



# **Agenda Council Meeting**

**Wednesday 25 June 2014  
9.00am**

**Council Chambers  
Queen Street  
TE KUITI**



## NOTICE OF MEETING

**A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 25 JUNE 2014 COMMENCING AT 9.00AM**

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### COUNCIL MEMBERS

Mayor Brian Hanna  
Cr Terry Davey  
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker  
Cr Allan Goddard

Cr Phil Brodie  
Cr Sue Smith

**CHRIS RYAN**  
**CHIEF EXECUTIVE**

### ORDER PAPER

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<i>God Grant us the serenity to accept the things we cannot change The courage to change the things we can And the wisdom to know the difference These things we ask in the name of Our Lord Jesus Christ Amen</i>	
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## **FILE 2 OF 2 (PUBLIC EXCLUDED)**

### **Note**

Inframax Construction Limited Representatives will be in attendance  
at 2.00pm for Items 1 and 2 below

1.	Investment Representative Committee Report	1
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### **PLEASE NOTE**

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

**Document No:** 337080**File No:** 092/015A**Report To: Council****Meeting Date:** 25 June 2015**Subject: Deputation: Otorohanga District Development Board**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Ray Haley, Otorohanga Youth Coordinator will be in attendance at 9.00am to present Otorohanga District Development Board's (ODDB) report against the Key Performance Indicators contained in the Service Level Agreement (SLA).
- 1.2 Copies of the Otorohanga District Development Board Reports - January 2014 and June 2014 are attached to the business paper "Otorohanga District Development Board – Reporting against Service Level Agreement" contained elsewhere in this Agenda.

### **Suggested Resolution**

The Deputation from Otorohanga District Development Board be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

**Document No:** 337106**File No:** 037/042A**Report To: Council****Meeting Date:** 25 June 2015**Subject:** **Deputation: New Zealand Police**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Craig Lindstrom of the New Zealand Police will be in attendance at 9.15am to provide an update on Police activities within the Waitomo District.

### **Suggested Resolution**

The Deputation from New Zealand Police be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

17 June 2014

**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  
THURSDAY 22 MAY 2014 AT 9.00AM**

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

**IN ATTENDANCE:** Media and Public

Sandra Squier (Te Kuiti SPCA)  
Matthew Cooper, Mike McGuire, Dede Downs (Sport Waikato)  
Paul Buist  
Kahu Hohaia  
Chris Ions, Hillary Walker and Jacqui Hahn (Federated Farmers)  
One Member of the Public

Staff

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Helen Beever, Group Manager – Customer Services (for part only); Vibhuti Chopra, Group Manager – Corporate Services (for part only); John Moran, Regulatory Manager (for part only)

Christiaan van Rooyen, Group Manager - Assets (for part only); Kit Jeffries, Group Manager – Corporate Services (for part only); John De Luca, Group Manager – Community Services (for part only) and Western Waikato EM Operations Manager, Martin Berryman (for part only)

<b>1.</b>	<b>Council Prayer</b>	<b>File 037/003</b>
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<b>2.</b>	<b>Apologies</b>	<b>File 037/003</b>
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**Resolution**

The apology from Cr Te Kanawa be received and leave of absence granted.

Goddard/Whitaker                      Carried

<b>3.</b>	<b>Hearing of Submitters to the Draft 2014/15 Exceptions Annual Plan and Bylaws Review</b>	<b>File 037/013/2015</b>
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**9.00am – Sandra Squier, Te Kuiti SPCA**

Sandra Squier spoke in support of her submissions to both the draft Exceptions Annual Plan and to the Bylaws Review as follows:

1. Recommending Council microchip all dogs that are impounded before release.
2. Council consider euthanising all dogs by lethal injection instead of bullet or gas.
3. Council address the temperature extremes experienced at the Te Kuiti Dog Pound.
4. Council introduce a ban on the keeping of horses in urban areas without approved grazing.

Sandra Squier (Te Kuiti SPCA) left the meeting at 9.06am.

### **9.06am - Matthew Cooper, Mike McGuire, Dede Downs (Sport Waikato)**

Matthew Cooper and Mike McGuire spoke in support of their Submission.

Matthew Cooper spoke briefly on the Waikato Sports Facilities Plan, advising that the Plan is currently in the format of a working internal draft developed with solid involvement from WDC staff. The full Plan is a large document so a 15 page summary document has been developed for the Plan.

The intent is to present the Plan to the Waikato Mayoral Forum in late June 2014.

Paul Buist entered the meeting at 9.16am

Matthew Cooper, Mike McGuire, Dede Downs (Sport Waikato) left the meeting at 9.17am  
Kahu Hohaia and one supporter entered the meeting at 9.17am.

### **9.18am – Paul Buist**

#### Dog Control Bylaw

Paul Buist spoke in support of his submission asking that Council give consideration to implementing a restriction or elimination on the ownership of certain dangerous breeds of dog.

#### Public Health and Safety Bylaw

Paul Buist requested Council to take a pre-emptive decision to totally prohibit the sale of all "legal highs".

Paul Buist recommended Council prohibit commercial prostitution services within all urban areas.

### **9.28am – Kahu Hohaia**

Kahu Hohaia queried Council on the actual opening hours of the Marokopa Transfer Station.

Kahu Hohaia asked that Council take urgent action to protect the Waahi Tapu area which is eroding and causing bones to be exposed.

Paul Buist, Kahu Hohaia and one supporter left the meeting at 9.34am.  
The Regulatory Manager left the meeting at 9.36am.

Chris Ions, Hillary Walker and Jacqui Hahn (Federated Farmers) entered the meeting at 9.40am.

#### **9.40am – Federated Farmers**

Chris Ions, Hillary Walker and Jackie Haan spoke in support of the Federated Farmers submission.

Hillary Walker raised a number of issues which were not included in the submission lodged to Council and undertook to provide Council with a copy of the further issues raised.

Chris Ions, Hillary Walker and Jacqui Hahn (Federated Farmers) left the meeting at 10.00 am.

#### **Resolution**

- 1 The business paper on Hearing of Submissions to Draft 2014/15 Annual Plan and Bylaws Review be received.
- 2 Council note the verbal submissions made by the following Submitters:
  - Te Kuiti SPCA
  - Sport Waikato
  - Federated Farmers
  - Kahu Hohaia
  - Paul and Carol Buist

and refer these submissions for consideration at the Council Meeting on Tuesday 27 May 2014.

- 3 Council accept the late submission(s) and include them for consideration as part of the deliberations at the Council Meeting on Tuesday 27 May 2014.

Smith/Brodie

Carried

There being no further business the meeting closed at 10.00am.

Dated this 25<sup>th</sup> day of June 2014.

BRIAN HANNA  
**MAYOR**

**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 27 MAY 2014 AT 9.00AM**

**PRESENT:** Mayor Brian Hanna, Council Members Phil Brodie, Terry Davey, Allan Goddard, and Sue Smith

**IN ATTENDANCE:** Chris Ryan, Chief Executive; Michelle Higgle, Executive Assistant; Kit Jeffries, Group Manager – Corporate Services (for part only); Vibhuti Chopra, Group Manager – Corporate Services (for part only); Helen Beever, Group Manager – Customer Services (for part only); Christiaan van Rooyen, Group Manager - Assets (for part only); John De Luca, Group Manager – Community Services (for part only) and John Moran, Manager – Regulatory Services (for part only)

<b>1.</b>	<b>Council Prayer</b>	<b>File 037/003</b>
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<b>2.</b>	<b>Apologies</b>	<b>File 037/003</b>
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**Resolution**

The apology from Cr Te Kanawa and an apology for lateness for Cr Whitaker be received and leave of absence granted.

Brodie/Smith          Carried

<b>3.</b>	<b>Declarations of Member Conflicts of Interest</b>	<b>File 037/051A</b>
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Member declarations of interest were made as follows:

Mayor Hanna – Piopio Rugby Club (Social Member)  
Cr Brodie – Piopio Community Sports Incorporated  
Cr Davey – previous employment involved with Gaming

<b>4.</b>	<b>Verbal Reports: Individual Councillor Roles and Responsibilities</b>	<b>File 037/040A</b>
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Individual Council Members provided verbal reports in respect to Councillor appointed Roles and Responsibilities.

Cr Brodie

RTC Meeting  
Waitomo Catchment Trust  
State Highway 3 Working Party Meeting  
Waipa Zone Meetings  
Mayoral ITO Graduation

Cr Davey

Elderly Housing Community Working Party Meetings  
Zone 2 Meeting at Tauranga

Cr Smith

Ratepayer Meetings  
Mayoral ITO Graduation

Mayor Hanna

Healthy Rivers Stakeholder Group (2 day meeting)  
Tourism Holdings Ltd  
Timber Trail Debrief Meeting  
Barbara Kuriger (National Party Candidate for Taranaki)

Cr Whitaker entered the meeting at 9.22am.

Elderly Housing Community Working Party Meetings  
Regional Economic Development (Waitomo, Taupo, Ruapehu, Wanganui)  
Mayoral ITO Graduation  
- Council gave a vote of thanks from the Council to Donna and Michelle  
Zone 2 Meeting at Tauranga  
Fire Brigade 14 Year Service  
TRENZ in Auckland  
WMF Rooding Working Party

**Resolution**

The Verbal Reports from Council Members be received.

Goddard/ Brodie Carried

<b>5.</b>	<b>Confirmation of Minutes – 1 May 2014</b>	<b>File 037/040A</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting held on 1 May 2014 be confirmed as a true and correct record.

Goddard/Davey Carried

The Group Manager – Corporate Services (Kit Jeffries and Vibhuti Chopra) entered the meeting at 9.35am.

<b>6.</b>	<b>Financial Report for the period ending 30 April 2014</b>	<b>File 100/018A</b>
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Council considered a business paper presenting the Financial Report for the period ended 30 April 2014.

The Group Manager – Corporate Services (Kit Jeffries) and Chief Executive expanded verbally on the business paper and answered Members’ questions.

### **Resolution**

The business paper on the Financial Report for the period ending 30 April 2014 be received.

Davey/Smith Carried

<b>7.</b>	<b>Late Submission to Draft Exceptions Annual Plan 2014/2015 – Waitomo District Youth Council</b>	<b>File 037/012/2015</b>
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Council considered a tabled business paper presenting a copy of a late submission made to the draft Exceptions Annual Plan 2014/2015 from the Waitomo District Youth Council.

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

### **Resolution**

- 1 The business paper on Late Submission to Draft 2014/15 Annual Plan – Waitomo District Youth Council be received.
- 2 Council accept the late submission from the Waitomo District Youth Council and include it for consideration as part of the deliberations.

Smith/Whitaker Carried

The meeting adjourned for morning tea at 9.58am and reconvened at 10.15am.

The Group Manager – Customer Services, Group Manager – Community Services and Group Manager – Assets entered the meeting at 10.15am.

<b>8.</b>	<b>Deliberation on Submissions to the Waitomo District Council Draft Exceptions Annual Plan 2014/2015</b>	<b>File 037/012/2015</b>
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Council considered a business paper presenting suggested treatment options for submissions received on the draft Exceptions Annual Plan 2014/15 to assist with the deliberations.

The Group Manager – Corporate Services (Vibhuti Chopra) and Chief Executive expanded verbally on the business paper and answered Members’ questions.

### **Resolution**

- 1 The business paper on Deliberation on Submissions to the Waitomo District Council Draft Exceptions Annual Plan 2014/15 be received.
- 2 Changes to the Draft Exceptions Annual Plan 2014/15 be made based on decisions made by Council at the deliberations meeting for the Draft Exceptions Annual Plan.
- 3 The Chief Executive be delegated the authority to ensure that all amendments requested by Council are accurately reflected and to make all necessary changes to the final Exceptions Annual Plan 2014/15 prior to adoption.
- 4 Response letters providing detailed communications of Council's deliberations be sent to all Submitters as per the Analysis of Submissions below.

Smith/Whitaker                      Carried

### **Analysis of Submissions**

Each submission has been evaluated and categorised under one of the pathways outlined below. This method assists a comprehensive assessment of submissions by Council. The suggested pathways are:

- Critical Review (C)**                      The issue forms part of the proposals under consultation in the Draft Exceptions Annual Plan (DEAP). Council decision on this issue could require making changes the DEAP and could impact on the financial forecasts contained in the DEAP.
- Urgent Review (U)**                      The issue is strategic, important, and should be addressed in the coming financial year. The total number of matters able to be addressed is limited by organisational capacity.
- Scheduled Review (S)**                      The issue(s) raised do not form part of the proposals under consultation but is strategic in nature and could be investigated as part of a scheduled review of the relevant strategic documents e.g. Annual Plan, District Plan or other scheduled reviews of policies and plans.
- Operational (O)**                      The issue(s) relate to a day to day operational or service delivery matter and can be dealt with as part of Council's existing service request system.
- Communication (Comm)**                      The issue(s) raised might not be specific to a matter or proposal offered up for submission in the dEAP. This pathway is also used where Council will note the matter and will consider the matter as part of its regular work programmes. The nature of the issue(s) does not warrant a policy review, investigation or change to the dEAP. Note: It is important the context to the issue(s) is/are clearly communicated.

**Note:** The Local Government Act 2002 (LGA) requires councils to produce a Long Term Plan (LTP) with a 10 year planning horizon and review that LTP every three years. In addition, for each financial year in between the LTP, Council is required to prepare and adopt an Annual Plan (AP). The AP is prepared according to the LGA and its main purpose is to:

- Contain the proposed annual budget and funding impact statements for the year to which the AP relates
- Identify any variation from the financial statements and funding impact statements included in the Council's LTP in relation to the year

Council adopted its 2012-2022 Long Term Plan in June 2012. The draft 2014/2015 Exceptions Annual Plan follows the work plans set out through Year 3 of the 2012-2022 Long Term Plan, with few exceptions. Those exceptions as proposed are not significant and are mostly in response to external drivers which have required a tactical change.

**The majority of the Submissions received do not relate to the "exceptions" being consulted upon in Council's draft 2014/2015 Exceptions Annual Plan.**

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
001	Physicians and Scientists for Global Responsibility	1	The Submitter asks that Council take into consideration concerns for sustainable district and a healthy community in respect to genetic engineering technology and nanotechnology.	<b>Comm</b>	<p><b>Note:</b> The submission seems to be a generic document.</p> <p>Council is not directly involved in matters related to genetically engineered organisms, or nanotechnology. Any related policies would typically be in the Central Government or possibly Regional Council purview.</p> <p>We thank the Trust for its submission and acknowledge its concern and advice on human health matters.</p> <p>Where relevant, Council will consider the matters raised in its planning.</p> <p>The matters raised are not related to the proposals in the Draft Annual Plan 2014/15 that Council is consulting on.</p> <p>The Annual Plan is a document outlining Council's proposed services and budgets for the forthcoming year and the proposed funding for it.</p> <p>Add comment outlining purpose of Local Government and advising that the Submitter's request does not fall within the purpose of Local Government.</p>
002	Greg Nzesniowiecki (The Renewables)	2	The Submitter is seeking a Council resolution to encourage the Government to conclude negotiations on the Trans-Pacific Partnership and Free Trade Agreements in a way that provides net positive benefits for regions and New Zealand as a whole, provided that the Partnership and Agreements achieve a list of stipulated objectives.	<b>Comm</b>	<p>We thank the Renewables for their submission and acknowledge the matters raised.</p> <p>These matters are not related to the proposals in the Draft Annual Plan 2014/15 that Council is consulting on.</p> <p>The Annual Plan is a document outlining Council's proposed services and budgets for the forthcoming year and the proposed funding for it.</p> <p>The submission will be referred to a future Council meeting for consideration of the matters contained in it.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
003	Emma Darke	3	The Submitter requests that Council bring "The Nappy Lady" to the area next year to run a Nappy Workshop as a means of addressing the issue of disposal nappy waste into regional landfills.	<b>Comm</b>	<p>Council thanks Mrs Darke for her submission.</p> <p>The matter raised is not related to the proposals in the Draft Annual Plan 2014/15 that Council is consulting on. The Annual Plan is a document outlining Council's proposed services and budgets for the forthcoming year and the proposed funding for it.</p> <p>However, WDC is committed to achieving waste minimisation objectives through the Solid Waste Asset Management Plan. The cotton nappy option is one means to achieving better minimisation outcomes.</p> <p>The CEO will investigate how WDC can take up the suggestion.</p>
004	Sandra Squier (Te Kuiti SPCA)	4  5  6	<p>4 The Submitter requests that the euthanizing of dogs in Waitomo District be by lethal injection and not by shooting.</p> <p>5 The Submitter requests the microchipping of all dogs returned to owners from the Pound.</p> <p>6 The Submitter requests Council to consider improving the temperature extremes experienced at the Te Kuiti Dog Pound.</p>	<b>S</b>  <b>S</b>  <b>S</b>	<p>WDC is currently undertaking a review of the animal control service delivery. As part of this review the matters raised by the submitter will be given consideration.</p> <p>WDC is mindful of the guidelines set out as best practice in the 2010 edition of the Animal Code for Dogs and is acting to ensure that its service delivery meets the minimum requirements of the Code at all times.</p>
005	CCS Disability Action Waikato (Gerri Pomeroy)	7	<p>The Submitter requests Council to consider the following recommendations:</p> <ul style="list-style-type: none"> <li>• Develop a policy framework that includes planning for disabled people's inclusion in everyday community life <ul style="list-style-type: none"> <li>○ Development of an inclusion or disability policy</li> <li>○ Development of an associated action plan that ensures that all council activities include assessment of disabled people's ability to participate</li> <li>○ Consider appointment of a Waitomo District</li> </ul> </li> </ul>	<b>Comm</b>	<p>Council thanks CCS Disability Action Waikato for its submission.</p> <p>Council is appreciative of the barriers faced by the disabled in the community and is fully supportive of considering and where practicable addressing accessibility issues raised in the submission in its planning and development initiatives. A number of the accessibility issues are already recognised in</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			Council Inclusion/ Disability Advisor		Council's footpath programme, provision of housing for the elderly, building codes and planning of parks, reserves and playgrounds.
		8	<ul style="list-style-type: none"> <li>• Data Collection <ul style="list-style-type: none"> <li>○ Measure total pedestrian activity and the subset of people using visible mobility aids' presence at destinations and along pedestrian routes. This will provide objective information to monitor and evaluate people's actual ability to use existing transport infrastructure to reach the services and facilities they require to live within their community.</li> </ul> </li> </ul>	<b>Comm</b>	Council will take into account the suggestions on type of data that should be collected, when Council is next conducting a data collection exercise. Council's data collection initiatives ensure appropriate data is collected and used to inform implementation plans.
		9	<ul style="list-style-type: none"> <li>• District Plan, and other planning tools, review to consider zoning and disabled people's ability to find accessible housing in all residential zones and their ability to easily, safely and independently access shopping, work, educational and recreational opportunities</li> </ul>	<b>Comm</b>	WDC will give consideration to zoning and planning matters raised in the submission during the review of its District Plan.
		10	<ul style="list-style-type: none"> <li>• Public buildings to progressively become accessible to everyone <ul style="list-style-type: none"> <li>○ Building (Earthquake-prone Buildings) Amendment Bill</li> <li>○ Our population is ageing, by late 2013 more than 20% of New Zealanders will be aged over 65 (Statistics NZ, 2012)</li> <li>○ Caregivers with children in buggies benefit from universally accessible public buildings and infrastructure</li> <li>○ Disabled people can participate in, and contribute to society</li> </ul> </li> </ul>	<b>Comm</b>	<p>The Earthquake Prone Buildings amendment Bill is yet to be passed into law, however Waitomo District Council undertakes earthquake assessments of its buildings when upgrade works are scheduled so that any identified works can be incorporated.</p> <p>All building upgrade works consider accessibility e.g. ramps and toilets and WDC incorporates these features in any scheduled upgrade works as per the requirements of the Building Act.</p> <p>WDC has historically funded monetary allowances to undertake compliance works to its buildings, through its LTP, where accessibility has been identified as an issue.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		11	<ul style="list-style-type: none"> <li>• Public Safety <ul style="list-style-type: none"> <li>○ People with disabilities are often the most vulnerable when confronted with anti social behavior.</li> </ul> </li> </ul>	<b>Comm</b>	WDC accepts that people with disabilities can be vulnerable when confronted with anti-social behaviour. Councils Public Places Bylaw contains a range of provisions enforceable by NZ Police which can be used to deal with inappropriate behaviour in public places.
		12	<ul style="list-style-type: none"> <li>• Parks, Reserves and Playgrounds <ul style="list-style-type: none"> <li>○ Accessible connections, playground surfaces, signage and toilets</li> </ul> </li> </ul>	<b>Comm</b>	WDC's playgrounds are independently audited each year and any matters raised are incorporated into maintenance schedules
		13	<ul style="list-style-type: none"> <li>• Accessibility Audits <ul style="list-style-type: none"> <li>○ Develop a program of accessibility audits for rural townships and settlements to inform road/ transportation maintenance programmes and ensure that everyone can access local facilities and services</li> <li>○ Accessible pedestrian routes to all public buildings, facilities and open space entrances from car parks, including mobility parks, drop off points and the surrounding pedestrian network</li> <li>○ For pedestrian facilities we recommend; <ul style="list-style-type: none"> <li>– 1% crossfall on all pedestrian routes</li> <li>– Level platform to be provided directly adjacent to the kerb ramp at all street crossing opportunities</li> <li>– Dish channels at all street crossing opportunities, without raised pedestrian beds</li> <li>– Kerb cut/ ramp slopes of 1:14</li> </ul> </li> </ul> </li> </ul>	<b>Comm</b>	<p>Undertaking accessibility audits will be considered in future work programmes.</p> <p>On the matter of accessible pedestrian routes WDC notes that the existing footpaths are already widened to 1.2m dimension during replacements/ upgrades.</p>
		14	<ul style="list-style-type: none"> <li>• Public and community transport services <ul style="list-style-type: none"> <li>○ All transport service solutions should endeavor to provide access for everyone, including those with disabilities</li> </ul> </li> </ul>	<b>Comm</b>	During renewals or upgrades consideration is given to providing access for those with disabilities and appropriate features are incorporated where practicable.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		15	<ul style="list-style-type: none"> <li>• Parking <ul style="list-style-type: none"> <li>○ Mobility Parks highlighted blue</li> <li>○ Kerb cuts provided at 10 minute parking spaces to enable everyone to have safe access to the footpath</li> </ul> </li> </ul>	<b>Comm</b>	Review of carpark marking is ongoing and Council looks to provide suitable areas to incorporate disabled parks, in close proximity to services.
<b>006</b>	Democrats for Social Credit	16	<p>The Submitter requests Council support and lobby the following proposals:</p> <ul style="list-style-type: none"> <li>• Local Body access to nil-interest credit-lines and loans from our sovereign bank, the Reserve Bank of New Zealand. These for essential capital works, thus relieving ratepayers of unsustainable debt-servicing to the private financial sector. The RBNZ is already equipped to provide such facilities as proven by the multi-billion dollar arrangement made in recent years for the major banks.</li> </ul>	<b>Comm</b>	<p>Thank you for your submission.</p> <p>The Annual Plan is a document outlining Council's proposed services and budgets for the forthcoming year and the proposed funding for it.</p> <p>The matters raised in your submission are not directly related to the proposals in the Draft Annual Plan 2014/15 that Council is consulting on.</p> <p><del>The submission will be referred to a future Council meeting for consideration of the matters raised.</del></p> <p>Council has never added fluoride to its water supplies and has no intention to do so in the foreseeable future.</p> <p>Council reviewed and is happy with its agreed voting system for Local Government elections.</p>
		17	<ul style="list-style-type: none"> <li>• Remove GST from rates</li> </ul>		
		18	<ul style="list-style-type: none"> <li>• Support the "Robin Hood" Tax campaign now gathering momentum globally. The levying of a minuscule tax on money and share market transactions would allow Government to provide funding for more public amenities without further need to raise rates, taxes and charges.</li> </ul>		
		19	<ul style="list-style-type: none"> <li>• Support the campaign demanding complete transparency as to the Trans Pacific Partnership Agreement) negotiations</li> </ul>		
		20	<ul style="list-style-type: none"> <li>• Stop fluoridation where still practiced and resist pressure to continue or initiate fluoridation. This is primarily an individual rights matter, apart from the fluoride compounds used being pollutants.</li> </ul>		
		21	<ul style="list-style-type: none"> <li>• Advocate the Single Transferable Vote (STV) system for all Local Government</li> </ul>		

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
007	Enviroschools Foundation (Anke Nieschmidt)	22	The Submitter acknowledges Council's support for the Enviroschools network since 2002 and encourages Council to maintain its involvement in the Programme along with other regional partner agencies.	Comm	Thank you for your submission supporting Council's continued involvement with the Enviroschools Programme. Council appreciates and supports the commendable work being done by the Enviroschools Foundation and the Enviroschools programme in general which focuses on the involvement of students and schools in achieving positive outcomes for the ecosystems in Waikato.
008	Creative Waikato (Sarah Nathan)	23	The Submitter commends and encourages the work Council has planned to create a community hub as part of the Te Kuiti Railway Buildings revitalisation.	Comm	Council thanks you for your submission supporting the Te Kuiti Railway Buildings Revitalisation initiative.
009	Maurice and Monica Louis	24	The Submitter supports Dede Downs as the Sport Waikato Coordinator for the Waitomo District.	Comm	Council engages the Sport Waikato General Purposes Trust (Sport Waikato) by way of contract to deliver agreed services within the Waitomo District. The Sport Waikato Coordinator for the Waitomo District is an employee of Sport Waikato not WDC, and as such any changes or otherwise are a decision for Sport Waikato.  As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.
010	Graeme and Linda Penderleith	25	The Submitter supports Dede Downs role as the Sport Waikato Coordinator for the Waitomo District.	Comm	Council engages the Sport Waikato General Purposes Trust (Sport Waikato) by way of contract to deliver agreed services within the Waitomo District. The Sport Waikato Coordinator for the Waitomo District is an employee of Sport Waikato not WDC, and as such any changes or otherwise are a decision for Sport Waikato.  As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.
011	Pam Voyce	26	The Submitter supports the continued employment of Dede Downs as the Sport Waikato Coordinator for the Waitomo	Comm	Council engages the Sport Waikato General Purposes Trust (Sport Waikato) by way of contract to deliver

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			District.		<p>agreed services within the Waitomo District. The Sport Waikato Coordinator for the Waitomo District is an employee of Sport Waikato not WDC, and as such any changes or otherwise are a decision for Sport Waikato.</p> <p>As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.</p>
012	Sport Waikato	27	The Submitter requests that Council continue to fund the salary and overheads of the District Coordinator's role in Waitomo for \$73,434 plus GST until 30 June 2015.	Comm	<p>Council thanks Sport Waikato for their submission and confirms the funding arrangement for the 2014/15 financial year.</p> <p>Council looks forward to working closely with Sport Waikato and key local partners regarding the delivery of sport and recreation services within the District, in accordance with established deliverables.</p> <p>As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.</p>
013	Federated Farmers of New Zealand	28	<p>The Submitter requests Council to consider the following recommendations:</p> <p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>That Council adopt the proposal to delay the establishment of a District Economic Development Board.</li> </ul>	Comm	<p>Federated Farmers views are noted.</p> <p>The Draft Annual Plan 2014/15 sets out Council's intention to progress economic development opportunities for the District through an Advisory Group. The decision on the detail of the timing for the establishment of any formal entity has not yet been taken.</p> <p>Any change will be consulted upon through Council's standard processes</p>
		29	<p><b>Transparency</b></p> <ul style="list-style-type: none"> <li>That the Annual Plan and summary document continue to include example rates for a wide range of properties which enables</li> </ul>	Comm	<p>The Council acknowledges and thanks Federated Farmers of NZ for its support of the Draft Annual Plan 2014/15 and summary document, including the rates</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			readers to compare rates and understand how rates are allocated.		examples on indicative properties.
		30	<p><b>Solid Waste Management</b></p> <ul style="list-style-type: none"> <li>• That Council look to include a review of the solid waste management services as they apply to rural and commercial businesses. A targeted survey could provide useful information.</li> <li>• That Council look at different options to improve the rate of electronic and battery recycling.</li> </ul>	<b>Comm</b>	<p>Council thanks Federated Farmers for its submission on Solid Waste</p> <ul style="list-style-type: none"> <li>• Council will be gathering resident's views on services as part of the annual survey. This includes information on appropriateness of operating hours.</li> <li>• Electronic equipment and batteries are separated at the transfer stations and disposed of in conjunction with the annual national campaign.</li> </ul> <p>Outline Council's current disposal options.</p> <p>Council will increase its communications to raise awareness of disposal requirements for electronic equipment, batteries and agricultural chemical containers i.e. drench containers at Council transfer stations.</p> <p>There are currently national programmes looking into disposal of these items now (see MFE Website for details).</p>
		31	<p><b>Rural Stormwater</b></p> <ul style="list-style-type: none"> <li>• That Council outline the specific rural stormwater services which require funding of \$53,000.</li> </ul>	<b>Comm</b>	<p>The Draft Annual Plan 2014/15 is prepared according to the LGA and its main purpose is to:</p> <ul style="list-style-type: none"> <li>• Set out in the proposed annual budget and funding impact statements for the year to which the draft Annual Plan relates</li> <li>• Identify any proposed variation from the financial statements and funding impact statements included in the Council's LTP in relation to the year</li> </ul> <p>The Draft Annual Plan 2014/15 does not provide line by line breakdown of</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
					<p>the many function components of the proposed budget for the different activity areas. This is not practicable. To do so would impact on the presentation of the document and therefore the readability of it. The Draft Annual Plan 2014/15 clearly identifies the main areas of expenditure and any variances for what was planned with reasons and follows disclosure requirements.</p> <p>Provide details of the specific rural stormwater services making up the funding of \$53,000.</p>
		32	<p><b>Roading</b></p> <ul style="list-style-type: none"> <li>The Submitter strongly encourages Council to proactively engage with central government to ensure decision makes are well aware of the significant and detrimental impact changes to funding mechanisms could have on roading infrastructure in the district.</li> </ul> <p>The Submitter is happy to lend its support and expertise in this matter to Council to ensure the best outcomes are achieved.</p> <ul style="list-style-type: none"> <li>Council prioritise the roading work which currently receives NZTA subsidies before any changes are made.</li> </ul>	<b>Comm</b>	<p>Council thanks Federated Farmers for its submission on Roothing</p> <ul style="list-style-type: none"> <li>Council keeps a close watch on policy developments and has been engaging in the development of and making submissions on the FAR review. We have provided analysis of the impact of changes also suggested alternatives to the options that have been proposed.</li> <li>We appreciate the offer of support and expertise. <del>and will keep it in mind</del></li> <li>Road maintenance work is programmed based on network condition and requirements. It is agreed to and approved through the National Land Transport Plan and Regional Land Transport Programme. Some changes can be made to address urgent requirements that come up due to weather events, geotechnical and other reasons.</li> </ul>
		33	<p><b>Funding Policies</b></p> <ul style="list-style-type: none"> <li>The Annual and Long Term Plans continue to include</li> </ul>	<b>S</b>	Council thanks Federated Farmers for its submission on the UAGC. We advise

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			<p>detailed information on the UAGC.</p> <ul style="list-style-type: none"> <li>Council continue to explore ways to achieve maximum use of the UAGC funding mechanism.</li> </ul>		<p>that:</p> <ol style="list-style-type: none"> <li>The Annual Plan will continue to include detailed information on the UAGC.</li> <li>Council regularly explores ways to maximise use of the UAGC funding mechanism and to settle on a UAGC that is considered to be fair, affordable and equitable to <u>all</u> ratepayers, both urban and rural. As part of the development of the 2015-2025 Long-Term Plan another review of Council's Revenue and Financing Policy (which includes the use of the UAGC) will be undertaken.</li> </ol>
		34	<p><b>Targeted Rates</b></p> <ul style="list-style-type: none"> <li>Council continue to make good use of targeted rates to fund services which have a high level of direct and identifiable benefit.</li> </ul>	<b>Comm</b>	Council intends to continue with the good use of targeted rates.
		35	<p><b>Rates Increases</b></p> <ul style="list-style-type: none"> <li>Council continue to keep rate increases as low as possible, by continuing its intention to maintain existing service levels, strive towards operational efficiency and adhere to sound asset management practices.</li> <li>Council identify why the rural percentage increases are twice that of their urban counterparts.</li> <li>Should Council not accept the Submitter's points re UAGC usage above, that in the very least they raise the self imposed \$650 UAGC cap by the rate of inflation each year and thus even out the effect on the general rate.</li> </ul>	<b>S</b>	<p>Affordability of rates is one of Council's guiding principles and Council is continually looking at efficiency in the delivery of services so rates increases are affordable. Council is also actively pursuing shared-service arrangements with other Waikato Councils in line with this.</p> <p>Council's review of its Revenue and Financing policy as part of the 2015-2025 Long-Term Plan development will include all aspects of the policy including the level of the UAGC and whether or not it should be inflation indexed.</p> <p>Council draws attention to the graph on page 10 of the Draft Annual Plan 2014/15 which best illustrates where rates levied on rural properties are spent. (Please note that there has been no</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
					increase in the rates requirement for Roads & Footpaths in 2014/15). Percentage increases in 2014/15 are driven almost solely by the increase in the adjusted general rate. As the general rate is levied on property values, rural properties (which are generally valued higher than urban properties) will attract a greater share of the general rate.
		36	<p><b>District Development Rate</b></p> <ul style="list-style-type: none"> <li>That in reviewing the Revenue and Financing Policy for the next LTP council adjusts the funding split to better target the businesses and communities that benefit. It is appropriate in the interests of redressing the inequity created by the property based rating system to make use of the remaining portion of the UAGC cap to part fund this activity. This will reduce the reliance on the general rate. Further, it would be more appropriate to apply a differential to Te Kuiti Commercial properties to ensure their contribution is increased and thus better reflect the benefit received.</li> </ul>	<b>S</b>	<p>The submission point is noted. It will be considered in the review of the Revenue and Financing Policy.</p> <p>LGNZ is currently putting together a project of work relative to capital value rating and looking into alternative options.</p> <p>It should be noted that by bringing in the funding splits referred to, Council did in fact address some of the inequities described by the Submitter.</p>
		37	<p><b>Differentials</b></p> <ul style="list-style-type: none"> <li>Council introduce a substantial differential for rural properties to offset the unfairly high proportion of general rates paid by rural properties.</li> </ul>	<b>S</b>	<p>Council will consider the use of all available rate funding tools and options as part of the review of its Revenue and Financing Policy. It is noted that the issue of 'fairness' is an annual consideration for Council when it considers rates affordability and fairness and equity issues between ratepayers and groups of ratepayers.</p> <p>As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.</p>
<b>014</b>	Coast Rugby Football & Sports Club Inc	38	The Submitter supports Dede Downs as the Sport Waikato Coordinator for the Waitomo District.	<b>Comm</b>	Noted. Council engages the Sport Waikato General Purposes Trust (Sport Waikato) by way of contract to deliver agreed services within the Waitomo District. The Sport Waikato Coordinator

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
					<p>for the Waitomo District is an employee of Sport Waikato not WDC, and as such any changes or otherwise are a decision for Sport Waikato.</p> <p>As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.</p>
<b>015</b>	St John Te Kuiti	39	The Submitter supports Dede Downs as the Sport Waikato Coordinator for the Waitomo District.	<b>Comm</b>	<p>Noted. Council engages the Sport Waikato General Purposes Trust (Sport Waikato) by way of contract to deliver agreed services within the Waitomo District. The Sport Waikato Coordinator for the Waitomo District is an employee of Sport Waikato not WDC, and as such any changes or otherwise are a decision for Sport Waikato.</p> <p>As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.</p>
<b>LATE 016- 021</b>	Various	40	The Submitter supports Dede Downs as the Sport Waikato Coordinator for the Waitomo District.	<b>Comm</b>	<p>Noted. Council engages the Sport Waikato General Purposes Trust (Sport Waikato) by way of contract to deliver agreed services within the Waitomo District. The Sport Waikato Coordinator for the Waitomo District is an employee of Sport Waikato not WDC, and as such any changes or otherwise are a decision for Sport Waikato.</p> <p>As contained in the dEAP, Council will continue to fund Sport Waikato services at current levels.</p>

**Additional Topics Raised at the DEAP Hearings on 22 May 2014**

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
013	Federated Farmers of New Zealand	41	<p><b>Legislative Change</b></p> <p>The Submitter asked Council to proactively engage with central government to ensure decision makers are well aware of the significant and detrimental impact the Building (Earthquake-prone Buildings) Amendment Bill could have.</p> <p>The submitter also trusts Council will not allocate funding towards any implementation until absolutely necessary.</p>	Comm	<p>Council keeps a close watch on policy developments both at central and regional level and provides inputs through the submissions process or lobbying directly when possible. Council have submitted on the Building (Earthquake-prone Buildings) Amendment Bill detailing our concerns and the magnified impact on smaller Districts like Waitomo.</p> <p>Council has not proposed any funding for implementation especially because the legislation has not been passed yet and is still subject to changes.</p>
		42	<p><b>District Plan Review</b></p> <p>The Submitter notes that Council has conducted a scope and needs analysis re the review of the District Plan with the finding of some quick gains to be made and this will be implemented instead of starting a more extensive review.</p> <p>The submitter understands this position and supports it. However, they suggest that if conducting an extensive review were to become necessary in the future then Council is urged to conduct a whole District Plan review rather than a piece meal rolling review.</p>	S	<p>Council will take your submission point into account when it is considering options for review of the District Plan. The proposal would also be open to feedback closer to the time as per its standard decision making processes</p>

**Late Submission – Youth Council**

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
	Waitomo District Youth Council				<p>Good that Youth engaged. Provide detailed response so as to engage. Need to be able to provide costs so they can consider/prioritise projects.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			<p><b>Waitomo's Got Talent</b></p> <p>The Submitter is seeking Council support with hall hireage and funding contribution to help assist hosting "Waitomo's Got Talent".</p>		The Submitter should apply to Council for a grant.
			<p><b>Skate Park</b></p> <p>The Submitter requests Council to install a fence to stop kids walking over the train tracks.</p> <p>The Submitter wants Council to improve the cameras at the Skate Park to improve safety.</p> <p>The Submitter wants Council to address safety issues with the Rail overbridge.</p>		<p>Fencing off the railway line from the Skate Park is an operational issue.</p> <p>Working with NZ Police re cameras. Council has taken a wider approach than just the Skate Park and work has already commenced on this.</p> <p>Has been some clearing work done, painting and tidying up, rubbish removal.</p> <p>Mix of Schedule and Operational issues or picked up in review of AMP going forward.</p>
			<p><b>Redwood Park</b></p> <p>The Submitter thinks Redwood Park would benefit from a tidy up to make it more inviting and visible to the community.</p>		
			<p><b>Recreation Centre</b></p> <p>The Submitter thinks Te Kuiti needs a Recreational Centre with up to date facilities including pool and gym which would be available as a venue for events.</p>		This is a shared High School / Community project currently being investigated.
			<p><b>River Clean-up</b></p> <p>The Submitter has worked hard to clean-up along the Mangaokewa River and would like to see outdoor activities like they use for Crossfit all along the river and a wide concrete path for people to run and cycle.</p>		Funding available through WRI funding
			<p><b>Marae Parking</b></p> <p>The Submitter has a number of members actively involved with the Marae and wish to have an overbridge built to safely get people from the carpark to the Marae.</p>		Council will work with the Marae to discuss safety issues around crossing the road between the Marae and carpark.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			<b>Horses</b> The Submitter would like Council to look at where young people can ride their horses as there are no approved areas in town.		A horse riding area is available at the Te Kuiti Airport.

The Group Manager – Corporate Services (Kit Jeffries), Group Manager – Community Services, Group Manager – Assets left the meeting at 11.07am.

<b>9.</b>	<b>2014 Great New Zealand Muster</b>	<b>File 400/101/14</b>
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Council considered a business paper informing Council of the outcomes of the 2014 Great New Zealand Muster.

The Mayor expanded verbally on the business paper.

**Resolution**

The business paper on the 2014 Great New Zealand Must be received.

Davey/Whitaker Carried

<b>10.</b>	<b>2013/2014 Community Partnership Fund Assessment and Allocation</b>	<b>File 400/130J</b>
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Council considered a business paper presenting Round Two Community Partnership Fund Appraisal information to assist with the allocation of the balance of funds (\$16,100) in the Community Partnership Fund.

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

It was noted that there is a typing error in that "Friends of Hillview" should read "Hillview Trust Inc".

**Resolution**

- The business paper on Round Two 2013/14 Community Partnership Fund be received.
- Council approve Round Two Community Partnership Grants as follows:

Applicant	Grant Amount
Piopio Community Sports Incorporated	\$5,000.00
Piopio Memorial Hall Committee	\$7,000.00
Hillview Trust Inc	\$4,000.00

Whitaker/Goddard Carried

<b>11.</b>	<b>Draft Customer Service Strategy</b>	<b>File 037/5/1</b>
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Council considered a business paper present to Council the draft Customer Service Strategy for consideration.

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

**Resolution**

- 1 The business paper on the Draft Waitomo District Council Customer Service Strategy be received.
- 2 The Draft Waitomo District Council Customer Service Strategy is adopted.

Davey/Goddard          Carried

<b>12.</b>	<b>Hamilton and Waikato Tourism: Service Level Agreement for Regional Tourism Services – Schedule of Services 2014/2015</b>	<b>File 400/180A</b>
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Council considered a business paper presenting the Hamilton Waikato Tourism Schedule of Services 2014/2015.

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

**Resolution**

- 1 The report on the Hamilton and Waikato Tourism: Service Level Agreement for Regional Tourism Services – Schedule of Services 2014/2015 be received.
- 2 Council approve the Schedule of Services 2014/2015 to the Hamilton and Waikato Tourism Service Level Agreement.

Brodie/Smith          Carried

The Manager – Regulatory Services entered the meeting at 11.35am.

<b>13.</b>	<b>Review of Bylaws – Deliberation of Submissions</b>	<b>File 306/001A</b>
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Council considered a business paper providing advice on the suggested treatment of submissions received in relation to the review of the Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health Bylaw.

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

**Resolution**

- 1 The business paper on Deliberations on Submissions – Bylaws Review be received.
- 2 The Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health and Safety Bylaw be adopted as consulted on without further amendment.
- 3 Submitters be provided communication in respect to their submissions as set out in the table below.

Whitaker/Davey Carried

**2014 Bylaws Review – Analysis of Submissions**

Sub No	Submitter	Bylaw	Topic No	Comment
001	Kahu Hohaia	Solid Waste Bylaw	Opening Hours for Refuse Transfer Station	The Submitter has been advised of the opening hours for the Refuse Transfer Station at Marokopa (Monday + Friday 9am to 1pm; Saturday 8am – 12pm, Sunday 1pm – 5pm)
		Public Places Bylaw	Wahi Tapu adjacent to the Marokopa River, Marokopa Heads protection	Council staff will investigate protection options for the erosion occurring at the wahi tapu site and liaise with the Submitter. No amendment to the Bylaw is necessary.
002	Te Kuiti SPCA	Public Places Bylaw	Prohibition of horses on streets within the Te Kuiti urban area	Council's bylaws currently contain a range of provisions which allow some control of horses in public places. WDC is currently undertaking a review of the animal control service delivery. As part of this review the matters raised by the Submitter will be given consideration. No amendment to the bylaw is considered necessary.
003	Barbara Davey	Dog Control Bylaw	Uncontrolled dogs in Public Places	The Dog Control Act 1996 and Council's Dog Control Bylaw contain a range of provisions which cover the control of dogs in public places. The issues raised by the Submitter are of an operational nature. WDC is currently undertaking a review of the animal control service delivery. As part of this review the matters raised by the Submitter will be given consideration.
004	Paul and Carol Buist	Dog Control Bylaw	Council bylaw should contain provisions to regulate dangerous and menacing dog breeds	The Dog Control Act 1996 contains a range of provisions pertaining to dangerous and menacing dogs. The following breeds are subject to a ban on importation: - Brazilian Fila - Dogo Argentino - Japanese Tosa - Perro de Presa Canario - American Pit Bull Terrier The Act requires dogs classified as dangerous to comply with the following provisions: - must be kept on a securely fenced property - muzzled in public - must be neutered These provisions do not need to be repeated in the Bylaws. A check of a number of dog control bylaws in the Region indicate that the provisions of the Dog Control Act are relied upon to regulate dangerous and menacing dogs. No amendment to the Bylaw is considered necessary.

Sub No	Submitter	Bylaw	Topic No	Comment
		Public Health and Safety Bylaw	Council should prohibit the sale of legal highs	The Psychoactive Substances Amendment Act 2014 now prohibits the sale and supply of psychoactive substances. WDC however will be developing a policy to control the location of retail outlets selling such products in the near future. It should also be noted that Councils Public Places Bylaw currently prohibits the use or sale of mind altering substances in public places.
			Prohibit commercial sexual services in urban areas	Council's Bylaw currently controls the location of brothels. Brothels may only be established in commercial, industrial and rural zones and must be sited a minimum of 100m from sensitive sites such as schools, pre-school facilities, places of worship and maraes. No amendment to the Bylaw is considered necessary at this time.
005	Jan Crosland	Public Places Bylaw	Council should regulate the number of cats kept on any property	It would be almost impossible to control cat numbers by way of bylaw provisions. If cats are creating a public health nuisance then provisions contained in the Health Act 1956 can be enforced. An amendment to the bylaw is not considered necessary.
006	Dave Parlane	Dog Control Bylaw Solid Waste Bylaw	Council's bylaws are too extensive and place unnecessary controls over residents	Council thanks Mr Parlane for his submission. The wide ranging submission makes general comment on all the bylaws under review. The comments are noted, however no amendments to the bylaws are deemed necessary at this time.
007	Martin Akroyd	Public Places Bylaw	Council should control cats on public property	It would be almost impossible to control cat numbers by way of bylaw provisions. If cats are creating a public health nuisance then provisions contained in the Health Act 1956 can be enforced. An amendment to the bylaw is not considered necessary.

#### 14. Progress Report: Resource Consent Applications

File 097/001B

Council considered a progress report providing information on outstanding resource consent applications and details of those applications currently being processed.

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

#### Resolution

The Progress Report: Resource Consent Applications be received.

Goddard/Smith Carried

The meeting adjourned for lunch at 12.02pm and reconvened at 12.45pm.

The Group Manager – Assets and Group Manager – Community Services entered the meeting at 12.45pm.

**15. Review and Adoption of Gambling Policy****File 057/002A**

Council considered a business paper presenting the Draft Policy on Gambling Venues and the Summary of Information for adoption for public consultation.

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

**Resolution**

- 1 The business paper on Review of Policy on Gambling Venues be received.
- 2 The Draft Policy on Gambling Venues be approved for public consultation subject to the following amendments:
  - 1 Definition of Te Kuiti Urban Area – amend so as to be within a 5 kilometre radius from the Te Kuiti Post Office.
  - 2 Summary of Information – remove the sentence in Note 3 which reads “Financial viability for venue operators is also achieved at 9 machines, according to anecdotal evidence received.”

Davey/Brodie          Carried

The Group Manager – Customer Services, Group Manager – Corporate Services and Manager – Regulatory Services left the meeting at 12.56pm.

**16. Resolution of Support in Principle to Roding Asset Technical Alliance****File 503/001C**

Council considered a business paper informing of a request to commit in principle to a Roding Asset Technical Alliance.

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

**Resolution**

- 1 The business paper on Resolution of Support in Principle to Roding Asset Technical Alliance be received.
- 2 Council resolves to make a commitment in principle to the Roding Asset Technical Alliance.
- 3 The Mayor and Chief Executive be delegated authority to enter into a multi-party funding agreement with Waikato Local Authority Shared Services for the operation costs associated with the Roding Asset Technical Alliance, once the business case (including the organisation structure) as well as deliverables offered are clear.

Brodie/Whitaker          Carried

<b>17.</b>	<b>Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport</b>	<b>File 037/020/12A</b>
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Council considered a progress report on implementation of the Work Plan for the Land Transport activity as contained in Year Two (2013/2014) of the 2012-2022 Long Term Plan and secondly, establishing a framework for monitoring the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.

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

**Resolution**

The May 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.

Goddard/Brodie          Carried

<b>18.</b>	<b>Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – April 2014</b>	<b>File 037/05A</b>
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

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

Council noted that staff will continue to monitor bark migration from the gardens on the Main Street into the Stormwater system until such time as the plantings in the gardens become established and if it is still a problem at that time, options to mitigate the problem will be investigated.

**Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – April 2014 be received.

Whitaker/Smith          Carried

<b>19.</b>	<b>Brook Park Incorporated Society - Minutes</b>	<b>File 401/0581153000</b>
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Council considered a business paper providing a copy of the Minutes of the Brook Park Incorporated Society meeting of 5 May 2014.

**Resolution**

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

Smith/Goddard          Carried

<b>20.</b>	<b>Progress Report: CDEM Joint Committee Minutes</b>	<b>File 400/010/2</b>
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Council considered a business paper presenting the Civil Defence Emergency Management Joint Committee meeting Minutes of 3 March 2014.

**Resolution**

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

Goddard/Davey Carried

<b>21.</b>	<b>Progress Report: Waitomo Cultural and Arts Centre – Shared Parking Investigation</b>	<b>File 401/0588423900</b>
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Council considered a progress report on development of the shared parking adjacent to the Te Kuiti Community Childcare Centre Incorporated (The Cottage).

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

**Resolution**

The Progress Report - Cultural and Arts Centre – Shared Parking Investigation be received.

Davey/Whitaker Carried

<b>22.</b>	<b>Progress Report: Parkside Subdivision</b>	<b>File 401/Parkside</b>
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Council considered a progress report on the sale of sections at Parkside Subdivision.

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

**Resolution**

The Progress Report: Parkside Subdivision be received.

Smith/Whitaker Carried

<b>23.</b>	<b>Progress Report: Te Kuiti Railway Building</b>	<b>File 401/9992000100</b>
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Council considered a progress report on the Te Kuiti Railway Building Project.

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

**Resolution**

The Progress Report: Te Kuiti Railway Building be received.

Brodie/Goddard Carried

<b>24.</b>	<b>Progress Report: Te Kuiti Mainstreet Re-Design</b>	<b>File 401/CBD</b>
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Council considered a progress report on the Te Kuiti Main Street Re-Design.

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

**Resolution**

The Progress Report: Te Kuiti Main Street Re-Design be received.

Smith/Davey Carried

<b>25.</b>	<b>Progress Report: Te Kuiti Community House</b>	<b>File 401/0588423600</b>
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Council considered a progress report on the Feasibility Study being undertaken to assess the long term direction of the Te Kuiti Community House.

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

**Resolution**

The Progress Report: Te Kuiti Community House be received.

Goddard/Smith Carried

<b>26.</b>	<b>Progress Report: Rural Halls</b>	<b>File 401/Halls</b>
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Council considered a progress report brief Council on the progress with the disposal of Oparure, Mokauiti, Kopaki and Benneydale Halls and to establish teams to work through the disposal process.

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

**Resolution**

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

Goddard/Whitaker Carried

<b>27. Progress Report: Road Map Monitoring Schedule</b>	<b>File 037/048A</b>
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Council considered a Progress Report presenting the Road Map Monitoring Schedule as at 27 May 2014.

**Resolution**

The Progress Report: Road Map Monitoring Schedule be received.

Davey/Brodie Carried

The Group Manager – Assets left the meeting at 1.27pm.

<b>28. Motion to Exclude the Public for the consideration of:</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  
Chris Ryan, Chief Executive  
Michelle Higgie, Executive Assistant  
Helen Beever, Group Manager – Customer Services
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<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. Audit Service Plan for the Audit of Council's 2013/2014 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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
2. Waitomo Cultural and Arts Centre: Use of Centre during Shears Week	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	48(1)(a)
3. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	48(1)(a)
5. Progress Report: Wool Storage Facility	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	48(1)(a)
6. Progress Report: 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)

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/Brodie Carried

There being no further business the meeting closed at 2.05pm

Dated this 25<sup>th</sup> day of June 2014.

BRIAN HANNA  
**MAYOR**

Confidential

Confidential

Confidential

Document No: 337010

File No: 064/001D

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Local Government New Zealand President and Vice President – Outcome of Nomination Process**

### Purpose of Report

- 1.1 The purpose of this business paper is to seek Council's advice as to how the Mayor is to vote at the Local Government New Zealand (LGNZ) Annual General Meeting with respect to the appointment to the position of LGNZ Vice President.

### Commentary

- 2.1 Attached to and forming part of this business paper is a self-explanatory email from Malcolm Alexander, Chief Executive of LGNZ (in his capacity as Returning Officer under the LGNZ Constitution) advising the outcome of the nomination process for LGNZ President and Vice President for the 2014-2017 term.
- 2.2 To summarise that email – the incumbent President (Lawrence Yule, Mayor of Hastings District Council) stood unopposed and therefore has been declared LGNZ President-elect for the 2014-2017 term.
- 2.3 Two valid nominations were received for the position of Vice President (Mayor Brendan Duffy, Horowhenua District Council; and Mayor John Forbes, Opotiki District Council) resulting in the need to hold an election at the upcoming LGNZ AGM in Nelson on Sunday 20 July 2014.
- 2.4 Council needs to resolve how Mayor Hanna (as WDC's Voting Delegate at the LGNZ AGM) is to vote in this election.

### Suggested Resolutions

- 1 The business paper on Local Government New Zealand President and Vice President – Outcome of Nomination Process be received.
- 2 Mayor Hanna be authorised to vote for -
- a) Mayor Brendan Duffy, Horowhenua District Council
  - OR**
  - b) Mayor John Forbes, Opotiki District Council
- as Vice President of LGNZ for the 2014-2017 term.

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

MICHELLE HIGGIE  
EXECUTIVE ASSISTANT

**Michelle Higgin**

**From:** Leanne Brockelbank [mailto:leanne.brockelbank@lgnz.co.nz] **On Behalf Of** Malcolm Alexander

**Sent:** Wednesday, 4 June 2014 3:14 p.m.

**Subject:** LGNZ President and Vice President - Outcome of Nomination Process

Dear all,

My previous communications on the process to elect the LGNZ President and Vice-President for the 2014-2017 term refer.

This email is sent in my capacity as Returning Officer under the LGNZ Constitution.

The nomination process concluded on 31 May 2014 and the outcome is set out below.

**LGNZ President**

One valid nomination was received. The nominee was Mayor Lawrence Yule, Hastings District Council.

Pursuant to Rule H16, Mayor Yule being the only nominee I hereby declare Mayor Lawrence Yule to be LGNZ President-elect for the 2014-2017 term. Mayor Yule's new term will commence immediately at the end of the Annual General Meeting (Rule F14).

This will be Mayor Yule's third term and under LGNZ rules it will therefore be his final term as President.

**LGNZ Vice President**

Two valid nominations were received, namely (in alphabetical order):

1. Mayor Brendan Duffy, Horowhenua District Council; and
2. Mayor John Forbes, Opotiki District Council.

An election for Vice-President will therefore be held at the upcoming Annual General Meeting in Nelson on Sunday 20 July 2014.

Regards

**Malcolm Alexander**  
**Chief Executive**  
 Local Government New Zealand  
 DDI 04 924 1201 M 021 737 681  
 E [malcolm.alexander@lgnz.co.nz](mailto:malcolm.alexander@lgnz.co.nz)  
 W [www.lgnz.co.nz](http://www.lgnz.co.nz)

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 LGNZ.**



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Document No: 336688

File No: 100/018A

**Report To: Council****Meeting Date:** 25 June 2014**Subject:** **Financial Report for the eleven months ended 31 May 2014**

### Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial Report for the eleven months ended 31 May 2014.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 The period covered by this report is 1 July 2013 to 31 May 2014.
- 3.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to Exceptions Annual Plan 2013/14 on Council's operating performance for the eleven months to 31 May 2014.
  - **Summary Balance Sheet** with comments detailing significant balance movements from 1 July 2013 to 31 May 2014.
  - **Capital Expenditure** summary with commentary on material variances of expected expenditure for the year compared with budget.
  - **Cost of Service** Statement Summary and Cost of Service Statements for Council's eleven significant activities are presented in **Appendix 1**.
  - **Balance Sheet** as at 31 May 2014 is presented in **Appendix 2**.
- 3.3 All figures in the tables, except percentages, are expressed in thousands of dollars ('\$000s).

<b>Financial Report to 31 May 2014</b>
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#### 4.1 INCOME STATEMENT HIGHLIGHTS

4.2 Set out below is the summary of financial information for the eleven months to 31 May 2014. Detailed Summaries of Cost of Service Statements are attached as **Appendix 1**.

<b>FINANCIAL HIGHLIGHTS</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2012/13</b>	<b>EAP</b> <b>Budget</b> <b>2013/14</b>	<b>YTD</b> <b>Budget</b> <b>May</b> <b>2014</b>	<b>YTD</b> <b>Actual</b> <b>May</b> <b>2014</b>	<b>Variance</b> <b>May</b> <b>2014</b>	<b>%</b> <b>Variance</b>
<b>Total Expenditure</b>						
- Direct Operating	11,399	12,683	11,178	10,837	(341)	
- Indirect Operating	11,772	11,854	10,729	10,540	(189)	
<b>Total Expenditure</b>	<b>23,171</b>	<b>24,537</b>	<b>21,907</b>	<b>21,377</b>	<b>(530)</b>	<b>-2%</b>
<b>Total Revenue</b>						
- Operating Revenue	(12,033)	(11,041)	(8,450)	(9,292)	(842)	
- Rates Revenue	(16,735)	(17,248)	(17,221)	(17,238)	(17)	
<b>Total Revenue</b>	<b>(28,768)</b>	<b>(28,289)</b>	<b>(25,671)</b>	<b>(26,530)</b>	<b>(859)</b>	<b>3%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(5,597)</b>	<b>(3,752)</b>	<b>(3,764)</b>	<b>(5,153)</b>	<b>(1,389)</b>	<b>37%</b>

4.3 **Net Operating Cost/ (Surplus):** The net operating surplus is 37% (\$1,389,000) more than budget for the eleven months of the financial year.

- Included in the Net Operating Surplus is \$2,577,000 of subsidy revenue to fund asset renewal and improvement expenditure. Renewal and improvement expenditure is capital in nature and as such is not included in the Operating Expenditure figure in the income statement.

4.4 **Operating Expenditure** was 2% (\$530,000) less than budget forecast for the eleven months ended May 2014.

- Direct Operational expenditure was \$341,000 less than budget. The main contributors to this variance in order of magnitude are:
  - **Roads and Footpaths:** \$507,000 more than budget. More expenditure on first response emergency maintenance and sealed and unsealed pavement maintenance work carried out during the reporting period.
  - **Community Services:** \$318,000 less than budget. Repairs and maintenance expenditure which is carried out on an 'as needed' basis is currently tracking less than budget and operational costs on-charged from the Internal Services Unit are also tracking less than budget.
  - **Sewerage:** \$180,000 less than budget. Electricity costs and ordered maintenance costs are tracking less than budget - offsetting those reductions is increased expenditure on chemicals.
  - **Solid Waste Management:** \$174,000 less than budget as a result of reduced volumes of refuse entering the landfill.
- Indirect expenditure is \$189,000 less than the year to date budget and is made up of the following three components:

- **Allocated Costs:** \$260,000 more than forecast.
- **External Interest:** \$463,000 less than forecast, due to interest rates being less than interest rate assumptions and public debt being less than forecast in the Exceptions Annual Plan 2013/14 (and Long Term Plan 2012-22).
- **Depreciation:** \$14,000 more than forecast, primarily due to changes in timing for capital expenditure and useful life estimates for capital additions being different to those used in the Exceptions Annual Plan 2013/14.

4.5 **Total Revenue** was 3% (\$859,000) more than forecast for the eleven months to May 2014.

- Operating Revenue was \$842,000 more than forecast. The main contributors to this variance in order of significance are:
  - **Sewerage:** \$518,000 more than forecast. Trade Waste and sewer connection fees are currently tracking more than forecast for this reporting period.
  - **Solid Waste Management:** \$169,000 less than forecast. Generally reduced product sales and refuse volumes resulting in less than forecast revenue.
  - **Roads and Footpaths:** \$615,000 more than forecast. Due to the operational and capital expenditure programme for roading tracking more than budget, subsidy revenue received is also more.

## 5.1 **BALANCE SHEET HIGHLIGHTS**

5.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2013 to 31 May 2014. The complete Balance Sheet is attached as **Appendix 2**.

<b>BALANCE SHEET HIGHLIGHTS</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b>	<b>Actual</b>	<b>Movement</b>
	<b>Position</b> <b>30 June</b> <b>2013</b>	<b>Position</b> <b>31 May</b> <b>2014</b>	<b>from</b> <b>30 June</b> <b>2013</b>
<b>Assets</b>			
- Cash and cash equivalents	171	2,214	2,043
- Debtors and Other Receivables	5,593	4,411	(1,182)
- Other current assets	45	45	0
- Other financial assets	791	791	0
- Non-current assets	314,815	317,227	2,412
- Derivative financial instruments	239	239	0
<b>TOTAL ASSETS</b>	<b>321,654</b>	<b>324,927</b>	<b>3,273</b>
<b>Liabilities</b>			
- Other Liabilities	5,557	3,877	(1,680)
- Total Borrowings	45,182	44,982	(200)
- Derivative financial instruments	390	390	0
<b>Total Liabilities</b>	<b>51,129</b>	<b>49,249</b>	<b>(1,880)</b>
<b>Public Equity</b>			
- Public Equity	270,525	275,678	5,153
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>321,654</b>	<b>324,927</b>	<b>3,273</b>

5.3 **Total Assets** have increased from \$321,654,000 to \$324,927,000

- Cash and cash equivalents have increased by \$2,043,000.
- Debtors and Other Receivables have decreased from \$5,593,000 to \$4,411,000. The fourth and final rates instalment for the year has been struck and rates receipts were due by the 31 May 2014.
- Non-current assets have increased by \$2,412,000. The increase is due to asset additions of \$7,397,000, less depreciation of \$4,912,000 and asset disposal of \$121,000, including a section in Parkside Subdivision. In addition to that Emissions Trading Scheme units have been purchased (\$46,000) to satisfy future obligations through the operation of the landfill. These are classed as an Intangible Asset.

5.4 **Total Liabilities** have decreased from \$51,129,000 to \$49,249,000.

- Other Liabilities have decreased by \$1,680,000. The decrease is due to reductions in Creditors and Other Payables (\$1,705,000) offset by Employee Entitlements increasing by (\$25,000) compared to 30 June 2013.
- Total Borrowings have decreased by \$200,000. This is due to \$300,000 of loans (funding Council's investment in Inframax Construction Limited) being repaid as part of a consolidation of this specific tranche of debt. In addition to that finance leases of \$48,000 were repaid, however the Call

Advance facility was drawn down by \$250,000, however accrued interest decreased by \$102,000.

5.5 **Public Equity** increased from \$270,525,000 to \$275,678,000. The increase being equal to the Net Operating Surplus for the eleven months of \$5,153,000.

## 6.1 **CAPITAL EXPENDITURE**

6.2 Set out below is the Capital Expenditure Budget for the year compared to actual expenditure for the eleven months to 31 May 2014.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	EAP Budget 2013/14	Actual YTD May 2014	Variance 2013/14
<b>Community Facilities</b>			
- Parks and Reserves	99	127	27
- Housing and Other Property	722	202	(520)
- Recreation and Culture	398	234	(164)
- Public Amenities	233	28	(206)
<b>Solid Waste Management</b>			
- Landfill and Transfer Stations	96	200	103
<b>Stormwater</b>			
- Te Kuiti Stormwater	362	76	(286)
- Rural Stormwater	5	0	(5)
<b>Sewerage</b>			
- Te Kuiti Sewerage	671	723	52
- Te Waitere Sewerage	10	21	10
- Benneydale Sewerage	78	11	(67)
- Piopio Sewerage	101	0	(101)
<b>Water Supply</b>			
- Te Kuiti Water	3,242	293	(2,950)
- Mokau Water	810	658	(152)
- Piopio Water	41	40	(1)
- Benneydale Water	3	29	26
<b>Roads and Footpaths</b>			
- Subsidised Roads	4,435	4,449	14
- Non subsidised Roads	265	102	(163)
<b>Corporate Support</b>			
- Corporate Support	230	206	(24)
- Internal Services Unit	0	0	0
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>11,803</b>	<b>7,396</b>	<b>(4,406)</b>

6.3 **Capital Expenditure** was \$7,396,000 for the eleven months to 31 May 2014, of which \$4,449,000 (61%) related to Subsidised Roads, \$723,000 (10%) Te Kuiti Sewerage, \$293,000 (4%) to Te Kuiti Water Supply and \$658,000 (9%) to Mokau Water Supply.

## 6.4 **Community Facilities**

- Parks and Reserves capital expenditure budget is for renewal work to be undertaken as required. Works have been undertaken on the sea wall in Marokopa.
- Playground upgrade works are yet to be undertaken.
- Capital expenditure for Housing and Other Property is mainly for renewal works for Community Halls and other building assets. Restoration and revitalisation budget for the Railway Building totaling \$579,000 is

accounted for within this function. The tender has been let for this contract.

- Capital renewal work associated with the swimming pool will be undertaken during the last quarter and is currently being assessed. This is currently being further investigated and the money carried forward to 2014/15 financial year.
- Upgrade works at the Taupiri Street building for the relocation of the Community House users is subject to accessing funds from the Lotteries Commission.
- Piopio Public toilets, Mokau Public Toilet Effluent Renewal, work on the Te Kuiti main street redesign and renewal of car parking around the Cottage and Culture Centre are planned as part of the Public Amenities activity. Land purchase for Mokau Toilets has been signed off. Car parking project around the Cottage has been let. Public toilets upgrade in Piopio has been put out to tender.

#### 6.5 **Solid Waste**

- High wall shaping for safety at the landfill has been provided for at a cost of \$51,600 along with some minor renewal works for the Transfer Stations. As yet this expenditure has not been required.
- Capital expenditure for development of the next cell at the landfill has been brought forward with construction started. This expenditure was forecast for the 2014/15 financial year in the Long Term Plan but actual operational experience confirms it is necessary to undertake this work sooner.

#### 6.6 **Stormwater**

- In addition to general renewal works and piping of open water drains, renewal projects have been identified as a priority for Duke and George Streets and Hospital Road. Design work has been completed and contract for the works has been let.
- As a result of the installation of the stock effluent facility in Cotter Street, stormwater services in the wider area have had to be improved. This work will be completed during September or October 2014, when conditions are drier.

#### 6.7 **Sewerage**

- Te Kuiti WWTP Ultra Violet disinfection unit is in the final stages of commissioning. Minor modifications are being made to optimise treatment.
- The budget includes provision for reticulation and pump station renewals for Te Kuiti.
- Planned renewals have been budgeted for Benneydale. This work will now be carried out next financial year.
- Upgrades have been budgeted for Piopio sewerage subject to meet growth demands of the village. At this stage it is envisioned this expenditure will not be required.

#### 6.8 **Water Supply**

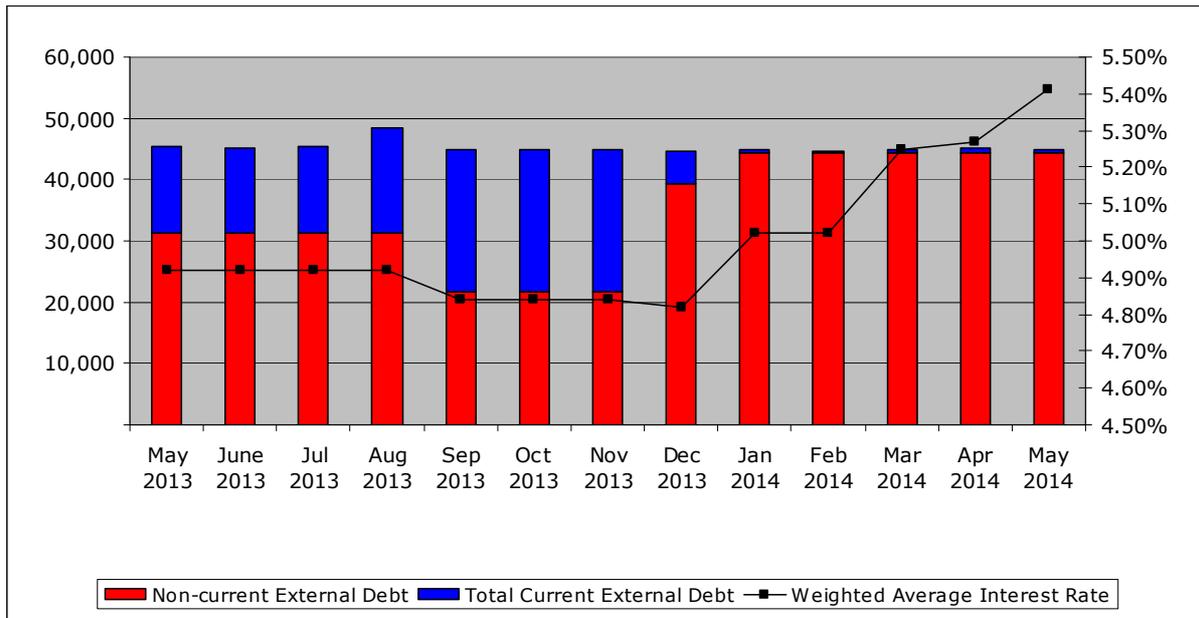
- A major upgrade is planned for the Te Kuiti Water Treatment plant. The design work for the first phase is largely complete and major components have been ordered. The project has been delayed until the dry weather season starts again as the major excavation work for the EnviroTank storage tanks will be impacted by the coming rain season.
- Additional budgets have been provided for a new main pump station in Te Kuiti as well as reticulation renewals.
- The Mokau Dam upgrade project is planned for completion during the year to improve security of supply. Consents have been lodged; construction is well advanced and will be completed by June 2014.

## 6.9 **Roads and Footpaths**

- Due to the drought experienced over the summer of 2013, unsealed roads grading and metalling programs were suspended and carried out this financial year.
- The Te Kuiti Stock Effluent Disposal facility is complete. It should be noted that funding for this asset is by way of a 50% Financial Assistance Rate (FAR) from NZTA and 50% capital contribution from Waikato Regional Council. Funding of ongoing operational and maintenance costs will be along the same funding lines.
- The Drainage Renewals budget, sealed road surfacing, structures components replacement, associated improvements for renewals and Minor improvements for growth are also part of the overall carryover figure of \$781,000. Pavement rehabilitation work is in progress for the year and the road sealing work is completed.
- The Tawa Street slip has been investigated and designed for reconstruction to commence later in this calendar year as a project under Emergency Reinstatement work category. The total cost of this project is expected to be approximately \$400,000.
- Emergency reinstatement work on Mangarino Road, will be carried out next financial year. Investigation and design work has been completed this financial year.
- \$41,700 was also carried over in the non-subsidised roading budget to effect repairs on Massey Street and other retaining walls, which are now complete.

## 7.0 **SUMMARY TREASURY REPORT**

- 7.1 Set out below is a chart recording trends in Council's current and non-current debt for the year to 31 May 2014. The trend line overlaid is the weighted average interest rate currently being paid on all loans.



7.3 At the 31 May the weighted average interest rate for all loans, excluding finance leases, accrued interest and loan facility fees was **5.41%**.

7.4 The above graph illustrates that from January to May 2014 almost all of Council's total debt is classified as non current - that is the debt maturity dates extended further than 12 months from 31 May 2014.

### Suggested Resolution

The business paper on the Financial Report for the eleven months to 31 May 2014 be received.

*Vibhuti*

VIBHUTI CHOPRA  
**GROUP MANAGER – CORPORATE SERVICES**

18 June 2014

## Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Operating Expenditure</b>						
- Leadership	589	627	502	453	(49)	
- Community Service	1,534	2,016	1,813	1,495	(318)	
- Community Development	706	765	670	612	(58)	
- Regulation	230	262	240	227	(13)	
- Solid Waste Management	972	1,197	1,034	860	(174)	
- Stormwater Drainage	185	111	106	74	(32)	
- Resource Management	85	88	77	22	(55)	
- Sewerage	1,091	1,368	1,253	1,073	(180)	
- Water Supply	1,401	1,271	1,161	1,192	31	
- Roads and Footpaths	4,606	4,978	4,322	4,829	507	
<b>Total Direct Operating Expenditure</b>	<b>11,399</b>	<b>12,683</b>	<b>11,178</b>	<b>10,837</b>	<b>(341)</b>	<b>-3%</b>
<b>Indirect Expenditure</b>						
- Allocated Costs	4,358	3,969	3,499	3,759	260	
- Interest	2,411	2,866	2,628	2,165	(463)	
- Depreciation	5,003	5,019	4,602	4,616	14	
<b>Total Indirect Expenditure</b>	<b>11,772</b>	<b>11,854</b>	<b>10,729</b>	<b>10,540</b>	<b>(189)</b>	<b>-2%</b>
<b>TOTAL EXPENDITURE</b>	<b>23,171</b>	<b>24,537</b>	<b>21,907</b>	<b>21,377</b>	<b>(530)</b>	<b>-2%</b>
<b>Operating Revenue</b>						
- Leadership	(125)	(193)	(148)	(90)	58	
- Community Service	(591)	(599)	(367)	(368)	(1)	
- Community Development	(255)	(232)	(219)	(188)	31	
- Regulation	(342)	(409)	(389)	(330)	59	
- Stormwater Drainage	(68)	0	0	(3)	(3)	
- Resource Management	(73)	(80)	(73)	(46)	27	
- Solid Waste Management	(885)	(1,111)	(1,001)	(832)	169	
- Sewerage	(3,602)	(629)	(577)	(1,095)	(518)	
- Water Supply	(801)	(2,117)	(557)	(606)	(49)	
- Roads and Footpaths	(5,291)	(5,671)	(5,119)	(5,734)	(615)	
<b>Total Operating Revenue</b>	<b>(12,033)</b>	<b>(11,041)</b>	<b>(8,450)</b>	<b>(9,292)</b>	<b>(842)</b>	<b>10%</b>
<b>Rates Revenue</b>						
- General Rate	(2,134)	(2,134)	(2,134)	(3,031)	(897)	
- UAGC	(3,874)	(3,985)	(3,985)	(3,104)	881	
- Targeted Rate	(10,327)	(10,729)	(10,729)	(10,749)	(20)	
- Rates Penalties	(400)	(400)	(373)	(354)	19	
<b>Total Rates Revenue</b>	<b>(16,735)</b>	<b>(17,248)</b>	<b>(17,221)</b>	<b>(17,238)</b>	<b>(17)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(5,597)</b>	<b>(3,752)</b>	<b>(3,764)</b>	<b>(5,153)</b>	<b>(1,389)</b>	<b>37%</b>

## Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS (Amounts in \$1000's)	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
	2012/13	2013/14	May 2014	May 2014	May 2014	Variance
<b>Direct Expenditure</b>						
- Representation	281	321	303	253	(50)	
- Strategic Planning & Policy Development	69	62	48	78	30	
- Monitoring & Reporting	135	137	51	26	(25)	
- Investments	104	107	100	96	(4)	
<b>Total Direct Expenditure</b>	<b>589</b>	<b>627</b>	<b>502</b>	<b>453</b>	<b>(49)</b>	<b>-10%</b>
- Allocated Costs	1,195	1,257	1,012	1,165	153	
- Interest	515	593	543	433	(110)	
<b>Total Operating Expenditure</b>	<b>2,299</b>	<b>2,477</b>	<b>2,057</b>	<b>2,051</b>	<b>(6)</b>	<b>0%</b>
<b>Operating Revenue</b>						
- Representation	(27)	(80)	(71)	(4)	67	
- Investments	(98)	(113)	(77)	(86)	(9)	
<b>Total Operating Revenue</b>	<b>(125)</b>	<b>(193)</b>	<b>(148)</b>	<b>(90)</b>	<b>58</b>	<b>-39%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>2,174</b>	<b>2,284</b>	<b>1,909</b>	<b>1,961</b>	<b>52</b>	<b>3%</b>

**Net Operating Cost** for the Governance Activity was 3% (\$52,000) more than budget for the eleven months to 31 May 2014.

**Total Direct Expenditure** was 10% (\$49,000) less than budget for the period.

- Representation expenditure is tracking less than budget, due to a reduction in elected members' expenses and a slight timing difference between forecast monthly payments and budget.
- Strategic Planning and Policy Development is more than budget due to investigatory work being carried out for Waitomo Village water and sewerage system assets and operations that may be transferred to Council from the private service provider.
- In addition to that a contribution has been made for Council's joint submission on the Regional Policy Statement proposal.

**Operating Revenue** was 39% (\$58,000) less than forecast for the period.

- The 2013/14 budget provided for revenue from a proposed external contracting service to be provided by the Internal Services Unit to Inframax Construction Limited. Subsequent to the budget being adopted that arrangement was not fully entered into.

## Community Service

COMMUNITY SERVICE (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Expenditure</b>						
- Parks and Reserves	323	455	397	334	(63)	
- Housing and Other Property	293	404	352	313	(39)	
- Recreation and Culture	424	457	424	313	(111)	
- Public Amenities	432	545	503	430	(73)	
- Safety	62	155	137	105	(32)	
<b>Total Direct Expenditure</b>	<b>1,534</b>	<b>2,016</b>	<b>1,813</b>	<b>1,495</b>	<b>(318)</b>	<b>-18%</b>
- Allocated Costs	925	758	695	688	(7)	
- Interest	77	93	86	65	(21)	
- Depreciation	650	635	582	584	2	
<b>Total Operating Expenditure</b>	<b>3,186</b>	<b>3,502</b>	<b>3,176</b>	<b>2,832</b>	<b>(344)</b>	<b>-11%</b>
<b>Operating Revenue</b>						
- Parks and Reserves	(9)	(11)	(10)	(23)	(13)	
- Housing and Other Property	(421)	(420)	(197)	(212)	(15)	
- Recreation and Culture	(117)	(114)	(111)	(94)	17	
- Public Amenities	(33)	(54)	(49)	(39)	10	
- Safety	(11)	0	0	0	0	
<b>Total Operating Revenue</b>	<b>(591)</b>	<b>(599)</b>	<b>(367)</b>	<b>(368)</b>	<b>(1)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>2,595</b>	<b>2,903</b>	<b>2,809</b>	<b>2,464</b>	<b>(345)</b>	<b>-12%</b>

**Net Operating Cost** for the Community Service Activity was 12% (\$345,000) below budget for the eleven months to 31 May 2014.

**Direct Expenditure** was 18% (\$318,000) less than budget for the period.

- Generally repairs and maintenance expenditure has not been required - this type of expenditure is carried out on an 'as needed' basis.
- Within Parks and Reserves
  - Asset Management Plan budget has yet to be spent along with some under expenditure related to the Internal Services Unit costs.
  - The Leisure strategy has been put on hold depending the outcome of the Mayoral Forum and development of the Waikato Facilities Plan.
- Within Recreation and Culture
  - Repairs and maintenance at the Cultural & Arts Centre was underspent.
  - Library operational expenditure budget was only partly used during the period under review.
  - Activity Management Planning expenditure (for the Recreation and Culture group of activities) which is included in the Library activity is also less than budget.
  - Repairs and maintenance and electricity/gas costs are currently tracking less than budget. Repairs and maintenance works have been undertaken after the swimming season closes, however costs are yet to come to hand.
  - Budgeted operational expenditure at the Aerodrome was under spent during the period, including works related to Reserve Management Planning.
- Within Public Amenities
  - Repairs and maintenance work for Street Furniture is currently tracking less than budget, but orders have been placed for replacements.
  - Security camera maintenance contract invoicing has yet to come to hand and no expenditure has been charged for decorative lighting.

- Within Safety
  - Rural Fires to be operated under an enlarged rural fire proposal was also under spent due to the proposal still to be implemented.

**Operating Revenue** was \$1,000 more than forecast for the period.

- Operating revenue for Parks and Reserves is \$13,000 ahead of budget, reflecting the one off lease payment of \$20,000 in relation to the Caltex Truck Shop.
- Library revenue is tracking less than forecast, due to reduced issues of books.
- Commercial lease and rental income is tracking more than forecast.
- All other revenue streams with the exception being Cemetery fees are tracking on budget.

## Community Development

COMMUNITY DEVELOPMENT (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Expenditure</b>						
- Community Support	475	451	379	338	(41)	
- Youth Engagement	0	64	63	143	80	
- Economic Development	9	13	11	24	13	
- Regional Tourism	222	237	217	107	(110)	
- Agencies	0	1	0	0	0	
<b>Total Direct Expenditure</b>	<b>706</b>	<b>765</b>	<b>670</b>	<b>612</b>	<b>(58)</b>	<b>-9%</b>
- Allocated Costs	475	421	386	440	54	
- Interest	1	1	1	1	0	
- Depreciation	5	5	4	4	0	
<b>Total Expenditure</b>	<b>1,187</b>	<b>1,192</b>	<b>1,061</b>	<b>1,057</b>	<b>(4)</b>	<b>0%</b>
<b>Operating Revenue</b>						
- Community Support	(69)	0	0	0	0	
- Youth Engagement	0	(62)	(62)	(135)	(73)	
- Economic Development	(4)	0	0	(3)	(3)	
- Regional Tourism	(163)	(150)	(139)	(31)	108	
- Agencies	(19)	(20)	(18)	(19)	(1)	
<b>Total Operating Revenue</b>	<b>(255)</b>	<b>(232)</b>	<b>(219)</b>	<b>(188)</b>	<b>31</b>	<b>-14%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>932</b>	<b>960</b>	<b>842</b>	<b>869</b>	<b>27</b>	<b>3%</b>

**Net Operating Cost** for the Community Development Activity was 3% (\$27,000) more than budget for the eleven months to May 2014.

**Direct Expenditure** was 9% (\$58,000) less than budget for the period.

- The Youth Engagement expenditure is over budget due to the Reducing Risk Project and the Social Sector trials. Revenue for the Social sector trials has also increased to compensate for the increased expenditure. Grant will be received for the Reducing Risk Project from ACC (expected in July).
- Expenditure for annual grants and rates remissions are currently less than year to date budgets. Further grants are expected to be made during the remainder of the year with the entire grants budgets to be allocated. Rates remissions continue to be processed and it is expected that \$244,000 in total will be remitted.
- The Regional Tourism activity includes the operation of the Visitor Information Centre. A review was undertaken as to the true nature of the revenue received by the centre (as part of the GST accounting change), and it was determined that "revenue" was the commission part only on each sale because of the "agency" relationship that exists between the i-SITE and the tourism operators. The original budgeting treatment was to record both forecast sales and budgeted expenditure on a gross basis. To date commissions earned are \$9,000, whereas the adjusted year to date budget, due to the change just described, is \$10,000.

**Operating Revenue** was 14% (\$31,000) less than forecast for the period.

- Revenue of \$118,000, including \$9,000 carried forward from last year, has been received from the Ministry of Social Development for the Support Social Sector Trials project. This capacity is expected to be used in this current financial year on youth initiatives. Any unused capacity will be carried forward to the next

financial year, as such part of the revenue shown here would be transferred to the Balance Sheet as Deferred Revenue.

- In line with the change in accounting for Visitor Information Centre revenue described above, expenditure now does not include the purchase cost of tickets which are on-sold.

## Regulation

REGULATION (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Expenditure</b>						
- Regulation	230	262	240	227	(13)	
<b>Total Direct Expenditure</b>	<b>230</b>	<b>262</b>	<b>240</b>	<b>227</b>	<b>(13)</b>	<b>-5%</b>
- Allocated Costs	597	457	419	370	(49)	
- Interest	2	1	1	1	0	
- Depreciation	2	2	2	2	0	
<b>Total Expenditure</b>	<b>831</b>	<b>722</b>	<b>662</b>	<b>600</b>	<b>(62)</b>	<b>-9%</b>
<b>Operating Revenue</b>						
- Regulation	(342)	(409)	(389)	(330)	59	
<b>Total Operating Revenue</b>	<b>(342)</b>	<b>(409)</b>	<b>(389)</b>	<b>(330)</b>	<b>59</b>	<b>-15%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>489</b>	<b>313</b>	<b>273</b>	<b>270</b>	<b>(3)</b>	<b>-1%</b>

**Net Operating Cost** for the Regulation Activity was 1% (\$3,000) less than budget for the eleven months to May 2014.

**Direct Expenditure** was 5% (\$13,000) less than budget for the period.

- Building Control expenditure is tracking more than budget due to an unbudgeted payment of an annual fee to the newly formed Waikato Building Group and costs for external processing of building consents; however accreditation expenditure is currently less.
- The Animal and Dog Control contract ended 30 May. These services will continue to be carried out in-house.

**Operating Revenue** was 15% (\$59,000) less than forecast for the period.

- Building Control Services revenue is currently less than forecast. Building consent activity reflects lower cost projects which in turn affect consent revenue as lower application fees apply.

To date 105 Building Consents have been issued with a project value of \$10 million, whereas for the same period last year 142 had been issued with a project value of \$12.8 million. The onset of winter has seen an increase in the number of building consents issued for domestic fireplaces, with eight being issued during the month of May.

## Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Expenditure</b>						
- District Plan Administration	85	88	77	22	(55)	
<b>Total Direct Expenditure</b>	<b>85</b>	<b>88</b>	<b>77</b>	<b>22</b>	<b>(55)</b>	<b>-71%</b>
- Allocated Costs	142	110	101	88	(13)	
<b>Total Expenditure</b>	<b>227</b>	<b>198</b>	<b>178</b>	<b>110</b>	<b>(68)</b>	<b>-38%</b>
<b>Operating Revenue</b>						
- District Plan Administration	(73)	(80)	(73)	(46)	27	
<b>Total Operating Revenue</b>	<b>(73)</b>	<b>(80)</b>	<b>(73)</b>	<b>(46)</b>	<b>27</b>	<b>-37%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>154</b>	<b>118</b>	<b>105</b>	<b>64</b>	<b>(41)</b>	<b>-39%</b>

**Net Operating Cost** for the Resource Management Activity was 39% (\$41,000) below budget for the eleven months to May 2014.

**Direct Expenditure** was 71% (\$55,000) less than budget for the period.

- Budgeted costs for legal expenses and consultants fees, which are usually on charged to resource consent applicants have not been spent during the period due to a lower number of applications being received.

**Operating Revenue** was 37% (\$27,000) less than forecast for the period.

- Due to lower than expected resource consent applications being processed less revenue has been received.

## Solid Waste Management

<b>SOLID WASTE MANAGEMENT</b>	<b>Actual</b>	<b>EAP Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	<b>%</b>
<b>(Amounts in \$1000's)</b>	<b>2012/13</b>	<b>2013/14</b>	<b>May 2014</b>	<b>May 2014</b>	<b>May 2014</b>	<b>Variance</b>
<b>Direct Expenditure</b>						
- Collection	270	293	266	240	(26)	
- Landfill Management	702	904	768	620	(148)	
<b>Total Direct Expenditure</b>	<b>972</b>	<b>1,197</b>	<b>1,034</b>	<b>860</b>	<b>(174)</b>	<b>-17%</b>
- Allocated Costs	261	278	255	297	42	
- Interest	274	291	267	207	(60)	
- Depreciation	84	80	74	62	(12)	
<b>Total Expenditure</b>	<b>1,591</b>	<b>1,846</b>	<b>1,630</b>	<b>1,426</b>	<b>(204)</b>	<b>-13%</b>
<b>Operating Revenue</b>						
- Collection	(115)	(100)	(92)	(121)	(29)	
- Landfill Management	(770)	(1,011)	(909)	(711)	198	
<b>Total Operating Revenue</b>	<b>(885)</b>	<b>(1,111)</b>	<b>(1,001)</b>	<b>(832)</b>	<b>169</b>	<b>-17%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>706</b>	<b>735</b>	<b>629</b>	<b>594</b>	<b>(35)</b>	<b>-6%</b>

**Net Operating Cost** for the Solid Waste Management Activity was 6% (\$35,000) less than budget for the eleven months to May 2014.

**Direct Expenditure** was 17% (\$174,000) less than budget for the period.

- Kerbside Collection expenditure is less than budget as a result of reduced volumes collected. The cause of this is partly due to increased volumes of waste being diverted to recycling but also due to reduced volumes being put out for collection.
- Operation and maintenance expenditure at the Landfill is currently tracking less than budget. In addition to that, expenditure for the Waste Minimisation Levy, which is imposed on all landfill operators, is tracking less than budget due to reduced volumes being received.
- A purchase of carbon credits - NZ Units (NZU's) and Emission Reduction Units (ERU's) were made during May to meet Council's Emission Trading Scheme obligations. An expense will be recognised to reflect the 5,823 ERU's that will be surrendered at the end of May to match the landfill methane emissions for the 2013 calendar year. The remaining units purchased will be held as an intangible asset for future surrender dates. An impairment loss will be recognised at this time to reflect the decrease in value of NZ units.

**Operating Revenue** was 17% (\$169,000) less than forecast for the period.

- Revenues from the sale of rubbish bags and recycle bins were \$29,000 more than forecast for the period.
- Generally there is less volume of refuse entering the landfill and reduced product sales which has resulted in less than forecast revenue.

## Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Expenditure</b>						
- Te Kuiti Stormwater	178	102	98	70	(28)	
- Rural Stormwater	7	9	8	4	(4)	
<b>Total Direct Expenditure</b>	<b>185</b>	<b>111</b>	<b>106</b>	<b>74</b>	<b>(32)</b>	<b>-30%</b>
- Allocated Costs	127	83	76	86	10	
- Interest	7	7	6	5	(1)	
- Depreciation	175	179	164	160	(4)	
<b>Total Expenditure</b>	<b>494</b>	<b>380</b>	<b>352</b>	<b>325</b>	<b>(27)</b>	<b>-8%</b>
<b>Operating Revenue</b>						
- Te Kuiti Stormwater	(68)	0	0	(3)	(3)	
<b>Total Operating Revenue</b>	<b>(68)</b>	<b>0</b>	<b>0</b>	<b>(3)</b>	<b>(3)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>426</b>	<b>380</b>	<b>352</b>	<b>322</b>	<b>(30)</b>	<b>-9%</b>

**Net Operating Cost** for the Stormwater Drainage Activity was 9% (\$30,000) less than budget for the eleven months to May 2014.

**Direct Expenditure** was 30% (\$32,000) less than budget for the period

- Resource management compliance and operational costs are tracking less than budget. Generally operational expenditure is incurred on an as needed basis.

**Operating Revenue** was \$3,000 more than forecast for the period.

- Connection fees have been received from two building applicants as part of their building consent requirements for connection to Council's Stormwater system. This revenue is "one off" in nature.

## Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Expenditure</b>						
- Te Kuiti	922	1,234	1,129	961	(168)	
- Te Waitere	16	16	15	14	(1)	
- Benneydale	79	65	60	55	(5)	
- Piopio	74	53	49	43	(6)	
<b>Total Direct Expenditure</b>	<b>1,091</b>	<b>1,368</b>	<b>1,253</b>	<b>1,073</b>	<b>(180)</b>	<b>-14%</b>
- Allocated Costs	281	271	248	274	26	
- Interest	376	579	531	460	(71)	
- Depreciation	435	774	710	632	(78)	
<b>Total Expenditure</b>	<b>2,183</b>	<b>2,992</b>	<b>2,742</b>	<b>2,439</b>	<b>(303)</b>	<b>-11%</b>
<b>Operating Revenue</b>						
- Te Kuiti	(992)	(627)	(575)	(1,094)	(519)	
- Benneydale	(1)	(1)	(1)	(1)	0	
- Piopio	0	(1)	(1)	0	1	
<b>Total Operating Revenue</b>	<b>(993)</b>	<b>(629)</b>	<b>(577)</b>	<b>(1,095)</b>	<b>(518)</b>	<b>90%</b>
<b>Subsidy Revenue</b>						
- Te Kuiti	(2,250)	0	0	0	0	
- Benneydale	0	0	0	0	0	
- Piopio	(359)	0	0	0	0	
<b>Total Subsidy Revenue</b>	<b>(2,609)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Revenue</b>	<b>(3,602)</b>	<b>(629)</b>	<b>(577)</b>	<b>(1,095)</b>	<b>(518)</b>	<b>90%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(1,419)</b>	<b>2,363</b>	<b>2,165</b>	<b>1,344</b>	<b>(821)</b>	<b>-38%</b>

**Net Operating Cost** for the Sewerage Activity was 38% (\$821,000) below budget for the eleven months to May 2014.

**Direct Expenditure** was 14% (\$180,000) less than budget for the period.

- Electricity costs and ordered maintenance costs are tracking less than budget; those reductions are offset by an increase in expenditure on chemicals. Sewerage plant energy consumption is more efficient and less power is used, however The Lines Company have indicated that there will be a rise in electricity demand charges in the near future for all connections.

**Total Revenue** was 90% (\$518,000) more than forecast for the period.

- Trade Waste revenue and sewer connection fees are currently tracking \$534,000 more than the year to date forecast.

## Water Supply

<b>WATER SUPPLY</b>	<b>Actual</b>	<b>EAP Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	<b>%</b>
<b>(Amounts in \$1000's)</b>	<b>2012/13</b>	<b>2013/14</b>	<b>May 2014</b>	<b>May 2014</b>	<b>May 2014</b>	<b>Variance</b>
<b>Direct Expenditure</b>						
- Te Kuiti	883	852	773	758	(15)	
- Mokau	183	180	166	163	(3)	
- Piopio	273	169	157	220	63	
- Benneydale	62	70	65	51	(14)	
<b>Total Direct Expenditure</b>	<b>1,401</b>	<b>1,271</b>	<b>1,161</b>	<b>1,192</b>	<b>31</b>	<b>3%</b>
- Allocated Costs	355	268	246	280	34	
- Interest	170	221	203	169	(34)	
- Depreciation	380	403	370	385	15	
<b>Total Expenditure</b>	<b>2,306</b>	<b>2,163</b>	<b>1,980</b>	<b>2,026</b>	<b>46</b>	<b>2%</b>
<b>Operating Revenue</b>						
- Te Kuiti	(625)	(507)	(465)	(502)	(37)	
- Mokau	(25)	(4)	(2)	(17)	(15)	
- Piopio	(25)	(16)	(8)	(7)	1	
- Benneydale	(22)	(2)	(1)	(10)	(9)	
<b>Total Operating Revenue</b>	<b>(697)</b>	<b>(529)</b>	<b>(476)</b>	<b>(536)</b>	<b>(60)</b>	<b>13%</b>
<b>Subsidy Revenue</b>						
- Te Kuiti	0	(780)	0	0	0	
- Mokau	(25)	(808)	(81)	(34)	47	
- Piopio	(50)	0	0	0	0	
- Benneydale	(29)	0	0	(36)	(36)	
<b>Total Subsidy Revenue</b>	<b>(104)</b>	<b>(1,588)</b>	<b>(81)</b>	<b>(70)</b>	<b>11</b>	<b>-14%</b>
<b>Total Revenue</b>	<b>(801)</b>	<b>(2,117)</b>	<b>(557)</b>	<b>(606)</b>	<b>(49)</b>	<b>9%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>1,505</b>	<b>46</b>	<b>1,423</b>	<b>1,420</b>	<b>(3)</b>	<b>0%</b>

**Net Operating Cost** for the Water Supply Activity was \$3,000 less than budget for the eleven months to May 2014.

**Direct Expenditure** was 3% (\$31,000) more than budget for the period.

- Chemicals have been purchased for the Piopio Water Treatment Plant and operational and maintenance costs for the water treatment plant and reticulation system are tracking more than budget for Piopio.
- Te Kuiti expenditure is less than budget due to a reduction in electricity costs, however The Lines Company have indicated that there will be a rise in electricity demand charges in the near future for all connections.

**Total Revenue** was 9% (\$49,000) more than forecast for the period.

- Metered Water revenue for the reporting period was more than the year to date forecast due to greater than expected consumption. Volume charges also reflect the true cost of production. Apart from large industrial users, water metered properties are billed every six months, ending December and June.
- There is some risk around the collectability of metered water revenue for Benneydale.

- Subsidy revenue of \$81,000 for Mokau was reported in December, however subsequent to that the Ministry of Health requested the claim be resubmitted in February based on actual costs incurred to date rather than the original approved amounts. This resulted in a reduced claim of \$34,000. A further claim will be submitted for work carried out during June.
- Subsidy revenue was received for the improvement works carried out at Benneydale. This revenue was not budgeted for in this current EAP, however it was included in last year's EAP and in the LTP 2012 -2022.

## Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget May 2014	YTD Actual May 2014	Variance May 2014	% Variance
<b>Direct Expenditure</b>						
- Subsidised Roads	4,427	4,832	4,186	4,664	478	
- Non Subsidised Roads	179	146	136	165	29	
<b>Total Direct Expenditure</b>	<b>4,606</b>	<b>4,978</b>	<b>4,322</b>	<b>4,829</b>	<b>507</b>	<b>12%</b>
- Allocated Costs	0	66	61	71	10	
- Interest	989	1,080	990	824	(166)	
- Depreciation	3,272	2,941	2,696	2,787	91	
<b>Total Expenditure</b>	<b>8,867</b>	<b>9,065</b>	<b>8,069</b>	<b>8,511</b>	<b>442</b>	<b>5%</b>
<b>Operating Revenue</b>						
- Subsidised Roads	(5,217)	(5,611)	(5,085)	(5,691)	(606)	
- Non Subsidised Roads	(74)	(60)	(34)	(43)	(9)	
<b>Total Operating Revenue</b>	<b>(5,291)</b>	<b>(5,671)</b>	<b>(5,119)</b>	<b>(5,734)</b>	<b>(615)</b>	<b>12%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>3,576</b>	<b>3,394</b>	<b>2,950</b>	<b>2,777</b>	<b>(173)</b>	<b>-6%</b>
Subsidised Roads Maintenance	4,427	4,832	4,186	4,664	478	
Subsidised Roads Capital	4,030	4,435	4,127	4,449	322	
<b>Combined Maintenance and Capital</b>	<b>8,457</b>	<b>9,267</b>	<b>8,313</b>	<b>9,113</b>	<b>800</b>	<b>10%</b>
<b>Subsidy Revenue for Subsidised Roads</b>	<b>(5,085)</b>	<b>(5,470)</b>	<b>(4,961)</b>	<b>(5,498)</b>	<b>(537)</b>	<b>11%</b>

**Net Operating Cost** for the Roads and Footpaths Activity was 6% (\$173,000) less than budget for the eleven months to May 2014.

**Direct Expenditure** was 12% (\$507,000) more than budget for the period.

- Generally both capital and maintenance expenditure on the district's local roads are adjusted within the expenditure categories during the year so that total expenditure does not exceed that budgeted. Notwithstanding that there was \$1.4 million of work budgeted for last year that was carried over and spent in this financial year.
- The expenditure reflects the scale of the emergency works initial reinstatement projects in the district and also the extensive grading and metalling programme catch-up across the unsealed network. Previously deferred Sealed and Unsealed pavement maintenance and Environmental Maintenance works for the year have been carried out earlier in the year than anticipated.

**Operating Revenue** was 12% (\$615,000) more than forecast for the period.

- Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 59%. Total expenditure is currently tracking more than forecast.

## Appendix 2: Balance Sheet as at 31 May 2014

<b>BALANCE SHEET</b>	<b>Actual Position</b>	<b>Actual Position</b>	<b>Variance from</b>	<b>Long Term Plan</b>	<b>Variance from LTP</b>
<b>(Amounts in \$1000's)</b>	<b>30 June 2013</b>	<b>31 May 2014</b>	<b>30 June 2013</b>	<b>30 Jun 2014</b>	
<b>Public Equity</b>					
- Retained Earnings	196,865	202,018	5,153	201,880	(138)
- Other Reserves	5,277	5,277	0	2,729	(2,548)
- Revaluation Reserve	68,383	68,383	0	50,265	(18,118)
<b>TOTAL PUBLIC EQUITY</b>	<b>270,525</b>	<b>275,678</b>	<b>5,153</b>	<b>254,874</b>	<b>(20,804)</b>
<b>Current Assets</b>					
- Cash and Cash Equivalents	171	2,214	2,043	100	(2,114)
- Inventories	43	43	0	37	(6)
- Land Subdivision Inventories	0	0	0	1,067	1,067
- Other Financial Assets	2	2	0	2	0
- Debtors and Other Receivables	5,593	4,411	(1,182)	4,791	380
- Derivative Financial Instruments	0	0	0	0	0
<b>Total Current Assets</b>	<b>5,809</b>	<b>6,670</b>	<b>861</b>	<b>5,997</b>	<b>(673)</b>
<b>Current Liabilities</b>					
- Creditors and Other Payables	3,490	1,785	(1,705)	3,748	1,963
- Current Portion of Borrowings	13,851	499	(13,352)	5,200	4,701
- Provisions	15	15	0	51	36
- Employee Entitlements	461	470	9	471	1
- Derivative Financial Instruments	274	274	0	118	(156)
<b>Total Current Liabilities</b>	<b>18,091</b>	<b>3,043</b>	<b>(15,048)</b>	<b>9,588</b>	<b>6,545</b>
<b>NET WORKING CAPITAL</b>	<b>(12,282)</b>	<b>3,627</b>	<b>15,909</b>	<b>(3,591)</b>	<b>(7,218)</b>
<b>Non Current Assets</b>					
- Property Plant and Equipment	312,979	315,383	2,404	302,515	(12,868)
- Intangible Assets	76	122	46	80	(42)
- Forestry Assets	44	44	0	39	(5)
- Investment Properties	653	653	0	657	4
- Assets Held for Sale and Discontinued Operations	1,063	1,025	(38)	0	(1,025)
- Other Financial Assets	791	791	0	839	48
- Derivative Financial Instruments	239	239	0	54	(185)
<b>Total Non Current Assets</b>	<b>315,845</b>	<b>318,257</b>	<b>2,412</b>	<b>304,184</b>	<b>(14,073)</b>
<b>Non Current Liabilities</b>					
- Trade and Other Payables	790	790	0	0	(790)
- Borrowings	31,331	44,483	13,152	44,690	207
- Employee Entitlements	60	76	16	63	(13)
- Provisions	741	741	0	928	187
- Derivative Financial Instruments	116	116	0	38	(78)
<b>Total Non Current Liabilities</b>	<b>33,038</b>	<b>46,206</b>	<b>13,168</b>	<b>45,719</b>	<b>(487)</b>
<b>NET ASSETS</b>	<b>270,525</b>	<b>275,678</b>	<b>5,153</b>	<b>254,874</b>	<b>(20,804)</b>

<b>Document No: 336617</b>	<b>File No: 037/013/2015AP</b>
<b>Report To: Council Meeting</b>	
	<b>Meeting Date:</b> 25 June 2014 <b>Subject:</b> <b>Adoption of 2014/2015 Exceptions Annual Plan</b>

### Purpose of Report

- 1.1 The purpose of this business paper is to:
- 1 Present the final 2014/15 Exceptions Annual Plan (EAP) for Council consideration and adoption as per Section 95 of the Local Government Act 2002;
  - 2 Set the rates, charges and penalties for the 2014/15 financial year.

### Local Government Act S.11A Considerations

- 2.1 The 2014/15 EAP has been developed giving particular regard to the contribution core services make to the District and the communities within, pursuant to s.11A of the LGA 2002.

### Background

- 3.1 The draft 2014/15 EAP was adopted for consultation on 25 March 2014 and was made available for public consultation from 8 April to 8 May 2014.
- 3.2 Hearing of submissions was held on 22 May 2014 and Council deliberated on those submissions on 27 May 2014.
- 3.3 The final EAP document enclosed reflects the decisions made by Council subsequent to the close of the consultation period and hearings and deliberations held on the draft 2014/15 EAP.
- 3.4 The final EAP document has been exempted from a formal OAG audit since the auditors did not consider any of the proposals contained therein to be significant amendments to the adopted 2012-22 LTP.

### Amendments to the Final EAP

- 4.1 21 submissions were received on the draft EAP and covered 42 topic areas in total.
- 4.2 None of the matters raised directly related to the proposals in the draft EAP. In most of the cases Council has noted the matter raised and may consider it as part of its regular work programmes. The remaining topics would be considered as Council's scheduled review of its policies in the coming year.
- 4.3 The final 2014/15 EAP reflects two changes from the draft EAP
  - In the final 2014/15 EAP, the section 101 (3) (b) adjustment (between General Rate and UAGC) has been applied to each activity area. This application has

resulted in some interchange between amounts in the 'funding sources' section of the Cost of Service Statements, from what was presented in the draft EAP. It is, however, the true reflection of the amount of funding from each source. There is no change in the total funding required from rates. In previous years the section 101 (3)(b) adjustment has only been noted in the Funding Impact Statement but not applied to the different activity areas which has required an explanation of variances in the activity areas in the Annual Report.

- Council's insurance providers, LAPP advised Council late in May that the indicative contribution to LAPP for 2014/15 will be \$37,800 - the 2014/15 budget allowed for \$44,300. As per information provided to Council at its meeting on 27 May 2014, the difference (\$6,500) has been transferred to the Natural Disaster Reserve Account. This Reserve was established to cover-off Council's insurance excess in the event of an insurance claim resulting from a natural disaster event.

4.4 Other than the two changes mentioned above, there were no changes made to the draft EAP as a result of the consultation process.

### Suggested Resolutions

- 1 The business paper on Adoption of the 2014/15 Exceptions Annual Plan be received.
- 2 The 2014/15 Exceptions Annual Plan be adopted.
- 3 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the Rates, Charges and Instalment Due Dates as described in the Funding Impact Statement within the final 2014/15 Exceptions Annual Plan for the 2014/15 financial year.
- 4 Pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, Council may apply penalties as follows:
  - (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2014 and which remains unpaid after 5pm on the due date for payment of that instalment, to be added on the penalty dates below:
 

Instalment 1	2 September 2014
Instalment 2	2 December 2014
Instalment 3	3 March 2015
Instalment 4	2 June 2015
  - (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2014 that remains unpaid on 1 July 2014, to be added on 4 July 2014.



**VIBHUTI CHOPRA**  
**GROUP MANAGER – CORPORATE SERVICES**

19 June 2014

Attachment: 1 Final 2014/15 Exceptions Annual Plan

Document No: 333837

File No: 004/004

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report - Communications Strategy**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress made with various Communications projects identified within the Communications Strategy Implementation Plan as well as those that have arisen during the year.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 The Communications Strategy Implementation Plan was adopted by Council in November 2012.
- 3.2 The focus is on activities and key projects to be undertaken in order to implement the strategic intent.
- 3.3 The following update covers the areas of corporate communications recently completed.

### Commentary

#### **4.1 Resident Satisfaction Survey 2014**

- 4.2 Residents were invited to have their say on a range of Council services over the period 19<sup>th</sup> – 30<sup>th</sup> May 2014. A hardcopy survey was created and distributed to letterboxes across the district along with a return freepost envelope. An online survey was also developed and made available to the public via our website.
- 4.3 To increase resident engagement, an incentive prize draw was incorporated into the survey and is considered to have been effective.
- 4.4 Substantial internal effort has gone into preparing and distributing the survey forms.

- 4.5 WDC received over 450 completed surveys through this new method.
- 4.6 The survey information is being collated after which the results will be analysed and reported to Council in July.
- 4.7 The survey results will be included in the 2013/14 Annual Report as they relate to the Key Performance Indicators.

#### **4.8 Welcome new resident packs**

- 4.9 The development of these packs is nearing completion. Key information about WDC services will be included in the packs, such as the library (membership application form), civil defence leaflet, Easy Pay (Rates) application form to name a few.
- 4.10 An example pack will be provided to Customer Services for their review and feedback.
- 4.11 These final packs will be distributed to Real Estate Agents and the Citizens Advice Bureau etc.

#### **4.12 Facebook**

- 4.13 Waitomo District Council's Facebook page is a communications tool used to keep the public updated on decisions made by Council and provide general information on Council activities and services.
- 4.14 WDC's Facebook page has grown since the last progress report, from 568 likes to 610 and has received positive comments with local groups sharing some of our posts with their own respective facebook pages. The page is monitored on a daily basis and a minimum of one new post per day is made by WDC.
- 4.15 On average, each WDC post reaches between 40 and 70 people.
- 4.16 The Te Kuiti Visitor Information Centre i-SITE Facebook page has increase from 68 likes to 81 likes. This page is used to promote events and activities available across the District as well as sharing WDC news.

#### **4.17 Waitomo Way newsletter**

- 4.18 This year the newsletter is published every two months.
- 4.19 There are currently 63 people subscribed to the online newsletter.
- 4.20 There is still little up-take on the subscription to the newsletter. To increase public awareness and engagement staff are assessing alternatives to distribution of Waitomo Way. One way of increasing circulation will be to publish it in the local newspaper - Waitomo News, in addition to counter copies at customer services counters and online.
- 4.21 Increasing circulation of the newsletter is especially important from the LTP engagement perspective. It is an important medium which can be used for testing Council's ideas and plans during LTP development.

#### **4.22 WDC Website**

- 4.23 The website is currently being maintained and updated with current information, on a regular basis.

4.24 A Website development plan now needs to be prepared to better guide the future development of the WDC website. Preparation of the website plan and implementing it will be one of the communication work priorities in the 2014/15 year.

**4.25 Long Term Plan – pre consultation communications**

4.26 The planning for development of the Long Term Plan (LTP) 2015-2025 is underway.

4.27 During the LTP development it will be useful to seek public feedback on what they think is important and what will benefit the District (pre-consultation), which will help shape the LTP.

4.28 The engagement plan for the LTP will be discussed with Council in the LTP workshop with Council planned for July.

<b>Suggested Resolution</b>
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The business paper Progress Report Communications Strategy Implementation Plan be received.



VIBHUTI CHOPRA  
**GROUP MANAGER – CORPORATE SERVICES**

18 June 2014

Document No: 337033

File No: 306/001A

**Report To: Council****Meeting Date:** 25 June 2014**Subject:** Adoption of Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health and Safety Bylaw

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council the reviewed Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health and Safety Bylaw for consideration and adoption.

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

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

### **Background**

- 3.1 The bylaws currently under review were last reviewed in 2009. The Local Government 2002 requires WDC to review bylaws no later than 5 years after the date on which the bylaws are made.
- 3.2 Following the completion of this review the bylaws can then be reviewed on a 10 year cycle.
- 3.3 Council discussed the bylaws under consideration at a workshop on 18 March 2014 and subsequently approved the amended bylaws for public consultation at the Council meeting on 25 March 2014.
- 3.4 Council heard submitters and deliberated on submissions received on 27 May 2014. Council subsequently confirmed that no amendments to the reviewed bylaws were required at this time.

### **Commentary**

- 4.1 The reviewed bylaws are attached and form part of this business paper.

- 4.2 Section 157 of the Local Government Act 2002 requires that as soon as practicable after a bylaw is made Council must give public notice of the making of the bylaw stating:
- a) the date on which the bylaw comes into operation; and
  - b) that copies of the bylaws may be inspected and obtained at Councils office.
- 4.3 Arrangements have been made for the notice to be published on 3 July 2014 with the Bylaws becoming operational on 1 August 2014.

### **Recommendation**

- 5.1 It is recommended that the reviewed Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Health and Safety Bylaw be adopted and that they become operation on 1 August 2014.

### **Suggested Resolutions**

- 1 The business paper on Adoption of Public Places Bylaw, Dog Control Bylaw and Public Health and Safety Bylaw be received.
- 2 The Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health and Safety Bylaw be adopted and come into operation 1 August 2014.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

June 2014

Attachments: 1 Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health and Safety Bylaw (Doc 337138)



# **Review of Public Places Bylaw**

**2014**



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## 1.0 SCOPE

- 1.1 The Local Government Act 2002 confers general bylaw making powers on Council. The Local Government Act 1974 specifically gives authority to the Council to adopt bylaws to regulate activities which can be carried out in roads, public places and reserves. This bylaw controls a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district. In particular this bylaw addresses damage to public facilities such as roads, grass verges, garden places and reserves which may have an adverse effect on other users of these facilities.
- 1.2 Section 145, 146 of the Local Government Act 2002 and Section 684 of the Local Government Act 1974 and other relevant Act e.g. Reserves Act 1977, Health Act 1956, outline some of the powers and requirements of the Council in regard to streets, public places and reserves. Areas of control so prescribed by this legislation are not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 1974 and 2002 should be read in conjunction with it.

## 2.0 INTERPRETATION

- 2.1 For the purposes of this bylaw the following definitions shall apply:

**AMUSEMENT DEVICE** means an appliance to which the motion of a prime mover is transmitted and which is used, or designed or intended to be used, for the amusement, recreation, or entertainment of persons being carried, raised, lowered, or moved by the appliance, or any part thereof while it is in motion; and includes the prime mover, transmission machinery, supporting structure, and any equipment used or intended to be used in connection therewith:

**AUTHORISED OFFICER** means any person appointed or authorised by Council to act on its behalf and with its authority including a Police Officer.

**BUSINESS SIGN** means any sign displayed on a premises, the sole purpose of which is to indicate the business name of the occupier and the type of business undertaken.

**BUSKER** means any transient street entertainer, performing for donations.

**COUNCIL** means the Waitomo District Council or duly authorised officer of Council.

**DROVER** means any person in charge of stock being moved along a road.

**HAWKER** means any person who carries or takes about any goods, wares or merchandise for sale not in pursuance of any invitation to call with, or of any previous order or request for, such goods and includes a pedlar and any person who exposes for sale any goods, wares or merchandise carried or taken about by him or solicits the custom of any other person; and whether any such person shall cry any such goods, wares or merchandise or not, but does not include any person who uses any vehicle as a mobile or travelling shop.

**ITINERANT TRADER** includes any person who, not having been continuously resident in the district under the jurisdiction of the local authority for a period of at least 6 calendar months immediately preceding, or not owning, or not having entered into a binding lease in writing of his business in such district for a period of at least 6 calendar months, carries on or engages in any business in such district involving the sale or exposure for sale in any premises in the said district, and whether by himself or by any other person employed by him, or any goods, wares or merchandise; but shall not include any hawker as above defined or any keeper of a mobile or travelling shop or any bona fide commercial traveller who deals only with or solicits orders only from persons, firms or companies carrying on business within the district aforesaid, as retailers of, or as manufacturers for sale of, articles manufactured from goods, wares and merchandise similar to those sold by the commercial traveller, or by him on behalf of his employer or employers.

**KEEPER** in relation to any mobile or travelling shop, means the person by whom or on whose behalf any business is carried on by means of that mobile or travelling shop.

**LICENSED PREMISES** means premises licensed for the sale or consumption of liquor under the Sale of Liquor Act 1989.

**LIQUOR** has the meaning given to it by the Sale of Liquor Act 1989.

**MATERIAL** or **THING** means any material of whatever kind and includes jumbo bins and other containers for waste material, but excludes vehicles.

**MIND ALTERING SUBSTANCE** means a substance whether synthetic or naturally occurring which may alter consciousness, mood or emotions, or which might intoxicate or induce pleasurable sensations. It includes what is commonly known as glue sniffing, but does not include:

- a) Medically prescribed substances ingested by the person for whom they were prescribed.
- b) Substances purchased from a pharmacy without a medical prescription;
- c) Nicotine;
- d) Alcohol as defined in the Sale of Liquor Act 1989.

**MOBILE OR TRAVELLING SHOP** means a vehicle, whether self-propelled or not, from which goods, wares or merchandise are offered or exposed for sale in the street, or from which goods, wares or merchandise may be ordered (whether or not in pursuance of any invitation to call with the goods, wares or merchandise) or from which services are offered for sale in the street; but does not include any vehicle on or from which food is sold for consumption in or at the vehicle, or any vehicle used for the purpose of transporting and delivering goods, wares or merchandise pursuant to a prior order placed for the delivery of goods, wares or merchandise.

**NAME-PLATE** means any plate of metal, wood, glass, plastics, or other material fixed to a wall surface or in a sign-case near the entrance to premises to denote the name, business, designation, and agencies of an occupier of such premises.

**PUBLIC PLACE** means every road, footpath and thoroughfare of a public nature or open to or used by the public as of right, reserve, park, domain, walkway, walking track, beach, foreshore, river esplanade and recreational ground under the control of Council.

**RIDE A SKATEBOARD** means having either one or both feet, or any other part of the body or person, on the skateboard when it is moving.

**ROAD** has the meaning provided in Section 315 of the Local Government Act 1974, which includes every berm, bridge, culvert, drain, ford, gate, building or other thing belonging thereto or lying upon the line or within the limits thereof.

**SIGN** includes every advertising device or advertising matter of whatever kind whether consisting of a specially constructed device, structure, erection, or apparatus, or painted, printed, written, carved, inscribed, endorsed, projected onto, placed, or otherwise fixed to or upon any premises, wall, fence, rock, stone, structure, stationary vehicle, or erection of any kind whatsoever if such advertising device or matter is visible from any public place

**SIGN-CASE** means any case, panel, board, or other device attached to any premises to which name-plates are affixed, or for the display of the names, business designations, agencies and addressees of the occupiers of the premises to which it is attached.

**SKATEBOARD** means a wheeled device controlled or propelled by gravity or by the muscular energy of the rider, including roller skates, in-line skates, or similar recreational devices. The definition does not include any wheelchair baby or invalid carriage or bicycles.

**SPECIFIED PUBLIC PLACE** means any public place that is within the area described in Schedule C to this Bylaw.

**STOCK** means and includes any cow, bull, ox, heifer, steer, sheep (includes any ram ewe, wether, lamb, goat, or kid), horse, donkey, mule, calf, boar, sow, pig, llama, alpaca or deer of any kind, but excludes any animal that is under harnessed control.

**STREET APPEAL** means coordinated and organised events by organisations that ask for, or seek, any subscription, collection or donation from members of the public.

**STREET PERFORMANCE** means a musical, dramatic or other performance (including busking) involving musical, theatrical or circus performance skills including playing musical instruments, dancing, singing, clowning or juggling, pavement art, poetry or doing other acts of a similar nature in Public Places.

**TEMPORARY SIGN** means a sign to announce or advertise an event, function, sale, or product, erected or displayed on any public place or private premises, and displayed only for such limited period of time as is approved in writing by the duly authorised officer.

**TRADING** means the act of selling or trading or offering to sell or trade goods or services, with or without a vehicle.

**WINDOW-SIGN** means any sign displayed in or painted, printed, written, carved, inscribed, endorsed, or otherwise fixed to or upon any window.

## 3.0 OFFENCES AND PENALTIES

### 3.1 Offences

- 3.1.1 No person shall do anything or cause any condition to exist for which a licence or approval from Council is required under this Bylaw without first obtaining that licence or approval and the failure to do so shall constitute a breach of this Bylaw.
- 3.1.2 No application for a licence or authority from Council and no payment of or receipt for any fee paid in connection with such application, licence or authority, shall confer any right, authority or immunity on the person making such application or payment.
- 3.1.3 Everyone commits an offence against this Bylaw who:
- (a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided by this Bylaw; or
  - (b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this Bylaw, ought to be done at the time and in the manner therein provided; or
  - (c) Does not refrain from doing anything which under this Bylaw he or she is required to refrain from doing; or
  - (d) Permits or suffers any condition of things to exist contrary to any provision contained in this Bylaw; or
  - (e) Refuses or neglects to comply with any notice duly given under this Bylaw; or
  - (f) Obstructs or hinders any officer of the Council in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this Bylaw; or
  - (g) Fails to comply with any notice or direction given in this Bylaw.

### 3.2 Penalties

- 3.2.1 Every person convicted of an offence against this Bylaw shall be liable to the penalties as set out in Section 242 (4) of the Local Government Act 2002 and further if the offence is one to which Section 243 of the Local Government Act 2002 applies (and is therefore an infringement offence) shall be liable to infringement fees as prescribed by Regulations made under Section 259 (b) of the Local Government Act 2002, or where any person is alleged to have committed an offence against this Bylaw; be proceeded against pursuant to any other enactment so empowering Council.
- 3.2.2 The continued existence of any work, building, land, premises or thing in such a state or form as to be in contravention of any provision of this Bylaw, shall be deemed to be a continuing offence under this Bylaw.

## 4.0 PUBLIC NUISANCES

- 4.1 Except with the prior permission of Council or an authorised officer a person shall not on any public place:
- a) Drive any vehicle except on a formed road, or drive in a manner that is dangerous or inconsiderate to pedestrians or other vehicles in the public place;
  - b) Cause or allow any material or thing to be deposited onto a public place or road.
  - c) Leave any work, hole or excavation in a public place in a manner that could be a danger to anyone entering or using that public place;
  - d) Solicit any subscription, collection or donation, preach or undertake any busking;
  - e) Distribute any printed or written material advertising any product, service or entertainment;
  - f) Fly from or land any aeroplane including model aeroplanes, a hot air balloon or hang glider, parachutes or similar except in an emergency;
  - g) Consume, inject or inhale any mind-altering substances or offer or sell such substances to any person;
  - h) Play any game or use any object including skateboards, roller blades, roller skates, bicycles or motorised or human propelled scooters, recklessly or in a manner which may intimidate, be dangerous or injurious or cause a nuisance to persons in the public place, or damage the public place.
  - i) Erect or place any structure on, over or under the public place except in compliance with this bylaw.
- 4.2 Where any fence, wall, retaining wall or land adjacent to a public place is in a condition or state of disrepair which in the opinion of an authorised officer could cause damage or injury to persons passing, the authorised officer may give notice requiring the owner or occupier to repair or remove the fence, wall or retaining wall, or make the land safe.
- 4.3 Notwithstanding the requirement of any other clause of this bylaw a person shall not in any public place:
- a) Light any fire except at fireplaces specially provided, or in an appliance designed for outdoor cooking; subject to any restriction imposed by Council on the lighting of fires;
  - b) Camp in an area not set aside for the purpose. In this context camping shall include the use of any vehicles for sleeping whether or not it is specially set out for sleeping.

## 5.0 OBSTRUCTING PUBLIC PLACES

- 5.1 A Person shall not:
- a) Obstruct the entrances to or exits from any public place;
  - b) Place or leave any material or thing, including signage, on a public place that could obstruct the public right of passage, without the permission of an authorised officer and then only in accordance with such conditions as may be imposed;
  - c) Allow any gate or door on property abutting a public place, to swing over or across the public place or any part thereof;
  - d) Carry out any work on any motor vehicle in a public place, except in the case of any accident or emergency when repairs are necessary to allow the vehicle to be removed;

- 5.2 No person shall permit or allow vegetation to encroach onto or over any public place so as to obstruct or interfere with the free movement of persons using that public place.

## **6.0 DAMAGE TO PUBLIC PLACES**

- 6.1 Except with the permission of the Council or an authorised officer a person shall not in any public place:
- a) Damage, interfere with, destroy or remove any grass plot, flower bed, tree, shrub or plant or any inscription or label relating to it;
  - b) Pollute, damage, deface or disfigure, apply graffiti, posters or advertising devices to, or interfere with any ornament, statue, building, structure, or facilities;
  - c) Nothing in clause 6.1(b) shall prevent the Council from supplying or approving the installation of display boards in any public place for the purpose of allowing posters to be displayed announcing forthcoming functions or events or any other use approved by Council;
  - d) Cause or permit to be done any act whatsoever by which damage is caused to any public place, or any work or thing in, on, over or under the public place;
  - e) Damage or interfere with any natural feature, animal or plant;
  - f) Use any vehicle or be in control of an animal in any manner so that it damages any part of a public place;
  - g) Drive or park any vehicle in a public place except in an area set aside for the driving or parking of vehicles;
  - h) Remove any sand, soil or other naturally occurring material found in a public place;
  - i) Open any drain or sewer on, or disturb or remove the surface of, any public place.
- 6.2 Any person carrying out authorised works on a public place shall provide reinstatement of the works to a standard approved by an authorised officer.
- 6.3 Any person wishing to gain access to a beach shall use a designated access where this is available.
- 6.4 A person shall not do, cause or permit to be done any act whatsoever by which damage is caused to any public place, or any work or thing in, on, over or under the public place.

## **7.0 PLACING OF ARTICLES ON PUBLIC PLACES**

- 7.1 A person shall not place or leave or cause or permit to be placed or left any material or thing, including signage, amusement devices or items for sale or hire, on any public place unless:
- a) Such action has first been approved by Council or an authorised officer, and then only in accordance with such conditions as he or she may impose; or
  - b) Such action is taken for the purpose of regular refuse or other collections authorised by the Council or is otherwise authorised by law; or
  - c) Such action is permitted pursuant to any other part of this bylaw.

## 8.0 ADVERTISING SIGNS

### 8.1 General Requirement for Siting of Signs

- 8.1.1 No person shall display or erect or cause to be displayed or erected any sign except in conformity with this bylaw and with the provisions set out in the District Plan in force within the District under the Resource Management Act 1991 and Council's Policy adopted under the Gambling Act 2003.
- 8.1.2 No person shall display, erect, or maintain or cause or permit to be displayed, erected, or maintained any sign so close to any part of a road, motorway, or to any corner, bend, safety-zone, traffic signs, traffic signal, or intersection as in the opinion of the Engineer would:
- a) Obstruct or be likely to obstruct the view of traffic; or
  - b) Distract unduly or be likely to distract unduly the attention of road users; or
  - c) Constitute or be likely to constitute in any way a danger to the public.
- 8.1.3 No person shall place, display, or permit or suffer to be placed or displayed, or to remain any sign containing any reflective material which tends to reflect vehicle lights, or contains any material dependent for illumination upon the lights of traffic in such a position as in the opinion of the Council would distract or be likely to distract the attention of the driver of any motor vehicle.
- 8.1.4 No person shall place, display, cause, or permit to be placed or displayed on or upon or against any public place, public building, bridge or other structure, any post, pole, or other upright for whatever use including those for the guidance and control of traffic, or any tree or other vegetation, traffic sign, traffic signal, or pavement any sign for advertising of any other purpose unless the prior permission in writing of the appropriate officer of Council has been obtained.
- 8.1.5 No person shall cause or permit any sign other than a name-plate or sign-case to be erected over any public place unless every part of such sign is at least 2.5m above the footpath or 5.5m above the carriage way, and then only with the prior permission in writing of the appropriate officer of Council.
- 8.1.6 No person shall erect any sign-case in such a position as to project over any road, private street, or public place unless the prior permission in writing of the appropriate officer of Council has been obtained.
- 8.1.7 No person shall leave or place, or cause to be left or placed, any advertising sign, notice or placard on or over a road or other public place without the express approval, in writing of the appropriate officer of Council. This part of the bylaw shall extend to include all areas of State Highways over which control of signs has been specifically delegated to the Council by the New Zealand Transport Agency.
- 8.1.8 No person shall leave any vehicle on a road in circumstances where it is used or may be reasonably be assumed to be used, for the purpose of drawing attention to any advertising sign, notice or placard carried upon or affixed to that vehicle. This part of the bylaw shall extend to include all areas of State Highways over which control of signs has been specifically delegated to Council by the New Zealand Transport Agency.

### 8.2 General Requirements for Construction and Maintenance of Signs

- 8.2.1 No sign shall be made, erected, or constructed otherwise than in a good and workmanlike manner of materials approved by Council.
- 8.2.2 Every such sign shall at all times be maintained in good repair and condition to the satisfaction of Council.
- 8.2.3 If any sign shall at any time not be in good order and condition, or if it shall at any time be unsightly or dangerous, the appropriate officer of Council may, by notice in writing signed by him and addressed to the owner or lessee to repair or secure or otherwise put in order or remove such sign within a period stated in such notice, and if such owner or lessee shall fail to

comply with the requirements of such notice within the time therein specified he shall be liable to prosecution for an offence against this bylaw.

### **8.3 Removal of Offending Signs**

- 8.3.1 If any sign, fails to conform to all the provisions of this bylaw, it shall be the duty of the occupier for the time being of the premises on which such sign shall have been displayed or erected, after being served with a notice in writing under the hand of the appropriate officer of Council requiring him so to do, to take down and remove such sign or so much thereof as does not conform to the provisions of this bylaw within the period of time specified in such notice. In the event of failure to comply with such notice, the Council shall be empowered to take whatever steps are necessary for the removal of any such sign. The cost incurred by Council shall be charged to the occupier.
- 8.3.2 If the person on whom such notice has been served fails to comply with the terms of such notice within the time stated therein he shall be liable to prosecution for an offence against this bylaw.

## **9.0 CONTROL OF SKATEBOARDS**

- 9.1 No person shall ride a skateboard in any area defined in Schedule A attached to this Part of the bylaw.
- 9.2 No person shall ride a skateboard on any footpath outside areas defined in Schedule A, without due care to ensure no damage is caused to any property or without reasonable consideration for other persons using the footpath.
- 9.3 The Council may from time to time by resolution publicly notified, amend Schedule A, to add, delete or amend the areas to which the provisions of this bylaw shall apply.
- 9.4 A Police Officer, Council Enforcement Officer or other authorised Officer may enforce the provisions of this Bylaw. Persons in breach of this Bylaw may risk impounding of any skateboard and be required to supply details necessary for infringement registration purposes. The owner of an impounded skateboard may retrieve it from the Council Offices or the Police Station during normal business hours, after the expiry of 10 working days from the date of impounding. A fine not exceeding that detailed in Council's Fees and Charges Manual will apply per impoundment.

## **10.0 AMUSEMENT DEVICES**

No person shall use any land or building or any part of any land or building, structure, or enclosure, or any part of any public place as a site for an amusement device to which the public have admission or access by payment or otherwise, until he/she has obtained from the Council a permit under the Amusement Devices Regulations 1978 to operate such a device. The term of any such permit shall not exceed one year.

### **10.1 Fees**

- 10.1.1 The fee payable for the issue of a permit shall be such sum as is prescribed in the Amusement Devices Regulations 1978 from time to time.

### **10.2 Safety Precautions**

- 10.2.1 In addition to regulations contained in the Amusement Devices Regulations 1978, the proprietor of an amusement device shall, for the prevention of danger from such device:
- a) Cause such amusement device to be so placed as to have about it a clear space from the outermost point covered or which may be overhung by such device, to the satisfaction of Council.
  - b) Cause such amusement device to be erected in a proper manner, and sited on ground able to support the device under full operating conditions without risk of subsidence and to the satisfaction of an authorised officer to inspect such device. Compliance with the authorised officer's directions (if any) in this case will not absolve the proprietor from

the prime responsibility for ensuring that the requirements of this sub clause are carried out.

- c) Cause every part of such amusement device and of the apparatus for driving the same to be maintained at all times in good repair and condition, and to be under proper management and control.
- d) Cause the apparatus for driving such amusement device to be tended and regulated by a competent person responsible for the care and management of such appliance.
- e) Cause such amusement device, if in motion and if any person riding in or upon such device be ill or be desirous of alighting wherefrom, to be stopped as quickly as may be practicable for the purpose of allowing such person to alight or be removed from such device.

### **10.3 Reasonable and Proper Care**

- 10.3.1 The proprietor or any other person for the time being having the management or control of any amusement device or of the apparatus for driving the same, or any part of such device or apparatus, shall, in the exercise of such management or control, take all reasonable and proper care so as to prevent danger to any person or property.

### **10.4 Speed**

- 10.4.1 Such proprietor or other person shall not cause or suffer such amusement device to be driven at any greater speed than shall be consistent with the safety of any person riding in or upon such device and with all other circumstances attending or affecting the use thereof.

### **10.5 Overloading**

- 10.5.1 Such proprietor or other person shall not allow any person to enter or mount upon such amusement device at any time when such device shall be already occupied by the full number of persons for whose accommodation such device shall be constructed or intended or adapted to be used.

## **11.0 AMUSEMENT GALLERIES**

Every amusement gallery shall be located and operated in accordance with the requirements of the District plan and no amusement gallery shall be occupied or used for the purposes of any amusement unless licensed under this part of this Bylaw.

### **11.1 Licence Required**

- 11.1.1 Every amusement gallery premises shall have either an individual licence or be specified on a "multiple site licence" held by a franchise operator, such licence to be in the form approved by Council from time to time.
- 11.1.2 A multiple site licence shall include the name and address of the premises managers and the premises covered by the licence.

### **11.2 Application for Licence**

- 11.2.1 Every application for a licence shall be in writing by the proposed manager of the amusement gallery and shall set forth the name, address and occupation of the applicant, the address of the building sought to be licensed and the type or types of amusements proposed to be engaged in.

### **11.3 Fee**

- 11.3.1 No licence shall be granted except on payment of such fee as may from time to time be prescribed by resolution of the Council.

## 11.4 Character References

11.4.1 Prior to the issue of any licence or the renewal or transfer of any licence, the Council shall be satisfied as to the character of the applicant for such licence renewal or transfer and may call upon the applicant to provide two references from responsible Persons vouching for the applicant's good character and for a police report as to the applicant's suitability.

## 11.5 Duration of Licence

11.5.1 Every such licence shall remain in force from the date of issue until the 30th day of June following and shall be renewed annually. The annual fee for each licence shall be such sum as may from time to time be prescribed by resolution of Council.

## 11.6 Cancellation or Suspension of Licence

11.6.1 The Council may at any time cancel or suspend the licence granted in respect of any amusement gallery if the manager shall be convicted of any Offence against this Bylaw or of any offence touching his or her character or conduct as such manager or if council shall be satisfied that the manager is acting or has acted in a manner contrary to the true intent and meaning of this Part Bylaw. During the period of suspension the amusement gallery shall be deemed to be unlicensed, and shall cease to operate.

## 11.7 Display of Licence

11.7.1 The manager of any amusement gallery shall display a copy of the licence in a suitable and conspicuous position in such room at all times.

## 11.8 Shooting Gallery

11.8.1 In any amusement gallery in which gallery shooting is carried on, the manager shall provide complete protection, to the satisfaction of Council, against danger to every person in or about or outside such amusement gallery. At all times while firearms may be loaded in such gallery the firearms shall be kept directed towards a target and no person shall while firearms may be loaded, remove or permit to be removed, any firearm from such gallery.

## 11.9 No Council Liability

11.9.1 Council shall accept no liability for any injury or damage arising from activities in any amusement gallery licensed under this Bylaw.

## 11.10 Manager's Duty

11.10.1 The manager shall at all times:

- a) Provide sufficient toilets in accordance with the New Zealand Building Code for use by staff and persons using the amusement gallery except where expressly provided by the licence.
- b) Keep the amusement gallery and conveniences in good repair, in clean condition, and well ventilated, to the satisfaction of Council.

## 11.11 Temporary Premises

11.11.1 Premises equipped with amusements and operated for a period not greater than 14 days shall be regarded as Temporary Premises and shall not require a licence. However Temporary Premises shall comply with all other relevant clauses of this Bylaw.

## 11.12 Contrary to True Intent

11.12.1 Where, in the opinion of the Council, the conduct of an amusement gallery is considered contrary to the true intent and meaning of the Bylaw, the Council may require removal of any amusements or take such other action as is deemed appropriate.

### 11.13 Behaviour Controls

11.13.1 From and after the issue of any licence issues pursuant to this Bylaw and while he or she shall be the manager of the amusement gallery, the manager shall be personally responsible for the proper conduct of such amusement gallery and shall personally see that all the provisions or requirements of this Bylaw are duly carried out and observed.

### 11.14 Intoxicated Persons

11.14.1 The manager of any amusement gallery shall not allow any intoxicated person or person under the influence of alcohol or mind altering substance to enter or remain in such amusement gallery nor shall the manager allow any person to use obscene or improper language, or behave in a noisy or improper manner.

### 11.15 Sale of Food

11.15.1 If any food or drink is to be sold or intended to be sold in any amusement gallery, the approval of Council must be obtained before any licence is granted, renewed or transferred and the manager shall comply with all Statutes, regulations and Bylaws relating to premises in which food or drink are sold.

### 11.16 Right of Appeal

11.16.1 Any manager or proprietor of any amusement device or amusement gallery who disagrees with any decision, order or direction given by Council shall have the right of Appeal to the Council. On hearing the Appeal, the Council committee may revoke, confirm or modify any such decision, order or direction.

## 12.0 LIQUOR CONTROL

### 12.1 Acts Prohibited in Specified Public Places within the Waitomo District

12.1.1 Subject to clauses, 12.2, 12.3 and 12.4 the following acts are prohibited at all times:

- a) The consumption of liquor in or at any Specified Public Place
- b) The bringing of liquor into any Specified Public Place
- c) The possession of liquor in or at any Specified Public Place
- d) In conjunction with any of the above prohibited acts, the presence or use of a vehicle in a public place, or other devices for the purposes of carrying liquor.

12.1.2 Specified Public Places are listed in Schedule B.

### 12.2 Exceptions to Prohibition for Residents and their Visitors

12.2.1 Clause 12.1 does not apply to liquor in an unopened container for the purpose of the transport of that liquor from outside a Specified Public Place to premises that adjoin a Specified Public Place:

- a) By, or for delivery to, a resident of those premises or by his or her bona fide visitors or
- b) From those premises to a place outside the Specified Public Place by a resident of those premises or his or her bona fide visitors, provided the liquor is promptly removed from the Specified Public Place

### 12.3 Exceptions to Prohibition for Licensed Premises

12.3.1 Clause 12.1 does not apply:

- a) In the case of liquor in an unopened container, to the transport of that liquor from premises adjoin a Specified Public Place during any period when under the Sale of Liquor Act 1989 it is lawful to sell liquor on those premises provided the liquor is promptly removed from the Specified Public Place.

- b) In the case of in an unopened container, to the transport of that liquor from outside a Specified Public Place for delivery to premises that adjoin the Specified Public Place provided the premises are licensed for the sale of liquor under the Sale of Liquor Act 1989.
- c) To the possession and or consumption of liquor at any premises within the Specified Public Place in compliance with a licence for the sale and or consumption of liquor under the Sale of Liquor Act 1989 including any footpath area that is defined under the appropriate liquor licence.

## 12.4 Exceptions for Special Licences

- 12.4.1 Clause 12.1 does not apply to any part of the Specified Public Place in respect of which a Special Licence under the Sale of Liquor Act 1989 has been granted for any occasion or event described in the licences.

## 12.5 Offence

- 12.5.1 Any person who acts in breach of this Bylaw commits an offence and is liable upon summary conviction to a fine as provided for in the Local Government Act 2002 which specifies a fine not exceeding \$20,000.

## 12.6 Police Powers

- 12.6.1 Police powers of arrest, search and seizure under this Bylaw are outlined in sections 169 and 170 of the Local Government Act 2002. In summary, where a person is found to be in breach of this Bylaw, liquor is subject to seizure and forfeit to the Crown, if the person is convicted of breaching the Bylaw. A person may be arrested if found to be committing an offence under this Bylaw, or refusing to leave the area or refusing to surrender the liquor.
- 12.6.2 No warrant is required for the police to conduct a search to ascertain if liquor is present in a container or vehicle that is in or entering a Specified Public Place. However prior to exercising the power of search, a person must be informed that they have the opportunity to promptly remove the suspected container or vehicle from the Specified Public Place, and be given a reasonable opportunity to do so.

## 13.0 EXPOSING ARTICLES FOR SALE

- 13.1 Except as provided for elsewhere in this bylaw no person shall expose for sale any article whatsoever on any footpath, or outside of any shop, shop window, or doorway abutting on any public place, so as to encroach on or over that public place, without the prior permission of Council, and then only in accordance with such conditions as Council may think fit to impose.

## 14.0 HAWKERS AND KEEPERS OF MOBILE OR TRAVELLING SHOPS

### 14.1 Licence Required

- 14.1.1 No person, whether acting on his/her own account, or as the servant of another person, shall engage in the trade of calling on, or carrying on business in any manner or to any extent as a hawker or keeper of a mobile or travelling shop with respect to goods or articles of any description whatsoever (except as provided in clause 12 and 13 of this part of the Bylaw), without having first obtained a licence from the Council to do so.

### 14.2 Application

- 14.2.1 Every person desirous of obtaining a hawker's or keeper's licence shall make application to the Council on the standard application form for licences and permits in use at that time, and shall with such application furnish such evidence of good character as the Council may require, and in the case of an application for a keeper's licence shall state the number of vehicles to be used.

### **14.3 Sale of Food for Human Consumption**

- 14.3.1 Every application under the last preceding clause shall also state whether the applicant is desirous of hawking or selling from a mobile or travelling shop articles of food for human consumption and whether with or without other goods, wares or merchandise and in any case where a motor vehicle is to be used, shall specify the registered number of that vehicle.
- 14.3.2 If the applicant is desirous of hawking or selling articles of food for human consumption such application shall be accompanied by all licences which the applicant may be required to obtain under the provision of any Act, regulation or bylaw relating to the licensing and regulation of certain trades and businesses.
- 14.3.3 Before issuing any licence for a hawker or keeper of a mobile or travelling shop the Council shall satisfy itself that any motor vehicle to be used in connection with hawking or selling food for human consumption and that any premises to be used for the storage of such food, are suitable for the purpose.

### **14.4 Fees and Expiry of Licence**

- 14.4.1 The Council may issue licences to trade and carry on business as hawkers or keepers of mobile or travelling shops and every such licence, at whatever time of the year the same may be issued, shall terminate on a day and month then next ensuing as may be prescribed by resolution by the local authority, and for every such licence there shall be paid to Council such fee as the Council may by resolution from time to time prescribe for that particular class of licence.
- 14.4.2 The Council may at its discretion issue temporary licences upon payment of such fee whether per day or otherwise, and subject to such conditions as the local authority may impose.

### **14.5 Form of Licence**

- 14.5.1 Every hawker's or keeper's licence shall be in the format in use at the time of issuing and shall take effect according to the tenor thereof.

### **14.6 Production of Licence**

- 14.6.1 Every licensed hawker or keeper of a mobile or travelling shop shall at all times when hawking, or selling from his mobile or travelling shop carry his licence with him and shall show the licence to any constable or authorised officer of the local authority who shall demand production of the licence.

### **14.7 Name to Appear on Vehicle**

- 14.7.1 Every licensed hawker or keeper of a mobile or travelling shop whilst hawking or selling from his mobile or travelling shop or exercising or carrying on his business, trade or calling of hawker or keeper of a mobile or travelling shop in some conspicuous place on the exterior of any vehicle or container in which he takes or carries his goods or wares have his name legibly painted thereon in letters not less than 25mm in height.

### **14.8 Moving On**

- 14.8.1 No hawker or keeper of a mobile shop shall stand or remain stationary in any street save for such reasonable time as is required for the transaction of his business with any one customer.
- 14.8.2 Every licensed hawker or keeper of a mobile or travelling shop shall upon being requested so to do by any any Police officer or authorised officer of the Council and as often as so requested, alter his position and remove from the place in any street or public place where such hawker or keeper of a mobile or travelling shop may for the time being be hawking his goods or selling from his mobile or travelling shop to any other part or parts of such street or place or to any other street or public place indicated by such Police officer or authorised officer of the local authority.
- 14.8.3 Any person who fails to comply with any request made by any Police officer or authorised officer of the Council shall be guilty of an offence under this bylaw.

## 14.9 Council May Prescribe Conditions

14.9.1 The Council may, either upon the issue of any licence to any hawker or keeper of a mobile or travelling shop or at any time by notice in writing served on any licensed hawker or keeper of a mobile or travelling shop:

- a) Prescribe any condition or conditions in compliance with which such hawker or keeper of a mobile or travelling shop must carry on his trade or business and any hawker or keeper of a mobile or travelling shop who shall fail to comply in all respects with any such requirements within any period specified for compliance shall be guilty of an offence against this part of this bylaw; or
- b) Require such hawker or keeper of a mobile or travelling shop to discontinue the use of any vehicle so employed by him.

14.9.2 It shall be a condition of the licence where a vehicle is to be used for the sale of food for human consumption that no vehicle other than that specified in that licence shall be used for the purpose without the approval of the Environmental Health Officer of the Council.

## 14.10 Licence not Transferable

14.10.1 No licence issued under this part of this bylaw shall be transferable to any other person and no such licence shall authorise any person other than the person named therein to carry on the trade or business of a hawker or to keep a mobile or travelling shop.

## 14.11 Cleanliness of Vehicle

14.11.1 Every licensed hawker or keeper of a mobile or travelling shop or any person operating on behalf of such hawker or keeper who takes or carries about any article of food for sale shall keep and maintain every vehicle, box, basket, pack or other container used or connected therewith in a thoroughly clean and sanitary condition to the satisfaction of the Council's Environmental Health Officer.

## 14.12 Exemptions

14.12.1 The provisions of this part of this bylaw shall not apply:

- a) to the owner of a fishing boat registered under the fisheries Act 1983 and in respect of which a boat-fishing permit is for the time being in force, where he or a person appointed by him in that behalf sells fresh fish or fresh shellfish (being fresh fish or fresh shellfish taken from that boat in accordance with the conditions of the permit) from that boat at the place where it is moored, berthed or beached or from a stall (including a vessel used as a stall) within 450m of that place; or
- b) To the sellers of printed books, pamphlets, magazines or newspapers.

## 14.13 State Highways

14.13.1 In the case of a state highway, with the prior consent of the New Zealand Transport Agency, Council may prohibit hawkers, pedlars, keepers of stalls (including vehicles used as stalls), and keepers of mobile or travelling shops to occupy stands:

- a) In specified roads or state highways or parts of specified roads or state highways; or
- b) Where the presence of the stall or stand is likely to cause an obstruction or a danger to traffic, in any public place adjoining specified roads or state highways or parts of specified roads or state highways.

## 15.0 ITINERANT TRADERS

### 15.1 Licence Required

- 15.1.1 No itinerant trader shall sell or offer to expose for sale any goods, wares or merchandise whatsoever without having first obtained a licence from the Council authorising him to do so.
- 15.1.2 Such application shall be on the standard application form for licences and permits in use at that time, and the applicant shall with his application furnish such evidence of good character as the Council may require.
- 15.1.3 Every itinerant trader's licence shall be in the format in use at the time of issuing and shall remain in force for the term of 1 year from the day of issue thereof and no longer.

### 15.2 Licence Fee

- 15.2.1 For every such licence there shall be paid to the Council before the issue of such licence such amount by way of licence fee as is prescribed from time to time by resolution of the Council.

### 15.3 Refund of Licence Fee

- 15.3.1 If during the continuance of any such licence the licensee named therein shall remain continuously in business in the district aforesaid for a period of not less than 6 months, the licence fee paid by him as aforesaid in respect of the licence in force during such period shall be refunded.

## 16.0 STANDS AND STALLS

### 16.1 Permit Required

- 16.1.1 No person shall without having first obtained a permit from the Council so to do:
- a) Stand in or occupy any portion of any public place with, or place or maintain on any portion of any public place, any stall, structure or contrivance for the purpose of distributing or selling any food or refreshments, newspapers, lottery tickets, textiles, hardware; or
  - b) Stand in or occupy any portion of any public place with, or place or maintain on any portion of any public place any weighing, knife-grinding, automatic vending or slot entertainment machine or any other similar structure, apparatus or contrivance.

### 16.2 Application

- 16.2.1 Every application for a permit shall be on the standard application form for licences and permits in use at that time.

### 16.3 Conditions of Permit

- 16.3.1 Every permit shall be issued by the Council and shall be subject to such conditions as the Council may impose and shall state therein the term of expiry thereof, the portion of any public place on which the applicant is permitted to stand, the hours during which he may so stand, the class of article or goods he proposed and is permitted to sell, and no person shall stand or sell except in conformity with the terms of such permit.

### 16.4 Permit Fee

- 16.4.1 For every such permit there shall be payable to the Council such fee as the Council may by resolution from time to time prescribe.

## 16.5 Transfer

16.5.1 No person shall transfer his permit to any other person neither stand nor sell either under the authority of a permit issued to any other person or at a place not mentioned in his permit or directed by the Council.

## 16.6 State Highways

16.6.1 In the case of a state highway, with the prior consent of the New Zealand Transport Agency, Council may prohibit hawkers, pedlars, keepers of stalls (including vehicles used as stalls), and keepers of mobile or travelling shops to occupy stands:

- a) In specified roads or state highways or parts of specified roads or state highways; or
- b) Where the presence of the stall or stand is likely to cause an obstruction or a danger to traffic, in any public place adjoining specified roads or state highways or parts of specified roads or state highways.

## 17.0 AWNINGS AND BLINDS

17.1 No person shall erect or maintain, or cause to be erected or maintained, any awning over any public place, or hang any awning, blind, or screen from any portico on any public place except with the permission of an authorised officer. In granting such permission an authorised officer may set such conditions as is deemed appropriate. Any such permission may be revoked at any time by an authorised officer.

## 18.0 PROJECTIONS ON PUBLIC PLACES NOT PERMITTED

18.1 Except where permitted by this bylaw or by Council consent no person shall put any portico, projecting window, balcony, wall, lamp, door step, cellar door, lamp post, signboard, window shutter, gate post, or other obstruction or projection of any kind whatsoever in, on, over or under a public place or in such a position as to interfere with or obstruct in any way the free passage of pedestrians or traffic upon any public place.

18.2 This restriction shall not apply to any veranda or awning erected pursuant to a requirement of a District Plan.

18.3 In any such projection or obstruction as aforesaid has been placed against or in front of any building before the coming into operation of this bylaw and which is contrary to any bylaw in force, Council may give notice to the owner or occupier of such building to remove, or to alter such projection or obstruction, and such owner or occupier shall, within the time stated in such notice, remove, or alter such projection or obstruction.

18.4 No person shall stand on any veranda erected over a public place except for the purpose of inspection, maintenance or egress in the case of fire.

## 19.0 ROAD AND BUILDING IDENTIFICATION

19.1 The Council shall have the exclusive right to cause to be painted or affixed on a conspicuous part of the building, the name of the road, private road or public place to which it has frontage.

19.2 Notwithstanding that a building or property is identified by other means, the owner or occupier of every building or group of buildings forming part of a complex or of the property shall mark such building or complex with numbers no less than 50 mm in height for residential buildings and not less than 150mm in height for all other buildings. Numbers shall be as allocated or approved by an authorised officer and displayed in a position so as to be readily visible from the road to which it has frontage. Numbers required by shall be maintained by the owner or occupier in such a manner as to readily identify the property at all times.

- 19.3 Council shall have power at any time to alter the number of any building where in the Council's opinion it may be necessary or advisable to do so.

## 20.0 VEHICULAR CROSSINGS

- 20.1 Any person wishing to construct, repair, remove or widen any vehicular crossing over any public place shall first obtain a permit from the Council.
- 20.2 A permit issued by the Council may be subject to such conditions concerning dimensions and materials as the Council may consider reasonably necessary to protect the road (including any footpath or berm) adjacent to the vehicular crossing, and to ensure safe and convenient use of the road by pedestrians and vehicles.
- 20.3 No person shall drive, ride, propel, or wheel any motor vehicle across any footpath or water channel in any public place otherwise than upon a crossing properly constructed under the provisions of this bylaw.
- 20.4 If in the opinion of the Council any crossing is in a bad or unsafe state of repair, Council may by notice in writing, require the owner of the land which the crossing provides access to, to repair, reconstruct, or renew such crossing to the satisfaction of Council. Every such owner or occupier who fails to comply with any such notice within the period specified shall commit an offence against their Part of this bylaw.

## 21.0 RESTRICTIONS ON USE OF BARBED WIRE AND ELECTRIFIED FENCES

- 21.1 Except with the permission of an authorised officer:
- a) No person shall erect or permit to be erected any electrical fencing or barbed wire along, or within 1 metre of any boundary line between any land or building on the one side, and any public place on the other side:
- Provided that this sub-clause shall not prohibit the placing of such barbed wire at a height if not less than 2 metres or electrified fencing not less than 3 metres from the level of the ground of any such public place.
  - Further provided that this Sub-clause shall not apply within any area which has a predominantly rural character under the District Plan prepared by Council, except when the fence abuts or adjoins a footpath; provided that Council may from time to time by resolution specify conditions that will apply to temporary electric fences.

## 22.0 ANIMALS AND STOCK IN PUBLIC PLACES

### 22.1 Public Places

- 22.1.1 No person shall take or allow any animal under their control onto any public place if the Council has by resolution or public notice prohibited entry of that type of animal to that public place.
- 22.1.2 Any person having control of stock or any public place shall ensure that the stock is kept under proper control, with consideration for other persons using the public place.
- 22.1.3 No person shall drive any stock on any road during the periods between half an hour after sunset and half an hour before sunrise unless sufficient warning is provided and maintained by such person by the use of lights or other effective device or means to ensure that other persons using such road shall have adequate notice of the presence of such animals on the road.

22.1.4 No person shall:

- a) Permit stock to be moved across or along any public place unless an alternative route is not reasonably available;
- b) Permit any stock to be on a reserve, beach or other area designated as an areas prohibited to stock without the prior consent of an authorised officer;
- c) The grazing of stock on road reserves in predominantly rural areas is permitted subject to the animals being contained in adequate temporary fences.
- d) Graze stock in any other public place except in accordance with Council policy.

22.1.5 Any person having control of stock in any public place shall ensure that the stock are moved in such a manner and by such points of access to an exit from the road as to ensure that damage is not caused to the public place.

22.1.6 Any person having control of stock being moved on any public place in an urban area shall ensure that excrement; urine or other matter deposited upon the public place from such work is removed, and disposed of in an appropriate manner.

22.1.7 Any person being the owner of, or having control of any horse in a public place in an urban area shall immediately remove any faeces deposited by that horse from the public place.

22.1.8 Subject to the requirements of this section every person being the owner or having the care, custody, or control of any animal shall keep and prevent the same from wandering or being at large without proper guidance on any public place.

## SCHEDULE A: SKATEBOARDS

Areas where riding of skateboards is prohibited on footpaths and other public places are as follows:

- Rora Street, Te Kuiti (between Alexandra Street and Lawrence Street)
- King Street East and Sheridan Street, Te Kuiti (between Rora Street and Taupiri Street) and Moa Street, Piopio (from Kea Street North to Tui Street).

## SCHEDULE B: LIQUOR CONTROL

Specified Public Places:

The part of this Bylaw dealing with Liquor Control applies to the following locations:

- Redwood Park, Te Kuiti
- Rora Street, Te Kuiti
- Lawrence Street, Te Kuiti – between Rora Street and the Esplanade
- Sheridan Street, Te Kuiti - between Rora Street and the Esplanade
- King Street East, Te Kuiti- between Rora Street and Jennings Street
- Alexandra Street, Te Kuiti
- Taupiri Street, Te Kuiti - between Lawrence Street and Alexandra Street
- Both banks of the Mangaokewa River, Te Kuiti between Redwood Park and the Te Kuiti Bowling Club
- RSA Memorial Park, Te Kuiti

Public Places include, but are not limited to, Streets, Service Lanes, Lanes, Footpaths, Carparks and Reserves.

This schedule may be amended from time to time by public notice made by the Waitomo District Council. Such notices shall be made in the public notice section of newspapers as Waitomo District Council sees fit and be made no less than fourteen (14) days before the change is to apply.



~~**Dog Control**~~

~~**Bylaw**~~

**Waitomo District Dog Control  
Bylaw**



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## 1.0 Scope

- 1.1 The purpose of this Bylaw is to set standards of control that must be observed by dog owners. It covers matters such as dogs in public places, wandering dogs, ownership of more than one dog, and nuisances caused by dogs. This Bylaw must be read in conjunction with Council's Dog Control Policy.

## 2.0 Interpretation

- 2.1 **THE ACT** means the Dog Control Act 1996.
- 2.2 **CONTINUOUS CONTROL** means the owner has sufficient control over the dog to prevent the dog causing a nuisance to other animals and members of the public or damage to property.
- 2.3 **COUNCIL** means the Waitomo District Council.
- 2.4 **DISABILITY ASSIST DOG** means a dog certified by 1 of the following organisations as being a dog trained to assist (or as being a dog in training to assist) a person with a disability:
- (a) Hearing Dogs for Deaf People New Zealand;
  - (b) Mobility Assistance Dogs Trust;
  - (c) New Zealand Epilepsy Assist Dogs Trust;
  - (d) Royal New Zealand Foundation of the Blind;
  - (e) Top Dog Companion Trust;
  - (f) An organisation specified in an Order in Council made under any Regulations made pursuant to section 78D of the Dog Control Act 1996
- 2.5 **DOG CONTROL OFFICER** means a Dog Control Officer appointed by the Waitomo District Council under Section 11 of the Dog Control Act 1996.
- 2.6 **DOG EXERCISE AREA** means a public place which has by resolution of Council pursuant to Section 20 (1)(d) of the Dog Control Act 1996 been designated as a dog exercise area.
- 2.7 **INFRINGEMENT OFFENCE** means an offence specified in the First Schedule of the Dog Control Act 1996.
- 2.8 **IN SEASON** shall mean oestrus or heat cycle of any female dog.
- 2.9 **LEASH** means a lead which is capable of restraining the dog.
- 2.10 **NEUTERED DOG** means a dog that has been spayed or castrated but does not include a dog that has been vasectomised.
- 2.11 **OWNER** means in relation to any dog every person who:
- a) Owns the dog; or
  - b) Has the dog in his/her possession whether the dog is at large or in confinement, otherwise than for a period not exceeding 72 hours for the purposes of preventing the dog causing injury, damage or distress, or for the sole purpose of restoring a lost dog to its owner; or
  - c) Is the parent or guardian of a person under the age of 16 who:
    - i. Is the owner the dog pursuant to paragraph (a) or (b) of this definition; and
    - ii. Is a member of the parent or guardian's household living with and dependent on the parent or guardian, but does not include any person who has seized or taken custody of a dog under the Dog Control Act 1996 or the Animal Protections Act 1960 or the National Parks Act 1980 or the

Conservation Act 1987 or any other made under this Act or Animal Protections Act 1960.

**2.12 PREMISES** includes any recreation ground, yard, building or enclosed space whether separately occupied or not and whether public or private.

**2.13 PROHIBITED PUBLIC PLACE** means a public place which has by resolution of Council pursuant to Section 20 (1)(a) of the Dog Control Act 1996 been declared a Prohibited Public Place. In all cases it shall mean within 20 metres of any children's playground equipment, and the mown playing surfaces of sports grounds controlled by Council.

**2.14 PUBLIC PLACE** means:

- a) A place that, at any material time, is open to or being owned by the public whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from that place; and
- b) includes any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle carrying or available to carry passengers for reward.

**2.15 WORKING DOG** means

- (a) Any DISABILITY ASSIST DOG:
- (b) Any dog
  - (i) Kept by the Police or any constable, the Customs Department, the Ministry of Agriculture, the Ministry of Fisheries or the Ministry of Defence, or any officer or employee of any such Department of State solely or principally for the purposes of carrying out the functions, powers, and duties of the Police or the Department of State or that constable, officer, or employee; or
  - (ii) Kept solely or principally for the purposes of herding or driving stock; or
  - (iii) Kept by the Department of Conservation or any officer or employee of that Department solely or principally for the purposes of carrying out the functions, duties, and powers of that Department; or
  - (iv) Kept solely or principally for the purposes of destroying pests or pest agents under any pest management strategy under the Biosecurity Act 1993; or
    - a) Kept by the Department of Corrections or any officer or employee of that Department solely or principally for the purposes of carrying out the functions, duties, and powers of that Department; or
    - b) Kept by the Aviation Security Service established under section 72B(2)(ca) of the Civil Aviation Act 1990, or any officer or employee of that Service solely or principally for the purposes of carrying out the functions, duties, and powers of that Service; or
    - c) Certified for use by the Director of Civil Defence Emergency Management for the purposes of carrying out the functions, duties, and powers conferred by the Civil Defence Emergency Management Act 2002; or
  - (v) Owned by a security guard as defined in section 4 of the Private Investigators and Security Guards Act 1974 and kept solely or principally for the purposes of carrying on the business of a security guard; or
  - (vi) Declared by resolution of the territorial authority to be a working dog for the purposes of this Act, or any dog of a class so declared by the authority, being a dog owned by any class of persons specified in the resolution and kept solely or principally for the purposes specified in the resolution.

## 3.0 Prohibited And Restricted Areas

### 3.1 General Prohibition

3.2 Any person who takes a dog or allows any dog to go within the limits of any land or premises used as a public school, kindergarten, playcentre, private school, public

swimming baths, (or any other area with the district which Council has by resolution declared to be a prohibited area) commits an offence against this Bylaw.

3.3 It shall be a defence to any charge under this clause that such person had prior written consent of the person or body in charge of such prohibited area to take or allow the dog within the limits of such prohibited area.

#### **3.4 Central Business Area, Te Kuiti**

3.5 Dogs are prohibited from Rora Street, (between Alexandra Street and **the South End loop Road**) and King Street and Sheridan Street (between Rora Street and Taupiri Street). The above section of the bylaw will not apply to any disability assist dog, police dog, dogs attending any veterinary clinic located in the prohibited area or any dog contained within or on any vehicle in the prohibited area and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person.

#### **3.6 Flower Pot – Mokau**

3.7 Dogs are prohibited from the area known as The Flower Pot, Mokau, between 1 December each year and 31 March the following year.

### **4.0 Dogs in Public Places Required To Be On A Leash**

4.1 The owner of a dog other than a working dog, being worked shall not allow the dog in any public place (not being a Dog Exercise Area) unless the dog is controlled on a leash.

### **5.0 Dogs On Beaches**

5.1 Any Dog Control Officer or Dog Ranger, may order the owner, or any person in charge of the dog, to remove such dog from any beach or bathing reserve if in the opinion of such Dog Control Officer or Dog Ranger the presence of the dog is likely to cause annoyance, inconvenience, danger or be hazardous to health of the public for the time being using such beach or bathing reserve. Any person who fails to promptly obey such order commits an offence against this Bylaw.

### **6.0 Dog Exercise Areas**

6.1 The Council may declare by resolution any public place to be a Dog Exercise Area.

6.2 Within Dog Exercise Areas the owner of the dog shall ensure that the dog is under continuous control but shall not be obliged to keep the dog on a leash.

6.3 The Council has designated the following areas as dog exercise areas where a dog may be freely exercised however the dog must be under continuous control to the satisfaction of a Council Officer.

- a) The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club.
- b) Ward Street Reserve, Te Kuiti.
- c) Mangaokewa Scenic Reserve

### **7.0 Temporary Designations**

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

- 7.2 The Council shall give public notice of its intention to declare any area to be a temporary prohibited area or to suspend a prohibited area. Appropriate signs shall be posed in the area and prior notice shall be published in a newspaper circulating in the Waitomo District.

## 8.0 Disability Assist Dogs

- 8.1 Notwithstanding anything in this bylaw prohibiting or regulating the entry or presence of dogs, any disability assist dog accompanying a blind or partially sighted person or a person with any other disability or any person bona fide engaged in training the disability assist dog may enter and remain:
- a) In any premises registered under regulations made pursuant to Section 120 of the Health Act 1956; or
  - b) In any public subject to compliance to any reasonable condition imposed by the occupier or person having control of the premises or public place, as the case may be.

## 9.0 Seizure of Dogs In Public Place In Contravention This Bylaw

- 9.1 A Council Officer may seize and impound any dog at large in a public place, whether or not the dog is wearing a collar having the proper label or disc attached that is found at large in contravention of the bylaw.

## 10.0 Period Of Confinement

~~10.1 The owner of any dog, shall, during the period commencing half an hour after sunset on each day and ending half an hour before sunrise on the next day, keep the dog tied up or otherwise confined. Nothing in this section prevents a person from exercising a dog in a dog exercise area identified in this bylaw or on a leash.~~

- 10.1 The owner of every dog shall ensure that the dog is not at large and is securely confined to the owners property or premises at all times unless in the possession of a responsible person and under the proper control. Nothing in this section prevents a person from exercising a dog in a dog exercise area identified in this bylaw or on a leash.*

## 11.0 Number of Dogs Permitted

- 11.1 No occupier of land within any area other than that zoned rural, shall keep or allow to be kept on any land more than **two** dogs over the age of three months unless the occupier has been licensed for such purposes by the Council.
- 11.2 Every application for a licence to keep more than **two** dogs shall be in a form as contained in the first schedule to this bylaw and include such additional information as the Council or the Dog Control Officer may request, and must be accompanied by the appropriate fee as the Council may determine from time to time by resolution.
- ~~11.3 Any licence issued by the Council may be subject to such terms and conditions as the Council may consider necessary.~~

*(i) The licence shall be issued subject to the applicant meeting the following criteria:*

- a) Must have the physical suitability of land to hold more than two dogs*

- b) *Must meet selected owner criteria*
  - c) *Must have written approval of neighbours on all sides of the applicants property*
  - d) *Must meet such terms or special conditions as the inspecting officer may attach to any licence*
- (ii) *When owners and dogs change address, a new application must be submitted for the new address.*
- 11.4 The Council may at any time whilst a licence is in force revoke or refuse to renew that licence if it is satisfied that:
- a) The dog or dogs on the land specified in the licence have caused injury or a nuisance to any person engaged in their lawful activity; or
  - b) The keeping such dog or dogs has caused a detrimental effect upon the surrounding neighbourhood; or
  - c) There has been a failure to comply with all or any of the terms, conditions and restrictions of the licence, or any subsequent notice issued by the Council.
- 11.5 Any application by the occupier of any land in respect of which an application was declined or licence revoked by Council pursuant to Clause 10.4 will not be reconsidered by the Council before the expiration of two years after the date of that refusal or revocation.
- 11.6 Nothing in this section shall remove the need for any Land Use Consent if this is required by the District Plan.

## 12.0 Minimum Standards For Accommodation Of Dogs

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

## 13.0 Dogs To Be Kept Minimum Distance From Boundary

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

## 14.0 Mangled Or Diseased Dogs

- 14.1 A person who owns or has control or charge of any mangled or diseased dog shall not take that dog into any public place or permit the dog to enter or remain in any public place or wander free or suffers such dog to remain thereon unless being taken to a veterinary clinic.

## 15.0 Responsibility To Remove Faeces

- 15.1 Every person commits an offence, who, being the owner or person having control of any dog that fouls any public place fails to remove and properly dispose of the dog faeces immediately. Where a public litter bin or similar receptacle is used to dispose of the faeces they must be suitably wrapped or contained to prevent fouling of such receptacle.

## 16.0 Bitch In Season To Be Confined

- 16.1 The owner of any bitch shall keep the dog confined but adequately exercised whilst such dog is in season.

## 17.0 Aggravation Of Dogs

- 17.1 Every person commit an offence who wilfully behaves or acts in such a way so as to cause any dog to become restless or unmanageable, or incites any dog to fight with or attached any other animal or person.

## 18.0 Dogs Becoming A Nuisance Or Injurious To Health

- 18.1 If in the opinion of the Council, any dog or dogs or the keeping thereof on such premises has become, or is likely to become a nuisance or injurious or hazardous to health, property or safety, the Council or Officer may be notice in writing require the owner or occupier of the premises within a time specified in such notice to do all or any of the following:
- a) To reduce the number of dogs kept on the premises.
  - b) To construct, alter, reconstruct or otherwise improve the kennels or other buildings used to house or contain the dogs.
  - c) To require such dog or dogs to be tied up or otherwise confined during specified periods.
  - d) To take such other action as the Council deems necessary to minimize or remove the likelihood of nuisance or hazard or injury to health, property or safety.

## 19.0 Pound

- 19.1 The Council's pound is located at the entrance to the Rangitoto Landfill off William Street, Te Kuiti.
- 19.2 The Council may be resolution change the location of any pound or create additional pounds.
- 19.3 Where any dog is seized for impounding under the provisions of this bylaw, and it is not practicable by reason of time or distances to place that dog in any pound appointed by the local authority for that purpose, a Council Officer may with the consent of the occupier thereof, use any land as a temporary pound for such dog for any reasonable period until its disposal in terms of this bylaw or the Dog Control Act 1996.
- 19.4 No dog shall be released from any pound including a temporary pound until the owner of the dog has paid to the Council a fee which shall include fees for the sustenance of the dog.
- 19.5 No dog which is for the time being not registered in accordance with the Dog Control Act 1996, shall be released until it is registered and the fees payable have been paid.
- 19.6 The Council pound will be opened at times when appointments are made with the Dog Control Officer at the District Council Office between the hours of 8.00 am and 4.30 pm, Monday to Friday (except public holidays).
- 19.7 Any person who enters any Dog Pound established by the Council for the purpose of releasing any dog impounded by a Dog Control Officer, Dog Ranger, or other authorized person, without payment of the impounding, sustenance or other fees, or who is found in

possession of any dog which has been removed by any person from any such dog pound without payment of such fees, commits an offence against this Bylaw.

## 20.0 Disposal Of Impounded Dogs

- 20.1 The Council may dispose of impounded dogs in accordance with the provisions of the Dog Control Act 1996 which provides amongst other things the following:
- a) As soon as practicable after any dog has been impounded, the local authority shall, in the case of a dog wearing a current registration label or disc or where the owner of the dog is known through some other means, give written notice to the owner that the dog has been impounded and that unless the dog is claimed and any fee paid within seven days of the receipt of that notice, it may be sold, destroyed, or otherwise disposed of in such manner as the local authority thinks fit, and after the expiry of that period the local authority may so dispose of the dog.
  - b) Where the owner of the dog is not known and cannot be identified from the dog registration label or disc, the local authority may, after expiration of seven days after the date of seizure of the dog, sell, destroy, or otherwise dispose of the dog in such manner as it thinks fit.

## 21.0 Fees

- 21.1 The Council may by resolution set the fees payable in respect of any matter for which it is authorised to charge a fee pursuant to:
- a) The Dog Control Act 1996; or
  - b) The Local Government Act 2002; or
  - c) This Bylaw

## 22.0 Penalties

- 22.1 Any person who fails to comply with these bylaws commits an offence and shall be liable upon summary conviction to the maximum penalty as provided from time to time in the Dog Control Act 1996 or the Local Government Act 2002 or where any person is alleged to have committed an infringement offence specified in the First Schedule to the Dog Control Act 1996 that person may either:
- a) Be proceeded against summarily for the offence; or
  - b) Be served with an infringement notice as provided in Section 66 of the Act.

<b>Schedule 1</b>
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**Application for Approval to Keep more than one Dog**

Pursuant to the Waitomo District Council Dog Control Bylaws 2008

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The following information must be completed by the dog owner applying for approval.

Please print in BLOCK CAPITALS

1. Name of Applicant
2. Postal Address – property where dogs are kept
3. Contact Phone Number
4. Number of Dogs on Property

Signature of Applicant: .....

Date: .....

---

**OFFICE USE ONLY**

Kennel Facilities:

Property Fenced: YES/NO

Number of Dogs:

Date of Inspection:

**Note for Applicants**

Requirements for a permit are as follows:

1. Dogs to be kept under control at all times
2. Dogs must not create a nuisance (barking, howling etc)
3. Kennels must be kept clean and sited a minimum of 1 metre from the boundary fence
4. All dogs must be currently registered
5. If any further dogs are acquired or any dog disposed of the Waitomo District Council must be immediately notified of the change.



# **Review of Solid Waste Bylaw**

**2014**



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## PART A: GENERAL

### 1.0 SCOPE

- 1.1 The scope of this bylaw is to:
- (a) To ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner; and
  - (b) To provide for the efficient collection and recovery of recyclable waste; and
  - (c) To ensure that the obstruction of streets and roads by waste for collection is minimised; and
  - (d) To manage waste management facilities for the optimum disposal or recycling of waste.
- 1.2 This bylaw was made pursuant to the Waste Minimisation Act 2008 and the Local Government Act 2002.

### 2.0 INTERPRETATION

- 2.1 For the purposes of this Bylaw the following interpretations shall apply:

**APPROVAL or APPROVED** means Approval or Approved in writing by Council, either by resolution of Council or by an Authorised Officer.

**APPROVED CONTAINER** includes approved bins, approved pre-paid rubbish bags, and approved rubbish bags with prepaid tokens attached.

**AUTHORISED OFFICER** means any person appointed by Council to act on its behalf and with its authority and includes an agent of Council.

**CLEANFILL WASTE** means any inert material that does not undergo any physical, chemical or biological transformation and will not cause adverse environmental effects or health effects once it is disposed of to ground.

**COLLECTION DAY** means the day nominated by Council for the collection of refuse and recyclables from the street Kerb.

**COUNCIL** means the Waitomo District Council.

**DISTRICT** means the district of the Waitomo District Council.

**FEES AND CHARGES MANUAL** means the list of items, terms and prices for services associated with services as adopted and approved by Council.

**FOOTPATH and ACCESSWAY** have the respective meanings given to them by Section 315 of the Local Government Act 1974.

**HAZARDOUS WASTE** means any waste that:

- a) Contains substances defined in Section 2 of the Hazardous Substances and New Organisms Act 1996, which exceed the minimum degree of hazard specified by the Hazardous Substances (Minimum Degrees of Hazard) Regulations 2001, or
- b) Meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and the NZ standard 5433: 1999 – Transport of Dangerous Goods on land; or
- c) Is publicly notified by Council from time to time by resolution publicly notified to be hazardous and to require special handling for the purpose of collection transportation or disposal.

**INFRIINGEMENT** means an offence as specified by this bylaw under sections 243 and 259 of the Local Government Act 2002.

**INORGANIC HOUSEHOLD COLLECTION** means a kerbside collection of unwanted household items specifically allowed by Council resolution from time-to time.

**LANDFILL** means land set aside by Council upon which the deposit and disposal of solid waste to ground can lawfully occur.

**LANDFILL CONTRACTOR** means any person or company, employed by Council, engaged in the operation, control or management of a landfill.

**LICENSED COLLECTOR** means any person that has been granted a licence by Council to collect rubbish or recyclables from the street.

**LITTER** shall have the meaning as under the Litter Act 1979.

**LITTER BIN** means a refuse receptacle placed or installed by Council on a street or other public place for public use to deposit litter so as to prevent littering.

**LONG TERM PLAN (LTP)** means the operative Long Term Council Community Plan adopted under section 93 of the Local Government Act 2002.

**OCCUPIER** means the occupier of any property, and in any case where any building, house, tenement or premises is or are unoccupied shall be deemed to include the owner of such building, house, tenement or premises.

**PERSON** includes a corporation sole and also a body of persons, whether corporate or unincorporated.

**PREMISES** means any land, house, storehouse, warehouse, shop, cellar, yard, building, or part of the same, or enclosed space separately occupied, and all lands, buildings and places adjoining each other and occupied together shall be deemed to be the same premises.

**PROHIBITED WASTE** means any explosive(s), liquid or viscous fluid, radioactive wastes (excluding domestic smoke detectors), used oil, lead acid battery and refrigerators and/or freezers that have not been professionally degassed.

**PUBLIC PLACE** means every road, footpath and thoroughfare of a public nature or open to or used by the public as of right, reserve, park, domain, walkway, walking track, beach, foreshore, river esplanade and recreational ground under the control of Council.

**RECYCLABLES** means tin cans, aluminium cans, steel cans, plastic products coded "1 or 2", glass, paper, cardboard and such other items as may be publicly notified by the council as recyclable refuse from time to time.

**RECYCLE BIN** means a Council approved bin or other container for the placement of recyclables only for collection.

**ROAD** has the meaning given to it by the Land Transport (Road User) Rule 2004.

**SHARP HEALTHCARE WASTE** means any waste generated by healthcare services that is also sharp and includes a sharp home healthcare waste as defined by NZS 4304:2002 and specifically includes needles:

- a) The meaning of "sharp" shall be the same as included in NZS 4304:2002 under the definition of "sharps".

**SPECIAL WASTE** means any waste whether from a trade premise or any other source which is hazardous, toxic or by its nature requires special disposal because of environmental considerations or landfill operational requirements.

**STORMWATER** means surface water run-off resulting from precipitation.

**STREET** shall have the same meaning as **ROAD** herein.

**TCLP TEST** means a 'Toxicity Characteristic Leaching Procedure' test that estimates the potential for both organic and inorganic constituents to leach from a non-liquid waste. The test results indicate the environmental acceptability of disposing the non-liquid to landfill.

**TRADE REFUSE** means scrap, waste material, any sewerage or liquid, or rubbish resulting from the conduct of any factory, manufacture, process, trade, market or other industrial operation or undertaking.

**TRANSFER STATION** means a facility that receives material for possible segregation consolidation or compaction for bulk transport for resource recovery, treatment, or disposal facilities.

**TRANSFER STATION CONTRACTOR** means any person or company contracted to Council to operate, control or manage or assist in the control or management of a transfer station.

**WASTE** means any solid, material or thing that is discarded, discharged or selected for disposal.

**WASTE COLLECTION CONTRACTOR** means any person or company contracted or licensed by Council for the purpose of the collection of refuse.

**WASTE DISPOSAL SITE** means any landfill or closed landfill operated by or for Council for the disposal or temporary storage of refuse or any specified refuse. It includes those transfer stations owned by and operated for Council.

**RESIDUAL WASTE OR SOLID WASTE** means waste which is not suitable for composting or for recycling and which is not trade refuse.

**WORKING DAY** means any day of the week other than:

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

## 3.0 OFFENCES AND PENALTIES

### 3.1 Offences

- 3.1.1 No person shall do anything or cause any condition to exist for which a licence or approval from Council is required under this bylaw without first obtaining that licence or approval and the failure to do so shall constitute a breach of this bylaw.
- 3.1.2 No application for a licence or authority from Council and no payment of or receipt for any fee paid in connection with such application, licence or authority, shall confer any right, authority or immunity on the person making such application or payment.
- 3.1.3 Everyone commits an offence against this Bylaw who:
  - (a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided by this bylaw; or
  - (b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this bylaw, ought to be done at the time and in the manner therein provided; or
  - (c) Does not refrain from doing anything which under this bylaw he or she is required to refrain from doing; or
  - (d) Permits or suffers any condition of things to exist contrary to any provision contained in this bylaw; or
  - (e) Refuses or neglects to comply with any notice duly given under this bylaw; or

- (f) Obstructs or hinders any officer of Council in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this bylaw; or
- (g) Fails to comply with or acts in contravention of any provision of this bylaw or any direction given in this bylaw; or
- (h) Breaches the conditions of any consent to discharge granted pursuant to this bylaw.

3.1.4 In all cases Council may recover costs associated with damage to any Council property and/or breach of this bylaw in accordance with Sections 175 and 176 of the Local Government Act 2002 respectively.

### **3.2 Penalties**

3.2.1 Every person convicted of an offence against this bylaw shall be liable to the penalties as set out in Section 242 (4) of the Local Government Act 2002 and further if the offence is one to which Section 243 of the Local Government Act 2002 applies (and is therefore an infringement offence) shall be liable to infringement fees as prescribed by Regulations made under Section 259 (b) of the Local Government Act 2002, or where any person is alleged to have committed an offence against this bylaw; be proceeded against pursuant to any other enactment so empowering Council.

3.2.2 The continued existence of any building, land, premises or thing in such a state or form as to be in contravention of any provision of this bylaw, shall be deemed to be a continuing offence under this bylaw.

## **4.0 EXEMPTIONS**

4.1 Where in the opinion of Council full compliance with any of the provisions of this bylaw would needlessly or injuriously affect any person, or the course or operation of the business of, or bring loss or inconvenience to any person without any corresponding benefit to the community, Council may, on the special application of that person, dispense with the full compliance with the provisions of the bylaw; provided that any other terms and conditions (if any) that Council may deem fit to impose shall be complied with by that person.

## **5.0 FEES**

### **5.1 General**

5.1.1 The fees for the use of Council solid waste disposal facilities, the collection of waste, and any other matter described in this bylaw shall be as set out in Council's Fees and Charges Manual and/or calculated in terms of formulae approved by Council from time to time.

Note: Section 46 of the Waste Minimisation Act 2008 authorises Council to structure its Solid Waste fees and charges without reference to its actual costs to act as incentive or disincentive to promote the objectives of the Solid Waste Management and Minimisation Plan.

### **5.2 Recovery of Costs**

5.2.1 Council may recover costs under Local Government Act 2002 relating to wilful damage or negligent behaviour (section 175) and remedying damage arising from any breach of this bylaw (section 176).

## PART B: SOLID WASTE

### 6.0 COLLECTION OF WASTE AND RECYCLABLES

#### 6.1 Household Waste and Recyclables

6.1.1 Council may from time to time amend rules governing the collection of waste and/or recyclable waste by or for Council, including:

- a) The days and hours that an operated transfer station will be available for solid waste disposal and management.
- b) The days that a collection is to take place.

6.1.2 Such rules shall be enforceable under this part.

6.1.3 Every owner or occupier of any premises shall ensure that no accumulation or collection of refuse, except as is herein provided, is permitted or suffered to remain or be in, on or about such premises or any portion thereof without Waitomo District Council consent

6.1.4 No person shall dispose of household refuse by burying it or burning it in such a manner as to cause a nuisance or in breach of any enactment.

#### 6.2 Separation of Recyclables

6.2.1 No occupier of any premises shall cause or allow to be put out for collection from the street any recyclable materials unless the recyclables have been separated from the household waste and are contained in a separate container, except that paper and cardboard need only be secured as a package.

#### 6.3 Use of Collection Service

6.3.1 Where Council makes provision for a waste collection service, users of that service must:

- (a) Place approved refuse bags out before 8.00am on the morning of the collection. (Neither Council nor any waste collection contractor or agent employed by Council will accept responsibility for the non-collection of waste if it is not put out for collection by 8.00am on the day appointed for collection in the area concerned, or in the case of special circumstances, the time specified on the notification).
- (b) Ensure that all waste is in a Council approved rubbish bag.
- (c) Ensure that the contents of any rubbish bag do not soak or escape there from so as to be injurious or dangerous to health, cause an offensive smell or be a source of litter.
- (d) Tie each bag securely closed so as to protect contents from the rain, dispersal by wind or ingress of flies and vermin.
- (e) Must ensure that recyclables are in a recycling bag/bin.

6.3.2 No person shall place waste out for collection in a manner where:

- a) The rubbish bag is damaged or otherwise likely to cause injury to the collector; or
- b) In the opinion of Council or waste collection contractor, the waste is in an unsanitary or in an offensive condition; or
- c) The waste includes waste prohibited under this bylaw; or
- d) The bag is not an approved Council rubbish bag; or
- e) The bag is in a condition that allows spillage of waste; or

- f) The bag or the waste does not comply with the rules under this part in terms of type; or
- g) Any other reason which the waste collector deems would cause a health and safety concern to the waste collection operation.

6.3.3 No person shall put their waste outside another person's property without the prior approval of an authorised officer.

#### **6.4 Prohibition of Certain Materials**

6.4.1 No person shall put out or cause or allow to be put out for collection, whether or not in an approved container:

- (a) Any explosive, hot ashes, highly flammable material, sharp healthcare waste or any other matter or thing other than household or garden rubbish.
- (b) Any liquid or other fluid.
- (c) Any sharp material or thing unless such material or thing is wrapped so as to prevent injury to any person engaged in collection work.

#### **6.5 Trade Refuse**

6.5.1 No person shall cause or permit any undue accumulation of trade refuse to be or remain in, upon or about any trade premises occupied by that person.

6.5.2 Household type waste placed out in an approved container will be collected by Council's waste collection contractor.

6.5.3 The occupier shall make his/her own arrangements either to remove any trade refuse from the premises for disposal, or with the Council or a private collection service to collect and dispose of any trade refuse from the premises.

*6.5.4 Where in the opinion of Waitomo District Council an accumulation exists on any premises of trade refuse or salvaged material which is, or is likely to be, injurious to health, or offensive, or to harbour vermin, or is likely to create a fire hazard, Waitomo District Council may by notice in writing require its removal and disposal.*

#### **6.6 Obstruction of Footpath**

6.6.1 No person shall place any receptacle for rubbish or recyclables, whether full or empty, on a footpath, carriage-way, cycleway or pedestrian way or at any location which would endanger the public and/or restrict visibility.

#### **6.7 Non Collection**

6.7.1 When the waste collector does not remove any bag of waste or recyclables because of non-compliance with this bylaw they are required to place a "Rejected Notice" on the bag to inform the occupier why the waste has been rejected.

6.7.2 The occupier is responsible for any waste not collected because of non-compliance with this bylaw. Any waste or recyclables shall be removed back to the occupier's premises by evening of collection day and alternative arrangements for disposal shall be made by the occupier as soon as practicable.

#### **6.8 Responsibility for Litter-Free Collection**

6.8.1 Except in the case of any litter resulting from an occupier's failure to comply with clause 6.3 and/or 6.4 above, the waste collector must ensure that all of the waste or recyclables put out for collection by that collector is collected and that no consequent litter remains once the relevant waste collection or recyclables collection has been completed.

#### **6.9 Inorganic Collection**

6.9.1 No person shall place any household items such as white ware, furniture or any other objects out for collection other than on a day determined by Council by special resolution and publicly notified.

## **6.10 Interference with or Removal of Waste or Recyclable Materials**

- 6.10.1 The interference with or removal of waste or recyclables from any public place by anyone other than either the occupier or owner of the property from which the waste or recyclables were generated, or a person authorised by Council to remove such waste or recyclables, is prohibited.

## 7.0 WASTE DISPOSAL SITES AND TRANSFER STATIONS

### 7.1 General Provisions

- 7.1.1 All persons entering any waste disposal site, transfer station or landfill shall observe and comply with all erected signs, or any instructions given by an authorised officer with regard to operational and safety matters relating to the site or the depositing of waste or recyclable waste therein.
- 7.1.2 No person shall at any waste disposal site or landfill site:
- a) Enter other than for the purpose of depositing waste and/or recyclables and only during such hours as the site is open.
  - b) Dispose any special waste without the written consent of an authorised officer and in accordance with whatever conditions may be imposed in relation to the nature of the disposal required, or any charges that may be imposed.
  - c) Tip, throw, or deposit any waste in any manner at any place on any waste disposal site which is not intended for that purpose.
- 7.1.3 An authorised officer may refuse to accept, at any waste disposal site any waste for which fees or charges have not been paid or which, in his or her opinion:
- a) May cause undue hazard to the health and safety of the public or to any operator of the site, or
  - b) May damage the environment; or
  - c) Cannot be adequately treated or handled by the normal methods used on that site.
- 7.1.4 No person shall remove any deposited waste, article or materials from any waste disposal site without the consent of an authorised officer, provided that this shall not apply to any person authorised by Council to remove articles or materials for recycling or reuse.
- 7.1.5 All waste, garden waste, recyclable waste unwanted articles or other things deposited and left at any waste disposal site shall be deemed to be the property of Council which may dispose of such materials by recycling or in such other manner as it sees fit.
- 7.1.6 The person so depositing and leaving such waste shall be deemed to have abandoned all claims to ownership thereof but shall not be relieved of any liability for damage flowing in any way from such action nor from the penalties provided for offences against this part.
- 7.1.7 No person shall take any animal on to any waste disposal site or allow any stock to wander or graze thereon without the prior consent of an authorised officer.
- 7.1.8 An authorised officer may require any person to leave any waste disposal site, with or without any waste brought by that person for disposal, who is on the site contravening the provisions of this part.
- 7.1.9 All waste to be transported by vehicle through, over or upon any road or public place, is to be sufficiently and adequately covered to prevent the waste from falling or otherwise escaping on to any road or other public place.

### 7.2 Council Transfer Stations

- 7.2.1 All persons using any transfer station facilities shall ensure that:
- a) All waste is separated into recyclable refuse and residual waste categories.
  - b) All waste is off-loaded at the place and in the manner directed by the site operator.
  - c) All reasonable steps are taken to assist in the minimisation of waste.
  - d) All reasonable steps are taken to protect the health and safety of all of those persons on site including site staff.

- e) No prohibited waste is off-loaded.
- 7.2.2 No person shall deposit any special or hazardous waste in any place except at the hazardous waste facility at Waitomo District Landfill, and persons using the hazardous waste facility must before using the facility:
- a) Complete all Health and Safety documentation.
  - b) Pay any applicable fee for the disposal of commercial quantities of hazardous waste.
- 7.2.3 No person shall:
- a) Deposit any general waste in any place, facility or container designated for the deposition of recyclables.
  - b) Disregard any reasonable instruction of an authorised officer to separate recyclables from general waste and to deposit them as directed.
  - c) Wrongly or unlawfully dispose of non-recyclable waste or hazardous waste through the recycling system.
- 7.3 Council Landfill**
- 7.3.1 The minimum opening hours for the Council landfill shall be approved by resolution publicly notified.
- 7.3.2 The following types of general waste will be accepted at the Council landfill:
- a) Municipal or domestic waste collected for disposal.
  - b) End of life tyres.
  - c) Non-hazardous commercial and industrial refuse acceptable for co-disposal with municipal or domestic waste.
  - d) Clean fill if authorised as acceptable material by an authorised officer.
- 7.3.3 No person shall deposit any special waste, other than listed below, at the landfill:
- a) Asbestos (acceptable only if provided in accordance with the Asbestos Regulations 1998); or
  - b) Small quantities of solids and liquid waste suitable for co-disposal with municipal refuse; or
  - c) Hydrocarbon contaminated material; or
  - d) Non hazardous liquid waste and waste from commercial grease interceptors which cannot be disposed of at the Te Kuiti Waste Water Treatment Plant; or
  - e) Non-hazardous commercial and industrial refuse; or
  - f) Screenings from approved waste water treatment plants; or
  - g) Small quantities of waste products containing potentially hazardous materials that is not likely to have adverse effects when contained within the residential refuse collection; or
  - h) Landfill leachate; or
  - i) Other such waste which when tested by a TCLP test shows that the leachate concentrations will not affect the landfill's trade waste consent conditions.
- 7.3.4 No person shall dispose of special waste without first having obtained the written permission of Council and unless all relevant documentation has been completed and submitted to the weighbridge operator.

7.3.5 Prohibited wastes shall not be accepted at any landfill.

#### **7.4 Out of District Waste**

7.4.1 Except of with the prior permission of the Council, no person shall be allowed entry to any waste management and minimisation facility who has bought into the District **commercial** waste or recyclables for the purpose of depositing such waste or recyclables, whether in its original or some other form.

## **8.0 LITTER BINS**

8.1 No person shall interfere with, or remove any litter bin erected or placed on any road or other public place for the depositing of litter by the general public, or the contents thereof other than an employee or agent of the person or organisation responsible for the emptying, cleansing or repair of that receptacle.

8.2 No unauthorised person shall remove, relocate, damage, deface, write or place any sign or in any way interfere with any litter bin being the property of Council.

8.3 No person shall dispose of household or commercial waste into any street litter bin.

## **9.0 WASTE MANAGEMENT FOR EVENTS**

9.1 The organiser of a special event held in a Public Place shall at the time of making application to Council for consent to the use of the Public Place provide, to the satisfaction of Council, a Waste Management Plan produced for the special event.

9.2 The Waste Management Plan shall identify:

- a) An estimate of the types and volumes of waste to be generated by the event;
- b) Any opportunities for waste minimisation;
- c) The steps to be taken to maximise the use and collection of recyclables or re-useable materials;
- d) The waste and recyclables collection, storage and transportation equipment to be provided;
- e) The method of and person responsible for the collection and disposal of waste generated by the event;
- f) The arrangements made for the provision of post-event waste analysis and reporting of that information to Council.

## **10.0 LICENSING OF WASTE COLLECTORS**

### **10.1 Obligation to Obtain Licence**

10.1.1 All waste collectors operating or intending to operate within the District must within six months from the date that this Bylaw becomes operational obtain a licence from Council to do so.

### **10.2 Application for Licence**

10.2.1 Applications for licences, permissions or approvals under this part of bylaw must be made in the prescribed form as determined by Council from time to time and be accompanied by any application or processing fee and such further supporting information as Council requests.

10.2.2 No application made under Section 10.2.1 and no payment of or receipt for any fee paid in connection with such an application, shall confer any right, authority or immunity on the person making the application.

### 10.3 Granting of Licence

10.3.1 Licences, permissions or approvals shall be granted at the discretion of the Council, and may be subject to such terms and conditions as Council thinks fit.

10.3.2 In considering whether to grant a licence to any person to carry on a trade or business that involves the collection of any waste or recyclables from the street, Council may take into account any matters bearing on the suitability of the applicant to hold the licence and the need for and suitability of the collection including but not limited to the following matters:

- (a) The extent to which the licensed activities will promote public health and safety and achievement of Council's waste management and minimisation plan and zero waste philosophy;
- (b) The type of waste or recyclables proposed to be collected;
- (c) The type and specification of vehicles, equipment and containers proposed to be used for the collection services;
- (d) The frequency and location of the proposed services;
- (e) The proposed manner of treatment (if any) and disposal of the waste and recyclables.
- (f) The applicant's experience, reputation and track record in the waste industry;
- (g) The applicant's financial position;
- (h) The terms of any contracts or proposed contracts between the applicant and the occupiers of premises, and in particular contractual provisions relating to:
  - (i) Waste minimisation;
  - (ii) Containers not obstructing footpaths, carriageways, cycleways or pedestrian ways or otherwise causing an obstruction that would endanger the public.

10.3.3 The terms and conditions upon which a licence to carry on a trade or business that involves the collection of any waste or recyclables from the street may be granted will include but are not limited to the following matters:

- (a) The term of the licence;
- (b) The licence fee;
- (c) The provision to Council of a works performance bond or security for the performance of the work licensed, of an amount determined by Council from time to time;
- (d) Compliance with any relevant Council standards and policies for the collection, transportation and/or disposal of refuse or recyclables;
- (e) Provision of services on the days and times and at the locations, specified in the licence;
- (f) The identification and display by the collector of a telephone number free of charge to callers from the District;
- (g) The holding of public liability insurance acceptable to Council;
- (h) Provision to Council of information as specified by Council from time to time relating to:
  - (i) The quantities and types of waste and recyclables collected; and
  - (ii) The source and destination of the waste and recyclables collected.

### 10.4 Suspending or Revoking Licences

10.4.1 Council may revoke or suspend a licence granted under this bylaw if it reasonably believes the licence holder:

- (a) Has acted or is acting or is proposing to act in breach of the licence; or
- (b) Is unfit in any way to hold or retain such a licence.

- 10.4.2 Council may require the licence holder to attend a hearing to explain why the licence should not be revoked or suspended. Council may revoke or suspend the licence at its discretion, if either;
- (a) The licence holder does not attend the hearing; or
  - (b) If after the hearing the Council is satisfied that either of the grounds in clause 10.4.1 existed beyond a reasonable doubt.
- 10.4.3 Council may suspend any licence granted under this bylaw for a period not exceeding 72 hours during the staging of any special event, by giving the licence holder 15 days notice in writing. Council may suspend any such licence for the purposes of protecting the public from nuisance or for protecting, promoting or maintaining public health and safety.



# **Review of Public Health and Safety Bylaw**

**2014**



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## 1.0 SCOPE

- 1.1 The Local Government Act 2002 (LGA 2002) confers general bylaw making powers on Council. The Local Government Act 1974 specifically gives authority to the Council to adopt bylaws to regulate activities which can be carried out in roads, public places and reserves. This bylaw controls a diverse range of activities to ensure that acceptable standards of public health and safety are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district. In particular this bylaw addresses a wide range of issues that could have an adverse effect on the health and safety of the public by regulating Scaffolding and Deposit of Building Materials, Fire Prevention, Keeping of Animals, Food Safety, Body Piercing, Hostels and Prostitution.
- 1.2 Sections 145 and 146 of the LGA 2002 and other relevant Acts e.g. Forest and Rural Fires Act 1977, Health Act 1956 and Prostitution Reform Act 2003 outline some of the powers and requirements of the Council in regard to public health and safety. Areas of control so prescribed by this legislation are not necessarily repeated within this bylaw and therefore the relevant sections of these acts should be read in conjunction with the Bylaw.

## 2.0 INTERPRETATION

- 2.1 For the purposes of this bylaw the following definitions shall apply:

**ACCEPTABLE MEANS OF FIRE SUPPRESSION** means a hose connected to a reticulated water supply or an alternative means of fire suppression approved in writing in a particular case by Council.

**ACCOMMODATION ESTABLISHMENT** means a building in which accommodation is provided in consideration of payment for a single night or longer for one or more persons who are unrelated by blood or marriage (or by or through a civil union or a de facto relationship) to the person providing the accommodation, with or without a common right to the use of common cooking, dining and laundry facilities. An accommodation establishment includes but is not limited to:

- (a) A boarding house;
- (b) A guest house or bed and breakfast establishment;
- (c) A rooming house;
- (d) A private hotel;
- (e) A motel;
- (f) A residential club;
- (g) A backpacker's accommodation

but does not include:

- (a) Any premises in respect of which a licence under the Sale of Liquor Act 1989 is in force;
- (b) Any hospital or residential care facility as defined in section 2 of the Health and Disability Services (Safety) Act 2001;
- (c) Any home for aged persons required to be licensed under section 120A of the Health Act 1956;
- (d) Any residence for the purposes of the Children, Young Persons, and Their Families Act 1989;
- (e) Any child care centre required to be licensed by regulations made under the provisions of the Education Act 1989;
- (f) Any camping ground required to be licensed under regulations made under section 120B of the Health Act 1956.

**ADJOINING** means allotments sharing one or more common boundaries or separated only by a road width or similar equivalent.

**ANIMAL** means stock, poultry and any other vertebrate animal of any age or sex that is kept in a state of captivity or is dependent upon human beings for its care and sustenance.

**APPROVED** means approved by Council or by any officer authorised by Council to act on its behalf.

**AUTHORISED AGENT** means any person who is not an employee of the Council but is authorised by Council to act on its behalf under the relevant legislation.

**AUTHORISED OFFICER** means any person appointed or authorised by Council to act on its behalf and with its authority.

**BARBECUE** means any fixed or portable gas or solid fuel burning equipment or device designed or intended for the cooking of food in the open air.

**BODY PIERCING** any process involving piercing, cutting and puncturing the skin or any other part of the human body, or applying a dye or other substance for the purposes of colouring part of the skin. Body piercing includes such processes as acupuncture, pedicure, epilating (hair removal), body piercing, hair restoration and tattooing.

**BROTHEL:** means any premises kept or habitually used for the purposes of prostitution; but does not include a premises at which accommodation is normally provided on a commercial basis if the prostitution occurs under an arrangement initiated elsewhere.

**BYLAW** means a Bylaw of Council for the time being in force, made under the provisions of any Act or authority enabling Council to make Bylaws.

**CERTIFICATE** means a certificate in Food Safety that meets unit standards prescribed by the New Zealand Qualifications Authority or alternatively any certificate that has been approved by the Council.

**CHILDREN AND YOUNG PEOPLE** means individuals under 18 years of age.

**COMMERCIAL SEXUAL SERVICES** means sexual services that-

- a) involve physical participation by a person in sexual acts with, and for the gratification of, another person; and
- b) are provided for payment or other reward (irrespective of whether the reward is given to the person providing the services or another person).

**COUNCIL** means the Waitomo District Council or any Officer authorised to exercise the authority of the Council.

**DISTRICT** means the district within the jurisdiction and under the control of the Council.

**DISTRICT PLAN** means the Waitomo District Plan or any subsequent amendments.

**DWELLING OR DWELLINGHOUSE** includes any house, tent, vehicle or other structure, whether permanent or temporary, and whether attached to the soil or not, used in whole or in part for human habitation, and includes the land appurtenant to a dwelling.

**ENGINEER** means the Group Manager: Assets or his or her representative appointed by Council.

**ETHNIC COOKING FIRE** means any hangi, umu or similar fire in the open air and used for the preparation of food using ethnic cooking methods.

**EXEMPTED FOOD HANDLER** means:

- (a) Any person employed in any food premises that is not involved in the manufacture, preparation or packing of food but does handle pre-packaged foodstuffs at the point of sale or in storage.
- (b) Any other person employed in food premises or who works in connection with any food premises who in the opinion of an Authorised officer is an exempted food handler.
- (c) Exempted food handlers may include:
  - (i) Supermarket checkout operators.
  - (ii) Persons employed exclusively in the handling of packaged goods in storage or the carriage of goods to and from storage.
  - (iii) Persons employed exclusively in the delivery of packaged goods to and from food premises.
  - (iv) Persons employed predominantly in the wholesale or retail sale of fruit or vegetables.

**FIRE PERMIT** means a permit to light a fire in the open air granted in accordance with clause 6.2.4 of this Bylaw.

**FOOD** shall have the same meaning as it has in section two of the Food Act 1981.

**FOOD HANDLER** means any person employed in or on any food premises that at any time may be involved in the manufacture, preparation or packing of food.

**FOOD PREMISES** shall have the same meaning as in the Food Hygiene Regulations 1974 but shall not include occasional food premises as defined in that Regulation.

**GANTRY** means a framework of steel bars raised on side supports to bridge over or around something.

**GUEST** means a person for whom any room or part thereof or rooms in a hostel is or is provided as lodging or for his/her use or occupation in consideration of payment and to whom whole or partial board may also be supplied.

**HOARDING** means a temporary wooden fence around a building or structure under construction or repair.

**HOURS OF DARKNESS** means:

- a) Any period of time between half an hour after sunset on one day and half an hour before sunrise on the next day; or
- b) Any other period of time when any hoarding or scaffolding within 2.5m of the ground is not clearly seen.

**INCINERATOR** means a container used for burning of waste material, which is made of non-combustible materials and which has a grate and a lid or spark arrester.

**INCINERATOR FIRE** means a fire within an incinerator.

**KEEPER** means the person, whatever may be the nature or extent of his interest in the premises or the agent or manager appointed by that person, by whom or on whose behalf an accommodation establishment is operated or who for the time being receives or is entitled to receive the proceeds or profits arising from providing accommodation in consideration of payment.

**LICENSED** means holding a licence under this Bylaw or under any statute.

**LOCAL AUTHORITY** means the Council, person, or group of persons authorised by any Act to make Bylaws, and which has made this Bylaw, and includes the body corporate on behalf of which any such Council, person, or group acts.

**MARAE** means land and buildings of premises that are used as a traditional Maori place of meeting.

**OCCUPIER** means the inhabitant occupier of any property, and in any case where any building, house, tenement, or premises is or are unoccupied shall be deemed to include the owner as hereinafter defined.

**OFFENCE** includes any act or omission in relation to this bylaw for which any person can be punished either on indictment or by summary process.

**OPEN AIR** means in the open either on or above ground level.

**OPEN FIRE SEASON** means a period of time, whether fixed or indefinite during which the lighting of fires in the open air is permitted.

**OWNER** of any property, or as applied to any land, building, or premises, means any person for the time being entitled to receive the rent of such property, or who would be so entitled if the same were let to a tenant at a rent, and where any such person is absent from New Zealand, shall include their attorney or agent.

**PERMITTED BROTHEL AREA** means the commercial and industrial area in any of the urban settlements in the District where Brothels may be located and includes a rural area.

**PERSON** includes a corporation sole and also a body of persons, whether corporate or unincorporated.

**PIT** means a hole excavated in the soil to such a depth that any live cinders, embers or ashes placed therein are at least one metre beneath mean ground level.

**PLACE OF WORSHIP** means land and buildings of premises that are used as a place of religious worship and are subject to Part 1 of Schedule 1 of the Local Government (Rating) Act 2002.

**PORTICO** includes every awning, porch, verandah, shed, shade, or covering upon, across, or over any public footway or part of a road, street, private street, or accessway for the purpose of shade or shelter, together with any supports thereof, other than the building against which it shall be attached.

**POULTRY** means any domesticated bird including fowl, ducks, geese, turkeys, guinea fowl, pheasants and pigeons.

**PREMISES** means any land, dwelling, storehouse, warehouse, shop, cellar, yard, building, or part of the same, or enclosed space separately occupied, and all lands, buildings, and places adjoining each other and occupied together shall be deemed to be the same premises.

**PRINCIPAL ADMINISTRATIVE OFFICER** means the chief executive of Council, irrespective of the designation given to that officer, and includes any person for the time being appointed by Council to perform the duties or a particular duty of the principal administrative officer.

**PROHIBITED FIRE SEASON** means the period of time, whether fixed or indefinite during which the lighting of fires in the open air is prohibited in accordance with section 6.3 of this Bylaw.

**PROSTITUTION** means the provision of commercial sexual services.

**PUBLIC NOTICE** shall have the meaning assigned to it from time to time by the Local Government Act 2002.

**PUBLIC PLACE** means any place that, at any material time, is under the control of the Council and is open to or being used by the public, whether free or on payment of a charge; and includes any road whether or not it is under the control of the Council. It also includes every reserve, park, domain, beach, foreshore and recreational grounds under the control of the Council.

**RESTRICTED FIRE SEASON** means a period of time whether of fixed or indefinite duration during which period permits or authorities are required for the lighting of fires in the open air in accordance with section 6.2 of this Bylaw.

**ROAD** shall have the same meaning as in the Local Government Act 1974 and shall where the context requires include a street.

**SCHOOL / LICENCED EARLY CHILDHOOD CENTRE** means a parcel or adjoining parcels of land that contain a school as defined in section 2 of the Education Act 1989 or a licenced Early Childhood Centre as defined in section 308 of the Education Act 1989.

**SENSITIVE SITE** means a site that is a school / Licensed Early Childhood Centre/ Kindergarten or, a place of worship or, a marae.

**SEX WORKER** means a person who provides commercial sexual services.

**SOLICIT** means any person who, in any public place offers any commercial sexual service not in pursuance to any invitation.

**STALLION** means a male horse which has not been wholly castrated.

**URBAN AREA** means any of the towns situated within the District and includes any community consisting of ten or more dwellings with or without (an) ancillary commercial building(s).

- 2.2 For the purposes of this Bylaw the word "shall" refers to practices that are mandatory for compliance with this Bylaw, while the word "should" refers to practices which are advised or recommended.

### **3.0 OFFENCES AND PENALTIES**

#### **3.1 Offences**

- 3.1.1 No person shall do anything or cause any condition to exist for which a licence or approval from Council is required under this Bylaw without first obtaining that licence or approval and the failure to do so shall constitute a breach of this Bylaw.
- 3.1.2 No application for a licence or authority from Council and no payment of or receipt for any fee paid in connection with such application, licence or authority, shall confer any right, authority or immunity on the person making such application or payment.
- 3.1.3 Everyone commits an offence against this Bylaw who:
- (a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided by this Bylaw; or
  - (b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this Bylaw, ought to be done at the time and in the manner therein provided; or
  - (c) Does not refrain from doing anything which under this Bylaw he or she is required to refrain from doing; or
  - (d) Permits or suffers any condition of things to exist contrary to any provision contained in this Bylaw; or
  - (e) Refuses or neglects to comply with any notice duly given under this Bylaw; or
  - (f) Obstructs or hinders any officer of the Council in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this Bylaw: or
  - (g) Fails to comply with any notice or direction given in this Bylaw.

#### **3.2 Penalties**

- 3.2.1 Every person convicted of an offence against this Bylaw shall be liable to the penalties as set out in Section 242(4) of the LGA 2002 and further if the offence is one to which Section 243 of the LGA 2002 applies (and is therefore an infringement offence) shall be liable to infringement fees as prescribed by Regulations made under Section 259 (b) of the Local Government Act 2002, or where any person is alleged to have committed an offence against this Bylaw; be proceeded against pursuant to any other enactment so empowering Council.
- 3.2.2 The continued existence of any work, building, land, premises or thing in such a state or form as to be in contravention of any provision of this Bylaw, shall be deemed to be a continuing offence under this Bylaw.

### **4.0 FEES AND CHARGES**

- 4.1 The fees for any certificate, authority, approval, consent given, inspection made or service given by Council and any other matter described in this Bylaw shall be as set out in Council's Fees and Charges Manual from time to time.

### **5.0 SCAFFOLDING AND DEPOSIT OF BUILDING MATERIALS**

#### **5.1 Objectives of this part of the Bylaw**

- 5.1.1 To ensure that scaffolding erected in public areas does not pose a risk to public safety or public and private property.

- 5.1.2 To limit the disruption of vehicular or pedestrian traffic flow due to unmanaged depositing of building materials or use of engines or concrete mixers in public areas.

## **5.2 Authority required for scaffolding and deposit of materials**

- 5.2.1 No person shall, without first obtaining permission from the Council:

- a) Erect or cause to be erected any scaffold, gantry, hoarding, or barricade on or over any public place or any part thereof; or
- b) Deposit any building material or building rubbish on, or make or maintain a hole or excavation in, or disturb the surface of any public place or any part thereof; or
- c) Prepare building materials on any public place or part thereof.

## **5.3 Shutting of fence or hoarding**

- 5.3.1 No person shall erect or demolish any building, or alter, add to, repair, plaster, or cause to be altered, added to, repaired, plastered, painted, or cleaned, the walls, roofs, or other external part of any building abutting on any street or public place, or the footway thereof, unless or until he shall have erected a fence or hoarding so as to shut off and render safe the traffic passing or which may pass along such street, public place, or footway, or otherwise shall have obtained approval from the Council to dispense with such fence or hoarding.

## **5.4 Security for possible damage**

- 5.4.1 Council may grant approval for the work to be undertaken subject to the provisions of this part of the Bylaw to ensure the safety and convenience of the public and protection of the street. An applicant must deposit with the Council such a sum as Council shall direct, to be held as security for the making good by the applicant of any damage that may be caused to the public property by such work or act. If the applicant does not make good such damage Council may repair or make good to the original standard, and charge the cost of such work to the applicant or deduct the cost needed aforesaid.
- 5.4.2 Council shall not grant approval until satisfied that the applicant has taken out insurance under a public liability policy in respect of injury to persons and damage to property arising out of the work involved for such sums and in such form as the Council may require.

## **5.5 Works required to be carried out for protection of the public**

- 5.5.1 Where in the opinion of the Council it is necessary in the public interest, the person intending to erect any scaffolding shall, before commencing the erection of the scaffold, form a gantry over the public footway, so as to allow pedestrians to pass beneath it. Such gantry shall be substantially constructed to the approval of the Council, and so constructed as to prevent tools, dust, rubbish, materials, or water falling upon the pedestrians, vehicular traffic and adjoining properties, and the applicant receiving the consent of the Council to erect such scaffold shall keep the public way beneath it clean to the satisfaction of the Council.
- 5.5.2 Where gantries are not required over the footway, the lower stage of the scaffold shall be close-boarded, such close-boarding to extend to a line with the outside edge of the kerb, or such other precautions taken as the Council may require so as to prevent tools, dust, rubbish, materials, or water falling upon the public.
- 5.5.3 No material shall be deposited under any scaffold on any portion of a footway used by the public.
- 5.5.4 Where needed, or where required by the Council, a boarded platform not less than 1m wide with stout post rails and wheel-kerbs on the outside of it shall be constructed outside the scaffold or enclosure.
- 5.5.5 In all cases where street channels are covered over, the person to whom the permit is issued shall prevent the obstruction of such channels during the currency of the permit.

## **5.6 Hoardings, etc, to be lighted**

- 5.6.1 All scaffolds and hoardings shall be well and sufficiently lit to the satisfaction of the Council during the hours of darkness.

## 5.7 Construction of Hoardings

- 5.7.1 Builders' hoarding shall be not less than 2m in height; they shall be constructed in a substantial and workmanlike manner of approved material, the ends shall be splayed, and the outside sheeting, whatever the material, shall be left with a smooth and even surface and when required by the Council, any hoarding or any part thereof encroaching on any street or footway shall be painted white or other appropriate colour.
- 5.7.2 Openings in hoardings shall be provided with sliding panels, hung with approved hangers, and shall slide inside the line of hoarding, or such openings may be provided with a door fixed so as not to swing outwards. No such hoarding shall be used for advertising purposes.
- 5.7.3 All fire hydrants shall be left unenclosed in recesses formed of such size and in such a manner as to enable the hydrant to be easily accessible.
- 5.7.4 Access shall be provided to all underground services within the enclosed area.
- 5.7.5 Street lamps shall not be enclosed without the permission of Council. When such enclosure is permitted, the applicant shall put a lamp or lamps temporarily outside the scaffold so that the public way may be properly lit.

## 5.8 Guarding against injury to traffic

- 5.8.1 Every person erecting, adding to, altering, repairing, plastering, painting, cleaning, or demolishing any building shall, during the operations or works necessary for such erection, additions, alterations, repairs, plastering, painting, cleaning, or demolishing, use all such other or further precautions for guarding against injury to persons using or passing along any street or public place as may be necessary or as may be directed by the Council.

## 5.9 Erection of engine or concrete mixer

- 5.9.1 No person shall, without the written permission of the Council, place, erect, or use any stationary engine, concrete mixer, air-compressor, crane, hoist, or other machinery on any public place or part thereof in such a way as to cause an obstruction.

# 6.0 FIRES IN THE OPEN AIR

## 6.1 Objectives of this part of the Bylaw

- 6.1.1 To prevent nuisances from fires in the open air.
- 6.1.2 To prevent the spread of vegetation fires.
- 6.1.3 To prevent fires from combustible materials damaging nearby buildings.

## 6.2 Fires In The Open

- 6.2.1 No person shall in any open fire season light any fire in the open air including a barbecue, ethnic cooking fire, or an incinerator fire under the following conditions:
- (a) Where the location, wind, or other conditions cause or are likely to cause the fire to become:
    - (i) A danger to any person or property; or
    - (ii) Out of control or spread beyond the limits of the premises on which it is lit; or
    - (iii) A smoke or ash nuisance to any person
    - (iv) An odour or fumes nuisance to any person.
  - (b) Within three metres of any part of a building, tree, hedge, fence or other combustible material; or
  - (c) Without continuous supervision being maintained at all times; or
  - (d) Without an acceptable means of fire suppression being available where the fire is located on residential premises, or land adjoining such premises.

### 6.3 Restricted Fire Season

- 6.3.1 An authorised officer may at any time prescribe a restricted fire season or seasons within the District or in any specified part or parts thereof, and may at any time cancel or vary such a prescription.
- 6.3.2 Any person wishing to obtain a fire permit during a restricted fire season shall apply to the Authorised Officer.
- 6.3.3 The Authorised Officer may from time to time prescribe a form of application for the purposes of 6.3.2.
- 6.3.4 Upon receiving an application under 6.3.2 an authorised officer may issue a fire permit and may impose such conditions and restrictions in respect of the permit as the authorised officer considers reasonably necessary having regard to:
- (a) Any cultural requirements or practices;
  - (b) The location, terrain, natural vegetation, and the existence of buildings or other structures and any other fuels; and
  - (c) Protection of the safety, health and convenience, of persons on the premises in respect of which the permit is issued and adjoining lands and premises.
- 6.3.5 Nothing in section 6.3 shall apply to an ethnic cooking fire, an incinerator or a barbecue. Provided that Council may in certain circumstances include the above where it considers it necessary to do so.

### 6.4 Prohibited Fire Season

- 6.4.1 An authorised officer may at anytime prescribe a prohibited fire season or seasons within the District or in any specified part or parts thereof, and may at any time cancel or vary such a prescription.
- 6.4.2 In a prohibited season no person shall light any fire in the open air including an ethnic cooking fire, an incinerator or a barbecue, and no person being the occupier of any premises shall cause, permit or suffer any fire to be lit or continue to burn in the open air on those premises.
- 6.4.3 Nothing in 6.4.2 applies to the use of gas fire barbecues. The authorised officer may in certain circumstances prohibit the use of gas barbecues.

### 6.5 Public Notice Of Restricted Or Prohibited Fire Season

- 6.5.1 Public notice of the prescription of a restricted or a prohibited fire made under 6.3.1 or 6.4.1 or the cancellation or variation of prescription, shall be made by:
- (a) Broadcast or other similar means within the District; or
  - (b) By a notice inserted in a daily or community newspaper within the District.
  - (c) By any effective means.

### 6.6 Revocation Or Suspension

- 6.6.1 Subject to 6.6.2, every fire permit issued in accordance with 6.3.4 shall remain in force from the date of issue until the expiry of the period, date or time specified in the permit, unless a prohibited fire season is declared.
- 6.6.2 Notwithstanding any other provisions in this bylaw, any permit issued under this Part of this bylaw maybe revoked or suspended by an authorised officer at any time, or suspended for such periods of time on such terms and conditions, as the authorised officer may consider reasonable in the circumstances.

### 6.7 Council May Extinguish Fires

- 6.7.1 Where a fire has been lit or allowed to burn in:
- (a) An open fire season in breach of section 6.2.1; or
  - (b) A restricted fire season in breach of the conditions of a fire permit issued in accordance with 6.3.4; or

- (c) A prohibited fire season, in breach of 6.4.2;

any officer or agent of the Council (including the New Zealand Fire Service) may extinguish any such fire or direct the occupier of the premises on which the fire is located, or the person who lit the fire, to extinguish such fire.

- 6.7.2 Where an authorised officer or agent of the Council has extinguished a fire pursuant to 6.7.1, the Council may recover any costs incurred in extinguishing the fire from the occupier of the premises on which the fire was located, or the person who lit the fire.
- 6.7.3 Where any occupier of premises upon which a fire in the open air is located, or person who lit such a fire, disregards a Council direction under 6.7.1 to extinguish the fire, the authorised officer may authorise an agent of the Council (including the New Zealand Fire Service) to extinguish the fire and to take such other steps as may be reasonably necessary to ensure the safety of any person or to protect the premises, or any other property.
- 6.7.4 The Council may recover from the occupier of the premises, or the person who lit the fire, any costs incurred by it as a result of its officer or agents taking any action authorised by the authorised officer under 6.7.3.

## **6.8 Live Ashes**

- 6.8.1 No person shall place any live cinders, embers or ashes in or upon any premises other than:
- (a) In a container made and constructed of concrete or other similarly fire resistant material to prevent the transmission of heat to any combustible material; or
  - (b) In a pit or upon any fire-resistant substance in a manner which will prevent the spreading of fire or heat by the action of wind or otherwise.
  - (c) As part of an ethnic cooking process including hangi and umu.

## **6.9 Removal Of Gorse And Other Growth**

- 6.9.1 No occupier or any other person having the control of any land shall allow any broom, gorse, bushes, scrub, dry grass, or similar growth to exist within 6 metres of any building or adjoining premises, in such a condition or state that it is likely to become a source of risk from fire.
- 6.9.2 An authorised officer of the Council may by written notice require an occupier or person having control of any land to remove any dangerous growth.
- 6.9.3 The Council may cut down or otherwise eradicate and remove any tree, broom, gorse, bushes, scrub, dry grass or similar growth to which 6.9.1 applies, after giving oral notice to the occupier or where there is no occupier, to the owner of the land, if life, property or any road is in imminent danger. The cost of the work shall be a charged against the land.
- 6.9.4 Should the owner or occupier fail to comply with the written request of the Council to remove the dangerous growth then the Council may arrange the removal of such growth and recover the cost of removal from the owner or occupier.

## **6.10 Storage Of Combustible Materials**

- 6.10.1 Except as provided in 6.10.2 no occupier of any premises shall permit the storage or stacking in the open of any combustible material, unless the distance of the stack from any boundary other than a street boundary is at least equal to the height of the stack, but in any case not less than 1.5 metres.
- 6.10.2 A stack may, with the written approval of the adjoining property owner, be placed closer to the boundary than specified in 6.10.1 where any of the following conditions continue to exist:
- (a) Where there is a brick, stone or concrete wall without openings situated on the adjoining property and within 1.5 metres of the common boundary; or
  - (b) Where there are no buildings on the on the adjoining land; or
  - (c) Where there is no danger of a stack adjacent to a boundary increasing the risk of the spread of fire.

## **7.0 THE KEEPING OF ANIMALS, POULTRY AND BEES**

### **7.1 Objectives of this part of the Bylaw**

- 7.1.1 To prevent nuisances arising from the keeping of animals poultry and bees in urban areas.
- 7.1.2 To prevent nuisances for nearby residences occurring from intensive animal husbandry.

### **7.2 Pig Keeping**

- 7.2.1 No pigs shall be kept in any urban area within the District.

### **7.3 Stock In Urban Areas**

- 7.3.1 Any person keeping stock in an urban area shall ensure that premises where stock is kept meet such conditions as may be prescribed by an authorised officer.
- 7.3.2 No person, shall, without having first obtained the written approval of Council keep, have in his possession or control any stallion within any urban area.

### **7.4 Feedlots And Stock Standoff Areas**

- 7.4.1 No feedlot or stock standoff area shall be operated within 30m from the boundary with adjacent property not in the ownership of the same person on whose land such facilities are operated or within 150m from any residence on an adjoining site.

### **7.5 Poultry Keeping**

- 7.5.1 No poultry caged or otherwise (which shall include geese, ducks, pigeons, turkeys, and domestic fowls of all descriptions) shall be kept in an urban area except in a properly constructed poultry house covered in with a rainproof roof and provided with a floor of concrete or other approved material with a surrounding nib wall, to which a poultry run may be attached.
- 7.5.2 Except with the written consent of Council not more than 12 head of poultry and no roosters shall be kept in any urban area.
- 7.5.3 No poultry house or poultry run shall be erected or maintained, so that any part of it is within 10m from any dwelling, factory, or any other building, whether wholly or partially occupied, or within 2 m of the boundary of adjoining premises.
- 7.5.4 Every poultry run in an urban area shall be enclosed to confine the poultry.
- 7.5.5 Every poultry house and poultry run shall be maintained in good a clean condition free from any offensive smell or overflow and vermin.

### **7.6 Noise From Animal, Bird, Or Fowl**

- 7.6.1 No person shall keep on any premises in a predominantly urban area any noisy animal, which causes a nuisance to residents in the neighbourhood.

### **7.7 Bee Keeping**

- 7.7.1 No person shall keep bees in a predominantly urban area if in the opinion of an authorised officer the keeping of bees is, or is likely to become a nuisance or annoyance to any person or potentially dangerous to health.
- 7.7.2 An authorised officer may prescribe conditions relating to the location and number of hives able to be kept on any premises or place within an urban area of the District.

## 8.0 BODY PIERCING

### 8.1 Objectives of this part of the Bylaw

- 8.1.1 To promote the health and safety of clients of persons practicing body piercing for jewellery, tattooing or other purposes.
- 8.1.1 To ensure that practice of body piercing is only carried out in premises licensed for this purpose.

### 8.2 Application of Bylaw

- 8.2.1 This Part of the Bylaw does not apply to body piercing carried out in the practice of medicine, dentistry, nursing, physiotherapy or podiatry by:
  - (a) A medical practitioner registered under the Medical Practitioners Act 1968.
  - (b) A dentist registered under the New Zealand Dental Act 1988.
  - (c) A nurse registered under the Nurses Act 1977.
  - (d) A physiotherapist registered under the Physiotherapist Act 1949.
  - (e) A Pharmacist registered under the Pharmacy Act 1970.
  - (f) An Acupuncturist who is a member of the New Zealand Register of Acupuncturists Incorporated.
  - (g) A person acting under the direction or supervision of any such medical practitioner, dentist, nurse, physiotherapist or podiatrist.

### 8.3 Licensing

- 8.3.1 A person must only carry out body piercing on a premises licensed by Council for that purpose.
- 8.3.2 A person must apply for a body piercing licence if they are the owner or manager of premises used or intended to be used for body piercing. Council will process an application for a body piercing licence if it is made by a natural person or persons, is on the form prescribed and includes all information requested by the Council and the required licence fee.
- 8.3.3 A body piercing licence will be granted by Council, if and only if the Council is satisfied that the premises and the proposed body piercing service will comply with:
  - (a) The requirements of all relevant Acts and Regulations.
  - (b) The relevant provisions of any District Plan.
  - (c) Relevant New Zealand and Australian Standards including AS 4031:1992, AS 2182:1994, AS 2773:1985, NZS 4303:1990, AS/NZS 3816:1998, and AS/NZS 4261:1994.
  - (d) The Ministry of Health's current Guidelines for the Safe Piercing of Skin (1998).
- 8.3.4 Council may require the person applying to complete a test to show that they are familiar with these documents.

### 8.4 Transfer of Licence

- 8.4.1 A body piercing licence may not be transferred to another person or to another premise.
- 8.4.2 The person holding the body piercing licence will be responsible for ensuring that the provisions of this part of the Bylaw are complied with and that all persons working on the premises of the body piercing operation are adequately trained and supervised to prevent any breach of the requirements of this part of the Bylaw.
- 8.4.3 A body piercing licence must be displayed in a part of the premises to which the licence relates. The licence must be displayed in an area where the public has access to so that any member of the public or authorised officer can easily see it when visiting the premises.
- 8.4.4 Council will specify the date that the licence expires; this date will be recorded on the licence. The licence holder must apply for a renewal of expired licences, if body piercing is to continue. Applications for renewal of licences will be assessed as if it were a new application.
- 8.4.5 Council may grant a licence on such terms and conditions as are deemed necessary. The person applying must comply with any special terms and conditions specified in the licence in addition to the general requirements for body piercing set out below.

## 8.5 General Requirements

- 8.5.1 The person holding the licence must comply with the standards in 8.3.3 (c) and (d) above to the extent that they are relevant to the body piercing premises and service.
- 8.5.2 It is the responsibility of the licence holder to ensure that no jewellery thinner than 14 gauge is used below the neck.
- 8.5.3 Body piercing must not be carried out on any person less than 16 years of age without the written permission of that person's parent or guardian.
- 8.5.4 A notice must be displayed in a prominent place within the public part of the premises asking customers to inform the licence holder if they have any communicable or infectious disease, which is likely to have an effect on body piercing.
- 8.5.5 If the licence holder or any other employee at the body piercing premises knows or suspects that they or any other staff member, whether paid or unpaid is suffering from or is carrying a skin infection or a communicable disease, or associated condition, body piercing must not be carried out, without first taking adequate precautions to prevent the transmission of that infection, disease or condition.
- 8.5.6 Before beginning body piercing on a customer, the customer must be advised of the risks associated with body piercing and the potential for infection to occur during and after the process. Written advice appropriate to the procedure to be undertaken must be given, in relation to precautions and post-piercing procedures, which should be followed by the customer.
- 8.5.7 Before any piercing of the skin is commenced, all potential customers must sign a consent form recording the following:
- (a) Whether they have any reason to believe they have a communicable disease or skin disease.
  - (b) Whether they have a history of haemophilia (bleeding).
  - (c) Whether they are taking any medication, such as anticoagulants, which thin the blood or interfere with blood clotting.
  - (d) Whether they have a history of allergies or adverse reactions to pigments, dyes or other skin sensitivities, or a history of epilepsy or seizures.
- 8.5.8 Any customer who knows or suspects that he or she has any of the above diseases or conditions is required to inform the person who appears to be in charge of the premises before the body piercing begins.
- 8.5.9 The licence holder may decline to carry out any body piercing on such a person, or may agree to carry out the body piercing subject to such conditions and safeguards that are considered appropriate by the licence holder in the circumstances. Nothing in this Part of the Bylaw requires the licence holder to perform body piercing on any person.
- 8.5.10 The licence holder must keep records of the names, phone numbers and addresses of any person who undergoes body piercing at the premises, the date on which the body piercing was carried out, the nature of the body piercing, and the location on the body where the body piercing was undertaken. Those records must be kept for at least three years and made available to an Environmental Health Officer, Health Protection Officer or a Medical Officer of Health as defined in the Health Act 1956 who is carrying out any investigation pursuant to Part III of the Health Act 1956 or the Health (Infectious and Notifiable Diseases) Regulations 1966.
- 8.5.11 A copy of this part of the Bylaw and the Ministry of Health's current Guidelines for the Safe Piercing of skin must be kept on the premises and must be freely available for reading by any person employed on the premises and by any person attending the premises for the purpose of undergoing any body piercing.
- 8.5.12 Where Council is satisfied that compliance with any requirement of this part of the Bylaw would be impractical or unreasonable having regard to the premises and body piercing service in question, Council may grant a written exemption from the requirement. The exemption will be granted on such terms and conditions, as are consider desirable in the interest of public health.

## 8.6 Exemptions from Licensing Requirement

- 8.6.1 The requirement to obtain a licence for body piercing premises does not apply to:

- (a) Carrying out acupuncture at a person's home where the person wishing to undergo acupuncture is unable to attend the licensed premises because of injury, infirmity or medical emergency, if the acupuncture is carried out in compliance with the general requirements in this part of the Bylaw, or
- (b) Carrying out any body piercing in any temporary structure or premises for a maximum period of five days in any 30 day period, if the person carrying out the body piercing complies with all conditions specified by Council.

8.6.2 The written approval of Council and the payment of any fee for any inspection required and payment for Council's time to consider the matter may be required before an exemption from the licensing requirement is granted.

## 9.0 FOOD SAFETY

### 9.1 Objectives of this part of the Bylaw

9.1.2 To set requirements so that all premises, where food is prepared for sale, employ persons that are adequately trained in food hygiene. The Bylaw also allows Council to close premises that are insanitary.

9.1.3 To ensure that safe food is available in all food premises throughout the District.

### 9.2 Compulsory Training for Food Handlers

9.2.1 All food premises are required to have food handling staff that have passed or are in the process of acquiring an NZQA approved basic food hygiene or food safety certificate, with the exception of those premises that have a Food Safety Programme or Food Control Plan approved by the Food Safety Authority.

9.2.2 It shall be the duty of the occupier of every food premise to ensure that food handling staff have passed an NZQA or are in the process of acquiring an NZQA approved basic food hygiene or food safety certificate.

9.2.3 Every food premise shall have at least one person employed in a supervisory and staff training capacity who is trained to the standard required, provided that Council may grant an exemption or partial exemption where full compliance may be unreasonable having regard to the site and the nature of the premises.

9.2.4 In the case of food premises which consist of separate departments or sections, each of which functions more or less in isolation from the others; at least one person shall be appointed to act in a supervisory position within each separate department or section.

9.2.5 The occupier of every food premise shall ensure that adequate records are kept relating to staff training and that copies of all certificates gained by staff are kept on the premises for perusal by any authorised officer upon request.

### 9.3 Closure of Premises

9.3.1 Where any food premise or part of any food premises or any appliance, fitting or fixture or other equipment on any food premises by reason of their situation, construction, disrepair, or state are in such a condition that any food in the food premises may become unfit for human consumption, an authorised officer may serve a notice in writing on the occupier of the premises requiring him/her:

- (a) To cease using the premises as food premises, and/or to clean or reconstruct or to repair the premises, or part of the premises. and/or
- (b) To cease using, or to clean, reconstruct, or repair any appliance, fittings, fixture or other equipment on those premises in accordance with the requirements and within the time specified in the notice.

9.3.2 Where an occupier has been directed to cease to use any food premises the occupier shall not recommence use of those food premises until permission has been given in writing by Council.

## 10.0 PROSTITUTION

### 10.1 Objectives of this part of the Bylaw

- 10.1.1 To support the purpose and intent of the Prostitution Reform Act 2003.
- 10.1.2 To enable commercial sexual service providers to operate within Waitomo District in a manner that both meets community demand for services and addresses community concerns and sensitivities.
- 10.1.3 To allow the establishment of brothels in areas where the effects associated with the operation can be readily controlled.
- 10.1.4 To limit the exposure of children and young people to commercial sex activities.
- 10.1.5 To control the establishment of signage associated with brothels to minimise community harm or offence.
- 10.1.5 To control the soliciting of commercial sexual services in Waitomo District.

### Location of Brothels

#### 10.1 Permitted Areas of Operation

- 10.1.1 Brothels are permitted to locate and provide commercial sexual services from premises located within the permitted brothel area, subject to meeting other conditions in the Bylaw.

#### 10.2 Proximity to Sensitive Sites

- 10.2.1 Any brothel shall not be located within 100 metres (in a straight line) of any sensitive site.
- 10.2.2 Where a sensitive site establishes within 100m of an existing and lawfully established brothel, the brothel will be exempt from this restriction, provided that this exemption shall not apply where the operation of the brothel is discontinued for a continuous period of more than 6 months.

#### 10.3 Signage of Commercial Sexual Services

- 10.3.1 Signage of commercial sexual services must conform with the provisions of the Waitomo District Plan and the additional limitations set out in 10.3.2 to 10.3.4 below.
- 10.3.2 Any sign advertising any brothel must be fixed to the premises at which the commercial sexual service is provided.
- 10.3.3 Only one sign is permitted per premises.
- 10.3.4 Signs must not:
  - contain neon lighting or include or be lit by flashing lights; or
  - contain words reasonably considered to be sexually explicit or offensive by Council or delegated officer (under clause 32 of schedule 7 of the Local Government Act 2002); or
  - contain any images (photographs or artwork) or models (human or mannequin) or shapes reasonably considered by Council or delegated officer (under clause 32 of schedule 7 of the Local Government Act 2002) to be sexually explicit or offensive.

#### 10.4 Soliciting of Commercial Sexual Services

- 10.4.1 No person shall solicit within the Waitomo District area including in any street, road, footpath, road reserve or public place.
- 10.4.2 No person shall solicit within the Waitomo District area where that person is, or may be visible from any public place or reserve.

## 11.0 ACCOMMODATION ESTABLISHMENTS

### 11.1 Objectives of this part of the Bylaw

- 11.1 To ensure that establishments providing commercial accommodation services are maintained in a clean and hygienic condition.
- 11.2 To set requirements so that cooking and dining facilities for the use of guests in commercial accommodation establishments are of an acceptable standard.

### 11.1 Responsibilities of Keeper

- 11.1.1 The keeper of an accommodation establishment shall maintain all of the building and all appliances, fixtures fittings and bedding in the building in good repair and in a clean and hygienic condition and cause all rooms, passages, stores, floors, ceilings, windows, doors and walls of the building to be kept clean and free from vermin;
- 11.1.2 The keeper of an accommodation establishment shall not:
- (a) At any time permit to be occupied any room in an accommodation establishment wholly or partly as a sleeping room unless such room has at least the area specified in the first column of the Second Schedule to the Housing Improvement Regulations 1947 for the number of persons sleeping in such room calculated in accordance with the second column of such schedule.
  - (b) Permit any room that is not approved for use as a bedroom to be occupied or used for that purpose;
  - (c) Permit equipment for the cooking or heating of food to be provided or used in any room except a kitchen.

### 11.2 Kitchen Standards

- 11.2.1 Where a kitchen and a dining room is provided in an accommodation establishment it shall be to the following minimum standards for the preparation of meals for guests or where guests can provide their own individual meals:
- (a) All floors, walls and ceilings in the kitchen shall be kept in good repair, and finished to provide smooth, impervious, easily cleanable surfaces. All walls and ceilings shall be finished in a light colour.
  - (b) All parts of the kitchen and dining room shall be maintained in a clean, hygienic and tidy condition, free from foul odours and vermin;
  - (c) The kitchen shall be provided with a sufficient number of sinks and other sanitary fittings reasonably necessary for the cleansing of crockery, utensils and appliances used in the preparation, service and consumption of food. Every such sink shall be supplied with a piped supply of hot and cold water.
  - (d) A wash-hand basin supplied with piped hot and cold water shall be located within the kitchen or within close proximity to the kitchen. The wash-hand basin shall be supplied with soap, a nail brush and hand-drying equipment.
  - (e) All benches, shelves, tables, cupboards, appliances and equipment shall be constructed and finished so that they are capable of being easily cleaned;
  - (f) Adequate means of preparing food and of cooking food, both by boiling and by baking, sufficient for the numbers of guests, shall be provided in the kitchen;
  - (g) Adequate refrigerated and frozen storage shall be provided sufficient for the numbers of guests, for the storage of perishable and readily perishable foods. All refrigerated storage shall operate at 4°C or below and frozen storage at -18°C or below.
  - (h) Adequate space for the storage of food shall be provided, so placed, fitted and ventilated as to protect the food from flies, dust, and other contamination and from the direct rays of the sun;
  - (i) Adequate tables and chairs and utensils in the dining room for the consumption of food.

### 11.3 Exemptions

- 11.3.1 Where an authorised officer is satisfied that compliance with the requirements of this Part of the bylaw would be unreasonable or impractical, an exemption in respect of any particular requirements may be granted in whole or in part, with such modifications and subject to such conditions including such time limitations as are desirable in the circumstances.

**Document No:** 337043**File No:** 340/001**Report To: Council****Meeting Date:** 25 June 2014**Subject:** Advertising Hoardings

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the results of a district wide survey of advertising hoardings and to outline a strategy to address non compliance with district plan provisions.

## Local Government Act S.11A Considerations

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

## Background

- 3.1 Councils District Plan allows as a permitted activity one free standing sign for each frontage of a site and one sign on a building that is located in conjunction with an activity on that site in all zones.
- 3.2 Off site signs (signs advertising a business on a different site) are a discretionary activity and as such can only be erected if a resource consent is first obtained from WDC.
- 3.3 Elected members have expressed concern regarding signs erected throughout the district that do not comply with the district plan rules.
- 3.4 It was noted that most of the non complying signs were located adjacent to the state highway network in the rural zone.
- 3.5 To ascertain the extent of the problem a survey was carried out to record the number of non complying signs throughout the district.

## Commentary

- 4.1 For obvious reasons most advertising hoardings are strategically located on sites adjacent to state highways. For that reason the survey for non compliance relates to advertising hoardings on properties along the state highway networks.

## 4.2 Survey Results

State Highway	Number of non complying signs
State Highway 37 (Hangatiki - Waitomo Caves)	21 signs
State Highway 30 (Te Kuiti - Pureora)	9 signs
State Highway 3 (Hangatiki - Piopio)	25 signs
State Highway 3 (Piopio - Mokau)	11 signs
State Highway 4 (within Waitomo District)	4 signs

- 4.3 In total there are 70 signs district wide that do not comply with the district plan rules. These signs have been erected without any form of authorisation from WDC.
- 4.4 In order to improve compliance staff will write to the businesses who have non complying signs outlining the relevant provisions of the district plan and requiring signs to be removed or resource consent applications to be lodged with WDC seeking approval for the sign or signs to remain in place.
- 4.5 If resource consent applications are lodged with WDC, NZ Transport Agency will have to be consulted as an affected party (as would neighboring property owners in some cases). Generally NZTA will not approve signage if it is likely to have a negative impact on the safe and efficient operation of the state highway network.
- 4.6 This exercise will be carried out in stages with the most significant non compliance (State Highway 37) actioned first.
- 4.7 All businesses with non complying signs will be contacted before the end of 2014 with a view to obtaining a significant level of compliance by the end of June 2015.
- 4.8 In order to ensure compliance levels are maintained regulatory staff will note the location of any new advertising hoardings and pass the information onto the owner. An assessment of the sign will then be carried out and if necessary the compliance strategies already detailed in this business paper will be implemented.

### Suggested Resolutions

- 1 The business paper on Advertising Hoardings be received.



JOHN MORAN  
**MANGER – REGULATORY SERVICES**

June 2014

Document No: 337082

File No: 097/001D

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Changes to Waitomo District Plan to provide reference to National Environmental Standards**

## Purpose of Report

1.1 The purpose of this business paper is to advise Council of the proposed amendments to the Waitomo District Plan which are required to give effect to the following National Environmental standards:

- NES for Telecommunications Facilities
- NES for Electricity Transmission Activities
- NES for Assessing and Managing Contaminants in Soil to Protect Human Health

## Local Government Act S.11A Considerations

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

## Background

3.1 National Environmental Standards are regulations issued under sections 43 and 44 of the Resource Management Act and apply nationally. They can prescribe technical standards, methods or other requirements for environmental matters.

3.2 National environmental standards not only protect people and the environment they also secure a consistent approach and decision making process throughout the whole country.

3.3 The Resource Management Act requires local authorities to observe and enforce national environmental standards to the extent their powers enable them.

### 3.4 NES for Telecommunication Facilities

3.5 The NES for Telecommunication Facilities came into force on 9 October 2008 and identifies:

- a) An activity (such as a mobile phone transmitter) that emits radio-frequency fields is a permitted activity provided it complies with the existing New Zealand standard.

- b) The installation of telecommunications equipment cabinets along roads or in the road reserve is a permitted activity, subject to specified limitations on their size and location.
- c) Noise from telecommunications equipment cabinets located alongside roads or in the road reserve is a permitted activity subject to specified noise limits.
- d) The installation of masts and antennas on existing structures alongside roads or in the road reserve is a permitted activity subject to specified limitations to height and size.

3.6 Activities that do not qualify as permitted activities under the NES will continue to be managed by local Councils through existing rules in their district plans. The NES substitutes for existing district plan rules which address the same subject material.

3.7 The NES was developed for a nationally consistent planning framework for radiofrequency fields of all telecommunication facilities and low impact telecommunications infrastructure on road reserves to:

- a) assist in network and equipment design and equipment sourcing for roll outs;
- b) create a reduction in compliance tests and timeframes for service providers;
- c) reduce the timeframe and lower costs for the availability of new services to consumers;
- d) contribute to a reduced workload to Councils in processing and determining consent applications; and
- e) set an appropriate balance between local participation in community planning and cost effective national infrastructure investment.

### **3.8 NES for Electricity Transmission Activities**

3.9 The NES for Electricity Transmission Activities came into effect 14 January 2010

3.10 The NES for Electricity Transmission Activities:

- a) sets out a national framework of permissions and consent requirements for activities on existing electricity transmission lines. Activities include the operating, maintenance and upgrade of existing lines;
- b) Specifies that electricity transmission activities are permitted subject to terms and conditions to ensure that these activities do not have significant adverse effects on the environment; and
- c) specifies the resource consent requirements for electricity transmission activities that do not meet the terms and conditions for permitted activities.

3.11 The NES only applies to existing high voltage electricity transmission lines. It does not apply to the construction of new transmission lines or sub-stations, or to electricity distribution lines.

### **3.12 NES for Assessing and Managing Contaminants in Soil to Protect Human Health**

3.13 The NES for Assessing and Managing Contaminants in Soil to Protect Human Health came into effect on 1 January 2012.

- 3.14 The NES for Assessing and Managing Contaminants in Soil to Protect Health:
- a) provides a nationally consistent set of planning controls and soil contaminant values; and
  - b) ensures that land affected by contaminants in soil is appropriately identified and assessed before it is developed and if necessary the land is remediated or the contaminants contained to make the land safe for human use;
- 3.15 The NES does not effect existing land uses.
- 3.16 The NES classifies as permitted activities:
- a) removal or replace of fuel storage systems and associates soil;
  - b) soil sampling;
  - c) small scale and temporary soil disturbance activities; and
  - d) subdividing land or changing land use where a preliminary investigation shows it is highly unlikely the proposed use will pose a risk to human health.
- 3.17 Activities requiring a resource consent under the NES include:
- a) the development of land where the risk to human health from soil contamination does not exceed the applicable soil contaminant value (classified as a controlled activity, meaning resource consent must be granted);
  - b) the development of land where the risk to human health from soil contamination exceeds the applicable soil contaminant value (classified as a restricted discretionary activity); and
  - c) the development of land where the activity does not meet the requirements to be a restricted discretionary, controlled or permitted activity (classified as a discretionary activity).
- 3.18 The NES is considered as necessary as the past use of chemicals in industry, agriculture and horticulture has left a legacy of soil contamination in New Zealand. This contamination is mainly caused by past practices including storage and use of hazardous substances and disposal of hazardous wastes.
- 3.19 These contaminants are a problem when they are of a concentration and a place where they are reasonably likely to have an adverse effect on human health and the environment. Contaminants are a greater problem in environments where food is grown or close proximity to buildings, people, water bodies and important habitats.
- 3.20 Currently the controls applied by Councils to manage contaminated soils are not consistent across the country. The NES means all Councils have to follow the same planning and decision making framework.

## **4.0 Why the changes are necessary**

### **4.1 Relationship between National Environmental Standards and District Plans**

- 4.2 Section 43B of the RMA outlines the effect of a national environmental standard. This provision states that a rule in a district plan or a resource consent:

- (a) cannot be more stringent than the national environmental standard (unless the national environmental standard expressly says that it may be); and
- (b) cannot be more lenient than the national environmental standard.

#### **4.3 Removal of plan rules that duplicate or conflict with national environmental standard provisions**

4.4 Under section 44A, rules in plans that duplicate or conflict with provisions contained in a national environmental standard **must** be removed by amending the plan, and must be done as soon as practicable after the standard comes into force. A rule is deemed to conflict with a standard's provision if:

- (a) the plan rule is more restrictive than the standard's provision, or
- (b) a plan rule is more lenient than the standard's provision.

4.5 Councils **must** amend their plans to address any conflict and **may** include references to a national environmental standard (such as in other rules where compliance with the standard may be relevant) **without** having to use Schedule 1. The Schedule 1 process identifies the procedures required for the preparation, change and review of policy statements and plans, including consultation, notification, submissions, hearings, recommendations and decisions. Section 44A clearly specifies that this Schedule 1 process is not required in this case.

4.6 Where rules do not duplicate nor conflict with the NES, council does not need to take direct action; Council staff just need to know the standards and how these apply. However, in this instance there are potential conflicts which are required to be addressed. This can be readily rectified by including a reference to the NES in the relevant section of the District Plan, and outline the circumstances where the NES provisions apply. The details of the recommended changes are outlined in Section 5.0 below.

### **5.0 Process to be followed**

5.1 Once Council has amended the District Plan to remove any conflict or confusion between the Plan and the NES requirements, then good planning practice would be to issue a public notice and a letter to existing Plan holders advising of the amendments; so at the very least, Plan holders can then update relevant sections of their copy of the District Plan. The Council should also update any hard copies of the District Plan held within the Council offices and other public places (eg. libraries) and its electronic version on the Council website.

### **6.0 Details of the Changes**

6.1 The proposed changes to the Waitomo District Plan, which give effect to the provisions of the National Environmental Standards for Telecommunications Facilities; Electricity Transmission Activities; and Assessing and Managing Contaminants in Soil to Protect Human Health, are detailed in red text within the District Plan pages attached as Appendix One.

6.2 The sections of the Plan affected by these changes include:

- (a) Chapter 12 Landscape Policy Area

- (b) Chapter 15 Network Utilities
- (c) Chapter 16 Hazardous Substances; and
- (d) Chapter 26 Subdivision

## **7.0 Implications for Plan Users**

- 7.1 Each of the National Environmental Standards can/will result in differing implications for plan users. The implications in relation to each NES have been identified as follows:
- 7.2 NES for Telecommunications Facilities**
- 7.3 The NES for Telecommunication Facilities describes certain telecommunication activities that can occur without resource consent, providing they meet specific terms and conditions. If not, the telecommunication operator must apply for resource consent from council.
- 7.4 The activities allowed by the NES are:
- (a) Radiofrequency fields generated by all telecommunication antennas (such as cellphone towers).
  - (b) The erection of equipment cabinets at the roadside. These can contain equipment for telephones (both landlines and mobiles), cable television and internet.
  - (c) The addition to existing roadside structures (such as light poles) of antennas used for wireless internet connections and mobile phones (including new technologies that can transmit television, internet and radio to mobile phones and smart-phones).
  - (d) Noise levels from roadside cabinets, up to specified noise limits.
- 7.5 The NES for Telecommunication Facilities was introduced as there are 73 city and district councils in New Zealand. All have different rules in their district plans affecting what can be built as of right, and what requires resource consent. For telecommunication companies wanting to provide services across more than one district, dealing with this multitude of rules meant uncertainty, time delays, and increased costs.
- 7.6 Ultimately, consumers are affected; they face higher costs, and delays in receiving new services like high speed broadband. The NES is aimed at reducing these problems by creating consistent rules across the country.
- 7.7 The NES applies only to equipment cabinets and antennas located at the roadside, on legal road, and it places a limit on the number and size that are permitted. All other cabinets and antennas – including those on private land, buildings and new cellphone towers – will continue to be subject to the requirements within the district plan, and may still require resource consent.

- 7.8 There are few implications for Plan Users from the NES for Telecommunications Facilities. It is reasonable to assume, seeing as the NES has been in effect since October 2008 that the majority of telecommunications providers are well aware of these provisions and have undoubtedly already installed permitted equipment within other Districts.

### **7.9 NES for Electricity Transmission Activities**

- 7.10 The NES for Electricity Transmission applies to the existing high voltage electricity transmission network (referred to as the National Grid). This means the transmission network that delivers electricity from generators to the distribution network and on to consumers. The National Grid is currently owned and operated by Transpower New Zealand Ltd, a state-owned enterprise. The NES only applies to electricity transmission activities.
- 7.11 Existing transmission lines are transmission lines that were operating, or able to be operated, as at 14 January 2010. A transmission line that is partly constructed at that date would not be treated as existing, as it is not capable of operation.
- 7.12 The NES also covers access tracks to existing transmission lines – both existing formed tracks and the construction of new tracks.
- 7.13 The intention of the NES is to permit transmission activities that do not have significant adverse effects on the environment. Where necessary, conditions are set to limit the effects.
- 7.14 Activities that do not have 'significant adverse effects' will be permitted, subject to conditions. Activities that fail the permitted activity conditions:
- (a) will be a 'controlled activity' if the adverse effects resulting from the activity can be adequately controlled by conditions; or
  - (b) will be a 'restricted discretionary activity' if the council has to have the discretion to decline the consent, in order to control the effects resulting from the activity.
- 7.15 Any transmission activity that is included within the scope of the NES, but not specifically provided for, is a discretionary activity. Activities that breach the electric and magnetic fields conditions will be 'non-complying' activities.
- 7.16 Very few implications for Plan Users as the NES applies to the existing high voltage electricity transmission network. Transpower New Zealand is well aware of these provisions and what can and cannot be done in terms of these existing lines.
- ### **7.17 NES for Assessing and Managing Contaminants in Soil to Protect Human Health**
- 7.18 If land is, or has been, used for a hazardous activity or industry and a person wants to subdivide or change the use of the land, or disturb the soil, or remove or replace a fuel storage system, they will need to comply with the NES for Assessing and Managing Contaminants in Soil to Protect Human Health.
- 7.19 The District council is responsible for checking compliance with the standard.

- 7.20 The regulations within the NES apply if land is used, or has been used, or is more likely than not to have been used, for one of 53 specified hazardous activities or industries, such as petrol stations, orchards, sheep dips, engineering workshops, and mining. These activities and industries, listed on the Hazardous Activities and Industries List (HAIL), are considered likely to cause land contamination. The Hazardous Activities or Industries List (HAIL) can be found on the Ministry for the Environment's website.
- 7.21 If the NES regulations apply to a person's land, resource consent is not required providing certain requirements are met, for example:
- (a) demonstrating to council that it is highly unlikely that there will be a risk to human health given the intended subdivision or proposed new use (note soil samples are not necessarily required for this)
  - (b) ensuring earthworks do not expose people to contaminated soil and that all contaminated soil is taken to an approved facility when the activity involves disturbing soil (earthworks)
  - (c) ensuring works associated with the removal or replacing of an underground fuel storage system have been done in accordance with the industry guideline.
- 7.22 If a person cannot meet the requirements of a permitted activity they will need to apply for resource consent. Their application must include a report of the results of a detailed site investigation, including the results of soil sampling.
- 7.23 There will be no implication for Plan Users where they do not seek to change the use of an existing piece of land. However, there may be significant implications where land is or has been used for a specified hazardous activity and Plan Users seek to subdivide or change the use of the land, or disturb the soil, or remove or replace a fuel storage system, as they will need to comply with the NES which may result in the requirement for resource consent, or in some cases significant sampling to prove that a site is not subject to the requirements of the NES. This may have cost implications for those persons wishing to undertake activities on land that is or has been used for hazardous activities.

## 8.0 Conclusion

- 8.1 Although there may be some potential implications for Plan Users, as noted above section 44A of the Resource Management Act requires that rules in plans that duplicate or conflict with provisions contained in a national environmental standard **must** be removed by amending the plan, and this **must** be done as soon as practicable after the standard comes into force without having to use Schedule 1. Council **may** also include references to a national environmental standard (such as in other rules where compliance with the standard may be relevant) without having to use Schedule 1.

**Suggested Resolutions**

- 1 The business paper on Changes to Waitomo District Plan to provide reference to National Environmental Standards be received.
- 2 Council agree to adopt the changes to the Waitomo District Plan as proposed within this report in accordance with the provisions of section 44A of the Resource Management Act 1991.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

June 2014

Attachment: 1 WDC District Plan - Sections 12, 15, 17 and 26 (Doc 337085)

## 12. Landscape Policy Area

### 12.1 Introduction

- 12.1.1 The Landscape Policy Area is an “overlay” Policy Area covering land in two parts of the District; the Waitomo Caves locality and the Mokau-Awakino coastal area. These two areas contain features and landscapes that are particularly sensitive to change. In both cases these sensitive natural features form the basis of tourism development. In the case of Waitomo Caves the tourism development is a long standing feature involving large numbers of tourists visiting daily (about 450,000 annually to the Waitomo Glowworm Caves). Most of these visitors come to the Caves themselves but over recent years the attractions have diversified into adventure tourism and other similar activities. The common natural resource that forms the basis of most visitor attractions is the karst and cave systems therein.
- 12.1.2 The Mokau-Awakino coastal strip is a young tourism area which has potential for further growth. Its key features are the wild and unspoilt west coast beaches and the associated coastal environment.
- 12.1.3 Both areas are essentially rural in character and a Rural Zone will continue to apply to the majority of the land affected. However the Landscape Policy Area introduces another “layer” of controls specifically designed to protect the rural landscape values and the natural features of the areas.

### 12.2 Resource Management Issues

- 12.2.1 Tourism in the Waitomo District relies heavily on the existence of natural resources, the most notable of which is the karst and cave systems therein. These systems are very sensitive to development.
- 12.2.2 The predicted expansion of tourists visiting the attractions in and around the Waitomo Caves is likely to place considerable strain upon the physical resources presently servicing this community.
- 12.2.3 Waitomo Village has developed in a manner which is heavily linked to the historical background of the area. This connection needs to be maintained in any expansion, redevelopment or new development proposed in this area.
- 12.2.4 New development or tourist facilities along the Waitomo Caves Road can lead to adverse environmental effects of inadequate servicing, and effects on the landscape and entrance corridor to the Village.
- 12.2.5 The development of Mokau and Awakino as tourist destinations will place an increased level of demand upon services which have very limited capacity.
- 12.2.6 Loss of open spaces could destroy the landscape character of the Waitomo Village.
- 12.2.7 The skylines and ridgelines around the Waitomo Village are very sensitive to development.
- 12.2.8 Increasing tourism in the Mokau – Awakino coastal strip could result in adverse environmental effects on habitats, flora, fauna and ecosystems unless it is appropriately managed.

### 12.3 Objectives

- |        |   |  |
|--------|---|--|
| 12.3.1 | To ensure that development does not significantly affect the special qualities of the natural environment in the Waitomo Caves and Mokau-Awakino coastal areas, while recognising the land in the area is predominantly used for pastoral farming purposes. | <i>Issues 12.2.1,<br/>12.2.8</i>         |
| 12.3.2 | To ensure that any development within Waitomo Caves Village does not adversely affect the existing historical and rural character of the area.  | <i>Issues 12.2.3 &amp;<br/>12.2.6</i>    |
| 12.3.3 | To maintain and enhance the safe and efficient operation of Waitomo Caves Road by avoiding, remedying or mitigating adverse effects associated with the location of traffic generating activities and their parking areas.                                  | <i>Issues 12.2.2 &amp;<br/>12.2.4</i>    |
| 12.3.4 | To ensure that development does not adversely affect the natural character and habitat values of the coastal environment of Mokau and Awakino.  | <i>Issues 12.2.1,<br/>12.2.5, 12.2.8</i> |
| 12.3.5 | To ensure that visitor facilities are established in appropriate locations such that adverse effects on traffic safety and on the environment are avoided, remedied or mitigated.   | <i>Issues 12.2.1,<br/>12.2.4, 12.2.8</i> |

**12.4 Policies**

- |        |  |   |
|--------|--|---|
| 12.4.1 | To avoid, remedy or mitigate the adverse effects of development on significant landforms or other sensitive areas.   | <i>Objective 12.3.1</i>                       |
| 12.4.2 | To control earthworks, land disturbance and vegetation clearance that could adversely affect karst systems and the caves therein.  | <i>Objective 12.3.1</i>                       |
| 12.4.3 | To avoid, remedy or mitigate the adverse effects of land use on ground, surface or coastal waters.   | <i>Objective 12.3.4</i>                       |
| 12.4.4 | To require siting and design of buildings in the Landscape Policy Area to protect and enhance the existing historical character, where appropriate, to protect and enhance the rural and natural amenity values of the landscape, and to protect and enhance habitat values. | <i>Objectives 12.3.1, 12.3.2 &amp; 12.3.4</i> |
| 12.4.5 | To encourage safe and readily accessible vehicle and pedestrian access within or surrounding tourist areas.  | <i>Objective 12.3.3</i>                       |
| 12.4.6 | To avoid, remedy or mitigate the adverse effects of road side development within a corridor adjacent to the Waitomo Caves Road.  | <i>Objective 12.3.3</i>                       |
| 12.4.7 | To avoid, remedy or mitigate the adverse effects of visitor facilities by encouraging the provision of safe and environmentally acceptable facilities for casual tourists, such as overnight parking areas, dump stations, and rubbish disposal facilities.                  | <i>Objectives 12.3.3, 12.3.5</i>              |
| 12.4.8 | To recognise and provide incentives for voluntary measures by the community which protect and enhance the natural and amenity values of the District. The incentives are detailed in Section 11.7 of this Plan.  | <i>Objective 12.3.1</i>                       |

## 12.5 Rules

12.5.1 Activity Classification for Landscape Policy Area where it overlies the Rural, Residential or Business Zones. These rules do not apply where it overlies the Conservation Zone.

12.5.2 These rules do not apply to an activity that relates to the operation, maintenance, upgrading, relocation, or removal of existing transmission lines, specified in regulation 4 of the National Environmental Standards (NES) for Electricity Transmission Activities Regulations 2009 and which is covered by that NES.

### 12.5.1.1 *Permitted Activities*

Any activity which is a permitted activity in the relevant underlying zone unless it is a controlled or discretionary activity in accordance with Rules 12.5.1.2, 12.5.1.3, or 12.5.1.4.

### 12.5.1.2 *Controlled Activities*

Any building between 100 and 200m<sup>2</sup> gross floor area in the Rural zone.

*Policy 12.4.4*

### 12.5.1.3 *Restricted Discretionary Activities*

Any activity that is a restricted discretionary activity in the relevant underlying zone, unless it is a controlled or discretionary activity in accordance with Rules 12.5.1.2 or 12.5.1.4

### 12.5.1.4 *Discretionary Activities*

- (a) Any earthworks or land disturbance in excess of an area of 1,000m<sup>2</sup> in the Rural zone, excepting cultivation, drainage, track maintenance, and benching for fencing construction which is a Permitted Activity.
- (b) Above ground telecommunications and electricity lines.
- (c) Telecommunications and radiocommunications masts, antennas, satellite dishes and accessory structures.
- (d) Buildings that exceed 200m<sup>2</sup> gross floor area in the Rural zone.
- (e) Industrial activities.
- (f) Clearance of any area of indigenous vegetation in the Rural zone.
- (g) Signs which would otherwise be permitted or controlled activities within 50 metres of Waitomo Caves Road, from State Highway 3 to a point 1 kilometre east of the Waitomo Valley Road intersection.
- (h) Any activity that is a discretionary activity in the relevant underlying zone.

### 12.5.2 General Provisions

The following General Provisions must also be complied with for the proposal to be a permitted activity.

- 16. Roads and Vehicle Access
- 17. Hazardous Substances
- 18. Air Quality
- 19. Signs
- 20. Noise
- 21. Heritage Resources
- 24. Landscaping
- 25. Financial Contributions and Esplanade Reserves

- 26. Subdivision
- 27. Natural Hazards

### 12.5.3 Assessment Criteria for Controlled and Discretionary Activities

- (a) The extent to which buildings and structures are located close to skylines and ridgelines or on exposed hillsides. Generally buildings and structures should be located at least 25 vertical metres below significant ridgelines and skylines.
- (b) The location of buildings and structures relative to Waitomo Caves Road, and the extent to which they may detract from the existing open rural landscape adjoining the road.
- (c) The location of buildings and structures between State Highway 3 and the coastline in the Mokau-Awakino coastal area and the extent to which they could detract from the natural character of the coastal environment.
- (d) The extent and location of landscaping proposed to screen or soften the visual effects of buildings and structures.
- (e) The external design, construction and finish of structures and the extent to which they use forms, materials and colours that are sympathetic to the landscape.
- (f) The extent, scale and location of proposed roads, accesses and earthworks, and proposals for the rehabilitation and recontouring back to natural ground shapes.
- (g) The size and nature of any quarry or mine, its proximity to cave systems and any likely risk it poses to that system particularly as a result of stormwater runoff or interference with underground waterways and any proposals to avoid or remedy these effects.
- (h) The extent to which activities in the Landscape Policy Area, including the removal of indigenous vegetation, complies with Rural Zone Assessment Criteria 11.6.

Note 1: The Waitomo community has commissioned a Development Plan prepared by Di Lucas and Associates. The Development Plan reflects community views and applicants may wish to refer to it when preparing their applications.

Note 2: The Waitomo Caves Landcare Group, as a group and through its advisors, are developing strong environmental themes into farming practice in the Waitomo catchment. Council may refer applications for resource consent to the Waitomo Caves Landcare Group for comment when assessing the environmental impacts of new activities within that catchment.

## 12.6 **Anticipated Environmental Outcomes**

- (a) Protection of natural physical resources of importance to the tourism industry.
- (b) Protection of important landscape features.
- (c) Maintenance of amenity values in the Waitomo Caves locality and Mokau-Awakino coastal areas.

## 15. Network Utilities

### 15.1 Introduction

15.1.1 Section 166 of the Resource Management Act 1991 defines a Network Utility Operator as a person who:

- “(a) Undertakes or proposes to undertake the distribution or transmission by pipeline of natural or manufactured gas, petroleum, or geothermal energy; or*
- (b) Operates or proposes to operate a network for the purpose of telecommunication or radiocommunication as defined in Section 2(1) of the Telecommunications Act 1987: or*
- (c) Is an electricity operator or electricity distributor as defined in section 2 of the Electricity Act 1992 for the purpose of line function services as defined in that section; or*
- (d) Undertakes or proposes to undertake the distribution of water for supply (including irrigation); or*
- (e) Undertakes or proposes to undertake a drainage or sewerage system; or*
- (f) Constructs, operates, or proposes to construct or operate, a road or railway line; or*
- (g) Is an airport authority as defined by the Airport Authorities Act 1966 for the purposes of operating an airport as defined by that Act; or*
- (h) Is a provider of any approach control service within the meaning of the Civil Aviation Act 1990; or*
- (i) Undertakes or proposes to undertake a project or work prescribed as a network utility operation for the purposes of this definition by regulations made under this Act, -*

*and the words “network utility operation” have a corresponding meaning.”*

15.1.2 As implied by this section of the Resource Management Act, network utilities are essential elements in enabling communities to provide for their social, economic and cultural well being, health and safety. However a key area of difference from previous legislation is that private organisations as well as public bodies now operate network utilities. Network utilities are also physical resources that must be sustainably managed under Section 5 of the Resource Management Act, that is, the adverse effects of activities on network utilities must be avoided, remedied or mitigated.

15.1.3 Many network utility operators have been granted requiring authority status under Section 167 of the Act. Accordingly the designation process prescribed in the Resource Management Act 1991 may be utilised to make further provision for network utilities throughout the district. However network utilities are also physical resources and this Plan deals with them in much the same way as other activities.

15.1.4 Some network utilities are controlled by National Environmental Standards (NES) prescribed by a regulation under the Resource Management Act 1991. The NES may prescribe technical standards, methods and other requirements for managing environmental matters in a consistent manner throughout all regions and districts. Reference to any relevant NES is included in the district plan rules in Section 15.5 below. The rules for these network utilities cannot be more stringent or lenient than the provisions of the NES unless expressly authorised in the NES.

### 15.2 Issues

15.2.1 Loss or significant disruption of services provided by network utilities may result in threats to the health, safety and well-being of people in the District.

15.2.2 Significant adverse environmental effects may be associated with the installation or development of large scale or potentially hazardous network utility infrastructure.

15.2.3 Land uses, developments and subdivisions may adversely impact on existing network utility infrastructure, such as gas transmission pipelines, transportation routes, telecommunication networks and structures, and electricity transmission lines. The adverse impacts may be in the form of additional traffic generation, encroaching into sightlines or by restricting the operations of a network utility.

15.2.4 Some network utilities such as telecommunication masts, electricity transmission lines, and roads may have adverse visual effects on landscapes, skylines, and other sensitive features, and earthworks may cause damage to archaeological sites and heritage features.

**15.3 Objectives**

- 15.3.1 To avoid development, land use or subdivision where the safe and efficient operation of network utilities is compromised, or other adverse effects on network utilities are created that cannot be avoided, remedied or mitigated. *Issue 15.2.3*
- 15.3.2 To ensure that the development of network utilities is carried out in a manner that is sensitive to the amenities and heritage values of the District and avoids, remedies or mitigates adverse effects on the environment. *Issue 15.2.4*
- 15.3.3 To provide for the safe and efficient construction, operation, maintenance, replacement, refurbishment and upgrading and demolition and/or removal of network utilities, for the social and economic wellbeing of the community, while avoiding, remedying or mitigating adverse effects on the environment. *Issues 15.2.1, 15.2.2, 15.2.4*

**15.4 Policies**

- 15.4.1 To balance the operational requirements of network utilities with the need to avoid, remedy or mitigate adverse effects on the environment *Objective 15.3.2*
- 15.4.2 To ensure that the development of network utilities does not give rise to significant adverse environmental effects, including but not limited to increased noise emissions, effects on the visual amenity and/or heritage resources of an area or significant impacts on important habitats and ecosystems. *Objectives 15.3.2, 15.3.3*
- 15.4.3 To encourage relevant network utilities to be placed underground where this is technically practicable and where any additional costs of undergrounding are consistent with the benefits of doing so. *Objectives 15.3.1, 15.3.2, 15.3.3*
- 15.4.4 To encourage co-siting or sharing of network utility facilities where this is practicable and where the operations of such facilities are compatible. *Objectives 15.3.2, 15.3.3*
- 15.4.5 To ensure that development, land use and subdivision avoids, remedies or mitigates adverse effects on network utilities. *Objective 15.3.1*

15.5 **Rules (to implement policies 15.4.1 - 15.4.5)**

**Provision for Telecommunications Facilities**

Telecommunications facilities are provided for in accordance with the National Environmental Standards (NES) for Telecommunications Facilities Regulations 2008, and the provisions of Rule 15.5 specified below shall not apply to telecommunication facilities located in road reserves covered by this NES, except where the provisions of clause 6 of the Regulations apply and the District Plan provisions are otherwise more stringent. For the purpose of clause 6(3) land or sites that are identified in the District Plan as having visual amenity values are located in the Landscape Policy Area and Conservation Zone.

Note:

For information purposes, a copy of the National Environmental Standards for Telecommunications Facilities Regulations 2008, is included in Appendix 10.

**Provision for Existing Electricity Transmission Lines**

The operation, maintenance, upgrading, relocation or removal of an existing transmission line, including other related activities are provided for in accordance with the National Environmental Standards (NES) for Electricity Transmission Activities Regulation 2009, and the provisions of Rule 15.5 specified below shall not apply where the activity is covered by this NES.

Note:

(a) For information purposes, a copy of the National Environmental Standards for Electricity Transmission Activities 2009, is included in Appendix 10.

(b) The alignments of the existing transmission lines within the District are shown on the Planning Maps.

15.5.1 **Activity Classifications**

Table 15.1 which follows classifies the activity status of network utilities throughout the District except as provided in the Landscape Policy Area by Rule 12.5.1.3(b) and (c).

Activity	Zone				
	Residential	Business	Rural	Industrial	Conservation
(a) All network utility operations in existence at the date of public notification of this Plan and their maintenance (including the removal and/or trimming of vegetation for the purposes of maintaining security of supply of overhead services), replacement and upgrading, demolition, and/or removal.	P	P	P	P	P
(b) All underground network utilities (including aerial crossings attached to other structures), with the exception of gas pipes for the transmission of natural or manufactured gas at a gauge pressure exceeding 2000 kilopascals.	P	P	P	P	P
(c) Gas pipes for the transmission of natural or manufactured gas at a gauge pressure exceeding 2000 kilopascals.	D	D	C	D	D
(d) Any above ground network utility operations where the structure for that activity - is located on a utility site of 200m <sup>2</sup> or less in area, and - does not have a gross floor area exceeding 50m <sup>2</sup> , and - does not exceed the height standard prescribed by the zone in which it is located, except where a different height standard is prescribed in this section in which case that different standard shall apply.	P	P	P	P	D

(e) Any above ground network utility operations where the structure for that activity is located on road reserve, - up to 5m <sup>2</sup> in gross floor area; - over 5m <sup>2</sup> in gross floor area.	P D	P P	P D	P P	D D
e) Lines as defined by Section 2(1A) of the Telecommunications Act 1987 and not otherwise provided for in this rule.	P	P	P	P	D
g) Telecommunications and radio communication masts, antennas, (excluding dish antennas) and accessory structures not exceeding 25 metres in height	D	P	P	P	D
h) Dish antennas and their accessory structures not exceeding the maximum height standard of the zone in which they are located by more than 2 metres or the height of the building to which they are attached by more than 2 metres, whichever is the higher.	P	P	P	P	D
i) Pylons, poles and lines not exceeding 25 metres in height for the transmission of electricity.	C	C	P	P	D
j) Telephone exchanges and electricity substations not otherwise provided for in Rule 15.5.1(d)	C	C	C	P	D
<b>Activity</b>	<b>Zone</b>				
	<b>Residential</b>	<b>Business</b>	<b>Rural</b>	<b>Industrial</b>	<b>Conservation</b>
k) Minor reconstruction or realignment of roads and Highways and Railways (subject to Rule 16.5.4).	P	P	P	P	D
l) Construction of new roads and railways or major realignment of Roads, Highways and Railways (subject to Rule 16.5.5)	D	D	D	D	D
m) Meteorological Facilities - Automatic weather stations - Voluntary observer sites - Anemometer Mast only sites	P P P	P P P	P P P	P P P	D D D
n) Irrigation systems, open drains, channels for conveyance of water, stopbanks and ancillary equipment	P	P	P	P	D
o) Water reservoirs, water treatment plans, sewerage treatment plants and ancillary equipment	D	D	D	D	D
p) All network utility operations not being a permitted or controlled activity	D	D	D	D	D
q) All network utility operations classified as a permitted or controlled activity which do not comply with one or more of the conditions specified in Rules 15.5.2 and 15.5.3.	D	D	D	D	D

Key	P	=	Permitted Activity
	C	=	Controlled Activity
	D	=	Discretionary Activity

Note: A concession from the Department of Conservation will also be required if any of the above activities are on land in the Conservation Zone that is subject to Part IIIB of the Conservation Act 1997.

15.5.2 General Provisions

The following General provisions only must also be complied with for the proposal to be a permitted activity:

- 16 Roads and Vehicular Access
- 17 Hazard Substances
- 18 Air Quality
- 19 Signs
- 20 Noise
- 21 Heritage Resources
- 24 Visual Amenity
- 26 Subdivision
- 27 Natural Hazards

15.5.3 Conditions for Permitted Activities

- (a) All yards: Minimum 1.5 metres *Policy 15.4.1*  
This rule does not apply to any network utility structure located on road reserve or to any pole, pylon, telecommunications and radiocommunications mast, or any line and their accessory and support structures located outside road reserve.
- (b) Maximum diameter of dish antenna (Rural and Industrial Zones): *Policy 15.4.1*  
5.0 metres  
Maximum diameter of dish antenna (all other Zones): 1.5 metres

15.5.4 Assessment Criteria for Controlled and Discretionary Activities

The following matters shall be taken into account when considering an application for a controlled or discretionary activity.

- (a) The extent to which the conditions for permitted activities contained within Rule 15.5.2 and Rule 15.5.3 are complied with.
- (b) The Objectives and Policies of the Network Utilities section and the Objectives and Policies of the Zone in which the activity is to be located.
- (c) The anticipated adverse effects resulting from any area of non-compliance and its impact upon the following matters:
  - ♦ the existing infrastructure
  - ♦ the historic or other existing character of the area in which the utility is to be located
  - ♦ the visual quality of the area in which the utility is to be located
  - ♦ the public benefit gained from allowing the network utility to be located on a site.

15.6 **Anticipated Environmental Outcomes**

Network utilities will be provided in a manner that:

- (a) Maximises the communities' social, economic and cultural wellbeing, while providing for their health and safety.
- (b) Allows and facilitates their continued development and expansion in a safe and efficient manner.
- (c) Ensures that the natural and physical environment, including amenities and heritage values, will not be significantly affected by these activities.

## 17. Hazardous Substances and Contaminated Land

### 17.1 Introduction

17.1.1 Hazardous substances are widely used in agriculture, forestry and industry as well as in the domestic sector. They are an important part of the economy. If they are properly used, handled, stored and disposed of they pose very small risks to people and the environment. However if not they can adversely affect the environment and the health and safety of people.

17.1.2 Section 31(b) of the Resource Management Act 1991 includes as one of the functions of District Councils:

*"The control of any actual or potential effects of the use; development or protection of land including..... the prevention or mitigation of any adverse effects of the storage, use, disposal, or transportation of hazardous substances." (s31(1)(b)(ii) and "the prevention or mitigation of any adverse effects of the development, subdivision, or use of contaminated land." (s32(1)(b)(iia)*

17.1.3 Regional Councils also have statutory functions under the Resource Management Act to control hazardous substances. Other responsibilities for control of hazardous substances are shared by Civil Defence, the Department of Labour, the New Zealand Fire Service and New Zealand Police.

17.1.4 A Waikato Regional Council discussion document "Hazardous Substances Management in the Waikato Region" identified several issues that need to be addressed, and which are incorporated in the Issues section that follows.

17.1.5 These matters can be addressed by the various responsible bodies through a variety of methods. However the principal method used in this plan is regulation. Rules in the District Plan can assist in avoiding remedying or mitigating the adverse effects of hazardous substances by:

- ♦ controlling the location of facilities that use hazardous substances
- ♦ setting standards for the storage of hazardous substances
- ♦ requiring scrutiny of hazardous substance facilities through the resource consent procedure.

17.1.6 A National Environmental Standard (NES) for Assessing and Managing Contaminants in Soils came into force on the 1 January 2012 to ensure that land affected by contaminants in soil is appropriately identified and assessed at the time of being developed and if necessary remediated, or the contaminants contained, to make the land safe for human use. The NES prescribes:

- ♦ Controls that direct the requirement for resource consent or otherwise for activities and subdivision on contaminated land or potentially contaminated land
- ♦ Methods for establishing applicable numerical standards for contaminants in soil
- ♦ Use of established best practice guidelines for investigating and reporting on contaminated or potentially contaminated land.

### 17.2 Issues

17.2.1 The inappropriate storage and use of hazardous substances could adversely affect the health and safety of people in the event of an accident particularly when stored or used in proximity to centres of population.

17.2.2 The uncontrolled disposal of hazardous substances can pollute land and waterways.

17.2.3 Some older hazardous substances storage facilities have the potential to leak their contents into or onto surrounding land with consequent adverse effects on the environment.

17.2.4 The spillage or release of hazardous substances during transportation may cause significant adverse effects on the environment or on the health and safety of people.

17.2.5 There is a lack of information about the amount, type, location and manner of disposal of hazardous substances. Appropriate facilities to treat and dispose of all hazardous substances are not available in the Waikato Region.

17.2.6 There is a lack of knowledge by some users of the correct procedures for use and disposal of some hazardous substances.

### 17.3 Objectives

17.3.1	To avoid, remedy or mitigate adverse effects on the environment and on people, associated with the use and storage of hazardous substances.	<i>Issues 17.2.1, 17.2.3</i>
17.3.2	To avoid, remedy or mitigate adverse effects on the environment and people of the disposal of hazardous substances.	<i>Issues 17.2.2, 17.2.5, 17.2.6</i>
17.3.3	To avoid, remedy or mitigate adverse effects on the environment and on people, associated with transportation of hazardous substances.	<i>Issues 17.2.4</i>
<b>17.4</b>	<b>Policies</b>	
17.4.1	To locate sites that store or use hazardous substances with significant risks of adverse effects, away from sensitive areas, including population centres.	<i>Objectives 17.3.1</i>
17.4.2	To set standards for hazardous substance storage facilities that are designed to minimise risks to the environment and to people.	<i>Objectives 17.3.1</i>
17.4.3	To require specific scrutiny by the public and other interested parties through resource consent consultation and notification procedures of proposals for storage of hazardous substances, where there is any significant risk associated with them.	<i>Objectives 17.3.1</i>
17.4.4	To promote the establishment of appropriate regional facilities specifically for disposal of hazardous wastes.	<i>Objective 17.3.2</i>
17.4.5	To encourage the location of facilities for the use and storage of hazardous substances in proximity to main transport routes.	<i>Objective 17.3.1, 17.3.3</i>
17.4.6	To take into account the risks of transportation of hazardous substances when considering the location of hazardous substance storage facilities.	<i>Objective 17.3.3</i>
17.4.7	To prepare and maintain a database of confirmed contaminated sites in the Waitomo District, and disseminate this information to the public through the Land Information Memorandum/ Project Information Memorandum system.	<i>Objective 17.3.1</i>

## 17.5 Methods

### 17.5.1 Explanation

Council has adopted an approach to managing hazardous facilities that focuses on assessing potential adverse effects of three kinds:

- ♦ effects caused by fire and/or explosion;
- ♦ effects on human health;
- ♦ environmental effects.

Possible adverse effects of hazardous substances can be predicted by the hazard of the substance and the anticipated consequences of its release. Adverse effects include:

- ♦ contamination of water, soil and air;
- ♦ short and long term damage to ecosystems;
- ♦ accumulation of persistent substances in the bodies of humans and animals, resulting in chronic and/or long term damage to their health;
- ♦ acute damage to human health through exposure to substances affecting skin, mucous membranes, respiratory and digestive systems;
- ♦ damage to the environment from fire or explosion events;
- ♦ damage to human health and property from fire or explosion events.

In order to assess the hazard posed by various substances and the risk they present, Council has adopted the *Hazardous Facility Screening Procedure (HFSP)* for use in assessing hazardous activities or facilities.

### 17.5.2 The Hazardous Facility Screening Procedure

The *Hazardous Facility Screening Procedure* will be applied to all proposed new facilities using or storing hazardous substances, and extensions and alterations to existing facilities.

The HFSP will be used as a screening tool to assist in making decisions on:

- ♦ whether a proposed hazardous facility is permitted, subject to defined minimum conditions; or,
- ♦ whether it requires a resource consent and additional assessment of risks.

### 17.5.3 Contaminated Land

The National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011, applies to assessing and managing the potential adverse effects of contaminants in soil on human health from particular activities. Those activities comprise subdivision, land use change, soil disturbance, soil sampling or removing and replacing fuel storage systems. Any activity which is the subject of the NES is required to comply with the gazetted regulations. Where compliance with permitted activity provisions of those regulations cannot be achieved, resource consent is required to be obtained. Council is responsible for observing and enforcing the provisions of the NES.

Note:

- (a) Any subdivision of land that is actually or potentially contaminated by an activity or industry described on the HAIL (Hazardous Activities and Industries List) is covered by the NES.
- (b) For information purposes a copy of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011, is included in Appendix 10.
- (c) The District Plan does not contain rules that address contaminated land provisions to the extent addressed by the NES, or for any other purpose not otherwise covered in the NES.

## 17.6 Rules

17.6.1 The references in these rules to the Hazardous Facility Screening Procedure mean the procedure set out in the document "Land Use Planning for Hazardous Facilities" prepared by the Hazardous Facility Screening Procedure Review Group in conjunction with the Ministry for the Environment, June 1995. A copy of this document is available from the Waitomo District Council offices.

### 17.6.2 Permitted Activities

Any hazardous facility with an *Effects Ratio* equal to or below the *Effects Ratio* specified for the zone in which it proposes to locate, as set out in the Consent Status Matrix, Table 17.1 below, or any quantity of hazardous substances

permitted in the Rural Zone under Table 17.2 below.

Policy  
17.4.2

### 17.6.3 Discretionary Activities

- (a) Any hazardous facility with an *Effects Ratio* above the *Effects Ratio* specified for the zone in which it proposes to locate, as set out in the Consent Status Matrix, Table 17.1 below. Policy 17.4.2
- (b) Any hazardous facility that does not meet any one or more of the conditions in Rule 17.6.6.

### 17.6.4 Table 17.1-Consent Status Matrix

Zone	Activity Status	
	Permitted	Discretionary
Residential	≤ 0.05	>0.05
Rural	≤ 0.75	>0.75
Business	≤ 0.5	>0.5
Industrial (including Special Industrial activity Areas)	≤ 1	>1

The calculation of the Effects Ratio shall be carried out using the “Hazardous Facilities Screening Procedure” referred to in Rule 17.6.1.

### 17.6.4.1 Table 17.2-Permitted Activity Quantities for Rural Zone

Substance	Unit measure	Amount	For Separate Rural Sub-Facilities More Than 30 Metres Apart*
Diesel/ Oil	Litres	2,000	22,500
Petrol/ Flammable Liquids	Litres	500	7,500
Detergents/ Bleaches	Litres	500	2,250
Animal Remedies	Litres or Kg	400	2,250
Pesticides	Litres or Kg	120	225

\* Note: if any of the above substances are stored on a property in separate sub-facilities more than 30 metres away from each other, this increases the permissible maximum quantities to those shown in the right hand columns.

### 17.6.5 This section does not apply to the following:

- (a) trade waste sewer and waste treatment or disposal facilities
- (b) storage or use of hazardous consumer products for private domestic purposes
- (c) retail outlets for sale of hazardous substances for domestic usage (e.g. supermarkets, hardware shops, pharmacies)
- (d) facilities using genetically modified or new organisms
- (e) dust explosions
- (f) gas and oil pipelines
- (g) fuel in motor vehicles, boats and small engines such as lawnmowers, chainsaws etc

- (h) The retail sale of petrol, up to a storage of 100,000 litres of petrol in underground storage tanks and up to 50,000 litres of diesel, provided that the “Code of Practice for the Design, Installation and Operation of Underground Petroleum Systems”, published by the Department of Labour - OSH in 1992 and “Supplement No.1 (Management of Existing Underground Petroleum Storage Systems)” published by the Department of Labour – OSH in 1995, are adhered to
- (i) Retail LPG outlets, with storage of up to 6 tonnes (single vessel storage) of LPG, provided that the the joint Australian / New Zealand Standard for “Storage and Handling LP Gas (AS/NZS 1596: 1997)” is adhered to
- (j) The use of hazardous substances where the use, transportation and storage of hazardous substances is carried out in accordance with the New Zealand Defence Force orders; as contained in Ammunitions and Explosives Regulations Volume One (A & ER’s Vol. 1) for the storage of ammunition and explosives, and NZ P2, Safety in Training
- (k) electrical substations and transformers
- (l) high voltage power lines
- (m) liquid milk storage provided that any spillage is prevented from entering a water course or body or from seeping into an underground water supply
- (n) telecommunication and radiocommunication masts.

#### 17.6.6 ConditionsforPermittedActivities

The following conditions shall be complied with by any permitted activity under Rule 17.6.2.

##### 17.6.6.1 **Site Design**

- (a) Any part of a hazardous facility site where hazardous substances are used shall be designed, constructed and managed in a manner that prevents: *Policy 17.4.2*
  - ♦ any effects of the intended use from occurring outside of the intended target area;
  - ♦ the entry or discharge of the hazardous substance into the stormwater drainage system;
  - ♦ the entry or discharge of the hazardous substance into the sewerage system unless permitted by the sewerage utility operator.
- (b) Any part of a hazardous facility site where hazardous substances are used, stored, manufactured, mixed, packaged, loaded, unloaded or otherwise handled shall be designed, constructed and managed in a manner that prevents: *Policy 17.4.2*
  - ♦ the contamination or any land and/or water (including groundwater and potable water supplies) in the event of a spill or other unintentional release of hazardous substances;
  - ♦ the entry or discharge of the hazardous substance into the stormwater drainage system in the event of a spill or other unintentional release;
  - ♦ the entry or discharge of the hazardous substance into the sewerage system in the event of a spill or other unintentional release. *Policy 17.4.2*
- (c) The hazardous facility site shall be designed, constructed and managed in a manner that any stormwater originating on or collected on the site that has become contaminated: *Policy 17.4.2*
  - ♦ does not contaminate any land and/or water (including groundwater and potable water supplies) by acting as a transport medium for hazardous substances unless permitted by a resource consent;
  - ♦ does not enter or discharge into the stormwater drainage system;
  - ♦ does not enter or discharge into the sewerage system unless permitted by

the sewerage utility operator.

Adherence to the following design guidelines is deemed to comply with this condition:

#### 17.6.6.2 **Spill Containment System**

The parts of the hazardous facility site described in parts (b) and (c) above shall be serviced by a spill containment system that is:

*Policy 17.4.2*

- ♦ constructed from impervious materials resistant to the hazardous substances used, stored, manufactured, mixed, packaged, loaded, unloaded or otherwise handled on the site;
- ♦ able to contain the maximum volume of the largest tank used, or where drums or other containers are used, able to contain half of the maximum volume of substances stored;
- ♦ able to prevent any spill or other unintentional release of hazardous substances, and any stormwater and/or fire water that has become contaminated, from entering the stormwater drainage system;
- ♦ able to prevent any spill or other unintentional release of hazardous substances, and any stormwater and/or fire water that has become contaminated, from discharging into or onto land and/or water (including groundwater and potable water supplies) unless permitted by a resource consent.

#### 17.6.6.3 **Stormwater Drainage**

- ♦ All stormwater grates on the site shall be clearly labelled "Stormwater Only".

*Policy 17.4.2*

#### 17.6.6.4 **Washdown Areas**

Any part of the hazardous facility site where vehicles, equipment or containers that are or may have become contaminated with hazardous substances are washed shall be designed, constructed and managed to prevent the effluent from the washdown area from:

*Policy 17.4.2*

- ♦ entry or discharge into the stormwater drainage system;
- ♦ entry or discharge into the sewerage system unless permitted by the sewerage utility operator;
- ♦ discharge into or onto land and/or water (including groundwater and potable water supplies) unless permitted by a resource consent.

#### 17.6.6.5 **Underground Storage Tanks**

Underground tanks for the storage of petroleum products shall be designed, constructed and managed to prevent leakage and spills.

*Policy 17.4.2*

Adherence to the Code of Practice for "Design, Installation and Operation of Underground Petroleum Systems" (Department of Labour - Occupational Safety and Health) is deemed to be one method of complying with this standard.

17.6.6.6 **Signs**

Any hazardous facility shall be adequately signposted to indicate the nature of the substances stored, used or otherwise handled.

*Policy 17.4.2*

Adherence to the Code of Practice for "Warning Signs for Premises Storing Hazardous Substances" of the New Zealand Chemical Industry Council, is deemed to be one method of complying with this standard.

17.6.6.7 **Waste Management**

(a) Any process waste or waste containing hazardous substances shall be managed to prevent:

*Policy 17.4.2*

- ♦ the waste entering or discharging into the stormwater drainage system;
- ♦ the waste entering or discharging into the sewerage system unless permitted by the sewerage utility operator;
- ♦ the waste discharging into or onto land and/or water (including groundwater and potable water supplies) unless permitted by a resource consent.

(b) The storage of any process waste or waste containing hazardous substances shall at all times comply with the other standards in this section.

*Policy 17.4.2*

(c) The storage of any waste containing hazardous substance shall be in a manner that prevents:

*Policy 17.4.2*

- ♦ exposure to ignition sources;
- ♦ corrosion or other alteration of the containers used for the storage of the waste;
- ♦ unintentional release of the waste.

(d) Any hazardous facility generating waste containing hazardous substances shall dispose of these wastes to appropriate facilities, or be serviced by a waste disposal contractor.

*Policy 17.4.2*

17.6.7 **Assessment Criteria for Discretionary Activities**

Where the HFSP has determined that a hazardous substance facility is a discretionary activity and will therefore require a resource consent, the consent application shall be accompanied by an assessment of environmental effects. This shall be provided in such detail as corresponds with the scale and significance of the actual or potential effects and risks of the proposed development.

An application will be assessed having regard to the following matters:

- (a) Consistency with the objectives, policies and controls for the relevant zone.
- (b) Risk assessment.

17.6.7.1 **Risk Assessment**

A qualitative or quantitative risk assessment may be required, depending on the scale of potential effects of the proposed development. As well as addressing more analytically the issues addressed in the HFSP, this assessment should place particular emphasis on those issues not addressed in detail by the HFSP, including:

- ♦ identification of potential hazards, failure modes and exposure pathways;
- ♦ the separation distance to neighbouring activities, with emphasis on people-sensitive activities such as child care facilities, schools, rest homes, hospitals, shopping centres and residential areas;
- ♦ the location of the facility in relation to the nearest aquifer, waterway, coast or other sensitive environments;
- ♦ the nature of the subsoil and the site geology;
- ♦ the distance to environmentally sensitive areas such as wildlife habitats or water catchments;
- ♦ assessment of the probability and potential consequences of an accident leading to a release of a hazardous substance or loss of control;
- ♦ identification of cumulative and/or synergistic effects;
- ♦ fire safety and fire water management;

- ♦ adherence to health and safety and/or management systems;
- ♦ spill contingency and emergency planning, monitoring and maintenance schedules;
- ♦ site drainage and off-site infrastructure, e.g. stormwater drainage system, sewer type and capacity;
- ♦ the transport of hazardous substances; and
- ♦ the disposal of wastes containing hazardous substances.

#### 17.6.7.2 **Risk Mitigation and Management**

Consideration will be given to the adoption of specific spill contingency plans, emergency procedures, stormwater management and treatment, treatment and disposal procedures for wastes containing hazardous substances, fire safety, monitoring and maintenance procedures, and appropriate site management systems.

#### 17.6.7.3 **Alternatives**

Where it is likely that an activity may result in significant adverse effects on the environment, a description of alternative locations or methods for undertaking the activity shall be submitted.

#### 17.6.7.4 **Traffic Safety**

It should be demonstrated that the proposal will generate no significant adverse effects on the safety of the operation of the adjoining road network and that vehicles transporting hazardous substances will not utilise local roads in residential areas as a regular means of transport. Conditions may be imposed that require access along specified routes.

### 17.7 **Anticipated Environmental Outcomes**

- (a) An environment in which any adverse impacts arising from the use, storage, disposal and transportation of hazardous substances are avoided, remedied or mitigated.
- (b) Progressive clean-up of contaminated sites and the avoidance of pollution from hazardous substances.

## 26. **Subdivision**

### 26.1 **Introduction**

26.1.1 Section 218 of the Resource Management Act defines the term “subdivision of land” as meaning

*“(a) The division of an allotment --*

*(i) By an application to a District Land Registrar for the issue of a separate certificate of title for any part of the allotment; or*

*(ii) By the disposition by way of sale or offer of sale of the fee simple to part of the allotment; or*

*(iii) By a lease of part of the allotment which, including renewals, is or could be for 20 years or longer; unless that part of the allotment is in the coastal marine area, and that lease is allowed for a term of 20 years or longer by a coastal permit or by a rule in a regional coastal plan; or*

*(iv) By the grant of a company lease or cross lease in respect of any part of the allotment; or*

*(v) By [the deposit of a unit plan, or] an application to a District Land Registrar for the issue of a separate certificate of title for any part of a unit on a unit plan; or*

*(b) An application to a District Land Registrar for the issue of a separate certificate of title in circumstances where the issue of that certificate of title is prohibited by section 226, -- and the term “subdivide land” has a corresponding meaning.”*

26.1.2 Subdivision is often the first step in a process of land development. The size, shape and pattern of allotments are factors that determine the subsequent nature of development of the land. Subdivision can lead to land being fragmented into parcels that are too small or irregular and thus inhibit or prevent development occurring. Accordingly, it is essential that the creation or alteration of lots be conducted in a manner which permits the activity proposed for those lots to occur in a way that avoids, remedies or mitigates adverse effects. The Plan recognises this and accordingly administers subdivision in a manner which ensures that new lots can accommodate their proposed use, and promotes integration of subdivision with land development.

### 26.2 **Resource Management Issues**

26.2.1 In urban areas the creation of small lots, and more intensive development, may lead to fewer opportunities for creating a spacious character that is an important aspect of the amenity values of the District. However in fully serviced areas there is demand for smaller sites.

26.2.2 Access to sunlight and leisure areas is essential for the health and wellbeing of people. All lots need to be an adequate size and shape for peoples’ needs in these areas to be met.

26.2.3 Fragmentation of land parcels into small sizes may lead to a loss of flexibility of their use in the future, but alternatively may promote diverse future land use.

26.2.4 Creation of small unserviced allotments may create difficulties in relation to disposal of effluent or provision of an adequate potable water supply. These may have adverse environmental effects and adversely effect public health.

26.2.5 The additional traffic and property accesses generated as a result of subdivisions may adversely affect the safe and efficient operation of the district’s roads and the State Highway network.

26.2.6 Some areas of the district are prone to periodic flooding or coastal erosion. Intensive development and subdivision of this land may be inappropriate.

26.2.7 Some areas on the fringe of Te Kuiti which could otherwise be attractive for residential subdivision have significant limitations in terms of slope stability. Intensive development and subdivision of this land may be inappropriate.

26.2.8 Inappropriately designed subdivisions may adversely affect rural character and valued landscape features, and in coastal areas may adversely affect the amenity values of the coastal environment.

26.2.9 Inappropriately sited subdivisions may have adverse effects on significant flora, fauna and ecosystems. Habitats may become fragmented and an influx of pets and pest species to the area as a result of development after subdivision may have adverse affects on indigenous species.

Note: Although this is identified as a potential issue, it is intended for the purposes of information and education. There is insufficient evidence at present to justify a rule controlling subdivisions.

26.2.10 The potential damage or destruction of heritage resources including archaeological sites and sites of importance to Maori.

### 26.3 Objectives

26.3.1 To avoid, remedy or mitigate adverse effects on the district's natural and physical resources arising from the subdivision of land, and land use changes that follow subdivision, particularly to ensure: *Issues 26.2.5, 26.2.8, 26.2.9, 26.2.10*

- ♦ That access to allotments does not conflict with the safe and convenient functions of highways and roads;
- ♦ Significant areas of indigenous vegetation and significant habitats of indigenous fauna are protected.
- ♦ Rural character and amenity in the Rural Zone is maintained.
- ♦ The preservation of the natural character and amenity values of the coastal environment; and
- ♦ The preservation of coastal open space for enjoyment by all.

26.3.2 To ensure that all residential lot sizes and designs are capable of providing sufficient areas for leisure, daylight and sunlight for those people occupying dwellings on them. *Issue 26.2.2*

26.3.3 To ensure that subdivisions in flood prone, eroding or unstable areas adopt mechanisms to avoid, remedy or mitigate problems associated with site inundation or slope stability. *Issues 26.2.6, 26.2.7*

26.3.4 To ensure that subdivision safeguards the life supporting capacity of soils. *Issue 26.2.8*

26.3.5 To ensure that allotments created through subdivision do not unnecessarily limit options for flexible future use of the land. *Issue 26.2.3*

26.3.6 To avoid adverse health and environmental effects associated with inadequate effluent disposal or water supplies for subdivisions. *Issue 26.2.4*

26.3.7 To ensure that subdivision does not result in adverse effects on significant indigenous vegetation and significant habitats of indigenous fauna. *Issue 26.2.9*

### 26.4 Policies

26.4.1 That all subdivisions create allotments suitable for their intended use and allow sufficient room for activities to be carried out on them. *Objectives 26.3.2, 26.3.5*

26.4.2 That the design of subdivisions takes access, topographical, cultural, heritage, utility, coastal characteristics (including open space, amenity values, and the coastal environment), and visual features into account and implements mechanisms to avoid, remedy or mitigate significant adverse effects on these features. *Objective 26.3.1*

26.4.3 To restrict subdivision where natural hazards such as flooding, erosion or slope instability are known to exist. *Objective 26.3.3*

26.4.4 To ensure that all lots be designed so as to accommodate the effluent disposal areas specified by either the Waikato or Manawatu-Wanganui Regional Councils where reticulated sewerage services are not available. *Objective 26.3.6*

- 26.4.5 To ensure that all subdivisions take into account the need for adequate services to be established, to make use of existing infrastructure and to protect public health and the environment. Within the Te Maika Conservation Zone the standard of services may be lower than elsewhere because of its unique wilderness characteristics, but the adequate protection of public health and the environment shall remain paramount. *Objectives 26.3.5, 26.3.6*
- 26.4.6 To, where necessary, impose appropriate conditions supported by assessment criteria to avoid, remedy or mitigate the adverse effects resulting from subdivision on natural and physical resources. *Objective 26.3.1*
- 26.4.7 To increase people's awareness of the potential adverse effects of residential subdivision adjacent to significant habitats of indigenous fauna. *Objective 26.3.1*
- 26.5 Rules**
- 26.5.1 *General*
- (a) Any lot being created shall be physically suitable for the activity for which it is proposed. Suitability will be assessed by reference to the provisions of this section. Present or potential rural land uses and their productivity are not relevant to any such assessment. *Policy 26.4.1*
- (b) Any lot being created shall contain a stable building platform at least 500mm above known design flood levels, or an adequate size to accommodate proposed buildings, and not subject to other known natural hazards. *Policy 26.4.3*
- (c) Any subdivision in the coastal environment shall be designed in a manner that will not detract from the quality, amenity value or natural character of the coastal environment. Specific attention should be paid to: *Policy 26.4.2*
- ♦ the location of building sites
  - ♦ the location and formation standard of vehicle accesses
  - ♦ the potential for planting and maintenance programmes to contribute to the coastal environment.
- Note: The Regional Plan includes specific rules relating to earthworks, especially where there may be adverse effects on bodies of water.
- Note: The National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011 includes additional provisions that apply to subdivision, change of land use, soil disturbance, soil sampling, and removing fuel storage systems (Refer to Section 17 Hazardous Substances and Contaminated Land).

Table 26.1: Subdivisional status

Zones	"Green Field"	"Infill"	Boundary Relocations	Network Utility Subdivisions	Conservation Lots	Activities which do not comply with development standards	Lots to Accommodate activity for which resource consent has been granted	Subdivision of land within 20m of a transmission line designed to operate at 110 Kv or above
Residential	C	D	P	P	C	D	D	D
Business	C	C	P	P	N/A	D	D	D
Industrial	C	C	P	P	N/A	D	D	D
Rural	C	N/A	P	P	C	D	D	D
KEY:	P = Permitted	NC = Non-complying						
	C = Controlled	N/A = Not applicable						
	D = Discretionary							

- Notes:
- (a) For the purposes of this rule "Green Field" means subdivision of bare land that has not previously been subdivided and developed. "Infill" means the further more intensive subdivision of urban land that has previously been subdivided and developed and contains existing buildings.
  - (b) See Rule 14.5 for subdivision rules in the Conservation Zone.

26.5.3 Conditions for Permitted Activities(a) Minimum lot sizes:*Policy 26.4.1 & 26.4.4*

Rural zone:	sewered:	700m <sup>2</sup>
	unsewered:	2,500m <sup>2</sup>
Residential zone:	sewered:	600m <sup>2</sup> green field
	sewered:	300m <sup>2</sup> infill
	unsewered:	2,500m <sup>2</sup>

Other zones: No minimum lot size but areas must be adequate to accommodate the proposed activity and to meet all relevant Conditions for Permitted Activities.

Note: For the purposes of this rule "sewered" means land where new lots are to be connected to a fully reticulated community sewage disposal system approved or operated by Council.

(b) Access

- ♦ All lots shall be provided with legal access in terms of Section 321 of the Local Government Act unless amalgamated in title with existing parcels having legal access or otherwise excluded in terms of that Section. *Policy 26.4.5*
- ♦ Except within the Te Maika Conservation Zone every lot (other than allotments created through road closure or severance) shall be provided with a safe physical and practical access in accordance with Rule 16.5.6 to a formed legal road which is maintained to the standards of the road controlling authority or where such access is not available, shall be amalgamated with adjoining lands. *Policy 26.4.5*

Note 1: Subdivisions seeking access directly onto a State Highway will have to meet Transit New Zealand's standards for that access.

Note 2: Council may require pedestrian access to be provided where practical between urban cul-de-sac heads, and pursuant to s237B of the Act through any new Rural Zone lot lying between a road and a body of water, or a reserve, or other public lands, where:

- there is a demonstrable need (known public demand, alternatives not readily available); and
- the route is convenient in terms of access, topography and existing land use.

(c) Easements

Any necessary easements to provide for services that cross private land shall be shown on the preliminary plan of subdivision. Where appropriate such easements shall be in favour of Council or the appropriate network utility operator. *Policy 26.4.5*

(d) Services

All subdivisions shall make provision for adequate water supply for domestic purposes, sewerage, drainage, roading and access, energy and telecommunication services. Where reticulated services are available connections to them shall be provided. Within the Te Maika Conservation Zone services shall be consistent with the wilderness character of the Peninsula and the low density of development, provided that adequate protection of public health and the environment shall remain paramount. Council will not require or provide usual development services (including full standard public roads or electricity) to the Te Maika Conservation Zone. Stored roof water is accepted as an adequate water supply for rural or casual domestic purposes. *Policy 26.4.5*

(e) NetworkUtilityActivities

In all zones minimum lot size shall not apply to subdivision to accommodate network utility activities. Services described in Rule 26.5.3(d) shall only be provided where the network utility operation proposed for the site requires such services. Each lot shall be of sufficient area to accommodate the activity and meet any relevant development standards.

(f) BoundaryRelocations

The number of Certificates of Title shall be the same as existed prior to the boundary relocation taking place.

Boundaries may only be relocated where the Certificates of Title are adjoining.

(g) Heritage Resources

All subdivisions shall comply with the requirements of Section 21, Heritage Resources.

Note 1: See Section 25 Financial Contributions and Esplanade Reserves, for requirements to create esplanade reserves and strips.

Note 2: See Rule 11.5.4.5 Assessment Criteria 11.6 and Section 21 Heritage Resources relating to removal of indigenous vegetation and protection of significant habitats of flora and fauna.

26.5.4 Code of Practice

All services shall be provided in accordance with NZS4404:1981 for urban areas and the "Guide to Geometric Standards for Rural Roads" (NRB) in rural areas as relevant.

Note: The construction of any subsequent building must comply with New Zealand Electrical Code of Practice of Electrical Safety Distances (NZECP: 34 1993).

26.5.5 DiscretionaryActivities

Any subdivision specified as a discretionary activity in Table 26.1 and any other subdivision that does not comply with one or more of the conditions for Permitted Activities.

26.5.6 AssessmentCriteria for Controlled and DiscretionaryActivities

(a) The conditions set out in Section 26.5.3.

(b) On site Sewage disposal

Where on-site sewage disposal is proposed the following standards apply-

- ♦ lots shall not be subject to flooding or slope in stability
- ♦ lots shall have an area of not less than 2,500m<sup>2</sup> unless a resource consent for an alternative sewage disposal method on a smaller area has been approved by the Regional Council.

(c) Building Platforms

Every lot for residential purposes shall be provided with a building platform of adequate size to accommodate the proposed building. The platform shall not be subject to a known natural hazard.

(d) Covenancing of Trees, SignificantVegetation, Heritage Sites andOutstanding Natural Features

The Council may require individual indigenous or exotic trees, areas of significant indigenous vegetation, wetlands, outstanding natural features, and sites of special heritage value to be the subject of covenants registered on the title, when potential land use activities resulting from subdivision are likely to threaten significant ecological, natural and heritage values. The need for access for farming or pedestrian purposes through covenanted areas shall be assessed, provided that such access shall not prejudice the feature that the covenant is intended to protect.

Note: Significant vegetation, features, or sites for covenancing may be identified by reference to:

- ♦ Rule 11.6.3 of this Plan.
  - ♦ Section 21 of this Plan.
  - ♦ The Regional Policy Statement on Biodiversity.
  - ♦ Recommended Areas for Protection identified by the Department of Conservation.
- (e) The Objectives and Policies of the Subdivision Section and the relevant Objectives and Policies for the Zone in which the subdivision is to occur.
- (f) The suitability of the site for the intended use.
- (g) The availability of network utilities and other infrastructure, and in urban subdivisions and any subdivision for residential purposes of more than one lot, the extent to which it is practicable to place new electrical and telecommunication services underground.
- (h) The topography of the site.
- (i) Whether the design of the subdivision includes areas of reserve to vest that are adequate to meet the reasonably foreseeable recreational needs created by that subdivision.
- (j) The extent to which the subdivision design mitigates the potential adverse electromagnetic effects of any 110kV transmission lines through the location of roads and reserves under the route of the line.
- (k) The extent to which the subdivision design minimises potential adverse effects from the structural failure of 110kV transmission lines.
- (l) The extent to which the subdivision design facilitates access to transmission lines for maintenance and inspection purposes by the relevant network utility operator.
- (m) Whether there is any potential risk to human health from site contamination as a result of past land use activities.

#### **26.6 Anticipated Environmental Outcomes.**

- (a) The adverse effects of subdivision are avoided, remedied or mitigated to such an extent that they have minimal impact upon adjacent and adjoining uses.
- (b) New subdivisions utilise natural and physical resources in an efficient manner.
- (c) A variety of life styles can be accommodated through the subdivision process.
- (d) Innovative and sustainable subdivision designs are encouraged.
- (e) Subdivision designs meet the reasonably foreseeable recreational needs of the future generations.

**Document No: 337146****File No: 097/001B****Report To: Council****Meeting Date:** 25 June 2015**Subject: Progress Report: Resource Consent Applications**

## **Purpose of Report**

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

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

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

## **Background**

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

## **Commentary**

- 4.1 Commentary on outstanding resource consents is provided below:

## **4.2 Mokau Sands Limited**

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application.
- 4.11 In the meantime in order to expedite the application further meetings have been held with the applicant. The applicant hopes to obtain the written approval for the development from key submitters with a view to providing all the necessary information to both the Waikato Regional and Waitomo District Councils by March 2014.
- 4.12 The revised application has been received and reviewed by Councils planning consultants who confirm that what is now proposed is within the bounds of what was originally notified.
- 4.13 Aspects of the revised application however require further detail and or clarification and for that reason the application has again been placed on hold pending receipt of the required detail.
- 4.14 At this stage a hearing has not been scheduled for the holiday apartment's application.
- 4.15 In the meantime however the application for the dune restoration works, which attracted one submitter, is proceeding and a joint hearing with Waikato Regional Council has been scheduled for 24 June 2014.

**4.16 CANZ Resources Limited**

- 4.17 In December 2013 CANZ Resources Limited applied to Council for a resource consent in order to undertake earthworks associated with the removal of overburden from a trial coal excavation pit on a very remote site approximately 12km inland from Awakau Road, Awakino.
- 4.18 At this time no coal is to be extracted however an assessment of the coals quality and quantity will be carried out with a view to applying for further consents at a later date for a trial excavation of coal for export to China.
- 4.19 Should the trial excavation prove successful CANZ Resources Limited plan to develop an open pit coal mine on the site. Once again, if a coal mine is to be established on the site a range of additional consents will be required which will entail detailed consultation with a range of parties.
- 4.20 CANZ representatives have now advised that further resource consents to progress this project are likely to be lodged with WDC in June/July 2014.

<b>Suggested Resolution</b>
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The Progress Report: Resource Consent Applications be received.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

June 2014

Attachment: Resource Consent Schedule (Doc 337145)

## RESOURCE CONSENTS PROGRESSING AS AT 25 JUNE 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12						
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13									
140015	B Tang & M Sun	Development of a retail outlet, Rora Street, Te Kuiti	05/06/14	Yes	Applicant has asked for application to be placed on hold in order to review development options.	17/06/14						
140016	R Gorrie	3 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Applicant has asked for the application to be placed on hold so that the proposal can be reviewed.	17/06/14						

## RESOURCE CONSENTS GRANTED (FOR 2013/14) AS AT 27 MAY 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130013	Rusling Family Trust	2 Lot Residential Subdivision, Hill Street, Te Kuiti	28/05/13	No						No	24/06/13	Conditional Consent Granted 31/05/13
130015	Barnett Farm Limited	Front Yard Dispensation, Ohura Road, Aria	4/06/13	No						No	26/6/13	Conditional Consent Granted 5/6/13
130017	Telecom Mobile Limited	Upgrade of Piopio Mobile Phone Site, SH 3, Piopio	26/7/13	No						No	23/8/13	Conditional Consent Granted 2/8/13
130014	Troll Caves Limited	Establish and operate a Troll Cave Tourist Activity, Waitomo Valley Road, Waitomo	1/5/13		Applicant has asked that the application be placed on hold pending a review of the proposal.		9/8/13			No	24/8/13	Conditional Consent Granted 29/8/13
130020	Pengxin NZ Farm Group Limited	2 Lot Rural Subdivision, Barryville Road, Barryville	5/9/13	No						No	2/10/13	Conditional Consent Granted 11/9/13
130023	John Hill Trustee Limited	Earthworks in excess of 2000m <sup>3</sup> , State Highway 3, Piopio	27/9/13	No						No	25/10/13	Conditional Consent Granted 2/10/13
130024	Morgan Farming Co	2 Lot Rural Subdivision, Paekaka Road, Piopio	3/10/13	No						No	1/11/13	Conditional Consent Granted 8/10/13
130016	MJ & CM Coleman	Proposed retail outlet, Te Kumi Road, Te Kuiti	27/06/13	Yes	Full assessment of environmental effects from the proposal required.	3/7/13	22/10/13			No	21/11/13	Conditional Consent Granted 31/10/13
130022	Waitomo District Council	Earthworks associated with the construction of a new water reservoir, State Highway 3, Awakino	27/9/13	Yes	Further details on earthworks required.	17/10/13	1/11/13			No	12/11/13	Conditional Consent Granted 5/11/13
130025	S McLennan	2 Lot Rural Subdivision, State Highway 37, Waitomo	15/10/13	No						No	13/11/13	Conditional Consent Granted 22/10/13
130027	R & C Wilson	2 Lot Rural Subdivision, Waipuna Road, Oparure	30/10/13	No						No	22/11/13	Conditional Consent Granted 1/11/13
130028	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	7/11/13	No						No	5/12/13	Conditional Consent Granted 13/11/13
130029	Te Waitere Boating Club	Club Extensions in Conservation Zone	11/11/13							No	09/12/13	Conditional Consent Granted 18/11/13
130030	P Glidden	To establish industrial activity, dismantling quad bikes, State Highway 3, Hangatiki	04/12/13	No						No	22/01/14	Conditional Consent Granted 16/12/13

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140001	W Holmes	2 Lot Rural Subdivision, Taharoa Road, Taharoa	20/01/14	No						No	20/02/14	Conditional Consent Granted 29/01/14
140005	M Frederikson	2 Lot Rural Subdivision, Te Anga Road, Waitomo	04/02/14							No	05/03/14	Conditional Consent Granted 12/02/14
140006	N Davie	Erect a dwelling on a site zoned industrial, Rangitoto Road, Te Kuiti	11/02/14	No						No	12/03/14	Conditional Consent Granted 19/02/14
140002	C Carey	Establish and operate a quarry, Te Anga Road, Te Anga	22/01/14	Yes	Detailed assessment of environmental effects required	23/01/14	20/02/14			No	14/03/14	Conditional Consent Granted 04/03/14
130032	CANZ Resources Limited	Earthworks to remove overburden from a trial coal exploration pit	23/12/13	Yes	Consultation with Iwi required.	31/01/14	18/02/14			No	3/03/14	Conditional Consent Granted 04/03/14
140008	K Fitzgerald	3 Lot Rural Subdivision, Fullerton Road, Waitomo	19/02/14	No						No	19/03/14	Conditional Consent Granted 28/02/14
140003	R and C Fagan	Construct a 170m <sup>2</sup> storage shed, Te Kumi Road, Te Kuiti	28/01/14	Yes	Affected parties sign off required.	05/02/14	02/04/14			No	29/04/14	Conditional Consent Granted 3/04/14
140010	Turere Limited	Construction of vehicle entrance, State Highway 3, Piopio	24/03/14	Yes	Affected parties sign off required	24/3/14	08/05/14			No	05/06/14	Conditional Consent Granted 13/05/14
140011	B St. George	2 Lot Rural Subdivision, Mangarino Road, Te Kuiti	06/05/14	No						No	04/06/14	Conditional Consent Granted 12/5/14

Document No: 337142

File No: 305/006

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Waitomo Building Consent Authority Accreditation**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the outcome of the recent audit carried out by International Accreditation New Zealand (IANZ) of the Waitomo District Building Consent Authority (BCA).

## Local Government Act S.11A Considerations

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

## Background

- 3.1 Waitomo District Council has been accredited by IANZ as a BCA since 2007. Without the required accreditation Council staff would not be able to process and issue building consents and carry out building inspections.
- 3.2 The loss of these essential services would have a significant negative impact on the building industry at a local level.
- 3.3 In order to ensure ongoing accreditation IANZ carries out a routine reassessment of the Waitomo BCA every two years to determine compliance with the requirements of the Building (Accreditation of Building Consent Authorities) Regulations 2006.
- 3.4 During the 2-3 day assessment systems and procedures are reviewed and staff competencies are audited. If critical faults are found in the BCA's systems Corrective Action Requests (CARS) are raised by IANZ which must be addressed within agreed deadlines if the BCA's accreditation is to continue.
- 3.5 More routine matters which may require a BCA's attention are dealt with by IANZ as recommendations. Recommendations do not prevent accreditation being received but may become CARS in future assessments if they have not been actioned.
- 3.6 WDC's most recent assessment by IANZ was carried out between 3 and 5 June 2014.

**Commentary**

- 4.1 It is pleasing to report that the recent routine assessment of WDC's BCA by IANZ determined continued substantial compliance with the requirements of the Building (Accreditation of Building Consent Authority) Regulations 2006.
- 4.2 No CARS were raised by IANZ therefore the BCA's accreditation will continue.
- 4.3 IANZ staff noted that the BCA's recording of decisions, reasons for decisions and outcomes of decisions in respect of its application processing, were excellent.
- 4.4 The assessors went on to affirm that rarely has an assessment team seen a more comprehensive set of records in which the technical decisions were found to be appropriate.
- 4.5 The audit did detail 10 recommendations outlining mainly administrative issues which staff will easily resolve.
- 4.6 This excellent audit result was achieved because of the commitment of staff in the BCA who have ensured that systems and procedures are correctly followed at all times.

**Suggested Resolution**

The business paper on Waitomo Building Consent Authority Accreditation be received



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

June 2014

**Document No:** 337080**File No:** 092/015A**Report To: Council****Meeting Date:** 25 June 2015**Subject: Otorohanga District Development Board – Reporting against Service Level Agreement**

### Purpose of Report

- 1.1 The purpose of this business paper is for Council to receive the Otorohanga District Development Board's (ODDB) January 2014 and June 2014 reports against the Key Performance Indicators contained in the Service Level Agreement (SLA).
- 1.2 Ray Haley, Otorohanga Youth Coordinator will be making a Deputation to Council to present these reports. That Deputation business paper is contained elsewhere in this Agenda.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 The ODDB Youth Support Program was established in 2005 to address issues of young people leaving the District to take up pre-employment qualifications and study elsewhere.
- 3.2 Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding \$15,000.00 per annum for three years for ODDB Youth Support Programs. ODDB stated the proposal had been developed to formalise what had been provided for the past eight years. Also, the proposed partnership would provide on-going sustainability for the programs to help protect the economic sustainability of the business.
- 3.3 Council reconsidered the funding request for ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from local organisations.
- 3.4 Council confirmed agreement to include a funding capacity of \$15,000.00 in its Exception Annual Plan. The funding would be provided to ODDB subject to an

appropriate SLA being put in place with clear detail of the service deliverables and performance measures to be reported against.

- 3.5 The purpose of the SLA is to set the framework and working relationship between the parties and confirm service deliverables and performance measures to be reported against.
- 3.6 Through the SLA both parties agree to the provision of funding towards the delivery of Youth Support Programs provided by the ODDB.
- 3.7 ODDB's performance strategy for the agreement is attached to the SLA as Appendix 1. The strategy identifies how services will be delivered (goals and actions) and what outcomes will be achieved (key performance indicators) over the next three year period.
- 3.8 ODDB will report to Council twice per year in the months of January and July. The reporting will be based around the key performance indicators identified in Appendix 1 of the SLA.

### Commentary

- 4.1 Attached to and forming part of this business paper are copies of the Service Level Agreement between WDC and ODDB together with the Partner Funding Reports for Otorohanga/Waitomo Youth Programs.

### Suggested Resolution

- 1 The Deputation from Otorohanga District Development Board be received.
- 2 The Otorohanga District Development Board Partner Funding Reports for Otorohanga/Waitomo Youth Programs be received.

DONNA MACDONALD  
**COMMUNITY DEVELOPMENT COORDINATOR**

17 June 2014

- Attachments:
- 1 Otorohanga District Development Board Reports - January 2014 and June 2014 (Doc No.s 326447 and 337042)
  - 2 Service Level Agreement between Waitomo District Council and Otorohanga District Development Board (Doc No 312542)

## Partner Funding report Otorohanga Youth Programs January 2014

Otorohanga Youth programs have continued to gain the success of previous years with again some impressive figures for the completion of 2013 year.

It is the support of our funding partners as well as local industries, boards, Schools and education facilities as well as contractors that make these programs success, not forgetting the local youth who are always willing to participate in improving their own selves as well as taking opportunity to improve their position in life and education.

A brief summary of each program and its success follows.

### **Otorohanga Trade Training Centre.**

9 students completed the 2013 Engineering/Automotive pre trade level 2 course.

Accolades need to go to the Wintec Tutor for his outstanding first year as a Tutor with students graduating with some of the best skills we have seen from these pre trade courses. Brendon achieved a very low dropout rate of 10% (1 student). OUTSTANDING.

2014 course is almost full with 15 applications and 11 acceptances so far. It is expected to place a few more into this training as school starts and students make decisions on their future.

A change of venue for OTTC February 2014 will bring exiting change and with the bigger workshop opportunities to do more within the building.

Wintec continue to offer many courses other than the pre trade course these are targeted at the employment opportunities with in the local communities the most effective being Cert in Business L2 & 3. Also short course was run for MSD in Hospitality with YC arranging work experience for this course.

### **Trades coordinator/apprentice support**

The quality of graduates has already shown results in job opportunities for these students, 8 of the 9 are already working and the one is outstanding is holding out for the apprenticeship of his choice (automotive light). I have no doubt we will place him into work in the near future. Please call Ray Haley if you have a place for him.

Apprentice support achieved good numbers again with a target of 30 students for the year it was very pleasing to achieve 54 students attending over the year at end Dec 2013 close to twice the target. It is very satisfying to see Otorohanga and Waitomo Districts continuing to employ and support young people with their futures and quality employment opportunities. Completion rates for apprentices remain in the 90% range.

8 students completed their qualifications and will be attending Mayoral graduation May 2014.

### **Youth Coordinator**

This new role is progressing well.

Funding was achieved through many partnerships with support offered for up to three years from the majority of the partners, it's with your help and assistance Otorohanga continues to achieve.

Unemployment continues to remain low and YC is working closely with WINZ and other agencies to continue to keep these levels.

The Youth data base is now up and running this is now tracking every one inside the programs including the amount of contacts coordinators have with businesses and students.

Development is now underway to start adding in the job seeker and job availability options that will match job seekers with real and tangible jobs.

The Otorohanga website has been updated showing the roles of coordinators as well as recognising partners in the programs.

College careers was another success coordinated by YC with addition of Incite evening program following the day added another dimension to the careers options, good relationships with College pathway coordinators is a key also to this success.

### **Mpowa**

Continues to contact and mentor school leavers with 55 new school leavers in 2013 adding to the rolling total of currently 173 in program.

Referrals to youth services continue for NEETS identified students.

Assistance with CV's and job applications for school leavers as well as career guidance are part of the primary functions carried out.

### **College Careers**

This program in partnership with Otorohanga College is gaining in strength and the coordinator is building very strong relationships both in and out of the College environment. The College principle is very happy with progress and had extended funding to 2014. The coordinator continues to mentor & guide young people in and out of college, arranges and coordinates events, training sessions, talent quests and many other events engaging youth. She has an expertise in being able to refer at risk students within the system to the support within College seamlessly.

Ray Haley

Otorohanga Youth Coordinator

Attachment to Partner Report January 2014. Waitomo District Council.

Report covering start of July 2013 to end January 2014. Data specific to Waitomo District.

## **Goals/Action**

### **Youth Support programs**

#### **Apprentice support program**

8 Waitomo District businesses are using this program a total of 16 employees.

5 Waitomo businesses are looking to employ new apprentices in 2014.

4 Waitomo Employees have completed their programs.

#### **Trades Training Centre L2 Engineering/Automotive pretrade.**

9 Graduates completed L2 pretrade December 2013. (1 from Waitomo district).

3 graduates are looking at apprenticeships in Waitomo District.

11 Waitomo businesses are assisting with Work experience placements.

## **Enrolments**

### **Trades Training Course**

2014 course filling up to start mid February 2014 student data on confirmed numbers and districts sourced from is not yet available. Target is 14 students.

### **Apprentice Support**

Signups for 2014 underway with 10 confirming support continuation from Waitomo District and 4 finished program with the other 2 not requiring support.

## **Achievements**

9 graduates Trades Training all employed by end January 2014

5 New apprenticeships to fill Waitomo District.

## **Funding**

3 Year funding model was achieved prior to Waitomo application approval no changes at 6 month point to this status.

## **Partner funding report Otorohanga/Waitomo Youth Programs June 2014** 12/6/14

Otorohanga/Waitomo Youth programs have continued to gain the success of previous years with again some impressive figures for the completion of the current annual contracts due for continuation renewals July 2014.

It is with the support of our funding partners as well as local industries, boards, Schools and education facilities as well as contractors that make these programs success, not forgetting the local youth who are always willing to participate in improving their own selves as well as taking opportunity to improve their position in life and education.

### **Challenges**

MSD changes to funding policy have created a shift in direction for their funding from preventative funding to outcome based funding. This should have posed no issues for us as we are very successful in outcome achievement unfortunately MSD are now only funding Long term unemployed outcomes not preventative training initiatives. The MSD funding will cease end June 2014.

This has resulted in a restructure of the programs with no change to Youth Coordinator and Trades Coordinator models and a restructure of Mpowa and College coordinator roles to increase efficiency. To achieve this and mitigate the shortfall an increased funding level from ODDB has been forthcoming to assist the youth programs success in to the future. All other partners presently look to renew funding commitments for next 12 month period.

### **Successes**

Combined Graduation Ceremony held May 15<sup>th</sup> 2014. This was a huge success with the addition of Primary Industries for the first year we saw some 28 national certificate completions forwarded by the ITO's plus the OTTC and other Wintec graduates of 22 a total of 50 students, 32 of them attending to receive their awards along with family and friends.

A brief summary of each program and its success follows.

#### **Otorohanga Trade Training Centre.**

9 students completed the 2013 Engineering/Automotive pre trade level 2 courses. All enjoyed gaining employment with only one dropping out of his job.

12 Students started the 2014 Trades Course with 2 choosing work commitments over training and dropping off still 10 students working toward gaining work offers for the years end.

The change of venue for OTTC February 2014 has given OTTC a far superior Trade venue with fixed equipment a larger teaching area and opportunity to have larger projects with a fully lockable yard.

Tutor Brendon is developing well completing his CAT qualification and working on NCALE this year, he is leading the rest of the field with this work as well as developing some strong relationships with local Industry. He is a developing the skills and relationships to be a long term addition to the programs.

22 Businesses are assisting with work experience with 8 from Waitomo District.

Wintec Hub continue to offer many courses other than the pre trade course these are targeted at the employment opportunities with in the local communities the most effective being Cert in Business L2 & 3. Night classes for basic computing skills have been overflowing.

### **Trades coordinator/apprentice support**

Apprentice support is achieving excellent numbers again with a target of 30 students for the year we currently have 53 apprentices registered over the year at end June 2014. These are a mix of Otorohanga/Waitomo and Waipa Districts. Completion rates for apprentices remain in the 90% range. Waitomo district has currently 22 students being supported from 13 businesses (spreadsheet attached).

8 apprentice completions in the 2013 calendar year from the support program ½ from Waitomo District. New apprentices awaiting start from ITO's is 5, 3 are from Waitomo District businesses.

Trades coordinator met compliance requirements with Ito's and NZTA.

### **Youth Coordinator**

This new role is progressing well.

Funding was achieved through many partnerships with support offered for up to three years from the majority of the partners, it's with your help and assistance Otorohanga /Waitomo districts continue to achieve sound results.

Unemployment continues to remain low and YC is working closely with WINZ and other agencies to continue to keep these levels. Changes to the way these numbers are now gathered does show an increase. Jobseeker numbers now include sickness beneficiaries, solo mothers and others that are available for part-time work of any sort.

The Youth data base is now up and running this is now tracking every one inside the programs including the amount of contacts coordinators have with businesses and students.

Development is now underway to start adding in the job seeker and job availability options that will match job seekers with real and tangible jobs. This is now in its trial stages.

The Otorohanga website has been updated showing the roles of coordinators as well as recognising partners in the programs.

College careers was another success coordinated by YC with addition of Incite evening program following the day added another dimension to the careers options, good relationships with College pathway coordinators is a key also to this success.

YC presented to up skilling NZ conference in Wellington to promote our youth programs to TEC, polytechnics and district marketing specialists among others.

## Mpowa

Continues to contact and mentor school leavers with a rolling total of currently 161 in program.

Referrals to youth services continue for NEETS identified students.

Assistance with CV's and job applications for school leavers as well as career guidance are part of the primary functions carried out.

## College Coordinator

This program in partnership with Otorohanga College is gaining in strength and the coordinator is building very strong relationships both in and out of the College environment. The College principle is very happy with progress and had extended funding to 2015. The coordinator continues to mentor & guide young people in and out of college, arranges and coordinates events, training sessions, talent quests and many other events engaging youth. She has an expertise in being able to refer at risk students within the system to the support within College seamlessly.

Students and workplace details supported over past 12 months Waitomo District.

	Contact FirstName	Contact FullName	COMPANY::Company Name	COMPANY::Address City	
1	Mitchell	Mitchell Henderson	BK Auto electrical	TE KUITI	
2	Ben	Ben Mcquilkin	General Automotive	TE KUITI	completed apprenticeship
3	Craig	Craig Sandison	Holden Mining	TE KUITI	
4	Warren	Warren Holden	Holden Mining	TE KUITI	
5	Alan	Alan Grigsby	Inframax	TE KUITI	
6	Craig	Craig Lee	Mc Donalds Lime quarry	TE KUITI	
7	Grayden	Grayden Haine	Mc Donalds Lime quarry	TE KUITI	
8	Terry	Terry Dennison	Omya Nz	TE KUITI	
9	Keryn	Keryn Cressy	jones's truck n tractors	TE KUITI	completed apprenticeship
10	Ron	Ron Hemara	Perry Resources	TE KUITI	
11	Bennet	Bennet Young	Solo Smash Repairs	TE KUITI	
12	Buck	Buck Eynon	Pio Pio Automotive	Pio Pio	
13	George	George Jensen	Mc Donalds Lime	TE KUITI	
14	Joshua	Joshua Wackrow	Mc Indoe group	TE KUITI	completed apprenticeship
15	Karl	Karl Thurston	Inframax	TE KUITI	completed apprenticeship
16	Lucas	Lucas Taylor	Mc Donalds Lime quarry	TE KUITI	
17	Phillip	Phillip Natzke	DM Mclean	TE KUITI	
18	William	William Rustling	Mc Indoe group	TE KUITI	
19	Seaton	Seaton Black	Inframax	TE KUITI	Awaiting start apprenticeship
20	Cody	Cody Davey	jones's truck n tractors	TE KUITI	
21	Samuel	Sam Cameron	Gregs Autos	TE KUITI	
22	Bradley	Bradley Vandy	Mc Indoe group	TE KUITI	

## Goals/Action

### Youth Support programs

#### Apprentice support program

8 Waitomo District businesses continue using this program a total of 22 employees engaged over the past 12 months as above. Target 16.

4 Waitomo businesses are employing new apprentices over the past 12 months. Target 5

Numbers 12 – 19 – 20 – 22, from above list. The other one is still to fill vacancy.

4 Waitomo Employees have completed their programs. Target 4.

### **Trades Training Centre L2 Engineering/Automotive pretrade.**

9 Graduates completed L2 pretrade December 2013. (1 from Waitomo district). All employed

3 graduates are looking at apprenticeships in Waitomo District. Achieved 2.

8 Waitomo businesses are assisting with Work experience placements.

### **Enrolments**

#### **Trades Training Course**

2014 course started mid February 2014. 12 students started 25% from Waitomo District. 10 remain 2 left owing to job commitments. Target 14.

#### **Apprentice Support**

2014 there are 18 students receiving some level of support with studies from Waitomo District and 4 finished program.

### **Achievements**

9 graduates Trades Training all employed by end January 2014.

4 New apprenticeships started Waitomo District.

### **Funding**

3 Year funding model was achieved, applications for second year are in process.

### **Targets next 12 months**

10 Waitomo Biz involved in work placement OTTC.

16 Waitomo District employees receive assistance.

5 new apprenticeships Waitomo District.

5 Certificate completions.

Ray Haley

Otorohanga Youth Coordinator

**Otorohanga District  
Development Board**



**Service Level Agreement**

Between

**Waitomo District Council**

And

**Otorohanga District Development Board**

## Service Level Agreement

DATED the 1st day of July 2013

### 1.0 PARTIES

**Waitomo District Council (WDC)**

and

**Otorohanga District Development Board (ODDB)**

### 2.0 TERM OF AGREEMENT

- 2.1 WDC and the ODDB agree to a relationship and funding for services for three years from 1 July 2013 to 30 June 2016.
- 2.2 Either party may terminate the agreement upon the expiration of three calendar months notice from one party to the other of that party's intentions in that behalf. In the event of notice being given within a financial year to 30<sup>th</sup> June, monies will only be repaid to WDC in the event that cancellation is by the ODDB.

### 3.0 OUTCOMES FOCUS OF WAITOMO DISTRICT COUNCIL

- 3.1 Through financial support and the establishment of a formal arrangement for the services that ODDB delivers, Council can contribute to the Community Outcomes from its Long Term Plan 2012-2022.

Community Outcomes (Long Term Plan 2012 – 2022)	
C03	Youth
C04	A Vibrant and Prosperous District

- 3.2 Council can influence and target the outcomes that it wishes to deliver to its community.

The aim is to provide:

- A place where young people have access to education, training and work opportunities.
- A place where young people feel valued and have opportunities for input into the District.
- A place that attracts more people who want to live, work and play, and raise a family.

- A place where wealth and employment are created through local businesses and development of tourism opportunities.

#### **4.0 RELATIONSHIP BETWEEN ODDB AND WDC**

- 4.1 The purpose of this Service Level Agreement is to set the framework and working relationship between the parties and confirm service deliverables and performance measures to be reported against.
- 4.2 The Otorohanga District Development Board Youth Support Program was established in 2005 to address issues of young people leaving the District to take up pre-employment qualifications and study elsewhere.
- 4.3 Specific courses were developed to train school leavers in skills that local employers needed.
- 4.4 Employment guarantees were negotiated with employers for some courses to provide jobs for graduates.
- 4.5 Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding \$15,000.00 per annum for three years for ODDB Youth Support Programs. ODDB stated the proposal had been developed to formalise what had been provided for the past eight years. Also, the proposed partnership would provide on-going sustainability for the programs, to help protect the economic sustainability of the businesses.
- 4.6 Council reconsidered the funding request for ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from local organisations.
- 4.7 Council confirmed agreement to include a funding capacity of \$15,000.00 in its Exception Annual Plan. The funding would be provided to ODDB subject to an appropriate Service Level Agreement being put in place with clear detail of the service deliverables and Performance Measures to be reported against.

#### **5.0 AGREEMENT**

- 5.1 Through this Service Level Agreement both parties agree to the provision of funding towards the delivery of Youth Support Programs provided by the ODDB.
- 5.2 Both parties agree to:
- Support each other in the delivery of the program.
  - Be open, frank, honest and constructive in all dealings with each other and to act in good faith at all times.
  - Act in good faith in meeting their responsibilities under this agreement and in resolving any differences away from public attention.

- Resolve issues as they arise in a manner that maintains the integrity, professionalism and statutory accountabilities of each party.
- Optimise the value and benefit delivered to the Waitomo District by the investment of ratepayer funds.

5.3 The ODDB will:

- Deliver a range of Youth Support Programs to train school leavers in skills that local employers need.
- Use the funding provided by WDC to support the delivery of the programs as requested.
- Ensure that WDC are kept informed of the programs progress by way of written and verbal reports to Council.

5.4 The WDC will:

- Provide ODDB with \$15,000.00 per annum to support the delivery of the Youth Support Program.

## **6.0 PERFORMANCE**

6.1 ODDB's performance strategy for this agreement is attached as Appendix 1. This strategy identifies how services will be delivered (goals and actions) and what outcomes will be achieved (key performance indicators) over the next three year period.

6.2 This performance strategy shows clear goals and the outcomes to which the success of the service can be measured.

6.3 Performance targets will be reviewed annually, by the 31<sup>st</sup> of March each year.

## **7.0 REPORTING**

7.1 It is agreed that reporting to Council will be twice per year in the months of January and July. The reporting will be based around the key performance indicators identified in Appendix 1.

7.2 Reporting against services that ODDB provides is subject to the provision of funding from Council for those services. If Council does not fund services targeted at the Youth Support Program in any given year, the reporting requirement does not apply.

## **8.0 MONETARY VALUE OF CONTRACT 2013 / 2016**

8.1 WDC agrees to pay the following amounts to ODDB for the period 1 July 2013 to 30 June 2016 on an annual basis.

8.2 This funding is for the prudent discretionary use of ODDB in the areas identified. It will contribute to the cost of delivering Youth Support Programs.

### 8.3 **Total Funding:**

1 July 2013 to 30 June 2014 : \$15,000.00 + GST

1 July 2014 to 30 June 2015 : \$15,000.00 + GST

1 July 2015 to 30 June 2016 : \$15,000.00 + GST

## 9.0 **PAYMENT**

9.1 Payment will be made annually against an invoice from ODDB issued on the first business day of the financial year.

## 10.0 **COMMUNICATIONS**

10.1 All communications between the two parties or requests for information by third parties should be made via the following representatives.

### **For WDC:**

Name: Donna Macdonald  
Position: Community Development Coordinator  
Email: [donnam@waitomo.govt.nz](mailto:donnam@waitomo.govt.nz)  
Phone: 07 878 0800

### **For ODDB:**

Name: Ray Haley  
Position: Youth Coordinator (ODDB)  
Email: [ray@comettraining.co.nz](mailto:ray@comettraining.co.nz)  
Phone: 027 272 3273

## 11.0 **CONFLICT**

11.1 Where a conflict arises between the parties, then the conflict will be referred immediately, for resolution, to the WDC Chief Executive and the ODDB Chairperson.

## 12.0 **CONFIDENTIALITY**

12.1 The parties agree that any discussions held in the context of this Service Level Agreement shall remain confidential between the representatives except as agreed for the purpose of communication as outlined in Clause 10.0 above, or for the purpose of reporting back to those they represent.

**13.0 ENFORCABILITY**

13.1 The parties do not intend for this Service Level Agreement to create a legally enforceable agreement.

**14.0 SIGNING**

<p><b>Signed for</b></p> <p><b>WAITOMO DISTRICT COUNCIL</b> by:</p>   <p>_____</p> <p>Chris Ryan <b>Chief Executive</b></p> <p>Date: _____</p> <p>in the presence of:</p>   <p>_____</p> <p><b>Name:</b></p> <p><b>Occupation:</b></p> <p><b>Address:</b></p>	<p><b>Signed for</b></p> <p><b>OTOROHANGA DISTRICT DEVELOPMENT BOARD</b> By:</p>   <p>_____</p> <p>Carolyn Christian <b>Chairperson (ODDB)</b></p> <p>Date: _____</p> <p>in the presence of:</p>   <p>_____</p> <p><b>Name:</b></p> <p><b>Occupation:</b></p> <p><b>Address:</b></p>
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## APPENDIX 1

## Key Performance Indicators

<b>Goals/Action</b>	<b>Why</b>	<b>Key Performance Indicator</b>	<b>Report to Council</b>
1. Youth Support Programs	To provide youth with access to education, training and work opportunities.	A range of programs covering local industry is provided.	Detail regarding the range of programs delivered, along with supporting statistical information.
2. Enrolments	To provide youth with opportunities for input into the District.	Waitomo students are enrolled in Youth Support Programs.	Confirmation of enrolment statistics by program.
3. Achievements	To gauge success of program deliverables.	Student status – current, completed, referred on.	Confirmation of achievement levels by program.
4. Job placement opportunities	To retain youth within the District.	Waitomo students are supported with job placement opportunities.	Confirmation of apprenticeship and job placement statistics.
5. Economic benefit	To support the economic sustainability of local business.	Waitomo business benefits from Youth Support Programs.	Confirmation of business industry supported by program deliverables.
6. Funding	To support the ongoing delivery of the Youth Support Program.	Funding partners are retained to protect the economic sustainability of the business.	Confirmation of funding obtained.

## Partner Funding report Otorohanga Youth Programs January 2014

Otorohanga Youth programs have continued to gain the success of previous years with again some impressive figures for the completion of 2013 year.

It is the support of our funding partners as well as local industries, boards, Schools and education facilities as well as contractors that make these programs success, not forgetting the local youth who are always willing to participate in improving their own selves as well as taking opportunity to improve their position in life and education.

A brief summary of each program and its success follows.

### **Otorohanga Trade Training Centre.**

9 students completed the 2013 Engineering/Automotive pre trade level 2 course.

Accolades need to go to the Wintec Tutor for his outstanding first year as a Tutor with students graduating with some of the best skills we have seen from these pre trade courses. Brendon achieved a very low dropout rate of 10% (1 student). OUTSTANDING.

2014 course is almost full with 15 applications and 11 acceptances so far. It is expected to place a few more into this training as school starts and students make decisions on their future.

A change of venue for OTTC February 2014 will bring exiting change and with the bigger workshop opportunities to do more within the building.

Wintec continue to offer many courses other than the pre trade course these are targeted at the employment opportunities with in the local communities the most effective being Cert in Business L2 & 3. Also short course was run for MSD in Hospitality with YC arranging work experience for this course.

### **Trades coordinator/apprentice support**

The quality of graduates has already shown results in job opportunities for these students, 8 of the 9 are already working and the one is outstanding is holding out for the apprenticeship of his choice (automotive light). I have no doubt we will place him into work in the near future. Please call Ray Haley if you have a place for him.

Apprentice support achieved good numbers again with a target of 30 students for the year it was very pleasing to achieve 54 students attending over the year at end Dec 2013 close to twice the target. It is very satisfying to see Otorohanga and Waitomo Districts continuing to employ and support young people with their futures and quality employment opportunities. Completion rates for apprentices remain in the 90% range.

8 students completed their qualifications and will be attending Mayoral graduation May 2014.

## **Youth Coordinator**

This new role is progressing well.

Funding was achieved through many partnerships with support offered for up to three years from the majority of the partners, it's with your help and assistance Otorohanga continues to achieve.

Unemployment continues to remain low and YC is working closely with WINZ and other agencies to continue to keep these levels.

The Youth data base is now up and running this is now tracking every one inside the programs including the amount of contacts coordinators have with businesses and students.

Development is now underway to start adding in the job seeker and job availability options that will match job seekers with real and tangible jobs.

The Otorohanga website has been updated showing the roles of coordinators as well as recognising partners in the programs.

College careers was another success coordinated by YC with addition of Incite evening program following the day added another dimension to the careers options, good relationships with College pathway coordinators is a key also to this success.

## **Mpowa**

Continues to contact and mentor school leavers with 55 new school leavers in 2013 adding to the rolling total of currently 173 in program.

Referrals to youth services continue for NEETS identified students.

Assistance with CV's and job applications for school leavers as well as career guidance are part of the primary functions carried out.

## **College Careers**

This program in partnership with Otorohanga College is gaining in strength and the coordinator is building very strong relationships both in and out of the College environment. The College principle is very happy with progress and had extended funding to 2014. The coordinator continues to mentor & guide young people in and out of college, arranges and coordinates events, training sessions, talent quests and many other events engaging youth. She has an expertise in being able to refer at risk students within the system to the support within College seamlessly.

Ray Haley

Otorohanga Youth Coordinator

Attachment to Partner Report January 2014. Waitomo District Council.

Report covering start of July 2013 to end January 2014. Data specific to Waitomo District.

## **Goals/Action**

### **Youth Support programs**

#### **Apprentice support program**

8 Waitomo District businesses are using this program a total of 16 employees.

5 Waitomo businesses are looking to employ new apprentices in 2014.

4 Waitomo Employees have completed their programs.

#### **Trades Training Centre L2 Engineering/Automotive pretrade.**

9 Graduates completed L2 pretrade December 2013. (1 from Waitomo district).

3 graduates are looking at apprenticeships in Waitomo District.

11 Waitomo businesses are assisting with Work experience placements.

## **Enrolments**

### **Trades Training Course**

2014 course filling up to start mid February 2014 student data on confirmed numbers and districts sourced from is not yet available. Target is 14 students.

### **Apprentice Support**

Signups for 2014 underway with 10 confirming support continuation from Waitomo District and 4 finished program with the other 2 not requiring support.

## **Achievements**

9 graduates Trades Training all employed by end January 2014

5 New apprenticeships to fill Waitomo District.

## **Funding**

3 Year funding model was achieved prior to Waitomo application approval no changes at 6 month point to this status.

## **Partner funding report Otorohanga/Waitomo Youth Programs June 2014** 12/6/14

Otorohanga/Waitomo Youth programs have continued to gain the success of previous years with again some impressive figures for the completion of the current annual contracts due for continuation renewals July 2014.

It is with the support of our funding partners as well as local industries, boards, Schools and education facilities as well as contractors that make these programs success, not forgetting the local youth who are always willing to participate in improving their own selves as well as taking opportunity to improve their position in life and education.

### **Challenges**

MSD changes to funding policy have created a shift in direction for their funding from preventative funding to outcome based funding. This should have posed no issues for us as we are very successful in outcome achievement unfortunately MSD are now only funding Long term unemployed outcomes not preventative training initiatives. The MSD funding will cease end June 2014.

This has resulted in a restructure of the programs with no change to Youth Coordinator and Trades Coordinator models and a restructure of Mpowa and College coordinator roles to increase efficiency. To achieve this and mitigate the shortfall an increased funding level from ODDB has been forthcoming to assist the youth programs success in to the future. All other partners presently look to renew funding commitments for next 12 month period.

### **Successes**

Combined Graduation Ceremony held May 15<sup>th</sup> 2014. This was a huge success with the addition of Primary Industries for the first year we saw some 28 national certificate completions forwarded by the ITO's plus the OTTC and other Wintec graduates of 22 a total of 50 students, 32 of them attending to receive their awards along with family and friends.

A brief summary of each program and its success follows.

#### **Otorohanga Trade Training Centre.**

9 students completed the 2013 Engineering/Automotive pre trade level 2 courses. All enjoyed gaining employment with only one dropping out of his job.

12 Students started the 2014 Trades Course with 2 choosing work commitments over training and dropping off still 10 students working toward gaining work offers for the years end.

The change of venue for OTTC February 2014 has given OTTC a far superior Trade venue with fixed equipment a larger teaching area and opportunity to have larger projects with a fully lockable yard.

Tutor Brendon is developing well completing his CAT qualification and working on NCALE this year, he is leading the rest of the field with this work as well as developing some strong relationships with local Industry. He is a developing the skills and relationships to be a long term addition to the programs.

22 Businesses are assisting with work experience with 8 from Waitomo District.

Wintec Hub continue to offer many courses other than the pre trade course these are targeted at the employment opportunities with in the local communities the most effective being Cert in Business L2 & 3. Night classes for basic computing skills have been overflowing.

#### **Trades coordinator/apprentice support**

Apprentice support is achieving excellent numbers again with a target of 30 students for the year we currently have 53 apprentices registered over the year at end June 2014. These are a mix of Otorohanga/Waitomo and Waipa Districts. Completion rates for apprentices remain in the 90% range. Waitomo district has currently 22 students being supported from 13 businesses (spreadsheet attached).

8 apprentice completions in the 2013 calendar year from the support program ½ from Waitomo District. New apprentices awaiting start from ITO's is 5, 3 are from Waitomo District businesses.

Trades coordinator met compliance requirements with Ito's and NZTA.

#### **Youth Coordinator**

This new role is progressing well.

Funding was achieved through many partnerships with support offered for up to three years from the majority of the partners, it's with your help and assistance Otorohanga /Waitomo districts continue to achieve sound results.

Unemployment continues to remain low and YC is working closely with WINZ and other agencies to continue to keep these levels. Changes to the way these numbers are now gathered does show an increase. Jobseeker numbers now include sickness beneficiaries, solo mothers and others that are available for part-time work of any sort.

The Youth data base is now up and running this is now tracking every one inside the programs including the amount of contacts coordinators have with businesses and students.

Development is now underway to start adding in the job seeker and job availability options that will match job seekers with real and tangible jobs. This is now in its trial stages.

The Otorohanga website has been updated showing the roles of coordinators as well as recognising partners in the programs.

College careers was another success coordinated by YC with addition of Incite evening program following the day added another dimension to the careers options, good relationships with College pathway coordinators is a key also to this success.

YC presented to up skilling NZ conference in Wellington to promote our youth programs to TEC, polytechnics and district marketing specialists among others.

## Mpowa

Continues to contact and mentor school leavers with a rolling total of currently 161 in program.

Referrals to youth services continue for NEETS identified students.

Assistance with CV's and job applications for school leavers as well as career guidance are part of the primary functions carried out.

## College Coordinator

This program in partnership with Otorohanga College is gaining in strength and the coordinator is building very strong relationships both in and out of the College environment. The College principle is very happy with progress and had extended funding to 2015. The coordinator continues to mentor & guide young people in and out of college, arranges and coordinates events, training sessions, talent quests and many other events engaging youth. She has an expertise in being able to refer at risk students within the system to the support within College seamlessly.

Students and workplace details supported over past 12 months Waitomo District.

	Contact FirstName	Contact FullName	COMPANY::Company Name	COMPANY::Address City	
1	Mitchell	Mitchell Henderson	BK Auto electrical	TE KUITI	
2	Ben	Ben Mcquilkin	General Automotive	TE KUITI	completed apprenticeship
3	Craig	Craig Sandison	Holden Mining	TE KUITI	
4	Warren	Warren Holden	Holden Mining	TE KUITI	
5	Alan	Alan Grigsby	Inframax	TE KUITI	
6	Craig	Craig Lee	Mc Donalds Lime quarry	TE KUITI	
7	Grayden	Grayden Haine	Mc Donalds Lime quarry	TE KUITI	
8	Terry	Terry Dennison	Omya Nz	TE KUITI	
9	Keryn	Keryn Cressy	jones's truck n tractors	TE KUITI	completed apprenticeship
10	Ron	Ron Hemara	Perry Resources	TE KUITI	
11	Bennet	Bennet Young	Solo Smash Repairs	TE KUITI	
12	Buck	Buck Eynon	Pio Pio Automotive	Pio Pio	
13	George	George Jensen	Mc Donalds Lime	TE KUITI	
14	Joshua	Joshua Wackrow	Mc Indoe group	TE KUITI	completed apprenticeship
15	Karl	Karl Thurston	Inframax	TE KUITI	completed apprenticeship
16	Lucas	Lucas Taylor	Mc Donalds Lime quarry	TE KUITI	
17	Phillip	Phillip Natzke	DM Mclean	TE KUITI	
18	William	William Rustling	Mc Indoe group	TE KUITI	
19	Seaton	Seaton Black	Inframax	TE KUITI	Awaiting start apprenticeship
20	Cody	Cody Davey	jones's truck n tractors	TE KUITI	
21	Samuel	Sam Cameron	Gregs Autos	TE KUITI	
22	Bradley	Bradley Vandy	Mc Indoe group	TE KUITI	

## Goals/Action

### Youth Support programs

#### Apprentice support program

8 Waitomo District businesses continue using this program a total of 22 employees engaged over the past 12 months as above. Target 16.

4 Waitomo businesses are employing new apprentices over the past 12 months. Target 5

Numbers 12 – 19 – 20 – 22, from above list. The other one is still to fill vacancy.

4 Waitomo Employees have completed their programs. Target 4.

### **Trades Training Centre L2 Engineering/Automotive pretrade.**

9 Graduates completed L2 pretrade December 2013. (1 from Waitomo district). All employed

3 graduates are looking at apprenticeships in Waitomo District. Achieved 2.

8 Waitomo businesses are assisting with Work experience placements.

### **Enrolments**

#### **Trades Training Course**

2014 course started mid February 2014. 12 students started 25% from Waitomo District. 10 remain 2 left owing to job commitments. Target 14.

#### **Apprentice Support**

2014 there are 18 students receiving some level of support with studies from Waitomo District and 4 finished program.

### **Achievements**

9 graduates Trades Training all employed by end January 2014.

4 New apprenticeships started Waitomo District.

### **Funding**

3 Year funding model was achieved, applications for second year are in process.

### **Targets next 12 months**

10 Waitomo Biz involved in work placement OTTC.

16 Waitomo District employees receive assistance.

5 new apprenticeships Waitomo District.

5 Certificate completions.

Ray Haley

Otorohanga Youth Coordinator

**Document No:** 336793**File No:** 092/015**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Community Development**

## Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of a range of activities carried out within the Community Development portfolio.

## Background

- 2.1 Council has identified the importance of a proud and capable community being involved in Community Development and the significant contribution organisations like community groups, Maori, commercial operators and business owners make to the well-being of the District.
- 2.2 Community Development involves a group of activities where WDC, in a number of diverse roles, is actively involved in "helping the community to help itself". These activities represent a group of collaborative and partnership approaches and initiatives involving many agencies and organisations.
- 2.3 The last Community Development Update was presented to Council in March 2014. The purpose of the report is to provide regular updates on community development activities undertaken throughout the year.

## Commentary

### 3.1 March 2014

- A meeting was held with Project Piopio Trust to review progress on a range of projects including a new toilet block at Kara Park, additional art work to be placed throughout the town, and the receipt of a permit for the construction of a communal facility at Tui Park (Camper Van stopover).
- A meeting was held with WINTEC to discuss a research project, funded by WINTEC, to determine training/further education gaps in the Region and options available for WINTEC to potentially close those gaps.
- The MFVIN Picnic in the Park was held on Saturday 8<sup>th</sup> March with in excess of 1,000 people attending.
- The monthly Youth Council meeting focused on planning for the annual camp where the years work program is determined, and planning for the pending Skate Park project.
- The TKDI Monthly meeting was held on March 11<sup>th</sup>. Discussions centered on the revitalisation of Rora Street, the introduction of a shop local campaign and

ideas to encourage through traffic to venture off State Highway 3 into the town centre.

- The 22<sup>nd</sup> Great New Zealand Muster was held on Saturday 29<sup>th</sup> May.

### **3.2 April 2014**

- The April Youth Council meeting focused on the purpose of the Youth Council and included discussions regarding possible projects for the year. Terry Bradley joined the meeting to talk about public speaking. He spoke on the principals of public speaking, engaging the audience, knowing your subject and believing in what you are saying. Before the meeting concluded proposed plans were finalised for an overnight camp to be held at the end of the month.
- The Business After Five meeting was held in April. Representatives from North King Country Development Trust and Innovation Park addressed the group regarding funding opportunities available to businesses for research and development activities.
- At the TKDI monthly meeting further discussion was held on the shop local campaign.
- What was to be an over night camp for the Youth Council evolved into a day night meeting commencing in the Council Chambers then moving to Number Twelve for dinner. Planning for the Skate Park project was discussed, followed by a site visit to look at options available to improve safety and enhance the facility. Following the site visit, a motivational presentation was made to the Youth Council by Te Aturangi Stewart the 2014 Tuia Leadership Rangitahi. The presentation focused on realising goals and aspirations. Topics around submission options were also discussed and agreed.

### **3.3 May 2014**

- The May Youth Council meeting focused on finalising the Youth Council submission to the Draft EAP. Responsibilities in regard to the Skate Park project were allocated and the project plan completed.
- A Destination Pureora meeting was held in the Council Chamber on May 12. A number of topics were discussed including communication channels, marketing and signage. The coordination of track information was also discussed.
- The Elder Care Working Party meeting was held on May 12. Discussions included timing options and a commitment to investigate how to create opportunities for both assisted care and independent purpose built housing in Te Kuiti.
- The Combined Mayoral Graduation Ceremony was held at the Big Apple on 15<sup>th</sup> May 2014. Approximately 200 people attended the evening. 32 recipients were acknowledged and congratulated. The top apprentices for each District were Bradly Jeffries (Waitomo District) and a shared award for Jason Adams and Scott Martin (Otorohanga District).
- A start was made to the Skate Park make-over to help make this facility a more inviting and safer place for our young people to enjoy. Initially it was hoped to be able to provide some sort of shelter or cover over the area but after further investigation it was determined that this was too cost prohibitive. This project was the result of a submission made to Council by the Youth Council and a successful funding application made to the Ministry of Youth Development. Skate, scooter and 3 on 3 Basketball competitions were held on the day of the event as part of the funding criteria set down by the Ministry of

Youth Development. Shrubbery from the front of the park has since been removed and a new spring loaded basketball goal and a tamper proof heavy duty drinking fountain will be installed over the coming month.

### 3.4 June 2014

- Preparations are well underway for the 2014 Citizens Awards to be held at the Waitomo Cultural and Arts Centre on Sunday 29<sup>th</sup> June at 2pm.

### Suggested Resolutions

The Progress Report : Community Development Update be received.



DONNA MACDONALD  
**COMMUNITY DEVELOPMENT COORDINATOR**

June 2014

Document No: 337015

File No: 092/018

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Youth Engagement – March 2014 to June 2014**

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with an update on Youth Engagement activity for the period March 2014 to June 2014.

## Local Government Act S.11A Considerations

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

## Background

- 3.1 For the first time, through the LTP 2012-2022, Council identified Community Outcomes relating to youth as follows:

***CO3 : A place where young people have access to education, training and work opportunities***

***A place where young people feel valued and have opportunities to input into the district.***

- 3.2 Achieving these outcomes form an important part of fulfilling Council's vision of "Creating a better Future with Vibrant communities and thriving business".

## Commentary

- 4.1 Since adoption of the 2012-2022 Long Term Plan a number of Youth Engagement initiatives have been supported by WDC. These include:

- Waitomo Youth Council
- The Social Sector Trials
- Managing funds for the MSD Youth Mentoring Programme and Youth Events
- Participating in the Tuia Programme
- Participating in the Mayors Taskforce for Jobs

- 4.2 Over this time, it has become clear that these projects are interconnected and that the networks developed (between our youth, our community and government organisations) are heavily reliant on one another.

4.3 Each initiative or project works with different groups of youth and/or community groups; which in turn are connected to different people. Through this type of approach these projects connect with more young people than Council could hope to connect with on its own.

4.4 Set out below is an update on the key projects or achievements for each area of youth engagement over the past 6 months.

#### **4.5 Waitomo District Youth Council**

4.6 The Youth Council currently has 15 members, with the addition of one more student for Te Kuiti High School.

4.7 Youth Council members supported the 'Cyber Bullying is Not Okay; Campaign delivering messages to local primary schools and discussing preventative measures.

4.8 Most of the team assisted with muster marshalling and clean up duties on 29 March 2014.

4.9 The Youth Council developed a project plan to carry out a mini makeover of the Te Kuiti Skate Park to make the park a safer, more user friendly facility for our young people to enjoy.

4.10 Preparations are underway for another Waitomo's Got Talent competition with the final judging night to be held at the Waitomo Cultural and Arts Centre on Friday 5 September 2014.

#### **4.11 Social Sector Trials**

4.12 WDC continue to hold funds to assist with the delivery of Social Sector Trials services and projects, the day to day operations of Number Twelve (Youth Hub), advertising, driver license training, testing and program delivery.

4.13 The Trial remains focused on four key desired outcomes

- Reducing Truancy
- Reducing offending by young people
- Reducing young peoples use of alcohol and drugs
- Increasing the number of young people engaged in training and education

4.14 The trials have had an age extension, now covering 5-18 years old. Work still needs to be done to identify the best place for the Social Sector Trials to support young people between 5-12 around the outcome areas.

4.15 There has been increased compliance with driver licensing by providing the right support to get young people through the system. To date, through 2013 until now, 148 young people have been assisted to get their learner license and 92 their restricted license. The partnership between the Social Sector Trials and Te Kuiti Community House around the restricted programme is very strong and ensures that the right young people are on the programme.

4.16 Helping young people to realize their full potential by presenting occasions to grow strong identity and build resilience is ongoing with holiday program's, provision of training program's and positive drug and alcohol free events continue to be priorities. The last school holiday programme had over 100 children/young people participating in a range of activities such as a sports day,

- 4.17 Ensuring young people in education do not fall through the gaps remains a high priority with the relocation of Alternative Education to its current Waitete Road location and the development of improved systems and processes to assist with the delivery of programs.
- 4.18 The Waitomo Integrated Attendance Service continues to assist with the management of truancy in the district and increase school attendance rates. Schools were all audited last year and will be revisited soon to review the recommendations of the audit.
- 4.19 Sourced tutors and technicians to assist with computer training programs as part of the Computers in Homes project. 20 local families have taken advantage of the opportunity to learn computer skills, and get a free computer and subsidized internet rates.
- 4.20 The Cyber Bullying Campaign has been very successful. Schools have contributed significantly by participating in a range of activities including a top town, a powerpoint/movie competition, and a drama performance. Special mention to Piopio College for developing a captivating and interactive performance and delivering it to primary aged students in a way that children could understand. Cyber bullying and cyber safety are serious issues in every community in New Zealand particularly given the growing amount of time young people spend online. Journey Church did a great job of delivering this project on behalf of the Social Sector Trials
- 4.21 The second Number Twelve newsletter was recently released and the Number Twelve website was launched [www.numbertwelve.co.nz](http://www.numbertwelve.co.nz). The website has put as much youth information in one place as possible. There is also a local map that has been made to assist people to know where to access services as well. A calendar on the website can be updated to add in any activities of children, youth and families available in the district.
- 4.22 Tuia leaders (Te Aturangi Stewart and Te Miri Takerei) have developed a Kapa Haka Roopu under the Number Twelve banner. They have had great support from other young people and have approximately 30 young people who have committed to practices. It is a great example of young people leading the way themselves with only a small amount of support required.
- 4.23 Risks**
- 4.24 The total required funding to continue the licensing programme is \$20,000. This is being covered by the Social Sector Trial budget and more sustainable funding contributions are required. There is additional pressure on the programme in the absence of a Road Safety Coordinator.

<p><b>Suggested Resolution</b></p>
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Progress Report : Youth Engagement – March 2014 to June 2014 be received.

DONNA MACDONALD  
**COMMUNITY DEVELOPMENT COORDINATOR**

June 2014

**Document No:** 337101**File No:** 037/020/12A**Report To: Council****Meeting Date:** 25 June 2014**Subject:** Te Kuiti Discharge Consent Application

### **Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on progress with the application for Resource Consent for Te Kuiti Wastewater discharge.

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

- 2.1 WDC, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community and the environment.
- 2.2 The treatment of sewage and water is consistent with section 11A Local Government Act 2002 (including amendments).

### **Introduction**

- 3.1 Existing (operative) consent expired in 2005. A new consent was applied for but was put on hold and present operations are under the old Consent. A request for information from WRC to inform the Discharge Consent was applied for, an S92 (reply to request for information) was submitted to WRC in June 2009.
- 3.2 Further information was required by WRC which led to detailed discussions, mainly with regard to a requirement by WRC policy that treated wastewater should be discharged to land. This was vigorously opposed due to high cost (first order estimate \$12-\$14 million) and it was eventually accepted by WRC that the discharge to stream will continue.

### **Background**

- 4.1 This opposition to discharge to land in no small measure underlies the WRC position of a consent term of no more than 15 years. It is also at the root of why the applied for 90th percentile compliance level was refused and a 95th percentile compliance level is proposed.
- 4.2 A final s92 (reply to request for information) was lodged by WDC on 13 December 2010 and was processed by WRC.
- 4.3 The application was notified in June 2011 and six submissions were received.

- 4.4 An intensive consultation process with some submitters is still being worked through by WRC.
- 4.5 A second draft consent report by WRC including draft conditions was received, assessed and a reply returned to WRC.
- 4.6 A meeting was held on 5 April 2013 to further discuss points of difference between WRC and WDC and in the main agreement was reached with the consent term being the main difference.
- 4.7 Another meeting was held on 17 May 2013 to try and finalise the Consent term, at that time the only real remaining sticking point.
- 4.8 A further meeting was held on 14 August 2013 to discuss issues brought up by one submitter who has "disappeared" for a period of two years and surfaced again in late May 2013. These issues which are mainly about liaison and reporting had been resolved between WDC and WRC.
- 4.9 A third draft report including draft conditions for circulation to all parties was received from WRC on 7 May 2014. This was commented on by WDC shortly after.
- 4.10 During meetings, formal and informal, that took place after receipt of the third draft report it has become very clear that WRC will do everything in its power to ensure a 20 year term from at least a date in 2014.
- 4.11 At the same time it has also become very clear that WRC will not support WDC in any hearing for a longer period than 20 years.

## **Main Considerations**

- 5.0 Despite the upgrade and the very good quality of the effluent being produced complying with the agreed parameters, the history of the past performance of the plant, and by association WDC, detracts from the credibility of both the plant and WDC.
- 5.1 Looking back, it needs to be kept in mind that it took several years and three hearings to get a 20 year consent for Piopio. That is with full support from WRC.
- 5.2 Going to a hearing is estimated to cost in the order of \$150,000.
- 5.3 Then there is a real risk that submitters will create enough doubt with the Commissioner at the hearing that the term obtained may only be 15 or 18 years.
- 5.4 The cost of the \$150,000 to maybe obtain a 25 year consent has been modelled and compared with the cost of accepting a 20 year consent and saving the \$150,000. The difference per connection is around \$1.00 per connection per year.

## **Conclusion**

- 6.1 It is the view of the Group Manager – Assets that the cost and associated risk of trying to attain a 25 year consent is not worth it.

## Recommendation

- 7.1 It is recommended that Council consider accepting the 20 year consent term providing all the other conditions are as put forward by WDC.

## Suggested Resolutions

- 1 The business paper on Te Kuiti Wastewater Discharge Consent Term be received.
- 2 Waikato Regional Council be advised that a 20 year term for the Te Kuiti Waste Water Discharge Consent will be accepted subject to all other conditions being as recommended by Waitomo District Council.



CHRISTIAAN VAN ROOYEN  
**GROUP MANAGER – ASSETS**

June 2014

**Document No:** 336685v2**File No:** 037/005B**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – May 2014**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for Operational and Maintenance a monthly basis and to report on the performance by Council's contracted Service Provider for Maintenance (Veolia Water).

## Local Government Act S.11A Considerations

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

## Introduction

- 3.1 This business paper focuses predominantly on the maintenance area of the three Waters activities of Council.
- 3.2 This business paper is intended to compliment the quarterly capital report to Council.

## Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Mokau

4.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

#### **4.3 Planned Maintenance**

4.4 Operation and maintenance involves the planned servicing of the water infrastructure –servicing pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves. These activities are predominantly performed by Veolia Water by means of Schedule that is worked out in accordance with the operating instructions from the manufacturer or best practices.

#### **4.5 Service Requests / Complaints**

4.6 Service requests are initiated by the Ratepayers or Business in the various towns and are called in, emailed or they could be provided to the Customer Services by means of walk-in. The Service Requests are then forwarded to Veolia Water to resolve.

#### **4.7 Emergency Repairs**

4.8 Emergency Repairs are dealt with on an ad hoc basis and cannot be planned in advance. They are usually dealt with immediately and this may result that Planned Maintenance and Service Requests are postponed to a later time.

<b>Te Kuiti</b>
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#### **5.1 Water Supply**

5.2 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water. **Normal flushing has resumed and is progressing well. Only one complaint has been received for taste. The cause has been tracked down to internal plumbing and none of the neighbours have taste issues.**

#### **5.3 Wastewater**

~~5.4 This work has been completed.~~

~~5.5 This work s completed~~

~~5.6 Another sewage overflow occurred during the heavy rainfall this Easter Weekend in Queen Street and Veolia Water promptly attended to this. The Waikato Regional Council has been notified as required, as the sewage flowed into the storm drain system leading to the river. The spill, although appearing bad, can be considered minor, as the sewage was highly diluted and flowed into the storm water drains for only a short while. A sucker truck was employed by Veolia to assist with minimizing the spill as well. The area was cleaned up and disinfected. This section of the sewer reticulation has been placed on more frequent checks with preventative jetrodding scheduled every 3 months. A sewer overflow was reported from the Centennial Park Primary School on 12 June during the heavy rains that fell that week. Just prior to the rainfall incident one of the high capacity pumps were severely damaged by a spanner that made its way into the pump well. A lower capacity pump was used as a replacement and this reduced capacity could not keep up with the high storm water inflow from the landfill. Very soon after the overflow was~~

reported a mechanical pump was temporarily installed providing additional pumping capacity, the pump sump levels reduced to a normal inflow and the overflow was eliminated. Cleanup around the overflow was done by the Service Contractor and the area was cordoned off. An additional pump equivalent to the mechanical pump will be installed to take care of such high inflows.

## 5.7 Storm Water

- 5.8 The final portion of the Cotter Street storm water will commence mid-way into March. This section will take the pipe underneath the road toward the existing outfall. The proposed work has been delayed until after 20 March 2014. This work will start in May 2014. Delays have forced this work to be postponed until June 2014. This work has now been delayed to September. Open trench installation methodology raised complaints from the stockyards and its users which delayed the start of this job, this has now been solved. In addition the rainy season has now been entered and the work will become to dangerous using conventional open trench methods.
- ~~5.9 The storm water network involved in the Rora Street upgrade has been checked and flushed out after roadworks in the area. All pipe work is clear. The new storm water reticulation performed well with the only issue being the bark being washed off the newly formed gardens that partially blocked some of the storm water grates.~~
- 5.10 Tender documents have been issued to prospective contractors for the upgrading and augmentation of the Ngatai / Duke Street and Hospital Road storm water infrastructure. Closing date is 2 May 2014 where after the consultant, Opus, will go through the tenders and submit them to WDC for approval. Work is expected to be completed before the end of June 2014 at this stage. Two tenders were received and work will commence shortly. The contractor has taken possession of the site and has started the work.
- ~~5.11 The Easter Weekend brought with it some inclement weather and several storm related flooding incidents were reported. As previously mentioned in this report preventative maintenance was carried out. It was noticed that a lot of leaves were washed down roads and blocked up some catchpits. The rainfall was also severe at times. Very few storm water related issues were reported during the very heavy downpours. Some isolated flooding did occur, but these drained away relatively quickly.~~
- 5.12 A subsidence (tomo) has been found around a storm water manhole at the corner of Mangarino Road and The Esplanade. An investigation is currently under way to determine the cause and Veolia Water has been instructed to rectify any issues. A temporary remedy has been done to prevent any further deterioration. The existing manhole was found to be poorly constructed and will require replacement. The floor and haunching was completely washed away, causing scouring and this formed the tomo around the manhole.
- 5.13 Some more complaints have been received from the Te Kumi Loop Road area of ponding of water in the properties 85, 87 and 91 Te Kumi Loop Road. The complaints came in after no rain fell for about three weeks, yet standing water was evident in 87 and 91. Another investigation was done and it was found that a water pipe to 89 had burst and, after a water meter was installed, measured 31 m<sup>3</sup> of water that flowed into the area in approximately 15 hours. The water was shut off and the owner was notified. The property is vacant and the length of time this water flowed cannot be determined. This whole area is in a hollow with the surrounding areas being much higher. An investigation is presently being done to determine if there is a storm water pipe from the **Z**

service station side and CCTV camera work has been ordered. Monitoring is presently being done on a daily basis.

## Mokau

### 6.1 Water Supply

6.2 The Mokau dam construction started well with good progress being made. Then abruptly stopped, as a mussel midden and hangi pit was discovered and the archeologist was called in. The construction was halted for a period until the site can be assessed and the dam redesigned to work around these sites. Time related extensions with associated cost have resulted due to the work being halted and while the contractor has moved off site. Construction is again progressing on the dam site as the redesign has resolved most of the issues. The construction on the dam resumed and work is progressing well with the liner being installed. Severe winds hampered the installation of the dam lining and this is now completed. The raw water supply pipe has been connected to the existing pipe and filling of the new dam can commence soon. All major work has been completed and the contractor is doing final quality checks and has commenced cleaning out the dam interior prior to filling it.

6.3 Presently the water consumption has reduced, but the situation is being closely monitored and the appropriate water conservation levels will be communicated when the time comes that the dam levels are low enough for this course of action. Mokau has been placed on Level 2 Restrictions. The overall consumption has increased as a result of the influx of visitors over weekends. A leak along the Awakino pipe line is proving difficult to locate due to the ground conditions and topography, but water is being controlled by closing valves of certain areas during low use periods. Additional valves are being installed to facilitate the leak location by means of step testing procedures and improve management of future repairs. The rains finally came and the water level has increased and improved the quality of the raw water. During the very dry period the raw water turbidity was above 30 NTU, whereas the turbidity has now dropped to a more manageable 6 NTU. The water restrictions have been lifted with the existing supply dam now full again. The turbidity has reduced further and the treated water quality has returned to normal. Daily monitoring of the Free Available Chlorine (FAC) is continuing. The water situation has returned to normal. The leaks along the Awakino pipe line have all been found and repaired and the daily consumption has returned to a respectable 6 m<sup>3</sup> per day from approximately 80 m<sup>3</sup> per day earlier in the year.

6.4 As the dam levels have now increased, normal flushing can continue and this will also improve the aesthetics of the water. Flushing of the reticulation has returned to normal. Normal operations have resumed and the flushing schedule is being adhered to.

### 6.5 Storm Water

6.6 No issues were reported for storm water during this period.

## Piopio

### 7.1 Water Supply

7.2 A routine service was done on the membrane filter. This is an annual service. A number of small issues were corrected that will improve the water production and

supply. Notably a leak at the inlet pipe to the feed manifold. The membrane filter is performing well and no issues are being experienced with the plant. The water supply level in Piopio is good and Level 1 Water conservation is in place at present. During the Easter Weekend a fault gradually manifested itself that led to the water supply running out. A thunderstorm caused a power failure that led to the loss of chemical dosing required for treating the raw water. This caused the filter to block up. The clarifier was drained on the Friday night and cleaned out where after the filter was cleaned. During this period the dosing problem was rectified and the plant was restarted. An effort was made to notify as many residents and businesses as possible, but due to time and manpower restraints it was not possible to reach all. The Waikato DHB was kept updated with progress. The problems associated with the recent loss of production have been identified and work is progressing to rectify them with minor modifications to the WTP and process control being implemented. The quality of the treated water is very good. Another power failure caused issues at the Piopio WTP when a cross arm on a power pole owned by The Lines Company broke over the Queen's Birthday weekend and severed all the power lines. The reservoir drained down under supply demand and the plant struggled to restore normal operational water levels in the reservoir. This is believed to be partly due to residents leaving taps open when they noticed no flow and partly due to a large water leak in the primary school grounds of 2.6m<sup>3</sup>/h. The school was notified and they repaired the leak that same week.

- 7.3 A leak in Aria Road at the Piopio College was repaired. When the area was excavated, it was noticed that the fire hydrant was also in need of replacement. As a result of the shut down, the opening and closing of valves caused pressure differences to the extent that the lateral to the primary school cracked. A new pipe was drilled underneath the road and the service was restored. This work has been completed. A leak was noticed from the new fire hydrant at the Piopio College and the fault was traced to a leak on the hydrant "T". This was caused by the heavy trucks, as the original location of the hydrant was in the wheel track. All three hydrants in Aria Road have been moved to outside of the road now.
- 7.4 A new valve was installed in Aria Road to allow a smaller section of service to be closed off when working at or near the schools. It was found that too many consumers were affected when shutting down the feed to the college. This work has been completed. This newly installed valve aided the relocation and replacement of the 3 fire hydrants in Aria Road.
- 7.5 Fire hydrants were replaced in Moa Street and several small leaks repaired. Four more hydrants are scheduled to be replaced or raised in due course. Hydrant replacement and maintenance is ongoing.
- 7.6 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water. Flushing of the reticulation has resumed as normal. Normal flushing is being done and the water quality is good. Besides the issues surrounding the power failure and subsequent draining of the reservoir, no water complaints for taste and odour have been received. The water quality is constantly being monitored.
- 7.7 Wastewater**
- 7.8 Information pamphlets have been distributed again throughout Piopio regarding the septic tank waste water system and pumping tanks. This is in response to the Service Contractor finding potentially damaging items in the system, namely pants, T-shirts, toys, cans and such items that cause blockages. No major complaints have been received during this period. A small area of subsidence has been reported and the cause of this is being investigated. An electrical fault caused some issues with one of the residential tanks. The fault was traced back to rats gnawing through the resident's electrical power cabinet. The other fault was

diagnosed as a loose fitting and this was repaired and the system was operating normally.

### **7.9 Storm Water**

~~7.10 The storm water pipe at the retirement village crossing Kaka Street has been replaced. This work is complete.~~

7.11 No issues to report

## **Benneydale**

### **8.1 Water Supply**

~~8.2 The Benneydale community has been placed on Level 1 Water Conservation, although adequate source water is available. The Level 1 Water Conservations have been lifted. Normal operations have resumed.~~

8.3 No major issues were reported. Only routine maintenance has been carried out.

~~8.4 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water. This work is being carried out.~~

### **8.5 Wastewater**

~~8.6 The land discharge facility has received the annual maintenance as required. This work has been completed.~~

8.7 No issues have been experienced with the waste water system.

### **8.8 Storm Water**

8.9 Nothing to report.

## **Waitomo Village**

### **9.1 Background**

9.2 Nothing to report.

## **Te Waitere Sewer System**

### **10.1 Background**

~~10.2 After the contractor moved off site last year due to inclement weather, he has resumed drilling of the pipe. Progress is not going as well as hoped, as rock has been discovered and a rock drill has to be employed. It is now understood why a long section of pipe was laid above ground in the past. The work has now been completed with a short section of existing pipe being retained where the contractor has experienced hard rock. This section of pipe was pressure tested to ensure integrity. All work from the original contract has now been completed. This work is now completed.~~

**Suggested Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – May 2014 be received.



ANDREAS SENGER  
**MANAGER – WATER SERVICES**

June 2014

**Document No:** 336681**File No:** 037/020/12A**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water Supply**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Water Supply activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan (LTP).

### Local Government Act S.11A Considerations

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

### Introduction

- 3.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Water Supply activity will be reported to Council on a needs basis.
- 3.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

### Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:
- Te Kuiti
  - Benneydale
  - Piopio
  - Mokau
- 4.2 There are also privately owned and operated water supply schemes at Waitomo Village and Taharoa which do not form part of the 2012-2022 LTP.
- 4.3 There are three activities under the Water Supply activity:
- Maintenance
  - Renewals
  - Improvements

#### **4.4 Maintenance**

4.5 Operation and maintenance involves the planned and reactive servicing of the water infrastructure – repairing leaks and broken mains, servicing pump stations, cleaning reservoirs, repairing and replacing water meters, hydrants and valves, and operating the water treatment plants and intake systems.

#### **4.6 Renewals**

4.7 Renewal/replacement of water supply infrastructure (principally water supply mains) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing water supply networks based on the available asset data.

#### **4.8 Improvements**

4.9 Improvement work involves the provision of additional water supply reticulation, storage or treatment plant capacity either by installing new or extending/upgrading existing pipe networks, storage structures or treatment plants.

### **Te Kuiti Water Supply**

#### **5.1 Background**

5.2 The Te Kuiti Water Treatment Plant (TKWTP) in its present form provides safe drinking water however its production does not meet the Drinking Water Standards (DWS) 2005 or the Drinking Water Act 2007 (as amended 2008) and the TKWTP requires significant capital upgrade (for some components probably total replacement) to meet that standard. The reasons for not complying with the Standards mostly relate to the amount of risk that Water Quality Standards will not be met consistently. Some risks however are significant and need to be addressed as soon as possible.

5.3 The main risks are:

1. The intake point is downstream of the main Te Kuiti industrial area representing high risk of pollution.
2. The intake structure is of a floating boom type that takes water off the surface of the stream with the inherent risk of picking up floating pollutants (scums, oils, etc). Similarly during periods of very low river flows it will take water from close to the bottom of the stream where there is risk of picking up pollutants travelling along the bottom of the stream.
3. All chemical dosing devices (and therefore processes) located within the TKWTP are manually operated and therefore there is no means of automatically adjusting flow proportionality and therefore there is a risk of under dosing or overdosing as the intake flows varies with demand.
4. The configuration of the Flash Mixer and the Splitter Channels within the TKWTP system is such that the treatment dosing chemicals are not used optimally and therefore removal of pollutants is not optimal.
5. The Clarifier equipment can be considered obsolete and parts are no longer available. As a result the sludge blanket and control of sludge discharge

processes are operated on a manual basis which does not make for optimum removal of flocculated pollutants.

6. The dual media sand filters are the water last treatment barrier and the operation of the filters is all manual, the backwash arrangement is by gravity from the storage reservoir and is often not fully effective. This means that sometimes the filters are not cleaned properly creating the risk of pollutant break through.
7. The Clear Water Wells which receive the final treated water from the filtration process are attached to the associated filters and the pipe work (including the backwash network for the filters). The backwash valve glands are leaking into the clear wells contaminating the final treated water. Also the clear wells are open on top and the building is not vermin proof therefore there is the potential (high) risk of contamination.
8. The reservoir (1000m<sup>3</sup>) next to the TKWTP serves as the balancing tank between treatment and distribution. It also services as the chlorine contact tank and filter backwash storage. Due to its size it is very difficult to control chlorine levels within the required dosage parameters. In addition, the inlet and outlet pipe work is on the same side of the tank which creates the opportunity for short circuiting and therefore poor mixing of the chlorine with inadequate contact time before the treated water passes into the distribution system. When the water level gets below half full there is insufficient hydraulic head to backwash the filters effectively. (See 6 above)
9. Treatment plant operation and control is not automated and the monitoring reporting required by MoH (through the Drinking Water Assessor (DWA)) does not meet the 2005 standards consistently.

#### **5.4 Capital Expenditure Budget**

- 5.5 Funding from MoH has been allocated - \$780,820.56 excluding GST (Application \$1,942,005). The application was for only that part of the total upgrade required to meet the Drinking Water Act (2007) that was eligible for subsidy.
- 5.6 As detailed design developed it soon become apparent that a holistic plan of the total upgrade is needed to ensure the funding is optimised and the final product is the best that the available money can buy. This combined with the pressure of affordability meant that the work planned initially for 2012/13 has been moved to 2013/14. In the mean time a final design of the whole plant that can be implemented incrementally has been done. **The completion date for phase 1 has been moved to December 2015. MoH has been requested to accept delay of the spending to the same date.**
- 5.7 The upgrade will have four phases that match four main treatment stages with 6 main components:
  1. Intake in parallel with new water Take Consent
  2. Refurbishment of clarifiers
  3. Upgrade of filter backwash system
  4. Installation of Ultra Violet
  5. Renewal of main pump station
  6. New storage reservoir
- 5.8 Construction sequence is different for two main reasons, to utilize MoH funding while available and address the components that are the most critical.

### 5.9 Phase One

- Upgrade of filter backwash system
- Installation of Ultra Violet
- Renewal of main pump station

### 5.10 Phase Two

- Intake in parallel with new water Take Consent

### 5.11 Phase Three

- Refurbishment of clarifiers

### 5.12 Phase Four

- New storage reservoir

5.13 The amount in the 2013-14 budget for Phase One is \$2.51 million.

5.14 Detailed design of Phase One has been completed and a detailed cost estimate is now being prepared.

5.15 The intention is that the project will be executed through a series of engagement of smaller, and where possible, local contractors in an attempt to minimise cost and obtain optimum quality. High cost items will be purchased by WDC direct with contracts for installation only, where feasible.

## **Mokau Water Supply (MWS)**

### **6.1 Background**

6.2 The MWS is working reasonably well but does not meet the Drinking Water Act 2007 (as amended in 2008). It required coagulation and an Ultra violet disinfection unit.

6.3 The Plant has now been upgraded for a little less than the budgeted amount and is working well. As a result of the changes to the dam position and design changes to structure levels due to the finding of a shell midden and hangi pit, the clarifier will have to be moved to a lower level to continue to have gravity feed.

6.4 The other issues to be addressed include - inadequate storage of raw water to meet summer demand which is also the dry period and the existing storage dams need work to meet the new building compliance standards as of 2010/2011. Funding has been approved by MoH (\$725,790) and final design has been completed.

6.5 The present estimate and budget is \$800,000.

### **6.6 Capital Expenditure Budget**

6.7 A dam site below the escarpment that is deemed geotechnical stable has been identified.

6.8 Design of new dam is complete and Consent applications to Waikato Regional Council (earthworks) and Waitomo District Council (Landuse) have been approved.

- 6.9 Consultation with Iwi and the owners of the surrounding land is ongoing.
- 6.10 The proposed dam site has been pointed out to Iwi and a letter from the archeologist stating that there is no expectation that any artifacts will be found in that area handed over.
- 6.11 An Archeological assessment required for the land use consent showed that the new site has no archeological significance. This proved wrong.
- 6.12 The position was discussed with the landowner and he has verbally accepted the proposed position. Land has been bought from the landowner.
- 6.13 Construction started early February 2014 however came to a halt on 7 February 2014 when a shell midden was uncovered and on the following Wednesday a hangi pit was also found.
- 6.14 There is a time consuming process to be worked through which includes the Historic Places Trust and the Archeologist as well as Iwi, WRC and WDC. The potential delay is in excess of three months.
- 6.15 In order to mitigate this, the design was changed and Iwi and WRC were consulted to get an earlier start.
- 6.16 Agreement was reached for limited construction to start the week commencing 3 March 2014, while other processes and negotiations goes on in parallel.
- 6.17 During May 2014 the effect of gale force winds caused the liner to be ripped out which had to be replaced and heavy rain also caused some erosion leading to an extension of time together with related impacts on the contract cost.
- 6.18 The additional cost as a result of delays following archeological finds, redesign of part of works in order to move forward, cost of remedial measures to protect archeological finds and delays following bad weather with what is known at present is estimated at \$150,000.
- 6.19 It is expected that filling the dam will start during last week of June 2014.
- 6.20 The redesign to accommodate the archeological finds and progress the project resulted in a lowering of the crest level therefore the water level.
- 6.21 This in turn lead to a situation that the gravity sand filter acting as a clarifier – first treatment barrier – has to be moved to a lower level to allow flow of water from the dam to the clarifier under gravity.
- 6.22 Alternative would be to build a transfer pump station.
- 6.23 Both solution will come at additional cost but the gravity solution is the preferred one since it does not have the long term mechanical and energy cost that goes with a pump station
- 6.24 There are still dam safety remedial work to be done on the existing dams and Mokau Ki Runga want to know what is proposed and the methodology that will be used.
- 6.25 This will be conveyed to them as soon as the detail is available since it now has to be scoped outside of the original contract.

## **Piopio Water Supply (PWS)**

### **7.1 Background**

7.2 The project is now complete and operating very well.

## **Benneydale Water Supply (BWS)**

8.1 This work has been completed under budget and the Plant is working well.

## **Waitomo Water Supply (WWS)**

### **9.1 Background**

- 9.2 An in-house assessment of the privately owned WWS was done in the 2008/09 year and the opportunity for potential WDC involvement was consulted on during the 2009-2019 LTCCP consultation process with a specific meeting in Waitomo Village.
- 9.3 Proposed capital expenditure was originally moved to start in the 2013/2014 year spread over 3 years.
- 9.4 More detailed investigation work was done late 2013 and the assets valued by the WDC Group Manager Assets.
- 9.5 This information was conveyed to THL before the December 2013 break and discussed at a meeting on 13 January 2014.
- 9.6 Some adjustment to values were agreed and that together with best guess estimates by the Group Manager Assets for renewal/replacement of assets staged over 9 years was used to model per cubic meter rates for treated water and treated waste water.
- 9.7 This information was conveyed to THL on 25 February 2014 to use in an assessment of financial impact on THL operations in Waitomo Village.
- 9.8 Due to significant base cost and small amount of water needed and waste water produced the modeled cost per cubic meter is quite high.
- 9.9 Although the modeled cost of water is in the same ball park as that of Mokau which produce near 3 times the volume with a similar situation of small residential numbers and large influx of holiday makers
- 9.10 Discussion with THL and community is ongoing
- 9.11 There is no funding in the 2012-22 LTP and \$5,000 in the 2013-14 EAP for any work on Waitomo Village infrastructure.

**Suggested Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water Supply be received.



CHRISTIAAN VAN ROOYEN  
**GROUP MANAGER – ASSETS**

June 2014

**Document No:** 336678v2**File No:** 037/020/12A**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Sewerage**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Sewerage activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan (LTP).

## Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Sewerage activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

## Background

- 3.1 The Sewerage activity provides for the environmentally safe collection, treatment and disposal of the District's sewage.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its sewerage systems and to work towards the achievement of Community Outcomes. Efficient, environmentally safe and sustainable urban wastewater services are essential for the social, cultural and environmental well-being of the District. Sewerage services are essential for the protection of public health and environment in urban areas through the collection, treatment and disposal of human and commercial/industrial wastewater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of sewerage assets.
- 3.4 Sewerage (or wastewater) Schemes are provided by Council at:
- Te Kuiti
  - Benneydale
  - Piopio
  - Te Waitere
- 3.5 Concept design work planned for Mokau-Awakino and structure planning for Te Waitere has been moved outside the present 10 year plan due to lack of resources.

3.6 The privately owned and operated sewerage schemes at Waitomo Village and Taharoa do not form part of the 2012-22 LTP.

3.7 There are three activities under the Sewerage significant activity:

- Maintenance
- Renewals and Replacements
- Improvements

### **3.8 Maintenance**

3.9 Operation and maintenance involves the planned and reactive servicing of the sewerage infrastructure – clearing blocked sewers, servicing pump stations, repairing damaged asset components and operating the sewage treatment plants and disposal systems.

### **3.10 Renewals**

3.11 Renewal/replacement of sewerage infrastructure (principally sewer pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. Renewal costs fluctuate between schemes with non-operational expenditure “smoothing” applied in all cases to avoid major spikes in overall expenditure for each scheme from one year to the next.

### **3.12 Improvements**

3.13 This involves the provision of additional sewerage reticulation or treatment plant capacity either by installing new or extending existing pipe networks or treatment plants. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes.

## **Te Kuiti Sewerage**

### **4.1 Capital Expenditure Budget**

4.2 The budget for capital works to upgrade the Te Kuiti WWTP was originally estimated to be \$8.6 million.

4.3 A more detailed estimate for a design to treat 4,000m<sup>3</sup> per day was \$8,489,030.

4.4 To meet consent conditions as the consent application progressed required the volume to be managed to move to 7,000m<sup>3</sup> per day with more strict effluent quality parameters. This also increased the estimated cost by \$1,838,540, bringing the total estimate to \$10,327,570.

4.5 Actual construction cost is \$9,360,345.

4.6 The upgrade is now complete and operating well. The Plant has required some fine tuning which is still underway due to the highly variable discharge received from the Meat Works. The discharge received from the Meat Works varies constantly due to changes in their operations and this in turn requires adjustment of treatment processes at the Plant.

**4.7 Discharge Consent Application****4.8 Introduction**

4.9 Existing (operative) consent expired in 2005 a new consent applied for was put on hold and present operations are under the old Consent. Request for information to inform the Discharge Consent applied for was submitted in June 2009 and further information was required which led to fairly detailed discussion, mainly with regard to land disposal of treated waste water.

**4.10 Consent Issues/Progress**

4.11 A final s92 (reply to request for information) was lodged 13 December 2010 and was processed by Waikato Regional Council. It was notified in June 2011 and six submissions had been received.

4.12 An intensive consultation process with Submitters is still being worked through.

4.13 Second Draft consent report by WRC including draft conditions was received and has been assessed and a reply returned to WRC.

4.14 A meeting was held on 5 April 2013 to further discuss points of difference between WRC and WDC.

4.15 Another meeting will be held on 17 May 2013 to try and finalise the Consent term, the only remaining sticking point.

4.16 A further meeting was held on 14 August 2013 to discuss issues brought up by one submitter who has "disappeared" for a period two years and surfaced again in late May 2013. These issues which are mainly about liaison and reporting had been resolved between WDC and WRC.

4.17 A third draft report including draft conditions for circulation has been received from WRC and commented on.

4.18 Term is still the sticking point and discussions have reached a deadlock.

4.19 Another business paper to discuss this in more detail and requesting a resolution is somewhere else in the agenda

<b>Te Waitere Sewerage</b>
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**5.1 Key Projects and Programmes for the 2013-14 Year****5.2 Project Number One: Land for Soakage****5.3 Introduction**

5.4 The Te Waitere sewerage system started as a system to service a subdivision of eight houses. The domestic water supply is collected off roof tanks and therefore the volume of household waste water is quite low per connection. The consent is for a volume, and based on that, actual waste water generated could service more houses. Several additional houses along with the Boat Club and public toilets were connected over time. On the basis of the low waste water quantities per household and a report that the capacity of the soakage is adequate as filed by a WRC Officer, it was calculated that up to 25 houses could be serviced.

- 5.5 There is demand for more sections and at least two owners of larger properties indicated their intent to develop more sections should waste water services be available.
- 5.6 Further investigation showed that the upgrade of the pump station to provide a reliable service for a larger community would not be a significant issue however the investigation into the capacity of the soakage field showed that it is utilized beyond its capacity already also that the ground along that hill slope is moving.
- 5.7 Design/Scope
- 5.8 A concept design that takes cognizance of the specific issues at Te Waitere needs to be developed. This will in all probability require negotiation with landowners for land to be used as soakage fields. Followed by consultation, preliminary design and cost estimate with rates modeling followed by further consultation with probably an application to MoH for funding.
- 5.9 Consent Issues/Progress
- 5.10 The present consent is valid until September 2017. However with the knowledge recently obtained about the capacity of the existing soakage field there will be considerable pressure from WRC on Council to address the issues as soon as possible.
- 5.11 The Soakage field area had been surveyed to establish the exact position as part of upgrading the pump line and some rehabilitation work at the soakage field. The outcome showed that the land actually move in excess of 1.0m down slope in the past 15 years.
- 5.12 Further work/expenditure had been put on hold until such time as a geotechnical investigation identified if there is any land that could be safely develop either through the District Plan or a specific scheme plan.
- 5.13 Pipeline Renewal Funding Sources and Expenditure to Date
- 5.14 There is \$8,000 in the budget for renewal of a part of the pump line.
- 5.15 There has been no expenditure to date.
- 5.16 A quote was obtained and a project awarded to replace 400m of pipe in September 2013 which will fit within the \$16,000 (\$8,000 2012/3 and \$8,000 2013-14) providing no major issues are found during construction.
- 5.17 Procurement
- 5.18 Quote was obtained.
- 5.19 The work was delayed but is now complete

<b>Benneydale Sewerage</b>
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**6.1 Issues/Progress**

- 6.2 Earlier work has been completed
- 6.3 The old network was regarded as being at the end of its economic life. During affordability review the economic life of the old network was extended by 20 years

- 6.4 Inspection of the lines showed that there are repair work to be done to ensure that the reticulation last the 20 year period.
- 6.5 The information has been analysed and a repair/renewal programme developed to ensure the integrity of the system for at least another 20 years.
- 6.6 The funding requirement has been placed in the 2013-14 EAP - estimate \$78,000
- 6.7 No work done to date

## **Piopio Sewerage**

- 7.1 Completed
- 7.2 Quality of final effluent is very good.

## **Suggested Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Sewerage be received.



CHRISTIAAN VAN ROOYEN  
**GROUP MANAGER – ASSETS**

June 2014

**Document No:** 336679**File No:** 037/020/12A**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Stormwater activity as contained in year one (2013/2013) of the 2012-2022 Long Term Plan (LTP).

## Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works, however any issues arising in the maintenance area of the Stormwater activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

## Background

- 3.1 The Stormwater significant activity provides for the collection, diversion, treatment and disposal of urban surface water runoff following rainfall. Surface water flooding can occur in the absence of an effective stormwater drainage system.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its stormwater systems and to work towards the achievement of community outcomes. Efficient, environmentally safe and sustainable urban stormwater services are essential for the social, cultural and environmental well-being of the District. Stormwater services ensure the protection of public health in urban areas through the collection and disposal of urban stormwater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of stormwater assets.
- 3.4 The Stormwater activity covers the stormwater assets owned and operated by Council in urban areas including:
- Te Kuiti
  - Benneydale
  - Piopio
  - Mokau
  - Awakino
  - Marokopa
  - Te Waitere

- 3.5 The majority of Council's stormwater infrastructure is located at Te Kuiti, with limited infrastructure available at the remaining townships. The stormwater infrastructure servicing Waitomo Village and Taharoa is privately owned and does not form part of this 2012-22 Long Term Plan.
- 3.6 WDC's storm water reticulation design endeavors to meet a 2 year rainfall return period.
- 3.7 The main activity under this significant activity is stormwater reticulation and disposal which comprises:
- Preparation of catchment assessments for each urban area to identify open drains, ephemeral water courses, permanent water courses, stormwater and preliminary secondary flow paths is a definitive need to manage stormwater in Te Kuiti. This represents a significant amount of work which Council voted funding to start it in the 2011-12 year.
  - Reporting on stream environmental impacts as demanded by comprehensive discharge consent. This reporting is completed annually.
  - Finding stormwater pipe work not on record, assess condition and record in asset register. This is an activity that takes place as general maintenance works occur. It really requires a special project to provide information to improve the information for the Activity Management Plan flowing into the 2012-22 Long Term Plan and further into the future to inform the work that needs to be done in the Catchment Assessments.
  - Providing, maintaining and upgrading Council's urban stormwater network comprising the urban open drains, pipes and manholes, downstream from surface channels, sumps and sump leads (the latter, together with all rural drainage assets, are included under the Land Transport significant activity).

3.8 The main elements of this activity are:

### **3.9 Maintenance**

- 3.10 Operation and maintenance involves the planned and reactive servicing of the stormwater infrastructure – clearing drains, emptying sumps, repairing damaged asset components.
- 3.11 During recent investigation of sewer reticulation it has been identified that there are a number stormwater pipes that are partially blocked with accumulated debris. Investigation showed that cleaning of the system will be fairly costly and will have to be addressed through maintenance over a long time.
- 3.12 Council approved a modest budget for four years starting 2012-13 for maintenance cleaning of reticulation. Work is done bit by bit and asset information collected as it progresses. Several minor repair/renewal projects had already been identified. A programme to do this work will be compiled on a Catchment by Catchment basis and brought into the budgets as it can fit.

### **3.13 Renewals**

- 3.14 Renewal/replacement of stormwater infrastructure (principally stormwater pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. This has shown a large spike in required renewals for the period 30 to

60 years from now. Using replacement values, the renewals costs have been smoothed to flatten this peak in the 2012-22 LTP. As asset information improves, specific renewals will be individually assessed to verify that the renewal is actually needed before the work is done.

- 3.15 The average renewal works expenditure based on current information is approximately \$100,000 per annum in the 2012-22 LTP, starting 2016-17.
- 3.16 The renewal funding for the past years has actually been spent on installation of new reticulation to solve critical spots that become apparent during each year.
- 3.17 Two specific problem areas had been identified since and will be addressed this financial year – renewal of section in George Street budget estimate \$92,340 and renewal of section of Duke Street budget estimate \$117,420.
- 3.18 This trend is expected to continue as critical points are identified during the special maintenance cleaning programme.

### **3.19 Improvements**

- 3.20 This involves the provision of additional stormwater drainage capacity either by installing new or extending existing drainage networks, or by increasing the size of existing pipes on the same alignment. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes.
- 3.21 Completion of urban catchment assessments may identify capacity shortfalls in the existing stormwater network. Similarly, concept design work proposed somewhere in the future for Mokau-Awakino and structure planning for Te Waitere may result in new drainage works proposed for these areas.

## **Te Kuiti Stormwater**

### **4.1 Capital Expenditure Budget**

- 4.2 The budget for capital works for 2013-2014 is \$90,000 for minor renewals and \$209,000 for construction work on Duke and George Street.

### **4.3 Key Projects and Programmes for the 2013/2014 Year**

#### **4.4 Rora Street**

Work delayed to go with Rora Street pavement rehabilitation to minimise disruption is now complete.

- 4.5 Minor renewal funding is allocated to address stormwater in Cotter Street.
- 4.6 The major issues identified through the previous CCTV work are on Duke and George Street.
- 4.7 **The Duke- Ngatai – George Street work has been tendered and construction will take place over July to August depending on weather. The construction methodology offered will minimize disruption and reinstatement work to a minimum**
- 4.6 In King Street East a 1000mm pipeline from Taupiri Street to the river has been identified to have significant differential settlement to the extent that the pipe sections have moved apart. Investigation showed that water going through the

joints has created tomo's and the whole section of pipe is suspect. It is not possible to exactly determine the size of the tomo's but they are significant and there is risk that sections of the pipe may drop into one or more of these. The pipe will have to be dug up and re-laid. Because of the depth (over 2m) it will be an expensive project. Initial estimate is \$180,000 excluding GST. This is being investigated further to see if there is a way to repair at lesser cost.

#### **4.8 Catchment Assessments**

4.9 The First Stage of the Basic Catchment Assessment is complete.

#### **4.10 Exceptions Project**

None

### **Rural Stormwater**

#### **5.1 Capital Expenditure Budget**

##### 5.2 Introduction

5.3 Minor renewals are small improvement works (mainly unforeseen) that may come up during a year and are identified by staff, the Maintenance Contractor or ratepayers.

No budget provision made in LTP

Budget operations for 2013/14 .....	\$5,195
Expenditure to 31 May 2014 .....	<b>\$3,814</b>

### **Suggested Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater be received.



CHRISTIAAN VAN ROOYEN  
**GROUP MANAGER – ASSETS**

June 2014

Document No: 334673v2

File No: 037/020/12A

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport****Purpose of Report**

- 1.1 The purpose of this business paper is firstly, to brief Council on implementation of the Work Plan for the Land Transport activity as contained in Year Two (2013/2014) of the 2012-2022 Long Term Plan (LTP) and secondly, to establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

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

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

**Introduction**

- 3.1 This business paper focuses predominantly on capital expenditure (CAPEX) projects i.e. renewal and improvement works.
- 3.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It provides further information on the capital (improvement and renewal) expenditure programme.

**Background**

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

## Subsidised Roding

5.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.

5.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2013/2014 year of the LTP are provided below.

### **5.3 2013/2014 CAPITAL EXPENDITURE BUDGET**

The total budget for subsidised capital works for the 2013/2014 year as contained in the 2012/22 LTP is \$4,572,000.

### **5.4 STOCK EFFLUENT DISPOSAL FACILITY**

#### **5.4.1 Introduction**

The Waikato Region Stock Effluent Disposal Facility Strategy indicated the need for two stock effluent facilities to be built in the Waitomo District. That strategy proposes Waitomo District Council construct one effluent disposal facility on Cotter Street near the sale yards.

#### **5.4.2 Final Cost \$154,232.70**

5.4.3 Completed and the funding claimed from NZTA and WRC.

### **5.1 WALKING AND CYCLING STRATEGY IMPLEMENTATION**

#### **5.1.1 Introduction**

This item has not been approved as part of the NLTP.

### **5.2 WALKING AND CYCLING REVIEW**

#### **5.2.1 Introduction**

This item has not been approved as part of the NLTP. Further progress on the Walking and Cycling Strategy has been postponed until NZTA reintroduces funding for this work category.

### **5.3 DRAINAGE RENEWALS**

#### **5.3.1 Introduction**

Drainage Renewals work covers the replacement of all culverts of up to 1800mm in diameter. Currently WDC is focusing on assessing our high risk roads, in addition to the assessment of existing 225mm dia culverts.

The expectation is all roads will slowly have culverts upgraded to meet the correct rainfall expectations and better assist in pavement maintenance through a substantial reduction in pavement subsidence during storm events.

#### **5.3.2 Design/Scope**

Catchment designs are done on all existing culverts over 600mm dia. All culverts of less than 600mm dia are upgraded to suit the surrounding environment and restrictions.

### 5.3.3 Consent Issues/Progress

Nil to report

### 5.3.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$400,000 at a 59% FAR. The 13/14 budget is \$459,652 to end April WDC has spent **\$381,646**.

### 5.3.5 Procurement

This category is procured, in the main, through the Road Maintenance Contract or through obtaining quotes or tenders for larger works and some small level of procurement through the Pavement Rehabilitation packages (as appropriate) as they are tendered.

### 5.3.6 Construction Issues/Progress

Drainage renewals and upgrades across the network takes place as it fits in with other works.

## 5.4 PAVEMENT REHABILITATION

### 5.4.1 Introduction

Three Pavement Rehabilitation Packages are to be let, these are Rora Street (let 2012), Aria Road (3 sites) and Rangitoto Road.

The site works generally involve vegetation clearing, culvert replacements to minimum 375mm dia, base course overlays, two coat sealing and new road furniture as required.

### 5.4.2 Design/Scope

**Complete.**

### 5.4.3 Consent Issues/Progress

Nil consent required.

### 5.4.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$930,000 with a FAR of 59%. The expenditure to date is **\$640,575**.

This does not reflect committed work like Aria and Rangitoto **which has been completed**.

### 5.4.5 Procurement

All work under this category is purchased by way of open tender. This process ensures WDC compliance with the requirements of the NZTA procurement rules.

### 5.4.6 Construction Issues/Progress

Nil to report.

## **5.5 SEALED ROAD SURFACING**

### **5.5.1 Introduction**

The 2013/2014 Reseal Programme comprises approximately 43km of reseal including rural and urban sites.

### **5.5.2 Design/Scope**

This contract was based on a P17 methodology which means that the Council identifies the work sites and specifies the required surfacing treatment. The actual seal design is the responsibility of the contractor.

### **5.5.3 Consent Issues/Progress**

Nil.

### **5.5.4 Budget, Funding Sources and Expenditure to Date**

The LTP budget for this category is \$1.280M **with carry over from 12/13 the total available is \$1.50 million** with a FAR of 59%. The expenditure to date is **\$1,264,456**.

### **5.5.5 Procurement**

This category has been procured through open tender. The tender was advertised on Tenderlink, 5 tenders were received for the contract. Higgins Construction Waikato was the successful tenderer.

### **5.5.6 Construction Issues/Progress**

Seal design and other preparatory work has been completed. The actual resealing **has been completed, there are a few places where stripping of chips is occurring. The contractor check those weekly, sweeping any loose chips off the surface. It is not feasible to do repairs now with lot of moisture and relative low temperatures. Repairs will be done in the summer. The failed areas has additional warning signs and if they deteriorate to a point where it is deemed unsafe additional warning signs as well as speed restrictions will be set up.**

## **5.6 STRUCTURES COMPONENTS REPLACEMENTS**

### **5.6.1 Introduction**

The 2013/2014 work plan provides for structural maintenance bridges in the Waitomo District.

### **5.6.2 Design/Scope**

The bridges requiring maintenance have all been identified through the detailed inspections and repairs will be designed by Spiire Consultants.

### **5.6.3 Consent Issues/Progress**

Nil to report

### **5.6.4 Budget, Funding Sources and Expenditure to Date**

The LTP budget for this category is \$373,000 with a FAR of 59%. The expenditure to date is \$31,095

This does not reflect committed work, Kawhia Harbour Road bridge replacement (estimated \$210,000) and Mokauiti and Ordish Road culvert linings (\$38,000)

#### **5.6.5 Procurement**

Contracts **has been** procured through open tender.

#### **5.6.6 Construction Issues/Progress**

Kawhia Harbour bridge is a precast unit and completion of manufacturing will take into the rain season so it will only be installed in September - October.

**Mokauiti and Ordish Road culvert linings has been completed**

### **5.7 TRAFFIC SERVICES RENEWALS**

#### **5.7.1 Introduction**

Traffic Services Renewals provides for the replacement of all signs, edge markers posts, site rails and road marking.

#### **5.7.2 Design/Scope**

Compliance with NZTA and Austroads standards is required. Waitomo District is working towards full compliance. Progress against this target is continually disrupted by vandalism, motor accidents and theft.

#### **5.7.3 Consent Issues/Progress**

Nil consent required.

#### **5.7.4 Budget, Funding Sources and Expenditure to Date**

The LTP budget for this category is \$115,600 at a 59% FAR. To date we have spent \$ 24,922 through the Roding Maintenance and/or Street Light Maintenance Contract.

**Out of specification due to regulatory changes require safety rails at bridge entrances to be raised. This will be done during the remainder of the financial year.**

#### **5.7.5 Procurement**

This category is procured through the Road Maintenance Contract and the Street Light Maintenance Contract.

#### **5.7.6 Construction Issues/Progress**

No issues to report

### **5.8 UNSEALED ROAD METALLING**

#### **5.8.1 Introduction**

The unsealed road metalling work comprises all structural or overlay metal placed on unsealed roads.

#### **5.8.2 Design/Scope**

The maintenance contract has an annual programme which addresses roads requiring structural metal overlays.

### 5.8.3 Consent Issues/Progress

Nil required.

### 5.8.4 Budget, Funding Sources and Expenditure to Date

The LTP budget is \$502,900 including some funding from 12/13 it is \$973,700 at a 59% FAR. Expenditure to date is \$995,425.

### 5.8.5 Procurement

This category is procured through the Roothing Maintenance Contract.

### 5.8.6 Construction Issues/Progress

The drought delayed the start of our grading and metalling programme. The initial work is complete. At present it is maintenance of roads that needs it.

A programme of placing structural and wearing course metal is underway as well as a programme to grade roads as identified. Approximately 30% has been completed by 13 June 2014. Downers brought additional teams in.

Approximately 170km has been identified that Downers will not be able to do before mid July 2014. This work has been allocated to Inframax.

## 5.9 EMERGENCY RE-INSTATEMENT, MINOR IMPROVEMENTS AND ASSOCIATED IMPROVEMENTS

### 5.9.1 Introduction

These are categories that have been approved by NZTA and the NLTP but are on a capped charge up basis i.e. as work is identified or carried out it can be approved and claimed. NZTA have advised that they have blown there budget for the 13/14 financial year, and are seeking additional funding.

### 5.9.2 Budget, Funding Sources and Expenditure to Date

The LTP budgets for these categories total \$909,900 at varied FAR rates. To date we have spent \$461,431 through the Road Maintenance Contract, Pavement Rehabilitation and Emergency Works contracts.

### 5.9.3 Procurement

This category has previously been procured through the Roothing Maintenance Contract. However a new focus is on best practice, best value tendering using NZTA guidelines. These will be carried out through an invited tender process to minimize costs.

#### Construction Issues/Progress

The major works completed this financial year are:

- RP 8410 Gribbon Road Slip.
- RP 1152 Taharoa Road Emergency Reinstatement.
- Te Anga Road – RP 25 kms
- Kumara Road – RP 3050-3800
- Beach Road Mokau, Road Termination Protection Works
- Rora Street phase 3 rehabilitation

Other major works in progress rest of this financial year are:

- Tawa Heights retaining wall – Geotech investigation for design is in progress – will be tendered for construction September
- Oparure retaining wall – this retaining wall is in the process of failure – geotech investigation is underway to find a feasible solution to be tendered for construction September
- Mangaokewa Road rehabilitation - Complete
- Mangarino Road retaining wall – Being tendered, construction will start September 2014

## Unsubsidised Roothing

6.1 Work is carried out to ensure safe and efficient travel within and through the District as necessary for road or pedestrian safety and convenience, but are not subsidised by NZTA. The Council has sole financial responsibility for this activity.

6.2 Commentaries detailing progress on unsubsidised roading activities contained in the 2013/14 year of the LTP are provided below.

### **6.3 2013/14 CAPITAL EXPENDITURE BUDGET**

6.4 The total budget for unsubsidised capital works for the 2013/2014 year as contained in the 2012-2022 LTP is \$265,476. This figure includes an allowance of \$25,000 for property purchase if required. A total of \$204,742 has been spent to end April 2014

### **6.5 ROAD IMPROVEMENTS**

#### **6.5.1 Introduction**

Unsubsidised Roothing Improvements covers all roading work outside of the formed NZTA approved carriageway. An example of this is the re-construction of driveways following pavement rehabilitations or total new roads, Street cleaning and footpath renewals

#### **6.5.2 Design/Scope**

Nil to date.

#### **6.5.3 Consent Issues/Progress**

Nil to date

#### **6.5.4 Budget, Funding Sources and Expenditure to Date**

The LTP budget for this category is \$50,000. To date we have spent \$3,208

#### **6.5.5 Procurement**

Nil to report

#### **6.5.6 Construction Issues/Progress**

Nil to report

## **6.6 FOOTPATH RENEWALS**

### **6.6.1 Introduction**

Following NZTA removing its support for walking and cycling activities WDC has reduced its programme for the construction of new footpaths. WDC are only replacing small areas of existing failed footpath this financial year.

### **6.6.2 Design/Scope**

This work is in the process of being identified and programmed.

### **6.6.3 Consent Issues/Progress**

Nil required.

### **6.6.4 Budget, Funding Sources and Expenditure to Date**

The LTP budget for this category is \$110,317. To date we have spent \$82,805. This budget is being subsidised by the Unsubsidised Roding Improvement budget. Expenditure to date is \$ 95,099

### **6.6.5 Procurement**

This category is procured through the Road Maintenance Contract and by quotations.

### **6.6.6 Construction Issues/Progress**

No issues to report

## **6.7 RETAINING WALL REPLACEMENT**

### **6.7.1 Introduction**

WDC has identified several retaining walls that need replacing.

### **6.7.2 Design/Scope**

Designs for 2 retaining walls have been completed. .

### **6.7.3 Consent Issues/Progress**

Building consents for both sites have been obtained.

### **6.7.4 Budget, Funding Sources and Expenditure to Date**

The LTP budget for this category is \$55,159, with a carryover from 2012/2013 of \$40,000. To date we have spent \$754.00

### **6.7.5 Procurement**

The current project was tendered by invited tender. Two tenders were received. The successful bidder was Inframax Construction Limited.

### **6.7.6 Construction Issues/Progress**

Construction is now complete.

**Suggested Resolution**

The June 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.



CHRISTIAAN VAN ROOYEN  
**GROUP MANAGER – ASSETS**

June 2014

Document No: 337227

File No: 401/0581153000

**Report To: Council****Meeting Date:** 25 June 2014**Subject:** Brook Park Ashes Internments

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the proposal by Brook Park Incorporated to develop an area of Brook Park for ashes burials and memorial plantings and confirm procedures associated with the proposal.

### Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure such as cemeteries is consistent with the provisions of Section 11A Local government Act 2002 (including amendments) and also with the Burials & Cremations Act 1964

### Background

- 3.1 Historically, Brook Park has been used on a few occasions for the planting of memorial trees, burying of ashes and the setting of plaques although this activity has been in abeyance for several years and has historically been undertaken in an uncontrolled manner.
- 3.2 The Brook Park management plan adopted by Council includes a policy:
- "an area of Brook Park will continue to be set aside as a Memorial Arboretum"*
- 3.3 WDC's adopted Park Policies 2.18 also allows the planting of commemorative trees and other plants and the erection of associated plaques, within reserves where this is identified in the relevant reserve management plan. The policy goes on to discuss keeping of registers, size of plaques, maintenance etc.
- 3.4 Further to the above, there is no restriction in law as to where ashes are to be buried or stored. That is, they do not require to be buried in a designated cemetery and therefore by law the only records required in relation to ashes are established and recorded at the crematorium.

### Commentary

- 4.1 Brook Park Incorporated proposes to establish a memorial grove of plantings including the interment of ashes, with the area proposed incorporating the historical plantings of the past.

- 4.2 The proposal as put forward by Brook Park Incorporated is consistent with the Brook Park management plan and the General Parks Policies, but does have the potential for the park to become a "de facto cemetery".
- 4.3 Currently, within Waitomo District, ashes are either disposed of by the family or are interred in one of WDC cemeteries.
- 4.4 While there is no cost in self disposal, WDC does charge for interment in one of our cemeteries, with the fee for plots being up to \$425.00 and interment fees up to \$215.00 depending on the cemetery location.
- 4.5 The interment of ashes along with the planting of memorial trees in Brook Park has the potential to impact on WDC's cemetery revenue source. The existing Revenue and Financing Policy arrangements require that this arrangement be ensured by imposing the Te Kuiti Ashes costs for plots and interments on those interments that occur in Brook Park.
- 4.6 An additional fee should also be established to cover the tree planting and protection as indicated in the attached draft guidelines established by Brook Park Incorporated.
- 4.7 Similarly, Brook Park is a key WDC park asset and while Brook Park Incorporated has been established, through its constitution to:

*"(a) Provide for and ensure the use, enjoyment, maintenance, protection and preservation of Brook Park, to the extent that the Incorporated Society's resources permit,"*

It remains WDC's responsibility at all times to ensure that any interments that occur on WDC land are properly recorded to maintain the integrity and accuracy of WDC's records.

- 4.8 Any interments that occur at Brook Park must follow the same procedures / application forms that occur for all WDC's Cemeteries and be recorded in WDC's database of burials, for future use by family, friends and historical researchers. Actual planting sites need also to be recorded, whether by WDC or Brook Park Incorporated.

## **Recommendation**

- 5.1 WDC maintain the intent of its Revenue and Financing Policy arrangements as applied by way of fees and charges for other burials in WDC's cemeteries. Any additional fee that might be incorporated in any future Revenue and Financing Policy for planting and plant protection could be allocated to Brook Park Incorporated.
- 5.2 Procedures that have been established for cemetery burials must be used for interments in Brook Park – i.e. applications to inter are made through WDC.
- 5.3 The draft guidelines prepared by Brook Park Incorporated be expanded to include the information related to costs and interment procedures. This can be done by the Group Manager - Community Services working with the committee assigned the task of establishing the memorial grove.

**Suggested Resolutions**

1. The business paper on Brook Park Ashes Internments be received.
2. The annual Fees and Charges forming part of the Revenue and Financing Policy and the Procedures for Interments at Te Kuiti Cemetery be applied to any interment of human ashes at Brook Park.
3. The required Guidelines for the Memorial Grove at Brook Park, incorporating information relating to Fees and Procedures be reviewed and confirmed, if appropriate, by the Chief Executive.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

June 2014

Attachment: 1 Draft Guidelines (Doc 337234)

### Brook Park Memorial Grove Te Kuiti

#### Guidelines for Te Kuiti

A planting plan of the area will be drawn up with groupings of trees, landscaping the grove in an attractive manner.

The choice of trees will be smaller growing varieties except in the selection of native trees. The planting of trees is best carried out in spring or late autumn. At planting a wire mesh guard will be put around the tree attached to three galvanised standards. As this is a grazed park the wire cage should be lifted about 15cm above the ground. V J Williams & Sons will organise tree surrounds and standards.

Each tree will have a bronze plaque (15cm x 10cm) fixed to limestone at the base of the tree.

An example of wording could be;

In loving memory of ..... (name)

Date of birth..... Date of death.....

The Memorial Grove allows ashes to be planted under trees.

#### Procedures

The family will contact funeral directors V J Williams & Sons, Te Kuiti requesting a memorial planting.

A planting plan is shown to the family and they choose a tree and are shown where it is to be planted.

The funeral directors make the family plaque and attach to the limestone.

The tree is purchased either by the family or the Brook Park Memorial Grove Committee on their behalf. The funeral directors assist the family with the planting and placement of the plaque.

The family planting will be recorded on a master plan kept by the Brook Park Memorial Grove Committee and V J Williams & Sons.

These procedures may need to be reviewed from time to time.

Document No: 337157

File No: 401/0581153000

**Report To: Council****Meeting Date:** 25 June 2014**Subject:** Brook Park Incorporated Society Minutes**Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society of 9 June 2014.

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

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

**Commentary**

- 3.1 Attached to and forming part of this business paper are the minutes of the Brook Park Incorporated Society meeting of 9 June 2014.

**Suggested Resolution**

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

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

JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

June 2014

Attachment: 1. Brook Park Incorporated Society Minutes (Doc 337158)

**BROOK PARK INCORPORATED SOCIETY**

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED  
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE  
KUITI ON 9<sup>th</sup> June, 2014 at 5.30pm**

**PRESENT:**

Guy Whitaker (Chairperson), Andrea Hanna, Elly Kroef, Robin Charteris, Bruce Maunsell, Graeme Churstain, Rob Buckley, Karen Houchen, Sue Wagstaff

**1. Apologies**

Apology was received from Charles Digby

Moved/Seconded Bruce/Graeme

**2. Confirmation of Minutes – for meeting 5<sup>th</sup> May 2014**

Minutes taken as true and accurate record.

Moved/Seconded Sue/Elly

**3. Additional Items for Discussion**

None

**4. Financial Report**

Bank balance as at 9/6/14 \$3,605.26 CR

All payments approved at previous meeting paid

No outstanding accounts

Item shown as Donation 30/5 is actually subscriptions from Yvonne & Keith Walker, Colleen Houghton, Colleen Coleman, Debbie Brooks.

Charles has indicated that he will be standing down as Treasurer at the AGM.

All transactions to date this year have been coded by Lionel Smith & Associates.

Banklink should be available for Treasurer to use within next week.

Moved/Seconded Rob/Andrea

**5. MTB Trail**

Quote received from Rex Holloway & Co Ltd (via Bill Holloway) to form & shape cycle path \$23,400 + gst. This is substantially more than expected. Rob suggested Bill Holoway might be persuaded to lower cost.

Dave Smith (DoC) has suggested Corrections Dept inmates may be possibility for doing much of the work. They have been doing other cycle trail building and have contacted

DoC looking for more work recently. *NB Dave Smith has since arranged meeting with Corrections Dept to discuss. Bruce to attend.*

Possible sources of funding: WDC may contribute a minor portion, also possibly WDC Community Partnership Fund, Lion Foundation, Heartland Community grant (late July application date).

Some discussion and concern around cost/benefit of MTB track. Need to keep cost in proportion to likely use and benefit to community. Agreed that project acceptable if it could be financed through grants rather than Council or BP funds.

Requires detailed plan of track and work required, plus financial plan. Bruce M to follow up.

Report accepted Rob/Andrea

## **6. Brook Park Entrance – Lime Haulage**

No further progress.

Discussion about moving current sign, and erecting new sign. Agreed that this could proceed.

Guy to continue to raise with John de Luca.

## **7. Fencing & Maintenance**

No new activity.

Rob commented that there is a significant amount of deferred maintenance that is building up and should be done.

This includes fallen trees, trees needing pruning, fencing.

Graeme raised problem of sheep getting through boundary fence on to his property. Section of fence on steep incline below radio tower needs replacing – will need to be done by contractor. Problem could be solved in interim by repairing fence around section of native bush through which sheep access boundary fence.

Graeme to detail work that needs to be done to repair fences and remove/tidy trees that are causing problems.

## **8. Track & Signage**

Approximately half of new signs have been erected by Rob with help from Mike Wagstaff and Phillip Houghton. Remainder will go up as weather and time permits

Andrea has completed wooden directional signs. They will also be erected.

## **10. Memorial Planting**

Sue presented draft guidelines and procedures for Memorial Grove. These have been discussed with Bruce Williams, Undertaker.

List of appropriate trees has been written up, and are available from Charlie Smart.

Sue has provided Dudley with map and discussed appropriate placement of different trees types.

Some discussion over policy regarding placement of ashes with plantings. Guy will discuss this further with JDL

Report accepted Sue/Elly

**11. Camping Ground**

Guy has discussed campground with Chris Ryan regarding whose responsibility the project would be.

Chris indicated that BP Committee needs to formally support the idea of campground being established at Brook Park. Guy informed Chris that this has already occurred.

Council will now commission feasibility study, which JDL will arrange.

**12. General Business**

Weed spraying carried out to date is showing good results. Still significant sycamore and woolly nightshade that need controlling

Agreed to hold working bee July 13 to tidy conifer grove and to tidy/remove/prune fallen trees and repair fences.

Elly to ask Kelvin Hayes if he will donate his time/expertise. *(NB Elly has since done this. Kelvin happy to help).*

Agreed that mailing list will be notified re working bee, and ad put in Waitomo News in week preceding July 13 inviting volunteers. Possibly also combine with story promoting new signs.

Guy to check with Barry Blackman re his availability. *(Guy has contacted Barry and he will attend).*

Next meeting 7<sup>th</sup> July 2014

Meeting closed at 6.45

Document No: 337199

File No: 401/9992000100

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Te Kuiti Railway Building Project**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Building Project.

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

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

### **Background**

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

### **Commentary**

#### **4.1 29 June 2012**

- 4.2 Extensive investigatory work including site visits and meetings have been undertaken to confirm the history and development of the railway station, in preparation of the final report.

#### **4.3 24 July 2012**

- 4.4 The required structural assessment is complete and the conservation plan and costings are available.

- 4.5 The draft report for comment was received by WDC on 26 June 2012.
- 4.6 A subsequent meeting of 11 July 2012 between the Consultants, Mayor Hanna and Group Manager – Community Services, commented on this report and sought minor clarification changes.
- 4.7 The final report has been completed and made available to KiwiRail.
- 4.8 28 August 2012**
- 4.9 Mayor Hanna and the Chief Executive Officer met with the KiwiRail property representatives in Wellington on Wednesday 18 July 2012. The purpose of this meeting was to:
1. Present the final version of the Conservation Plan so as to secure ownership of the railway station building; and
  2. To discuss preliminary terms and conditions for the proposed ground lease occupied by the building footprint.
- 4.10 A signed agreement for the purchase of the building for \$1 was secured during the meeting, with KiwiRail to forward a draft ground lease for consideration.
- 4.11 The ground lease has been reviewed by management and Councils legal advisor and the lease, along with proposed changes has been circulated to all Councillors for comment.
- 4.12 Agreement has been reached with KiwiRail and the lease is being prepared for signing at the time of writing this report. The lease is substantially 'as circulated', with a commencement date of 1 September 2012.
- 4.13 25 September 2012**
- 4.14 At its meeting of 28 August 2012, Council formed a working group of Mayor Brian Hanna and Councillors Hickey, Te Kanawa and Whitaker, to investigate and develop options for the development of the building moving forward.
- 4.15 30 October 2012**
- 4.16 A meeting was held on 1 October 2012 with the Working Group to present a project plan to the group and to discuss options for moving the project forward. The project plan and preliminary uses information was then work shopped with Council on 9 October 2012 so as to give guidance to the project moving forward.
- 4.17 Since this workshop the following works have been completed:
- Scale base building plan
  - Survey of exterior plaza area)
  - Reinstatement of plans for security of the building
  - Preliminary ideas for layouts
- 4.18 27 November 2012**
- 4.19 A key feature of moving this project forward has been the establishment of the "Reference Group", to be used to get feedback on ideas for the redevelopment.
- 4.20 An initial meeting of the Reference Group was held on 13 November 2012 to introduce the project members. A facilitated workshop is planned for 4 December 2012 to provide feedback on the initial ideas plans.

- 4.21 A presentation was also given to the "Business After 5" group to introduce WDC's thinking around the redevelopment and the use of the Reference Group.
- 4.22 Preliminary ideas sketches have been prepared as follows:
- a) buildings by Laura Kellaway Architects; and
  - b) surrounds by Mansergh Graham Landscape Architects.
- 4.23 These ideas sketches along with associated notes were attached to and formed part of the business paper for the 27 November 2012 Council meeting.
- 4.24 The introduction of these ideas sketches was to brief Council prior to the facilitated session with the Reference Group.
- 4.25 The signed lease document from KiwiRail was returned to WDC on 16 November 2012.

**4.26 11 December 2012**

- 4.27 At the time of preparing this business paper, no progress has been made since the Council meeting on 27 November 2012. However, the facilitated Workshop scheduled for Tuesday 4 December will have been completed by the time of this meeting and including this matter on the Agenda will enable the Council to discuss the outcome of that Workshop.
- 4.28 Following that Workshop, little progress will be able to be made until the Facilitator's Report is received by WDC.
- 4.29 After discussions with the facilitator, it was agreed that as the outcomes of the workshop were fully recorded on the white board and printed at the end of the meeting, then no further report was to be submitted.

**4.30 26 February 2013**

- 4.31 During December, January and February weekly meetings have been held with the project team to advance project sequencing, rough order of cost estimates, work stream identification, road map timelines and budget / funding implications. These were presented to Council at the 12 and 19 February and 20 March 2013 workshops.
- 4.32 The outcomes of these workshops will shape the project timelines and work streams moving forward for inclusion in the WDC roadmap.

**4.33 30 April 2013**

- 4.34 Information relating to the proposal has been finally costed in the 2013-2014 dEAP and included within the public consultation documentation. The outcomes of this process will guide further work streams.

**4.35 6 June 2013**

- 4.36 The application for grant funding to the Lottery Grants Board has been finalised. The application is for the restoration/renewal of the exterior building fabric for buildings 1, 2 and 3.

4.37 It is to be noted that this is a variance from the proposal in the EAP documentation which talks about the restoration of building 1 only in 2013-2015 period with the other buildings spread over the subsequent three years. The reason for bringing forward the restoration of buildings 2 and 3 was on the advice of the Lottery Grants Board who want to see only one total application. The impact on this change in strategy is that WDC will need to consider bringing forward its funding to match the grant if the grant application is successful.

4.38 The amount applied for is tabled below:

Grant Funding (66%)	579,498
WDC Loan	<u>298,530</u>
<b>Total Project Cost</b>	<b>878,028</b>

4.39 The application period closes 29 May 2013 and applicants are notified of the outcomes on 17 October 2013.

#### **4.40 25 June 2013**

4.41 The budget profiles forming the basis for the 2013/14 Annual Plan have been re-worked to match the application to the Lottery Grants Board and included in the Annual Plan documentation.

4.42 The Lottery Grants Board has confirmed in writing that they have received the full documentation forwarded to them.

#### **4.43 27 August 2013**

4.44 The project plan has three key elements occurring during the July-September period:

##### **1. Engineering Assessments of buildings and preparation of necessary documentation of the structural work (July-August)**

The onsite assessments have now been completed with the report due by end of August. This section of the restoration drawings is on schedule.

##### **2. Architecture drawings and contract documentation for buildings 1, 2 and 3 restoration project (July-August)**

Alternative prices for this project were sought because of the extensive time period required by the original architect to complete the documentation. The 20<sup>th</sup> October completion time frame gave no leeway should WDC need to submit another application to the Lotteries Board. An alternative architect has been chosen with the documentation due at the latest 20 September 2013. This means this part of the project has slipped by three weeks.

##### **3. Expressions of Interest documentation for the Community Space**

This is on schedule to be completed by the end of September 2013.

#### **4.45 24 September 2013**

4.46 The report and drawings relating to the engineering assessments (item 1 above) have been completed but are not to hand with WDC. The reason for the delay is a result of a request from WDC to include a full seismic assessment to be undertaken. The complete package will be available to WDC on 23 September 2013.

4.47 The architect has advised that draft documentation relating to item 2 above will be available to WDC 20 September 2013.

4.48 Expressions of Interest documentation is on track for completion.

**4.49 26 November 2013**

4.50 WDC received written notification on 24 October 2013 that the Lottery Grants Board has approved a grant of \$647,538.55 (GST inclusive) for the restoration project. The uplifting of this money is subject to achieving certain milestones.

4.51 The engineering assessment has been completed and received by WDC. Works related to the restoration project have been included in the contract documentation.

4.52 Finalised contract documentation including updated schedules and estimates will be completed 27 November 2013. This will mean the documentation, upon final checking, will be available for tender.

4.53 The draft documentation for the restoration was forwarded to Historic Places Trust and KiwiRail mid October, although we still await signoff of these documents.

5.54 A fire design report has been prepared which outlines the minimum fire design requirements for these buildings based on proposed usage and size of buildings. However the final recommendation, due to the historic nature of the buildings is for the installation of a sprinkler system. This has been included in the documentation.

5.55 The Expressions of Interest document for Community Space Building No. 1 was issued mid October and is due to close 28 November 2013. At least seven sets of documents have been uplifted.

5.56 The Expressions of Interest document for the Commercial Space (Building 2) has been completed and will be issued 25 November 2013 with a closing date of 23 December 2013. This document will also be issued to targeted recipients as well as advertised.

**5.57 Timelines**

**5.58 Project 1 – Building Restoration**

The tender process for this project is scheduled for completion early January. This may however need to slide by 2-3 weeks to allow for the Christmas break.

**5.59 Project 3 - Roading Renewal**

This project has been rescheduled by agreement to be completed in two parts. Services installation prior to Christmas (completed) and the physical road works immediately after Christmas.

**5.60 Project 4 – Community Space**

On target to complete the Expressions of Interest applications by the end of November.

**5.61 Project 5**

The Expressions of Interest timeline was for this process to be completed by the end of November. This has now slipped to the end of December, although at this stage it is believed most of the lost time can be made up.

**5.62 6 March 2014**

5.63 Approval of the draft drawings has been gained from the Historic Places Trust and KiwiRail. Final tender documentation will be forwarded when available so have final sign-off.

5.64 Documentation for building consent and tender purposes has proved extremely difficult to get across the line. The stumbling blocks being the:

1. treatment of the double skin brick walls in building 3; and
2. treatments of existing chimneys.

5.65 The issues around the double skinned related to achieving an economic structural solution without destroying the building fabric. The final solution is to recreate the interior lining on a timber framed wall.

5.66 The chimneys are a different story. Many solutions are easy, the issue being the need to meet the requirements to get structural sign-off by the engineer in relation to building producer statement. This apparently is an issue throughout New Zealand and affecting many restoration projects.

5.67 Working though this chimney issue has taken several weeks but is now to hand.

5.68 Several expressions of interest for the Community Space were received and provided to the Council Committee for review. At this stage no decision of useage has been made with the thought being to refurbish the area to the current layout.

5.69 No expressions of interest for the Commercial space have been received by WDC. Direct contact with individuals who showed original interest is to be undertaken.

5.70 Expressions of interest from contractors for the restoration project were received from three contractors, two from outside the district and one local builder. Due to this poor response the project will be forwarded to them but also publically tendered.

**5.71 Timelines****5.72 Project 1 – Building Restoration**

5.73 Due to the difficulties in completing documentation this project has now fallen well behind the timeline. Drawing/documentation is now progressing and will be lodged on 7 March 2014 for building consent and will be tendered the following week.

**5.74 Project 3 – Roading Renewal**

5.75 This project, after some starting difficulties, is now progressing well and will be completed in the next fortnight from the time of writing this report.

**5.76 Project 4 – Community Space**

5.77 Documentation relating to the refurbishment of the internal spaces will commence mid March after applying for building consent project 1.

**5.78 Project 5 – Internal Refurbishment**

5.79 This project is really dependent on useage and cannot be commenced until tenants are agreed.

5.80 An updated timeline/outstanding works for all projects will be tabled to Councillors at the Council meeting.

**5.81 1 May 2014****5.82 Project 1 – Building Restoration**

5.83 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.

5.54 Documentation has received final approval from both the Historic Places Trust and KiwiRail.

5.55 Tenders have also been called for, advertising on Tenderlink, Waikato Times and Waitomo News. Public tenders have been called for as only three expressions of interest for this work were received by WDC when previously sought.

5.56 With the Easter period falling within the tender period, the closing date has been set for 20 May 2014. This is marginally outside our deadline for uplifting funding from the Lottery Grants Board.

5.57 A letter explaining the reason for the delays in finalizing plans and tendering has been forwarded to the Lottery Grants Board requesting a 3 week extension of the deadline from 16 May 2014.

5.58 While it is estimated the construction period will take approximately six months, tenderers have been requested to submit a timeline for completion of the project.

**5.59 27 May 2014**

5.60 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.

5.61 As explained in 5.56 and 5.57 an application was submitted to the Lottery Grants Board requesting an approximate 3 week extension to our time for uplifting of funding. The Lottery Grants Board has confirmed our extension to 20 June 2014.

5.62 At the time of preparing this business paper, tenders had closed with three tenders being received. These are currently being assessed in preparation in submitting a report to the tenders sub committee.

**5.63 25 June 2014**

5.64 The Tenders Sub Committee has accepted a tender from DMC Builders (2003) Limited from Wanganui for the amount of \$788,672.01. This includes contingencies values that have been added to the tender.

- 5.65 Contract documentation is currently being finalised and signed.
- 5.66 The contractors visited the site on 17 May 2014 and spent the morning with Group Manager – Community Services for document signing and discussing contractual procedures etc.
- 5.67 The structural assessment for the canopy has one item related to the footings still to complete and identified works will be treated as a variation to project 1.

#### **5.68 Project 2 – Plaza Redevelopment**

- 5.69 Works associated with the roading redevelopment have been completed.
- 5.70 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.
- 5.71 No further works have been undertaken.

#### **5.72 Project 3 – Roading Renewal**

- 5.73 Completed.

#### **5.74 Project 4 – Community Space**

- 5.75 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout.
- 5.76 An assessment of existing electrical services within building 1 is currently underway.
- 5.77 An assessment of the additional structural strengthening of building 1 is currently underway.
- 5.78 A timeframe of 30 May 2014 has been agreed with the Architectural and Engineering service providers for the completion of contract documentation for the internal refurbishment building 1.
- 5.79 No decisions have been made in relation to building 3, the other community space building.
- 5.80 A report on the structural strengthening has been completed and will be incorporated into the architectural drawings/documentation currently being prepared. This will require an additional support wall in the building and new gib brace lining.
- 5.81 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.

#### **5.82 25 June 2014**

- 5.83 Draft construction drawings and specifications have been completed and are being worked through. Councils working committee is to finalise information related to doorways.
- 5.84 Instructions have been issued to the Quality Surveyors to prepare tender schedules and pre tender estimate.

**5.77 Project 5 – Commercial Space Internal Refurbishment**

5.78 This project is on hold awaiting confirmation of a commercial tenant.

**5.79 Work Plan / Timeline**

5.80 A revised work plan outlining key milestones is attached to and forms part of this business paper. Blue indicates the original timeline. Pink indicates actual timelines.

**Suggested Resolution**

The Progress Report: Te Kuiti Railway Building be received.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

June 2014

Document No: 337209

File No: 401/CBD

**Report To: Council****Meeting Date:** 25 June 2014**Subject:** **Progress Report : Te Kuiti Main Street Re-Design**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress of the Te Kuiti Main Street Re-Design.

### Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure within the township of Te Kuiti is consistent with Section 11A Local Government Act 2002 (including amendments).
- 2.2 Vibrant towns create a sense of well-being in the community and stimulate growth and employment.
- 2.3 The renewal of the town gardens will however introduce a new planning philosophy based around less planting of annuals. This in turn will minimize garden maintenance costs.

### Background

- 3.1 A business paper was presented to Council at its February meeting seeking the establishment of a committee to progress this project. The committee to be made up of a Council Representative (Councillor Whittaker), Group Manager - Community Services, (John De Luca), Manager - Assets Operations, (Justin Dempsey and representatives from Te Kuiti Development Incorporated (TKDI).
- 3.2 At the TKDI meeting of 16 May 2012, TKDI nominated their representatives as Jackie Fitzgerald and Suzie Hoare, and discussed what they saw as the key objectives moving forward.

### Commentary

#### **4.1 29 June 2012**

- 4.2 A preliminary meeting has since been held between Councillor Whittaker and Group Manager - Community Services to establish work requirements / material to prepare a brief for design and timeline.
- 4.3 A typical intersection design was sought from local landscape designer Sam Newsome to be used as a basis for discussion by the committee with instructions and brief being forwarded to Mr Newsome on 30 May 2012.

- 4.4 A preliminary meeting was held between the Group Manager - Community Services, Manager - Community Facilities and Mr Newsome on the 19 June 2012 to discuss initial ideas and scope in preparation of developing a presentation to the committee.
- 4.5 Mr Newsome intends completing some sketches and themes for discussion on 10 July 2012 and has asked to present these to the committee on Thursday 12 July 2012.
- 4.6 24 July 2012**
- 4.7 Mr Newsome met with the Te Kuiti Main Street Committee on 17 July 2012 to discuss his ideas, concepts and themes.
- 4.8 With agreement from the Committee, Mr Newsome has been instructed to finalise design concepts / work drawings, focussing on the planting outside the ANZ and Chemist as well as the Taupiri Street roundabout intersection.
- 4.9 28 August 2012**
- 4.10 There has been some delay in preparing these finalised design concepts / working drawings while discussion focussed on the central railway station courtyard area. It was felt however this area should be migrated into the future planning for the Railway Station building.
- 4.11 25 September 2012**
- 4.12 The meeting of the committee of 27 August 2012 accepted the draft proposals and instructions were given to the designer to proceed with working drawings and estimates of costs for various aspects of the design related to the ANZ corner and Taupiri Street intersection during September.
- 4.13 30 October 2012**
- 4.14 Finalised plans have been received for the agreed areas along with an itemised quotation for constructing the works. These plans and costings are yet to be discussed by the Working Group.
- 4.15 11 December 2012**
- 4.16 At the Council meeting of 27 November 2012 it was verbally reported to Council that the Chairperson of the Working Group (Cr Whitaker) and Group Manager – Community Services had some concerns regarding the plans and costings produced to date.
- 4.17 Council were informed that a desktop review of the current information was being sought. This desktop review was circulated to Councillors at the November Council meeting.
- 4.18 The review raises several issues around design and costing that need to be discussed by the Working Group.
- 4.19 26 February 2013**
- 4.20 Representatives of the Working Group met in December 2012 and discussed the proposals on the table with respect to the quality of plans and costings submitted.
- 4.21 The Working Group resolved to seek a price to complete working drawings for a simplified plan from Priest Mansergh, the consultants who prepared the conceptual designs for the railway plaza complex.

**4.22 30 April 2013**

- 4.23 In summary, the original design and quotation received from Designerscapes Limited have proved unsustainable in relation to WDC budgets and the ability to effectively seek alternative prices for the works.
- 4.24 Following the peer review of the original proposal, Priest Mansergh Landscape Architects have submitted the price of \$4,500.00 to redo the planting proposals including specification notes/schedules to allow simplification of the project and pricing by various contractors.
- 4.25 The original budget in 2011/12 for this design work was \$10,619.00 with the total expenditure for design works including the quote above to \$11,265.00.
- 4.26 Alternative plans will allow the project to get back on track for implementation this winter.

**4.27 6 June 2013**

- 4.27 Priest Mansergh Landscape Architects have confirmed the revised plans/specifications will be completed mid to late June.

**4.28 27 August 2013**

- 4.29 The amended plans will be completed by 28 August 2013 at which time a meeting of the committee will be held to finalise any changes.
- 4.30 Following the committee meeting the implementation prices will be sought with planting undertaken late September 2013.

**4.31 24 September 2013**

- 4.31 The amended plans have been completed and distributed to the Working Group. A meeting to discuss the amended plans is currently being scheduled.

**4.32 26 November 2013**

- 4.33 A meeting of the Working Group was held 20 September 2013 to finalise the plans.

**4.34 6 March 2014**

- 4.35 No further progress has been made on this project and is now influenced by the redevelopment of the central area required as part of the roading project.

**4.36 1 May 2014**

- 4.37 A meeting of the Working Group was convened on 18 March 2014 to discuss plantings associated with the central main street upgrade.
- 4.38 Subsequent to this meeting, plantings have been undertaken in all the beds associated with the latest stage of road works.

**4.39 27 May 2014**

4.40 At the time of preparing this business paper no further discussions have been undertaken regarding further works/

**4.41 25 June 2014**

4.42 A review of expenditure is currently underway to confirm the extent of monetary allocation available to progress further plantings and also the programming of future work.

4.43 A meeting of the committee has been called for 25 June 2014 after the Council meeting to go over this information and to schedule the new block of works.

<b>Suggested Resolution</b>
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The Progress Report: Te Kuiti Main Street Re-Design be received.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

June 2014

Document No: 337200

File No: 401/0588423600

**Report To: Council****Meeting Date:** 25 June 2014**Subject:** **Progress Report - Te Kuiti Community House****Purpose of Report**

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

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

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

**Background**

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

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

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

## Commentary

### **4.1 28 August 2012**

- 4.2 TKCH approached Jenny Grace Consulting to provide costings for the expansion of the report. A copy of the proposal was presented to Council at its August meeting. The total cost being \$7,923.50 (including GST).
- 4.3 The TKCH Trustees have considered the proposal and have allowed funding to match 50% of the cost. The Trust sought the remainder of the funding from WDC as there are obvious benefits for both parties involved.

### **4.4 25 September 2012**

- 4.5 Council at its meeting of 28 August 2012 resolved the following:

*"Council not agree to a shared funding arrangement for the expanded feasibility study;"*

*"Council pursue the option of providing Te Kuiti Community House with office space on the first floor of the Library Building".*

- 4.6 The outcome of Councils decision was discussed by the Trust at its meeting of 10 September 2012. The decision by Council was accepted by the Trust who will now proceed with minor adjustments to the feasibility study to reflect the resolution. The report can then be forwarded to the Lotteries Commission.
- 4.7 Acceptance of the report by the Lotteries Commission will allow the Trust to proceed with an application for funding. The next funding round closes February 2013.

### **4.8 30 October 2012**

- 4.9 Draft amendments to the report were presented to the TKCHT at its meeting of 8 October 2012 along with comments from the author of the report.
- 4.10 TKCHT confirmed its acceptance of the proposed changes and is working through the necessary changes with Jenny Grace, the consultant who prepared the original report. It is anticipated that these changes will be completed by the end of December.

**4.11 26 February 2013**

- 4.12 There was considerable difficulty in negotiating changes in the report with the consultant to align the report to WDC's current thinking as resolved in August 2012.
- 4.13 The delay necessitated an application to the Lotteries Commission to extend the deadline for submission of the report. This was accepted by the Lotteries Commission and an extension was granted till 31 January 2013.
- 4.14 Some changes were included in the finalised report and a detailed addendum to the report, by way of a covering letter to the Lotteries Commission, was submitted by Group Manager – Community Services.

**4.15 30 April 2013**

- 4.16 On 21 February 2013 the Lotteries Commission advised that the submitted report satisfied their requirements and released the grant funding of \$18,000.

**4.17 Future Development**

- 4.18 Councils Regulatory Department notified the Group Manager – Community Services, as the custodian of WDC's building assets, that the library building was potentially an earthquake risk building.
- 4.19 In light of the possible future works associated with relocating the TK Community House to this building, Design Management Consultants (DMC) were commissioned to complete an Initial Evaluation Procedure (IEP) of seismic assessment in accordance with NZSEE recommendations.
- 4.20 Earthquake Prone Buildings are deemed to have a NBS seismic strength assessment of less than 33%.
- 4.21 The library building IEP seismic assessment based on visual inspections show the building is categorized as Grade C with 42% NBS in accordance with NZSEE grading scale.
- 4.22 As the seismic strength assessment lies between 33% and 67% a more detailed evaluation is recommended where a fully detailed loading and structural strength is calculated in order to obtain a more accurate value of the actual building seismic strength.
- 4.23 Potential floor layout sketches are currently being prepared for discussion with TK Community House Trust. Agreement on these sketches will enable a Quantity Surveyors estimate to be prepared as a basis for funding applications.
- 4.24 6 June 2013**
- 4.25 An upstairs sketch was distributed to the Trustees for comment on 7 May 2013 and was discussed at the Trustee meeting of 13 May 2013. A further site visit is being planned for 10 June 2013.
- 3.26 In the meantime this sketch is being formulated into a draft working drawing in preparation for future grant funding applications

**4.27 25 June 2013**

3.28 The draft working drawing layout has been discussed by the Trustees at a site visit and minor modifications will be made. A copy of the plan is attached for Councillors reference.

**4.29 27 August 2013**

4.30 Advanced sketch and specifications will now be prepared with QS estimates. These are scheduled to be completed by the first week in September.

4.31 The next lottery application timeline for this project is 26 February 2014 and this dictated the timeline for this project and the future disposal of 2 Jennings Street.

**4.32 24 September 2013**

4.33 Advanced sketches have been completed by AECOM Limited and sketches. These were circulated to Council at the September Council meeting.

4.34 A budget estimate based on the advanced sketches has been prepared, totaling \$510,000 excluding GST. A broad breakdown copy of this estimate is attached to and forms part of this business paper.

4.35 As reported to the August 2013 meeting, the application to the Lottery Board is due 26 February 2014 and documentation will be finalised over the coming months.

**4.36 26 November 2013**

4.37 No further work has been completed on this project. However, as discussed at the last Council meeting, the Te Kuiti Community House Trustees have recorded in their minutes support for the project and a commitment to shift to the proposed new premises.

**4.38 6 March 2014**

4.39 An application was submitted on 25/26 February 2014 to the Lottery Community Facilities Fund for assistance with this project.

4.40 The application is based around the following financial data:

Roof Renewal	25,000	WDC estimate
Office Complex Redevelopment	443,000	QS estimate
Seismic Report	12,766	Engineering quote
Contract Document Preparation	67,000	QS estimate
WDC Fees/Charges	2,000	WDC estimate
<b>Total Project Cost</b>	<b>549,766</b>	
<b>Funding sought from Lottery Community Facilities Fund</b>	<b>346,345</b>	
<b>Balance to be funded</b>	<b>203,421</b>	

4.41 WDC has previously allocated funds to this project:

2012/2013 Roof Renewal	25,000
2013/2014 Library Entrance Renewal*	<u>123,480</u>
	<b><u>148,480</u></b>

\*At the time of Council resolving on 28 August 2012 to support the relocation of the Te Kuiti Community House to the upper level of the 28 Taupiri Street building, discussions were held regarding the use of this funding towards this project.

4.42 A funding short fall identified by the budgets/estimate of \$54,941 and Council needs to consider adding this to the capital expenditure for the 2014/15 EAP.

**4.43 1 May 2104**

4.44 Council at its meeting of 6 March 2104 resolved to fund the outstanding balance of \$54,941 from loan and that this be included in the financial EAP capital works budgets for 2014/15.

**4.45 27 May 2014**

4.46 No further action can be undertaken until the outcome of the Lottery Grant Application is known in late June.

**4.47 25 June 21014**

4.48 The announcement of the outcome of the Lottery Community Facilities funding round was made on 18 June 2014. It has been confirmed that WDC received a grant of \$300,805 plus GST for the project, against an application total of \$346,345.00.

4.49 It is important to note that the amount excludes the funding of construction P & G, contingency, consultant fess, tendering costs and contract administration. These items will need to be worked through in the context of the budget project cost of \$549,766.

4.50 What this does mean however is that with the reduced funding, there is a shortfall of \$45,540 from earlier reports to Council.

4.51 Council has three options to move this project forward:

1. Provide additional funding;
2. Apply for additional funding; or
3. Proceed with the completion of contract documentation and pre tender estimate before addressing funding shortfalls. (Timeframes for this needs to be checked against the intentions for uplifting funding from the Lottery Grants Board.

4.52 It is not considered that the amount involved in balancing the project costs is significant requiring public consultation and that it can be dealt with as a one off decision at the time of knowing the full costs, as indication in option 3.

4.53 It is to be noted that the Lottery Grants Board funding is conditional on full project funding being obtained.

4.54 At the time of submitting the grant application the size of the building space was queried by the Lottery Grants Board as the area available did not match the assessment report previously funded and submitted to the Lottery Grants Board. This was explained that the Te Kuiti Community House Trust believed the space to be sufficient and should additional space in the future be required, expansion was easily achieved in the proposed location by expansion across the building roof.

4.55 The Lottery Board provided the following comment on this:

*"The committee understand that the Council may apply at a later date for assistance with stage 2 of the proposed development if sufficient need for additional investment is warranted."*

<b>Suggested Resolution</b>
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1. Progress Report: Te Kuiti Community House be received.
2. Council proceed with developing contract documentation as discussed in option 3.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

June 2014

Document No: 337207

File No: 401/Halls

**Report To: Council****Meeting Date:** 25 June 2014**Subject:** **Progress Report: Rural Halls (Benneydale, Mokauiti and Kopaki Halls)**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the disposal of Oparure, Mokauiti, Kopaki and Benneydale Halls and to establish teams to work through the disposal process.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 During the development of the Housing and Other Property Activity Plan and Waitomo District Councils 2012-2022 LTP, four halls were identified and consulted with the public for disposal, these being Oparure, Mokauiti, Kopaki and Benneydale Halls.
- 3.2 The disposal of these halls is scheduled to take place in the second year of the LTP, i.e. 2013-2014.
- 3.3 Various factors drove this decision making process such as poor utilization, extent of outstanding maintenance works, poor heating, insurance costs and land ownership.
- 3.4 It is accepted that disposal can take many forms including sale on the open market where possible, removal of buildings in the case of reserves or transfer to a community group model.
- 3.5 Extensive community consultation has been undertaken with and within the communities of Mokauiti and Benneydale since development of the LTP.

<b>Benneydale Hall</b>
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**4.1 25 September 2012**

4.2 Since the consultation phase of the LTP, several community meetings have been held to discuss the future of these halls.

4.3 As the disposal of these halls is a project within WDC's roadmap and identified in the LTP, a strategy and process needs to be developed between WDC and the community to achieve the LTP goals and provide direction to the further consultation process. This process would lead to a community agreed disposal outcome.

4.4 To achieve such an outcome, a team for each hall needs to be established. It is proposed that each team be made up of the Group Manager - Community Services, one Councillor and say three community representatives from the relevant area. This team would investigate the various options for disposal and consult with the community on these various options, reaching agreement during the 2013-2014 year.

**4.5 30 October 2012**

4.6 A meeting of the Benneydale Ratepayers Association was held on 18 September 2012 and three members have been nominated to the committee. The members being; Messrs Carl Epp, Graeme Reinhardt and Pearce Carey.

4.7 Several participants provided written ideas for the hall moving forward and these will now be assessed by the committee.

4.8 A meeting to discuss and evaluate these proposals was scheduled for 16 October 2012 but was postponed at the request of the Chairperson of the Benneydale Residents and Ratepayers Association. A new meeting time is to be scheduled for mid November.

**4.9 27 November 2012**

4.10 At the time of writing this report, no response regarding a new meeting date has been received, although a meeting is scheduled for the Benneydale Ratepayers Association on 20 November 2012.

**4.11 26 February 2013**

4.12 A meeting of the committee was held 2 December 2012 to discuss the options and collate the pros and cons of each.

**4.13 30 April 2013**

4.14 At a meeting of 10 April 2013, the pros and cons for the five options established at the December meeting were rigorously discussed. A copy of the pros and cons is attached for and forms part of this business paper.

4.15 The options discussed being:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 2 – Demolish the hall and move to the scout hall.
- Option 3 – Demolish the hall and move to the rugby club.

- Option 4 – Part demolish the hall (leaving museum area) and move to either the scout hall or rugby club.
- Option 5 – Demolish and rebuild.

4.16 The committee unanimously agreed that the most viable options to develop for public consultation are:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 3 – Demolish the hall and move to the rugby club.

#### **4.17 Option 1**

4.18 The key components to accepting this as a viable option is based around:

- That a time limit be set to assess progress in achieving the desired outcomes and sustainability.
- That the impact of the cycle ways can be fully assessed.
- The fall back would be option 3, if the desired outcomes are not achieved in the time-frame set.

#### **4.19 Option 3**

4.20 The key components to promoting this options is based around:

- The land is currently WDC owned and managed.
- Potential for shared costs
- Multi-purpose facility.

4.21 Note that this option to date has not been officially discussed with the rugby club.

4.22 Moving forward, it is the Committees intention (subject to confirmation of Council) to develop these two options into fully costed proposals for consultation with the local community in the later half of 2013/ The proposals, once finalised, would be submitted to Council for adoption prior to the consultation.

4.23 Finalisation of the consultation in the later half of 2013 will allow the conclusions of the outcomes to be included in the 2014 Annual Plan process.

#### **4.24 6 June 2013**

4.25 Subsequent to the April Council meeting, Councillor Goddard and Group Manager – Community Services have met on-site with the local Benneydale Hotel publican, Les Jensen.

4.26 Mr Jensen has shown an interest in leasing the hall to display vintage cars, allowing the display to be open to groups of visitors along with the existing museum facility.

4.27 The preliminary discussion centred around:

- A building lease for 3 years with rights of renewals
- Initial rental to be minimal in lieu of building maintenance

- Access improvements undertaken by WDC
  - Agreement with owners of existing museum display
- 4.28 A preliminary estimate for the provision of access is between \$9,000 – \$10,000 (including vehicle ramp). WDC should also provide downpipes (original copper ones stolen) and two soak pits at an estimated cost of \$3,000. Therefore to enable this lease to happen, WDC will need to consider expenditure up to say \$15,000.
- 4.29 This proposal effectively overrides the previous options discussed with Council. The outcome would be to:
- a) Achieve the desired outcome of removing the maintenance liability from WDC;
  - b) Would allow a negotiated solution to the provision of a hall facility at the Rugby Club; and
  - c) After 3 years should the lease prove to be unsuccessful, the hall could be disposed of.
- 4.30 A meeting of the local hall committee is currently being organised to discuss the proposal.

#### **4.31 25 June 2013**

- 4.32 A meeting is scheduled with the Hall Committee on 26 June 2013 at the Benneydale Hall to discuss the new proposal and identify what investigatory work is required and to identify issues with the new proposal so as to move the proposal forward for consultation.

#### **4.33 27 August 2013**

- 4.34 The proposal to utilise the hall for display of vintage cars was discussed at the recent Benneydale Residents and Ratepayers meeting in July.
- 4.35 A consultation form explaining the proposal and seeking feedback was made available at this meeting and copies were also available to be distributed to other residents.
- 4.36 These consultation responses are currently being collated by Mr Karl Epp, Chairman of the Benneydale Residents and Ratepayers Group.
- 4.37 A full report on these responses and recommendations will be made to the September Council meeting.

#### **4.38 24 September 2013**

- 4.39 The consultation forms were distributed locally by the Benneydale Residents and Ratepayers Group. Unfortunately only 5 responses have been received from the local community.
- 4.40 The questions asked were:
- a) *Do you agree for the administration of the hall to be undertaken by a community led Incorporated Society?*

**All respondents agreed to this proposal.**

- i) The only comment received was that the three members of the working group should be on the Society.

Response: Initially the Society would be established by the group but at the first election the community would decide on the elected members.

- b) *Do you agree with the proposal for the main body of the hall is to be utilised as a vintage car museum?*

**Three respondents agreed to this proposal.**

**Two respondents responded with a question mark with the following comments:**

- i) If the badminton falls through then I am in agreement to use the hall for cars.

Response: Potential other options exist for badminton e.g. school hall or rugby clubrooms. This needs further investigation.

- ii) Great, but only if alternative venue for other community activities is available.

Response: It is the intention of the Working Group to negotiate use of the Rugby Clubrooms for community use before finalising the vintage car museum proposal

- iii) Only for three years because more profitable utilisation should be researched

Response: Noted

4.41 At this stage it is recommended that WDC proceed with the formation of the Incorporated Society for the ownership and administration of the Benneydale Hall, initially for a period of three years to allow a comprehensive assessment of the proposal.

4.42 Any changes in ownership of the hall to the Society will require some negotiations on outstanding minor maintenance and a detailed minor maintenance proposal and costing will be prepared for Council approval at the November meeting.

4.43 With respect to the car museum proposal, due to circumstances beyond the control of the Working Group, the proposal will need to be put on hold, pending discussions with the potential lessee.

#### **4.44 26 November 2013**

4.45 A draft Incorporated Society document for the administration of the Benneydale Hall is currently being prepared and will be presented to the Benneydale Residents and Ratepayers group at their meeting of 26 November 2013.

4.46 At this meeting outstanding maintenance and compliance work will also be identified so that agreement can be reached on how to proceed with the identified works.

**4.47 6 March 2014**

- 4.48 The Benneydale Ratepayers and Residents Association met on 28 January 2014 and resolved to proceed with the Incorporate Society concept and draft documents previously submitted.
- 4.49 The necessary signatures have been obtained and the document will now be prepared for submitting to the March meeting of the Association.
- 4.50 The Association has finalised the outstanding maintenance compliance works for discussion and agreement with WDC. In an endeavour to progress this, a meeting has been organised on-site with the Group Manager – Community Services and The Association to facilitate discussions on the identified items.
- 4.51 A report on costs relating to the maintenance items will be presented to Council at its meeting in March.

**4.52 1 May 2104**

- 4.53 As part of an agreement where the hall is to be run by an Incorporated Society formed by the residents of Benneydale, outstanding maintenance items were identified for consideration by WDC prior to the Incorporated Society takeover.
- 4.54 A list has been formulated by the Benneydale Residents and Ratepayers Association for consideration by WDC and is identified below with comments and estimates where appropriate.
- 4.55 Benneydale Hall Maintenance Items

<b>Issue</b>	<b>Comment</b>	<b>Effect</b>	<b>Estimated Cost</b>
East facing window replacement	Rotten framing/sill	Weather tightness	\$1,000
Spouting replacement/dp's and soak holes(2)	Copper spouting/dp's stolen	Weather tightness	\$4,500
Replace rotten board right of foyer	No comment	Weather tightness	\$250
Block off chimney	No comment	Maintenance	
Bird proof soffit	No comment	Maintenance	
Replacement under floor access door	Potential for access regarding arson	Security	\$750
Replacement rear safety railing	Hand rails to ramp need part replacing	Safety	\$750
Ventilation over projection room to be sealed off	No comment	Maintenance	
Roof renail	No comment	Maintenance	
Minor external building repairs	No comment	Maintenance	
Replacement zip	No comment	Sanitary	\$1,500
Internal door keys/lock	No comment	Maintenance	
Replacement of kitchen cupboards	No comment	Maintenance	
Hole in wall in foyer	Internal	Maintenance	
Mens urinal substandard	Replace with two urinettes	Sanitary	\$2,300
Upgrade of toilets	Minor works	Sanitary	\$1,000
Sanitary plumbing of urinal	Currently urinal discharges to ground under building	Sanitary	\$1,500
Architrave replacement to library door	No comment	Maintenance	
Repairs to library window	Replace rotten timber	Weather tightness	\$500
Exterior repaint	No comment	Maintenance	

Issue	Comment	Effect	Estimated Cost
Roof repairs	No comment	Maintenance	
Repairs to historical area toilets/plumbing from sanitary purposes	Minor work for sanitary purposes	Sanitary	\$1,000
Remove fireplace/chimney	No comment	Maintenance	
Repairs to window south end building	Replace rotten timber	Weather tightness	\$500

4.56 Obviously WDC is not in a position to undertake all works listed and the extent of works was the precursor to WDC resolving to investigate 'options' for disposal.

4.57 Works identified for completion by WDC and forming part of the Incorporated Society agreement should focus on weather tightness, safety, sanitary provisions and security.

4.58 The estimated total cost of these identified works being \$15,550 can be funded from 'Other Halls Maintenance Assistance'.

**4.59 27 May 2014**

4.60 Contractors are currently being engaged to complete the identified works.

**4.61 25 June 2014**

4.62 Contact has been made with local builder, Gary Lowe and a meeting has been tentatively scheduled for 26 June 2014 to meet on site and discuss the works. Peter Kana from Peter Kana Plumbing will also be attending the meeting to discuss the plumbing/guttering items.

4.63 The Incorporated Society document has been completed and forwarded to the Hall Committee for actioning.

## **Mokauiti Hall**

**5.1 30 October 2012**

5.2 A request has been sent to the Mokauiti Hall Committee seeking a meeting to elect the three representatives to form the Working Group with Councillor Digby and the Group Manager - Community Services.

**5.3 27 November 2012**

5.4 At the time of writing this report, no response regarding the establishment of this Working Group has been received.

**5.5 26 February 2013**

5.6 A community meeting was held on 6 December 2012 attended by Councillor Digby and Group Manager Community Services. WDC's position on Mokauiti was explained and was relatively well received by the community.

5.7 The meeting established a committee of three representatives of the community who have been elected to work with WDC to investigate options for the hall moving forward. It is anticipated that the first meeting of this committee will be late February or early March.

**5.8 25 June 2013**

5.9 The first meeting with the committee scheduled for 12 June 2013 was postponed but a verbal discussion has been held. The discussion centered on:

- The local community forming a governing body to take ownership of the hall.
- WDC would assist in facilitating the formation of the governance group.
- The need for compliance and minor maintenance to be undertaken by WDC before this could happen.

5.10 A tentative meeting was scheduled by the hall committee for 20 June 2013 to discuss these points and formalise the proposal but this has yet to be confirmed.

**5.11 26 November 2013**

5.12 This meeting did not proceed and is yet to be rescheduled.

**Kopaki Hall****6.1 25 September 2012**

6.2 Councils Housing and Other Property AMP and the 2012-2022 LTP identified the Kopaki Hall site for disposal as the hall was no longer in use.

6.3 In summary the land is classified as Recreation Reserve under the Reserves Act 1997 and is owned by the Crown. By gazette WDC control and manage the reserve.

6.4 The process of disposal (revocation of rights to control and manage) of the reserve requires Council resolution to that effect, public advertising, consideration of objections and then an approach to the Department of Conservation can be made outlining WDC's intention to revoke the appointment of control and manage.

6.5 Upon resolution of the appointment, the land would be Crown land and as surplus government land, the Department would arrange for disposal or land banking.

**6.6 30 October 2012**

6.7 A business paper was to be submitted to the October 2012 Council meeting seeking the necessary resolution of Council and outlining the timeline for such a procedure. Further research is being undertaken and this will be presented to Council at its November 2012 meeting.

**6.8 27 November 2012**

6.9 A business paper detailing the procedure for disposal of the hall formed part of the November 2012 Council meeting agenda.

**6.10 26 February 2013**

6.11 4.76 Councillors adopted the necessary resolutions at their meeting of 27 November 2012 as the formal part of this disposal process.

6.12 4.77 While verbal discussions have been held within the community, before completing the necessary documentation for submission to the Department of Conservation, documented consultation needs to be obtained. A statement of intent is being prepared and key community participants will be asked to sign the document.

6.13 Members of the Kopaki Community were asked whether they agreed that the site is no longer utilised by the community and whether the function to control and manage should revert to the Crown (Department of Conservation).

6.14 Ten members responded to this question, with ten agreeing to this statement.

6.15 It is now been 3 weeks since the receipt of the last consultation form returned to WDC. The information received will now be used to support an application to the Minister of Conservation to revoke the appointment of Waitomo District Council to control and manage the Kopaki Hall Recreation Reserve.

**6.16 26 November 2013**

6.17 An application to the Minister of Conservation to revoke the appointment of WDC to control and manage the Kopaki Hall Recreation Reserve has been completed and we await the Ministers response.

**6.18 6 March 2014**

6.19 As at 24 February 2014 no correspondence has been recorded from the Department of Conservation in response to our letter of 21 November 2013.

6.20 A reminder letter, including the original has been sent to Department of Conservation.

**6.21 25 March 2014**

6.22 A response has been received from the Department of Conservation dated 13 March 2014. A copy is attached for Councillors reference.

6.23 The Department of Conservation advise that they do not foresee any issues with WDC's proposal, but the actioning of our request is not a priority due to their current workload.

<p><b>Suggested Resolutions</b></p>
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1. The Progress Report: Rural Halls Disposal (Benneydale, Mokauiti and Kopaki Halls) be received.

JOHN DE LUCA

**GROUP MANAGER – COMMUNITY SERVICES**

June 2014

**Document No:** 336665**File No:** 037/048A**Report To: Council****Meeting Date:** 25 June 2014**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

## Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 27 August 2013.
- 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 27 May 2014.

## Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2015-2025 LTP in June 2015.
- 2.2 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.
- 2.3 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.
- 2.4 The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.5 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.
- 2.6 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.

## Commentary

- 3.1 The current Road Map (as at 27 August 2013) includes work programmes required by legislation and projects identified in the 2012-2022 LTP.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones

for the current year (2013/2014) and includes the indicative timeframe and a commentary on progress for each project of work.

### 3.4 Amendments to Timelines and Projects of Work

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

## New Projects

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

### 4.2 Roothing Activity Influences

- 4.3 There is a complex set of reviews underway in the national policy environment related to Roothing. These are being progressed through the NZTA and the Road Efficiency Group. The outcomes of these could have immense implications for local authorities in terms of development and maintenance of local roads. These National policy reviews are quite crucial to understand because for most local authorities and especially for WDC, the Roothing Activity is by far the single largest expenditure area.

- 4.4 Two of the main national reviews underway are the Funding Assistance Rate review (FAR review) and the One Network Road Classification (ONRC).

- 4.5 The FAR review is aimed at reassessing how funding assistance rates should be set for local authorities and what level funding assistance from NZTA is fair and equitable.

- 4.6 The aim of the ONRC work, as outlined by the Project Team in its guidelines, is to categorise all New Zealand Roads so that the entire country's road network can be developed, planned and managed in a consistent manner. Basically, there will be one classification applied across the country and certain service levels will be assigned to the different categories of roads.

- 4.7 These two pieces of work together could have huge implications for local authorities on the funding they receive for their local roads and the service levels expectations on local roads like response times and safety features. In practical terms this means Council will have to consider options around how to fill any gaps in funding and how to plan for and implement any service level changes (like changes to maintenance regimes) brought about due to the new classification system.

- 4.8 These national policy changes will need to be analysed and assessed and the impact factored into our planning workstreams being –

1. the Roothing Asset Management Plan
2. the new possible requirement of a 30-year Infrastructure Strategy and
3. the 2015-25 Long Term Plan

- 4.9 Not only that, these proposed changes will also have implications for our service delivery i.e. our contractual arrangements, which might need to be altered esp. if funding assistance decreases or service level changes have to be brought in. WDC will in turn need to assess the flexibility in its contractual arrangements for

bringing about changes. There are other linked aspects like suitability of the Procurement Policy which will also need to be reviewed.

- 4.10 'Roading Activity Influences' has been identified as an important workstream for inclusion in the Road Map and it will have wide ranging implications for the planning and operational areas identified above.
- 4.11 A more detailed discussion is proposed at the Council Workshop on 13 May wherein some key milestones and indicative timelines for the different threads will be provided to Council for consideration and input.

### Updated Road Map

- 5.1 An updated complete Road Map document is scheduled to be presented to Council in August 2014 for consideration and adoption.
- 5.2 That updated Road Map will include projects updated as a result of legislative changes over the past twelve month period, together with reprioritisation of projects and new projects included in the 2014/2015 Exceptions Annual Plan.

### Suggested Resolution

The Road Map Monitoring Schedule as at 25 June 2014 be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: 1 Road Map Monitoring Schedule as at 25 June 2014 (Doc 336666)



# **Road Map**

# **Monitoring**

# **Schedule**

Monitoring against  
Road Map adopted on 27 August 2013

as at 25 June 2013

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## Development of 2015-2025 LTP

### Review of Development/Financial Contributions

This work stream has been deferred with the intention of developing a Development Contributions Policy as part of the District Plan review which may not occur now until the 2014/15 year at the earliest.

Key Milestone	Date	Commentary
Scope and Needs Analysis (SNA) for District Plan Review	30 June 2014	<p>Since a SNA has been agreed to as part of the 2013/14 Annual Plan it is assumed that it will be completed in the 2013/14 financial year.</p> <p><u>Note:</u> The following milestones are indicative only and dependent on the Council's decision to undertake a comprehensive or rolling review. Timelines will be agreed at that time</p>
Expected Future Demand and Expected Future Capital expenditure on Infrastructural Assets developed.	August-September 2014	
Assessment for need to develop a DC Policy and a timeline for the development	October 2014	The timing for development of this policy will depend on the planned timing of the District Plan review

## Leadership

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – report on the LGFA and amendments required to the Debenture Trust deed.	25 September 2012	Completed.
<b>Council Meeting</b> – SoP adopted for public consultation	26 March 2013	Included in the dEAP adopted for public consultation.
Public Notification of SoP	April 2013	Completed.
Consultation period	9 April – 7 May 2013	Completed.
<b>Council Meeting</b> – to adopt EAP	25 June 2013	Completed.
<b>Council Meeting</b> – to adopt amended Debenture Trust Deed	24 September 2013	<p>Mr Phil Coombes (LGFA) contacted re WDC's eligibility – proposal to go from WDC to LGFA (incl updated financial forecasts, confirmation of WDC's Debt Repayment Strategy, update on financial position of ICL). The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.</p> <p>Senior Accountant away for 6 weeks following hip operation – unable to progress this matter until he returns and financial forecasts updated following adoption of 2012/13 Annual Report.</p> <p>Forecasts and change to Debenture Trust Deed being finalised – approach to LGFA unlikely to occur until early 2014 – intention is to have everything in place in order to take advantage of LGFA's March 2014 issues.</p>

### Waikato Mayoral Forum Workstreams

Governance and Planning		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – progress report on Governance and Planning work stream	As required	Council will be presented with progress reports on the Governance and Planning work stream as required.

Waters (Water Supply and Waste Water Activities)		
Key Milestone	Indicative Timeframe	Commentary
Impact Analysis Water and Waste Water activities.	September-October 2013	
<b>Council Workshop</b> – presentation of findings to Council	As required	
<b>Council Meeting</b> – progress report on Waters work stream	As required	Council will be presented with progress reports on the Waters work stream as required.

Roading		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – progress report on Roading work stream	As required	Council will be presented with progress reports on the Roading work stream as required.

Economic Development		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – progress report on Economic Development work stream	As required	Council will be presented with progress reports on the Economic Development work stream as required.

## Local Government Reform - Positioning of WDC

Reorganisation Proposal		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> – briefing on: <ul style="list-style-type: none"> <li>Political landscape post 2012 WDC positioning with ODC</li> <li>Update “<i>Better local government</i>” programme including impact of imminent legislative changes ex Phase 2</li> <li>Outline the reorganisation legislative process</li> <li>2014 general election issues</li> <li>Report impacts of WMF findings</li> <li>Timing issues – immediate, short term, long term</li> </ul>	12 November 2013	<p>Initial briefing post-election. Other briefings as new developments occur – standing item</p> <p>The Workshop scheduled for 12 November 2013 was cancelled and this matter will be referred to the Workshop scheduled for 19 November 2013.</p> <p>No longer required</p>
Identify the options, e.g. <ul style="list-style-type: none"> <li>Enhanced status quo (based on the WMF findings). Note that retention of local control over infrastructure and services needs to be weighed against any financial advantages of shared services for the waters etc. under some regionally based and sized CCO or similar structure, as noted in the discussion under the WMF Workstreams item. Note also that the status quo does not require an application or alternative application for reorganisation</li> <li>Amalgamation with 1 or more neighbouring districts (all or part) into a single district</li> <li>Amalgamation with 1 or more neighbouring districts (all or part) into a single unitary authority</li> <li>Become a local board under a larger reorganisation proposal</li> <li>Identify sub-catchments/communities of interest/points in common to help identify boundaries of a potential new district (e.g. alignment with the boundaries of the recent Waipa JMA)</li> <li>Other</li> </ul>	December 2013 – February 2014	
Identify the potential improvements that would result from each scenario and how they would promote good local government	March 2014	
Consult with TAs affected by the scenarios	April – May 2014	
Measure community support for the options	June – July 2014	Optional for an alternative application but recommended
Prepare a preferred option including governance arrangements	August 2014	Need census data for this step.
Consult with public on preferred option optional	September 2014	Optional for an alternative application but recommended
Consult with stakeholders – Iwi, WRC,	September 2014	Optional for an alternative

Reorganisation Proposal		
Key Milestone	Indicative Timeframe	Commentary
Federated Farmers, sector interest groups (optional but recommended)		application but recommended
Assess economic, strategic and financial impacts of preferred option	September 2014	
Obtain formal support for proposal from each affected TA	October 2014	
Communicate with affected community throughout process	February 20014 - end	
Prepare/finalise application	November 2014	
Review lead application, refine and submit as alternative, OR;	December 2014	
Submit as lead application	December 2014	

## Development of a WDC Stakeholder Engagement Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Stakeholder Engagement Strategy (SES)	September – October	Completed.
<b>Council Workshop</b> – presentation of draft SES	12 November 2013	The draft SES was presented to Council at its meeting on 10 October 2013 for feedback.
<b>Council Meeting</b> – presentation of draft SES for adoption	26 November 2013  Timeline to be reviewed in July 2014 for inclusion in the updated Road Map to be presented to Council in August 2014.	<p>The LGA Amendment Bill currently in Parliament proposes quite a few changes to consultation or more precisely in terms of engagement with communities and Stakeholders. Examples of new requirements proposed in the Bill are -</p> <ol style="list-style-type: none"> <li>1. Section 14 on Principles related to local authorities amends the principle around collaboration and requires local authorities to actively collaborate and cooperate with each other and other local bodies.</li> <li>2. For Councils to have a new Significance and Engagement Policy. This is not just an add on engagement section to the Significance Policy but a clear statement of what is significant and what is not and Council's will consult with various stakeholders on matters falling in different categories of Significance. There is a significant amount of prescription on the content of this policy.</li> <li>3. There are other changes proposed to communication and consultation methods.</li> </ol> <p>Council will need to take all changes into account once the Bill is passed into Act (around June this year). Given the timeframe, it would be advisable to postpone the adoption of the Stakeholder Engagement Policy until the LGA is amended so changes can be taken into account.</p>

## Review of Representation Arrangements (including Maori Representation)

### Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop:</b> Consideration of briefing paper on Maori Wards and Constituencies	17 September 2014	Timeline amended by way of business paper to Council on 10 October 2013.
<b>Council Meeting:</b> Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	10 October 2014  Statutory Deadline <i>23 November 2014</i>	

Should Council resolve to consult on a proposal altering the current Representation Arrangement i.e. proposing the creation Maori Wards, a full review of the Representation Arrangements will be required.

### Representation Arrangement

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> to consider options for representation arrangements	Pre-August 2014	
<b>Council Meeting</b> - Resolution of proposed representation arrangements for consultation	26 August 2014	
Public notice of proposal and invites submissions	September 2014	
Submissions close	October 2014	
If no submissions then proposal becomes final		
<b>Council Meeting</b> - consideration of submissions and possible amendment of proposal	28 October 2014	
Public notice of Council's "final" proposal	November 2014	
Appeals and objections close	December 2014	
If no appeals or objections then proposal becomes final		
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	December 2014	
Commission considers resolutions, submissions, appeals and objections and makes determination	April 2014	
Determination subject to appeal to High Court on a point of law		

## 2014/2015 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Initial planning meetings to finalise high-level dates for EAP 2014/15 development.	August 2013	Delayed pending return of Senior Accountant
Identification of amendments to LTP for 2014/15 year	August - October 2013	Delayed pending return of Senior Accountant
Review of 2014/15 budgets for year 2 of LTP and Managers complete 2014/15 budgets.	October 2013	Completed
Modelling of budgets and finances from Affordability Review for 2014/15 including information.	November 2013	Completed
Management Review of 2013/14 budgets and rating predictions	November 2013	Completed
<b>Council Workshop #1 of 3:</b> Strategic Issues and Policy	10 December 2013	Completed

Key Milestone	Indicative Timeframe	Commentary
Considerations for dEAP		
<b>Council Workshop #2 of 3:</b> Presentation of Rating Indications	12 February 2014	Completed
<b>Council Workshop #3 of 3:</b> Presentation of dEAP complete with proposed rating depictions	20 February 2014 ???	Completed
<b>Council Meeting:</b> Adopt dEAP for Audit	6 March 2014	No audit required as nothing in dEAP has 'triggered' a significant variation to the LTP 2012-2022.
Audit of dEAP	10 – 14 March 2014	Audit not required.
<b>Council Meeting:</b> Adopt SoP for public consultation	25 March 2014	Completed.
Public Notification of SoP	April 2014	Completed.
Consultation Period	8 April – 8 May 2014	Completed.
<b>Hearing:</b> Hearing of Submitters to dEAP	22 May 2014	Hearings held on 22 <sup>nd</sup> . 3 submitters wanted to speak to their dEAP submission.
<b>Council Meeting:</b> Deliberation of Submissions	5 June 2014	Brought forward to 27 May 2014.
<b>Council Meeting:</b> Adopt EAP	24 June 2014	A business paper is contained elsewhere in this Agenda.

### Review Memorandum of Understanding between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Review of existing MoU by WDC Relationship Committee	February 2014	<p>ICL Board is in the process of developing a Strategic Plan (SP) which the Board will pass on to Council. It has been indicated by ICL that this SP will replace the approved Recovery Plan, since it is more relevant for ICL to be planning strategically for the future, at this stage.</p> <p>It will be advisable for WDC to wait for and review this Strategic Plan prior to reviewing the MOU with ICL. This will enable alignment of the MOU with the Strategic Plan so that WDC can provide any relevant support to ICL to achieve its strategic direction.</p> <p>MOU review process will be started once the ICL Strategic Plan is received and reviewed.</p>
Relationship Committee to meet with ICL and discuss any findings from review	March 2014	
<b>Council Meeting</b> - Amended MoU adopted	25 March 2014	

### Strategic Plan – Procurement Alignment between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Preliminary meeting between WDC and ICL to identify needs and opportunities	October-November 2013	<p>Draft MoU and Job Descriptions provided to ICL for Shared Information Technology (IT) Services (including procurement).</p> <p>Meeting held between WDC and ICL. WDC's IT Strategic Plan to be amended to include ICL's requirements</p>
Draft Strategic Plan document to be developed between WDC & ICL	February-March 2014	Draft IT Strategic Plan in progress

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Joint Procurement Strategic Plan to be adopted by ICL and Council	25 March 2014	MOU for Shared Information and Communications Technology Services between WDC and ICL has been presented to Council. It could possibly be further added to once ICL's Strategic Plan is received.

### Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Council receives and adopts the Communications Strategy Progress Report	10 December 2013	Completed
<b>Council Meeting</b> – Six monthly progress report	24 June 2014	In progress

### Memorandum of Understanding between WDC and Ngati Rora

Key Milestone	Indicative Timeframe	Commentary
Discussion with Ngati Rora on their expectations of the MOU	March 2014	Completed
Preliminary draft MOU developed	April 2014	Completed
<b>Council Workshop</b> – Feedback on pdMOU	May 2014	Completed
Ngati Rora to review and sign	June 2014	The timeframes are indicative and dependent on when Ngati Rora get back and the changes sought by them if any
<b>Council Meeting</b> - to sign MOU	June 2014	



## Community Development

### Economic Development Plan

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Economic Development Plan scoping project completed.	October 2013	In Progress.
Research and Assessment: 1. Socio Demographic Profile for the Waitomo District. 2. Economic and Industry Profile for the Waitomo District. 3. Public and Social Service Sectors Profile for the Waitomo District.	February 2014	In Progress.
<b>Council Meeting</b> – Regional Economic Development Strategy presented to Council.	March 2014	Advice received is that development of the Regional Strategy is running behind schedule. As the Economic Development Plan will be informed by the Regional Strategy, the key milestones for beyond February 2014 will be reviewed in early 2014. A business paper was presented to Council at its March 2014 meeting.
Survey local community to establish "needs and wants".		Staff will focus on the development of a Draft Economic Development Plan to be presented to Council at an upcoming Workshop.
Form a Reference Group to inform the development of an Economic Development Plan for the Waitomo District.		
<b>Council Workshop</b> – Consideration of the preliminary draft Waitomo District Economic Development Plan.		
Draft Plan released for public consultation.		
Finalise Waitomo District Economic Development Plan.		
<b>Council Meeting</b> – Draft Waitomo District Economic Development Plan presented for adoption by Council.		
Assess the need and scope of a Board/Trust to deliver on the Waitomo District Economic Development Action Plan outcomes.		
Waitomo District Economic Development Action Plan implemented.		

### Development of Customer Services Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of preliminary draft Customer Services Charter.	November 2013	In Progress.
<b>Council Meeting</b> – Draft Customer Services Charter presented for adoption by Council.	10 December 2013	Council adopted the Customer Service Charter and reviewed the timeline at its March meeting.

Key Milestone	Indicative Timeframe	Commentary
Development of a preliminary draft Customer Services Strategy	March 2014	Council adopted the Customer Services Charter and reviewed the timeline at its March meeting.
<b>Council Workshop</b> – Consideration of the preliminary draft Customer Services Strategy	<del>11 March 2014</del> 13 May 2014	The draft Customer Service Strategy was presented to Council at a Workshop on 13 May 2014
Finalise Draft Customer Services Strategy	<del>April 2014</del> May/June 2014	Completed
<b>Council Meeting</b> – Draft Customer Services Strategy presented for adoption by Council	<del>29 April 2014</del> 24 June 2014	The draft Customer Service Strategy was adopted by Council at the May 2014 meeting.

## Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Youth Event held	August 2013	Completed. Refer to the Progress Report contained elsewhere in this Agenda for details.
Advertise for replacement Youth Council Members	September – October 2013	Advertising for replacement Youth Council Members will be undertaken in November 2013.
New Youth Council members appointed	November 2013	New Youth Council Members will be appointed in December 2013.
Youth Leadership Camp convened	January 2014	A Youth Council planning session was held on 23 April 2014.
Meetings scheduled throughout year.	Monthly	Ongoing
Youth Event held	February – May 2014	Youth Event to be held 25 May 2014.
Submission to Exceptions Annual Plan by Youth Council	April/May 2014	The Youth Council has lodged a submission to the dEAP
<b>Council Meeting</b> Progress Reports on Youth Activities will be presented to Council quarterly.	24 September 2013 10 December 2013 25 March 2014 25 June 2014	24 September 2013 – Completed 10 December 2013 – Deferred to February 2014. 6 March 2014 – Completed 25 June 2014 – A business paper is contained elsewhere in this agenda.

## Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2014	Completed.
Consideration of Nominations by Working Party	March/April 2014	In Progress.
Awards Ceremony	May 2014	The date for the Awards Ceremony has changed and will now be held on Sunday 29 June 2014.

## Regulation Services

### District Plan Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed
<b>Council Meeting</b> – reporting on feedback received	13 December 2011	Completed. Council considered a business paper advising of the work done since June 2011 on the District Plan review.
Review setup involving - identification of key milestones, important stakeholders, communication to be undertaken and assessment of resources required.	September-November 2012	This work is currently ongoing.
Assessment of “current state” of the District Plan rules and policies e.g.- what’s working and what isn’t, which rules have been challenged, how are the linkages with neighbouring local authorities in terms of resource use policies, alignment with RPS.	November/December 2012	
RPS becomes operative	December 2012	Given the changes occurring in the external policy and regulatory environment (RMA changes and Waikato Mayoral Forum workstreams) Council in developing its 2013/14 Annual Plan resolved to postpone this project by one year. (Refer page 8 of 2013/14 EAP).
Completion of a Scope and Needs Analysis (as per 2013/14 EAP)	1 September 2013 - 25 February 2014	In postponing this project as above, Council agreed that a Scope and Needs Analysis be completed in the interim. One of the main outcomes of this work will be Council’s decision on whether to undertake a comprehensive review or a rolling review of its District Plan. <b>Note:</b> The outcome of this Scope and Needs Analysis together with the WMF work on Integrated Planning will provide guidance for setting the work plan forward in the 2014/15 EAP.
<b>Council Meeting</b> – Outcome of Scope and Needs Analysis to Council for consideration	25 February 2014	Timelines for the project from this point forward will be revisited subject to Council’s decision following consideration of the Scope and Needs Analysis. This project has been delayed due to staff commitments to other work streams.
Council assimilates a team to scope the development of a new District Plan (using information gathered earlier).		
Consultation with stakeholders		
New District Plan drafted		
Further consultation with stakeholders		
Public notification of proposed District Plan		

Key Milestone	Indicative Timeframe	Commentary
Submissions received and analysed		
Public notification of submission		
Further cross submissions		
Hearing of submissions		
Decisions on District Plan notified		
Subsequent appeal process to Environment Court		

## Urban Structure Plans

Key Milestone	Indicative Timeframe	Commentary
Completion of a Scope and needs Analysis	1 September 2013 - 25 February 2014	This project has been delayed due to staff commitments to other work streams.

## Jurisdictional Issues

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Report re S17 LGA	25 August 2009	<p>During 2008 a Working Group (WG) consisting of officers from Franklin, Waikato, Otorohanga and Waitomo District Councils started discussions on a common approach to jurisdiction on beaches.</p> <p>The WG has not met for some time and fresh attempts are currently underway to ascertain whether the other councils are still interested in pursuing a common response to jurisdiction on beaches.</p> <p>The timeline will be revised after certainty has been reached on the proposed common approach.</p>
Negotiations with EW on obtaining selective jurisdiction for bylaws on tidal beach strip		
Inform Minister of intention		
Public Notification		
Joint Special consultative procedure with EW		
Joint Hearing with EW		
Approve transfer of bylaw making power		

## Waikato River Catchment Economic Studies

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

## Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Confidential Progress Reports to Council	Monthly	

## Dog Control Review

Key Milestone	Indicative Timeframe	Commentary
Clearly scope the proposed review detailing deliverables and timelines	August – September 2013	Completed
<b>Council Meeting</b> Progress Report	27 August 2013	Completed
<b>Council Meeting</b> Report detailing confirmed project and timelines	24 September 2013	Completed
Review of Dog Control Service Delivery	October – November 2013	The review of WDC's Dog Control Service delivery is currently ongoing.
<b>Council Meeting</b> <del>Findings of Audit presented to Council with recommendations in terms of enforcement options.</del>	<del>26 November 2013</del> 27 May 2014	Expressions of interest have been requested for the delivery of Animal Control Services. When this process is completed a report will be prepared advising of new service delivery arrangements.

## Gambling Policy Review

Key Milestone	Date	Commentary
Identification of Issues – review of Policy	March 2014	Completed.
<b>Council Workshop</b> – Review of Policy by Council	13 May 2014	Completed.
<b>Council Meeting</b> – Consideration and adoption for public consultation of Policy by Council	27 May 2014	Completed.
<b>Public Consultation</b>	11 June 2014 – 11 July 2014	Progressing
<b>Council Hearing</b> – Hearing of submitters	31 July 2014	
<b>Council Meeting</b> – deliberation of submissions	12 August 2014	
<b>Council Meeting</b> – Adoption of Gambling Policy	26 August 2014	

## Bylaws Review

This review process will run concurrent with the dEAP public consultation process.

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop:</b> Review of Bylaws	18 March 2014	Completed.
<b>Council Meeting:</b> Adoption for public consultation	25 March 2014	Completed.
Public Consultation	8 April – 8 May 2014	Completed.
<b>Hearing</b> of Submissions	22 May 2014	Completed.
<b>Council Meeting:</b> Deliberation of Submissions	5 June 2014	This has been brought forward to the Council meeting on 27 May 2014. A business paper relating solely to this matter is contained elsewhere in this Agenda.
<b>Council Meeting:</b> Adoption of Bylaws	24 June 2014	A business paper is contained elsewhere in this Agenda.
Public Notification of Bylaw Review	July 2014	

## District Plan Rules – Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	As at 1 May 2014, audit of the District's hoardings is currently underway with the intention of completing the audit by 9 May 2014.

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Elected Members to provide guidance to staff in terms of enforcement options.	<del>25 March 2014</del> 27 May 2014 24 June 2013	A business paper is contained elsewhere in this Agenda.

## Establishment of a Rural Fire Authority for Waikato Valley Operational Area

Key Milestone	Indicative Timeframe	Commentary
Complete draft proposal	31 October 2011	Council was briefed on this proposal as part of the Public Amenities AMP on 8 November 2011.
<b>Council Meeting</b> – consideration of draft Proposal	29 November 2011	As of 29 November 2011, no further information had been received on the proposal for reporting to Council. The next meeting to discuss the proposals is now scheduled for mid March.
Inclusion of proposal in Public Amenities AMP	6 December 2011	The finances and details associated with the enlarged Rural Fire district have been included in the Public Amenities Activity Plan as a proposal, which as yet is not finalised.
Consulted on as part of 2012-22 LTP process	April/May 2012	Information was still not available at the time of consulting on WDC's 2012-22 LTP.
<b>Council Meeting</b> - progress report	28 August 2012	<p>A progress report was presented to Council at its 28 August 2012 meeting.</p> <p>At that time the Department of Conservation (DoC) indicated that although it was yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance was that both current proposals were not in their interest and therefore DoC did not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal will effectively split the DoC Conservancy into three.</p> <p>All four Councils agreed it would be a waste of time to formally consider any consultation document for the proposal in the absence of DoC support.</p> <p>The National Rural Fire Authority has indicated that they would have further meetings with DoC and Thames-Coromandel District Council to try and resolve the deadlock.</p> <p>A progress report on this matter was presented to Council at its 30 July 2013 meeting.</p> <p>Council will be kept informed of progress by way of reports to Council on an as required basis.</p>

## Community Services

### Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	<b>Completed</b>
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
<b>Council Meeting</b> Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	<b>Completed</b> Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as part of the November Agenda.
<b>Council Workshop # 5</b> Consideration the preliminary draft site and building development proposal	19 February 2013	<b>Completed</b> Council work shopped scenarios for the development including cost implications.
<b>Council Meeting</b> Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	<b>Completed</b> Business Paper adopted by Council for inclusion in dEAP documentation.
<b>Council Meeting</b> Adoption of EAP	25 June 2013	<b>Completed</b> Programme of restoration condensed to match proposal for funding from Lotteries Commission.
<b>Council Meeting</b>	Monthly	<b>Ongoing</b> A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation.

#### RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	<b>Commenced.</b> Engineers have advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, buildings 1,2 and 3	July – August 2013	<b>Commenced</b> Architect has advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. <del>Awaiting response.</del> Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. <del>Awaiting response.</del> Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders closing 20 May 2014. <b>Tenders closed 20 May 2014 with three tenders being received.</b>
Construction works	January 2013 – September 2014	Estimated construction period now May 2014 – October 2014.

**RAILWAY BUILDING: PROJECT 3 – ROADING RENEWAL**

Key Milestone	Indicative Timeframe	Commentary
Redesign of carriageway to align with Railway development proposals	August 2013	<del>Commenced</del> Completed.
Retendering negotiations	August – September 2013	Completed.
Roading construction	October – November 2013	Completed. Note project undertaken February – March 2014

**RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION**

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to refurbish the existing building layout	April – May 2014	Commenced.
Minor construction to allow temporary use of building	January 2014	
Building useage by tenants	February 2014	

**RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION**

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received.
Lease agreement negotiations	November 2013 – January 2014	
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	November – December 2013	
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2013 – February 2014 (subject to funding availability)	
Tender process for works	March – April 2014 (subject to funding)	
Construction of internal work and site services associated with Cornerstone tenant	May 2014 – September 2014 (subject to funding)	
Cornerstone tenant operational	October 2014	

**Centennial Park Drainage**

Key Milestone	Indicative Timeframe	Commentary
Confirm / finalisation of the design by the NZ Turf Institute	January – February 2013	Instructions given to NZTI August 2012 to complete design. Survey and design to be undertaken end of October 2012. Design completed.
Contractor pricing	February 2013	
Tender Committee approval		
Implementation of the drainage network	February – March 2013	This project was deferred during the drought period due to the implications on mole drainage of very dry crumbly soils. Now that the soils are moister,

Key Milestone	Indicative Timeframe	Commentary
		discussions on timing of implementation are being held with the Te Kuiti Soccer Club. This has now been rescheduled January – March 2014. Tenders closed 15 February 2014
Rescheduled implementation of drainage networks	January – March 2014	Implementation scheduled for April 2014 Implementation was scheduled to commence Monday 28 April 2014 . This was cancelled by the NZSTI and contractor due to the storms over the Easter period and potential field damage by machinery. Spring is the next scheduled time.

### Te Kuiti Library Roof Renewal

Key Milestone	Indicative Timeframe	Commentary
Obtain quotations for the roof renewal	October 2012	This project has been delayed pending outcomes of shifting Te Kuiti Community House to the building and the earthquake assessment outcomes.
Earthquake Assessment	May 2013	<b>Completed</b>
Roof Renewal Works	February – March 2014 (awaiting outcomes of TK Community House funding to combine works)	

### Civic Centre Upgrade : Stage 4 – Main Hall Ceiling

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Business paper to review upgrade options / proposals for Stage 4 with Council	25 September 2012	<b>Completed</b> A business paper was presented to Council at the October 2012 Council Meeting.
Preparation of upgrade documentation	March - April 2013	Preliminary meeting held with Architects. Documents on hold until March 2013. A second meeting with the architect was held 12 April to discuss the three options for the ceiling. These are currently being assessed by AECOM's quantity surveyor to provide information relating to the most cost effective option before proceeding with working drawings. The QS confirmed that approval of the texture on the surface will be the most cost effective solution. Draft working drawings and tender documentation will be available 18 June.
Building Consent – Stage 4 as required	August 2013	Completed
Tenders	August – September 2013	Completed
Construction – Stage 4	To be fitted to hireage timeframes	Discussions are underway with successful tender to identify a window to complete the works Construction period agreed – 9 December 2013 to 30 January 2014 Completed

## Sale of 6 Te Kumi Road

Key Milestone	Indicative Timeframe	Commentary
Letter to tenant advising of Councils intentions moving forward	August 2012	<b>Completed</b> A letter has been forwarded to the tenant advising WDC's intention to dispose of the property in November.
Valuation of the property	January 2013	<b>Completed</b>
Marketing of property through real estate company	March 2013 onwards	The property has been listed for several months, with no enquiries to date. While the property is still on the market, the house has been tenanted in the interim to provide income

## Sale of 6 Jennings Street – Community House

Key Milestone	Indicative Timeframe	Commentary
Preparation of services provision study undertaken by the Community House	May – June 2012	<b>Completed</b>
<b>Council Meeting</b> Business paper to present study findings to Council	May 2012	<b>Completed</b> Council has requested the study be expanded to include alternative locations and to confirm requirements
<b>Council Meeting</b> Business paper to seek funding to assist with the additional study	28 August 2012	<b>Completed</b>
Undertake the additional study by the community house	28 August 2012 – October 2012	Council resolved not to assist in the undertaking of the additional study but to support the Trust's endeavours to raise funding for the use of the upstairs floor of the Library. Changes to the report are being worked through with a Consultant.
<b>Council Meeting</b> Report findings to Council		Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. A draft floor layout has been agreed with TK Community House Trust.
Preparation of advanced sketch drawings and Quantity Surveyor costs	August – September 2013	Completed along with revised budget. Separately reported to Council
Application to Lotteries Community Facilities Fund for funding	February 2014	<b>Completed</b> Outcome of application advised June 2014.

## Benneydale Hall Replacement / Disposal

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report on discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Community Consultation regarding establishment of community society and leasing of building.	August – September 2013	Completed with results separately reported to Council
Formation of Incorporated Society for the administration of Benneydale Hall as per Council resolution	October - November 2013	Draft document completed and will be discussed at Hall committee meeting 26 November 2013

Key Milestone	Indicative Timeframe	Commentary
Report to Council regarding agreement to maintenance requirements		Refer to business paper April 2014 meeting
Registration of Benneydale Hall Incorporated Society	December 2013 – January 2014	Will be completed based on outcome of April 2014 Business paper
Asset Transfer document to for the transfer of Benneydale Hall assets to new Society	January – February 2014	Refer to Monthly Progress report for Rural Halls contained elsewhere in this Agenda.

## Parkside Subdivision Disposal

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Reports	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Initial open day	30 June 2012	<b>Completed</b>
Finalisation of promotional material including bank display	August 2012	<b>Completed</b>
Open day	25 August	<b>Completed</b>
Open day	1 September 2012	<b>Completed</b>
Open day	8 September 2012	<b>Completed</b>
Establish Real Estate Agreement for sales	September – October 2012	<b>Completed</b>
Provide Real Estate board onsite	September – October 2012	<b>Completed</b> Agreement has been reached with Real Estate Agents. Real Estate boards will be installed by end of November.
Section Sales		Ongoing One section sold in the 2013 calendar year (8 February 2013). Negotiations for the sale of Lot 36 completed with the sale going unconditional 20 September 2013. Lot 36 sale completed. Refer separate business paper for the sale of Lot 16 Documentation for the changes to the covenants distributed, with responses due back to WDC 27 May 2014. Refer to Monthly Progress contained elsewhere in this Agenda.

## Mokauiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress report on discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Establish a committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	September 2013	
Finalised proposal	October 2013	
<b>Council Meeting</b> Sign-off of proposal by Council	26 November 2013	
Implementation	December 2013 – January 2014	

## Oparure Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Letter to be sent to Department of conservation advising of WDC decision during the LTP process	September 2012	Council will be kept updated through the presentation of progress reports to the monthly Council meetings.
Adjust Councils records to remove WDC as the owner / ratepayer of the facility	September 2012	<b>Completed</b> A second letter forwarded to Department of Conservation 30 May 2013. As no response has been forthcoming from Dept. of Conservation it is assumed there is acceptance of the letter. This project is completed

## Kopaki Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Consultation letter /survey distributed to local residents	august 2012	<b>Completed</b>
<b>Council Meeting</b> Resolution of council requesting the Minister of Conservation to revoke WDC control and manage status for this hall / Reserve	September 2012	<b>Completed</b>
Letter to Department of Conversation requesting revocation to be gazetted	October – November 2013	Completed Letter sent 20 November 2013 Dept. of conservation have advised that they have received WDC's request but actioning this is not a priority at present

## Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	<b>Completed</b> McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 <sup>th</sup> June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	<b>Completed</b> Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	<b>Completed</b>

Key Milestone	Indicative Timeframe	Commentary
Declaration of land as surplus to MOE requirements and available for sale	August 2013	<b>Completed</b>
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. <b>Refer to Monthly Progress report contained elsewhere in this Agenda.</b>
Valuation to be obtained for the land to be purchased	October – November 2013	<b>Completed</b>
Subdivision resource consent to be obtained		Not required as done under Public Works ACT
Detailed design of effluent field		
Tendering of work		
Implementation of works		

## Quarry Resources Review

Key Milestone	Indicative Timeframe	Commentary
Land status investigation for Quarries	September 2010/December 2011	<b>Completed</b> Including surveys for key leased quarries.
Desktop assessment of Quarries	October 2010/March 2011	Progressing. Legal implications relating to lease renewals were identified and a legal opinion was obtained. Leases have not been renewed and are operating on a monthly system.
<b>Council Workshop 15</b> – consideration of investigation and assessment outcomes	15 November 2011	Preliminary outcomes of site investigations will be presented as part of the new Investments AMP. Following this Workshop a detailed timeline of Key Milestones will be developed. The newly developed working draft Investments AMP was presented to Council in December 2011.
Prepare a review of all land ownership/survey information and leases collated to date into a review document, identifying future discussion points and options	January 2013	Discussions have been held with a quarry consultant in relation to providing a desktop review of the quarry site information for Councils key quarries.
<b>Council Workshop 5</b> – consideration of review document	19 February 2013	<b>Completed</b> A quarry resources review was presented to Council along with recommendations for inclusion in the dEAP. Council asked for the work to be reviewed with ICL in an endeavour for the work to be completed over time with a zero budget to WDC.

## Review Lease/Licences

Key Milestone	Indicative Timeframe	Commentary
Identification of all property based Leases and Licences	July 2011 – ongoing	Leases and Licences are reviewed as they fall due.

Key Milestone	Indicative Timeframe	Commentary
Renewal of Leases and Licenses as required	July 2011 - ongoing	
Input Leases and Licenses into new NCS property module	August 2012 – December 2012	

### Old Ministry of Works Building, Queen Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop 15</b> – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Following this Workshop a detailed timeline of Key Milestones will be developed for inclusion in the next version of the Road Map. Council agreed that it does not wish to expend any further funds on this building and proposes to consult with the community on the basis that Council will advise the Crown that the property is no longer of use to the Council and that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the LTP process. The conditions included WDC as well as the community matching the funding proposal. Council advised the submitter that it would not contribute to funding the renewals works but delayed contacting the Ministry to allow the community to match the proposal. As no correspondence has been received to date, it is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to the Ministry to be made

### Land Purchase – Te Kuiti Cemetery

Key Milestone	Indicative Timeframe	Commentary
Review of requirements and identification of suitable land	January 2012	<b>Completed</b>
Negotiation with Landholder	February 2012	<b>Completed</b>
<b>Council Meeting</b> - Report to Council seeking resolution to purchase	24 April 2012	A business paper detailing options was presented to Council at the 24 April 2012 meeting.
Purchase/Settlement	July – August 2012	Discussions have been held with an independent Purchaser with an approach to the land owner being made. Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Completed.

Key Milestone	Indicative Timeframe	Commentary
Discussions with adjacent land owner in an endeavour to improve the site	September – October 2013	First meeting held and topographical plan prepared for discussion purposes. Discussion is ongoing. Several discussions have been held in relation to alternative layouts and alternate location. Alternate location is not feasible. WDC awaiting for any further proposal from the adjacent land owner. Refer to Monthly Progress report contained elsewhere in this Agenda.

## Riverview Heights Land Disposal

### 1.0 DESCRIPTION

Council, in 2006/2007 proceeded with the Section 40 offer back process for this land, to the previous owners, with each owner confirming that they did not wish to proceed with the repurchase of the land.

### 2.0 DISCUSSION / ISSUES

Council subsequently resolved in 2007, to review the land holding, taking account of the marketability of the available sections, and in particular in relation to the size of sections, building platforms, access and servicing.

The marketability review included realigning lot boundaries to create bigger, useable sections with each having an adequate building platform. The building platforms were confirmed by undertaking a geotechnical survey of each lot and a full cash flow analysis was undertaken on the total project and presented to Council in November 2008.

In January 2009 Council resolved to remedy the informal situation whereby part of the Riverview Heights property is used as public road in the 2009/2010 year, and to defer the proposed disposal of the balance of the Riverview Heights land until the remedial work has been completed.

As part of the draft 2010/11 EAP development, Council considered a preliminary estimate to form the entrance road into the proposed subdivision including the financial aspects of the subdivision proposal and resolved not to proceed with the proposal at that time. Ongoing assessment of economic conditions will be taken into consideration before reconsidering this project further.

## Cemetery Maps and Records

Key Milestone	Indicative Timeframe	Commentary
Review mapping/record requirements for each cemetery/gathering base information	November – December 2011	This project is due to commence on 14 May 2012 when staff are available.
Prioritised List of Requirements	May - December 2012 ( Te Kuiti)	Priority has been given to Te Kuiti Cemetery and all the records for the cemetery are being collated into one data base for cross referencing.
Ongoing implementation of priorities		

## Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
Review of existing data relating to existing Main Street gardens	December 2011	
Establish design team of Councillor, Community Services, TK Business Association and Rooding.	January – February 2012	A business paper was presented to Council at the 4 April 2012 Council meeting.
Develop design proposals in	March – April 2012	A Design Team has been

Key Milestone	Indicative Timeframe	Commentary
conjunction with Consultant		established and an initial draft sketch proposal for a typical area is to be available for discussion mid June.
Finalised sketch plans to be completed for Stage 1 – the ANZ intersection and roundabout	August - September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Detail drawings and costings received by WDC. Needs to be discussed by the working group prior to presentation to Council.
<b>Council Meeting:</b> Presentation of Design	30 October 2012	As reported previously to Council, revised plans to be sought.
Revised plans for Stage 1 preparation	August 2013	Commenced Mansergh Graham Landscape Architects Completed Working group yet to meet to sign off plans
Implement Stage 1	September – October 2013	Stage one diverted to the central area of Rora Street associated with the new road construction March 2014 <b>Completed</b>

## Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	November 2013 – April 2014	No progress made to date.
<b>Council Meeting:</b> Initial progress report on extent of asset and its condition to council including timeline for completion	27 May 2014	

## Te Kuiti Aerodrome Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Business paper for the establishment of Working Group for the development of the Aerodrome Reserve Management Plan	10 October 2013	Completed
Advertise intention to prepare Plan and calling for initial submissions	November – December 2013	
Consultation Meeting 1 with aerodrome users	December 2013	
Consultation Meeting 2 with aerodrome users	February 2014	
Consultation Meeting 3 with aerodrome users	July 2014	
Preparation of Management Plan	January – June 2014	
<b>Council Meeting</b> Adoption of Draft Aerodrome Plan by Council	August 2014	
Public consultation	September – October 2014	
<b>Hearing</b> of submissions and consideration	November 2014	
<b>Council Meeting</b> Deliberation of Submissions	November 2014	
<b>Council Meeting</b> Adoption of Finalised Plan	December 2014	

## Cultural and Arts Centre - Shared Parking Investigation

Key Milestone	Indicative Timeframe	Commentary
Site topographical survey undertaken	June – July 2013	<b>Completed</b>
Development of concept design	July – August 2013	On hold pending report to Council relating to making that section of road one way as this impacts on design . Report presented to Council 23 August 2013. Council resolved to make the road one way. Affected parties are currently being consulted as to this proposed change. Letter 4 November 2013 sent to major users of Civic centre and other property owners – no response has been received to date
Approval of design by "The Cottage"	September 2013	Instructions have been issued for the design layout to be developed Draft layout completed and forwarded to The Cottage. Site Geotech scheduled for completed by 28 November 2013 Completed
<b>Council Meeting:</b> Seeking Council's approval of the Concept Design	<del>24 September 2013</del>	Completed
Detailed tender documentation prepared	<del>October – November 2013</del> December 2013 – January 2014	Completed
Tender process	<del>December 2013</del> – March –April 2014	Tenders close 29 April 2014
Construction	January – February 2014	Refer to Monthly Progress report contained elsewhere in this Agenda.

## Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop 1 May 2013.
<b>Council Workshop</b> Project scope and outcomes in conjunction with Customer Services Strategy	<del>18 March 2014</del> 13 May 2014	Completed
<b>Establishment of Project Team</b>	30 June 2014	
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	

## Library Building Renewal and Entrance

### 1.0 DESCRIPTION

This project is dependent on the future tenancing and use of the building.

## Parks and Reserves AMP – Plan Improvement and Monitoring

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvement</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
2. Review Levels of Service.	December 2014	25 LTP planning cycle. To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
3. Confirm corporate AM objectives.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
4. Define current Levels of Service/performance measures.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
5. Conduct external audit of AMP.	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP.	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify, development, renewal and maintenance strategies where required.	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
<b>Data Improvements</b>		
10. Continue to collect asset attribute information.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
<b>AM Process Improvements</b>		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
against levels of service and other performance measures.		regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
29. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
30. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
31. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
32. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
33. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of	2013-2018	Development as part of Advanced

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMS with GIS and the financial system, integrate if appropriate.		AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

## Recreation and Culture AMP – Plan Improvement and Monitoring

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvement</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current levels of service/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	To be conducted during the review of AMP in anticipation of the 2015
<b>AM Data Improvements</b>		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
reserves assets		asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
<b>AM System Improvements</b>		
35. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System	2020/2021	Outside 2012-2015 planning period.
38. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with 37.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

## Public Amenities AMP – Plan Improvement and Monitoring

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		

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

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
lifecycle costs using NPV analysis for major new works.		
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
<b>Specific Improvement Projects 2009-2012</b>		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.

<b>Public Amenities AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed - included in Annual Plan budgets.

## Housing and Other Property AMP – Plan Improvement and Monitoring

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

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against LOS and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the housing and Other Property AMP
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
34. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
35. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
36. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
44. Underground services investigations	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
45. Independent review AMP	2014	To be conducted during the review of AMP in anticipation of the 2015
46. Include Building data in a "designed" Asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
47. Adoption and funding for three year improvement plan	Annually	Completed – included in Annual Plan budgets.
48. Miscellaneous Asset Management	2016-2017	Miscellaneous Works.
49. Input leases and licences into NCS System	2012-2013	Record data into NCS

## 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 a monthly progress report to Council on the Roading activity, and quarterly progress reports on each of the Water activities.

### Te Waitere Water and Wastewater Strategic Review

Options and forward planning are to be reviewed in the context of the 2012-2022 LTP.

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed results show that additional land will have to be obtained for wastewater disposal.  The whole future development project will be assessed as part of the District Plan
Development of detailed scoping and associated project plan for inclusion in the Road Map.	Outside 2022	Dependent on outcome of 1 above.
Consultation with landowners about development plans and land availability for land discharge	During the life of 2012-22 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 2012-22 LTP	Dependent on available resources.
Report to Council on conclusions		On completion of each action.

### Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	
Reticulation minor renewals	2012-2015	

### Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	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 from the normal avenues. The only way would be a lobbying the minister directly on the basis of the high risk of national reputational harm should tourist get sick or die from

Key Milestone	Indicative Timeframe	Commentary
		a water borne disease contracted from this services. Discussion with THL and community is ongoing

## Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking-Water Subsidy for Te Kuiti has been approved to the value of \$780,820.56 excluding GST. Council will be kept updated on progress through the presentation of quarterly progress reports.
Broad Upgrade Plan	June 2014	Preliminary design revisited 2013. Documentation is in progress for completion of 1st of 4 phases by end December 2014. The work has been delayed while negotiating with Veolia on takeover of operation of the TK WTP for the construction period.
Filter & UV	December 2014	Targeted completion date of phase 1 now moved to December 2015
Identified Retic Renewals	July 2012 – June 2015	

## Cross Boundary Collaboration (WDC/RDC)

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

## 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.

## Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	A 'whole of life' study needs to be completed to determine:- <ul style="list-style-type: none"> <li>• Where refuse will come from for the balance of the resource consent.</li> <li>• The effects the statutory cost increases from the ETS will have on the landfill.</li> <li>• The costs of further developing the landfill; and</li> <li>• The financial viability of the landfill due to increased costs to the user following ETS legislation</li> <li>• Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward</li> <li>• Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed</li> </ul>

## Roading Activity Influences

### **Background**

The Roads and Footpaths activity is the single largest area of expenditure for Council. In 2014/15 the total operational expenditure proposed is \$26.04 M, 35% of which is for Roothing (over \$9M). The total capital expenditure proposed is \$10.15 M, 52% of which is for Roads (\$5.26m).

The community spend on Roothing is substantial although Council receives a considerable amount of subsidy for Roothing from NZTA. It comprises 34% (\$5.9 M) of the total rates requirement proposed for 2014/15 of \$17.34M.

Given the scale of the activity, it is important to keep a close eye on the possible influencers of the activity and to assess the impacts.

There is a complex set of reviews underway in the national policy environment related to Roothing. These are being progressed through the NZTA and the Road Efficiency Group. The outcomes of these could have immense implications for local authorities in terms of development and maintenance of local roads and the funding that will be available to do so.

### **Commentary**

In the 2014/15 year, starting from 1 July onwards Council will start the process of developing its LTP and the underlying Asset Management Plans (AMPs).

The Roothing AMP will need to reflect any changes to service levels and the accompanying changes to expenditure projected. It is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's assets and all these will need to be aligned with any new paradigm.

The LTP will need to reflect any proposed changes to revenue and financing arrangements which will in turn need to be discussed with the communities.

The LGA 2002 Amendment Bill (No 3) expected to be passed in June this year (2014), proposes that Council's develop a 30 year Infrastructure Strategy. Since Roads and Footpaths is one of the core infrastructure assets of councils, this activity will feature prominently in the development of this Strategy.

The different tasks identified for the Roothing Activity Influencers workstream are contained in table below with some estimated timelines. The timelines could change depending on the progress of the national reviews and the progress of the LTP workstream. Regular updates on this workstream will be provided to Council.

### **Timeline**

<b>Tasks</b>	<b>Timeline</b>	<b>Commentary</b>
<b>Council Workshop</b> – Introduction of Issue to Council	13 May 2014	Completed.
<b>Council Meeting</b> – progress on workstreams	Monthly Council Meetings	Progress Reports will be provided to Council as required.
Amend Road Maintenance Contract Document	May – June 2014	
Engagement on and assessment of ONRC	May 2014 – December 2014	WDC network has been assessed in accordance with Guidelines internally
Watching brief on FAR review	May – July 2014	Proposed figures go to NZTA Board in October 2014
Review Procurement Policy	June 2014	
Re-tender Roothing Contract	July 2015	Tender structure being reviewed
Tender evaluation and award new tender	31 April 2015 (provisional latest date if new contract to start 1 July 2015)	
Assess implications of FAR review	December - 2014	
Commence new road maintenance contract	October 2015 (provisional)	
Develop levels of service options along with funding options (depending on outcome of FAR review)	December 2014	
Review Roothing Asset Management Plan	August 2014	
Develop 30 year roading (& other) infrastructure strategy	August 2014	
Develop LTP 2015-25	October 2014 – February 2015	

## Water Supply AMP – Plan Improvement and Monitoring

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvement and updating of current knowledge.
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2015-25 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Construction in progress – stalled by archeological finds. Work is nearly complete <b>filling of the dam is expected to start end June 2014</b>
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2022 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti	July 2014	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is

<b>Water Supply AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
supply for compliance with MOH gradings and improved risk management.		monitored and just enough done to maintain the status quo. 1 <sup>st</sup> phase tender documentation in process
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale and Mokau is fully compliant. Due to changes to dam construction levels required following archaeological finds the clarifier will have to be moved to a lower level with all associated pipe work. Design and cost estimate is underway Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2013 Calendar year	Part of 14 above. Complete
16. Arrange a routine forum of adjacent councils' water supply 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.	On-going	Informal networking and structured training already occurs.
<b>Unachievable due to Budget Restrictions</b>		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed – No funding for renewals.

## **Wastewater AMP – Plan Improvement and Monitoring**

<b>Wastewater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
1. 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.	December 2014	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2013-14. Work delayed due to workload around capital upgrades at water and wastewater treatment plants and operational demands
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2022	Not economically feasible.
6. Investigate extension of the Te	Beyond 2022	Discussed in more detail on page

<b>Wastewater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
Waitere scheme to service a two stage development of the area with the 2nd stage encompassing the area not currently reticulated.		6. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Needs specific resource to improve asset data, that resource is now available and progress is being made. Expect will take at least two years to make significant advance. In progress
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves.
9. Prioritise the works developed from risk assessment exercises.	On-going	Will follow as data improves.
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils 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.	On-going	Informal networking already occurs.

## **Stormwater AMP – Plan Improvement and Monitoring**

<b>Stormwater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
1. 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.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Needs specific resource that is not available at this stage to improve asset data
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2022	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Resource is now available and progress is being made. Expect will take at least two years to make significant advance. In progress
7. Cost and prioritise the works developed from the risk assessment	On-going	Needs specific resource that is not available at this stage to utilise the

<b>Stormwater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
exercise.		improved asset data that support such an exercise
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss 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).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
<b>Unachievable due to Budget Restrictions</b>		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16
16. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identify gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.		Follows item # 14  This is a much more detailed version of the proposed Catchment Assessments

## Land Transport AMP – Plan Improvement and Monitoring

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	July 2015	Should be done but period had to be extended due to cuts in Network and Asset Management budget. NZTA has not approved funds for this type of work in GPS 2 so it is likely that this work will be extended out further.
2. Populate RAMM with retaining wall data.	December 2013	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified. RAMM data is being improved progressively
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2013	Additional resources required not available at this time. Included in 2012-2022 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2014	This will be completed once the structure plans are in place. 2012-22 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	December 2014	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. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizze@sset at WDC	December 2014	Extended due to appointment of new staff to critical asset roles. Application for training has been lodged
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2014.
11. 2012/13 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2013	Reported monthly to Council. Refer to the LT monitoring paper.
<b>Unachievable due to Budget Restrictions</b>		
1. Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
2. Investigate all roads to obtain metal depths and pavement	December 2013	Important for affective asset management but require resources

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
CBR's		not available . Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in GPS 1 so it is likely that this work will be extended out further. Money has been found to assess an initial 74 kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 13/14 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	July 2014	As above.
4. Install correct CMP's on all roads.	June 2014	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

### SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill will be done in 2014.
2. Improve monitoring of contractor performance	On-going	Monitor
3. Investigate all waste management facilities to identify hazards and safety improvements	Quarterly	On going.
4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset	On-going	Monitor
5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	On-going	Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
6. Review solid waste management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	On-going	
7. Review progress with implementation of improvement plan		To be reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012 two yearly from there on	An audit will be done in 2014.
9. Investigate ETS Liability (Start June 2013)	On-going	In progress.

## Completed Items

### Leadership

#### Community Satisfaction Survey (for 2012/2013 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	May 2013	Completed
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/ suggestions	May 2013	Completed
Undertake Survey	June - July 2013	Completed
Analyse / Report Survey Results	August 2013	Completed
<b>Council Meeting</b> - Customer Satisfaction Survey Results to Council	27 August 2013	Completed
Customer Satisfaction Results ready for inclusion in Annual Report	August 2013	Completed

#### 2013 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Nominations and Electoral Roll close	16 August 2013	Completed
Mail out of Voting Papers	20-25 September 2013	Completed.
Voting	20 Sept – 12 October 2013	Completed.
Provisional Result available	12 October 2013	Completed.
Official Declaration	12-23 October 2013	Completed.
<b>Inaugural Council Meeting</b>	24 October 2013	Completed.

#### 2013 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	12 October 2013	Completed.
Official Declaration	12-23 October 2013	Completed.
Distribution of Induction Package	17 October 2013	Completed.
<b>Inaugural Council Meeting</b>	22 October 2013	Completed.
Elected Member Training (LGNZ)	TBA by LGNZ	Completed.
<b>Council Workshop:</b> Induction Issues	12 November 2013	This date is tentative only. The number of new Elected Council Members will determine whether or not this Workshop will be required.

#### 2012/2013 Annual Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Brief Council on timeframe and present the audit service plan	28 May 2013	Completed
Interim audit to test systems and control	June 2013	Completed
Completing year end adjustments	July-September 2013	In progress

Key Milestone	Indicative Timeframe	Commentary
and preparing draft Annual Report		
Final Audit visit to test balances and disclosures	9-20 September 2013	
<b>Council Meeting</b> - Interim Report and progress report to Council on annual report preparation.	24 September 2013	Completed.
Deloitte technical and final review	Late September 2013	
<b>Council Meeting</b> – signed audit opinion available and adoption of Annual Report	10 October 2013	Annual report must be signed by Council prior to election day.  Completed

### 2013 Code of Conduct Review

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2013	Completed.
<b>Council Meeting</b> to consider and adopt reviewed Code of Conduct	26 November 2013	Completed.

### Local Government Act 2002 – Amendment Act 2012

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop #1:</b> Review Revenue & Financing Policy	19 November 2013	Workshop #1 scheduled for 19 November 2013.
<b>Council Workshop #2:</b> Review Revenue & Financing Policy	3 December 2013	Completed.

### 2013 Governance Statement Review

Key Milestone	Indicative Timeframe	Commentary
Review current Governance Statements (Doc No. 244068)	December 2013/January 2014	Completed.
<b>Council Meeting</b> to consider and review Governance Statement	<del>25 February 2014</del> 6 March 2014	Completed.

## 2013-2016 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

### Waikato Region Triennial Agreement and Mayoral Forum MoU

Key Milestone	Indicative Timeframe	Commentary
Co-ordinate with other Councils on the state of the agreement	November 2013 – February 2014	This project will be led by the Regional Councils as it involves all of the councils located within each of the Waikato and Manawatu-Wanganui regions.
<b>Council Meeting</b> – Statement must be adopted by Council by 1 March 2014	<del>25 February 2014</del> 6 March 2014	<b>Waikato Region Triennial Agreement and Mayoral Forum MoU</b> At the November 2013 meeting of the Waikato Mayoral Forum (WMF), a draft of the Triennial Agreement and MOU were considered and it was agreed that this draft document be referred to the WMF Planning and Governance Group and brought back to the WMF for further consideration. The WMF considered the Agreement at its meeting on 17 February 2014 and was approved by the Mayors and CEOs on behalf of their respective Councils. A business paper is contained elsewhere in this Agenda to enable Council to ratify the decision of the Mayor and CEO. Completed.

### Wanganui-Manawatu Region Triennial Agreement

Key Milestone	Indicative Timeframe	Commentary
Co-ordinate with other Councils on the state of the agreement	November 2013 – February 2014	Unfortunately, WDC was left off the distribution list for seeking feedback and approval on the draft Triennial Agreement and the actual draft Agreement was not received until 14 February.
<b>Council Workshop</b> – Consideration of draft Agreement	19 February 2014	Due to Council's next meeting not being until after the required 1 March statutory deadline, this matter will be workshopped on 19 February with a formal resolution made on 6 March.
<b>Council Meeting</b> – Statement must be adopted by Council by 1 March 2014	<del>25 February 2014</del> 6 March 2014	Completed. The original Agreement has now been signed by all participating councils.

## Community Development

### Otorohanga District Development Board – Service Level Agreement

Key Milestone	Indicative Timeframe	Commentary
Finalisation of ODDB Service Level Agreement detailing service deliverables and performance measures for the 2013/2014 year.	August 2013	Completed
<b>Council Meeting</b> – ODDB Service Level Agreement presented to Council.	24 September 2013	Completed,

### Community Development Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Accountability Statements Due	August 2013	Accountability Reports are due 12 months after receiving a grant. There were 2 recipients in the December 2012 round. Accountability Statements will be due by January 2014.
Funding Round advertised	October/November 2013	The Community Partnership Fund was advertised in the Waitomo News and on the WDC website. Applications close 22 November 2013.
Assessment/Reporting documentation developed	November 2013	Assessment documentation will be prepared following closure of applications.
<b>Council Meeting:</b> Consideration of Funding Applications	10 December 2013	Completed.

### Review of Waitomo District Council Citizens Awards Policy

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Presentation of existing Policy for review and confirmation/amendment	26 November 2013	Completed.

### Community Events

Key Milestone	Indicative Timeframe	Commentary
<b>2013 Christmas Parade</b>		
Consultation with Key Stakeholders.	September 2013	Completed
Development and implementation of a Project Plan and Safety Plan.	October 2013	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2013	Advertising will be on-going up to the date of the parade.
Execution of event	6 December 2013 (tentative)	The Christmas Parade will be held Friday 13 December 2013.
<b>Council Meeting:</b> Management Report on the event identifying success and the budget.	25 February 2014	Completed.

Key Milestone	Indicative Timeframe	Commentary
<b>2014 Great New Zealand Muster</b>		
Identify and consult with key stakeholders.	September 2013	Completed. Preliminary event meetings have been held with the Shearing Committee, TKDI and entertainment/activity providers.
Development and implementation of a Project Plan and Safety Plan.	October/November 2013	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November 2013 to March 2014	Completed.
Execution of event	29 March 2014	Completed.
<b>Council Meeting:</b> Management Report on the main event (The Muster) identifying success and the budget.	27 May 2014	Completed

### Sport Waikato Services – Development of Performance Based Contract

Key Milestone	Indicative Timeframe	Commentary
Finalisation of Sport Waikato Schedule of Services detailing required outcomes, activities and evidence of progress for the 2013/2014 year.	August 2013	Completed
In conjunction with Sport Waikato, develop a Contacts Register, identifying key Stakeholders.	August 2013	Completed
In conjunction with Sport Waikato develop a Projects Register for the 2013/2014 year as a supplement to the Schedule of Services.	August 2013	Completed
<b>Council Meeting</b> – Sport Waikato Contract for Services, Schedule of Services, Contacts Register and Projects Register presented to Council.	27 August 2013	Completed
<b>Council Meeting</b> Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	24 September 2013	Completed - Representatives from Sport Waikato made a Deputation to Council at its September Council meeting.
<b>Council Meeting</b> Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	25 March 2014	Completed - Representatives from Sport Waikato made a Deputation to Council at its March Council meeting.

## Regulatory

### Alcohol Reform Legislation

Key Milestone	Indicative Timeframe	Commentary
Council confirms it will work collaboratively with Waipa and Otorohanga District Councils to develop a Local Alcohol Policy (LAP) and a list of approved persons to sit on District Licensing Committees.	26 February 2013	Council agreed to a collaborative approach at February 2013 Council meeting.
Draft LAP developed in consultation with Police and Area Health Board.	June 2013	Completed
Council approves draft LAP for public consultation	30 July 2013	Completed
Consultation period	13 August – 13 September 2013	Completed
Council meeting – hear submissions and deliberation	24 September 2013	Completed
Council meeting to adopt provisional LAP	10 October 2013	Completed
Council meeting to confirm approved persons to sit on District Licensing Committee	26 November 2013	Completed.
District Licensing Committee operational	18 December 2013	Completed.

### 2013/2014 Review of Dog Control Policy and Practices

Key Milestone	Date	Commentary
Prepare Report	September 2013	Completed
<b>Council Meeting</b> - considered	24 September 2013	Completed
Public notification	October 2013	Completed

## Asset Management

### Te Kuiti Wastewater Treatment Plant Upgrade

Key Milestone	Indicative Timeframe	Commentary
Inlet control and bypass line,	March 2008	Completed
Process supernatant return to front of Plant	April 2013	Complete
Aeration	April 2013	Complete
Tertiary filter and UV disinfection	May 2013	Complete
New inlet works and screen and Temporary treatment	April 2013	Completed
Activated sludge reactor upgrade and modification	May 2013	Complete
Final Full Commissioning	June 2013	Complete
Sludge thickening, dewatering and handling.	Ongoing	Complete <u>Note:</u> This process will be ongoing after 30 June 2013 and will result in the removal of the sludge build up from the previous 30 years over the following 15 years.

### Mokau Water Supply

Key Milestone	Indicative Timeframe	Commentary
Dam Tender	End December 2013	Completed
Dam Construction	2013/14 Summer	Actual completion in that period very much weather dependent. Council will be kept updated on progress through the presentation of quarterly progress reports. Land purchase underway Tender documentation complete.
Treatment plant upgrade	2012/13 financial year	Completed

### Benneydale Water Supply

Key Milestone	Indicative Timeframe	Commentary
Treatment plant upgrade	2012/13 financial year	Completed

Document No: 337264

File No: 037/043

**Report To: Council****Meeting Date:** 25 June 2014**Subject: Motion to Exclude the Public for the Consideration of Council Business**

### Purpose of Report

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

### Commentary

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

### Suggested Resolutions

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

<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. Investment Representative Committee Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Inframax Construction Limited and Independent Roadmarkers Taranaki Limited – Draft Statements of Intent for year ending 30 June 2015	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
4. Progress Report: Wool Storage Facility	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
5. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Waikato Mayoral Forum/Shared Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**