



Agenda Council Meeting

**Tuesday 2 August 2016
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 2 AUGUST 2016 COMMENCING AT 9.00AM

COUNCIL MEMBERS

Mayor Brian Hanna
Cr Terry Davey
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker
Cr Allan Goddard

Cr Phil Brodie
Cr Sue Smith

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

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<i>God</i>	
<i>Grant us the serenity to accept the things we cannot change 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</i>	
<i>Amen</i>	
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PLEASE NOTE

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

WAITOMO DISTRICT COUNCIL

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

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

IN ATTENDANCE: Todd Ward (Waitomo News)

Chief Executive; Executive Assistant; Communications Officers; Group Manager – Corporate Services (for part only); Group Manager – Customer Services (for part only) and Group Manager – Assets (for part only) and Manager – Community Services (for part only)

1. Council Prayer

2. Declarations of Member Conflicts of Interest	File 037/051A
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No declarations were made

3. Confirmation of Minutes – 31 May 2016	File 037/040B
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Resolution

The Minutes of the Waitomo District Council meeting of 31 May 2016, including the public excluded minutes, be confirmed as a true and correct.

Goddard/Brodie Carried

4. Brook Park Incorporated Society: Minutes – 7 June 2016	File 401/0584453000
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meeting convened on 7 June 2016.

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

Resolution

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

Whitaker/Brodie Carried

5.	Verbal Reports: Individual Councillor Roles and Responsibilities
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	File 037/040B
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Cr Te Kanawa

- Creative Communities
- Te Kuiti Community House

Cr Goddard

- Benneydale Hall Society (and Museum)
- Civil Defence

The Group Manager – Corporate Services and Communications Officer entered the meeting at 9.09am

Cr Davey

- Creative Communities
- North King Country Indoor Recreation & Sports Facility

Cr Smith

- Tere Waitomo
- Waitomo Caves Discovery Centre & Museum Trust

Cr Whitaker

- Brook Park Meeting
- Gull and Subway Representatives Meeting
- North King Country Indoor Recreation & Sports Facility
- RBI Rollout at Waitomo Caves Hotel

Mayor Hanna

- Waikato University Bus Service and Scholarship Proposal
- RBI Rollout at Waitomo Caves Hotel
- North King Country Indoor Recreation & Sports Facility
- Waitomo Wastewater
- Regional Transport Committee
 - Cruise Ship numbers visiting Waitomo Caves
 - Waikato Plan Input
- LGNZ Rural & Provincial Sector Meeting
- Waikato Plan Meeting

Resolution

The verbal reports be received.

Te Kanawa/Smith

Carried

6.	Adoption of 2016/17 Exceptions Annual Plan
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Council considered a business paper presenting the final 2016/17 Exceptions Annual Plan (EAP) for Council consideration and adoption as per Section 95 of the Local Government Act 2002, and setting out the rates for the 2016/17 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002 (LGRA 2002).

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

Resolution

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

1. GENERAL RATE

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

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

Requirement in 2016/17 (incl. GST)

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

2. UNIFORM ANNUAL GENERAL CHARGE

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

Governance: Leadership and Investments
 Parks and Reserves
 District Libraries
 Aquatic Centre
 Arts, Culture and Heritage
 Other Land and Buildings
 Public Amenities
 Leased Reserves

Elderly Persons Housing
 Community Halls
 Cemeteries
 Aerodrome
 Community Support
 Automobile Association
 Emergency Management
 Regulation
 Resource Management
 Waste Minimisation
 Subsidised Roothing

Requirement in 2016/17 (incl. GST)

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

Definition of SUIP

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

3. TARGETED 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 or water consumption.

Targeted Rates Differentiated on Location

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

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

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

Marokopa Community Centre Rating Area	<i>Any separately used or inhabited part of a rating unit within the defined Marokopa Community Centre area (as contained in the Revenue & Financing Policy)</i>
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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 Roading Activity and part fund the Aquatic Centre Activity. The rating areas for the purpose of assessing the Targeted Services TFR will be the Te Kuiti Urban and Periphery Rating Area and Rating Units in the District not in the Te Kuiti Urban and Periphery Rating area.

Requirement in 2016/17 (incl. GST)

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

3.2 Piopio Sewerage TFR - Piopio Wider Benefit Rating Area

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

Requirement in 2016/17 (incl. GST)

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

3.3 Piopio Retirement Village Contribution TFR

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

Requirement in 2016/17 (incl. GST)

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

3.4 Rural Stormwater TFR

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

Requirement in 2016/17 (incl. GST)

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

3.5 Te Kuiti Urban Stormwater TFR and Targeted Rate.

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

Requirement in 2016/17 (incl. GST)

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

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

3.6 Marokopa Community Centre TFR

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

Requirement in 2016/17 (incl. GST)

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

3.7 Water Rates

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

Requirement in 2016/17 (incl. GST)

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

3.8 Extraordinary Water Supply Rate

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

Requirement in 2016/17 (incl. GST)

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

3.9 Subsidy Rate for Benneydale Water Supply

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

Requirement in 2016/17 (incl. GST)

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

3.10 Subsidy Rate for Mokau Water Supply

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

Requirement in 2016/17 (incl. GST)

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

3.11 Sewerage Rates

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

Requirement in 2016/17 (incl. GST)

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

3.12 Sewerage rates for non-residential properties in Te Kuiti

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

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

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

Base Charge:

Requirement in 2016/17 (incl. GST)

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

Pan Charge:

Requirement in 2016/17 (incl. GST)

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

3.13 Trade Waste Contribution - TFR

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

Requirement in 2016/17 (incl. GST)

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

3.14 Subsidy Rate for Te Waitere Sewerage

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

Requirement in 2016/17 (incl. GST)

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

3.15 Subsidy Rate for Benneydale Sewerage

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

Requirement in 2016/17 (incl. GST)

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

3.16 Roads and Footpaths Rate

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

Requirement in 2016/17 (incl. GST)

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

3.17 Solid Waste Collection Rate

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

Requirement in 2016/17 (incl. GST)

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

3.18 Solid Waste Management Rate

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

Requirement in 2016/17 (incl. GST)

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

3.19 District Development Rate

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

Requirement in 2016/17 (incl. GST)

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

4. RATES PAYMENTS

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

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

Note

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

5. RATES REMISSIONS AND POSTPONEMENTS

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

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

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

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

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

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

Whitaker/Davey Carried

7. Financial Report for the period ended 31 May 2016

Council considered a business paper presenting the Financial Report for the period ended 31 May 2016.

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

Resolution

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

Whitaker/Davey Carried

8. Organisational Risk Management

Council considered a business paper presenting a proposed way forward in ensuring Council has appropriate risk management and internal and financial control systems in place including sufficient oversight of potential risks.

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

Resolution

- 1 The business paper on Organisational Risk Management Process and Oversight be received.
- 2 Council endorse the Timeline and Work Plan for the Risk Management workstream as follows:

Workplan	Timeline				
	Aug-16	Nov-16	Mar-17	May-17	Aug-17
Develop Internal Audit Plan	*				
Implement Internal Audits	*	*	*	*	*

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

Goddard/Brodie

Carried

<p>9. Submission on Consultation on Proposed National Policy Statement on Urban Development Capacity</p>

Council considered a business paper presenting for consideration the proposed submission for the consultation on proposed National Policy Statement on Urban Development Capacity.

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

Resolution

- 1 The business paper on consultation on Proposed National Policy Statement on Urban Development Capacity be received.
- 2 Council approve wording for a submission to the consultation on proposed National Policy Statement on Urban Development Capacity as follows:

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

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

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

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

We support the focus on Councils providing sufficient residential and business capacity in the short, medium and long term. Having a long term integrated approach to development is key to effective development of any centre, be it urban or rural. In those regional centres which may be facing a declining population, the focus on capacity will not be on increasing

capacity per se but making sure that the right type of development capacity is available to meet the changing needs of the community.

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

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

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

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

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

Goddard/Smith Carried

The meeting adjourned for morning tea at 10.04am.

The meeting reconvened at 10.18am.

The Group Manager – Customer Services and Group Manager – Assets entered the meeting at 10.20am.

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

The Group Managers expanded verbally on the Monitoring Schedule and answered Members' questions.

Cr Te Kanawa left the meeting at 10.23am.

Resolution

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

Smith/Whitaker Carried

11. 2016 Great New Zealand Muster
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Council considered a business paper informing Council of the outcomes of the 2016 Great NZ Muster.

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

Resolution

The business paper on 2016 Great New Zealand Muster be received.

Whitaker/Brodie Carried

12. Adoption of Dangerous and Insanitary Buildings Policy
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Council considered a business paper presenting the 2016 version of the Dangerous and Insanitary Buildings Policy to Council for consideration and adoption.

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

Resolution

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

Davey/Whitaker Carried

Cr Te Kanawa re-entered the meeting at 10.30am.

13. Adoption of Trade Waste Bylaw 2006 (Amended 2016)
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Council considered a business paper presenting the Draft Trade Waste Bylaw (Amended 2016) to Council for consideration and adoption following public consultation.

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

Resolution

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

Goddard/Brodie Carried

The Manager – Community Services entered the meeting at 10.33am.

14. Regional Sports Facilities Plan Memorandum of Understanding

Council considered a business paper informing of a Memorandum of Understanding (MOU) between partner Councils, Sport Waikato and Sport New Zealand to work collaboratively to deliver the Regional Sports Facilities Plan and to seek authorisation for the Chief Executive to sign this MOU on Council's behalf.

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

Resolution

- 1 The business paper on Regional Sports Facilities Plan Memorandum of Understanding be received.
- 2 The Chief Executive be authorised to sign the Memorandum of Understanding for the delivery of the Regional Sports Facilities Plan on Council's behalf.

Smith/Whitaker Carried

15. Progress Report: Te Kuiti Railway Station Building Project

Council considered a progress report on the Te Kuiti Railway Buildings project.

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

Resolution

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

Smith/Goddard Carried

The Group Manager – Corporate Services and Manager – Community Services left the meeting at 10.45am.

16.	Progress Report: Resource Consent Applications	File 097/001E
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Council considered a business paper providing a progress report on outstanding resource consent applications and those applications currently being processed.

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

Resolution

The Progress Report: Resource Consent Applications be received.

Goddard/Smith Carried

The Group Manager – Customer Services left the meeting at 10.47am.

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

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

Resolution

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

Davey/Smith Carried

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

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

Resolution

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

Davey/Whitaker Carried

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

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

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

Resolution

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

Goddard/Te Kanawa Carried

20.	Progress Report: Waikato Speed Management Project	
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Council considered a progress report on the Waikato Speed Management Project.

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

Councillor Smith raised concern on the proposal to reduce the speed limit on SH37 when there is significant safety works to be implemented and recommended that NZTA be asked to defer any changes to the speed limit until the safety works has been completed and bedded in to ascertain if in fact a reduction in speed limit is actually required.

Resolution

The Progress Report: Waikato Speed Management Project be received.

Smith/Brodie Carried

21.	Progress Report: Major Capital Works Projects	File 037/005B
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Council considered a progress report on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roding infrastructure, the three Waters and some projects in the Community Services area.

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

Resolution

The Progress Report: Major Capital Works be received.

Davey/Smith Carried

Todd Ward (Waitomo News) left the meeting at 11.11am.
The Communications Officer left the meeting at 11.12am.

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

Resolution

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

- 2 Council agree that the following staff, having relevant knowledge, remain in attendance:

Chris Ryan, Chief Executive
Michelle Higgle, Executive Assistant
Kobus du Toit, Group Manager – Assets
Vibhuti Chopra, Group Manager – Corporate Services
Helen Beever, Group Manager – Customer Services

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Deputation: North King Country Indoor Sport & Recreation Centre	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Considerations for Northern King Country Indoor Recreation & Sports Facility Investment	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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: Waikato Mayoral Forum Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Waikato Mayoral Forum Work Streams and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Timber Trail Marketing Development	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Investment Property Divestment (Retirement Housing Proposal – Te Kuiti)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: 2 Jennings Street, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. 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)
9. Progress Report: Risk Management (Health and Safety)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Proposed Trade Waste Agreements for Universal Beef Packers Ltd and Te Kuiti Meat Processors Ltd	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Waitomo Village Water and Wastewater Services – May 2016	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Progress Report: Road Maintenance and Reseals	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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
13. Contractual Issues: Setting of KPIs for 2016/2017	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Whitaker/Brodie Carried

There being no further business the meeting closed at 4.01pm.

Dated this 2nd day of August 2016.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Confidential

Confidential

Confidential

Document No: A324471		File No: 401/0581153000	
Report To: Council			
	Meeting Date:	2 August 2016	
	Subject:	Brook Park Incorporated Society: Minutes – 7 June 2016	

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society meeting convened on 4 July 2016.

Local Government Act S.11A Considerations

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

Background

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

representative to veto any decision that is not in the best interests of the park or the community.

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

Commentary

- 3.1 Since early in 2014, BPIS has kept WDC informed of its progress in the day to day operations/development of Brook Park by providing copies of BPIS Minutes.
- 3.2 Attached to and forming part of this business paper is a copy of the minutes from BPIS meeting convened on 4 July 2016.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 4 July 2016 be received.

Rajeshwari M

RAJESHWARI MAHADEVAPPA
EXECUTIVE OFFICER - CORPORATE

Attachment: Brook Park Incorporated Society Minutes – 4 July 2016

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 4th July 2016, at 5.30pm**

PRESENT:

Guy Whitaker, Andrea Hanna, Graeme Churstain, Sue Wagstaff, Robin Charteris, Gerald Kay, Phillip Houghton, Karen Houghton, Elly Kroef, Helen Sinclair.

1. Apologies

Bruce Maunsell

Karen/Sue

2. Confirmation of Minutes

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

Sue/Graeme

3. Correspondence In/Out

No correspondence

It was agreed that we should send letters of thanks to Sorenson Transport for carting the crossings for galvanising to Hamilton and back at no charge. Also a letter of thanks to John Pitcorn for organising the galvanising and doing this that cost only.

4. Financial Report

Opening Balance	\$19,973.46
Interest \$5.26	
WDC Lease and outgoings \$1,901.72	

Expenses

Waitomo News advertising \$33.47

Closing Balance	\$21,846.97
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To Pay – Gerald Kay for purchase of fencing gear. \$52.94

That the financial report be received and accounts past for payment.

Phillip/Graeme

5. MTB Trail

Gerald and Graeme have been working on the fencing around the crossings with two and half completed but weather has held progress up.

6. Maintenance & Fencing

Bruce has had Kelvin Hayes in to look at the tree behind Bosco's and it is a threat as it is leaning towards the buildings and in a high traffic area. Even branches could be a danger.

Resolution: 'That Brook Park Inc contract Kelvin Hayes to cut down the tree at the earliest convenience.' Bruce to organise.

Phillip/Elly

Graeme has not contacted Bevan Rendall about helping drag out branches from the old plane tree as the weather has not been suitable. May use a digger when on site.

7. Weed Control

Lots of Jerusalem Cherry has been taken off site to remove potential re-seeding. Ink Weed is also now becoming a problem. Elly has identified another gully full of Brazilian Pepper trees that need dealing to. This will be best by painting with Tree-Basil in the spring.
Andrea has spoken to Chris Hale and he is happy to help with a weed management plan.

8. Memorial Grove

The draft guidelines for the Memorial Grove have been edited and sent back to Council and now we are waiting for a reply.

Guy to check with Liz what the Council workers were doing with the chainsaws in the Sommerville Grove about three weeks ago.

9. Guy Fawkes

Discussion was had on whether we should hold the Guy Fawkes this year, Guy said that the Council was very supportive of this continuing.

Resolution: 'That Brook Park Inc ask the Council to underwrite the cost of the pyrotechnics (approx. \$6000 plus gst) should there be a shortfall in contributions from local businesses.'
Sue/Gerald

The suggestion was made that we apply to the Community Partnership fund this year in November for funds for the following year event to give the businesses a break.

10. Pine Trees

Committee members are to meet on site with Cameron Kendrick to discuss options with the pine trees. This will follow with Cameron providing a plan and some costings for Brook Park Inc to do a business case to present to Council.

Discussion was had on what would be done with this area if the pines were harvested and suggestions were to eradicate maples and then plant in natives or possibly another variety of tree for future harvest.

11. General Business

Sue still has replanting of Debbie Kyle family tree as work in progress.

Entrance to Brook Park by Bosco's is due for tender during July. Guy to talk to Liz about design and if possible circulate to committee.

Next meeting Monday 1st August

Meeting closed 6.38pm

Document No: A323771

Report To: Council



Meeting Date: 2 August 2016

Subject: Deputation: North King Country Indoor Sport and Recreation Centre Project Steering Group - Request for Extra Ordinary Grant

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Bruce Stephens, representative of the North King Country Indoor Sports and Recreation Centre Project Steering Group will be in attendance at the meeting to make a Deputation.
- 1.2 The purpose of the Deputation is to address Council in regard to an Extra Ordinary Grant application from the North King Country Indoor Sport and Recreation Centre Project Steering Group.

Suggested Resolutions

The Deputation: North King Country Indoor Sport and Recreation Centre Project Steering Group - Request for Extra Ordinary Grant be received.

A handwritten signature in blue ink, appearing to read "H Beever". The signature is fluid and cursive.

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

Document No: A323455	File No: 004/004
Report To:	Council
	Meeting Date: 2 August 2016
	Subject: Progress Report – Communications Strategy

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress made with various Communications projects identified within the Communications Strategy as well as those that have arisen in the past six months.

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

- 4.1 The Communications Strategy 2015 was adopted by Council in December last year.
- 4.2 The focus of the strategy is to guide Council's day-to-day communications activities, set Council's expectations for media and allow better and more genuine engagement between Council and the community.

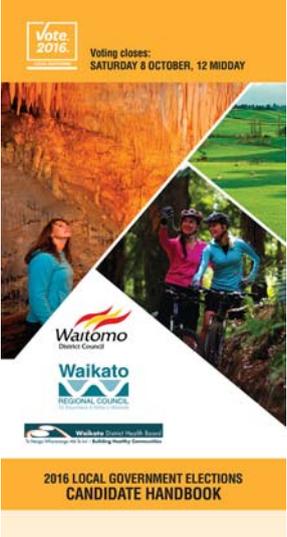
Commentary

- 5.1 The following update provides a summary of corporate communications recently completed in support of achieving the seven key objectives of the Strategy.

5.2 **Promote the value of Council's role in the community**

Communications method	Description	Date
Waitomo Way Website	<ul style="list-style-type: none"> Waitomo District Library facilities, services, and holiday reading programmes. 	<i>Ongoing</i>
Community Update Advertisement/ media release/ public notice in newspaper Radio Facebook	<ul style="list-style-type: none"> Love Food Hate Waste campaign 	<i>Ongoing</i>
	<ul style="list-style-type: none"> Civil Defence Emergency preparedness 	<i>Ongoing</i>
	<ul style="list-style-type: none"> Community Service activities and projects 	<i>Ongoing</i>
	<ul style="list-style-type: none"> Recycling services and facilities 	<i>Ongoing</i>
	<ul style="list-style-type: none"> Responsible dog ownership 	<i>Ongoing</i>
	<ul style="list-style-type: none"> Rural Fire Season status updates and permit application process 	November 2015 – March 2016
	<ul style="list-style-type: none"> Community Events: The Great NZ Muster and Balloons over Waikato visit Te Kuiti. 	February – March 2016
	<ul style="list-style-type: none"> Citizens Awards nomination and ceremony (community invitation) information 	April – May 2016
	<ul style="list-style-type: none"> Les Munro Centre – plaque unveiling ceremony 	April 2016
	<ul style="list-style-type: none"> Anzac Parade 	April 2016
	<ul style="list-style-type: none"> Dog registration and fees 	May – July 2016
Waitomo Way	'Elected Representatives - Our role in the community'.	February 2016

5.3 **Encourage involvement in local decision-making**

Communications method	Description	Date
Waitomo Way Website Community Update Advertisement and public notice in newspaper Radio Facebook	<ul style="list-style-type: none"> Community engagement - provide feedback on Council's plans and financial forecasts for the 2016/17 Exceptions Annual Plan. 	April – May 2016
Waitomo Way Website Community Update Advertisement and public notice in newspaper Radio Facebook	<ul style="list-style-type: none"> Resident Survey and Livability Survey 2016 	April – May 2016
Website Public notice in newspaper Radio Facebook	<ul style="list-style-type: none"> Draft Policy on Dangerous and Insanitary Buildings 2016 	April – May 2016
Website Public notice in newspaper Radio Facebook	<ul style="list-style-type: none"> Draft Trade Waste Bylaw 2016 	April – May 2016
Facebook	<ul style="list-style-type: none"> NZ Transport Agency consultation support: 'Have your say about the SH3 – SH37 proposed new speed limits' 	June 2016
Waitomo Way Facebook Website Newspaper	<ul style="list-style-type: none"> 2016 Local Government Elections 	April – July 2016
District Images	<ul style="list-style-type: none"> Cover of the Local Government Elections Candidate Handbook 	June 2016

5.4 **Ensure communities are well informed on Council's activities/operations**

Communications method	Description	Date
Website Facebook	<ul style="list-style-type: none"> Roads and Footpaths projects. Notice of Temporary Road Closure 	<i>Ongoing</i>
Website Advertisement and public notice in newspaper Radio Facebook	<ul style="list-style-type: none"> Te Kuiti Water Treatment Plant upgrade Water Conservation 	<i>Ongoing</i>
Waitomo Way Website Advertisement in newspaper Facebook Poster display	<ul style="list-style-type: none"> Keep our District Vibrant and Thriving – Waste Minimisation / Recycling facilities and services 	<i>Ongoing</i>
Waitomo Way Website Facebook	Council's Bylaws e.g. <ul style="list-style-type: none"> Movement of stock on roads/ road safety Roadside vehicle sales Dog Control 	April 2016
Community Update Website Facebook	<ul style="list-style-type: none"> Final Building Stage of the Te Kuiti Railway Station Revitalisation Project, and Temporary relocation of Visitor Information Centre i-SITE 	April 2016
Media release/ public notice in newspaper Website Facebook	<ul style="list-style-type: none"> Vandalism issues that impact on the delivery of Council services, the environment and/or community well-being. 	April – May 2016
Hardcopy Flyer	<ul style="list-style-type: none"> Water Services notice to resident 	April 2016
Website Hardcopy Brochure	<ul style="list-style-type: none"> Waitomo District Library guides: <ul style="list-style-type: none"> Electronic and audio books EPIC Databases Services and Programmes Using your Library from home 	May – June 2016
Promotional material	<ul style="list-style-type: none"> Waitomo District Library magnet and notepad 	June 2016

Communications method	Description	Date
Rates Newsletter	<ul style="list-style-type: none"> For the 2016/17 Rating year 	July 2016

5.5 Support Council's reputation in the District

Communications method	Description	Date
Website	<ul style="list-style-type: none"> Renewal of public information/ publications (Policy, Bylaw, Plans, Forms and Guides). 	<i>Ongoing</i>
Newsletters	<ul style="list-style-type: none"> Contribution of Council service information and news in community newsletters 	<i>Ongoing</i>
Facebook	<ul style="list-style-type: none"> Promoting completed projects with selected imagery 	<i>Ongoing</i>
Media	<ul style="list-style-type: none"> Coordination of media requests and responses. 	<i>Ongoing</i>

5.6 Support Council's reputation within the Local Government (LG) sector

Communications method	Description	Date
Website	<ul style="list-style-type: none"> Publication of shared media releases from the Waikato Mayoral Forum 	<i>Ongoing</i>
Website	<ul style="list-style-type: none"> Publication of shared media releases from Local Government New Zealand 	<i>Ongoing</i>

5.7 Attract people to live or work in and visit the Waitomo District

Communications method	Description	Date
Website Advertisement in newspaper	<ul style="list-style-type: none"> DigiTalk in collaboration with Otorohanga District Council 	March 2016
Advertisement in newspaper	<ul style="list-style-type: none"> 'Welcome to the District' feature 	June 2016
Website	<ul style="list-style-type: none"> Regular updates to Council information, images and webpage. 	<i>Ongoing</i>
Facebook	<ul style="list-style-type: none"> Promotion of the Waitomo District as a whole, but also the individual towns, areas and environment 	<i>Ongoing</i>
Facebook	<ul style="list-style-type: none"> Sharing of posts from Hamilton and Waikato Tourism's facebook page. 	<i>Ongoing</i>
Publications	<ul style="list-style-type: none"> Distribution of 'New Resident Welcome Packs' 	<i>Ongoing</i>

5.8 Promote a sense of community and pride of place

Communications method	Description	Date
Waitomo Way Website Facebook	<ul style="list-style-type: none"> Promote improvements to the town centres, quality services, facilities, and renewed infrastructure assets. 	<i>Ongoing</i>
Waitomo Way Website Facebook	<ul style="list-style-type: none"> Highlight the need for compliance with Council's regulations, bylaws, and policies. 	<i>Ongoing</i>

5.9 Statistics

Communications method	Description	Date
Waitomo District Council Facebook	<ul style="list-style-type: none"> Page likes have increased to 1,052. People who like the page are predominantly in the age group 18-24 years. 40% are male and 60% are female. The top 10 locations of fans are: <ol style="list-style-type: none"> 1. Waitomo 126 2. Hamilton 122 3. Hangatiki 56 4. Auckland 47 5. Otorohanga 36 6. Wellington 27 	July 2016

Communications method	Description	Date
	7. Te Awamutu 27 8. Christchurch 24 9. Invercargill 21 10. New Plymouth 20	
Animal Control Facebook	<ul style="list-style-type: none"> • Page likes have increased to 578. • People who like the page are predominantly in the age group 25-34 years. 20% are male and 80% are female. • The top 10 locations of fans are: <ol style="list-style-type: none"> 1. Hamilton 103 2. Waitomo 92 3. Hangatiki 55 4. Otorohanga 45 5. Te Awamutu 17 6. Auckland 14 7. Taupo 11 8. Tauranga 11 9. Piopio 8 10. Rotorua 6 	July 2016
Te Kuiti Visitor Information Facebook	<ul style="list-style-type: none"> • Page likes have increased to 318 • People who like the page are predominantly in the age group 25-34 years. 21% are male and 79% are female. • The top 10 locations of fans are: <ol style="list-style-type: none"> 1. Waitomo 54 2. Hamilton 33 3. Hangatiki 26 4. Otorohanga 15 5. Auckland 11 6. Wellington 10 7. Te Awamutu 7 8. Piopio 6 9. Waitomo Caves 5 10. Palmerston North 5 	July 2016
Mayor Facebook	<ul style="list-style-type: none"> • Page likes have increased to 211 • People who like the page are predominantly in the age group 13-17 and 18-24 years. 51% are male and 48% are female. • The top 10 locations of fans are: <ol style="list-style-type: none"> 1. Hamilton 23 2. Auckland 19 3. Te Awamutu 6 4. Wiri (Auckland Region) 6 5. Waitomo 6 6. Wellington 5 7. Christchurch 5 8. Te Atatu 5 9. Whangarei 4 10. Tokoroa 4 	

Communications method	Description	Date
Website	<p>For the period 6 February to 14 July 2016, WDC's website had:</p> <ul style="list-style-type: none"> • A total of 223 sessions (or visits) of which 217 were new visitors • A total of 224 page views • On average 2 pages were viewed during each session. 	February – July 2016
Waitomo Way	<ul style="list-style-type: none"> • There are 84 people subscribed to the newsletter. • The online newsletter has been viewed 268 times. • Promotion of the opportunity to subscribe to the online newsletter is ongoing. 	

Suggested Resolution

The business paper Progress Report Communications Strategy be received.



VIBHUTI CHOPRA
GROUP MANAGER-CORPORATE SERVICES

15 July 2016

Document No: 291631

File No: 064/001C

Report To: Council

Meeting Date: 30 October 2012

Subject: **Progress Report - Local Government Funding**

Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on the process for Council's potential participation in the New Zealand Local Government Funding Agency (LGFA).

Background

- 2.1 The LGFA is a Council Controlled Organisation that was set up in December 2011 with the primary purpose of providing more efficient funding costs and diversified funding sources for local authorities in New Zealand.
- 2.2 LGFA raises debt on behalf of local authorities on terms that are more favourable to the sector than if they raised the debt directly.
- 2.3 The LGFA is now a permanent participant in the wholesale debt market, exerting an influence on market interest rates.
- 2.4 In late 2012, LGFA had **\$1.25 billion** of debt on issue. This has increased to \$6.345 billion at its last tender on 21 July 2016.
- 2.5 The main reason why the LGFA can offer interest rate margins less than currently available elsewhere in the debt market is through its Standard and Poor's credit rating of AA+, which is the same rating as the New Zealand Government.
- 2.6 There are three levels of participation, with each level requiring more capital commitment;
1. Borrower: Participation at this level is restricted to those borrowing less than \$20 million but will result in a slightly higher borrowing cost (approximately 5 to 10 basis points or .05% to .10%). Becoming a guarantor is mandatory if the level of borrowing from the LGFA exceeds \$20.0 million.
 2. Guaranteeing Local Authority: This will involve the local authority entering into guarantees in favour of the LGFA and other local authorities. In other words Waitomo would be liable on a pro rata basis for the debts of the LGFA. The purpose of the guarantee is to provide additional comfort to lenders (and therefore the credit rating agencies) that there will be no long term default, although it may also be used to cover a short term default. The level of liability that each guarantor has is in proportion to its size, is defined as its rating base.

3. Principal Shareholder: It is anticipated that participants will receive a return on their investment but this may be less than what is available from alternative investments. Being a shareholder will entitle Council a presence at the Shareholders Council [of the LGFA].
- 2.7 Borrowing is secured in the form of Floating Rate Notes (FRNs), similar to those currently used by WDC on the wholesale debt market, or fixed rate bonds. Interest rate risk management of FRNs is by way of interest rate swaps.
- 2.8 Any proposal to borrow from the LGFA requires consultation with the community through the Special Consultative Procedure. Section 56 of the Local Government Act 2002 requires that before a Council can establish or become a shareholder in a Council Controlled Organisation, consultation with the community must be undertaken.
- 3.2 Consultation must be clear that Council may participate as a borrower in the LGFA and its Treasury Management Policy amended to enable participation and entering into transactions relating to borrowing from it. There must be a clear understanding that the Borrower Notes could convert to equity in a Council Controlled Organisation. If, in addition to that Council wishes to become a principal shareholder in the LGFA, consultation will be required with appropriate changes to the Treasury Management Policy allowing such an investment. There is standard wording available to Council for inclusion in its consultation documents.
- 2.9 Following satisfactory community consultation and agreement on the level of involvement in the LGFA, there are a number of legal steps to undertake and Deeds to accede too;
- **To become a borrower:** A Multi – Issuer Deed and a Note Subscription Deed.
 - **To become a guarantor:** The Guarantee and Indemnity Deed and an Equity Commitment Deed.
- 2.10 There are certain financial covenants council will need to adhere to if it is to borrow from the LGFA. These are for each financial year;
- Net Debt does not exceed 175% of Total Revenue,
 - Net Interest does not exceed 20% of Total Revenue,
 - Net Interest does not exceed 25% of Annual Rates,
 - That the ratio of “Available Financial Accommodation” (Credit facilities) is not less than 110% of Councils External Indebtedness.

<h2>Commentary</h2>

- 3.1 Council consulted with the community on this matter through the 2012-22 LTP and did not encounter any objection to the proposal from the community. That part of the process has been completed.
- 3.2 The recently adopted 2016/17 Annual Plan (16/17 AP) shows that debt increase has been lower than expected. A desktop analysis of Council’s adherence to

LGFA's financial covenants, using the debt figures from the 16/17 AP as baseline shows that Council is well within the thresholds.

- 3.3 An approach has been made to LGFA to indicate our interest in using them. LGFA have suggested a meeting with WDC. Our understanding of the intent behind this meeting is for LGFA to establish a sense of the financial fundamentals of WDC including our financial strategy and future plans. The meeting is proposed to be in the end of August 2016.
- 3.4 It needs to be noted that the acceptance of WDC as a borrower by LGFA is not a given and usually they like to carefully establish the strength of an entity for obvious reasons of reducing 'perceived' risk for their investors, maintenance of their credit rating and the like.
- 3.5 It would be advantageous for Council if it were to be established as a borrower with LGFA mostly because it would give Council diversity in borrowing sources. In the prevailing environment of low interest rates and spreads becoming higher there is not a significant difference between cost of funds for bank debt and borrowing through LGFA, although LGFA is cheaper there is an additional though small) margin for unrated Councils.
- 3.6 Council will be kept informed of progress on this matter.

Suggested Resolutions

The business paper on Local Government Funding be received.



VIBHUTI CHOPRA
GROUP MANAGER- CORPORATE SERVICES

27 JULY 2016

Document No: A322864	File No: 100/018
Report To:	Council
	Meeting Date: 2 August 2016
	Subject: Financial Reporting Schedule for the Year Ending 30 June 2017

Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial Reporting Schedule to Council for the 2016/17 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 and Non Financial Performance (Statements of Service Performance) information is issued quarterly to enable timely monitoring of both financial and organisational performance against performance targets established in the EAP. These reports are referred to as a Quarterly Reports.

Commentary

- 4.1 Set out below is a timeline for reports proposed to be issued for Council meetings for the 2016/17 year.

Meeting Date	Report to be issued
2 August 2016	Financial Reporting Schedule for the 2016/17 financial year.
30 August 2016	Interim report on 2015/16 Annual Report.
6 October 2016	Final 2015/16 Annual Report for adoption.
26 October 2016	Quarterly Report for the period ending 30 September 2016.
February 2017	Quarterly Report for the period ending 31 December 2016.

Meeting Date	Report to be issued
April 2017	Quarterly Report for the period ending 31 March 2017.
May 2017	Audit Service Plan and outline of 2016/17 Draft Annual Report development process and timeline.
June 2017	Monthly Financial Report for the period ending 31 May 2017.

Suggested Resolutions

- 1 The business paper on 2016/17 Financial Reporting Schedule be received.
- 2 The 2016/17 Financial Reporting Schedule as detailed below be adopted.

Meeting Date	Report to be issued
2 August 2016	Financial Reporting Schedule for the 2016/17 financial year.
30 August 2016	Interim report on 2015/16 Annual Report.
6 October 2016	Final 2015/16 Annual Report for adoption.
26 October 2016	Quarterly Report for the period ending 30 September 2016.
February 2017	Quarterly Report for the period ending 31 December 2016.
April 2017	Quarterly Report for the period ending 31 March 2017.
May 2017	Audit Service Plan and outline of 2016/17 Draft Annual Report development process and timeline.
June 2017	Monthly Financial Report for the period ending 31 May 2017.

VIBHUTI CHOPRA
GROUP MANAGER - CORPORATE SERVICES

9 JULY 2016

Document No: A322902

Report To: Council



Meeting Date: 2 August 2016

Subject: Progress Report: Road Map Work Programme

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **2 August 2016**.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018. In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.2 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map work programme and organisational capacity to identify priority ranking against the established work programme.
- 2.4 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.

Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 5 April 2016.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones.

3.4 The Monitoring Schedule for the Road Map adopted on 5 April 2016 includes the Key Milestones for all projects occurring in the current year (2016/2017) and includes the indicative timeframe and a commentary on progress for each project of work.

3.5 Amendments to Timelines and Projects of Work

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

New Projects

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

Suggested Resolution

The Progress Report: Road Map Work Programme as at **2 August 2016** be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Attachment: Road Map Monitoring Schedule as at **2 August 2016 (Doc A322840)**



Road Map

Monitoring Schedule

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

as at 2 August 2016

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Development of 2018-2028 LTP

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Council Meeting: Consideration of DC Tynan Trust's exemption from CCO status.	27 April 2016	Completed
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2015-2025 2018-2028 LTP	November 2017	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

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

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

SWaMMP

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

Affordability Review

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

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

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

Leadership

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Completed
Council Workshop Feedback into the Gaps and Needs Assessment	11 August 2015	Completed
Council Meeting Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Completed
Commence planning for full DP Review including resourcing and Professional Services Engagement	March 2016	New milestones added based on Council Resolution at 29 Sep 2015 meeting
Council Workshop Discuss process and detailed project plan and Commence review	15 November 2016	Further milestones will be added once the detailed planning is complete

Urban Structure Plans

It would be advisable to run this work stream in conjunction with the District Plan review. Further details on the need and scope of this work stream will be developed as part of the Scoping for the District Plan Review process.

Review of Development/Financial Contributions

It is suggested that a contributions regime (whether financial contributions or development contributions) be assessed and developed as part of the District Plan review work stream.

Enhanced Iwi Engagement

Key Milestones and a timeline will be considered as part of the 2017/18 year work plan.

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Outcome of regional discussions on a collaborative approach to s17A Reviews.	29 September 2015	At the WMF meeting on 7 September 2015, it was agreed to set up a regional collaborative project to be led by Cindy Kent from Waipa DC.
Council Meeting: Update on result of regional discussions and a forward programme for s17A reviews cognisant of regional programme.	24 November 2015	A business paper was considered by Council at the 24 November 2015 meeting. The detail will be developed once the outcomes of the Regional Collaboration are clearer.

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	Council paper presenting proposed way forward considered at Council meeting 28 June 2016.
Develop Internal Audit Plan	August 2016	
Implement Internal Audits	August 2016 to August 2017	
Develop Risk Management Framework and Policy	November 2016	
Assessment of Organisational Risks	November 2016	
Develop measures that can be reported in relation to significant risks	March 2017	
Risk Management Reporting to Council	August 2016, November 2016, March 2017, May 2017 and August 2017	

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	Complete
Council Meeting - Adoption of Communications Strategy 2015	15 December 2015	Complete
Council Meeting - Six monthly progress report to end of December	23 February 2016	Complete
Council Meeting - Six monthly progress report to end of June	2 August 2016	A business paper is included elsewhere in this paper.
Council Meeting - Six monthly progress report to end of December	28 February 2017	
Council Meeting - Six monthly progress report to end of June	25 July 2017	

Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	January - March 2016	This review will be aligned with Activity Plan development for LTP 2018-28.

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

Key Milestone	Indicative Timeframe	Commentary
MagiQ Performance		
Analysis and Testing	April 2015	Complete
Software setup	May 2015	Complete
Business Process Mapping	June – August 2015	Complete
Training	September 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Go Live	September – October 2015	Complete
Assessment of information output	November – December 2015	Complete
Reporting Setup	February – April 2016	Underway

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		
Agreement to proceed	September 2015	Timeline subject to this Agreement This has not been agreed yet. Discussions had in early November and ICL has been asked to confirm by end of month
Planning		New milestones to be advised once agreement has been reached.
ICL migration		

Resident Satisfaction Survey (for 2015/16 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	March 2016	Complete
Survey to test: <ul style="list-style-type: none"> Importance of Service Satisfaction with Service Provide for commentary/ suggestions 	April 2016	Complete
Undertake Survey	April – May 2016	Survey will be undertaken in May
Analyse / Report Survey Results	July 2016	Underway
Council Meeting - Customer Satisfaction Survey Results to Council	30 August 2016	
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	

Pre-Election Report

Key Milestone	Indicative Timeframe	Commentary
Pre-Election Report (PER) prepared	June 2016	<p>The PER is a statutory requirement as per sec 99A of the LGA.</p> <p>The preparation and timing of the PER is mandatory and it is the Chief Executive's obligation. The PER is not developed or adopted by Council.</p> <p>The purpose of a PER is to provide information to promote public discussion about the issues facing the local authority.</p> <p>The PER for this triennial must be published by 29 July 2016.</p> <p>A Progress Report including a detailed timeline for preparation of the PER is included elsewhere in this Agenda.</p>
Compilation of Financial information	Monday 9 May to Wednesday 1 June	Complete
Compilation of Major Project Information	Monday 9 May to Wednesday 1 June	Complete
Communication Plan briefing	Thursday 26 May	Complete
Document Preparation Complete	Thursday 16 June to Tuesday 28 June	Complete

Key Milestone	Indicative Timeframe	Commentary
Circulate to Senior Leadership Team (SLT)	Wednesday 29 June	Complete
Feedback from SLT	Monday 4 July	Complete
Incorporate feedback from SLT	Tuesday 5 July to Wednesday 6 July	Complete
Draft PER to CE	Thursday 7 July	Complete
CE review	Friday 8 July to Tuesday 12 July	Complete
Incorporate CE comments	Wednesday 13 July to Thursday 14 July	Complete
Circulate to Councillors– any comments addressed	Friday 15 July	Complete
Incorporate feedback from Councillors (if any)	Monday 25 July to Tuesday 26 July	Complete
Final Approval of CE	Wednesday 27 July	Complete
PER Publication Date and distribution	Thursday 28 July	Complete

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – report on the LGFA recommendation of whether to apply to LGFA	2 August 2016	A report is included elsewhere in this agenda.
Application to LGFA	August 2016	The rest of the process will be followed if LGFA agree to lend to WDC.
Council Meeting – to adopt amended Debenture Trust Deed	6 October 2016	

Procurement Policy Review

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

2015/16 Annual Report

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

Key Milestone	Indicative Timeframe	Commentary
		one month of adoption.
Audit Opinion received on Summary	17 October 2016	
Summary Annual Report published	2 November 2016	

2016 Triennial Elections

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

2016 Elected Member Induction Process

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

2016 Code of Conduct Review

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

2016 Governance Statement Review

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

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

Key Milestone	Indicative Timeframe	Commentary
WMF to review the Agreement for consideration by Councils	November 2016 – February 2017	Review led by Regional Councils (Waikato and Manawatu-Wanganui).

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – must be adopted by 1 March 2017	28 February 2017	

2017/2018 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	
Identification of any "strategic" amendments for 2017/18 year.	September - December 2016	
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	
Modelling of budgets and finances for 2017/18	November 2016	
Management Review of 2017/18 budgets	November 2016	
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	14 February 2017	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	7 March 2017	If no material or significant changes to information contained in the LTP for the 2017/18 year, then the rest of the process will not be required. Alternative methods for communicating with the Community on the EAP will be discussed with Council should this be the case. The EAP could be adopted sooner if that is the case.
Audit of dEAP	13 March - 22 March 2017	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	28 March 2017	
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt EAP	27 June 2017	

Community Development

Introduction

Waitomo District Council recognises the importance of a proud and capable community, being involved in Community Development, and the significant contribution organisations like community groups, voluntary groups, Maori, commercial operators and business owners make to the well-being of the District. Groups such as these contribute in different ways, and they help to build a strong District identity. Through a partnership approach both Community and WDC can achieve more together than they can alone.

In addition to fostering community pride, there is also a need for WDC to create a framework for working with community organisations and local businesses to foster, and assist in, growing capacity and the economy for the District. Within Waitomo, this can be achieved through supporting economic development initiatives and by making strategic tourism decisions.

Community Development is a group of activities where WDC, in a number of diverse roles, is actively involved in 'helping the community to help itself'. Community Development activities represent a group of collaborative and partnership approaches and initiatives involving many agencies and organisations. These activities involve a common theme of promoting a better quality of life and a better living environment within the District.

Waitomo District Council's Community Development group involves Community Support, Customer Services, District and Regional Promotions and Economic Development. These activities form the foundation for engagement and the focus of work.

The Community Development Group comprises the following functions:

1 Community Support

Community Support seeks to improve social outcomes within Waitomo District by working closely with the District community. The Community Support goals are:

- To create a better quality of life for our community
- To create a better living environment, helping local groups create local opportunities and solutions
- To encourage active engagement within the community as well as fostering international relationships.

2 Tourism Development and District Promotion

Tourism is a partnership between central government, local government and the visitor industry. The key goals are to:

- Provide an excellent visitor experience to those travelling to our district
- Grow the economy through visitor spend
- Maintain a high quality environment
- Make smart strategic decisions to support Regional Tourism outcomes within our District

3 District Development

District Development involves the facilitation and support of initiatives that will enhance the District's economic sustainability including

- Marketing Waitomo as a vibrant District where people want to live, work and play
- Identify opportunities for economic development initiatives within the District
- Facilitating projects that benefit the District
- Promotion of the District through Te Kuiti i-SITE Visitor Information Centre
- District Events

4 Customer Service

Customer Services enables service delivery and support for residents across three Council sites:

- Council's Administration Building (Queen Street)
- Waitomo District Library (Taupiri Street)
- Te Kuiti i-SITE (Rora Street)

Community Development Fund

Key Milestone	Indicative Timeframe	Commentary
Discretionary Grants - Round 1	Quarterly	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
Discretionary Grants - Round 2	Quarterly	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
Discretionary Grants - Round 3	Quarterly	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
Discretionary Grants - Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
Triennial Grants	3 Yearly (as part of LTP)	
Applications invited and advertised	1 October 2017 – 31 January 2018	
Applications close	31 January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Services Grants	3 Yearly (as part of LTP)	
POS Grant applications invited	November 2017 – January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Payment of annual allocations	As per agreed Terms and Conditions	
POS Grant applications invited	November 2017 – January 2018	
Community Partnership Fund	Annually (2nd Round if required)	
Advertising	October – November	
Applications close	November	
Council Workshop Consideration of Applications	December	
Council Meeting Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop Consideration of Applications	March (if required)	
Council Meeting Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	
Committee Meeting Consideration of Applications	June December	

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

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	2 August 2016 August 2017	A business paper is contained elsewhere within this Agenda.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for new Youth Council Member(s) to fill vacancies (<i>only if required</i>)	October/November 2016	
New Youth Council Member(s) appointed (<i>only if required</i>)	November 2016	
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's EAP consultation period	

Youth Citizenship Achievement Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on completion of the project and development of the Youth Citizenship Achievement Awards Ceremony	by December 2016	

Waitomo District Youth Strategy

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

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

Community Events

Review of Events Portfolio

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

2016 Christmas Parade

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

2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	
Identify and consult with key stakeholders	September/October 2016	
Development and implementation of a Project Plan	October 2016	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2017	
Execution of event	April 2017	
Council Meeting Management Report on the main event (The Muster) identifying success and the budget	June 2017	

Waitomo District Citizens Awards (including Policy Review)

Policy Review

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Citizens Awards Policy	November 2016	
Council Meeting Presentation of reviewed Policy and recommendations to Council	13 December 2016	

2017 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2017	
Council Meeting Presentation of Timeline and promotion of Nominations	28 February 2017	
Consideration of Nominations by Working Party	March/April 2017	
Awards Ceremony	May 2017	

Combined Mayoral ITO Graduation Ceremony**2016 Graduation Ceremony**

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

2017 Graduation Ceremony

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

Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	December 2016	
Council Workshop Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee	14 February 2017	

Service Level Agreement - Sport Waikato

2016/2017

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

Service Level Agreement – Otorohanga District Development Board

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	29 September 2015	Completed
Council Meeting Final Report – Delivery of Services 2015/2016 year	30 August 2016	A report will be presented to Council at the 30 August 2016 Council meeting

Service Level Agreement – Waitomo Caves Discovery Centre

2016/2017

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

Service Level Agreement – Hamilton Waikato Tourism

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	6 October 2016	
Council Meeting Deputation – Six Monthly Report	2 May 2017	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report in conjunction with Freedom Camping report	24 November 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
Determine potential camp site locations	December 2015	Completed
Feasibility of dump stations and location thereof	December 2015	Progressing
Determine WDC criteria – location/duration of stay/vehicle type, etc	February 2016	Completed
Council Workshop Freedom Camping Monitoring Programme	22 March 2016	Completed
Consultation with key stakeholders	April – June 2016	Progressing
Council Workshop Site(s) review and development recommendations	14 June 2016	Postponed to 14 September 2016
Further milestones will be confirmed following the Council Workshop		

Customer Services Strategy – Monitoring and Review

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Annual Progress Report	28 June 2016	A business paper is contained elsewhere within this Agenda
Internal Review of Strategy	March 2017	
Council Workshop Review of Strategy	12 April 2017	
Council Meeting Adoption of reviewed Strategy	30 May 2017	

Waitomo's Digital Journey

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

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data	November 2015	Progressing
Liveability and Business Questionnaires undertaken	March/April 2016	Progressing
Data analysis and development of the Waitomo District Economic Profile	May/June 2016	Progressing
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft	2 August 2016	A business paper is contained elsewhere within this Agenda

Key Milestone	Indicative Timeframe	Commentary
Communications Plan and Draft Discussion Paper		
Council Meeting Presentation of stakeholder feedback	6 October 2016	
Council Workshop Draft Waitomo District Economic Development Strategy	15 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	

Waitomo District Age-Friendly Strategy

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

Regulation Services

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

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

The functions are:

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

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

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

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

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

Policy: General

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

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

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

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

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

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

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

Policy: Gambling Venues

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	March 2017	
Prepare recommendations	March 2017	
Council Workshop	12 April 2017	
Council Meeting Adopt draft policy for consultation	30 May 2017	
Finalise draft policy for consultation	May 2017	
Public notification	June 2017	
Consultation Period	7 June 2017 – 7 July 2017	
Hearing	18 July 2017	
Deliberations	25 July 2017	
Policy changes after deliberations	July 2017	
Council Meeting Adoption of Policy	29 August 2017	

Policy: Local Alcohol Policy

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

Policy: Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	5 April 2016	Completed
Council Workshop Outcome of Regional Review – Position and Policies	14 June 2016	Deferred to 14 September 2016

Policy: Earthquake Prone Buildings Policy

1.0 DESCRIPTION

The Earthquake Prone Building Policy sets out the Council's policy for the management of earthquake prone buildings. This policy was last reviewed in 2011 and was due for review in 2016. However, a review of this policy is no longer required as the requirement to have an Earthquake Prone Buildings Policy is removed by the Building (Earthquake-prone) Buildings Amendment Act 2016. The date that this Act will come into force is yet to be determined.

Policy: Dog Control Policy and Practices Report 2015/2016

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

Bylaws: General

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	①	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping			④	

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

Bylaws: Land Transport Bylaw – Review

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

Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	Deferred to 14 September 2016
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	
Council Workshop Review of Freedom Camping Bylaw		
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Freedom Camping Bylaw		

District Plan: Administration – Hoarding Signs

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

Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan	July 2016	
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	30 August 2016	Note: Once an Action Plan has been adopted by Council, further Key milestones will be added to this activity subject to the content of that Action Plan
Council Meeting Progress Report	As required	

Te Maika Zone

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

Community Services

Property: Divestment – 2 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Issues and Upgrade vs Demolition Options	27 April 2016	Completed

Property: Divestment – Old Ministry of Works Building

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

Property: Divestment – Mokaiti Hall

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

Parks & Reserves: Brook Park Entrance Development

Brook Park Entrance

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to Engineering Consultant. Awaiting design completion. Draft drawings received.
Call for Tenders	June 2016	Final Drawings and tender documentation completed. Tenders advertised 17 July 2016.
Construction Commences	September 2016	

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	31 May 2016	Completed
Further milestones to be developed upon receipt and review of assessment report		A further assessment will be undertaken in 3 years.

Parks & Reserves: Walking Track Strategy and Maintenance Contract

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

Parks & Reserves: Passive Reserves Management Plan

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

Parks & Reserves: Active Reserves Management Plan

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

Parks & Reserves: Remotely Piloted Aircraft Systems

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

Public Amenities: Te Kuiti Cemetery Development Plan

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

Public Amenities: Marokopa Public Toilet Replacement

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

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

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

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

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

AMP Improvement and Monitoring: Housing and Other Property

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

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

AMP Improvement and Monitoring: Parks and Reserves

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

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

AMP Improvement and Monitoring: Public Amenities

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

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

AMP Improvement and Monitoring: Recreation and Culture

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

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

Community Services – Project Management

Property: Te Kuiti Railway Building

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

Railway Building: Project 2 – Plaza Tidy Up

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs		Underway
Workshop with Council Representative and TKDI	May 2016	Timelines to be confirmed on completion of building 1 and i-SITE
Council Meeting Presentation of Concept Designs	28 June 2016	
Finalisation of contract documentation and contract estimates	July – August 2016	
Tender	September 2016	
Construction	October – December 2016	

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed
Building 1: Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Completed
Building 1: Refurbishment construction to allow use of building	September 2015 - December 2015	Documentation completed and Building Consent applied for.
Building 1: Building use by tenants		
Building 1 and i-Site: Redevelopment Building Consent approval	July 2015 - August 2015	Consent lodged July 2015
Building 1 and i-Site: Redevelopment Tender process	August 2015 – September 2015	This project was tendered on 30 October 2015 along with the linkage to the i-SITE. Tenders closed on 1 December 2015. Considerable changes to the documents had to be undertaken and this has necessitated amended consent plans to be submitted.
Acceptance of Tender		Completed
Construction	April – July 2016	A business paper is contained elsewhere within this Agenda.

Property: Parkside Subdivision

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

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

Property: Te Kuiti Campground

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

Parks & Reserves: Albion Soccer Club Upgrade

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

Key Milestone	Indicative Timeframe	Commentary
Accountability Report to Trust Waikato	September 2016	

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of scope and requirements	May – June 2016	This project has been deferred to the 2016/2017 financial year.
Development of implementation estimate	September 2016	
Funding application to Lion Foundation	Dependant on Scope	
Funding Approval	Dependant on Scope	
Finalisation of costs and implementation	30 June 2017	

Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Confirm user numbers to identify requirements/size of toilet structure	September 2015 – January 2016	Completed. Counters have been established on site periodically over last three months
Site survey	October 2015	Completed
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location and other feasibility options	April 2016	Progressing
Council Meeting Business Paper to Council with options and budget estimates	27 April 2016	Completed - a business paper was presented at the 27 April Council meeting.
NZTA Signoff of location	May 2016	
Finalise design and tender documentation	May 2016	Design drawings in progress.
Construction price negotiation / tender	June 2016 July 2016	Design drawings complete and tender documents being prepared.
Tender Subcommittee Report and awarding of tender	July 2016 August 2016	
Construction	July 2016 – September 2016 September 2016 – December 2016	

Public Amenities: Benneydale Caravan Dump Station

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

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

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

Public Amenities: Te Kuiti Rail Overbridge Renewals

Stage 1 – 2015/2016

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

Stage 2 – 2016/2017

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

Asset Management

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

Land Transport: Roothing Activity Influences

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

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

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

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

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

Solid Waste: District Transfer Station Improvements

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

Solid Waste: Waitomo District Landfill

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

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

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.

Transfer Station – Refuse and Recycling Collection

Key Milestone	Indicative Timeframe	Commentary
Transfer station refuse and recycling collection contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.

Refuse Collection and Disposal

Key Milestone	Indicative Timeframe	Commentary
Refuse collection and disposal services contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.

Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in late 2014. The next Survey is due late 2016.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
H&S audits on all Waste Management Facilities to identify hazards and safety improvements	Monthly	Ongoing.
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal	Ongoing	Monitor

Key Milestone	Indicative Timeframe	Commentary
asset		
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2014. The next Survey is due in 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Ongoing
Storm water safety audit	End June 2016	The filed work has been completed and the Consultants are progressing with the data to develop a risk matrix for the Storm Water Safety Risk Assessment.

Stormwater: King Street East

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Contractor appointed.
Construction	Completed	The contractor has completed this project. Due to heavy rain parts of the project were delayed. However this did not impact the final cost. It was established that the manhole required rehabilitation and an abandoned storm water pipe was sealed off.

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	August 2016	The re-evaluation has been completed and a sewer bridge and 3 local repairs are required. Rain delayed the start of the proposed works, but will now progress again.

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	During the trial to backwash the filters with the new pump, Filter #1 has catastrophically failed. It is believed that subsidence has developed underneath the concrete footing that allowed the structure to settle, developing a crack. As the Filter #1 and #2 are connected it is now necessary to rebuild the filters.
Phase 2	Target completion December 2017	Final design is in progress. The Water Take consent has been obtained. Consent to construct an Extraction Pump Station has been obtained.
Phase 3		Preliminary design to start 2016

Water: Awakino Pump Station

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

Water: Backflow Preventers

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

Water: Seismic Strengthening of Reservoirs

Piopio Reservoir

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

Water: Mokau Dam Upgrades

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Completed
Construction	End March 2016	Tenders awarded and contractor on site
Completion	End June 2016	The contractor has substantially completed the project. Only grass

Key Milestone	Indicative Timeframe	Commentary
		seeding of the excavated areas is to be done.

Strategic: Te Waitere Water and Wastewater

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

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Completed	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain Government funding. There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from water borne disease contracted from these services. Discussion with THL and community is ongoing. Ongoing liaison with lawyer representing different Iwi to resolve land tenor. To this end, and as agreed at

Key Milestone	Indicative Timeframe	Commentary
		<p>the 24 March 2016 stakeholder hui, WDC has since prepared a draft MoU, initially for consideration by Council.</p> <p>The draft MoU not only documents the notional agreements to date, it also records in detail the legal status, mandates, accountabilities, processes and timetable for all those tasks which must be advanced by the "ownership" parties before the matter can progress to a stage where Council can be presented with a proposal for consideration as part of a future EAP/LTP process.</p> <p>On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund totals \$12M over four years and is designed to assist provision of smaller scale infrastructure projects that deliver tourism related facilities.</p> <p>WDC has communicated the fund announcement to the ownership parties and highlighted the need for preparedness ahead of requests for funding applications. Ownership, programming and community consultation could well be matters that would need to be in place ahead of an eligible funding application.</p> <p>Full report included in the 28 June 2016 council meeting Full report included in the 2 August 2016 council meeting</p>

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

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

Street	LTP Budget = Opt Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	Done when Awakino pump station is being rebuilt
Awakino	\$67,811.25	With Awakino pump station
Henderson	\$9,041.50	June 2016
Henderson	\$3,718.25	June 2016
Henderson	\$4,308.09	June 2016

WATER - Mokau

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

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	June 2016
Oha Street	\$1,550.16	June 2016

Tainui Street	\$1,416.41	
Tainui Street	\$15,702.25	
Tainui Street	\$15,662.13	

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	Delayed, but will continue with the next phase.
Moa Street	\$642.00	Ditto
Moa Street	\$1,008.48	Ditto
Moa Street	\$22,737.50	Ditto

ROADING

Hangatiki East Road will be deferred and addressed as part of the OMYA route.

Totoro Rd (Section A) was completed in 2015 but Section B is split into two parts (Section B and Section C) of which Section B is deferred to the next year for consent and budgeting reasons and Section C earmarked for the year after, depending on the revised priorities of the Forward Works Program.

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

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

WASTEWATER - Te Kuiti

Tenders are invited from several competent contractors to replace the pipe under the railway line, as well as additional rerouting in Nettie Street from underneath a building.

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$20,521.00	
Rora Street	\$38,048.00	
Rora Street	\$6,651.00	
Rora Street	\$5,397.00	
Rora Street	\$17,016.00	
Rora Street	\$21,226.00	
Rora Street	\$16,447.00	
Rora Street	\$6,281.00	

STORMWATER - Te Kuiti

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

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

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

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	
Mary Street	\$14,976.26	
Hill Street	\$22,636.92	
King Street	\$70,422.59	

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	
Hetet	\$18,457.50	
Rora Street	\$12,223.68	
Hetet	\$906.02	
Ngarongo	\$12,960.38	

WATER - Mokau

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

WATER - Piopio

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

WASTEWATER – Te Kuiti

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

ROADING

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

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Totoro Rd Section B	8,378	9,800	1,422	6.4	9,100	\$48.00	\$4367,000
Totoro Rd Section C	9,800	11,300	1500	6.4	9600	\$48.00	\$460,800
Maraeroa Rd Seal Extension	0.000	1,760	1,760	6.0	10,320	\$48.00	\$500,000

Note: The above list indicates priority projects from the Road Rehabilitation Shortlist and large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works. Because the pavement Rehabilitation projects are revised in accordance with the FWP on an annual basis in view if changing priorities, these Rehab projects are subject to changes.

AMP Improvement and Monitoring: Land Transport

Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.

Key Milestone	Indicative Timeframe	Commentary
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@sset at WDC	Dec 2016	In progress
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024 Ongoing	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
Street Light LED Renewal Programme	July 2016 onwards	Planning underway. To be implemented over three Five years. Exploiting NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	April 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

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

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

AMP Improvement and Monitoring: Solid Waste

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

AMP Improvement and Monitoring: Wastewater

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

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

AMP Improvement and Monitoring: Water Supply

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

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

Completed Projects

2016/2017 Exceptions Annual Plan

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

Information Services Strategic Plan: Key Projects Implementation

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

2016 Great New Zealand Muster

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

Waitomo District Citizens Awards (including Policy Review)**2016 Citizens Awards**

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

Policy: Dangerous and Insanitary Buildings

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

Bylaws: Trade Waste Bylaw – Review

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

Document No: A323205	
Report To:	Council
	Meeting Date: 2 August 2016
	Subject: Review of Policy on Elected Members' Allowances and Recovery of Expenses

Purpose of Report

- 1.1 The purpose of this business paper is to present for consideration and adoption a revised "Policy on Elected Members' Allowances and Recovery of Expenses".

Background

- 2.1 Council, at its 5 April 2016 meeting considered a business paper providing a brief on the process and timeline set by the Remuneration Authority (the Authority) for the review of remuneration and allowance setting for elected members' for the 2016/17 financial year.
- 2.2 The Authority advised that in 2016 it will be requiring councils to re-submit:
- a) requests for recognition of additional responsibility;
 - b) allowance and expenses policies; and
 - c) details of Mayoral Vehicles, and the usage level.
- 2.3 Council's Policy on Elected Members' Allowances and Recovery of Expenses was reviewed and a revised policy adopted by Council on 31 May 2016.
- 2.4 The revised policy was forwarded to the Remuneration Authority on 14 June 2016.

Commentary

- 3.1 Changes made to the Policy adopted by Council on 31 May 2016 included removing stated amounts for allowances and rewording along the lines of "the maximum allowable in the current Remuneration Authority Determination". The purpose of this change was so that any future changes that the Authority makes relating to monetary amounts and thresholds will not require unnecessary amendments to Council's Policy.
- 3.2 The revised wording in the policy adopted on 31 May 2016 allowed for all Elected Members (Mayor and Councillors) to be paid an annual Communications Allowance at the maximum amount allowable in the current Remuneration Authority Determination. This Allowance includes provision for use of personal computer, printer, mobile phone, council-related toll and mobile phone charges and internet connectivity/use.
- 3.3 The Authority raised a query upon receipt of Council's policy that the revised policy as written implies the Mayor will get both the maximum communications allowance of \$1050 (paid fortnightly) and all home telephone rental and toll charges and cellphone rental and all call charges.

- 3.4 It appears that in amending the policy previously to remove reference to specific amounts and use the more generic "maximum allowable" (which includes reimbursement for mobile phone, internet connection and council-related toll and mobile phone charges), the section under the Mayor's expenses/allowances in the policy allowing reimbursement for telephone costs was inadvertently left in.
- 3.5 The policy has been amended to take this part out (shown as strike through in policy document). A copy of the revised Policy on Elected Members' Allowances and Recovery of Expenses is attached to and forms part of this business paper.

Suggested Resolutions

- 1 The business paper on Review of Policy on Elected Members' Allowances and Recovery of Expenses Elected Members be received.
- 2 The Policy on Elected Members' Allowances and Recovery of Expenses as amended (Doc No. A307812) be adopted and forwarded to the Remuneration Authority for approval.

Vibhuti

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

March 2016

Attachments: 1 Policy on Elected Members' Allowances and Recovery of Expenses
(Doc No. A307812)



POLICY

ON

**ELECTED MEMBERS'
ALLOWANCES AND
RECOVERY OF EXPENSES**

31 May 2016



POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES

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INTRODUCTION

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries: Michelle Higgie (Executive Assistant)
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 Phone: 07 878 0800

POLICY STATEMENTS

This policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage, any Council appointed representative acting on behalf of the Council.

Expenses relating to electioneering purposes will **not** be reimbursed.

REMUNERATION

The Mayor and Elected Members shall receive remuneration as determined by the Remuneration Authority.

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- expense claims for Councillors are approved by the Mayor and Executive Assistant, and full original receipts are required
- expense claims for the Mayor are approved by the Chief Executive and Executive Assistant, and full original receipts are required
- cost reimbursements will be made via the Council payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document shall not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

DEFINITIONS

"Actual" means as evidenced by the original receipt attached to the claim form.

"Council" shall mean the seven elected members that form the governing body (Council) of the Waitomo District Council.

"Council business" includes: formal council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

"Expenses" means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of WDC.

"Reasonable" means that it is within the amount specified by this policy or as deemed reasonable by the Mayor/Regional Chairperson and/or Chief Executive.

"Remuneration Authority" is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

"Waitomo District Council" (WDC) shall mean the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS
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Position	Expense/Allowance	Description
All Elected Members (Mayor and Councillors)	Taxis	<p>Taxis may be used for council business in circumstances where an individual is away from the Waitomo District and where it is deemed to be the most appropriate form of transport. i.e. transport to and from an airport, transport between venues at out of District appointments.</p> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option.</p> <p>Taxi costs paid for directly by the individual for travel within New Zealand or internationally will be reimbursed upon presentation of a signed Claim Form and actual receipts.</p>
	Rental Cars	<p>Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.</p> <p>Rental car costs paid for directly by the individual for travel within New Zealand or internationally will be reimbursed upon presentation of a signed Claim Form and actual receipts.</p>
	Travel and attendance at Conferences/ Seminars / Training Programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined in this policy <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p>
	Domestic Air Travel	<p>All elected members are entitled to utilise domestic air travel for council related travel, generally where travel by air is the most cost effective travel option.</p>
	International Air Travel	<p>As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council.</p> <p>The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.</p>

Position	Expense/Allowance	Description
All Elected Members (Mayor and Councillors)	Air Points	No Air Points accumulated while on Council business can be utilised for personal use.
	Accommodation	All travel and accommodation arrangements for Elected Members are to be made by WDC staff, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.
	Exceptional Circumstances for Council related meetings	Staff may arrange overnight accommodation for Elected Members when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.
	Private Accommodation provided by friends and/or relatives	Payment of \$50 per night shall be claimable when staying in private accommodation to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Car Parking	Reimbursement of car parking costs incurred whilst on council business will be made upon presentation of a signed Claim Form and actual receipts.
	Communications Allowance	<p>The Mayor and Councillors will be provided with a tablet for the purpose of receiving electronic information from WDC, including Council Agendas.</p> <p>Elected members will be paid an annual Communications Allowance at the maximum amount allowable in the current Remuneration Authority Determination. (paid monthly via the Payroll System)</p> <p>This Allowance includes provision for use of personal computer, printer, mobile phone, council-related toll and mobile phone charges and internet connectivity/use.</p> <p>This Allowance <u>does not</u> provide for the use of a tablet where WDC has provided such.</p>
	Stationery and Consumables	Supply of reasonable amounts of paper and printer consumables for council business.
	Mileage Allowance	<p><u>Threshold Distance</u></p> <p>Vehicle mileage will be paid for all travel on Council business that exceeds, in any one day, the threshold distance as provided in the current Remuneration Authority Determination. The threshold distance will be personal to each elected member.</p> <p><u>Mileage Rate</u></p> <p>Mileage will be paid up to the maximum rate per kilometre as provided in the current Remuneration Authority Determination and will be payable upon presentation of a signed Claim Form.</p>
	Travel Time Allowance	A travel time allowance will be paid to eligible elected members at the maximum amount as provided in the current Remuneration Authority Determination upon presentation of a signed Claim Form.

Position	Expense/Allowance	Description
Mayor	Car	In the event the Mayor is provided with a WDC vehicle, that vehicle will also be available for his/her full private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
	Travel and Conferences, Courses and Seminars	<p>The prior approval of the Chief Executive is required for travel within New Zealand for: council business; attendance at conferences/courses/training events/seminars; other purposes associated with the position of Mayor.</p> <p>The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by Council funds.</p> <p>Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, the Council will meet the cost of their travel, accommodation and incidental costs.</p> <p>The Council will only authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
	Telephone Costs	<p>Full payment by the WDC of:-</p> <p>a) home telephone line rental and associated toll charges, and</p> <p>b) cellphone based rental and all associated call charges.</p>
	Airline Club	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
	Entertainment and Hospitality	<p>The Mayor holds a WDC Credit Card to pay directly for any entertainment or hospitality expenses incurred while carrying out Council business.</p> <p>All expenditure made on this Credit Card must conform with WDC's Credit Card Policy which includes the requirement to provide full receipts and details of the names of parties entertained and reasons for the entertainment.</p>

Position	Expense/Allowance	Description
Councillors	Conferences, Courses, Seminars and Training	<p>Conference, course, seminar or training events must contribute to the Councillor's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand must be approved by both the Mayor (or Deputy Mayor) and the Chief Executive.</p> <p>Attendance at these events when held overseas must be approved by the full Council.</p>
	Entertainment and Hospitality	<p>Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee and catering including alcohol with meals.</p> <p>Such costs will be reimbursed upon presentation of a signed Claim Form and actual receipts.</p>
	General Community Related Expenses	<p>From time to time councillors may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event.</p> <p>Reimbursement of such expenditure should be previously approved by the Mayor.</p> <p>The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p> <p>Such costs will be reimbursed upon presentation of a signed Claim Form and actual receipts.</p>

Document No: A323862

Report To: Council



Meeting Date: 2 August 2016

Subject: Progress Report: Customer Service Strategy

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of key service improvements identified in the Customer Service Strategy.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
- 3.1.1 No risks have been identified in regards to matters contained in this business paper.

Background

- 4.1 The Waitomo District Council Customer Service Strategy was adopted by Council on 27 May 2014. The purpose of the Strategy is to set priorities and focus organisational energy and resources to support the delivery of a high standard of customer service, consistently. The Waitomo District Council Customer Service Charter was developed to further support the values and principles of the Strategy.
- 4.2 In developing the strategy the diverse range of customer interactions were taken into account, as were the needs and expectations of our customers.
- 4.3 6 strategic goals were identified to establish agreement around intended outcomes/results, and assess and adjust the organisations customer service direction, in response to an ever-changing environment:
- Continue to understand our customer's needs
 - Communicate effectively and efficiently
 - Empower our employees to serve our customers
 - Value customer satisfaction
 - Continue to embrace technological solutions to simplify the customer experience and;

- Continue to investigate the provision of joint services facilities

Commentary

- 5.1 Over the past 12 months a number of service improvements and initiatives have been undertaken to support Waitomo District Council in delivering a high standard of customer service, consistently.
- 5.2 The following provides a brief overview.
- 5.3 Goal 1 - Understand our customers and their needs**
- 5.4 The purpose of this goal is to strengthen relationships with our customer and consistently meet expectations for a high standard of customer service delivery.
- 5.5 To meet our customer's needs, we need to understand their requirements. This is an area that is open to constant change in line with the changing environment we all live in, and conduct our day to day business in.
- 5.6 Regular customer feedback is gathered via multiple channels, such as the Resident Satisfaction Survey, targeted surveys, meeting forums, Elected Member feedback, and one-on-one customer interaction.
- 5.7 Targeted surveys are undertaken for Waitomo District Library, Te Kuiti i-SITE, Building Control Services and the Service Request System (customer feedback).
- 5.8 The Te Kuiti i-SITE also receives reviews and customer feedback via Trip Advisor.
- 5.9 In regard to the range of targeted surveys, respondents are asked to rate their level of satisfaction with the WDC facility, services and the customer experience. For Service Requests, WDC's timeliness and response is measured.
- 5.10 Goal 2 - Effectively communicate with our customers and the community**
- 5.11 The purpose of this goal is to establish and maintain principles of customer service that put the interests of the customer first.
- 5.12 WDC provides and promotes a 24/7 customer contact solution via the Service Request System. The system is actively promoted and utilised by staff to record customer requests and monitor progress through to resolution.
- 5.13 Customers can lodge a request by calling the WDC office 24/7, sending an email or lodging their request online via the WDC website.
- 5.14 3295 Service Requests were lodged with WDC to the year ending 30 June 2016.
- 5.15 The Fix My Street website provides an alternative online means by which customers can engage with WDC 24/7.
- 5.16 As a key customer service tool, priority has been placed on a review of the Service Request System. Trialled improvements have commenced for one department with positive results achieved in regard to internal communications, customer communications and overall response times.

- 5.17 The WDC website provides a clear, concise and informative space for our customers to be kept informed of WDC business and services. Current topics are placed on the home page allowing ease of use for our customers. The online version of the Waitomo Way is provided in a clear, informative and attractive manner keeping the customer interested and well informed. WDC's Facebook presence also provides regular and current sounds bites of information.
- 5.18 WDC's publications are well received by the community. The layout and display of the documents provides ease of read, the publications are fresh and current.
- 5.19 An example of effectively communicating with the community via WDC publications is the recent 'Love Food Hate Waste' campaign. The purpose of the campaign was to inform the community of tools to reduce waste and reduce costs. Waste minimisation / recycling facilities and services are actively advertised in the Waitomo Way, Website, Newspaper and Facebook.

5.20 Goal 3 - Empower all staff to serve our customers

- 5.21 The purpose of this goal is to foster, recognise and acknowledge a staff ethos that supports a high standard in customer service delivery.
- 5.22 WDC places emphasis on Customer Service as an organisational value. The WDC customer service ethos is reflected in all job descriptions and forms part of the staff induction programme. The importance of efficient and effective customer service delivery is also regularly discussed at Group meetings and training sessions.
- 5.23 Excellence in customer service is acknowledged and celebrated by way of the annual Customer Service Champion Award.

5.24 Goal 4 - Value customer satisfaction and simplify the customer experience

- 5.25 The purpose of this goal is to review and simplify systems and processes to drive customer engagement and satisfaction.
- 5.26 Frontline systems are regularly reviewed for availability, user friendliness, timeliness and accuracy.
- 5.27 WDC forms and information sheets are also reviewed to ensure they remain informative and user friendly. There is further work to do in this area to ensure a comprehensive range of information sheets are available via multiple media platforms.
- 5.28 Effective and informative signage assists in simplifying the customer experience. Signage has recently been enhanced at Waitomo District Library, District Landfill and Rural Transfer Stations. Enhancements to signage located at the Districts Cemeteries will be carried out over the coming months.
- 5.29 A comprehensive review of WDC's cemetery database is well underway. This also includes the capturing of images of plaques and headstones at our Districts Cemeteries.

5.30 Goal 5 - Embrace technology to benefit our customers

- 5.31 The purpose of this goal is to provide technology solutions that stream line business processes, simplify customer interaction and provide accurate real time information sources.
- 5.32 Awareness and understanding of how emerging technologies can assist us to anticipate customer needs and tailor business processes to best serve the customer will ultimately improve organisational efficiencies and customer connectivity.
- 5.33 The trialling of the 'mobile dogs' online application has been completed with positive results. The system allows WDC's Animal Control Officer to access real-time data while in the field. The system also provides for the recording of property inspections while in the field. Further deployment of mobile applications is scheduled for the coming year.
- 5.34 The Zeacom Phone System is WDC's key communication tool with our customers. A review of the functionality of the phone system is to be undertaken within the coming year. The use of an effective communication solution will allow us to improve inbound and outbound customer contact, customer response times and the customer experience increasing organisational efficiencies.
- 5.35 WDC will continue to look at the use of technology to provide more efficient and effective services to our customers, providing a greater choice of how our customers interact with us. On-going development of the WDC digital environment to support transactional services remains a priority.

5.36 Goal 6 - Investigate the provision of joint services facility

- 5.37 The purpose of this goal is to provide ease of access to a range of WDC services from a central location.
- 5.38 Completion of the Railway Building project and integration of i-SITE services and a range of WDC customer service functions will provide ease of access, and options, for the WDC customer base.

Suggested Resolutions

Progress Report: Customer Service Strategy be received.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

August 2016

Document No: A314621

Report To: Council



Meeting Date: 2 August 2016

Subject: Waitomo District Council Grant Allocations
2015/2016

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with details of grants made by Waitomo District Council for the 2015/2016 financial year.

Local Government Act S.11A Considerations

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

Background

- 3.1 Waitomo District Council (WDC) is committed to annually allocating funds and resources to support community initiatives through grants managed in accordance with Council's Community Development Fund Policy, via its Community Development Activity.

- 3.2 For clarification purposes, set out below is a description of each of the grants contained in Council's Community Development Fund Policy.

3.3 Discretionary Grants

- 3.4 The focus of the Discretionary Grants Fund is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant is determined on a case by case basis during each funding round.

- 3.5 The Discretionary Grant Fund is advertised and administered via four rounds per annum.

3.6 Triennial Grants

- 3.7 The focus of the Triennial Grants Fund is in providing support to 'not for profit' organisations whose work can be shown to support the social and cultural well-being goals of the Waitomo District.

- 3.8 Council's commitment to providing a Triennial Grants Fund is for the duration of the Long Term Plan.

- 3.9 The Triennial Grants are allocated for a period of three years.

3.10 Provision of Services Grants

- 3.11 Provision of Services Grants are in place to provide funding to 'not for profit' organisations who undertake to provide services that compliment Council's Long Term Plan objectives.
- 3.12 These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's Community Outcomes and improve well-being within in the District, but are outside the scope of services provided by Waitomo District Council.
- 3.13 The value of each of these grants are determined on a case by case basis and developed with the recipient as a Contract for Delivery of Services/Service Level Agreement.

3.14 Community Partnership Fund

- 3.15 The Community Partnership Fund is a contestable fund that focuses on projects and programmes that contribute to the well-being of our Districts communities.
- 3.16 The fund aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live work and play in, and to, help the community help itself, by offering access to funding and in kind support to groups working on community initiatives.
- 3.17 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified by WDC as Community Outcomes and the funding priorities as outlined in the Community Partnership Fund Policy.

3.18 Community Halls Grants

- 3.19 Community Halls Grants provide funding to assist with the maintenance of 13 Community Halls throughout the district.

3.21 Special Grants (Creative Communities; Sport NZ Rural Travel Fund and DC Tynan Trust Fund)

- 3.22 There are two special grants administered by Council on behalf of central government; Creative Communities New Zealand and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.
- 3.23 WDC also administers the DC Tynan Fund which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities.
- Forgeson Law administers the funds of the Trust; Waitomo District Council provides the administrative support associated with the funding application process. Applications are invited annually to this fund.

Commentary

4.1 Attached to and forming part of this business paper is a Schedule setting out details of grants made by WDC for the 2015/2016 financial year under each of the grant types, including:

- Discretionary Grants
- Triennial Grants
- Provision of Services Grants
- Community Partnership Fund
- Community Halls Grants
- Creative Communities
- Sport NZ Rural Travel Fund
- DC Tynan Trust Fund

Suggested Resolution

The Report on Waitomo District Council Grant Allocations for 2015/2016 be received.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

August 2016

Document No: A323049**File No:** 401/9992000100**Report To: Council****Meeting Date:** 2 August 2016**Subject:** Progress Report: Te Kuiti Railway Station Building Project

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Station Building Project.

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

2.0 Local Government Act S.11A Considerations

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

3.0 Background

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

4.0 Project 1 – Building Restoration

4.1 25 March 2015

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

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

4.4 The following Project 1 works are not completed at the time of writing this report:

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

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

Canopy: Down pipes to complete

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

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

4.6 29 April 2015

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

4.8 26 May 2015

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

4.10 23 June 2015

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

4.12 28 July 2015

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

4.14 25 August 2015

4.15 DML Construction has still not returned to the site or supplied requested information and therefore defect works have been undertaken on their behalf. The cost of these works will be covered by the retentions held for the project.

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

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

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

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

5.5 26 May 2015

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

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

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

6.0 Project 3 – Roading Renewal

6.1 Completed.

7.0 Project 4 – Community Space

7.1 25 March 2015

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

7.3 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.

7.4 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.

7.5 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.

7.6 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda

7.7 The internal engineering structural strengthening plans for Building 1 are complete.

7.8 Refer to notes for Project 1 for the update on the Building 3 Community space.

7.9 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.

7.10 The balance of the time and the rear room of this building are available for other community uses.

7.11 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.

7.12 29 April 2015

7.13 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.

7.14 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.

7.15 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.

7.16 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.

7.17 26 May 2015

7.18 Building 3

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

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

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

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

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

7.24 Building 1 / i-Site Connection

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

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

7.27 23 June 2015

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

7.29 28 July 2015

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

7.31 25 August 2015

7.32 While the amendments to the drawings were completed as per the above, the tender has not progressed and further changes to the drawings will be made as a result of the learnings from undertaking the construction works on Building 2.

7.33 It is now anticipated that revised drawings will be submitted for building consent and tendering undertaken in early September. This will impact on the timeline for Building 1 & i-site development.

7.34 24 November 2015

7.35 The Building 1 & i-Site project documentation has been completed and was issued for tender on 30 October 2015, with tenders closing 1 December 2015. The contract has been advertised through Tenderlink, Waikato Times and Waitomo News. Several contractors have uplifted the documents.

7.36 Upon acceptance of a tender, construction is scheduled to commence mid January 2015. Tenderers are required to confirm a construction period.

7.37 Building 3

7.38 Maniapoto Maori Wardens Charitable Trust has responded to the documentation forwarded to them for consideration and agreement has been reached on the lease of the room to the rear of Building 3 and partial use of the main room.

7.39 Final documentation is currently being prepared ready for signing.

7.40 24 November 2015

7.41 Maniapoto Maori Wardens Charitable Trust has now signed the lease documentation and is now established on site.

<p>8.0 Project 5 – Commercial Space Internal Refurbishment</p>

8.1 25 March 2015

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

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

8.4 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.

8.5 Draft working drawings and contract documentation are underway and should be completed early April.

8.6 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.

8.7 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.

8.8 29 April 2015

- 8.9 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 8.10 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and is currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.

8.11 26 May 2015

- 8.12 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.
- 8.13 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 8.14 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

8.15 23 June 2015

- 8.16 The building consent process is nearing completion with some minor queries to be answered before the issue of a building consent.
- 8.17 Negotiations for the lease of the commercial space have taken longer to bring to fruition than originally envisaged, with the problem areas being the lease value and payment of a contribution towards the development. While the market rental assessed by WDC's valuer was \$37,750 per annum, the negotiated lease rental for the first three years has been agreed at \$25,000 per annum. Agreement was reached on 16 June 2015.
- 8.18 After the initial three year period, the rental reverts to a market assessment.
- 8.19 The contribution of \$45,000 is to be paid in three installments before opening of the facility.
- 8.20 Some relief from market rental during the formative years of business establishment is a common business practice, to ensure the goals of the lessor are met and in this case will assist in ensuring that the "central hub" that WDC wishes to create succeeds.
- 8.21 The late agreement of the lease has meant that the tender documentation was issued later than anticipated meaning it will be difficult to achieve completion by 1 October 2015. During the negotiations of the lease, the lessee was advised in writing that this was the case.
- 8.22 With the agreement now being resolved, the project has been put out to tender with a closing date of 2 July 2015.

8.23 The gas connection to the building has been installed, although the final location is to be moved marginally by the contractor as it was positioned incorrectly.

8.24 28 July 2015

8.25 Construction works commenced 13 July 2015. At this stage the target completion date is 1 October 2015.

8.26 Progress to date has primarily been around demolition of internal walls, preparations for the structural portals and reframing of the new walls.

8.27 A meeting between the Architect, kitchen designers (Wildfire Kitchens) and Group Manager Community Services was undertaken on 29 June in Auckland where the very draft initial proposal was discussed to enable developed sketches to be developed.

8.28 A meeting is scheduled between the parties above and the operator for 23 July 2015 in Te Kuiti to finalise dimensions and design.

8.29 Prefabrication of the kitchen will take at least 4-6 weeks and is part of the critical path to completion on 1 October 2015.

8.30 25 August 2015

8.31 Construction has progressed well with most of the structural strengthening, lining, prewire, base services completed.

8.32 A major issue related to achieving a solution to the required bracing proved difficult to resolve. While this has now been resolved several days were lost in this area and the impacts on the timeline will be confirmed at the proposed site meeting of 26 August 2015. The completion date has likely moved a week to the 8 October 2015

8.33 While the bracing was being resolved several other aspects of the project continued including the decking framework, kitchen design, bar design, material orders for lights etc.

8.34 The kitchen and bar layout has now been agreed and prefabrication will commence on confirmation of pricing.

8.35 29 September 2015

8.36 Construction work has been progressing rapidly and the status of the components is itemised below:

- Electrical – bulk of the wiring is complete along with the lighting
- Painting is nearing completion
- Vinyl laying in the kitchen is complete along with most of the service area
- Toilet facilities are currently being installed
- Lining of the kitchen is complete
- Many of the kitchen and bar appliances have arrived
- Balance of the bar / kitchen items are due 24 September 2014
- Cabinetry is due 24 September 2014
- External decking has been completed
- Outdoor canopy area concrete is laid and glass panels to be installed 24 September 2014

8.37 Items that are yet to commence include

- Floor sanding, polish to the wooden floors and carpet laying
- Roof ducting for the kitchen hood

- 8.38 At the present time the final completion date agreed with the contractor is the 6th October 2015, although this date has not been reviewed since the beginning of September 2015.
- 8.39 Several issues have arisen in recent times related to tenant related items and this is being strictly monitored to ensure works undertaken are within the contract and suit WDC's long term ownership of the facility.
- 8.40 The ability to renovate a historic building and its associated unknowns, along with areas requiring planning as the project has progressed, and the costs of some chattels which were unknown at the time of contract, has meant that the overall cost of the project will not be within the tendered price but are contained within the overall railway station buildings budget. The costs are however being closely monitored through the use of a Quantity Surveyor.
- 8.41 This project is nearing completion and all contractors are well aware of the completion timeframe. An official Opening Ceremony is being scheduled for Friday 9 October 2015 at 1.00pm.

8.42 25 November 2015

- 8.43 A successful opening was held on the 9 October 2015 and the restaurant officially opened to the public on the 28 October 2015. This delay was as a result of considerable work that was required to meet the ventilation requirements around the kitchen. It had been assumed that the ventilation requirements would be met by the numerous window openings.
- 8.44 The Architect and Group Manager Community Services have undertaken a detailed site inspection so as to enable a defects list to be prepared. This list will be finalized over the coming fortnight and then forwarded to the contractor, who has six months to undertake the work from practical completion.

9.0 Project 4 – Railway Building 1 and i-Site Development

9.1 20 June 2016

- 9.2 Draft drawings/contract documentation for Building 1 and i-SITE works were completed at the end of March 2016. Historic Places Trust (HPT) approval was gained for removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been granted for the linking of Building 1 and the i-SITE. There was a delay of approximately 8 weeks for approval from the Historic Places Trust.
- 9.3 Two tenders were received for the Te Kuiti Railway Building 1 and i-Site Development as follows:

	P J McCarthy Construction Ltd Rotorua	ESN Construction Ltd Hamilton	Pre Tender Estimate
Tendered Amount	\$441,377.00	\$421,652.20	\$601,300.00
Contingency	\$30,000.00	\$30,000.00	
Total Amount	\$471,377.00	\$451,652.20	

Each tendered amount included:

Prime Costs: \$15,000.00 – Hardware
 \$ 4,000.00 – Metal stenciling
 \$ 7,250.00 – Lighting supply

Provisional Sum: \$25,000.00 – Heat Pumps

NOTE: No local tenders were received. All prices exclude GST

- 9.4 Due to the time delay in acceptance of the tenders, the Tenderers were written to asking if they would hold their tender until late February/early March 2016 as this allowed Council to discuss further funding requirements.
- 9.5 Council, at its Workshop on 10 February 2016, agreed additional budget allocation of \$50,000.00.
- 9.6 ESN Construction was awarded the Contract for the tendered price of \$421,652.20 with an additional \$30,000.00 contingency.
- 9.7 Before works could commence the i-SITE was relocated to the old Post Office building in Te Kuiti. A lease arrangement is in place until 31 August 2016.
- 9.8 The project commenced in early April 2016 with an initial completion date set for July 2016.
- 9.9 Works completed to date:
- Original internal walls have been removed and new walls constructed.
 - Connection to building 1A has been completed.
 - Wall insulation and lining is 90% complete.
 - Electrical and data cabling has commenced.
 - Steel portal installation in Building 1 has been completed.
 - New entrance way linking i-Site and Building 1 has commenced.
 - New Kitchen units for Community Space (Building 1) are being made.
 - External water, storm water and waste water services have been completed.
- 9.10 Works are currently 4 weeks behind schedule and the Contractor has applied for an extension of time. This is due to issues not being able to be identified until the start of the build. The expected completion date has been revised to 8 August 2016.
- 9.11 Fortnightly meetings are being held between WDC staff, the Contractor, Architects and Engineers.
- 9.12 The project is currently tracking \$19,000.00 over contingency. Variations issued to date have included additional works required for water, storm water and sewer due to existing services not being adequate (\$13,000.00), additional data cabling and phone services for AA counter and relocation of network panel (\$6,000.00). Other variations to date have been covered by contingency allowance and prime cost sums.
- 9.13 2 August 2016**
- 9.14 Construction work is progressing well and the status of the components is as follows:
- Electrical wiring and data cabling in Building 1 is complete.

- New sprinkler system in Building 1 is complete. I-SITE will be completed once new entrance way is finished.
 - Painting of Building 1 completed with the exception of the area for the new entrance way.
 - Vinyl laying in the kitchen and bathroom areas of Building 1 is complete.
 - Toilet facilities have been installed.
 - Cabinetry and fittings for the kitchen have been installed.
 - Floor sanding, polish, and carpet laying in Building 1 is complete.
- 9.15 Steel portals for the new entranceway linking the i-SITE and Building 1 have been installed and the framing is nearing completion. These form the integral part of the link and are the last of the major construction works to be completed.
- 9.16 The removal of the old canopies at the front and side of the i-SITE uncovered some substandard brick work that needs to be replaced. To repair this work has meant the removal of a lot more bricks than initially planned. Options are being worked through for the front fascia of the building. Removal of bricks on the ramp side of the building has taken place and the bricks will only be replaced to the new roof line. This will add an additional \$3,050 to the overall contract price.
- 9.17 The removal of the front canopy has resulted in sheets of iron needing replacement. It will be impossible to colour match the new sheets with the existing i-SITE roof and as this area is in the front of the building the decision has been made to replace the two sheets and repaint the roof to match Building 1. This will add an additional \$5,000 to the overall contract price.
- 9.18 The expected completion date for these works is 19 August 2016. At the time of writing this business paper work remains on track.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

August 2016

Document No: A323065

Report To: Council



Meeting Date: 2 August 2016

Subject: Progress Report: Regulatory Update

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with an update on the Regulatory portfolio.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
- 3.1.1 Legislative – the District Plan and Resource Management Act has very clear requirements and timelines.
 - 3.1.2 Monitoring and Enforcement – there is a risk that monitoring and enforcement could result in unintended consequences.

Background

- 4.1 It is important that elected members are kept up to date with WDC's Regulatory functions.
- 4.2 A progress report is prepared for Council briefly outlining recent activities of note in relation to regulatory functions.
- 4.3 In some cases where a more detailed response is required separate business papers will be prepared.

Commentary

5.1 Environmental Health

- 5.2 WDC's Environmental Health Officer held a workshop for businesses holding an alcohol on-licence on Tuesday 19 July 2016.

- 5.3 Operators of on-licensed premises will transition to the Food Act by 31 March 2017 when they must apply for and register their food control plan.
- 5.4 Representatives from 11 out of the 14 on-licensed premises attended the workshop.
- 5.5 The workshop was interactive and designed to assist food business operators and their key food handlers with putting into practice the food control plan templates produced by the Ministry for Primary Industries.

5.6 Climate Change Adaptation

- 5.7 The Ministry for the Environment would like to promote greater engagement and coordination between central and local government around the issue of climate change adaptation.
- 5.8 The Ministry for the Environment reviewed the three guidance manuals for Local Government and their summary publications on adapting to climate change during 2014. The guidance was reviewed due to significant developments in international science and domestic policy relating to climate change adaptation since the current guidance was published.
- 5.9 The Local Government Guidance manuals will be updated in a staged approach, beginning with new climate projections due in the first half of 2016 and coastal hazards guidance due in the second half of 2016.
- 5.10 Under the Resource Management Act 1991 Local Government is required to consider the effects of a changing climate on their communities. They are also required to incorporate climate change into existing frameworks, plans, projects and standard decision making procedures. A climate change perspective is now integrated into activities such as flood management, water resources, planning, building regulations and transport.

5.11 National Monitoring System Data On-line

- 5.12 The National Monitoring System (NMS) has reached a milestone with the public release of data, and a selection of findings online.
- 5.13 The NMS is all about changing the way the RMA is monitored, and it is the first step towards becoming more outcomes focused. For example, the Ministry for the Environment has been using the NMS data to inform the development of policy for the Resource Legislation Amendment Bill; minimise unnecessary information requests to councils; and inform updates to guidance material.

5.14 Freedom Camping

- 5.15 A LGNZ webinar briefing opportunity is scheduled for 11 August 2016.
- 5.16 The session will be facilitated by EquiP Associate, David Hammond.
- 5.17 The webinar is designed to assist Councils to develop a broad freedom camping strategy to address issues in their own areas.
- 5.18 The webinar will address:
 - Contemporary research on the value that freedom camping brings to areas and how this value can be captured in a freedom camping strategy;

- Describe the main problems which emerge in freedom camping and the range of methods to address these issues;
- Identify and critique the range of regulatory tools suitable for councils to manage freedom camping; and
- Develop a structure for a balanced freedom camping strategy suitable for participants' own areas.

5.19 Heritage Forum

5.20 Waikato Regional Council has taken the lead to facilitate the establishment of a Regional Heritage Forum and implementing chapter 10 of the Regional Policy Statement (RPS) – Managing Historic and Cultural Heritage.

5.21 The next steps can be summarised as follows:

- Engagement with Iwi maori after the Wai Ora – He Rautaki Whakapaipai / Healthy Rivers Plan for Change project is completed (currently scheduled for August 2016.)
- Establish a Heritage Working Group (HWG) with Iwi representation to meet and discuss approaches for Iwi engagement. Draft terms of reference will be developed.
- Wider stakeholder group meeting in November 2016 to discuss Heritage Forum terms of reference; roles and responsibilities.
- Heritage Forum established by the end of 2016.

5.22 The Waikato Regional Council will continue to play a key part in facilitating the Regional Heritage Forum and provide technical support through their Spatial and Information Team.

5.23 Building Control

5.24 182 building consents were issued during the period of 1 July 2015 to 30 June 2016 with a value of \$22,933,563 compared to 155 consents issued at the same time last year at a value of \$11,589,788.

5.25 IANZ Audit

5.26 The IANZ review of Waitomo District Councils Building Consent Authority (BCA) was undertaken from 28 to 30 June 2016. The review is undertaken every 2 years to ensure the BCA has implemented and is following Building (Accreditation of Building Consent Authorities) Regulations 2006.

5.27 The regulations set the minimum requirements for policies, procedures and systems to perform building control functions. Maintaining accreditation as a BCA allows WDC to process and issue building consents, complete building inspections and all other building functions under the Building Act 2004.

5.28 It is pleasing to report Waitomo District Council, for the second audit in a row, achieved no corrective actions throughout the audit process. This is a reflection of transparency and accountability in WDC's building control processes and a robust quality assurance system. Full credit and acknowledgement to WDC's building control team.

Suggested Resolution

The Progress Report: Regulatory Update be received.

A handwritten signature in blue ink, appearing to read 'H Beever', written in a cursive style.

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

August 2016

Document No: A320292

File No: 037/005B

Report To: Council

Meeting Date: 2 August 2016

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

1.0 Purpose of Report

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

2.0 Local Government Act S.11A Considerations

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

3.0 Risk Considerations

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

4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

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

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

4.6 Capital Works

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

4.8 Water Rates and Charges

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

5.0 Commentary

5.1 Te Kuiti Water Supply

5.2 The repairs to the Filter 1 and 2 will involve breaking out of the existing structure and new, stainless steel filter barrels installed in their places.

5.3 The concrete footing was stabilized by injecting cement based grouting into the substructure.

5.4 The Level 4 Water Restrictions are being kept in place during the filter repair work resulting from the crack in the filter wall.

5.5 Te Kuiti Wastewater

- 5.6 During the King Street East storm water pipe repairs a level inspection was done on the surrounding manholes, including the sewer manhole. It was noticed that the sewer manhole had higher than normal water level because of increased flow. It was subsequently established that this section of sewer pipe was not cleaned, as the distance between the 2 manholes (King Street East to Alexandra Street, exceeds 300 m along Taupiri Street.
- 5.7 A second manhole, half way between the 2 existing ones was installed.
- 5.8 Tenders are invited to replace the section of sewer pipe underneath KiwiRail from Carroll Street toward Alexandra Street.
- 5.9 Tenders are also invited to replace a section of pipe, including the installation of 2 new manholes, in Nettie Street that is buried underneath a set of flats.

5.10 Te Kuiti Stormwater

- 5.11 The Stormwater reticulation network is designed for 1 in 2 year rainfall events.
- 5.12 Tenders have been invited to replace the Edward Street Storm Water pipe that had initial problems corrected. The rest of the pipe is now being attended to.
- 5.13 Tenders are being invited for the rerouting of a section of pipe in Hill Street that was identified during the Haines Terrace infrastructure replacement work. The exiting section of pipe is buried underneath 3 houses and is also in poor condition with temporary work done to it to alleviate pipe collapses.
- 5.14 The new pipe will be rerouted to follow Hill Street away from Ward Street.

5.15 Piopio Water Supply

- 5.16 No exceptional incidents occurred during this period.

5.17 Piopio Wastewater

- 5.18 No Exceptional incidents occurred during this month.

5.19 Benneydale Water Supply

- 5.20 No incidents to report.

5.21 Benneydale Wastewater

- 5.22 Due to the current work programme the Benneydale Sewer Bridge repairs have been delayed till the end of August. This delay is also due to the heavy rains that we have experienced.

5.23 Mokau Water Supply

- 5.24 The heavy rains have delayed completion of the Upper Dam Safety Upgrade works at the Mokau dams. The contractor has, however, caught up and the only remaining work outstanding is the grass seeding of the excavated areas..

5.25 Te Waitere Wastewater

- 5.26 Te Waitere Wastewater pump stations operated without any faults.

6.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Work is delayed due to backwash pump issues and the unforeseen filter break down	\$775,784.47
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$1,039,213.12
Mokau mains replacement	\$48,000	March 2016	Deferred to next financial year due to funding constraints	\$0
Mokau Dams Safety Upgrade	\$154,000	April 2016	Contract nearing completion. New completion date is end of June 2016	\$30,276.20

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	July 2016	Tender Documents and scope nearing completion	\$0
Carroll Street Pipe Insertion	\$45,000	July 2016	KiwiRail Grant received and lodged. Tender Documents and scope nearing completion	\$0
Nettie Street Pipe Reroute	18,000	October 2016	Tender Stage	\$0
Benneydale Sewer Rehabilitation	\$35,000	End August 2016	One pipe bridge requires repairs and 3 minor faults are to be rectified	\$21,485.00
Piopio Septic Tanks Enlargement	\$20,000	Completed	Both Owl's Nest and Fat Pigeon tanks have been installed and are operational.	\$21,062.97

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80.000	July 2016	Documentation being prepared	\$6,669.22
King Street East Pipe insertion	\$130,000	Substantially Completed	Contractor has started.	\$123,374.78

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS



Document No: A323587

File No: 037/005B

Report To: Council

Meeting Date: 2 August 2016

Subject: Progress Report: Solid Waste Activity

1.0 Purpose of Report

1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.

5.3 **Solid Waste Services**

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

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

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

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

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

3 **Street Side Recycling Stations** at –

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 **Management of Solid Waste Services**

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

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

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

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

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

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

5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

5.13 **Service Requests / Complaints**

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

5.15 Almost all of the Service Request complaints received for kerbside refuse or recyclables not being collected, were due to the person placing the bag or recycle bin out too late.

5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2015/2016 include:

Description	15/16	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Kerbside Refuse not collected	7	2	1	1	4	1
Landfill Complaint	0	0	0	0	0	0
Transfer Station Complaint	3	1	1	0	0	0
Litter Bins not being emptied	4	1	1	1	0	0

Description	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Kerbside Refuse not collected	2	3	1	1	1	2
Landfill Complaint	0	0	0	3	3	0
Transfer Station Complaint	0	0	0	0	0	0
Litter Bins not being emptied	0	0	2	0	0	0

6.0 Te Kuiti

6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.

6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

6.3 Emissions Trading Scheme

6.4 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.

6.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.

6.6 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

6.7 Landfill Volumes

6.8 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2015	Tonnes Deposited Aug 2015	Tonnes Deposited Sept 2015	Tonnes Deposited Oct 2015	Tonnes Deposited Nov 2015	Tonnes Deposited Dec 2015
Deposited to Date	162,589.81	163,378.82	164,437.24	165,215.73	165,964.42	166,793.23
WDC Bags Collected		1.25	1.74	1.71	2.17	2.31
Total over Weighbridge		834.51	1086.00	838.44	832.83	869.41
Less Diverted Recycle		- 33.46	-16.13	-28.25	-74.35	-30.48
Less Stock out Gate		- 13.29	-13.19	-29.70	-9.79	-10.12
Total To Landfill		789.01	1058.42	778.49	748.69	828.81

Description	Tonnes Deposited Jan 2016	Tonnes Deposited Feb 2016	Tonnes Deposited Mar 2016	Tonnes Deposited Apr 2016	Tonnes Deposited May 2016	Tonnes Deposited June 2016	Tonnage Space Available
Deposited to Date	167,533.67	168,333.22	169,103.40	169,991.12	170,711.47	171,524.80	60,475.22
WDC Bags Collected	2.35	1.24	2.06	2.34	2.02	1.71	

Total over Weighbridge	785.30	845.13	836.47	945.42	760.89	883.23	
Less Diverted Recycle	-24.60	-34.34	-31.58	-38.45	-24.63	36.00	
Less Stock out Gate	-20.26	-12.48	-36.74	-21.62	<u>-17.93</u>	25.63	
Total To Landfill	740.44	799.55	770.21	887.69	720.35	813.31	

6.9 Recyclables

6.10 Diverted recyclables = 36.00 tonnes

6.11 Capital Projects

Description	Estimate / Budget	Actual July 2015	Actual August 2015	Actual September 2015	Actual October 2015
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70	\$27,778.70	\$27,778.70	\$104,681.31

Description	Estimate / Budget	Actual Nov 2015	Actual Dec 2015	Actual Jan 2016	Actual Feb 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$104,681.31	\$104,681.31	\$104,681.31	\$104,681.31

Description	Estimate / Budget	Actual March 2016	Actual April 2016	Actual May 2016	Actual June 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$104,681.31	\$104,681.31	\$104,681.31	\$104,681.31

6.12 There have been no changes in capital expenditure since October 2015.

6.13 Development of the Cell 3

6.14 Development of Cell 3 is largely complete with only some remedial work outstanding. A total of \$41,580.00 excl. GST has been retained for repairs. This was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount is \$37,704.97 excl. GST.

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

6.16 High Wall Shaping

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

6.18 Recycling Shed

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

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

6.21 Bi Annual Waste Audit

6.22 In accordance with MFE requirements the Solid Waste section has carried out an audit of collected Kerbside refuse. The audit was carried out in two phases.

6.22.1 Phase one was carried out on Friday 8 July when the team sifted and audited 20 kerbside collected bags and recycling material from the Te Kuiti area.

6.22.2 Phase two was carried out on Tuesday 12 July when the team sifted and audited 30 kerbside collected bags and recycling material from the rest of the Waitomo District's wards.

6.22.3 A full report will be submitted to Council with the methodology, result and impact of the waste audit.

Suggested Resolution

The Progress Report: Solid Waste Activity be received.



Kobus du Toit
GROUP MANAGER – ASSETS

Document No: A 323845

File No: 037/005B

Report To: Council**Meeting Date:** 2 August 2016**Subject:** Solid Waste Services Procurement

Purpose of Report

- 1.1 The purpose of this business paper is to seek guidance from Council to provide direction in relation to the procurement of a new Solid Waste Services contract.

Local Government Act S.17A Considerations

- 2.1 In terms of the requirements set out in Section 17A Council aims to review the cost effectiveness of the current arrangement as far as it meets the needs of the community within the district in terms of the Solid Waste Management component of Council's service.

Background

- 3 The Solid Waste Activity Management and Minimisation plan (SWAMMP), a legislative requirement under the Waste Minimisation Act 2008, intent is to demonstrate responsible stewardship of Council's waste disposal assets and services on behalf of its customers and stakeholders.

Solid waste management is a significant activity for the Waitomo District. The rationale for this service is to ensure that the natural environment is protected from detrimental effects of solid waste disposal, and that the waste disposal needs of the District community are met.

SCOPE OF WDC ASSETS USED TO PROVIDE SERVICE

WDC owns and operates the following assets for the delivery of solid waste activity:

Asset	Activities	Ownership/Operator
Waitomo District Landfill	Greenwaste collection Recycling drop off Waste to landfill Composting	Waitomo District Council Envirowaste
Piopio Transfer Station	Recycling drop off Waste to landfill	Waitomo District Council
Marokopa Transfer Station	Recycling drop off Waste to landfill	Waitomo District Council
Benneydale Transfer Station	Recycling drop off Waste to landfill	Waitomo District Council
Kinohaku Transfer Station	Recycling drop off Waste to landfill	Waitomo District Council

Asset	Activities	Ownership/Operator
Awakino Transfer Station	Recycling drop off Waste to landfill	Waitomo District Council
Waitomo Village, Mokau, Marokopa and Piopio	Recycling bins	Waitomo District Council

SUMMARY OF ACTIVITY

The following area based services are provided under the Solid Waste Activity:

Location	Bagged refuse collection	Kerbside recycling collection	Litter Bin emptying	Waste Transfer Station (WTS)	Landfill	Recycling centre
Te Kuiti	✓ (Friday)	✓ (Friday)	✓ (Daily)		✓	✓ (At landfill)
Piopio	✓ (Tuesday)	✓ (Tuesday)	✓ (2x week)	✓		✓ (At WTS)
Benneydale			✓ (Daily)	✓		✓ (At WTS)
Marokopa			✓	✓		✓ (At WTS)
Kiritehere			✓ (Weekly)			
Kinohaku				✓		✓ (At WTS)
Awakino	✓ (Tuesday)	✓ (Tuesday)		✓		✓ (At WTS)
Mokau	✓ (Tuesday)	✓ (Tuesday)	✓ (3x week)			
Waitomo	✓ (Tuesday)	✓ (Tuesday)	✓ (Weekly)			

RESOURCE CONSENTS

WDC holds five separate consents issued by Waikato Regional Council authorising the current Waitomo District Landfill operation and controlling the environmental effects of the activity. The consents attaching to the Waitomo District Landfill are summarised as follows:

Consent No.	Date Issued	Activity Authorised	Expiry Date
101753	8 February 1999	Placing up to 232,000 tonnes of Municipal waste onto or into land	31 December 2033
101754	8 February 1999	Discharge of contaminants into air	31 December 2033
124718	3 August 2012	Discharge of up to 0.65 m3 of leachate per day into the ground	31 December 2033

A land use consent and site designation, issued by Waitomo District Council, is also in place for the site

In addition, there are five separate closed landfills across the district with associated consents to monitor WDC's aftercare responsibilities.

The key policies of the AMP, designed to deliver waste services to the Waitomo District community, are:

- a. Continuation of the existing kerbside collection of bagged refuse and recyclables to existing areas
 - b. Maintaining a network of waste transfer stations to rural townships to support district wide public accessibility to recycling and/or disposal facilities outside Te Kuiti
 - c. Maintaining a common schedule of fees and charges across the Waitomo District Landfill and all waste transfer stations.
 - d. Ensuring the most cost effective waste minimisation and disposal service possible under local conditions.
- 3.1 WDC and EnviroWaste Service Ltd (ESL) trading as Supa Bins entered into an agreement in September 2009, to facilitate the provision of waste services within the Waitomo District. The contract period of 7 years expires on the 1 November 2016.
 - 3.2 There are currently three existing components to this Solid Waste services contract. These includes the following work streams;
 - 3.2.1 Landfill Management Services. 500/08/19
 - 3.2.2 Kerbside collection services. 500/08/20
 - 3.2.3 Transfer Station Collection services. 500/09/004
 - 3.3 Council's current contractual agreement with ESL encompasses all three these work streams but as individual contracts.
 - 3.4 With the existing contract's expiry date in mind Council is requested to provide guidance as to the procurement methodology in relation to Section 17 A.
 - 3.5 The existing available space at the landfill site at the end of June 2016 was **60465 Tonne**
 - 3.6 The current deposit of refuse into the landfill averages approximately 10,000 tonnes per year. Thus an estimated operational lifespan of approximately 6 years.
 - 3.7 In terms of Section 17A of the Local Government Act 2002 the following considerations is taken into account to determine the way forward with the Solid Waste Management Contract.
 - 3.7.1 A review of the cost effectiveness of the current arrangements.
 - 3.7.2 The existing contract has been in place for over 7 years.
 - 3.7.3 Responsibility for governance is exercised by the local authority and the responsibility for the delivery of service is carried out by another person or agency.
 - 3.8 According to the functionality of the service to be aligned with the requirements set out in Section 17A Sub Clause 5, the following aspects are taken into consideration.
 - The service level required,

- The performance standards, KPI's and targets which are to be measured,
- Meeting the delivery costs,
- Enforcement of accountability,
- Risk management,
- Performance evaluation criteria to be applied,
- Penalties and/or consequences for non performance.

<h2>Commentary</h2>

4.1 With the existing contract coming to an end the following considerations for the continuation of the Solid Waste Management Service has been considered.

- **Maintain Status Quo,**
- **Bringing the service In House,**
- **Engagement into a Shared Services Venture,**
- **Testing the market.**

4.2 As part of the process the benefit and risks involved in each consideration is set out below.

4.3 Maintain Status Quo

4.3.1 Should Council use its discretion and opt to continue with the existing contract, the services of Envirowaste will be retained. The following benefits and risks to Council have been identified.

4.3.1.1 Benefits

- There is a long standing relationship in place and the existing contractor provides a satisfactory service.
- The existing contractor understands the network and has established relationships within the wider area and within Council.
- The contractor understands Councils expectations, operation methodology and the infrastructure is in place.
- The resources are in place and functions well.
- The existing contractor contributes to Council's revenue stream with income derived from 'out of district' waste streams. This income is in the region of \$450,000 per annum.

4.3.1.2 Risks

- There is a risk involved that the Council does not derive the best value for money for the service due to the fact that the market has not being tested

for quite a period therein that the contractor's price attributes is not weighed up against a competitive market.

- The risk of losing income of approximately \$450,000 per annum from the 'out of district' waste streams brought in by Envirowaste as part of the contract which is currently in place.

4.4 In House Service

4.4.1 This would require Council to bring this service in house and have council appointed staff to carry out this service on behalf of Council.

4.4.1.1 Benefits

- Creates potential opportunities in local job market.
- Council can be more responsive and exercise better or stricter control over the functionality and adapt the service as it deems fit without having the contractual requirements to be concerned with or constrained by.
- Council will receive full financial benefit.

4.4.1.2 Risks

- Council will have to go through a recruitment process and might find difficulty in finding suitable candidates to carry out the required work.
- The existing resources such as Huka bins, wheelie bins, and recycling bins belong to the existing contractor, they will remove these resources, the cost to Council to replace and put these resources in place will be significant.
- Council will also have to acquire expensive vehicle resources such as Compactors, Refuse trucks, diggers, graders and or tipper trucks to manage this activity and maintenance of the landfill.
- These resources will render continuous logistical requirements, maintenance and budget requirements.
- Waste treatment, collection and disposal services are considered a 'high-risk sectors' for the purposes of the Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016. This classification code brings with it increased responsibilities and requirements in terms of Health and Safety which would exceed council's currently capacity in this area.

4.4.1.2.1 No money has been allocated for this consideration in the LTP.

4.5 Engagement into a shared service Venture.

4.5.1 A Shared Services venture has also been considered. The following benefits and risks have been identified.

4.5.1.1 Benefits

- There could be a benefit to Council in that the cost for the services is shared with other local authorities.

- A collaboration of operational efforts from the contractor to carry out an extended service to the benefit that extends over more than just one district.

4.5.1.2 Risk

- Resource consents from the different District and Regional Council's expires at different times and therefore makes it difficult to incorporate this into one service.
- Lack of participation or a reluctance thereto to engage into a Shared Services Venture due to a conflict of interest between Councils.
- Joint venture contracts are not necessarily the best option for Council to enter into, as each Council is looking after it's own interests, have different priorities and areas of preference.

4.6 Tender for a new Contract

4.6.1 The tender for a new Contract has different benefits and risks when considered against the three options highlighted in previous sections. The following Benefits and risks have been identified;

4.6.1.1 Benefits

- A new Contract will provide Council with an opportunity to compare and test the current market.
- It can provide an opportunity for other service providers and the local market with the capacity to render the required service at a level that would be acceptable to Council.
- The formalization of a new Contract to align the revenue stream and serviceable network.
- It provides the opportunity to Council to conform to the requirements as set out in Section 17 A of the Local Government Act 2002
- A new contract will provide an opportunity to Council to introduce strengthened Performance Evaluation systems.

4.6.1.2 Risks

- If the existing contractor does not win the tender, of a potential loss of income around \$450,000 p.a. from the 'out of district' waste streams provided by ESL. That risk could be mitigated if Council were able to negotiate with ESL to separate out the two business operations, ie out of town refuse vs Waitomo district.
- Logistical change over from the existing contractor to the new contractor, could pose potential problems in providing the resources on commencement date of the contract.

Recommendations

- 5.1 Based on the evidence provided above it is proposed that a Council test the market for a Solid Waste services contract
- 5.2 That the contract period is set at 5 years with the option of extending (to a maximum of 7 years) the contract period based on the available capacity of the landfill.
- 5.3 That the three work streams be amalgamated into one Solid Waste services contract. This will enable better integrated management thereby creating an opportunity to make efficiency gains in terms of contract management and operational costs.
- 5.4 To evaluate the tender on a Lowest Price conforming basis as contained in Council's Procurement policy.

Suggested Resolution

- 6.1 The Report on Solid Waste services procurement consideration be received.
- 6.2 That Council has considered the available options tabled and **SUPPORT/NOT SUPPORT** the recommendations as set out above to procure a new tender to acquire the services of a service provider for a contract period as stipulated to deliver the Solid Waste Services on behalf of Waitomo District Council.



KOBUS DU TOIT
GROUP MANAGER - ASSETS

21 July 2016

Document No: A323580

File No: 037/020/12B

Report To: Council

Meeting Date: 2 August 2016

 Subject: Progress Report: Monitoring Against
 2015-2025 Long Term Plan – Land
 Transport

1 Purpose of Report

1.1 The purpose of this business paper is –

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

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

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Rooding Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2015 to 2018 (Road Safety Promotion 431–433)
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 Summary of Network Issues
- 12 One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 Road Maintenance - Procurement
- 16 Road Maintenance – Progression Report

2 Local Government Act S.11a Considerations

2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community.

2.2 The provision and maintenance of the 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 Roothing division. The Roothing capital works programme is reported separately, except for the Roothing Capital Works budget, which is reported with this business paper.

5 Background

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

6 Roothing Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (62% FAR rate) for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2015/2016 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2015/2016 Maintenance Expenditures Budget

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 (Excluding Admin Services for Roothing and Loss on Asset Disposal) but including the total Road Safety Promotion budget of \$120,000

8 Road Safety Promotion

- 8.1 **Introduction**
- 8.2 Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.

- 8.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.
- 8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan for the 2015/16 year is **on hold** until a replacement or other option is in place. Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.
- 8.5 **Road Safety Funding**
- 8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (62% for 2015-16, but changing each year if the FAR rate changes). It is noted that the ODC FAR rate is 56% for 2015/16.
- 8.7 **Historic Outcomes Targeted**
- 8.8 The work used to be based on the following targets (typical examples) of the different actions successfully completed in the past:

9	2015/2016 Maintenance Expenditures Budget
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- 7.1 The LTP-budget for 2015/16 is \$5,030,528 (Excluding Admin Services for Roading and Loss on Asset Disposal) but including the total Road Safety Promotion budget of \$120,000 (Of note is that the corresponding NZTA budget is \$130,000, which is the budget used for the driver training program currently being set up).
- 8.9

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

PROJECT	DESCRIPTION	DATE
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	
Rural Roads	500 Safe'T'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	

8.10 **Future Situation**

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

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

8.12 WDC and ODC have indicated a preference to continue working together on a joint ODC/WDC community delivery model. The WDC's stated focus is on young driver training. The other targets (as described above) are of very low priority in that context. ODC supports the primary focus, but has indicated that they would still want to also fund some other targets besides the young driver training. They may also opt to add some discretionary funding to help fund their targets. A proposed program is under development to submit to the NZ Transport Agency for approval. The objective at this stage is to develop a 3-year program that includes a primary focus on young driver training outcomes.

8.13 The proposal is currently being developed by a joint WDC and ODC team. The latest meeting was held on 18/04/2016 and Hillary Karaitiana - the Social Sector Trials manager attended and informed the group about important considerations. Also of note is that the NZTA had appointed a consultant to assist them with this programme. His name is Kevin Collins. A draft proposal is under development and is being discussed with Kevin Collins.

8.14 The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. The working group for this exercise is Kobus du Toit, Johan Rossouw, Helen Beaver, Donna MacDonald and Roger Brady. Sign-off will be given by the executive group consisting of Chris Ryan, Brian Hanna, Max Baxter and Roger Brady.

8.15 This working group has had several meetings over the last three months and the draft proposal has been presented to Kevin Collins of the NZ Transport Agency. Kevin Collins has sent an update dated 20 May 2016 to confirm a meeting for 2 June 2016 with the working group to discuss and decide further details in order to submit the completed proposal to NZTA by mid June. WDC and ODC will then have to put an updated activity plan into TIO from 1 July 2016, complete the evaluation of this year's program on the current activity plan and collaborate with NZRTA on some media releases about the programme.

8.16 The working team has finalised a proposal to the Te Kuiti Community House and is awaiting a signed Service Delivery Agreement from them, which will then be considered by WDC and ODC for formal acceptance.

10	2015/2016 Operating Expenditure
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10.1 **Budget Update**

The over expenditure of some sub-categories in this Maintenance expenditure budget is balanced for by under expenditures on other Maintenance expenditure sub-categories. These budgets will have to be adjusted with the start of the next 3-Year GOP funding cycle.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,030,528	\$4,705,197	Expenditure to date = 93.5%
Road Safety Promotion 431 – 433	\$120,000	\$27,526	Currently under re-evaluation. The NZTA corresponding total budget is \$130,000
Emergency First Response 106 (GL = 730 31 715)	\$180,000	\$241,344	Works done under this category include trees blown down over roads and slips. This budget was an estimate only as actual environmental events drive this expenditure.
Environmental Maintenance 121	\$400,000	\$561,465	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 Works, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$44,878	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. This budget was an estimate only as actual usage patterns drive this expenditure.
Level Crossings	\$15,000	\$28,828	As required by Kiwi rail. This budget was an estimate only as actual repairs required by Kiwirail drive this expenditure.
RBU Unit Costs	\$1,051,528	\$843,898	Salaries, overheads, RAMM Asset Costs and some consultant fees make up this expenditure.
Routine Drainage Maintenance 113	\$380,000	\$395,824	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	\$1,517,381	Pre-reseal works and general sealed pavement maintenance make up this expenditure.
Structures Maintenance 114	\$175,000	\$152,369	Routine maintenance on guardrails and bridge decks make up this expenditure.
Traffic Services Maintenance 122	\$100,000	\$34,373	District wide maintenance of Signs and road furniture make up this expenditure.
Street Lights Maintenance 122	\$179,000	\$246,578	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$610,733	Re-metalling of unsealed roads.
Asset Management Plans	\$0	\$0	As required every 3 rd year.

10.2 **Spending and Budgeting Advisory:**

- 10.3 In general, it is of note that the current budget falls within the 3-Year GOP budget grouping of 2015/16 to 2017/18. This means that the NZ Transport Agency allows flexibility in the budget so that funding can be carried over between the different financial years.
- 10.4 Due to the reasons explained above, the intention is that the bulk of the current budget for Road Safety Coordination will be carried over to the next financial year. The expectation is that only about \$30,000 of the current \$120,000 budget will be spent by ODC.
- 10.5 The current budget for Emergency First Response is \$180,000 and we expect to spend up to about \$240,000 by the end of this financial year due to more first Response works required. The expectation is that the shortfall will be funded from the unspent portion of the \$820,000 budget available for Emergency Projects which, for the first time in many years, has not been required as Waitomo has not suffered any large scale (over \$100,000 events).
- 10.6 Current budget for Environmental Maintenance is \$400 000, and we expect to spend up to about 560,000 by the end of this financial year due to the reason that works that previously qualified under Emergency works, now has to be done under this category. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance and any available Emergency funds.
- 10.7 The current budget for Stock Effluent is \$30,000 and we expect to spend up to about \$45,000 by the end of this financial year due to the fact that this is the first year that this facility is in operation. There are more trucks using this facility than anticipated. The Regional Council contributes a maximum of \$15,000 to this and NZTA the FAR rate. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 10.8 The current budget for Level Crossings is \$15,000 and we expect to spend up to about \$27,000 by the end of this financial year due to Kiwirail costs for repairs which they pass on. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 10.9 The current budget for Routine Drainage Maintenance is \$380,000 and we expect to spend up to about \$395,000 by the end of this financial year due to having to do substantially more culvert cleaning. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 10.10 The current budget for Sealed Pavement Maintenance is \$1,400,000 and we expect to spend up to about \$1,517,000 by the end of this financial year due to the high lip requirement. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.
- 10.11 The current budget for Structures Maintenance is \$175,000 and we expect to spend up to about \$152,000 by the end of this financial year due to lower maintenance requirements this year. This balance will be used to fund other maintenance categories.
- 10.12 The current budget for Street Lights is \$179,000 and we expect to spend up to about \$246,000 by the end of this financial year due to the demand. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.

10.13 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$611,000 by the end of this financial year due to lower maintenance requirements. This balance will be used to fund other maintenance categories.

11 2015/2016 Capital Expenditure

11.1 The total LTP-budget for 2015/16 is \$5,500,000 and although it is fully subsidised, it must be noted that there are several conditions for subsidy and also of note is that the NZTA does not allocate a specific budget for the Emergency Works category. Instead, they do allow for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events.

11.2 The over expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.

11.3 A separate report to Council serves to report progress details on the Major Capital Works.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,500,000 or \$4,680,000 excluding Emergency Category	\$4,315,855	Expenditure to date = 78.5% or 88% excluding Emergency category
Minor Safety Improvements	\$230,000	\$95,746	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	\$0	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231	\$80,000	\$56,132	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	\$270,181	Upgrading of Network wide drainage assets.
Minor Improvements 341	\$100,000	\$317	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	\$1,186,385	The annual Pavement Rehabilitation Contract. Delays in Environmental Consents contributed in the decision to postpone one project.
Sealed Road Surfacing 212	\$1,300,000	\$1,385,302	The annual Reseals Contract is now part of the new Maintenance Contract.
Structures Components Replacement 215	\$200,000	\$265,503	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	\$179,093	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	\$683,432	Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141	\$820,000	\$193,763	To be prioritised as they may happen.

11.4 The expected full year spending at end of June 2016 is \$4,316,000, which is about \$1,184,000 below budget. The bulk of this is from savings by not having had the huge emergency type damages due to weather events.

12	Summary of Network Issues
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- 12.1 Kawhia Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised. Mass concrete blocks have been installed along some sections of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. Further sections will be completed over time as funding allows. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A work programme has been compiled, subject to Consent approval from WRC and Iwi consultation and is reported under the Major Capital Works Report.
- 12.2 Extreme weather over the last few summers resulted in an increase of expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust. This ongoing work is now starting to show resulting improvement in the general condition of unsealed roads.
- 12.3 Hazardous trees are becoming a regular issue on many roads, including Te Anga, Boddies, Fullerton and Lees Block Roads. These are dealt with under the emergency reaction budget. Inframax has priced it as reactive works and it is currently estimated that the removal of these trees would cost approximately \$18,000.00. Work is ongoing.
- 12.4 The Oparure Road pavement rehabilitation program is completed and is reported under the Major Capital Works Report.
- 12.5 The Totoro Road pavement rehabilitation of the first section is deferred to the next financial year due to consent issues and additional funding requirements and is reported under the Major Capital Works Report. (The second section of Totoro Road pavement rehabilitation was completed in 2014/15.)
- 12.6 The structural Bridge Maintenance Contract is completed.
- 12.7 The Kumara Road underslip repair project is completed and is reported under the Major Capital Works Report.
- 12.8 Some of the capital projects (Mangatoa Rd slip, Te Waitere Rd underslip, Taharoa Rd subsidence) have been started only up to the phase of survey and concept Design and is reported under the Major Capital Works Report. Funding balances will be carried over to the next financial year as applicable.
- 12.9 As previously reported, it has transpired that the previous Maintenance Contractor – Downer, has not completed the cleaning of all the storm water culverts under roads as part of their contractual requirements. Subsequent inspections have revealed 107 (priority one) blocked culverts, which is now being cleaned by the incumbent contractor, Inframax. This work is being done on day rates and the final cost is unsure as the amount of work required to clean these culverts can vary from about one hour to several hours per culvert. Careful record keeping is in place to record this. This work has commenced and is expected to carry on over the winter months as long as required. The budget impact may be significant and at the moment is estimated at around \$170,000 according to an estimate by ICL. A second batch of (priority two) culverts is also blocked and are under consideration for cleaning after the priority one group is completed.

13	One Network Road Classification (ONRC)
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- 13.1 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.
- 13.2 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.
- 13.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
 - The second element is the Customer Levels of Service (CLoS), defining the “fit for purpose outcomes” for each category in terms of mobility, safety, accessibility and amenity.
 - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 13.4 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 13.5 Definition and clarification around the meaning of “Fit for Purpose” is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 13.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary “Transition Plan”.
- 13.7 **Financial Status**
- 13.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.

- 13.9 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.
- 13.10 **Assessment of Significance and Engagement**
- 13.11 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.
- 13.12 **Maintenance and renewing sealed pavements under ONRC**
- 13.13 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.
- 13.14 The One Network Road Classification framework has customer levels of service related to:
- Effective access
 - Pavement safety
 - Ride comfort, and
 - Cost effective provision.
- 13.15 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :
- Impede access
 - Are unsafe
 - Are uncomfortable
 - and that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

14 RATA (Road Asset Technical Accord)
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- 14.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 14.2 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.

- 14.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. It is of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it could affect the usefulness of that effort.
- 14.4 RATA has an Offer of Service form BECA consultants to carry out traffic volume counts and vehicle classification counts on behalf of RATA. The intention of engaging BECA is to review and improve participating councils RAMM data quality. The benefits in engaging the services of one service provider is:
- Consistent confirmation of data health
 - Identified numerous deficiencies and improvement requirements
 - Saving \$17,000 vs engaging consultants separately
- 14.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to “showcase” good examples of how we dealt with specific challenges.
- 14.6 In February 2015 a Road Asset manager’s forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 14.7 WDC will take up the RATA managed traffic counting program in future. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.
- 14.8 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by mid 2017, is currently a main focus at RATA to develop understanding and best practice.
- 14.9 RATA has also sent an e-mail outlining Waitomo DC’s data collection commitments (Attachment No 1) for the years ending 30 June 2017 and 30 June 2018. To note that the invoicing process will be different from 1 July 2016. The total expected commitments will be billed quarterly in four equal instalments with the first invoice being issued in July. At the end of the year there will be a wash up resulting in either an additional invoice or a credit.
- 14.10 A new Multi Party Funding Agreement for the next 3 Year term is up for renewal.

15 Streetlighting (LED)

- 15.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED

Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded

- 15.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 15.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 15.4 WDC will access NZTA subsidies to convert to LED street lighting. Technology has reached the point where LED Street lighting could be the better choice offering reduced energy consumption and proven maintenance savings. A business case has been prepared for the conversion subsidy offered.
- 15.5 A new tender for the Street Light Maintenance Contract was put out on tender and only one tender had been received (from Alf Downs, the incumbent contractor). The tender was awarded to Alf Downs. This document was prepared to accommodate the LED Replacement project scheduled over the next five years and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.

16 The Road Maintenance Contract – Progression Report
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- 16.1 The new maintenance contract started on the 1st of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 16.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 16.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 16.4 Monthly routine maintenance programmes will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 16.5 Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 16.6 The contractor term sits at the nine month mark (by end of June 2016) and the evaluation to assess progress and performance levels is ongoing. The new minimum performance level standards for the first four consecutive months have not been achieved. The technical performance in executing works is mostly acceptable, but an administrative issue such as late submission of programs and reports is a frustration. The start of the new form of contract (first six months period) was a settling in period for many new requirements and the first six

months scores are not counted for the initial (Two years and six months) evaluation period. The target is a minimum average score of 400.

- 16.7 The Contractor has achieved an improved evaluation score over the last months. An average score of 400 over the next two and a half years will be required in order for the Contractor to qualify for an extension to the Contract term. The performance score for May 2016 is 400. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items.

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS

July 2016

Document No: 3584	File: qA551
Report To:	Council
	Meeting Date: 2 August 2016 Subject: Progress Report: Major Capital Works Report

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of progress on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roothing infrastructure, the three Waters and some projects in the Community Services area.

Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the renewal of all its assets as determined through prudent asset management to consistently meet the needs of the community.

Commentary

4.1 Roads

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	Completed
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Consent for 11 sites received
		Design & Contract documentation	Complete Tender advertisement targeted for July 2017
		Construction	Depend on Consent condition but to start next construction season (September 2016 at latest – if possible)
Totoro Road	RP 8.1 to RP11.1 Various slips – retreat into bank and improve drainage	Design & Contract documentation	Target end June 2018
		Tender	July 201
		Construction	September to December 2018
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016
		Construction	Complete
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Concept Designs	Final design on hold Solution accepted and progress dependent on NZTA funding approval

Location	Description	Action	Progress
Te Waitere Road	RP 0.45 Stream undermining road	Concept Designs	On shore construction – Consent application in process. Based on Kawhia Harbour Road process may take until early 2017 to get consent
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	On hold While monitoring earth movement
Maraeroa Road	Seal extension	Design & Contract documentation	In progress Construction completion targeted before 2016/17 summer period

4.2 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 1	Stage 1 – Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation – 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 – Delayed (refer to the commentary in the Waters Operations Progress Report in June 2016 Agenda)
Te Kuiti Water Treatment Plant - Additional work that become apparent	Renewal of reservoir roof structure	Steel structure corrosion turned out much worse than original assessment	Complete
	Filter & clarifier backwash storage & disposal	"Healthy rivers"	Complete
	Structural failure of filters 1 & 2	Investigation	In progress

Te Kuiti Water Treatment Plant - Phase 2	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design & Tender documentation	In progress
		Construction	October 2016 – April 2017
Te Kuiti Water Treatment Plant - Phase 3	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation & Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
Te Kuiti Water Treatment Filter shells	Structural failure of shells of filters 1 & 2 (of 4)	Investigation	Floor settled Remedy - Grouted
	Installation of new filters 1 & 2	Demolish existing filters 1 & 2	In progress
		Construct new filters Prefabricated stainless steel	Fabrication in progress Completion of both targeted for end August 2016

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

4.3 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Progress report elsewhere in this Agenda
CAB		Proposed layout provide	1 st week April 2016
		Layout confirmed by Committee not acceptable to CAB	3 rd week April 2016
		Reported to Council	27 April Council mtg
Railway Station platform Phase -1	Section from ramp between 1 & 2 to end of rubbish enclosure	Initial quote – patch with overlay	Specification for platform surfacing confirmed
		Quote for good finished preparation with concrete and or asphalt overlay	Received and approved
		Construction	Waiting for Kiwi Rail site safety approval and sign off.
Squash Club Drainage		Layout sketches	Complete
		Quotes	Close 29 March 2016
		Letter providing sketch & quotes to Club	7 April 2016
			A business paper dealing with this is contained elsewhere within this Agenda
Security Fence	Behind I- site	Design	Complete
		Tender docs	Being finalised
		Tender & Railway approval	In progress Tender Tentative August 2016
		Limited time construction	Waiting for Kiwi Rail site safety approval and sign off.
		– Kiwi Rail oversight	Tentative August - November 2016
Over Bridge	At I- Site	Structural investigation	Complete
		Design - Tender & Railway approval	In progress - Tentative August 2016
		Limited time construction	Waiting for Kiwi Rail site safety approval and sign off.
		– Kiwi Rail oversight – Close proximity to high tension power	Tentative August - November 2016
TK Campground	New development	Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Feasibility study & business case	August 2016
		Funding	2016-17 EAP process
Brook Park Entrance	Entrance Construction	Design & Tender documentation	Tenders went out 2016-07-17
Benneydale Toilet	Toilet construction	Design and tender documentation	In progress Tender advertisement targeted for end July 2016

Suggested Resolution

The Progress Report: Major Capital Works be received.

A handwritten signature in blue ink, appearing to read 'Rooyen', with a long horizontal flourish extending to the right.

CHRISTIAAN VAN ROOYEN
MANAGER CAPITAL WORKS

Document No: A323780

File No: 037/043

Report To: Council

Meeting Date: 02 AUGUST 2016

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

Purpose of Report

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

Commentary

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

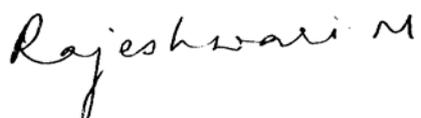
Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Waikato Mayoral Forum Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. North King Country Indoor Sport and Recreation Centre	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Economic Development – District Profile and Draft Discussion Paper	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 – Health & 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)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
5. Waitomo District Council Lease & Licence 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)
6. Te Kuiti Squash Rackets Club – Request for Assistance	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. Ventus Energy Ltd – Application for Extension of Lapse Period	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. Waitomo Rock Ltd - Objection to Change of Consent Conditions	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. Mokau Sands Ltd – Appeals Process	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 – Waitomo Village Water and Waste Water Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



RAJESHWARI MAHADEVAPPA
EXECUTIVE OFFICER

August 2016