



Agenda Council Meeting

**Tuesday 28 June 2016
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 JUNE 2016 COMMENCING AT 9.00AM

COUNCIL MEMBERS

Mayor Brian Hanna
Cr Terry Davey
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker
Cr Allan Goddard

Cr Phil Brodie
Cr Sue Smith

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

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<i>God</i>	
<i>Grant us the serenity to accept the things we cannot change</i>	
<i>The courage to change the things we can</i>	
<i>And the wisdom to know the difference</i>	
<i>These things we ask in the name of Our Lord Jesus Christ</i>	
<i>Amen</i>	
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PLEASE NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions **DO NOT** represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 31 MAY 2016 AT 9.00AM

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

IN ATTENDANCE: Greg Tims, Greg Tims & Associates (for part only); Grant Eccles, Consultant Planner, AECOM (for part only); Chief Executive (for part only); Executive Assistant (for part only); Group Manager – Customer Services (for part only); Manager – Community Services (for part only); Group Manager – Corporate Services (for part only); and Group Manager – Assets (for part only)

1. Council Prayer

2. Apology	File 037/040B
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The apology from Mayor Hanna due to his Chairing of the Healthy Rivers Waiora Collaborative Stakeholder Group meeting at Karapiro was noted.

Resolution

The apology from Mayor Hanna be received and leave of absence granted.

Goddard/Smith Carried

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

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

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that Chris Ryan, Chief Executive, having relevant knowledge, remain in attendance.

- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
Contractual Issues: Six Month Review	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)
Contractual Issues: Setting of Key Performance Indicators for 2016/2017	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Te Kanawa/Davey Carried

The meeting adjourned for morning tea at 11.00am and reconvened at 11.20am.
Greg Tims left the meeting at 11.20am
The Executive Assistant and Communications Officer entered the meeting at 11.20am.

5. Resolution to Re-open Meeting to the Public	File 037/043
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Resolution

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

Goddard/Te Kanawa Carried

6. Verbal Reports: Individual Councillor Roles and Responsibilities	File 037/040B
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Cr Brodie

- Regional Transport Committee
- Zone 2 Meeting at Hampton Downs
- Mokau Site Visit
- EAP Consultation Meeting at Railway Station
- Maniapoto Maori Trust Board Symposium
- LGNZ Political Decision Making at Waipa District Council
- Waipa Catchment Committee Meeting and Site Visit
- Citizens Awards

Group Manager – Corporate Services entered the meeting at 11.25am

Cr Te Kanawa

- Te Kuiti Community House

Cr Goddard

- Civil Defence Workshop
- Destination Pureora
- Benneydale Hall Society (and Museum)

Cr Davey

- Maniapoto Maori Trust Board Symposium
- Citizens Awards
- Te Kuiti Community House

Cr Smith

- Zone 2 Meeting at Hampton Downs
- Waitomo Caves Discovery Centre & Museum Trust
– Inadequacy of Public Toilets
- EAP Consultation Meeting at Railway Station
- Citizens Awards
- Te Anga Hall AGM
- Tere Waitomo

Cr Whitaker

- Brook Park Meeting
- Brook Park Working Bee
- Business After 5 Meeting – 16th May
- EAP Consultation Meeting at Railway Station
- TKDI
- Maniapoto Maori Trust Board Symposium
- Destination Pureora
-

Resolution

The verbal reports be received.

Goddard/Te Kanawa Carried

7. Confirmation of Minutes – 27 April 2016

File 037/040B

Resolution

The Minutes of the Waitomo District Council meeting of 27 April 2016, including the public excluded minutes, be confirmed as a true and correct, subject to the following amendments:

Tem 8, Verbal Reports – Cr Te Kanawa attended the Les Munro Plaque Unveiling Item 14, Dog Control Fees – Resolution 2 should read “approve”

Brodie/Te Kanawa Carried

8. Brook Park Incorporated Society: Minutes – 2 May 2016	File 401/0584453000
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meeting convened on 2 May 2016.

The Chief Executive and Cr Whitaker expanded verbally on the business paper and expanded verbally on the business paper including -

- The possibility of having the Brook Park Guy Fawkes Event treated similar to the Christmas Parade.
- Health and Safety Issues

Resolution

The business paper on Brook Park Incorporated Society: Minutes – 2 May 2016 be received.

Smith/Davey Carried

9. Elected Members Remuneration Review – from 1 July 2016 – Review of Policy on Elected Members’ Allowances and Recovery of Expenses	File 037/002/1A
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Council considered a business paper presenting for consideration and adoption a revised “Policy on Elected Members’ Allowances and Recovery of Expenses”.

The Executive Assistant expanded verbally on the business paper and answered Members’ questions.

Resolution

- 1 The business paper on Elected Members Remuneration Review – from 1 July 2016 be received.
- 2 The Policy on Elected Members’ Allowances and Recovery of Expenses (Doc No. 388254) be adopted and forwarded to the Remuneration Authority for approval.

Brodie/Davey Carried

10. Civic Assurance – Statement of Intent for 2016	File 054/001E
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Council considered a business paper presenting the 2016 Statement of Intent for Civic Assurance.

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

Resolution

The business paper on Civic Assurance - Statement of Intent for 2016 be received.

Goddard/Te Kanawa Carried

11. Preparation of the Pre-Election Report**File 039/001/16**

Council considered a business paper on preparation of a Pre-Election Report (PER), which is a report required to be published prior to each triennial local authority election.

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

Resolution

The business paper on Preparation of the Pre-Election Report be received.

Davey/Goddard Carried

The Group Manager – Customer Services and Manager – Community Services entered the meeting at 11.56am.

The Environmental & Regulatory Services Leader entered the meeting at 11.58am.

12. Progress Report: Engagement Process for the Draft Information on EAP 2016/17**File 037/013/2017AP**

Council considered a progress report on the community engagement for the Draft Information on the Exceptions Annual Plan 2016/17 (DEAP).

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

Resolution

The business paper on update on engagement process for 2016/17 EAP be received.

Brodie/Te Kanawa Carried

13. Redwood Trees Te Kuiti Esplanade**File 401/0588473000**

Council considered a business paper presenting the findings of an Arboricultural Report undertaken on the stand of Redwood Trees located at 120 Esplanade, Te Kuiti.

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

Resolution

- 1 The Business Paper on the Redwood Trees at Te Kuiti Esplanade be received.
- 2 A letter be written to the property owner advising of the outcome of the report.

Te Kanawa/Davey Carried

14. Te Kuiti Squash Rackets Club Incorporated	File 401/0588440400
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Drainage Issues

Council considered a business paper informing Council of drainage issues occurring at the Te Kuiti Squash Rackets Club Incorporated site and present a request from Te Kuiti Squash Rackets Club Incorporated for assistance to address the drainage issue.

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

Council agreed that the Te Kuiti Squash Rackets Club’s request cannot be considered in isolation without knowing the full details of the Lessee/Lessor relationship.

Resolution

- 1 The letter from Te Kuiti Squash Rackets Club Incorporated be received.
- 2 The business paper Te Kuiti Squash Rackets Club Incorporated – Drainage Issues be received.
- 3 This matter lie on the table while this and all other Lessee/Lessor arrangements for Centennial Park are identified and brought back to Council for consideration.

Brodie/Te Kanawa Carried

The Group Manager – Corporate Services and Manager – Community Services left the meeting at 12.29pm.

15. Progress Report:	Resource Consent	File 097/001E
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Applications

Council considered a business paper providing a progress report on outstanding resource consent applications and those applications currently being processed.

Resolution

The Progress Report: Resource Consent Applications be received.

Goddard/Smith Carried

The Group Manager – Customer Services, Environmental & Regulatory Services Leader and Communications Officer left the meeting at 12.30pm.

The meeting adjourned for lunch at 12.30pm and reconvened at 1.00pm.

The Group Manager – Assets entered the meeting at 1.00pm.

16. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater	File 037/005B
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Council considered a business paper detailing progress on the three waters Operational, Maintenance and Capital Works including contracted out services.

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

Resolution

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – April 2016 be received.

Brodie/Goddard Carried

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

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

Resolution

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

Davey/Smith Carried

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

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

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

Cr Te Kanawa advised of a concern raised by PGF drivers with the lack of visibility looking up Awakino Road when coming from Waitete Road and turning onto Carroll Street.

The Communications Officer re-entered the meeting at 1.17pm.

Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (May 2016) be received.

Te Kanawa/Brodie Carried

19. Progress Report: Major Capital Works Projects	File 037/005B
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Council considered a business paper informing 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 Roading infrastructure, the three Waters and some projects in the Community Services area.

The Chief Executive noted the apology of the Manager – Capital Projects and expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Major Capital Works be received.

Davey/Goddard Carried

20. Progress Report: Monitoring against the Road Map Work Programme	File 037/048B
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Council considered a progress report against the Road Map Work Programme adopted by Council on 5 April 2016.

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

Resolution

The Progress Report: Road Map Work Programme as at 31 May 2016 be received.

Goddard/Smith Carried

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

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain in attendance:

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

- 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. Audit Planning Report for the Audit of Council's 2015/16 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Risk Management (Health and Safety)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: 2 Jennings Street, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Regulatory Update	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Waitomo Rock - Application for Extension of Resource Consent Lapse Time	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Waitomo Village Water and Wastewater Services – May 2016	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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.

Goddard/Smith Carried

There being no further business the meeting closed at 3.13pm.

Dated this 28th day of June 2016.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Confidential

Confidential

Document No: A320294**File No:** 401/0581153000**Report To: Council****Meeting Date: 28 June 2016****Subject: Brook Park Incorporated Society: Minutes – 7 June 2016**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society meeting convened on 7 June 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 is a copy of the minutes from BPIS meeting convened on 7 June 2016.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 7 June 2016 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Brook Park Incorporated Society Minutes – 7 June 2016

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 7th June 2016 2016, at 5.30pm**

PRESENT:

Guy Whitaker, Andrea Hanna, Bruce Maunsell, Sheralee Buchanan, Graeme Churstain, Sue Wagstaff, Robin Charteris, Gerald Kay,

1. Apologies

Elly Kroef, Karen Houghton, Phillip Houghton, Rob Buckley, Neil Brooks, Suzie Hoare
Robin/Gerald

2. Confirmation of Minutes

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

Sue/Sheralee

3. Correspondence In/Out

No correspondence

4. Financial Report

Opening Balance	\$25,078.54
Income	
Subscription \$10.00	
Interest \$8.81	
Maunsell – purchase excess timber \$303.60	
Expenses	
MTB Trail – Farmlands, Placemakers, Pitcorn \$5427.49	
Closing Balance	\$19,973.46
To Pay – Waitomo News \$33.47	

That the financial report be received .

Graeme/Bruce

9. MTB Trail

Final crossings have been installed. Now need to complete fencing before trail can be used.

Gerald has made a start on fencing. Materials have been delivered to Guy's property. Gerald picking up from there as required. Will need help getting strainers into position as they are very heavy. Graeme available for that. Guy also able to assist. Rails can be cut in half for transport.

11 or 12 ft gate to be installed beside crossing in south corner. Gerald to measure up and get gate from Farmlands. Charge to his account and BP to reimburse.

6. Maintenance & Fencing

Remains of Plane Tree on southern boundary still to be tidied up. Some large branches in drain.

Graeme to ask Bevan Rendall if his tractor could be used to pull them out. Fence can then be replaced.

Large tree behind Bosco/Greenplan on BP boundary is leaning towards buildings. Concerns re safety and risk to buildings. Bruce to contact Kelvin Hayes re assessing risk of it blowing over, and quote for removal.

7. Weed Control

Elly and Bronwyn (Adams?) have removed significant amounts of Brazilian Cherry to dump. Neil Brooks has been spraying trees west of Memorial Grove.

No progress re Environment Waikato grant, or assessment.

8. Memorial Grove

Sue has edited and rewritten guidelines, and distributed to committee. Feeling is that WDC guidelines not appropriate, and required substantial editing to make them easier to follow and workable. Process simplified.

Agreed to remove all reference to interment of ashes, to reduce formality and complications of that process. Focus is on developing workable simple guidelines and process for memorial tree planting.

Draft to be sent to WDC for approval.

Resolved: That Memorial Grove draft policy be received with minor amendments as discussed and that it be presented back to Waitomo District Council.

Graeme/Sue

10. General Business

Pines – Phillip (in his absence) provided notes that situation re profit from harvest of trees needs to be clarified with Council.

Current plan is not to put metal track through park, but to use tractor and trailer to transport logs to be loaded close to road. To be discussed at next meeting.

Sue to look after replanting of Debbie Kyle family tree in Memorial Grove.

Conifer Grove – Sheralee advised Barry still to come to advise on plants to be removed.

Next meeting Tuesday July 4.

Meeting closed 6.15pm

Document No: A320823

File No: 037/013/2017AP

Report To: Council**Meeting Date:** 28 June 2016**Subject:** **Adoption of 2016/17 Exceptions Annual Plan****Purpose of Report**

- 1.1 The purpose of this business paper is to:
- a. Present the final 2016/17 Exceptions Annual Plan (EAP) for Council consideration and adoption as per Section 95 of the Local Government Act 2002, and
 - b. Set the rates for the 2016/17 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002).

Local Government Act S.11A Considerations

- 2.1 There are no considerations in relation to section 11A of the Local Government Act 2002 in regards to this business paper.

Background

- 3.1 The Local Government Act 2002 (LGA) requires the development of an Annual Plan for each year in between the Long Term Plan (LTP) review cycle of three years. The purpose of the Annual Plan as per section 95(5) of the LGA is to:
- a. Contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
 - b. Identify any variation from the financial statements and funding impact statement included in the Council's long term plan in respect of that year, and
 - c. Provide integrated decision making and co-ordination of the resources of Council; and
 - d. Contribute to the accountability of the Council to the community.
- 3.2 The Annual Plan is an 'Exceptions' based document that is required to focus on any variations from the forecast and plans identified for the corresponding year in the LTP.
- 3.3 As a result of amendments to the LGA 2002 (August 2014) public consultation on the EAP is only required if the proposed plan includes any "significant or material differences" from the corresponding year in the LTP.

- 3.4 At its meeting on 24 March 2016, Council adopted the Draft Information for the 2016/17 EAP. This information consisted of:
- Financial Statements,
 - Funding Impact Statement,
 - Rates Examples,
 - Accounting Policies, and
 - Cost of Service Statement for Activities including commentary on any variations.
- 3.5 Council also agreed at the March meeting that the Draft Information for the 2016/17 EAP did not include any significant differences from Year 2 of Council's LTP 2015-25; the planned levels of service were unchanged, while proposed rates to be collected and forecast debt were both lower than expected.
- 3.6 As there were no significant or material changes or consultation issues, Council agreed not to undergo a formal consultation process for the 2016/17 EAP, but decided to engage with the community and seek feedback on WDC's plans and financials for 2016/17.
- 3.7 The community was invited to provide feedback on Councils plans and financial forecasts for the 2016/17 EAP in the period between 15 April 2016 and 13 May 2016.
- 3.8 The following media and publications were used to provide information and engage the community, encouraging them to provide feedback:
- Waitomo Way article – April issue,
 - Website – Have your say page. Draft information for the 2016/17 EAP available,
 - Community Update – 7 April and 5 May,
 - Radio – Two notices. First notice related to the Waitomo Way article and the second notice advised of the meeting with Elected Members at the Railway Station,
 - Facebook – Posts regarding the feedback period and meeting with Elected Members, and
 - Meet Elected Members session Wednesday 18 May between 9am – 12 pm at Te Kuiti Railway Station Building No 3.

Commentary

Feedback Received

- 4.1 Two pieces of feedback on the Draft 2016/17 EAP Information were received between the period 15 April and 13 May, one from Federated Farmers and the other from the Green Party.
- 4.2 The main feedback Federated Farmers (and their members) have provided is the imperative for Council to reduce its debt. The feedback states that savings made from factors such as lower interest rates should be put back into lowering Council's debt as a priority. Their concern is that if debt goes up, debt servicing could end up coming from general rates and the greater share of that comes from farmers.
- 4.3 The second feedback received was from Steffan Browning MP – Green Party, requesting that WDC phase out the use of glyphosate and similar chemical based herbicides from its streets, playgrounds and parks.

- 4.4 Mr Browning's concern is that Glyphosate was listed by the World Health Organisation last year as a probable carcinogen, and glyphosate based herbicides have been shown to have other negative health and environmental effects, raising concern for community and worker health, and possible liability issues.
- 4.5 A late piece of feedback (attached) was received from John Reeves on 9 June 2016. He raised concern with continuing rates increases and the impact that this has on farmers at a difficult time for the industry when affordability is an issue. While he accepts that rates increases are below those in the long term plan, his concern is that the rise is above the rate of inflation.
- 4.6 He also raised concern regarding the outcome that the current tourism boom has on farmers as he believes that the cost of environmental expectations will be largely borne by farmers, not the tourism sector. He questions where the cost of tourism and district promotion should lie.
- 4.7 Council is already mindful of the need to reduce debt and manage rates increases. The Glyphosate matter raised by the Green Party is an operational matter which will be passed on to the appropriate department for assessment and consideration.
- 4.8 In terms of the cost of tourism and district promotion, raised in one feedback, these activities are funded through the District Development Rate which is a mix of targeted rates (40%) and general rates (60%) in accordance with the funding allocation set by the Council's Revenue and Financing Policy (RFP). The 40 % allocation is split 20% Commercial and Industrial Businesses and 20% Rural Businesses.
- 4.9 Council set the funding allocation in the RFP on the basis that the overall District benefits to an extent from development activities but that this benefit is not accrued equally across all properties and therefore the use of General rate is considered more appropriate. Council also considered that businesses have a more direct benefit from these activities and the targeted portion of the District Development Rate reflects this. Council considered this to be the fairest funding mechanism when reviewing the RFP.
- 4.10 Council will be reviewing its RFP as part of the 2018-28 LTP development and it would be advisable to review the funding mechanisms in a holistic manner at the time. None of the feedback raised as part of the engagement process requires changes to the 2016/17 EAP.

Audit of the 2016/17 EAP

- 4.11 No audit of the proposals for the 2016/17 EAP was carried out by Council's Auditors, as there are no material or significant changes in the 2016/17 EAP to the plans and proposals contained in the LTP for the 16/17 year.
- 4.12 Commentary on the key details from the 2016/17 EAP is contained in the following section.

Work Programme and Projects for EAP 16/17

- 4.13 For the 2016/17 year, Council also intends to continue progress in its focus areas of Community Connectivity and Development, Economic Development and Good Asset Stewardship; within a financially prudent and sustainable manner. This will involve progressing some projects planned and set out in the LTP 2015-25 and

investigations in some other areas in line with making progress towards the outcomes set out by Council.

4.14 The key initiatives planned for in the 16/17 EAP are:

- Facilitation of the Retirement Housing project development
- Investigation of new Campground in Te Kuiti
- Concept plan development for Timber Trail Marketing
- Complete the Te Kuiti Railway Station Buildings projects (majority of which will be completed by the end of 15/16 year)
- Support Digital advancement of the District
- Support implementation of the Waitomo Village Structure Plan
- Complete the planned phases of the Te Kuiti Water Treatment Plant project
- Sealing of Maraeroa Road

4.15 The financial details of carrying out the planned work streams and operations are presented below.

Revenue and Expenditure

4.16 The Cost of Service Statement in **Table 1** illustrates that Council's planned Net Operating Expenditure for the 2016/17 EAP is 5.3% lower than the forecast contained in the LTP 2015-25.

4.17 The forecast operating income for 2016/17 EAP is 8.0% higher than the LTP forecast and the operating expenditure for 16/17 year is budgeted to be slightly lower than the LTP forecast.

Table 1

LTP 2015/16 \$000's	Cost of Service Statement for All Council	LTP 2016/17 \$000's	EAP 2016/17 \$000's	VARIANCE TO LTP \$000's
(11,166)	Total Operating Income	(10,600)	(11,451)	(851)
26,793	Total Operating Expenditure	27,642	27,592	(50)
15,627	Net Operating Expenditure	17,042	16,141	(901)
13,901	Total Capital Expenditure	10,034	12,341	2,307
29,528	Total Net Expenditure	27,076	28,482	1,406
	Funded By			
(5,591)	Internal Loans Drawn	(2,587)	(4,220)	(1,633)
(5,409)	Reserves	(5,221)	(5,206)	15
(18,528)	General Rates, UAGC and Service Charges	(19,268)	(19,056)	212
(29,528)	Total Funding	(27,076)	(28,482)	(1,406)

4.18 There is an overall increase in capital expenditure planned for 16/17 year (compared to the 2016/17 year in the LTP 2015-25) which is mainly due to:

- Re-sequencing of renewal work for the Te Kuiti Water Treatment Plant,
- Additional projects in Roads and Footpaths activity - Maraeroa Road seal extension and replacing a failing retaining wall on Oparure Road,

- Assessment and Safety improvement works to be carried out (in conjunction with the lessee) at WDC quarries to ensure alignment with Health and Safety requirements, and
- Some further performance and safety improvement works at Te Kuiti Waste Water Treatment Plant.

Funding Sources

4.19 The rates revenue requirement in the 2016/17 EAP is \$19.06 million, an overall average **2.85%** rates increase over the current year, however, it is **1.1% less** than the forecast contained in the LTP 2015-25.

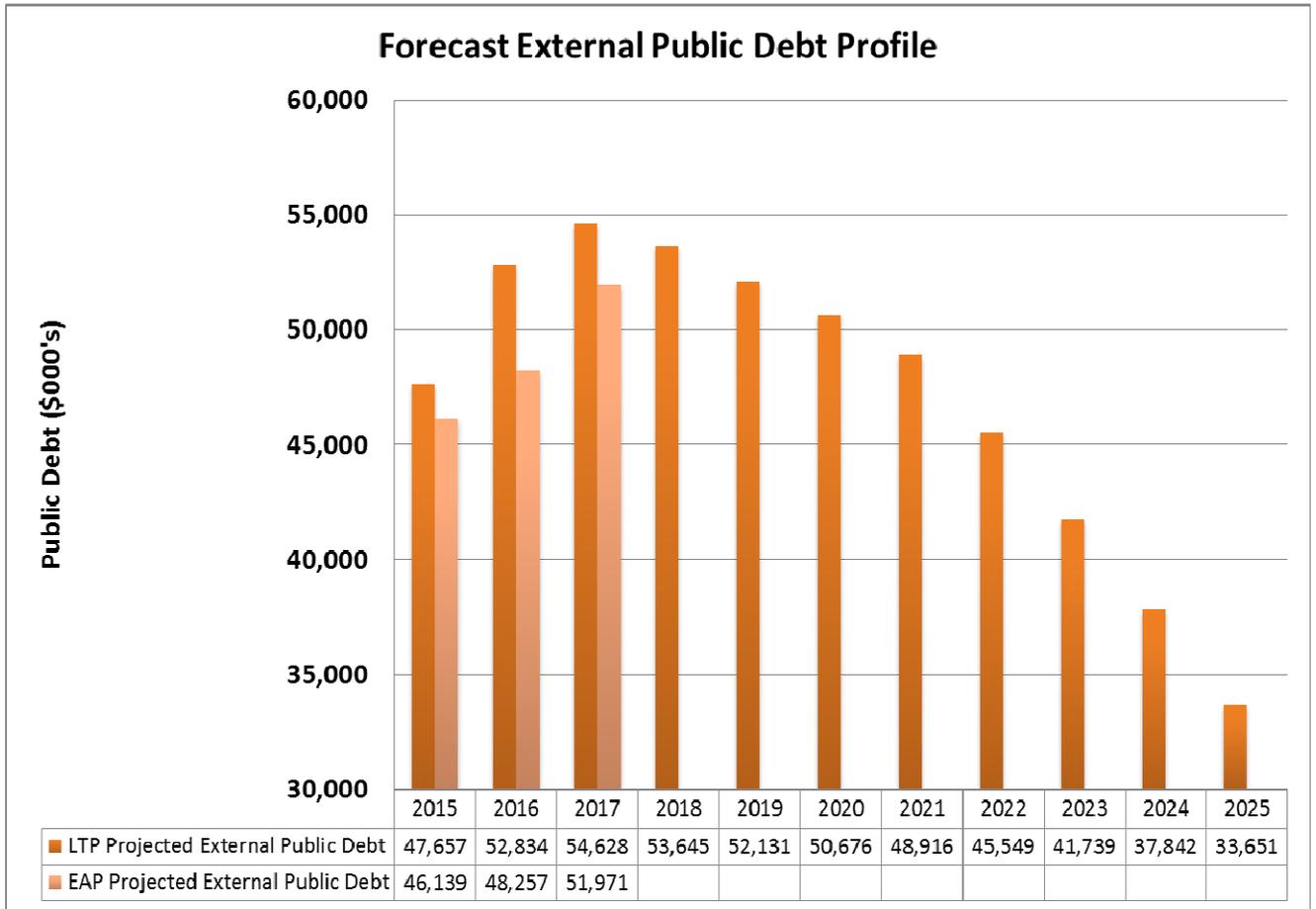
4.20 Table 2 below shows the rates types that the \$19.06 million rates requirement is comprised of.

Table 2

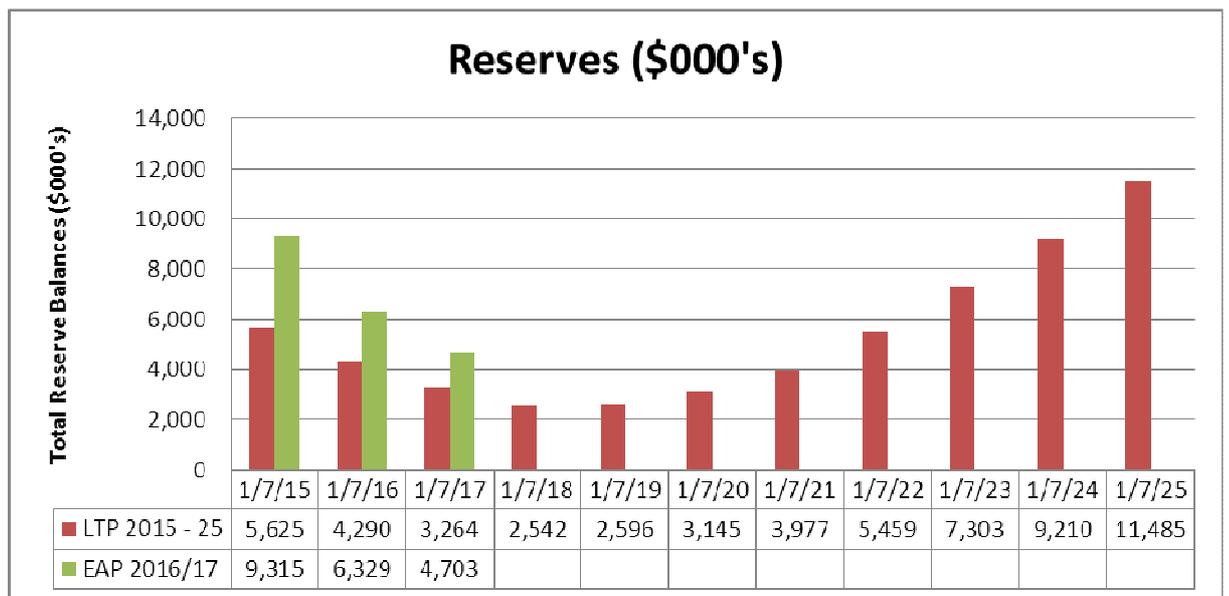
Rates	LTP 15/16	LTP 16/17	EAP 16/17	Variance to LTP 15/16	Variance to LTP 16/17
Targeted Rates and Service Charges					
Sewerage	2,228	2,279	2,285	57	6
Water	1,658	1,792	1,700	42	(92)
Metered Water Rates	634	661	675	41	14
Targeted Services	514	545	521	7	(24)
District Development Rates	191	206	214	23	8
Piopio Retirement Village Contribution	15	15	15	0	(0)
Roads and Footpaths	5,547	5,666	5,659	112	(7)
Solid Waste Management	537	592	547	10	(45)
Solid Waste Collection	195	200	204	9	4
Stormwater	413	427	423	10	(4)
Marokopa Community Centre	4	4	4	0	0
Total Targeted Rates and Service Charges	11,936	12,387	12,247	311	(140)
UAGC	3,158	3,257	3,213	55	(44)
General Rates	3,434	3,624	3,596	162	(28)
Total Rates	18,528	19,268	19,056	528	(212)
Percentage Increase				2.85%	-1.10%

Public Debt and Reserves

4.21 The external public debt at the end of the 2016/17 year is forecast to be \$2.66 million less than the forecast contained in the LTP 2015-25. The graph below illustrates the favourable trend in debt reduction.



4.22 The following graph illustrates the Reserves balances as forecast in the LTP for 2016/17 and the forecast in the EAP 16/17 once again demonstrating a positive trend of reserve balances being higher than forecast.



4.23 The 2016/17 EAP forecast for the Reserves balances is a \$1.44 million increase over the LTP forecast for 2016/17.

Recommendation

- 5.1 It is recommended that the final 2016/17 EAP is adopted by Council.
- 5.2 The setting and assessment of the rates for the 2016/17 financial year, as recommended for resolution by Council in this business paper, reflect the intent of the final EAP document as presented.

Suggested Resolutions

- 1 The business paper on Adoption of 2016/17 Exceptions Annual Plan be received.
- 2 Council adopt the 2016/17 Exceptions Annual Plan.
- 3 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the rates, charges and instalment due dates for the 2016/17 financial year commencing 1 July 2016 and ending on 30 June 2017 as follows:

1. GENERAL RATE

A General Rate set under section 13 of the Local Government (Rating) Act 2002 (LGRA) made on every rating unit across the District, assessed as a rate per \$100 of capital value. The General Rate is not set differentially. The General Rate will contribute to the funding of:

Governance: Leadership and Investments
 Leased Reserves
 Other Land and Buildings
 District Libraries
 Aquatic Centre
 Arts, Culture and Heritage
 Aerodrome
 Public Amenities
 Parks & Reserves
 Elderly Persons Housing
 Community Halls
 Cemeteries
 Community Support
 District Development
 Emergency Management
 Rural Fire
 Regulation
 Waste Minimisation
 Resource Management

Requirement in 2016/17 (incl. GST)

General Rate	Rate per \$100 capital value	Total Revenue Requirement (\$000)
All rating units in the District	0.14188	4,135

2. UNIFORM ANNUAL GENERAL CHARGE

A Uniform Annual General Charge (UAGC) per separately used or inhabited part of a rating unit across the District, set under Section 15(1)(b) of the LGRA. The UAGC will contribute to the funding of:

Governance: Leadership and Investments
 Parks and Reserves
 District Libraries
 Aquatic Centre
 Arts, Culture and Heritage
 Other Land and Buildings
 Public Amenities
 Leased Reserves
 Elderly Persons Housing
 Community Halls
 Cemeteries
 Aerodrome
 Community Support
 Automobile Association
 Emergency Management
 Regulation
 Resource Management
 Waste Minimisation
 Subsidised Roding

Requirement in 2016/17 (incl. GST)

Uniform Annual General Charge	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the district	\$668	3,695

Definition of SUIP

A SUIP is defined as including any part of a rating unit used or inhabited by the owner or any other person who has the right to use or inhabit that part by virtue of tenancy, lease or other agreement. At a minimum, the land or premises forming the SUIP must be capable of actual habitation, or actual separate use. For the avoidance of doubt, a rating unit that has only one use (i.e. does not have separate parts or is vacant land) is treated as being one SUIP.

3 TARGETED RATESDescription and Use

Targeted Rates are set on categories of land defined by some factor, such as geographic location or provision of service. The titles of 'Targeted Rate' ('TR') and Targeted Fixed Rate (TFR) are used by this Council. Targeted Fixed Rates are based on a uniform amount set per separately used or inhabited part of a rating unit (SUIP) or set per rating unit. Targeted Rates are assessed based on capital value or water consumption.

Targeted Rates Differentiated on Location

Council will use location (Schedule 2(6) LGRA) to define the land liable for the Targeted Services TFR, Piopio Sewerage TFR - Piopio Wider Benefit Rating Area, Piopio Retirement Village Contribution TFR, Rural Stormwater TFR, Te Kuiti Urban Stormwater TFR and targeted rate, and the Marokopa Community Centre TFR.

The following location definitions for the respective rating areas will apply:

Te Kuiti Urban Rating Area	<i>All rating units situated within the Te Kuiti Urban Ward as defined by the Basis of Election for the 2010 Triennial Elections. (Refer to Revenue and Financing Policy for further details)</i>
Te Kuiti Urban and Periphery Rating Area	<i>All rating units situated within a 5km radius, all around, from the Information Centre (deemed to be the centre of town), in Te Kuiti. (Refer to Revenue and Financing Policy for further details)</i>
Rural Rating Area	<i>All rating units situated within the Rural Ward as defined by the Basis of Election for the 2010 Triennial Elections. (Refer to Revenue and Financing Policy for further details)</i>
Piopio Township	<i>All rating units connected to the Piopio Sewerage System</i>
Piopio Wider Benefit Rating Area	<i>All rating units situated in the rural areas around Piopio Township (excluding Rating units/SUIP's connected to the Piopio Sewerage System) that are deemed to indirectly benefit from the Piopio Sewerage reticulation network. (Refer to Revenue and Financing Policy for further details)</i>
Marokopa Community Centre Rating Area	<i>Any separately used or inhabited part of a rating unit within the defined Marokopa Community Centre area (as contained in the Revenue & Financing Policy)</i>

3.1 Targeted Services TFR

A Targeted Services TFR set under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the District, differentiated by rating areas, to part fund the Unsubsidised Roothing Activity and part fund the Aquatic Centre Activity. The rating areas for the purpose of assessing the Targeted Services TFR will be the Te Kuiti Urban and Periphery Rating Area and Rating Units in the District not in the Te Kuiti Urban and Periphery Rating area.

Requirement in 2016/17 (incl. GST)

Targeted Services TFR	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti Urban and Periphery Rating Area	\$205	477
Rating Units in the District not in the Te Kuiti Urban and Periphery Rating Area	\$38	122

3.2 Piopio Sewerage TFR - Piopio Wider Benefit Rating Area

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit situated within the Piopio Wider Benefit Rating Area to assist the funding of the sewerage reticulation networks in Piopio.

Requirement in 2016/17 (incl. GST)

Piopio Sewerage TFR	Charge Per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area	\$46	26

3.3 Piopio Retirement Village Contribution TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit situated within the Piopio Township and the Piopio Wider Benefit Rating Area to fund the support of the continued delivery of elderly housing accommodation services provided by the Piopio Retirement Trust Inc. through the remission of service charges.

Requirement in 2016/17 (incl. GST)

Piopio Retirement Village Contribution TFR	Charge Per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area and Piopio Township	\$23	17

3.4 Rural Stormwater TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit in the Rural Rating Area of the District to fund the Rural Stormwater Activity.

Requirement in 2016/17 (incl. GST)

Rural Stormwater TFR	Charge per SUIP	Total Revenue Requirement (\$000)
Rural Rating Area	\$18	62

3.5 Te Kuiti Urban Stormwater TFR and Targeted Rate.

- (i) Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the Te Kuiti Urban Rating Area to partly fund the Urban Stormwater Activity.
- (ii) Council set a Targeted Rate under section 16 of the Local Government (Rating) Act 2002 to partly fund the Urban Stormwater Activity, to be assessed as a rate per \$100 of Capital value on every rating unit in the Te Kuiti Urban Rating Area excluding those in respect of which there is a current resource consent to discharge stormwater into the Mangaokewa Stream, and so are not using any part of the urban reticulated stormwater or drainage network.

Requirement in 2016/17 (incl. GST)

Urban Stormwater TFR	Charge per rating unit	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area	\$153	272

Urban Stormwater Targeted Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area (excluding rating units not using network)	0.05150	152

3.6 Marokopa Community Centre TFR

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 assessed per separately used or inhabited part of a rating unit within the defined Marokopa Community Centre Rating Area.

Requirement in 2016/17 (incl. GST)

Marokopa Community Centre TFR	Charge Per SUIP	Total Revenue Requirement (\$000)
Marokopa Community Centre Rating Area	\$22	5

3.7 Water Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 for Water Supply differentiated on the basis of supply area. The TFR is set per separately used or inhabited part of a rating unit within the relevant community, with liability calculated based on whether the SUIP is connected, or merely serviceable (Serviceable means the rating unit is within 100m of water main and practicably serviceable in the opinion of Council).

Requirement in 2016/17 (incl. GST)

Water Supply (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Te Kuiti	\$538	\$269	1,112
Piopio	\$1,307	\$654	323
Benneydale	\$1,427	\$714	165
Mokau	\$1,427	\$714	312

3.8 Extraordinary Water Supply Rate

Council set a TFR under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed over and above an annual consumption of 292m³ per SUIP, differentiated by supply area, for any rating unit situated in Te Kuiti, Piopio, Benneydale or Mokau that has been fitted with a water meter and / or is defined as having an extraordinary supply (in accordance with Council's Water Service's Bylaw). The rates are:

Requirement in 2016/17 (incl. GST)

Water Supply Rate	2016/17 Charge per cubic metre (including GST) above 292m ³
Te Kuiti	\$1.90
Piopio	\$4.20
Benneydale	\$8.30
Mokau	\$10.80

3.9 Subsidy Rate for Benneydale Water Supply

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the Benneydale Water Supply activity. The rationale for use of this rate is contained in the Revenue and Financing Policy.

Requirement in 2016/17 (incl. GST)

Subsidy for Benneydale Water Supply	Charge per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$5	23

3.10 Subsidy Rate for Mokau Water Supply

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the Mokau Water Supply activity. The rationale for use of this rate is contained in the Revenue and Financing Policy.

Requirement in 2016/17 (incl. GST)

Subsidy for Mokau Water Supply	Charge per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$4	20

3.11 Sewerage Rates

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 to provide for the collection and disposal of sewage, differentiated on the basis of supply area. The TFR is set per separately used or inhabited part of a rating unit within the community, with liability calculated based on whether the SUIP is connected to the sewerage network, or merely serviceable (Serviceable means the rating unit is within 30m of sewer reticulation and practicably serviceable in the opinion of Council).

Requirement in 2016/17 (incl. GST)

Sewerage TFR	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Benneydale	\$1,100	\$550	119
Te Waitere	\$1,100	\$550	17
Te Kuiti	\$988	\$494	1,675
Piopio	\$1,100	\$550	240

3.12 Sewerage rates for non-residential properties in Te Kuiti

For all non-residential properties in Te Kuiti, Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per SUIP set on a differential basis based on the following Categories

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for

profit'. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.

- **Category 3** - Government Department use, Rest Homes and Hospitals.

All non-residential SUIPs will be charged one base charge for up to four pans and per pan (Pan Charge) for every pan over and above this threshold on the following basis:

Base Charge:

Requirement in 2016/17 (incl. GST)

Non-Residential Targeted Rate	Base Charge per SUIP (up to 4 pans)	Total Revenue Requirement (\$000)
Category 1	\$494	93
Category 2	\$494	17
Category 3	\$988	18

Pan Charge:

Requirement in 2016/17 (incl. GST)

Non-Residential Targeted Rate	Number of pans	Charge per pan (Pan Charge)	Total Revenue Requirement (\$000)
Category 1	5th pan and over	\$692	74
Category 2	5-10 Pans	\$296	2
	Over 10 Pans	\$198	25
Category 3	5th pan and over	\$692	42

3.13 Trade Waste Contribution - TFR

Council set a Trade Waste Contribution TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the District in recognition of the contribution made to the social and economic well-being of the District by the large industrial users of the Te Kuiti Wastewater Network.

Requirement in 2016/17 (incl. GST)

Trade Waste Contribution TFR	Charge Per rating unit	Total Revenue Requirement (\$000)
All Rating Units in the District	\$41	191

3.14 Subsidy Rate for Te Waitere Sewerage

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the Te Waitere Sewerage activity. The rationale for use of this rate is contained in the Revenue and Financing Policy.

Requirement in 2016/17 (incl. GST)

Subsidy for Te Waitere Sewerage	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$7	33

3.15 Subsidy Rate for Benneydale Sewerage

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the District to part fund the Benneydale Sewerage activity. The rationale for use of this rate is contained in the Revenue and Financing Policy.

Requirement in 2016/17 (incl. GST)

Subsidy for Benneydale Sewerage	Charge Per Rating Unit	Total Revenue Requirement (\$000)
All rating units in the District	\$12	56

3.16 Roads and Footpaths Rate

Council set a Roads and Footpaths Targeted Rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value on every rating unit across the District to part fund Subsidised Roothing (part of Roads and Footpaths Activity).

Requirement in 2016/17 (incl. GST)

District Roads and Footpaths Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
All rating units in the District	0.22326	6,507

3.17 Solid Waste Collection Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit to which Council provides a kerbside collection and recycling service differentiated by service areas where Council operates kerbside collection and kerbside recycling services (Te Kuiti, Piopio, Mokau and (part of) Waitomo townships).

Requirement in 2016/17 (incl. GST)

Solid Waste Collection (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti	\$58	115
Waitomo	\$77	44
Piopio	\$130	30
Mokau	\$163	46

3.18 Solid Waste Management Rate

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit District wide to part fund the activity of Solid Waste Management.

Requirement in 2016/17 (incl. GST)

Solid Waste Management (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the District	\$116	629

3.19 District Development Rate

Council set a District Development Targeted Rate under section 16 of the Local Government (Rating) Act 2002 as a rate per \$100 of capital value differentiated between Commercial and Industrial Businesses, and Rural Businesses, to part fund Economic Development, Visitor Information Centre, District and Regional Promotion and Event Co-ordination activities.

Requirement in 2016/17 (incl. GST)

District Development Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Commercial and Industrial Businesses	0.03762	123
Rural Businesses	0.00631	123

4 RATES PAYMENTS

Rates will be payable in four equal instalments with the due dates for payments being:

1st Instalment	31 August 2016 (Wednesday)
2nd Instalment	30 November 2016 (Wednesday)
3rd Instalment	28 February 2017 (Tuesday)
4th instalment	31 May 2017 (Wednesday)

Note

The due date for payment of each instalment is the last working day in each of the months specified above. Rates payments will be allocated to the oldest debt first.

5. RATES REMISSIONS AND POSTPONEMENTS

Council has developed a rates remissions policy as per LGA (section 102 (3)(a) and 109) and LGRA (Section 85). Remissions categories include Properties Used Jointly as a Single Unit, Community Organisations, Financial Hardship, Organisations Providing Care for the Elderly, Clubs and Societies, New Subdivisions, Council Properties, Maori Freehold Land. The value of these remissions is \$285,000 for the 2016/17 year.

Under the Policy on Remission of Rates, Council will not offer any permanent postponements of rates.

4 Pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, Council may apply penalties as follows:

- (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2016 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:

Instalment 1	2 September 2016
Instalment 2	2 December 2016
Instalment 3	2 March 2017
Instalment 4	2 June 2017

- (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2016 that remains unpaid on 1 July 2016, to be added on 6 July 2016.

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

21 June 2016

Attachment: 1. Late feedback received from John Reeves (Doc A320447)

Enclosure: 2. Exceptions Annual Plan 2016/17 (Doc A321222)

While it is important to maintain a positive approach with the work of council to grow and promote the district there is concern among Waitomo ratepayers with continuing rate increases.

The current state and outlook for dairying will have an impact on many business's in the region. Council needs to accept that affordability is an issue and adjust its own expenditure accordingly. It is noted that the proposed rate increases are below those in the long term plan, however this rate rise is well above the rate of inflation. We are seeing very little wage growth, the cost of fuel has dropped considerably and interest rates look to stay low, all of which have a direct impact on council costs. Current rate rises are compounding on high rate rises of the past.

All farmers are under pressure from increases in compliance costs and environmental requirements and will in many cases have restrictions on production. An outcome of the current tourism boom will be more pressure on farmers. The cost of environmental expectations will be largely borne by farmers not the tourism sector. Farmers are paying rates not on their ability to pay but as a form of land tax. Where should the cost of tourism and district promotion lie?

We need to align ourselves with other councils that have lower rates and are actively reducing debt. Fiscal responsibility will have a positive outcome with continued support from central government and closer association and or amalgamation with other councils.

Getting WDC debt down requires prudent spending and economic growth needs a supportive regulatory environment and costs that are competitive with other regions. We need to get that balance right.

Regards

John Reeves

Document No: A320825**File No:** 100/018B**Report To: Council****Meeting Date:** 28 June 2016**Subject: Financial Report for the period ended 31 May 2016**

Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial Report for the period ended 31 May 2016.

Local Government Act S.11A Considerations

- 2.1 There are no considerations relating to Section 11A of the Local Government Act in regards to this business paper.
- 2.2 This business paper is intended to enable oversight and accountability of Council's financial performance in delivering core services to the Waitomo District and community.

Risk Considerations

- 3.1 There is potential risk that the year to date expenditure presented in this report is understated due to all costs incurred during the period not being included. This could be caused by an invoice not being received or an accrual not being included in the accounts. Processes and checking procedures are in place to mitigate this risk as much as possible. This risk will be eliminated when year end results are prepared.
- 3.2 There is potential risk that some revenue included in the financial statements is subsequently not converted to cash or cash equivalents due to dispute by the customer or ratepayer. The raising of invoices and recognition of income is carried out with management review and approval to minimise this risk and trade debtors and other receivables are actively monitored and reviewed.
- 3.3 Depreciation could be materially different in this report compared with the year end result due to asset additions and disposals in the process of being completed. The depreciation on additions is estimated for the purpose of this report.
- 3.4 There is a risk that the financial results and position stated within this report in terms of Balance Sheet information is materially different from the results and position at the end of the financial year, due to the impact of asset revaluations. The asset classes being revalued at 30 June 2016 are investment properties and assets held for sale.
- 3.5 There is also a potential risk that significant changes could have happened to asset values currently being carried due to external factors. To minimise this risk, an assessment of the fair value of significant assets to carrying value is being carried out by Council's Valuers.
- 3.6 There is a risk that some financial assets may become impaired, but that the impairment amount is unknown. This will cause an over statement of carrying

value of the asset in this report, that would be subsequently corrected in a later report and Annual Report.

Background

- 4.1 The period covered by this report is 1 July 2015 to 31 May 2016.
- 4.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to the year to date budget on Council's operating performance for the period ended 31 May 2016.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2015 to 31 May 2016.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the period compared with the LTP 2015/16.
 - **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service Statement** Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 31 May 2016 is presented in **Appendix 2**.
- 4.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s).

Financial Report to 31 May 2016

5.1 INCOME STATEMENT HIGHLIGHTS

- 5.2 Set out below is the summary of financial information for the period to 31 May 2016. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$000's)	Actual 2014/15	Budget 2015/16	YTD (May) Budget 2016	YTD (May) Actual 2016	Variance 2016	% Variance
Total Expenditure						
- Direct Operating	12,187	13,926	12,077	12,197	120	
- Indirect Operating	12,341	12,868	11,489	10,608	(881)	
Total Expenditure	24,528	26,794	23,566	22,805	(761)	-3%
Total Revenue						
- Operating Revenue	(11,444)	(10,757)	(8,333)	(8,434)	(101)	
- Rates Revenue	(18,263)	(18,939)	(18,875)	(18,848)	27	
Total Revenue	(29,707)	(29,696)	(27,208)	(27,282)	(74)	0%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(3,642)	(4,477)	(835)	23%
Other Comprehensive Revenue and Expense						
- Revaluation of Property, plant and equipment	(6,108)	0	0	0	0	
- (Gains)/Losses from Cash Flow Hedges	1,089	0	0	0	0	
Total Other Comprehensive Revenue and Expense	(5,019)	0	0	0	0	
Total Comprehensive Revenue and Expense	(10,198)	(2,902)	(3,642)	(4,477)	(835)	23%

- 5.3 **Net Operating Surplus:** The net operating surplus of \$4,477,000 was \$835,000 more than budget for the period ended 31 May 2016.

5.4 **Operating Expenditure** was 3% (\$761,000) less than budget forecast for the period ended 31 May 2016.

- **Direct operational expenditure** was \$120,000 more than budget. The main contributors to this variance in order of magnitude are:

- Water Supply: \$413,000 more than budget due to additional contractor costs incurred for health and safety reasons (supervision and safety inspections). There have also been additional costs in Te Kuiti for mechanical, electrical and SCADA operational aspects associated with the treatment plant upgrade and reservoir rehabilitation.
- Sewerage: \$144,000 more than budget mainly due to additional operational costs at the Te Kuiti waste water treatment plant; including mechanical and electrical maintenance, trade waste sampling and chemicals to treat high nutrient loads being received.

These have been offset by:

- Roads and Footpaths: \$376,000 less than budget mainly due to the change of the road maintenance contractor to a new supplier and weather in the early part of the financial year also delayed some programmed works. In particular network and asset management, professional and administration services, community safety, unsealed pavement maintenance are less than year to date forecast, however first response emergency reinstatement and expenditure on sealed pavement maintenance and environmental maintenance is more than budget.
- Solid Waste: \$59,000 less than budget due to operational expenditure at both the landfill and district transfer stations being less than budget.
- **Indirect expenditure** was \$881,000 less than budget for the following reasons:

- Allocated Costs: \$73,000 more than budget. This is mainly due to change in methodology for allocating some 'corporate overheads' to the Roding Business Unit as a result of preliminary discussions with NZTA. These 'overhead costs are now being allocated to the Subsidised Roding Activity directly, with the result that the actual costs are tracking more than budgets. That is because the budget was calculated on a different basis.

In total, expenditure for overhead corporate capacity is currently tracking less than budget which is reflected in Community Services allocated costs and WSU and RBU costs.

- External Interest: \$768,000 less than budget due to the weighted average interest rate applicable being lower than budgeted for the period (4.53%). The other reason was that the budgeted interest cost was based on 1 July 2015 projected public debt of \$47.7 million while the actual public debt at that date was \$46.1 million.
- Depreciation: \$186,000 less than forecast due to a variance in capital works in 2014/15 (on which depreciation was based) from budget mainly for roads.

5.5 **Total Revenue** was \$74,000 more than budget for the period ended 31 May 2016.

- **Operating revenue** was \$101,000 more than budget. The main contributors to this variance are:
 - Sewerage: \$415,000 more than budget due to Trade Waste revenue being more than forecast.
 - Community Service: \$127,000 more than budget due to additional lease revenue and a one off capital contribution being received for the commercial operation of the Railway Station Building complex and revenue was more than budget for the Aquatic Centre.
 - Community Development: \$71,000 more than budget due to grant revenue of \$36,000 received from Ministry of Social Development and \$17,000 carried over from the previous year for the Reducing Risk Project, Social Sector Trials and Youth Programmes. These grants are expected to be fully spent on these initiatives in the course of the year.
- These were offset by:
- Roads and Footpaths: \$512,000 less than budget due to less maintenance and capital works being completed than budgeted and therefore lesser subsidy being received.
- **Rates revenue** was \$27,000 less than budget mainly due to less metered water rates being received than budgeted for, however this is partly offset by rates penalties being more.

6.1 **BALANCE SHEET HIGHLIGHTS**

- 6.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2015 to 31 May 2016. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2015	Actual Position 31 May 2016	Movement from 30 Jun 2015
Assets			
- Cash and cash equivalents	2,457	2,392	(65)
- Receivables	5,561	4,342	(1,219)
- Other current assets	138	138	0
- Other financial assets	3,388	3,388	0
- Non-current assets	328,884	331,319	2,435
- Derivative financial instruments	153	153	0
TOTAL ASSETS	340,581	341,732	1,151
Liabilities			
- Other Liabilities	5,819	3,209	(2,610)
- Total Borrowings	46,139	45,423	(716)
- Derivative financial instruments	1,013	1,013	0
Total Liabilities	52,971	49,645	(3,326)
Equity			
- Equity	287,610	292,087	4,477
TOTAL LIABILITIES AND EQUITY	340,581	341,732	1,151

6.3 Total Assets have increased from \$340.6 million to \$341.7 million.

- Cash and cash equivalents have decreased by \$65,000 from \$2,457,000 to \$2,392,000.
- Receivables decreased by \$1,219,000 from \$5,561,000 to \$4,342,000.
- Non-current assets have increased by \$2,435,000. The increase is due to the net effect of asset additions of \$7,765,000, less depreciation of \$4,984,000 and loss on disposal of assets of \$346,000.
 - Assets disposed of so far this financial year include the transfer of the Benneydale Hall to the Benneydale Hall Society Incorporated and disposal of the Kopaki hall and land through cancellation of a vesting order from the Department of Conservation.
 - There has also been part disposals of assets that have been refurbished; these include the upstairs floor of 28 Taupiri Street building and Piopio Hall.
 - The Piopio Toilets at Kara Park has been replaced with a new structure and the existing building demolished.

6.4 Total Liabilities have decreased from \$53.0 million to \$49.6 million.

- Other Liabilities decreased by \$2,610,000 due to a general decrease in Payables at 31 May 2016.
- Total Borrowings decreased by \$716,000 from \$46,139,000 to \$45,423,000. This reduction in borrowings is a due to the coming together reflected in the Wholesale Advance facility balance. It should be noted that this reduction total debt is not reduction in core debt, which is made up of Floating Rate Notes and bank Term Advances, but rather a change in balance of the Call Advance account.

6.5 Equity increased from \$287.6 million by \$4.48 million to \$292.1 million which equals the total comprehensive revenue and expense for the period.

7.1 CAPITAL EXPENDITURE

7.2 Set out below is the Capital Expenditure budget for the period compared to actual expenditure for the period ended 31 May 2016.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$000's)	LTP Yr 1 Budget 2015/16	YTD Actual May 2016	Variance 2015/16
Community Service			
- Parks and Reserves	207	20	(187)
- Housing and Other Property	237	1,213	976
- Recreation and Culture	295	254	(41)
- Public Amenities	445	206	(239)
Community Development			
- District Development	47	0	(47)
Regulation			
- Animal Control	0	0	0
Solid Waste Management			
- Landfill Management	0	166	166

CAPITAL EXPENDITURE SUMMARY (Amounts in \$000's)	LTP Yr 1 Budget 2015/16	YTD Actual May 2016	Variance 2015/16
Stormwater			
- Te Kuiti Stormwater	345	176	(169)
- Rural Stormwater	5	7	2
Sewerage			
- Te Kuiti Sewerage	428	148	(280)
- Te Waitere Sewerage	14	0	(14)
- Benneydale Sewerage	35	23	(12)
- Piopio Sewerage	53	27	(26)
Water Supply			
- Te Kuiti Water	5,306	1,595	(3,711)
- Mokau Water	171	190	19
- Piopio Water	34	56	22
- Benneydale Water	3	3	0
Roads and Footpaths			
- Subsidised Roads	5,500	3,355	(2,144)
- Unsubsidised Roads	315	26	(289)
Corporate Support			
- Corporate Support	445	300	(145)
- Internal Services Unit	16	0	(16)
TOTAL CAPITAL EXPENDITURE	13,901	7,765	(6,135)

7.3 **Capital Expenditure** was \$7,765,000 for the period ended 31 May 2016, of which \$3,381,000 (44%) related to Roads, \$1,844,000 (24%) related to Water Supply and \$1,693,000 (22%) related to Community Service,.

7.4 **Community Service**

Parks and Reserves:

- Renovations of the ex-Albion Soccer club rooms' plans are currently being reviewed and the upgrade works programmed for next financial year.
- The provision budget of \$29,000 for development of Coastal Reserves will not be spent this financial year.
- Pontoon and Jetty renewals remaining budget of \$30,000 is programmed for next financial year.
- Playground equipment for Waitomo Village has been ordered and will be installed early in the new financial year, with the complete budget of \$30,000 spent.
- Renewal of the Skate Park fence was completed last financial year, and the budget this financial year of \$20,000 will not be used.

Housing and Other Property:

- \$73,000 Piopio Hall Roof renewal and access ramp was completed with funding allocated in previous year.
- \$140,000 was spent this year for completion of redevelopment of the upstairs floor of 28 Taupiri Street building to be used by the Te Kuiti

Community House Trust as tenants. This redevelopment was officially opened on 9 October 2015.

- Purchase of 47 Te Kumi Road property for future development for \$119,000.
- \$30,000 for kitchen renovations, floor coverings and other repairs for safety for Council's investment property in Piopio.
- The pedestrian bridge at Benneydale has been completed at a cost of \$30,000. This renewal was required for safety reasons, which became apparent after the budgets were approved.
- \$748,000 for the Railway Station Buildings Project; development of the Commercial space.
- Construction of the Community space in building one and link to the I-site building is well underway.

Recreation and Culture:

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

Public Amenities:

- The upgrade to Piopio public toilets on State Highway 3 is completed, with \$151,000 spent this year. This was budgeted last financial year.
- The soakage field for Mokau public toilets has been completed, with installation of piping and soakage assets at a cost of \$34,000.
- \$220,000 for new Benneydale toilets has been budgeted for this financial year. A site survey for this development has been undertaken.
- Security camera upgrade budget of \$40,000 will be completed during the 2016/17 financial year.
- Renewal work for the Te Kuiti Over bridge will be completed during the 2016/17 financial year.
- Renewal of the car park seal for the Waitomo Sports Stadium is currently in progress.

7.5 Community Development

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

7.6 Solid Waste Management

- The Recycling shelter at the Te Kuiti landfill has been completed for a project cost of \$107,000, with \$79,000 spent this year. This work was budgeted for in the 2014/15 financial year.

- Council is required to surrender carbon credits annually in line with its total emissions. The price of New Zealand Units (NZUs) had been low for the last 2 years, however in the last 12 months the prices have started to creep up and were at approx. \$14.50 per unit in early May 2016 compared to \$7.15 in November 2015. A total of 13,167 NZUs were purchased this financial year (\$86,000) to meet our future obligations under the Emissions Trading Scheme, ahead of prices ramping up further.

7.7 Stormwater

- Included in the capital expenditure budget is relaying of stormwater pipe in King Street, Te Kuiti. The work has substantially been completed, however the cost has not yet been charged.
- Minor renewal work in Te Kuiti totaling \$176,000 has been completed during the period.

7.8 Sewerage

- Te Kuiti: Included in the reticulation renewals budget is investigation and rehabilitation for inflow and ingress into the network for parts of the network. Contract documents for this work stream are currently being developed. There has been a delay in obtaining permission from Kiwi Rail to replace the pipe work under the railway line in Te Kuiti.
- Benneydale: Further investigation to accurately identify reticulation parts requiring renewal is being carried out with the aim of optimising and prioritizing the amount of replacement required. The reticulation has been thoroughly cleaned and a section reinvestigated and a new report is expected to be received.
- Piopio: The budgeted works is for SCADA improvements at the treatment plant; however this project has been deferred because the present system appears to be adequately working for now. Expenditure to date has been for retrofitting a few separator tanks as required, including installing a bigger tank for a commercial operator. This tank has been installed and appears to be working well however but monitoring will continue.

7.9 Water Supply

- Te Kuiti: \$1,211,000 has been expended to date for upgrade of the Te Kuiti Water Treatment Plant. The total budget for this financial year is \$5,030,000 and the total project budget from the LTP 2015-25 is \$6,682,000.
- Mokau: Expenditure to date has been for finalising of land easements and remedial works for the upper dam. The contractor has been appointed to do the upper dam remedial work and is nearing completion.
- Piopio: Expenditure to date has been for reservoir remedial works for earthquake proofing and installation of a water main between Moa and Tui Streets. The budget for the water main was in last financial year.

7.10 Roads and Footpaths

- Subsidised Roads: Expenditure to date across all capital work categories is \$3,356,000, whereas the annual capital budget is \$5,500,000.

- The total expenditure forecasted for this financial year is \$4,230,000 which is mainly due to the saving from not having had any significant emergency reinstatement projects this financial year and also due to having to push out some rehabilitation projects due to delays in obtaining environmental consents. The balance of the preventative maintenance budget was not spent due to NZTA not funding these anymore.
- Unsubsidised Roads: Expenditure to date has been for minor footpath renewals.

8.0 ADJUSTMENTS AND OTHER CONSIDERATIONS FOR THE ANNUAL REPORT

8.1 The following adjustments have yet to be made to the accounts but will be completed as part of development of the Annual Report.

8.2 Fair value assessment of Infrastructure Assets and Land and Buildings

8.3 As part of the annual reporting process, an assessment is to be made as to whether the carrying value of Councils assets reflects the fair value of those assets. This assessment is required in the absence of a full revaluation of each asset class not being revalued. External valuers have been engaged to provide an opinion that the carrying value is not materially different than fair value for these assets. Generally, the observations of the Valuers were that construction costs have not significantly increased and market value for land and buildings has also not increased significantly. As such no revaluations of these asset classes will be required to be undertaken for the year ended 30 June 2016.

8.4 Valuation of Investment in Council Controlled Organisation (CCO)

8.5 Valuers have been engaged to carry out a valuation of Council's investment in Inframax Construction Limited as required by Council's accounting policy and accounting standards. The valuation will be completed during September 2016.

8.6 Valuation of Investment Properties and Assets Held for Sale

8.7 Valuers have been engaged to value these asset classes which require an revaluation annually.

8.8 Duplicate Stormwater Assets

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

8.10 Disposals of Assets

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

8.12 Write off and Impairment of Receivables

8.13 Council has agreed to the write off some of the daily exceedance charges incurred by a trade waste user upon fulfillment of certain conditions. At the date of this

report the write off transaction has not been completed. It is expected that the conditions will be fulfilled by 30 June and the write off processed in the final accounts.

8.14 Valuation of Derivative Financial Instruments

8.15 The interest rate swaps that Council uses to manage its exposure to interest rate fluctuation will be revalued to fair value. Due to the low interest rate environment present in the economy at the moment it is expected the valuation will result in swap values being approximately \$2.3 million "out of the money". The value of Swaps were an \$860,000 liability at 30 June 2015. This further decrease of \$1,440,000 in value will be accounted for as a Loss from Cash Flow Hedges in Other Comprehensive Revenue and Expense in the Income Statement and transferred directly the Hedging Reserve in Equity. Due to the continuation of hedge accounting this movement in fair value will not be passed through the Surplus/(Deficit) result of Council.

9.0 TREASURY REPORT

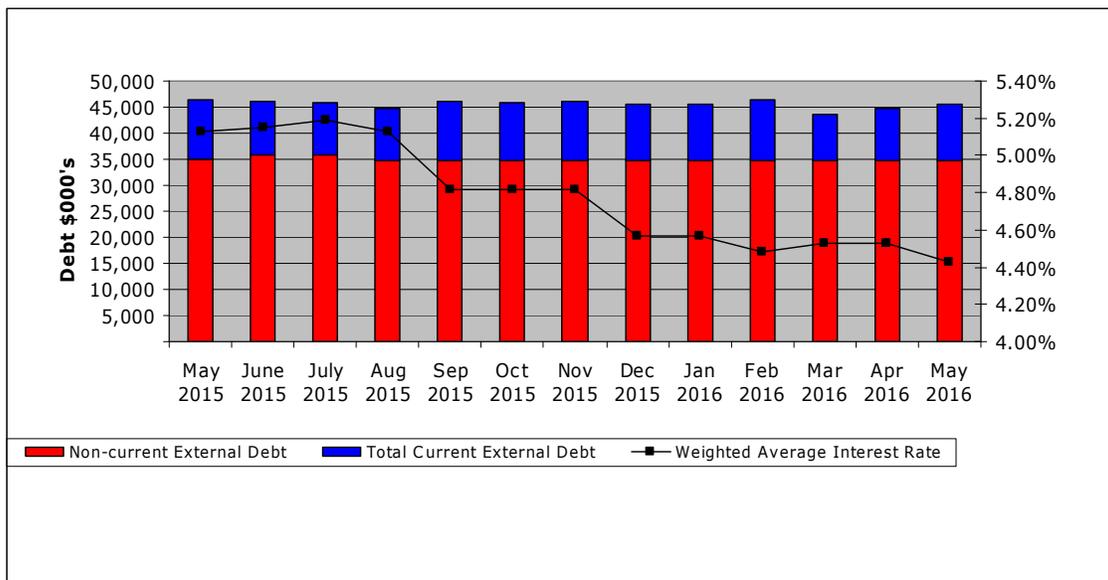
9.1 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

9.2 Cash Position

9.3 Council's cash position at 31 May 2016 was \$2,392,000 in funds. At 30 June 2015 balance date the cash balance was \$2,457,000.

9.4 Summary of Public Debt Position

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



9.6 At 31 May 2016 the effective weighted average interest rate for all loans excluding finance leases and accrued interest was 4.43%. At 30 June 2015 it was 5.15%.

9.7 The reason for the decrease in weighted average interest rate between June 2015 and May 2016 was the refinancing of a Floating Rate Note that came up for renewal, where the credit margin reduced from 2.30% to 0.52% and the associated interest rate swap with a fixed rate of 4.36% expired, leaving the new FRN on a floating interest rate of 2.92% (giving total interest of 3.52%); a decline in the 90 day bank bill rate which resulted in the floating portion of WDC's debt being rolled over at lower rates; a decline in the interest rate negotiated for the Inframax loan and through financing the maturing \$5 million FRN in November 2015 from the Call Advance facility gave a further interest saving of 0.60% on this debt .

9.8 Public Debt Position Comparison to Budgets

9.9 Forecasted public debt at 30 June 2016 as per the Long Term Plan 2015-25 was expected to be \$52.83 million. Actual public debt was \$45.42 million at 31 May 2016. The current projection for public debt at 30 June 2016 is \$48.26 million.

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

9.11 The Term Advance and Call Advance Facilities are credit facilities held with Westpac (to the value of \$30,000,000) which forms part of Council's debt funding mix and providing working capital requirements over the period. A total of \$23,460,000 was drawn against this facility at 31 May 2016, leaving available lines of credit of \$6,540,000.

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

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

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

9.15 Details of Loan Portfolio

9.16 The following table records the public debt position and the key terms and conditions for each loan as at 31 May 2016. The classification of current and non-current loans is based on current loans being those that are due for refinancing or repayment within 12 months of the balance sheet date.

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Current Loans					
Finance Leases				35,263	0.00%
Accrued Interest				161,862	0.00%
Call Advance		1/07/2017		4,460,000	3.25%
Floating Rate Notes (\$5M Hedged \$1M Floating, ICL)	30/08/2013	30/08/2016	31/05/2016	6,000,000	4.45%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	20/04/2020	5,000,000	5.82%
Total Current Loans				15,657,125	

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Non-current Loans					
Finance Leases				15,552	0.00%
Westpac Term Loan (ICL)	24/11/2011	24/11/2017	16/05/2016	750,000	5.40%
Floating Rate Notes	6/08/2014	6/08/2017	6/05/2016	5,000,000	2.89%
Floating Rate Notes	24/08/2015	31/08/2018	24/05/2016	5,000,000	2.92%
Term Advance (Hedged)		1/07/2017	17/05/2021	6,000,000	5.70%
Term Advance (Hedged)		1/07/2017	20/04/2020	3,000,000	5.12%
Term Advance (Hedged)		1/07/2017	11/09/2017	5,000,000	4.68%
Term Advance (Hedged)	21/01/2014	1/07/2017	24/01/2017	5,000,000	4.75%
Total Non-current Loans				29,765,552	
Total Public Debt				45,422,677	4.43%
Cash & Liquid Investments					
Term Deposits				0	
Cash				2,392,411	
Total Cash & Liquid Investments				2,392,411	
Public Debt Net of Investments				43,030,266	

9.17 Total public debt was \$45,422,677 and cash assets were \$2,392,411 at 31 May 2016 giving a net debt position of \$43,030,266.

9.18 On the 24 August 2015 a Floating Rate Note was issued for three periods with an interest rate margin of 0.52% over the BKBM (inter bank market float) floating rate. The initial rate set was 3.44%. This note refinances a matured Floating Rate Note which had an interest rate margin of 2.30%. This refinanced debt was previously hedged at an effective interest rate of 6.66%; however the new debt is on floating interest.

9.19 Two forward starting swaps with a notional amounts totaling \$5,000,000 and \$3,000,000; fixed interest rates of 3.78% and 3.95%; terms of three years and six years and start dates of September 2017 and April 2017, respectively were executed. These were to bring interest rate cover within treasury policy limits, with the timing to take advantage of low long term interest rates.

9.20 On the 9 November a \$5 million Floating Rate Note was repaid, which was funded through \$3,960,000 draw down from the Wholesale Advance facility and the available cash assets at the time.

9.21 On the 18 April 2016 a \$5,000,000 Floating rate note became repayable within one year and as such has been reclassified from being a non-current loan to current.

9.22 Treasury Events since 31 May 2016

9.23 This treasury report portrays the debt position of Council at the 31 May 2016. Since that date to the date of this report, there are no significant treasury management events to report.

9.24 Subsequent to 31 May \$2,300,000 of cash was applied the Wholesale Advance Facility which reduced borrowings to \$43 million at 2 June 2016.

9.25 Interest Costs

9.26 The total actual interest paid for the eleven months was \$1,989,000 against the budget for the period of \$2,757,000; \$768,000 (or 28%) less. Interest paid as a portion of total revenue is 7.3%; Council's Treasury Policy requires this amount does not exceed 15%.

9.27 Financial Derivatives and Hedge Accounting

9.28 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into current and non-current assets and liabilities held at balance date. At 30 June 2015 the value of swaps was a total net liability of \$860,000. At 31 May 2016 their net value was a liability of \$2,296,000. The decrease in value is mainly due to floating interest rates decreasing from June and due to an additional forward starting swap being executed. However due to Council's use of hedge accounting, this change in value is shown as "Other Comprehensive Revenue and Expense" rather than included in the Net Operating Cost/(Surplus) result and is transferred directly to a reserve within equity.

10.0 DEBTORS AND OTHER RECEIVABLES

10.1 Set out below is summary of Debtors and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 31 May 2016 with comparatives from last year. Rates receivables exclude rates paid in advance (give a more accurate picture of the receivables owing).

Receivables (Amounts in \$000's)	As at 31.05.15	As at 31.05.16	(Inc)/Dec \$	(Inc)/Dec %
Rates Receivable	3,362	3,221	141	4%
Rates Penalties	1,353	1,486	(133)	-10%
Rates and Penalties Receivable	4,715	4,707	8	0%
Extraordinary Water Charges	49	57	(8)	-16%
Total Rates receivable	4,764	4,764	0	0%
NZ Transport Agency	529	325	204	39%
Ministry of Health Subsidy	0	0	0	0%
Other Receivables	1,081	861	220	20%
Other Receivables	1,610	1,186	424	26%
Gross Receivables	6,373	5,950	423	7%
Less Provision for Doubtful Debts	(1,635)	(1,608)	(27)	2%
Total Receivables	4,738	4,342	396	8%

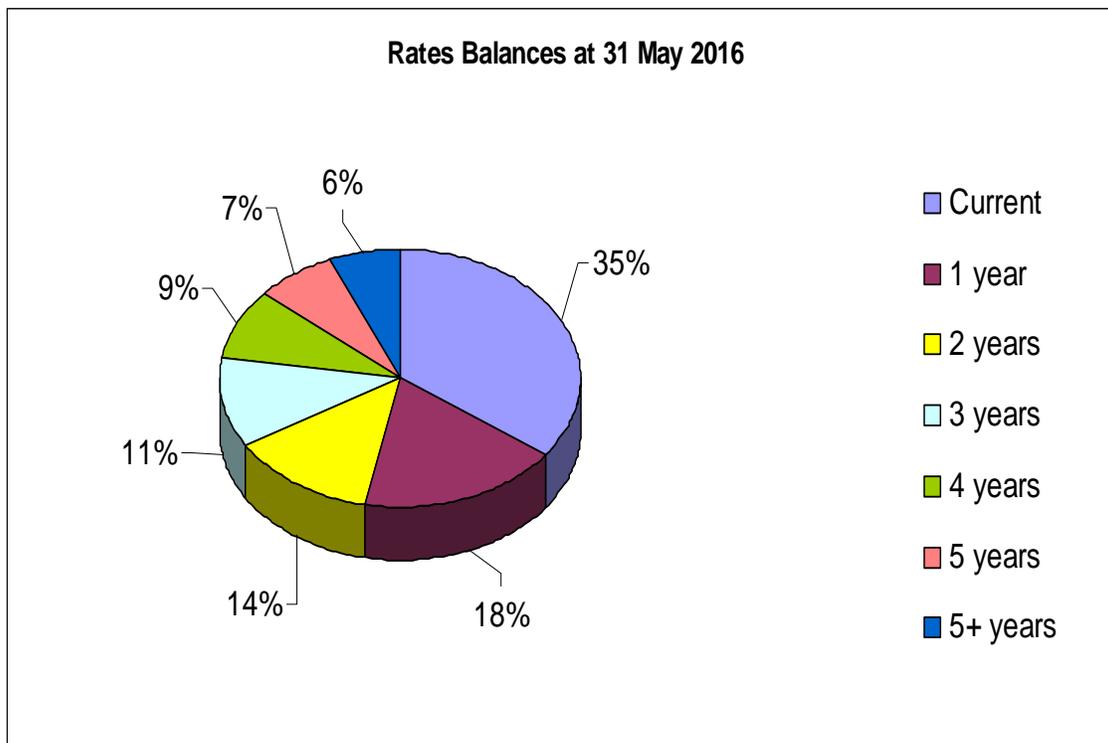
10.2 Rates and Penalties Receivable

10.3 Current year rates

10.4 At 31 May 2016, all four rates instalments had been issued and were due and payable by August, November, February and May respectively. The collection percentage on the four instalments was 94% (2015: 93%).

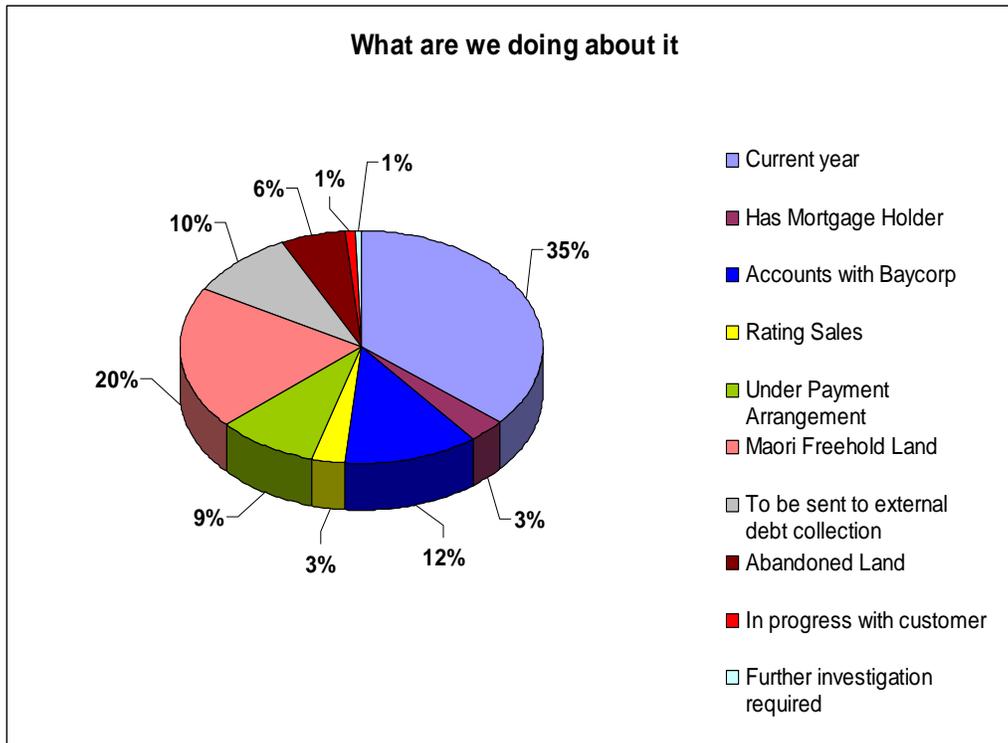
10.5 Overall Rates Receivables (excluding metered water rates)

- 10.6 There was \$4,706,643 of rates and penalties outstanding at 31 May 2016 (2015: \$4,715,000). This amount excludes rates paid in advance on future instalments.
- 10.7 Rates and penalties receivable decreased by \$8,358 from 31 May 2015. Of this decrease, rates receivable decreased by \$140,850 and rates penalties increased by \$132,492.
- 10.8 Included in the above are rates and rate penalties are some receivables which may be eligible for rates remission. A total of \$259,000 in rates and penalty remissions have been granted against a full year budget of \$255,000.
- 10.9 The following graph illustrates the ageing of the rates receivable balance. Of the outstanding balance of \$4,706,643, \$1,702,106 (35%) relates to current year, \$832,245 (18%) for the 2014/15 year rates and the balance spread across the remaining years in a diminishing fashion.



- 10.10 The outstanding balance of rates is being actively managed through a variety of collection methods including lump sum payments, approved payment arrangements, demands on mortgage holders, placement of arrears with external debt collection agency and initiating properties for abandoned land and rating sale processes.
- 10.11 In the eleven months to 31 May 2016, Council has **reduced its arrears** by \$968,867 (24%) of the \$3,973,404 that was outstanding at 30 June 2015.
- 10.12 Recovery of arrears with the bank or financial institution that hold the mortgage over a property, is available for general land properties where there is a mortgage registered on the title. For the eleven months ended 31 May 2016 this recovery process resulted in \$152,351 received from mortgage holders relating to 19 properties.

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



10.14 Of the total arrears as at 31 May 2016 –

- \$3,004,537 of rates arrears are non-current of which \$938,036 relate to Maori freehold land
- \$561,388 have been placed with an external debt collection agency for collection
- \$419,105 are under some form of payment arrangement
- In addition to this, there are \$263,640 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.
- \$151,512 of arrears relating to 26 properties is currently in the mortgage demand process with the final demands on these properties due at various dates over the next three months
- A further \$453,148 of arrears have been identified to be placed with an external debt collection in July. These are properties where there is no mortgage registered against the property and communications with the ratepayers have not resulted in payment arrangements being entered into or payments being received to clear the arrears.

10.15 Other Debtors Receivable

10.16 At 31 May 2016, 'Other Receivables' totaled \$1,186,000 of which \$86,000 was due and owing for more than three months. The three month and over receivables includes trade waste debtors, dog infringements and other sundry debtors.

Suggested Resolution

The business paper on Financial and Non Financial Report for the period ended 31 May 2016 be received.



VIBHUTI CHOPRA

GROUP MANAGER – CORPORATE SERVICES

June 2016

Appendix 1 Cost of Service Statements for each significant group of activities

Appendix 2 Balance Sheet as at 31 May 2016

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Operating Expenditure						
- Leadership	759	764	489	480	(9)	
- Community Service	1,649	2,193	1,908	1,951	43	
- Community Development	837	692	622	643	21	
- Regulation	104	182	129	108	(21)	
- Solid Waste Management	1,035	1,170	950	891	(59)	
- Stormwater Drainage	58	158	130	96	(34)	
- Resource Management	76	116	54	52	(2)	
- Sewerage	1,381	1,634	1,409	1,553	144	
- Water Supply	1,331	1,455	1,305	1,718	413	
- Roads and Footpaths	4,957	5,562	5,081	4,705	(376)	
Total Direct Operating Expenditure	12,187	13,926	12,077	12,197	120	1%
Indirect Expenditure						
- Allocated Costs	4,361	4,218	3,562	3,635	73	
- Interest	2,471	3,009	2,757	1,989	(768)	
- Depreciation	5,509	5,641	5,170	4,984	(186)	
Total Indirect Expenditure	12,341	12,868	11,489	10,608	(881)	-8%
TOTAL EXPENDITURE	24,528	26,794	23,566	22,805	(761)	-3%
Operating Revenue						
- Leadership	(339)	(160)	(140)	(100)	40	
- Community Service	(1,610)	(509)	(374)	(501)	(127)	
- Community Development	(120)	(57)	(53)	(124)	(71)	
- Regulation	(430)	(431)	(410)	(402)	8	
- Stormwater Drainage	(1)	0	0	0	0	
- Resource Management	(120)	(80)	(73)	(66)	7	
- Solid Waste Management	(1,001)	(995)	(912)	(939)	(27)	
- Sewerage	(1,817)	(828)	(758)	(1,173)	(415)	
- Water Supply	(4)	(784)	(3)	(31)	(28)	
- Roads and Footpaths	(6,002)	(6,913)	(5,610)	(5,098)	512	
Total Operating Revenue	(11,444)	(10,757)	(8,333)	(8,434)	(101)	1%
Rates Revenue						
- General Rate	(3,276)	(3,434)	(3,434)	(3,441)	(7)	
- UAGC	(3,007)	(3,158)	(3,158)	(3,143)	15	
- Targeted Rate	(10,730)	(11,303)	(11,303)	(11,288)	15	
- Rates Penalties	(471)	(410)	(410)	(446)	(36)	
- Metered Water Rates	(779)	(634)	(570)	(530)	40	
Total Rates Revenue	(18,263)	(18,939)	(18,875)	(18,848)	27	0%
TOTAL REVENUE	(29,707)	(29,696)	(27,208)	(27,282)	(74)	0%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(3,642)	(4,477)	(835)	23%

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

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	May 2016	May 2016	May 2016	Variance
Direct Expenditure						
- Representation	362	312	278	274	(4)	
- Planning & Policy & Monitoring	304	180	70	73	3	
- District and Urban Development	13	135	17	12	(5)	
- Investments	29	137	124	121	(3)	
- Treasury Management and Overhead Accounts	51	0	0	0	0	
Total Direct Expenditure	759	764	489	480	(9)	-2%
- Allocated Costs	990	1,200	795	926	131	
- Interest	419	454	416	283	(133)	
- Depreciation	356	388	356	372	16	
Total Operating Expenditure	2,524	2,806	2,056	2,061	5	0%
Operating Revenue						
- Representation	(20)	(68)	(62)	(28)	34	
- Investments	(203)	(92)	(78)	(72)	6	
- Treasury Management and Overhead Accounts	(116)	0	0	0	0	
Total Operating Revenue	(339)	(160)	(140)	(100)	40	-29%
Net Operating Cost/(Surplus)	2,185	2,646	1,916	1,961	45	2%

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

Net Operating Cost for the Governance Activity was 2% (\$45,000) more than budget for the period ended 31 May 2016.

Total Direct Expenditure was 2% (\$9,000) less than budget for the period, however is expected to be incurred by the end of the year.

Operating Revenue was 29% (\$40,000) less than budget for the period.

- The Representation activity included forecast revenue for the provision of external information services support to ICL; however the scope of the service required has changed resulting in revenue within this activity being less than forecast. Quarry royalties revenue is also less than budget.

Community Service

COMMUNITY SERVICE (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- Parks and Reserves	392	554	438	344	(94)	
- Housing and Other Property	190	446	400	525	125	
- Recreation and Culture	436	494	451	488	37	
- Public Amenities	534	564	512	527	15	
- Safety	97	135	107	67	(40)	
Total Direct Expenditure	1,649	2,193	1,908	1,951	43	2%
- Allocated Costs	734	861	789	608	(181)	
- Interest	83	176	161	90	(71)	
- Depreciation	673	759	696	710	14	
Total Operating Expenditure	3,139	3,989	3,554	3,359	(195)	-5%
Operating Revenue						
- Parks and Reserves	(53)	(27)	(1)	(11)	(10)	
- Housing and Other Property	(1,290)	(288)	(218)	(317)	(99)	
- Recreation and Culture	(119)	(112)	(108)	(123)	(15)	
- Public Amenities	(139)	(82)	(47)	(50)	(3)	
- Safety	(9)	0	0	0	0	
Total Operating Revenue	(1,610)	(509)	(374)	(501)	(127)	34%
Net Operating Cost/(Surplus)	1,529	3,480	3,180	2,858	(322)	-10%

Net Operating Cost for the Community Service Activity was 10% (\$322,000) below budget for the period ended 31 May 2016.

Direct Expenditure was 2% (\$43,000) more than budget for the period.

- Parks & Reserves: Direct expenditure varies across all accounts, with the under expenditure predominantly associated with seasonal works such as access and track maintenance.
- Housing and Other Property:
 - Direct expenditure is more than budget due the disposal of some assets. This expenditure is offset by reduced repairs and maintenance expenditure which is only undertaken when required.
 - Assets disposed of so far this financial year include the transfer of the Benneydale Hall to the Benneydale Hall Society Incorporated and disposal of the Kopaki Hall and land through cancellation of a vesting order from the Department of Conservation.
- Recreation and Culture: Repairs and maintenance of the Les Munro Centre and the Aerodrome has been less than forecast, however this saving in expenditure is offset by disposal costs for assets replaced. These disposals include part of the 28 Taupiri Street building, Piopio Hall and Aquatic Centre due to part of these assets being refurbished or replaced.
- Public Amenities: There has been additional expenditure on Internal Services costs for Cemeteries and Street Furniture mainly for mowing and gardening work however this is offset by Repairs and maintenance costs being less than forecast as it is spent on an as needed basis. In addition to this the Kara Park Public toilets at Piopio was completely replaced and the existing toilet building disposed of out of the accounts, giving rise to a disposal loss.

- Safety: Emergency management expenditure training and capacity expenditure is less than forecast; however the Emergency Management Contract, under a shared service arrangement is tracking with budget. General fire fighting budgets have not been required this year and expenditure for the Waikato Valley Rural Fire Group initiative has not been spent so far this year.

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Operating Revenue was 34% (\$127,000) more than budget for the period.

- Housing and Other Property revenue is more than year to date budget due to additional lease revenue being received (including a one off capital contribution) for the commercial operation at the railway station building complex.
- Grant revenue of \$10,000 was also received for the balance of the NZ Lottery Grants Board funding for the railway station building refurbishment and revitalisation.
- Revenue was also more than budget for the Aquatic Centre.
- Revenue for the Les Munro centre is less than budget, in part due to the renovations being carried this financial year.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- Community Support	700	478	459	496	37	
- District Development	137	214	163	147	(16)	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	837	692	622	643	21	3%
- Allocated Costs	517	548	503	491	(12)	
- Interest	1	1	1	1	0	
- Depreciation	5	5	4	5	1	
Total Expenditure	1,360	1,246	1,130	1,140	10	1%
Operating Revenue						
- Community Support	(55)	(4)	(4)	(71)	(67)	
- District Development	(43)	(34)	(32)	(35)	(3)	
- Agencies	(22)	(19)	(17)	(18)	(1)	
Total Operating Revenue	(120)	(57)	(53)	(124)	(71)	134%
Net Operating Cost/(Surplus)	1,240	1,189	1,077	1,016	(61)	-6%

Net Operating Cost for the Community Development Activity was 6% (\$61,000) less than budget for the period ended 31 May 2016.

Direct Expenditure was 3% (\$21,000) more than budget for the period.

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

Operating Revenue was 134% (\$71,000) more than budget for the period.

- Youth Engagement budget, which is included in the Community Support activity was more than budget due to grant revenue of \$36,000 received from Ministry of Social Development and \$17,000 carried over from the previous year for the Reducing Risk Project, Social Sector Trials and Youth Programmes. These grants are expected to be fully spent on these initiatives in the course of the year.
- NZ Lottery Grant Board funding of \$6,800 received in the prior financial year for World War 1 commemorations will be carried over to the 2016/17 year. The NZ Lottery Grant Board has approved an extension until 16 October 2016 to complete the work relating to the Piopio cenotaph.

Regulation

REGULATION (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- Regulation	104	182	129	108	(21)	
Total Direct Expenditure	104	182	129	108	(21)	-16%
- Allocated Costs	576	682	626	610	(16)	
- Interest	2	1	1	1	0	
- Depreciation	2	2	2	4	2	
Total Expenditure	684	867	758	723	(35)	-5%
Operating Revenue						
- Regulation	(430)	(431)	(410)	(402)	8	
Total Operating Revenue	(430)	(431)	(410)	(402)	8	-2%
Net Operating Cost/(Surplus)	254	436	348	321	(27)	-8%

Net Operating Cost for the Regulation Activity was 8% (\$27,000) less than budget for the period ended 31 May 2016.

Direct Expenditure was 16% (\$21,000) less than budget for the period.

- After hours animal control services provided by external contractors is tracking less than budget. This could change by year end, but is expected to be under budget for the year.

Operating Revenue was 2% (\$8,000) less than budget for the period.

- Building Control revenue was tracking less than budget. This revenue is dependent on the number of and value of the building consents being received and processed.
- Liquor control revenue is more than budget due to more special events licenses issued during the year compared with the period last year.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- District Plan Administration	76	116	54	52	(2)	
Total Direct Expenditure	76	116	54	52	(2)	-4%
- Allocated Costs	92	123	113	112	(1)	
Total Expenditure	168	239	167	164	(3)	-2%
Operating Revenue						
- District Plan Administration	(120)	(80)	(73)	(66)	7	
Total Operating Revenue	(120)	(80)	(73)	(66)	7	-10%
Net Operating Cost/(Surplus)	48	159	94	98	4	4%

Net Operating Cost for the Resource Management Activity 4% (\$4,000) more than budget for the period ended 31 May 2016.

Direct Expenditure was 4% (\$2,000) less than budget for the period.

Operating Revenue was 10% (\$10,000) less than budget for the period.

- Land Information Memorandum revenue is more than budget due to more property enquiries being made during the year. For the eleven months of this financial year 157 LIM's were issued whereas 119 were issued for the same period last financial year.
- Resource consent revenue is less than budget due to reduced numbers of notifiable resource consents applications being made during the year.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- Collection	282	279	256	254	(2)	
- Landfill Management	753	891	694	637	(57)	
Total Direct Expenditure	1,035	1,170	950	891	(59)	-6%
- Allocated Costs	296	340	311	344	33	
- Interest	267	332	305	229	(76)	
- Depreciation	91	114	104	81	(23)	
Total Expenditure	1,689	1,956	1,670	1,545	(125)	-7%
Operating Revenue						
- Collection	(136)	(126)	(115)	(128)	(13)	
- Landfill Management	(865)	(869)	(797)	(811)	(14)	
Total Operating Revenue	(1,001)	(995)	(912)	(939)	(27)	3%
Net Operating Cost/(Surplus)	688	961	758	606	(152)	-20%

Net Operating Cost for the Solid Waste Management Activity was 20% (\$152,000) less than budget for the period ended 31 May 2016.

Direct Expenditure was 5% (\$59,000) less than budget for the period

- Operating costs for the Landfill and Transfer Station are currently tracking less than budget.
- Aftercare costs for the closed landfill sites, which include sampling, monitoring and site maintenance costs have been applied to the Landfill Aftercare Provision (in the balance sheet) and removed from operational expenditure.

Operating Revenue was 3% (\$27,000) more than budget for the period.

- Landfill revenue is currently tracking to budget for the first eleven months of this financial year. Revenue received during the eleven months to May is \$28,000 more than for the same period last year.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	53	133	107	80	(27)	
- Rural Stormwater	5	25	23	16	(7)	
Total Direct Expenditure	58	158	130	96	(34)	-26%
- Allocated Costs	86	77	71	77	6	
- Interest	6	6	5	4	(1)	
- Depreciation	174	181	166	163	(3)	
Total Expenditure	324	422	372	340	(32)	-9%
Operating Revenue						
- Te Kuiti Stormwater	(1)	0	0	0	0	
Total Operating Revenue	(1)	0	0	0	0	0%
Net Operating Cost/(Surplus)	323	422	372	340	(32)	-9%

Net Operating Cost for the Stormwater Drainage Activity was 9% (\$32,000) less than budget for the period ended 31 May 2016.

Direct Expenditure was 26% (\$34,000) less than budget for the period.

- Operation and maintenance and resource consent compliance expenditure is currently less than budget; however, non budgeted expenditure has been incurred for stormwater safety assessment in response to implementing new Health and Safety Act requirements.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- Te Kuiti	1,261	1,400	1,194	1,323	129	
- Te Waitere	17	30	27	27	0	
- Benneydale	43	96	88	109	21	
- Piopio	60	108	100	94	(6)	
Total Direct Expenditure	1,381	1,634	1,409	1,553	144	10%
- Allocated Costs	480	184	168	146	(22)	
- Interest	547	661	606	428	(178)	
- Depreciation	734	764	700	688	(12)	
Total Expenditure	3,142	3,243	2,883	2,815	(68)	-2%
Operating Revenue						
- Te Kuiti	(1,812)	(826)	(756)	(1,168)	(412)	
- Benneydale	(1)	(1)	(1)	(1)	0	
- Piopio	(4)	(1)	(1)	(4)	(3)	
Total Operating Revenue	(1,817)	(828)	(758)	(1,173)	(415)	55%
Net Operating Cost/(Surplus)	1,325	2,415	2,125	1,642	(483)	-23%

Net Operating Cost for the Sewerage Activity was 23% (\$483,000) below budget for the period ended 31 May 2016.

Direct Expenditure was 10% (\$144,000) more than budget for the period.

- Te Kuiti sewerage direct costs are more than budget mainly due to additional operational costs for the waste water treatment plant. Mechanical and electrical maintenance has been spent as has additional expenditure to improve the operation of the plant. Expenditure is also more than budget for trade waste sampling and chemicals purchased to adequately treat high nutrient loads being received. Expenditure has also been incurred for the review of the trade waste bylaw.
- Expenditure at Benneydale is more than budget due to expenditure being required to desludge the Imhoff tank and wetland at the waste water treatment plant.
- Piopio sewer tank maintenance is more than budget however is currently offset by savings in other operational costs.

Operating Revenue was 55% (\$415,000) more than budget for the period.

- Trade waste revenue has been more than budget forecast due to higher volumes and nutrient content of discharge and the levying of exceedance charges. However Council has resolved to write off the Daily Exceedance Charges of \$189,000 owed by a trade waste debtor upon payment of some of the monthly average exceedance charges. It is expected the payment will be received before year end and write off processed for the June accounts.

Water Supply

WATER SUPPLY	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	May 2016	May 2016	May 2016	Variance
Direct Expenditure						
- Te Kuiti	853	977	898	1,156	258	
- Mokau	152	177	146	215	69	
- Piopio	268	200	168	259	91	
- Benneydale	58	101	93	88	(5)	
Total Direct Expenditure	1,331	1,455	1,305	1,718	413	32%
- Allocated Costs	590	200	183	179	(4)	
- Interest	217	291	266	235	(31)	
- Depreciation	426	477	437	372	(65)	
Total Expenditure	2,564	2,423	2,191	2,504	313	14%
Operating Revenue						
- Te Kuiti	(5)	(4)	(3)	(28)	(25)	
- Mokau	0	0	0	(3)	(3)	
- Piopio	(1)	0	0	0	0	
- Benneydale	2	0	0	0	0	
Total Operating Revenue	(4)	(4)	(3)	(31)	(28)	933%
Subsidy Revenue						
- Te Kuiti	0	(780)	0	0	0	
Total Subsidy Revenue	0	(780)	0	0	0	
Total Revenue	(4)	(784)	(3)	(31)	(28)	933%
Net Operating Cost/(Surplus)	2,560	1,639	2,188	2,473	285	13%

Net Operating Cost for the Water Supply Activity was 13% (\$285,000) more than budget for the period ended 31 May 2016.

Direct Expenditure was 32% (\$413,000) more than budget for the period.

- Costs have increased due to additional health and safety requirements for supervision and safety inspections across all water supply systems.
- There have been additional costs in Te Kuiti for mechanical, electrical and SCADA operational costs associated with the treatment plant upgrade and reservoir rehabilitation.
- Chemical costs for Piopio have been more than budget to treat raw water drawn for this system.
- Access road maintenance has been carried out for Piopio, Mokau and Blackmans reservoirs.
- A number of connections have been identified that connects more than one consumer to a water connection, contrary to Bylaw provision. Individual connections had to be installed in compliance with the Bylaw.

Total Revenue was \$28,000 more than forecast for the period.

- Metered water revenue is now included in the Summary Cost of Service Statement as Rates Revenue, rather than being included as Operating Revenue within the Water Supply activity. This revenue is levied under the Local Government (Rating) Act 2002 rather than as part of fees and charges levied under Council's Revenue and Financing Policy.

- Water supply connection revenue of \$27,000 has been recognised and is more than forecast due to a number of significant new commercial water connections being applied for and installed.
- Included in the budget for the year is Ministry of Health subsidy revenue for the upgrade of the Te Kuiti water treatment plant. It is expected that the upgrade will not be fully commissioned by year end and the claim to the ministry not filed until July at the earliest and payment received at a later date after review and approval. It is anticipated that all or some of the subsidy due will be included in this financial year to match the construction costs of the qualifying assets. There is risk with this approach is that subsequently not all the subsidy claimed could be accepted, which could lead to reversal of some of this revenue in the new financial year.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget May 2016	YTD Actual May 2016	Variance May 2016	% Variance
Direct Expenditure						
- Subsidised Roads	4,757	5,370	4,905	4,523	(382)	
- Unsubsidised Roads	200	192	176	182	6	
Total Direct Expenditure	4,957	5,562	5,081	4,705	(376)	-7%
- Allocated Costs	0	3	3	142	139	
- Interest	929	1,087	996	718	(278)	
- Depreciation	3,048	2,951	2,705	2,589	(116)	
Total Expenditure	8,934	9,603	8,785	8,154	(631)	-7%
Operating Revenue						
- Subsidised Roads	(5,911)	(6,839)	(5,565)	(5,039)	526	
- Unsubsidised Roads	(91)	(74)	(45)	(59)	(14)	
Total Operating Revenue	(6,002)	(6,913)	(5,610)	(5,098)	512	-9%
Net Operating Cost/(Surplus)	2,932	2,690	3,175	3,056	(119)	-4%
Subsidised Roads Maintenance (Excluding losses on asset disposals)	4,787	5,270	4,905	4,523	(382)	
Subsidised Roads Capital	4,612	5,500	3,858	3,356	(502)	
Combined Maintenance and Capital	9,399	10,770	8,763	7,879	(884)	-10%
Subsidy Revenue for Subsidised Roads	(5,763)	(6,677)	(5,433)	(4,910)	523	-10%

Net Operating Cost for the Roads and Footpaths Activity was 4% (\$119,000) less than budget for the period ended 31 May 2016.

Direct Expenditure was 7% (\$376,000) less than budget for the period.

- Maintenance expenditure is less than forecast for the previous month of this financial year primarily due to delay in some programmed works due to weather. In particular unsealed pavement maintenance is less than year to date budget, however first response emergency reinstatement and expenditure on stock effluent facility and level crossings expenditure, street lights and environmental maintenance is more than budget.
- Total expenditure on the maintenance budget is however still not expected to be overspent and a saving of approximately \$175,000 is projected.

Operating Revenue was 9% (\$512,000) less than budget for the period.

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

Appendix 2: Balance Sheet as at 31 May 2016

STATEMENT OF FINANCIAL POSITION	Actual Position	Actual Position	Movement from	Long Term Plan	Variance from LTP
(Amounts in \$000's)	30 Jun 2015	31 May 2016	30 Jun 2015	30 Jun 2016	
Equity					
- Accumulated Funds	203,593	208,070	4,477	207,531	(539)
- Other Reserves	9,850	9,850	0	7,127	(2,723)
- Revaluation Reserve	74,167	74,167	0	70,465	(3,702)
TOTAL EQUITY	287,610	292,087	4,477	285,123	(6,964)
Current Assets					
- Cash and Cash Equivalents	2,457	2,392	(65)	100	(2,292)
- Inventory	71	71	0	34	(37)
- Other Financial Assets	2	2	0	2	0
- Receivables (Non-exchange)	5,189	3,970	(1,219)	280	(3,690)
- Receivables (Exchange)	372	372	0	4,978	4,606
- Assets Held for Sale	67	67	0	67	0
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	8,158	6,874	(1,284)	5,461	(1,413)
Current Liabilities					
- Payables and Deferred Revenue (Exchange)	3,340	873	(2,467)	3,490	2,617
- Payables and Deferred Revenue (Non-exchange)	702	702	0	0	(702)
- Current Portion of Borrowings	10,345	15,657	5,312	5,200	(10,457)
- Provisions	17	20	3	17	(3)
- Employee Entitlements	422	413	(9)	505	92
- Derivative Financial Instruments	317	317	0	171	(146)
Total Current Liabilities	15,143	17,982	2,839	9,383	(8,599)
NET WORKING CAPITAL	(6,985)	(11,108)	(4,123)	(3,922)	7,186
Non Current Assets					
- Property Plant and Equipment	327,056	329,491	2,435	332,628	3,137
- Intangible Assets	99	99	0	88	(11)
- Forestry Assets	0	0	0	44	44
- Investment Property	1,295	1,295	0	635	(660)
- Assets Held for Sale	434	434	0	753	319
- Other Financial Assets	786	786	0	785	(1)
- Investment in CCO	2,600	2,600	0	2,600	0
- Derivative Financial Instruments	153	153	0	409	256
Total Non Current Assets	332,423	334,858	2,435	337,942	3,084
Non Current Liabilities					
- Payables and Deferred Revenue (Non-exchange)	459	314	(145)	371	57
- Borrowings	35,794	29,766	(6,028)	47,634	17,868
- Employee Entitlements	0	0	0	61	61
- Provisions	879	887	8	831	(56)
- Derivative Financial Instruments	696	696	0	0	(696)
Total Non Current Liabilities	37,828	31,663	(6,165)	48,897	17,234
NET ASSETS	287,610	292,087	4,477	285,123	(6,964)

Document No: A320957

File No:037/000B

Report To: Council**Meeting Date:** 28 June 2016**Subject:** **Organisational Risk Management**

Purpose of Report

- 1.1 The purpose of this paper is to present a proposed way forward in ensuring Council has appropriate risk management and internal and financial control systems in place including sufficient oversight of potential risks.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Local Government Act 2002 (LGA) requires a local authority to manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interests of the community.
- 3.2 The LGA also states that a local authority should ensure prudent stewardship and efficient and effective use of its resources in the interests of its district or region.
- 3.3 Similar to any other organization or enterprise, when local authorities undertake action towards their intended outcomes or for day to day operations, there is the potential for risk which cannot be avoided but must be identified and managed.
- 3.4 The management of risk is the process of identifying, monitoring and mitigating where possible all risks whether financial or non-financial. Good risk management also involves effective communication with those who are managing and monitoring risks.
- 3.5 In recent times there has been an emphasis on the need to strengthen risk management within Councils which includes an audit aspect; despite a significant accountability regime being in place for local authorities. This emphasis has primarily been driven by the Office of the Auditor General (OAG) at the back of some well-known cases of lack of transparency and imprudent decision making by some Councils leading to substantial financial consequences, like the Mangawhai scheme of Kaipara District Council and Hamilton V8s.
- 3.6 Underlying the push from the OAG is the sentiment that external audits can only test samples and that the onus should be on the organization to be able to identify and manage its risks effectively.

Commentary

- 4.1 Managing for potential risks within the organisation and associated processes for oversight are not only good practice but also important from the perspective of accountability and sound management of ratepayer resources.
- 4.2 The key areas of risk for Councils, broadly, fall under the following categories-
- **Financial Management** – examples: fraud detection, procurement processes, over/under expenditure and the like
 - **Personnel Risks** – examples: Health and Safety, key personnel, managing performance
 - **Asset Management** – examples: timely renewals and upgrades, optimal maintenance regime
 - **Information Management** – examples: business continuity practices, security of information, storage and retrieval
 - **Legislative and Regulatory Compliance** – examples: LGA 2002, Drinking Water Standards, Building Act
- 4.3 Waitomo District Council (WDC) has good practices in place to monitor and mitigate these risks generally, however it would be beneficial and prudent to establish a formal risk management regime with the right type of oversight mechanism to provide assurance that key risks are being identified and managed.
- 4.4 The continual messaging from OAG to local government for some years now has been the establishment of Audit and Risk Committees (ARC) as a means of better managing risks.
- 4.5 OAG suggests the core responsibilities of an ARC to include overseeing the effectiveness of:
- the risk management framework
 - the internal control environment
 - legislative and regulatory compliance
 - internal audit and assurance
 - external audit and
 - financial reporting

And some other areas that the OAG suggests for inclusion in the ARC's mandate are:

- the effectiveness of governance arrangements
 - all external accountability reporting, including non-financial performance and the clarity of links between non-financial performance measures and strategy and
 - overseeing the management of significant projects
- 4.6 An ARC is one way of managing Council's risk obligations however it is not the only way and in some instances might not be the most appropriate mechanism.

Some considerations within WDC that put into question the value add that an ARC would bring are –

- There is already a high level of disclosure of organisational information to the Council through existing mechanisms
- All Councillors are involved in the detail of the information and decision-making as a result of Council working as a whole (without sub-committees). Having a separate ARC could distance some Councillors from the detail of certain information and in a Council like WDC with a small number of Councillors that could be counter-productive. And if all Councillors were members of the ARC, there would be little gain in establishing one.
- An ARC is largely advisory and Council will have to continue to understand and take responsibility for any key decisions of the ARC. It is ultimately the Council's obligation to meet its accountability obligations.
- There are financial implications with the establishment of an ARC both administrative and the direct costs of any external advisors and/or members

4.7 Although the value that an ARC will provide is doubted at this stage, however, strengthening WDCs risk management (RM) approach to achieve the objectives of increased assurance and insight and oversight of key risks is important.

4.8 At this initial stage, Council's RM approach can be formalized at three levels – Strategic, Operational and Governance and the activities that can be undertaken are suggested in table below

Strategic	Operational	Governance
Develop Risk Management Framework and Policy	Focus on internal Assurance – develop and implement Internal Audit Plan	Increase transparency of risk management to Council through quarterly reporting on aspects like internal audit reports, external audit outcomes, key projects, health and safety
Assessment of Organisational Risks	Develop improvement plans based on Risk Assessment and Internal Audits	
Develop measures that can be reported in relation to significant risks	Review processes that enable risk identification and mitigation	

4.9 As has been noted previously in this report, a comprehensive reporting regime is already in place for Council encompassing all aspects that are usually under the purview of ARC's like financial variances, debt profile, outcomes of external audits and health and safety reporting.

- 4.10 The aim of enhancing governance oversight in the RM area is envisaged to focus on reporting outcomes of any new processes (like Internal Audits) and potentially reiterating information presented in other reports into a Risk Management report in the interest of introducing a comprehensive risk assurance protocol.
- 4.11 With regard to Internal Audit Services, in early June Waikato LASS (WLASS) signed up a joint agreement with KPMG for the provision of this service which all Waikato Councils can sign up to. The term of the Agreement is for 3 years.
- 4.12 Under this agreement, some of the key services being provided to Council's who sign up are-
- Help develop or validate proposed the internal audit plan, annually
 - Assist in mapping Councils key risks to a risk-based internal audit plan
 - Develop a two-hour fraud awareness training to nominated staff
 - Annually host the WLASS councils to a panel session with risk management industry updates and learnings
 - Enable knowledge sharing of good practices amongst Councils
- 4.13 WDC is in the process of completing this sign up and will set out to develop an internal Audit Plan thereafter with KPMG. Setting up an Internal Audit Plan will be the first step in the assurance process, it will be followed by implementation. The Audit Plan will typically cover a year.
- 4.14 The learnings and findings from the internal audits as well as findings from the Organisational Risk Assessment process will be used to develop Improvement Plans for managing key risks. Future Internal audit plan development will also take into account the findings of any organisational risk assessment work.
- 4.15 A preliminary timeline of the Risk management work stream is provided in table below

Workplan	Timeline				
	Aug-16	Nov-16	Mar-17	May-17	Aug-17
Develop Internal Audit Plan	*				
Implement Internal Audits	*	*	*	*	*
Develop Risk Management Framework and Policy		*			
Assessment of Organisational Risks		*			
Develop measures that can be reported in relation to significant risks			*		
Develop improvement plans based on Risk Assessment and Internal Audits				*	
Risk Management Reporting to Council	*	*	*	*	*

Suggested Resolution

1. The business paper on Organisational Risk Management Process and Oversight be received.
2. Council endorse the timeline and workplan for the Risk Management workstream as shown in table 4.15.



VIBHUTI CHOPRA
GROUP MANAGER CORPORATE SERVICES

20 June 2016

Document No: A320535

File No: 037/000B

Report To: Council Meeting**Meeting Date:** 28 June 2016**Subject:** **Submission on Consultation on Proposed National Policy Statement on Urban Development Capacity****Purpose of Report**

- 1.1 The purpose of this business paper is to present for consideration the proposed submission for the consultation on proposed National Policy Statement on Urban Development Capacity.

Local Government Act S.11A Considerations

- 2.1 There are no considerations in relation to section 11A of the Local Government Act 2002 in regards to this business paper.

Background

- 3.1 The government is seeking submissions on the proposed National Policy Statement on Urban Development Capacity (NPS-UDC). This has been developed by the Ministry for the Environment and the Ministry of Business, Innovation and Employment for the Minister for the Environment and for Building and Housing.
- 3.2 The purpose of the proposed National Policy Statement on Urban Development Capacity (NPS-UDC) is to ensure regional and district plans provide adequately for the development of business and housing. This is to enable urban areas to grow and change in response to the needs of their communities.
- 3.3 Some urban areas in New Zealand are growing quickly. Regional and district Councils are under pressure to provide development-ready land for housing and business that keeps pace with demand.
- 3.4 To support productive and well-functioning cities, it is important that regional policy statements and regional and district plans under the Resource Management Act 1991 provide adequate opportunities to develop land for business and housing and by doing so contribute to competitive land and development markets.
- 3.5 Arguably, the inability of some Councils to provide sufficient development capacity is an important factor behind the increasing land and house prices being experienced in some parts of the country.
- 3.6 The Resource Legislation Amendment Bill 2015 (RLAB) proposes new functions for regional and district Councils to ensure there is sufficient development capacity in regional and district plans to meet long-term demand.
- 3.7 The proposed NPS-UDC would support these functions if they are passed into law. However, it could stand alone if required.

- 3.8 If made operative, the NPS-UDC would be supported by guidance for local authorities on how to implement it.

Commentary

- 4.1 A submission to the consultation on Proposed National Policy Statement on Urban Development Capacity has been prepared and is attached to this business paper.
- 4.2 While the majority of the NPS-UDC focuses on growth areas, it is proposed that the following policies apply to all local authorities.

Outcomes for decision-making

Policies PA1 to PA3 apply to all local authorities.

PA1: By decision-makers:

- *Providing for an urban form that maximises the potential for social and economic exchange within the urban area.*
- *Providing for the efficient use of resources, having particular regard to scarce urban land and infrastructure.*
- *Enabling the competitive operation of land and development markets.*

PA2: By local authorities providing at all times sufficient residential and business development capacity for the short, medium and long terms.

PA3: When considering the effects of urban development, decision-makers must:

- *Recognise and provide for the contribution that urban development will make to the ability for people and communities and future generations to provide for their social, economic and cultural wellbeing.*
- *Provide sufficient development capacity, whilst maximising the positive effects of development, and minimising the adverse effects of development.*
- *Have particular regard to the positive effects of urban development at a national, regional and district scale, as well as its local effects.*

- 4.3 The above provisions which apply to all local authorities are not considered too onerous for Waitomo District Council as the implementation of these policies can be adapted to fit the situational circumstances of the locality.
- 4.4 The submission attached supports the National Policy Statement on Urban Development Capacity 2016 which encapsulates the government's proposal to require local authorities to consider the demand for housing and jobs, and the

impact that zoning and development controls will have on people's ability to meet that demand. A copy of the proposed National Policy Statement on Urban Development Capacity 2016 is attached to this business paper for information.

Suggested Resolutions

- 1 The business paper on consultation on Proposed National Policy Statement on Urban Development Capacity be received.
- 2 Council approve the attached letter for submission to the consultation on proposed National Policy Statement on Urban Development Capacity.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

21 June 2016

- Attachment:
- 1 Submission to the consultation on Proposed National Policy Statement on Urban Development Capacity (Doc A320532)
 - 2 Proposed National Policy Statement on Urban Development Capacity (Doc A320531)

29 June 2016

NPS Urban Development
Ministry for the Environment
PO Box 106483
Auckland City 1143

Consultation on Proposed National Policy Statement on Urban Development Capacity

We support the intent behind the proposed policy statement to reduce the regulatory barriers to the supply of housing, and therefore reduce the cost of housing relative to income.

We agree that high house prices drive wealth inequality, increase the fiscal burden of housing-related welfare, and pose a risk to the national economy. The regions, such as Waitomo, both rely and support the urban centers which are the key focus of this national policy statement. In order for our regions to function effectively we need our urban centers to be doing the same.

We support the tiered approach of the National Policy Statement to target policies to those places facing the greatest growth challenges while minimising the costs of meeting national direction in places where it is not necessary.

The policies which apply to all local authorities are considered reasonable for smaller local authorities to accommodate as the implementation of these policies can be adapted to fit the situational circumstances of the locality.

We support the focus on Councils providing sufficient residential and business capacity in the short, medium and long term. Having a long term integrated approach to development is key to effective development of any centre, be it urban or rural. In those regional centres which may be facing a declining population, the focus on capacity will not be on increasing capacity per se but making sure that the right type of development capacity is available to meet the changing needs of the community.

We support the assessments of housing and business demand required by policy PB1 in medium and high growth urban areas. We recommend that these assessments are based on statistics which are continually updated as opposed to the fixed figures in Appendix A2. Population projections can change over time for a variety of reasons and the demand assessments should be based on the most recent data available to have the most robust foundation possible.

We query the three yearly timing of the reviews given that a number of the options to implement the required recommendations arising out of these reviews involve amending the relevant plans and policy statements. Amending plans and policy statements can be a lengthy process and may well still be ongoing at the time of the next scheduled review. We would recommend a four or five yearly review cycle be considered.

We view it as a very positive move to require local decision makers to consider the demand for housing and jobs, and the impact that zoning and development controls will have on people's ability to meet that demand.

We strongly support the move to focus on the positive as well as the negative effects of a development as part of the consenting process. It is important that the contribution an urban development can make to the ability of people, communities and future generations to provide for their social, economic and cultural well-being is considered as part of the consenting process.

Thank you for the opportunity to submit on the proposed National Policy Statement on Urban Development Capacity 2016.

Yours sincerely

BRIAN HANNA
MAYOR

Proposed National Policy Statement on Urban Development Capacity 2016

Preamble

New Zealand is one of the most urbanised countries in the world, with 73 percent of us living in cities of at least 30,000 people¹.

Cities are characterised by their intensity, the access they provide to things that people value, their scale, and often by high rates of population and economic growth. These have both positive and negative impacts: successful cities maximise the positives and minimise the negatives. Successful cities provide people with access to a choice of homes and opportunities to earn income, and attractive built and natural environments. They have good quality physical and social infrastructure and open space. They use resources efficiently, and they minimise their environmental footprint. They make the most of their ability to connect to other parts of the world. Such cities attract people and investment, and are therefore constantly changing, dynamic places that make a significant contribution to national economic performance.

Local authorities play an important role in shaping the success of our cities by planning for growth and change, and providing critical infrastructure. Ideally, urban planning should enable people and communities to provide for their social, economic and cultural wellbeing through development, while managing its effects. This is a challenging role, because cities are complex places; they develop as a result of numerous individual decisions, and this often involves conflict between diverse preferences.

This National Policy Statement provides direction to decision-makers under the RMA on urban planning. It has a particular focus on ensuring that planning enables development through providing sufficient development capacity for housing and businesses.

The National Policy Statement aims to help reduce regulatory barriers to the supply of housing, and reduce the cost of housing relative to income. High house prices drive wealth inequality, increase the fiscal burden of housing-related welfare, and pose a risk to the national economy.

It is also important that planning provides good accessibility between housing and businesses, and the social infrastructure necessary in a successful city.

An overarching theme running through this National Policy Statement is that planning decisions must actively enable growth and development in urban areas, and accommodate that in such a way as to maximise wellbeing now and in the future.

¹ According to Statistics New Zealand's most recent estimates.

The National Policy Statement requires plans to provide sufficient development capacity to meet long term demand. This includes both the total number of dwellings and the amount of business space needed, and the range of demands for different sizes, types and locations.

Another key theme running through the National Policy Statement is for planning to better understand the property market and enable it to provide for the community's needs. While taking account of all factors that affect well-being, planning should respond to demand, enable what is commercially feasible, and promote competitive land and development markets. The National Policy Statement requires planning to place a greater emphasis on monitoring what is happening on the ground, and responding to that.

This National Policy Statement requires development capacity provided in plans to be serviced or likely to be serviced with infrastructure. This will necessitate better integration and coordination between land use and infrastructure planning and will require local authorities, infrastructure providers and central government to work co-operatively.

This National Policy Statement also places a strong emphasis on planning coherently across urban housing and labour markets, which will require coordinated planning between local authorities that share jurisdiction over Main Urban Areas.

The National Policy Statement targets different policies to different local authorities, as per the table below.

	All local authorities	Local authorities that have a Medium Growth Urban Area within their jurisdiction	Local authorities that have a High Growth Urban Area within their jurisdiction
Objectives that apply	All	All	All
Policies that apply	PA1 – PA3	PA1 – PA3	PA1 – PA3
		PB1 – PB5 PC1 – PC3 PD1 – PD4	PB1 – PB5 PC1 – PC3 PD1 – PD4
			PD5 – PD9

1 Title

This national policy statement is the National Policy Statement on Urban Development Capacity 2016.

2 Commencement

This national policy statement comes into force on the 28th day after the date on which it is notified in the *New Zealand Gazette*.

3 Interpretation

In this national policy statement, unless the context otherwise requires, –

Act means the Resource Management Act 1991.

Business land means land that is zoned for productive economic activities in urban areas, including but not limited to the following:

- industrial
- commercial
- retail
- business and business parks
- mixed use and centres, to the extent that it is available for productive economic activities.

but does not include residential dwellings that are also used for a productive economic activity such as home occupations.

Decision-maker means all persons exercising functions and powers under the Act.

Demand means:

In relation to residential development, the demand for residential dwellings within an urban area in the short, medium and long-terms, having particular regard to:

- a) the total number of dwellings required to meet projected household growth;
- b) demand for different types of dwellings;

- c) the demand for different locations within the urban area; and
- d) the demand for different price points.

recognising that people will trade off (b), (c) and (d) to meet their own needs and preferences.

In relation to business land, the demand for floor area in the short, medium and long-terms, having particular regard to:

- a) the quantum of floor area to meet forecast growth in different sectors;
- b) the demands of both land extensive and intensive activities; and
- c) the demand for different locations within the urban area.

Development capacity means in relation to residential and business land, the capacity of land for urban development to meet demand, taking into account the following factors:

- the zoning, objectives, policies, rules and overlays that apply to the land; and
- the provision of adequate infrastructure, existing or likely to exist, to support the development of the land, having regard to—
 - the relevant proposed and operative regional policy statements, regional plans and district plans; and
 - any relevant management plans and strategies prepared under other Acts.

Feasible means the commercial viability of development, taking into account the current likely costs, revenue and yield of developing.

High-Growth Urban Area means:

- Any Main Urban Area that, according to the most recent Statistics New Zealand growth projections set out in Appendix A2, is projected to experience population growth of more than 10% over the medium-term; or
- Any Secondary Urban Area that at any point in the year has a combined resident and visitor population of over 30,000, and according to the most recent Statistics New Zealand growth projections set out in Appendix A2, is projected to experience population growth of more than 10% over the medium-term.

Infrastructure means network infrastructure for water supply, wastewater, stormwater, transport, and passenger transport services.

Local authority has the same meaning as in section 2 of the Resource Management Act 1991.

Long-term means within the next thirty years.

Main Urban Area means as defined by Statistics New Zealand set out in Appendix A1.

Medium-Growth Urban Area means:

- Any Main Urban Area that, according to the most recent Statistics New Zealand growth projections set out in Appendix A2, is projected to experience population growth of between 5% and 10% over the medium-term; or
- Any Secondary Urban Area that at any point in the year has a combined resident and visitor population of over 30,000, and according to the most recent Statistics New Zealand growth projections set out in Appendix A2, is projected to experience population growth of between 5% and 10% over the medium-term.

Medium-term means within the next ten years.

Plan means an operative or proposed regional plan or a district plan.

Planning decisions means any decision on a regional policy statement, regional or district plan, or plan change.

Secondary Urban Area means as defined by Statistics New Zealand set out in Appendix A1.

Short-term means within the next three years.

Sufficient means the provision of enough development capacity to meet residential and business demand, plus, to take account of the likelihood that not all capacity will be developed, an additional margin of at least:

- 20% over and above projected short and medium-term residential and business demand; and
- 15% over and above projected long-term residential and business demand.

The total capacity should reflect the demands for different types and locations.

Urban area means an area with urban characteristics and a moderate to high concentration of population, irrespective of local authority boundaries.

Urban form means the overall pattern of development within an urban area, and the relationship of its constituent parts to each other.

4 National significance

This National Policy Statement is about the national significance of the contribution that urban areas make to the social, economic and cultural wellbeing of people and communities, and the need to enable urban development and change in order to provide for this.

5 Objectives

The following objectives apply to all local authorities.

Objective Group A – Outcomes for decision-making

- OA1: To support effective and efficient urban areas that enable people and communities to provide for their social, economic and cultural wellbeing.
- OA2: To provide sufficient residential and business development capacity to enable urban areas to meet residential and business demand.
- OA3: To enable ongoing development and change in urban areas.

Objective Group B – Evidence and monitoring to support decision-making

- OB1: To ensure plans and regional policy statements are based on a robust, accurate and frequently-updated evidence base.

Objective Group C – Coordinated evidence and decision-making

- OC1: To promote coordination within and between local authorities and infrastructure providers in urban areas, consistent planning decisions, integrated land use and infrastructure planning, and responsive planning processes.

Objective Group D – Responsive planning

- OD1: To ensure that planning decisions enable urban development in the short, medium and long-terms.
- OD2: To ensure that in the short and medium terms local authorities adapt and respond to market activity.

6 Policies

Outcomes for decision-making

Policies PA1 to PA3 apply to all local authorities.

PA1: By decision-makers:

- Providing for an urban form that maximises the potential for social and economic exchange within the urban area.
- Providing for the efficient use of resources, having particular regard to scarce urban land and infrastructure.
- Enabling the competitive operation of land and development markets.

PA2: By local authorities providing at all times sufficient residential and business development capacity for the short, medium and long terms.

PA3: When considering the effects of urban development, decision-makers must:

- Recognise and provide for the contribution that urban development will make to the ability for people and communities and future generations to provide for their social, economic and cultural wellbeing.
- Provide sufficient development capacity, whilst maximising the positive effects of development, and minimising the adverse effects of development.
- Have particular regard to the positive effects of urban development at a national, regional and district scale, as well as its local effects.

Evidence and monitoring to support decision-making

Policies PB1 to PB5 and PC1 to PC3 apply to all local authorities that have part, or all, of either a Medium Growth Urban Area or High Growth Urban Area within their jurisdiction.

PB1: Local authorities must, by the end of 2018, or within 12 months of becoming a Medium or High Growth Urban Area, and thereafter on at least a three-yearly basis, carry out:

- A Housing Assessment that estimates the demand for dwellings, including the demand of different groups in the population for different types of dwellings, locations and price points, and the supply of development capacity to meet that demand, in the short, medium and long-terms; and
- A Business Land Assessment that estimates the demand for the different types and locations of floor area for the local business sectors, and the supply of development capacity to meet that demand, in the short, medium and long-terms.

Local authorities must have regard to the benefits of publishing the assessments under policy PB1.

PB2: In carrying out the assessments required under policy PB1, local authorities must have particular regard to:

- Demographic change, including population growth and household size projections, using the most recent Statistics New Zealand growth projections set out in Appendix A2.
- Future changes in the sectoral composition of the local economy and the impacts that this might have on residential and business demand.
- Information on the market's response to planning obtained through monitoring under PB5.

PB3: In carrying out the assessments required under policy PB1, local authorities must estimate the sufficiency of development capacity provided by its plans and proposed and operative regional policy statements, having particular regard to:

- The cumulative effect of all zoning, objectives, policies, rules and overlays in plans, and the effect this will have on opportunities for development being taken up.
- The actual and likely availability of infrastructure.
- The current physical and commercial feasibility of development capacity.
- The likelihood of opportunities for development being taken up.

and must estimate the additional development capacity needed if any of these factors indicate that the supply of development capacity is not likely to meet demand in the short, medium or long-term.

PB4: In carrying out the assessments required under policy PB1, local authorities must consult with infrastructure providers, community and social housing providers, the property development sector and any other stakeholders as they see fit.

PB5: To ensure that local authorities are well-informed about the market's response to planning, local authorities must monitor a range of indicators on a quarterly basis, or as frequently as possible, including:

- The relative affordability of housing, including the ratio of house price to income and the relative cost to rent;
- The increase in house prices and rents;
- The number of resource and building consents granted relative to the growth in population;
- Vacancy rates for business land;

- The ratio of the value of land between rural and urban zoned land; and
- The ratio of the value of improvements to the value of land within the urban area.

Local authorities must have regard to the benefits of publishing the results of its monitoring under policy PB5.

Co-ordinated evidence and decision-making

- PC1: When developing plans and regional policy statements to implement this National Policy Statement, local authorities must consult with other local authorities, local infrastructure providers and central government infrastructure providers that share jurisdiction over a Medium Growth Urban Area or a High Growth Urban Area.
- PC2: The relevant local authorities and infrastructure providers will work together to agree on data and projections used in the development of the assessments required under policy PB1.
- PC3: The relevant local authorities and infrastructure providers will work together to, as far as possible, ensure coordinated land use planning and infrastructure provision, including expected levels of service for infrastructure.

Responsive planning

Policies PD1 to PD4 apply to all local authorities that have part, or all, of either a Medium Growth Urban Area or High Growth Urban Area within their jurisdiction.

- PD1: When the evidence base or monitoring obtained in accordance with policies PB1 to PB5 indicates that development capacity is not sufficient in any of the short, medium or long terms, local authorities must respond by providing further development capacity in accordance with policies PD2 and PD3 as soon as possible.
- PD2: A local authority must consider all options available to it under the Act to enable sufficient development capacity to meet residential and business demand, including but not limited to:
- Changes to plans and regional policy statements, including changes to:
 - Objectives, policies and rules, zoning and the application of those in both existing urban and undeveloped areas;
 - Activity status;
 - Provisions about the notification of applications for resource consent;
 - Existing overlays, or the introduction of overlays which enable development; and
 - Make them simpler to interpret.

- Consenting processes that are customer-focused and coordinated within the local authority; and
- In granting consent, the conditions of consent imposed.

PD3: Local authorities must consider the following responses:

- In the short term, further enable development through customer-focused consenting processes and, where appropriate, amending the relevant plans.
- In the medium term, amending the relevant plans and policy statements to provide more development capacity.
- In the long term, providing a broad indication of the location, timing and sequencing of development capacity in order to demonstrate that it will be sufficient.

PD4: In giving effect to policy PD1 with respect to residential development capacity local authorities should have particular regard to enabling capacity:

- In the locations that the Housing Assessment, required under policy PB1, indicates are of highest demand; and
- That is feasible.

such that it maximises the contribution to meeting demand for residential development.

Local authorities that have a Medium Growth or High Growth Urban Area within their jurisdiction should not restrict their responses to meeting demand to only the area that lies within the Medium Growth Urban Area or High Growth Urban Area.

Policies PD5 to PD9 apply to all local authorities that have part, or all, of a High Growth Urban Area within their jurisdiction.

Regional councils must have amended their proposed and operative regional policy statement to give effect to policies PD5 to PD6 by:

- The end of 2018; or
- Earlier if the Housing Assessment required under policy PB1 shows development capacity is insufficient to meet demand; or
- Within 12 months of becoming a High Growth Urban Area.

Regional councils must amend their proposed and operative regional policy statements to give effect to policies PD5 to PD6 in accordance with section 55(2A) of the Act without using the process in Schedule 1 of the Act.

PD5: Regional councils must set minimum targets for the supply of sufficient residential development capacity that must be achieved, in accordance with its Housing Assessment, and incorporate these into the relevant regional policy statement.

These minimum targets must specify:

- The total number of dwellings; and
- Different types of dwellings.

To take account of the likelihood that not all capacity will be developed, it must require an additional margin of at least:

- 20% over and above projected short and medium-term demand; and
- 15% over and above projected long-term demand.

PD6: A regional council's minimum targets set under policy PD5 must be set for the medium and long terms, and must be reviewed every three years. When a regional council's Housing Assessment required under policy PB1 shows that the minimum targets set in the regional policy statement are insufficient to meet demand, regional councils must revise those minimum targets in accordance with policy PD5 and incorporate those targets into its regional policy statement in accordance with section 55(2A) of the Act without using the process in Schedule 1 of the Act.

Local authorities shall give effect to policies PD7 to PD9 within the following timeframes:

- By the end of 2018; or
- Within 12 months of becoming a High Growth Urban Area.

PD7: Local authorities must provide a future land release and intensification strategy alongside the relevant plans and regional policy statements to demonstrate that there will be sufficient development capacity in the medium and long terms, and that minimum targets will be met.

PD8: The future land release and intensification strategy must:

- Identify the location, timing and sequencing of future development capacity over the long term; and
- Provide a process for flexible implementation.

PD9: In developing this strategy, local authorities must:

- Be informed by the Housing Assessment and Business Land Assessment required under policy PB1;
- Take into account the views of infrastructure providers, land owners, the property development sector and any other stakeholders as they see fit; and
- Have particular regard to policy PA1.

Appendix – Statistical Information

Main Urban Areas	Secondary Urban Areas
Whangarei	Pukekohe
Northern Auckland Zone	Tokoroa
Western Auckland Zone	Taupo
Central Auckland Zone	Whakatane
Southern Auckland Zone	Hawera
Hamilton Zone	Feilding
Cambridge Zone	Levin
Te Awamutu Zone	Masterton
Tauranga	Greymouth
Rotorua	Ashburton
Gisborne	Timaru
Napier Zone	Oamaru
Hastings Zone	Rangiora
New Plymouth	Queenstown
Whanganui	
Palmerston North	
Upper Hutt Zone	
Lower Hutt Zone	
Porirua Zone	
Wellington Zone	
Nelson	
Christchurch	
Dunedin	
Invercargill	
Kapiti	
Blenheim	

A1:
Statistics
New
Zealand:
Classificati
on of
Urban
Areas

Source: Statistics New Zealand (sourced May 2016)

Classification of Urban Areas

A2: Statistics New Zealand: Projected Total Population by Urban Area

Urban Area	Year at 30 June						
	2013	2018	2023	2028	2033	2038	2043
Whangarei	53,600	55,000	56,000	56,800	57,400	57,600	57,600
Northern Auckland Zone	288,000	315,900	335,400	355,000	375,000	393,900	411,900
Western Auckland Zone	217,100	242,700	266,300	290,100	312,400	334,000	355,000
Central Auckland Zone	450,900	500,600	539,000	578,400	616,700	652,500	686,100
Southern Auckland Zone	425,800	463,200	491,700	520,300	547,100	571,600	594,200
Hamilton Zone	180,600	196,600	208,700	220,600	232,200	243,200	253,800
Cambridge Zone	18,400	19,850	20,600	21,200	21,800	22,300	22,700
Te Awamutu Zone	15,850	16,600	17,250	17,800	18,300	18,700	18,950
Tauranga	125,700	135,500	144,700	153,900	162,900	171,500	179,800
Rotorua	55,800	56,100	56,200	56,000	55,400	54,400	53,000
Gisborne	35,200	36,100	36,700	37,100	37,400	37,400	37,200
Napier Zone	60,600	62,500	63,400	64,100	64,300	64,200	63,700
Hastings Zone	67,000	69,300	70,500	71,400	71,900	71,800	71,400
New Plymouth	54,800	57,900	59,900	61,600	63,100	64,300	65,400
Whanganui	39,300	39,000	38,700	38,300	37,600	36,600	35,500
Palmerston North	81,500	84,500	87,000	89,400	91,600	93,400	95,000
Upper Hutt Zone	39,000	40,500	41,400	42,200	42,600	42,800	42,800
Lower Hutt Zone	100,500	101,300	101,800	102,000	101,500	100,300	98,500
Porirua Zone	53,500	55,600	56,700	57,500	57,900	57,800	57,400
Wellington Zone	196,500	207,100	214,400	221,600	228,300	234,400	239,800
Nelson	63,300	66,600	68,700	70,400	71,600	72,400	72,800
Christchurch	369,200	395,400	410,100	424,300	437,000	448,200	457,800
Dunedin	115,100	118,000	119,300	120,400	121,100	121,300	121,100
Invercargill	49,300	50,600	51,100	51,400	51,400	51,100	50,500
Kapiti	40,700	42,100	43,500	44,800	46,100	47,100	47,900
Blenheim	30,100	30,900	31,500	31,900	32,100	32,100	32,100

Source: Statistics New Zealand (sourced May 2016)

Projected Total Population at 30 June 2018-2043 (2013-base)

Clerk of the Executive Council

Document No: A320295**File No: 037/048B****Report To: Council****Meeting Date: 28 June 2016****Subject: Progress Report: Road Map Work Programme**

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **28 June 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 (2015/2016) as well as those scheduled for the 2016/2017 year and includes the indicative timeframe and a commentary on progress for each project of work.

3.5 Amendments to Timelines and Projects of Work

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

New Projects

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

4.2 New Projects

4.3 Centennial Park Lease Arrangements

4.4 At the Council meeting on 31 May 2016 it was identified that a project of work is required to review lease arrangements with the Lessees of Centennial Park to bring them all into alignment.

Suggested Resolution

The Progress Report: Road Map Work Programme as at **28 June 2016** be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Attachment: Road Map Monitoring Schedule as at **28 June 2016 (Doc A320296)**



Road Map

Monitoring Schedule

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

as at 28 June 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 2015-2025 2018-2028 LTP	November 2017	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

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

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

SWaMMP

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

Affordability Review

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

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

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

Leadership

2016/2017 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2016/17 development	August 2015	Complete
Identification of any "strategic" amendments to LTP for 2016/17 year.	August - November 2015	Complete
Managers complete 2016/17 budgets in consideration of 2016/17 Budgets contained in LTP.	October 2015	Complete
Modelling of budgets and finances for 2016/17	November 2015	Complete
Management Review of 2016/17 budgets	November 2015	Complete
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	9 December 2015	Complete
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	10 February 2016	Complete
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	8 March 2016	If there are no material changes in the EAP compared with the LTP for 2016/17, then the rest of this process will not be required. If this is the case, an alternative method for communicating with the Community on the EAP will be considered. The EAP may also be adopted sooner should consultation as per s.82 not be required.
Audit of dEAP	14- 23 March 2016	NA
Council Meeting: Adopt Information for EAP 16/17 and Summary for engagement with community	5 April 2016	As there are no material or significant changes compared with the corresponding year in the LTP 2015-25 formal consultation is not required
Engagement Period	15 April – 13 May 2016	In progress
'Drop in' session with Elected members	19 18 May 2016	Completed
Discussion of any feedback (if required)	31 May 2016	Completed
Council Meeting: Adopt EAP	28 June 2016	A business paper is contained elsewhere in this Agenda.

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

Key Milestone	Indicative Timeframe	Commentary
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	Further Key Milestones and a timeline will be considered as part of the 2017/18 year work plan.

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
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	
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.

Information Services Strategic Plan: Key Projects Implementation

Key Milestone	Indicative Timeframe	Commentary
Objective Implementation		
Objective Implementation Start	August 2015	Complete
Definition Stage	August – September 2015	Complete
Analysis and Design Stage	October – December 2015	Complete
Build Stage	December 2015 – January 2016	Complete
Implementation Stage	February – May 2016	Complete. Go Live was on 13 June and went ahead with minimal disruption.

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	Underway
Procurement	April 2016	This project has had to take a pause due to Objective Implementation. It will be re-started in July 2016
Migration	May 2016	
User Training	May 2016 onwards	

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

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		
Agreement to proceed	September 2015	Timeline subject to this Agreement. This has not been agreed yet. Discussions had in early November and ICL has been asked to confirm by end of month

Key Milestone	Indicative Timeframe	Commentary
Planning		New milestones to be advised once agreement has been reached.
ICL migration		

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	Underway
Council Meeting - Customer Satisfaction Survey Results to Council	30 August 2016	
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	

Pre-Election Report

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

Key Milestone	Indicative Timeframe	Commentary
Councillors (if any)		
Final Approval of CE	Wednesday 27 July	
PER Publication Date and distribution	Thursday 28 July	

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	
Application to LGFA	August 2016	The rest of the process will be followed if LGFA agree to lend to WDC.
Council Meeting - to adopt amended Debenture Trust Deed	6 October 2016	

Procurement Policy Review

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

2015/16 Annual Report

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

2016 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Public notice of election	13 July 2016	

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

2016 Elected Member Induction Process

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

2016 Code of Conduct Review

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

2016 Governance Statement Review

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

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

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

2017/2018 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	

Key Milestone	Indicative Timeframe	Commentary
Identification of any "strategic" amendments for 2017/18 year.	September - December 2016	
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	
Modelling of budgets and finances for 2017/18	November 2016	
Management Review of 2017/18 budgets	November 2016	
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	
Council Workshop #2 of 3: <ul style="list-style-type: none"> • Preliminary draft financial forecasts including Rating Implications • Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	14 February 2017	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.
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	

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	28 June 2016	

Waitomo District Youth Strategy

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

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

Community Events

2016 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review scope of Great NZ Muster including Health and Safety requirements	9 December 2015	Completed
Identify and consult with key stakeholders	September/October 2015	Completed
Development and implementation of a Project Plan	October 2015	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2016	Progressing
Execution of event	2 April 2016	Completed
Council Meeting Management Report on the main event (The Muster) identifying success and the budget	28 June 2016	A business paper is included elsewhere in this Agenda.

Review of Events Portfolio

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

2016 Christmas Parade

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

2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	
Identify and consult with key stakeholders	September/October 2016	
Development and implementation of a Project Plan	October 2016	
Advertise and communicate: Continue communication with key	January to March 2017	

Key Milestone	Indicative Timeframe	Commentary
stakeholders, community and other target markets		
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)

2016 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Policy Review	10 November 2015	Completed
Council Meeting Adoption of Policy	24 November 2015	Completed
Calling of Nominations	February/March 2016	Progressing
Council Meeting Presentation of Timeline and promotion of Nominations	23 February 2016	Completed
Consideration of Nominations by Working Party	March/April 2016	The Citizens Awards Working Party is to consider nominations on 3 May 2016.
Citizens Awards Ceremony	29 May 2016	Complete

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	October 2015	Completed
Graduate names received from Industry Training Organisations	December 2015/January 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.

Key Milestone	Indicative Timeframe	Commentary
		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	March 2016	
Graduation Ceremony	May / June 2016	

2017 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2016	Note: This timeline is likely to alter following the changed timeline for the current year's Graduation Ceremony.
Graduate names received from Industry Training Organisations	December 2016/January 2017	
Invitation to Graduates and Families/Supporters	March 2017	
Graduation Ceremony	May / June 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	
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: ODDB – Reporting on delivery of services against Schedule of Services	29 September 2015	Completed
Council Meeting Final Report – Delivery of Services 2015/2016 year	2 August 2016	

Service Level Agreement – Waitomo Caves Discovery Centre

2016/2017

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

Service Level Agreement – Hamilton Waikato Tourism

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	6 October 2016	
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	Postponed to 14 September 2016
Further milestones will be confirmed following the Council Workshop		

Customer Services Strategy – Monitoring and Review

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Annual Progress Report	28 June 2016	
Internal Review of Strategy	March 2017	
Council Workshop Review of Strategy	12 April 2017	
Council Meeting Adoption of reviewed Strategy	30 May 2017	

Waitomo's Digital Journey

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

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data	November 2015	Progressing
Liveability and Business Questionnaires undertaken	March/April 2016	Progressing
Data analysis and development of the Waitomo District Economic Profile	May/June 2016	Progressing
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper	2 August 2016	
Council Meeting Presentation of stakeholder feedback	6 October 2016	
Council Workshop Draft Waitomo District Economic Development Strategy	15 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	

Waitomo District Age-Friendly Strategy

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

Regulation Services

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

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

The functions are:

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

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

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

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

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

Policy: General

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

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

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

Policy: Dangerous and Insanitary Buildings

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	February 2016	Completed
Prepare recommendations	February 2016	Completed
Council Workshop Policy Review	22 March 2016	Completed
Council Meeting Adopt draft policy for consultation	27 April 2016	Completed - a business paper was presented at the 27 April Council meeting.
Finalise draft Policy for consultation	April 2016	Completed
Public Notification	May 2016	Completed
Consultation Period	2 May 2016 to 2 June 2016	In progress
Hearing	14 June 2016	Complete
Deliberations	21 June 2016	Deferred to 28 June 2016
Policy changes after deliberations	June/July 2016	
Council Meeting Adoption of Policy	2 August 2016	Brought forward – a business paper is contained elsewhere in this Agenda.

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: Local Alcohol Policy

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

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	Deferred to 14 September 2016

Policy: Earthquake Prone Buildings Policy

1.0 DESCRIPTION

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

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

Policy: Dog Control Policy and Practices Report 2015/2016

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report	6 October 2016	
Public notification	October 2016	

Bylaws: General

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	①	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
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: Trade Waste Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Complete an internal review of the current Bylaw	November/December 2015	Completed
Prepare business paper:	15 January 2016	Completed
Finalise draft bylaw	28 January 2016 – 14 March 2016	Completed
Council Workshop Draft Bylaw	22 March 2016	Completed
Council Meeting Adopt Draft Bylaw for Public Consultation	5 April 2016	Completed
Public Notice of consultation period for new bylaw (SCP and S.148 combined) – Notice in Waikato Times and Taranaki Daily news	7 April 2016	Completed
Consultation period (2 months)	7 April 2016 – 7 June 2016	In progress
Copy of Bylaw to Minister of Health (s.148 LGA)	8 April 2016	Completed
Consult any body or person the Minister of Health directs (s.148A)	8 April 2016	The MoH has advised it is happy with the consultation undertaken by Council and does not require further consultation with any body/person. The MoH has however made recommendations on amendments to the Bylaw Schedules relating to "liquid waste from pharmacies" and the Office of Radiation Safety. These recommendations will be taken into account at the time of deliberations.
Submissions close	7 June 2016	
Analysis of submissions	7 June 2016 – 14 June 2016	
Hearing	14 June 2016	
Deliberations	21 June 2016	
Council Meeting Adoption of new Bylaw	28 June 2016	

Bylaws: Land Transport Bylaw – Review

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

Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	Deferred to 14 September 2016
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	
Council Workshop Review of Freedom Camping Bylaw		
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
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	This business paper will be presented at the June 2016 Council 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	
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	30 August 2016	Note: Once an Action Plan has been adopted by Council, further Key milestones will be added to this activity subject to the content of that Action Plan
Council Meeting Progress Report	As required	

Te Maika Zone

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

Community Services

Property: Divestment – 2 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Issues and Upgrade vs Demolition Options	27 April 2016	A business paper is contained elsewhere in this Agenda.

Property: Divestment – Old Ministry of Works Building

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

Property: Divestment – Mokaiti Hall

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

Parks & Reserves: Brook Park Entrance Development

Brook Park Entrance

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to Engineering Consultant. Awaiting design completion. Draft drawings received.
Call for Tenders	June 2016	Final Drawings and tender documentation to be completed May/June 2016.
Construction Commences	September 2016	

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	31 May 2016	Assessment complete. A business paper is contained elsewhere in this Agenda.
Further milestones to be developed upon receipt and review of assessment report		

Parks & Reserves: Walking Track Strategy and Maintenance Contract

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

Parks & Reserves: Passive Reserves Management Plan

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

Parks & Reserves: Active Reserves Management Plan

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

Parks & Reserves: Remotely Piloted Aircraft Systems

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

Public Amenities: Te Kuiti Cemetery Development Plan

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

Public Amenities: Marokopa Public Toilet Replacement

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

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

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

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

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

AMP Improvement and Monitoring: Housing and Other Property

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

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

AMP Improvement and Monitoring: Parks and Reserves

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

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

AMP Improvement and Monitoring: Public Amenities

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

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

AMP Improvement and Monitoring: Recreation and Culture

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

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

Community Services - Project Management

Property: Te Kuiti Railway Building

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

Railway Building: Project 2 – Plaza Tidy Up

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs		Underway
Workshop with Council Representative and TKDI	May 2016	
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	Started 11 April 2016 Target completion end July 2016. Work is progressing and is currently on target for completion by the end of July.

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

Key Milestone	Indicative Timeframe	Commentary
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105 – June 2015	Completed
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	
Liaise and finalise agreements with landowners	April – May 2016	
Agreement documents returned from landowners	May – June 2016	
Finalise legal submission and submit to LINZ	July 2016	

Property: Te Kuiti Campground

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Completed. A Concept Plan was considered by Council at the 26 May 2015 meeting.
Concept design forwarded to motor Caravan Association for comment	June 2015 – July 2015	Completed
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	Completed. Concept design forwarded to Quantity Surveyor to prepare preliminary costings.
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Completed. Monetary allowance to be included in the 2016/2017 budgets for undertaking of feasibility study and business case.
Prepare an extension to existing Te Kuiti Campground lease	May 2016	Work in progress.
Feasibility Study / Business Case development	August – October 2016	
Council Meeting Draft report to Council	October – November 2016	

Parks & Reserves: Albion Soccer Club Upgrade

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

Key Milestone	Indicative Timeframe	Commentary
Evidence of costs to Trust Waikato for release of funds	August 2016	
Accountability Report to Trust Waikato	September 2016	

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	June 2016 September 2016	
Funding application to Lion Foundation	June – July 2016 Dependant on Scope	
Funding Approval	July – August 2016 Dependant on Scope	
Finalisation of costs and implementation	August – September 2016 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	June 2016	
Tender Subcommittee Report and awarding of tender	July 2016	
Construction	July 2016 – September 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	December 2015 – March 2016	
Tender construction	March 2016	
Construction	April 2016	

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Development of a new concept plan for the Courtyard		This project was rescheduled due to other work priorities.
Council Meeting Concept proposals	June 2015 – July 2015	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	
Implementation / Construction	June – July 2016	
Planting upgrade by ISU	July – September 2016	
Fencing changes	July – September 2016	

Public Amenities: Te Kuiti Rail Overbridge Renewals

Stage 1 – 2015/2016

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	Awaiting finalised Engineering options, costings and phasing of works.
Development of construction drawing and tender documentation	To be confirmed	
Tender for works		
Construction		

Stage 2 – 2016/2017

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

Asset Management

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

Land Transport: Roading Activity Influences

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

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Future Cross Boundary Collaboration between WDC and RDC	2015/2016	A further approach will be made to RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters for LTP development purposes. RDC appointed a Consultant to investigate their options. There have been meetings to provide information of WDC's position. No further feedback from RDC.

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

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

Solid Waste: District Transfer Station Improvements

It is intended that WDC's Transfer Stations will continue to operate within those standards for the period of the 2015–25 LTP with the exception of minor upgrades such as fence and signage renewals.

Solid Waste: Waitomo District Landfill

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

Key Milestone	Indicative Timeframe	Commentary
		<p>life expectancy and in doing so retaining income.</p> <p>The second option would be to close the landfill when the 232,000m³ consent limit is reached and cart waste to other landfills.</p> <p>The estimated time frame to reach the 232,000m³ limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.</p>

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.

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.

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.

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	Ongoing	Monitor

Key Milestone	Indicative Timeframe	Commentary
asset		
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2014. The next Survey is due in 2016.
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	Consultants are developing a risk matrix to determine the most urgent areas. A contractor has been appointed to install manhole safety grating along Esplanade sewer and stormwater manholes.

Stormwater: King Street East

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Contractor appointed.
Construction	End April 2016	The contractor has started this project.

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	August 2016	The re-evaluation has been completed and a sewer bridge and 3 local repairs are required. These will be carried out in June 2016.

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation

Key Milestone	Indicative Timeframe	Commentary
		of quarterly progress reports.
Phase 1	Target completion December 2016	The first 2 filters were upgraded by installing new pipe work. It was then established that the supplied pump does not meet the required water head to effectively backwash the filters. An upgraded pump was ordered. Until this pump arrives, the pipe work contract is delayed. The electrical work is progressing well and parts of the new plant are already working well.
Phase 2	Target completion December 2017	Final design is in progress. The Water Take consent has been obtained. Consent to construct an Extraction Pump Station has been obtained.
Phase 3		Preliminary design to start 2016

Water: Awakino Pump Station

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Delayed due to the Te Kuiti WTP upgrade.
Construction	End April 2016	

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 90 have been replaced throughout the district since June 2015.

Water: Seismic Strengthening of Reservoirs

Piopia 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
Completion	End June 2016	On track for completion by end of June 2016

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed - Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review.
Development of detailed scoping and associated Project Plan	Outside 2025	Dependent on outcome of 1 above.
Consultation with landowners on development plans and land availability for discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
Council Meeting Progress Report		On completion of each action.

Strategic: Waitomo Village Water and Wastewater
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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

Key Milestone	Indicative Timeframe	Commentary
		<p>status, mandates, accountabilities, processes and timetable for all those tasks which must be advanced by the "ownership" parties before the matter can progress to a stage where Council can be presented with a proposal for consideration as part of a future EAP/LTP process.</p> <p>On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund totals \$12M over four years and is designed to assist provision of smaller scale infrastructure projects that deliver tourism related facilities.</p> <p>WDC has communicated the fund announcement to the ownership parties and highlighted the need for preparedness ahead of requests for funding applications. Ownership, programming and community consultation could well be matters that would need to be in place ahead of an eligible funding application.</p>

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 2016
Henderson	\$3,718.25	June 2016
Henderson	\$4,308.09	June 2016

WATER - Mokau

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

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	June 2016
Oha Street	\$1,550.16	June 2016
Tainui Street	\$1,416.41	
Tainui Street	\$15,702.25	
Tainui Street	\$15,662.13	

WATER - Piopio

The main linking Moa Street with Aria Road along Tui Street is now complete. The additional valve has been installed. Moa Street Renewal will be reduced in scope to the bridge area and across SH3.

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	June 2016
Moa Street	\$642.00	

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

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 deferred to the next year for consent and budgeting reasons.

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

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

WASTEWATER - Te Kuiti

The Rora Street sewer replacement will be deferred due to the good condition that the pipes are still in. The funding will be utilised for the replacement of the pipe under the railway line between Rora Street and Ward Street crossing near The Warehouse. Consultants are preparing tender documents and applying for the KiwiRail grant of access. This may hold up the project, as KiwiRail do not work very quickly.

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

The better than expected conditions of the pipes proposed for replacement means that the funding will be utilised to replace the 450 mm pipe at Edward Street that is in poor condition.

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$170,000	The contractor has started the work. Work is estimated to be completed by June 2016.
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	
Henderson	\$5,845.41	

Street	LTP Budget = Optim Rep Val	Comment
Hetet	\$18,457.50	
Rora Street	\$12,223.68	
Hetet	\$906.02	
Ngarongo	\$12,960.38	

WATER - Mokau

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

WATER - Piopio

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

WASTEWATER – Te Kuiti

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

ROADING

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

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Totoro Rd Section B	8,378	11,085	2,707	6.4	17,325	\$48.00	\$831,600
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.

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

Key Milestone	Indicative Timeframe	Commentary
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	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
Street Light LED Renewal Programme	July 2016 onwards	Planning underway. To be implemented over three 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	April 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Consultation (to ascertain the community's service level needs/preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 2	Next review 2017	Levels of service survey for SW last completed in 2012.
Ensure the right level of funding is allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. Priority 3		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. Priority 4		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. Priority 2		Require Catchment Management Plans to be completed. Step 1 is a Catchment flooding model Additional Resource Required: Consultant
Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere. Priority 4	December 2025	Additional Resource Required: Additional Resource Required: Planning Consultant
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 4		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. Priority 3		Require Catchment Management Plans to be completed.
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. Priority 4		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. Priority 3		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. Priority 4	2025 - 2027	Additional Resource Required: Consultant
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Promote understanding, commitment and engagement of the community in waste minimisation (more intensive recycling and home composting). Priority 2	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2016.
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. Priority 2	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
Consultation (to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 3	Next review due June 2016	LOS survey completed in August 2011 confirmed wastewater services meet or exceed the majority of user's expectations. Additional Resource Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. Priority 1	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. Priority 4	After 2025	Require District Plan update Outside planning period

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

AMP Improvement and Monitoring: Water Supply

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Consultation to ascertain the water supply communities service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.

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

Completed Projects

2015 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 April 2015	Complete
Data Integrity checks	April to September 2015	Complete
Market Surveys sent to random sample of property owners in district	May 2015	Complete
Farm amalgamations	April/May 2015	Complete
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Complete
Revaluation of Utilities	September 2015	Underway
Final District Valuation Roll sent to OVG for audit	25 September 2015	Complete
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2015	Complete
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2015	Complete
Council Meeting – Quotable Value will present key highlights of revaluation to elected members	28 October 2015	Complete
Objections close	4 December 2015	Complete
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	Complete

Service Level Agreement - Sport Waikato

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato – Six Monthly Report (including Schedule of Services for 15/16 year)	29 September 2015	Completed
Council Meeting Deputation: Sport Waikato – Six Monthly Report	27 April 2016	Complete - Sport Waikato presented their 6 Monthly Report to Council at the 27 April Council meeting.

Service Level Agreement – Waitomo Caves Discovery Centre

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement (including presentation of annual report)	29 September 2015	Completed
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	27 April 2015	Completed - WCDC presented their 6 Monthly Report to Council at the 27 April Council meeting.

Service Level Agreement – Hamilton Waikato Tourism**2015/2016**

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	28 October 2015	Completed
Council Meeting Deputation: HWT – Six Monthly Report	5 April 2016	Completed – HWT presented its 6 Monthly Report to Council at the 5 April Council meeting.

Document No: A32809**File No:** 400/101/16**Report To: Council****Meeting Date:** 28 June 2016**Subject:** 2016 Great NZ Muster**Purpose of Report**

- 1.1 The purpose of this business paper is to inform Council of the outcomes of the 2016 Great NZ Muster.

Background

- 2.1 The Great NZ Muster has run for 24 years and remains a popular event for the district.
- 2.2 In 2009, a partnership agreement between Council and the NZ Shearing Committee was developed. This agreement outlined the relationship between and responsibilities of each party and created a path for positive collaboration moving forward. The agreement was renewed in July 2015.
- 2.3 The 2016 Great NZ Muster was planned and implemented in line with the current agreement.

Commentary**3.1 The Great NZ Muster**

- 3.2 The 2016 street festival was again very successful. Attendance was estimated to be around 6,000 people which was a little down on previous years likely due to the inclement weather.
- 3.3 The event was supported by the Waitomo News and Envirowaste.
- 3.4 There was the equivalent of 86 stall sites registered for the event. Many retailers once again took the opportunity to promote their own businesses using their shop frontages.
- 3.5 Stallholders were provided with health and safety information prior to the event to ensure the safety of both attendees and stallholders on the day.
- 3.6 The stage was relocated to the recess beside the town clock which many commented was an excellent location.

- 3.8 The Running of the Sheep was once again a crowd pleaser. People were excited to see in excess of 1100 sheep make their way down the street.
- 3.10 WDC and the NZ Shearing Committee continue to have a good working relationship, holding three meetings in preparation for the event and actively working together to ensure we compliment each others event where possible.
- 3.11 As per the Partnership Agreement, WDC staff discussed operational issues with the Shearing Committee prior to the event. The Shearing Committee made every attempt to provide appropriate solutions to any issues resulting in no incidents during the event.
- 3.13 Representatives from WDC and the NZ Shearing Committee met on 21 April 2016 to discuss the 2016 event and commence planning for the 2017 event. Items were noted for review and discussion during the coming year including:
- Possible changes to sheep movement after the run, health and safety guidelines, event logistics and planning.
- 3.14 The 2017 event will take place from 31 March to 1 April.

Suggested Resolution

The business paper on the 2016 Great NZ Muster is received.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

June 2016

Document No: A320524**File No:** 037/000B**Report To: Council****Meeting Date:** 28 June 2016**Subject: Adoption of Dangerous and Insanitary Buildings Policy 2016**

Purpose of Report

- 1.1 The purpose of this business paper is to present the 2016 version of the Dangerous and Insanitary Buildings Policy to Council for consideration and adoption.

Local Government Act S.11A Considerations

- 2.1 There are no section 11A Local Government Act 2002 considerations relating to this business paper.

Background

- 3.1 Section 131 of the Building Act 2004 requires Council to adopt a policy on dangerous, earthquake-prone, and insanitary buildings within its district.
- 3.2 The policy must state:
- a) the approach that the Council will take in performing its functions under this Part (of the Building Act);
 - b) the Council's priorities in performing those functions; and
 - c) how the policy will apply to heritage buildings.
- 3.3 The policy must be reviewed every 5 years and can only be amended or replaced in accordance with the special consultative procedure.
- 3.4 The Dangerous and Insanitary Buildings policy was first introduced in 2006 and was last reviewed in 2011.
- 3.5 The scheduled review of the Dangerous and Insanitary Buildings Policy in 2016 has provided the opportunity to streamline and enhance the Policy.
- 3.6 Council's position on earth-quake prone buildings is reflected in a separate policy, the Earthquake Prone Buildings Policy. A review of this policy has not been undertaken as the requirement to have an Earthquake Prone Buildings Policy is removed by the Building (Earthquake-prone) Buildings Amendment Act 2016. The date that this Act will come into force is yet to be determined.
- 3.7 Attached to and forming part of this business paper is a copy of Council's proposed Dangerous and Insanitary Buildings Policy.

Commentary

- 4.1 At its meeting on 27 April 2016 Council approved the Draft Dangerous and Insanitary Buildings Policy, the Statement of Proposal and Summary of Information for consultation.
- 4.2 Public consultation was carried out in the period 2 May to 2 June 2016.
- 4.3 No submissions were received and therefore no hearings or deliberations were held.

Recommendation

- 5.1 It is recommended that the Dangerous and Insanitary Buildings Policy that was issued for consultation be adopted.

Suggested Resolutions

1. The business paper on Adoption of Dangerous and Insanitary Buildings Policy 2016 be received.
2. Council adopt the Dangerous and Insanitary Buildings Policy 2016.
3. Council resolve that the Dangerous and Insanitary Buildings Policy 2016 become operative on 1 July 2016 and the Dangerous and Insanitary Buildings Policy as reviewed 2011 be revoked as at that date.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

June 2016

Attachment: 1 Dangerous and Insanitary Buildings Policy (Doc A173809)



Policy on

Dangerous and

Insanitary Buildings

2016

Contents

1.0 Purpose and Scope 1

2.0 Definitions 1

3.0 Policy 1

Policy Adopted	25 July 2006
Last Review	2011
Next Review	2021
Responsibility	Customer Services Group

1.0 Purpose and Scope

- 1.1 The provisions of the Building Act 2004 reflect the governments concern with the safety of the public in buildings and in terms of dangerous and insanitary buildings, the need to reduce the danger to the public posed by such buildings.
- 1.2 The Building Act 2004 leaves it up to each territorial authority to determine the approach to be taken to the management of dangerous and insanitary buildings. The approach can either be active or passive.
- 1.3 This document sets out WDC's policies in relation to dangerous and insanitary buildings, in particular this policy contains:
 - The approach WDC takes in performing its functions under the Building Act 2004;
 - WDC priorities in performing those functions; and
 - How the policy applies to heritage buildings.

2.0 Definitions

- 2.1 Act means the Building Act 2004.
- 2.2 Dangerous Building is defined by section 121 of the Act. In summary it is a building that, for reasons other than earthquakes, is likely to cause injury or death, by collapse or otherwise; or is likely to cause damage to other property.
- 2.3 Insanitary Building is defined by section 123 of the Act. In summary it is a building:
 - that is offensive or injurious to the health of people because of the situation, construction or disrepair; or
 - where moisture penetration makes the building damp or causes dampness in an adjoining building; or
 - which does not have adequate drinking water or sanitary facilities for its intended use.
- 2.4 Heritage Building means a building which is a historic place in the Heritage New Zealand Pouhere Taonga Act 2014 or is identified in the District Plan as being a heritage site.
- 2.5 WDC means Waitomo District Council.

3.0 Policy

- 3.1 WDC will not actively inspect all buildings within the District but will make it a priority to quickly and efficiently respond to information received regarding potentially dangerous and insanitary buildings.
- 3.2 When WDC receives information from any person that indicates that a building is potentially dangerous or insanitary it will assess the building in order to determine whether or not it is a dangerous building or an insanitary building. This will involve (but not be limited to):
 - Checking the details of the property against WDC records;
 - An authorised officer undertaking a full and extensive inspection of the building;
 - Where necessary, seeking advice from the NZ Fire Service; and
 - Preparing an inspection record.

- 3.3 Where a building is determined to be a dangerous building or an insanitary building, WDC will work with the building owners to find a mutually acceptable plan of action before exercising its powers under the Act. WDC will however, exercise its statutory powers under the Act where action is required to avoid immediate danger or in circumstances where an acceptable solution cannot be negotiated with the building owner.
- 3.4 In forming its view as to the work or action that is required to be carried out on the building to prevent it from remaining an insanitary building or a dangerous building, or where WDC needs to prioritise work on buildings, the following issues will be taken into account:
- The size of the building;
 - The complexity of the building;
 - The location of the building in relation to other buildings, public places and natural hazards;
 - The life of the building;
 - How often people visit the building;
 - How many people spend time in the building;
 - How many people spend time in the vicinity of the building;
 - The current or likely future use of the building;
 - The reasonable practicality of any work concerned; and
 - Any other matters WDC considers may be relevant, taking into account the particular set of circumstances.
- 3.5 The owner of a building which is determined to be a dangerous building or an insanitary building will bear all costs incurred in meeting the requirements of the Act. These costs include assessment and enforcement costs incurred by WDC.
- 3.6 This policy applies to heritage buildings in the same way it applies to all other buildings.
- 3.7 Where a heritage building is potentially a dangerous building or an insanitary building, WDC may seek advice from Heritage New Zealand Pouhere Taonga.
- 3.8 WDC will retain all information relating to dangerous buildings and insanitary buildings on the relevant property file. This includes a copy of the inspection record and any action taken.

Document No: A320614

File No: 505/504/3B

Report To: Council**Meeting Date:** 28 June 2016**Subject: Adoption of Trade Waste Bylaw 2006 (Amended 2016)**

Purpose of Report

- 1.1 The purpose of this business paper is to present the Draft Trade Waste Bylaw (Amended 2016) to Council for consideration and adoption following public consultation.

Local Government Act S.11A Considerations

- 2.1 The sewerage services provided by Waitomo District Council (WDC) to the urban areas of Te Kuiti, Benneydale, Piopio and Te Waitere are consistent with Section 11A Local Government Act 2002. Under this clause, WDC must have particular regard to the contribution that core services make to its community. The WDC sewerage infrastructure is a core service. The receipt, treatment and disposal of industrial wastewater in accordance with a trade waste bylaw is essential to the controlled use and protection of that core service.

Background

- 3.1 The current Trade Waste Bylaw (TWB) was first adopted by Council with effect from 1 July 2006.
- 3.2 The purpose of the TWB is to set out the terms and conditions for the discharge of liquid trade wastes to WDC reticulated sewerage systems.
- 3.3 While the TWB has District wide application, the main focus is in relation to trade waste discharges to the Te Kuiti sewerage system.
- 3.4 In accordance with the Local Government Act 2002 (LGA), the first review of the Bylaw was completed after five years (with effect from 1 July 2011). Subsequent mandatory reviews become due at no greater than 10-year intervals.
- 3.5 Council on 24 November 2015 considered the potential need for an earlier review of the current TWB to ensure the Bylaw is fit for purpose for the discharge of trade waste into the reticulated sewerage systems.
- 3.6 Council determined at its meeting of 23 February 2016 that a bylaw is the most appropriate way of addressing the perceived problem.

- 3.7 At its meeting on 27 April 2016 Council adopted a Draft Trade Waste Bylaw 2006 (Amended 2016), Statement of Proposal and Summary of Information for public consultation.
- 3.8 Attached to and forming part of this business paper is a copy of Council's proposed Trade Waste Bylaw 2016 (Amended 2016).

Commentary

- 4.1 Public consultation was carried out over the period 7 May to 7 June 2016 in accordance with the Special Consultative Procedure and Section 148 requirements of the Local Government Act 2002.
- 4.2 Section 148 of the LGA details the special requirements for bylaws relating to trade wastes. In essence, that entails WDC giving two months advance public notice advising of its intention to make the bylaws, consider any representation received and consult with any body of persons the Minister of Health specifies as being representative of the owners of the affected trade premises, or any class of those owners or occupiers.
- 4.3 Two submissions were received; from the Office of Peter Dunne, Associate Minister of Health, and a combined submission from Z Energy Limited, BP Oil NZ Ltd, Mobil Oil NZ Ltd. (the "Oil Companies").
- 4.4 Analysis of the two submissions is summarised as follows:

Name of Submitter	Issue Raised	Recommended Response
Associate Minister of Health	Supports the use of TWBs as a means of reducing waste to councils sewage treatment plants.	Note.
	Notes that WDC's TWB is comprehensive and follows requirements of the NZ Standard Model Bylaw for TW.	Note.
	Disposal of liquid waste from pharmacies – recommends cytotoxic waste is prohibited	Add new Clause (h) to Schedule 1D.2.3A: Prohibited Characteristics, prohibiting the disposal of cytotoxic waste.
	The amount of liquid pharmaceutical waste discharged monthly will not exceed the following volumes and concentrations of active ingredients:	Add Table 1B.4 – Liquid Pharmaceutical Wastes to Clause 1B.3.3 of Schedule 1B so that discharge volumes above these limits will require a controlled discharge consent.

Name of Submitter	Issue Raised	Recommended Response								
	<table border="1" data-bbox="555 315 956 595"> <thead> <tr> <th data-bbox="555 315 737 405">Volume Limit (litres)</th> <th data-bbox="737 315 956 405">Active Concentration (mg/5ml)</th> </tr> </thead> <tbody> <tr> <td data-bbox="555 405 737 465">10</td> <td data-bbox="737 405 956 465">125</td> </tr> <tr> <td data-bbox="555 465 737 526">5</td> <td data-bbox="737 465 956 526">250</td> </tr> <tr> <td data-bbox="555 526 737 595">3</td> <td data-bbox="737 526 956 595">Above 250</td> </tr> </tbody> </table>	Volume Limit (litres)	Active Concentration (mg/5ml)	10	125	5	250	3	Above 250	
Volume Limit (litres)	Active Concentration (mg/5ml)									
10	125									
5	250									
3	Above 250									
	<p data-bbox="539 658 971 714">Change of name of the radiation regulatory body.</p> <p data-bbox="539 808 971 920">Does not have representatives of the owners or occupiers of trade waste premises that require WDC to consult with</p>	<p data-bbox="994 658 1410 770">Change references in all Schedules from National Radiation Laboratory to the Office of Radiation Safety.</p> <p data-bbox="994 808 1062 831">Note.</p>								
<p data-bbox="183 972 443 994">The Oil Companies</p>	<p data-bbox="539 972 971 1111">While generally supporting the overall review and risk based approach taken in the draft TWB, amendment and clarification is sought under the headings of:</p> <ul data-bbox="539 1149 971 1928" style="list-style-type: none"> <li data-bbox="539 1149 971 1406">• Activity Status. The submitter requests that activities involving the discharge of wastes from car wash facilities, coffee machines and cafes associated with service stations be allowed without the need to apply for a trade waste exemption or approval notice. <li data-bbox="539 1440 971 1697">• Waiver of Trade Waste. The submitter seeks provision for a waiver system whereby small dischargers could apply for a waiver for the requirement for a trade waste discharge consent. The example given is the new Wellington Trade Waste Bylaw. <li data-bbox="539 1753 971 1928">• Prohibited Wastewater. The submitter seeks clarification that the permitted discharge levels in Schedule 1 apply to oil, fuel and solvents, not just solvents. 	<p data-bbox="994 972 1410 1200">On the first two matters, the review proposed to tighten procedures for discharge of trade wastes, including tankered wastes to control and manage the risks around trade wastes prior to acceptance for discharge into the sewerage systems.</p> <p data-bbox="994 1223 1410 1473">In practice, that will mean that all potential discharges must first apply for consent to discharge. WDC will then determine the appropriate classification and conditions under which that discharge is permitted, including exempt and permitted trade waste consent.</p> <p data-bbox="994 1496 1410 1899">This is a philosophically different and deliberate approach from what is sought in the submission. It also reflects the relativity of scale – the wastewater systems in Waitomo District are all small scale compared with the Wellington scenario, are principally designed for the safe treatment of domestic wastewater, and for those reasons are much more sensitive to relatively small changes in load.</p> <p data-bbox="994 1921 1410 2063">On the third point, the clarification requested is supported. The requested amendment has been made to Schedule 1D.2.3A (b).</p>								

- 4.5 Copy of the two submissions is appended. Neither submitter wishes to be heard.
- 4.6 The suggested changes resulting from the above submissions have been shown in purple font in the attached TWB.
- 4.7 A note was also received from Te Kuiti Meat Processors Ltd (TKM) noting that it will not be making a submission on the draft Bylaw and wished to focus on working with WDC reasonably and in good faith to reach fair and practical terms for its new trade waste agreement. TKM's note does not constitute a submission, with the comments made only relevant to current negotiations regarding TKM's new trade waste agreement.

Recommendation

- 5.1 It is recommended that the Trade Waste Bylaw 2006 (Amended 2016), as amended, be adopted.

Suggested Resolutions

- 1 The business paper on adoption of Trade Waste Bylaw 2006 (Amended 2016) be received.
- 2 In accordance with Section 155 (2) of the Local Government Act 2002, the Trade Waste Bylaw 2006 (Amended 2016) is the most appropriate form of Bylaw and does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- 3 The Trade Waste Bylaw 2006 (Amended 2016), amending and replacing the Trade Waste Bylaw 2006 (reviewed 2011), be adopted effective from 1 July 2016.



GREG BOYLE
CONSULTANT

20 June 2016

Attachments:

- 1 Trade Waste Bylaw 2006 (Amended 2016).
- 2 Submission from Associate Minister of Health.
- 3 Submission from the "Oil Companies".



Trade Waste Bylaw 2006 (Amended 2016)

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1.0 INTRODUCTION

This bylaw regulates the discharge of trade wastes to a sewerage system operated by the Council.

1.1 Commencement and application

This bylaw came into force on 1 July 2006.

In accordance with the Local Government Act 2002, the first review of this Bylaw was completed after five years, with effect from 1 July 2011.

This, second, review of the Bylaw was completed and came into force with effect from 1 July 2016.

1.2 Purpose of the Bylaw

1.2.1 The purpose of this Trade Waste Bylaw is to provide for the management, control and monitoring of trade waste discharges into WDC's wastewater systems to:

- a) protect sewer pipes, pumping stations, storage tanks, biological and biochemical treatment processes, wastewater treatment plants and other related wastewater system structures, electrics and controls from damage by applying standards and loading/concentration limits for trade waste discharges prior to discharge to WDC's wastewater systems
- b) protect the health and safety of any person working with the WDC wastewater systems by applying standards for trade waste discharges
- c) protect public health and the environment from the effect of trade waste discharges by ensuring all necessary resource consents are met
- d) encourage waste minimisation, cleaner production and reduced water consumption
- e) allow the Council to recover fair and reasonable costs of managing trade wastes from trade premises that discharge into the Council system by ensuring that the costs of conveying, treatment and disposal are shared fairly between trade waste and domestic dischargers proportional to volume and load.
- f) assist the Council to meet relevant environmental standards
- g) comply with the objectives of the New Zealand Waste Strategy.

1.3 Scope of the Bylaw

1.3.1 This bylaw implements the purposes particularised in section 1.2.1 including by providing for the:

- a) assessment, acceptance or refusal of applications for, or for reviewing existing, long-term, intermittent, temporary or any discharge of trade wastes to Waitomo District Council sewerage systems;
- b) establishment of five classes of trade waste discharges: Exempted, Permitted, Conditional, Controlled and Prohibited;
- c) provision for Trade Waste Agreements for acceptance, management, control and charging of trade waste discharges from significant or unique industries;
- d) evaluation of individual trade waste discharges against specified criteria;
- e) correct storage of materials in order to protect the sewerage systems from spillage;
- f) installation of flow meters, samplers or other devices to measure flow and

quality of the trade waste discharge;

- g) pre-treatment of waste before it is accepted for discharge to the Sewerage System;
- h) sampling and monitoring of trade waste discharges to ensure compliance with the bylaw,
- i) measures to protect against damage to the capacity or performance of WDC's sewerage reticulation, treatment plant and disposal infrastructure, the health and safety of WDCs workers or contractors engaged on operating, maintaining, replacing or upgrading WDC's wastewater, and the environment from harmful effects from trade waste discharges, including termination of trade waste discharge consent;
- j) inspection of points on a property from where trade waste is or could be discharged;
- k) charges to be set to cover the cost of conveying, treating and disposing of or reusing, trade wastes, including charges set by agreement to incentivise pre-treatment or the reduction of trade wastes discharged from a particular trade premises, and the associated costs of administration and monitoring;
- l) administrative mechanisms for the operation of the bylaw; and
- m) establishment of waste minimisation and management programmes (including sludge management) for trade waste producers.

1.3.2 Compliance with other relevant legislation or regulation

Nothing in this bylaw shall derogate from any of the provisions of the Health Act 1956, the Health and Safety at Work Act 2015, the Resource Management Act 1991, the Building Act 2004, the Hazardous Substances and New Organisms Act 1996 and its regulations or any other relevant statutory or regulatory requirements. In the event of any inconsistency between legislation, the more stringent requirement applies.

1.3.3 Trade premises and other users to which the bylaw applies

This bylaw shall apply to all trade premises within the Waitomo District where wastes classified as trade wastes, as defined in this Bylaw, are discharged, or to be or likely to be discharged to the sewerage system operated by the Council or its agents. The Bylaw shall also apply to tankered wastes proposed to be discharged to the sewerage systems operated by WDC or its agents.

1.4 Referenced documents

All documents referenced in this Bylaw are listed in SCHEDULE 1F:
Referenced **DOCUMENTS**

1.5 Definitions

For the purposes of this Bylaw the following definitions shall apply:

ACCESS POINT is a place where access may be made to a private drain for inspection (including sampling or measurement), cleaning or maintenance. The location of the access point shall be in accordance with the New Zealand Building Code.

ANALYST means an accredited testing laboratory approved in writing by an authorised officer for the purposes of sampling and testing wastewater in accordance with the requirements of this Bylaw.

APPROVAL or **APPROVED** means approval or approved in writing by the Council, either by resolution of the Council or by an Authorised Officer.

AUTHORISED OFFICER means any officer appointed by the Council as an enforcement

officer under s.177 of the Local Government Act 2002 as an enforcement officer with powers of entry as prescribed by sections 171-174 or any officer authorised under section 174 of the Local Government Act 2002.

BIOSOLIDS means sewage sludge derived from a sewage treatment plant that has been treated and/or stabilised to the extent that it is able to be safely and beneficially applied to land and does not include products derived solely from industrial wastewater treatment plants. The term biosolid/biosolids is used generically throughout this document to include products containing biosolids (e.g. composts).

CHARACTERISTIC means any of the physical or chemical characteristics of a trade waste and may include the amount or concentration of a characteristic.

CLEANER PRODUCTION means the implementation on trade premises, of effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes, including:

- a) using energy and resources efficiently, avoiding or reducing the amount of wastes produced;
- b) producing environmentally sound products and services.

CONDENSING WATER or COOLING WATER means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension.

CONDITIONAL TRADE WASTE DISCHARGE CONSENT means a ~~trade waste~~ consent granted by WDC for a trade waste discharge that complies with the characteristics and standards specified in Schedule 1B of this Bylaw and is subject to conditions imposed by WDC.

CONNECTION means the lawful and physical connection of a private drain to any WDC sewerage system.

CONSENT means a Consent in writing given by the Council and signed by an Authorised Officer authorising a person to discharge trade wastes to the sewerage system.

CONSENT HOLDER means the person who has obtained a consent to discharge or direct the manner of discharge of trade waste from any premises to a WDC sewerage system, and includes any person who does any act on behalf or with the express or implied consent of the consent holder (whether for reward or not) and any licensee of the consent holder.

CONTAMINANT includes any substance (including gases, odorous compounds, liquids, solids and micro-organisms) or energy (excluding noise) or heat, that either by itself or in combination with the same, similar, or other substances, energy or heat –

- a) When discharged into water, changes or is likely to change the physical, chemical, or biological condition of water; or
- b) When discharged onto or into land or into air, changes or is likely to change the physical, chemical, or biological condition of the land or air onto or into which it is discharged.

CONTINGENCY MANAGEMENT PROCEDURES means those procedures developed and used to avoid, remedy, or mitigate the actual and/or potential adverse effects of these activities on the environment from an unexpected or unscheduled event resulting in discharge, or potential discharge of contaminants of concern into the sewerage system.

CONTROLLED TRADE WASTE DISCHARGE CONSENT means a consent granted by WDC for a trade waste discharge that complies with the characteristics and standards specified in Schedule 1C of this Bylaw and which contains high loads and/or volumes, is usually pre-treated, and is subject to control parameters and requires a high degree of monitoring.

COUNCIL means Waitomo District Council or WDC.

DISCONNECTION means the physical cutting and sealing of any of the Wastewater Authority's water services, utilities, drains or Sewer for use by any Person.

DISTRICT means the territorial authority area over which Waitomo District Council has jurisdiction, pursuant to the Order in Council giving effect to local government reorganisation in 1989.

DOMESTIC SEWAGE means foul water (with or without matter in solution or suspension therein) discharged from premises used solely for residential purposes, or wastes of the same character discharged from other premises; but does not include any solids, liquids, or gases that may not lawfully be discharged into the sewerage system and may include geothermal water.

EXEMPTED DISCHARGE means trade wastes that have been determined by Council not to require consent, subject to review conditions.

FOUL WATER means the discharge from any sanitary fixtures (any fixture which is intended to be used for sanitation – the term used to describe activities of washing and/or excretion carried out in a manner or condition such that the effect on health is minimised, with regard to dirt and infection) or sanitary appliance (an appliance which is intended to be used for sanitation which is not a sanitary fixture – included are machines for washing dishes and clothes).

HAZARDOUS WASTES mean hazardous substances as defined by the Hazardous Substances and New Organisms Act 1996 (HSNO) and any amendments.

HEAVY Metals are metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain including Mercury, Lead, Chromium, Arsenic, Nickel, Zinc, and Cadmium.

INFRINGEMENT OFFENCE means an offence specified as such in regulations made under section 259(1)(a) of the Local Government Act 2002.

LGA means the Local Government Act 2002

LIQUID WASTE CODE COMPLIANT OPERATOR means a licensed waste removal contractor who adheres to the WasteMINZ Liquid and Hazardous Waste Code of Practice 2012.

LONG TERM PLAN (LTP) means a long term plan adopted by WDC under s. 93 of the Local Government Act 2002 and any amendments.

MANAGEMENT PLAN means the plan for management of operations on the Premises from which trade wastes are discharged, and may include provision for cleaner production, waste minimisation, discharge, contingency management procedures, and any relevant industry code of practice.

MASS LIMIT means the total mass of any characteristic that may be discharged to a WDC sewerage system over any stated period from any single point of discharge or collectively from several points of discharge.

MAXIMUM CONCENTRATION means the instantaneous peak concentration of any characteristic that may be discharged at any instant in time.

METER means any meter, automatic sampler, instrument, instrument or device for indicating, recording or sampling the rate of flow, volume or quality of any discharge and any ancillary equipment, devices or fittings used in conjunction with these.

NEW ZEALAND WASTE STRATEGY 2010 means the Government's long term priorities for waste management and minimisation.

OCCUPIER means the person occupying trade premises connected to the WDC sewerage system.

OFFENCE means an offence against this Bylaw.

PERMITTED TRADE WASTE DISCHARGE CONSENT means a consent granted by WDC for a trade waste discharge that WDC considers will have no significant effect on the relevant WDC wastewater system, processes or the environment, as measured and assessed by reference to the characteristics and standards specified in Schedule 1A of this Bylaw.

PERSON includes a corporation sole and also a body of persons whether incorporated or unincorporated, and includes the Crown.

POINT OF DISCHARGE is the boundary between the public sewer and a private Drain but for the purposes of monitoring, sampling and testing, shall be as designated in the trade waste discharge consent.

PREMISES has the same meaning as trade premises

PRE-TREATMENT means any processing of trade waste designed to reduce or vary any characteristic, volume or mass load of a trade waste before discharge to the WDC sewerage system in order to comply with a Trade Waste Consent.

PRIVATE DRAIN means that section of drain between the premises and the point of connection to WDC's sewerage system.

PROHIBITED TRADE WASTES means a trade waste that has prohibited characteristics as defined in Schedule 1D and does not meet the conditions of SCHEDULE 1A: Permitted discharge *CHARACTERISTICS*. The waste is not acceptable for discharge into the Council's system.

PROHIBITED CHARACTERISTICS means characteristics as defined in Schedule 1D

PUBLICLY NOTIFIED means published on at least one occasion in a newspaper circulating in the Waitomo district, or under emergency conditions, by the most practical means available at that time.

RECEIVING WATERS means coastal waters or any natural waters which will receive treated wastes.

SCHEDULE OF RATES AND CHARGES means the list of items, terms and prices for services associated with the collection, treatment and disposal of trade waste, as adopted and approved by the Council.

SEWAGE means foul water and may include trade wastes.

SEWAGE SLUDGE means the material settled out and removed from sewage during the treatment process.

SEWER means the pipework drainage system that conveys sewage.

SEWERAGE SYSTEM means the WDC infrastructure for the collection, treatment and disposal of sewage and trade wastes, including all sewers, pumping stations, storage tanks, sewage treatment plants, outfalls, and other related structures operated by the Council and used for the reception, treatment and disposal of trade wastes.

SIGNIFICANT INDUSTRY is a term to indicate the relative size and/or characteristics of the trade waste discharge from a given industry compared to the capacity of the sewerage system (including the wastewater treatment plant) which services that industry. Industry size relates to volume and/or loads discharging into the sewerage system. Loads can be conventional loadings of BOD₅ and SS or some other particular contaminant (e.g. boron, chromium) of a scale or type which will have a material effect, or the propensity to have a material effect, on the sizing or capacity of all or part of the

WDC sewerage system, the on-going system operation and/or the quality of the treated effluent that is discharged from the wastewater treatment plant.

STORMWATER means surface water run-off resulting from precipitation.

SURFACTANTS; Anionic surfactants that are the key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants.

TANKERED WASTE is water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal, excluding domestic sewage discharged directly from house buses, caravans, buses and similar vehicles.

TEMPORARY DISCHARGE means any discharge of an intermittent or short duration. Such discharges include the short-term discharge of an unusual waste from premises subject to an existing consent.

TERRITORIAL AUTHORITY (TA) means WDC.

TRADE PREMISES or PREMISES means:

- a) Any premises used or intended to be used for any industrial or trade purpose
- b) Any premises used or intended to be used for the storage, transfer, treatment, or disposal of waste materials, including a special discharge, or for other waste management purposes, or used for composting organic materials
- c) Any other premises from which a contaminant is discharged in connection with any industrial or trade process
- d) Any other premises discharging waste other than domestic sewage;

and includes any land or premises wholly or mainly used for agricultural or horticultural purposes.

TRADE WASTE is any liquid, with or without matter in suspension or solution, that is or may be discharged from a trade premises to the Council's sewerage system in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include condensing or cooling waters, stormwater, or domestic sewage which cannot be practically separated from the trade wastes.

TRADE WASTE AGREEMENT means an agreement entered into by a trade waste discharger with WDC pursuant to section 196(1)(a) of the Local Government Act 2002 providing for the discharge of trade wastes to WDC's wastewater system by agreement rather than by way of an Exempt, Permitted, Conditional or Controlled trade waste discharge consent under this Bylaw.

WASTEWATER means water that has been used and contains unwanted dissolved and and/or suspended substances from communities, including homes, businesses and industries.

WASTEWATER AUTHORITY means the division of WDC, including its authorised agents, responsible for the collection, treatment and disposal of sewage.

WDC means Waitomo District Council or Council.

WORKING DAY means any day of the week other than:

- a) A Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Labour Day;
- b) A day in the period commencing with the 25th day of December in a year and ending with the 2nd day of January in the following year;
- c) If 1 January falls on a Friday, the following Monday; and

- d) If 1 January falls on a Saturday or a Sunday, the following Monday and Tuesday.

1.6 Abbreviations

\$/kg	dollars per kilogram
\$/L/s	dollars per litre per second
\$/m ³	dollars per cubic metre
°C	degrees Celsius
ANZECC	Australian New Zealand Environment and Conservation Council
B	boron
BOD ₅	biochemical oxygen demand
Br ₂	bromine
CBOD ₅	carbonaceous biochemical oxygen demand
Cl ₂	chlorine
CN	cyanide
COD	chemical oxygen demand
DAF	dissolved air floatation
DP	deposited plan
DRP	dissolved reactive phosphorous
DS	dry solids
E.coli	Escherichia coli
F	fluoride
FOGs	fats, oils and greases
g/m ³	grams per cubic metre
GST	goods and services tax
H ₂ S	hydrogen sulphide
HAHs	halogenated aromatic hydrocarbons
HCHO	formaldehyde
HCN	hydrogen cyanide
hr	hour
HSNO	Hazardous Substances and New Organisms Act
kg/day	kilogram per day
L	litre
L/s	litre per second
LGA	Local Government Act 2002
LTP	Long Term Plan
m ³	cubic metre
max.	maximum
MBAS	methylene blue active substances
MfE	Ministry for the Environment
mg/L	milligram per litre
mL/L	millilitre per litre
mm	millimetres
MSDS	material safety data sheets
N	nitrogen
NH ₃	ammonia
NH ₃ -N	ammoniacal nitrogen
P	phosphorus
PAHs	polycyclic (or polynuclear) aromatic hydrocarbons
PBBs	polybrominated biphenyls
PCBs	polychlorinated biphenyls
pH	measure of acidity/alkalinity
RMA	Resource Management Act 1991
s	second
s.	section
s. s	sections

SBR	sequencing batch reactor
SO4	sulphate
SS	suspended solids concentration
TA	territorial authority
TN	total nitrogen
TP	total phosphorous
TSS	total suspended solids
UV	ultra violet
UVT	ultra violet transmission (transmissivity)
WC	water closet
WWA	wastewater authority

2.0 COMPLIANCE WITH THE BYLAW

2.1 Control of Discharges

2.1.1 No Person shall:

- a) Discharge, or allow to be discharged, any trade waste to a WDC sewerage system except in accordance with the provisions of this Bylaw, or in accordance with a Trade Waste Agreement entered into pursuant to s. 196(1)(a) of the LGA.
- b) Discharge, or allow to be discharged, a prohibited trade waste into a WDC sewerage system
- c) Add or permit the addition of condensing or cooling water to any trade waste which discharges into the sewerage system unless specific approval is given in a consent or in a Trade Waste Agreement.
- d) Add or permit the addition of stormwater to any trade waste which discharges into the sewerage system unless specific approval is given in a consent or a Trade Waste Agreement.

2.1.2 In the event of failure to comply with any part of subclause 2.1.1 (a) – (d), and it is considered necessary to respond appropriately to a situation that may be a nuisance or danger to public health, the Council may suspend the discharge and physically prevent discharge to the sewerage system if a reasonable alternative action cannot be established with the discharging party or parties.

2.2 Storage, Transport, Handling and Use of Hazardous or Harmful Materials

- a) All persons on trade premises shall take all reasonable steps to prevent the entry of any of the materials listed in 2.2(c) of this bylaw into the sewerage system as a result of leakage, spillage or other mishap.
- b) No person shall store, transport, handle or use, or cause to be stored, transported, handled or used any hazardous substance as defined by HSNO or any of the materials listed in 2.2(c) so as to cause the material to enter Council's sewerage system.
- c) Materials referred to in 2.2(a) and (b) are those:
 - i) Products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials;
 - ii) Likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous, when mixed with the wastewater stream; and/or

- iii) Likely to be deleterious to the health and safety of the Council's staff, Approved contractors and the public or be harmful to the Sewerage System and or treatment processes.

3.0 TRADE WASTE DISCHARGES AND CONSENTS

3.1 Classification of trade waste discharges

3.1.1 Trade Waste discharges shall be classified as one of the following types:

- a) Exempted (no consent required, but subject to review)
- b) Permitted (consent required)
- c) Conditional (consent required);
- d) Controlled (consent required)
- e) Prohibited (not consentable)

(NOTE – See definition of each classification in clause 1.5.)

3.1.2 Separate from the consenting regime established by this Bylaw, the Council, instead of granting or refusing a trade waste consent, may agree with a trade waste discharger to enter into a Trade Waste Agreement pursuant to s.196(1)(a) of the LGA. For the avoidance of any doubt, such Trade Waste Agreement is not a consent under this Bylaw, but rather, is a consent by agreement pursuant to s.196(1)(a) of the LGA and/or WDC's general powers of competence.

3.2 Classification Criteria

Trade waste discharge consents will be classified as under subclause 3.1.1 using, but not limited to, the following criteria:

- a) Exempted
Exemption from requiring consent will be granted where the risk of discharge other than equivalent to domestic level discharge is deemed by Council as minimal with the condition that should the situation change in the view of Council the Exemption will be reviewed and a new application will be required for assessment at that time. In all events, a review of the exemption–will be carried out by WDC every 5 years.
- b) Permitted Consent
Permitted Consent will be granted where it is deemed by Council that the discharge will have no significant effect on the waste water system, processes and or the environment but monitoring is required for compliance purposes.
- c) Conditional Consent
Conditional Consent will be granted where Council deems that devices (like grease traps, oil separators or other devices that mitigate effects) that need to be serviced regularly are required and monitoring is required for compliance purposes.
- d) Controlled Consent
Controlled Consent will be considered where the discharge, including special discharges, contains high loads and/or volumes, is usually pre-treated and is granted subject to control parameters and a high degree of monitoring.

3.3 Acceptance of trade waste

3.3.1 The Council is not obliged to accept any trade waste. No application for a trade waste

consent will be approved where the trade waste discharge would contain, or is likely to contain, characteristics which are prohibited, or may exceed or damage the residual capacity of the sewerage reticulation, or treatment plant, or effluent disposal system.

3.4 Discharge of trade waste

- 3.4.1 No person shall discharge, or cause to be discharged, any trade waste to a Council sewerage system except in accordance with the provisions of this Bylaw or in accordance with a Trade Wastes Agreement.

3.5 Application for a trade waste consent

3.5.1 Formal application

Every Person who does, proposes to, or is likely to do any of the following, must apply to the Council for a trade waste discharge consent:

- a) Discharge into a WDC sewerage system any trade waste (either continuously, intermittently or temporarily); or
 - b) Vary the characteristics of a consent to discharge that has previously been granted; or
 - c) Vary the conditions of a consent to discharge that has previously been granted; or
 - d) Significantly change the method or means of pre-treatment for discharge under an existing consent, in which event, the Person shall if required by the Council complete an application on the prescribed form for the Consent of the Council (see Appendix B), to modify the discharge of that trade waste, or to apply for the proposed variations.
- 3.5.2 The Council reserves the right to require the owner as well as the occupier of any trade premises to be party to an application for a trade waste consent.
- 3.5.3 Where the trade premises produces trade waste from more than one area, a separate copy of the "Description of Trade Waste and Premises" (section 3 of Appendix B) shall be included in any application for a trade waste discharge consent for each area. This applies whether or not the separate areas are part of a single or separate trade process.
- 3.5.4 The applicant shall ensure that the application and every other document conveying required information is properly executed. Any act done for or on behalf of the eventual consent holder (whether for reward or not), in making any such application, shall be deemed to be an act of the consent holder.
- 3.5.5 The Council may require an application to be supported by an independent report/statement completed by a suitably experienced and qualified external peer reviewer to verify any or all information supplied by the applicant, and this may include a Management Plan.
- 3.5.6 Every application shall be accompanied by a trade waste application fee in accordance with the Council's Schedule of Rates and Charges.

3.6 Processing of an application

- 3.6.1 The Council shall acknowledge the application in writing within 10 Working Days of the receipt of the application.

3.7 Information and analysis

- 3.7.1 On the receipt of any application for a Trade Waste Consent to discharge from any premises or to alter an existing discharge, the Council may:
- a) Require the applicant to submit any additional information which it considers necessary to reach an informed decision;

- b) Require the applicant to submit a management plan to the satisfaction of the Council; and/or
- c) Whenever deemed necessary by WDC, have the discharge investigated and analysed as provided for in clause 15.3 of this Bylaw.

3.7.2 The Council shall notify the applicant of any requirement under this clause within 10 Working Days of receipt of the application.

3.8 Consideration of an application

Within 20 working days (or extended as necessary by the Council) of receipt of an application complying with this bylaw and/or all information required under clause 3.7, whichever is the later, the Council will, after considering the matters in clauses 3.5 and 3.7, action one of the following in writing:

- a) Exempt the application from the requirement to obtain trade waste discharge consent, subject to review conditions.
- b) Grant the application as a Permitted Trade Waste Discharge Consent and inform the applicant of the decision by issuing the appropriate notice of consent to discharge, subject to conditions;
- c) Grant the application as a Conditional Trade Waste Discharge Consent and inform the applicant of the decision and the conditions imposed on the discharge by issuing the appropriate notice of consent to discharge; or
- d) Grant the application as a Controlled Trade Waste Discharge Consent and inform the applicant of the decision and the conditions imposed on the discharge by issuing the appropriate notice of consent to discharge; or
- e) Invite the Applicant to enter into a Trade Waste Agreement in accordance with clause 3.1.2, setting out the agreed terms and conditions under which Council to receive, treat and dispose of the applicant's trade waste; or
- f) Decline the application and notify the applicant of the decision giving a statement of the reasons for refusal.

3.9 Consideration criteria

In considering any application for a Trade Waste Discharge Consent to discharge from any trade premises or tankered waste into a WDC sewerage system, imposing conditions on such consent, or considering exempting or declining a consent application, the matters the Council will take into account include but are not limited to:

- a) The quality, volume, and rate of discharge of the trade waste from such trade premises or tanker;
- b) The health and safety of Council staff, Council's agents and the public;
- c) The limits and/or maximum values for Characteristics of Trade Waste as specified in Schedules 1A to 1D of this bylaw;
- d) The extent to which the trade waste may react with other trade waste or foul water to produce an undesirable effect, e.g. settlement of solids, production of odours, accelerated corrosion and deterioration of the Sewerage System etc;
- e) The flows and velocities in the sewer, or sewers and the material or construction of the sewer or sewers;
- f) The capacity of the WDC sewer or sewers and the capacity of any sewage treatment works, and other facilities;
- g) The nature of any sewage treatment process and the degree to which the trade waste is capable of being treated in the sewage treatment plant;
- h) The timing and balancing of flows into the sewerage system;
- i) The existence of statutory requirements relating to the discharge of raw or treated wastewater to receiving waters, the disposal of sewage sludges,

- beneficial use of biosolids, and any discharge to air, (including the necessity for compliance with any resource consent, discharge permit or water classification);
- j) The effect of the trade waste discharge on the ultimate receiving environment;
 - k) The conditions on resource consents for the sewerage system and the residuals from it;
 - l) The possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to humans, the sewerage system and/or the environment;
 - m) Consideration for other existing or future discharges;
 - n) Amenability of the trade waste to pre-treatment;
 - o) Existing pre-treatment works on the premises and the potential for their future use;
 - p) Cleaner Production techniques and waste minimization practices;
 - q) Requirements and limitations related to sewage sludge disposal and reuse;
 - r) Control of stormwater from a trade waste premises;
 - s) The contents of , or need for, a trade wastes management plan; and
 - t) Tankered waste being discharged at an approved location(s).

3.10 Conditions of Trade Waste Consent

Any trade waste consent to discharge may be granted subject to such conditions that the Council may impose, including but not limited to:

- a) The particular WDC sewerage system to which the discharge will be made;
- b) The maximum daily volume of the discharge and the maximum rate of discharge, and the duration of maximum discharge;
- c) The maximum limit or permissible range of any specified characteristics of the discharge, including concentrations and/or mass limits determined in accordance with the classification under clause 3.2
- d) The period or periods of the day during which the discharge, or a particular concentration, or volume of discharge may be made;
- e) The degree of acidity, or alkalinity of the discharge at the time of discharge;
- f) The temperature of the trade waste at the time of discharge;
- g) The provision and or maintenance by, or for the consent holder, at the consent holder's expense, of screens, grease traps, silt traps or other pre-treatment works to control trade waste discharge characteristics to the consented levels;
- h) Provision of separate sewers to conduct trade and domestic wastewater separately to the Council wastewater system
- i) The provision and maintenance at the consent holder's expense of inspection chambers, manholes or other apparatus or devices to provide reasonable access to drains for sampling and inspection;
- j) The provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements, at the consent holder's expense;
- k) The method or methods to be used for the measuring of flow rates and/or volume and taking samples of the discharge for use in determining compliance with the consented limits and the amount of any trade waste charges applicable to that discharge;
- l) The provision and maintenance by, and at the expense of, the consent holder of such meters or devices as may be required to measure the volume or flow rate of any trade waste being discharged from the trade premises, and for the testing and calibration of such meters;

- m) The provision and maintenance, at the consent holder's expense of such services, (whether electricity, water or compressed air or otherwise), which may be required, in order to operate meters and other required devices;
- n) At times specified, the provision in a Council approved format by the consent holder to the Council of all flow and/or volume records and results of analyses (including pre-treatment by-products e.g. sewage sludge disposal);
- o) The provision and implementation of a trade wastes management plan;
- p) Risk assessment of damage to the environment due to an accidental discharge of a chemical;
- q) Waste minimisation and management measures and financial incentives for achieving same;
- r) Cleaner production techniques;
- s) Remote control of discharges;
- t) Third party treatment, carriage, discharge or disposal of by-products of pre-treatment of trade waste (including sewage sludge disposal);
- u) Requirement to provide a bond or insurance in favour of the Council where failure to comply with the consent could result in damage to the Council's sewerage system, or could result in the Council being in breach of any statutory obligation; and
- v) Remote monitoring of discharges.

3.11 Trade Waste Agreements

- 3.11.1 The Council may at any time, pursuant to the power to do so under s.196 (1)(a) of the LGA, enter into a written agreement for the collection, treatment and disposal of trade wastes with a trade waste discharger. Any such agreement may be made in addition to or in place of an existing trade waste consent.
- 3.11.2 Every duly executed Trade Waste Agreement for the discharge and reception of trade waste between a trade wastes discharger and the Council existing at the date this Bylaw comes into force shall continue in force on the same terms and conditions until the expiry date of the agreement, or as amended or terminated as a consequence of any earlier review.
- 3.11.3 Where an existing trade waste agreement is silent as to its term, that agreement shall be terminable on six months' written notice by the Council and the trade waste discharger shall thereafter be required to apply for a trade waste consent in accordance with this Bylaw, and/or enter into a new Trade Waste Agreement.
- 3.11.4 Where, in the opinion of the Council, an existing trade waste agreement does not incorporate adequate sampling or monitoring or charging provisions, or the consent classifications under clause 3.2 of this Bylaw do not adequately reflect the unique aspects of a proposed trade waste discharge, including but not limited to pre-treatment criteria, monitoring, and charging, the Council may review the Agreement. The trade waste discharger shall comply with any such requirements within a reasonable timeframe as determined and notified by the Council.

3.12 Duration

3.12.1 Exempted and Permitted discharges

Exempted discharges and Permitted Discharge Consents will remain in force for five (5) years or until either:

- a) Cancellation under 3.14; or
- b) Reviewed pursuant to Clause 3.13 including if (but not limited to):
 - i) The quantity and nature of the discharge changes significantly. For a

temporary discharge see Appendix C;

- ii) If in the opinion of the Council the discharge changes or is likely to change to such an extent that it becomes a Conditional, Controlled or Prohibited Trade Waste;
- iii) The Council changes the trade waste management procedures by implementation of changed Trade Waste Bylaw conditions or any amendment to, or replacement of, its Trade Waste Bylaw; or
- iv) The conditions on resource consents for the WDC sewerage system and the residuals from it change.

In all cases, after appropriate consultation, the Person shall apply within 10 Working Days of this change occurring for an appropriate Consent, in accordance with Clause 3.5 of this Bylaw. This application shall be approved prior to the occurrence of any new discharge.

3.12.2 Conditional Trade Waste Consents

Conditional Trade Waste Consents under this bylaw shall expire at the end of a term fixed by the Council subject to the following:

- a) Conditional Trade Waste Consents may be given for a term not exceeding five years to a Consent Holder who at the time of application satisfies the Council that:
 - i) The nature of the trade activity, or the process design and/or management of the Premises are such that the Consent Holder has a demonstrated ability to meet the conditions of the Consent during its term; and/or
 - ii) Cleaner production techniques are successfully being utilised, or that a responsible investment in cleaner Production equipment or techniques is being made; and/or
 - iii) Significant investment in pre-treatment facilities has been made, such that a longer period of certainty for the amortising of this investment is considered reasonable; and/or
 - iv) The reissuing of a consent cannot be unreasonably withheld.
- b) Notwithstanding subclause a) above, the Council retains the right to review the conditions at an earlier time by reason of changed circumstances. The reasons for such an earlier review could include:
 - i) The level of consent holder compliance, including any accidents including spills or process mishaps.
 - ii) Matters pertaining to the Council's resource consents for the relevant sewerage system.
 - iii) Matters pertaining to the Council's environmental policies and outcomes.
 - iv) New control and treatment technologies and processes.
 - v) Any of the matters outlined in clause 4 of this bylaw.
 - vi) Matters pertaining to the Council's legal obligations.
- c) In all other cases, the term of a Conditional Trade Waste Consent should not exceed two years;

3.12.3 Controlled Trade Waste Consents

Controlled Trade Waste Consents under this bylaw shall expire at the end of a term fixed

by the Council subject to the following:

- a) Controlled Trade Waste Consents may be issued for a term not exceeding five years to a Consent Holder who at the time of application satisfies the Council that:
 - i) The nature of the trade activity, or the process design and/or management of the Premises are such that the consent holder has a demonstrated track-record of consistently meeting the conditions of the consent during its term, including payment of monthly trade waste charges by the due date; and/or
 - ii) Cleaner production techniques are successfully being utilised, or that a responsible investment in cleaner production equipment or techniques is being made; and/or
 - iii) Significant investment in pre-treatment facilities has been made, such that a longer period of certainty for the amortising of this investment is considered reasonable; and/or
 - iv) The withholding of a new consent would be unreasonable; and/or
 - v) The nature of the discharge and/or the location of the specific premises warrants consideration as a Special Discharge.
- b) In all other cases the term of a Controlled Trade Waste Consent shall not exceed three years;
- c) Notwithstanding subclauses a) and b) above, the Council retains the right to review the conditions at an earlier time by reason of changed circumstances. The reasons for such an earlier review could include:
 - i) The level of consent holder compliance, including any accidents including spills or process mishaps.
 - ii) Matters pertaining to the Council's resource consents for the sewerage system.
 - iii) Matters pertaining to the Council's environmental policies and outcomes.
 - iv) New control and treatment technologies and processes.
 - v) Any of the matters outlined in clause 4.0 of this bylaw.
 - vi) Matters pertaining to the Council's legal obligations, including the conditions on resource consents for the relevant WDC sewerage system change.
- d) In all cases where either the consent holder or the owner of the premises changes, or there is a change of use, a new application for a Controlled Trade Waste Consent shall be made. It shall be the responsibility of the consent holder to lodge the new application; and

3.13 Review and/or variation occasioned by changed circumstances

3.13.1 This section applies to any situation under this Bylaw providing for review.

3.13.2 In the event that the circumstances and/or effects of any trade waste discharge and/or consent materially change from those that existed at the date of the granting of the consent, then either or both of the Council and/or the consent holder may give written notice to the other of its intention to review the consent and/or its terms and conditions.

3.13.3 Without limiting the generality of clause 3.13.2, a review may be undertaken for any of the following purposes:

- i) To achieve and/or promote any of the Purposes of this Bylaw as specified in clause 1.2;

- ii) To review the effectiveness of the terms and conditions of the trade waste consent in avoiding or mitigating any adverse effects on the council's wastewater infrastructure, including on its wastewater treatment plants, and/or on the environment, arising from exercise of the consent;
 - iii) To review the effectiveness and/or continued appropriateness of the terms and conditions of the consent to ensure continued compliance by the Council with any requirements and/or obligations imposed by law and specifically, with resource consents held by the Council for the operation and discharge from the Council's wastewater infrastructure including its wastewater reticulation, and its wastewater treatment plants;
 - iv) To review the adequacy of and/or the necessity for monitoring and/or testing required of and/or undertaken by the Consent Holder, specifically its frequency, methods, record keeping and reporting;
 - v) If necessary and appropriate, to require the Consent Holder to adapt its operations in order to appropriately respond to the changed circumstances that have arisen.
- 3.13.4 For the avoidance of any doubt, the Council, on any review undertaken pursuant to this clause 3.13, may cancel and/or amend and/or add to any terms and conditions of any consent which is the subject of the review, and the consent holder shall comply with and observe those cancelled/amended/added terms and conditions from the date the review decision is issued by the Council or from such later date as the review decision specifies.
- 3.13.5 Any notice of intention to review given pursuant to clause 3.13.2 shall be deemed to be, and will be processed by the Council as, an application by the Consent Holder for a new consent, and:
- i) the Consent Holder shall at its expense provide the Council with such information and reports as the Council might reasonably require for the purposes of the review;
 - ii) the Council will otherwise follow for the review the same processes as it would have if the review were a new application for a consent;
 - iii) to the extent that the changed circumstances reasonably require, the Council will consult with the Consent Holder with respect to any proposed amendments and/or conditions or deletions to the terms and conditions of the consent that the Council considers might be required or are appropriate to respond to the changed circumstances;
 - iv) The costs associated with the review may be recovered from the Consent Holder as if the review were an application for a new consent.
- 3.13.6 A Consent Holder may at any time during the term of a Consent, by written application to the Council, seek to vary any condition of Consent, as provided for in clause 3.5.1 of this bylaw.

3.14 Cancellation of the right to discharge

3.14.1 Suspension, cancellation or reduction of discharge on notice

The Council may suspend, ~~or~~ cancel or reduce the amount to be discharged to the Council sewerage system under any consent or right to discharge at any time following 20 working days' (during which consultation has occurred) notice to the consent holder or person discharging any trade waste for any of (but not limited to) the following reasons:

- a) Failure to comply with any condition of the consent;
- b) Failure to maintain effective control over the trade waste discharge;
- c) Failure to limit in accordance with the requirements of the consent the volume, nature, or composition of Trade Waste being discharged;

- d) In the event of any negligence which, in the opinion of the Council, threatens the safety of, or threatens to cause damage to any part of the sewerage reticulation system or the treatment plant or threatens the health or safety of any person;
- e) If any occurrence happens that, in the opinion of the Council, poses a serious threat to the environment;
- f) In the event of any breach of a resource consent held by the Council for the operation of the sewerage system issued under the Resource Management Act 1991 and any amendments;
- g) For failure to provide and when appropriate update a management plan as required for a consent;
- h) For failure to follow the management plan provisions at the time of an unexpected, unscheduled or accidental occurrence;
- i) Failure to pay any charges due under this bylaw;
- j) If any other circumstances arise which, in the opinion of the Council, render it necessary in the public interest to cancel the right to discharge
- k) If in the opinion of the Council the continuance of the discharge requires or would require any identified additional treatment measures or costs to comply with or avoid a breach of any resource consent held by the Council for the operation of the Council sewerage system.

If process changes required by the consent holder or occupier to comply with any of the above matters will take more than 20 working days to implement, reasonable time may be given by WDC to comply with the consent conditions.

3.14.2 Summary cancellation

Further to subclause 3.14.1, any trade waste consent to discharge may at any time be summarily cancelled by the Council on giving to the Consent Holder, or person discharging, written notice of summary cancellation if (but not limited to):

- a) The discharge contains any prohibited substance;
- b) The Council is lawfully directed to withdraw or otherwise to terminate the consent summarily;
- c) The discharge is carried out unlawfully;
- d) The continuance of discharge is, in the opinion of the Council, a threat to the environment or public health;
- e) The continuance of the trade waste discharge may, in the opinion of the Council, result in a breach of a resource consent held by the Council for the operation of the sewerage system; or

3.15 No transfer or assignment or change of use

3.15.1 Any trade waste discharge consent granted pursuant to this Bylaw, or any trade waste agreement entered into pursuant to s.196(1)(a) of the LGA shall be personal to the trade waste discharger and shall not be assignable or transferable without the prior written approval of the Council.

3.15.2 A change of use of trade premises to which a trade waste consent has been granted shall be deemed a transfer. In that event, the existing consent shall terminate and a new consent for the new use (if it involves a trade waste discharge) is required and shall be applied for.

4.0 TRADE WASTE APPROVAL CRITERIA

4.1 Pre-Treatment

- 4.1.1 The Council may approve a trade waste discharge (see Appendix B for appropriate form) subject to the provision of appropriate pre-treatment systems to enable the person discharging to comply with the bylaw. Such pre-treatment systems shall be provided, operated and maintained by the person discharging at their expense.
- 4.1.2 Refuse or garbage grinders and macerators shall not be used to dispose of solid waste from trade premises to the Council sewerage system unless approved by the Council.
- 4.1.3 The person discharging shall not, unless approved by the Council, add or permit the addition of any potable, condensing, cooling water or stormwater to any trade waste stream in order to vary the level of any characteristics of the waste.

4.2 Mass Limits

- 4.2.1 A Conditional or Controlled Trade Waste Consent to discharge may impose controls on a trade waste discharge by specifying mass, volume or concentration limits for any characteristic.
- 4.2.2 Any characteristic controlled by mass limit shall also have its maximum concentration limited to the value scheduled unless approved otherwise.
- 4.2.3 When setting mass limit allocations for a particular characteristic that can be made available for trade waste discharges, the Council will consider:
- a) The operational requirements of and risk to the capacity and capability of the sewerage system, and risks to occupational health and safety, public health, and the ultimate receiving environment;
 - b) Whether or not the levels proposed pose a threat to the planned or actual beneficial reuse of biosolids or sewage sludge;
 - c) Conditions in the sewerage system near the trade waste discharge point and elsewhere in the sewerage system;
 - d) The extent to which the available industrial capacity of the Council sewerage system was used in the last financial period and is expected to be used in the forthcoming period;
 - e) Whether or not the applicant uses or plans to use Cleaner Production techniques within a period satisfactory to the Council;
 - f) Whether or not there is any nett benefit to be gained by the increase of one characteristic concurrently with the decrease of another to justify any increased application for industrial capacity;
 - g) Resource consent requirements of the Waikato Regional Council or WDC to manage or reduce the effects of pollutant discharge from the sewerage system;
 - h) The proportional mass load of a characteristic of the trade waste discharge to the total mass load of that characteristic in the sewerage system;
 - i) The total mass load of the characteristic that can be accepted at the WDC sewerage system, and the proportion (if any) to be reserved for emergencies and future allocations;
 - j) The extent to which the available industrial capacity of the WDC sewerage system is being used and is expected to be used in the forthcoming year;
 - k) Whether or not there is an interaction with another characteristic(s) which increases or decreases the effect of either characteristic(s) on the sewerage reticulation, treatment process, or receiving land or water

5.0 SAMPLING, TESTING AND MONITORING

5.1 Flow Metering

- 5.1.1 Flow metering may be required by the Council in any of the following circumstances:
- a) On discharges when there is not a reasonable relationship between a metered water supply to the premises, and the discharge of trade waste.
 - b) When the Council will not approve a method of flow estimation.
 - c) When the discharge represents a significant proportion of the total flow/load received by the Council.
 - d) Otherwise determines that flow metering is necessary.
- 5.1.2 The consent holder shall be responsible for, and all costs associated with, the supply, installation, reading and maintenance of any meter required by the Council for the measurement of the rate or quantity of discharge of trade wastes. These devices shall be subject to the approval of the Council, but shall remain the property of the Consent Holder. Where Council owns the equipment and provides the service, the consent holder shall be responsible for the cost thereof.
- 5.1.3 Records of flow and/or volume shall be available for viewing at any time by the Council, and shall be submitted to the Council at prescribed intervals by the consent holder in a format approved by the Council.
- 5.1.4 Meters shall be located in a position approved by the Council which provides the required degree of accuracy and should be readily accessible for reading and maintenance. The meters shall be located in the correct position according to the manufacturer's installation instructions.
- 5.1.5 The consent holder shall arrange for *in situ* calibration of the flow metering equipment and instrumentation by a person and method approved by the Council upon installation and at least once a year thereafter to ensure its performance. The meter accuracy should be within $\pm 10\%$ but with no greater deviation from the previous meter calibration of $\pm 5\%$. A copy of independent certification of each calibration result shall be submitted to the Council.
- 5.1.6 Should any meter, after being calibrated, be found to have an error greater than that specified in 5.1.5 as a repeatable measurement, the Council may make an adjustment in accordance with the results shown by such tests back-dated for a period at the discretion of the Council, and the consent holder shall pay or be credited a greater or lesser amount according to such adjustment.

5.2 Estimating discharge

- 5.2.1 Where no meter or similar apparatus is warranted, the Council may require that a percentage of the water supplied to the premises (or other such basis as seems reasonable) be used for estimating the rate or quantity of flow for the purposes of charging.
- 5.2.2 Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the discharge for the period since the previous reading of such meter, (based on the average of the previous 12 months charged to the person discharging) and they shall pay according to such estimate. Provided that when by reason of a large variation of discharge due to seasonal or other causes, the average of the previous 12 months would be an unreasonable estimate of the discharge, then the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the person discharging shall pay according to such an estimate.

- 5.2.3 Where in the opinion of the Council, a meter has been tampered with, the Council (without prejudice to the other remedies available) may declare the reading void and estimate discharge as provided above.

5.3 Sampling and analysis

- 5.3.1 As determined by the Council sampling, testing and monitoring may be undertaken to determine if:

- a) A discharge complies with the provisions of this Bylaw
- b) The characteristics of a discharge are consistent with application details and any controls that may be required to manage the discharge
- c) A discharge is to be classified as a Permitted, Conditional, Controlled or Prohibited, (refer to clause 3.1)
- d) A discharge complies with the provisions of relevant Schedule 1A – 1D for a specific discharge and any consent to discharge
- e) Trade waste consent charges are applicable to that discharge.

- 5.3.2 The taking, preservation, transportation and analysis of the sample shall be undertaken by an authorised officer or agent of the Council, or the person discharging in accordance with accepted industry standard methods, or by a method specifically approved by the Council. The person discharging shall be responsible for all reasonable costs of sampling, analysis and reporting. Where a dispute arises as to the validity of the methods or procedures used for sampling or analysis, the dispute may be submitted to a mutually agreed independent arbitrator.

- 5.3.3 All authorised officers or authorised agents of the Council, or any analyst may enter any trade premises believed to be discharging trade waste at any time in order to determine any characteristics of any actual or potential discharge by:

- a) Taking readings and measurements;
- b) Carrying out inspections;
- c) Taking samples for testing,

of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

- 5.3.4 Authorisation for entry to trade premises will be as provided in the Local Government Act 2002 and entry shall be in compliance with the health and safety policies of that particular site.

5.4 Monitoring

- 5.4.1 Monitoring for compliance.

The Council is entitled to monitor and audit any trade waste discharge for compliance. Whether for a Permitted Discharge or a Conditional or Controlled Consent discharge, monitoring may be carried out as follows:

- a) The Council or its authorised agent will take the sample and arrange for this sample to be analysed in an approved laboratory by agreed/approved analytical methods;
- b) The sampling procedure will be appropriate to the trade waste and the analysis;
- c) The Council will audit the sampling and analysis carried out by a self-monitoring trade waste discharger. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process;
- d) The Council will audit the sampling and analysis carried out by an analyst. Analysis will be performed by an approved laboratory. Inter-laboratory checks are to be part of this process; and

- e) The Council will audit the trade waste consent conditions including any management plans.

At the discretion of Council, all costs of monitoring shall be met by the discharger either through direct payment to the laboratory or to the Council.

5.4.2 Sampling methodology

Normally a single grab or composite sample is sufficient. If required the grab or composite sample can be split equally into three as follows:

- a) One portion of the sample goes to the Trade Waste discharger for appropriate analysis and/or storage;
- b) A second portion of the sample shall be analysed at a laboratory Approved by the Council;
- c) A third portion of the sample is retained by the Council for 20 Working Days, for additional analysis if required.

Due consideration will be applied to any changes that could occur in retained Trade waste samples and provisions to mitigate against changes will be adopted where practicable.

In all cases the samples shall be handled in an appropriate manner such that the characteristics being tested for are, as far as reasonably possible, preserved.

All samples shall be preserved, handled, transported and delivered to an approved laboratory according to best possible practice and approved standards.

5.4.3 Tankered wastes

Tankered wastes not compliant with the WasteMINZ Liquid and Hazardous Wastes Code of Practice 2012 shall not be discharged into the Council's sewerage systems by any person under any circumstances.

Tankered wastes of whatever characteristics shall otherwise not be discharged into the Council's sewerage systems without a trade wastes discharge consent first having been obtained.

The Council may accept tankered wastes for discharge at an approved location subject to conditions. Tankered waste contractors/operators shall:

- a) Hold a consent to discharge domestic septic tank or industrial wastes;
- b) Provide appropriate written information to the Council detailing the contents of a tankered waste for assessment prior to disposal approval;
- c) Be tested to determine their characteristics if the contents of the waste are not known. Specialist advice on pre-treatment prior to acceptance may be required. The cost of all testing and advice shall be borne by the consent holder/applicant;
- d) Not collect and transport trade waste to the disposal site until the application has been assessed and approved by the Council and appropriate arrangements and method for disposal have been determined by the Council;
- e) To prevent cross-contamination between tanker loads, the tanker shall be thoroughly washed prior to collecting a new load for disposal into the Council sewerage system; and
- f) Provide a minimum of 24 hours notice for the disposal of waste types other than those sourced from domestic septic tanks unless there is a standing arrangement with Council for disposal of that particular waste type.

Any person illegally disposing of, or causing to be disposed, tankered waste either by

incorrect disclosure of contents (characteristics and/or amount) or dumping into a Council sewerage systems other than at the prescribed location, will be in breach of the bylaw.

5.4.4 Disinfected/super chlorinated water

Any water used during the repair and construction of water mains shall be de-chlorinated prior to the discharge into the sewerage system. Application for a Temporary Discharge Consent shall be made. Such water shall not be disposed of to stormwater or adjacent water courses without appropriate approvals from Waikato Regional Council.

6.0 BYLAW ADMINISTRATION

6.1 Review of decisions

If any consent holder is dissatisfied with any decision by an authorised officer made under this bylaw, that consent holder may, by notice delivered to the Chief Executive Officer of the Council not later than 20 Working Days after the decision by the authorised officer is served upon that person, request the Chief Executive Officer to review any such decision and such a decision shall be final.

Nothing in this clause shall affect any right of appeal under the Local Government Act 2002.

6.2 Accidents and non-compliance

The consent holder shall inform the Council immediately on discovery of any accident including spills or process mishaps that may cause a breach of this bylaw.

In the event of an accident occurring on the trade premises of a Permitted Discharge, the Council may require the consent holder to apply for a Conditional Consent.

In the event of any accident occurring when the consent holder holds a Conditional Consent, then the Council may review the consent under subclause 3.12.2 or may require the consent holder to review its contingency procedures and re-submit to Council for approval its revised trade waste management plan, or may require the consent holder to apply for a Controlled Trade Waste Discharge Consent, within 20 working days of the date such requirement is notified to the consent holder in writing.

In the event of any accident occurring when the consent holder holds a Controlled Trade Waste Discharge Consent then the Council may review the consent under subclause 3.12.3 or may require the consent holder, within 20 Working Days of the date such requirement is notified to the consent holder in writing, to review its contingency procedures and re-submit to Council for approval its revised trade wastes management plan. In addition, it shall pay such cost and or penalties as provided for in the trade waste discharge consent.

6.3 Charges and payments

6.3.1 Charges

The Council may recover costs in accordance with the Local Government Act 2002, in particular s.12 and s.150, and the Local Government (Rating) Act 2002. Schedule 1E outlines a regime of possible trade waste discharge charge categories, together with full cost recovery formulae and or method of calculation.

6.3.2 Invoicing

All charges determined in accordance with 6.3.1 shall be invoiced in accordance with Council's standard commercial practice. The invoice shall provide the consent holder with copy of the information and calculations used to determine the extent of any charges and fees due, in regard to a discharge.

6.3.3 Cease to discharge

The person discharging shall be deemed to be continuing the discharge of trade waste and shall be liable for all charges, until Notice of Disconnection is given.

6.3.4 Failure to pay

All charges payable under this bylaw shall be recoverable as a debt. If the person discharging fails to pay any charges under this bylaw the Council may cancel the right to discharge in accordance with clause 3.14.

6.3.5 Recovery of costs

The Council may recover costs under the Local Government Act 2002 as follows:

- The associated costs of owning and providing sewerage assets, goods, services and amenities for managing, conveying, treating and disposing of trade wastes, in accordance with s.150(6) of the LGA.
- The costs of processing, inspecting and administering trade waste matters provided for in this Bylaw, in accordance with s.150(1) of the LGA.
- The costs of wilful damage or negligent behaviour, in accordance with s. 175 of the LGA.
- The costs of remedying damage arising from breach of this Bylaw and/or any associated operational discharge resource consent, in accordance with s. 176 of the LGA.

6.3.6 Trade Waste Agreements

Where an applicant seeks to discharge a significant or unique trade waste to a WDC sewerage system, a trade waste agreement may be entered into (see clause 3.11). The method of charging may vary, by agreement, from that for a standard Controlled Trade Waste Discharge Consent to take account of:

- The significant and specific nature and/or scale of the trade premises;
- The level of pre-treatment investment and/or capital contribution required by the trade premises to reduce the impact of the load and/or volume of its trade waste discharge on the WDC sewerage system;
- Financial mechanisms agreed to incentivise the trade premises to consistently achieve a high quality trade wastes discharge and compliant with the agreed parameters, and the risks attaching to potential breaches carried by the trade premises;
- The need for certainty for the trade premises to maintain production commitments without interruptions due to non-compliance and the value of buffer capacity at the wastewater treatment plant attaching to that;

6.4 Authorised officers

All authorised officers of the Council, or other persons authorised under s. 174 or s. 177 or paragraph 32 of schedule 7 of the Local Government Act 2002, shall possess and produce on request warrants of authority and evidence of identity.

Any authorised officers may at any reasonable time enter any premises believed to be discharging trade wastes to determine any characteristic of any discharge by:

- a) Taking readings and measurements; and/or
- b) Taking samples or any solids, liquids or gaseous material or any combination or mixtures of such materials being discharged; and/or
- c) Observing accidental occurrences and clean-up.

The extent and level of delegation to authorised officers will be in accordance with the

Council's Register of Statutory Delegations and Warrants.

Authorisation for entry to premises is given under the Local Government Act 2002. Entry shall be in compliance with the health and safety policies of that particular site.

6.5 Transfer or termination of rights and responsibilities

6.5.1 A trade waste discharge consent will be issued in the name of the given consent holder. The consent holder shall not, unless prior written approval is obtained from the Council:

- a) Transfer to any other party the rights and responsibilities provided for under this bylaw, or under the consent;
- b) Allow a point of discharge to serve another premises, or the private drain to that point to extend by pipe or any other means to serve another premises; or
- c) In particular and not in limitation of the above, allow sewage from any other party to be discharged at their point of discharge.

NOTE – This clause does not relate to Exempt Discharges.

6.5.2 Renewal of a trade waste discharge consent on expiry or change of ownership of premises is not automatic. Council shall be given prior notification in writing of the date of change of ownership. Continuation of the associated trade waste discharge consent shall not be unreasonably withheld if the characteristics of the discharge remain unchanged.

NOTE – This clause does not relate to Exempt Discharges.

6.5.3 The consent holder shall give 48 hours prior notice in writing to the Council of its requirement for disconnection of the discharge connection and/or termination of the discharge consent, except where demolition or relaying of the discharge drain is required, in which case prior notice shall be given within seven working days. The consent holder shall notify the Council of the new address details for final invoicing.

On permanent disconnection and/or termination, the consent holder may at the Council's discretion be liable for trade waste charges to the end of the current charging period.

6.5.4 When a consent holder discharging ceases to occupy premises from which trade wastes are discharged into the Council sewerage system, any relevant trade waste discharge consent shall terminate, but without relieving the consent holder from any obligations existing at the date of termination.

6.6 Service of documents

6.6.1 Delivery or post

Any notice or other document required to be given, served or delivered under this bylaw to a consent holder may (in addition to any other method permitted by law) be given or served or delivered by being:

- a) Sent by pre-paid ordinary mail, courier, facsimile or email to the consent holder discharging at the Consent Holders' last known place of residence or business;
- b) Sent by pre-paid ordinary mail, courier, or facsimile, or email to the consent holder discharging at any address for service specified in a consent to discharge;
- c) Where the consent holder discharging is a body corporate, sent by pre-paid ordinary mail, courier, or facsimile, or email to, or left at its registered office; or
- d) Personally served on the Consent Holder discharging.

6.6.2 Service

If any notice or other document is:

- a) Sent by post it will be deemed received on the second working day after posting;
- b) Sent by facsimile or email and the sender's facsimile or email machine produces a transmission report indicating that the facsimile or email was sent to the addressee, the report will be prima facie evidence that the facsimile or email was received by the addressee in a legible form at the time indicated on that report; or
- c) Sent by courier and the courier obtains a receipt or records delivery on a courier run sheet, the receipt or record of delivery on a courier run sheet will be prima facie evidence that the communication was received by the addressee at the time indicated on the receipt or courier run sheet, or left at a conspicuous place at the trade premises, or is handed to a designated person(s) nominated by the consent holder then that shall be deemed to be service on, or delivery to, the consent holder at that time.

NOTE – It should be verified that notice has been served on the correct person.

6.6.3 Signature

Any notice or document to be given, served or delivered shall be signed by an authorised officer.

6.7 Offences

Every person or consent holder or owner or occupier of trade premises who:

- a) fails to comply with or acts in contravention of any provision of this Bylaw; or
- b) breaches the conditions of any consent to discharge trade wastes granted pursuant to this Bylaw; or
- c) fails to comply with a notice served under this Bylaw, or
- d) undertakes or permits or causes a prohibited discharge to occur.

either commits an offence under s. 239 of the Local Government Act 2002, and is liable on summary conviction to a fine as specified in s. 242 of the Local Government Act 2002 or, if the offence is an infringement offence, may be proceeded against under the Summary Proceedings Act 1957 or be served with an Infringement Notice under s. 245 of the Local Government Act 2002.

In all cases the Council may recover costs associated with damage to the Council sewerage system and/or breach of this bylaw in accordance with s. 175 and s. 176 of the Local Government Act 2002.

<p>SCHEDULE 1A: PERMITTED DISCHARGE CHARACTERISTICS</p>

1A.1 INTRODUCTION

1A.1.1 The nature and levels of the characteristics of any trade waste discharged to the Council sewerage system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a trade waste.

NOTE – It is very important to refer to the guideline tables for background reasons for contaminant concentrations.

1A.1.2 The Council shall take into consideration the combined effects of trade waste discharges on the capacity and performance of the sewerage system and may make any modifications to the following acceptable characteristics for individual discharges the Council believes are appropriate.

1A.1.3 The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Council, refer to 3.12 of the bylaw.

1A.2 PHYSICAL CHARACTERISTICS

1A.2.1 Flow

- a) The 24 hour flow volume shall be less than 5 m³.
- b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

1A.2.2 Temperature

The temperature shall not exceed 40 °C.

1A.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any trade waste shall have a Maximum Concentration which shall not exceed 500 g/m³. For Significant Industry this may be reduced to 300 g/m³.
- c) The settleable solids content of any trade waste shall not exceed 50 mL/L.
- d) The total dissolved solids concentration in any Trade Waste shall be subject to the Approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of Sewage in the drainage system or treatment plant shall not be present.

1A.2.4 Oil and grease

- a) There shall be no free or floating layer of oil and grease.
- b) A trade waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed **100** g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage, throughout the range of pH 6.0 to pH 10.0.

- c) A Trade Waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable shall not exceed 500 g/m³ when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.
- d) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.

1A.2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

1A.2.6 Emulsions of paint, latex, adhesive, rubber, plastic

- a) Where such emulsions are not treatable these may be discharged into the Sewer subject to the total suspended solids not exceeding 500 g/m³ or the concentration agreed with the Council.
- b) The Council may determine that the need exists for Pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council treatment plant e.g. reduces % UVT (ultra violet transmission).
- c) Such emulsions of both treatable and non-treatable types shall be discharged to the Sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public Sewer.

1A.2.7 Radioactivity

Radioactivity levels shall not exceed Office of Radiation Safety Code of Practice CSP1 for the use of Unsealed Radioactive Material.

1A.2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated Sewage discharge Consent.

1A.3 CHEMICAL CHARACTERISTICS

1A.3.1 pH value

The pH shall be between 6.0 and 10.0 at all times.

1A.3.2 Organic strength

1A.3.2.1 The Biochemical Oxygen Demand (BOD₅) of any waste may require to be restricted where the capacity for receiving and treating BOD₅ is limited. A BOD₅ restriction may be related to Mass Limits.

Where there is no Council treatment system for organic removal the BOD₅ shall not exceed 500 g/m³.

NOTE – For biological process inhibiting compounds see table 5 in the Guidelines for Sewerage Systems: Acceptance of Trade Wastes (industrial waste) Appendix A.

1A.3.3 Maximum concentrations

The maximum concentrations permissible for the chemical characteristics of an acceptable discharge are set out in Table 1A.1, Table 1A.2 and Table 1A.3.

TABLE 1A.1 – GENERAL CHEMICAL CHARACTERISTICS

(Mass limits may be imposed, refer to clause 4.2)

Characteristic	Maximum concentration (g/m³)
MBAS (Methylene blue active substances)	500
<i>(Measures anionic surfactants)</i>	
Ammonia (measured as N)	
- free ammonia	50
- ammonium salts	200
Kjeldahl nitrogen	100
Total phosphorus (as P)	20
Sulphate (measured as SO ₄)	500
Sulphite (measured as SO ₂)	15
Sulphide – as H ₂ S on acidification	5
Chlorine (measured as Cl ₂)	
- free chlorine	3
- hypochlorite	30
Dissolved aluminium	100
Dissolved iron	100
Boron (as B)	25
Bromine (as Br ₂)	5
Fluoride (as F)	30
Cyanide – weak acid dissociable (as CN)	5
Tannin	15
Total Alkalinity	100

TABLE 1A.2 – HEAVY METALS

(Mass limits may be imposed, refer to clause 4.2)

Metal	Maximum concentration (g/m³)	Daily Mass Limit (g/day)
Antimony	1	2
Arsenic	1	2
Barium	10	15
Beryllium	0.005	0.01
Cadmium	0.3	0.9
Chromium	5	15
Cobalt	5	15
Copper	5	15
Lead	2	6
Manganese	10	30
Mercury	0.02	0.05
Molybdenum	10	30
Nickel	5	15
Selenium	0.25	0.75
Silver	2	6
Thallium	1	2
Tin	5	15
Zinc	5	15

Notes:

- Concentration and mass limits adjusted from NZ Model Trade Waste Bylaw to be nearer the levels accepted in New South Wales Australia.
- Present sludge is suitable for soil conditioning but higher heavy metals will prevent that and land filling is then the only solution.

TABLE 1A.3 – ORGANIC COMPOUNDS AND PESTICIDES

(Mass limits may be imposed, refer to clause 4.2)

Compound	Maximum concentration (g/m³)
Formaldehyde (as HCHO)	50
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Chlorinated phenols	0.02
Petroleum hydrocarbons	30
Halogenated aliphatic compounds	1
Monocyclic aromatic hydrocarbons	5
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Halogenated aromatic hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002 each
Pesticides (general) Includes: insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
Organophosphate pesticides	0.1

<p>SCHEDULE 1B: CONDITIONAL DISCHARGE CHARACTERISTICS</p>

1B.1 INTRODUCTION

1B.1.1 The nature and levels of the characteristics of any trade waste discharged to a WDC sewerage system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a trade waste.

NOTE – It is very important to refer to the Guideline tables for background reasons for Contaminant concentrations.

1B.1.2 The Council shall take into consideration the combined effects of trade waste discharges on the capacity and performance of the sewerage system and may make any modifications to the following acceptable characteristics for individual discharges the Council believes are appropriate.

1B.1.3 The nature and levels of any characteristic may be varied to meet any new resource Consents or other legal requirements imposed on the Council, refer to 3.9 of the bylaw.

1B.2 PHYSICAL CHARACTERISTICS

1B.2.1 Flow

- a) The 24 hour flow volume shall be less than 5 m³.
- b) The maximum instantaneous flow rate shall be less than 2.0 L/s.

1B.2.2 Temperature

The temperature shall not exceed 40 °C.

1B.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any Trade Waste shall have a Maximum Concentration which shall not exceed **1000** g/m³. For Significant Industry this may be reduced to 600 g/m³.
- c) The settleable solids content of any Trade Waste shall not exceed 50 mL/L.
- d) The total dissolved solids concentration in any Trade Waste shall be subject to the Approval of the Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of Sewage in the drainage system or treatment plant shall not be present.

1B.2.4 Oil and grease

- a) There shall be no free or floating layer.
- b) A Trade Waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage, throughout the range of pH 6.0 to pH 10.0.
- c) A Trade Waste with oil, fat or grease unavoidably emulsified, which in the

opinion of the Council is biodegradable shall not exceed 500 g/m³ when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.

- d) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.

1B.2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

1B.2.6 Emulsions of paint, latex, adhesive, rubber, plastic

- a) Where such emulsions are not treatable these may be discharged into the Sewer subject to the total suspended solids not exceeding 1000 g/m³ or the concentration agreed with the Council.
- b) The Council may determine that the need exists for Pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council treatment plant e.g. reduces % UVT (ultra violet transmission).
- c) Such emulsions of both treatable and non-treatable types shall be discharged to the Sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public Sewer.

1B.2.7 Radioactivity

Radioactivity levels shall not exceed [Office of Radiation Safety Code of Practice CSP1 for the use of Unsealed Radioactive Material.](#)

1B.2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated Sewage discharge Consent.

1B.3 CHEMICAL CHARACTERISTICS

1B.3.1 pH value

The pH shall be between 6.0 and 10.0 at all times.

1B.3.2 Organic strength

- 1B.3.2.1 The Biochemical Oxygen Demand (BOD₅) of any waste may be required to be restricted where the capacity for receiving and treating BOD₅ is limited. A BOD₅ restriction may be related to mass limits.

Where there is no Council treatment system for organic removal, the BOD₅ shall not exceed **1,000** g/m³. For Significant Industry this may be reduced to 600 g/m³.

NOTE – For biological process inhibiting compounds see Table 5 in the Guidelines for Sewerage Systems: Acceptance of Trade Wastes (industrial waste) Appendix A.

1B.3.3 Maximum concentrations

The maximum concentrations permissible for the chemical Characteristics of an acceptable discharge are set out in Table 1B.1, Table 1B.2, Table 1B.3 [and Table 1B.4.](#)

TABLE 1B.1 – GENERAL CHEMICAL CHARACTERISTICS

(Mass limits may be imposed, refer to clause 4.2)

Characteristic	Maximum concentration (g/m³)
MBAS (Methylene blue active substances)	500
(Measures anionic surfactants)	
Ammonia (measured as N)	
- free ammonia	50
- ammonium salts	200
Kjeldahl nitrogen	100
Total phosphorus (as P)	20
Sulphate (measured as SO ₄)	500
	1500 (with good mixing)
Sulphite (measured as SO ₂)	15
Sulphide – as H ₂ S on acidification	5
Chlorine (measured as Cl ₂)	
- free chlorine	3
- hypochlorite	30
Dissolved aluminium	100
Dissolved iron	100
Boron (as B)	25
Bromine (as Br ₂)	5
Fluoride (as F)	30
Cyanide – weak acid dissociable (as CN)	5
Tannin	15
Total Alkalinity	100

TABLE 1B.2 – HEAVY METALS

(Mass limits may be imposed, refer to clause 4.2)

Metal	Maximum concentration (g/m³)	Daily Mass Limit (g/day)
Antimony	1	2
Arsenic	1	2
Barium	10	15
Beryllium	0.005	0.01
Cadmium	0.3	0.9
Chromium	5	15
Cobalt	5	15
Copper	5	15
Lead	2	6
Manganese	10	30
Mercury	0.02	0.05
Molybdenum	10	30
Nickel	5	15
Selenium	0.25	0.75
Silver	2	6
Thallium	1	2
Tin	5	15
Zinc	5	15

Concentration and Mass limits adjusted from NZ Model Trade Waste Bylaw to be nearer the levels accepted in New South Wales Australia.

Present sludge is suitable for soil conditioning but higher heavy metals will prevent that and land filling is then the only solution.

TABLE 1B.3 – ORGANIC COMPOUNDS AND PESTICIDES

(Mass limits may be imposed, refer to clause 4.2)

Compound	Maximum concentration (g/m³)
Formaldehyde (as HCHO)	50
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Chlorinated phenols	0.02
Petroleum hydrocarbons	30
Halogenated aliphatic compounds	1
Monocyclic aromatic hydrocarbons	5
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Halogenated aromatic hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002 each
Pesticides (general) Includes: insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
Organophosphate pesticides	0.1

TABLE 1B.4 – LIQUID PHARMACEUTICAL WASTES

(Mass limits may be imposed, refer to clause 4.2)

Volume Limit (Litres)	Active Concentration (mg/5ml)
10	125
5	250
3	Above 250

SCHEDULE 1C: CONTROLLED DISCHARGE CHARACTERISTICS

1C.1 INTRODUCTION

1C.1.1 The nature and levels of the characteristics of any trade waste discharged to the Council system shall comply at all times with the following requirements, except where the nature and levels of such characteristics are varied by the Council as part of an approval to discharge a trade waste.

NOTE – It is very important to refer to the Guideline tables for background reasons for Contaminant concentrations.

1C.1.2 The Council shall take into consideration the combined effects of trade waste discharges and may make any modifications to the following acceptable Characteristics for individual discharges the Council believes are appropriate.

1C.1.3 The nature and levels of any characteristic may be varied to meet any new resource consents or other legal requirements imposed on the Council, refer to 3.9 of this bylaw.

1C.2 PHYSICAL CHARACTERISTICS

1C.2.1 Flow

- a) The 24 hour maximum flow volume shall be measured in m³. The amount allocated will be at Council's discretion, or as agreed in individual trade waste consents or agreements for a Significant Industry.
- b) The maximum instantaneous flow rate shall be less than 30.0 L/s.

1C.2.2 Temperature

The temperature shall not exceed 40 °C.

1C.2.3 Solids

- a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15 mm.
- b) The suspended solids content of any trade waste shall have a maximum concentration not greater than **2,000g/m³** unless otherwise agreed in writing by WDC. For a Significant Industry this maximum may be as agreed in an individual Trade Waste Agreement.
- c) The settleable solids content of any Trade Waste shall not exceed 150g/m³ or as set in individual Trade Waste Agreements.
- d) The total dissolved solids concentration in any trade waste shall be subject to the approval of Council having regard to the volume of the waste to be discharged, and the suitability of the drainage system and the treatment plant to accept such waste.
- e) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of Sewage in the drainage system or treatment plant shall not be present.

1C.2.4 Oil and grease

- a) There shall be no free or floating layer.
- b) A trade waste with mineral oil, fat or grease unavoidably emulsified, which in the opinion of the Council is not biodegradable shall not exceed 200 g/m³ as petroleum ether extractable matter when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted

by a factor of 10 by raw Sewage, throughout the range of pH 6.0 to pH 10.0.

- c) A trade waste with oil, fat or grease unavoidably emulsified, which in the opinion of the Council is biodegradable shall not exceed 500 g/m³ when the emulsion is stable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.
- d) Emulsified oil, fat or grease shall not exceed 100 g/m³ as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15 °C and when the emulsion is in contact with and diluted by a factor of 10 by raw Sewage throughout the range of pH 4.5 to pH 10.0.

1C.2.5 Solvents and other organic liquids

There shall be no free layer (whether floating or settled) of solvents or organic liquids.

1C.2.6 Emulsions of paint, latex, adhesive, rubber, plastic

- a) Where such emulsions are not treatable these may be discharged into the Sewer subject to the total suspended solids not exceeding 1000 g/m³ for quantities not exceeding 5m³ per day or the concentration agreed with the Council.
- b) The Council may determine that the need exists for Pre-treatment of such emulsions if they consider that Trade Waste containing emulsions unreasonably interferes with the operation of the Council treatment plant e.g. reduces % UVT (ultra violet transmission) to levels that interfere with disinfection efficiency.
- c) Such emulsions of both treatable and non-treatable types shall be discharged to the Sewer only at a concentration and pH range that prevents coagulation and blockage at the mixing zone in the public Sewer.

1C.2.7 Radioactivity

Radioactivity levels shall not exceed [Office of Radiation Safety Code of Practice CSP1 for the use of Unsealed Radioactive Material.](#)

1C.2.8 Colour

No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the treated Sewage discharge Consent.

1C.3 CHEMICAL CHARACTERISTICS

1C.3.1 pH value

The pH shall be between 6.0 and 10.0 at all times.

1C.3.2 Organic strength

- 1C.3.2.1 The Biochemical Oxygen Demand (BOD₅), Total Suspended Solids (TSS), Total Nitrogen (TN) and Total Phosphorous (TP) of any waste may be restricted where the capacity for receiving and treating these parameters are limited. There may also be a restriction related to Mass Limits of each of these parameters.

NOTE – For biological process inhibiting compounds see table 5 in the Guidelines for Sewerage Systems: Acceptance of Trade Wastes (industrial waste) Appendix E

1C.3.3 Maximum concentrations

The Maximum Concentrations permissible for the chemical Characteristics of an acceptable discharge are set out in Table 1C.1, Table 1C.2 and Table 1C.3.

TABLE 1C.1 – GENERAL CHEMICAL CHARACTERISTICS

(Mass limits may be imposed, refer to clause 4.2)

Characteristic	Maximum concentration (g/m³)
MBAS (Methylene blue active substances)	500
(Measures anionic surfactants)	
Ammonia (measured as N)	
- free ammonia	50
- ammonium salts	200
Kjeldahl nitrogen	360
Total phosphorus (as P)	50
Sulphate (measured as SO ₄)	500
Sulphite (measured as SO ₂)	15
Sulphide – as H ₂ S on acidification	5
Chlorine (measured as Cl ₂)	
- free chlorine	3
- hypochlorite	30
Dissolved aluminium	100
Dissolved iron	100
Boron (as B)	25
Bromine (as Br ₂)	5
Fluoride (as F)	30
Cyanide – weak acid dissociable (as CN)	5
Tannin	15
Total Alkalinity	100

TABLE 1C.2 – HEAVY METALS

(Mass limits may be imposed, refer to clause 4.2)

Metal	Maximum concentration (g/m³)	Daily Mass Limit (g/day)
Antimony	1	2
Arsenic	1	2
Barium	10	15
Beryllium	0.005	0.01
Cadmium	0.3	0.9
Chromium	5	15
Cobalt	5	15
Copper	5	15
Lead	2	6
Manganese	10	30
Mercury	0.02	0.05
Molybdenum	10	30
Nickel	5	15
Selenium	0.25	0.75
Silver	2	6
Thallium	1	2
Tin	5	15
Zinc	5	15

TABLE 1C.3 – ORGANIC COMPOUNDS AND PESTICIDES

(Mass limits may be imposed, refer clause 4.2)

Compound	Maximum concentration (g/m³)
Formaldehyde (as HCHO)	50
Phenolic compounds (as phenols) excluding chlorinated phenols	50
Chlorinated phenols	0.02
Petroleum hydrocarbons	30
Halogenated aliphatic compounds	1
Monocyclic aromatic hydrocarbons	5
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05
Halogenated aromatic hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002 each
Pesticides (general) Includes: insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total
Organophosphate pesticides	0.1

<p>SCHEDULE 1D: PROHIBITED CHARACTERISTICS</p>
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1D.1 INTRODUCTION

This schedule defines Prohibited Trade Wastes.

1D.2 PROHIBITED CHARACTERISTICS

1D.2.1 Any discharge has prohibited Characteristics if it has any solid liquid or gaseous matters or any combination or mixture of such matters which by themselves or in combination with any other matters will immediately or in the course of time:

- a) Interfere with the free flow of Sewage in the Sewerage System;
- b) Damage any part of the Sewerage System;
- c) In any way, directly or indirectly, cause the quality of the treated Sewage or residual Biosolids and other solids from any Sewage treatment plant in the catchment to which the waste was discharged to breach the conditions of a Consent issued under the Resource Management Act, or water right, permit or other governing legislation;
- d) Prejudice the occupational health and safety risks faced by sewerage workers;
- e) After treatment be toxic to fish, animals or plant life in the receiving waters;
- f) Cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a public nuisance; or
- g) Have a colour or colouring substance that causes the discharge from any Sewage treatment plant to receiving waters to be coloured.

1D.2.2A Discharge has prohibited Characteristics if it has any characteristic which exceeds the concentration or other limits specified in Schedule 1A unless specifically approved for that particular Consent.

1D.2.3A Discharge has a prohibited Characteristic if it has any amount of:

- a) Harmful solids, including dry solid wastes and materials which combine with water to form a cemented mass;
- b) **Except as allowed for in Schedule 1A,** liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, solvents, calcium carbide, and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with sewage;
- c) Asbestos;
- d) The following organo-metal compounds:
Tin (as tributyl and other organotin compounds);
- e) Any organochlorine pesticides, weedicides, fungicides, herbicides and substances of a similar nature and/or the waste arising from the preparation of these substances;
- f) Genetic wastes, as follows:

All wastes that contain or are likely to contain material from a genetically modified organism that is not in accordance with an approval under the Hazardous Substances and New Organisms Act 1996. The material concerned may be from Premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed;
- g) Any health care waste prohibited for discharge to a Sewerage System by NZS 4304:2002 or any pathological or histological wastes; or

- h) Cytotoxic wastes
- i) Radioactivity levels in excess of the Office of Radiation Safety Code of Practice CSP12 Guidelines for the use of Unsealed Radioactive Material.
- j) Organic solvents and mineral oils.
- k) Natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions.
- l) Health

<p>SCHEDULE 1E: TRADE WASTE FEES AND CHARGES</p>
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The following states what the Council will consider to determine trade waste fees and charges under the provisions of this Bylaw.

Trade waste fees for categories other than controlled trade waste discharges or trade waste agreements will be an annual charge determined annually and published in Council's corresponding Schedule of Fees and

A. ADMINISTRATIVE FEES AND CHARGES

Administrative trade waste fees and charges will be determined annually and published in Council's corresponding Schedule of Fees and Charges.

Category		Description
A1	Connection fee	Payable on application for connection to discharge
A2	Compliance monitoring	The cost of sampling and analysis of Trade Waste discharges
A3	Disconnection fee	Payable following a request for Disconnection from Sewerage System
A4	Trade Waste application fee	Payable on an application for a Trade Waste discharge
A5	Re-inspection fee	Payable for each re-inspection visit by the Council where a notice served under this bylaw has not been complied with by the Trade Waste discharger
A6	Special rates for loan charges	Additional rates for servicing loans raised for the purposes of constructing or improving the Sewerage System to meet specific treatment requirements
A7	Temporary Discharge fee	Payable prior to receipt of Temporary Discharge
A8	Annual Trade Waste charges	An annual management fee for a Trade Waste discharge to cover the Council's costs associated with for example:
		(a) Administration;
		(b) General compliance monitoring;
		(c) General inspection of Trade Waste Premises;
		(d) Use of the Sewerage System.
		This charge may vary depending on the Trade Waste sector and category of the discharger.
A9	New or Additional Trade	Pay the annual fees and a <i>pro rata</i> proportion of the various premises trade waste charges relative to flows and loads.

B. OPERATIONAL TRADE WASTE CHARGES

Trade waste fees and charges calculated under this category relate to Exempt, Permitted, Conditional discharge consents and Tankered wastes.

Category		Description
B1	Exempted Consent	Annual Charge
B2	Permitted discharge consent	Annual Charge
B3	Conditional discharge consent	Annual Charge
B4	Tankered Wastes	Set as a fee(s) per tanker load, or as a fee(s) per cubic metre, dependent on Trade Waste category

C. SPECIAL DISCHARGE

Where deemed applicable, Council may use the charging format for a Controlled Discharge to calculate a trade waste charge for a one-off or special discharge from a specific premises or industry or any special application for discharge of liquid waste.

D. CONTROLLED DISCHARGES TRADE WASTE CHARGES

Charges for Controlled Trade Waste Discharges will be calculated based on the actual, proportional use of Council's sewerage systems.

Category		Description
B1	Volume	Payment based on the volume discharged $\$/m^3$
B2	Flow rate	Payment based on the flow rate discharged $\$/L/s$
B3	Suspended solids	Payment based on the mass of suspended solids $\$/kg$
B4	Organic loading	Carbonaceous Biochemical oxygen demand or chemical oxygen demand $\$/kg$
B5	Nitrogen	Payment based on the defined form(s) of nitrogen $\$/kg$
B6	Phosphorous	Payment based on the defined form(s) of phosphorous $\$/kg$
B7	Metals	Payment based on the defined form(s) of the metal(s) $\$/kg$
B8	Bacteria	Payment based on the bacteria concentration as represented by e.coli
B9	Transmissivity	Payment based on the inhibiting nature of the Trade Waste to UV light used by the Council's disinfection process
B10	Screenable solids	Payment based on the mass of screenable solids $\$/kg$
B11	Toxicity charge	Payment based on the defined form(s) of the toxic substance(s) $\$/kg$ and/or $\$/m^3$
B12	Depreciation	Cost related to renewal of infrastructure and spread across the categories, used to calculate the cost of treating waste water.
B13	Capital	Cost of whole sewer system infrastructure consisting of loan repayment, interest and related cost
B14	Direct charges	Cost of operating and maintaining the whole sewer system including meeting all legal, statutory and other obligations.

Method of Calculation of Trade Waste Charges for Controlled Discharge Consents

The first principle of Trade Waste charges is full recovery of cost of loads discharged to the waste water system.

The following methodology is used to determine trade waste charges for Controlled Discharge Consents

1. Define the Gross Cost of Service (GCoS) (B12 – B14) as determined through the Annual Plan process each year
2. Calculate the total load and volume of those parameters (B1 to B11) that are actually monitored and received at the WWTP as determined using weekly composite sampling, at the same time as taking a composite sample at the receiving point from the discharger.
3. Using the above information, a cost is assigned to each parameter that is used by Council for trade waste charging purposes at any particular time to calculate Trade Waste charges, is determined (B1 to B11)
4. The total Load (B1 to B11) discharged by a trade waste discharger as determined using weekly or daily composite or similar sampling and or analysis.
5. The trade waste loads and volume discharged over any monthly period in any year (1 July to 30 June) from the premises ~~loads~~ is multiplied by the rates as determined above to arrive at the actual monthly trade waste charge.

Trade Waste Agreements

- The method of charging used for Trade Waste Agreements may vary, by agreement, from that for a Controlled Trade Waste Discharge Consent in accordance with clause 6.3.6.

Process

Present process for calculation is;

1. For a significant industry, a rolling average of loads discharged to the system during the previous 12 months is used for trade waste charge calculation at any particular point in time.
2. In June of each year a forecast is made of the expected total cost of providing each wastewater service for the following financial year based on the 12 month average load of the current year, and any other cost forecast, to determine the GCoS for the next year.
3. Quarterly calculations (end September, December and March) are done to inform the trade waste contributors how they are tracking against the forecast.
4. Differences are shown on this quarterly statement and the account is finalised between the parties annually as it stand at 30 June of each year.

SCHEDULE 1F: REFERENCED DOCUMENTS

The documents below refers to the latest version including all valid amendments:

- Local Government Act 2002
- Local Government (Rating) Act 2002
- Resource Management Act 1991
- Building Act 2004
- Health Act 1956
- Health and Safety at Work Act 2015
- Hazardous Substances and New Organisms Act 1996

APPENDIX A: COMPOUNDS INHIBITING BIOLOGICAL PROCESSES

(In mg/L)

NI = No Inhibition at the nominated concentrations.
- indicates that data is not available.

POLLUTANT	ACTIVATED SLUDGE	ANAEROBIC DIGESTION	NITRIFICATION
Acenaphthene	NI at 10	-	-
Acrolein	NI at 62	-	-
Acrylonitrile	NI at 152	5	-
Ammonia	480	1,500-3,000	-
Arsenic	0.04-0.4	0.1-1	-
Benzene	125	-	-
Benzidine	5	5	-
Boron	0.05-10	2	-
Cadmium	0.5-10	2	-
Calcium	2500	-	-
Carbon tetrachloride	NI at 10	2.9	-
Chlorobenzene	NI at 1	0.96	-
1,2,4-Trichlorobenzene	NI at 6	-	-
Hexachlorobenzene	5	-	-
1,2-Dichloroethane	NI at 258	1	-
1,1,1-Trichloroethane	NI at 10	-	-
Hexachloroethane	NI at 10	-	-
1,1-Dichloroethane	NI at 10	-	-
1,1,2-Trichloroethane	NI at 5	-	-
1,1,2,2-Tetrachloroethane	NI at 201	20	-
Bis-(2-chloroethyl) ether	NI at 10	-	-
2-Chloroethyl ether	NI at 10	-	-
2-Chloronaphthalene	NI at 10	-	-
2,4,6-Trichlorophenol	50	-	-
Para-chloro-meta-cresol	NI at 10	-	-
Chloroform	NI at 10	1	10
2-Chlorophenol	NI at 10	-	-
1,2-Dichlorobenzene	5	0.23	-
1,3-Dichlorobenzene	5	-	-
1,4-Dichlorobenzene	5	1.4	-
1,1-Dichloroethylene	NI at 10	-	-
1,2-trans-dichloroethylene	NI at 10	-	-
2,4-Dichlorophenol	NI at 75	-	-
1,2-Dichlorophenol	NI at 182	-	-
1,3-Dichloropropylene	NI at 10	-	-
2,4-Dimethylphenol	NI at 10	-	-
2,4-Dinitrotoluene	5	-	-
2,6-Dinitrotoluene	5	-	-
1,2-Diphenylhydrazine	5	-	-
Ethylbenzene	NI at 10	-	-
Fluoroanthene	NI at 5	-	-
Bis-(2-Chlorosopryl)ether	NI at 10	-	-
Chloride	-	20,000	180
Chloromethane	NI at 180	3.3	-

POLLUTANT	ACTIVATED SLUDGE	ANAEROBIC DIGESTION	NITRIFICATION
Methylene chloride	-	100	-
Chloroform	NI at 10	-	-
Dichlorobromoethane	NI at 10	-	-
Trichlorofluoromethane	NI at 10	0.7	-
Chlorodibromomethane	NI at 10	-	-
Hexachlorocyclopentadiene	NI at 10	-	-
Chromium (Tot.)	0.1-20	1.5-50	0.25-1
Chromium (Hex.)	1	50	-
Copper	0.1-1	0.5-100	0.05-0.5
Iodine	10	-	-
Iron	5-500	5	-
Isophorone	NI at 15.4	-	-
Lead	0.1-10	50-250	0.5-1.7
Manganese	10	-	-
Magnesium	-	1,000	50
Mercury	0.1-5	1,400	2-12.5
Napthalene	500	-	-
Nickel	1-5	2-200	0.25-5
Nitrobenzene	500	-	-
2-Nitrophenol	NI at 10	-	-
4-Nitrophenol	NI at 10	-	-
2,4-Dinitrophenol	1	-	-
N-Nitrosodiphenylamine	NI at 10	-	-
N-Nitroso-di-N-propylamine	NI at 10	-	-
Pentachlorophenol	0.95	0.2	-
Phenol	200	-	4
Bis-(2-ethyl hexyl)phthalate	NI at 10	-	-
Butyl benzyl phthalate	NI at 10	-	-
Di-n-butyl phthalate	NI at 10	-	-
Di-N-octyl phthalate	NI at 16.3	-	-
Diethyl phthalate	NI at 10	-	-
Dimethyl phthalate	NI at 10	-	-
Chrysene	NI at 5	-	-
Acenaphthylene	NI at 10	-	-
Anthracene	500	-	-
Fluorene	NI at 10	-	-
Phenanthrene	500	-	-
Pyrene	NI at 5	-	-
Tetrachloroethylene	NI at 10	20	-
Toluene	NI at 35	-	-
Trichloroethylene	NI at 10	20	-
Aroclor-1242	NI at 1	-	-
Aroclor-1254	NI at 1	-	-
Aroclor-1221	NI at 1	-	-
Aroclor-1232	NI at 10	-	-
Aroclor-1016	NI at 1	-	-
Silver	0.03-5	-	0.25
Sodium	-	3,500	-
Sulphide	50	50-100	-
Tin	-	9	-
Vanadium	20	-	-
Zinc	0.3-20	1-10	0.01-1

From: Elena Scheule [Elena.Scheule@parliament.govt.nz] on behalf of P Dunne (MIN) [P.Dunne@ministers.govt.nz]
Sent: Friday, 6 May 2016 7:18 a.m.
To: mx.InfoClass
Subject: Ref: 1600478 Christiaan van Rooyen
Attachments: 06052016070931-0001.pdf



060520160709
0001.pdf (149 kb)

Dear Mr van Rooyen

Please see the attached letter from Hon Peter Dunne.

Kind regards
Elena

Elena Scheule | Private Secretary | Hon Peter Dunne Minister of Internal Affairs | Associate Minister of Health | Associate Minister of Conservation | MP for Ohariu | Leader of UnitedFuture
DDI: +64 4 817-9410 | L11 Bowen House | Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand

-----Original Message-----

From: Elena Scheule
Sent: Friday, 6 May 2016 7:10 a.m.
To: Elena Scheule
Subject: Ref: 1600478 Christiaan van Rooyen

Sent by: scheulee [Elena.Scheule@parliament.govt.nz]
Number of Images: 2
Attachment File Type: PDF

Device Name: Fuji_MFD_350818
Device Location: BH 11.28 Hon Peter Dunne

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Office of Hon Peter Dunne

MP for Ohariu
Minister of Internal Affairs
Associate Minister of Health
Associate Minister of Conservation

- 6-6-MAY-2016

Mr Christiaan van Rooyen
Manager Capital Works
Waitomo District Council
enquiries@waitomo.govt.nz

Ref. 1600476

Dear Mr van Rooyen

Thank you for your letter of 7 April and your email of 12 April 2016 to the Minister of Health, Hon Dr Jonathan Coleman, and the attached copy of the proposed Trade Waste Bylaw for Waitomo District Council. I am responding as the matters you raise fall within my portfolio responsibilities as Associate Minister of Health.

The Ministry of Health supports the use of trade waste bylaws as a means of reducing waste to councils' sewage treatment plants. These bylaws also protect the sewerage system, sewerage workers and the environment. I am advised that Waitomo District Council's Trade Waste Bylaw is comprehensive and largely follows the requirements set by the New Zealand Standard (NZS) Model Bylaw for Trade Waste, and exceeds them in places.

Ministry officials have asked me to draw to the Council's attention the disposal of liquid waste from pharmacies. These are generally products that have been returned by customers in accordance with the Health and Disability Services Standards – Pharmacy Services Standard NZS 8134.7:2010. However, Ministry officials also recommend that in the Schedules of your Bylaw, cytotoxic waste is prohibited and controls are placed on the disposal of liquid antibiotics. Although NZS 304:2002 Management of Healthcare Waste currently states that cytotoxic waste can be discharged to a sewer with the local authority's permission, this is no longer considered appropriate. When this Standard comes up for review, the Ministry will seek to have this advice amended.

In addition, the Ministry supports the advice of the Pharmacy Guild of New Zealand that the amount of liquid pharmaceutical waste discharged monthly will not exceed the following volumes and concentrations of active ingredients:

Volume Limit	Active Concentration
10 Litres	125mg / 5 ml
5 Litres	250mg / 5 ml
3 Litres	Above 250mg / 5ml

Any discharge above these limits should be a controlled discharge and require a trade waste agreement.

Finally, I am advised that the radiation regulatory body has changed from the National Radiation Laboratory to the Office of Radiation Safety. Therefore, the Schedules should refer to the Office of Radiation Safety Code of Practice CSP1 for the use of Unsealed Radioactive Material.

In accordance with section 148(4) of the Local Government Act 2002, I do not have any representatives of the owners or occupiers of trade waste premises that I require you to consult with, as I note you have already consulted extensively with these groups.

You can contact Mr Paul Prendergast (Public Health Engineer, Environmental and Border Health) at the Ministry on (04) 816 2672 or by email (paul_prendergast@moh.govt.nz) if you wish to discuss any aspect of the Bylaw further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Dunne', with a horizontal line extending to the right.

Hon Peter Dunne
Associate Minister of Health

From: Nadine Perera [NPerera@burtonconsultants.co.nz]
Sent: Tuesday, 7 June 2016 10:21 a.m.
To: Consultation
Subject: Trade Waste Bylaw
Attachments: SUB Waitomo DC SUB Trade Waste Bylaw Final.pdf

Good Morning

Please find attached a submission made on behalf of the Oil Companies on the proposed Trade Waste and Waste Water Bylaw for the Waitomo District.

Please acknowledge receipt by return email and contact the undersigned if you have any queries.

Kind regards

Nadine Perera.

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**SUBMISSION TO THE WAITOMO DISTRICT COUNCIL
DRAFT TRADEWASTE BYLAW
2016**

7 June 2016

To: Waitomo District Council
PO Box 404
TE KUITI 3941

Email: consultation@waitomo.govt.nz

Submitter:	Z Energy Limited PO Box 2091 WELLINGTON 6140	BP Oil NZ Limited PO Box 99873 AUCKLAND 1149
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Mobil Oil NZ Limited
PO Box 1709
AUCKLAND 1140

Hereafter, collectively referred to as the 'Oil Companies'

Address for Service: BURTON PLANNING CONSULTANTS
Level 1, 2-8 Northcroft Street
PO Box 33-817, Takapuna,
AUCKLAND 0740
Attention: Nadine Perera
Phone: (09) 917-4315
Fax: (09) 917-4311
Email: nperera@burtonconsultants.co.nz

Ref: 16/035

1.0 BACKGROUND

The Oil Companies receive, store and distribute refined petroleum products. The Oil Companies have commercial, shore and marine based, and aviation and bulk storage facilities and are also owners of retail outlets and suppliers of petroleum products to individually owned retail outlets.

Trade Waste Bylaws are of particular relevance to retail outlets with carwash facilities as these facilities discharge to sewer. The Oil Companies consider that such discharges should be permitted subject to appropriate controls.

The Oil Companies also occasionally seek to discharge treated tank pit dewatering water to sewer during short term retanking operations. These discharges would typically require a Conditional Trade Waste Discharge Consent.

2.0 PROPOSED TRADE WASTE BYLAW – OVERALL APPROACH

The overall review of the Proposed Trade Waste Bylaw is supported particularly the risk management approach and consistency with the Model Bylaw.

The definition of Trade Waste is also supported as it is specific to discharges from trade or industrial process premises to the wastewater system. The definition as follows should be retained.

'Trade Waste' is any liquid, with or without matter in suspension or solution, that is or may be discharged from a Premises to the Wastewater System in the course of any trade or industrial process or operation, or in the course of any activity or operation of a like nature; and may include Condensing or Cooling Waters; or Stormwater which cannot be practically separated.'

There are, however, a number of areas which could be improved to reflect best practice, provide increased certainty to those using the Bylaw and take a more pragmatic risk-based approach.

Amendment and Clarification is therefore required to the Bylaw as outlined in the following sections of this submission.

2.0 ACTIVITY STATUS OF TRADE WASTE DISCHARGES

The Bylaw sets out general requirements for a Permitted Wastewater (requiring an approval notice to be obtained) and maximum concentrations for common substances that may be contained in Wastewater.

Oil Company sites have in the past often only required a trade waste permit for the operation of a car wash. Whether, or not, a trade waste is required even for a car wash generally relates to the volume of trade waste provided for under Bylaws for each local authority area. Under the Draft Waitomo District Bylaw every Service Station within the District will must apply to the Council for a trade waste discharge consent. This represents a significant ongoing cost to business particularly as trade waste consents for each Service Station are required on an ongoing basis.

The Bylaw as written sets up an approval process for all trade waste discharges. In this regard there is no appreciable difference between an exempted, permitted, conditional or controlled discharge. The only difference being duration of the consent and the avoidance of conditions where an exemption from the need to obtain a discharge consent is granted. Council is able to place conditions on all other consents. The process of requiring an application to be made for any trade waste discharge no matter how minor is unnecessary.

If the Council needs to know what is going on an appropriate procedure may be through a notification procedure. In such instances Council could be notified, and then, after inspecting the discharges in question could undertake enforcement action if needed. Although the Oil Companies do not see the need for a notification process either, it is an alternative to the situation outlined in the Bylaw. Another alternative is for the Council to audit specific industries where there may be concern rather than the broad brush approach of requiring all trade waste discharges to obtain approval.

The proposed limits on physical and chemical characteristics in Schedule 1A provide for many of the typical trade waste discharges generated by facilities located on Service Station sites in accordance with industry best practice.

By way of example contaminants generated from automated car wash units represent residues washed from cars, as well as components of cleaning detergents used in the process. The range of contaminants typically expected includes suspended solids, detergents and surfactants, oils, grease and other hydrocarbons. In relating these to Schedule 1A modern car wash facilities recycle a high percentage of water such that the 24 hour outflow from a typical car wash averages 0.5 to 2m³ per day at a maximum rate of approximately 0.5L/s. These are clearly within the 5m³/day and 2L/s rates proposed at Schedule 1A. The temperature of the trade waste is typically 14-15 degrees Celsius which complies with the proposed 40 degree limit. Removal of oil and solids is provided by standard treatment devices and adherence to the relevant limits for suspended solids (300-500g/m³), settleable solids (50mL/L) and the maximum dimension of 15mm is able to be achieved. Controls requiring no free or floating layer of oil or grease nor discharge exceeding 500g/m³ are also able to be achieved as are pH values between 6 and 10.

Accordingly, and as demonstrated in the following table, actual trade waste discharge from a car wash facility is generally far below the permitted wastewater requirements of the Bylaw.

Parameter	Requirement	Actual Likely Discharge	
Bio Chemical Oxygen Demand BOD5	500g/m ³ .	cBOD from <1.0 to 176.0 at different carwash sites.	Achieved
Flow	Maximum daily total flow 5m ³ . Instantaneous flow rate 2.0L/s.	0.5m ³ to 2.1m ³ per day at a maximum rate of 0.5L/s.	Actual less than requirement Achieved
Oil and Grease	500g/m ³ .	Less than 200g/m ³ . 90-95% removed.	Achieved.
PH	6.0-10.0.	Within range.	Achieved
Solvents or other organic liquids	No free or floating layer.	No free or floating layer.	Achieved
Settleable solids	50 mL/L.	Less than limit.	Achieved

Suspended solids	300-500g/m ³ .	Less than 200g/m ³ . Removed prior to discharge.	Achieved
Maximum dimension of solid	15mm	Within range.	Achieved
Temperature	40 ^o C.	14-15 ^o C.	Achieved
Total Petroleum Hydrocarbons	C7-C36 30 g/m ³	1.0 max	Achieved

In addition to car wash facilities many sites are equipped with automatic coffee machines. These machines have the capacity to froth and dispense milk. Coffee machines produce small amounts of residual waste and wash water during cleaning and operation. This waste water may potentially contain residual dairy products. The volumes of wastewater generated by the coffee machine is low and unlikely to affect the biological oxygen demand (BOD) loading of discharge from a site.

Some sites serve an array of food. Food preparation is minimal. All food is brought to the site pre-packaged. Notwithstanding this, screens on processing to control solids, are provided where necessary. Such pre-treatment is envisaged and required by the Bylaw in Schedule 2.

Other trade waste discharges from Service Station sites include discharges from the dewatering of a tank pit. Such discharges would be unlikely to comply with the limits of Schedule 1A, particularly with the controls on flow, suspended solids content and potentially limits on organic compounds. It is accepted that these dewatering discharges would require a consent, unless waived by the Council (see submission section 3.0 below) or subject to a Trade Waste Agreement. Likewise it is also accepted that workshops associated with service stations would also require a consent.

2.1 Activity Status - Relief Sought

Given that the actual discharge levels for Car Wash facilities, sites where coffee machines are installed, and sites where cafes operate are far below the permitted wastewater requirements of Schedule 1A it would be practical to allow for these discharges associated with Service Stations to occur without the need for a trade waste exemption or approval notice being sought. The limits provided for in Schedules 1A and the Pre-treatment requirements of Schedule 2 are therefore supported on the basis that the Bylaw is amended to provide for trade waste discharges up to these limits, with the appropriate pre-treatment, without approval being required.

Having a certain level of trade waste as exempted or provided for as permitted without the need for a trade waste approval, i.e. any form of Council consent, would provide an efficient and effective means of managing trade discharges from Oil Company Service Stations, Car Wash and Café facilities.

In order to provide for a certain level of discharge as either exempted and/or permitted and not requiring any formal Council approval, amendments will need to be made to the Bylaw. Amendments will need to change the wording throughout the bylaw wherever exempted and permitted discharges are referred to. Necessary amendments may include, but are not limited to:

1. Section 1.0 including the Definitions of Exempted and Permitted Trade Waste in Section 1.5; and
2. Section 3.0 Trade Waste Discharges and Consents including sections 3.1, 3.2, 3.5, 3.8, and 3.12.

3.0 WAIVER OF TRADE WASTE

The Bylaw provides for Trade Waste Agreements and this is supported. It is also appropriate to provide for a trade waste discharger to have the ability to apply to Council with a view to waiving the requirement for a trade waste discharge consent. This has been undertaken in the newly released Wellington Trade Waste Bylaw and is a position that is supported by the Oil Companies.

In the Wellington Bylaw a waiver may be granted on the basis that due to the nature, volume or other circumstance/characteristic, a trade waste consent would needlessly affect the operation of any business or cause inconvenience to any person without any corresponding reduction of impact on the operation of the wastewater system. The use of such a waiver system within the Waitomo District Bylaw would provide an effective and efficient process for the management of trade waste discharges from Service Stations.

3.1 Waiver of Trade Waste – Relief Sought

A new section providing for applications to be made to waive the need for a trade waste discharge consent should be inserted in the Bylaw as follows (additions in underline):

Compliance Waiver

Application to waive need for trade waste discharge consent

An application to the Council can be made to obtain a trade waste discharge consent under this Bylaw on the basis that due to the nature, volume or other circumstance/characteristic, it would needlessly affect the operation of any business or cause inconvenience to any person, without any corresponding reduction of impact on the operation of the wastewater system.

Decision of Council

On receipt of an application under clause xxxx, the Council may:

- (a) Waive the need to observe the requirement for a trade waste discharge consent under this Bylaw, and
- (b) Impose such other terms or conditions consistent with the intention and purpose of the Bylaw as the Council may think fit.

4.0 SCHEDULE 1B PROHIBITED WASTEWATER

Schedule 1B establishes prohibited characteristics. It is not entirely clear that the exemption from this Schedule for those discharges complying with the permitted discharge levels of

Schedule 1A applies to oil, fuel and solvents rather than just solvents. An additional amendment is therefore sought to make it clear that the exception relates to oil, fuel and solvents and not just solvents.

4.1 Prohibited Wastewater – Relief Sought

Amend Schedule 1D.2.3A as follows (deletions in strikethrough, additions in underline):

(b) Except as allowed for in Schedule 1A, liquid, solid or gas which could be flammable or explosive in the wastes, including oil, fuel, solvents,~~(except as allowed for in Schedule 1A);~~ calcium carbide, and any other material which is capable of giving rise to fire or explosion hazards either spontaneously or in combination with Sewage.

5.0 ALTERNATE RELIEF

Adopt any other relief, including additions, deletions or consequential amendments necessary to give effect to these submissions as a result of the matters raised.

6.0 HEARING

The Oil Companies do not wish to be heard in support of their submission at the Council Meeting on 14 June 2016.

Signed for and on behalf of Z Energy Limited, BP Oil NZ Limited and Mobil Oil NZ Limited



.....

Nadine Perera

Principal Planner

Dated this 7TH day of June 2016

Document No: A320556

Report To: Council



Meeting Date: 28 June 2016

**Subject: Regional Sports Facilities Plan
Memorandum of Understanding**

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of a Memorandum of Understanding (MOU) between partner Councils, Sport Waikato and Sport New Zealand to work collaboratively to deliver the Regional Sports Facilities Plan and to seek authorisation for the Chief Executive to sign this MOU on Council's behalf.

Local Government Act S.11A Considerations

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

Background

- 3.1 In November 2014 the Mayoral Forum, representing local territorial authorities across the region, Sport New Zealand and Sport Waikato formally endorsed the Regional Sports Facilities Plan dated the 4th September 2014.
- 3.2 The Regional Sports Facilities plan was developed to provide a high level strategic Framework for regional sports facility planning. It is designed to provide direction on what should be done and crucially, what should not be done. The plan is designed to focus thinking at a network wide sports facilities level with emphasis on national, regional and sub-regional assets, while also capturing local level facility data.
- 3.3 This MOU has been facilitated through the Waikato Mayoral Forum. The objectives of the partnership agreement will assist Council to give effect to Councils strategic intent for the longer term provision of community facilities.

Commentary

- 4.1 The Partners to this agreement have collectively contributed to the development of the plan or are considered likely to contribute to the successful implementation of the plan. By signing this MOU the Partners are agreeing to work collaboratively to deliver on the strategic direction of the Regional Sports Facilities plan and to working collaboratively to ensure that the strategic direction is implemented. Partners include all Waikato Territorial Authorities, the Waikato Regional Council, Sport Waikato and Sport New Zealand.

- 4.2 The MOU also defines Sport Waikato's role as a provider of services to the other partners toward implementation of the strategy, and the terms that these will be provided under.
- 4.3 This Agreement outlines the terms and conditions under which the Partners will collectively work towards the delivery of outcomes, priority projects, guiding principles and decision making frameworks as identified in the plan.
- 4.4 To this end the MOU also provides for the establishment of an advisory group to provide strategic advice to Sport Waikato in respect of its role as a service provider to the other partners. This will involve the CEO of Sport Waikato, a senior executive of Sport NZ, and three senior executives representing local and regional government. There is an ability to appoint other members as required.
- 4.5 A technical working group will also be established to provide technical advice to the Advisory Group and Sport Waikato. Membership of this group will be a mix of appropriate individuals.
- 4.6 Waitomo District Council's annual contribution for the purposes of this MOU is \$2,750.00, which can be managed within existing budgets.
- 4.7 Collaboration with respect to regional sporting facilities is expected to lead to cost-effective solutions.
- 4.8 The intent of the MOU is within the requirements of the Local Government Act, and in particular s10 (1)(b) of the Local Government Act 2002 "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".

<h3>Suggested Resolutions</h3>

- 1 The business paper on Regional Sports Facilities Plan Memorandum of Understanding be received.
- 2 The Chief Executive be authorised to sign the Memorandum of Understanding for the delivery of the Regional Sports Facilities Plan on Council's behalf.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

June 2016

Attachment: 1 Memorandum of Understanding for the Delivery of the Regional Sports Facilities Plan (Doc A320626)

**Memorandum of Understanding
For the Delivery of the Regional Sports Facilities Plan**

Between

Hamilton City Council

Waipa District Council

Waikato District Council

Matamata-Piako District
Council

Hauraki District Council

Thames Coromandel District
Council

Otorohanga District Council

Waitomo District Council

South Waikato District Council

Taupo District Council

Waikato Regional Council

Sport Waikato

Sport New Zealand



1.0 Date of Agreement

- 1.1 This Agreement is made on xx October 2015 (“**Effective Date**”)

2.0 Partners

- 2.1 Hamilton City Council (“**HCC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.2 Waipa District Council (“**Waipa DC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.3 Waikato District Council (“**Waikato DC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.4 Matamata-Piako District Council (“**MPDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.5 Hauraki District Council (“**HDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.6 Thames Coromandel District Council (“**TCDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.7 Otorohanga District Council (“**ODC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.8 Waitomo District Council (“**Waitomo DC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.9 South Waikato District Council (“**SWDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.10 Taupo District Council (“**TDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.11 Waikato Regional Council (“**WRC**”), a local authority constituted under the Local Government Act 2002
- (Collectively representatives of the “**Waikato Local Authorities operating under the Waikato Mayoral Forum**”).
- 2.12 Sport Waikato Regional Sports Trust, (“**SW**”), a registered charitable trust constituted in 1986 to cover the area from Coromandel to Turangi and Waihi to Kawhia, its role being

to get and keep the communities of the region active.

- 2.13 Sport New Zealand, (“SNZ”), constituted on 1 January 2003 under the Sport and Recreation New Zealand Act (2002) and as an approved organisation representing the government interests. Sport NZ provides leadership in research and the development and implementation of policies that recognise the importance of sport and physical recreation to New Zealand. It has partnerships with key organisations in the sport and recreation sector (primarily national-level sport and recreation organisations and regional sports trusts) to help achieve its outcomes.

3.0 Recitals

- 3.1 In November 2014 the Mayoral Forum, representing local territorial authorities across the region, Sport New Zealand and Sport Waikato formally endorsed the Regional Facilities Plan dated the 4th September 2014.
- 3.2 The Regional Sports Facilities plan was developed to provide a high level strategic Framework for regional sports facility planning. It is designed to provide direction on what should be done and crucially, what should not be done. The plan is designed to focus thinking at a network wide sports facilities level with emphasis on national, regional and sub-regional assets, while also capturing local level facility data.
- 3.3 The Partners to this agreement have collectively contributed to the development of the plan or are considered likely to contribute to the successful implementation of the plan.
- 3.4 The Partners to this plan have received and reviewed a copy of the plan and in signing this agreement commit to working collaboratively to deliver on the strategic direction of the Regional Sports Facilities plan.
- 3.5 This Agreement outlines the terms and conditions under which the Partners as listed in clause 2.0 will collectively work towards the delivery of outcomes, priority projects, guiding principles and decision making frameworks as identified in the plan and listed in Schedule One.

4.0 Definitions

- 4.1 In this Agreement, unless the context requires otherwise:

“**Advisory Group**” means the group appointed by the parties under clause 8.2a to guide the implementation of the Waikato Regional Sports Facilities Plan;

“**Agreement**” means this agreement, including all schedules;

“**Best Industry Practice**” means the exercise of the skill, diligence, prudence, foresight and judgement, as determined by reference to sound national and international practice which would be expected from a skilled and experienced person under the same or similar circumstances to those applicable under this Agreement;

“**Business Hours**” mean 8 am to 5 pm on a Business Day;

“**Business Day**” means any day of the year other than a Saturday, a Sunday, a New

Zealand public holiday or provincial anniversary day in Hamilton;

“**Effective Date**” has the meaning given to it in clause 1.1;

“**Funding Partners**” means the partners listed in clause 2;

“**GST**” means goods and services tax chargeable in accordance with the Goods and Services Tax Act 1985;

“**Information**” means:

the information provided by any party in relation to the delivery of the plan;

- any information which relates directly or indirectly to an individual from which the identity of the individual can be directly or indirectly ascertained and which is held by or is under the control of the partners; and
- any information, record, list, configuration and work (in whatever form and on any medium) that relates to the Services which is stored by any of the partners;

“**Intellectual Property Rights**” means all rights to copyright, inventions (including patents), registered and unregistered trademarks, trade names, registered and unregistered design, know-how relating to the Services and any enhancements or modifications relating to the same, trade or other proprietary rights or rights derivative of those rights (including licence rights) anywhere in the world as well as any other rights in intellectual property which are recognised or protected under law;

“**Partner Intellectual Property**” means, for any Party, Data in existence prior to the date of this Agreement in which it has Intellectual Property Rights and all Data relating to persons within that Party’s district arising after the date of this Agreement (including, any Data relating to customers, ratepayers or sport and community assets within that Party’s district);

“**Partner Materials**” means any works and materials that exist as at the date on which those materials are first used for the purposes of this Agreement, the Intellectual Property Rights of which are vested in a Funding Partner;

“**Regional Sports Facilities Plan**” means the November 2014 endorsed plan as set out in summary in Schedule One (Regional Sports Facilities Plan), and any amendment to that plan approved by the Advisory Group;

“**Sport Waikato and Sport New Zealand Data**” means Data in existence prior to the date of this Agreement in which Sport Waikato and Sport NZ has Intellectual Property Rights and all Data arising after the date of this Agreement;

“**Sport Waikato and Sport New Zealand Materials**” means any works and materials that exist as at the date on which those materials are first used for the purposes of this Agreement, the Intellectual Property Rights of which are vested in Sport Waikato or Sport NZ;

“**Technical Working Group**” or “**TWG**” means the technical working group selected under clause 8.2(c);

“**Term**” means the term of this Agreement as set out in clause 5; and

“**Waikato Mayoral Forum (Regional Sports Facilities Plan)**” means the Waikato Mayoral Forum that endorsed the Regional Sports Facility Plan, and if the Group ceases to exist, means a Group consisting of an appointee from each Partner listed in 2.0.

4.2 Interpretation

Unless the context otherwise requires:

- a. a reference to a clause is a reference to a clause of this Agreement;
- b. a reference to an appendix or schedule is a reference to an appendix or schedule to this Agreement;
- c. a gender includes each other gender;
- d. the singular includes the plural and vice versa;
- e. a reference to a "partner" is a reference to a partner to this Agreement and includes a reference to that partner's successors in title, permitted assignees and transferees (if any);
- f. a reference to "writing" includes email;
- g. whenever the words includes or including are used in this Agreement, they are deemed to be followed by the words “without limitation”;
- h. a reference to any legislation, policy or standard includes a modification of that legislation, policy or standard or, in the case of legislation, legislation enacted in substitution for that legislation and a regulation, order-in-council and other instrument from time to time issued or made under that legislation;
- i. headings to clauses in this Agreement and the table of contents are included for the purpose of ease of reference only and are not to have any effect on construction and interpretation;
- j. the appendices and recitals form an integral part of this Agreement and will have effect as if set out in full in the body of this Agreement and any reference to this Agreement includes the appendices and recitals.
- k. a reference to any time is a reference to New Zealand time;
- l. a reference to currency is a reference to New Zealand currency, unless expressly provided otherwise; and
- m. a reference to a day, other than a Business Day, is a reference to any calendar day of the year.

5.0 TERM

This Agreement will commence on the Effective Date and will continue until the earlier of:

- a. the date that the Partners collectively agree to terminate this Agreement; or
- b. 30 June 2018, (representing three years of Territorial Local Authority and Sport Waikato investment in the project)
- c. should all parties be in agreement the contract could be renewed for a further three year term.

(the “Term”) subject always to earlier termination pursuant to clause 14.

6.0 SERVICES

6.1 Provision of the Services

Sport Waikato shall provide the Services as outlined in 6.1.1 and any additional services as may be agreed between the Partners and Advisory group on the terms and conditions of this Agreement. Personnel will be employed or contracted to deliver these services in accordance with 9.0.

6.1.1 Sport Waikato provision of regional services:

- a. Provision of support in the development of feasibility assessments and business case reports to guide the successful execution of the decision making framework.
- b. Advocacy with funders and investors for facilities that reflect the principles of the plan.
- c. Provision of peer reviews for facility development concepts e.g. Feasibility Projects, Business Case Assessments and Design Concepts.
- d. Assistance with investment negotiations in facility development and utilisation. Leading the development of a regional funding policy.
- e. Sharing of knowledge - including resources specific to sports facilities.
- f. The provision of training opportunities and information sharing to increase knowledge in the development of facilities across the region.
- g. Increasing regional understanding and optimisation of facilities including the provision of regional sporting trend information, opportunities to benchmark facility outcome and usage data, to understand demand and enable informed decision making
- h. A review of the Regional Sports Facilities Plan in 2017 to ensure it remains relevant and in line with sporting and demographic trends

6.2 Obligations of Sport Waikato

In providing the Services, Sport Waikato agrees to:

- a. provide the Services:
 - i. in accordance with the terms of this Agreement;
 - ii. with all due care, skill, promptness and diligence by suitably competent and trained personnel; and
 - iii. in a good, professional and timely manner;
 - iv. in accordance with the instructions of the Partners;
- b. promptly comply with any requests, requirements and directions given by the Partners from time to time in relation to the provision of the Services;
- c. respond promptly, accurately and adequately to any requests for information made by the Governance Group and/or any of the Funding Partners in relation to the performance of the Services; and
- d. comply with all laws and regulations relevant to the provision of the Services.

6.3 Obligations of the Partners and Funding Partners

In engaging Sport Waikato to provide the Services, the Partners and Funding Partners agree collectively and individually to:

- a. work together co-operatively and in good faith;
- b. engage and implement practices and programmes that reflect the RSFP including:
 - i. the principles and priority projects of the plan
 - ii. the decision making framework – including the provision of feasibility assessments and business cases
 - iii. the development of a regional facility funding framework
 - iv. the collaborative delivery of sport and recreation across the region
- a. provide information as may be required by Sport Waikato to perform the Services;
- b. keep partners fully informed of all matters relating to the Services and to act promptly and reasonably in conducting all matters relating to Services;
- c. acknowledge each Partner's funding and participation relating to the Services whenever called for in public statements or in any written publication; and
- d. notwithstanding the right for the media to report on any public meeting and only in accordance with the terms and conditions of this Agreement, authorise the Advisory Group to make public statements or release documentation on behalf of the parties.

7.0 FUNDING CONTRIBUTION

7.1 Contribution Funding

The Partners agree to pay their contribution towards the implementation of the Regional Sports Facilities Plan as outlined in Schedule Two and for the services agreed in 6.1.

7.2 Payment of the Contributions

Contributions are payable annually in advance and Sport Waikato will invoice each of the Funding Partners that portion of the charges payable by each Funding Partner. Each Funding Partner will pay the invoiced amount by the 20th day of the month following the date of the invoice.

7.3 Payments

All amounts and fees stated or referred to in this Agreement will be payable in New Zealand Dollars; and are exclusive of GST.

8.0 GOVERNANCE

8.1 Establishment

The parties agree to establish the Advisory Group and the Technical Working Group with the composition, functions and powers set out in this clause 8.

8.2 Roles and Composition

a. **Advisory Group:** The Partners will establish an advisory group (the “**Advisory Group**”) that will provide strategic advice to Sport Waikato in respect of the performance of the Service and will have those functions, responsibilities and rights outlined in Schedule Three. The Advisory Group shall comprise up to:

- i. one senior executive representing Sport New Zealand; and
- ii. the chief executive of Sport Waikato; and
- iii. three senior executives representing Local and Regional Government Partners are appointments from the Waikato Local Authority Chief Executives Forum; and
- iv. any other members as agreed at the Waikato Local Authority Chief Executives Forum.

b. **Technical Working Group:** Sport Waikato as lead for the implementation of the plan will establish a technical working group (the “**Technical Working Group**”) that will provide technical advice to the Advisory Group and Sport Waikato on the performance of the Services under this Agreement and will have the functions, responsibilities and rights outlined in Schedule Four. The Technical Working Group shall comprise a mix of appropriate individuals that may include:

- v. one independent consultant appointed as a technical expert agreed by the Advisory Group; and
- vi. one technical expert appointed by Sport NZ having regard to the Services anticipated under this Agreement; and
- vii. a Regional Facilities Advisor employed by Sport Waikato for the implementation of the Regional Sports Facilities plan.

On the Effective Date of this Agreement, each of the Advisory Group and the Technical Working Group will have the members set out as above.

8.3 Meetings

Each of the Advisory Group and the Technical Working Group shall establish its own meeting schedule and meeting procedure, including quorum, voting and approval thresholds.

9.0 PERSONNEL

9.1 Appointment

Sport Waikato will appoint suitable persons to the roles with respect to the delivery of the Waikato Regional Sports Facilities Plan as agreed with the Advisory Group.

9.2 Functions and Duties

The functions and duties of the Personnel will be agreed with the Advisory Group.

9.3 Contracting of Personnel to Sport Waikato as part of the implementation of the Waikato Regional Sports Facilities Plan

Personnel may be contracted to Sport Waikato as part of the implementation of the Waikato Regional Sports Facilities Plan on either a full or part time basis on terms and conditions to be agreed. The direct costs of any personnel that are contracted to Sport Waikato will be met by Sport Waikato in delivering the outcomes of the Waikato Regional Sports Facilities Plan.

10.0 OFFICIAL INFORMATION AND RELEASE

10.1 Relevant Acts

The Partners recognise that they are subject to the Local Government Official Information and Meetings Act 1987, the Privacy Act 1993 and the Public Records Act 2005 (collectively the “Acts”); and this Agreement, the Waikato Regional Sports Facilities Plan and meetings of Advisory Group and Technical Working Group likely to be subject to the Acts.

10.2 Co-operation

The Partners agree to co-operate fully and promptly in assessing any request to one or more of them for the release of information under any of the Acts, with particular regard to the time limits for transfer of requests and responding to requests under those Acts.

11.0 ADDITION OF FUNDING PARTNERS

With the approval of the Partners, additional partners may be added as parties to this Agreement by signing a deed of accession agreeing to be bound by the terms of this Agreement. Any organisation added as a party to this Agreement will be a Partner under this Agreement.

12.0 DATA AND INTELLECTUAL PROPERTY

12.1 Acknowledgement

- a. **Partner ownership:** all Partners acknowledge and agree that each Partner or its licensor is and remains owner of, and retains all Intellectual Property Rights in, all of its respective Partner Materials and Partner Data.
- b. **Sport Waikato and Sport NZ ownership:** Each Partner acknowledges that Sport Waikato or Sport NZ or its licensor's, as the case may be, remain owner of, and retain all Intellectual Property Rights in:
 - i. Sport Waikato and Sport NZ Materials;
 - ii. any pre-existing proprietary methodologies of Sport Waikato and Sport NZ utilised in the course of providing the Services under this Agreement; and
 - iii. has and continues to have sole and exclusive ownership of, and all Intellectual Property Rights in, all Sport Waikato and Sport NZ Data.

12.2 Licence

Each Funding Partner hereby grants to Sport Waikato and Sport NZ a non-exclusive, non-transferable (other than the right to sub-license to subcontractors in accordance with this Agreement), irrevocable, royalty-free licence to access, possess, store, use and reproduce the Partner Materials and Partner Data, and all associated Intellectual Property Rights, solely for the purpose of providing the Services and as authorised by this Agreement, during the Term.

12.3 Know how

Nothing in this Agreement restricts any Partner, Sport Waikato or Sport NZ from using any general ideas, concepts, know-how or techniques which any party, individually or jointly, develops or discloses under this Agreement, except to the extent that use infringes the Intellectual Property Rights of another party or breaches an obligation of confidentiality under clause 13.

12.4 Ownership of developed IP and data

- a. Title to all Intellectual Property Rights in material developed as part of the agreement in implementing the WRSFP in the performance of the Services (the "**Developed Materials**") will be owned solely and exclusively by Sport Waikato or Sport NZ.
- b. Sport Waikato hereby grants to each of the Partners a non-exclusive, transferable (including the right to sub-license), perpetual, irrevocable, worldwide, royalty-free licence to access, possess, store, use, reproduce, modify and adapt the Developed Materials for each parties own use, and will provide the Developed Materials to such other party on request.

13.0 CONFIDENTIALITY

13.1 Protection of Confidential Information

- a. **Non-disclosure:** Subject to clause 13.1(b) and clause 13.2, each party will treat as confidential and not disclose to any third party nor use for its own benefit (other than for the purposes of this Agreement), any Confidential Information that is the Confidential Information of any other party.
- b. **General exceptions:** Clause 13.1(a) does not preclude a party disclosing Confidential Information:
 - i. if that information was known, or becomes known, to the public through no act or default of the recipient;
 - ii. that the recipient is required by law to disclose, so long as the recipient provides written notice of the required disclosure promptly upon receipt of notice of the required disclosure (if it is permitted to do so by law);
 - iii. that was lawfully known to the recipient prior to the date it was received;
 - iv. that becomes available to the recipient from a source other than a party to this Agreement provided that the recipient has no reason to believe such source is itself bound by an obligation of confidence to the person that disclosed that information or is otherwise prohibited under law from disclosing that information;
 - v. that has been or is independently developed by the recipient;
 - vi. to any professional adviser for the purposes of rendering professional services to a party and in relation to this Agreement;
 - vii. to the extent that that disclosure is authorised by this Agreement; or
 - viii. if that disclosure is approved for release with the prior written consent of the party from whom the Confidential Information is first received.

13.2 Limited disclosure

- a. **Sport Waikato:** Subject to clause 13.2(c), Sport Waikato may disclose the Confidential Information of a Funding Partner to any subcontractors, personnel and professional advisers who need to know the same for the sole purpose of enabling Sport Waikato to perform its obligations and exercise its rights under this Agreement. Sport Waikato will ensure that its personnel, professional advisers and subcontractors are aware of and comply with the terms of this clause 13.
- b. **Partners:** Subject to clause 13.2(c), a Funding Partner may disclose Confidential Information of Sport Waikato to that Partner's personnel and professional advisers who need to know the same, in connection with the Services and/or this Agreement,

and the Partner will ensure that its personnel and professional advisers are aware of and comply with the terms of this clause 13.

- c. **Disclosure to Subcontractors and service providers:** Other than as set out in this clause 13.2 no party will disclose another party's Confidential Information to any subcontractor or service provider (including any potential service provider), unless the relevant person has given a written confidentiality undertaking to the party that owns the Confidential Information and for the benefit of that party in terms substantially similar to those set out in this clause 13. All such undertakings from third parties will be provided to the other parties on request.

13.3 Data

Sport Waikato will ensure that all information for the time being populating any database maintained by Sport Waikato or its personnel or subcontractors relating to the Services (and any backup archives of that information) is kept in secure custody and is managed and protected and only disclosed or otherwise dealt with in accordance with good commercial practice.

14.0 TERMINATION

- 14.1 This Agreement may be terminated on at least 12 months prior written notice from any of the Partners.
- 14.2 If this Agreement is terminated then contributions by Partners for the term past the date of termination shall be refunded to the Partners in the proportions in which each Partner has agreed to meet its contribution as set out in Schedule Two.
- 14.3 Termination of this Agreement shall be without prejudice to the rights of the Partners against each other.
- 14.4 Clauses 12 (Data and Intellectual Property), 13 (Confidentiality) and 14 (Termination), together with those other clauses, the survival of which is necessary for the interpretation or enforcement of this Agreement, will continue to have effect notwithstanding termination of this Agreement.

15.0 DISPUTE RESOLUTION

15.1 Initial process

If a dispute arises or occurs (a "**Dispute**"), each party to the Dispute must use its reasonable endeavours to resolve that Dispute through good faith negotiations and informal dispute resolution techniques within 20 Business Days after the date on which the Dispute arose (the "**Initial Negotiation Period**").

15.2 Escalation

If the Dispute is not resolved by the relevant parties by the end of the Initial Negotiation Period, then the unresolved Dispute shall be referred to the respective Chief Executive Officers of the parties involved, who will use their best efforts to resolve the unresolved Dispute within 20 Business Days of the end of the Initial Negotiation Period (the "**Second Negotiation Period**").

15.3 Binding arbitration for unresolved Disputes

- a. **Matters referred to arbitration:** If a Dispute is not resolved under clause 15.2 by the end of the Second Negotiation Period, then any person who is a party to the Dispute may give written notice to the other party or parties involved in the Dispute requiring that the unresolved Dispute be referred to arbitration for determination in accordance with this clause 15.3.
- b. **Conduct of arbitration:** In the event of a submission to arbitration under clause 15.3a, a single arbitrator will conduct the arbitration pursuant to the Arbitration Act 1996 (and protocols of the Arbitrators' and Mediators' Institute of New Zealand, Inc.) (together the Arbitration Act), provided that:
- i. the arbitrator will be such person as the parties involved in the Dispute may agree upon in writing or, failing agreement being reached within 3 Business Days of the date upon which the notice is given under clause 15.3(a) the person appointed as arbitrator by the President or Vice-President of the Arbitrators' and Mediators' Institute of New Zealand, Inc. (or his or her nominee) after receiving a request in writing from any party involved in the Dispute to appoint an arbitrator;
 - ii. the place of arbitration will be Hamilton, New Zealand;
 - iii. the arbitrator will decide the Dispute in accordance with New Zealand law and conduct the arbitration in accordance with the Arbitration Act.

15.4 Urgent Relief

Nothing in this clause 16 will preclude any relevant party involved in the Dispute from taking immediate steps to seek urgent equitable relief before a New Zealand court.

16.0 NOTICES

- 16.1 Every notice to be given by a party to the other parties under or in connection with this Agreement must be in writing and sent using one of the addresses listed in this document.
- 16.2 Every notice to be given by a party under or in connection with this Agreement will be deemed to be received, as follows:
- a. personal delivery, at the time of delivery to such person's physical address;
 - b. mailing by post, 3 Business Days after the date of mailing to such person's address; and
 - c. email, at the time the email was sent to the recipient.
- 16.3 For the purposes of this Agreement, any notice sent via email or delivered after 5.00 pm on a Business Day, or at any time on a non-Business Day, will be deemed received at 9.00 am on the next Business Day.

- 16.4 If a written notice of change of address of any type is notified to parties by any of the methods specified in clause 16.2 above, then the new address or facsimile number will be deemed to be that party's address or facsimile number for the purposes of this Agreement.

17.0 GENERAL

17.1 No third party benefit

This Agreement does not and is not intended to confer any benefit or create any obligation enforceable at the suit of any person who is not a party to this Agreement.

17.2 Amendments

- a. Amendments to this Agreement shall only be effective if agreed by all parties in writing.
- b. Amendments to the RSFP shall only be effective if/when those amendments are agreed to by all parties in writing.

17.3 No Partnership

Except as anticipated under this Agreement, nothing in this Agreement is intended to or will operate to create a partnership or joint venture of any kind between the parties, or to authorise any party to act as agent for the other, and no party will have authority to act in the name or on behalf of or otherwise to bind the other in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

17.4 Statutory Obligations of Funding Partners

Each Funding Partner recognises that the other(s) has statutory accountabilities and obligations, including reporting obligations, and that each must perform them without improper influence of or consideration for the other(s).

17.5 Severance

The legality, invalidity or unenforceability at any time of any provision of this Agreement shall not affect the legal, validity or enforceability of the remaining provisions in this Agreement.

17.6 Further Assurances

Each of the parties agree to execute and deliver any documents and do all things as may reasonably be required by one or other of the parties to obtain the full benefit of this Agreement to its true intent.

17.7 Reliance on Own Judgment

Each of the parties confirms that it is acting on its own judgment and not in reliance upon any representation or warranty made by one or more of the other parties or their employees or agents.

17.8 No assignment

There shall be no assignment, transfer or creation of any encumbrance over any rights or obligations in this Agreement. Any purported assignment in breach of this clause will confer no rights on the purported assignee.

17.9 **No waiver**

A waiver of any right under this Agreement shall not be effective unless given in writing. A failure to exercise or delay in exercising any right under this Agreement shall not operate as a waiver of that right.

17.10 **Counterparts**

This Agreement may be executed in any number of counterparts and by the parties to it on separate counterparts, each of which will be an original, but all of which together will constitute one and the same instrument. This Agreement is not effective until each party has executed at least one counterpart.

17.11 **Governing Law**

The validity, construction and performance of this Agreement (and any claim, dispute or matter arising under or in connection with it or its enforceability) and any non-contractual obligations arising out of or in connection with it will be governed by and construed in accordance with the law of New Zealand.

Signed as an Agreement

IN WITNESS THEREOF this Agreement has been signed on the date above written

Signed for
**Hamilton City
Council**
by:

Signed for
Waipa District Council
by:

Signed for
**Waikato District
Council**
by:

Signed for
**Matamata-Piako
District Council**
by:

Richard Briggs
Chief Executive

Garry Dyet
Chief Executive

Gavin Ion
Chief Executive

Don McLeod
Chief Executive

In the presence of:

In the presence of:

In the presence of:

In the presence of:

Name:

Name:

Name:

Name:

Occupation:

Occupation:

Occupation:

Occupation:

Address:

Address:

Address:

Address:

Signed for
**Hauraki District
Council**
by:

Signed for
**Thames Coromandel
District Council**
by:

Signed for
**Otorohanga District
Council**
by:

Signed for
**Waitomo District
Council**
by:

Langley Cavers
Chief Executive

Rob Williams
Chief Executive

Dave Clibbery
Chief Executive

Chris Ryan
Chief Executive

In the presence of:

In the presence of:

In the presence of:

In the presence of:

Name:

Name:

Name:

Name:

Occupation:

Occupation:

Occupation:

Occupation:

Address:

Address:

Address:

Address:

Signed for
**South Waikato
District Council**
by:

Signed for
**Taupo
District Council**
by:

Signed for
Sport Waikato
by:

Signed for
Sport New Zealand
by:

Craig Hobbs
Chief Executive

Gareth Green
**Active Chief
Executive**

Matthew Cooper
Chief Executive

Peter Miskimmin
Chief Executive

In the presence of:

In the presence of:

In the presence of:

In the presence of:

Name:

Name:

Name:

Name:

Occupation:

Occupation:

Occupation:

Occupation:

Address:

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Address:

Address:

SCHEDULE ONE**REGIONAL SPORTS FACILITY PLAN EXCERPTS****1.0 KEY PRINCIPLES**

The key principles underpinning this plan are summarised as:

Sustainability

Our network of facilities and the individual facilities themselves need to be sustainable in order to maximise community benefits.

Partnerships

Working together with partners, both within and outside the Waikato Region, to develop and operate sports facilities will become increasingly important in order to optimise our network and maintain its sustainability.

Holistic Lifecycle Modelling

Our existing and planned sports facilities need to be appropriately maintained throughout their lifespan to ensure they deliver benefit to the community. All new facilities should have lifecycle maintenance models established prior to any development to inform operational plans and building material selection.

Adaptability / Functionality

Sports trends and our demographics are changing. What we need from a facility today is not necessarily what we will need in the future. Given that the lifespan of our typical sports facilities is at least fifty years, it is important that they be as adaptable and functional as possible.

Multi-Purpose and Use

Currently many sports facilities are underutilised for large periods of time. Facilities should be designed to enable greater collaboration by sports and multi-use of facilities where ever possible.

Optimisation of Existing Assets

Where a proven need exists and a cost benefits analysis (which includes consideration of operational costs) dictates it is warranted, then existing assets should be optimised / refurbished.

Return on Investment

The return on investment needs to be considered carefully as each investment comes with an opportunity cost. As capital funding is limited an investment in one project will likely mean others do not proceed. It is important that the sporting return on the funded project delivers as much or more than any project it displaces.

Play to our strength and Work with our Neighbours

The Waikato must play to its strengths and not seek to duplicate facilities that can be satisfactorily delivered in neighbouring areas.

Be Flexible with National and International Projects

From time to time unexpected national or international projects (or sub projects which support national or international projects) may arise. These projects should be evaluated thoroughly to determine if they are of benefit to the optimisation of the wider sports facility network.

2.0 FACILITY EVALUATION / DECISION CRITERIA

The Waikato Regional Sports Facility Plan has adapted a series of criteria to ensure a robust, transparent and fair process in determining the type of facility which is likely to be required, and/or the development priority given to different facilities. These criteria should be considered in conjunction with the proposed facility investment decision making process (see section 7.0). The criteria outlined below should be considered at all levels of this evaluation and decision making process. However, at the initial evaluation stage/s level one criteria could assume prominence, while other levels of criteria would be considered in more detail should a proposal progress.

Our evaluation criteria are as follows.

Level One Criteria:

- The degree of alignment a facility or proposed facility has with national and regional facility strategies and wider strategic documents and plans, such as those concerned with urban planning, infrastructure development, tourism/economic development and transport networks.
- The degree to which any existing or proposed facility matches the projected needs of the community within its core catchment area. In the case of facilities with wide utilisation (such as aquatics facilities) this involves consideration of all potential and existing users from general recreational users through to organised sports codes (memberships).

Level Two Criteria:

- The potential for operational and/or capital partnerships between multiple stakeholders.
- The degree to which a facility or proposed facility compliments (avoids duplication) / optimises the existing or proposed facility network, and builds on the Waikato region's strengths.
- The degree to which demand exceeds supply (once all existing facilities are being run at an optimal operational level) and the facility or proposed facility is capable of meeting the identified gap.
- The degree to which the existing or proposed facility is operationally sustainable (taking a whole of lifecycle approach which looks at operational and maintenance costs throughout the facility's life).
- The return on investment (capital and operational) that the facility, or proposed facility, can generate (measured in terms of community benefit).

Level Three Criteria:

- The ability of the facility, or proposed facility, to reflect international and national best practice in its location, design and subsequent operation.
- The ability of the facility, or proposed facility, to progress the competitive sporting objectives of the Waikato region and wider New Zealand society.

Given the Plan is a high level strategic document it is acknowledged that all proposed facility approaches identified in the Plan (see section 9.0 and Appendix 1 of the plan) will need to be tested in more detail. This will involve the presentation of verified facts and evidence-based decision making (as outlined in the proposed evaluation process in section 7.0 of the plan).

3.0 FACILITY INVESTMENT DECISION MAKING PROCESS

A proposed facility investment decision making process framework has been developed to assist collaboration. The process is envisaged to involve charitable funders, local authorities, regional sports organisations and Sport Waikato acting in a collaborative manner to ensure facilities reflect the needs of their communities, while also fitting within a regional network of facilities.

All proposed facilities, whether new build or redevelopments, should go through this process. However, the scale of the proposed project and its likely ongoing operational costs will dictate how detailed the analysis in each stage of the process will need to be. For some smaller projects the process can likely be truncated. Sport Waikato, as the process facilitator, will be able to provide guidance on this.

The process has six key work stages which are punctuated by phases for stakeholder review. At each of these review stages stakeholders may choose to suggest ways the facility concept could be optimised, suggest proceeding to the next work stage (if the facility concept is considered feasible), or decide to decline / withdraw their support. The decline or withdrawal of support by certain stakeholders may not necessarily terminate a project. However, it may require the project to be reconceptualised.

The process is designed to reduce time and cost for both project proponents and potential stakeholders by only requiring the minimum amount of work to be undertaken at each stage in order to inform the next stakeholder review stage.

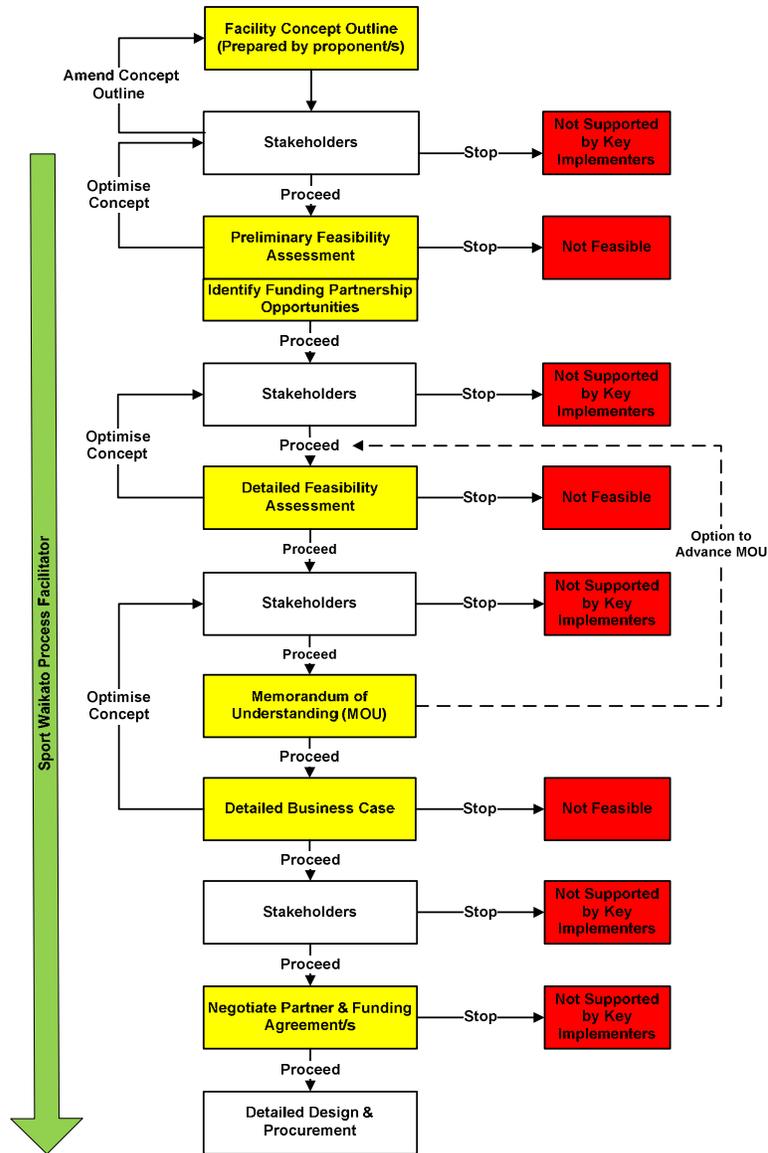
The key work stages are:

1. **Facility Concept Outline:** A short outline (under 4 pages) which summarises the proposed project and key facts. This should include a brief facility description; an indicative cost (based on a GFA rate), a proposed location, a potential governance and management structure, an outline of the perceived need for the facility, and its degree of alignment with strategic documents. No architectural plans are required at this stage.
2. **Preliminary Feasibility Assessment:** A high level assessment which tests the viability of the facility concept. This work should confirm any immediate challenges and opportunities; and on balance whether progressing further is warranted. Part of the assessment will involve identifying funding partnership opportunities (for example between local authorities). No architectural plans are required at this stage beyond simple bulk and location analysis.
3. **Detailed Feasibility Assessment:** A detailed assessment which examines holistically all areas of the potential facility development. This will require professional input from a range of consultants and involve such things as sports planning, demographics, business planning, preliminary concept design (including addressing accessibility issues), governance, and management.
4. **Memorandum of Understanding:** A MoU will set out what different partners expectations are, provided they have decided to progress examining the project further (and particularly if they are contributing seed funding to assist with undertaking further analysis). If stakeholders are contributing funding towards a detailed feasibility assessment this MoU stage can be brought forward.

5. **Detailed Business Case:** This analysis examines the financial implications of the proposed development in greater detail and builds on earlier work undertaken in the detailed feasibility assessment. Particular emphasis will be placed on operational and capital issues.
6. **Negotiate Partner and Funding Agreements:** Should the project be supported following the earlier analysis stages partnership and funding agreements will need to be negotiated between the parties. Only once these have been successfully agreed should detailed design and procurement commence.

Note: Sport Waikato will be able to guide proponents through the decision making framework and direct them towards useful resources (such as business case templates). Responsibility for the development of Feasibilities and Business Cases will rest with Local Authorities.

Proponents and stakeholders alike should consider at each stage how a project aligns with the principles, criteria and recommendations of the Waikato Facility Plan. The principles and criteria should be used to structure stakeholder decision making.



Note:
Stakeholders may include the likes of Local Authorities, Sport Waikato, Charitable Funders, SNZ, RSO, NSO, Schools, and MOE.

4.0 FACILITY OPTIMISATION PRIORITIES

It must be noted that the Waikato Regional Sports Facilities Plan is a guiding document and priority projects will require more detailed investigation and council approval for funding. The agreement does not commit any Council to funding any of the priority projects but represents a commitment to work together in good faith to achieve the high level strategic framework and principles of the plan.

The Regional Sports Facility Plan has identified facility gaps and a number of areas where partnership approaches can be explored. Examples include partnerships between two or more local authorities and other partners, such as schools.

High priority projects over the next ten years are outlined in Table 1.

Table 1: Waikato High Priority Larger Capex Projects

Indicative Timeframe (Funding Dependant)	Proposed Optimisation Approach – Facility Project
1-3 years	<ul style="list-style-type: none"> • 2 x 4-5 indoor court facilities (Hamilton City Council in partnership) – potential for one being 4-10 years out. • Aquatic and court facility partnerships (Hamilton City Council). • Indoor 25m community pool in Cambridge (Waipa District Council) – timing depends on the asset life of existing Cambridge Municipal Pool.
4-10 years	<ul style="list-style-type: none"> • 2 x 2/3 basketball court (one full size netball court) model facility (potential Thames-Coromandel, Hauraki and/or Matamata Piako District Councils partnership). • Indoor 25m community pool (Hamilton City Council). • Indoor 25m community pool (potential Thames-Coromandel, Hauraki and /or Matamata Piako District Councils partnership). • Hockey turf/s (Hamilton City Council in partnership). • Upgrade existing sports fields (Hamilton City Council). • Develop additional four fields in the east and northeast of Hamilton (Hamilton City Council in partnership). • Regional squash hub facility (Hamilton City Council) – potential optimisation of existing facility. • Gymsport sub regional facility hubs – optimisation (Hamilton City Council and Matamata-Piako and Thames-Coromandel District Councils).

SCHEDULE TWO

FUNDING CONTRIBUTION

	%	100K
Hamilton	15.6%	22.34
Hauraki	3.1%	4.47
Matamata-Piako	6.3%	9.02

Otorohanga	2.4%	3.38
South Waikato	3.0%	4.37
Taupo	8.0%	11.46
Thames-Coromandel	9.6%	13.74*
Waikato DC	11.6%	16.61
Waipa	8.3%	11.85
Waitomo	1.9%	2.75
Total	100.0%	100
Adjusted Total*		95.83

Notes:

Sport New Zealand's \$100K per annum matching investment for the period 2013 – 2016 had included regional council contribution. Regional Council has resolved not to contribute further meaning investment by all remaining local authorities increase proportionally.

* The Thames Coromandel District Council had previously resolved to make its contribution value \$9,570 + GST and is unable to amend or change its resolution. As a result the total contribution from Territorial Local Authorities is now set at \$95,830 + GST.

Sport New Zealand's matching investment expires as at June 2016 with reduced funding as part of the Community Sport Investment for the four year period July 1 2017 to June 30 2021.

SCHEDULE 3

**Waikato Regional Sports Facilities Strategic Advisory Group
TERMS OF REFERENCE**

Role and objectives

The Waikato Regional Sports Facilities Plan Advisory Group (“the Group”) is responsible for governing the implementation of the Waikato Sport Facilities plan and promoting a coordinated approach to the management and development of regional and sub-regional sports facilities across the greater Waikato region.

The primary purpose of the Waikato Sports Facilities Plan (“the Plan”) is to inform the decision-making processes of stakeholders¹ involved in the development of sports facilities in the Waikato region².

It is expected that the Group will advise Sport Waikato in the implementation of the plan, effectively leading the delivery of the plan on behalf of the respective stakeholder organisations on all matters relating to the development of facilities for sport, recreation and physical activities.

The objectives of the Group are to promote the principles of the Plan which include:

- *Sustainability*: Ensure a sustainable network of facilities exist across the region
- *Partnerships*: To optimise partnership opportunities, both within and outside the Waikato region, to develop and operate facilities
- *Holistic Lifecycle*: To foster holistic lifecycle maintenance modelling in new facility development
- *Adaptability / Functionality*: To support the development of facilities that provide opportunities for adaptation and multi-functional
- *Multi-purpose and use*: Prioritise facilities that offer the opportunity for multiple uses
- *Optimisation of Existing Assets*: When proven needs exist and cost benefit analysis dictates it is warranted, existing assets are optimised / refurbished
- *Return on Investment*: Proposed facility developments are prioritised based on the community return on an asset versus the return comparison of any projects that are displaced
- *Duplication*: Ensuring that facilities are not unnecessarily duplicated
- *Flexibility in the Development of National or International Projects*: A thorough investigation of national and international projects to determine the benefit these facilities provide for the optimisation of the wider sports facility network

The Group has a scope that allows for leadership and guidance in the implementation of the Regional Sports Facilities Plan.

¹ Sport Waikato, Sport New Zealand, Regional and Local Territorial Authorities, Funding Organisations, MOE and members of the Tertiary, Secondary and Primary School Sector, Members of the Health Sector and other interested parties

² Waikato region = the boundary of the Waikato Regional Council.

Accountability

The Group members will be accountable individually to their individual member organisations i.e. Local Authorities, Sport Waikato or Sport New Zealand.

The Group will maintain an open relationship with the sport and recreation community through on-going communication and feedback related to the outcomes achieved from the Regional Sports Facilities Plan and feedback from the sector.

Membership and length of term

The term will begin on the effective date of this agreement and end on 30 June 2018 following the completion of initial funding to support the implementation of the plan. At this time or beforehand if agreed by the members, the Terms of Reference will be reviewed and amended to reflect the desired role/s of the group at this time.

The Group members will be put forward to the group in a manner deemed appropriate to the stakeholder group they represent. All members should represent the view of their stakeholder group with regard to implementation of the plan in the Waikato region.

The Group will have the ability to invite additional members onto The Group if particular skills, knowledge or experience is required.

It is expected that the Group will continue to meet regularly for up to three years as it works through the implementation of the Plan. Where possible, continuity of membership is encouraged.

It is recommended that the Group should be reviewed annually to ensure that it is still relevant to the implementation of the Plan. The Group will internally elect an appropriate Chairperson to chair all meetings.

Specific Agency Roles

Sport Waikato	Sport Waikato leads work in an implementation capacity on the development of facilities in relation to the Regional Sports Facilities Plan. Sport Waikato coordinates between Territorial Authorities, Funders and Sports Organisations, Education, Health and other sectors for sub regional and regional facility developments and is Sport New Zealand's regional partner in the Waikato Region.
Regional and Local Territorial Authorities	Councils are the coordinator in respect of sport and recreation infrastructure and feeding the advice from the Regional Sports Facilities Plan into city / district / region planning processes.
Sport NZ	Sport NZ supports the development and work of the Regional Sports Facilities Plan and Sport Waikato, and coordinate Government support to the area. Specifically in terms of: planning; investment/funding; advocacy; and research inter-regional and international connections.

Work programme

The Group will agree an ongoing work programme that guides the delivery of the prioritised projects from the plan.

It is expected that the work programme will recognise the definitions provided in the Regional Sports Facilities plan and the Group will meet to discuss progress in key projects and any possible collaborative opportunities that may arise.

The Group is expected to oversee the implementation of the agreed plan.

Meetings

The Group will meet at least six monthly as a collective. There may be times where it is appropriate for the Chairman to request specific parties to meet more regularly for specific purposes.

Meetings will normally convene for part of a business day. Meetings where possible should be held face-to-face, there is scope to also hold meetings by telephone or video conferencing.

Delegations

The membership of the Group expects to have to refer some decisions back to the key stakeholders they represent in order to carry out the work plan according to the decision making policies of the stakeholder group.

Expenditure decisions are required to be made by the appropriate part of each of the member agencies.

Decisions

Decisions by the Group will be by majority with a quorum represented by three members of the Group in attendance at meetings.

Reporting

The Group will ensure Sport Waikato in the implementation of the plan reports appropriately to key stakeholders on the activities it is responsible for with at a minimum Bi-annual reports made available to stakeholders.

Operational Management

Operational Management that includes professional and administrative support will be provided by Sport Waikato. Services will include:

- Management of information flow, communication and administrative functions;
- Sourcing of appropriate research, policy analysis and advice.

Conflicts of Interest

All members must agree to abide by a standard conflict of interest protocol and sign a declaration form provided by the secretariat.

Confidentiality

All members agree to ensure information that is confidential and/or commercially sensitive to any of the Group member agencies is not disclosed to third parties.

External communications

Release of information externally about the work of the Group will only be done with the appropriate agreement from stakeholders.

Queries from, or contacts with the media regarding the work of the Group must be referred to the Chairperson in the first instance.

Internal communications

It is expected that all members of the group will respond to each other's requests in a timely manner and no one member of the group should hold up progress of the collective.

Any disputes, differences of opinion or disagreements must be aired at group meetings. The ethos of "privately challenge – publically support" should prevail.

Budgeted Delegation

In its advisory capacity the Group will guide the implantation of the Regional Sports Facilities Plan leaving Sport Waikato to manage the project budget in the delivery of outcomes prioritised by the Group.

SCHEDULE 4

Waikato Regional Sports Facilities Technical Working Group FUNCTIONS, RESPONSIBILITIES AND RIGHTS

Functions and Responsibilities

1. The provision of technical advice and support for priority projects in the delivery of the Regional Sports Facilities Plan.
2. The provision of technical advice and support for other sport and recreation facility projects across the Waikato region.

Rights

1. The contracting of third party consultants to provide support for confirmed priority projects guided by the Advisory Group.
2. The Technical Working Group shall not:
 - a) Make decisions on behalf of individual stakeholders or partners in the Regional Sports Facilities Plan.
 - b) Breach confidentiality on any matters in the delivery of the Regional Sports Facilities Plan.

Document No: A298821

File No: 401/9992000100

Report To: Council**Meeting Date: 28 June 2016****Subject: Progress Report: Te Kuiti Railway Station Building Project****1.0 Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Station Building Project.

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

2.0 Local Government Act S.11A Considerations

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

3.0 Background

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

4.0 Project 1 – Building Restoration**4.1 25 March 2015**

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

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

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

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

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

Canopy: Down pipes to complete

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

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

4.6 29 April 2015

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

4.8 26 May 2015

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

4.10 23 June 2015

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

4.12 28 July 2015

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

4.14 25 August 2015

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

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

- 5.2 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.
- 5.3 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.
- 5.4 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

5.5 26 May 2015

- 5.6 A preliminary meeting has been held on 20 April 2015 to discuss the initial concepts for the plaza and provide current design information related to the buildings 1 and 2.
- 5.7 Meetings have been held on 29 April 2015 and 13 May 2015 with representatives of The Lines Company to further the development and installation of two power charge points in Rora Street near to the Plaza.
- 5.8 The Lines Company has confirmed their commitment to this project, with the next stage being sketch designs for approval of the parties involved. The location being as originally discussed at the August 2014 Council meeting – on Rora Street near the southern pedestrian crossing.

6.0 Project 3 – Roading Renewal

- 6.1 Completed.

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

- 7.2 The development of the community space projects is progressing well.
- 7.3 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.
- 7.4 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.

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

7.22 Discussions have recently been held on 7 May 2015 With Maniapoto Maori Wardens Charitable Trust to discuss the lease of the rear room of building 3 by this group as well as the main meeting room for one day a month. The intention is to have up to 3 work stations in this room.

7.23 A valuation and lease documents for this proposal is currently being prepared.

7.24 Building 1 / i-Site Connection

7.25 Documentation for the internal finishes and structural works of Building 1 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.

7.26 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

7.27 23 June 2015

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

7.29 28 July 2015

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

7.31 25 August 2015

7.32 While the amendments to the drawings were completed as per the above, the tender has not progressed and further changes to the drawings will be made as a result of the learnings from undertaking the construction works on Building 2.

7.33 It is now anticipated that revised drawings will be submitted for building consent and tendering undertaken in early September. This will impact on the timeline for Building 1 & i-site development.

7.34 24 November 2015

7.35 The Building 1 & i-Site project documentation has been completed and was issued for tender on 30 October 2015, with tenders closing 1 December 2015. The contract has been advertised through Tenderlink, Waikato Times and Waitomo News. Several contractors have uplifted the documents.

7.36 Upon acceptance of a tender, construction is scheduled to commence mid January 2015. Tenderers are required to confirm a construction period.

7.37 Building 3

7.38 Maniapoto Maori Wardens Charitable Trust has responded to the documentation forwarded to them for consideration and agreement has been reached on the lease of the room to the rear of Building 3 and partial use of the main room.

7.39 Final documentation is currently being prepared ready for signing.

7.40 24 November 2015

- 7.41 Maniapoto Maori Wardens Charitable Trust has now signed the lease documentation and is now established on site.

8.0 Project 5 – Commercial Space Internal Refurbishment**8.1 25 March 2015**

- 8.2 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.
- 8.3 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.
- 8.4 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.
- 8.5 Draft working drawings and contract documentation are underway and should be completed early April.
- 8.6 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.
- 8.7 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.

8.8 29 April 2015

- 8.9 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 8.10 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and is currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.

8.11 26 May 2015

- 8.12 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.

- 8.13 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 8.14 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.
- 8.15 23 June 2015**
- 8.16 The building consent process is nearing completion with some minor queries to be answered before the issue of a building consent.
- 8.17 Negotiations for the lease of the commercial space have taken longer to bring to fruition than originally envisaged, with the problem areas being the lease value and payment of a contribution towards the development. While the market rental assessed by WDC's valuer was \$37,750 per annum, the negotiated lease rental for the first three years has been agreed at \$25,000 per annum. Agreement was reached on 16 June 2015.
- 8.18 After the initial three year period, the rental reverts to a market assessment.
- 8.19 The contribution of \$45,000 is to be paid in three installments before opening of the facility.
- 8.20 Some relief from market rental during the formative years of business establishment is a common business practice, to ensure the goals of the lessor are met and in this case will assist in ensuring that the "central hub" that WDC wishes to create succeeds.
- 8.21 The late agreement of the lease has meant that the tender documentation was issued later than anticipated meaning it will be difficult to achieve completion by 1 October 2015. During the negotiations of the lease, the lessee was advised in writing that this was the case.
- 8.22 With the agreement now being resolved, the project has been put out to tender with a closing date of 2 July 2015.
- 8.23 The gas connection to the building has been installed, although the final location is to be moved marginally by the contractor as it was positioned incorrectly.
- 8.24 28 July 2015**
- 8.25 Construction works commenced 13 July 2015. At this stage the target completion date is 1 October 2015.
- 8.26 Progress to date has primarily been around demolition of internal walls, preparations for the structural portals and reframing of the new walls.
- 8.27 A meeting between the Architect, kitchen designers (Wildfire Kitchens) and Group Manager Community Services was undertaken on 29 June in Auckland where the very draft initial proposal was discussed to enable developed sketches to be developed.
- 8.28 A meeting is scheduled between the parties above and the operator for 23 July 2015 in Te Kuiti to finalise dimensions and design.

8.29 Prefabrication of the kitchen will take at least 4-6 weeks and is part of the critical path to completion on 1 October 2015.

8.30 25 August 2015

8.31 Construction has progressed well with most of the structural strengthening, lining, prewire, base services completed.

8.32 A major issue related to achieving a solution to the required bracing proved difficult to resolve. While this has now been resolved several days were lost in this area and the impacts on the timeline will be confirmed at the proposed site meeting of 26 August 2015. The completion date has likely moved a week to the 8 October 2015

8.33 While the bracing was being resolved several other aspects of the project continued including the decking framework, kitchen design, bar design, material orders for lights etc.

8.34 The kitchen and bar layout has now been agreed and prefabrication will commence on confirmation of pricing.

8.35 29 September 2015

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

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

8.37 Items that are yet to commence include

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

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

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

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

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

8.42 25 November 2015

8.43 A successful opening was held on the 9 October 2015 and the restaurant officially opened to the public on the 28 October 2015. This delay was as a result of considerable work that was required to meet the ventilation requirements around the kitchen. It had been assumed that the ventilation requirements would be met by the numerous window openings.

8.44 The Architect and Group Manager Community Services have undertaken a detailed site inspection so as to enable a defects list to be prepared. This list will be finalized over the coming fortnight and then forwarded to the contractor, who has six months to undertake the work from practical completion.

9.0 Project 4 – Railway Building 1 and i-Site Development
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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.

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 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.

9.7 The project commenced in early April 2016 with an initial completion date set for July 2016.

9.8 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.

9.9 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.

9.10 Fortnightly meetings are being held between WDC staff, the Contractor, Architects and Engineers.

9.11 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.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

June 2016

Document No: A320593**File No: 097/001E****Report To: Council****Meeting Date:** 28 June 2016**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Risk Considerations

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

Background

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

Commentary

5.1 Mokau Sands Appeal Process Update

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

- 5.14 The decision was to grant consent to the application. The Hearings Committee largely adopted the revised set of recommended conditions.
- 5.15 The conditions cover building location, size and design, coastal erosion and managed retreat, tangata whenua/archaeology, earthworks, services and utilities, landscape and mitigation planting, urban design, and roading and carparking. On the one issue in contention, the vesting of the road, the decision has required that the road be vested immediately thus ensuring access to the coast for the public.
- 5.16 Whilst the road is required to be vested, it does not have to be formed. For all intents and purposes it will remain as it currently is, but in Council ownership. Council could decide to form it as a rest area and carpark at a future date, otherwise the applicant is required to form it as road and carpark when and if a café is constructed.
- 5.17 One of the main reasons why the applicant did not wish to vest the road immediately is because he considers there is a public benefit that accrues from the rest area and carpark that Council should contribute towards. Council was approached by the applicant to contribute towards the formation of the road and carpark.
- 5.18 As expected the decision of the Hearings Committee was appealed by the applicant, Mokau Sands Limited. The appeal was lodged with the Environment Court on 9 September 2015.
- 5.19 New Zealand Transport Agency joined the Appeal on 5 October 2015 as an interested party.
- 5.20 WDC's lawyers, Le Pine & Co, were engaged to respond to the appeal. The Environment Court generally expected parties, particularly local authorities, to take part in alternative dispute resolution (such as mediation) in advance of a hearing, if not to resolve the appeal, then as a means to narrow and settle issues. All parties at mediation were to be represented throughout by a person or persons holding full delegated authority to settle the dispute. Direct negotiation was also to be considered by the parties at all times.
- 5.21 At its meeting on 28 October 2015 Council considered a Memorandum which outlined the list of issues unresolved between the parties as well as a report prepared and presented at the meeting by Nigel McAdie from LePine & Co.
- 5.22 Council subsequently delegated authority to the Chief Executive to settle the appeal by Mokau Sands Limited, by way of negotiation and / or Court assisted mediation with assistance from Council's legal and planning advisers on the basis any settlement:
- Is consistent with the District Plan policy;
 - Conforms to the relevant requirements and objectives of the RMA including in particular the maintenance and enhancement of public access to and along the coastal marine area;
 - Balances public and private interests / benefits; and
 - Is fair and equitable to the District's rate payers.
- 5.22 Court-assisted mediation was scheduled by the Environment Court for 19 November 2015.
- 5.23 In advance of Court-assisted mediation, representatives for Mokau Sands Limited and Council met in Hamilton on 5 November 2015 to engage in direct negotiations on a without prejudice basis to see if matters could be settled between them.

- 5.24 As expected, Mokau Sands Limited sought a financial contribution from the Council to reflect the extent to which it considered a public benefit to accrue from the road to vest in the Council.
- 5.25 The Council's position was that it was not inclined to make a significant contribution to the appellant in circumstances there may be better locations to spend money securing formal public access to the Coast than the appellant's site.
- 5.26 Accordingly, the parties agreed to resolve the appeal by the Council deleting the requirement that Mokau Sands Limited vest land in the Council for road.
- 5.27 The parties were satisfied that the proposed development still conforms with Part 2 of the RMA by continuing to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form (s 6(a) RMA) and maintaining public use, enjoyment and access along the coastal marine area adjoining the land (s 6(d) RMA).
- 5.28 A joint memorandum and draft Consent Order recording the agreement was lodged with the Environment Court. The appeal will be resolved by the Court issuing a final Consent Order.
- 5.29 The Environment Court's Minute dated 1 December 2015 questioned whether there is any potential conflict between the conditions of consent and the supporting documents required (as listed under Condition 1 of the land use consent and the subdivision consent).
- 5.30 Having considered the Court's question, the parties, have agreed the following:
- All documents supporting the application should be listed under Condition 1 of the land use subdivision consent, as those documents incorporate changes to the application as originally lodged.
 - Where the conditions of consent refer to a specific supporting document or plan, this document or plan should be expressly referred to under that condition and annexed to the conditions of consent.
 - To avoid any potential conflict between the conditions of consent and the supporting documents Condition 1 of the land use and subdivision consent should be amended to include the following clause:
 - "In the event that there is any conflict between the Conditions of consent and the supporting application documents under Condition 1, the conditions of consent shall prevail."
- 5.31 An amended set of conditions to address the agreed response to the Court's Minute was submitted to the Environment Court on 15 January 2016.
- 5.32 The Court has recently come back to the parties with further issues.
- 5.33 The main concern of the Court is the waiver of the requirement for an esplanade reserve. The Commissioner noted it is clear from the Council's decision that the waiver of the requirement for the esplanade reserve was based on provision for the road to be vested in WDC.
- 5.34 The Commissioner noted that it has implications regarding the provisions of the NZ Coastal Policy Statement and the decision the Judge must make pursuant to the Resource Management Act. Further explanation was requested.

5.35 Explanation was provided as follows:

"The parties consider the resolution conforms to the relevant requirements and objectives of the Resource Management Act, including Part 2 because the proposed subdivision, use and development of the land continues to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form in accordance with section 6 of the Resource Management Act and maintains public use, enjoyment and access along the coastal marine area adjoining the land."

5.36 The Court requested a more in depth explanation than this. The Commissioner stated emphasis on the drafting and workability of conditions arises from a recent case which emphasized the need for the Court to have confidence in the application of conditions presented to it.

5.37 A Joint Memorandum of the Parties was lodged with the Courts on 9 May 2016.

5.38 At the time of writing this business paper a response has not been received from the Courts, it is however expected that a Consent Order will be issued.

5.39 Ventus Energy Limited - Taumatotara Wind Farm - Application for Extension of Lapse Period

5.40 On 1 June 2016 an application for extension to lapse period was received from Ventus Energy Limited in terms of s125 of the Resource Management Act 1991. The expiry date of the consent was 4 June 2016.

5.41 The application is currently being reviewed for completeness. A request for more information is anticipated.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



HELEN BEEVER
GROUP MANAGER - CUSTOMER SERVICES

June 2016

Attachment: Resource Consent Schedule (A320594)

RESOURCE CONSENTS PROCESSING AS AT 28 June 2016

WDC Ref	Applicant	Brief Outline of Application / Location	Date Application Formally Received	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
160016	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Oniao Road, Aria	08/06/16	Yes	LINZ number			Yes		No	06/07/16	
160017	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Kaeaea Road, Aria	08/06/16	Yes	LINZ number			Yes		No	06/07/16	
160018	Lena Zankl	Relocatable dwelling to be sited within 10m of boundary, Mangarino Road, Te Kuiti	07/06/16	Yes	Site plan	08/06/16		Yes		No		
160019	Tourism Holdings Limited	New Signage - Waitomo Homestead, State Highway 3, Hangatiki	21/06/16									

RESOURCE CONSENTS GRANTED (FOR 2015/16) AS AT 16 June 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
150004	L and M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA - declined.	6/03/15						Withdrawn 29/01/16
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15	No response from Company - seems to be defunct.					
150020	RE Buckley	Subdivision of Part Rangitoto Tuhua 35H2 Block	8/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.	7/07/15	7/10/15	Yes		No	05/11/15	Conditional Consent Granted 30/10/15
150021	R Gorrie	Subdivision of Lot 1 DP 478662. Te Mahoe Road Mokau.	16/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.		25/08/15			No	1/10/15	Conditional Consent Granted 10/09/15
150022	DJ and SL Knight	Construction of Farm Shed within 10m of boundary, Walker Road, Te Kuiti	21/07/15	No						No	25/08/15	Conditional Consent Granted 30/07/15
150023	Spark New Zealand	Outline Plan Waiver request - upgrade of Te Kuiti Telecommunications Facility, Awakino Road, Te Kuiti	27/07/15	No						No	24/08/15	Outline Plan waiver request approved. 28/07/15
150025	Z Energy Limited	Redevelopment of Z Service Station, Te Kumi Road, Te Kuiti	11/08/15	Yes	Application Amended by Applicant. NZTA approval no longer required.	19/08/15	17/09/15	Yes		No	10/11/15	Conditional Consent Granted 19/10/15
150026	Trevor Neal	Build onto existing dwelling a 23m2 living room with attached covered deck area. New garage with attached sleep-out.	5/08/15	No						No	22/09/15	Conditional Consent Granted 7/9/15
150027	R Green	Subdivision 70 Mairoa Road, Piopio	3/11/15	Yes	LINZ approval	04/11/15	11/11/15			No	02/12/15	Certificate of Compliance Issued 25/11/15
150028	John Pitcorn	Subdivision 20 Rimu Street Te Kuiti	19/11/15	Yes	LINZ approval	19/11/15	3/12/15			No		Conditional Consent Granted 17/12/15
150029	Spark New Zealand	Upgrade of existing telecommunications facility, 8 Mile Junction	16/12/15	No							9/02/15	Conditional Consent Granted 14/01/16
150030	J and R Davis	Subdivision Fullerton Road	18/12/15	Yes	Letter from the Lines Company	11/01/16	11/01/16				5/02/15	Conditional Consent Granted 14/01/16
160001	NJ and A Kelland	Redevelopment of existing BP2Go Service, Station Carroll Street, Te Kuiti	27/01/16	Yes	Comments from NZTA	09/02/16	04/03/16	Yes				Conditional Consent Granted 11/03/16

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
160002	Opus International on behalf of WDC	To undertake earthworks to remediate sections of Totoro Road	24/02/16	Yes	Extend to which the works will overlap onto adjacent properties.	29/02/16	31/03/16	Yes		No		Conditional Consent Granted 31/03/16
160003	AS and MJ Coplestone	Rural Subdivision, 814 Awakau Road, Awakino	24/02/16	No				Yes		No	29/3/16	Conditional Consent Granted 07/03/16
160004	GT and JM Woolston	Construction of shed within 5m of paper road boundary	29/02/16	No				Yes		No	1/04/16	Conditional Consent Granted 08/03/16
160005	Ministry of Education	Outline Plan of Works for new classroom and playing fields Oparure School, Oparure	03/03/16	No				Yes		No	5/04/16	Outline Plan of Works approved no changes 10/03/16
160006	The Lines Company	New Office Block, 30 Waitete Road, Te Kuiti	11/03/16	No				Yes		No		Conditional Consent Granted 01/04/16
160007	Cleethorpes Fifty-Five Limited (Gull Service Station)	Application for change of conditions – Site Layout, State Highway 3, Te Kuiti	07/04/16	Yes	Written approval from an adjoining land owner.	12/04/16	22/04/16	Yes		No		Conditional Consent Granted 04/05/16
160008	Te Kuiti Primary School	Outline Plan of Works - Upgrade of school blocks (Heritage Building), Rora Street, Te Kuiti	11/04/16	No						No		Conditional Consent Granted 10/05/16
160009	Koroi Farms	Construction of a shed within 10m of a boundary, 1294 State Highway 3, Te Kuiti	12/04/16	No						No		Conditional Consent Granted 04/05/16
160010	Arapae No1 Land Holdings Limited	Subdivision – Carter Road, Te Kuiti	09/05/16	No				Yes		No		Conditional Consent Granted 30/05/16
160011	Amanda Murray	Creation of a Right of Way, Robin Azariah Place, Te Kuiti	06/05/16	No	Withdrawn – easement instrument to be used to create the ROW			Yes		No		Withdrawn on 03/06/16
160012	Ridgeway Farms Limited	Subdivision – 24 Ngapaki Road, Mokauti	16/05/16	No				Yes		No		Conditional Consent Granted 30/05/16
160013	Ministry of Education – Waitomo Caves School	Construction of multipurpose room within 1m of a boundary, Waitomo Caves	12/05/16	No				Yes		No		Conditional Consent Granted 30/05/16
160014	Koromiko Grazing Limited	Construction of farm shed within 10m of boundary, 1275 Mangaokewa Road, Te Kuiti	01/06/16	No				Yes		No	30/06/16	Conditional Consent Granted 23/03/2016
160015	Josephine Kahl	New dwelling located within 10m of boundary, Te Anga Road, Waitomo	07/06/16	No				Yes		No	05/07/16	Conditional Consent Granted 23/03/2016

Document No: A320292

File No: 037/005B

Report To: Council

Meeting Date: 28 June 2016

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

1.0 Purpose of Report

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

2.0 Local Government Act S.11A Considerations

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

3.0 Risk Considerations

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

4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

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

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

4.6 **Capital Works**

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

4.8 **Water Rates and Charges**

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

5.0 Commentary

5.1 **Te Kuiti Water Supply**

5.2 ~~During the backwash trial for the new filter pipework it was identified that the supplied pump was not delivering adequate water head to effectively backwash the filter. A new pump was ordered. Once it arrives toward the end of May it will be installed and tested~~The new pump was tested successfully for the backwashing of the upgraded filters. Once the first backwash was completed a serious leak was noticed at filter one (closest to the river) and the filter was drained. The inspection showed up a crack through the filter wall. An investigation is under way to determine the cause.

- 5.3 Unforeseen and unplanned failure of filter 1 - The four filters at the Te Kuiti Water Treatment Plant had been built in blocks of two, each block a separate structure, with Filters 1 and 2 forming one block and Filters 3 and 4 another block.
- 5.4 Around 10:00am on Thursday 2 June 2016, cracks appeared in the concrete walls of Filter 1. (See photos attached)
- 5.5 Subsequent professional investigations did not ascertain a specific cause for the cracking, however it was found that under the floor is a layer of pebble of unknown thickness and indications are that there has been leaching under the filter structure over time and the floor has settled causing, or contributing to, the cracking of the filter structure.
- 5.6 To date no cracking has been evident on Filter 2; however it is considered a high risk that it may crack in the future.
- 5.7 Possible remedies and budget cost is investigated.
- 5.8 ~~Due to the plant only operating effectively on two filters with reduced treated water production it was decided to remain on Water Restriction Level 4. This restriction will be lifted once the other two filters are upgraded~~The Level 4 Water Restrictions are being kept in place during the filter repair work resulting from the crack in the filter wall.
- 5.9 ~~Due to the development of the new Gull Service Station the water main required upgrading, as that area is fed through a 32 mm PE pipe. As the Te Kumi Loop Road pipe was also due for upgrading (that area is fed through a 25 mm PE pipe) that section of pipe was also upgraded at the same time. Historical issues were also resolved, as pipes were interconnected and could not be shut off when required.~~

5.9 Te Kuiti Wastewater

- 5.10 No major incidents to report.

5.11 Te Kuiti Stormwater

- 5.12 The Stormwater reticulation network is designed for 1 in 2 year rainfall events.
- 5.13 ~~The King Street East storm water pipe repair project is under way with the contractor having moved onto site~~The King Street East storm water upgrade was successfully completed with the new, continuously fusion welded, PE pipe successfully pulled through the existing concrete pipe. The grouting was also completed and recent rains confirmed no issues remain. The performance of the completed work will be monitored.

5.14 Piopio Water Supply

- 5.15 No exceptional incidents occurred during this period.

5.16 Piopio Wastewater

- 5.17 ~~The smaller tank at Owl's Nest has been replaced and relocated to the Fat Pigeon and this work is now complete~~No Exceptional incidents occurred during this month.

5.18 Benneydale Water Supply

- 5.19 No incidents to report.

5.20 Benneydale Wastewater

- 5.21 ~~Following the re-evaluation it is necessary to replace 1 pipe bridge and 3 local repairs to the Benneydale waste water reticulation. Contractors will be requested to price this during May~~Due to the current work programme the Benneydale Sewer Bridge repairs have been delayed till the end of June.-

5.22 Mokau Water Supply

- 5.23 ~~The contract works are progressing well and the project is on schedule~~The heavy rain have delayed completion of the Upper Dam Safety Upgrade works at the Mokau dams. However the contractor is continuing to work and is progressing well.
- 5.24 ~~The water treatment plant backwash tank has a tear in it due to ground movement. A new tank was ordered that was damaged in a fire resulting from a vehicle bursting into flames near it. A new tank has been ordered. A new platform requires to be built with some pipework and electrical changes required~~The new backwash tank for the Mokau WTP has been installed and is functioning well..
- 5.25 ~~The Mokau water mains replacement at Oha / Tainui Street~~The Mokau water reticulation replacement has been deferred to next financial year due to budget constraints that resulted from work that was required to be carried out prior to upgrade work commencement. Additional valves had to be installed and old valves had to be replaced before the reticulation could be worked on without adversely affecting the town.

5.26 Te Waitere Wastewater

- 5.27 Te Waitere Wastewater pump stations operated without any faults.

6.0 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	Progress is good however about 4 weeks delay due to reservoir roof that had to be completely rebuilt Work is delayed due to backwash pump issues and the unforeseen filter break down	\$775,784.47
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$1,039,213.12
Tui Street Augmentation (Piopio)	\$30,000	May 2015	Last payment claim expected March 2016 Completed	\$26,703,35,293 .03

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Mokau mains replacement	\$48,000	March 2016	Tender Documents approved for tendering Deferred to next financial year due to funding constraints	\$0
Mokau Dams Safety Upgrade	\$154,000	April 2016	Contract started nearing completion. New completion date is end of June 2016	\$30,276.20
Edward Street Pipe Replacement	\$85,000	November 2015	Deferred	\$0

- ~~Tenders for the Mokau Dams Safety Upgraded were invited and one tender was received. The Tender Evaluation was completed.~~

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	April July 2016	Tender Documents and scope being prepared nearing completion	\$0
Carroll Street Pipe Insertion	\$45,000	March July 2016	KiwiRail Grant received and lodged. Tender Documents and scope nearing completion	\$0
Benneydale Sewer Rehabilitation	\$35,000	February End June 2016	One pipe bridge requires repairs and 3 minor faults are to be rectified	\$21,485.00
Piopio Septic Tanks Enlargement	\$20,000	March 2016 Completed	Both Owl's Nest and Fat Pigeon tanks have been installed and are operational.	\$0 14,929.16

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	March July 2016	Documentation being prepared	\$6,669.22
King Street East Pipe insertion	\$130,000	Substantially March 2016 Completed	Contractor has started.	\$0

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS





Document No: A320293

File No: 037/005B

Report To: Council

Meeting Date: 28 June 2016

Subject: Progress Report: Solid Waste Activity

1.0 Purpose of Report

1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

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

5.3 **Solid Waste Services**

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

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

- Te Kuiti
- Piopio
- Mokau
- Waitomo Village
- that part of the Rural Ward between Te Kuiti and Waitomo Village

2 **Waste Transfer Stations** in the communities of -

- Benneydale
- Piopio
- Marokopa
- Kinohaku
- Mokau/ Awakino

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 **Management of Solid Waste Services**

5.6 Collection Services (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.

5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.

5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.

5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.

5.10 **Mokau Litter Bins** are serviced under contract with a private person.

5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.

5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

5.13 **Service Requests / Complaints**

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

5.15 Almost all of the Service Request complaints received for kerbside refuse or recyclables not being collected, were due to the person placing the bag or recycle bin out too late.

5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2015/2016 include:

Description	15/16	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Kerbside Refuse not collected	7	2	1	1	4	1
Landfill Complaint	0	0	0	0	0	0
Transfer Station Complaint	3	1	1	0	0	0
Litter Bins not being emptied	4	1	1	1	0	0

Description	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Kerbside Refuse not collected	2	3	1	1	1	
Landfill Complaint	0	0	0	3	3	
Transfer Station Complaint	0	0	0	0	0	
Litter Bins not being emptied	0	0	2	0	0	

5.17 ~~Three complaints have been received this month relating to the odor emitting from the Te Kuiti Landfill. An investigation was carried out and it was found that the contractor have not significantly covered the exposed waste in accordance with the existing contract. The matter was discussed with the Operations manager at the landfill. He has given the undertaking that Envirowaste will ensure that they will comply with the contractual obligations. The matter was resolved.~~

5.18 An unacceptable odour emission from Te Kuiti Landfill was identified as a concern. Investigation into the odour identified that insufficient capping and inadequate covering of the exposed rubbish with ground cover was the cause. There were areas of uncovered rubbish larger than the recommended areas of exposure. This failure to cover has been brought to the attention of the Contractor managing operation of the landfill. The Contractor has given the undertaking that they will closely monitor the exposure and ensure they comply with Council's requirements.

5.19 To further assist in the matter, the Contractor will conduct daily odour monitoring and take note of wind direction.

6.0 Te Kuiti

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

6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

6.3 Emissions Trading Scheme

6.4 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.

6.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.

6.6 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

6.7 Landfill Volumes

6.8 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2015	Tonnes Deposited Aug 2015	Tonnes Deposited Sept 2015	Tonnes Deposited Oct 2015	Tonnes Deposited Nov 2015	Tonnes Deposited Dec 2015
Deposited to Date	162,589.81	163,378.82	164,437.24	165,215.73	165,964.42	166,793.23
WDC Bags Collected		1.25	1.74	1.71	2.17	2.31
Total over Weighbridge		834.51	1086.00	838.44	832.83	869.41
Less Diverted Recycle		- 33.46	-16.13	-28.25	-74.35	-30.48
Less Stock out Gate		- 13.29	-13.19	-29.70	-9.79	-10.12
Total To Landfill		789.01	1058.42	778.49	748.69	828.81

Description	Tonnes Deposited Jan 2016	Tonnes Deposited Feb 2016	Tonnes Deposited Mar 2016	Tonnes Deposited Apr 2016	Tonnes Deposited May 2016	Tonnage Space Available
Deposited to Date	167,533.67	168,333.22	169,103.40	169,991.12	170,711.47	62,896.57
WDC Bags Collected	2.35	1.24	2.06	2.34	2.02	
Total over Weighbridge	785.30	845.13	836.47	945.42	760.89	
Less Diverted Recycle	-24.60	-34.34	-31.58	-38.45	-24.63	
Less Stock out Gate	-20.26	-12.48	-36.74	-21.62	-17.93	
Total To Landfill	740.44	799.55	770.21	887.69	720.35	

6.9 Recyclables

6.10 Diverted recyclables = ~~38.45~~24.63 tonnes

6.11 Capital Projects

Description	Estimate / Budget	Actual July 2015	Actual August 2015	Actual September 2015	Actual October 2015
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70	\$27,778.70	\$27,778.70	\$ 104,681.31

Description	Estimate / Budget	Actual Nov 2015	Actual Dec 2015	Actual Jan 2016	Actual Feb 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31

Description	Estimate / Budget	Actual March 2016	Actual April 2016	Actual May 2016	Actual June 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	
Recycling Shed	\$50,000.00	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31	

6.12 There have been no changes in capital expenditure since October 2015.

6.13 Development of the Cell 3

6.14 Development of Cell 3 is largely complete with only some remedial work outstanding. A total of \$41,580.00 excl. GST has been retained for repairs. This

was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount is \$37,704.97 excl. GST.

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

6.16 High Wall Shaping

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

6.18 Recycling Shed

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

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

6.21 Recycling Area - Health and Safety Improvements

~~6.22 As part of the recommendations made through the recent Health and Safety Audit, Council has obtained the services of our current Roding contractor to carry out the improvements of the area to the rear of the recycling platform. The work was completed on the 17th of May 2016 and the recommendation of the audit is met. A recently completed Health and Safety Audit identified the need to further improve safety around the recycling area. The Audit raised the concern that the trucks servicing the recycling area continued to remove the skips and bins from the front "public area" and not from the rear as intended.~~

~~6.23 To enable compliance with the findings of the Health and Safety Audit, further improvements to the area behind the recycling area are required. The improvements include:~~

- ~~• Extension of the existing hard stand area by 3m to the north to improve safe manoeuvring of the service trucks.~~
- ~~• Shape grading and rolling of the existing hardened area (approx. 400m²).~~
- ~~• Establishment of "V" drains to the rear of the hardened area to improve stormwater flows.~~

~~6.22 This work was tendered and the successful tenderer, Inframax, has started work this month.~~

Suggested Resolution

The Progress Report: Solid Waste Activity be received.



VIKUS JOUBERT
MANAGER – OPERATIONAL SERVICES

Document No: A320291

File No: 037/020/12B

Report To: Council**Meeting Date: 28 June 2016****Subject: Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport****1 Purpose of Report**

1.1 The purpose of this business paper is –

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

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

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Rooding Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2015 to 2018 (Road Safety Promotion 431–433)
- 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 Road Maintenance - Procurement
- 16 Road Maintenance – 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 rooding infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

3 Risk Considerations

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

4 Introduction

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

5 Background

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

6 Roothing Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (62% FAR rate) for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2015/2016 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2015/2016 Maintenance Expenditures Budget

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 and the total current budget for subsidised maintenance works for the 2015/16 year is \$5,000,528.00.

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

8.1 Introduction

- 8.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was completed. Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.
- 8.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.

8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan for the current year is **on hold** until a replacement or other option is agreed. Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.

8.5 **Road Safety Funding**

8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (62% for 2015-16, but changing each year if the FAR rate changes).

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, wrist-bands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	
Rural Roads	500 Safe'T'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	

8.9 **Future Situation**

- 8.10 Because the changes in the FAR funding rate required a higher local share, it was deemed opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.
- The following considerations forms part of this review: To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
 - To establish stronger governance arrangements in developing programmes and in overseeing delivery.
 - Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
 - Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.
- 8.11 WDC and ODC have indicated a preference to continue working together on a joint ODC/WDC community delivery model. The WDC's stated focus is on young driver training. The other targets (as described above) are of very low priority in that context. ODC supports the primary focus, but has indicated that they would still want to also fund some other targets besides the young driver training. They may also opt to add some discretionary funding to help fund their targets. A proposed program is under development to submit to the NZ Transport Agency for approval. The objective at this stage is to develop a 3-year program that includes a primary focus on young driver training outcomes.
- 8.12 The proposal is currently being developed by a joint WDC and ODC team. The latest meeting was held on 18/04/2016 and Hillary Karaitiana - the Social Sector Trials manager attended and informed the group about important considerations. Also of note is that the NZTA had appointed a consultant to assist them with this programme. His name is Kevin Collins. A draft proposal is under development and is being discussed with Kevin Collins.
- 8.13 The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. The working group for this exercise is Kobus du Toit, Johan Rossouw, Helen Beaver, Donna MacDonald and Roger Brady. Sign-off will be given by the executive group consisting of Chris Ryan, Brian Hanna, Max Baxter and Roger Brady.
- 8.14 This working group has had several meetings over the last two months and the draft proposal has been to the NZ Transport Agency.
- 8.15 A meeting was held with the working group to discuss and decide further details in order to submit the completed proposal to NZTA by mid June. A meeting on 2 June followed with the Te Kuiti Community House Trust (TKCHT) who have agreed in principle to provide a price proposal to deliver the driver training programme as a joint Waitomo District Council (WDC) and Otorohanga District Council (ODC) initiative. For clarity this is the same organisation which successfully ran the extended pilot programme. They have the skills and experience to complete this work to standard. It is planned to complete any procurement arrangement before the end of June which will give absolute certainty to NZTA.
- ~~8.14 This working group has had several meetings over the last two months and the draft proposal has been presented to Kevin Collins of the NZ Transport Agency.~~

8.15 Kevin Collins has sent an update dated 20 May 2016 to confirm that a meeting is scheduled for 2 June 2016 with the working group to discuss and decide further details in order to submit the completed proposal to NZTA by mid June. WDC and ODC will then have to put an updated activity plan into TIO from 1 July 2016, complete the evaluation of this year's program on the current activity plan and collaborate with NZRTA on some media releases about the programme.

9 2015/2016 Operating Expenditure

9.1 Budget Update

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal) Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,030,528 \$5,000,528	\$4,407,903 \$4,095,840	Expenditure to date = 87.6% Expenditure to date = 81.9%
Road Safety Promotion 431 - 433 Road Safety Promotion 431 - 433	\$120,000 \$120,000	\$2,173 \$2,173	Currently under re-evaluation. Currently under re-evaluation.
Emergency First Response 106 (GL = 730 31 715) Emergency First Response 106 (GL = 730 31 715)	\$180,000 \$180,000	\$208,266 \$199,917	Works done under this category include trees blown down over roads and slips. Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121 Environmental Maintenance 121	\$400,000 \$370,000	\$516,455 \$486,233	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, roadside mowing, Pest Plant Contract - \$71,500.00 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, roadside mowing, Pest Plant Contract - \$71,500.00
Environmental Maintenance 121 For Stock Effluent Facility Environmental Maintenance 121 For Stock Effluent Facility	\$30,000 \$30,000	\$92,484 \$46,889	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings Level Crossings	\$15,000 \$15,000	\$27,272 \$27,272	As required by Kiwi rail As required by Kiwi rail
RBU Unit Costs RBU Unit Costs	\$1,051,528 \$1,051,528	\$756,234 \$674,078	Salaries, overheads and some consultant fees Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113 Routine Drainage Maintenance 113	\$380,000 \$380,000	\$304,279 \$303,619	The bulk of these costs were from Water table maintenance and Culvert maintenance. The bulk of these costs were from Water table maintenance and Culvert maintenance.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Sealed Pavement Maintenance 111 Sealed Pavement Maintenance 111	\$1,400,000 \$1,400,000	\$1,407,112 \$1,407,112	Pre-reseal works and general sealed pavement maintenance. Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114 Structures Maintenance 114	\$175,000 \$175,000	\$199,633 \$116,373	Routine maintenance on guardrails and bridge decks. Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122 Traffic Services Maintenance 122	\$100,000 \$100,000	\$77,241 \$30,750	District wide maintenance of Signs and road furniture. District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122 Street Lights Maintenance 122	\$179,000 \$179,000	\$220,720 \$201,266	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced. Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112 Unsealed Pavement Maintenance 112	\$1,000,000 \$1,000,000	\$596,035 \$600,157	Re-metalling of unsealed roads. Re-metalling of unsealed roads.
Asset Management Plans Asset Management Plans	\$0 \$0	\$0 \$0	As required every 3 rd year. As required every 3rd year.

Expected full year spending at end of June is around \$4,857,000, which is \$174,000 below budget.

9.2 **Spending and Budgeting Advisory:**

- 9.3 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.
- 9.4 Due to the reasons explained above, the intention is that the bulk of the current budget for Road Safety Coordination will be carried over to the next financial year. The expectation is that only about \$30,000 of the current \$120,000 budget will be spent by ODC.
- 9.5 The current budget for Emergency First Response is \$180,000 and we expect to spend up to about \$240,000 by the end of this financial year due to more first Response works required. The expectation is that the shortfall will be funded from the unspent portion of the \$820,000 budget available for Emergency Projects which, for the first time in many years, has not been required as Waitomo has not suffered any large scale (over \$100,000 events).
- 9.6 Current budget for Environmental Maintenance is \$400,000, and we expect to spend up to about \$600,000 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.
- 9.7 The current budget for Stock Effluent is \$30,000 and we expect to spend up to about \$45,000 by the end of this financial year due to the fact that this is the first year that this facility is in operation. There are more trucks using this facility than anticipated. The Regional Council contributes a maximum of \$15,000 to this and

NZTA the FAR rate. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.

- 9.8 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.
- 9.9 The current budget for Routine Drainage Maintenance is \$380,000 and we expect to spend up to about \$550,470,000 by the end of this financial year due to having to do substantially more culvert cleaning. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.10 The current budget for Sealed Pavement Maintenance is \$1,400,000 and we expect to spend up to about \$1,507,487,000 by the end of this financial year due to the high lip requirement. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.
- 9.11 The current budget for Structures Maintenance is \$175,000 and we expect to spend up to about \$135,000 by the end of this financial year due to lower maintenance requirements this year. This balance will be used to fund other maintenance categories.
- 9.12 The current budget for Street Lights is \$125,000 and we expect to spend up to about \$205,000 by the end of this financial year due to the demand. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.
- 9.13 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$620,000 by the end of this financial year due to lower maintenance requirements. This balance will be used to fund other maintenance categories.

10 2015/2016 Capital Expenditure

- 10.1 The total LTP-budget for 2015/16 is \$5,500,000 and is fully subsidised.
- 10.2 A separate report to Council serves to report details on the Major Capital Works.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads) Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,500,000 \$5,500,000	\$3,723,128 \$3,216,447	Expenditure to date = 67.7% Expenditure to date = 58.5%
Minor Safety Improvements Minor Safety Improvements	\$230,000 \$230,000	\$89,961 \$11,266	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241 Preventative Maintenance 241	\$250,000 \$250,000	\$0 \$0	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Associated Improvements for Renewals 231 Associated Improvements for Renewals 231	\$80,000 \$80,000	\$56,132 \$56,091	In association with Rehabs or other projects. In association with Rehabs or other projects.
Drainage Renewals 213 Drainage Renewals 213	\$400,000 \$400,000	\$258,345 \$208,722	Upgrading of Network wide drainage issues. Upgrading of Network wide drainage issues.
Minor Improvements 341 Minor Improvements 341	\$100,000 \$100,000	\$317 \$317	In association with other projects. In association with other projects.
Pavement Rehabilitation 214 Pavement Rehabilitation 214	\$1,400,000 \$1,400,000	\$975,286 \$921,510	The annual Pavement Rehabilitation Contract. 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. The annual Pavement Rehabilitation Contract.
Sealed Road Surfacing 212 Sealed Road Surfacing 212	\$1,300,000 \$1,300,000	\$1,385,271 \$1,385,240	The annual Reseals Contract is now part of the new Maintenance Contract. The annual Reseals Contract is now part of the new Maintenance Contract.
Structures Components Replacement 215 Structures Components Replacement 215	\$200,000 \$200,000	\$144,975 \$96,041	Annual replacing of structural bridge components on various bridges. Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222 Traffic Services Renewals 222	\$120,000 \$120,000	\$173,006 \$177,448	Annual Traffic Signs replacement and the District wide Line marking. Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211 Unsealed Road Metalling 211	\$600,000 \$600,000	\$89,961 \$271,802	Unsealed Road Metalling is done under the Maintenance Contract. Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141 Emergency Reinstatements Projects 141	\$820,000 \$820,000	\$0 \$88,009	To be prioritised as they may happen. To be prioritised as they may happen.

- 10.3 Expected full year spending at end of June would be \$4,231,000, which is about \$1,269,000 below budget. The bulk of this is from savings by not having had the huge emergency type damages due to weather events.

11 Summary of Network Issues

- 11.1 Kawhia Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised.
- 11.2 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. The revised start of construction is targeted for September 2016.
- 11.3 Extreme weather over the last few summers resulted in an increase of expenditure on our unsealed roading network due to more frequent pavement

repairs, lost aggregate and dust. This ongoing work is now starting to show resulting improvement in the general condition of unsealed roads.

- 11.4 Hazardous trees are becoming a regular issue on many roads, including Te Anga, Boddies, Fullerton and Lees Block Roads. These are dealt with under the emergency reaction budget. Inframax has priced it as reactive works and it is currently estimated that the removal of these trees would cost approximately \$18,000.00. Work is ongoing.
- 11.5 The Oparure Road pavement rehabilitation program is currently underway.
- 11.6 The Totoro Road pavement rehabilitation of the first section is deferred to the next financial year due to consent issues and additional funding requirements. (The second section of Totoro Road pavement rehabilitation was completed last year.)
- 11.7 The structural Bridge Maintenance Contract is underway.
- 11.8 The Kumara Road underslip repair project is underway.
- 11.9 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. Funding balances will be carried over to the next financial year as applicable.
- 11.10 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 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 fover 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.

12 One Network Road Classification (ONRC)

- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
 - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
 - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.

- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
- The second element is the Customer Levels of Service (CLOs), defining the “fit for purpose outcomes” for each category in terms of mobility, safety, accessibility and amenity.
- The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.

12.4 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLOs and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.

12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.

12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary “Transition Plan”.

12.7 **Financial Status**

12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.

12.9 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

12.10 **Assessment of Significance and Engagement**

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

12.12 **Maintenance and renewing sealed pavements under ONRC**

12.13 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not

on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.

- 12.14 The One Network Road Classification framework has customer levels of service related to:
- Effective access
 - Pavement safety
 - Ride comfort, and
 - Cost effective provision.
- 12.15 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :
- Impede access
 - Are unsafe
 - Are uncomfortable
 - and that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

13 RATA (Road Asset Technical Accord)

- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. It is of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it could affect the usefulness of that effort.
- 13.4 RATA has an Offer of Service form BECA consultants to carry out traffic volume counts and vehicle classification counts on behalf of RATA. The intention of engaging BECA is to review and improve participating councils RAMM data quality. The benefits in engaging the services of one service provider is:
- Consistent confirmation of data health
 - Identified numerous deficiencies and improvement requirements
 - Saving \$17,000 vs engaging consultants separately
- 13.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The

discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to “showcase” good examples of how we dealt with specific challenges.

- 13.6 In February 2015 a Road Asset manager’s forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 13.7 WDC will take up the RATA managed traffic counting program in future. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.
- 13.8 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by mid 2017, is currently a main focus at RATA to develop understanding and best practice.
- 13.9 RATA has also sent an e-mail outlining Waitomo DC’s data collection commitments (Attachment No 1) for the years ending 30 June 2017 and 30 June 2018. To note that the invoicing process will be different from 1 July 2016. The total expected commitments will be billed quarterly in four equal instalments with the first invoice being issued in July. At the end of the year there will be a wash up resulting in either an additional invoice or a credit.
- 13.10 A new Multi Party Funding Agreement for the next 3 Year term is up for renewal.

14 Streetlighting (LED)

- 14.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded
- 14.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 14.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 14.4 WDC will access NZTA subsidies to convert to LED street lighting. Technology has reached the point where LED Street lighting could be the better choice offering reduced energy consumption and proven maintenance savings. A business case has been prepared for the conversion subsidy offered.
- 14.5 A new tender for the Street Light Maintenance Contract was put out on tender and only one tender had been received (from Alf Downs, the incumbent contractor). The award process in progress. ~~A new tender document has been prepared for the Street Light Maintenance Contract which is now in tender phase.~~

This document was prepared to accommodate the LED Replacement project scheduled over the next five years and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.

15 Road Maintenance – 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 six month mark (by end of March 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 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) is 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 April 2016 is 400. 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.
- ~~15.7 The Contractor has achieved an improved evaluation score over the last months and has achieved the best score to date for March at 350. 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 April is at the 355 level.~~

Suggested Resolution

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

A handwritten signature in blue ink, appearing to be 'Johan Rossouw', is written over a light blue rectangular background.

JOHAN ROSSOUW
MANAGER – LOCAL ROADS

June 2016

Attachment No. 1 - Data Collection Commitments for 2016/17 and 2017/18 to RATA

Waitomo District Council			
RATA 003 Commitments: years ended 30 June 2017 and 30 June 2018			
RATA003	Survey Type	2016/17	2017/18
Waitomo DC		\$	\$
	Contractor Overheads	\$2,800	\$2,800
	Roughness		\$9,700
	Rating	\$14,900	
	Traffic Counting	\$16,900	\$16,900
	Special Traffic Counting		
	Footpath Condition Rating		\$2,400
	FWD Testing		
Total Expected Cost		\$34,600	\$31,800
<i>Quarterly invoice</i>		<i>\$8,650</i>	<i>\$7,950</i>
Notes			
Contractor Overheads	Divided equally among participating Councils		
Roughness	Based on 916 lane km		
Rating			
2016/17	Medium volume roads		
2017/18	None		
Traffic counting	Based on an estimate of 94 counts per annum		
Footpath Condition Rating			
2016/17			
2017/18	Based on 49 km		

Document No: A320336

File No: 503/003

Report To: Council**Meeting Date: 28 June 2016****Subject: Progress Report: Waikato Speed Management Project**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the Waikato Speed Management Project.

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 roads 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).

Background

- 3.1 The Waikato Speed Management project is a NZ Transport Agency initiative, led by the Waikato Regional Transport Committee (**RTC**), with support from local councils and the Transport Agency as road controlling authorities, and from road safety partners, including the Police, Automobile Association and Ministry of Transport.
- 3.2 The following web site waikatospeedproject@waikatoregion.govt.nz was used to glean much of the information in this report and it can be accessed for updates and further information.
- 3.3 The Waikato Region was identified as ideal to trial a speed management project because the Region continues to have one of the highest year-to-date road fatality tolls in the country with 66 deaths on Waikato roads (as at 14 Dec 2015). These deaths and serious injuries are caused by a range of factors, including alcohol, bad weather, diverse roads, and driving the wrong speed for the road.
- 3.4 The Waikato has a diverse range of roads including rural and urban, through to very modern roads such as the Waikato Expressway. Not all roads are created equal – and that's especially true in the Waikato. Regardless of what causes a crash, speed plays a part in every crash. Speed determines the impact of the crash, and the severity of the injury and people are sometimes driving the wrong speeds for the roads. Speed can also be a catalyst for other crash causes: - at higher speed, there is less opportunity to react to someone else's mistake.
- 3.5 This project will look closely at all roads in the Region to see what can be done. Speed limit changes are only one tool which may be used, others could include modifying roadside hazards, education, signage, road markings, etc.

- 3.6 The aims are to trial and develop the draft Speed Management Guide (draft Guide), which was first made available to Road Controlling Authorities (RCAs) in September 2015. The draft Guide serves as a toolbox of different ways to tackle speed management.
- 3.7 The trial project will run until late 2016 and will select several locations in the Region to carry out demonstration of the speed management tools. The long term aim is to have a regionally consistent approach to speed management across all RCAs in the Waikato. Running in conjunction to this trial will be work to build better sector and public understanding of risk, road classification and the necessity of speed management.
- 3.8 The Waikato Regional Transport Committee (RTC) has set up a Governance Group and a Steering Group to lead the project.
- 3.9 The Steering Group is comprised of:
- Cr Leo Tooman (Hamilton City Council) (*also Governance Group Chair*)
 - Martin Gould (Otorohanga District Council) representing a rural road controlling authority
 - Robyn Denton (Hamilton City Council) representing an urban road controlling authority
 - Andrew Tester and Bill McMaster (Waikato Regional Council)
 - Junine Stewart, Tracy Buckland, Michelle Te Wharau, Marceli Davison, Fergus Tate, and John Garvitch (NZ Transport Agency)
 - Dr Samuel Charlton, Waikato University
 - Kay Kristensen, Waikato District Health Board
 - Alastair Black from GrayMatter provides additional technical support
- 3.10 Abley Consultants has nearly completed the Technical Assessment to determine safe and appropriate speeds across the Region. This has identified several sites that have high benefits for speed management and these sites are being considered as demonstration projects.
- 3.11 Engagement with those communities in and around the identified demonstration sites is intended to start with a conversation on speed management and allow feedback on the specific sites. This is an important part of the process. The feedback received will be used to inform whether a review of the Speed Limit Bylaws of the four to five councils who have demonstration sites is the best method to address speed.
- 3.12 The aim is to bring communities along on the journey to address speed in the Region. From late March, after council approvals, the RTC will be sharing and seeking views on the demonstration sites in person and online through postcards, drop-in sessions, advertising, social media, [project webpages](#), surveys and council communication channels. In one community the Project Team and Population Health will run a Health Impact Assessment process, working closely with the community to better understand and assess the wider impacts of a proposal.
- 3.13 There are two different road safety projects afoot. One is this Speed Management Project www.waikatoregion.govt.nz/Speed-management, and the other one is the Safe Roads Alliance www.nzta.govt.nz/safety/our-vision-vision-of-a-safe-road-system/safe-roads-alliance - which looks at implementing safety improvements along selected high risk corridors across New Zealand.

- 3.14 The Speed Management Project has identified some routes to demonstrate the draft guide and the analytical tools being developed for speed management. The sites are spread across a few road controlling authorities and will need to be formally adopted by the councils.
- 3.15 What is unusual in Waitomo District is that one of the safe road alliance projects (SH37) is also likely to be included as one of the speed management project sites.
- 3.16 The following trial sites which fall in the Waitomo District had been mentioned as possible sites so far:
- SH37 (between the new Roundabout on SH3 and Waitomo Village)
 - SH3 between Waitomo and Te Kuiti
 - SH3 Awakino Gorge section
- 3.17 To date Waipa and Matamata-Piako District Councils have given their support for community engagement around the demonstration sites below.
- Te Awamutu Town Centre – Waipa District
 - Cambridge Road (formerly SH1), Cambridge – Waipa District
 - Hydro Road, Karapiro – Waipa District
 - Buckland Road, Puketutu Road, Mathieson Road, Karapiro/Matamata – Waipa District and Matamata-Piako District
- 3.18 The following web sites are available for further information:
- [Waikato Speed Management project webpage](#)
- [Safe Roads Alliance webpage](#)

<p>Progress as at 5 April 2016</p>

- 4.1 WDC has a direct interest with speed management as part of our ongoing commitment to improve road safety. During 2015/16 WDC has received and had processed two applications for speed reductions, one from a Te Kuiti Primary School and another from a private developer of a meeting house on Ohura Road, just outside Aria.
- 4.2 There are a number of legal and other technical considerations to speed changes. Councils are required to review all the speed limit settings on all roads every five years in order to ensure that the NZ Police have the right to issue fines. Speed limits are set through a robust set of procedures as described in Road Rule 54001 and amendments.
- 4.3 WDC completed the last general Speed Bylaw review in 2015. It is recommended that these general reviews are done annually to cover all the speed settings for the year, rather than reviewing applications on an ad-hoc basis. The process involves a technical assessment procedure and if passed, then the publishing of the new proposed speed limits for a period and then considering any comments from the public. Only once any objections/issues have been resolved, can it become law and enforceable.
- 4.4 It is recommended that in order to save processing costs, WDC adopt a policy to deal with any requests for speed changes on the basis that any such requests will be collated for processing once a year.

- 4.5 With regard to the Speed Management Project, our early impressions are that the process may result in reducing the Open Road speed limits to perhaps 80kph or to whatever the "Toolbox" results would indicate.
- 4.6 It may become an issue of affordability if this process results in a requirement to sign the many curves and sections of road where the actual safe speed is less than the signed speed. Irrespective of whether the signed speed is 100kph or 80kph or even 60kph, there is a very large percentage of our local roads (especially the unsealed roads) where this will remain to be an issue.
- 4.7 The Open Road sign potentially relieves the Roading Authority somewhat from having to sign all such curves because the Open Road speed does not actually stipulate that 100kph is the design speed, but only a maximum allowed speed. In comparison it may possibly become more necessary to sign most of the sharp curves if the open road signs are replaced with a specified speed sign, because it may lead to the assumption that the road had been designed for that speed.
- 4.8 WDC has not yet received any application from the RTC, but staff has been advised informally that WDC will be requested to support any consequential speed adjustments, if required, on some of our local roads due to them intersecting a proposed trial section on a State Highway (**SH**). Two likely candidates could be Waitomo Valley Road and Haurua Rd.

Progress as at 28 June 2016

- 5.1 A letter with more background (Attachment 1) dated 3 June 2016 had been received from John Garvitch of the NZ Transport Agency (NZTA), in which it is stated that the NZTA is reviewing the speed limit on State Highway 3 (from 500m north of the SH37 intersection to 500m south of the SH37 intersection) and on State Highway 37 (full length). The proposal is to reduce the current speed limit of 100km/h to 80km/h on the above sections.
- 5.2 Feedback is requested on the above from various parties by 1 July 2016.
- 5.3 Proposed feed back comments are being prepared.
- 5.4 The basic concern at this stage is around the unintended consequence that GPS and such would direct the bulk of tourists to use the other routes like Haurua Rd and Waitomo Valley Road instead of SH37 as they are considered then as being the quicker routes due to SH37 being down to 80km/h, while they are still at 100km/h.

Suggested Resolution

The Progress Report: Waikato Speed Management Project be received.



JOHAN ROSSOUW
MANAGER - ROADING

3 June 2016

The Chief Executive
Waitomo District Council
PO Box 404
Te Kuiti 3941

Attention: Chris Ryan

Dear Chris

State Highway 3 and 37, Hangatiki and Waitomo speed limit change

The NZ Transport Agency is reviewing the speed limit on State Highway 3 and State Highway 37 in the Hangatiki and Waitomo areas, Waitomo District as part of the Waikato Regional Transport Committee's Speed Management Project¹

The following changes are proposed:

- SH3 - Reduction in the speed limit from 100km/h to 80km/h from a point 500m north of the intersection with SH37 to a point 500m south of the intersection with SH37
- SH37 - Reduction in the speed limit from 100km/h to 80km/h from the intersection with SH3 for the entire length of SH37 finishing at the posted 50km/h speed limit located 160m east of Waitomo Valley Road.

In addition to the description above, we have attached a map showing the speed limit extent, and some detailed background information including reasons for the change.

As part of this change of a speed limit proposal we are seeking feedback from various parties and would welcome your comments and/or acceptance of this proposal before 1 July 2016. A speed limit review feedback form is attached with this letter or you can respond online at www.nzta.govt.nz/waitomo.

We will consider all feedback using either the form, online or by email prior to starting the legal process of gazetting any changes.

If you have any concerns or require additional information, please do not hesitate to contact me on 07 958 7244 or email john.garvitch@nzta.govt.nz.

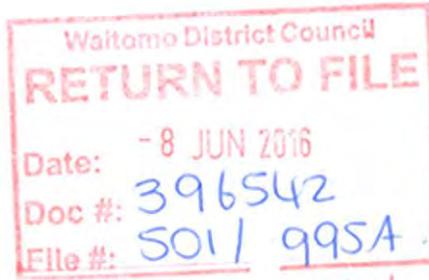


John Garvitch
Senior Safety Engineer
Highway and Network Operations

Enclosed: *Proposed speed limit change summary*
Speed limit change feedback form

¹ www.waikatoregion.govt.nz/speed-management

Level 1, Deloitte Building
24 Anzac Parade
PO Box 973
Waikato Mail Centre
Hamilton 3240
New Zealand
T 64 7 958 7220
F 64 7 957 1437
www.nzta.govt.nz



*Kobus
Council meeting 28/6/16*

Proposal and Background Information

This proposal discusses the case for change for a reduction in speed limit along State Highway 3 (SH3) near the intersection with State Highway 37 (SH37) and the entire SH37 corridor in the vicinity of the Hangatiki and Waitomo areas.

The key objective of this proposal is to reduce deaths and serious injuries along the popular tourist route. Not all risks on roads are visible and often roads are not easy to read. Lowering speed limits is one way to reduce risk. This objective will be achieved with two main treatment approaches that complement each other, that is:

1. reducing the speed limit from the current open road 100km/h limit to an 80km/h speed limit, and
2. introducing physical measures (completed and programmed), including the recently constructed roundabout at the intersection of SH3 and SH37 and a programme of safety improvements along the SH37 corridor including roadside barriers, signs and markings, shoulder widening and other improvements.

The area of SH3 in the vicinity of the SH37 roundabout and the entire SH37 corridor is a heavily trafficked tourist route with a significant amount of drivers who are unfamiliar with New Zealand driving conditions and a number of campervan and slower type vehicles also use the route and intersection.

A series of surveys and crash analysis has been completed for both sites using a range of tools and guidelines including the NZ Transport Agency's draft Speed Management Guide, Speed Limits New Zealand (to calculate ratings), Speed Surveys to determine mean and operating speeds, CAS to determine crash records, NZTA SafetyNET to determine risk and treatment philosophy. A map showing the proposed changes is attached to this document.

The proposed speed limits and reasons for change using the above information, and tools are provided below.

State Highway 3

As part of the Waikato Speed Management Project this site was assessed using the draft Speed Management Guide. This shows that, based on road classification and crash risk the route from north and south of the intersection shows a recommended safe and appropriate speed range of between 80km/h to 100km/h.

A summary of the outputs of the current Speed Limit New Zealand (SLNZ) process rating survey is:

SH	Location	Description	Distance	Current Speed Limit	SLNZ Output	Rated Speed limit	Recommended Speed limit
3	Hangatiki	500m north of SH37 to 500m South of SH37	1000m	100km/h	1.7	100km/h	80km/h

Additional data, analysis and reasons for change:

- There is a high speed approach to the intersection of SH3 and SH37; however construction of the roundabout in 2015 provides for slower speeds through the site.
- An 80km/h speed limit is consistent with the posted speed limits at other rural roundabouts in New Zealand
- A lower posted speed limit will help maintain lower speeds through the roundabout and reflects the change in the intersection form and approaches to road users
- The intersection is a highly trafficked tourist site with unfamiliar drivers and slow vehicles
- This proposed 80km/h speed limit is consistent with the proposed 80km/h reduced speed limit recommendation for SH37
- Speed surveys undertaken during a period with a temporary speed limit of 70km/h showed good compliance with both the mean and 85th percentile speeds well below 80km/h.

State Highway 37

As part of the Waikato Speed Management Project this site was assess using the draft Speed Management Guide. This recommends that (based on road classification and crash risk) the entire corridor from the intersection of SH3 to Waitomo Village has a safe and appropriate speed range of less than 80km/h.

A summary of the outputs of the Speed Limit New Zealand (SLNZ) Rating survey is:

SH	Location	Description	Distance	Current Speed Limit	SLNZ output	Rated Speed limit	Recommended Speed limit
37	Waitomo	From intersection with SH3 along the entire length of SH37 to 160m east of Waitomo Valley Road	7200m	100km/h	0.9-3.33	80km/h 100km/h	80km/h

Reasons for change:

- The route has areas of Medium High Personal Risk² and Medium Collective Risk and a 2/3 star rating. This indicates that injury crash rates are higher than predicted for the volumes of traffic and less than desirable road infrastructure³. Given these characteristics, a likely treatment philosophy will incorporate some form of speed management.
- Based on a Safe System philosophy a reduction in speeds would significantly help reduce deaths and serious injuries along this route
- The route has challenging topography with a number of out of context curves which naturally limit driver speeds
- The route is a highly trafficked tourist highway with unfamiliar drivers and slow vehicles
- Speed data sources including NZTA MapHub, and Police Speed on Board data indicates operating speeds are typically between 11-30km/h under the posted speed limit of 100km/h.
- Speed Tube surveys⁴ undertaken in 2013 show a 77.5km/h mean speed and 88.7km/h 85th operating speed for the entire route.

² Using AADT = 1460 vpd (sourced from Waikato Speed Management Demonstration Project 2016)

³ Sourced from NZTA SafetyNET

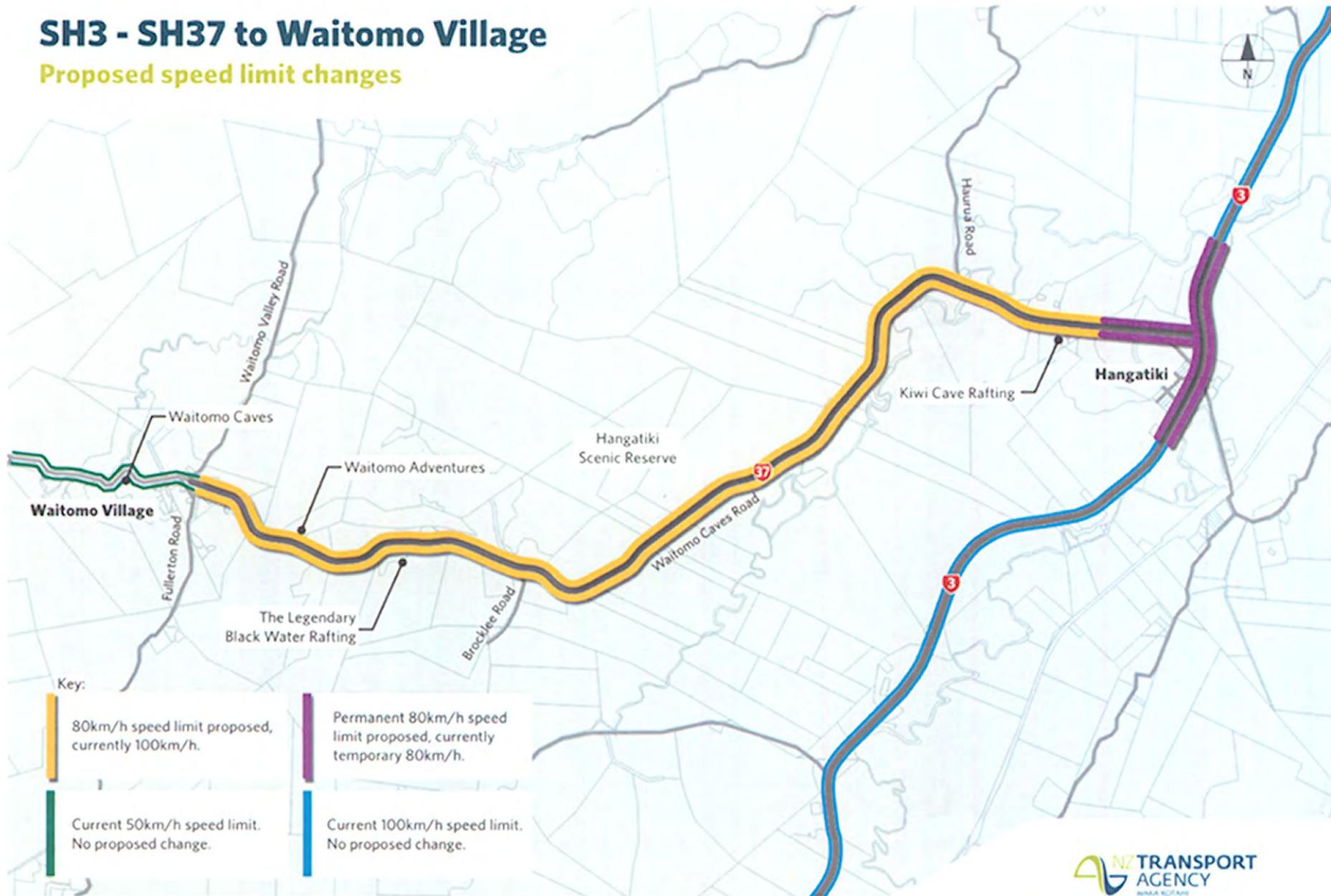
⁴ Opus International Consultant report, 22 February 2013

- Speed Tube surveys⁵ undertaken in 2015 show a range of mean and 85th percentile speeds of 70-90km/h and 90-100km/h respectively.
- This recommended speed limit is consistent with the recommendation for SH3

⁵ Source - Broadspectrum Infinite Solutions

SH3 - SH37 to Waitomo Village

Proposed speed limit changes



Document No: A320290

File: qA551

Report To: Council

Meeting Date: 28 June 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**4.1 Roads**

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	Completed Completion target end – May 2016. All layer work and 50% of sealing work complete. Two week delay due to wet weather
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Delayed due to WRC requirement for archeological report Consent for 11 sites received Expected – guess end of July 2016
		Design & Contract documentation	Complete Tender advertisement targeted for July 2017
		Construction	Depend on Consent condition but to start next construction season (September 2016 at latest – if possible)
Totoro Road	RP 8.1 to RP11.1 Various slips – retreat into bank and improve drainage	Design & Contract documentation	Target end June 2018
		Tender	July 201
		Construction	September to December 2018

Location	Description	Action	Progress
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016 –
		Construction	All works except sealing is completed Completion middle June 2016 – weather dependent Earthworks near complete. At least 2 weeks delay due to weather
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Concept Designs	Final design in progress Complete Solution accepted and progress dependent on NZTA funding approval
Te Waitere Road	RP 0.45 Stream undermining road	Concept Designs	On shore construction – Consent application in process. Based on Kawhia Harbour Road process may take until early 2017 to get consent Complete Solution accepted and progress dependent on NZTA funding
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	On hold Complete Solution accepted and progress dependent on NZTA funding While monitoring earth movement
Maraeroa Road	Seal extension	Design & Contract documentation	Consultant appointed In progress Completion Construction completion targeted before 2016/17 summer period

4.2 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 1	Stage 1 – Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation – 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 - 29 May – 7 June Delayed (refer to the commentary in the Waters Operations Progress Report elsewhere in this Agenda)
Te Kuiti Water Treatment Plant - Additional work that become apparent	Renewal of reservoir roof structure	Steel structure corrosion turned out much worse than original assessment	Complete
	Filter & clarifier backwash storage & disposal	"Healthy rivers"	Complete
	Structural failure of filters 1 & 2	Investigation	In progress

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 2	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design & Tender documentation	In progress
		Construction	October 2016 – April 2017
Te Kuiti Water Treatment Plant - Phase 3	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation & Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	April and May 2016 80% complete delay due to weather Completed for practical purposes
King Street Stormwater	Large diameter stormwater line @ Lines Co undermined by seepage	Design & Tender	Complete
		Construction	June – July 2016

4.3 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Start 11 April 2016 to end July 2016 Progress report elsewhere in this Agenda
CAB		Proposed layout provide	1 st week April 2016
		Layout confirmed by Committee not acceptable to CAB	3 rd week April 2016
		Reported to Council	27 April Council mtg
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	Waiting for Kiwi Rail site safety approval and sign off.
		Construction	Funding consideration for Council consideration.
Squash Club Drainage		Layout sketches	Complete
		Quotes	Close 29 March 2016
		Letter providing sketch & quotes to Club	7 April 2016
			A business paper is contained elsewhere within this Agenda
Security Fence	Behind I- site	Design	Complete
		Tender docs	Being finalised
		Tender & Railway approval	In progress Tentative August 2016
		Limited time construction	Guess
		– Kiwi Rail oversight	Tentative August - November 2016
Over Bridge	At I- Site	Structural investigation	Complete
		Design - Tender & Railway approval	In progress - Tentative August 2016
		Limited time construction	Guess
		– Kiwi Rail oversight – Close proximity to high tension power	Tentative August - November 2016

Location	Description	Action	Progress
TK Campground	New development	Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Feasibility study & business case	August 2016
		Funding	2016-17 EAP process
Brook Park Entrance	Entrance Construction Existing lease	Design & Tender documentation Lease to be extended	Being finalise Tenders to be advertised early in July 2016

Suggested Resolution

The Progress Report: Major Capital Works be received.



CHRISTIAAN VAN ROOYEN
MANAGER CAPITAL WORKS

Document No:	File No: 037/043
Report To:	Council
	Meeting Date: 31 May 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

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Deputation: North King Country Indoor Sport & Recreation Centre	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Considerations for Northern King Country Indoor Recreation & Sports Facility Investment	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: Waikato Mayoral Forum Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Waikato Mayoral Forum Work Streams and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
5. Timber Trail Marketing Development	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Centennial Park Lease Arrangements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Investment Property Divestment (Retirement Housing Proposal – Te Kuiti)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: 2 Jennings Street, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: District Plan Administration	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Risk Management (Health and Safety)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Waitomo Village Water and Wastewater Services – May 2016	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Progress Report: Road Maintenance and Reseals	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
13. Contractual Issues: Setting of KPIs for 2016/2017	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

June 2016