

Document No: A344784

Report To:

Council



Meeting Date: 28 March 2017

Subject: Deputation – Waitomo Caves Discovery Centre: Reporting against Service Level Agreement – Interim Report 1 July 2016 to 31 December 2016

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Celina Yapp, Managing Director Waitomo Caves Discovery Centre will be in attendance at 9.00am to present and speak to the Waitomo Caves Discovery Centre's Interim Report as per the Service Level Agreement.
- 1.2 Attached to and forming part of this business paper is a copy of the Waitomo Caves Discovery Centre Interim Report.

Suggested Resolution

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

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

28 March 2017

Attachment: 1. Waitomo Caves Discovery Interim Report 1 July 2016 to 31 December 2016 (A345257)

WAITOMO CAVES DISCOVERY CENTRE REPORT TO WAITOMO DISTRICT COUNCIL AS
PER SERVICE LEVEL AGREEMENT

INTERIM REPORT – 2016 / 2017 YEAR

**Interim report summarising the volume of visitors to
the Waitomo Caves Discovery Centre and i-SITE
1st July 2016 – 31st December 2016**

Approx Visitors to Centre: 69,846

Approx telephone enquiries: 5,700

Document No: A344786

Report To:

Council



Meeting Date: 28 March 2017

Subject: **Deputation: Sport Waikato – Six Monthly Report (July to December 2016)**

Type: **Information Only**

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Michelle Hollands, General Manager Regional Leadership Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.15am to present the Sport Waikato Six Monthly Report (July to December 2016).
- 1.2 Attached to and forming part of this business paper is the Sport Waikato Six Monthly Report (July to December 2016).

Suggested Resolutions

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

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

28 March 2017

Attachment: Sport Waikato Six Monthly Report (July to December 2016) (A344870)



Sport Waikato Council Reporting

Waitomo District Council

July - December 2016

Name

District Coordinator – Dede Downs

Vision Everyone out there and active

Purpose To inspire and enable our people to be active and healthy for life through sport, recreation and physical activity



Sport Waikato
District Co-ordinator (DC)
Report to Waitomo District
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MOVING WAIKATO 2025

A STRATEGY TO GROW PARTICIPATION IN SPORT, RECREATION AND PHYSICAL ACTIVITY

Moving Waikato 2025 is an evidenced based strategy that seeks to build on the positive momentum of existing loyal partnerships and to increase the provision of opportunities for both participation and sporting success for the people of the region.

ONE VISION
A HEALTHY, VIBRANT, PHYSICALLY ACTIVE & SUCCESSFUL SPORTING REGION

OUR PEOPLE

A focus on the provision of opportunities that meet the needs of the people of our region - more adults and more children out there and active

- Women and Girls
- Young People
- Maori
- Rural Communities
- Older People

BUILDING COMMUNITIES

A focus on quality local delivery of sport, recreation and physical activity experiences – helping communities to help themselves

- Local Sport
- Education
- Recreation & Physical Activity
- Maori Settings

REGIONAL LEADERSHIP

A focus on regional and national partners working together to lead change and enhance outcomes – leading and delivering change

- Insights
- Facilities
- Urban Growth
- Home of High Performance

ACHIEVING SUCCESS THROUGH WORKING TOGETHER



Sport Waikato
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Dede Downs, Sport Waikato Waitomo District Coordinator		
Outcome	KPI	Evidence/Measurement
<p>Planning Projects Register</p>	<p>Compile a Projects Register for all initiatives under this agreement. This register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.</p>	<p>Project Registers updated December 2016 Ongoing</p> <p>.....</p>
<p>Communications Contacts Register</p>	<p>Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo District.</p>	<p>Updated Contacts register - December 2016 Ongoing</p> <p>.....</p>
<p>Participation Reducing barriers and increasing participation in recreation and Sport</p>	<p>1) Coordinate and/or support a minimum of eight KiwiSport initiatives in the district - for primary and secondary school aged children.</p>	<p>SportsForce / KiwiSport in Waitomo district</p> <p>The Waitomo District Coordinator pro-actively assisted SportsForce/KiwiSport Officers to implement and facilitate the following -</p> <ul style="list-style-type: none"> • GymSport Te Kuiti/Otorohanga GymSport Festival, August 2016. The District Coordinator managed all aspects of provision of the event. The programme and activities on the day were led by SportsForce, assisted by the District Coordinator, Project Energizers and community volunteers. 52 competitors representing seven schools. A number of young gymnasts represented North King Country at the



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	<p>Work with targeted primary schools and secondary schools to increase sport opportunities and increase participation.</p>	<p>Regional competition. The District Coordinator continued to support and assist the local coach with weekly classes and also investigate options to enable a viable Te Kuiti club to be revived with involvement and co-management from the larger Te Awamutu GymSport club.</p> <ul style="list-style-type: none"> • KiwiSport Football KiwiSport Officer Scott Parsonage and WaiBOP management worked throughout the year with the North King Country Football Association and Sport Waikato District Coordinator to facilitate a seamless affiliation to WaiBOP. KiwiSport Officer provided on-going Saturday morning parent and player support to the North King Country Fun Football module throughout the 2016 season as well as managing the weekly draws and the closing day tournament. - District Coordinator provided hands-on support to the 'Fun Football' module and North King Country Junior Football committee throughout the 2016 season – recruiting and supporting new volunteers. Volunteers were nominated to the SPORTMAKER programme with 15 winning monthly prizes. • KiwiSport/WILSS Leadership Programme The 2016 Workshops continued to support secondary school Sport Leaders, providing upskilling workshops. The Te Kuiti High School Leadership group were supported by District Coordinator in managing the Primary school Touch Rugby competition, and coaching primary hockey and mini-ball teams. A number of the 19 Te Kuiti High School and 18 Piopio College Sport Leaders were also supported in assisting Waitomo Miniball organisers with scoreboard duty and refereeing. The Secondary School Quad Sports Day and the Limitless Holiday Activity Days were also supported by the young leaders. • KiwiSport Golf Kiwisport Officer/Waikato Golf Development Officer provided equipment and admin support to the two Primary School Fun Golf Days in December. District Coordinator facilitated both events. Piopio Aria – four teams (18 players) and parent support (four adults) attended.
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	<p>2) Support Project Energize in 16 schools in the Waitomo District - focussing on improved nutrition, increased participation, physical activity and sport opportunities.</p> <p>3) Support Te Kuiti High School (Sport in Education Project) and Piopio College to add value to their projects and increase sport opportunities and participation.</p>	<p>Waitomo – thirteen teams (52 players from Otorohanga and Waitomo schools) and parent/teacher support (20 adults). Club membership/coaching and general club information was shared.</p> <ul style="list-style-type: none"> • KiwiSport Hockey The KiwiSport Officer worked with District Coordinator, SportsForce Development Officer and King Country Junior Hockey throughout the winter hockey competition and the following representative season. The District Coordinator also supported King Country Junior Hockey with umpiring duties. • KiwiSport Volleyball Support was provided to the Te Kuiti Winter Volleyball Competition which contained a secondary school team and a number of pupils playing in senior teams. The KiwiSport Officer provided training and support to local secondary schools leading up to the one-day King Country competition held at Te Awamutu. Te Kuiti and Piopio sent teams. <p>.....</p> <p>A wide range of opportunities were presented by Project Energize in Terms 3 and 4 – orienteering, Ki-O-Rahi sessions, gardening, boot camp sessions, traditional Maori games, triathlon training.</p> <p>Promotion of physical activity as well as opportunities at events to provide teachers and parent helpers with demonstrations on how easy it is to create and provide healthy food options and active play sessions.</p> <p>.....</p> <p>The role of the Sport Waikato Secondary Schools Sport Director, with assistance from the Waitomo District Coordinator is to work with secondary schools to develop and assist with the implementation of sports plans. The District Coordinator worked closely with schools providing community/club links.</p>
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	<p>4) Support delivery of three Secondary School events.</p> <p>5) Provide a minimum of nine sport-specific holiday programmes and activity options that meet the needs of school children (primary school</p>	<p>Support, advice and coordination to Waitomo District Secondary Schools was provided in a variety of settings</p> <ul style="list-style-type: none"> Continued support and mentoring provided to novice Te Kuiti High School Youth Hockey umpires and student coaches. Six of these sport leaders received nominations to the Waitomo District Sports Awards in the Coach and Contribution to Sport categories. Secondary School Sport Coordinator meeting - Facilitated by Sport Waikato in the third term. Liaised and assisted school sport coordinators with planning of the Quad Tournament which was aimed at involving students with little or no sporting participation from Te Kuiti, Taumarunui, Otorohanga and Piopio Secondary Schools. Successful event held. Sport Leadership - Continued to provide support to Waikato Institute for Leisure & Sport Studies (WILSS) presenter as she worked with the Sport Leadership classes in both secondary schools. District Coordinator co-ordinated three Basketball Coach training sessions, presented to the Sport Leadership class, by the SportsForce Development Officer. Athletics – C-ordinated and supported the Athletics throwing programme as the coach held one-on-one sessions with Te Kuiti High School athletes. Tennis – Provided equipment to enable the volunteer tennis coach to run lunchtime and Monday evening sessions. <ul style="list-style-type: none"> <i>Three events delivered in Term One and reported in previous report. – Athletics, Swimming, Cross Country.</i> Quad event – November. Four secondary schools involved in the day hosted by Taumarunui High School. <p>Holiday Programmes – Waitomo District Coordinator facilitated, coordinated and/or presented Holiday Programmes and youth activities. Community volunteers and Sport Waikato staff were engaged to assist or facilitate.</p>
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	<p>and youth) in the Waitomo district. Children are given opportunities to try different sports and are provided with club information.</p> <p>6) Work in partnership with MSD LIMITLESS Youth Breakaway programme, to facilitate sport days and activities.</p> <p>7) Facilitate Sports Day activities for Pureora Camp.</p>	<p>July 2016 -</p> <ul style="list-style-type: none"> • <u>GymSport</u> – At Te Kuiti High School gym – 12 children, 6 parents. • <u>Football</u> - At Centennial Park grounds – 25 players x 2 days • <u>Golf</u> – At Waitomo Golf Club – 22 youngsters, 8 adults. • <u>Promoted independent Basketball</u> camp at Waitomo Sports Stadium – Junior and youth sessions. <p>October 2016 -</p> <ul style="list-style-type: none"> • <u>Old School Games</u> at Te Kuiti High School in partnership with Number 12 - 22 • <u>Golf</u> – At Waitomo Golf Club – 8 children, 3 adults • <u>Tennis</u> – At Te Kuiti High School – 12 children, 2 adults <p>Waitomo Energizer presented two holiday programmes in Te Kuiti – Squash and 3-on-3 Basketball.</p> <p>Total Holiday programmes offered over the 12 month period = 10 Programmes promoted and assisted = 4</p> <p>Worked with Piripiri School to provide sporting opportunities on their monthly forays into Te Kuiti. District Coordinator and Energizer organised venue and local facilitators to present badminton, basketball and futsal/football.</p> <p>As a LIMITLESS organising group member, the District Coordinator engaged assistance of Sport Waikato Energizers, KiwiSport Officers and community volunteers to facilitate the sporting activities at the one-day December event. 65 children/youth and 15 volunteers attended.</p> <p>Met with the camp facilitator to plan sport/activity options and provision of sports gear to the January 2017 camp at Pureora.</p>
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	<p>8) Facilitate BikeWise events in the Waitomo district.</p> <p>9) Support event organisers of local events, including hands-on involvement.</p> <p>Work in partnership with Otorohanga District Coordinator, to lead the coordination of a bi-annual events calendar for the North King Country.</p>	<p>BikeWise 2016 – no local 2016 events organised. In December, District Coordinator promoted the 2016/2017 Aotearoa Bike Challenge (which replaced Bikewise events) to businesses and groups.</p> <p>The Waitomo District Coordinator assisted with the following initiatives and events involving Waitomo communities –</p> <ul style="list-style-type: none"> • Te Kuiti Pink Ribbon Walk – District Coordinator assisted with advertising, promotion and recruitment of volunteers. • MUD RUN- District Coordinator provided support and promotion to the organisers. Promoted the event further by holding an extra Mud Run event for the entire Sport Waikato staff resulting in keen interest to become involved in next years event. • Waitomo District Council/Te Kuiti Christmas Parade – District Coordinator promoted opportunities for school sports teams to participate. District Coordinator also assisted with marshalling duties. • Maniapoto Family Violence Intervention Network - Supported presentations and projects offered by Maniapoto Family Violence Intervention Network. Provided activities to the School/community group at the Benneydale promotion which the Minister of Social Development attended. • Waitomo Trail Run – A sub-committee of Waitomo Village residents and District Coordinator started a support group to assist Trail Run organisers to better manage the 2017 event. Sports clubs and community groups were approached in November/December, to gauge the level of support and volunteerism required in 2017. The group is currently working closely with organisers leading up to the 29 April 2017 event where approx. 4,000 participants are expected. <p>A North King Country Summer Participation Events/Sports flyer was developed by the Waitomo District Coordinator (promoted and displayed around the North King Country and beyond). <i>No current Otorohanga District Coordinator</i></p>
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	<p>10) Facilitate (WORK IN PARTNERSHIP) club development projects, focussed on increasing participation and or membership in the following sports clubs/activities.</p>	<p>The Waitomo District Coordinator has worked collaboratively with SportsForce, KiwiSport and community leaders to further develop the following projects –</p> <p>King Country Junior Hockey - Representative programme supported. <u>Success</u> – the Under 13 representative team enjoyed a very successful campaign, winning the Waikato Premier Division and enjoying successes in both Cambridge and Taranaki.</p> <p>Te Kuiti Tennis - Social tennis occurred weekly at Te Kuiti High School courts through November and December with six to eight regular attendees. District Coordinator and a community volunteer managed the sessions.</p> <p>Basketball/Miniball – Set up Floor Controller Duty Roster for miniball competition nights. Provided vests and sourced/trained volunteers. Two KiwiHoops coach sessions and two Referee workshops were coordinated by the District Coordinator and presented by SportsForce.</p> <p>Junior Golf – Waitomo & Piopio Aria –Assisted and supported Junior golfers from both clubs following their successes in the NZ Maori Championships earlier in 2016. <u>Success</u> – the two top ranked juniors gained a senior championship and runner-up title at Waitomo Golf Club.</p> <p>Lions Daffodil Day tournament – Supported the day with promotion and recruitment of players.</p> <p>North King Country Junior Football - Worked closely with North King Country Junior Football executives and WaiBOP Officers, to ensure the junior competition ran smoothly. Assisted with co-ordination of the Pod section for 5, 6 & 7th grades.</p> <p>Badminton – The popular Thursday club nights were offered through Term 3 with both junior and beginner numbers increasing. Club competitions were promoted and new players encouraged to attend/join.</p>
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		<p>Te Kuiti Squash Club – Assisted with delivery of Te Kuiti high School squash programme for 23 year nine beginners.</p> <p>Iwi sport – Te Kawau Maro o Maniapoto Iwi Festival – Assisted the Sports Coordinator with planning, draws, admin catering to the 2,000 plus participants. The District Coordinator facilitated the golf event, held at Waitomo Golf club, with 30 entries.</p> <p>Waitomo District Junior Cricket – Continued to support junior cricket volunteers to offer the sport to youngsters on a weekly basis. The club has been working towards developing young players with the future aim of forming teams to compete in Waikato competitions.</p> <p>Te Kuiti Amateur Athletics – Worked with community coaches/volunteers to offer regular athletics sessions to local youngsters and provide opportunities to compete regionally and nationally.</p> <p><u>Success</u> – Between 15 and 30 children attended weekly through November and December. Two families attended regional ribbon days with many successes. The specific 'Throwing programme' continued and was also offered in the secondary schools.</p> <p>Piopio Swimming Pool Trust/Incorporation – District Coordinator and SportsForce Swimming Development Officer continued to work with the Piopio School/Community Pool complex committee as and when required, providing funding assistance and equipment for events.</p> <p>Croquet –Ongoing work with the Te Kuiti club, assisting with greens maintenance referrals, recruitment of volunteers and new members and media promotions. This small club is slowly and positively rebuilding.</p> <p>Te Kuiti Swimming Club – With SportsForce, worked with club committee to plan the 2016/2017 season, engage a senior coach and recruit and train local beginner coaches.</p>
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<p>Quality of Life Increasing physical activity and improve nutrition for health, fun and as a lifelong habit.</p>	<p>Events and activities inclusive of people with disabilities.</p> <ol style="list-style-type: none"> 1) Support delivery of three parent education sessions – 2) Raise awareness of fundamental skills through KiwiBaby, KiwiToddler and KiwiPreSchooler manual distribution throughout the district. 	<p>Social Sport Competitions in Waitomo District – The North King Country Social and Summer Sport databases were updated and made available to community and media. District Coordinator liaised with convenors, as well as assisted with administration and promoted social sport competitions in the district. .</p> <ul style="list-style-type: none"> - Volleyball – winter competition - Bowls (Seniors and Youths) – November weekly roll-ups for newcomers - Football / futsal (Seniors and Youths) – November/December - Badminton (Seniors and Youths) - summer league - Waitomo Twilight Golf /Piopio Aria Twilight Golf - Social outdoor volleyball - Kiribati youth and family social sport – Equipment and support provided <p>District Coordinator co-ordinated club visits and meetings with Trust Waikato Fund Manager which enabled easier access to grants – Croquet club (successful); Swimming Club (successful); Small Arms Society (to apply in June); Te Kuiti & Districts Pony Club; Samoan Methodist community.</p> <p>Sport Waikato aims to have an all-inclusive approach to all events. KiwiSport Leaders receive No Exceptions Training, to be able to work with people with a disability in the community. All events are inclusive for all people. Local people are linked with the Allsports Fund provided by Halberg Trust on a needs basis.</p> <p>.....</p> <p>One Parent Education Session was held in Term 3, at Te Kuiti Plunket Rooms. This was facilitated by the Sport Waikato Under Fives Coordinator – there were six attendees.</p> <p>KiwiBaby manual information was delivered to local distribution outlets advising of the new changes to the provision of manuals. Copies are now only available on-line.</p> <p>.....</p>
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**Sport Waikato
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	<p>3) Support community activity groups. To ensure quality, increase numbers and develop new opportunities.</p> <p>4) Support SW Active & Well co-ordinator to provide a minimum of two Healthy Lifestyle sessions/workshops, including goal setting, focussing on healthy eating and exercise.</p> <p>5) Encourage and refer people from the communities to Active & Well programme, with a minimum of two clients per month referred to</p>	<p>The Waitomo District Coordinator provides support, advice and coordinates training to activity leaders - Term 3 and 4 visits made to - Piopio Mainly Music - Very popular and well-attended weekly sessions for the under fives. 'Wriggle & Rhyme' - a Sport Waikato Library programme for 0-3 year olds, was presented by WDC Library staff during 2016. Training was provided by Sport Waikato, sessions were held at the library, but attendance fell away and programme put on hold. Seniors Activity Groups - regularly visited and offered ongoing support. The District Coordinator continued to work collaboratively with Te Kuiti Community House Trust offering Sit & Be Fit sessions and supporting Roopu O Waitomo (Health and Welfare forum). Piopio Silverados – visits were made to the group in support of new leaders sharing the role. 'Lifestyle' Friday exercise to music group – supported the leaders and planning of future activities, e.g. Pureora bush walk, water activities.</p> <p>.....</p> <p>Green Prescription - GRX Active & Well co-ordinator Watene Hema provided regular Green Prescription support to clients via face-to-face meetings at SW office, Te Kuiti Medical centre and Kokiri Trust offices. These clients were encouraged to attend local community activity sessions and workshops/events.</p> <p>Active & Well workshops were held for groups who took up the 12 Week Challenge – Waitomo district council staff; Kokiri Trust staff; MFM staff. Active & Well weekly boot camps were started in October for GRX clients and continued into 2017. A number of success stories- participants entered Tri-Maori and Kawau O Maniapoto events and started regular cycling and extra self-run boot camp sessions. The District Coordinator provided ongoing support to these clients to compliment the weekly visits of the Active & Well coordinator.</p>
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	<p>Healthy Lifestyle Coach.</p> <p>6) Work with Community Coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of two projects.</p>	<p>As potential clients were identified or made enquiries at the Te Kuiti South Waikato office, referrals to Active & Well continued.</p> <p>.....</p> <p>The Waitomo District Coordinator works with the following groups in varying capacities with the aim of encouraging active and healthy lifestyles -</p> <ul style="list-style-type: none"> • North King Country Summer Programme – The North King Country Summer Programme Coalition met in July and October to plan the 2017 programme. Sadly the programme was discontinued due to lack of volunteer leaders and concerns over the rigid health and safety requirements. District Coordinator continues to promote the council’s EXPLORE WAITOMO brochure and other local outdoor activities/ adventure tourism options. • SmokeFree Coalition –T.T.O.A.S.T – during the World SmokeFree month of May, the District Coordinator offered advice on activities and sport as alternative options to ‘lighting up’ via the live MFM sports show. Auahi Kore/SmokeFree signage was erected at Te Kuiti’s Rugby Park during junior game days. • Kaumatua Games –this very successful annual event was held at the Les Munro Centre, Te Kuiti, in November. There were 120 senior participants from Thames to Taumarunui, six youth volunteers, 15 community volunteers. District Coordinator provided equipment for the games, recruited and trained volunteers (some through Volunteering Waikato) and facilitated activities. Active & Well co-ordinator and members from other coalition projects assisted in presenting the games. • Club Champs – in partnership with Police, Maniapoto Family Violence Intervention Network, Population Health - Encouraging and training clubs to better manage alcohol sales and consumption on sport club premises. <p>.....</p>
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<p>Quality of Life Increasing physical activity and improve nutrition for health fun and as a lifelong habit</p>	<p>7) Provide local community promotions to improve quality of life.</p> <p>8) Collaborative approach to Youth Initiatives through working with MSD – Number 12 and Waitomo District Council.</p> <p>1) Liaise with Project Energize to provide ongoing Professional Development to teachers and coaches for primary and intermediate schools.</p> <p>2) Support Energizers to implement Physical Activity and nutrition to schools.</p> <p>3) Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.</p>	<p>Refer to KPI (10) – with reference to Te Kuiti Volleyball – continued to oversee the coordination of the winter volleyball competition in partnership with an ever-changing committee. Committed again to bringing more of the Samoan community on board to manage the competition and run outdoor summer volleyball for all community.</p> <p>Collaboration with Waitomo District Youth Council and Number 12 Centre. Supported the ‘Youth Intact’ community presentation. Promoted youth activities through local radio weekly live sports show. One-on-one involvement with number 12 youth members through the Limitless Youth Breakaway Programmes and social sport. Worked with Number 12 and Waitomo District Youth Council to present the ‘Youth Awards 2017’ – Assisted the organisers to identify and gather nominations, judged the sport category and attended the event in support.</p> <p>.....</p> <p>Constant liaison with the three Energizers working across the Waitomo district schools. All schools have been offered Professional Development sessions under the Sport Waikato Sport Development programme.</p> <p>District Coordinator and Sport Waikato staff Supported Energizers to implement this target.</p> <p>The District Coordinator has identified opportunities, offered development and training and worked with officials – North King Country Junior Football – Hands on support of new WaiBOP trialled programme – FUN Football and ongoing improvement of constitution and rules. King Country Junior Hockey – One-on-one support of new umpires. Implemented</p>
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<p><u>Community Development</u> Developing capability to ensure effective delivery of physical activity, recreation and sport.</p> <p><u>Improve Information and Promotion</u> Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the Waitomo district.</p>	<p>4) Support community projects to improve delivery of local sport.</p> <hr/> <p>Coordinate North King Country Cycling and walking opportunities information.</p> <p>Work with Piopio Domain User groups and local schools to provide pathways and coordinated approach to delivery of sport to the community.</p> <p>Work with Coast Rugby football Club to build sustainable club structures.</p> <hr/> <p>Local Community Recreation projects:</p> <ul style="list-style-type: none"> Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo. <p>- Provide physical activity/sport expertise to Te Kuiti Development Incorporated group.</p>	<p>new NZ programme – Active Post. Waitomo Miniball – Succession planning and recruitment of volunteers.</p> <hr/> <p>North King Country Cycling Event information - worked in collaboration with organisers of the RailBlazer mountain bike event – unfortunately the organisers did not go ahead with the January 2017 event. Promoted North King Country cycle and walkways.</p> <p>Piopio Domain Board/Piopio Sports Trust – continued liaison as and when required. Piopio Swimming Pool – continued liaison, information sharing and support of events and activities.</p> <p>Ongoing information-sharing with the Coast Rugby sports committee personnel. Club and committee development workshops in planning for early 2017.</p> <hr/> <p>Regional Facilities – District Coordinator continued to work with Te Kuiti High School and independent contractor Bruce Maunsell, gathering and providing data to support the planned gymnasium/sports centre upgrade. Sport Waikato’s Michelle Holland has been highly involved in the cross-regional project.</p> <p>Rural Travel Fund – Allocation committee member – Allocated grants to club and school applicants. DC sourced information to assist allocation process.</p> <p>Financial member of Te Kuiti Development Incorporated - No action to report but District Coordinator continues to support Te Kuiti Development Incorporated initiatives.</p> <p>Destination Pureora – Member of initial steering group which met to decide</p>
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	<p>2) Host Waitomo District Sports Awards ceremony to recognise contribution to and excellence in sport.</p>	<p>The 2016 Waitomo District Sports Awards ceremony was held in November with 53 nominations, including seven district 'Service to Sport' icons. 18 additional young regional/national sporting achievers, attending schools and universities outside our district, were also acknowledged on the night. Guest speaker, Keith Quinn added a special touch and was well received by the 300 plus attendees. Naming rights sponsors, The Lines Company, and the eight local category sponsors expressed their satisfaction and continued support of this district event.</p> <p>Waitomo District was represented at the Brian Perry Waikato Regional Sports Awards by a finalist in the new 'Innovation' award – 'Waitomo Trail Run' an inaugural event based in Waitomo village and surrounding farmland/caves was nominated by the District Coordinator with the blessing of the Waitomo Village community.</p>
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**Sport Waikato
District Co-ordinator (DC)
Report to Waitomo District
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July to December 2016**

Document No: A344672

Report To:

Council



Meeting Date: 28 March 2017

Subject: Proposed Waitomo District Plan - Draft Project Process

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the suggested project process for the development of the Proposed Waitomo District Plan.

Local Government Act S.11A Considerations

- 2.1 There are Section 11A considerations relating to this business paper. Council must have particular regard to the contribution that its core services make to the Waitomo Community. The review of the District Plan will consider and develop a rule and policy framework that will potentially influence the long term location, development and delivery of core services to the community. These matters will be workshopped with the Council during the drafting of the District Plan provisions.

Risk Considerations

- 3.1 The risks assessed in regard to the preparation of the Proposed Waitomo District Plan are identified as follows:
- Major gaps in information that cannot be remedied or require high financial cost to remedy.
 - Inability of WDC staff to assist with the PDP process.
 - Omission in the project plan timeline.
 - Inability to appropriately engage with Iwi.
 - Inability to secure expert advice.
 - The development of a major project which diverts staff time, such as Plan Change 1 or the Notice of Requirement for Mt Messenger.
 - Continuity of key staff.
 - Delay in development of the Resource Law Amendment Bill and associated National Planning Standards.
 - Poor alignment with the LTP process.
 - Difficulty engaging with a particular industry or community group.

Background

- 4.1 In September 2015, Council resolved to undertake a full review of the Operative Waitomo District Plan. The 2015-25 Waitomo District Long Term Plan provides for this process. In November 2016, GMD Consultancy presented a Draft Project Plan which outlined the objectives, roles and responsibilities to achieve the project and detailed the financial costs, actions and broad timeframes.

- 4.2 The GMD Draft Project Plan provides a useful starting point and should be read in conjunction with the attached Draft Project Process. The Draft Project Process reflects the use of in-house staff resources in combination with expert services, rather than the process being run externally by a consultancy team.
- 4.3 It is important to note that this project process remains subject to discussions which will enact Section 6 (the early engagement provisions) of the Maniapoto Maori Trust Board Joint Management Agreement.

Commentary

5.1 Deliverables – Proposed District Plan Structure and Content

- 5.2 The main objective of the Draft Project Process is to develop the Proposed Waitomo District Plan (PDP) to notification stage within the assigned timeframe. The PDP must be legally robust and provide guidance for long term resource management in the District.
- 5.3 Staff initially propose to follow the structure employed in the Waipa District Plan. Provisions will be drafted in this format and then amended as the National Planning Standards require (see paragraph 5.7).
- 5.4 It is suggested that the plan framework employs an introductory section, definitions and strategic policy section, which will provide a policy home for matters which do not naturally sit within the zones or district wide rules (such as the Waikato River Vision and Strategy, principles inherent within Te Tiriti o Waitangi, matters of regional significance and cross boundary issues).
- 5.5 Part D contains the policy framework and rules specific to zones. It is suggested that the number of zones is increased from 8 to 10 zones and these are detailed in the Draft Project Process document. The District-wide rules in Part E are similar to the chapter headings in the current Plan and apply to all of the zones.
- 5.6 The most notable changes are likely to occur in Part F, which addresses individual sites, areas and landscapes that have been identified as having important natural or cultural heritage values. The PDP is required to provide for the protection of outstanding natural landscapes and features, areas of high and outstanding natural character, areas of indigenous biodiversity and land within the coastal environment. These areas are proposed to be protected using an overlay system.

5.7 National Planning Standards

- 5.8 The National Planning Standards are scheduled to be completed in two years (2019). Unfortunately, this is the same timeframe for the development and notification of the PDP. In order to ensure that the Standards are accounted for as far as possible in the plan review process, staff are participating in a pilot programme which will allow the Council early access to Ministry research and draft discussion papers. Despite this, allowance will need to be made for the PDP to respond to the Standards in their final form.

5.9 Other Matters

- 5.10 The Draft Project Process provides for five phases of plan development to prepare the PDP to notification stage, including “stops” to allow for public consultation, to agree consultant briefs, undertake site visits, check mapping and perform gap analysis on the completed chapters.

5.11 Factored into the 2017 Draft Project Process, are a series of workshops to brief the Council on the development of the zone provisions. These are to allow for Council input and feedback on the direction of the PDP.

5.12 Where to From Here

5.13 The Draft Project Process details a series of actions which will need to be considered and addressed over the next few months including:

- Identification of the appropriate Iwi Authorities for consultation purposes.
- Enactment of the section 6 early engagement provisions in the Maniapoto Maori Trust Board JMA.
- Development of a website strategy – stand alone design and format.
- Completion of the RPS Implementation Agreement.
- Development of an engagement strategy/consultation project plan to identify key stakeholders, including members of WDC staff.
- Development of a file format plan for Objective.
- Identification of appropriate contacts at the Waikato Regional Council, Horizons Regional Council and neighbouring District Councils.

Suggested Resolution

That the Report: *Proposed Waitomo District Plan – Draft Project Process*, be received.

CATHY O'CALLAGHAN

PRINCIPAL PLANNER – DISTRICT PLANNING

March 2017

Attachment Proposed Waitomo District Plan – Draft Project Process (A344668)

Proposed Waitomo District Plan

Draft Project Process

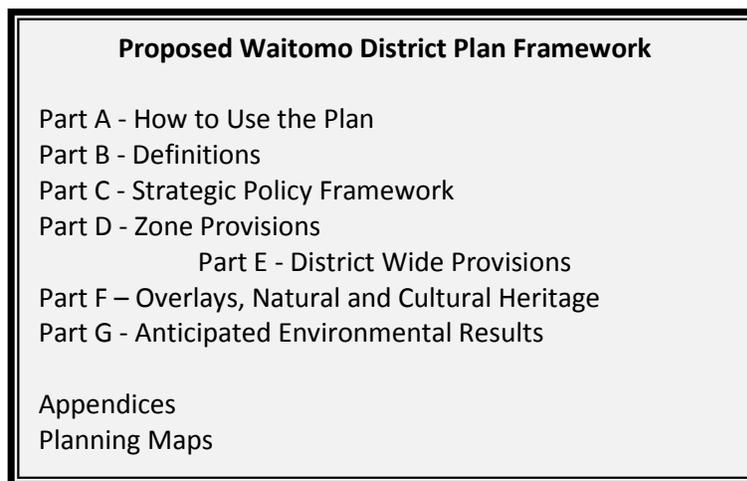
1. Background

- 1.1 In 2015, GMD Consultants Ltd undertook a Gaps and Needs Assessment of the Operative Waitomo District Plan (ODP). The report indicated that the ODP was limited in the extent to which it could effectively respond to and plan for existing and future resource management issues and opportunities. In addition, the ODP failed to appropriately give effect to a number of higher order statutory documents including the Waikato Regional Policy Statement, the New Zealand Coastal Policy Statement and Te Ture Whaimana o Te Awa o Waikato, the Vision and Strategy for the Waikato and Waipa Rivers.
- 1.2 The 2015-25 Waitomo District Long Term Plan confirms that the ODP will be reviewed between 2015 and 2018. Initially this was to be in the form of a staged review, however in September 2015 Council decided that a full review of the ODP would be a more efficient and cost effective process. GMD were again commissioned to prepare a Draft Project Plan which was presented in November 2016. This document outlined the objectives, roles and responsibilities to achieve the project and detailed the financial costs, actions and broad timeframes.
- 1.3 GMD proposed to carry out the Plan review in two stages. The first stage was a fact finding exercise which involved identifying issues and options, preparing discussion papers and undertaking targeted consultation. The cost of this phase was \$950,000.00 plus WDC staff time. A further \$680,000.00 plus staff time was budgeted to draft the PDP provisions. The second phase involved notification and hearing the plan through to appeals. This was estimated to cost approximately \$430,000.00.
- 1.4 The GMD Draft Project Plan provides a good starting point for this document. It sets out the project objectives, scope, roles and responsibilities and details the legal process and statutory requirements. Rather than duplicate this work, the GMD Draft Project Plan should be read in conjunction with this document, which refines the project process and tailors it to reflect the use of in-house staff resources.

2. Deliverables – Proposed District Plan Structure and Content

- 2.1 The main objective of the project process is to develop the Proposed Waitomo District Plan (PDP) to notification stage within the assigned timeframe. The PDP must be legally robust and provide guidance for long term resource management in the District.

- 2.2 The Resource Management Act 1991 (RMA), provides clear guidance to District Councils regarding the content of district plans, but offers very little guidance in terms of plan structure and format. This is currently being addressed at a central government level through the introduction of National Planning Standards (NPS). The Ministry for the Environment (MfE) has indicated that the NPS will provide:
- The structure of district plans;
 - Definitions of common terms;
 - Commonality in how matters are measured;
 - The type of zones and overlays which may be employed;
 - Formatting – font, tables and headings;
 - Administration provisions;
 - E-delivery; and
 - Mapping standards.
- 2.3 The NPS are scheduled to be completed in two years (2019). Unfortunately this is the same timeframe for development and notification of the PDP. In order to ensure that the NPS are accounted for as far as possible in the plan review process, staff are participating in the NPS pilot programme. This will allow the Council early access to MfE research and draft discussion papers. However, allowance will need to be made for the PDP to respond to the NPS in their final form.
- 2.4 In order to progress plan development, staff will follow the structure employed in the Waipa District Plan. Provisions will be drafted in this format and amended as the NPS requires. The focus will be on providing a plan that is simple, well structured, easily understandable - and therefore efficient to use. The following PDP Framework is proposed:



- 2.5 The introductory section will explain how the plan works and the definitions will provide a glossary of the terms that are used in the PDP. The strategic policy framework will set the direction for the PDP, outlining the influence of the higher order statutory documents and providing a policy home for matters which do not naturally sit within the zones or district wide rules. This includes the implementation of Waikato River Vision and Strategy, objectives around the partnership and principles

inherent within Te Tiriti o Waitangi, matters of regional significance and cross boundary issues.

- 2.6 Part D contains the policy framework and rules specific to zones. It is suggested that the number of zones is increased from 8 to 10 zones to make better provision for the desired future land use pattern. These zones will provide for economic development, tourism, lifestyle living, primary production, forestry and extractive industry in a more uniform, certain and coherent way than currently offered in the ODP. The zones proposed are:

Rural Zone – primarily focused on a working rural environment, offering protection for rural land and water resources from activities that are not directly reliant on them.

Residential Zone – emphasis on the density, design and layout of new developments and subdivisions while maintaining the key elements of existing residential character in Te Kuiti (and potentially Pio Pio).

Rural-Residential Zone – limited provision for low density residential development which is generally un-serviced.

Commercial Zone – development of vibrant primary commercial zone in Te Kuiti (and potentially Pio Pio) while limiting the opportunity for commercial development elsewhere to protect the economic and social function of the town centre.

Industrial & Aggregates Zone - maintaining industrial land for industrial activities and providing for the operation of mineral extraction activities, while ensuring intrusive noise and other nuisance is managed beyond zone boundaries.

Coastal and Rural Villages - ensuring that development and activities in rural and coastal villages recognises and provides for environmental values, as well as the character and amenity of the surrounding area.

Marae & Papakainga Zone – supporting the aspirations of tāngata whenua to develop papakāinga and marae, where the development does not adversely affect the character and amenity of adjoining zones.

Reserves & Conservation Zone – maintaining the open space character and amenity of Council and Crown reserve areas.

Tourism Zone - enabling the operation and further development of Waitomo Caves as a nationally significant tourist destination while ensuring development is of a scale commensurate with infrastructure provision and actively protects significant natural landscapes and ecosystems.

Deferred Zone – protects land identified for future development by ensuring activities and subdivision patterns that can compromise the ability of the area to be effectively developed, are avoided.

- 2.7 Part E contains the District-wide rules. These are similar to the chapter headings in the ODP and apply to all of the zones. Noise, landscaping and signs will no longer be District-wide provisions, but will be contained in each zone and tailored to ensure that the appropriate provisions are applied. The air quality provisions of the ODP will be re-

homed in the Health and General Amenity section. The District-wide matters proposed are:

Subdivision – stricter controls on subdivision are required to ensure landscapes and areas of natural and cultural significance are shielded from inappropriate development. This section will also contain provisions to facilitate esplanade reserves, esplanade strips, and access strips and provisions which ensure subdivision does not contribute to reverse sensitivity issues.

Hazards – development and subdivision can only occur on land that is suitable for the intended use. Waitomo District is subject to a number of natural hazards including coastal erosion, flooding and land instability and erosion.

Works & Utilities – recognizes that utility services are essential to the economic and social well-being of the District.

Transportation – responds to higher order documents which require the integration of land use and transport systems. Also addresses roading standards including vehicle entrances, parking, loading and manoeuvring areas.

Hazardous Substances – addresses the handling, transport, storage, use and disposal of hazardous substances and management of contaminated land.

Health & General Amenity – manages the adverse effects of nuisance including glare, dust, odour, general air and water quality and the maintenance of the built environment.

- 2.8 Part F addresses individual sites, areas and landscapes that have been identified as having important natural or cultural heritage values. The PDP is required to provide for the protection of outstanding natural landscapes and features, areas of high and outstanding natural character, areas of indigenous biodiversity and land within the coastal environment. These areas are likely to be protected using an overlay system. There is also a requirement to protect the margins of lakes and waterbodies from inappropriate development and to provide for the protection of cultural heritage. This will likely be achieved through a combination of rules, the policy framework and overlays as required.

Heritage & Archaeology – provides for the protection of built heritage items and features, archaeological heritage and cultural sites.

Protected Trees – not currently covered in the ODP, this is an area which requires further consideration and the development of provisions as needed.

Indigenous Biodiversity – there are a number of prominent, ecologically significant natural areas within the District. While there are high levels of indigenous vegetation in comparison with other parts of the region, many areas are remnants with poor ecological connections and linkages.

Landscapes & Coastal Environment – many of the District's natural landscapes are highly visible and distinctive landforms of great significance to tāngata whenua and the wider community. These areas are at risk of being compromised by inappropriate development and subdivision.

Lakes & Water Bodies - the preservation of the natural character of the coastal environment, wetlands, and lakes and rivers and their margins is a matter of national importance.

- 2.9 Part G addresses the Environmental Results Anticipated and monitoring measures. This section provides the framework for assessing the effectiveness of the PDP as required by Section 35 of the RMA. The Appendices contain information that is pertinent to the implementation of the PDP. The planning maps identify the zones, overlays and other aspects of the PDP in a spatial form.

3. Project Team

- 3.1 In addition to the two staff writing the PDP, a number of experts will be required to support the process. Initial assessment indicates that during 2017, the following is required:

- Identify expert consultant advice required.
- Identify structure planning advice required.
- Identify planning consultant advice required.
- Identify in-house expertise.
- Provide in-house administrative and GIS support.
- Ensure appropriate in-house support from the democracy services team.
- Ensure appropriate in-house support from the IT and document management teams.
- Provide webpage development support.
- Secure legal support for the process.
- Ensure appropriate communication mechanisms are in place to keep the Executive Team informed of progress.

- 3.2 External resources:

- 3.2.1 Expert consultant advice required is likely to be in the areas of coastal hazards, heritage and archaeology, protected trees, indigenous biodiversity and landscapes. Other potential areas include noise, iwi liaison, transport provisions and economic development. Planning consultant advice required is likely to be in the form of peer review of chapters and drafting, if support is required. Structure planning advice may be required if Council wishes to provide structure plans as part of the PDP document.

- 3.2.2 External support in the development of the webpages is considered necessary for this project. In order to avoid duplication of effort, webpage development could be aligned with the LTP to ensure that the resulting pages have the capacity to share information and allow people the ability to respond to ideas and ask questions about the processes.

- 3.3 Internal resources

- 3.3.1 There are key technical experts already in-house which will be an important part of the project including engineering, building, resource consents, enforcement, environmental health and GIS staff. There is also need for administrative assistance

and support from the democracy services team to help with Council workshops and meetings. IT support will likely be needed to help with website hosting as required and document management. Coordination is also required between departments to minimise conflict and share resources (as appropriate) during the development of the LTP, Reserve Management Plans and the Development Manual.

4. Project Process

4.1 The project timeline provides for five phases of plan development to prepare the PDP to notification stage. The zones are scheduled to be drafted by the end of 2017. The District-wide provisions are programmed to be drafted by the end of 2018. The project timeline makes provision for a series of “stops” during the process. The main purpose of the “stops” is to allow time and resources for public consultation and feedback as we progress through the process. The periods will also be used to agree consultant briefs, undertake site visits, check mapping and perform gap analysis on the completed chapters. A month at the end of 2018 and a month at the start of 2019 are set aside to prepare for notification. By notification stage, the PDP needs to be complete to a published standard and printed ready for notification.

7	8-12 Residential - Initial Drafting		
4	Q B'day	6-9 Residential - Section 32	
2	3-7 STOP: Consultation Plan confirmed, Gap Analysis on 4 draft chapters		
6	7-11 Commercial - Initial Drafting		
3	4-8 Commercial - Section 32		

4.2 Rather than taking the approach suggested by GMD to undertake the fact finding exercise and prepare discussion papers before drafting the provisions, a slightly different approach is proposed. Each section of the PDP will be developed in a block of three stages. The first stage allows for issue identification which involves a stocktake of information to identify issues and options, and to establish any need for targeted consultation. The second stage allows for initial drafting of the provisions. The third stage tests the provisions against the requirements of Section 32. During the “stops”, the drafted provisions are checked for any information gaps and the information is scheduled to be sourced.

12	13-17 Residential - Issue Identification	
9	10-13 Residential - Initial Drafting	Easter
14	15-19 Residential - Initial Drafting	
11	12-16 Residential - Section 32	
0	School Holiday	

- 4.3 Also factored into the 2017 project plan is a series of workshops to brief the Council on the development of the zone provisions. These are to allow for Councillor input and feedback on the direction of the PDP. This will also need to be factored into the 2018 timetable to allow consideration of the district-wide chapters.
- 4.4 In addition to drafting the PDP, a series of other matters will need to be addressed in 2017:
- Identification of the appropriate Iwi Authorities for consultation purposes.
 - Enactment of the section 6 early engagement provisions in the Maniapoto Maori Trust Board JMA.
 - Development of a website strategy – stand alone design and format.
 - Completion of the RPS Implementation Agreement.
 - Development of an engagement strategy/consultation project plan to identify key stakeholders, including members of WDC staff.
 - Development of a file format plan for Objective.
 - Identification of appropriate contacts at the Waikato Regional Council, Horizons and neighbouring DCs.
- 4.5 By 2018, WDC should also be considering the appointment of Commissioners to hear the PDP and encouraging all Councillors to consider undertaking resource management training.

5. Potential Issues

- 5.1 It is important to identify issues which may delay the process. At this early stage, the following matters are considered as risks to the project:
- Major gaps in information that cannot be remedied or require high financial cost to remedy.
 - Inability of WDC staff to assist with the PDP process.
 - Omission in the project plan timeline.
 - Inability to appropriately engage with Iwi.
 - Inability to secure expert advice.
 - The development of a major project which diverts staff time, such as Plan Change 1 or the Notice of Requirement for Mt Messenger.
 - Continuity of key staff.

- Delay in development of the Resource Law Amendment Bill and associated National Planning Standards.
 - Poor alignment with the LTP process.
 - Difficulty engaging with a particular industry or community group.
- 5.2 It seems likely that the NPS will be delayed, given that MfE is pushing out the delivery of other national standards. It is also likely that it will be difficult to collectively engage with forestry and mineral extraction groups and potentially difficult to manage issues related to the Te Maika community.

6. Assessment of Significance

- 6.1 This project is legally complex and of high significance to the community and to local Iwi. The District Plan review will need to be carried out in accordance with Council's Significance and Engagement Policy, which meets the requirements of the Local Government Act 2002. To the best of the writer's knowledge, this decision is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

7. Conclusion

- 7.1 Staff will ensure that the Council is informed of progress on the District Plan review. The draft project timeline provides for Council workshops. It is expected that other briefings will occur throughout 2017.

Document No: A345172

Report To:

Council



Meeting Date: 28 March 2017

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
Animal Control KPI in 2015-25 Long Term Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Confidential Confidential

Confidential Confidential

Confidential

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Document No: A345186

Report To:

Council



Meeting Date: 28 March 2017

Subject: Resolution to re-open Meeting to the Public

Purpose of Report

- 1.1 The purpose of this business paper is for Council to pass a resolution to re-open the meeting to the public following the consideration of public excluded business.

Suggested Resolution

The meeting be re-opened to the public following the consideration of public excluded business.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

WAITOMO DISTRICT COUNCIL

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

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

IN ATTENDANCE: Greg Tims and David Beck (Waitomo News)

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

1. Council Prayer

2. Apologies

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

Resolution

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

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

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/Smith Carried

The meeting adjourned for morning tea at 9.50am.
Greg Tims left the meeting at 10.20am.
The meeting reconvened at 10.25am.

4. Resolution to Re-open Meeting to the Public	...
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Resolution

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

Brodie/Goddard Carried

5. Declarations of Member Conflicts of Interest	...
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No Declarations

6. Confirmation of Minutes – 13 December 2016	...
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Resolution

The Minutes of the Waitomo District Council meeting of 13 December 2016, including the Public Excluded minutes, be confirmed as a true and correct record.

New/Goddard Carried

7. Verbal Reports: Individual Councillor Roles and Responsibilities
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Cr Brodie

- Waitomo Youth Awards
- Speed Governance
- Healthy Rivers
- ICL Xmas Party
- Piopio Xmas Parade
- Mokau Ratepayers Meeting in January (7 attendees)
- WDC Workshop
- King Country River Care Workshop
- Healthy Rivers Submission Workshops at Piopio and Mahoenui
- Becca Briefing - SH3 Corridor Improvements
- Drystock Sector Meeting at Waikato Regional Council

Cr New

- Hillview
- St Andrews
- Community Health Forum

Cr Goddard

- Benneydale Hall Society

Cr Davey

- Te Kuiti Community House Trust
- Stadium Meeting

Cr Smith

- Healthy Rivers Workshop
- Waitomo Museum

Cr Whitaker

- Sister City
- Brook Park

Mayor Hanna

- Waitomo Youth Awards
- Liquor Licensing Issues
- Community Health Forum
- Healthy Rivers Submission Process
- Meeting with NZTA Regional Commissioner
- LGNZ National Council
- Regional Transport Committee
- Vintage Motorcycle Club Waitomo Visit
- Becca Update on SH3 Corridor - \$38M Safety Improvements
- Waikato Plan Joint Committee Meeting
- Stadium Meeting

Resolution

The verbal reports be received.

Davey/Smith

Carried

8. Brook Park Incorporated Society: Minutes
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings in December 2016 and February 2017.

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

Resolution

The business paper on Brook Park Incorporated Society: Minutes – December 2016 and February 2017 be received.

Whitaker/Brodie

Carried

9.	2016-2019 Waikato Region Triennial Agreement	A342089
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Council considered a business paper presenting for consideration and adoption that 2016-2019 Waikato Region Triennial Agreement (the Agreement).

The Mayor and Chief Executive expanded verbally on the Minutes and answered Members' questions.

Resolution

- 1 The business paper on 2016-2019 Waikato Region Triennial Agreement be received.
- 2 Council ratify the signing of the 2016-2019 Waikato Triennial Agreement by the Mayor.

Whitaker/Brodie Carried

The Group Manager – Corporate Services and Communications Officer entered 10.44am

10.	Code of Conduct Review	A342039
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Council considered a business paper presenting the Code of Conduct to Council for consideration and adoption following the 2016 Triennial Election.

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

Resolution

- 1 The business paper on Code of Conduct Review be received.
- 2 The Code of Conduct as at 28 February 2017 (Doc No. A341266) be adopted.

New/Brodie Carried

11.	Governance Statement Review	A342093
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Council considered a business paper presenting Council's Governance Statement for review and adoption.

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

Resolution

- 1 The business paper on Governance Statement Review be received.
- 2 The draft Governance Statement be adopted without the inclusion of Member photographs.

Goddard/Davey Carried

12. Progress Report: Road Map Work Programme**A342075**

Council considered a business paper presenting Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.

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

Resolution

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

Smith/Whitaker Carried

13. Progress Report: Communications Strategy**A338674**

Council considered a business paper presenting a brief on progress made with regard to the Communications Strategy as well as any other projects that have arisen in the past six months.

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

Members were advised that any requirements for questions in the Resident Satisfaction Survey must be provided before the end of March 2017. Members discussed whether or not questions should be included in the Survey for –

- The Stadium
- Te Kuiti Campground
- Elderly Housing

Resolution

The business paper Progress Report Communications Strategy be received.

Davey/Whitaker Carried

14. Adoption of Local Easter Sunday Trading Policy**A339929**

Council considered a business paper presenting the Local Easter Sunday Trading Policy to Council for consideration and adoption.

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

Resolution

- 1 The business paper on Adoption of Local Easter Sunday Shop Trading Policy be received.
- 2 Council adopt the Local Easter Sunday Shop Trading Policy to become operative on 1 March 2017.

Whitaker/Smith Carried

15. Considerations in Joining the Local Government Funding Agency	A341599
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Council considered a business paper seeking a decision from Council on the type of borrowing arrangement it intends to enter into with the Local Government Funding Agency (LGFA) for its debt financing needs.

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

Resolution

- 1 The business paper on Considerations in Joining the Local Government Funding Agency be received.
- 2 Council join the Local Government Funding Agency as a Guarantor and Borrower. Council understands this decision to be inconsistent with the Financial Strategy within the Long Term Plan 2015-25, with respect to the giving of securities, however the risk of the guarantee is considered low and the financial benefits to outweigh the risks. Further, this aspect of the Financial Strategy; with respect of providing a guarantee to the Local Government Funding Agency, will be amended as part of the development of the 2018-28 Long Term Plan.
- 3 The Mayor and Chief Executive be delegated the authority to execute all documents and transactions to give effect to Resolution 2.

Goddard/Whitaker Carried

16. Quarterly Financial and Non-Financial Report for the Period ended 31 December 2016	A339567
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Council considered a business paper presenting the Quarterly Financial and Non-Financial results for the period ended 31 December 2016.

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

Resolution

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

Brodie/Goddard Carried

The Group Manager – Customer Services entered the meeting at 11.32am.
The Group Manager – Corporate Services left the meeting at 11.34am.

17. 2016 Christmas Parade Management Report	A341770
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Council considered a business paper providing a briefing on the outcome of the Waitomo District Christmas Parade 2016.

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

Resolution

The business paper on the 2016 Christmas Parade Management Report be received.

Whitaker/New Carried

The Communications Officer left the meeting at 11.36am.

18. Progress Report: Civil Defence Emergency Management Joint Committee Minutes	A341799
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Council considered a business paper providing information relating to the Civil Defence Emergency Management Joint Committee meeting of 3 November 2016.

Resolution

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

Goddard/Davey Carried

19. Progress Report: Mokaiti Hall Disposal	A341843
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Council considered a business paper providing a brief on the intended disposal of Mokaiti Hall and to seek resolution from Council as to the sale of assets and classification of land.

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

Resolution

- 1 The Progress Report on Mokaiti Hall Disposal be received.
- 2 Pursuant to S.16(1) of the Reserves Act 1977, and a delegation from the Minister of Conservation dated 12 June 2013, the Mokaiti Hall property be classified as Local Purpose (Public Hall) Reserve.
- 3 Pursuant to S.12(2)(a) of the Local Government Act 2002, the improvements located on the Mokaiti Hall property be sold to Mokaiti Hall Committee for the sum of one dollar (\$1.00)
- 4 Pursuant to S.61(2A) of the Reserves Act 1977, the Mokaiti Hall property be leased to Mokaiti Hall Committee for a term of 33 years with one right of renewal, with the lease rental being one dollar (\$1.00) subject to other terms and conditions as identified in the lease document.

Goddard/Davey Carried

The Group Manager – Assets entered the meeting at 11.41am.

20. Progress Report: Capital Works Projects	A342319
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Council considered a business paper informing of progress on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roading infrastructure, the three Waters and some projects in the Community Services area.

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

Resolution

The Progress Report: Major Capital Works be received.

Smith/Davey Carried

The Group Manager – Customer Services left the meeting at 11.50am.

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

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

Resolution

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

Brodie/Whitaker Carried

22. Progress Report: WDC Resource Consent – Compliance Monitoring	A342425
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Council considered a business paper providing a brief on compliance reporting against Resource Consent conditions.

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

Resolution

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

Davey/Whitaker Carried

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

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

Resolution

The Progress Report: Solid Waste Activity be received.

Brodie/New Carried

24. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport	A342538
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Council considered a business paper -

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

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

Resolution

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

Whitaker/Goddard Carried

The Group Manager – Compliance entered the meeting at 12.04pm.

The Group Manager – Assets left the meeting at 12.05pm.

25. Resource Management Act 1991 Delegations	A341778
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Council considered a business paper seeking a resolution from Council to adopt amended delegations for powers, functions and duties under the Resource Management Act 1991 (RMA).

The Group Manager – Compliance expanded verbally on the business paper and answered members’ questions.

Resolution

- 1 The business paper on Resource Management Act Delegations be received.
- 2 Pursuant to section 34A of the Resource Management Act 1991, Council resolve to delegate the functions, powers and duties to the employees, hearings commissioners and consultants as set out in the Resource Management Delegations Schedule (Doc A341779) as follows:

1. Resource Management Act 1991

Delegations made under the authority of sections 34 and 34A of the Resource Management Act as the case may be.

Note:

- (1) A local authority may delegate to an employee, or hearings commissioners appointed by the local authority (who may or may not be a member of the local authority), any functions, powers or duties under the Resource Management Act 1991 except the following:
 - (a) The approval of a proposed policy statement or plan under clause 17 of Schedule 1;
 - (b) This power of delegation;
- (2) A local authority may delegate to any person any functions, powers or duties under this Act except the following:
 - (a) powers in subsection (1)(a) and (b);
 - (b) The decision of an application for a resource consent;
 - (c) the making of a recommendation on a requirement for a designation.

Delegate's position title	Abbreviation
Chief Executive	CE
Group Manager Assets	GMA
Group Manager Compliance	GMC
Principal Planner	PP
Environmental & Regulatory Services Leader	ERSL
Regulatory Administrator	RA
Monitoring and Compliance Officer	MCO

Section	Delegation	CE	GMC	PP	ERSL	RA	MCO	GMA
10	Extension of existing use rights	✓	✓	✓				
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	✓	✓	✓				
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	✓	✓	✓				
32	Duty to meet requirements for preparing s 32 reports and evaluations.	✓	✓	✓				
36(3) 36(3A) 36(5)	Authority to make decisions about additional administrative charges	✓	✓	✓				
37	Power to extend time periods as provided in this section	✓	✓	✓	✓			
37A	Requirement to consider matters before extending a time limit.	✓	✓	✓	✓			
38	Power to appoint and warrant enforcement officers	✓						
39B	Appointment of commissioner to hearings	✓	✓	✓				
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	✓	✓	✓	✓	✓		
42	Power to make directions about hearings to protect sensitive information.	✓	✓	✓				
42A	Powers regarding the preparation, commissioning and provision of reports	✓	✓	✓	✓			
44A	Power to amend plans to address national environmental standards	✓	✓	✓				

Section	Delegation	CE	GMC	PP	ERSL	RA	MCO	GMA
55(2)	Duty to amend plan or proposed plan if directed by national policy statement.	✓	✓	✓				
86D	Ability to apply to Environment Court for a rule to have legal effect.	✓	✓	✓				
87E 87F 87G	Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court.	✓	✓	✓				
88	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.	✓	✓	✓	✓			
91	Power to determine not to proceed with a resource consent application on certain grounds.	✓	✓	✓	✓			
92 92A	Authority to request further information to be provided, or to commission a report	✓	✓	✓	✓			
95 95A 95B 95C 95D	Requirement to comply with time limit on notification. Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	✓	✓	✓	✓			
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	✓	✓	✓	✓			
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	✓	✓	✓	✓			
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	✓	✓	✓				
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	✓	✓	✓				
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	✓	✓	✓	✓	✓		
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	✓	✓	✓	✓			
103	Authority to determine issues concerning two or more consent authorities.	✓	✓	✓	✓			
104	Duty to take matters into consideration and to exclude other matters when considering an application	✓	✓	✓	✓			
104A to 104D, 105	Power to determine resource consent applications and impose conditions providing no submissions received in opposition	✓	✓	✓				
106	Power to decline subdivision consent	✓	✓	✓				
108	Power to impose conditions on resource consent.	✓	✓	✓				
108A	Power to impose a bond as one of the conditions.	✓	✓	✓				
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed.	✓	✓	✓	✓		✓	
110	Power to refund financial contribution to consent holder where consent has lapsed.	✓	✓	✓				
113	Recording reasons for decisions on resource consent applications in writing.	✓	✓	✓	✓			
114	Authority to serve consent applicant and submitters with notice of the decision on an application	✓	✓	✓	✓			
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	✓	✓	✓	✓			
120	Authority to lodge appeal on Council's behalf in Environment Court	✓	✓	✓				
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	✓	✓	✓				
125	Power to grant extension of period after which a consent will lapse	✓	✓	✓				
126	Power to cancel a resource consent by written notice	✓	✓	✓				
127	Power to change or cancel conditions imposed on a resource consent	✓	✓	✓				
128 129	Power to review a resource consent and to give notice of review.	✓	✓	✓				

Section	Delegation	CE	GMC	PP	ERSL	RA	MCO	GMA
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	✓	✓	✓				
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant).	✓	✓	✓	✓			
138	Authority to issue a notice of acceptance of surrender of consent	✓	✓	✓				
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates.	✓	✓	✓				
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s 149A).	✓	✓	✓	✓			
149E	Power to make a submission on behalf of Council on matter of national importance	✓	✓	✓				
149G	Duty to prepare a report commissioned by the EPA.	✓	✓	✓	✓			
149Q	Authority to receive report from EPA and to make comments on it.	✓	✓	✓	✓			
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	✓	✓					
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	✓	✓					
149ZD	Power to recover costs incurred by the Council from the applicant	✓	✓					
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation.	✓	✓	✓				
168 168A	Duty to receive notice of requirement	✓	✓	✓				
168A	Authority to lodge notice of requirement on behalf of Council	✓	✓	✓				✓
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	✓	✓	✓				
168A	Power to make decision on Council's notice of requirement for a designation providing no submissions received in opposition	✓	✓	✓				
169	Power to request further information in relation to publicly notify notice of requirement for a designation	✓	✓	✓	✓			
169	Power to determine whether to publicly notify notice of requirement for designation	✓	✓	✓				
171	Power to consider and make recommendations on requirements for a designation providing no submissions received in opposition	✓	✓	✓				
173	Power to give notice of requiring authority's decision on designation	✓	✓	✓	✓	✓		
174	Power to appeal to Environment Court against requiring authority's decision on designation	✓	✓					✓
175	Authority to include a designation in district plan	✓	✓	✓				
176	Power to give written consent in relation to land subject to Council designation	✓	✓	✓				✓
176A	Power to request changes and to waive requirement for an outline plan	✓	✓	✓				
181	Power to receive application for alterations to designations	✓	✓	✓	✓	✓		
181	Power to determine applications for alteration of designations providing no submissions received in opposition	✓	✓	✓				
182	Authority to receive withdrawals of designations and to amend the District Plan accordingly	✓	✓	✓				
184	Power to extend designation which has not been given effect to	✓	✓	✓				
189	Duty to receive notice of requirement for heritage order	✓	✓	✓				
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	✓	✓	✓				
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	✓	✓	✓				
189A	Power to make decision on Council's notice of requirement for a heritage order	✓	✓	✓				
190	Power to request further information of notice of requirement for heritage order	✓	✓	✓				

Section	Delegation	CE	GMC	PP	ERSL	RA	MCO	GMA
190	Power to determine notification of notice of requirement for heritage order	✓	✓	✓				
191	Power to make recommendations on notice of requirement for heritage order	✓	✓	✓				
193	Authority to give written consent in relation to land protected by Council's heritage order	✓	✓	✓				
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	✓	✓					
195A	Power to receive application for alterations to heritage order	✓	✓	✓	✓	✓		
195A	Power to determine applications for alteration of heritage order providing no submissions received in opposition	✓	✓	✓				
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	✓	✓	✓				
220	Power to impose conditions on subdivision consents	✓	✓	✓	✓			
220(1)(a) and (2)(b)	Authority to undertake registration of certificates as authorised officer	✓	✓	✓				
221(2)	Authority to issue and sign a consent notice	✓	✓	✓				
221(3)	Authority to vary or cancel a condition specified in a consent notice	✓	✓	✓				
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	✓	✓	✓				
223	Powers related to approval of survey plan as authorised officer	✓	✓	✓				
224 (c), (f)	Authority to certify compliance of survey plan as authorised officer	✓	✓	✓				
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval.	✓	✓	✓				
234	Power to vary or cancel esplanade strips on application	✓	✓	✓				
235	Power to agree on Council's behalf to creation of esplanade strip	✓	✓	✓				
237	Power to approve a survey plan where esplanade reserves or strips are required	✓	✓	✓				
237B	Power to acquire an easement for access strip	✓	✓	✓				
237C	Authority to close access strips and give notice of closure	✓	✓	✓				
237D	Authority to agree to transfer of access strip to Crown or regional council	✓	✓	✓				
237H	Authority to object to compensation valuation determination	✓	✓	✓				
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer.	✓	✓	✓				
240	Authority to certify survey plans subject to covenants and undertake online registration of certificates as authorised officer	✓	✓	✓	✓			
241	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.	✓	✓	✓				
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer	✓	✓	✓				
245	Authority to approve survey plan of reclamation	✓	✓	✓				
269 – 291	Authority to determine and direct Council involvement in Environment Court proceedings	✓	✓					
292	Authority to seek that Environment Court remedy defect in plan	✓	✓					
294	Authority to seek that Environment Court review a decision or rehear proceedings	✓	✓					
299 - 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	✓	✓					
311 312	Authority to initiate declaration proceedings and take other necessary steps	✓	✓					
314 - 321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	✓	✓					
325	Authority to consent to a stay of abatement notice	✓	✓					

Section	Delegation	CE	GMC	PP	ERSL	RA	MCO	GMA
325A	Power to cancel abatement notice	✓	✓					
330	Power to take preventative or remedial action in emergency circumstances	✓	✓	✓				
331	Power to seek reimbursement of Council's costs for emergency works	✓	✓	✓				
336	Duty to return property seized under warrant or otherwise dispose of property if not claimed	✓	✓	✓				
338	Authority to commence prosecution for breach of the Act	✓	✓					
357D	Power to consider and determine objections providing there is agreement between the parties.	✓	✓	✓				
Sch 1 Cl 3, 3B	Duty to consult on proposed plan, including consultation with local iwi	✓	✓	✓				
Sch 1 Cl 3C	Authority to determine whether consultation has already occurred under other enactments	✓	✓	✓				
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans.	✓	✓	✓				
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	✓	✓	✓				
Sch 1 Cl 6	Authority to make submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	✓	✓	✓				
Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	✓	✓	✓				
Sch 1 Cl 8B	Duty to give notice of hearings	✓	✓	✓	✓	✓		
Sch 1 Cl 8C	Authority to determine whether hearing is required	✓	✓	✓				
Sch 1 Cl 8D	Authority to withdraw proposed plan	✓	✓					
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	✓	✓	✓				
Sch 1 Cl 11	Duty to give notice of decisions	✓	✓	✓	✓	✓		
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	✓	✓					
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	✓	✓	✓				
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 20	Duty to give notice of plan becoming operative	✓	✓	✓				
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	✓	✓	✓				
Sch 1 Cl 23	Power to seek further information relating to private plan change requests	✓	✓	✓	✓			
Sch 1 Cl 24	Power to modify plan change request	✓	✓	✓				
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	✓	✓	✓				
Sch 1 Cl 26	Authority to prepare and notify plan change request	✓	✓	✓				
Sch 1 Cl 28	Power to withdraw plan change request	✓	✓	✓				
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	✓	✓	✓	✓	✓		
Sch 1 Cl 29(9)	Power to vary plan change request	✓	✓	✓				
Sch 1 Cl 32	Authority to certify material incorporated by reference	✓	✓	✓				

Section	Delegation	CE	GMC	PP	ERSL	RA	MCO	GMA
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	✓	✓	✓				
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	✓	✓	✓				
General	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.	✓	✓	✓				

Resource Management Act 1991 – Additional staff delegations

Authority is delegated to the following staff pursuant to **section 108 (power to impose conditions on a resource consent)** and **section 223 (powers related to approval of a survey plan as an authorised officer)**:

- Manager Water Services
- Manager Local Roads
- Manager Operations
- Group Manager Assets

Authority is delegated to the following staff pursuant to **section 330 (power to undertake preventative or remedial action in emergency circumstances)**:

- Manager Water Services
- Asset Engineer Water Services
- Asset Engineer Roding
- Manager Local Roads
- Manager Operations
- Water Services Engineer
- Senior Treatment Plant Operator
- Treatment Plant Operator
- Roding Contracts Supervisor
- Roding Network Supervisor
- Environmental Monitoring Officer

2. Resource Management Commissioners

Delegation	CE	GM C	PP	Date Amended
Authority to make appointments of a commissioner(s) as required.	✓	✓	✓	

3. Resource Management Consultants

Authority is delegated to the Group Manager Compliance to maintain a list of approved consultants to undertake work for Council in relation to Resource Management applications, the list is document number A337292.

Pursuant to s 34A(2) of the Resource Management Act 1991:

The Planning Consultants listed in document number A337292 (with authority delegated to the Chief Executive and Group Manager Compliance to approve or remove at any time Planning Consultants from the list, and for the list to be updated accordingly), may carry out and undertake the following of Councils functions, powers and duties under the Act:

- (1) The processing of applications made to the Council for resource consent or for the change of cancellation of consent conditions;
- (2) The processing of requirement for designation or heritage orders;
- (3) The processing of the review of consent conditions;
- (4) The issuing of requests for information pursuant to section 92 of the Act;
- (5) The granting of waivers and extensions of time limits pursuant to section 37 of the Act;
- (6) All other matters related to processing resource consents except the granting of a consent;
- (7) Preparing reports and recommendations and presenting and speaking to those reports before Council or Hearings Commissioners.

- (8) Preparing reports and recommendations for plan changes, variations or proposed district plan matters.

In particular planning consultants Kathryn Drew and Andrew McFarlane from Bloxham, Burnett Olliver may carry out and undertake the following of Council’s functions, powers and duties under the Act, when acting for Council:

- (1) Authority to sign certificates pursuant to sections 222,223,224C, 224f, 226(1)(e), 234(7), 240(1)(b), 241(4)(b), 243(f)(ii) of the Act;
- (2) Authority to sign covenants or consent notices pursuant to sections 240(3), 240(4) and 221 of the Act; and
- (3) Authority to sign Land Information Memorandums pursuant to s 44A of the Local Government Official Information and Meetings Act 1987.

Goddard/Brodie Carried

The meeting adjourned for lunch at 12.06pm.
 The Group Manager – Assets left the meeting at 12.06pm.
 The meeting reconvened at 12.40pm.

26. Motion to Exclude the Public for the consideration of:

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

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

Resolution

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

- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:
 - Chief Executive
 - Executive Assistant
 - Group Manager – Compliance
 - Group Manager – Customer Services
 - Principal Planner

- 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. CCTV Cameras – Te Kuiti Central Business District	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
2. Progress Report: Health and Safety	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
3. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	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: Investment Property Divestment	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. Carter Holt Harvey Litigation	7(2)(g) Maintain legal professional privilege;	48(1)(a)
6. 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)
7. Waikato Local Authority Shared Services – Six Monthly Report to Shareholders	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. Civic Assurance – Draft 2017 Statement of Intent	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Brodie/New Carried

27. Resolution to Re-open Meeting to the Public
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Resolution

The meeting be re-opened to the public for the consideration of the Waikato Regional Council Plan Change 1 (Healthy Rivers) – Draft Submission.

New/Whitaker Carried

28. Waikato Regional Council Plan Change 1 (Healthy Rivers) – Draft Submission	A341823
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Council considered a business paper presenting a draft submission on the Waikato Regional Council Proposed Plan Change 1 (Healthy Rivers) for consideration and endorsement (subject to any required amendments).

The Group Manager – Compliance and Principal Planner expanded verbally on the business paper and gave a Powerpoint Presentation proposing a number of minor amendments to the Draft Submission as circulated.

Council agreed that the Social and Economic impacts on the Waitomo community need reiteration, particularly taking into account that the Waitomo area is the “youngest” area of the Waikato in respect to development and still has significantly more development to occur to catch up to rest of Waikato. As such Council does not wish to have a reference point implemented which may stifle the ability to reach the same level of development as the rest of the Waikato.

Council also reiterated the need to provide that Sub-Catchment Plans and respective Farm Environment Plans should be the key tools for assessing risk.

Resolution

- 1 The business paper on Resource Management Act delegations be received.
- 2 Council approve and authorise for submission to the Waikato Regional Council the submission on Proposed Plan Change 1 (Healthy Rivers) amended as discussed.

Goddard/Smith Carried

The Group Manager – Compliance and GIS Specialist left the meeting at 1.38pm.

29. Motion to Exclude the Public for the consideration of:

Resolution

The public be excluded from the following part of the proceedings of this meeting to enable continuation of the public excluded business as set out in Resolution 26 above.

New/Brodie Carried

There being no further business the meeting closed at 2.06pm

Dated this 28th day of March 2017.

BRIAN HANNA
MAYOR

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Document No: A344351

Report To:

Council



Meeting Date: 28 March 2017

Subject: Brook Park Incorporated Society: Minutes

Type: Information Only

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

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

Commentary

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

Suggested Resolution

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



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 6 March 2017

BROOK PARK
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED
SOCIETY**

**Meeting
Minutes**

Monday 6th March 2017
5.30pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 6th
MARCH 2017 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Robin Charteris, Gerald Kay, Jane Murray, Sheralee Buchanan, Andrea Hanna, Helen Sinclair, Neil Brooks

Apologies – Bruce Maunsell, Graeme Churstain, Rob Buckley
That the apologies be accepted
Moved/seconded Helen/Neil

Confirmation of Minutes – 7th February 2017

That minutes of previous meeting be accepted
Moved/seconded Jane/Robin

Matters Arising from Minutes

Neil Brooks and Sandra Buchanan now on the email list for agenda's and minutes

Correspondance

Inwards - Email from Sandra Buchanan re service request to have work done on the MTB to make it easier to follow and safer.
Txt from Ed Morrow requesting patrols at the park.

Outwards- Email to Sandra with response to service request.
Txt reply to Ed Morrow explaining that patrols were unlikely to happen.

Financial Report

Financial report tabled. Closing balance \$20,069.50
\$3.08 received in interest.

Maintenance/Fencing

Fertiliser to be arranged in March. Rob to organise. Guy to check with Rob Gerald has fixed the fence at the bottom of the Sommerville Grove and at the working bee will check the rest of the perimeter fence. If fence looks alright members of the working bee can assist in mustering the stock out of the bush.

Weed Control

Nothing to report, working bee this Sunday 12th at 9.00am at Bosco carpark. Guy to check with Elly if she is happy to coordinate and if any further sprays or equipment are required.

Memorial Grove

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

MTB Track

As in correspondence there was a service request to make the track better marked and safer. It was discussed that we should put some small cycle markers at certain points on the track to make it easier to follow, spraying of the track would also continue. Also a couple of spots may require caution signs to warn riders.
A possible event on the track was discussed and decided to approach Dede Downs from

Sport Waikato if she may be interested in assisting with the organisation of an event. Possibly focused on school age with a BBQ.

Tree Harvesting

Harvesting still planned for March, no further news.

Elly was to talk to Malcolm MacKenzie about how we should treat the Black Walnut Plantation, no report on this at this point.

General Business

Rotunda has had mesh put up across steps up onto the stage to stop sheep camping on it. Fire Brigade have hosed it down.

BBQ's at the top carpark need to be removed as these are not for use during restricted fire season so best to take them away completely.

Ed Morrow (lessee) has replied to Council and is exercising his right of renewal for a further three-year lease.

Helen has the OP Shop for Brook Park the week of the 24th April and would like some support. She will remind us at the next meeting.

Next meeting Monday April 3rd 2017

Meeting closed 6.10pm

Guy Whitaker

Chairperson

Apologies for working bee – Robin & Jane

Apologies for next meeting - Robin

Document No: A344354**Report To:****Council****Meeting Date: 28 March 2017****Subject: Waikato Civil Defence and Emergency Management Group Joint Committee – Representation Arrangements****Type: Decision****Purpose of Report**

- 1.1 The purpose of this business paper is for Council to consider amending its representation arrangements for the Waikato Civil Defence and Emergency Management Group Joint Committee (Joint Committee).

Commentary

- 2.1 The role of the Joint Committee is to provide political oversight and governance to ensure that the functions and obligations of Waikato Civil Defence and Emergency Management are fulfilled.
- 2.2 The Joint Committee is made up of an elected representative from each council, as well as a nominated "alternate" representative.
- 2.3 Council at its inaugural meeting convened on 18 October 2016 made the following appointments to the Joint Committee:

WDC Member: Mayor
WDC Alternate: Cr Goddard

- 2.4 Current membership of the Joint Committee is:

	Members	Alternates
Hamilton City Council	Cr L Tooman	Cr J Casson
Hauraki District Council	Cr P Buckthought	Mayor J Tregidga
Matamata Piako District	Mayor J Barnes	Cr B Hunter
Otorohanga District Council	Mayor M Baxter	Cr A Williams/Cr K Christison
South Waikato District Council	Cr T Lee	Mayor J Shattock
Taupō District Council	Mayor D Trewavas	Cr A Park/Cr T Kingi
Thames Coromandel District Council	Cr R Simpson	Mayor S Goudie
Waikato District Council	Cr N Smith	Cr D Fulton
Waikato Regional Council	Cr H Vercoe	Cr S Husband
Waipa District Council	Cr J Bannon	Mayor J Mylchreest
Waitomo District Council	Mayor B Hanna	Cr A Goddard

- 2.5 Over time it has become apparent that for some Council's the "alternate" member is the representative attending the majority of Joint Committee meetings in place of the actual member.

- 2.6 At the Joint Committee meeting on Monday 6 March 2017 this scenario was raised by the Chair and it was recommended that councils should clarify who is the "member" and who is the "alternate", and that the "member" should be the representative who is going to be regularly attending meetings.
- 2.7 As can be seen in paragraph 2.4 above, of the 11 Councils making up the Joint Committee, only four (including Waitomo) have nominated the Mayor as the "member" and in all four of these situations, it is the "alternate" that attends the majority of meetings.
- 2.8 Cr Goddard will be able to expand on this business paper and answer questions at the Council meeting.

Recommendation

- 3.1 It is recommended that Council amend its representation arrangement on the Joint Committee as follows:

WDC Member:	Cr Goddard
WDC Alternate:	Mayor

Suggested Resolutions

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

WDC Member:	Cr Goddard
WDC Alternate:	Mayor

MICHELLE HIGGIE
EXECUTIVE OFFICER

Document No: A344799

Report To:

Council



Meeting Date: 28 March 2017

Subject: Progress Report: Road Map Work Programme

Type: Information Only

Purpose of Report

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

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018. In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.2 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map work programme and organisational capacity to identify priority ranking against the established work programme.
- 2.4 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.5 The current edition of the Road Map was adopted by Council on 5 April 2016.
- 2.6 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 2.7 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones.
- 2.8 The Monitoring Schedule for the Road Map adopted on 5 April 2016 includes the Key Milestones for all projects occurring in the current year (2016/2017) and includes the indicative timeframe and a commentary on progress for each project of work.
- 2.9 Amendments to Timelines and Projects of Work

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

Commentary

3.1 **NEW PROJECTS**

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

3.3 **Proposed Waikato Regional Plan Change 1**

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

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

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

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

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

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

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

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

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

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

3.13 ROADMAP REVIEW

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

3.18 CALENDAR PLANNER: APRIL – JUNE 2017

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

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

Suggested Resolution

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Calendar (April – June 2017)
Road Map Monitoring Schedule as at 28 March 2017 (Doc A344414)

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



Road Map

Monitoring Schedule

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

as at 28 March 2017

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Development of 2018-2028 LTP

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Council Meeting: Consider DC Tynan Trust CCO exemption status.	27 April 2016	Completed
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2018-2028 LTP	November 2017	
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
Desktop review of RRP	September – October 2016	Complete
Council Workshop: Present findings and preliminary draft RRP	21 February 2017	The desktop review did not highlight any significant need for change. The Work Plan regarding Policy reviews will be adjusted and all policy reviews pertaining to the 2018-28 LTP will be re-scheduled into the 2018-28 LTP development programme.
Council Meeting: Adopt for Consultation	28 March 2017	
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	Underway
Council Workshop: Review outcomes/requirements for change	7 March 2017	This work stream will be re-scheduled into the 2018-28 LTP development programme.
Council Meeting – Adopt for consultation	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 review.	January 2017	
Council Workshop: Guidance from Council on scope of review.	21 March 2017	This work stream will be postponed until after the adoption of the 17-18 EAP. Implementation will form part of the 2018-28 LTP financials
Council Workshop: Presentation of results	20 April 2017	

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	This work stream will be re-scheduled into the 2018-28 LTP development programme.

Leadership

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Completed
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	12 April 2017	Further milestones will be added once the detailed planning is complete. Workshop complete. Council worked through the timeline and process for the DP Review. The process will be amended as the result of the DP Review being able to be partially resourced in-house. The timeline for the DP Review will be incorporated into the Road Map early in 2017. A workshop to update the DP Review project will be held on 12 April 2017.

Urban Structure Plans

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

Review of Development/Financial Contributions

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

Enhanced Iwi Engagement

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

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Outcome of regional discussions on a collaborative approach to s17A Reviews.	29 September 2015	At the WMF meeting on 7 September 2015, it was agreed to set up a regional collaborative project to be led by Cindy Kent from Waipa DC.
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. Some collaborative work is being

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

Risk Management: Oversight and Governance

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

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop: Key communication outcomes	10 November 2015	Complete
Council Meeting: Adoption of Communications Strategy 2015	15 December 2015	Complete
Council Meeting - Six monthly progress report to December 2015	23 February 2016	Complete
Council Meeting - Six monthly progress report to June 2016	2 August 2016	Complete
Council Meeting - Six monthly progress report to December 2016	28 February 2017	Complete
Council Meeting - Six monthly progress report to June 2017	25 July 2017	

Information Services Strategic Plan: Review

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

Local Government Funding Agency (Debenture Trust Deed)

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

Procurement Policy Review

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

2017/2018 Exceptions Annual Plan

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

Key Milestone	Indicative Timeframe	Commentary
Council Workshop # 2 of 4: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	Complete
Council Workshop # 3 of 4: <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	Complete. No material or significant exceptions to the forecasts contained in the LTP were identified. As no significant exceptions were identified, it was suggested that Council not carry out a consultation process and adopt the 2017-18 EAP earlier than scheduled. A business paper detailing the process and timeline for early adoption will be presented to the March Council meeting.
Council Workshop #4 of 4: <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	A business paper is contained elsewhere in the Agenda.
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt EAP	27 June 2017 2 May 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 was presented to Council at the 2 August 2016 meeting.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for new Youth Council Member(s) to fill vacancies (<i>only if required</i>)	October/November 2016	Liaison regarding appointment of Youth Council Members underway.
New Youth Council Member(s) appointed (<i>only if required</i>)	November 2016	No new appointments have been made.
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's EAP consultation period	

Youth Citizenship Achievement Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on completion of the project and development of the Youth Citizenship Achievement Awards Ceremony	by December 2016	Youth Citizenship awards were held on 14 December 2016.

Waitomo District Youth Strategy

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	Project scoping for development of the Waitomo District Youth Strategy has commenced.
Council Workshop Strategy direction setting	15 November 2016	The Draft Waitomo District Economic Development Strategy was presented to Council at the 15 November 2016 Workshop. Youth initiatives form part of this

Key Milestone	Indicative Timeframe	Commentary
		Strategy. The Strategy will be reviewed as part of the LTP 2018-2028 planning cycle and a combined Community and Economic Development Strategy developed.

Community Events

Review of Events Portfolio

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

2016 Christmas Parade

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

2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	Commenced.
Identify and consult with key stakeholders	September/October 2016	Underway and will continue to event day
Development and implementation of a Project Plan	October 2016	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2017	Underway
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	Underway
Council Meeting Presentation of reviewed Policy and recommendations to Council	13 December 2016	Completed

2018 Citizens Awards

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

Combined Mayoral ITO Graduation Ceremony**2017 Graduation Ceremony**

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

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

Sister City Relationship

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

Service Level Agreement - Sport Waikato**2016/2017**

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council - (including presentation of Schedule of Services for 16/17 year)	6 October 2016	Completed
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council	28 March 2017	A business paper is contained elsewhere in this Agenda.

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	The Waitomo Caves Discovery Centre presented their six monthly report to Council at the 26 October 2016 Council meeting.
Council Meeting Deputation – Reporting against Service Level Agreement	28 March 2017	A business paper is contained elsewhere in this Agenda.

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	Completed
Council Meeting Deputation – Six Monthly Report	2 May 2017	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report in conjunction with Freedom Camping report	24 November 2015	Completed
Determine potential camp site locations	December 2015	Completed
Feasibility of dump stations and location thereof	December 2015	Progressing
Determine WDC criteria – location/duration of stay/vehicle type, etc	February 2016	Completed
Council Workshop Freedom Camping Monitoring Programme	22 March 2016	Completed
Consultation with key stakeholders	April – June 2016	Progressing
Council Workshop Site(s) review and development recommendations	14 June 2016	A business paper was presented to Council at the 14 September 2016 workshop.
Further milestones will be confirmed following the Council Workshop		

Customer Services Strategy – Monitoring and Review

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Annual Progress Report	28 June 2016	A business paper was presented to Council at the 2 August 2016 meeting.
Internal Review of Strategy	March 2017	Underway.
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	Completed
Council Meeting Progress Report to Council	2 May 2017	
Council Meeting Progress Report to Council	31 October 2017	

Waitomo District Age-Friendly Strategy

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

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data	November 2015	Progressing
Liveability and Business Questionnaires undertaken	March/April 2016	Progressing
Data analysis and development of the Waitomo District Economic Profile	May/June 2016	Progressing
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper	2 August 2016	Complete
Council Meeting Present stakeholder feedback	6 October 2016	Complete
Council Workshop Draft Waitomo District Economic Development Strategy	15 November 2016	Complete
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	A business paper is contained elsewhere within this Agenda
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	13 Dec 2016 - Implementation Plan adopted by Council as below. Programme for delivery to be confirmed following the appointment of an Economic Development Officer.

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

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

Regulation Services

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

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

The functions are:

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

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

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

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

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

Policy: General

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

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

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

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

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

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

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

Policy: Gambling Venues

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

Bylaws: General

Bylaw	“New” Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	①	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015 ②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping			④	

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

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw to identify any issues		If issues are identified a review will be programmed.
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	14 Sept 2016 - A business paper was presented to the Council workshop.
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	13 Dec 2016 - A business paper was presented to Council advising development of a Freedom Camping Bylaw will commence in 2017.
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		

Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan	July 2016	A business paper was presented to Council at the 6 October 2016

Key Milestone	Indicative Timeframe	Commentary
<p>Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties</p>		<p>meeting. It is proposed that managed retreat be considered as part of the District Plan Review Process.</p>

Te Maika Zone

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

Community Services

Property: Divestment – Old Ministry of Works Building

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

Property: Divestment – Mokauiti Hall

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

Parks & Reserves: Brook Park Entrance Development

Brook Park Entrance

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

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
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 2019.

Parks & Reserves: Walking Track Strategy and Maintenance Contract

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Completed
Audit of tracks and walkways completed, including classification and survey of track locations and gradients and engineering assessment on all track structures	March 2017 – May 2017	Initial planning commenced
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	Initial scoping has commenced. Milestones to be identified and confirmed upon completion of project scope.
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

Parks & Reserves: Active Reserves Management Plan

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

Public Amenities: Te Kuiti Cemetery Development Plan

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

Public Amenities: Marokopa Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
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	Reliable counting system is currently being sought to carry out this assessment. User numbers will be collected during the December/January holiday period.
Investigate suitability of adapting new Piopio toilet Design for use in Marokopa and confirmation of location	January 2017 – February 2017	User numbers indicate the need for x1 male pan and urinals, x2 female pans plus disability facilities. Designs will now be investigated as will positioning of the toilets as the current area may not be suitable due to the increase in size.
Finalisation of design and tender documentation	February 2017 – March 2017	Land and design investigations underway.
Tender	March 2017 – April 2017	
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	A Business paper is contained elsewhere in this agenda.
Initial internal Working Group meeting	November 2016	A business paper was presented to Council at 26 October meeting to advise timelines. A meeting of the internal working group is now being arranged.
Consultation aerodrome users	February 2017	A project plan to inform the working group is being developed. A working group meeting will be called once this is finalised.
Preparation of Management Plan		
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	As required	

Key Milestone	Indicative Timeframe	Commentary
to Council 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		

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
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: 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	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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: 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	

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
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 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	

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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 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. Plaza tidy up is underway.

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed
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	Construction works associated with Building 1 and i-Site Linkage are now complete. The i-Site was relocated back to their building on 1 November 2016.

Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
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 2015 – June 2015	Completed

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

Property: Te Kuiti Campground

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Completed. A Concept Plan was considered by Council at the 26 May 2015 meeting.
Concept design forwarded to motor Caravan Association for comment	June 2015 – July 2015	Completed
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	Completed. Concept design forwarded to Quantity Surveyor to prepare preliminary costings.
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	Lease is rolling over on a month to month basis.
Feasibility Study / Business Case development	August – October 2016	A business paper was presented to Council 6 October 2016.
Council Meeting Draft report to Council	October – November 2016	A business paper is contained elsewhere within this Agenda.
		A business paper was presented to Council in November 2016 outlining the findings of the Feasibility Study. Further investigation is now being undertaken to inform LTP 2018-2028 considerations.

Parks & Reserves: Albion Soccer Club Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of existing building and base plans prepared	April 2015	Completed
Application for funding to Trust Waikato	September 2015	Completed

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

Public Amenities: Te Kuiti Security Camera Upgrade

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

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	July 2016	Design drawings complete and tender documents being prepared.
Tender Subcommittee Report and awarding of tender	August 2016	Target date for tender is mid October subject to Resource Consent approval.
Construction	September 2016 – December 2016	Waiting on Resource Consent Approval. Approval received.
Call for Tenders	October 2016	Tenders close 24 November 2016.
Construction Commences	December 2016	The contract has been awarded

Key Milestone	Indicative Timeframe	Commentary
		and design is being finalised. Completion date is scheduled for late May 2017.

Public Amenities: Benneydale Caravan Dump Station

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

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

Key Milestone	Indicative Timeframe	Commentary
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 to PJ McCarthy.
Implementation / Construction	June – July 2016	Construction—will commence on 5 September 2016
Planting upgrade by ISU	October - November 2016	A business paper is contained elsewhere in this agenda.
Fencing changes	September 2016	Completed

Public Amenities: Te Kuiti Rail Overbridge Renewals

Stage 1 – 2015/2016

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

Key Milestone	Indicative Timeframe	Commentary
		budget capacity. Revised designs for safety railings are being investigated.
Tender for works		
Construction		

Stage 2 – 2016/2017

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

Asset Management

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

Land Transport: Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015 1 December 2016	Complete – Contract Awarded Revised as per NZTA direction Award of new Road Maintenance and reseals contract 2017-2020 Complete – Contract Awarded – Contractor on Site 1 March 2017
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2016-17	To implement 2018. The impact of the One Network Road Classification (ONRC) and the current changes to allow heavier trucks on all bridges and roads are to be assessed.
Develop LTP 2018-28	October 2017 – February 2018	

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Future Cross Boundary Collaboration between WDC and RDC	2015/2016	A further approach will be made to RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters for LTP development purposes. RDC appointed a Consultant to investigate their options. There have been meetings to provide information of WDC's position. No further feedback from RDC. This will not be pursued any further.

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

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

Solid Waste: District Transfer Station Improvements

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

Solid Waste: Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study to increase the consented capacity from 232,000m ³ to 500,000m ³ .	December 2016	<p>Two options must be considered. The first would be to extend the volume of the landfill to 500,000m³ with no change to the footprint, adding another 40 year life expectancy and in doing so retaining income.</p> <p>The second option would be to close the landfill when the 232,000m³ 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> <p>At the Council workshop of the 15 November Council indicated that the option of Expanding the Landfill must be pursued and will be incorporated in the 2017/18 EAP process.</p>

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	<p>The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.</p> <p>In procurement phase</p> <p>The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.</p> <p>A separate Business paper is enclosed elsewhere in this agenda.</p> <p>Proposals from Envirowaste and Inframax have been requested and will close on 3 March 2017.</p>

Transfer Station – Refuse and Recycling Collection

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

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

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. In procurement phase The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period. A separate Business paper is enclosed elsewhere in this agenda. Proposals from Envirowaste have been requested and will close on 3 March 2017.

Solid Waste: SWaMMP Improvement and Monitoring

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

Key Milestone	Indicative Timeframe	Commentary
development in growth areas (Waitomo village, Mokau etc) following completion of structure plans		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 2016 waste audit was recently completed in July 2016. The results were reported to Council in August 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Ongoing
Storm water safety audit	End June 2016	The report has been received and work to remedy issues identified is being programmed.

Stormwater: Edward Street

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	Construction on this project is nearing completion.

Stormwater: Hill Street

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	April 2017	The contract has been awarded. Construction is delayed due to the unseasonable rainy weather being experienced.

Wastewater: Te Kuiti Sewerage Carroll Street under Railway

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	April 2017	The contract has been awarded. Construction is delayed due to KiwiRail approval being slow to obtain.

Wastewater: Te Kuiti Sewerage Sewer Main under River

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	April 2017	Lowest possible river water level is ideal for the drilling work to commence under the river bed. The contract has been awarded. Construction is delayed due to the unseasonable rainy weather being experienced.

Wastewater: Te Kuiti Sewerage Nettie Street Reroute

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	The contract has been awarded. Contractor to provide programme for construction.

Wastewater: Benneydale Sewerage

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

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	All filters are now replaced, pipe work completed and the filter operation is being automated through programming the PLC. The UV has been commissioned and is working. A setting on the control valve is being optimised.
Phase 2	Target completion December 2017	The Contractor is on site. The Resource Consent to work in the river bed has not been completed with WRC requiring additional information on methodology. In addition the river is presently flowing too strong to start work. It is highly likely that this work will be postponed till next year.
Phase 3		Design has started and critical components have been procured.

Water: Awakino Pump Station

Key Milestone	Indicative Timeframe	Commentary
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Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Delayed due to the Te Kuiti WTP upgrade. Being done in-house
Construction	End April 2017	Dependent on completion of the Te Kuiti WTP filter upgrade. Construction delayed

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 350 have been replaced throughout the district since June 2015.

Water: Henderson / Earl Street Ring Main

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	April 2017	Construction programme has been pushed forward to allow more urgent progress on the Te Kuiti WTP upgrade to proceed.

Water: Awakino / Blackmans Reservoir Main

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	This work has also been reprogrammed to allow for the work to proceed at the Te Kuiti WTP.

Water: Hetet Street Main Replacement

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	May 2017	The contract has been awarded. Contractor to provide construction programme.

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.

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
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Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed - Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review.
Development of detailed scoping and associated Project Plan	Outside 2025	Dependent on outcome of 1 above.
Consultation with landowners on development plans and land availability for discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
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 the 24 March 2016 stakeholder hui, WDC has since prepared a draft MoU, initially for consideration by Council. The draft MoU not only documents the notional agreements to date, it also records in detail the legal status, mandates, accountabilities, processes and timetable for all those tasks which must be

Key Milestone	Indicative Timeframe	Commentary
		<p>advanced by the "ownership" parties before the matter can progress to a stage where Council can be presented with a proposal for consideration as part of a future EAP/LTP process.</p> <p>On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund totals \$12M over four years and is designed to assist provision of smaller scale infrastructure projects that deliver tourism related facilities.</p> <p>WDC has communicated the fund announcement to the ownership parties and highlighted the need for preparedness ahead of requests for funding applications. Ownership, programming and community consultation could well be matters that would need to be in place ahead of an eligible funding application.</p> <p>Full report included in the 28 June 2016 council meeting</p> <p>Full report included in the 2 August 2016 council meeting</p> <p>Council provided direction at its Workshop on 15 November 2016 which will be further pursued.</p>

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

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

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

WATER - Mokau

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

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

WATER - Piopio

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

ROADING

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

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

WASTEWATER - Te Kuiti

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

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

STORMWATER - Te Kuiti

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

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

Capital Renewal Programme – Year 2 (2016/2017)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	Not required. Replaced during 2015
Mary Street	\$14,976.26	Not required. Replaced during 2015
Hill Street	\$22,636.92	
King Street	\$70,422.59	

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	The Henderson main is still in good condition after a condition assessment was done. The work in the current financial year will see a ring main being completed.
Hetet	\$18,457.50	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Rora Street	\$12,223.68	Condition assessment to be undertaken
Hetet	\$906.02	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Ngarongo	\$12,960.38	Condition assessment to be undertaken

WATER - Mokau

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

WATER - Piopio

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

WASTEWATER – Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$53,919.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$14,039.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$25,740.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$15,208.00	Rora Street will be reprogrammed as Taupiri Street
Alexandra Street	\$25,631.00	This will be reprogrammed as Taupiri Street

ROADING

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

Pavement Rehabilitation Program for 2016/17:

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
Totoro Rd Phase 2 Sep Port 1	8,378 – 9,800	1422	6.4	9,100	\$60.00	2016/17	\$546,000
Totoro Rd Phase 2–Sep Port. 2	9,800 – 11,316	1,516	6.4	9,700	\$60.00	2016/17	\$582,000
Rangitoto Rd	5,784 – 6,415	631	7.0	4,340	\$50.00	2017/18	\$217,000
Oparure Rd (Section C)	14,587 – 15,588	1,010	8.0	8,080	\$50.00	tbc	\$404,000
Ramaroa Rd Section 1	0 - 630	630	7.0	4,676	\$50.00	2017/18	\$233,800
Ramaroa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$50.00	2017/18	\$350,000

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

Major New Construction Projects for 2016/17:

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Maraeroa Rd Seal Extension	0.000	1,780	1,780	7.0	13,130	\$61.77	\$811,000

Note: The above list indicates large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works.

AMP Improvement and Monitoring: Land Transport

Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals

Key Milestone	Indicative Timeframe	Commentary
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Current assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@sset at WDC	Dec 2016	Ongoing as required.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	Ongoing	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Delayed 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	2016/17 onwards	Planning underway. Plan was to be implemented over Five years, but a revised NZTA subsidy scheme of 85% FAR has changed the strategy to a proposed one year LED conversion plan for 2017/18 and the intention is to introduce new LED technology to save on energy consumption and maintenance costs of street lights

Key Milestone	Indicative Timeframe	Commentary
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	2016/17 onwards	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

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

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). 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. Complete
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Ongoing	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
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.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
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.
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

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.

2016 Elected Member Induction Process

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

Combined Mayoral ITO Graduation Ceremony

2016 Graduation Ceremony

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

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

2016 Code of Conduct Review

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

2016 Governance Statement Review

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

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

Key Milestone	Indicative Timeframe	Commentary
WMF to review the Agreement for consideration by Councils	November 2016 – February 2017	Review led by Regional Councils (Waikato and Manawatu-Wanganui).
Council Meeting – must be adopted by 1 March 2017	28 February 2017	Manawatu-Wanganui Region 13 Dec 2016 – Council approved the proposed Manawatu-Wanganui Region Triennial Agreement for the period from 1 March 2017 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2019 local authority elections and before 1 March 2020. Waikato Region Complete