17)	4	-19%
Net Operating Cost/(Surplus)	2,341	2,774	626	556	(70)	-11%

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

Net Operating Cost for the Governance Activity was 11% (\$70,000) less than budget for the period ended 30 September 2016.

Total Direct Expenditure was 4% (\$7,000) less than budget for the period.

Operating Revenue was 19% (\$4,000) less than budget for the period.

Community Service

COMMUNITY SERVICE (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget Sept 2016	YTD Actual Sept 2016	Variance Sept 2016	% Variance
Direct Expenditure						
- Parks and Reserves	392	453	96	102	6	
- Housing and Other Property	376	469	169	178	9	
- Recreation and Culture	467	500	83	85	2	
- Public Amenities	595	581	134	150	16	
- Safety	69	173	17	14	(3)	
Total Direct Expenditure	1,899	2,176	499	529	30	6%
- Allocated Costs	727	854	213	141	(72)	
- Interest	99	210	53	41	(12)	
- Depreciation	819	881	220	199	(21)	
Total Operating Expenditure	3,544	4,121	985	910	(75)	-8%
Operating Revenue						
- Parks and Reserves	(12)	(2)	0	(2)	(2)	
- Housing and Other Property	(312)	(266)	(66)	(83)	(17)	
- Recreation and Culture	(138)	(126)	(17)	(20)	(3)	
- Public Amenities	(67)	(55)	(14)	(24)	(10)	
- Safety	0	0	0	0	0	
Total Operating Revenue	(529)	(449)	(97)	(129)	(32)	33%
Net Operating Cost/(Surplus)	3,015	3,672	888	781	(107)	-12%

Net Operating Cost for the Community Service Activity was 12% (\$107,000) below budget for the period ended 30 September 2016.

Direct Expenditure was 6% (\$30,000) more than budget for the period.

- Internal mowing services for the district's cemeteries, which is part of the Public Amenities activity is tracking more than budget.
- Rates paid on Council owned properties were also more than budget.

Operating Revenue was 33% (\$32,000) is more than budget for the period.

- Rental revenue from commercial operators, residential properties and Elderly Persons Housing, which are included in Housing and Other Property is currently tracking more than budget due to rentals charged in advance.
- Revenue for Cemeteries, which is included in Public Amenities, is also currently tracking ahead of budget.

Community Development

COMMUNITY DEVELOPMENT	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	Sept 2016	Sept 2016	Sept 2016	Variance
Direct Expenditure						
- Community Support	525	510	163	168	5	
- District Development	186	303	46	46	0	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	711	813	209	214	5	2%
- Allocated Costs	556	631	157	115	(42)	
- Interest	1	2	1	0	(1)	
- Depreciation	5	6	2	1	(1)	
Total Expenditure	1,273	1,452	369	330	(39)	-11%
Operating Revenue						
- Community Support	(53)	(4)	0	(15)	(15)	
- District Development	(38)	(34)	(9)	(12)	(3)	
- Agencies	(22)	(22)	(5)	(4)	1	
Total Operating Revenue	(113)	(60)	(14)	(31)	(17)	121%
Net Operating Cost/(Surplus)	1,160	1,392	355	299	(56)	-16%

Net Operating Cost for the Community Development Activity was 16% (\$56,000) less than budget for the period ended 30 September 2016.

Direct Expenditure was 2% (\$5,000) more than budget for the period.

Operating Revenue was 121% (\$17,000) more than budget for the period.

- Grant funding was received last financial year from the Ministry of Social Development to spend on Youth projects within the district and has been carried forward to this financial year. This revenue is expected to be spent on youth initiatives during this financial year, however any unspent funds will be returned to the Ministry.

Regulation

REGULATION (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget Sept 2016	YTD Actual Sept 2016	Variance Sept 2016	% Variance
Direct Expenditure						
- Regulation	128	136	27	22	(5)	
Total Direct Expenditure	128	136	27	22	(5)	-19%
- Allocated Costs	679	700	175	150	(25)	
- Interest	1	1	0	0	0	
- Depreciation	4	4	1	1	0	
Total Expenditure	812	841	203	173	(30)	-15%
Operating Revenue						
- Regulation	(424)	(420)	(234)	(246)	(12)	
Total Operating Revenue	(424)	(420)	(234)	(246)	(12)	5%
Net Operating Cost/(Surplus)	388	421	(31)	(73)	(42)	135%

Net Operating Surplus for the Regulation Activity was 135% (\$42,000) more than budget for the period ended 30 September 2016.

Direct Expenditure was 19% (\$5,000) less than budget for the period.

- Expenditure for the afterhours animal control contractor has been less than budget for the period.

Operating Revenue was 5% (\$12,000) more than budget for the period.

- The majority of revenue for dog control and environmental health that is budgeted for the year has been received.
- Dog registration penalties, accreditation levies and Sale of Liquor Act revenue were all more than budget for the period.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget Sept 2016	YTD Actual Sept 2016	Variance Sept 2016	% Variance
Direct Expenditure						
- District Plan Administration	59	61	26	26	0	
Total Direct Expenditure	59	61	26	26	0	0%
- Allocated Costs	128	129	32	30	(2)	
Total Expenditure	187	190	58	56	(2)	-3%
Operating Revenue						
- District Plan Administration	(74)	(76)	(19)	(17)	2	
Total Operating Revenue	(74)	(76)	(19)	(17)	2	-11%
Net Operating Cost/(Surplus)	113	114	39	39	0	0%

Net Operating Cost for the Resource Management Activity is equal to budget for the period ended 30 September 2016.

Direct Expenditure was equal to budget for the period.

Operating Revenue was 11% (\$2,000) less than budget for the period.

Solid Waste Management

SOLID WASTE MANAGEMENT	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	Sept 2016	Sept 2016	Sept 2016	Variance
Direct Expenditure						
- Collection	279	296	69	65	(4)	
- Landfill Management	782	895	192	198	6	
Total Direct Expenditure	1,061	1,191	261	263	2	1%
- Allocated Costs	390	346	87	80	(7)	
- Interest	248	283	65	62	(3)	
- Depreciation	91	73	18	17	(1)	
Total Expenditure	1,790	1,893	431	422	(9)	-2%
Operating Revenue						
- Collection	(144)	(134)	(34)	(28)	6	
- Landfill Management	(885)	(810)	(203)	(225)	(22)	
Total Operating Revenue	(1,029)	(944)	(237)	(253)	(16)	7%
Net Operating Cost/(Surplus)	761	949	194	169	(25)	-13%

Net Operating Cost for the Solid Waste Management Activity was 13% (\$25,000) less than budget for the period ended 30 September 2016.

Direct Expenditure was 1% (\$2,000) more than budget for the period.

Operating Revenue was 7% (\$16,000) more than budget for the period.

- Revenue for refuse volumes being received at the landfill (and transfer stations) is currently tracking ahead of budget for the first three months of this financial year. Revenue received is also more this period than for the same period as last year.

Stormwater Drainage

STORMWATER DRAINAGE	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	Sept 2016	Sept 2016	Sept 2016	Variance
Direct Expenditure						
- Te Kuiti Stormwater	124	145	54	69	15	
- Rural Stormwater	18	26	5	3	(2)	
Total Direct Expenditure	142	171	59	72	13	22%
- Allocated Costs	94	86	22	21	(1)	
- Interest	4	6	2	1	(1)	
- Depreciation	169	183	46	45	(1)	
Total Expenditure	409	446	129	139	10	8%
Operating Revenue						
- Te Kuiti Stormwater	0	0	0	(3)	(3)	
Total Operating Revenue	0	0	0	(3)	(3)	0%
Net Operating Cost/(Surplus)	409	446	129	136	7	5%

Net Operating Cost for the Stormwater Drainage Activity was 5% (\$7,000) more than budget for the period ended 30 September 2016.

Direct Expenditure was 22% (\$13,000) more than budget for the period.

- The additional expenditure was for the collection of stormwater asset data including CCTV scanning of a number of drains in Waitete Road.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget Sept 2016	YTD Actual Sept 2016	Variance Sept 2016	% Variance
Direct Expenditure						
- Te Kuiti	1,652	1,555	405	366	(39)	
- Te Waitere	29	32	7	6	(1)	
- Benneydale	120	138	35	22	(13)	
- Piopio	115	141	36	15	(21)	
Total Direct Expenditure	1,916	1,866	483	409	(74)	-15%
- Allocated Costs	206	242	61	51	(10)	
- Interest	468	556	139	131	(8)	
- Depreciation	750	781	195	187	(8)	
Total Expenditure	3,340	3,445	878	778	(100)	-11%
Operating Revenue						
- Te Kuiti	(1,285)	(1,160)	(290)	(206)	84	
- Benneydale	(1)	(1)	0	(1)	(1)	
- Piopio	(5)	(5)	(1)	(8)	(7)	
Total Operating Revenue	(1,291)	(1,166)	(291)	(215)	76	-26%
Net Operating Cost/(Surplus)	2,049	2,279	587	563	(24)	-4%

Net Operating Cost for the Sewerage Activity was 4% (\$24,000) below budget for the period ended 30 September 2016.

Direct Expenditure was 15% (\$74,000) less than budget for the period.

- Expenditure for electricity and WSU expenditure for Te Kuiti is currently tracking less than budget.
- Operations and maintenance costs are also tracking less than budget for Benneydale and Piopio schemes.

Operating Revenue was 26% (\$76,000) less than budget for the period.

- Trade waste revenue from the major commercial users is less than forecast, due to better pre-treatment and therefore reduced nutrient loads in their discharge. In addition the volume of discharge is less for the first three months of the year compared with last year.

Water Supply

WATER SUPPLY	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2015/16	2016/17	Sept 2016	Sept 2016	Sept 2016	Variance
Direct Expenditure						
- Te Kuiti	1,347	1,146	304	248	(56)	
- Mokau	263	198	51	61	10	
- Piopio	271	257	62	62	0	
- Benneydale	95	110	32	29	(3)	
Total Direct Expenditure	1,976	1,711	449	400	(49)	-11%
- Allocated Costs	234	262	66	61	(5)	
- Interest	257	362	90	83	(7)	
- Depreciation	407	572	143	102	(41)	
Total Expenditure	2,874	2,907	748	646	(102)	-14%
Operating Revenue						
- Te Kuiti	(30)	0	0	(2)	(2)	
- Mokau	(7)	0	0	0	0	
- Piopio	0	0	0	0	0	
- Benneydale	0	0	0	0	0	
Total Operating Revenue	(37)	0	0	(2)	(2)	
Subsidy Revenue						
- Te Kuiti	(780)	0	0	0	0	
- Mokau	(165)	0	0	0	0	
Total Subsidy Revenue	(945)	0	0	0	0	
Total Revenue	(982)	0	0	(2)	(2)	
Net Operating Cost/(Surplus)	1,892	2,907	748	644	(104)	-14%

Net Operating Cost for the Water Supply Activity was 14% (\$104,000) less than budget for the period ended 30 September 2016.

Direct Expenditure was 11% (\$49,000) less than budget for the period.

- Expenditure for electricity, chemicals and WSU expenditure is currently tracking less than budget.

Total Revenue was \$2,000 more than forecast for the period for water connections and toby locations.

- 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.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget Sept 2016	YTD Actual Sept 2016	Variance Sept 2016	% Variance
Direct Expenditure						
- Subsidised Roads	5,020	5,326	1,097	1,267	170	
- Unsubsidised Roads	213	200	58	52	(6)	
Total Direct Expenditure	5,233	5,526	1,155	1,319	164	14%
- Allocated Costs	13	14	4	2	(2)	
- Interest	787	910	227	220	(7)	
- Depreciation	2,969	2,842	711	728	17	
Total Expenditure	9,002	9,292	2,097	2,269	172	8%
Operating Revenue						
- Subsidised Roads	(5,898)	(7,537)	(924)	(996)	(72)	
- Unsubsidised Roads	(127)	(78)	(5)	(9)	(4)	
Total Operating Revenue	(6,025)	(7,615)	(929)	(1,005)	(76)	8%
Net Operating Cost/(Surplus)	2,977	1,677	1,168	1,264	96	8%
Subsidised Roads Maintenance (Excluding losses on asset disposals)	5,032	5,226	1,097	1,267	170	
Subsidised Roads Capital	4,247	6,500	322	335	13	
Combined Maintenance and Capital	9,279	11,726	1,419	1,602	183	13%
Subsidy Revenue for Subsidised Roads	(5,745)	(7,387)	(894)	(967)	(73)	8%

Net Operating Cost for the Roads and Footpaths Activity was 8% (\$96,000) more than budget for the period ended 30 September 2016.

Direct Expenditure was 14% (\$164,000) more than budget for the period.

- Expenditure for first response emergency re-instatement, environmental maintenance and sealed pavement maintenance is currently tracking ahead of the year to date budget. Sealed pavement maintenance work has been carried out well before summer to allow pre-sealing work to be completed during the driest part of the year.

Operating Revenue was 8% (\$76,000) more than budget for the period.

- As subsidised road maintenance expenditure is tracking ahead of year to date budget, subsidy relating to this expenditure is also more.

Appendix 2: Balance Sheet as at 30 September 2016

STATEMENT OF FINANCIAL POSITION	Actual Position	Actual Position	Movement from	Exceptions Annual Plan	Variance from EAP
(Amounts in \$000's)	30 Jun 2016	30 Sept 2016	30 Jun 2016	30 Jun 2017	
Equity					
- Accumulated Funds	207,602	208,291	689	213,356	5,065
- Other Reserves	10,352	10,352	0	6,451	(3,901)
- Revaluation Reserve	72,793	72,793	0	78,787	5,994
TOTAL EQUITY	290,747	291,436	689	298,594	7,158
Current Assets					
- Cash and Cash Equivalents	174	154	(20)	100	(54)
- Inventory	38	38	0	71	33
- Other Financial Assets	3	2	(1)	2	0
- Receivables (Non-exchange)	5,688	4,984	(704)	4,815	(169)
- Receivables (Exchange)	357	357	0	372	15
- Assets Held for Sale	78	78	0	67	(11)
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	6,338	5,613	(725)	5,427	(186)
Current Liabilities					
- Payables and Deferred Revenue (Exchange)	2,811	2,031	(780)	3,338	1,307
- Payables and Deferred Revenue (Non-exchange)	719	719	0	702	(17)
- Current Portion of Borrowings	15,032	38,576	23,544	5,200	(33,376)
- Provisions	20	20	0	17	(3)
- Employee Entitlements	514	431	(83)	422	(9)
- Derivative Financial Instruments	561	561	0	317	(244)
Total Current Liabilities	19,657	42,338	22,681	9,996	(32,342)
NET WORKING CAPITAL	(13,319)	(36,725)	(23,406)	(4,569)	32,156
Non Current Assets					
- Property Plant and Equipment	329,837	329,927	90	346,130	16,203
- Intangible Assets	303	303	0	416	113
- Forestry Assets	0	0	0	0	0
- Investment Property	1,346	1,346	0	1,295	(51)
- Assets Held for Sale	439	439	0	278	(161)
- Other Financial Assets	783	784	1	758	(26)
- Investment in CCO	4,500	4,500	0	2,620	(1,880)
- Derivative Financial Instruments	0	0	0	153	153
Total Non Current Assets	337,208	337,299	91	351,650	14,351
Non Current Liabilities					
- Payables and Deferred Revenue (Non-exchange)	300	300	0	141	(159)
- Borrowings	29,754	5,750	(24,004)	46,771	41,021
- Employee Entitlements	0	0	0	0	0
- Provisions	933	933	0	879	(54)
- Derivative Financial Instruments	2,155	2,155	0	696	(1,459)
Total Non Current Liabilities	33,142	9,138	(24,004)	48,487	39,349
NET ASSETS	290,747	291,436	689	298,594	7,158

TREASURY REPORT

FOR



FOR THE QUARTER ENDED 30 SEPTEMBER 2016



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

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1. MARKET ENVIRONMENT

1.1 GLOBAL MARKETS OVERVIEW (AS AT 30 SEPTEMBER 2016)

The September quarter ended in a much more stable fashion than the June quarter did. The shockwaves from the Brexit vote reverberated throughout July and into August, but inevitably subsided, with an air of normality and relative calm descending over the markets (before the next storm?).

In relation to central bank policy the Federal Reserve ("Fed") continues to be the outlier with increasing rhetoric preparing for an interest rate rise in December. The Fed's Open Market Committee ("FOMC") held the Fed Funds rate in its 0.25%-0.50% target range at its meeting in September but signalled a likely rise in December. The FOMC members' consensus projection for the Fed Funds rate is now for one Fed rate rise of 25 basis points in 2016 and two in 2017 (down from three in the June forecasts). This is still more aggressive than what the markets price in - at the end of September, markets priced in one 25 basis point rate rise by June 2017, and less than 50 basis points of rate rises by the end of 2017.

Upward pressure on US Treasuries yields due to positioning for a December Fed rate rise was offset by flight to safety flows as worries about the European banking system increased. Banca Monte dei Paschi di Siena - Italy's third biggest bank - and Deutsche Bank have also been in the spotlight with the US Justice Department suggesting that Deutsche Bank pay a USD14.5 billion fine for mortgage irregularities. This renewed focus on the weakened state of the European banking system looks set to dominate the next few months, along with Brexit and the US election. The yield on the benchmark US 10 year Treasuries bond ended September at 1.60%, up from 1.44% at the start of the quarter.

The European Central Bank ("ECB") left its interest rates and stimulus programme unchanged in September, as expected, and noted that *"the Governing Council continue to expect the key ECB interest rates to remain at present or lower levels for an extended period of time, and well past the horizon of the net asset purchases"*. The benchmark German 10 year bund yield was -0.122% at the end of September, relatively unchanged over the quarter, reflecting Europe's continuing environment of low growth, weak inflation and the ECB's persistent easy policy settings.

The Bank of England's ("BoE") Monetary Policy Committee cut its main rate from 0.50% to 0.25% in August in response to the Brexit vote, and also increased its bond buying programme. The BoE at its September meeting expressed concern that *"some parts of the economy would be more sensitive than others to heightened uncertainty."*



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

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
30 Jun 16	2.25%	2.41%	2.23%	2.24%	2.33%	2.47%	2.66%
30 Sep 16	2.00%	2.20%	2.00%	2.01%	2.12%	2.26%	2.34%
Change	-0.25%	-0.21%	-0.23%	-0.23%	-0.21%	-0.21%	-0.32%

The Reserve Bank of New Zealand (“RBNZ”) cut the Official Cash Rate (“OCR”) by 25 basis points in August from 2.25% to 2.00%, a move which was widely expected by the market. In its August *Monetary Policy Statement* (“MPS”), the RBNZ cited weak inflation as its primary concern, also citing the “overvalued” currency. The RBNZ said it hoped that a lower OCR would limit the pressure that the higher exchange rate was putting on tradable inflation. It also reduced its 90 day interest rate projections to 1.80% by mid-2017, signalling that another OCR cut is coming.

In an expected if relatively bland statement, the RBNZ left the Official Cash Rate (“OCR”) at 2.00% at its *OCR Review* in September but made it clear another rate cut will happen. Financial markets are now biased towards a 0.25% cut in November. Supporting its easing bias it referred to the “moderating influence” on house prices from “recent macro-prudential measures and tighter credit conditions in recent weeks.”

New Zealand economic data releases in the September quarter were strong. GDP grew by 0.9% over the June quarter. Although this was below consensus forecasts, the quarter’s GDP rise was higher than the RBNZ forecast in its August MPS. Any market disappointment was offset by a revision to the previous quarter’s rise from 0.7% to 0.9%, making it three consecutive quarters of 0.9% growth. The end result was that GDP was up 3.6% over the twelve months to June which makes New Zealand’s growth a standout amongst OECD peers.

An improving dairy outlook reinforced the general upbeat tone of economic releases. The last four GlobalDairyTrade (“GDT”) auctions in the quarter recorded solid rises of 6.6%, 12.7%, 7.7% and 1.7% respectively. In response to rising dairy prices, reduced global milk production and stable demand, Fonterra raised its forecast payout to \$5.25 per kg/MS from the \$4.75 level set in August. Fonterra’s total forecast payout this season, which includes dividends, is now expected at \$5.75-\$5.85, comfortably above the average break-even payout of \$5.05 as estimated by DairyNZ.

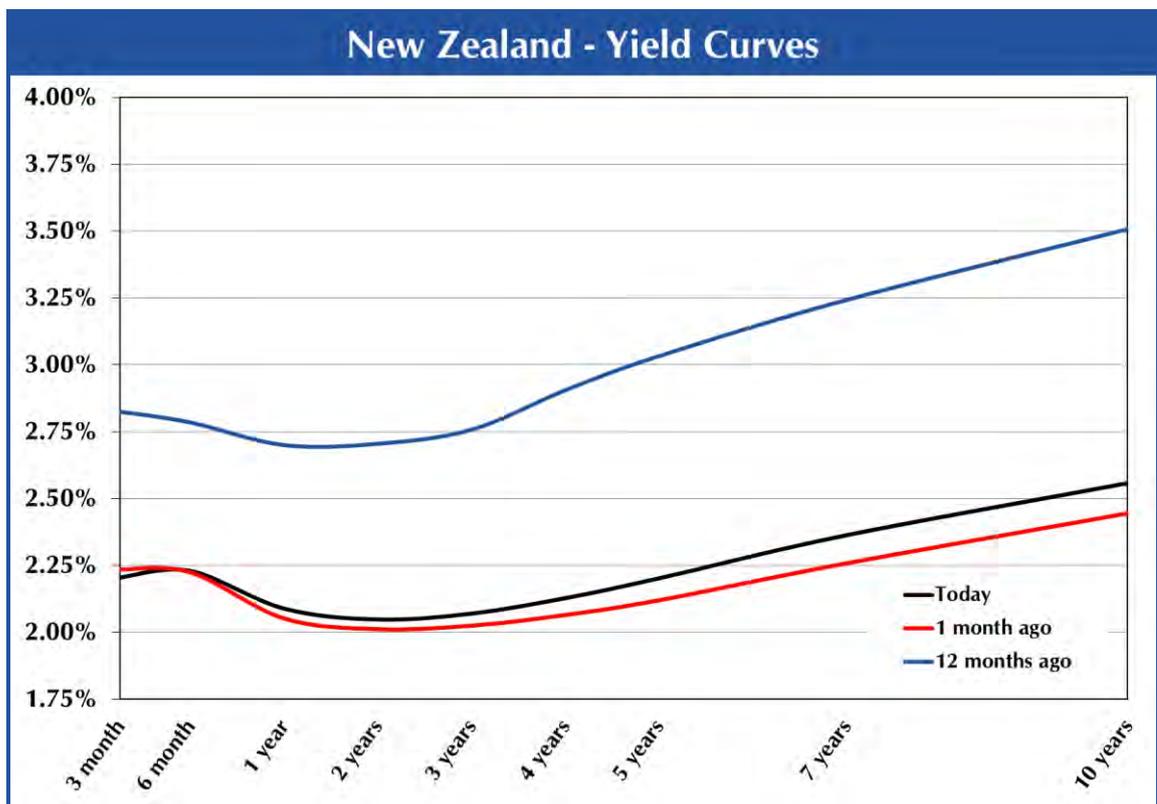
Markets have interpreted recent RBNZ comments and data releases as being consistent with an OCR cut sooner than was implied in the RBNZ’s August MPS. At the end of September, market pricing implied a 76% chance of a 25 basis points OCR cut at the November MPS with a 25 basis points OCR cut in February a certainty if no cut in



November occurs. Furthermore, market pricing implies a better than 50% chance of a further OCR cut, to 1.50%, in 2017.

During the September quarter, medium and long term bond and swap rates in New Zealand followed the lead of offshore markets. Rates fell in July and August, initially in response to the fallout from Brexit, and then on concerns about global growth and inflation. The first three weeks in September saw local interest rates rise courtesy of a less 'dovish' ECB and an increasing belief that the Fed would hike in September. However rates fell again late in the month after the 'no hike' decision from the Fed, along with increased concerns about a number of European banks, especially Deutsche Bank.

The chart below page shows the changing shape of the New Zealand yield curve over the past twelve months, highlighting the much lower outright rates compared to a year ago.



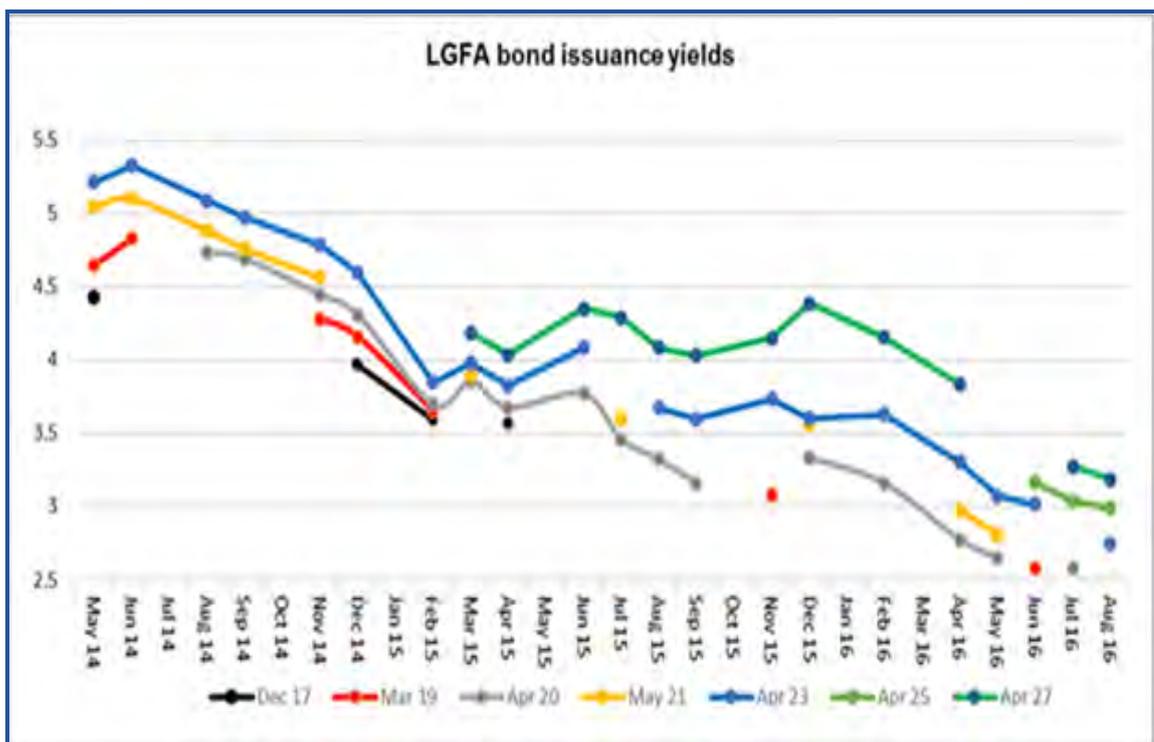
1.3 LOCAL AUTHORITY SECTOR

The Local Government Funding Agency ("LGFA") held its last tender for the quarter on 24 August. In total, \$90 million of bonds and Floating Rate Notes ("FRNs") were issued; details of the tender were as follows:

- 15 April 2023 maturity - \$20 million issued at a margin of 84 basis points over swap for an unrated borrower.

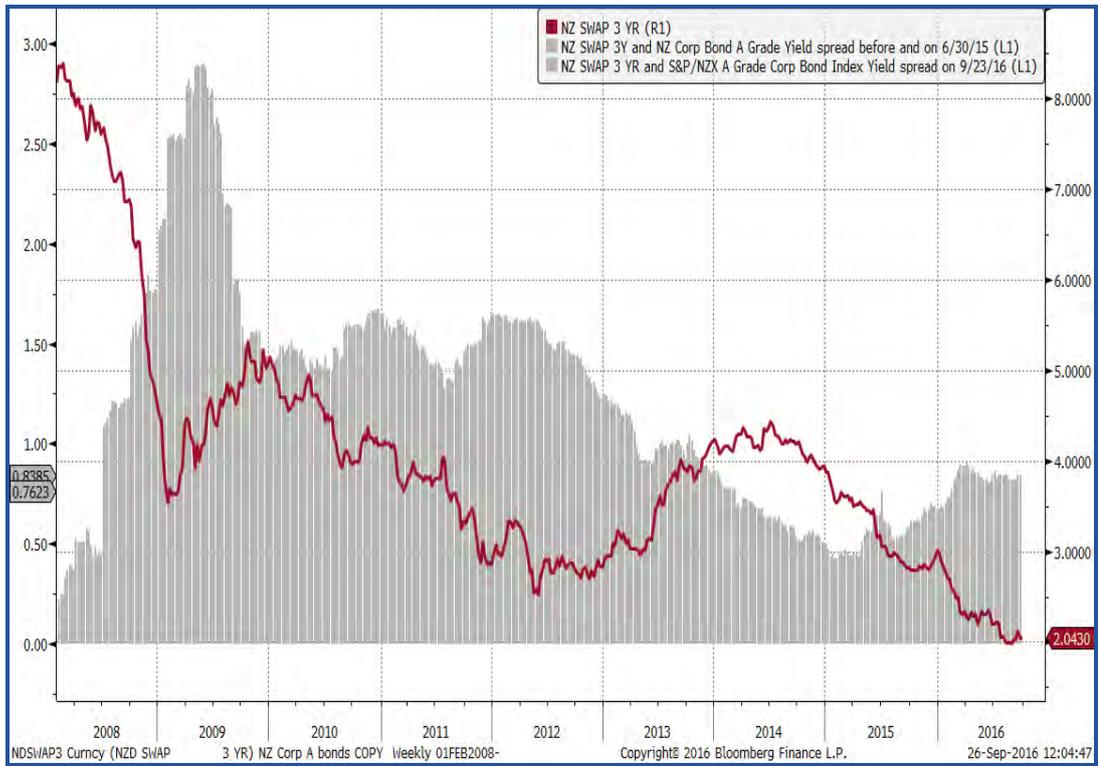
- 15 April 2025 maturity - \$50 million issued at a margin of 95 basis points over swap for an unrated borrower.
- 15 April 2027 maturity - \$20 million issued at a margin of 103 basis points over swap for an unrated borrower.

Margins for the August tender were slightly higher than the July tender, however this was more than offset by the decline in the underlying interest rates as is indicated by the chart on the following page. The chart below depicts the issuance yields for the varying LGFA maturity dates going back to May 2014 and shows the clear downward trend that has evolved over that time.



1.4 CREDIT SPREADS

The chart on the following page shows credit spreads for the S&P/NZX Corporate 'A' Grade Bond index (the grey shaded area) and the three year swap rate (red line) dating back to 2008. At the end of June 2016, the average credit spread of the index was 86 basis points, falling slightly over the quarter to end September at 83 basis points.



2. DEBT AND HEDGING

2.1 DEBT

As at 30 September 2016, Waitomo District Council ("WDC") had \$43,920,000 of external debt. Of this, \$28,170,000 was provided by Westpac Bank, drawn on the Wholesale Advance Facility ("WAF") and a Term Loan of \$750,000 which has been on-lent to Inframax. In addition, WDC has \$15,000,000 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-Jul-2016	20-Oct-2016	2.3950%	5,000,000
09-Sep-2016	09-Oct-2016	2.1600%	5,000,000
20-Jul-2016	20-Oct-2016	2.3950%	3,000,000
16-Aug-2016	16-Nov-2016	2.2600%	6,000,000
05-Nov-2015	07-Oct-2016	2.2000%	9,170,000
Term Loan			
15-Aug-2016	14-Nov-2016	5.3000%	750,000
FRNs			
28-Aug-2015	28-Aug-2018	2.2300%	5,000,000
18-Apr-2012	18-Apr-2017	2.3800%	5,000,000
06-Aug-2014	06-Aug-2017	2.2550%	5,000,000
TOTAL			43,920,000

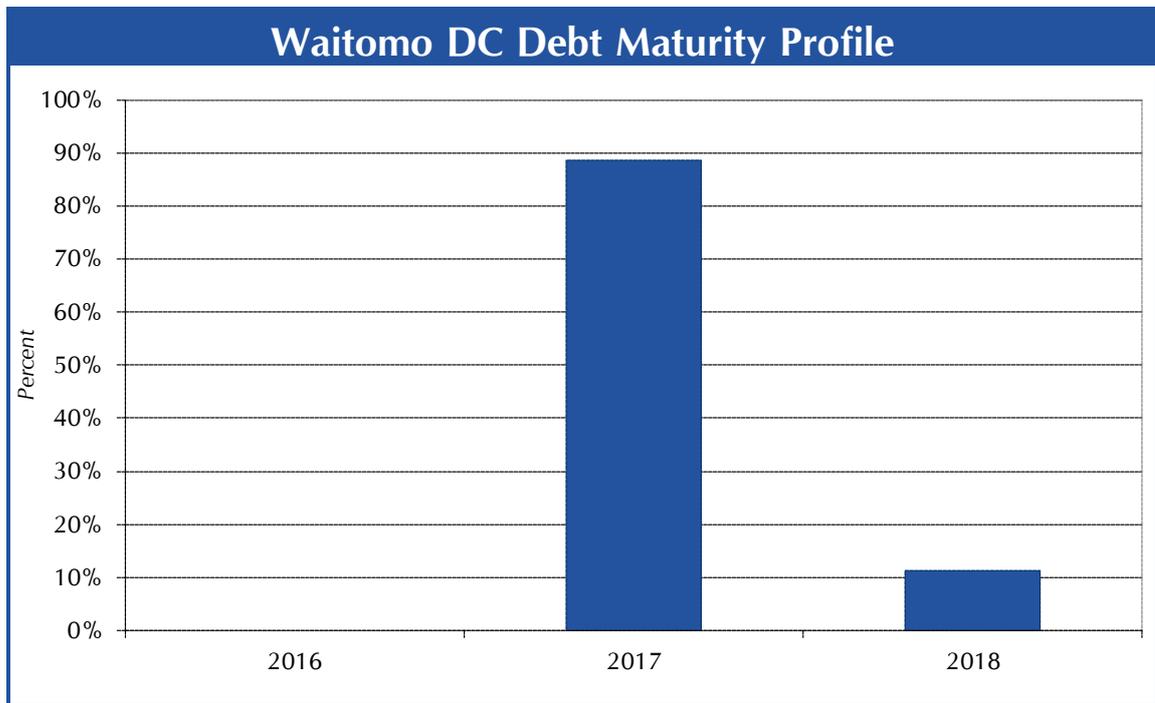
The term loan of \$750,000 has been on-lent to Inframax with interest rate resets every three months. The current rate is 5.30%, with the next reset due on 14 November 2016.

In August a \$6.0 million FRN matured and in the absence of any investors willing to invest in WDC the bank facility with Westpac was increased from \$30.0 million to \$36.0 million to refinance the maturity and provide an appropriate level of headroom.

The maturity profile of WDC's debt is depicted in the graph on the following page. It includes the \$15,000,000 of FRNs on issue and the \$28,920,000 million of bank debt (including the Inframax loan). It shows that 88.62% 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 88.62% 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 LGFA Board have given positive indications as to the likely success of a formal application to join being received from WDC. Once the outcome of the application to join the LGFA is known decisions can be made about the longer term structure of WDC's debt. In the event that WDC does join the LGFA we will seek to have a spread of debt maturities, in order to alleviate the funding concentration risk that currently occurs in 2017.

If WDC joins the LGFA there will be a significant reduction in the cost of funds due to the higher margin bank debt being replaced with lower margin LGFA debt. Bancorp Treasury has estimated the savings in dollar terms as follows:

- Once WDC converts its bank debt to LGFA debt there would be an immediate savings of approximately \$135,000 per annum and this would be recurring.
- In the year from April 2017 (when an FRN matures) based on a conservative LGFA borrowing margin of 0.70% there would be an additional saving of \$20,000 per annum, again recurring.
- In the year from August 2017 (when an FRN matures) based on a conservative LGFA borrowing margin of 0.70% there would be an additional saving of \$20,000 per annum, again recurring.
- In the year from August 2018 (when the last FRN matures) based on a conservative LGFA borrowing margin of 0.70% there would be an additional saving of \$20,000 per annum, again recurring.

These numbers are based off the current Westpac facility pricing of line fee 0.30% and margin of 0.80% which equates to an all up rate of 1.10%. Presuming that any additional debt from current levels is financed from the LGFA then an additional saving of \$4,000 per annum for every \$1.0 million of debt would apply.

2.2 HEDGING

As at 30 September 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 below:

Start Date	Maturity Date	Swaps		
		Rate	Amount	Market Value
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	(\$43,667)
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	(\$88,258)
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	(\$191,663)
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	(\$82,141)
18-Oct-2013	18-Apr-2020	4.315%	8,000,000	(\$456,884)
31-Mar-2014	17-May-2021	4.900%	6,000,000	(\$762,631)
Total current hedging			<u>29,000,000</u>	
Forward starting swaps				
24-Jan-2017	24-Jan-2024	3.840%	5,000,000	(\$503,874)
11-Sep-2017	11-Sep-2020	3.780%	5,000,000	(\$247,777)
18-Apr-2017	18-Apr-2023	3.950%	3,000,000	(\$285,238)
20-Apr-2020	20-Apr-2025	3.930%	5,000,000	(\$291,802)
				<u>(\$2,953,936)</u>

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.

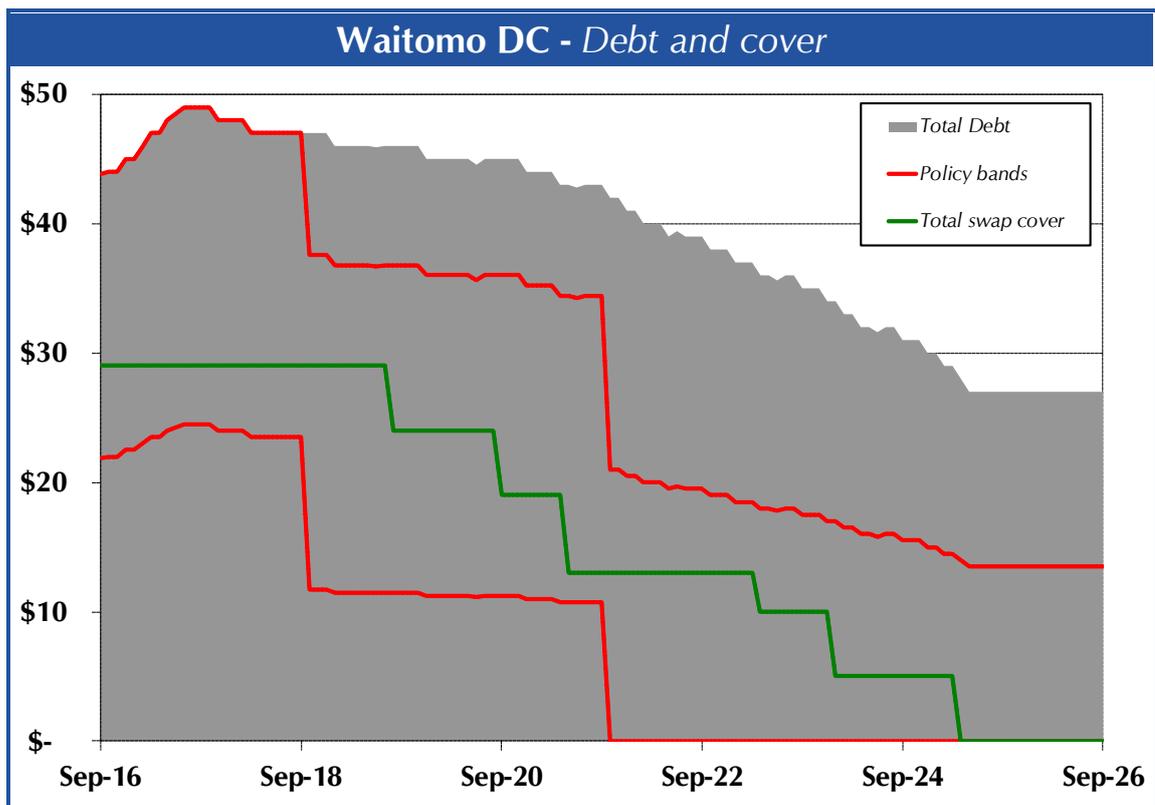
The 'marked to market' revaluation on the swap portfolio deteriorated from minus \$2,716,425 at the end of June to minus \$2,953,936 at the end of September. This fall was a result of the continued decline in interest rates during the quarter. However, WDC does hedge account its interest rate swaps, 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 on the following page.

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 September 2016, WDC was policy compliant.



Since the last report WDC's fixed rate hedging percentages have actually increased due to a downward revision in the current and projected debt levels.

WDC's weighted average cost of funds as at 30 September 2016, including the bank line fee and margin, was 4.64%, down from 4.65% at the end of June. WDC's cost of funds still 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 SEPTEMBER 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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**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

2016/17

(For the period ending 30 September 2016)

Introduction

- 1.1 The purpose of this report is to record the detail of non financial performance or service performance for different periods of the 2016/17 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 September 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 period ending 30 September 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	2		2
Community Service	11	5		6
Community Development	7	2		5
Regulation	8	5		3
Solid Waste Management	8	2	2	4
Resource Management	3	2		1
Stormwater Drainage	8	8		
Sewerage and Treatment Disposal of Sewerage	8	8		
Water Supply	17	12	5	
Roads and Footpaths	6	2	1	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	Progress to 30 September 2016	Commentary
Decision making in compliance with provisions of the Local Government Act 2002.	Number of successful challenges to the decision making process.	0		No challenges received to date.
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		No challenges received to date.
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 60%		Will be reported Annually once RSS is completed by June 2017.

 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	Progress to 30 September 2016	Commentary
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		Will be reported when completed within the year.

	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	Progress to 30 September 2016	Explanation
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%		Will be reported annually once RSS is completed by June 2017.
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%		Will be reported Annually once the Elderly Persons Housing Satisfaction Survey is completed by June 2017.
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 82%		Will be reported annually once RSS is completed by June 2017.
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.	≥ 75%		Will be reported annually once RSS is completed by June 2017.
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.	≥ 79%		Will be reported annually once RSS is completed by June 2017.

	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	Progress to 30 September 2016		Explanation
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 public facilities have current BWOFF issued.
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	On Track for Achievement		No non complying water quality readings have been received for the period ending 30 September 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 RSS.	≥45%			Will be reported annually once RSS is completed by June 2017.
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		The National Civil Defence Exercise Tangaroa was held on 31 August 2016.
Playground equipment is safe to use for parks and reserves playground users	Number of accidents directly attributable to playground equipment failure	Nil accidents	On Track for Achievement.		No accidents have been recorded for the period ending 30 September 2016.

	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	Progress to 30 September 2016	Explanation
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100% Compliance		The following funding round has been completed: <ul style="list-style-type: none"> September Discretionary Grant
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum		Will be reported when completed within the year.
	Youth Council undertakes two youth related projects per year.	2 per annum		Will be reported when completed within the year.
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)		Will be reported when completed within the year. The Waitomo District Christmas Parade is scheduled for 9 December 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%		Will be reported annually once RSS is completed by June 2017.

	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	Progress to 30 September 2016	Explanation
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		Will be reported 6 monthly by HWT.
Council will encourage and support business expansion and sustainable economic development opportunities within the District.	Economic Development Action Plan developed and implemented.	Actions implemented as per Economic Development Action Plan.		Implementation of Actions on track in accordance with the Economic Development Action Plan.

	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	Progress to 30 September 2016		Explanation
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%	35% Food Premises 34% Alcohol Retail Premises		On track for achievement.
Provision of an effective environmental health service for the community.	Customer Satisfaction Survey Rating on Environmental Health Service.	> 50%			Will be reported annually once RSS is completed by June 2017.
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%	97%		On track for achievement.
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		BCA Accreditation achieved in June 2016. The next assessment is due in June 2018.
Provision of an effective building control service to the community.	Customer Satisfaction Survey rating on Building Control.	> 50%			Will be reported annually once RSS is completed by June 2017.

	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	Progress to 30 September 2016		Explanation
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%	37%		On track for achievement.
		Rural 15%	2%		On track for achievement.
High level of customer satisfaction with animal control service.	Customer Satisfaction survey rating on Animal Control.	≥ 50%			Will be reported annually once RSS is completed by June 2017.
Dog Owners are well informed of their responsibilities and WDC Support.	Number of Dog/Owner Education initiatives.	≥ 2			Will be reported when completed within the year.

	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	Progress to 30 September 2016		Explanation
Users find the recycling facilities safe to use.	Percentage of users rate the safety of Council's recycling facilities as satisfactory or better.	75%			Will be reported annually once RSS is completed by June 2017.
Provision of effective waste service for the community.	Customer satisfaction survey rating on waste transfer stations.	60%			Will be reported annually once RSS is completed by June 2017.
The solid waste management facilities feel safe to the user.	Percentage of users rate the District's waste transfer stations safe to use.	70%			Will be reported annually once RSS is completed by June 2017.
Users find the landfill facility safe to use.	Percentage of users rate the safety of Council's landfill facility as satisfactory or better.	75%			Will be reported annually once RSS is completed by June 2017.
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		No complaints were received due to facilities not being open at advertised times for the quarter ended 30 September 2016
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		The results from the 2016 Waste Audit identified a 1.57% reduction in recyclables against the 2014 Waste Audit. A 2% reduction was required to meet the performance target. This is however tracking well and showing a downwards trend.

	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	Progress to 30 September 2016		Explanation
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		The results from the 2016 Waste Audit identified an almost 3% increase in putrescibles (organic/food waste) against the 2014 Waste Audit. A 1.5% reduction was required to meet this performance target. Reducing food waste is a key strategy for meeting the goals of the Waste Minimisation Act. WDC are involved in a collective of councils throughout the country to implement a national 'Love Food, Hate Waste' campaign in an effort to reduce food waste sent to landfills.
Provision of an effective solid waste service for the community.	Average number of complaints received per month regarding solid waste activities.	≤ 10	Achieved		A total of 9 complaints and 1 service request were received for the quarter. 3 of the complaints relating to non-collection of rubbish bags were found to be rubbish not being placed out at the right time.

	Achieved or On Track		Not Achieved		No data available
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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	Progress to 30 September 2016	Explanation
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%		No notified resource consents have been processed to date.
	Percentage of non-notified consents processed within 20 working days.	90%	100%	All 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%	100%	All resource consents requiring monitoring 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	Progress to 30 September 2016	Commentary
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 in the district for quarter ended 30 September 2016 (for less than 1 in 2 year event)
	For each flooding event the number of habitable floors affected in a financial year.	≤ 1 per 1000 properties	Achieved	1 Complaint received for quarter ended 30 September 2016 for the number of habitable floors affected by a flooding event (maximum allowable based on number of connections is 2 per annum)
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 (received by Council with a financial year):			
	abatement notices	0	Achieved	No abatement notices issued for quarter ended 30 September 2016
	infringement notices	≤2	Achieved	No infringement notices issued for quarter ended 30 September 2016
	enforcement orders	Nil	Achieved	No enforcement notices issued for quarter ended 30 September 2016
	successful prosecutions	Nil	Achieved	No successful prosecutions reported for quarter ended 30 September 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	Median response time to attend a flooding event for quarter ended 30 September 2016 was less than 3 hours.
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	Achieved	A total of 5 complaints were received about the performance of the Council's urban stormwater system per 1,000 properties connected (maximum allowable based on number of connections is 8 per annum)

	Achieved or On Track		Not Achieved																																																																																																																																																											
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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	Progress to 30 September 2016	Commentary
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(Total number of connections 1,779)	Achieved	A total of 26 complaints were received for quarter ended 30 September 2016 for regarding: <ul style="list-style-type: none"> • sewage odour • sewage system faults • sewage system blockages • Councils response to issues with the sewage system Target for the financial year is 20 or less per 1,000 connections or 36 total
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 issued for quarter ended 30 September 2016
	infringement notices	Nil	Achieved	No infringement notices issued for quarter ended 30 September 2016

	Achieved or On Track		Not Achieved		No data available
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	enforcement orders	Nil	Achieved	No enforcement notices issued for quarter ended 30 September 2016
	convictions received	Nil	Achieved	No convictions received for quarter ended 30 September 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 times for attendance measured from the time that the Council receives notification to the time that service personnel reach the site for the quarter ended 30 September 2016 was <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)	Achieved	The median response times for resolution measured from the time that the Council receives notification to the time that service personnel resolve the problem for the quarter ended 30 September 2016 was 5 hours.
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.	Total complaints per 1,000 connections ≤ 5 (Total number of connections 1,779)	Achieved	The number of dry weather sewage overflows from the Council's sewerage system for the quarter ending 30 September 2016 was seven. The allowable amount is < 5 per 1,000 connections or 9 per annum.

	Achieved or On Track		Not Achieved		No data available
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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	Progress to 30 September 2016	Commentary
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	Te Kuiti Water Treatment Plant is currently undergoing a major upgrade in order to meet these requirements. Mokau Water Treatment Plant requires upgrading to meet requirements. Benneydale Water Treatment Plant requires minor upgrade to be carried out to meet requirements. Piopio Water Treatment Plant meets requirements.
	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	Te Kuiti Water Treatment Plant is currently undergoing a major upgrade in order to meet these requirements. Mokau Water Treatment Plant requires upgrading to meet requirements. Benneydale Water Treatment Plant requires minor upgrade to be carried out to meet requirements. Piopio Water Treatment Plant meets requirements.
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>)			

Achieved or On Track	Not Achieved	No data available

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress to 30 September 2016	Commentary
	Te Kuiti	≤ 25%	Achieved	The percentage of real water loss from the Council's networked reticulation system in a financial year for the quarter ended 30 September 2016 for the Te Kuiti Scheme was 15%
	Mokau	≤ 25%	Achieved	The percentage of real water loss from the Council's networked reticulation system in a financial year for the quarter ended 30 September 2016 for the Mokau scheme was 20%. A major burst in the watermain causing all Mokau reservoir's supply to empty resulting in a major water loss.
	Piopio	≤ 25%	Achieved	The percentage of real water loss from the Council's networked reticulation system in a financial year for the quarter ended 30 September 2016 for the Piopio Scheme was 10%
	Benneydale	≤ 15%	Achieved	The percentage of real water loss from the Council's networked reticulation system in a financial year for the quarter ended 30 September 2016 for the Benneydale Scheme was 5%
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 for attendance for urgent call outs in a financial year for the quarter ended 30 September 2016 was < 2 hours.
	The median resolution time of urgent call-outs in a financial year**	≤ 540 minutes (9hrs)	Achieved	The median resolution time of urgent call outs in a financial year for the quarter ended 30 September 2016 was 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 for attendance for non-urgent call outs in a financial year for the quarter ended 30 September 2016 was < 8 hours.

	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	Progress to 30 September 2016	Commentary
	The median resolution time of non-urgent call-outs in a financial year**	≤ 850 minutes (14.1hrs)	Not Achieved	The median resolution time of non-urgent call outs in a financial year for the quarter ended 30 September 2016 was < 24 hours, resulting in the non-achievement of this target.
<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>				
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	Achieved	Total complaints received for drinking water clarity for quarter ended 30 September 2016 was four. Target based on number of connections to a Council water scheme 13.
	drinking water taste	≤ 5 per 1000 connections	Achieved	No complaints received for quarter ended 30 September 2016 for drinking water taste. Target based on number of connections to a Council water scheme 13.
	drinking water odour	≤ 5 per 1000 connections	Achieved	No complaints received for quarter ended 30 September 2016 for drinking water odour. Target based on number of connections to a Council water scheme 13.
	drinking water pressure flow	≤ 5 per 1000 connections	Not Achieved	The number of complaints received for quarter ended 30 September 2016 for drinking water pressure flow was 48. Target based on number of connections to a Council water scheme 13. (YTD 48)

	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	Progress to 30 September 2016	Commentary
	continuity of supply	≤ 5 per 1000 connections	Not Achieved	The number of complaints received for quarter ended 30 September 2016 for continuity for supply was 44. Target based on number of connections to a Council water scheme 13. (YTD 44)
	Median response time to any of these issues within a year.	≤ 180 minutes	Achieved	The median response time for any of the issues within a year for the quarter ended 30 September 2016 was < 3 hours.
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 drinking water per day per resident within the district for the quarter ended 30 September 2016 was 90 Litres.

	Achieved or On Track		Not Achieved		No data available
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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	Progress to 30 September 2016	Explanation
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)	Achieved	No fatalities or serious injury crashes have been reported for the quarter ended 30 September 2016 (nil year to date).
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%		No data available – measured annually
Maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metalled each year.	15% (of total)		No data available – measured annually
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)		No data available – measured annually

	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%		No data available – measured annually
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	A total of 134 service requests were received, of which 102 (76%) were responded to within 10 working days. Majority of reasons for complaints ranged from Slips, potholes, blocked culverts, fly tipping, vegetation, missing signs, overhanging trees or fallen trees causing road blockages, grading required, loose gravel posing danger to road users and stock effluent on roads. Most of these complaints related to rural roads.

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



Document No: A332158

Report To:

Council



Meeting Date: 26 October 2016

Subject: Progress Report: Road Map Work Programme

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme 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 **26 October 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 The three waters pipe reticulation networks are ageing and WDC has planned for a long term replacement program for the ageing and poor condition pipes in the different scheme areas.

4.2 The 2015–2025 Long Term Plan (LTP) and 2016/17 budgets make provision for the replacement of the reticulation infrastructure.

4.3 During the 2015/2016 financial year investigations were undertaken to identify what infrastructure requires the most immediate need for replacement. In some cases the infrastructure needs have changed due to capacity issues or a change in requirements.

4.4 This investigation highlighted areas that required attention, while it also identified assets that are old but which condition is still good and thus the replacement could be deferred to obtain maximum life out of the asset. The replacement projects that have been planned and will be undertaken have been included in this Roadmap Progress Report (pages 41-43).

4.5 As other 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 **26 October 2016** be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Attachment: Road Map Monitoring Schedule as at **26 October 2016 (Doc A331456)**



Road Map

Monitoring Schedule

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

as at 26 October 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	Underway
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 the remaining process will change
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	KPMG have indicated that the earliest they can start this process is in Jan-Feb 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
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 - December 2016	Underway

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. <i>Initial feedback received that the Board is supportive of the proposal. Formal application to be made in November.</i>

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	Complete
Council Meeting – Policy presented to Council for adoption of amendments or updates.	29 November 2016	

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	Complete
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	Complete
Signed Audit Opinion available	4 October 2016	Complete
Council Meeting - Adopt Annual Report.	6 October 2016	<i>Note early Council meeting required as annual report must be adopted prior to Election</i> <i>Annual Report adoption business paper included elsewhere in this agenda.—Complete</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	Underway
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	Complete

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Delegations to the Chief Executive	6 October 2016	A business paper is included elsewhere in this agenda. Complete
Voting Period	16 September to 8 October 2016	Underway Complete
Election Day	8 October 2016	Complete
Provisional Results available	As soon as practicable after closing	Complete
Official Count	8-13 October 2016	Complete
Official Result Declaration	13 October 2016	Complete

2016 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	8 October 2016	Complete
Official Declaration	8-19 October 2016	Complete
Distribution of Induction Package	19 October 2016	Progressing
Inaugural Council Meeting	26-18 October 2016	Complete
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	Underway
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	Underway

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Strategic Issues impacting on EAP 17/18 development	15 November 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.
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	Project scoping for development of the Waitomo District Youth Strategy has commenced.
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	A business paper was presented to Council at the 14 September 2016 workshop.

2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2016	Commenced.
Review and implement Project Plan	October 2016	Commenced.
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	Commenced.
Identify and consult with key stakeholders	September/October 2016	Underway and will continue to event day
Development and implementation of a Project Plan	October 2016	Underway
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	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 presented their six monthly report to Council at the 30 August 2016 meeting
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	Completed.

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	Due to unavailability of the Waitomo Caves Discovery Centre representative the deputation will take place at the 26 October 2016 Council meeting. A Business Paper is contained elsewhere in the agenda
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	Completed
Council Meeting Deputation – Six Monthly Report	2 May 2017	

Motor Home Friendly District

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	A business paper was presented to Council at the 14 September 2016 workshop.
Further milestones will be confirmed following the Council Workshop		A progress report will be presented to Council at the 29 November Council meeting, as agreed at the September 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	A business paper is contained elsewhere in the agenda.
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 Profile	May/June 2016	Progressing
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	A business paper is contained elsewhere within this Agenda. Complete
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	Project scoping for development of the Waitomo District Age-Friendly Strategy has commenced.
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 Adopt draft policy for consultation	30 May 2017	
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 Adoption of Policy	29 August 2017	

Policy: Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	5 April 2016	Completed
Council Workshop Outcome of Regional Review – Position and Policies	14 June 2016	A business paper was presented to Council at the 14 September 2016 workshop. Council decided not to pursue the development of a Psychoactive Substances Policy.

Policy: Dog Control Policy and Practices Report 2015/2016

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report	6 October 2016	A business paper is contained elsewhere within this Agenda. Complete
Public notification	October 2016	Complete

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

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015 ^②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	^③	April 2025
Freedom Camping			^④	

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

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw 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	A business paper regarding a Motor Home Friendly District was presented to Council at the 14 September 2016 workshop.
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	A progress report will be presented to Council at the 29 November Council meeting, as agreed at the September workshop.
Council Workshop Review of Freedom Camping Bylaw		

Key Milestone	Indicative Timeframe	Commentary
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Freedom Camping Bylaw		

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 business paper is included elsewhere in this Agenda was presented to Council at the 6 October 2016 meeting.
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	30 August 2016 February 2017	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	A business paper is contained elsewhere in this Agenda. At its meeting on 6 October 2016 Council approved alternative options for this site be considered. Staff are currently researching this.

Property: Divestment – Mokaiti Hall

Key Milestone	Indicative Timeframe	Commentary
Meet with Hall Representatives to discuss ongoing management of the facility	August 2016 November 2016	Meeting with Contact has been made with Hall Representatives to be arranged to arrange a meeting. The representatives will advise a suitable time. Due to the delay in setting up an initial meeting the timeline has been adjusted to reflect this.
Draft proposal developed and provide to Committee for discussion and feedback	October 2016 January 2017	
Draft proposal presented to Council for consideration	November 2016 February 2017	
Council Meeting Proposal Approved	28 February 2017 March 2017	
Implementation including legal documentation associated with proposal	March – June 2017 April – July 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	A business paper is contained elsewhere in this Agenda. Council approved at its meeting on 6 October 2016 to include the upgrade to the entrance as a strategic issue for the 2017/18 EAP.

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 2019. 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	Initial scoping has commenced. Milestones to be identified and confirmed upon completion of project scope.
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	Initial scoping has commenced. Milestones to be identified and confirmed upon completion of project scope.
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	Completed
Council Meeting Adoption of Draft Policy	6 October 2016	A business paper is contained elsewhere within this Agenda. Completed.

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.	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	Reliable counting system is currently being sought to carry out this assessment.
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	A Business paper is contained elsewhere in this agenda.
Initial internal Working Group meeting	November 2016	

Key Milestone	Indicative Timeframe	Commentary
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	

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

AMP Improvement and Monitoring: Parks and Reserves

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

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

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	

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

AMP Improvement and Monitoring: Recreation and Culture

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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	Negotiations with land owners underway.
Finalise legal submission and submit to LINZ	July 2016	Timeframe to be confirmed upon finalization of documentation.

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	Lease is rolling over on a month to month basis.
Feasibility Study / Business Case development	August – October 2016	A business paper is contained elsewhere in this Agenda was presented to Council 6 October 2016.
Council Meeting Draft report to Council	October – November 2016	A draft report will be presented to Council at the 29 November 2016 Council meeting.

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

Key Milestone	Indicative Timeframe	Commentary
Construction	July – August 2016	Construction targeted to commence in September. Quotations for individual parcels of work have been received. Construction date to be confirmed, working towards January/February 2017.
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	Working Group meeting held on 6 September 2016. Further information being sought from providers to inform funding application.
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	Waiting on Resource Consent Approval. Approval received.
Call for Tenders	October 2016	
Construction Commences	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–will commence on 5 September 2016
Planting upgrade by ISU	October - November 2016	A business paper is contained elsewhere in this agenda.
Fencing changes	September 2016	This will be completed as part of the upgrade works.

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	Kiwi Rail Permit process commenced. The permit conditions will inform the final construction and tender documentation.
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 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 The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.

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. The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period. This contract has now been joined to the refuse collection service and will be procured as such.

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 The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.

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

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	January 2017	

Stormwater: Hill Street

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	January 2017	

Wastewater: Te Kuiti Sewerage Carroll Street under Railway

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	January 2017	

Wastewater: Te Kuiti Sewerage Sewer Main under River

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	Lowest possible river water level is ideal for the drilling work to commence under the river bed

Wastewater: Te Kuiti Sewerage Nettie Street Reroute

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	Liaison with property owner to commence once tender is accepted for best possible time

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	August 2016 April 2017	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. This project is postponed due to more urgent work at the Te Kuiti WTP and Mokau Water main
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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. Filter 3 has been identified as showing the same symptoms as Filter 1 and 2 with cracking and water loss. A separate report to Council deals with this.
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 Design has started and critical components have been procured.

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	Dependent on completion of the Te Kuiti WTP filter upgrade.

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 105 240 have been replaced throughout the district since June 2015.

Water: Henderson / Earl Street Ring Main

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	December 2016	

Water: Awakino / Blackmans Reservoir Main

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	November 2016	

Water: Hetet Street Main Replacement

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	February 2017	

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 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 Completed
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.

Key Milestone	Indicative Timeframe	Commentary
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 funding. 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. Discussion with THL and community is ongoing. Ongoing liaison with lawyer representing different Iwi to resolve land tenor. 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. 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. On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund

Key Milestone	Indicative Timeframe	Commentary
		<p>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
Henderson	\$9,041.50	June-December 2016
Henderson	\$3,718.25	June-December 2016
Henderson	\$4,308.09	June-December 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.~~ The North Street (SH3) arterial main has failed and is being replaced in its entirety from the Inframax yard to Rerenga Street. The internal main will be reprogrammed to be replaced in the next phases.

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	June-2016 Deferred due to North Street (SH3) arterial main replacement
Oha Street	\$1,550.16	June-2016 Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$1,416.41	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$15,702.25	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$15,662.13	Deferred due to North Street (SH3) arterial main replacement

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	Deferred due to North Street (SH3) arterial main replacement Delayed, but will continue with the next phase.
Moa Street	\$642.00	Deferred due to North Street (SH3)

Street	Replacement Cost	Comments
		arterial main replacement Ditto
Moa Street	\$1,008.48	Deferred due to North Street (SH3) arterial main replacement Ditto
Moa Street	\$22,737.50	Deferred due to North Street (SH3) arterial main replacement 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 \$/m ²	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
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	

Street	LTP Budget = Optim Rep Val	Comment
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	

LOADING

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
Oparure Rd (Section C)	14,587 – 15,588	1,001	7.0	7,007	\$50.00	2016/17	\$350,000
Ramaroa Rd Section 1	630	630	7.0	4,410	\$50.00	2016/17	220,500
Ramaroa Rd Section 2	630 = 1,630	1,000	7.0	7,000	\$50.00	Tbc	350,000
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.

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
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
Delayed 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

Key Milestone	Indicative Timeframe	Commentary
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	2016/17	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

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

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
Investigate extension of the Te Waitere scheme to further development of the area. Priority 4	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. Priority 2	On-going	Monitor progress
Updating of asset inventory data and input to database. Priority 1	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 2	Following above actions	
Prioritise the works developed from risk assessment exercises. Priority 2	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. Priority 2	Following above actions	
Arrange a routine forum of adjacent council's wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. Priority 4	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

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

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

Completed Projects

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	Complete
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	Complete

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.

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	Completed
Procurement	April 2016	Completed
Migration	May 2016	Completed
User Training	May 2016 onwards	Completed. Further training will continue on an as required basis

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. ICL have confirmed that they would like to move to a different service provision mechanism, possibly cloud based. Therefore this workstream will not be progressed further.

Document No: A332317

Report To:

Council



Meeting Date: 26 October 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 5 September 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 Waikato CDEM Joint Committee is made up from members from the following local authorities:
 1. Waikato Regional Council
 2. Hamilton City Council
 3. Hauraki District Council
 4. Matamata-Piako District Council
 5. Otorohanga District Council
 6. South Waikato District Council
 7. Taupo District Council
 8. Thames-Coromandel District Council
 9. Waikato District Council
 10. Waipa District Council
 11. 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 5 September 2016.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

October 2016

Attachment: 1 Joint Committee Minutes – 5 September 2016 (doc A332316)

**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 Monday 5 September 2016.

MEMBERS:

Waikato Regional Council
Cr H Vercoe

Hamilton City Council Representative
Cr L Tooman

Hauraki District Council Representative
Cr M McLean

Matamata Piako District Council Representative
Cr B Hunter

South Waikato District Council Representative
Cr T Lee

Taupo District Council Representative
Cr APark

Thames Coromandel District Council Representative
Cr P French

Waikato District Council Representative
Cr JChurch

Waipa District Council Representative
Cr J Bannon

Waitomo District Council Representative
Cr A Goddard

STAFF: CEG Chair (L Cavers), Acting Team Leader GEMO (J Snowball), Group Plan Project Manager (G Ryan), Democracy Advisor (J Cox),

APOLOGIES

Waikato Regional Council
Group Controller (L Hazelwood)

Ministry of Civil Defence & Emergency Management
S Vowles

Accepted

The Chair opened the meeting and noted prior to the business of the meeting the announcement on 5 September 2016 of Minister Nicki Kaye stepping down from her ministerial portfolios to focus on her health. It was noted that Minister Gerry Brownlee would be acting in the role of the Ministry of Civil Defence and Emergency Management.

Cr Vercoe moved/Cr Park seconded

CD16/16

THAT the Waikato Civil Defence Emergency Management Joint Committee acknowledge the announcement by Minister Nicki Kaye and send a note of support.

The motion was put and carried (CD16/16)

The Chair further noted he had recently spoken with Ron White of the Thames Valley Civil Defence and Emergency Management Committee and noted his wife who had also supported the TVCDEM over the years, was ill.

Cr Vercoe moved/Cr Hunter seconded

CD16/17 **THAT the Waikato Civil Defence Emergency Management Joint Committee acknowledge the work by Ron White of the Thames Valley Civil Defence and Emergency Management Committee and send a note of support.**

The motion was put and carried (CD16/17)

Confirmation of Agenda

(Agenda Item 1)

Cr Tooman moved/Cr Church seconded

CD16/18 **THAT the agenda of the Waikato Civil Defence Emergency Management Group of 5 September 2016 as circulated be confirmed as the business for the meeting.**

The motion was put and carried (CD16/18)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)

Minutes of Previous Meeting

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

Councillor Church noted a correction for the date and time on the minutes of the Hearing and Deliberations meeting on 8 August 2016.

Cr French moved/Cr Bannon seconded

CD16/19 **THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 13 June 2016 and the minutes of the Hearing and Deliberations of the Review of the Group Plan meeting of 8 August 2016 be received and approved as true and correct records.**

The motion was put and carried (CD16/19)

Update on the GECC Facility

File: 33 10 01 (Agenda Item 4) Doc # 9008714

The report provided the Joint Committee with an update on relocation of the GECC facility. Acting Team Leader – GEMO (J Snowball) spoke to the report and responded to the Joint Committee's questions.

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

- The conceptual floorplan has been completed and following the agreement with Hamilton City Council which confirmed resources, the development of the space within the new facility has been outsourced to Property Group who will be working with Foster Group on behalf of the GEMO.
- Funding models had been agreed between the GEMO, Waikato Regional Council and Hamilton City Council.
- The inclusion of Hamilton City Council's City Safe team will provide for positive situational awareness with the incorporation of the city cameras. Work was underway with NZTA to also include access their regional cameras for the facility.
- The Chair acknowledged the Hamilton City Council and Councillor Tooman for his efforts in supporting the recommendation and making the decision to include staff within the CDEM group. It was noted to have been a unanimous vote and was a positive step forward.

Cr Hunter moved/Cr Lee seconded

RESOLVED

CD16/20

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report "Update on GECC facility" (document 9008714, dated 25 August 2016) for information

The motion was put and carried (CD16/20)

Update on Hamilton City Council Service Level Agreement

File: 33 10 01 (Agenda Item 5) Doc # 9009474

The report provided an update on the Hamilton City Council Service Level Agreement. Acting Team Leader – GEMO (J Snowball) spoke to the report and responded to the Joint Committee's questions.

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

- Hamilton City Council were comfortable with the plan as had been laid out by the GEMO in the staff increasing from 1 to 3.5. The 3.5 would reduce to 2.5 FTE after two years. The council already had vacancies. It was further proposed that the .5 position being reduced to .2 over time would be on an administration basis rather than staffing basis where by it would be one individual reducing effort to the role for Hamilton City over time.

Cr McLean moved/Cr Goddard seconded

RESOLVED

CD16/21

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “Update on Hamilton City Council Service Level Agreement” (document 9009474, dated 25 August 2016) for information.**

The motion was put and carried (CD16/21)

Joint Committee Members’ Powers during Elections

File: 33 10 01 (Agenda Item 6) Doc # 9009684

The report provided the Joint Committee with an overview of their powers during elections. Acting Team Leader – GEMO (J Snowball) spoke to the report and the CEG Chair (Langley Cavers) responded to the Joint Committee’s questions.

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

- CEG and GEMO had been advised that the process that had been in place following the previous triennial election may have changed and formal word was expected from the Ministry. The update was not available at the time of sending the agenda, or at the meeting and the members would be advised as soon as it had been received.
- Members were advised that if there were a local event the mayor would only be able to declare once sworn in, or the Ministry would assist in making a declaration. Any changes were not expected to be major and there were a number of work arounds. It was noted that the period of concern was only between 8 October and the first triennial meeting or ordinary meeting of each council where councillors were sworn in and members would be appointed to the Joint Committee.
- The Chair of the Joint Committee would be able to assist the local authority by making a declaration and in his absence the Deputy Chair – being Councillors Vercoe and French.
- A member noted the absence of the MCDEM representative and felt it would be appropriate for a representative or alternate to be representing MCDEM at every meeting. While the written update on legislation was not available for the Joint Committee, the member felt an opportunity was lost not having a representative for members to direct questions to.

Cr Bannon moved/Cr French seconded

RESOLVED

CD16/22

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “Joint Committee Members’ Powers during Elections” (document 9009684, dated 25 August 2016) for information.**

The motion was put and carried (CD16/22)

CDEM Group Plan – Approval for Submission to Minister for Comment

File: 33 10 01 (Agenda Item 7) Docs # 9010813, 8931589

The report provided the Joint Committee with an update regarding the review of the Waikato CDEM Group Plan, along with seeking their approval to release the Proposed Waikato CDEM Group Plan to the Minister of Civil Defence for comment (in accordance with Section 49 of the CDEM Act). The Project Manager (Greg Ryan) was present to speak to the report and respond to questions of the Joint Committee.

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

- The amendments made at the meeting of the Hearing and Deliberations of the Group Plan on 8 August 2016 were reflected in the plan.
- It was noted for members that the discussion around territorial authorities Business Continuity Plans was reflected within the amendment to Point 37 on page 68 of the agenda.
- In response to the addition of Local Iwi to the list of groups/organisations/persons for consultation, it will include “where appropriate”. It would be the authoriser of the declaration and the advisors to determine in each case whether it was appropriate to consult with Iwi.
- The maps would all be consistent and reflect the jurisdictional boundary points.
- Following the meeting the plan would be forwarded to the Minister for review over 20 working days. The plan would be reported to the new committee in November 2016. It was noted that the project had been completed within scope, within budget and within the timeframes required.

Cr Park moved/Cr Church seconded

RESOLVED

CD16/23

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “Waikato CDEM Group Plan review” (discover ID 9010813, dated 25 August 2016) for information.
- (b) ...approve the Proposed Waikato CDEM Group Plan to be released to the Minister of Civil Defence for comment (in accordance with Section 49 of the CDEM Act).

The motion was put and carried (CD16/23)

Summarised CEG Minutes

File: 33 10 01 (Agenda Item 8) Doc # 9008212

The report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting on 19 August 2016. The CEG Chair (Langley Cavers) responded to questions from the Joint Committee.

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

- Following a review of CEG processes CEG had decided to step back from the Civil Defence role they had. There was a group structure change, with current and new technical groups and working parties able to provide strategic advice to the

CEG allowing them to have a more strategic focus There was an effective relationship between CEG and the Waikato Regional Council with a service level agreement that confirmed the use of Regional Council resources for the GEMO.

- CEG and Waikato Regional Council were working to modify the service level agreement to reduce conflict between the Executive arm of Civil Defence (CEG) and the employer (Regional Council). This would alleviate the effect of decisions of Council on the GEMO such as staff restructures.

Cr Lee moved/Cr McLean seconded

RESOLVED

CD16/24

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “Summarised CEG minutes” (discover ID 9008212, dated 25 August 2016) for information.**

The motion was put and carried (CD16/24)

GEMO Report

File: 33 10 01 (Agenda Item 9) Doc # 9007519

The report provided a consolidated update on the work the Group Emergency Management Office was 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 noted the value that the CDEM group brought to the regions response to the Velvetleaf problem. It was noted in the beginning there had been silos to the event rather than a delegation of people responding to the event together.
- A member asked staff to identify which projects were not complete and were advised that the work stream that dealt with volunteers was incomplete based on the vacancy in the Community and Resilience Co-ordinator role and within the ICT area due to changes in staffing. Training had fallen behind, again because of vacancies but support had been received from Waikato District Council and Thames Valley CDEM.
- The labour budget was on target not reflecting the vacancies, which indicated less leave had been taken and more time spent on projects. Once full staffing was achieved the leave balances would be impacted.

Cr Church moved/Cr Bannon seconded

RESOLVED

CD16/25

THAT the Waikato CDEM Group Joint Committee...

- (a) ...receive this report “GEMO Report” (document 9007519, dated 25 August 2016) for information.**

The motion was put and carried (CD16/25)

Items for Next Meeting

File: 03 04 18 (Agenda Item 10)

The item provided for discussion on items for inclusion at the next meeting.

- Group Plan
- Induction process (assuming new members to the Joint Committee)
- Update on the GEMO structure.

Prior to closing the meeting the Chair presented an award to Greg Ryan for his diligent work with the GEMO since 2012. It was noted that Greg Ryan was now a Principle Advisor for the Waikato Regional Council in the Integrated Catchment Management Directorate.

Members were thanked for their contributions to the Joint Committee over the triennium and Langley Cavers for his participation to the Committee as CEG Chair as well as the work of the staff. The Chair noted everyone worked well and it had been a rewarding group to chair.

Meeting closed at 2.18 pm.

Doc # 9010236

Document No: A332145

Report To:

Council



Meeting Date: 26 October 2016

Subject: **Development of Te Kuiti Aerodrome Reserve Management Plan**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of the Action Plan to guide development of the Te Kuiti Aerodrome Reserve Management Plan in accordance with the Reserves Act 1977.

Background

- 2.1 The Te Kuiti Aerodrome is currently operated in accordance with its designated purpose, principally for general aviation use. It provides for fixed wing and helicopter operations, refueling facilities and plane storage. The Aerodrome is also used as a base for two local businesses and the local Aero Club.
- 2.1 As part of the Long Term Plan 2015-25 it was identified that a Reserve Management Plan for the Te Kuiti Aerodrome be developed. Management planning for Reserves is a statutory requirement under the Reserves Act 1977.
- 2.2 The process involved in preparing such a Plan is set out in the Act. In summary this involves:
- Preliminary advertising of Council's intention to prepare the Plan and the seeking of submissions from members of the public.
 - Preparation of a draft Reserve Management Plan, taking into consideration submissions received whilst preparing the draft Plan.
 - Formal adoption of the draft Plan by Council.
 - Public consultation of the draft Plan.
 - Adoption of the finalised Plan by Council, taking into consideration the submissions and the outcomes / recommendations of the Hearings Committee.
 - The Plan is sent for approval by the Minister of Conservation.
- 2.3 The Aerodrome forms a key component in the economic development of the Waitomo District. The Reserve Management Plan will help to guide the future development of this strategic site.

Commentary

- 2.4 The purpose of the Plan once developed will be to set objectives and policies for the long term management of the Aerodrome. This will include:
- Purpose of the Aerodrome
 - Funding
 - Maintenance
 - Operations
 - Governance
 - Future Development
- 2.5 A Working Group comprising WDC staff has been established and will hold its first meeting in November 2016. The Deputy Mayor and Councillor Goddard will form part of the Working Group as Aerodrome portfolio holders.
- 2.6 At this meeting the group will confirm the scope of works, resourcing requirements, budget considerations and detailed timelines.
- 2.7 The intended timeline for the development of the draft Reserve Management Plan is as follows:

Initial internal Working Group meeting	November 2016
Consultation with Aerodrome users	February 2017
Preparation of draft Reserve Management Plan	February – June 2017
Council Workshop Presentation of draft Reserve Management Plan	June/July 2017
Council Meeting Adopt draft Reserve Management Plan for Consultation	25 July 2017
Public Consultation	2 August 2017 – 2 October 2017
Hearings (if required)	October 2017
Deliberations	October / November 2017
Council Meeting Adoption of Reserve Management Plan	12 December 2017

Suggested Resolutions

- 1 The business paper on Development of Te Kuiti Aerodrome Reserve Management Plan be received.

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

26 October 2016

Document No: A332083

Report To:

Council



Meeting Date: 26 October 2016

Subject: Progress Report: Les Munro Centre – Staged Upgrade

Type: Information Only

Purpose of Report

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

Background

- 2.1 WDC has progressively, over the last five years, undertaken staged upgrade works at the LMC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 2.2 An integral part of the refurbishment process is the revitalizing of the Courtyard in an endeavor to recapture the "Wedding Venue" market. This has, to a degree, been achieved through the building upgrade works already completed, however revitalisation work now needs to extend into the Courtyard.
- 2.3 The 2009-2019 LTP included, in the 2014/15 financial year, a preliminary budget of \$52,900 for the revitalisation of the Courtyard, subject to an agreed design.
- 2.4 The 2015-25 LTP also continued the funding for the progressive upgrade of the LMC. Council previously prioritised building works with the next project to be a kitchen upgrade.

Courtyard

3.1 23 June 2015

- 3.2 Mansergh Graham, Landscape Architects were commissioned to provide a draft sketch promoting ideas for the upgrade of the Courtyard.
- 3.3 At Mansergh Graham's initial site visit with Council's Group Manager – Community Services, the following issues were identified as requiring to be addressed in any concept sketches:
 - the level difference at the sliding doors that create a trip hazard (one major accident resulting in the glass door being broken)
 - the need to make the outside area more user friendly (accessible)
 - ensure the open area is maintained so that marquee space is available
 - reinvigorate the plantings
 - replacement of broken fences
 - keep feature tree and as much of existing plantings as possible to reduce the impact of the revitalisation project

- create a useable area that can double as a photo area (weddings)
- remove dated crazy paving
- retaining wall to remain
- incorporate lighting in conjunction with the existing tree lighting

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

3.5 Progress as at 25 August 2015

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

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

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

3.9 Progress as at 29 September 2015

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

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

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

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

3.13 24 November 2015

3.14 The tender documents for this project are being held pending establishment of the kitchen contract and rebranding and will now be tendered for early in the New Year for construction.

4.0 Kitchen

4.1 25 August 2015

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

4.3 The primary focus of this upgrade includes:

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

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

4.5 Progress as at 29 September 2015

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

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

4.8 24 November 2015

4.9 This project has been tendered and a tender let to P J McCarthy Construction Ltd from Hamilton. Minor works are currently underway at times when the Les Munro Centre is not booked, with the main tender period being the month of December 2015.

4.10 The works involve new finishings to the walls, ceilings and floor of the kitchen, upgrade of the kitchen benches, new linings to cleaning room, replacement cabinetry in the bar area, kitchen toilets upgrade, replacement lighting and the installation of alarms. Minor work to the kitchen hood will also be undertaken to allow additional equipment to be added at a later date.

4.11 23 February 2016

4.12 Construction was completed on time prior to the Christmas period. Construction included the provision of a lockable cabinet and this has now been stocked with crockery and cutlery for 150 settings. The use of the crockery/ cutlery has been included in WDC’s Fees and Charges.

- 4.13 This project is now in the defects period which will run for a period of 3 months for architectural works and 12 months building services, allowing sufficient time for any defects to be identified and addressed.

5.0 Rebranding to Les Munro Centre

- 5.1 Council at its meeting of 28 October 2015 approved the lettering and style to be used for the rebranding of the centre's name to "Les Munro Centre"
- 5.2 The stainless steel lettering for the brick wall is currently being manufactured and a mockup of the front entrance sign is being prepared for approval. It is anticipated that the rebranding will be undertaken before mid December 2015.
- 5.3 This project has been completed. Stainless steel lettering has been fixed to the exterior of the building.

Progress as at 6 October 2016

- 6.1 A request for tender for the upgrade to the Les Munro Centre Courtyard was issued. Three tenders were received.
- 6.2 The contract was awarded to P J McCarthy Construction Limited and work commenced on 5 September 2016.
- 6.3 The scope of works include:
- construction of a deck area with seating,
 - new ramp access to the main building from outdoor area,
 - new fencing at the north end,
 - new plantings to existing gardens, and
 - relocation of existing garden seats
- 6.4 The expected completion date for construction is early October 2016.

Progress as at 26 October 2016

7.1 Courtyard Upgrade

- 7.2 The new deck and seating area has been completed. Footings have been poured for the new ramp and the new fence. The recent weeks of rain have resulted in lengthy delays and construction work is now on target to be completed by 28 October 2016.

- 7.3 Once construction work has been completed work will commence on the new plantings to the existing gardens. Planning for this is underway.

7.4 Kitchen Appliances

- 7.5 An onsite meeting has been scheduled for 27 October 2016 with catering equipment companies to discuss requirements and options.

Suggested Resolution

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

A handwritten signature in blue ink, appearing to read 'H Beever', is written over a light blue rectangular background.

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

26 October 2016

Document No: A332084

Report To:

Council



Meeting Date: 26 October 2016

Subject: Progress Report: Te Kuiti Railway Station Building Project

Type: Information Only

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 and 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 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 Rotorua	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.
- 9.23 External building works are scheduled for completion on 31 August 2016. Work will then begin on the internal fit out of the building.
- 9.24 6 October 2016**
- 9.25 Practical completion of this stage of the Project has been achieved with the exception of minor maintenance works yet to be completed.

- 9.26 The construction of a new entranceway ramp and the repair and reinstatement of the Plaza area that aligns to Building 1 has commenced.
- 9.27 On completion of these works, the priority is to relocate of the i-SITE service. A target date of 31 October 2016 has been set.
- 9.28 The footprint for Building 1 includes community space, a meeting room and capacity to host the day to day delivery of a range of WDC customer facing services including the i-SITE, AA services and WDC payments, lodgments and general enquiries.
- 9.29 A detailed project plan will guide the commissioning of these 'spaces'. A target date of 23 January 2017 is scheduled for the official opening and celebration of the Community Hub.
- 9.30 26 October 2016
- 9.31 Final works are nearing completion and the relocation of the i-SITE remains on track for 31 October 2016.
- 9.32 Enhanced security lighting has been installed on the Platform side of the Building.
- 9.33 Staff were recently approached regarding the potential use of a designated area within Building 1. Discussions are in the early stage and will continue over the coming month.
- 9.34 The proposal presents a fitting and potentially long-term use for this prime location and may change the final footprint of Building 1.
- 9.35 Council will be further briefed at the November Council meeting regarding the proposal and progress with discussions.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

26 October 2016

Document No: A331971

File No: 097/001E

Report To: Council**Meeting Date:** 26 October 2016**Subject:** **Progress Report: Resource Consent Applications****Type:** **Information Only**

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.

Background

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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

- 3.1 Attached to and forming part of this business paper is a schedule of resource consents processed as at 26 October 2016.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.

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

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

26 October 2016

Attachment: 1. Resource Consent Schedule (A331970)

RESOURCE CONSENTS PROCESSING AS AT 26 OCTOBER 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	25/01/13	No	Application placed on hold by the applicant.							
160026	White Rock Dairies (Ben Watson)	Subdivision, Mairoa Road Piopio	06/10/16	No								
160027	Cherie Beard	Boundary Relocation 99 Awakino Road, Te Kuiti	06/10/16	Yes	LINZ reference number	06/10/16						
160029	Woodlyn Park Trust	Boundary Dispensation - To locate toilet and shower block within 10m of rural boundary	07/10/16	No								
160030	The Gauntlett Family Trust	Subdivision to create on additional lot, Kahuwera Road, Piopio	10/10/16	Yes	LINZ reference number	10/10/16						
160031	John Evington	Boundary Dispensation - To construct shed within 10m of Rural Boundary	14/10/16	No								
160032	Campbell Stewart	Boundary Relocation, Te Waitere Road, Te Waitere	07/10/16	Yes	LINZ reference number	07/10/16						
160033	LM and MJ Van Houtte	Boundary Relocation, McBeth Road, Mapiu	20/10/16									

RESOURCE CONSENTS GRANTED (FOR 2016/17) AS AT 26 OCTOBER 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 Approval	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 Approval	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
160019	Tourism Holdings Limited	New Signage - Waitomo Homestead, State Highway 3, Hangatiki	21/06/16	Yes	NZTA consent required	24/06/16		Yes	08/08/16	No	05/09/16	Conditional Consent Granted 22/08/16
160023	G Churstain	Certificate of Compliance Boundary Relocation 129 Gadsby Road, Te Kuiti	11/08/16	Yes	LINZ Approval	11/08/16	24/08/16	Yes		No		Conditional Consent Granted 30/08/16
160024	Debra Davies	Construction of pole shed within 10 metres of rural boundary, Te Mahoe Road, Mokau	14/09/16	No				Yes				Conditional Consent Granted 12/10/16
160025	Waitomo District Council	Construction of ablution block with 5 metres of residential front boundary, State Highway 30, Benneydale	20/09/16	No				Yes				Conditional Consent Granted 03/10/16
160028	Piopio Primary School	Outline Plan of Works Waiver, Aria Road, Piopio	13/10/16	No								Conditional Consent Granted 17/10/16

Document No: A329577	
Report To:	Council
	Meeting Date: 26 October 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
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Consent for 11 sites received
		Design & Contract documentation	Complete Tenders evaluated
		Construction	Site handover 18 October 2016. Further erosion apparent which increase scope of work and cost
Totoro Road	RP 8.1 to RP11.1 Various slips – retreat into bank and improve drainage	Design & Contract documentation	Phase 1 Target end October 2016
		Tender Phase 1	Target End November 2016
		Construction Phase 2	January 2017 – May 2017 Targeted for 2017-18 year
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016
		Construction	Complete
Ramaroa Road	2016-17 Rehabilitation site	Pre Design process in progress	

Location	Description	Action	Progress
Rangitoto Road	2016-17 Rehabilitation site	Pre Design process in progress	
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Design & documentation	Targeted December 2016
Te Waitere Road	RP 0.45 & two other Sea undermining road	Concept Designs	Complete
		Consent	On shore construction – Consent application in process. Based on Kawhia Harbour Road process may take until early 2017 to get consent
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	On hold while monitoring earth movement
Maraeroa Road	Seal extension	Design & Contract documentation	Complete Tendered end September 2016 Award targeted for end October 2016
		Construction	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 – Delayed to accommodate replacement of filter shells 1 & 2
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
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	Tender period targeted November 2016
		Construction	January 2017 – May 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

Location	Description	Action	Progress
	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 November 2016
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	Completed

4.2 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Progress report elsewhere in this Agenda
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	Kiwi Rail site safety approval and sign off received Construction targeted for October 2016
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
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	Design & Tender documentation	Tenders evaluated Work scope to be revisited due to much higher than expected tenders. This will be considered as a strategic issue for the EAP 17/18.

Location	Description	Action	Progress
Benneydale Toilet	Toilet construction	Design and tender documentation	Complete Tender advertisement targeted for November 2016 Resource Consent obtained

Suggested Resolution

The Progress Report: Major Capital Works be received.



CHRISTIAAN VAN ROOYEN
MANAGER CAPITAL WORKS

Document No: A331952

Report To:

Council



Meeting Date: 26 October 2016

Subject: **Progress Report: Mokau Water Supply**

Type: For Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on capital works for the improvements to the Mokau Water Supply network.

Background

- 2.1 The Mokau Water Supply network consists of:

- 3 Raw Water Storage Reservoirs,
- a Water Treatment Plant (WTP),
- Potable Water Reservoirs at the WTP
- a set of 3 Pressure Sustaining Pumps in Mokau and
- a Town Potable Water Reservoir at the pumps

2.2 MOKAU RETICULATION

- 2.3 The water reticulation is supplied with potable water from the WTP Reservoirs and is piped south to Mokau along State Highway 3 (SH3) with a smaller diameter water main supplying water north along SH3 to Awakino where it culminates at two reservoirs that supply the Awakino Hotel through private reticulation.
- 2.4 Mokau's Water Reticulation Network mains are at end of life and renewal was programmed in the 2015–2025 LTP.
- 2.5 To facilitate the renewal process additional valves were installed as a first priority, as the ability to manage the reticulation was poorly serviced by shut-off valves. Not having sufficient shut-off valves in place meant that most of the supply catchment was without water when carrying out any maintenance work.
- 2.6 During the valve installation process it was confirmed that the fiber cement pipes were in very poor condition, including those branching off the SH3 main arterial.
- 2.7 The current main arterial along SH3 in Mokau is a 150mm fiber cement pipe which was laid at a depth not compliant with the current Health and Safety Regulation (1.5m deep). The depth of the current main in some places exceeds two metres. This makes repair work difficult due to the requirement for additional trench shoring and other safety considerations.
- 2.8 Any replacement work also affects reconnections to existing mains. All new pipe work must be laid at a depth not more than one metre deep, with an optimal

depth not exceeding 750mm, and this means that any connection to the existing infrastructure must undergo a vertical alignment change.

- 2.9 In addition the numerous laterals providing supply to individual properties also require new tapplings and connection back to existing pipe work.
- 2.10 The 2015–2025 LTP Renewal Program was developed based on infrastructure age as a first means of identifying the need for asset replacement. This plan was adjusted as any renewal based on age alone was going to be haphazard and uncoordinated. A new Renewal Program was developed based on optimal replacement, taking practicality into account.
- 2.11 This resulted in a Renewal Program that prioritised other areas of the Mokau Water Reticulation Network for renewal first. However this timeline was overtaken when water main breaks along the SH3 section required a change to the prioritised program.
- 2.12 The 2016/17 Financial Year Capital Budget makes provision for:

Water Main Renewals	\$ 34,962
Renewal Reticulation – Minor Works.....	\$ 10,420
Backflow Preventer installation	<u>\$ 2,522</u>
TOTAL.....	\$47,904

- 2.13 The 2015–2025 LTP Capital Budget Full Programme for Mokau is as follows:

2016/17	\$48,000
2017/18	\$72,000
2018/19	\$58,000
2019/20	\$67,000
2020/21	\$73,000
2021/22	\$70,000
2022/23	\$84,000
2023/24	\$86,000
2024/25	\$95,000
Total	\$653,000

- 2.14 There have been six water main breaks in a very short period of time. Five of these have been on the SH3 main arterial pipe. The latest two occurring within a 24 hour period of each other on Friday 9 September 2016 and Saturday 10 September 2016.

2.15 WATER TREATMENT PLANT AND STORAGE

- 2.16 Historically, the Mokau Water Supply was served by two small raw water storage dams on the escarpment that gravitated to the WTP. That storage capacity was insufficient for the dry summer months when the water supply runs very low and is of poor quality.
- 2.17 A new raw water storage dam was constructed and supplied water to the WTP while retaining the two existing dams that were recently brought up to Building Code standards.
- 2.18 The water consistency changes between the top dams to the bottom dam, with algae forming that affects the water quality which in turn requires a different method of treatment than what traditionally was required.

- 2.19 In addition the water is rich in iron and manganese which poses another water treatment problem beyond the capacity of the existing treatment process.
- 2.20 Effective improvement of the Mokau water quality requires the following proposed treatment enhancements:
- 2.21 Control of algae in the raw water storage reservoir by means of either aeration, chemical control or ultrasonic treatment:
- Aeration requires at least 8kW of electric power to operate effectively. The main power cables from the road would have to be upgraded together with the transformer supplying power to the WTP. From there new power cables would need to be installed for approximately 300m to the dam.
 - Chemical dosing of the raw water to prevent algae proliferating is an expensive method as it requires a shed to be built, solar panels with inverter to power the dosing pumps and Health and Safety upgrades to that area to prevent unauthorized tampering with the equipment and chemicals. Chemical handling equipment is also required for this treatment process.
 - Ultrasonic algae control is based on a relatively new method of introducing high frequency sound waves into the water to tear open the algae's buoyancy air sacks. This is the cheapest long term control method and is going to be trialed for a few months to observe the effectiveness of this treatment process. The installation of this system is estimated at \$18,350.00 and relies on solar panels with batteries built into a floating pontoon that is anchored in the middle of the dam.
- 2.22 Control of the iron and manganese by means of abstracting the water to the new dam from the bottom of the waterfall. This water is well aerated and contains substantially less iron and manganese than from the top storage dams. Connecting up the existing pipe is estimated at \$6,500.00.
- 2.23 Coagulation of the raw water to improve the turbidity (clarity) to drinking water standards has been trialed and has shown improvement to the quality and taste. To make this trial process permanent requires a settling tank to be installed ahead of the Absorption Clarifier with modified pipe work to divert the raw water through the settling tank. This work is estimated at approximately \$7,500.00.
- 2.24 The mains pressure sustaining pumps located at the timber tanks failed with the pressure controller, integral to the pump electrical and electronic system, deemed unserviceable. A new set of pumps would cost approximately \$25,000.
- 2.25 The existing timber tank requires Health and Safety upgrades that will cost in excess of \$25,000 to bring the tank to Drinking Water Standard and be safe enough. This includes reroofing with a hermetically sealing roof structure and seal and a compliant ladder/access platform.
- 2.26 A hydraulic model of the supply reticulation identified four properties that require boosted pressure to maintain adequate supply pressure, requiring a set of pumps which would operate continuously and would be uneconomic.
- 2.27 The hydraulic model also showed that providing sufficient storage at a minimum height of 4.25 metres higher than the existing reservoirs at the WTP would be sufficient to provide adequate water pressure to all properties.

- 2.28 A natural platform approximately 9 metres above the WTP reservoir levels has been identified as being ideal to install three 30m³ plastic water tanks, at a cost of approximately \$22,000.00 including pipework, and a single transfer pump to fill the proposed high level tanks from the existing WTP reservoirs.
- 2.29 An estimate for relocating the ageing timber tank, including upgrading it to new Health and Safety standards, as well as drinking water standards, came to \$72,000.00 excluding a concrete pad. This is uneconomic.

Commentary

- 3.1 Mokau's water quality is good. However, the raw water source quality has changed and this necessitates a change in the treatment of the water to eliminate taste and odour issues.
- 3.2 Water treatment improvements are required to address problems with iron / manganese and algae in the raw water. Initial trials indicate that dosing of a coagulant improves the water quality with a relatively low capital input estimated cost of approximately \$7,500.00 which includes a settling tank and modifications of the existing pipe work.
- 3.3 The piped infrastructure is ageing and provision has been made to renew same on a staged basis.
- 3.4 Pressure improvements are required to the reticulation affecting approximately four properties. These properties are temporarily being supplied by small domestic pressure sustaining pumps and 1,000 litre storage tanks until permanent solutions can be implemented.
- 3.5 The solution is to install three new 30m³ tanks at a higher elevation and transferring the treated water from the existing WTP reservoirs to the new tanks by means of a single start/stop pump.
- 3.6 A stable, gravity fed water supply to Mokau will save on electricity and maintenance costs required to operate the pressure sustaining pumps.
- 3.7 A trial means to control the algae in the raw water dam by means of an ultrasonic transmitter is planned. Should this trial be successful and produce the desired results then it is anticipated that the ultrasonic transmitter will be permanently installed at an estimated cost of \$18,350.00.
- 3.8 There is also a risk associated with the algae (organics) when treating the raw water for drinking water purposes with Trihalomethanes (THMs) forming during the disinfection treatment process. These THM compounds can be carcinogenic in nature at large quantities.
- 3.9 A means of removing these organics before the treatment process begins is the best option in preventing THM compounds to form in quantities in excess of the Drinking Water Standards.
- 3.10 A treatment process assessment was made to review the treatment process at a cost of \$6,800.00 and to provide a report to the Waikato District Health Board verifying Log Credit compliance for the treatment plant.
- 3.11 In summarising the financial implications of improving the Mokau drinking water supply:

Activity	Expected Improvement	Cost
Mokau Pipe Replacement	Service supply improvements	\$316,000
High Level Storage Tanks	Stable pressure supply and reduction in O&M costs	\$22,000
Iron and Manganese Reduction	Taste and Odour improvements	\$6,500
Algae Control	Taste, Odour and Health improvements	\$18,350
Chemical Dosing	Water quality and clarity improvements	\$7,500
Treatment Process Engineer	Optimisation of treatment process and compliance	\$6,800
Total (Excluding GST)		\$377,150

Funding

- 4.1 The 2015-2025 Long Term Plan (LTP) makes provision for the replacement of the ageing reticulation in Mokau Township. The phasing was based on the age of the water pipes.
- 4.2 As stated in a previous section of this report the 2015-25 LTP makes provision for reticulation replacement in Mokau to the amount of \$653,000 over the next 9 years. Due to the premature failure of the North Street arterial water main \$316,000 of this had to be utilised in the current year.
- 4.3 In addition, as shown in the table in 3.15, investment in the treatment process is required to improve the water quality and to better manage the WTP.
- 4.4 This work will need to happen in the current year (16/17) and has been estimated at \$61,150.00 (excluding GST).

Suggested Resolution

The business paper on Mokau Water Capital Works be received.



KOBUS DU TOIT
GROUP MANAGER: ASSETS

18 October 2016

Document No: A331912

Report To:

Council



Meeting Date: 26 October 2016

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

Type: Information Only

1.0 Purpose of Report

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

2.0 Background

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

- 2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

- 2.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

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

- 3 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

2.6 Capital Works

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

2.8 Water Rates and Charges

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

3.0 Commentary

3.1 Drinking Water Standards 2005 (Amended 2008)

- 3.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This ~~marks a milestone in New Zealand in that, for the first time,~~ impose a duty on all water suppliers ~~have a duty~~ to ensure their water is safe to drink.
- 3.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).
- 3.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

3.5 Treatment Process and Log Reduction

- 3.6 The supply of treated of drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.
- 3.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:
- 3.7.1 Protozoa with the standard organism determining the level of treatment being Cryptosporidium.
- 3.7.2 Bacteria with the standard organism determining the level of treatment being Escherichia Coli (E.Coli).
- 3.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

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

related to the percentage of the protozoa the process can remove, by the expression:

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

- 3.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.
- 3.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.
- 3.10 Treatment processes range from:
- Bores – secure, interim and non-secure.
 - Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.
 - Filtration - this can be through various types of filters with sand being the most common type.
 - Disinfection – can either be chemical (chlorine, ozone, etc) or by means of irradiation (ultra-violet light).
 - A combination of the above.
- 3.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 3.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 3.13 The DWS NZ ~~prescribe~~prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 3.14 **Te Kuiti Water Supply**
- 3.15 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.

~~Progress has been made with replacement of the two broken filters. The Manager: Capital Works will report separately on this.~~

~~———— The latest completion progress indicates that the Level 4 Water Restrictions can be lifted mid-November when the last filter pipe work has been completed and the backwash systems have been tested and commissioned.~~

~~3.15 The Te Kuiti water treatment process involves the following treatment processes:~~

~~3.15.1 Abstraction — This occurs through 4 electric pumps with intake screening to eliminate larger objects from fouling the pump intakes. The pumps are controlled manually to the demand at the time.~~

~~3.15.2 Chemical dosing — The treatment process makes use of coagulation and flocculation chemicals to clump together in larger particles that settle out in the clarifiers. Chemicals being used include Aluminium Sulphate, Poly Aluminium Chloride, and a poly electrolyte additive.~~

~~3.15.3 Sedimentation — The clumped together particles settle out in the 4 clarifiers.~~

~~3.15.4 Filtration — There are 4 sand filters that remove any floating particles and any floc carried over from the clarifiers.~~

~~3.15.5 Disinfection — This is by means of chlorine dosed into the Contact Tank (Reservoir) at the WTP where it has to remain for a minimum time to properly disinfect the water through “contact time”.~~

~~3.15.6 Aesthetically the water is also dosed with Activated Carbon to reduce taste and odour from the treated water.~~

~~3.15.7 The water chemistry is also adjusted for pH by means of Caustic Soda.~~

3.16 At this time, the water treatment process cannot comply with the standard set for the Log 4 requirement due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter). Currently there is only one turbidity meter to measure the operation for the four filters, resulting in technical non-compliance for Protozoa treatment, although the physical barrier for protozoa removal is in place.

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

3.18 The Te Kuiti treated reticulation water supply conforms to bacteriological disinfection compliance.

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

3.20 More sampling is done than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.

~~3.21 A Level 4 Water Use Restriction is being maintained during the filter repair work resulting from the crack in the filter wall to allow a measure of control over consumption.~~

3.21 Progress with the filter pipe work has been temporarily halted due to Filter 3 and 4 showing signs of scouring under the filter bed as was the case with Filter 1 and 2.

- 3.22 It will now be necessary to stabilize the filter bed by pumping grout underneath the structure. During this grouting process the filter structure will temporarily be off-line and no water will be treated and all water will come from Filter 1 and 2.
- 3.23 Once this work has been completed the concrete filter structure will have to be replaced with the same steel filter units as is the case with Filter 1 and 2.
- 3.24 In view of these developments it is necessary to retain the Water Restrictions that are in place, as the new steel filters can only cope with approximately 3,000 m³ per day and removing the restriction risks the water demand to increase.

3.223.25 Te Kuiti Wastewater

- ~~3.233.26 The very heavy, persistent rain during June and July has seen an increase in the inflow and infiltration of storm water into the sewer reticulation to the Te Kuiti Waste Water Treatment Plant. Te Kuiti Pump Station is located along the Mangaokewa River bank on the northern side of Te Kuiti at the green space.~~ Maintenance work was carried out on the sand filters after a bypass pipe was installed to allow the waste water treatment plant to remain operational when the filters are shut down for maintenance or break downs.
- ~~3.243.27 Several minor overflows were recorded and the Waikato Regional Council was informed. Environmental sampling was undertaken by an independent, accredited laboratory. Although no overflow occurred, both pumps had to be removed from service and spare pumps installed due to faults. A vacuum sewer truck was on standby to remove any excess sewer.~~ Maintenance work also commenced on the ultraviolet disinfection units.
- ~~3.25 The pump station was restored to full service without any overflow.~~ overflows had a negligible affect on the receiving river environment due to the high flow in the Mangaokewa River and the resulting dilution.
- 3.28 Treated waste water discharge from the Te Kuiti Waste Water Treatment Plant complies with the Waikato Regional Council Discharge Consent. This will be reported on separately.
- ~~3.26 There was a major overflow of the Oxidation Pond on 4 August. WRC was informed of the event.~~
- ~~3.27 Accumulated storm water had to be released as the volume exceeded the available storage capacity. This volume was partially treated (oxidation pond) and also aerated prior to release.~~
- ~~3.28 Environmental sampling was again carried out with results showing a negligible impact on the receiving environment due again to the dilution in a high flowing Mangaokewa River, short retention from the flow path and partial treatment of the water.~~
- ~~3.29 The inflow and infiltration (I & I) of storm water entry into the piped sewer network is being addressed with pipe and manhole replacement of deteriorated assets, repairs to existing assets and upgrading of capacity of under performing assets.~~
- ~~3.30 Since the beginning of 2013, the I & I volume has been reduced from a high of 15,000m³ (one day) to a figure of below 8,000m³ per day currently during heavy rain events.~~
- ~~3.31 The Te Kuiti WWTP Discharge Consent limits the treated waste water discharge to the receiving environment to 7,000m³ per day. However, during times of high intensity rain events, the available oxidation pond storage is exceeded.~~

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3.323.29 Te Kuiti Stormwater

~~3.33 The Stormwater reticulation network is designed for 1 in 2 year rainfall events.~~

~~3.34 During the recent spell of very heavy, persistent rain fall there were no issues with the Te Kuiti storm water system.~~

~~3.35~~3.30 No flooding incidents occurred during the reporting period.

3.363.31 Piopio Water Supply

~~3.37~~3.32 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)There have been no issues with the Piopio water supply and the water is safe to drink. ~~as reported also in the Progress Report to Council last month.~~

~~3.38~~3.33 The Piopio Water Supply is classed as a Small Water Supply.

~~3.39 The Piopio WTP employs the following treatment processes:~~

~~3.39.1 Abstraction The single electric pump has a screen that prevents large objects from being sucked up.~~

~~3.39.2 Chemical dosing A coagulant is introduced into the supply stream to coagulate the suspended particles together nto larger clumps that can settle out in the clarifier.~~

~~3.39.3 Sedimentation A cross flow clarifier allows the larger clumped particles to settle out.~~

~~3.39.4 Course filtration A course filter removes any larger floc and floating debris that comes from the clarifier prior to being pumped through the membrane filter.~~

~~3.39.5 Ultra Filtration A membrane type ultra filtration unit removes any suspended particles from the water down to a size including virus and protozoa.~~

~~3.39.6 Disinfection disinfection is by means of chlorine dosing and the required contact time in the WTP reservoirs.~~

~~3.40~~3.34 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.

~~3.41 The filtration process employs an automated backwash cycle that utilizes forced air induction to remove particles from the membrane tubes. This air scour adds significant entrapped air into the turbidity and chlorine analysers that affect the analyser readings.~~

~~3.42 Operationally these readings do not adversely affect the plant control. However, these recorded readings were also used for the compliance monitoring that imposes accuracy and time related limits for turbidity and chlorine concentration.~~

~~3.43 This resulted in several non-compliances recorded for turbidity which meant that the Piopio WTP was deemed to have failed to provide a barrier against the risk of protozoa compliance.~~

~~3.44 The decision was taken to change from continuous compliance monitoring through the on-line analysers for compliance monitoring to manual monitoring with E.Coli testing in terms of the DWS.~~

~~3.45 Both the residual chlorine and bacteriological sampling is carried out in accordance with the requirements of the Drinking Water Standards 2005 (Amended 2008).~~

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

3.473.36 Piopio Wastewater

3.483.37 The Piopio Waste Water Treatment Plant Discharge Consent requires that the Ammoniacal Nitrogen levels remain below 10 mg/l throughout the year.

~~3.493.38 Reduction in Ammoniacal Nitrogen is achieved through bacteriological activity that relies on alkalinity, temperature and oxygenation/de-oxygenation. It was reported at the last Council meeting that the Ammoniacal Nitrogen levels exceeded the Waikato Regional Council discharge limits. The parameters have stabilized below the threshold.~~

~~3.50 During the winter months the temperature falls below the threshold and Ammoniacal Nitrogen levels rise due to a reduction in the nitrogen conversion potential of the bacteria that become less active. This rise in Ammoniacal Nitrogen levels can be managed by dosing with Soda ash to increase the denitrification process. Dosing of soda ash was started and this proved beneficial for the process with the.~~

~~3.51 There was one Ammoniacal Nitrogen level exceedance during this reporting period without compromise of the discharge consent (due to a 90 percentile compliance provision in the consent conditions).~~

3.39 The situation is still closely monitored.

3.40 The ultraviolet disinfection unit failed, resulting in an exceedance of the E.Coli.

3.41 Samples are taken every week and the non-compliance was for no longer than that period, however it is not possible to say for how long the unit was out of order.

~~3.523.42 The unit was brought back on line after cleaning the lamps and sensor and the disinfection is again within limits.~~

~~3.53 The Waste Water Discharge is also limited to 135m³ per day.~~

~~3.54 This was exceeded twice due to the heavy, persistent rain and flooding of low lying areas where the on-site tanks are located. The tank lids are sealed by means of a rubber gasket to prevent occasional inundation. The heavy, persistent rain caused prolonged submersion of the lids.~~

~~3.55 The volume of inflow exceeded has been reduced significantly to a level that the exceedance is small compared to previous years.~~

3.563.43 Benneydale Water Supply

~~3.573.44 The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There were no problems with the Benneydale water supply.~~

~~3.583.45 The Benneydale Water Supply is classed as a Small Water Supply.~~

~~3.59 The current configuration of the treatment process does not allow this Log reduction to be achieved. These are:~~

~~3.59.1 Intake Screen—The water is gravity fed into the treatment plant through a screen that prevents large objects from entering.~~

~~3.59.2 Settling—The abstracted water is allowed to settle (without chemical assistance currently) before flowing over into the Adsorption Clarifier.~~

~~3.59.3 Clarification—The adsorption clarifier is a sand filtration unit comprising a larger headroom than conventional sand filters. The suspended particles that have not settled out in the settling tanks are further retained in the sand media.~~

~~3.59.4 Diatomaceous Earth (DE) Filter—The DE filter has fossilized Diatoms that act as filter media with microscopic pores that further retain suspended particles.~~

~~3.59.5 Ultra-Violet (UV) disinfection—The UV reactor kills bacteria and protozoa.~~

~~3.59.6 Chlorine disinfection—Chlorine is dosed to maintain a required minimum residual level for bacteriological disinfection compliance.~~

~~3.59.7 The treated water is stored in a reservoir that also provides the necessary disinfection contact time.~~

~~3.603.46~~ WDC is in discussion with the Waikato District Health Board to address certain restrictions that currently prevent the Plants compliance with the required barrier arrangements. These restrictions are technical in ~~nature that prevent~~ nature that prevents log credits being obtained for treatment barriers in place.

~~3.61—The Benneydale WTP was continuously monitored for compliance through the on-line analysers. The same analysers are also used to operationally control the plant and this resulted in false non-compliances being recorded.~~

~~3.62—A decision was taken to change from continuous compliance monitoring to manual compliance monitoring for chlorine residual testing and E.Coli monitoring in accordance with the provisions of the WS-NZ.~~

~~3.633.47~~ The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

~~3.643.48~~ Benneydale Wastewater

~~3.653.49~~ ~~The Benneydale Waste Water Treatment Plant discharge is compliant with its Resource Consent~~ Similar to the Piopio Waste Water Discharge Consent limits for Ammoniacal Nitrogen, Benneydale also showed an increase in the concentrations with the limits of 35 mg/l exceeded.:-

3.50 ~~There have been no incidents for Benneydale~~ The operators also dosed soda ash here and the results have shown an improvement in the concentration limits.

3.51 Further dosing is required and the operators are monitoring progress.:-

3.52 This dosing process is still ongoing and dosing rates are being trialed to determine optimum results.

~~3.663.53~~ Mokau Water Supply

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

- ~~3.673.55~~ Water quality of Mokau is good and within limits of the Drinking Water Standards. ~~as described in the Progress Report to Council last month.~~
- 3.683.56 The Mokau Water Supply is classed as a Small Water Supply.
- ~~3.69~~ ~~The current WTP configuration and treatment process is as follows:~~
- ~~3.69.1 Inlet Screen~~ ~~The newly constructed raw water storage dam gravity feeds to the WTP after passing through a screen to prevent larger objects from reaching the adsorption clarifier.~~
- ~~3.69.2 Adsorption Clarifier~~ ~~The adsorption clarifier is similar to that in Benneydale. The sand media removes suspended particles.~~
- ~~3.69.3 DE Filter~~ ~~Similarly to Benneydale the DE filter removes finer suspended particles from the water passing through it.~~
- ~~3.69.4 UV disinfection~~ ~~The UV unit kills protozoa and bacteria.~~
- ~~3.69.5 Chlorine disinfection~~ ~~Chlorine is dosed to provide residual disinfection once the treated water leaves the WTP for storage in the WTP reservoir where contact time is achieved.~~
- ~~3.703.57~~ Although the WTP is currently non-compliant for Log 4 treatment, the plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the plant is not designed for iron removal. This causes the water to be aesthetically being affected by colour, taste and odour.
- ~~3.71~~ ~~However, the water is safe to drink although the treated water can appear to be below standard as a result of the iron settling out in the reticulation.~~
- ~~3.723.58~~ The Manager: Water Services is reviewing the treatment process to determine alterations, if required, to bring the WTP to comply with the Log 4 treatment requirements.
- ~~3.73~~ ~~As is the case with Benneydale, Mokau has also been changed to manual monitoring due to the analysers also being used for WTP operational control.~~
- 3.59 ~~An incident occurred during the weekend of 20/21 August 2016 when out of range Free Active Chlorine (FAC) readings (x2) were identified in the reticulation. On 9 and 10 September 2016 the main arterial pipe burst with a resultant loss of water supply to some sections of Mokau Township~~
- ~~3.743.60~~ Progress with the Mokau water main is good and within the works program.
- 3.61 ~~On Saturday 20 August 2016 the general Mokau area experienced a power failure that affected the Mokau Water Treatment Plant (WTP) operation and SCADA output. These two separate incidents of water main bursts will be reported on in more detail in another report to Council.~~ The planned completion date for the connecting up is 21 October 2016.
- 3.62 During the construction work all properties have sufficient water. All lower pressure areas have had temporary water tanks and pressure pumps installed.
- 3.63 The water in Mokau has shown an improvement in quality since chemical dosing is being trialed.

~~3.753.64~~ Investigation into providing a permanent solution to the Mokau water issue is being undertaken. This includes both the water quality and pressure issues.

~~3.75.1~~ The Operator on duty was alerted to the SCADA outage and, after verifying that the alert was not a SCADA connectivity issue, responded to find that the WTP had not successfully resumed normal operations. The WTP reservoir was at a low level at the time the Operator arrived on site.

~~3.75.2~~ The WTP was brought back into normal service and the Operator, in consultation with WDC's Operations Manager, made operational changes to increase the water production. The potential risk was managed by a "shock" dosing of the reservoirs with chlorine.

~~3.76~~ On Sunday 21 August 2016 the Operator revisited the WTP and checked the Free Available Chlorine (FAC) levels in the reticulation. The outcome of that check being that it was deemed necessary to carry out another "shock" dose of chlorine and another check was done on the reticulation FAC.

~~3.77~~ In addition to chlorine, the WTP has ultra violet disinfection to further protect consumers from potential bacteria and protozoa.

~~3.77.1~~ On the morning of Monday 23 August 2016, a high chlorine level was noted in the Mokau reticulation. Operators responded and reduced the dosing at the WTP and also flushed the reticulation until it was brought to more acceptable levels.

~~3.77.2~~ The DWS NZ prescribes a Maximum Acceptable Value (MAV) of 5 mg/l. The value recorded with the WDC Operator's portable equipment being slightly over at 5.3 mg/l prior to flushing.

~~3.77.3~~ Immediately after flushing the value was reduced to 0.4 mg/l at the furthest sampling point and the WTP reservoir FAC had also returned to 1.4 mg/l.

3.783.65 Te Waitere Wastewater

~~3.793.66~~ Te Waitere Wastewater pump stations operated without any faults and the pump operation is monitored remotely.

3.80 Compliance Reporting

~~3.81~~ WDC is required to report Resource Consent compliance to the Waikato Regional Council (WRC) in accordance with the conditions that regulate the various Consents. The following Consent Reports, copies of which are attached, have been submitted to WRC:

~~3.81.1~~ Benneydale Water Supply Surface Take (Consent number: 116844)

~~3.81.2~~ Benneydale Waste Water Treatment Plant Discharge (Consent number: 118813)

~~3.81.3~~ Piopio Waste Water Treatment Plant Effluent Discharge (Consent number: 117290)

~~3.81.4~~ Te Kuiti Waste Water Treatment Plant Discharge (Consent number 112639)

~~3.81.5~~ Te Kuiti Waste Water Treatment Plant Non Compliance Discharge Condition 18 of Schedule A for Storm Water Consent Number 105054

~~3.81.6~~ Te Kuiti Waste Water Manhole Non Compliance Discharge Condition 18 of Schedule A for Storm Water Consent Number 105054

4.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Work is delayed due to backwash pump issues and the unforeseen filter break down	\$
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$
Hetet Street water main replacement	\$60,000	January 2017	Tenders received and evaluation in progress.	\$2,815.00
Awakino / Blackmans water main replacement	\$35,000	January 2017	Tenders received and evaluation in progress.	\$2,815.00
Henderson / Earl Street water ring main	\$35,000	January 2017	Tenders received and evaluation in progress.	\$1,330.00

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	November 2016	Tenders received and evaluation in progress.	\$8,079.00
Carroll Street Pipe Insertion	\$45,000	November 2016	Tenders received and evaluation in progress	\$17,879.00
Nettie Street Pipe Reroute	18,000	November 2016	Tender received and evaluation in progress.	\$4,967.50
Benneydale Sewer Rehabilitation	\$35,000	Due to current work load this has been delayed and will be completed before the end of April 2017	One pipe bridge requires repairs and 3 minor faults are to be rectified	\$21,485.00

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	January 2017	Tenders received and evaluation in progress.	\$6,669.22 11,866.72
Hill Street Storm Water	\$42,000	January 2017	Tenders received and evaluation in progress	\$718.00

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Suggested Resolution

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

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

KOBUS DU TOIT
GROUP MANAGER - ASSETS

18 October 2016

Document No: A332073

Report To:

Council



Meeting Date: 26 October 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 Service Requests / Complaints
- 7.0 Te Kuiti

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.

5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.

5.3 Solid Waste Services

5.4 WDC is meeting its obligation under the 2008 Waste Minimisation Act and SWaMMP by providing:

1 **Weekly Kerbside Refuse and Kerbside Recyclables Collection Services** for the communities of -

- Te Kuiti
- Piopio
- 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.

6.0 Service Requests / Complaints

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

- 6.2 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.
- 6.3 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2016/2017 include:

Description	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016
Kerbside Refuse not collected	1	1				
Landfill Complaint						
Transfer Station Complaint						
Litter Bins not being emptied	1					

- 6.4 A full investigation regarding the alleged odour nuisance matter raised over the last couple of months was made. A sewer line investigation revealed no concerns. Envirowaste had an Environmental specialist on site to look into the site operations regarding leachate and cover material. The assessment feedback also had no major concerns, it was noted that the Contractor will ensure that at no point in time more than 400m² surface area of uncovered rubbish will be exposed.
- 6.5 The situation will be closely monitored.

7.0 Te Kuiti

- 7.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 7.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

7.3 Emissions Trading Scheme

- 7.4 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.
- 7.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.
- 7.6 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.

7.7 Landfill Volumes

- 7.8 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	172,293.78	173,114	173,970			
WDC Bags Collected	1.95	1.94	1.98			
Total over Weighbridge	806.91	890.68	933.01			
Less Diverted Recycle	-21.53	30.40	52.67			
Less Stock out Gate	-28.33	42.03	26.32			
Total To Landfill	759.00	820.19	856.00			
Tonnage Space Available	59,706.22	58,886.03	58030.03			

7.9 Recyclables

7.10 Diverted recyclables = ~~30.40~~52.67 tonnes

7.11 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	\$641,686.20	\$641,686.20	
High Wall Safety Work	\$51,600.00 25,650	\$49,643.640.00	\$49,643.640.00	\$ 5,000.00	
Recycling Shed	\$50,000.00	\$2,348.70	\$2,348.70		

~~7.12—There have been no changes in capital expenditure since October 2015.~~

~~7.13~~7.12 **Development of the Cell 3**

~~7.14~~7.13 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.

~~7.15~~7.14 The final contract value for this project was \$720,971.17 excl. GST.

~~7.16~~7.15 **High Wall Shaping**

~~7.17~~7.16 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.

~~7.18—Some remedial work has been identified during a recent assessment of the High Wall at the Te Kuiti Landfill.~~

~~7.19~~7.17 WDC has obtained the services of a local contractor. Remedial work has been completed and the ~~to clean out the~~ existing v-drain structure has been cleaned of vegetation to improve and maximize the catchment of storm water from the higher lying areas. ~~to remove a large rock which caused a major concern and posed a significant risk.~~

~~7.20~~7.18 **Recycling Shed**

~~7.21~~7.19 In order to promote recycling and provide a customer friendly, all weather recycling service, a roof over the recycling area has been constructed.

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

7.21 **Solid waste services procurement**

7.22 The procurement process of contract WDC 500/16/001 - Operation of WDC Landfill and contract 500/16/002 - Kerbside collection and Transfer station refuse and recycling collection services is underway and tenders closes on the 25 October 2016 at 16.00.

~~7.23—Bi Annual Waste Audit~~

~~7.24—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.~~

~~7.25 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.~~

~~7.26 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.~~

~~7.27 As requested by Council at its meeting on 30 August 2016, a revised business paper including methodology detail, actual weight raw data result and impact of the waste audit is contained elsewhere in this Agenda.~~

-

Suggested Resolution

The Progress Report: Solid Waste Activity be received.



KOBUS DU TOIT
GROUP MANAGER – ASSETS

October 2016

Document No: A332072

File No: 037/020/12B

Report To: Council**Meeting Date: 26 October 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 Roading Subsidies
- 7 2016/2017 Maintenance Expenditures Budget
- 8 Road Safety Promotion
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 Summary of Network Issues
- 12 One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 The Road Maintenance Contract – Progression Report

2 Local Government Act S.11a Considerations

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

3 Risk Considerations

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

4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roding division. The Roding capital works programme is reported separately, except for the Roding Capital Works budget, which is reported with this business paper.

5 Background

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

6 Roding Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (63% 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 2016/17 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2016/2017 Maintenance Expenditures Budget

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

8 Road Safety Promotion

- 8.1 **Introduction**
- 8.2 Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.
- 8.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.

8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan is ~~on hold~~ **limited to the Driver License Training program** 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 (63% for 2016/17, but changing each year if the FAR rate changes). It is noted that the ODC FAR rate is not the same as for WDC.

~~8.7 **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:~~

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

8.98.7 **Future Situation**

~~8.10~~8.8 Because the changes in the FAR funding rate required a higher local share, it was deemed opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

- The following considerations forms part of this review: To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

~~8.11~~8.9 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~~have developed a 3-year program ~~that includes~~with a primary focus on young driver training outcomes.

~~8.12~~—The proposal was developed by a joint WDC and ODC team, assisted by Hillary Karaitiana - the Social Sector Trials manager and also the NZTA, ~~who had appointed a consultant to assist them with this programme. His name is 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 was Kobus du Toit, Johan Rossouw, Helen Beaver, Donna MacDonald and chaired by Roger Brady. Sign off was given by the executive group consisting of Chris Ryan, Brian Hanna, Max Baxter and Roger Brady.~~

~~8.14~~—WDC and ODC will have to put an updated activity plan into TIO from 1 July 2016, and collaborate with NZTA on some media releases about the programme.

8.10 The working team has finalised an agreement with the Te Kuiti Community House and has obtained a signed A Service Delivery Agreement ~~has been signed between the Te Kuiti Community House from them, which was accepted by~~ WDC and ODC.

~~8.15~~8.11 The Program is now ongoing and quarterly reports from the Community House is expected.

9 2016/17 Operating Expenditure

9.1 **Budget Update**

9.2 The over expenditure of some sub-categories in this Maintenance expenditure budget is balanced for by under expenditures on other Maintenance 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 \$5,225,552	1,221,966 677,124.66	Expenditure to date = 23.4% Expenditure to date = 13.0%
Road Safety Promotion 431 – 433	\$120,000	32,500 21,666.66	Currently under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	131,472 85,638.24	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$300,000	122,439 96,185.27	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	1,455 79.53	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	982 589.30	As required by Kiwi rail
RBU Unit Costs	\$719,440	205,168 118,147.30	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	90,461 64,454.01	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	304,761 123,318.38	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$133,000	62,055 43,223.44	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$50,000	8,842 5,907.68	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$320,000	54,246 37,058.21	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	95,848 65,334.06	Re-metalling of unsealed roads.
Asset Management Plans	\$0	- \$0	As required every 3 rd year.
Minor events: NZTA Budget		- -	
Administration Services for Roading	\$578,112	111,736 \$15,523	New item in budget to report on?

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 balance of the 2015/16 budget for Road Safety Coordination will be carried over to the 2016/17 financial year. ~~The expectation is that only about \$90,000 of the current \$120,000 budget will be carried over.~~
- 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 based on historic requirements.
- 9.7 Current budget for Environmental Maintenance is only \$300,000 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 more trucks are using this facility than anticipated. The Regional Council contributes a maximum of \$15,000 to this and NZTA pays the FAR rate on the full amount. 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 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 \$1,400,000 by the end of this financial year.
- 9.12 The current budget for Structures Maintenance is \$133,000 and we expect to spend up to about that amount on this activity by the end of this financial year.
- 9.13 The current budget for Street Lights is \$320,000 and we expect to spend up to about that amount on this activity by the end of this financial year.
- 9.14 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$800,000 by the end of this financial year due to lower maintenance requirements and to allow for a balance to be used to fund other maintenance categories.

10 2016/17 Capital Expenditure

- 10.1 The available Capital budget for 2016/17 is \$6,500,000 (including the budget of \$820,000 for Emergency Projects).
- 10.2 It should be noted that although Emergency Projects budget is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events.
- 10.3 The combined budget of \$345,000 for Minor Improvements is included here, but is noted that this is separately grouped under the NZTA budget. Also included, are the two budgets for the Maraeroa Road Seal Extension (\$505,000) and the Oparure Road Retaining Structure (\$380,000), but we have not received separate funding for these two projects from NZTA 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.
- 10.4 There are a number of mismatches between the WDC budget items compared with the NZTA categories. In some cases the NZTA has changed the description slightly or the budget is different. This has occurred due to the fact that the WDC budgets were finalised more than six months before NZTA finalised its budget.
- 10.5 The over expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.
- 10.6 A separate report to Council serves to report progress details on the Major Capital Works projects.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads) Total Capital Expenditures (excluding Capitalisable Overheads)	\$6,500,000 \$6,500,000	379,794 271,520.71	Expenditure to date = 5.8% Expenditure to date = 3.5%
Minor Safety Improvements 341	\$240,000	42,026 40,039.52	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	- -	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	\$80,000	- -	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	59,920 31,552.60	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$105,000	- -	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	1,708 87.50	The annual Pavement Rehabilitation Contract.
Sealed Road Surfacing 212	\$1,300,000	123,105 122,940.06	The annual Reseals Contract is now part of the new Maintenance Contract.
Structures Components Replacement 215	\$300,000	7,715 7,715.32	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	10,603 2,215.30	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	132,576 66,489.16	Unsealed Road Metalling is done under the Maintenance Contract.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Emergency Reinstatements Projects 141	\$820,000	1,704 43.75	To be prioritised as they may happen.
Maraeroa Rd Seal Extension	\$505,000	0.00-	New item in budget to report on
Structures Maint - Oparure Rd Ret Wall	\$380,000	0.00- 437.50	New item in budget to report on
		-	

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 increased expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust. This ongoing work is now showing improvement in the general condition of unsealed roads.
- 11.3 Hazardous trees are an issue on many roads. These are dealt with under the emergency reaction budget. Work is ongoing.
- 11.4 The new Road pavement rehabilitation program is in the planning phase and further detail is reported under the Major Capital Works Report.
- 11.5 The Totoro Road pavement rehabilitation of Phase 2A is ~~in process~~~~planned~~ for this financial year ~~and is already designed~~, while Phase 2B is deferred to the next financial year due to consent issues and additional funding requirements. This work is reported under the Major Capital Works Report. (The 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.~~~~underway.~~
- 11.7 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 as applicable.
- 11.8 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 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 two additional Services, namely Footpath Condition Rating and Traffic Counting.
- 13.3 ~~——~~The RAPT report (report on road maintenance and renewal practices across the region) was first made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A ~~new~~ RAPT Tour ~~is scheduled~~ was done on ~~the~~ 13 October 2016 ~~at which time~~ with 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 were visited to~~ "showcase" good examples of how we dealt with specific challenges.
- 13.4 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 13.5 WDC has now taken up the RATA managed traffic counting program. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.
- 13.6 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by ~~mid-2017~~ mid-2017, is currently a main focus at RATA to develop understanding and best practice.
- ~~13.7 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 issued in July. At the end of the year there will be a wash up resulting in either an additional invoice or a credit.~~
- ~~13.8~~13.7 A new ~~Multi-Party~~ Multi-Party Funding Agreement for the next 3 Year is now in place.

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 agreement 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~~ signed with Alf Downs. This document was prepared to also 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.
- 14.6 At the moment the proposal is to start the first batch of LED replacements at one of the smaller towns in the District in order to optimize the maintenance savings by not having to pay for maintenance crews to go out to remote small villages to do maintenance repairs.
- ~~14.5~~14.7 In order to finalise the decision on the specific type of LED luminaire to use, we are busy with a business case investigation, which will be reported to Council by end of November 2016.

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 2016 is 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 monthly scores were as follows:

October 2015	305
November 2015	315
December 2015	330
January 2016	325
February 2016	355
March 2016	385
April 2016	400
May 2016	400
June 2016	410
July 2016	410
August 2016	—360(Not finalised yet)(The lower score was a direct outcome of the funding uncertainty during this period)

15.9 The NZTA/Broadspectrum has asked if the WDC Road Maintenance Contractor could maintain the Kerb and 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~~

15.10 . The NZTA is also working on a revised MOU Corridor Agreement to clarify the split of responsibilities for maintenance works on Urban sections of State Highways. We have requested several changes to a draft document that they presented during a meeting at NZTA offices on 14/10/2016.

15.11 The Current Road Maintenance and Reseals Contract are coming to an end on the 28 February 2017. A new Road Maintenance and Reseals contract 2017-2020 is currently being procured including a once off 2016/17 Reseals contract.

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS

October 2016

Document No: A332068

File No: 037/005B

Report To:**Council****Meeting Date: 26 October 2016****Subject: Progress Report: WDC Resource Consent
- Compliance Monitoring****Information Only**

1.0 Purpose of Report

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

2.0 Local Government Act S.11A Considerations

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

11A Core services to be considered in performing role

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

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

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

3.0 Risk Considerations

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

4.0 Commentary

- 4.1 WDC is required to report on Resource Consent compliance to the Waikato Regional Council (WRC) in accordance with the conditions that regulate the various Resource Consents held by WDC.
- 4.2 The following tables set out details of the compliance reporting requirements for WDC's Resource Consents.

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

RESOURCE CONSENT	REPORT DUE
Annually	
No. 118813 - Benneydale Wastewater Treatment Plant Condition 23 (Discharge to Land and Water)	31st March
No. 124718 - William Street, Te Kuiti Conditions 7 & 14 (SW1,SW2, SW3, SW4, SW5)	April or May
No. 120340 - Mokau Closed Landfill Condition 3, 6 & 10	May
No. 113038 - Te Kuiti Water Treatment Plant Conditions 1 & 2 (Ground Water Take)	1st of May
No. 105054/55/56/57/58/59/60 - Waitomo Stormwater Schedule A (22) Conditions 4,5 & 6	31st May
No. 105054 - Te Kuiti Stormwater Condition 6	31st May
No. 116274 - Benneydale Water Treatment Plant Conditions 2, 3, 4 & 7 (Groundwater Take)	1st of June
No. 113544 - Mokau Water Treatment Plant (Water Take)	July
No. 113545 - Mokau Water Treatment Plant (Backwash)	July
No. 101753, 101754 and 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition Schedule 1(5) and 13	1st August
No. 101753, 101754 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Consents Schedule 1 (6) Independent Peer Reviewer	1st September
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 20 (Discharge)	September 30th
No. 103287, 103288 and 103289 - Te Kuiti Walker Road - Closed Landfill Discharge to Land, Air and Divert (Nov, Jun)	November <i>(within two months of sampling)</i>
No. 103193 - Benneydale Closed Landfill SH30 Conditions 2, 3 and 5	November <i>(within two months of sampling)</i>
No. 103194 - Conditions 2 and 3	

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

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

1. RC 101753, 101754 and 124718 – Waitomo District Landfill (Rangitoto Landfill) Annual Report (Doc A330327)
 - Compliance Not Achieved: Odour complaints were received and investigated. On one such occasion it was found that the Contractor had not covered the area as indicated in the specifications. The Contractor subsequently changed the operating procedures.
2. RC 116844 - Benneydale WTP – Surface take (Doc A330390)
 - Compliance Achieved
3. RC 117945 - Benneydale WTP – Backwash Discharge (Doc A330858)
 - Compliance Achieved
4. RC 112639 - Te Kuiti WWTP – Waterfowl Management Plan (Doc A330797)
 - Compliance Achieved
5. RC 112639 - Te Kuiti WWTP – Annual Report (Doc A330730)
 - Compliance Not Achieved: There were E.Coli non-compliances for the reporting period that resulted from the UV disinfection reactors being tested and calibrated. WRC were notified prior to the maintenance work being carried out, however they indicated that this is still a non-compliance. Chemical dosing was subsequently employed to disinfect the effluent.

4.4 Copies of these Compliance Reports can be made available at Council's request.

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A332086**Report To:****Council****Meeting Date: 26 October 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. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Health and Safety	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Digital Enablement Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
4. Hillview Resthome and Hospital	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

October 2016