



# **Agenda Council Meeting**

**Tuesday 28 July 2015  
9.00am**

**Council Chambers  
Queen Street  
TE KUITI**



## NOTICE OF MEETING

**A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD  
IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
TUESDAY 28 JULY 2015 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

**CHRISTIAAN VAN ROOYEN  
ACTING CHIEF EXECUTIVE**

**Note:**

Winston Cotidis and Pukenui School Pupils will be in attendance at 9.10am

Items of Business	Page No.
<b>File 1 of 2</b>	
1. Council Prayer	
<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>	
2. Apologies	
3. Declarations of Member Conflicts of Interest	
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4	Adoption of Reconsidered Provisional Local Alcohol Policy	27 - 59

### **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:** 369292**File No:** 037/042A**Report To: Council****Meeting Date:** 28 July 2015**Subject:** Deputation: Winston Cotidis and Pukenui School Pupils – Tatsuno Sister City Visit.

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Winston Cotidis and Pukenui School Pupils will be in attendance at the meeting to make a Deputation on the Tatsuno Sister City Visit.

### Suggested Resolutions

The Deputation on the Tatsuno Sister City Visit be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

## 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 23 JUNE 2015 AT 9.00AM

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

**IN ATTENDANCE:** Chief Executive; Executive Assistant; Communications Officer, (for part only); Group Manager – Corporate Services (for part only); Corporate Planner (for part only); Group Manager – Customer Services (for part only); Environmental & Regulatory Services Leader (for part only); Group Manager – Assets (for part only) and Group Manager – Community Services (for part only)

<b>1. Council Prayer</b>
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<b>2. Apology</b>
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**Resolution**

The apology from Deputy Mayor Guy Whitaker be received and leave of absence granted.

Te Kanawa/Goddard                  Carried

<b>3. Declarations of Member Conflicts of Interest</b>	<b>File 037/051A</b>
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No declarations were made.

<b>4. Amendment to Order Paper</b>
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**Resolution**

Item 25 of the Order Paper be moved to the Public Excluded portion of the meeting.

Goddard/Brodie                  Carried

<b>5. Verbal Reports: Individual Councillor Roles and Responsibilities</b>	<b>File 037/040B</b>
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Cr Brodie

- Citizens Awards
- Road Transport Committee
- Speed Governance Meeting
- Regional Transport Committee Road Trip

Cr Te Kanawa

- Te Kuiti Development Inc
- Te Kuiti Community House
- Otorohanga Food Bank Visit
- Gateway Programme at Te Kuiti High School
- St Johns – Property Geotechnical Report

Cr Goddard

- Benneydale Residents and Ratepayers Assn
- Benneydale Hall Society
- Civil Defence Meeting
- Citizens Advice Bureau

Cr Davey

- Citizens Awards

Cr Smith

- LGNZ Rural and Provincial Sector Meeting in Wellington
- Tere Waitomo Community Trust

Mayor

- LGNZ Rural and Provincial Sector Meeting in Wellington
- Sport Waikato
- Meeting with Nayla Hassain (NZ Police Chief for Waikato)
- Meeting with Inspector Naila Hassan Area Commander Western Waikato
- Youth No 12
- Meeting with Mrs Kahu Hohaia
- Tatsuno Sister City Visit

**Resolution**

The verbal reports be received.

Goddard/Smith      Carried

The Group Manager – Corporate Services and Corporate Planner entered the meeting at 9.37am.

<b>6. Confirmation of Minutes – 26 May 2015</b>
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<b>File 037/040B</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 26 May 2015, including the Public Excluded Minutes, be confirmed as a true and correct record subject to adding Cr Te Kanawa as being present.

Brodie/Te Kanawa      Carried

<b>7.</b>	<b>Adoption of Policy on Rates Remission (Including Remissions and Postponements of Rates on Maori Freehold Land)</b>	<b>File 037/020/15</b>
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Council considered a business paper presenting the draft Policy on Rates Remission (Including Remissions and Postponements of Rates on Maori Freehold Land) for adoption following public consultation.

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

**Resolution**

- 1 The business paper on the adoption of the Policy on Rates Remission (Including Remissions and Postponements of Rates on Maori Freehold Land) be received.
- 2 The Policy on Rates Remission (Including Remissions and Postponements of Rates on Maori Freehold Land) be adopted.

Goddard/Te Kanawa      Carried

<b>8.</b>	<b>Adoption of Revenue and Financing Policy</b>	<b>File 037/020/15</b>
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Council considered a business paper presenting the draft Revenue and Financing Policy (RFP) for adoption following public consultation.

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

**Resolution**

- 1 The business paper on the adoption of the Revenue and Financing Policy be received.
- 2 The Revenue and Financing Policy be adopted pursuant to section 102 (1) of the Local Government Act 2002.

Davey/Brodie      Carried

<b>9.</b>	<b>Adoption of 2015-2025 Long Term Plan</b>	<b>File 037/020/15</b>
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Council considered a business paper presenting the 2015-25 Long Term Plan for Council consideration and adoption as per Section 93 of the Local Government Act 2002 (LGA) and setting the rates for the 2015/16 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002).

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

Cr Goddard, on behalf of the full Council, thanked all of the staff for the effort put into the Long Term Plan and Cr Brodie added thanks for the quality of the information presented to Council.

## Resolution

- 1 The business paper on Adoption of the 2015-25 Long Term Plan be received.
- 2 Council adopt the 2015-25 Long Term Plan.
- 3 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the rates, charges and instalment due dates for the 2015-16 financial year commencing 1 July 2015 and ending on 30 June 2016 as follows:

### 1. GENERAL RATE

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

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

#### *Requirement in 2015/16 (incl. GST)*

General Rate	Rate per \$100 capital value	Total Revenue Requirement (\$000)
All rating units in the District	0.13793	3,949

### 2. UNIFORM ANNUAL GENERAL CHARGE

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

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

- Regulation
- Resource Management
- Waste Minimisation
- Subsidised Rooding

***Requirement in 2015/16 (incl. GST)***

Uniform Annual General Charge	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the district	\$656	3,632

**Definition of SUIP**

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

**3. TARGETED RATES**

**Description and Use**

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

**Targeted Rates Differentiated on Location**

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

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

Te Kuiti Urban Rating Area	All rating units situated within the Te Kuiti Urban Ward as defined by the Basis of Election for the 2010 Triennial Elections.
Te Kuiti Urban and Periphery Rating Area	All rating units situated within a 5km radius, all around, from the Information Centre (deemed to be the centre of town), in Te Kuiti.
Rural Rating Area	All rating units situated within the Rural Ward as defined by the Basis of Election for the 2010 Triennial Elections.
Piopio Wider Benefit Rating Area	All rating units situated in the rural areas around Piopio Township (excluding Rating units situated within Piopio Township) that are deemed to indirectly benefit from the Piopio Sewerage reticulation network.

**3.1 Targeted Services TFR**

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

**Requirement in 2015/16 (incl. GST)**

Targeted Services TFR	Charge per SUIP	Total Revenue Requirement (\$000)
Te Kuiti Urban and Periphery Rating Area	\$201	470
Rating units in the District not in the Te Kuiti Urban and Periphery Rating Area	\$38	121

**3.2 Piopio Sewerage TFR – Piopio Wider Benefit Rating Area**

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

**Requirement in 2015/16 (incl. GST)**

Piopio Sewerage TFR	Charge Per Rating Unit	Total Revenue Requirement (\$000)
Piopio Wider Benefit Rating Area	\$34	19

**3.3 Piopio Retirement Village Contribution TFR**

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

**Requirement in 2015/16 (incl. GST)**

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

**3.4 Rural Stormwater TFR**

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

**Requirement in 2015/16 (incl. GST)**

Rural Stormwater TFR	Charge per SUIP	Total Revenue Requirement (\$000)
Rural Rating Area	\$17	61

**3.5 Te Kuiti Urban Stormwater TFR and Targeted Rate**

- (i) Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per rating unit in the Te Kuiti Urban Rating Area to partly fund the Urban Stormwater Activity.
- (ii) Council set a Targeted Rate under section 16 of the Local Government (Rating) Act 2002 to partly fund the Urban Stormwater Activity, to be assessed as a rate per \$100 of Capital value on every rating unit in the Te Kuiti Urban Rating Area excluding those in respect of which there is a current resource consent to

discharge stormwater into the Mangaokewa Stream, and so are not using any part of the urban reticulated stormwater or drainage network.

**Requirement in 2015/16 (incl. GST)**

Te Kuiti Urban Stormwater TFR	Charge per rating unit	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area	\$150	267

Te Kuiti Urban Stormwater Targeted Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Te Kuiti Urban Rating Area (excluding rating units not using network)	0.04965	147

**3.6 Marokopa Community Centre TFR**

Council set a TFR under section 16 of the Local Government (Rating) Act 2002 assessed per separately used or inhabited part of a rating unit within the defined Marokopa Community Centre Rating Area (definition of Marokopa Community Centre Rating Area as contained in the Revenue and Financing Policy)

**Requirement in 2015/16 (incl. GST)**

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

**3.7 Water Rates**

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

**Requirement in 2015/16 (incl. GST)**

Water Supply (TFR)	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Te Kuiti	\$521	\$261	1,079
Piopio	\$1283	\$641	318
Benneydale	\$1,400	\$700	162
Mokau	\$1,400	\$700	302

**3.8 Extraordinary Water Supply**

Council set a TFR under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed over and above an annual consumption of 292m<sup>3</sup> per SUIP, differentiated by supply area, for any rating unit situated in Te Kuiti, Piopio, Benneydale or Mokau that has been fitted with a water meter and / or is defined as having an

extraordinary supply (in accordance with Council's Water Service's Bylaw). The rates are:

**Requirement in 2015/16 (incl. GST)**

Water Supply Rate	Charge per cubic metre (including GST) above 292m <sup>3</sup>
Te Kuiti	\$1.90
Piopio	\$4.20
Benneydale	\$7.40
Mokau	\$9.30

**3.9 Subsidy Rate for Benneydale Water Supply**

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

**Requirement in 2015/16 (incl. GST)**

Subsidy for Benneydale Water Supply	Charge	Total Revenue Requirement (\$000)
All Rating Units in the District	\$5	24

**3.10 Subsidy Rate for Mokau Water Supply**

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

**Requirement in 2015/16 (incl. GST)**

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

**3.11 Sewerage Rates**

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

**Requirement in 2015/16 (incl. GST)**

Sewerage TFR	Charge		Total Revenue Requirement (\$000)
	Per connected SUIP	Per serviceable SUIP	
Benneydale	\$1,100	\$550	119
Te Waitere	\$1,100	\$550	16
Te Kuiti	\$956	\$478	1,620
Piopio	\$1,100	\$550	241

### 3.12 Trade Waste Contribution

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

#### *Requirement in 2015/16 (incl. GST)*

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

### 3.13 Sewerage Rates for non-residential properties in Te Kuiti

For all non-residential properties in Te Kuiti, Council set a TFR under section 16 of the Local Government (Rating) Act 2002 per separately used or inhabited part of a rating unit differentiated on the basis of the following Categories:

- **Category 1** - All Businesses
- **Category 2** - Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for profit'. For avoidance of doubt, Category 2 only covers properties with uses listed within this category and no others.
- **Category 3** - Government Department use, Rest Homes and Hospitals.

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

#### Base Charge:

#### *Requirement in 2015/16 (incl. GST)*

Non-Residential Sewerage Rate	Base Charge per SUIP (up to 4 pans)	Total Revenue Requirement (\$000)
Category 1	\$478	93
Category 2	\$478	16
Category 3	\$956	17

#### Pan Charge:

#### *Requirement in 2015/16 (incl. GST)*

Non-Residential Sewerage Rate	Number of pans	Charge per pan	Total Revenue Requirement (\$000)
Category 1	5 <sup>th</sup> pan and over	\$669	78
Category 2	5-10 Pans	\$287	2
	Over 10 Pans	\$191	24
Category 3	5 <sup>th</sup> pan and over	\$669	40

**3.14 Subsidy Rate for Te Waitere Sewerage**

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

***Requirement in 2015/16 (incl. GST)***

<b>Subsidy for Te Waitere Sewerage</b>	<b>Charge</b>	<b>Total Revenue Requirement (\$000)</b>
All rating units in the District	\$7	33

**3.15 Subsidy Rate for Benneydale Sewerage**

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

***Requirement in 2015/16 (incl. GST)***

<b>Subsidy for Benneydale Sewerage</b>	<b>Charge</b>	<b>Total Revenue Requirement (\$000)</b>
All rating units in the District	\$11	52

**3.16 Roads and Footpaths Rate**

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

***Requirement in 2015/16 (incl. GST)***

<b>District Roads and Footpaths Rate</b>	<b>Rate per \$100 Capital Value</b>	<b>Total Revenue Requirement (\$000)</b>
All rating units in the District	0.22285	6,380

**3.17 Solid Waste Collection Rates**

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

***Requirement in 2015/16 (incl. GST)***

<b>Solid Waste Collection (TFR)</b>	<b>Charge per SUIP</b>	<b>Total Revenue Requirement (\$000)</b>
Te Kuiti	\$55	110
Waitomo	\$75	42
Piopio	\$124	28
Mokau	\$159	44

### 3.18 Solid Waste Management Rates

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

#### *Requirement in 2015/16 (incl. GST)*

Solid Waste Management (TFR)	Charge per SUIP	Total Revenue Requirement (\$000)
All rating units in the District	\$112	618

### 3.19 District Development Rate

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

#### *Requirement in 2015/16 (incl. GST)*

District Development Rate	Rate per \$100 Capital Value	Total Revenue Requirement (\$000)
Commercial and Industrial Businesses	0.03699	110
Rural Businesses	0.00570	110

## 4. RATES PAYMENTS

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

1st Instalment	31 August 2015 (Monday)
2nd Instalment	30 November 2015 (Monday)
3rd Instalment	29 February 2016 (Monday)
4th instalment	31 May 2016 (Tuesday)

#### **Note**

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

## 5. Rates Remissions and Postponements

Council has developed a rates remissions policy as per LGA (section 102 (3)(a) and 109) and LGRA (Section 85). Remissions categories include Properties Used Jointly as a Single Unit, Community Organisations, Financial Hardship, Organisations Providing Care for the Elderly, Clubs and Societies, New Subdivisions, Council Properties, Maori Freehold Land. The value of these remissions is \$205,000 for the 2015/16 year.

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

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

- (a) A penalty charge of 10 percent (10%) on any part of an instalment that has been assessed for the financial year commencing 1 July 2015 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 2015
Instalment 2	2 December 2015
Instalment 3	2 March 2016
Instalment 4	2 June 2016

- (b) A further penalty charge of 10 percent (10%) on any part of any rates assessed before 1 July 2015 that remains unpaid on 1 July 2015, to be added on 6 July 2015.

Goddard/Davey                      Carried

<b>10. Financial Report for the period ended 31 May 2015</b>	<b>File 100/018B</b>
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Council considered a business paper presenting the Financial Report for the eleven months ended 31 May 2015.

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

**Resolution**

The business paper on the Financial Report for the eleven months ended 31 May 2015 be received.

Brodie/Goddard                      Carried

The meeting adjourned for morning tea at 10.15am.

The meeting reconvened at 10.32am.

<b>11. Civic Assurance – Annual Report 2014 and 2015 Statement of Intent</b>	<b>File 054/001</b>
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Council considered a business paper presenting the Civic Assurance Annual Report 2014 and 2015 Statement of Intent.

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

**Resolution**

The business paper on Civic Assurance Annual Report 2014 and 2015 Statement of Intent be received.

Smith/Davey                      Carried

The Group Manager – Customer Services and Environmental & Regulatory Services Leader entered the meeting at 10.41am.

<b>12.</b>	<b>Progress Report – Implementation of Communications Strategy</b>	<b>File 004/004</b>
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Council considered a business paper providing a brief on progress made with various Communications projects identified within the Communications Strategy Implementation Plan as well as those that have arisen during the year.

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

**Resolution**

The business paper Progress Report Communications Strategy Implementation Plan be received.

Goddard/Te Kanawa          Carried

<b>13.</b>	<b>Economic Development Action Plan</b>	<b>File 092/015</b>
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Council considered a business paper presenting the Economic Development Action Plan.

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

**Resolution**

1          The business paper on Draft Economic Development Action Plan be received.

2          Council endorse implementation of the Economic Development Action Plan.

Brodie/Te Kanawa          Carried

The Group Manager – Corporate Services and Communications Officer left the meeting at 11.15am.

<b>14.</b>	<b>Progress Report: Customer Service Strategy</b>	<b>File 037/5/1</b>
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Council considered a progress report on the key service improvements identified in the Customer Service Strategy.

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

**Resolution**

The Progress Report: Customer Service Strategy be received.

Smith/Te Kanawa          Carried

The Group Manager – Assets entered the meeting at 11.21am.

<b>15. Progress Report: Resource Consent Applications</b>	<b>File 097/001E</b>
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Council considered a progress report on outstanding resource consent applications and those applications currently being processed.

**Resolution**

The Progress Report: Resource Consent Applications be received.

Davey/Te Kanawa Carried

The Group Manager – Customer Services and Environmental & Regulatory Services Leader left the meeting at 11.23am.

<b>16. Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport</b>	<b>File 037/020/12B</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 Three (2014/2015) of the 2012-2022 Long Term Plan (LTP)
- establishment of a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

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

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (June 2015) be received.

Davey/Brodie Carried

<b>17. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – June 2015</b>	<b>File 037/005B</b>
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Council considered a progress report on the three waters Operational, Maintenance and Capital Works including contracted out services.

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

**Resolution**

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – June 2015 be received.

Goddard/Brodie Carried

The Group Manager – Community Services entered the meeting at 11.52am.

<b>18. Progress Report: Monthly Operation and Maintenance Report for Solid Waste – June 2015</b>	<b>File 037/005B</b>
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities.

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

**Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Solid Waste – June 2015 be received.

Te Kanawa/Smith Carried

<b>19. Brook Park Inc Society – Minutes</b>	<b>File 401/0581153000</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society meeting convened on 8 June 2015.

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

**Resolution**

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

Goddard/Davey Carried

<b>20. New Zealand Fire Services Review: Discussion Document</b>	<b>File 502/001</b>
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Council considered a business paper providing a brief on the Fire Services Review and seeking guidance towards Waitomo District Council preparing a submission on the Review.

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

**Resolution**

- 1 The business paper on New Zealand Fire Services Review: Discussion Document be received.
- 2 The Chief Executive be delegated to complete a submission to the Fire Services Review.

Brodie/Goddard          Carried

The meeting adjourned for lunch at 12.08pm.  
Councillor Te Kanawa left the meeting at 12.08pm.  
The meeting reconvened at 1.00pm.

<b>21.</b>	<b>Progress Report: Proposed Waikato / Thames Valley Enlarged Rural Fire Authority</b>	<b>File 502/001</b>
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Council considered a progress report on the proposal to establish a Waikato/Thames Valley Enlarged Rural Fire Authority.

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

**Resolution**

The Progress Report: Proposed Waikato/Thames Valley Enlarged Rural Fire Authority be received.

Goddard/Brodie          Carried

<b>22.</b>	<b>Progress Report: Staged Refurbishment- Waitomo Cultural and Arts Centre (Court Yard)</b>	<b>File 401/0588424200</b>
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Council considered a business paper presenting for consideration draft concept drawings/designs for the proposed upgrade of the Waitomo Cultural and Arts Centre (C&AC) Courtyard.

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

**Resolution**

The Progress Report: Waitomo Cultural and Arts Centre – Court Yard Upgrade be received.

Davey/Smith          Carried

<b>23.</b>	<b>Progress Report: 28 Taupiri Street, Te Kuiti</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: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.

Smith/Goddard Carried

<b>24. Progress Report: Te Kuiti Railway Buildings</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.

Davey/Smith Carried

<b>25. Progress Report: Rural Halls</b>	<b>File 401/Halls</b>
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Council considered a progress report on the disposal of Benneydale, Mokauiti and Kopaki Rural Halls.

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) be received.

Goddard/Brodie Carried

<b>26. Progress Report: Road Map Work Programme</b>	<b>File 037/048B</b>
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Council considered a progress report presenting the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.

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

### Resolution

The Road Map Monitoring Schedule as at 26 May 2015 be received.

Davey/Smith Carried

**27. Motion to Exclude the Public for the consideration of:**

**File 037/043**

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 Higgle, Executive Assistant  
 John De Luca, Group Manager – Community Services  
 Christiaan van Rooyen, Group Manager – Assets  
 Helen Beever, Group Manager – Customer Services  
 Elsa du Toit, Environmental & Regulatory Services Leader
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Progress Report: Operations and Maintenance Parks and Reserves - Service Level Gap	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report – Coastal Erosion at Point Road Rock Embankment, Mokau (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)
3. Progress Report: Land Acquisition – Te Kumi Road, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Road Maintenance and Reseals Contract 2015-2018: Probity and Potential Conflicts of Interest	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Regulatory Enforcement Issues	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
6. Progress Report: Registration of Interest - Broadband and Mobile Black Spot Initiative	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: District Plan Administration	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Health and Safety	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: WMF Work Streams – Waikato Spatial Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. 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)
11. Progress Report: Health Rivers Wai Ora	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Goddard/Brodie Carried

There being no further business the meeting closed at 3.17pm.

Dated this      day of                      2015.

**BRIAN HANNA**  
**MAYOR**

Confidential

Confidential

Confidential

Confidential

Document No: 368890

File No: 037/005B

**Report To: Council**

Meeting Date: 28 July 2015

Subject: 20<sup>th</sup> Anniversary of Waitomo District  
Tatsuno Sister City Relationship

### Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with an over view of the recent delegation to Tatsuno to celebrate the 20<sup>th</sup> Anniversary of the Waitomo District / Tatsuno Sister City Relationship.

### Background

- 2.1 The Sister City Relationship Agreement between the Waitomo District and Tatsuno Japan was signed on 30 March 1995. The objectives of the relationship are:
1. To positively promote the relationship.
  2. That the arrangement will not be affected by changes of elected officers.
  3. That both Councils will consult on a continuing basis to ensure there is a viable link between the two communities.
  4. That the link should not impose any financial burden on either community and all visits would be by mutual consent.
- 2.2 An invitation was extended to Mayor Hanna late in 2014 to attend the 20<sup>th</sup> Anniversary Celebration of the Sister City relationship. The celebration coinciding with the Tatsuno Town 60<sup>th</sup> Anniversary to be held in June 2015.
- 2.3 Pukenui School, being the host to Tatsuno students visiting New Zealand in 2014, registered their interest to take part in the celebrations.
- 2.4 The Sister City Committee extended an invitation to members of the community to join the delegation.
- 2.5 A group of 22 formed the delegation.

### Commentary

- 3.1 The Waitomo District delegation departed Auckland on 9 June 2015 to take part in Sister City celebrations, commemorating the 20<sup>th</sup> anniversary of the Sister City relationship between the Waitomo District and Tatsuno.
- 3.2 For Councils reference, a list of the delegation party is attached to and forms part of this business paper.
- 3.3 The first official proceeding was an exchange of gifts between the two Councils. A hand carved Tokotoko (Talking Stick) crafted by local carver Pahi O'Carrol was

gifted to Tatsuno Town Council. Tatsuno's gift to Waitomo was a set of banners created by a well known Japanese artist.

- 3.4 As part of the delegation, members visited Hunan College, Waitomo Garden, The Saw Museum, Tatsuno Junior High School (where students and their chaperones were left to experience a traditional school day), IHI Turbo Engine Factory, Sake Brewery, Matsumoto Castle and Narai-juku Historic Village.
- 3.5 The Tatsuno Town 60<sup>th</sup> anniversary celebrations were held at the Town Council Office on 13 June 2015. Celebrations included an exchange of certificates, speeches and singing from the Pukenui School students finishing with a Haka, much to the delight of the crowd.
- 3.6 At the conclusion of the ceremonies the delegation attended the Fire Fly festival.
- 3.7 The delegation was extremely fortunate to have included the members from Pukenui School and Winston Cotidis who were able to carry out all of the cultural aspects and expectations on behalf of the group.
- 3.8 The students were excellent ambassadors for both their school and the Waitomo District. They all embraced the Japanese way of life, tried all of the food and joined in with everything that was going on.
- 3.9 The Sister City relationship with Tatsuno is something the Waitomo District should be proud of.
- 3.10 The Tatsuno International Association have recognised the contributions of Les Munro the initiator of the relationship, Val Sherriff for her many years of service as the Coordinator of the home host programme and John Moran for his many years of service to the Sister City Committee.

<h3>Suggested Resolutions</h3>
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- 1 The business paper on 20 Anniversary Celebrations of the Sister City relationship be received.



DONNA MACDONALD  
**COMMUNITY DEVELOPMENT COORDINATOR**

July 2015

Attachment            1.            Delegation to Tatsuno



## Names of Delegation to Tatsuno – 9 June 2015

Brian Hanna - Mayor  
Donna Macdonald - Community Development Coordinator  
Paul Davey  
Margaret Davey  
Murray Dalziel  
Jos Dalziel  
Jan Harford  
Christine Chardlow  
Winston Cotidis  
Terina Te Karu  
Jenny Crown  
Pania Te Hate  
Amber Waretini  
Te Aroha Carnachan  
Awaroa Canachan  
Daria Crown-Harris  
Demetrius Crown-Harris  
Alysa Tregoweth  
Hinearangi Ngatai  
Harvey Valler  
Angus Valler  
Courtney Barnes

Document No: 368694

File No: 100/018

**Report To: Council**

Meeting Date: 28 July 2015

Subject: Financial Reporting Schedule for the Year Ending 30 June 2016

### Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial Reporting Schedule to Council for the 2015/16 Financial 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.

### Risk Considerations

- 3.1 No risks have been identified in regards to matters contained in this business paper

### Background

- 3.1 The establishment of a timetable for Financial Reporting provides certainty to Council and the community of reports to expect over the coming year
- 3.2 Financial Reports are issued to Council to enable the timely monitoring of financial performance and financial position.
- 3.3 The 2014/15 Financial Reporting Schedule is included in Appendix 1 for information.

### Commentary

- 4.1 A series of Monthly and Quarterly reports have been presented to Council in the past to enable oversight of the financial position. The monthly report contains operational results and capital expenditure and provides variance commentaries. Also included in the report is a brief summary of treasury transactions and information on balance sheet movements during the period.
- 4.2 A more comprehensive report including Financial and Non Financial Performance information (Statements of Service Performance) has been issued quarterly to enable timely monitoring of both financial and organisational performance against performance targets established in the Long Term Plan (referred to as a Quarterly Report). Included within the Quarterly report is a detailed treasury management overview and commentary, Treasury report from Council's treasury advisor, Bancorp and Receivables reporting.
- 4.3 A review of the financial reporting schedule for 2014/15 has been undertaken and it has been assessed that some of the monthly financial reports to Council possibly add less value. This is mostly because the transactions that have

transpired within a month are not significant or that these reports are too close to the comprehensive quarterly reports.

- 4.4 Council view is sought on making some changes to the reporting schedule as per table below. The proposal is to remove monthly reporting for the months ending October, February and April.

Meeting Date	Report to be issued	Proposed change
July	Financial Reporting Schedule for the 2015/16 financial year. No Monthly Financial Report or Quarterly Financial Report for the Year ending 30 June 2014 will be issued. Organisational capacity will be directed to completing year end adjustments and preparing the Draft 2013/14 Annual Report for audit.	No change
August	No Monthly Report for the period ended 31 July. There is only one month of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.	No change
September	Interim report on completion of the Annual Report. No Monthly Report for the period ended 31 August. There are only two months of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.	No change
October	Adoption of the Annual Report 2013/14. Quarterly Report for the period ending 30 September.	No change
November	Monthly Financial Report for the period ending 31 October.	<b>Remove</b>
December	No Financial Report will be issued. Due to the December meeting occurring earlier in the month than usual to prevent running into the Christmas period, there will be insufficient time to complete the monthly financial report by this time.	No change
January	No Financial Report will be issued as there is usually no Council meeting scheduled for January.	No change
February	Quarterly Report for the period ending 31 December 2014.	No change
March	Monthly Financial Report for the period ending 28 February.	<b>Remove</b>
April	Quarterly Report for the period ending 31 March.	No change
May 2015	Monthly Financial Report for the period ending 30 April 2015. Business Paper outlining 2014/15 Draft Annual Report development process and timeline.	<b>Remove</b> No change

<b>Meeting Date</b>	<b>Report to be issued</b>	<b>Proposed change</b>
June 2015	Monthly Financial Report for the period ending 31 May 2015.	No change

4.5 If Council agrees to the suggested changes the timeline for the financial reports will be as set out below. Monthly reports for October 2015, February 2016 and April 2016 will be re-instated if Council preference is not to make changes.

<b>Meeting Date</b>	<b>Report to be issued</b>
28 July 2015	Financial Reporting Schedule for the 2015/16 financial year.
29 September 2015	Interim report on 2014/15 Annual Report.
28 October 2015	Final 2014/15 Annual Report for adoption. Quarterly Report for the period ending 30 September 2015.
February 2016	Quarterly Report for the period ending 31 December 2015.
April 2016	Quarterly Report for the period ending 31 March 2016.
May 2016	Audit Service Plan and outline of 2015/16 Draft Annual Report development process and timeline.
June 2016	Monthly Financial Report for the period ending 31 May 2016.

### **Suggested Resolutions**

- 1 The business paper on 2015/16 Financial Reporting Schedule be received.
- 2 The 2015/16 Financial Reporting Schedule as detailed below be adopted

**Table 1**

<b>Meeting Date</b>	<b>Report to be issued</b>
28 July 2015	Financial Reporting Schedule for the 2015/16 financial year.
29 September 2015	Interim report on 2014/15 Annual Report.
28 October 2015	Final 2014/15 Annual Report for adoption. Quarterly Report for the period ending 30 September 2015.
February 2016	Quarterly Report for the period ending 31 December 2015.

Meeting Date	Report to be issued
April 2016	Quarterly Report for the period ending 31 March 2016.
May 2016	Audit Service Plan and outline of 2015/16 Draft Annual Report development process and timeline.
June 2016	Monthly Financial Report for the period ending 31 May 2016.

Or

Table 2

Meeting Date	Report to be issued
28 July 2015	Financial Reporting Schedule for the 2015/16 financial year.
29 September 2015	Interim report on 2014/15 Annual Report.
28 October 2015	Final 2014/15 Annual Report for adoption. Quarterly Report for the period ending 30 September 2015.
November 2015	Monthly Financial Report for the period ending 31 October.
February 2016	Quarterly Report for the period ending 31 December 2015.
March 2016	Monthly Financial Report for the period ending 28 February.
April 2016	Quarterly Report for the period ending 31 March 2016.
May 2016	Monthly Financial Report for the period ending 30 April 2015. Audit Service Plan and outline of 2015/16 Draft Annual Report development process and timeline.
June 2016	Monthly Financial Report for the period ending 31 May 2016.

VIBHUTI CHOPRA  
**GROUP MANAGER - CORPORATE SERVICES**

17 July 2015

**APPENDIX 1: 2014/15 Financial Reporting Schedule**

<b>Meeting Date</b>	<b>Report to be issued</b>
29 July 2014	Financial Reporting Schedule for the 2014/15 financial year. No Monthly Financial Report or Quarterly Financial Report for the Year ending 30 June 2014 will be issued. Organisational capacity will be directed to completing year end adjustments and preparing the Draft 2013/14 Annual Report for audit.
26 August 2014	No Monthly Report for the period ended 31 July 2014. There is only one month of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft 2013/14 Annual Report and Audit process thereof at this time.
30 September 2014	Interim report on completion of the 2013/14 Annual Report. No Monthly Report for the period ended 31 August 2014. There are only two months of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.
28 October 2014	Adoption of the Annual Report 2013/14. Quarterly Report for the period ending 30 September 2014.
25 November 2014	Monthly Financial Report for the period ending 31 October 2014.
16 December 2014	No Financial Report will be issued. Due to the December meeting occurring earlier in the month than usual to prevent running into the Christmas period, there will be insufficient time to complete the monthly financial report by this time.
January 2015	No Financial Report will be issued as there is usually no Council meeting scheduled for January.
February 2015	Quarterly Report for the period ending 31 December 2014.
March 2015	Monthly Financial Report for the period ending 28 February 2015.
April 2015	Quarterly Report for the period ending 31 March 2015.
May 2015	Monthly Financial Report for the period ending 30 April 2015. Business Paper outlining 2014/15 Draft Annual Report development process and timeline.
June 2015	Monthly Financial Report for the period ending 31 May 2015.

Document No: 369111

File No: 401/9992000100

**Report To: Council**

Meeting Date: 28 July 2015

Subject: Progress Report: Te Kuiti Railway Station Building Project

## 1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Station Building Project.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
  - 2.0 Local Government Act S.11A Considerations
  - 3.0 Background
  - 4.0 Project 1 – Building Restoration
  - 5.0 Project 2 – Plaza Redevelopment
  - 6.0 Project 3 – Roading Renewal
  - 7.0 Project 4 – Community Space
  - 8.0 Project 5 – Commercial Space Internal Refurbishment
  - 9.0 Work Plan / Timeline / Budget

**Note:** This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363307).

## 2.0 Local Government Act S.11A Considerations

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

## 3.0 Background

- 3.1 For some time Waitomo District Council has been engaged with KiwiRail and New Zealand Railways Corporation in an endeavor to secure a long term future for the historic railway station building, featured in the central area of Te Kuiti Township.
- 3.2 KiwiRail has agreed in principle to a long term lease arrangement for the land with Waitomo District Council, but before final documentation and the question of the buildings, Waitomo District Council have been required to prepare a Conservation Assessment to inform the best way forward.
- 3.3 A service proposal was sought from Laura Kellaway of Architect & Heritage Consultants who have previous experience in conservation plans for railway station buildings.
- 3.4 A proposal for the preparation of a conservation plan, preparation of a heritage management plan and preliminary structural plan was accepted on the 19 March 2012.

<b>4.0 Project 1 – Building Restoration</b>
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**4.1 25 March 2015**

4.2 While this project has taken an extended amount of time to bring to fruition it is on track to be completed by the 27 March 2014. The overall project has been difficult to co-ordinate because of the extent of unknowns, and the required amount of design work required to work through the issues as they arose.

4.3 A major part of the extension in time was the result of the inclusion of the finishing work associated with Building 3. As reported previously, this finishing work was necessitated by the extent of structural strengthening required.

4.4 The following Project 1 works are yet to be completed at the time of writing this report:

Building 1: Completion of the steel portal installation (underway)  
Testing of the sprinkler system  
Installation of fire mimic panel

Building 2: Completion of the steel portal installation (underway)  
Internal wooden framing to the chimney- completed after the steel portal installation  
Floor repairs at chimney  
Guttering to complete  
Testing of the sprinkler system

Canopy: Down pipes to complete

Building 3: Painting to complete (underway)  
Dividing door installation (scheduled for 23 March)  
Electrical works to complete (after completion of painting)  
Sub frame connectors to install  
Decking and ramp to complete (underway)  
Accessible toilet fitout (completed as separate project)  
Floor finishings (completed as separate project)  
Testing of the sprinkler system  
Door hardware currently being installed

4.5 The band rotunda has been removed from Project 1 and is being relocated direct by WDC and is scheduled to be relocated the week of the 30 March 2015. The removal from the master contract allows the relocation to be undertaken within the initial budget estimate and will not impact on the Project 1 completion date.

**4.6 29 April 2015**

4.7 Project 1 has effectively wound down with Building 3 completed and was used during the Muster. Building 1 & 2 have some minor works to complete, which will be undertaken by the contractors when undertaking any repair works identified during a defects site meeting to be held on 6 May 2015.

**4.8 26 May 2015**

4.9 The defects meeting with the Architect and the Engineer was held on 6 May 2015 and the various schedules prepared which were forwarded to the contractor on 13 May 2015. At the time of writing this report we are awaiting confirmation of when the contractor will be on site to undertake the works.

**4.10 23 June 2015**

4.11 DML Construction (2003) Ltd. has returned to the work site on 9 June 2015 to work through the defects list and uncompleted items over the coming days.

**4.12 28 July 2015**

4.13 While much of the defects list has been completed it has yet to be finalized and another inspection undertaken. DML Construction (2003) Ltd. have been advised that where this interferes with other contracts that WDC will undertake the works deemed as necessary and deduct the cost from the retentions.

**5.0 Project 2 – Plaza Redevelopment****5.1 29 April 2015**

5.2 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.

5.3 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.

5.4 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

**5.5 26 May 2015**

5.6 A preliminary meeting has been held on 20 April 2015 to discuss the initial concepts for the plaza and provide current design information related to the buildings 1 and 2.

5.7 Meetings have been held on 29 April 2015 and 13 May 2015 with representatives of The Lines Company to further the development and installation of two power charge points in Rora Street near to the Plaza.

5.8 The Lines Company has confirmed their commitment to this project, with the next stage being sketch designs for approval of the parties involved. The location being as originally discussed at the August 2014 Council meeting – on Rora Street near the southern pedestrian crossing.

**6.0 Project 3 – Roading Renewal**

6.1 Completed.

**7.0 Project 4 – Community Space****7.1 25 March 2015**

7.2 The development of the community space projects is progressing well.

- 7.3 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.
- 7.4 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.
- 7.5 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.
- 7.6 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of the i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda
- 7.7 The internal engineering structural strengthening plans for Building 1 are complete.
- 7.8 Refer to notes for Project 1 for the update on the Building 3 Community space.
- 7.9 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.
- 7.10 The balance of the time and the rear room of this building are available for other community uses.
- 7.11 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.
- 7.12 29 April 2015**
- 7.13 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.
- 7.14 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.
- 7.15 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.
- 7.16 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.

**7.17 26 May 2015****7.18 Building 3**

7.19 The lease document for the lease of building 3 has been completed and forwarded to WINTEC for signing at the commercial valuation as provided by Curnow & Tizard.

7.20 Furniture for the meeting room has been ordered and we await delivery.

7.21 WINTEC have confirmed their tentative start date for use of the building is 26 May 2015. An extension to the Certificate of Public Use has been obtained until November to allow for this use by WINTEC and other users of building 3.

7.22 Discussions have recently been held on 7 May 2015 With Maniapoto Maori Wardens Charitable Trust to discuss the lease of the rear room of building 3 by this group as well as the main meeting room for one day a month. The intention is to have up to 3 work stations in this room.

7.23 A valuation and lease documents for this proposal is currently being prepared.

**7.24 Building 1 / i-Site Connection**

7.25 Documentation for the internal finishes and structural works of Building 1 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.

7.26 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

**7.27 23 June 2015**

7.28 While the building consent has been applied for, there are minor alterations required to the drawings and documents to allow the tender process to proceed. These are currently being worked through, but priority at the current time is being given to Project 5.

**7.29 28 July 2015**

7.30 Corrections to the documents have been completed and the building consent process and tender process can now proceed. It is anticipated that the tender process will commence before the end of July

**8.0 Project 5 – Commercial Space Internal Refurbishment****8.1 25 March 2015**

8.2 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.

8.3 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.

- 8.4 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.
- 8.5 Draft working drawings and contract documentation are underway and should be completed early April.
- 8.6 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.
- 8.7 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.
- 8.8 **29 April 2015**
- 8.9 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 8.10 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and is currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.
- 8.11 **26 May 2015**
- 8.12 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.
- 8.13 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 8.14 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.
- 8.15 **23 June 2015**
- 8.16 The building consent process is nearing completion with some minor queries to be answered before the issue of a building consent.
- 8.17 Negotiations for the lease of the commercial space have taken longer to bring to fruition than originally envisaged, with the problem areas being the lease value and payment of a contribution towards the development. While the market rental assessed by WDC's valuer was \$37,750 per annum, the negotiated lease rental for the first three years has been agreed at \$25,000 per annum. Agreement was reached on 16 June 2015.
- 8.18 After the initial three year period, the rental reverts to a market assessment.

- 8.19 The contribution of \$45,000 is to be paid in three installments before opening of the facility.
- 8.20 Some relief from market rental during the formative years of business establishment is a common business practice, to ensure the goals of the lessor are met and in this case will assist in ensuring that the "central hub" that WDC wishes to create succeeds.
- 8.21 The late agreement of the lease has meant that the tender documentation was issued later than anticipated meaning it will be difficult to achieve completion by 1 October 2015. During the negotiations of the lease, the lessee was advised in writing that this was the case.
- 8.22 With the agreement now being resolved, the project has been put out to tender with a closing date of 2 July 2015.
- 8.23 The gas connection to the building has been installed, although the final location is to be moved marginally by the contractor as it was positioned incorrectly.
- 8.24 28 July 2015**
- 8.25 Construction works commenced 13 July 2015. At this stage the target completion date is 1 October 2015.
- 8.26 Progress to date has primarily been around demolition of internal walls, preparations for the structural portals and reframing of the new walls.
- 8.27 A meeting between the Architect, kitchen designers (Wildfire Kitchens) and Group Manager Community Services was undertaken on 29 June in Auckland where the very draft initial proposal was discussed to enable developed sketches to be developed.
- 8.28 A meeting is scheduled between the parties above and the operator for 23 July 2015 in Te Kuiti to finalise dimensions and design.
- 8.29 Prefabrication of the kitchen will take at least 4-6 weeks and is part of the critical path to completion on 1 October 2015.

<b>9.0 Work Plan / Timeline / Budget</b>
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- 9.1 25 March 2015**
- 9.2 Alterations to the timelines for different projects are recorded within the content of each project.
- 9.3 As considerable further information on designs, construction periods and budgeting will become clearer as projects 4 & 5 are prepared for consenting and tender, it is our intention to update Council with the programme graph and budgets for the April Council meeting.

9.4 **29 April 2015**

9.5 The budgeting and timeline documents were to be included in the April agenda. The quantity surveyor will not have the documents completed before the Council meeting as the drawings will not be complete, but the timelines will be circulated to Councilors as a separate document.

9.6 **26 May 2015**

9.7 As the documents have only just come to hand the tender estimate has not been completed at the time of preparing this business paper. The key timeline for completion of the restaurant /café / bar in October is still on track.

<b>Suggested Resolution</b>
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The Progress Report: Te Kuiti Railway Station Building be received.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

July 2015

Document No: 369109		File No: 401/0588423600	
<b>Report To:</b>		<b>Council</b>	
	Meeting Date:	28 July 2015	
	Subject:	Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance	

### 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).

**Note:** This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363308).

### 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.

<h2>Commentary</h2>
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4.1 **24 March 2015**

- 4.2 Contract documentation for this project was completed late 2014 and the project was publicly tendered in January 2015 on a lump sum conforming tender basis. Advertising of the project was undertaken in the Waikato Times, Waitomo News and Tender Link, with a closing date of 16 February 2015
- 4.3 Four very competitive tenders were received, with a variance of approximately \$20,000 between the tenders. No local tenders were received.
- 4.4 The lowest tender of \$444,807.00 from ESN Construction has been accepted by the Tenders Subcommittee. This figure includes contingencies of \$25,000.
- 4.5 ESN Construction Ltd are a Hamilton based company who undertook the last two stages of the Civic Centre redevelopment.
- 4.6 WDC is currently working through a building program with the contractor and a start date has been tentatively set for 30 March 2015. The start date being dependent on the lift delivery schedule, sub contractor scheduling and the tenderers other commitments.

4.7 **29 April 2015**

- 4.8 ESN Construction commenced work on site on 7 April 2015.
- 4.9 Works to date have included 90% of the demolition works and the interior framing is well underway along with the electrical cabling. By the end of April the new entrance ramps are scheduled for completion.
- 4.10 A program has been submitted which shows the project substantially completed by mid June and then a delay until the lift installation mid July. The lift is not available until the end of June.

4.11 **26 May 2015**

- 4.12 The contract is currently progressing to programme with the following works being undertaken or completed at the time of writing this business paper:
- Wall framing 90% complete including installation of gib
  - Gib stopping 90% complete and painting underway
  - Ceiling installation about to commence
  - Base wiring and plumbing installed
  - Front entrance ramps and steps ready for concreting

4.13 For Councilors' information ESN Construction have commenced the Piopio toilet construction project.

4.14 **23 June 2015**

4.15 Site meeting progress reports have confirmed that this project is still on track for basic completion late June 2015, with the exception of the Lift. The work programme has changed slightly to allow for the inclusion of the roof renewal, which was a separate WDC project.

4.16 At the time of writing this business paper progress included:

- Wall framing and gib lining completed up stairs
- Gib stopping completed upstairs
- Painting 90% completed up stairs
- Ceiling grid work completed- installation of ceiling panels about to commence
- Electrical work upstairs nearing completion except for air-conditioning installation
- Ramp and steps at entry point have been completed
- Floor preparation for carpet and vinyl underway

4.17 On lifting of the existing vinyl areas in preparation for carpeting, several floor cracks have been exposed. DMC Consulting Engineers, who undertook the visual structural assessment of the building for earthquake strengthening have recommended the following:

*"The cracks shown in the photos provided are not uncommon in concrete floor slabs."*

*"The cracks are most likely due to concrete drying shrinkage."*

*"The cracks may not significantly affect the structural integrity of the floor **however** to restore the slab to full strength we recommend that these cracks be injected with an epoxy glue"*

4.18 ESN Construction has been asked to price this work.

4.19 **27 July 2015**

4.20 This project has now reached its conclusion, with only minor finishing touches and compliance sign off to be undertaken along with the installation of the front doors which had been damaged and required replacement at the contractors cost.

4.21 Considerable crack treatment was undertaken as discussed above and as recommended by the Engineer, at a total cost of approximately \$11,000. No other significant variations were made during the course of construction.

**Suggested Resolution**

The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.

A handwritten signature in blue ink, appearing to read 'John De Luca', written in a cursive style.

JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

July 2015

Document No: 365228v2

File No: 037/005B

**Report To: Council**

Meeting Date: 28 July 2015

Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – June 2015

## 1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the three waters Operational, Maintenance and Capital Works including contracted out services.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
  - 2.0 Local Government Act S.11A Considerations
  - 3.0 Risk Considerations
  - 4.0 Background
  - 5.0 Service Requests/Complaints
  - 6.0 Treatment Plant Statistics
  - 7.0 Commentary
  - 8.0 Capital Projects

## 2.0 Local Government Act S.11A Considerations

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

## 3.0 Risk Considerations

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

## 4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

4.5 There are three activities under each of the three Waters activities:

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

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

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

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

#### 4.6 Capital Works

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

#### 4.8 Water Rates and Charges

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

### 5.0 Service Requests/Complaints

5.1 Historically there has been no separation (by individual network) of Service Requests and/or complaints relating to Water and Wastewater i.e. Service Requests/complaints have been logged on a District wide basis and not by individual network.

5.2 As from 1 July 2015, statistics for each individual network will be recorded separately according to geographic location. This will enable reporting on Service Requests/Complaints for each of the individual networks.

5.3 Water

5.4 30 Water related Service Requests/Complaints received in June as follows:

Description	November 2014 –June 2015	June 2015
Water Pressure	11	0
Water Quality	13	1
Water Supply	167	18
Miscellaneous (tobies, laterals and locates)	105	11
<b>Totals</b>	<b>296</b>	<b>30</b>

5.5 Wastewater

5.6 12 Wastewater related Service Requests/Complaints were received May as follows:

Description	November 2014 – June 2015	June 2015
Waste Water manhole overflows	45	4
Pump Station overflows	2	0
Smells	5	2
Blockages	0	0
Miscellaneous (includes locates)	10	1
Piopro Sewer	38	5
<b>Totals</b>	<b>100</b>	<b>12</b>

5.7 Stormwater

5.8 4 Stormwater related Service Requests/Complaints were received in May as follows:

Description	November 2014 –June 2015	June 2015
Stormwater manhole overflows	10	2
Stormwater flooding properties	1	0
Open Drains	4	0
Blockages	0	0
Overland flow	0	0
Miscellaneous	7	2
<b>Totals</b>	<b>22</b>	<b>4</b>

<b>6.0 Treatment Plant Statistics</b>
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<b>Water Treatment Plants</b>	<b>Average Annual Water Production m<sup>3</sup></b>	<b>Water Produced to date 2014/15 m<sup>3</sup></b>	<b>Water Produced for June 2015 m<sup>3</sup></b>	<b>Ave Residential Water Usage Nov 2014 Per person/per Day</b>	<b>Annual Ave Daily Residential Consumption to date 2014/15 m<sup>3</sup></b>
Te Kuiti	1,100,000	921,966	51,498	499 litres	_____
Piopio	63,000	58,027	_____	347 litres	_____
Benneydale	26,000	25,636	2,231	198 litres	_____
Mokau	33,000	30,191	_____	212 litres	_____

**Note:** The accepted industry average residential water usage is 200 litres per person per day. Due to a fault in SCADA meter calculations no credible information could be obtained.

<b>Wastewater Treatment Plants</b>	<b>Average Annual Wastewater Treatment m<sup>3</sup></b>	<b>Wastewater Treated to date 2014/15 m<sup>3</sup></b>	<b>Wastewater Treated June 2015 m<sup>3</sup></b>
Te Kuiti	1,250,000	1,156,748	145,317
Piopio	36,000	20,848 (since Nov 14)	2,972
Benneydale	6,900	18,664	1,269

## 7.0 Commentary

### 7.1 Te Kuiti Water Supply

7.2 No exceptional incidents have occurred this month.

### 7.3 Te Kuiti Wastewater

7.4 No exceptional incidents have occurred this month.

### 7.5 Te Kuiti Stormwater

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

7.7 No exceptional incidents have occurred this month.

### 7.8 Piopio Water Supply

7.9 No exceptional incidents have occurred this month.

### 7.10 Piopio Wastewater

7.11 No exceptional incidents have occurred this month.

### 7.12 Benneydale Water Supply

7.13 No exceptional incidents have occurred this month.

### 7.14 Benneydale Wastewater

7.15 No exceptional incidents have occurred this month.

### 7.16 Mokau Water Supply

7.17 No exceptional incidents have occurred this month.

### 7.18 Te Waitere Wastewater

7.19 Te Waitere Wastewater pump station operated without any faults.

## 8.0 Capital Projects

### 1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Building	\$116,870	April 2015	90% complete	\$94,292
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate)	August 2015	Tender awarded and contractor on site	\$0

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Tui Street Augmentation (Piopio)	\$30,000	May 2015	30% complete	\$0
Mokau Valves	\$13,000	July 2015	Contractor appointed	\$0
Piopio Valve	\$8,000	July 2015	Design	\$0
Edward Street Pipe Replacement	\$85,000	November 2015	Design	\$0

## 2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kumi Side Road Replacement	\$45,000	June 2015	Delayed until further notice	\$0
Te Kuiti River Crossing	\$95,000	November 2015	Design	\$0
Carroll Street Pipe Insertion	\$45,000	September 2015	Design	\$0

## 3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Cotter Street Completion	\$85,000	July 2015	Contractor Appointed	\$0
King Street East Pipe insertion	\$70,000	November 2015	Design	\$0

## **Suggested Resolution**

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – June 2015 be received.



ANDREAS SENGER  
**MANAGER – WATER SERVICES**

July 2015

<b>Document No:</b> 36900	<b>File No:</b> 037/005B
<b>Report To: Council</b>	
	<b>Meeting Date:</b> 28 July 2015  <b>Subject:</b> Progress Report: Monthly Operation and Maintenance Report for Solid Waste – July 2015

## 1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
  - 2.0 Local Government Responsibilities
  - 3.0 Risk Considerations
  - 4.0 Introduction
  - 5.0 Background
  - 6.0 Te Kuiti
  - 7.0 Mokau
  - 8.0 Piopio
  - 9.0 Benneydale
  - 10.0 Waitomo Village
  - 11.0 Kinohaku
  - 12.0 Marokopa

## 2.0 Local Government Responsibilities

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

## 3.0 Risk Considerations

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

## 4.0 Introduction

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

## 5.0 Background

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

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

### 5.3 Solid Waste Services

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

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

- Te Kuiti
- Piopio
- Mokau
- Waitomo Village
- that part of the Rural Ward between Te Kuiti and Waitomo Village

2 **Waste Transfer Stations** in the communities of -

- Benneydale
- Piopio
- Marokopa
- Kinohaku
- Mokau/ Awakino

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

### 5.5 Management of Solid Waste Services

5.6 **Collection Services** (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.

5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.

5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.

5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.

5.10 **Mokau Litter Bins** are serviced under contract with a private person.

5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.

5.12 **Benneydale Litter Bins** are serviced by Council staff.

**5.13 Service Requests / Complaints**

- 5.14 Service requests are initiated by Ratepayers or Businesses across the District. The Service Requests are then followed up by council staff.
- 5.15 It was found that almost all the Service Request complaints received for kerbside refuse or recyclables not being collected, was due to the person placing the bag or recycle bin out too late.
- 5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2014/2015 include:

Description	2014/15	June 2015
Kerbside Refuse not collected	11	2
Landfill Complaint	2	0
Transfer Station Complaint	3	0
Litter Bins not being emptied	12	1

**5.17 Comments on Exceptional Incidents**

- 5.18 No exceptional incidents have occurred.

**6.0 Te Kuiti**

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

**6.3 Landfill Volumes****June 2015**

Description	Tonnes Deposited	Tonnage Space Available
Landfill Consented Volume 232,000 Tonnes Deposited to Date – 30 June 2015	161656.26	70434.74
<b>Tonnes Deposited - June 2015</b>		
WDC Bags Collected 177bags	1.42	
Total over Weighbridge	764.28	
Less Diverted Recycle	-25.48	
Less Stock out Gate	-15.52	
<b>June 2015 Total</b>	<b>724.70</b>	

**6.4 Recyclables**

- 6.5 Diverted recyclables – 25.48 tonnes

**6.6 Capital Projects**

Description	Estimate / Budget	Actual
Development Cell 3	\$774,000.00	\$363,817.36
High wall safety work	\$51,600.00	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70

### 6.7 **Development of the Cell 3**

6.8 Development of this Cell is largely complete with only some remedial work outstanding. This project started in the last financial year. The final certificate was paid and contract is now in retention period.

### 6.9 **High Wall Shaping**

6.10 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent landslides. Whilst this work has been completed and the desired outcomes have been achieved for now, the area remains unstable and future works are likely to be required to ensure ongoing safety.

### 6.11 **Recycle Shed**

6.12 In order to promote recycling and provide a customer friendly, all weather recycling service, it was decided to pursue the construction of a roof over the recycling area.

6.13 WDC tendered out the construction of a roof structure and Total Span was the successful tenderer at a cost of \$ 50,860.00 +GST.

6.14 The expected completion date for this project is end of July 2015.

## **7.0 Mokau**

### 7.1 **Mokau Bins**

7.2 Ongoing monitoring of the Mokau litter bins is required due to household rubbish being placed into them.

### 7.3 **Mokau/Awakino Transfer Station**

7.4 The relocation of this Transfer Station is currently being investigated to determine whether it would be more effective if situated closer to Mokau Township.

## **8.0 Piopio**

8.1 There has been a recent increase in the illegal dumping of refuse at the Piopio Transfer Station during non-operating hours. Offenders' are climbing over the low fence and disposing of refuse without paying.

## **9.0 Benneydale**

9.1 Operating well.

## **10.0 Waitomo Village**

10.1 Operating well.

**11.0 Kinohaku**

11.1 Operating well.

**12.0 Marokopa**

12.1 Operating well.

**Suggested Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Solid Waste – July 2015 be received.



**KOBUS DU TOIT**  
**MANAGER – OPERATIONAL SERVICES**

Document No: 365771v2

File No: 037/020/12B

**Report To: Council**

Meeting Date: 28 July 2015

Subject: Progress Report: Monitoring Against  
2012-2022 Long Term Plan – Land  
Transport.

## 1 Purpose of Report

1.1 The purpose of this business paper is –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

1.2 This business paper is set out under the following headings:

- Purpose of Report
- Local Government Act S.11a Considerations
- Risk Considerations
- Introduction
- Background
- Roading Subsidies
- 2014/2015 Maintenance Expenditures Budget
- Community Projects/Road Safety Promotion 431 - 433
- 2014/2015 Operating Expenditure Budget
- 2014/2015 Capital Expenditure Budget
- Update on the One Network Road Classification (ONRC)
- Update on RATA
- Update on LED
- Road Maintenance - Procurement

## 2 Local Government Act S.11a Considerations

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

### **3 Risk Considerations**

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

### **4 Introduction**

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roding division and on the Roding capital works programme.

### **5 Background**

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

### **6 Roding Subsidies**

- 6.1 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.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2014/2015 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012/22 LTP due to transfers from one budget to another as required.)

### **7 2014/2015 Maintenance Expenditures Budget**

- 7.1 The LTP-budget for 2014/15 is \$4,888,197 and the total current budget for subsidised maintenance works for the 2014/15 year is \$4,906,872.00. The reasons for this difference have been explained in the Exceptions Annual Plan for 2014/15. This report is based on the latest information from finance but figures may change slightly as accruals are finalised.

## 8 Safer Journeys 2013 to 2015 (Road Safety Promotion 431 – 433)

### 8.1 Introduction

The 2014/2015 Community Projects/Road Safety Promotion activity program was completed for the Road Safety Promotion activities for 2015-18 as guided by the NZTA/Waikato Bay of Plenty Investment section.

### 8.2 Progress

The Road Safety Action Plan for the year that ended 30 June consisted of the following projects which are typical examples of the different actions successfully completed or in progress:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	Sept 2014
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	Will continue
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wrist-bands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	Nov/Dec 2014
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	4/01/2015
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	March
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	March 3/10
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	19 <sup>th</sup> Feb,
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	Will continue
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 <sup>th</sup> March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	20 <sup>th</sup> March
Rural Roads	500 Safe'T'Shells (vests) had been purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children Target areas WDC and ODC	On going 20 Vests had provided to Benneydale School

### 8.3 **Road Safety Funding**

The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until the current 2014-15 level of 65.5%. From 1 July 2015 it will be at the WDC standard FAR rate of 61% for 2015-16.

### 8.4 **Background**

Before the new FAR was finalised there was some concern that FAR funding would drop significantly and the general feeling within the RAG was that councils may not wish to spend local share on Road Safety Promotion in general if NZTA send a message through the FAR that it is not that important. At the time it was not sure that Otorohanga DC would continue to fund the activity beyond 30 June 2015, (they have subsequently indicated that they wish to continue.)

A Road Safety Coordinator was contracted for a fixed period from 1 September 2014 to 30 June 2015 (which also is the end of the current GPS). This activity is currently funded as a shared service agreement with Otorohanga District Council.

### 8.5 **Future Situation**

The FAR funding rate is reduced to the standard FAR rate from 2015-16 requiring a higher local share, it is therefore opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

WDC is still committed to its role in the local promotion of Safer Journeys and to the continuation of the joint ODC/WDC community delivery.

The following considerations forms part of this review:

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Review the cost effectiveness of a dedicated Road Safety Coordinator role (be it part time or otherwise).
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

An initial meeting was held with NZTA and Otorohanga officials to develop a programme that meet the expectations of both districts. It is expected that an agreed programme will be available for the August Council meeting.

9	<b>2014/2015 Operating Expenditure</b>
---	--

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Maintenance Expenditures (excluding Loss on Asset Disposal)</b>	<b>\$4,806,872</b>	<b>\$4,771,594</b>	<b>Expenditure to date = 99%</b>
Road Safety Promotion 431 - 433	\$93,888	\$67,178	
Emergency First Response 106	\$180,000	\$103,865	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$358,985	\$768,847	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category, and this required a re-allocation of the budgets. Funding has been re-allocated from other activities to accommodate the expenditure.
Environmental Maintenance 121 For Stock Effluent Facility	Funded from Environmental Maint.	\$22,723	Ongoing Maintenance
Level Crossings	\$15,000	\$12,180	As required.
RBU Unit Costs	\$872,809	\$848,138	
Routine Drainage Maintenance 113	\$449,400	\$438,604	The bulk of these costs were from Water table maintenance and Culvert maintenance. Winter preparation works are now completed.
Sealed Pavement Maintenance 111	\$1,353,600	\$1,186,367	Downer has completed all the Pre-reseal works by the end of 2014 in preparation for the current reseals project which is now completed.
Structures Maintenance 114	\$160,500	\$152,548	Mostly routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$139,000	\$49,216	The District wide remark was completed in June 2015.
Street Lights Maintenance 122	\$194,000	\$271,828	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced and the 18% larger than expected replacement cost in this case will be offset by savings from other categories.
Unsealed Pavement Maintenance 112	\$973,700	\$840,312	Funding has been re-allocated to accommodate expenditures.
Asset Management Plans	\$15,990	\$9,788	As required

<b>10</b>	<b>2014/2015 Capital Expenditure</b>
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10.1 The total LTP-budget for 2014/15 is \$5,502,704 and the total current budget for subsidised CAPITAL works component for the 2014/15 year is \$4,922,754. The reasons for this difference have been explained in the Exceptions Annual Plan for 2014/15.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Capital Expenditures (excluding Capitalisable Overheads)</b>	<b>\$4,787,500</b>	<b>\$4,420,733</b>	<b>Expenditure to date = 92%</b>
Preventative Maintenance 241	\$50,000	\$34,110	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is postponed to possibly next year, due to lack of funds.
Associated Improvements for Renewals 231	\$80,000	\$6,552	Nil
Drainage Renewals 213	\$459,000	\$284,353	The NZTA has indicated that we may use this budget to help fund other categories where we have identified higher priority works
Minor Improvements 341	\$300,000	\$29,107.00	This Budget is mostly re-allocated to provide funding for Emergency Works.
Pavement Rehabilitation 214	\$1,399,150	\$592,815	The Pavement Rehabilitation Contract has started late and was completed in mid June
Sealed Road Surfacing 212	\$1,290,850	\$1,138,314	The Reseals programme is completed including the \$70,000 asphalt works completed in June 2015.
Structures Components Replacement 215	\$350,000	\$467,066	Whitakers has completed the replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$115,600	\$153,337	Traffic Signs replacement and the District wide Line remark is to be partly funded from this budget and is now completed.
Unsealed Road Metalling 211	\$502,900	\$729,797	Additional unsealed Road Metalling works was completed end June 2015.
Emergency Reinstatements Projects 141	\$240,000	\$966,190	Point Road Rock Embankment repair work is completed, except for the proposed chip sealing of the road surface. Tawa Heights retaining wall – Inframax has now completed this project. Oparure Rd Culvert at RP1.4 – This project was completed successfully during December 2014. Mangarino Road retaining wall – This project was awarded to Inframax and was completed end June 2015. Funding has been re-allocated from other activities to accommodate the expenditure.

<b>11</b>	<b>One Network Road Classification (ONRC)</b>
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- 11.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 11.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
  - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
  - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 11.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- 11.4 The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
- 11.5 The second element is the Customer Levels of Service (CLoS), defining the “fit for purpose outcomes” for each category in terms of mobility, safety, accessibility and amenity.
- 11.6 The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 11.7 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 11.8 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 11.9 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The required actions have been documented into a preliminary “Transition Plan”
- 11.10 **Financial Status**
- 11.11 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 11.12 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance

measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

### 11.13 **Assessment of Significance and Engagement**

11.14 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on our roading network. As such community feedback will be gauged as a part of embedding the ONRC into our strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

<b>12</b>	<b>RATA (Road Asset Technical Accord)</b>
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- 12.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over Roothing expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 12.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 12.3 WDC has at the time, opted out of the RATA arranged Traffic Counts collections, but this option is being reviewed, as there are benefits to be gained by being part of the developing data collection process. Further reporting will follow.
- 12.4 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation.
- 12.5 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition planning, ONRC Performance measures (the customer outcome measures, Technical outcome measures and Cost efficiency measures) and the Transition Plan.
- 12.6 At the May 2015 meeting the Asset Managers' forum covered: Seal age, ONRC, Forward works programmes, treatment selection decision making, Data use in asset management and a RAMM workshop.
- 12.7 RATA has recently done a seal age assessment, but the draft report had an error in that it only referred to a very small sample, which skewed the seal lives to some very short outcomes and we have asked for a revision.
- 12.8 RATA has recently released a customer satisfaction report detailing the recent customer satisfaction survey results and a benchmarking report. This report will be shared by RATA with the CE forum in August 2015. This draft benchmarking report is currently being reviewed and a full report will follow next month. First indications are that Waitomo has achieved relatively good outcomes in terms of levels of service.
- 12.9 RATA has recently released the RATA 003 Road Condition and QA Report from BECA for the road condition rating work completed on our network over the last

three months (Attachment 1). The report shows an improvement in all fault types except for marginal deterioration in cracking, potholes and earth channels. We shall enhance our maintenance focus on these items in future. Overall, it is considered a good result.

### 13 Streetlighting (LED)

- 13.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are anything but a foregone conclusion. The whole argument is based on energy saving, but the expected higher cost of equipment is still not determined. There is no proof as yet that LED lights will last the claimed 25 to 30 years.
- 13.2 LED lights do not have the same light intensity as the existing equipment and when installed the electrical controls have shown to be vulnerable to power fluctuations and in Waitomo that is an issue that often causes problems with both existing SCADA and Telemetry systems.
- 13.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles and not located at an ideally set spacing.
- 13.4 WDC will be better served to transfer lights onto light poles at the correct spacing as a first step and first see how the switch-over to LED lighting develops. This will have the added benefit of making use of the expected drop in the unit cost of LED lighting as market volumes increase when the other larger councils start buying them in large quantities.

### 14 Road Maintenance - Procurement

14.1 This tender is currently out on Tender.

#### 14.2 The Programme:

##### **Roading Contract Retender Programme**

The revised timetable for the tendering process, from notification through to start-up, is summarised in the timetable below. The key dates are:

- Tender period: 12 June - 24 July 2015
- Tender evaluation period: 27 July - 6 August 2015
- Tenders Subcommittee – report and decision: 7 Aug - 14 Aug, 2015
- Contractor establishment: 1 September – 30 September 2015
- Contract Commencement: 1 October 2015.

## Revision C

Roading Contract Retender Programme													
				2015									
Task	Start	Finish	Feb	March	April	May	June	July	Aug	Sept	October		
1	Complete 1st draft tender docs and technical specifications	2-Feb	13-Feb										
2	Review specifications and align with Schedule and Basis of Payment	16-Feb	24-Apr										
3	Peer review	7-May	22-May										
4	Finalise Tender document - Greg	16-Mar	4-Jun										
5	Review/Approve Tender document - WDC	5-Jun	10-Jun										
6	Advertise RFT - WDC - Tenderlink	15-Jun	16-Jun										
7	Tender period	15-Jun	24-Jul										
8	Tenderer Briefing	24-Jun	24-Jun										
9	TET Team to evaluate tenders - 4 independent evaluators - WDC observe	27-Jul	6-Aug										
10	Tenderers presentations to tender evaluation team	4-Aug	4-Aug										
11	Recommend and award contract- Tenders Sub Committee	7-Aug	13-Aug										
12	Complete audit of network condition and value O/S work	18-May	31-Jul										
13	Prepare initial roading programme	1-Jul	21-Aug										
14	Contractor establishment	1-Sep	30-Sep										
15	New Contract Start	1-Oct											

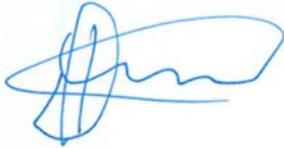
14.3 Key aspects of the tendering process are summarised below:

CONDITION OF TENDERING	DATE
Tender Closing Date	4pm, Friday 24 July 2015
Tenders closing at:	Tenders Box, WDC Offices, Queen Street, Te Kuiti
Pre-tender Briefing Date	9am, Wednesday, 24 June 2015
Tender Deposit	Not Required
Max number of pages – Non Price Attributes	40 pages. Font size 10, Verdana.
Basis of Tender Evaluation	Price Quality
Attribute Weighting:	
	Non-price 50%
	Price 50%
Contact person for all enquiries	Toni Kana, Asset Group Administrator (Email: toni.kana@waitomo.govt.nz)
Description of Contract	Local authority, fixed term, road maintenance contract
Type of Contract	Measure and Value

Term	3 + 2 years
Base Estimate (3 years)	\$24.4M
Separable Portion	Reseals
Defects Liability Period	12 months
Retentions:	
Road and footpath maintenance	Nil
Tendered Projects – per project	10% of first \$200,000.
Reseals: Applies to each year's work	5% of next \$800,000. 1.75% of total amount in excess of \$1M. Maximum aggregated reseal retention monies, each year: \$200,000.
Contractors Bond	5% of annual value of Tender
Principal's Bond	Not required
Insurances:	
Public Liability	\$5,000,000.
- Vibration etc. sub-limit	\$1,000,000
- Rural fire sub-limit	\$1,000,000
Construction insurance	\$250,000 for each separate tendered project.
Motor vehicle 3 <sup>rd</sup> party	\$2,000,000

### Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport June 2015 be received.



JOHAN ROSSOUW  
**MANAGER – LOCAL ROADS**

23 July 2015

Attachment 1	RATA 003 Road Condition Rating and QA Report – 2015 (369221)
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Report

# RATA 003 - Road Condition Rating and QA Report 2015

Prepared for Local Authority Shared Services

Prepared by Beca Ltd

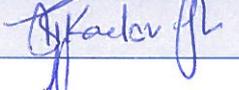
8 July 2015



## Revision History

Revision N°	Prepared By	Description	Date
1	Sikander Singh	Client Issue	17/07/15
2			
3			
4			
5			

## Document Acceptance

Action	Name	Signed	Date
Prepared by	Sikander Singh		17/07/2015
Reviewed by	Kevin Dunn		17/07/2015
Approved by	Mike Tapper		17/7/15
on behalf of	Beca Ltd		

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## 1 Purpose

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As a part of Contract RATA 003 – Waipa, Otorohanga and Waitomo Districts, Beca are required to undertake an annual road condition rating survey, report on current and historical condition data results and provide a summary of quality assurance audit survey findings.

## 2 Scope of Work

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The 2015 road condition rating surveys covered the entire sealed network. The scope of this report is to analyse the results of the road rating results. This includes:

- Comparison of survey data for each fault quantities per km with the last two condition surveys from the RAMM database
- A summary of the results of the QA audit checks completed
- Summary of the discrepancies between the inventory information in RAMM and actual field inspection outcome
- Any recommendations for improvement

## 3 Survey Detail

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The 2015 road rating survey was completed between 15 April 2015 and 30 June 2015 and covered 1,981.02km of the Waipa, Otorohanga and Waitomo Districts. Table 3.1 below gives a summary of the 2015 rating survey.

Table 3.1 Summary of 2015 Road Rating Survey

Network	No. of Sections Rated	Length in km Rated	Start Date	End Date
Waipa DC	5,573	994.57	30/04/15	08/06/15
Waitomo DC	2,607	456.27	15/04/15	22/04/15
Otorohanga DC	3,175	530.18	28/05/15	30/06/15
<b>Total</b>	<b>11,355</b>	<b>1,981.02</b>		

## 4 Comparison of Survey Results

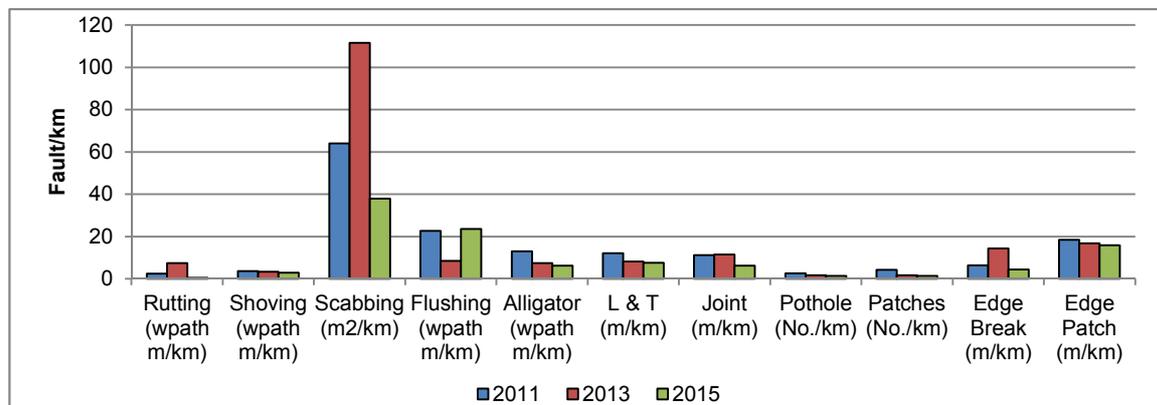
### 4.1 Waipa DC

The results of the 2015 survey have been compared to the previous two rating surveys (2011 and 2013) to establish the trends.

#### 4.1.1 Pavement Faults

The rated pavement faults have been normalised to unit of fault per kilometre of the inspection length. The results are shown in figure 4.1.

Figure 4.1 Historic Pavement Rating Comparison

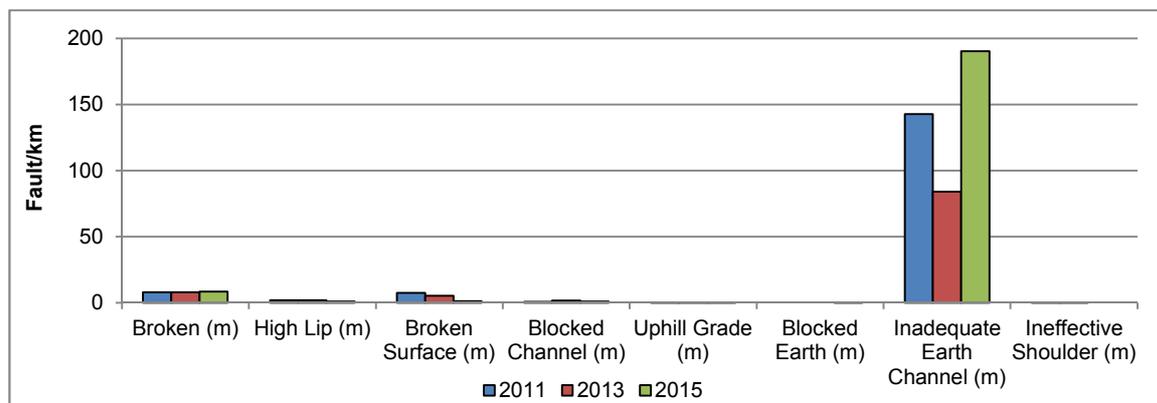


The above chart shows an improvement in all fault types with the exception of flushing which has increased marginally.

#### 4.1.2 Surface Water Channel Faults

Surface water channels on both sides of the sealed roads were rated. The results have been normalised to the length of fault in metre per kilometre of the rating length as shown in figure 4.2.

Figure 4.2 Historic SWC Rating Comparison



The above chart shows an improvement in all of the rated faults with exception of inadequate earth channel. The level of inadequate earth channel has increased by more than 100m/km from 2013 to 2015. This should be monitored as it will affect the performance of the adjacent pavement.

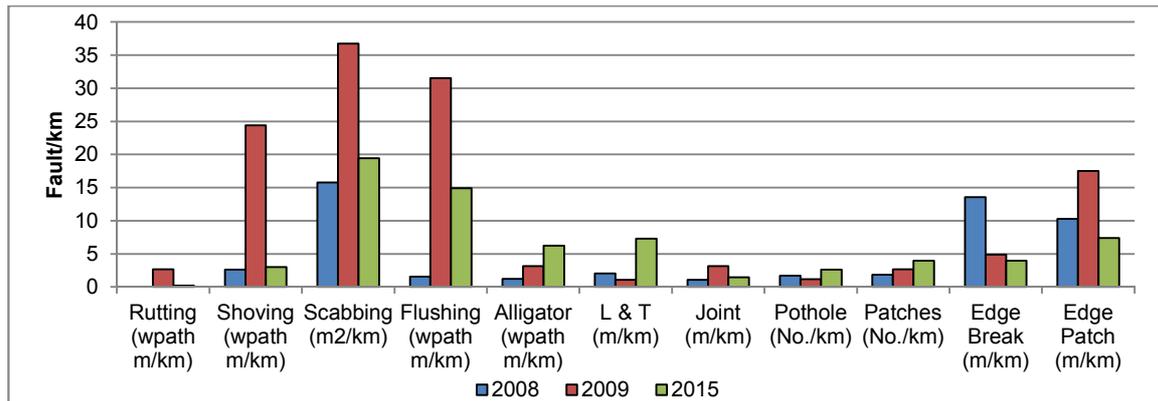
## 4.2 Waitomo DC

The results of the 2015 survey have been compared to the previous two rating surveys (2008 and 2009) to establish the trends.

### 4.2.1 Pavement Faults

The rated pavement faults have been normalised to unit of fault per kilometre of the inspection length. The results are shown in figure 4.3.

Figure 4.3 Historic Pavement Rating Comparison

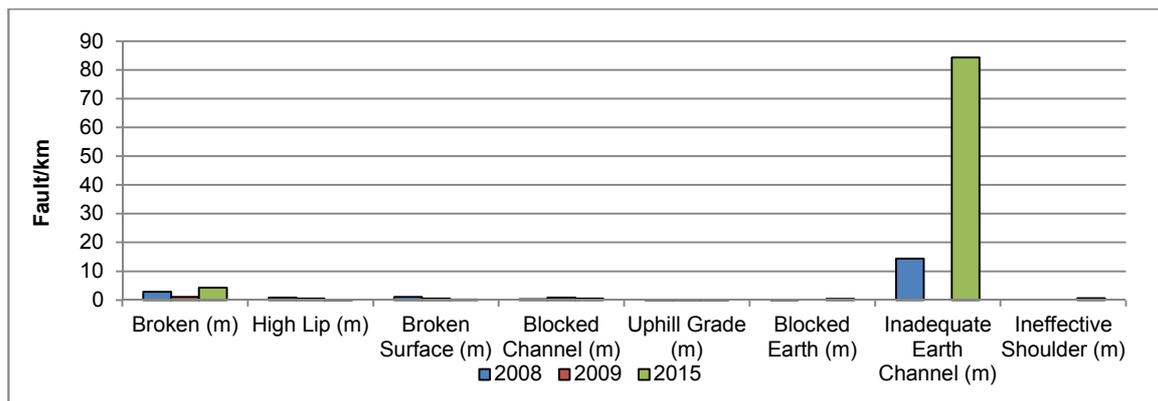


The above chart shows an improvement in all fault types with the exception of alligator cracking, L&T cracking, pothole and pothole patches. All of these fault types show a marginal deterioration.

### 4.2.2 Surface Water Channel Faults

Surface water channels on both sides of the sealed roads were rated. The results have been normalised to the length of fault in meters per kilometre of the rating length as shown in figure 4.4.

Figure 4.4 Historic SWC Rating Comparison



The above chart shows an improvement in all of the rated faults with exception of broken and inadequate earth channel faults which show deterioration. Inadequate earth channel was possibly not rated in 2009.

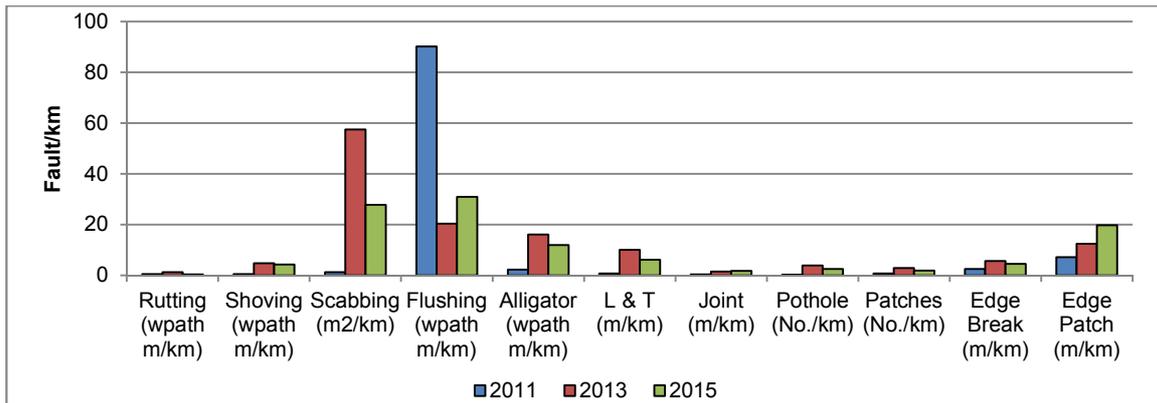
### 4.3 Otorohanga DC

The results of the 2015 survey have been compared to the previous two rating surveys (2011 and 2013) to establish the trends.

#### 4.3.1 Pavement Faults

The rated pavement faults have been normalised to unit of fault per kilometre of the inspection length. The results are shown in figure 4.5.

Figure 4.5 Historic Pavement Rating Comparison

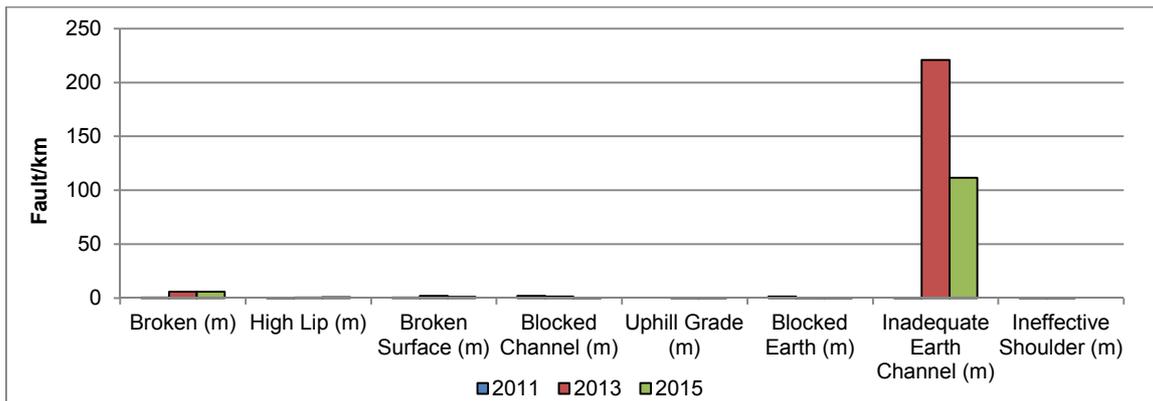


The above chart shows an improvement in all fault types with the exception of flushing, joint cracking and edge break patch. These are still low and not of concern.

#### 4.3.2 Surface Water Channel Faults

Surface water channels on both sides of the sealed roads were rated. The results have been normalised to the length of fault in meters per kilometre of the rating length as shown in figure 4.6.

Figure 4.6 Historic SWC Rating Comparison



The comparative results from 2011 to 2015 have shown an improvement in all of the rated faults.

## 5 Quality Assurance

The RATA 003 Road Rating Specification required 5% of the total rating sections to be checked.

### 5.1 Waipa DC - Audit Findings

#### 5.1.1 Summary of Results for Road Condition Rating

The results of the final checks when compared with the recommended limits of variation are as shown in table 5.1.

Table 5.1 – Quality Audit Results against Limits of Variation

Description	No. forms	% of total
Number of sections with no items outside the limits of variation.	212	75.7%
Number of sections with one item outside the limits of variation.	50	17.9%
Number of sections with two item outsiders the limits of variation.	18	6.4%
Number of sections with greater than two item outsiders the limits of variation.	0	0%
<b>TOTAL</b>	<b>280</b>	<b>100%</b>

The recommended maximum number of fields on any one form which exceed the limits of variation is two. Furthermore, the failures should not show a consistent misunderstanding of any rating procedures.

There were no rating sections with more than two items outside the limits of variation.

#### 5.1.2 Audit Findings for Road Condition Rating

The number of fields for each fault type found to be outside the limits of variation is tabulated below in table 5.2.

Table 5.2 – Repetitive Errors

Asset Type	Fault Type	Total no. sections/ channels checked	No. outside limits	% of total
Carriageway	Rutting	280	1	0.4%
	Scabbing	280	13	4.6%
	Flushing	280	4	1.4%
	Alligator	280	4	1.4%
	Joint	280	2	0.7%
	Pot holes	280	8	2.9%
	Pot hole patches	280	2	0.7%
	Edge break	280	2	0.7%
SWC Surfaced	Broken surface	280	2	1.1%
SWC Earth	Inadequate	280	64	22.9%

The results above show the faults with repeated errors are scabbing and inadequate earth channel. The majority of the scabbing errors were found to be marginally outside the limits of variation. Errors in rating of inadequate earth channel are due to the channels being near the 300mm trigger level, making it difficult to establish where the channels were adequate/inadequate. These errors were discussed with rating team during the field QA process.

## 5.2 Waitomo DC - Audit Findings

### 5.2.1 Summary of Results for Road Condition Rating

The results of the final checks when compared with the recommended limits of variation are as shown in table 5.3.

Table 5.3 – Quality Audit Results against Limits of Variation

Description	No. forms	% of total
Number of sections with no items outside the limits of variation.	100	85.5%
Number of sections with one item outside the limits of variation.	15	12.8%
Number of sections with two item outsiders the limits of variation.	2	1.7%
Number of sections with greater than two item outsiders the limits of variation.	0	0.0%
<b>TOTAL</b>	<b>117</b>	<b>100%</b>

The recommended maximum number of fields on any one form which exceed the limits of variation, is two. Furthermore the failures should not show a consistent misunderstanding of any rating procedures.

There were no rating sections with more than two items outside the limits of variation.

### 5.2.2 Audit Findings for Road Condition Rating

The number of fields for each fault type found to be outside the limits of variation is tabulated below in table 5.4.

Table 5.4 – Repetitive Errors

Asset Type	Fault Type	Total no. sections/ channels checked	No. outside limits	% of total
Carriageway	Shoving	117	1	0.9%
	Scabbing	117	1	0.9%
	Flushing	117	1	0.9%
	Alligator	117	1	0.9%
	L & T	117	1	0.9%
	Pot holes	117	6	5.1%
	Pot hole patches	117	1	0.9%
	Edge break patch	117	1	0.9%
SWC Earth	Inadequate	117	6	5.1%

The results above show the faults with minor repeated errors are inadequate earth channel and potholes. Inadequate earth channel error were found, due to the channels being near the 300mm trigger level, making it difficult to establish where the channels were adequate/ inadequate. For pothole errors were found to be marginally outside the limits of variation. These errors were discussed with rating team during the field QA process.

## 5.3 Otorohanga DC - Audit Findings

### 5.3.1 Summary of Results for Road Condition Rating

The results of the final checks when compared with the recommended limits of variation are as shown in table 5.5.

Table 5.5 – Quality Audit Results against Limits of Variation

Description	No. forms	% of total
Number of sections with no items outside the limits of variation.	133	83.6%
Number of sections with one item outside the limits of variation.	26	16.4%
Number of sections with two item outside the limits of variation.	0	0.0%
Number of sections with greater than two item outside the limits of variation.	0	0.0%
<b>TOTAL</b>	<b>159</b>	<b>100%</b>

The recommended maximum number of fields on any one form which exceed the limits of variation, is two. Furthermore the failures should not show a consistent misunderstanding of any rating procedures.

There were no rating sections with more than two items outside the limits of variation.

### 5.3.2 Audit Findings for Road Condition Rating

The number of fields for each fault type found to be outside the limits of variation is tabulated below in table 5.6.

Table 5.6 – Repetitive Errors

Asset Type	Fault Type	Total no. sections/ channels checked	No. outside limits	% of total
Carriageway	Scabbing	159	4	2.5%
	Flushing	159	2	1.3%
	Edge break patch	159	1	0.6%
SWC Earth	Inadequate	159	19	11.9%

The results above show the fault with repeated errors is inadequate earth channel. All inadequate earth channel errors were found due to the channels being near the 300mm trigger level, making it difficult to establish where the channels were adequate/inadequate. These errors were discussed with rating team during the field QA process.

## 5.4 Review of Data Input

There were no errors found as all the field data was electronically loaded directly into RAMM.

## 5.5 Data Discrepancy

There were no data discrepancy found between the inventory information in RAMM and actual field inspection outcome.

## 5.6 Conclusion

The quality of the fieldwork was considered to be a satisfactory and no corrective action was required.

## 6 Summary and Recommendation

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Road condition rating was undertaken on the entire sealed networks for Waipa, Otoroanga and Waitomo District Councils.

The comparison of the results with the previous surveys shows the fault quantities to be generally consistent.

The field quality assurance checks found no sections with more than 2 faults outside the limits of variation. Inadequate earth channel was the fault with the greatest repetitive error. This was due to a large proportion being at the 300mm limit that would be classed as inadequate. This was discussed with each rater during the re-rating of a section with the quality auditor.

Overall the quality of the rating data is considered to be good.

Inadequate earth channel in Waipa DC is only fault type which show a notable increase or levels have remained high over the last 12 months. It is recommended that this should be monitored

Document No: 369279

File No: 037/043

**Report To: Council**

Meeting Date: 28 July 2015

Subject: Motion to Exclude the Public for the Consideration of Council Business

### Purpose of Report

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

### Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

### Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Te Kumi Side Road	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Waitomo Village Water and Wastewater 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)

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: Registration of Interest - Broadband and Mobile Black Spot Initiative	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: Adoption of Reconsidered Provisional Local Alcohol Policy	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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**