

**Document No:** A347523

**Report To:** Council



**Meeting Date:** 2 May 2017

**Subject:** Deputation – Hamilton & Waikato Tourism Limited: Six Monthly Report July to December 2016

**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Jason Dawson, Chief Executive of Hamilton & Waikato Tourism (HWT) will be in attendance at 9.00am to present the HWT Six Monthly Report.
- 1.2 Attached to and forming part of this business paper is a copy of the HWT Report to Council – July to December 2016.

### Suggested Resolution

The Deputation from Hamilton & Waikato Tourism Limited be received.

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

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

May 2017

Attachment: Hamilton & Waikato Tourism Report – July to December 2016 (A347515)

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## Six Monthly Report to Waitomo District Council

### 1 July – 31 December 2016

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### Executive Summary

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend. HWT is funded through a public/private partnership with the region's seven local authorities and the tourism industry.

New Zealand's tourism industry is experiencing exponential growth with international visitor arrivals and expenditure at its highest level ever. The Hamilton and Waikato region has shared in this significant growth.

Recent data released by the Ministry for Business, Innovation and Employment (MBIE) show the region's visitor expenditure has climbed to \$1.397 billion for the 12 months ended December 2016, an 8% increase on the previous year. Hamilton and Waikato is the fifth largest region by expenditure behind Auckland, Christchurch, Queenstown and Wellington.

Currently international visitors contributed an estimated \$337 million to the region, while domestic spend delivered \$1.06 billion. Commercial guest nights are also growing with an estimated 6.89 million guest nights in the region, an increase of 6.3% on the previous year.

### Governance & operations

Jason Dawson was appointed Chief Executive Officer to Hamilton & Waikato Tourism Limited (HWT) following the departure of Kiri Goulter. Jason joined the organisation in August 2016.

Amber Doughty joined the organisation in July 2016 as its new Administration & Marketing Assistant.

Graeme Osborne retired from the HWT Board in October 2016 and Annabel Cotton was appointed Chair in November 2016.

Karleen Turner-Puriri and Malcolm Phillipps were appointed as directors from 1 January 2017. They join Don Scarlet (Mercury), Simon Douglas (AA New Zealand) & Mark Morgan (Hamilton Airport) on the Hamilton & Waikato Tourism board.

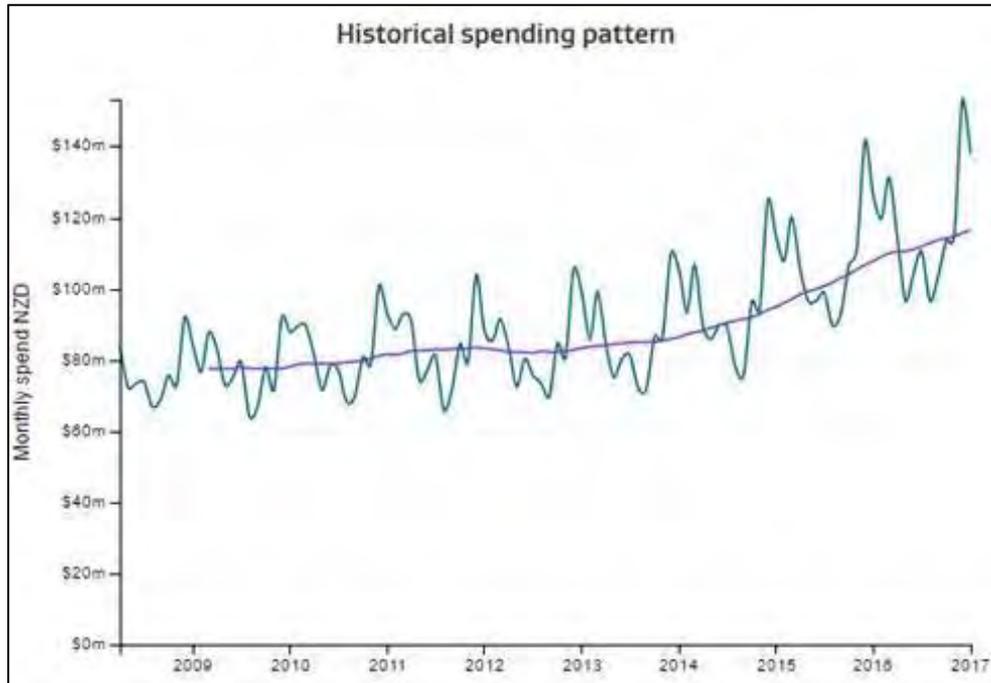
## Performance targets

HWT have seven performance targets which are set in the 'Schedule of Services for Local Government 2016-2017'. HWT and the sector have performed well in the previous six months (1 July to 31 December 2016).

Measure	Result
 <b>Visitor nights</b> 5% increase of total visitor nights' vs national	 <b>6.3%</b> for Hamilton & Waikato 6.2% national growth rate (Year ending December 2016)
 <b>Visitor spend</b> 5% increase in visitor spend across the region	 <b>8%</b> increase on previous year <b>\$1.397 billion</b> annual expenditure (Year ending December 2016)
 <b>Conventions &amp; business events</b> Grow market share of business events from 9% to 10%	 <b>11%</b> market share Third largest region behind Auckland & Wellington (Year ending December 2016)
 <b>Visitor awareness &amp; perceptions</b> Improve by 3 points, including Waikato residents	 <b>To be completed</b> This research is conducted in June 2017.
 <b>Website: hamiltonwaikato.com</b> 20% increase in website visits on previous year	 <b>14.05%</b> increase on previous year (1 July 2016 – 31 Jan 2017)
 <b>Industry investment</b> \$400,000 of industry contributions towards marketing activities	 <b>\$354,971</b> international & domestic partnerships, trade show investment, famil in-kind contributions and visitor guide sales
 <b>Return on investment</b> Total visitor spend per dollar of HWT spend	 <b>\$1,092</b> Visitor spend per dollar of council funding  <b>\$0.90c</b> Commercial guest nights per dollar of council funding

## Visitor statistics and expenditure

### Hamilton & Waikato RTO

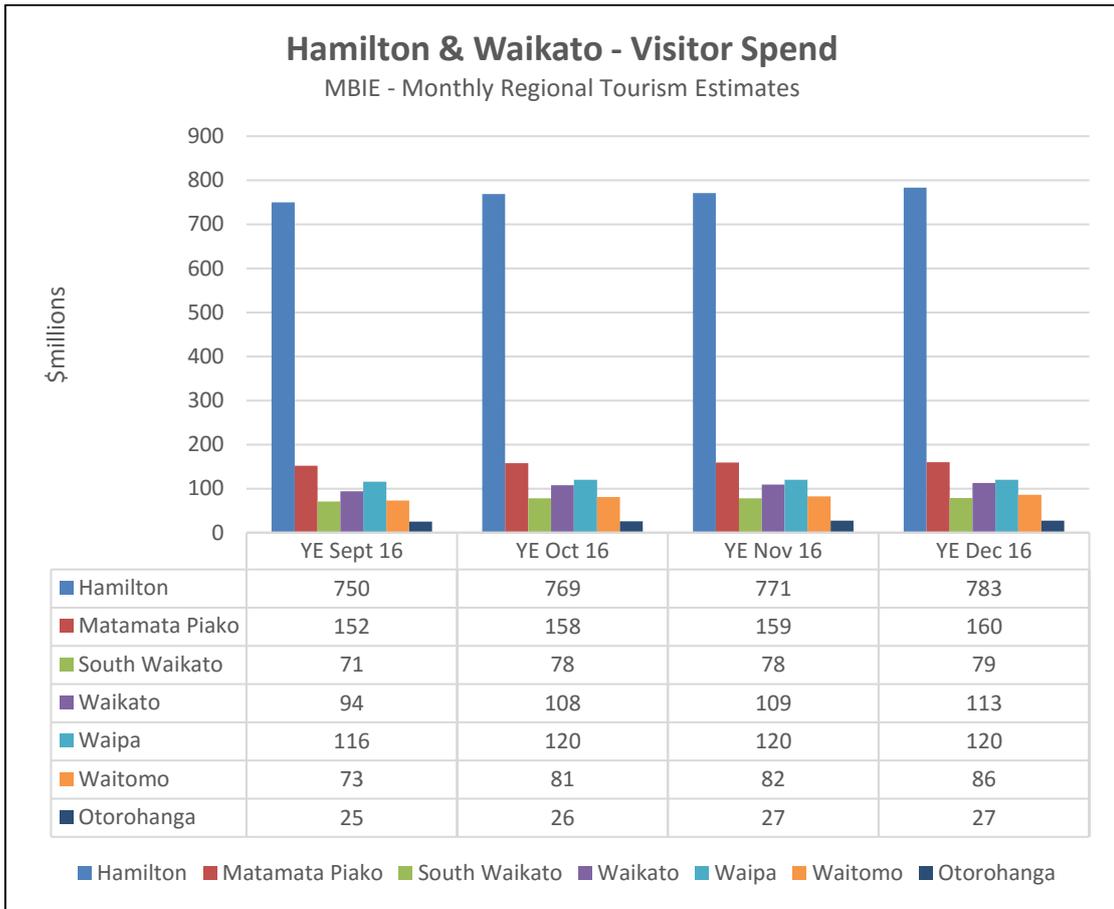


### Visitor expenditure in Waitomo

Visitor expenditure data is measured by the Ministry of Business, Innovation and Employment (MBIE) in the Monthly Regional Tourism Estimates (MRTE). Data was originally captured at a regional level only. However, from September 2016 we can now provide data at a territorial local authority level.

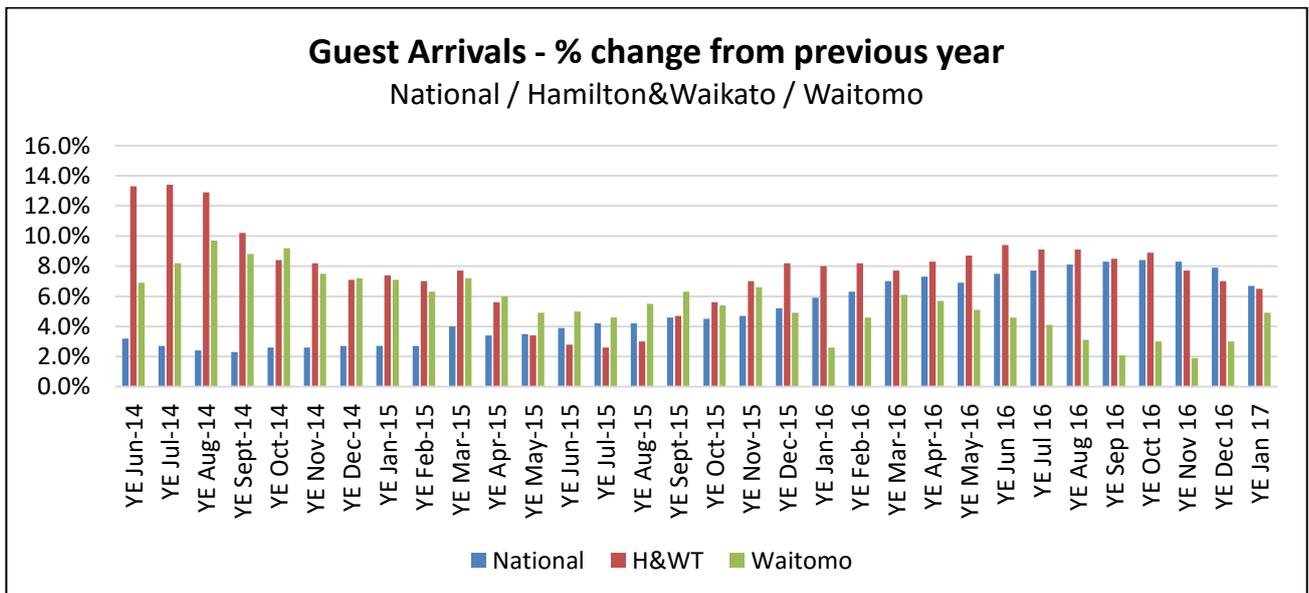


The following graph compares visitor expenditure from Waitomo District Council with other districts within Hamilton & Waikato.



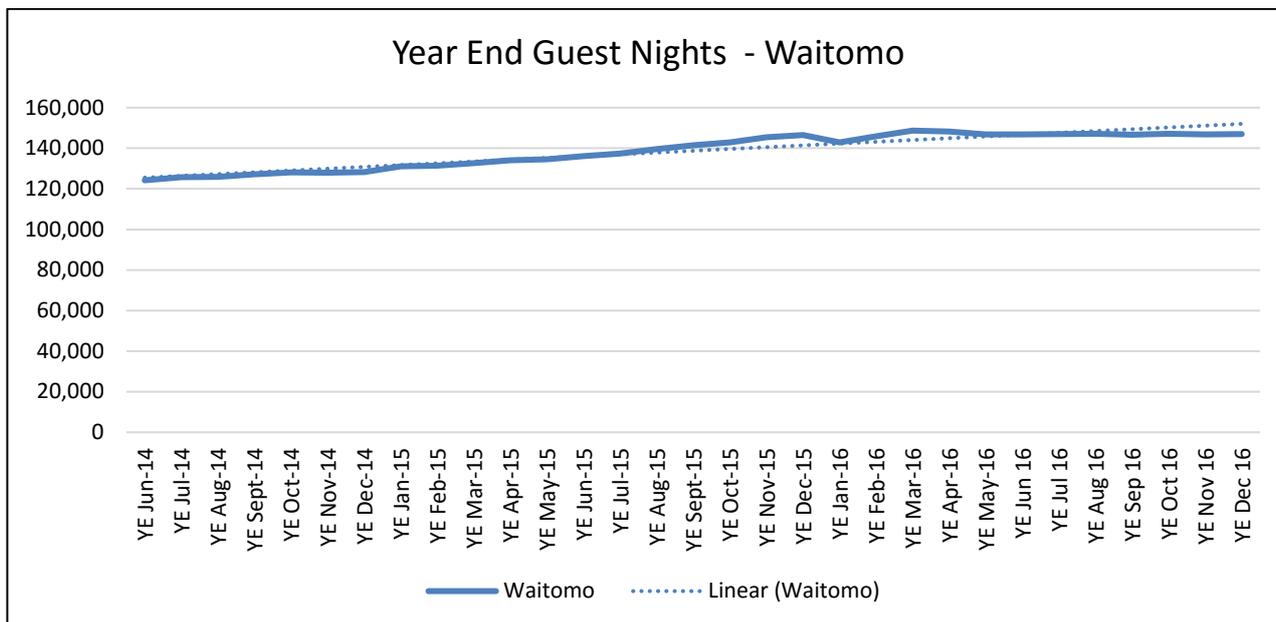
Source: Monthly Regional Tourism Estimates, MBIE (December 2016)

Following strong growth in commercial accommodation guest arrivals during 2014, the rate of growth has dropped which indicates the current accommodation stock in Waitomo is at capacity and there is limited growth available. There are potential investment opportunities to develop more commercial accommodation in the district.



Source: Commercial Accommodation Monitor Stats NZ December 2016

Commercial guest nights (hotels, motels, backpackers & holiday parks) for Waitomo continued to grow and peaked at 145,000 (year ending December 2016). The trend continues to show strong growth and investment opportunities for commercial accommodation in Waitomo.



## Trade & leisure marketing

Our first Short Escapes domestic campaign of the year ran over the month of October 2016 in our key markets of Auckland, Wellington, Christchurch, as well as neighbouring regions Bay of Plenty and Taranaki. The first Explore Your Own Backyard campaign also took place in December 2016, encouraging locals to explore the Hamilton & Waikato region over the Christmas period.

Hamilton & Waikato worked with Tourism New Zealand on a \$1m NZD consumer campaign in the eastern seaboard of Australia during July-August 2016. Other campaign partners included Northland, Auckland, Coromandel, Bay of Plenty, Rotorua, Taupō and Ruapehu, key tourism operators, Flight Centre and Air New Zealand. The campaign targeted first time arrivals as well as repeat visitors, promoting touring holidays in the shoulder season of September-November 2016.

The 2017 Official Hamilton & Waikato Regional Visitor Guide was published in December 2016. and distributed through New Zealand i-SITEs, airports, national and international trade shows, Tourism NZ off-shore offices and conference delegate packs. The guide operates on a cost-neutral basis with advertising sales paying for production and distribution.

HWT participated in a travel trade event for the Middle-earth partnership product, Experience The Trilogy. Over 100 Australian travel trade attended the event which was also supported by Auckland Tourism, Events & Economic Development (ATEED), Destination Rotorua, Hobbiton Movie Set, Great Sights, Air New Zealand, Tourism New Zealand, Te Puia and Discover Waitomo (THL).

HWT has continued its participation in the 'Explore Central North Island' (ECNI) collective which is an international marketing alliance with Rotorua, Taupō, Coromandel, Bay of Plenty, Ruapehu and Hawke's Bay regional tourism organisations. ECNI collective activity during this period including joint-trade training missions in the USA and Canada, in partnership with Tourism New Zealand.

Hamilton & Waikato Tourism's bi-annual Industry Symposium for regional tourism operators, accommodation providers, partners and council funders was held on 23 November 2016. The event was held in the new Hamilton Airport event space and attracted over 120 attendees.

### Marketing activity for Waitomo District

A summary of specific trade and leisure marketing for Waitomo is detailed below.

Target market	Campaign or activity	Waitomo experiences profiled
International consumer and travel trade - Australia	Tour the North Island Campaign July - August 2016	Waitomo Glowworm Caves, Ruakuri Cave, Legendary Black Water Rafting Co, Waitomo Adventures, The Timber Trail
Media – domestic & international	Media hosting and famils profiling Waitomo: <ul style="list-style-type: none"> <li>• Body and Soul Australia</li> <li>• ABC Radio journalist Australia</li> <li>• Lugar Incomum Brazil Boradcast</li> <li>• Sekai Fushigi Hakken Japan Broadcast</li> <li>• AA Traveller</li> <li>• LA Magazine</li> <li>• MyTrip Indonesia</li> <li>• Sidarth Malhotra</li> <li>• Indian Telegraph</li> <li>• IANS India</li> <li>• Everywhere K - Korea</li> </ul>	Waitomo Top 10 Holiday Park, Lost World – Waitomo Adventures, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo homestead, Legendary Black Water Rafting Co
Travel Trade - famils	Waitomo District profiled in following trade famils: <ul style="list-style-type: none"> <li>• Infinity Incentive Winners</li> <li>• Qantas Holidays and Hunter Travel</li> <li>• Indian Product Managers</li> <li>• Australian All-stars Mega Itinerary #7</li> <li>• GeoEx - USA</li> </ul>	Waitomo Homestead, Legendary Black Water Rafting Co, Ruakuri Cave, Waitomo Glowworm Caves
Travel Trade - events	Experience the Trilogy Event, AU, Nov 16	Internationally Trade-Ready Product: Discover Waitomo – Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Legendary Black Water Rafting, The Timber Trail

Target market	Campaign or activity	Waitomo experiences profiled
Travel Trade – Explore Central North Island Alliance	<p>HWT are part of the Central North Island RTO alliance known as ‘Explore Central North Island’ which includes the two touring routes – The Thermal Explorer Highway and the Pacific Coast Highway</p> <ul style="list-style-type: none"> <li>• ECNI USA / Canada Roadshow, September 16</li> </ul>	Internationally Trade-Ready Product: Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Waitomo Homestead, Lost World Cave/Waitomo Adventures, Legendary Black Water Rafting Co, The Timber Trail
Domestic – consumer	<p>Waitomo District was profiled as part of regional promotions in the following publications:</p> <ul style="list-style-type: none"> <li>• On Your Bike NZ Herald</li> <li>• Lets Go Kids</li> <li>• Australia New Zealand Magazine (UK)</li> <li>• Whats Up Motel compendium</li> <li>• 4 Kids Christmas</li> </ul>	The Timber Trail, Mangapohue Natural Bridge, Marokopa Falls, Black Water Rafting, Waitomo Glowworm Caves
Domestic consumer – Auckland, Bay of Plenty & Taranaki, Wellington, Rotorua, Christchurch	‘Short Escapes’ campaign – October 16	Ruakuri Walk, Lost World Waitomo Adventures, Ruakuri Cave Discover Waitomo, Waitomo Adventures (busback), Waitomo Glowworm Caves, Black Water Rafting, Mangaokewa Scenic Reserve, Timber Trail
Domestic consumer -Local, Hamilton & Waikato	‘Explore Your Own Backyard’ campaign, Dec 16 – Jan 17	Waitomo Adventures, Waitomo Glowworm Caves, Mangaokewa Scenic Reserve, Black Water Rafting
Domestic consumer – Chinese New Zealanders	Ongoing campaign activity has continued through our Weibo social media channel, blogs, forums etc	Hairy Feet Waitomo, Piripiri Cave Walk, Marokopa Falls, Mangapohue Natural Bridge, Timber Trail, Waitanguru Falls
Domestic & International consumer	The Cycling and Mountain Biking Tourism Marketing Network activity continues to promote cycling and mountain biking within our alliance area, including the development of the website <a href="http://www.ridenz.co">www.ridenz.co</a>	Waitomo District cycling experiences featured include The Timber Trail
Domestic & International consumer and trade	2017 Hamilton & Waikato Regional Visitor Guide	Waitomo, Te Kuiti and surrounding areas profiled in ‘Regional Highlights’, ‘Underground Wonders’ ‘Walking & Hiking’ and ‘cycling’ sections and featured in the ‘Waitomo and Surrounds’ section. A number of Waitomo-based operators have also advertised.

Target market	Campaign or activity	Waitomo experiences profiled
Domestic & international consumer, travel trade and media	Quarterly e-newsletters are distributed to our consumer, trade and media databases	Timber Trail, Discover Waitomo, Waitomo Adventures, Mangapohue Natural Bridge
Domestic & International consumer	HWT ran an Instameet in November 2016 where we hosted 7 key social media influencers in the region over a weekend	Ruakuri Cave with Discover Waitomo, Marokopa Falls, Mangapohue Natural Bridge, Accommodation at Waitomo Top 10, Dining at Huhu Cafe
Domestic & International consumer	Waitomo District profiled through HWT's various social profiles including hamiltonwaikato.com, Facebook, Instagram, Twitter & YouTube.	Waitomo Adventures, Discover Waitomo, Omaru Falls, Hairy Feet Waitomo, Piripiri Cave Walk, Marokopa Falls, Adrenalin Activities in Waitomo, Mangaokewa Scenic Reserve, Pureora Forest Walks, Timber Trail, Ruakuri Walk, Mangapohue Natural Bridge, Mangaotaki Walk & Waitanguru Falls, Glowing Adventures, Te Kuiti, Free attractions in Waitomo, Waitomo Giant Moa,

## Conventions & Business Events

The inaugural Hamilton & Waikato Tourism Business Events Showcase was held in August 2016 which attracted 42 exhibitors and attended by 117 business event buyers.

The HWT Convention Bureau participated in a joint sales mission with Claudelands and Hobbiton Movie Set to Sydney which attracted support from Tourism NZ.

Hamilton and Waikato hosted the Conventions & Incentives New Zealand (CINZ) conference in October which was the first time the conference has been held in the region since its inception 40 years ago.

In December, HWT hosted its annual national mega famil with 20 high value New Zealand conference buyers in the region for three days.

Bidding for international conferences has become a key activity of the convention bureau with the support of the Conference Assistance Programme from Tourism New Zealand. The following international conferences have been secured with this programme:

- IT Security Techniques (April/May 2017)
- Australia & New Zealand Garden History Society (November 2017)
- International Society for River Science (November 2017)

- IEEE Industrial Electronics for Sustainable Energy (February 2018)
- Native American and Indigenous Studies Association (June 2019)
- International Conference on Polar & Alpine Microbiology (September 2019)

An overview of key business events and conventions activity is provided below.

Activity	Event
<b>Famils</b>	Herbalife conference famil – Tourism New Zealand (August 2016)
	Air New Zealand & Tourism NZ incentive managers (August 2016)
	Panorama Tours (September 2016)
	Wayne Harris (October 2016)
	Waikato Pre-CINZ Famils (October 2016)
	Mega-famil – 16 conference buyers (December 2016)
	TNZ Business Events Media famil – Remi Deve (December 2016)
<b>Trade Shows &amp; sales runs</b>	<p>Associations Form National Conference, Melbourne (July 2016) – providing direct contact with high-level association conference decision makers.</p> <p>Wellington joint-hosted networking function and sales calls – 29 buyers in attendance (July 2016)</p> <p>Tourism NZ Sydney sales mission – with Hobbiton &amp; Claudelands (August 2016)</p> <p>Hamilton &amp; Waikato Business Events Showcase (August 2016)</p> <p>Auckland joint-hosted networking functions and sales calls - touchpoints with over 40 buyers (September 2016)</p> <p>Australian Society of Association Executives (AuSAE), Auckland (October 2016)</p> <p>Professional Conference Organisers (PCO) Conference, Brisbane (November 2016)</p>
<b>Partner Interaction</b>	43 separate meetings with Convention Bureau Partners (July-December 2016)
<b>Enquiries</b>	<p>113 enquiries total (July – December 2016)</p> <p>43% increase in enquiries from July - December 2015 to July - December 2016</p> <p>Comparative figures of enquiry growth are provided in the graph below.</p>

Activity	Event																																																																														
	<p style="text-align: center;"><b>Convention Bureau Enquiries</b></p> <table border="1"> <caption>Convention Bureau Enquiries Data</caption> <thead> <tr> <th>Month</th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>9</td><td>6</td><td>2</td><td>6</td><td>10</td></tr> <tr><td>Feb</td><td>2</td><td>10</td><td>12</td><td>7</td><td>0</td></tr> <tr><td>Mar</td><td>5</td><td>4</td><td>3</td><td>20</td><td>0</td></tr> <tr><td>Apr</td><td>11</td><td>13</td><td>7</td><td>18</td><td>0</td></tr> <tr><td>May</td><td>6</td><td>12</td><td>8</td><td>17</td><td>0</td></tr> <tr><td>Jun</td><td>10</td><td>11</td><td>13</td><td>14</td><td>0</td></tr> <tr><td>Jul</td><td>9</td><td>11</td><td>22</td><td>27</td><td>0</td></tr> <tr><td>Aug</td><td>14</td><td>9</td><td>22</td><td>24</td><td>0</td></tr> <tr><td>Sep</td><td>8</td><td>8</td><td>7</td><td>10</td><td>0</td></tr> <tr><td>Oct</td><td>3</td><td>9</td><td>8</td><td>22</td><td>0</td></tr> <tr><td>Nov</td><td>5</td><td>6</td><td>9</td><td>18</td><td>0</td></tr> <tr><td>Dec</td><td>11</td><td>8</td><td>11</td><td>12</td><td>0</td></tr> </tbody> </table>	Month	2013	2014	2015	2016	2017	Jan	9	6	2	6	10	Feb	2	10	12	7	0	Mar	5	4	3	20	0	Apr	11	13	7	18	0	May	6	12	8	17	0	Jun	10	11	13	14	0	Jul	9	11	22	27	0	Aug	14	9	22	24	0	Sep	8	8	7	10	0	Oct	3	9	8	22	0	Nov	5	6	9	18	0	Dec	11	8	11	12	0
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<b>Editorial and advertising</b>	<p>41 pieces of media secured (July – December 2016) including:</p> <ul style="list-style-type: none"> <li>• BIZ Hamilton (July, August &amp; September 2016)</li> <li>• Meeting Newz &amp; e-newsletter (July, August, September, October, November &amp; December 2016)</li> <li>• Inside Tourism (August 2016)</li> <li>• Executive PA Magazine (September 2016)</li> <li>• Waikato Business News (November &amp; December 2016)</li> <li>• Micenet (December 2016)</li> <li>• 2017 Business Events directory printed (December 2016)</li> </ul>																																																																														

## Product development

After 12 months of consultation and development, the Tourism Opportunities Plan was adopted and launched. The Plan provides a framework and direction for delivering new and improved tourism experiences over the next 10 years that have the potential to drive growth in the tourism sector and its contribution to the regional economy.

The objectives of the Tourism Opportunities Plan are to:

- Review and confirm the region's visitor proposition including different parts of the region.
- Provide recommendations for the development of visitor experiences and infrastructure to support and enhance the tourism proposition.
- Provide investment recommendations and priorities to guide local government planning and resources, and private sector investment.

The key focus of the Plan is based around five game-changers:

1. Waikato River
2. Brand Strategy
3. Hamilton City Riverfront
4. Kiingitanga Story
5. Regional Events Strategy

### Activating tourism opportunities in Waitomo

Opportunities were grouped around 'experiences' with specific activities in the Waitomo District identified for development including:

- **Discover Your Own Backyard:**
  - Emerging: Themed-drive Itineraries – exploring collaboration with Venture Taranaki as neighbouring region
- **Middle-Earth & Beyond:**
  - Hero: Waitomo Precinct – Timber Trail Lodge; Timber Trail marketing collaboration; Waitomo Great Walk
  - Emerging: Cluster of Conservation sites
- **Inspiring Pathways:**
  - Emerging: Waikato Walks – Waitomo Great Walk

Programme	HWT role	Waitomo District activity
Game Changer	Lead	Regional Events Strategy
Game Changer	Lead	Regional Brand Strategy
Game Changer	Support	Kiingitanga
Destination Action Plans	Lead	Conservation Cluster
New product development	Support	Timber Trail Lodge Waitomo Great Walk
Product enhancements	Support	Timber Trail marketing collaboration

To find out more and download a copy of the Tourism Opportunities Plan:  
[www.hamiltonwaikato.com/TOP](http://www.hamiltonwaikato.com/TOP)

## Conclusion

The record growth of New Zealand's visitor sector is forecast to continue for the foreseeable future. Although this growth is positive for regional economies, it also presents new opportunities and challenges.

The growth has seen seasonal peak periods become increasingly busy allowing tourism operators to benefit from this strong demand. This high demand has resulted in capacity constraints and placed pressure on infrastructure such as roading, parking, water and sewerage or recreational amenities, as well as long-term infrastructure such as accommodation facilities.

With the Tourism Growth Partnership funding placed on hold, Tourism Minister Paula Bennett is now assessing funding priorities for the wider tourism portfolio. After a period of strong growth in the sector, it is important to ensure government support is appropriately directed to priority areas, such as infrastructure. We will update the sector as soon as we have further information.

Finally, we would like to thank Waitomo District Council, our regional local government and industry partners for their continued support of Hamilton & Waikato Tourism.

**Jason Dawson**

**Chief Executive**

Hamilton & Waikato Tourism

March 2017

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 MARCH 2017 AT 9.00AM

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

**IN ATTENDANCE:** David Beck (Waitomo News)

Celina Yapp, Managing Director (Waitomo Caves Discovery Centre)

Michelle Hollands, General Manager Regional Leadership and Dede Downs, Coordinator (Sport Waikato)

Mark Butcher, Chief Executive Officer and John Avery, Director (Local Government Funding Agency)

Chief Executive; Executive Assistant; Group Manager – Customer Services (for part only); Group Manager – Compliance (for part only) and Principal Planner (for part only) Group Manager – Assets (for part only); Group Manager – Corporate Services (for part only);

<b>1. Council Prayer</b>
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<b>2. Deputation: Waitomo Caves Discovery Centre</b>	<b>A344784</b>
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Council received a Deputation from Celina Yapp, Managing Director Waitomo Caves Discovery Centre presenting the Waitomo Caves Discovery Centre's Interim Report as per the Service Level Agreement.

Michelle Hollands and Dede Downs entered the meeting at 9.16am

**Resolution**

The Waitomo Caves Discovery Centre: Reporting against Service Level Agreement – Interim Report 1 July 2016 to 31 December 2016 be received.

Davey/Smith      Carried

Celina Yapp left the meeting at 9.19am

<b>3. Deputation: Sport Waikato</b>	<b>A344786</b>
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Council received a Deputation from Michelle Hollands, General Manager Regional Leadership Sport Waikato and Dede Downs, Sport Waikato Coordinator presenting the Sport Waikato Six Monthly Report (July to December 2016).

**Resolution**

The Deputation from Sport Waikato – Six Monthly Report (July to December 2016) be received.

Smith/Whitaker Carried

Michelle Hollands and Dede Downs left the meeting at 9.34am

The Group Manager – Compliance and Principal Planner entered the meeting at 9.35am.

<b>4. Proposed Waitomo District Plan: Draft Project Process</b>	<b>A344672</b>
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Council considered a business paper providing a brief on the suggested project process for the development of the Proposed Waitomo District Plan.

The Principal Planner gave a Powerpoint Presentation expanding on the business paper and answered Members questions.

**Resolution**

The business paper on Proposed Waitomo District Plan – Draft Project Process be received.

Davey/Whitaker Carried

David Beck (Waitomo News) and the Principal Planner left the meeting at 10.02am.

<b>5. Motion to Exclude the Public</b>	<b>File 037/043</b>
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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:
  - Chief Executive
  - Group Manager – Compliance
  - Executive Assistant
- 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
Animal Control KPI in 2015-2025 Long Term 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)

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.

Brodie/Goddard Carried

<b>6.</b>	<b>Resolution to Re-open Meeting to the Public</b>	...
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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/Brodie Carried

The Group Manager – Compliance left the meeting at 10.15am.  
The meeting adjourned for morning tea at 10.27am.

<b>7.</b>	<b>Confirmation of Minutes – 28 February 2017</b>	...
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**Resolution**

The Minutes of the Waitomo District Council meeting of 28 February 2017, including the Public Excluded minutes, be confirmed as a true and correct record.

New/Brodie Carried

<b>8.</b>	<b>Declarations of Member Conflicts of Interest</b>	...
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No Declarations

<b>9.</b>	<b>Verbal Reports: Individual Councillor Roles and Responsibilities</b>	...
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Cr Brodie

- Zone 2 Meeting (Hamilton)
  - Tourism
    - Visitor Spend
- Regional Transport Committee

- Speaker: Trauma Surgeon from WDHB
  - 55-65 Year Old Farmers are highest risk of injury
  - Alcohol 16-18% of all accidents
  - 32% of victims went to wrong destination (Hospital)
  - “Right Track” Programme – presentations to groups (Grant Christie)
- Mokau Museum
  - Mt Messenger Bylaw
- Tiroa/Te Hape Board Meeting
- Waipa Catchment Meeting at Waitomo
  - How Waipa Catchment Plan fit/not fit under proposed Plan Change

#### Cr New

- Historic Society
- Hillview
  - Want WDC to show an interest when look at re-doing constitution
    - Combine 2 into 1 (Hillview and Friends of Hillview)

#### Cr Goddard

- Benneydale Hall Society
  - State Highway footpath problems with loose stones, algae, etc.
  - Other issues raised recently – looking for responses
- Civil Defence and Emergency Manager
  - Representation
  - Issues arising from Fires
- Timber Trail Advisory Meeting
  - Setting up Trust for funding purposes
- Destination Pureora

#### Cr Davey

- Tiroa/Te Hape Board Meeting
- Te Kuiti Community House Trust
- Te Kuiti Development Inc

#### Cr Smith

- West Coast Zone Catchment Committee
  - Presentation – increase in work in Waitomo District
    - Targeted rate increase 56%
    - Farmers receive 70% subsidy in scheme (includes Plan)
- Marokopa
  - Service Requests logged
- Roding Concerns
  - Number of riverside washouts – taking too long to be addressed
- Tere Waitomo
  - Signage re Freedom Campers
  - Traffic Management Assistance
- Waitomo Museum
  - Appointment of Project Manager
  - Exploring funding options for project setup
- Tiroa/Te Hape Board Meeting

#### Cr Whitaker

- Tiroa/Te Hape Board Meeting
- Timber Trail Advisory Meeting
  - Negative media on state of trail on southern end
- Destination Pureora

- o Lisa de Thierry from Mangakino i-Site now Co-Chair
- Brook Park
  - o Didn't have working bee due to weather
- Balloons over Waitomo
  - o Bit of a disappointment
  - o People appear to be keen to get out – could look at something else
- Te Kuiti Development Inc
- Tatsuno Students Farewell

### Mayor Hanna

- Jo Barnett assisting in Community space
- Chorus (UFB2 rollout)\
- Hillview meeting with North King Country Development Trust
- Zone 2 in Hamilton
- Minister Coleman (Minister of Health & Sport) visit (Wednesday 29 March)
- Tuia Programme for 2017
  - o 45 Mayors now involved
  - o Recent Hui at Taharoa
  - o Pianaka Waugh is 2017 Tuia Representative
- Jim O'Halleron Funeral
  - o Acknowledgement
- LGNZ Rural & Provincial
  - o 4 Ministers (Nick Smith, Nicky Wagner, Ann Tolley, Stephen Joyce)
  - o Judge Peter Boucher – Official Information Act
  - o Civil Defence and Emergency Management - Preparedness
  - o 11% Growth in Construction sector
  - o Employment – 67% of everyone over 16 is working
  - o \$7B investment in infrastructure
- Tatsuno Students
- Thai Students
- Waikato Farm Environmental Awards at Karapiro
  - o Carter Family from Piopio done very well
- LGNZ National Council
  - o 2 Councils self-imploding (Horowhenua and West Coast)
- Roger Sutton
  - o Feedback on TLC Report
- RTO
  - o Jason and Nicola working really hard
  - o Pushing Lions Tour

### **Resolution**

The verbal reports be received.

New/Brodie

Carried

<b>10. Brook Park Incorporated Society: Minutes</b>
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<b>A344351</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 6 March 2017.

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

Rotunda has turned into a sheep camping area – needs spring loaded gates installed to make stock proof. BBQs at top car park need to be removed – are a liability.

**Resolution**

The business paper on Brook Park Incorporated Society: Minutes – 6 March 2017 be received.

Whitaker/New Carried

The Group Manager – Corporate Services and Group Manager – Community Services entered the meeting at 11.06am.

<b>11.</b>	<b>Waikato Civil Defence and Emergency Management Group Joint Committee – Representation Arrangements</b>	<b>A344354</b>
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Council considered a business paper to consider amending its representation arrangements for the Waikato Civil Defence and Emergency Management Group Joint Committee (Joint Committee).

Member Goddard expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Waikato Civil Defence and Emergency Management Group Joint Committee – Representation Arrangements be received.
- 2 Council amend its representation arrangement on the Waikato Civil Defence and Emergency Management Group Joint Committee as follows:

WDC Member:	Cr Goddard
WDC Alternate:	Mayor

Whitaker/Brodie Carried

<b>12.</b>	<b>Progress Report: Road Map Work Programme</b>	<b>A342075</b>
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Council considered a business paper presenting Council with the monthly update on progress against the Road Map Work Programme.

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

**Resolution**

The Progress Report: Road Map Work Programme as at 28 March 2017 be received.

Whitaker/Smith Carried

The Group Manager – Assets entered the meeting at 11.15am.

<b>13.</b>	<b>Adoption of Draft Financial Information for Exceptions Annual Plan 2017/2018</b>	<b>A343664</b>
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Council considered a business paper presenting the draft financial forecasts for the Draft Exceptions Annual Plan 2017/18 and seeking Council's approval on the adoption process for the final Exceptions Annual Plan 2017/18.

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

Council noted the "very good" result and acknowledged the staff in arriving at this position.

**Resolution**

- 1 The business paper on Adoption of Draft Information for Exceptions Annual Plan 2017/18 be received.
- 2 Council adopt the information pack named 'Information for the Exceptions Annual Plan 2017/18'.
- 3 Council agrees that the proposed variations to the work programme, debt levels and rates for the 2017/18 year compared to the corresponding year in the 2015-25 LTP are not significant or material when assessed against Council's Significance and Engagement Policy 2014 and section 95A(5) of the LGA.
- 4 Having considered the variations between the EAP 2017/18 information and the corresponding year of the 2015-25 LTP, Council considers that consultation on the Exceptions Annual Plan 2017-18 under section 95(2) of the LGA is not required.
- 5 Council notes that the final EAP 2017/18 and the rates resolution will be brought to the Council meeting on 2 May 2017 for consideration and adoption.

Brodie/Goddard      Carried

The Group Manager – Corporate Services left the meeting at 11.27am.

<b>14.</b>	<b>Progress Report: Capital Works Projects</b>	<b>A342319</b>
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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 Group Manager – Assets and Group Manager – Customer Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Major Capital Works be received.

New/Brodie Carried

The Group Manager – Community Services left the meeting at 11.35am.

<b>15. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater</b>	<b>A342449</b>
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Council considered a progress report on the three Waters activities, including contracted services.

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

Council acknowledged its appreciation of the operation of the Te Kuiti Water Treatment Plant whilst undergoing the upgrade and continuously providing a safe potable water supply.

**Resolution**

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

Davey/Whitaker Carried

<b>16. Progress Report: WDC Resource Consent – Compliance Monitoring</b>	<b>A342425</b>
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Council considered a business paper providing a brief on compliance reporting against Resource Consent conditions.

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

**Resolution**

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

Brodie/Goddard Carried

<b>17. Progress Report: Solid Waste Activity</b>	<b>A341891</b>
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Council considered a business paper providing a brief on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

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

**Resolution**

The Progress Report: Solid Waste Activity be received.

Whitaker/New Carried

<b>18. Conversion of Streetlights to LED Technology</b>	<b>A345090</b>
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Council considered a business paper presenting a Business Case Report for the conversion of streetlights from existing lighting technology to LED technology, and to request permission to proceed with the procurement process.

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

**Resolution**

- 1 The business paper presenting the Conversion of Streetlights to LED Technology Business Case be received.
- 2 Council approve proceeding with the procurement process to replace existing streetlights with new LED technology with a one year rollout.

Whitaker/New Carried

<b>19. Draft Government Policy Statement on Land Transport Funding 2017/19 – 2027/28</b>	<b>A344846</b>
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Council considered a business paper providing a summary of the Draft Government Policy Statement on Land Transport Funding for 2018/19-2027/28 (GPS).

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

**Resolution**

The business paper on the Draft Government Policy Statement on Land Transport Funding 2018/19-2027/28 be received.

Brodie/Goddard Carried

<b>20. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport</b>	<b>A342538</b>
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Council considered a business paper -

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in the current year of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the on-going implementation of the 2015-25 LTP as part of the Road Map Work Programme.

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

### **Resolution**

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

Davey/Smith                      Carried

The meeting adjourned for lunch at 12.01pm and reconvened at 12.55pm.

Mark Butcher, Chief Executive Officer and John Avery, Director (Local Government Funding Agency) entered the meeting at 1.00pm.

The Group Manager – Corporate Services re-entered the meeting at 1.00pm.

<b>21.</b>	<b>Deputation – Local Government Funding Agency</b>	<b>A345151</b>
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Council received a Deputation from Mark Butcher (CEO) and John Avery (Director) of the Local Government Funding Agency.

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

### **Resolution**

The Deputation from the Local Government Funding Agency be received.

Brodie/Smith                      Carried

Mark Butcher, Chief Executive Officer and John Avery, Director (Local Government Funding Agency) and the Group Manager – Corporate Services left the meeting at 1.42pm.

<b>22.</b>	<b>Motion to Exclude the Public for the consideration of:</b>
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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.

Council noted the inclusion of the tabled business paper on Contract 500/16/028 – Road Maintenance and Reseals Contract 2017-2020 Procurement

### **Resolution**

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

- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive  
Executive Assistant

- 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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Progress Report: Health and Safety	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
2. 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)
3. Inframax Construction Ltd – Half Annual Report to 31 December 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)
4. Draft Statement of Intent for Year Ending 30 June 2018 – Inframax Construction Ltd	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(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.

Smith/Whitaker Carried

There being no further business the meeting closed at 2.18pm

Dated this      day of                      2017.

BRIAN HANNA  
**MAYOR**

Confidential Confidential

Confidential Confidential

Confidential

Confidential Confidential

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Confidential

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Confidential

**Document No: A348005**

**Report To: Council**



**Meeting Date: 2 May 2017**

**Subject: Brook Park Incorporated Society: Minutes**

**Type: Information Only**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the 6 March 2017 Brook Park Incorporated Society meeting.

### **Local Government Act S.11A Considerations**

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

### **Background**

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

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

**Commentary**

- 3.1 Since early in 2014, BPIS has kept WDC informed of its progress in the day to day operations/development of Brook Park by providing copies of BPIS Minutes.
- 3.2 Attached to and forming part of this business paper are copies of the minutes from monthly April 2017 meeting.

**Suggested Resolution**

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



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Minutes – 3 April 2017 (A347768)

**BROOK PARK**  
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED  
SOCIETY**

**Meeting  
Minutes**

Monday 3<sup>rd</sup> April 2017  
5.30pm

Council Chambers  
Queen Street  
**TE KUITI**

**BROOK PARK INCORPORATED SOCIETY**

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 3<sup>rd</sup>  
April 2017 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Gerald Kay, Jane Murray, Sheralee Buchanan, Andrea Hanna, Helen Sinclair, Rob Buckley, Elly Kroef, Graeme Churstain.

**Apologies –** Bruce Maunsell, Robin Charteris, Suzie Hoare, Neil Brooks, Sue Wagstaff.

That the apologies be accepted  
Moved/seconded Graeme/Gerald

**Confirmation of Minutes – 6<sup>th</sup> March 2017**

That minutes of previous meeting be accepted  
Moved/seconded Andrea/Sheralee

**Matters Arising from Minutes**

None.

**Correspondance**

None.

**Financial Report**

Financial report tabled. Closing balance \$20,072.91  
\$3.41 received in interest.

**Maintenance/Fencing**

Rob has ordered the fertiliser (5 Tonne) approx. \$320/tonne. Mac's Spreading is booked in to do this and Rob will let Guy know when, so he can notify Ed Morrow.  
It appears most of the sheep have been moved out of the Sommerville Grove and the perimeter fence will be checked at the working bee and any remaining stock removed.

**Weed Control**

Working bee on the 12<sup>th</sup> April was cancelled due to bad weather so the next working bee will be held this Sunday 9<sup>th</sup> April (9.00am behind Bosco's) to work on poisoning the remaining maples in the Sommerville Grove. No advert to be published but an email to all members and neighbours to be sent out notifying them of the working bee.  
Kerry Murphy has been at the Park and has sprayed all the gorse.

**Memorial Grove**

Nothing further still waiting to hear if Council are to ratify new guidelines.

**MTB Track**

Guy spoke to Dede Downs about an event on the track. She may look at a walking event to start with as there will be quite a lot of health and safety to organise for a bike event so may look at this next summer. Guy will spray track again at the working bee on Sunday.

**Tree Harvesting**

Phillip has not heard from the contractor so no time frame for tree harvesting at this stage. Phillip to keep chasing up to find out when.

Elly talked to Malcolm MacKenzie about the stand of Black Walnuts and he advised for future value it would be advisable to thin these out to approx. 10m spacing's. We will look at this at the working bee to see what is the most practical way of doing this.

## **General Business**

Andrea to ask Amanda Murray if her partner can do a quote on a board walk from the carpark to approx. half way to the Rotunda. The quote can be tabled at our next meeting.

Helen has the OP Shop for Brook Park the week of the 24<sup>th</sup> April and would like some support in the way of knick-knacks, plants or baking or help to man the store.

Next meeting Monday May 1<sup>st</sup> 2017

Meeting closed 6.10pm

Guy Whitaker  
**Chairperson**

Document No: A348030

**Report To: Council**



Meeting Date: 2 May 2017

Subject: Local Government New Zealand President and Vice President Nominations

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of the process for the election of the LGNZ President and Vice President.

### Commentary

- 2.1 Attached to and forming part of this business paper is a self-explanatory memorandum from LGNZ advising the process and timeline for receiving nominations for the positions of LGNZ President and Vice President and the election process.
- 2.2 Mayor Hanna will expand verbally on this business paper at the meeting.

### Suggested Resolution

The business paper on Local Government New Zealand President and Vice President Nominations be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: LGNZ Memorandum

**Michelle Higgie**

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**Subject:** FW: Call for nominations: Office of the President and Office of the Vice President  
**Attachments:** Memo - Nominations for Office of President and Vice President 2017 (2).pdf; ATT00001.htm; Nomination Form for Office of the President.pdf; ATT00002.htm; Nomination Form for Office of the Vice President.pdf; ATT00003.htm

**From:** "Leanne Brockelbank" <[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)>

**Subject:** Call for nominations: Office of the President and Office of the Vice President

Dear Mayors, Chairs and Chief Executives

Please see attached a memorandum from Malcolm Alexander, Chief Executive, LGNZ, calling for nominations for the Office of President of LGNZ and the Office of Vice President of LGNZ. The nomination forms are also attached.

Nominations must be received by **Wednesday, 31 May 2017** and any correctly signed nomination and seconding papers for any candidate will be validly received:

- ? If delivered to this office no later than 31 May 2017.
- ? If post and post-marked no later than 28 May 2017.
- ? If sent by email it must be received no later than the close of business on Wednesday 31 May 2017.

Please return the completed nomination forms to:

Leanne Brockelbank  
Deputy Chief Executive Operations  
Local Government New Zealand  
PO Box 1214  
Level 1, 117 Lambton Quay  
Wellington, 6140

For further information regarding the elections, please contact me on (04) 924 1212 or [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

Kind Regards

**Leanne Brockelbank**  
**Deputy Chief Executive Operations**  
Local Government New Zealand  
**DDI** 04 924 1212 **M** 021 243 6367  
**E** [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)  
**W** [www.lgnz.co.nz](http://www.lgnz.co.nz)

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**Date:** 31 March 2017  
**To:** All Mayors, Chairs and Chief Executives  
**From:** Malcolm Alexander, Chief Executive, LGNZ  
**Subject:** Election 2017: Nominations for Office of President  
Nominations for Office of Vice President

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The President and Vice President of Local Government New Zealand (LGNZ) must be elected by ballot of member authorities in accordance with the Rules (Rule F1-F15 and F21-F26) at the Annual General Meeting (AGM) in the year following the year in which triennial local government elections are held.

We are now calling for nominations for the Office of President of LGNZ and the Office of Vice President of LGNZ.

### **Nominations**

#### President

Any person who is an elected member (as defined in Rule A2) as at 31 May 2017 is qualified to be nominated for the position of President.

Please note that the current President of LGNZ, Mayor Lawrence Yule, is not eligible for re-election as on 25 July 2017 he will have completed three consecutive terms as President. No person may hold office as President for more than three consecutive terms.

#### Vice President

Any person (other than the President) holding office as a National Council member at the time at which the election for Vice President is held can be nominated for the position of Vice President.

#### Process

A nomination is due no later than **Wednesday 31 May 2017**, and must be in writing signed by any two of the Mayor/Chairperson, Deputy Mayor/Deputy Chairperson or Chief Executive of the nominating authority. Nominations must be seconded in writing on the same or another document signed by any two of those officers of another member authority.

To assist members with the nomination process, a nomination form is attached.

With reference to Rules L4-L7, any correctly signed nomination and seconding papers for any candidate will be validly received:

- If delivered to this office no later than 31 May 2017.
- If post and post-marked no later than 28 May 2017.
- If sent by email it must be received no later than the close of business on Wednesday 31 May 2017.

Please treat these dates as a deadline, not a target. Under Rule H14 nominations must be received by 31 May 2017. As Returning Officer I have no ability to extend that date. Accordingly, nominations made a few days early will allow time for nominations to be checked and any necessary amendments or corrections to be made.

Please note if sent by email the original should be sent to LGNZ to be received shortly following the said closing date.

Should only one valid nomination be received for an office that person will be immediately declared President-elect or Vice President-elect by the Returning Officer.

For purposes of clarity, a candidate may be nominated by his/her own council or any other member council, and the nominator and seconder must be from a different council.

Should there be no nominations to fill the Office of the President the Returning Officer will declare the vacancy and under Rule H16, National Council must meet as soon as practicable to determine how the office may be filled and has full power to decide on the procedures to apply to ensure that the office is filled.

Should there be no nominations to fill the Office of the Vice-President the Returning Officer will declare the vacancy and under Rule H17 National Council has the power to fill the vacancy on the next occasion it meets after the vacancy has occurred.

### Voting

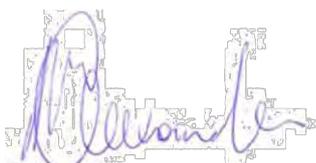
The elections will be carried out using the preferential voting system and member authority voting entitlements will be distributed along with the voting papers.

For further information regarding the elections, please direct it to Leanne Brockelbank, Deputy Chief Executive Operations (04) 924 1212 or [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

Please return the completed nomination forms to:

Leanne Brockelbank  
Deputy Chief Executive Operations  
Local Government New Zealand  
PO Box 1214  
Level 1, 117 Lambton Quay  
Wellington

Yours sincerely



Malcolm Alexander  
Chief Executive  
Local Government New Zealand

## NOMINATION FOR OFFICE OF PRESIDENT

In accordance with Rules F1-F16 and Rules H9-H24, we, the undersigned members of Local Government New Zealand, hereby nominate

\_\_\_\_\_ (name) \_\_\_\_\_ (title)

as a candidate for election to the office of **President** of Local Government New Zealand.

Nominated by: \_\_\_\_\_ Council

Name: \_\_\_\_\_  
 Title: Mayor/Chairperson    Deputy Mayor/Deputy Chairperson    Chief Executive  
 Date: \_\_\_\_\_

(The signatures of any two of these office holders is sufficient).

The nomination is  
 seconded by the \_\_\_\_\_ Council

Name: \_\_\_\_\_  
 Title: Mayor/Chairperson    Deputy Mayor/Deputy Chairperson    Chief Executive  
 Date: \_\_\_\_\_

(The signatures of any two of these office holders is sufficient).

**ACCEPTANCE:** I, \_\_\_\_\_ (name)

hereby accept the above nomination.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

(Formal acceptance is not a requirement of the Rules, but if not indicated here, the nominee should confirm acceptance of nomination as soon as possible).

**Please forward to:** Local Government New Zealand  
 Leanne Brockelbank, Deputy Chief Executive Operations  
 P O Box 1214, Wellington 6140  
[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

**No later than Wednesday 31 May 2017.**

## NOMINATION FOR OFFICE OF VICE PRESIDENT

In accordance with Rules F21-F26 and Rules H9-H24, we, the undersigned members of Local Government New Zealand, hereby nominate

\_\_\_\_\_ (name) \_\_\_\_\_ (title)

as a candidate for election to the office of **Vice President** of Local Government New Zealand.

Nominated by: \_\_\_\_\_ Council

Name: \_\_\_\_\_

Title: Mayor/Chairperson      Deputy Mayor/Deputy Chairperson      Chief Executive

Date: \_\_\_\_\_

(The signatures of any two of these office holders is sufficient).

The nomination is  
seconded by the \_\_\_\_\_ Council

Name: \_\_\_\_\_

Title: Mayor/Chairperson      Deputy Mayor/Deputy Chairperson      Chief Executive

Date: \_\_\_\_\_

(The signatures of any two of these office holders is sufficient).

**ACCEPTANCE:** I, \_\_\_\_\_ (name)

hereby accept the above nomination.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

(Formal acceptance is not a requirement of the Rules, but if not indicated here, the nominee should confirm acceptance of nomination as soon as possible).

**Please forward to:** Local Government New Zealand  
Leanne Brockelbank, Deputy Chief Executive Operations  
P O Box 1214, Wellington 6140  
[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

**No later than Wednesday 31 May 2017.**

Document No: A347734

**Report To: Council**



Meeting Date: 2 May 2017

Subject: Local Government New Zealand – 2017 Annual General Meeting Remit Process

## Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of the process for submitting remits for consideration at the 2017 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

## Commentary

- 2.1 The 2017 LGNZ Annual Conference is being convened in Auckland commencing on Sunday 23 July and concluding with the LGNZ AGM on Tuesday 25 July 2017.
- 2.2 Attached to and forming part of this business paper is a self-explanatory memorandum from LGNZ advising the process and timeline for member authorities to submit proposed remits for consideration at the 2017 LGNZ AGM, together with a Remit Application Form. The Memorandum also sets out the criteria for considering remits under the Remits Screening Policy.
- 2.3 Since 1999, it has become rare for individual councils to make remits directly to LGNZ. Due to the criteria of the Remits Screening Policy, remit issues are predominantly raised by individual councils at Zone and Sector Group Meetings, and if supported, are taken forward by the Zone or Sector Group.

## Recommendation

- 3.1 It is recommended that Council continue to have the Mayor and/or Chief Executive lobby key issues through Zone and Sector Group Meetings rather than initiate any individual remits to LGNZ AGMs.

## Suggested Resolutions

- 1 The business paper on Local Government New Zealand – 2017 Annual General Meeting Remit Process be received.
- 2 Council continue to lobby key issues through Zone and Sector Group Meetings rather than initiate individual remits to LGNZ AGMs.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: LGNZ Memorandum

**Michelle Higgin**

**Subject:** Remit process and application form for the 2017 LGNZ Annual General Meeting  
**Attachments:** Remit application form 2017.docx; Remit Process Memo 2017.pdf

**From:** Rachel Prentice [<mailto:rachel.prentice@lgnz.co.nz>]

**Sent:** Thursday, 30 March 2017 12:37 p.m.

**Cc:** Leanne Brockelbank <[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)>

**Subject:** Remit process and application form for the 2017 LGNZ Annual General Meeting

Dear Mayors/Chairs and Chief Executives,

Please find attached the remit process and application form for the 2017 Annual General Meeting being held on **Tuesday, 25 July 2017 in Auckland.**

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM), to do so no later than **5.00pm, Wednesday 31 May 2017.**

Please forward the proposed remits to:

Local Government New Zealand  
 Leanne Brockelbank, Chief Financial Officer  
 P O Box 1214, Wellington 6140  
[Leanne.brockelbank@lgnz.co.nz](mailto:Leanne.brockelbank@lgnz.co.nz)

If you have any questions please contact Leanne Brockelbank on [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz).

Kind Regards

**Rachel Prentice**  
**Team Support**  
 Local Government New Zealand  
 DDI 04 924 1213 M 027 637 9715  
 E [rachel.prentice@lgnz.co.nz](mailto:rachel.prentice@lgnz.co.nz)  
 W [www.lgnz.co.nz](http://www.lgnz.co.nz)

**We are.  
 LGNZ.**



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**Date:** 23 March 2017  
**To:** Mayors, Chairs and Chief Executives  
**From:** Malcolm Alexander, Chief Executive  
**Subject:** **2017 Annual General Meeting Remit Process**

---

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Tuesday 25 July 2017** in Auckland, to do so no later than **5pm, Wednesday 31 May 2017**. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see point three below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

### Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The criteria for considering remits were reviewed in March 1999 and National Council adopted the following Remits Screening Policy:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
  - nature of the issue;
  - background to it being raised;

- issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;
- level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
- resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
- suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

### Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2017 AGM:

- all proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **5pm, Wednesday 31 May 2017**, to allow time for the remits committee to properly assess remits;
- a remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit assessing each remit against the criteria outlined in the above policy;
- proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- all accepted remits will be posted to the Local Government New Zealand website at least one month prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **5pm, Wednesday 31 May 2017**.

### General

Remits discussed at the AGM will be presented in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules.

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

## Annual General Meeting 2017

### Remit application

<b>Council Proposing Remit:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Fax:</b>	
<b>Remit passed by:</b> (zone/sector meeting and/or list five councils as per policy)	
<b>Remit:</b>	

#### Background information and research:

Please attach separately and include:

- nature of the issue;
- background to its being raised;
- new or confirming existing policy;
- how the issue relates to objectives in the current Work Programme;
- what work or action on the issue has been done on it, and the outcome;
- any existing relevant legislation, policy or practice;
- outcome of any prior discussion at a Zone or Sector meeting;
- evidence of support from Zone/Sector meeting or five councils; and
- suggested course of action envisaged.

**Please forward to:** Local Government New Zealand  
 Leanne Brockelbank, Deputy Chief Executive Operations  
 P O Box 1214, Wellington 6140  
[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

**No later than 5pm, Wednesday 31 May 2017.**

**Document No: A348015**

**Report To: Council**



**Meeting Date: 2 May 2017**

**Subject: North King Country Indoor Sport & Recreation Centre – Appointment of Trustee**

**Type: Decision Required**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on -
- 1 Progress with the North King Country Indoor Sport & Recreation Centre;
  - 2 Establishment of the North King Country Indoor Sport & Recreation Centre Trust; and
  - 3 The need for Council to appoint an elected member as a Trustee.

## Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as sports and recreational facilities, is consistent with Section 11A of the Local Government Act 2002 (including amendments).

## Background

- 3.1 Te Kuiti High School (TKHS) Board of Trustees (BOT) had been discussing and making provision for the upgrade / replacement of its 45 year old gymnasium facility for a number of years.
- 3.2 The TKHS BOT and other members of the community felt there was an opportunity to develop a facility for the North King Country, to be used by the wider community, rather than just a school gymnasium and in 2014 a Pre-Feasibility Investigation assessing the feasibility of developing an indoor sports facility on the TKHS grounds was conducted.
- 3.3 The key recommendations of the pre-feasibility study were:
- That a new sub-regional indoor sport and recreation facility would be beneficial for the communities.
  - It should be developed under a school-community partnership and the recommended location is TKHS.

- The recommended governance model was for it to be run by a Community Trust that would own, govern and appoint facility management to run the day to day operation's.
  - The development cost of the facility is estimated at \$5.5 - \$6.7 million (plus GST).
- 3.4 A Project Steering Group (PSG) was established to oversee the project representing TKHS, the community, Sport Waikato, Waitomo and Otorohanga District Councils. WDC is represented by Mayor Brian Hanna.
  - 3.5 An interim Project Manager, Brent Elton and Project Co-ordinator Bruce Maunsell were appointed. Approval in principle from the Ministry of Education was received for such a facility to be built on Ministry land and administered by a Trust.
  - 3.6 The focus of the PSG was to prepare a business case which was proceeded on the basis of researching and retesting in depth each aspect of the proposal to ensure its appropriateness.
  - 3.7 The draft Business Case was provided to WDC in confidence and presented to Council at the 28 June 2016 Council meeting. PSG representatives Bruce Maunsell and Bruce Stephens presented the DRAFT Business Case for the proposed facility to Council at the 28 June 2016 Council meeting. At that meeting Council suggested to the PSG that it consider how it might launch the draft business case to the wider community.
  - 3.8 The PSG then prepared a Community Communication Strategy Brief and approached potential consultants to assist in preparing the Strategy. A representative of the PSG, Bruce Stephens, presented the Contractor Brief to Council by way of Deputation at the 2 August 2016 Council meeting. A request for Council consideration of an extraordinary grant to meet the costs of engaging a suitable consultant to develop the strategy formed part of the Deputation.
  - 3.9 Council had confirmed its 2016/2017 WDC budgets at its June 2016 Council meeting. Provision within the Community Development Fund portfolio for third party funding of that kind did not form part of the 2016/2017 budget allocation and therefore Council needed to consider the provision of an extra ordinary grant outside of the 2016/2017 Community Development Fund portfolio budget.
  - 3.10 At its 2 August 2016 meeting, Council agreed to the provision of an extraordinary grant to assist the North KC Indoor Sports and Recreation Centre Project Steering Group with the development of a Strategic Communications Plan.

<h2>Commentary</h2>
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- 4.1 This project is now at the stage where to progress further, and to assist with funding, establishment of a formal Trust is necessary.
- 4.2 As per the Business Case presented in confidence to the Council in June 2016, the make-up of the Trust is to include representatives of District Councils from the sub-region.
- 4.3 A Trust Deed is currently being drafted and it is necessary for Council to appoint its representative as a Trustee for the North King Country Indoor Sport & Recreation Centre and inform the Project Steering Group accordingly.

4.4 Mayor Hanna will expand on this business paper at the Council Meeting.

**Suggested Resolutions**

- 1 The business paper North King Country Indoor Sport & Recreation Centre – Appointment of Trustee be received.
- 2 Council appoint ..... as the Waitomo District Council's representative on the King Country Indoor Sport & Recreation Centre Trust.
- 3 Mayor Hanna inform the North King Country Indoor Sport & Recreation Centre Project Steering Group of Council's Trustee appointment.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

**Document No: A344799**

**Report To: Council**



**Meeting Date: 28 March 2017**

**Subject: Progress Report: Road Map Work Programme**

**Type: Information Only**

## Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **28 February 2017**.

## 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.
- 2.5 The current edition of the Road Map was adopted by Council on 5 April 2016.
- 2.6 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 2.7 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.
- 2.8 The Monitoring Schedule for the Road Map adopted on 5 April 2016 includes the Key Milestones for all projects occurring in the current year (2016/2017) and includes the indicative timeframe and a commentary on progress for each project of work.
- 2.9 Amendments to Timelines and Projects of Work

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

## Commentary

### 3.1 **NEW PROJECTS**

- 3.2 As other new projects are identified, they are detailed in this section of the business paper and are included in the next edition of the full Road Map Work Programme document.

### 3.3 **Proposed Waikato Regional Plan Change 1**

- 3.4 As Council is aware, the Waikato Regional Council (WRC) has been working on the Healthy Rivers/Wai Ora (Proposed Waikato Regional Plan Change 1) to address water quality within the Waikato region.

- 3.5 The plan change addresses water quality within the Waikato Region and also gives effect to Government legislation on the management of fresh water and Te Ture Whaimana o Te Awa o Waikato (The Vision and Strategy for the Waikato and Waipa rivers) which was adopted by Government as part of Treaty Settlement legislation.

- 3.6 The Plan change has been developed using a collaborative process that involved establishment of a Collaborative Stakeholder Group (CSG) in 2014 with industry, community and sectors putting forward their own delegates to sit on the group.

- 3.7 In September 2016, CSG delivered its recommendations to the Healthy Rivers/Wai Ora committee and this Committee further delivered its recommendations to WRC. WRC made the decision to publicly notify the proposed plan change on 15 September and then formally notified the plan change on 22 October 2016.

- 3.8 Submissions on the plan change are due on 8 March 2017.

- 3.9 There is much interest among the stakeholders and the farming community in particular on this plan change and its implications and no doubt Councillors views will be sought.

- 3.10 It would be advisable for Council to submit to this plan change and for that arriving at a 'Waitomo District Council view' will be required.

- 3.11 This is a key piece of work and will need to be incorporated into the Roadmap. A timeline and task plan proposal for developing the submission is as follows:

- Council Workshop – **13 December 2016**  
(To discuss issues and points that Council will submit on)
- Draft Submission presented – **14 February 2017**  
(To obtain Council feedback on the draft)
- Council endorse Submission – **28 February 2017**  
(this is a reserve date)

- 3.12 Discussions at the present time are on developing the main content of the submission from local government perspective (within the Waikato region), collaboratively. Any developments and outputs this process will be incorporated into the WDC submission.

**3.13 ROADMAP REVIEW**

- 3.14 At the Council Workshop on 14 February 2017, Council provided feedback on the development of the 2017/2018 EAP which will have a significant effect on the work plan contained in the Road Map in that the EAP work stream planned for will no longer be required and adoption of the EAP will be brought forward to May 2017.
- 3.15 This early adoption of the EAP will enable an early focus to be made on the 2019-2029 LTP development process.
- 3.16 Whilst it had been planned to present a fully revised Road Map Work Programme early this calendar year, due to the change in the 2017/2018 EAP timeline and its early adoption, it is now planned to wait until after the 2017/2018 EAP is adopted before revising the Road Map so that those projects contained in the EAP can be included in the Road Map and that new timelines for policy reviews relating to the LTP development can be included.
- 3.17 A fully revised Road Map Work Programme will be presented to Council at the 27 June 2017 Council Meeting. In the interim, Council will continue to be presented with monthly Monitoring Schedules.

**3.18 CALENDAR PLANNER: APRIL – JUNE 2017**

- 3.19 As a result of the early adoption of the 2017/2018 EAP and the deferral of some work streams to align with the development timeline for the draft 2018-2028 LTP, there have been changes to the Meeting/Workshop Schedule.
- 3.20 The changes are the deletion of some dates that had previously been scheduled for workshops, deliberations meetings and hearing.
- 3.21 Set out below are the scheduled Meetings/Workshops for the period April – June 2017.

Wednesday	12 April 2017	Council Workshop
Tuesday	2 May 2017	Monthly Council Meeting (deferred due to ANZAC Day)
Wednesday	7 June 2017	Monthly Council Meeting (deferred due to LGNZ commitments)
Tuesday	27 June 2017	Monthly Council Meeting

**Suggested Resolution**

The Progress Report: Road Map Work Programme as at **2 May 2017** be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: Calendar (April – June 2017)  
Road Map Monitoring Schedule as at **2 May 2017 (Doc A347692)**

MON	TUES	WED	THUR	FRI	SAT/SUN
27 <b>Mar 2017</b>	28 <b>Council</b>	29	30	31	1/2 <b>Apr 17</b>
3	4	5	6	7	8/9
10 <b>Waikato Mayoral Forum</b>	11	12 <b>Workshop</b>	13	14 <b>Good Friday</b>	15/16
17 <b>Easter Monday</b>	18	19	20	21	22/23
24	25 <b>ANZAC</b>	26	27	28	29/30
1 <b>May 2017</b>	2 <b>Council</b>	3	4	5	6/7
8	9	10	11	12	16/14
15	16	17	18	19	20/21
22	23	24	25 <b>LGNZ National Council</b>	26 <b>LGNZ National Council</b>	27/28
29 <b>LGNZ Water Symposium</b>	30 <b>LGNZ Water Symposium</b>	31	1 <b>Jun 2017</b>	2	3/4
5 <b>Queen's Birthday</b>	6	7 <b>Council</b>	8	9 <b>LGNZ Zone 2 at Tokoroa</b>	10/11
12	13 <b>Waikato Mayoral Forum</b>	14	15 <b>LGNZ Rural &amp; Provincial</b>	16 <b>LGNZ Rural &amp; Provincial</b>	17/18
19	20	21	22	23	24/25
26	27 <b>Council</b>	28	29	30	1/2 <b>July 17</b>



# Road Map

## Monitoring Schedule

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

as at 2 May 2017

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## Development of 2018-2028 LTP

### Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting:</b> Consider DC Tynan Trust CCO exemption status.	27 April 2016	Completed
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2018-2028 LTP	November 2017	
<b>Council Meeting:</b> 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
Desktop review of RRP	September – October 2016	Complete
<b>Council Workshop:</b> Present findings and preliminary draft RRP	21 February 2017	The desktop review did not highlight any significant need for change. The Work Plan regarding Policy reviews will be adjusted and all policy reviews pertaining to the 2018-28 LTP will be re-scheduled into the 2018-28 LTP development programme.
<b>Council Meeting:</b> Adopt for Consultation	28 March 2017	
Consultation Period	7 April – 7 May 2017	
<b>Hearing</b>	16 May 2017	
<b>Deliberations</b>	7 June 2017	
<b>Council Meeting:</b> Adopt RRP	27 June 2017	

### SWaMMP

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	November 2016	Underway
<b>Council Workshop:</b> Review outcomes/requirements for change	7 March 2017	This work stream will be re-scheduled into the 2018-28 LTP development programme.
<b>Council Meeting</b> – Adopt for consultation	28 March 2017	
Consultation Period	7 April – 7 May 2017	
<b>Hearing</b>	16 May 2017	
<b>Deliberations</b>	7 June 2017	
<b>Council Meeting:</b> Adopt SWaMMP	27 June 2017	

### Affordability Review

Key Milestone	Indicative Timeframe	Commentary
Initial Scope/Development review.	January 2017	
<b>Council Workshop:</b> Guidance from Council on scope of review.	21 March 2017	This work stream will be postponed until after the adoption of the 17-18 EAP. Implementation will form part of the 2018-28 LTP financials
<b>Council Workshop:</b> Presentation of results	20 April 2017	

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> – review of existing definition and application of SUIPs	12 April 2017	This work stream will be re-scheduled into the 2018-28 LTP development programme.

## Leadership

### District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Completed
<b>Council Workshop</b> Feedback into the Gaps and Needs Assessment	11 August 2015	Completed
<b>Council Meeting</b> Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Completed
Commence planning for full DP Review including resourcing and Professional Services Engagement	March 2016	New milestones added based on Council Resolution at 29 Sep 2015 meeting
<b>Council Workshop</b> Discuss process and detailed project plan and Commence review	12 April 2017	Further milestones will be added once the detailed planning is complete. Workshop complete. Council worked through the timeline and process for the DP Review. The process will be amended as the result of the DP Review being able to be partially resourced in-house. The timeline for the DP Review will be incorporated into the Road Map early in 2017. A workshop to update the DP Review project will be held on 12 April 2017.

### Urban Structure Plans

An assessment of whether Structure Plans are required will form part of the DP Review process.

### Review of Development/Financial Contributions

The consideration of whether a Development Contributions (DC) regime is required will be assessed and developed as part of the Long Term Plan process. An introductory workshop on DCs will be held with Council in May 2017.

### 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.
<b>Council Meeting:</b> 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.

Key Milestone	Indicative Timeframe	Commentary
		Some collaborative work is being progressed through LASS but not much output has been produced as part of that process. This work-stream will be progressed internally over the next 4-5 months. An update will be provided to Council in April 2017.

### Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	Council paper presenting proposed way forward considered at Council meeting 28 June 2016.
Develop Internal Audit Plan	August 2016	Meeting with KPMG is scheduled for first week of September to get underway with this.
Implement Internal Audits	August 2016 to August 2017	KPMG have indicated that the earliest they can start this process is in Jan-Feb 2017
Develop Risk Management Framework and Policy	November 2016	The timelines will be revised and the Roadmap updated accordingly after KPMG complete the assessment work in Feb 2017. The process will be kick started in early March 2017. Further updates will be provided thereafter.
Assessment of Organisational Risks	November 2016	
Develop measures for reporting in relation to significant risks	March 2017	
Risk Management Reporting to Council	August 2016 November 2016 March 2017 May 2017 August 2017	

### Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop:</b> Key communication outcomes	10 November 2015	Complete
<b>Council Meeting:</b> Adoption of Communications Strategy 2015	15 December 2015	Complete
<b>Council Meeting</b> - Six monthly progress report to December 2015	23 February 2016	Complete
<b>Council Meeting</b> - Six monthly progress report to June 2016	2 August 2016	Complete
<b>Council Meeting</b> - Six monthly progress report to December 2016	28 February 2017	Complete
<b>Council Meeting</b> - Six monthly progress report to June 2017	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.

### Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – report on the LGFA recommendation of whether to apply to LGFA	2 August 2016	Complete
Application to LGFA	August 2016	Discussion has taken place with members of LGFA.
<b>Council Meeting</b> – to adopt amended Debenture Trust Deed	6 October 2016	<p>The rest of the process and timelines will be dependent on feedback from the LGFA Board. Initial feedback received that the Board is supportive of the proposal. Formal application to be made in November.</p> <p>Formal application has been made to LGFA. Once the approval comes through, LGFA will inform us of the legal requirements which will have to be completed subsequently before borrowing can commence. A business paper is contained elsewhere in the Agenda.</p> <p>The process to join LGFA is complete and a first tranche of debt has been borrowed from LGFA in April 2017.</p>

### Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Review of Procurement Policy	14 September 2016	Complete
<b>Council Meeting</b> – Policy presented to Council for adoption of amendments or updates.	29 November 2016	As discussed with Council previously, review of the Procurement Policy is part of the risk assessment and gap analysis work that will be undertaken by KPMG. Changes to the Procurement Policy prior to that process being completed will be premature and therefore it is suggested that the Policy be presented for adoption by Council in March-April 2017. KPMG are scheduled to undertake their review in March and the Policy will be presented to Council subsequently for adoption.

### 2017/2018 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	Complete
Identification of any "strategic" amendments for 2017/18 year.	September - December 2016	Complete
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	Complete
Council Workshop #1 of 4: Strategic Issues impacting on EAP 17/18 development	15 November 2016	Complete

Key Milestone	Indicative Timeframe	Commentary
Modelling of budgets and finances for 2017/18	November 2016	Complete
Management Review of 2017/18 budgets	November 2016	Complete
<b>Council Workshop # 2 of 4:</b> Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	Complete
<b>Council Workshop # 3 of 4:</b> <ul style="list-style-type: none"> <li>Preliminary draft financial forecasts including Rating Implications</li> <li>Assessment of dEAP against consultation threshold (significant or material differences from content of LTP)</li> </ul>	14 February 2017	Complete. No material or significant exceptions to the forecasts contained in the LTP were identified. As no significant exceptions were identified, it was suggested that Council not carry out a consultation process and adopt the 2017-18 EAP earlier than scheduled. A business paper detailing the process and timeline for early adoption will be presented to the March Council meeting.
<b>Council Workshop #4 of 4:</b> <ul style="list-style-type: none"> <li>Draft financial forecasts</li> <li>Working draft CD (if required)</li> <li>Council endorse EAP and CD for Audit</li> </ul>	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	
<b>Council Meeting:</b> Adopt CD and Supporting Information for public consultation (if required)	28 March 2017	A business paper is contained elsewhere in the Agenda.
Consultation Period	<del>7 April – 7 May 2017</del>	
<b>Hearing</b>	<del>16 May 2017</del>	
<b>Deliberations</b>	<del>7 June 2017</del>	
<b>Council Meeting:</b> Adopt EAP	<del>27 June 2017</del> 2 May 2017	A business paper is contained elsewhere in the Agenda.

# 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)

<b>Community Development Fund</b>
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Key Milestone	Indicative Timeframe	Commentary
<b>Discretionary Grants - Round 1</b>	<b>Quarterly</b>	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
<b>Discretionary Grants - Round 2</b>	<b>Quarterly</b>	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
<b>Discretionary Grants - Round 3</b>	<b>Quarterly</b>	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
<b>Discretionary Grants - Round 4</b>	<b>Quarterly</b>	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
<b>Triennial Grants</b>	<b>3 Yearly (as part of LTP)</b>	
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	
<b>Services Grants</b>	<b>3 Yearly (as part of LTP)</b>	
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	
<b>Community Partnership Fund</b>	<b>Annually (2<sup>nd</sup> Round if required)</b>	
Advertising	October – November	
Applications close	November	
<b>Council Workshop</b> Consideration of Applications	December	
<b>Council Meeting</b> Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
<b>Council Workshop</b> Consideration of Applications	March (if required)	
<b>Council Meeting</b> Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
<b>Community Halls Grants</b>	<b>3 Yearly (as part of LTP)</b>	
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	
<b>Creative Communities</b>	<b>6 Monthly</b>	

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

#### Summary of Grants Paid

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

#### **Youth Liaison/Youth Council**

Key Milestone	Indicative Timeframe	Commentary
Advertise for new Youth Council Member(s) to fill vacancies ( <i>only if required</i> )	October/November 2016	Liaison regarding appointment of Youth Council Members underway.
New Youth Council Member(s) appointed ( <i>only if required</i> )	November 2016	No new appointments have been made.
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
<b>Council Meeting</b> Report on completion of the project and development of the Youth Citizenship Achievement Awards Ceremony	by December 2016	Youth Citizenship awards were held on 14 December 2016.

#### **Waitomo District Youth Strategy**

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	Project scoping for development of the Waitomo District Youth Strategy has commenced.
<b>Council Workshop</b> Strategy direction setting	15 November 2016	The Draft Waitomo District Economic Development Strategy

Key Milestone	Indicative Timeframe	Commentary
		was presented to Council at the 15 November 2016 Workshop. Youth initiatives form part of this Strategy. The Strategy will be reviewed as part of the LTP 2018-2028 planning cycle and a combined Community and Economic Development Strategy developed.

## Community Events

### Review of Events Portfolio

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Review of Events Portfolio	14 September 2016	A business paper was presented to Council at the 14 September 2016 workshop.

### 2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2016	Completed
Review and implement Project Plan	October 2016	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2016	Underway
Execution of event	December 2016	The 2016 Christmas Parade will be held on 9 December 2016.
<b>Council Meeting</b> Management Report on the event identifying success and the budget	28 February 2017	Complete - A business paper was presented to Council at the 28 February 2017 meeting.

### 2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	Commenced.
Identify and consult with key stakeholders	September/October 2016	Underway and will continue to event day
Development and implementation of a Project Plan	October 2016	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2017	Completed
Execution of event	April 2017	The Great NZ Muster was held on 1 April 2017.
<b>Council Meeting</b> Management Report on the main event (The Muster) identifying success and the budget	June 2017	A business paper is contained elsewhere within this Agenda.

## Waitomo District Citizens Awards (including Policy Review)

### Policy Review

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Citizens Awards Policy	November 2016	Underway

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Presentation of reviewed Policy and recommendations to Council	13 December 2016	Completed

### 2018 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2018	At the 13 December 2016 Council meeting the Citizens Awards Policy was amended to reflect a bi ceremony.
<b>Council Meeting</b> Presentation of Timeline and promotion of Nominations	28 February 2018	
Consideration of Nominations by Working Party	March/April 2018	
Awards Ceremony	May 2018	

## Combined Mayoral ITO Graduation Ceremony

### 2017 Graduation Ceremony

Note: Otorohanga DC and Waitomo DC host this event year about. Waitomo hosted the 2016 event at the Les Munro Centre so it is Otorohanga DC's turn to host the 2017 event.

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

## Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	July 2017	
<b>Council Workshop</b> Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee	September 2017	

## Service Level Agreement - Sport Waikato

### 2016/2017

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation – Sport Waikato. Six Monthly Report to Council - (including presentation of Schedule of Services for 16/17 year)	6 October 2016	Completed
<b>Council Meeting</b> Deputation – Sport Waikato. Six Monthly Report to Council	28 March 2017	Completed

## Service Level Agreement – Waitomo Caves Discovery Centre

2016/2017

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation – Reporting against Service Level Agreement (including presentation of annual report)	6 October 2016	The Waitomo Caves Discovery Centre presented their six monthly report to Council at the 26 October 2016 Council meeting.
<b>Council Meeting</b> Deputation – Reporting against Service Level Agreement	28 March 2017	Completed.

## Service Level Agreement – Hamilton Waikato Tourism

2016/2017

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation by HWT – End of Year Report	6 October 2016	Completed
<b>Council Meeting</b> Deputation – Six Monthly Report	2 May 2017	A business paper is contained elsewhere within this Agenda.

## Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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
<b>Council Workshop</b> Freedom Camping Monitoring Programme	22 March 2016	Completed
Consultation with key stakeholders	April – June 2016	Progressing
<b>Council Workshop</b> Site(s) review and development recommendations	14 June 2016	A business paper was presented to Council at the 14 September 2016 workshop.
Further milestones will be confirmed following the Council Workshop		

## Customer Services Strategy – Monitoring and Review

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Annual Progress Report	28 June 2016	A business paper was presented to Council at the 2 August 2016 meeting.
Internal Review of Strategy	March 2017	Underway.
<b>Council Workshop</b> Review of Strategy	12 April 2017	
<b>Council Meeting</b> Adoption of reviewed Strategy	30 May 2017	The revised Customer Service Strategy will be presented to Council for consideration at the August meeting.

## Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Lodgement of Digital Enablement Plan with MBIE	18 September 2015	Completed
<b>Council Meeting</b> Progress Report to Council	29 September 2015	Completed
Roll-out of projects as per Digital Enablement Plan	September 2015 – June 2016	Ongoing
<b>Council Meeting</b> Progress Report to Council	5 April 2016	Completed
<b>Council Meeting</b> Progress Report to Council	26 October 2016	Completed
<b>Council Meeting</b> Progress Report to Council	2 May 2017	Further progress reports to be presented to Council following the appointment of an Economic Development Officer.
<b>Council Meeting</b> Progress Report to Council	31 October 2017	

## Waitomo District Age-Friendly Strategy

Key Milestone	Indicative Timeframe	Commentary
Age-Friendly Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	Development of Waitomo District Age-Friendly Strategy commenced.
<b>Council Workshop</b> Strategy direction setting	15 November 2016	15 Nov 2016 - Draft Strategy to Council. Age-Friendly initiatives form part of Strategy. Strategy to be reviewed as part of LTP 2018-2028 planning cycle and a combined Community and Economic Development Strategy developed.

## 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
<b>Council Meeting</b> Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper	2 August 2016	Complete
<b>Council Meeting</b> Present stakeholder feedback	6 October 2016	Complete
<b>Council Workshop</b> Draft Waitomo District Economic Development Strategy	15 November 2016	Complete
<b>Council Meeting</b> Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	A business paper is contained elsewhere within this Agenda
<b>Council Meeting</b> Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	13 Dec 2016 - Implementation Plan adopted by Council as below. Programme for delivery to be confirmed following the

Key Milestone	Indicative Timeframe	Commentary
		appointment of an Economic Development Officer.
<b>Housing Development Initiatives</b>		
Actively market residential sections within the Parkside Subdivision	On-going	
Focus on facilitating housing and business growth as part of the District Plan review	Commencing January 2017	
<b>District Promotion Initiatives</b>		
Develop a District Promotions Plan	February 2017	
Update WDC's image and video library	Commencing April 2017	
Develop overarching identity for the Waitomo District	May – July 2017	
Develop a framework to inform the establishment of a website-portal	July 2017 to September 2017	
<b>Age-Friendly Initiatives</b>		
In conjunction with key stakeholders conduct a stocktake of current youth and senior related projects/ groups	March 2017	
Conduct an age-related needs analysis to identify gaps with particular focus on existing provision/management of Council services/assets	May 2017	
Formation of an Interest Group focusing on age specific challenges and opportunities	May 2017	
Develop Action Plan	July 2017	
<b>Connecting the Community</b>		
Continue to lobby, submit applications and build relationships with key stakeholders in the telecommunication community to extend broadband and mobile coverage	On-going	
Respond to Crown Fibre Holding RBI2 / MBS request, providing information regarding the under-served areas in the District	December 2016 to February 2017	Completed.
Continual liaison with appropriate telecommunication suppliers to support the RFP process for RBI1 and MBS	On-going	
Continue to implement actions outlined in the Digital Enablement Plan	On-going	
<b>Initiatives to Promote a Sustainable Work-Force</b>		
Initiate and support the formation of a working group to focus on the development of the District's workforce and how to attract new employees to live and work within the District	March 2017	
In conjunction with key stakeholders, support the establishment of an initiative to assist job seekers in preparing for the workforce	May 2017	

Key Milestone	Indicative Timeframe	Commentary
<b>Sustainable Development of Freedom Camping in the District</b>		
Information dissemination - current camping situation including: <ul style="list-style-type: none"> <li>• Communications to local tourism industry stakeholders</li> <li>• Marketing material update – Explore Brochure</li> <li>• Update of Council website</li> </ul>	December 2016 to March 2017	
Site revitalisation and site development investigations including: <ul style="list-style-type: none"> <li>• Haggis Lookout</li> <li>• Te Waitere</li> <li>• Waikawau</li> <li>• Benneydale</li> <li>• Piopio</li> <li>• Te Kuiti</li> </ul>	December 2016 to March 2017	
Development of a Freedom Camping Bylaw	January 2017 to July 2017	
<b>Tourism Development</b>		
Support the TERE Waitomo Trust and key stakeholders with the on-going implementation of the Village Structure Plan.	On-going	
Continue to facilitate the opportunities for investment and/or development of accommodation in the District	On-going	
Support the growth of the Timber Trail Cycleway and associated opportunities	December 2016 to June 2018	
Investigate opportunities and submit applications to the Regional Mid-Sized Tourism Facilities Fund for provision of infrastructure	December 2016 to February 2017	

## Regulation Services

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

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

The functions are:

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

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

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

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

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

### Policy: General

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

① The **Dangerous and Insanitary Buildings Policy** sets out WDC's response to the policy requirements in relation to dangerous and insanitary buildings in terms of the Building Act 2004.

② The **Policy on Gambling Venues** outlines the controls in the District (e.g. location and number of machines) for Class 4 Gambling Venues and NZ Racing Board venues providing racing betting or sports betting services.

③ The **Dog Control Policy** sets out dog access rules (prohibited areas, restricted areas and exercise areas) and encourages responsible dog ownership. The Policy is also supported by Dog Control Bylaw which allows for enforcement. The Bylaw was reviewed in conjunction with the Policy in December 2015.

④ The **Policy on Earthquake Prone Buildings** sets out the Council's policy for the management of earthquake prone buildings.

⑤ The Policy on Earthquake Prone Buildings will be affected by the pending changes to the Building Act resulting from the Canterbury Earthquakes Royal Commission and the Building (Earthquake-Prone Buildings) Amendment Bill. Until the outcome the Amendment Bill is known, no action will be taken to review the Policy.

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

## Policy: Gambling Venues

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	March- June 2017	It is proposed that the review of this policy be deferred from April 2017 to June 2017. Further updates will be provided thereafter.
Prepare recommendations	March - June 2017	
<b>Council Workshop</b>	June 2017	
<b>Council Meeting</b>		
Adopt draft policy for consultation		
Finalise draft policy for consultation		
Public notification		
Consultation Period		
<b>Hearing</b>		
<b>Deliberations</b>		
Policy changes after deliberations		
<b>Council Meeting</b>		
Adoption of Policy		

## 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: Land Transport Bylaw – Review

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

### Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	14 Sept 2016 - A business paper was presented to the Council workshop.
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	13 Dec 2016 - A business paper was presented to Council advising development of a Freedom Camping Bylaw will commence in 2017.
<b>Council Workshop</b> Review of Freedom Camping Bylaw		
<b>Council Workshop</b> If further workshop required		
<b>Council Meeting</b> Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
<b>Hearing</b>		
<b>Deliberations</b>		
<b>Council Meeting</b> Adopt Freedom Camping Bylaw		

### Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

### Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan	July 2016	A business paper was presented to Council at the 6 October 2016 meeting.
<b>Council Meeting</b> Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties		It is proposed that managed retreat be considered as part of the District Plan Review Process.

## 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 – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Letter to Crown seeking approval to relinquish Councils involvement in the property	September 2016	At its meeting on 6 October 2016 Council approved alternative options for this site be considered. Research and liaison with Crown are underway.

### Property: Divestment – Mokauiti Hall

Key Milestone	Indicative Timeframe	Commentary
Meet with Hall Representatives to discuss ongoing management of the facility	November 2016	Contact has been made with Hall Representatives to arrange a meeting. The representatives will advise a suitable time. Due to the delay in setting up an initial meeting the timeline has been adjusted to reflect this. A meeting was held with representatives from the Mokauiti Hall Committee on 9 November. Staff will now develop a draft proposal to present to the committee for feedback.
Draft proposal developed and provide to Committee for discussion and feedback	January 2017	
Draft proposal presented to Council for consideration	February 2017	28 Feb 2017 - A business paper is contained elsewhere in this Agenda.
<b>Council Meeting</b> Proposal Approved	March 2017	At its meeting in February 2017, Council resolved to classify this site as local purpose reserve and lease the site to the Mokauiti Hall Committee. Staff are in the process of finalising arrangements with the Hall Committee.
Implementation including legal documentation associated with proposal	April – July 2017	<b>In progress.</b>

### Parks & Reserves: Brook Park Entrance Development

#### Brook Park Entrance

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to Engineering Consultant. Awaiting design completion. Draft drawings received.
Call for Tenders	June 2016	Final Drawings and tender documentation completed. Tenders advertised 17 July 2016.
Construction Commences	September 2016	Council approved at its meeting on 6 October 2016 to include the upgrade to the entrance as a strategic issue for the 2017/18 EAP.

### Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Report on condition assessment of Redwood tree stand	31 May 2016	Completed
Further milestones to be developed upon receipt and review of assessment report		A further assessment will be undertaken in 2019.

### 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 – May 2017	Initial planning commenced
<b>Council Meeting</b> Report to Council outlining findings of audit	May 2017	Audit report underway.

### Parks & Reserves: Passive Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	Initial scoping has commenced. Milestones to be identified and confirmed upon completion of project scope.
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

### Parks & Reserves: Active Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	Initial scoping has commenced. Milestones to be identified and confirmed upon completion of project scope.
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

### 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
<b>Council Meeting</b> Business Paper to Council with options and budget estimates	27 April 2016	Investigations into various options are continuing so that a business paper can be presented to Council.
Confirmation of user numbers to identify requirements / size of toilet structure	September 2016 – January 2017	Reliable counting system is currently being sought to carry out this assessment. User numbers will be collected during the December/January holiday period.
Investigate suitability of adapting new Piopio toilet Design for use in Marokopa and confirmation of location	January 2017 – February 2017	User numbers indicate the need for x1 male pan and urinals, x2 female pans plus disability facilities. Designs will now be investigated as will positioning of the toilets as the current area may not be suitable due to the increase in size.
Finalisation of design and tender documentation	February 2017 – March 2017	Land and design investigations underway.
Tender	March 2017 – April 2017	Site visit arranged with service providers to discuss potential options.
construction	April 2017 – June 2017	

### Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Establish WDC Working Group for Development of the Aerodrome Reserve Management Plan	26 October 2016	A Business paper is contained elsewhere in this agenda.
Initial internal Working Group meeting	November 2016	A business paper was presented to Council at 26 October meeting to advise timelines. A meeting of the internal working group is now being arranged.
Consultation aerodrome users	February 2017	A project plan to inform the working group is being developed. A working group meeting will be called once this is finalised.
Preparation of Management Plan		
<b>Council Workshop</b> Draft Reserve Management Plan	June/July 2017	
<b>Council Meeting</b> Adopt draft Plan for Consultation	25 July 2017	
Public Consultation	2 August 2017 – 2 October 2017	
<b>Hearing</b>	October 2017	
<b>Deliberations</b>	October / November 2017	
<b>Council Meeting</b> Adoption of Finalised Plan	12 December 2017	

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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
<b>AMP Improvements</b>		
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	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
<b>AMP Process Improvements</b>		
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	
<b>AM System Improvements</b>		
17. Develop database for all community facilities	Ongoing	

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
<b>Specific Improvement Projects</b>		
21. As per projects identified in AMP		

### AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
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	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
<b>AMP Process Improvements</b>		
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	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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	
<b>AM System Improvements</b>		
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	
<b>Specific Improvement Projects</b>		
21. As per projects identified in AMP		

### AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
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	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
<b>AMP Process Improvements</b>		
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	

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Public Amenities	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
<b>AM System Improvements</b>		
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	
<b>Specific Improvement Projects</b>		
21. As per projects identified in AMP		

### AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
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	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	

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

## Community Services – Project Management

### Property: Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report to Council	Monthly	Ongoing

### Railway Building: Project 2 – Plaza Tidy Up

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs		Underway
Workshop with Council Representative and TKDI	May 2016	Timelines to be confirmed on completion of building 1 and i-SITE. Plaza tidy up is underway.

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed
<b>Building 1:</b> Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Completed
<b>Building 1:</b> Refurbishment construction to allow use of building	September 2015 - December 2015	Documentation completed and Building Consent applied for.
<b>Building 1:</b> Building use by tenants		
<b>Building 1 and i-Site:</b> Redevelopment Building Consent approval	July 2015 - August 2015	Consent lodged July 2015
<b>Building 1 and i-Site:</b> 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	Construction works associated with Building 1 and i-Site Linkage are now complete. The i-Site was relocated back to their building on 1 November 2016.

### Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land use for divestment purposes	July 2014 – October 2014	Completed
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105 – June 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
Discussions with other land owners	July 2015 – August 2015	Progressing. Initial discussion with Parkside landowners undertaken by the Mayor was positive. Follow-up to obtain written agreement is required.
Legal documentation sent to all land owners for discussion and signing with completion due 22 February 2016	February 2016	Awaiting responses from land owners. WDC was only respondent by 22 February. No further progress can be made until signed documentation is received from all landowners involved. The Mayor is liaising with property owners to progress this.
Preparation of information pack and discussion with landowners	April 2016	Completed
Liaise and finalise agreements with landowners	April – May 2016	Still on going. Due to the sale of properties the documents need to be updated.
Agreement documents returned from landowners	May – June 2016	Negotiations with land owners underway.
Finalise legal submission and submit to LINZ	July 2016	Timeframe to be confirmed upon finalization of documentation.
		28 Feb 2017 - A business paper is contained elsewhere within this Agenda.

### 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.
<b>Council Meeting</b> Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Completed. Monetary allowance to be included in the 2016/2017 budgets for undertaking of feasibility study and business case.
Prepare an extension to existing Te Kuiti Campground lease	May 2016	Lease is rolling over on a month to month basis.
Feasibility Study / Business Case development	August – October 2016	A business paper was presented to Council 6 October 2016.
<b>Council Meeting</b> Draft report to Council	October – November 2016	A business paper is contained elsewhere within this Agenda.
		A business paper was presented to Council in November 2016 outlining the findings of the Feasibility Study. Further investigation is now being undertaken to inform LTP 2018-2028 considerations.

### Parks & Reserves: Albion Soccer Club Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of existing building and base plans prepared	April 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
Application for funding to Trust Waikato	September 2015	Completed
Trust Waikato Grant approval	November 2015	Completed
Documentation for the sourcing of quotations to undertake upgrade works	June 2016	Scope of works currently being reviewed.
Quotations for individual parcels of work	July 2016	Ongoing
Construction	July – August 2016	Quotations for individual parcels of work have been received. Construction date to be confirmed, working towards January/February 2017. Staged renewal works scheduled to start early May.
Evidence of costs to Trust Waikato for release of funds	August 2016	
Accountability Report to Trust Waikato	September 2016	Accountability report is not due until June 2017 but will be prepared as soon as the project is complete.

### Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of scope and requirements	May – June 2016	This project has been deferred to the 2016/2017 financial year.
Development of implementation estimate	September 2016	Scope of works required is currently being developed.
Funding application to Lion Foundation	Dependant on Scope	Working Group meeting held on 6 September 2016. Scope and requirements discussed. Scoping document being finalised to inform procurement process and funding applications.
Funding Approval	Dependant on Scope	28 Feb 2017 - A business paper is contained elsewhere within this Agenda.
Finalisation of costs and implementation	30 June 2017	Relocation to standalone network underway.

### 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
<b>Council Meeting</b> Business Paper to Council with options and budget estimates	27 April 2016	Completed - a business paper was presented at the 27 April Council meeting.
NZTA Signoff of location	May 2016	
Finalise design and tender documentation	May 2016	Design drawings in progress.
Construction price negotiation / tender	July 2016	Design drawings complete and tender documents being prepared.
Tender Subcommittee Report and awarding of tender	August 2016	Target date for tender is mid October subject to Resource Consent approval.
Construction	September 2016 – December 2016	Waiting on Resource Consent Approval. Approval received.
Call for Tenders	October 2016	Tenders close 24 November 2016.

Key Milestone	Indicative Timeframe	Commentary
Construction Commences	December 2016	The contract has been awarded and design is being finalised. Completion date is scheduled for late May 2017. <b>Installation is scheduled to start 8 June 2017 and should take two weeks to complete.</b>

### Public Amenities: Benneydale Caravan Dump Station

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community group and Council as to most suitable location for the dump station	November 2015	This project has been deferred to the 2016/2017 financial year.
Prepare sketches and details of construction and seek assistance for funding from Motor Caravan Association		Revised dates to be confirmed
Tender construction		
Construction		

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Reports	Ongoing as required	
Development of a new concept plan for the Courtyard		This project was rescheduled due to other work priorities.
<b>Council Meeting</b> Concept proposals	June 2015 – July 2015	Completed. Draft sketches were prepared and presented to Council. Council will be kept briefed by way of Progress Reports.
Draft Detailed working drawings	August 2015	Completed
Completion of Tender Documents	April 2016	Completed
Tender for works	May 2016	Work is currently out for tender with the closing date being 9 June.
Tenders Subcommittee and awarding of contract	June 2016	Tender has been awarded to PJ McCarthy.
Implementation / Construction	June – July 2016	Construction–will commence on 5 September 2016
Planting upgrade by ISU	October - November 2016	A business paper is contained elsewhere in this agenda.
Fencing changes	September 2016	Completed

### Public Amenities: Te Kuiti Rail Overbridge Renewals

#### Stage 1 – 2015/2016

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	Awaiting finalised Engineering options, costings and phasing of works.
Development of construction drawing and tender documentation	To be confirmed	Kiwi Rail Permit process commenced. The permit conditions will inform the final

Key Milestone	Indicative Timeframe	Commentary
		construction and tender documentation. Scope of works being reviewed. Initial estimates of works exceeded budget capacity. Revised designs for safety railings are being investigated.
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
<b>Council Meetings</b> – progress on work streams	Monthly Council Meetings	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015 1 December 2016	Complete – Contract Awarded Revised as per NZTA direction Award of new Road Maintenance and reseals contract 2017-2020 Complete – Contract Awarded – Contractor on Site 1 March 2017
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. This will not be pursued any further.

### 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 <sup>3</sup> to 500,000m <sup>3</sup> .	December 2016	<p>Two options must be considered. The first would be to extend the volume of the landfill to 500,000m<sup>3</sup> with no change to the footprint, adding another 40 year life expectancy and in doing so retaining income.</p> <p>The second option would be to close the landfill when the 232,000m<sup>3</sup> consent limit is reached and cart waste to other landfills.</p> <p>The estimated time frame to reach the 232,000m<sup>3</sup> limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.</p> <p>At the Council workshop of the 15 November Council indicated that the option of Expanding the Landfill must be pursued and will be incorporated in the 2017/18 EAP process.</p>

### Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

#### Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	<p>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.</p> <p>In procurement phase</p> <p>The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.</p> <p>A separate Business paper is enclosed elsewhere in this agenda.</p> <p>Proposals from Envirowaste and Inframax have been requested and will close on 3 March 2017.</p> <p><b>Contract awarded to Envirowaste</b></p>

#### Transfer Station – Refuse and Recycling Collection

Key Milestone	Indicative Timeframe	Commentary
Transfer station refuse and recycling collection contract renewal	2016	<p>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.</p> <p>This contract has been merged with the Refuse collection and disposal contract.</p>

Key Milestone	Indicative Timeframe	Commentary
		<p>The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.</p> <p>This contract has now been joined to the refuse collection service and will be procured as such. A separate Business paper is enclosed elsewhere in this agenda.</p> <p>Proposals from Envirowaste have been requested and will close on 3 March 2017.</p>

### **Refuse Collection and Disposal**

Key Milestone	Indicative Timeframe	Commentary
Refuse collection and disposal services contract renewal	2016	<p>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.</p> <p>In procurement phase</p> <p>The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.</p> <p>A separate Business paper is enclosed elsewhere in this agenda.</p> <p>Proposals from Envirowaste have been requested and will close on 3 March 2017.</p> <p><b>Contract awarded to Envirowaste</b></p>

### **Solid Waste: SWaMMP Improvement and Monitoring**

Key Milestone	Indicative Timeframe	Commentary
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in late 2014. The next Survey is due late 2016.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
H&S audits on all Waste Management Facilities to identify hazards and safety improvements	Monthly	Ongoing.
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc)	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An

Key Milestone	Indicative Timeframe	Commentary
following completion of structure plans		investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2014. The 2016 waste audit was recently completed in July 2016. The results were reported to Council in August 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

### Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	Monthly	Ongoing
Storm water safety audit	End June 2016	This is an ongoing project that will see the recommendations and findings incorporated into renewals, replacement and upgrading projects.

### Stormwater: Edward Street

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	Construction is completed, but completion was delayed due to the extreme weather conditions. During these events the newly constructed works performed as expected with no flooding in this area.

### Stormwater: Hill Street

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	April 2017	Construction start date has been set for 19 June due to the inclement weather that we have experienced in the region.

### Wastewater: Te Kuiti Sewerage Carroll Street under Railway

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	April 2017	Start date has been set for 25 May. Obtaining permission for the contractor to enter the railway servitude has delayed the progress.

### Wastewater: Te Kuiti Sewerage Sewer Main under River

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	April 2017	The river level has been consistently too high to safely do this work. Work has been suspended to the construction season in December to May next year.

### Wastewater: Te Kuiti Sewerage Nettie Street Reroute

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	Construction is to start on 1 May.

### Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	June 2017	This project is postponed due to more urgent work at the Te Kuiti WTP and Mokau Water main

### Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b>	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	All filters are now replaced, pipe work completed and the filter operation is being automated through programming the PLC. The UV has been commissioned and is working. A setting on the control valve is being optimised. The automation of the filter operation, including backwash control and monitoring is progressing well with the work being in the testing phase.
Phase 2	Target completion December 2017	The Contractor is on site. The Resource Consent to work in the river bed has not been completed with WRC requiring additional information on methodology. In addition the river is presently flowing too strong to start work. It is highly likely that this work will be postponed till next year. WRC Resource Consent has been received. Due to the high flows of the river this work will not progress and has been put on hold up until the summer when river conditions should be more favourable.
Phase 3		Design has started and critical components have been procured.

**Water: Awakino Pump Station**

Key Milestone	Indicative Timeframe	Commentary
Construction	End April 2017	This project has now started progressing again with the pump base and pump housing structure being manufactured. The pumps have been procured and the electrical work has been upgraded.

**Water: Backflow Preventers**

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 370 have been replaced throughout the district since June 2015.

**Water: Henderson / Earl Street Ring Main**

Key Milestone	Indicative Timeframe	Commentary
Construction	April 2017	Work has been programmed to start on 10 July. Delays were experienced due to the extreme weather conditions.

**Water: Awakino / Blackmans Reservoir Main**

Key Milestone	Indicative Timeframe	Commentary
Construction	March 2017	This work has now been scheduled to start on 3 July. Weather related delays were experienced.

**Water: Hetet Street Main Replacement**

Key Milestone	Indicative Timeframe	Commentary
Construction	May 2017	This work is scheduled to start on 24 July and will be completed by 11 May.

**Water: Seismic Strengthening of Reservoirs****Piopio Reservoir**

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

<b>Strategic: Te Waitere Water and Wastewater</b>
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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.
<b>Council Meeting</b> Progress Report		On completion of each action.

<b>Strategic: Waitomo Village Water and Wastewater</b>
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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> <p>Full report included in the 28 June 2016 council meeting</p> <p>Full report included in the 2 August 2016 council meeting</p> <p>Council provided direction at its Workshop on 15 November 2016 which will be further pursued.</p> <p>Full report included in the 2 May 2017 Council meeting</p>

## Capital Renewal Programme – Year 1 (2015/2016)

### WATER - Te Kuiti

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

Street	LTP Budget = Opt Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	Done when Awakino pump station is being rebuilt
Awakino	\$67,811.25	With Awakino pump station
Henderson	\$9,041.50	Deferred to April 2017
Henderson	\$3,718.25	Deferred to April 2017
Henderson	\$4,308.09	Deferred to April 2017

### WATER - Mokau

The North Street (SH3) arterial main has failed and is being replaced in its entirety from the Inframax yard to Rerenga Street. The internal main will be reprogrammed to be replaced in the next phases.

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

**WATER - Piopio**

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	Deferred due to North Street (SH3) arterial main replacement
Moa Street	\$642.00	Deferred due to North Street (SH3) arterial main replacement
Moa Street	\$1,008.48	Deferred due to North Street (SH3) arterial main replacement
Moa Street	\$22,737.50	Deferred due to North Street (SH3) arterial main replacement

**ROADING**

Road Name	RP	Length (m)	Width (m)	Cost Estimate	Comments
Oparure Rd	4,414 – 5,800	1,386	6.4	\$406,507	Completed
Oparure Rd	6,900 – 8,100	1,200	8.0	\$452,575	Completed

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

**WASTEWATER - Te Kuiti**

Tenders are invited from several competent contractors to replace the pipe under the railway line, as well as additional rerouting in Nettie Street from underneath a building. A new main will also be completed under the river from the Mangarino Street intersection to the Main Pump Station to eliminate the inflow from the river.

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$20,521.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$38,048.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$6,651.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$5,397.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$17,016.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$21,226.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$16,447.00	Reprogrammed due to condition assessment showing good condition
Rora Street	\$6,281.00	Reprogrammed due to condition assessment showing good condition

**STORMWATER - Te Kuiti**

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

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$170,000	Completed.
Kiwi Street	\$12,517.66	Condition is still adequate and estimated to project beyond the 2025 LTP
Massey Street	\$3,969.49	Condition is still adequate and estimated to project beyond the 2025 LTP
Mary Street	\$29,289.97	Condition is still adequate and estimated to project beyond the 2025 LTP

<b>Capital Renewal Programme – Year 2 (2016/2017)</b>
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**STORMWATER - Te Kuiti**

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	Not required. Replaced during 2015
Mary Street	\$14,976.26	Not required. Replaced during 2015
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	The Henderson main is still in good condition after a condition assessment was done. The work in the current financial year will see a ring main being completed.
Hetet	\$18,457.50	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Rora Street	\$12,223.68	Condition assessment to be undertaken
Hetet	\$906.02	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Ngarongo	\$12,960.38	Condition assessment to be undertaken

**WATER - Mokau**

Street	LTP Budget = Opt Rep Value	Comment
Rangi Street	\$11,807.45	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016
Rangi Street	\$436.03	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016
Rangi Street	\$12,093.68	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016
Tainui Street	\$10,903.30	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016
Tainui Street	\$13,021.90	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016

**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 will be reprogrammed as Taupiri Street
Rora Street	\$14,039.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$25,740.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$15,208.00	Rora Street will be reprogrammed as Taupiri Street
Alexandra Street	\$25,631.00	This will be reprogrammed as Taupiri Street

### **ROADING**

The inclusion of Maraeroa Rd seal extension will cause the deferring into next year of Taharoa Rd (- both sections A and B). Hangatiki East Road will be deferred and addressed as part of the OMYA route. Totoro Rd Phase 2 was deferred to the 2016/17 year due to consent and budgeting reasons, and is now under construction.

Pavement Rehabilitation Program for 2016/17:

Road Name	RP	Length (m)	Width (m)	Area (m <sup>2</sup> )	Est. Rate \$/m <sup>2</sup>	Program Year	Cost Estimate
Current Year:							
Totoro Rd Phase 2 Sep Port 1	8,378 – 9,800	1422	6.4	9,100	\$60.00	2016/17	\$546,000
Totoro Rd Phase 2–Sep Port. 2	9,800 – 11,316	1,516	6.4	9,700	\$60.00	2016/17	\$582,000
2nd Year:							
Rangitoto Rd	5,784 – 6,415	631	7.0	4,340	\$50.00	2017/18	\$217,000
Totoro Rd Phase 3	1,583 – 2,664	1,081	7.0	7,567	\$55.00	2017/18	\$416,000
Totoro Rd Phase 4	3,141 – 5,140	1,999	7.0	13,993	\$55.00	2017/18	\$769,000
3rd Year: (tbc)							
Ramaroa Rd Section 1	0 - 630	630	7.0	4,410	\$60.00	2018/19	\$265,000
Ramaroa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$60.00	2018/19	\$420,000
Ramaroa Rd Section 3	1,630 – 2,299	669	7.0	4,683	\$60.00	2018/19	\$280,000
Totoro Rd Phase 6	5,807 - 7,205	1,398	7.0	9,786	\$60.00	2018/19	\$587,000
Walker Rd	3,887 - 4,739	852	7.0	5,964	\$60.00	2018/19	\$357,000
Delayed due to budget constraints and priorities:							
Oparure Rd (Section C)	14,587 – 15,588	1,010	8.0	8,080	\$50.00	tbc	\$404,000

Note: The above list indicates Pavement Rehab projects for the current financial year and the next priorities from the Road Rehabilitation FWP Shortlist but it should be noted that the roads indicated for future years are only indicative at this stage as the list is only finalised during the year before the Pavement Rehab project. This is due to variations in deterioration profiles of the shortlisted roads in the FWP and budget considerations. There is also a need for enhanced funding to catch up on a back log of Rehab requirements.

Major New Construction Projects for 2016/17:

Road Name	RP Start	RP End	Length (m)	Width	Area (m <sup>2</sup> )	Estimated Rate \$/m <sup>2</sup>	Cost Estimate or Priced Proposal
Maraeroa Rd Seal Extension	0.000	1,780	1,780	7.0	13,130	\$64.50	\$847,000

Note: The above list indicates 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	Current assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and car parking 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	Ongoing as required.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	Ongoing	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
<b>Delayed due to Budget Restrictions</b>		
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

Key Milestone	Indicative Timeframe	Commentary
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
Street Light LED Renewal Programme	2016/17 onwards	Planning underway. Plan was to be implemented over Five years, but a revised NZTA subsidy scheme of 85% FAR has changed the strategy to a proposed one year LED conversion plan for 2017/18 and the intention is to introduce new LED technology to save on energy consumption and maintenance costs of street lights
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	2016/17 onwards	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). <b>Priority 2</b>	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. <b>Priority 2</b>	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. <b>Priority 3</b>		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. <b>Priority 4</b>		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. <b>Priority 2</b>		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. <b>Priority 4</b>	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. <b>Priority 4</b>		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. <b>Priority 3</b>		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. <b>Priority 4</b>		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. <b>Priority 3</b>		Using Hamilton City Infrastructural Standards.

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Complete environmental impact studies for each stormwater drain and receiving water. <b>Priority 4</b>	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. <b>Priority 2</b>	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). <b>Priority 4</b>		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). <b>Priority 2</b>	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. <b>Priority 2</b>	July 2016	Waste audit completed to be presented to council in August 2016. Complete
Initiate and foster waste minimisation in community targeting schools and rural communities. <b>Priority 2</b>	Ongoing	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. <b>Priority 2</b>	December 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. <b>Priority 2</b>	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. <b>Priority 3</b>	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. <b>Priority 3</b>	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). <b>Priority 3</b>	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. <b>Priority 2</b>	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. <b>Priority 1</b>	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. <b>Priority 4</b>	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. <b>Priority 4</b>	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. <b>Priority 2</b>	On-going	Monitor progress
Updating of asset inventory data and input to database. <b>Priority 1</b>	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. <b>Priority 2</b>	Following above actions	
Prioritise the works developed from risk assessment exercises. <b>Priority 2</b>	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. <b>Priority 2</b>	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. <b>Priority 4</b>	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. <b>Priority 2</b>	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. <b>Priority 2</b>	Ongoing	Monitor.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. <b>Priority 3</b>	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. <b>Priority 1</b>	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. <b>Priority 2</b>	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. <b>Priority 3</b>		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. <b>Priority 4</b>	2025-45	Outside 2015– 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. <b>Priority 2</b>	2025-45	Outside 2015– 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. <b>Priority 3</b>	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. <b>Priority 3</b>	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. <b>Priority 3</b>		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. <b>Priority 3</b>	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. <b>Priority 2</b>	December 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. <b>Priority 2</b>	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. <b>Priority 2</b>	Ongoing	Monitor
Update and implement water treatment plant operating procedures. <b>Priority 2</b>	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. <b>Priority 2</b>	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. <b>Priority 4</b>	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

## Completed Projects

### District Plan: Administration – Hoarding Signs

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

### 2016 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	8 October 2016	Complete
Official Declaration	8-19 October 2016	Complete
Distribution of Induction Package	19 October 2016	<del>Progressing</del> Complete
<b>Inaugural Council Meeting</b>	18 October 2016	Complete
Elected Member Training (LGNZ)	TBA by LGNZ	Complete

### Combined Mayoral ITO Graduation Ceremony

#### 2016 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	March 2016	Completed
Graduate names received from Industry Training Organisations	August 2016	WDC has received advice from the ITOs Liaison Representative that the Mayoral ITO Graduations are under review. No further planning can be done until the outcome of this review is known. WDC will proceed with the Mayoral ITO Graduation, however a date is yet to be set. The Community Development Coordinator met with the Primary ITO Coordinator on Thursday 21 April and it was agreed to defer the Graduation until later in the year. An actual date is yet to be agreed.
Invitation to Graduates and Families/Supporters	September 2016	November is the date supplied by MTFG for Graduations
Graduation Ceremony	November 2016	Complete - The Graduation Ceremony was held in the Les Munro Centre on 10 November 2016.

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

### 2016 Code of Conduct Review

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

### 2016 Governance Statement Review

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

### 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).
<b>Council Meeting</b> – must be adopted by 1 March 2017	28 February 2017	<p><b>Manawatu-Wanganui Region</b> 13 Dec 2016 – Council approved the proposed Manawatu-Wanganui Region Triennial Agreement for the period from 1 March 2017 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2019 local authority elections and before 1 March 2020.</p> <p><b>Waikato Region</b> Complete</p>