

Document No: A353243

Report To: Council



Meeting Date: 27 June 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
1. Contractual Issues: Setting of KPIs for 2017/18	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

Document No: A353244

Report To: Council



Meeting Date: 27 June 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

Document No: A353203

Report To: Council



Meeting Date: 27 June 2017

Subject: **Deputation: Te Kuiti Community House Annual Report**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Desiree McKenzie, Te Kuiti Community House Coordinator will be in attendance at 11.00am to present the Te Kuiti Community House Annual Report to the Council.
- 1.2 A copy of the Te Kuiti Community House Annual Report is attached to and forms part of this business paper.

Suggested Resolutions

The Deputation from the Desiree McKenzie, Te Kuiti Community House Coordinator presenting the Te Kuiti Community House Annual Report be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Te Kuiti Community House Annual Report

Te Kuiti Community House Trust 2017 Report to the Waitomo District Council

Desiree McKenzie – Coordinator Report

It has been a busy year for the house with great outcomes for our Waitomo community.

Frances Allely a trustee since 1994 has been unwell and it is the first time she has been unable to attend meeting in 23 years. We hope she will be well enough to return soon.

I would like to thank Lorrene Te Kanawa the chairperson for her continuing support and interest in the programmes and projects delivered to our community.

Terry Davey has joined the Trust and has been very active and a great support for both the trustees and coordinator. Thank you Terry it is great to still have a voice at the council meeting and another voice in the local business sector.

Dede Downs has recently joined the Trust and is a great social services advocate for the Trust and our community. Dede is on the front line in our community and is awesome for our public awareness and a supporter of our weekly sit and be fit exercise group.

Kevin Forgeson has supported the community house since 1992 and was one of the original trustees and has given 24 years of service to our community and Patsy Roach who came on to board of trustees not that long after Kevin.

One of our volunteers Robert Hirini has been nominated for the Waikato Volunteer Excellence Awards, he has made remarkable progress to overcome some huge family issues and has grown in self-confidence, self-belief and self-worth. He volunteers at the Community House 5 days a week, 6 hours per day and facilitates community driven projects within the house and supports external events with Desiree such as the Christmas parade, Balloons evening and Maniapoto Family Violence Invention Network public education projects. He is also a level 3 security guard certificate which is reassuring for the female councillors working with male clients.

To our tenants and meeting room users, we are very appreciative of the ongoing support.

To our volunteers and all our helpers, we appreciate the time and energy you spent in the community house. I would like to specially thank Jocelyn and Robert who have gone the extra mile to make the community house a better place for the community at large.

Novice Driving Programme – What a great success this has been for our youth and greater community. The Waitomo District Council and Otorohanga District Council who are involved with the funding of this programme along with NZTA are very happy with the outcomes. This programme has showcased Te Kuiti and Otorohanga as a communities who work together. Number Twelve has achieved the target of 80 licences. 40 from Te Kuiti and 40 from Otorohanga as stated in contact.

Full Driving Programme -The Full licence programme was funded by the D.V Bryant Trust to the amount of \$7,000 which achieved 27 full licences and has made a huge difference to those 27 who participated. The feedback from these community member has been very rewarding. I am stopped in the street by smiling faces, thanking the Community House because they have gained employment, independence and removed the stress of being caught driving outside of their previous licence restrictions. Misty went from unemployed to working two days a week in a local quarry and enrolled in AMS industries in Hamilton three days a week to gain array of truck licences. Courtney has also gained employment and intends to further his licences in the mines in Australia. Del gained employment as a mobile cleaner because she is able to drive the company van. This suits Del as it is

within school hours. Maria and Blake required their full licence to retain their jobs as their duties had changed. They are proud of what they have achieved and really enjoy telling me that they have been pulled over by the police and they can finally show the office their full licence. The police officers congratulate and praise the youth. So this programme has proven to be positive to all sectors of the community especially for our local employers and local police, creating happier and more positive relationships between different sectors.

Sit n be Fit - group continues to be popular but we have sadly lost a few of our older members this year. We entered one team in the Kaumatua Games in October and we are going to the Quota Workman's Club for this year's Christmas party. Sit and be fit programme will continue into 2016/17, creating community inclusion and encouraging physical exercises that focuses on strength and balance. Ending with a cup of tea and homemade scones afterwards increasing social support networking for these community members. Such as going to hair dressing appointments and car-pooling etc.

4H Community Trust – Been a busy year with Jim O'Halloran one of the original trustees and was the current chairman passed away. Funding outcomes have been positive and the trust is in a healthy financial position.

Friends of Te Kuiti Hospital – Business as usual. Project to revamp the palliative care unit.

Maniapoto Family Violence Intervention Network – Busy year with events such as a meeting with Amy Adams Minister of Justice and MP Barbara Kuriger, Clare Murphy Workshop, Benneydale School - Planting a memorial tree for Wini McLean, November 26/27th Garden Ramble, Xmas floats x 2 and monthly meetings along with other smaller events highlighting the awareness of family violence.

Health and Welfare Monthly Community Forums – This is a great tool for networking and supporting each other between community organisations around our region. I would like to thank Jody Hughes for her voluntary work involving this forum.

Waikato Regional Rural Transport Forum - to support and share information with other communities who are trying to create better transport options for the mobility challenged community and keep up to date with regional roading and foot path out comes in the Waikato.

Visually impaired reading group – Weekly - Waitomo Newspaper, local news for local people

Adult learner licencing training – referrals from Work and Income and community requests- Free learner licence tuition, Monday to Friday. - Free Vouchers for the mock test (the real version that Number Twelve kindly supply)

CV assistance – referrals from Work and Income and community requests

Community support and referrals – Support community members' access the services they require. If required, support the community member by providing transport to the service provider, introduce community member, be the support person and ensure they receive the service they require. Be a backup support for those with mental health issues, eg help complete lawyer's paperwork before initial appointment, food bank referrals and support person for interviews at Work and Income.

Participation in 2016/2017

We have three counsellors from Otorohanga Support House specializing in different areas.

And then we have Russ who receives referrals from the courts etc. Deals with family violence and anger management clients. This is not advertised due to client confidentiality.

Trust Waikato - Funding Workshops

English Language Partnerships New Zealand – weekly night classes

Maniapoto Family Violence Intervention Network – training sessions

child, youth and family – Family Group Conference meetings as required

Community Waikato meetings, workshops and interviews. OHS workshops open to local community groups, iwi, small business or anyone else interested

Hospice - monthly clinic

Arthritis - bi monthly clinic

Maria-Rosa, clinical psychologist – two clinic's a week

Kim, ACC credited counsellor – clinics as required, usually fortnightly

Laura Fergusson Rehabilitation – clinics as required

Neil Micklewood, clinical psychologist – clinics as required

Tonk Morgan, meat education training – three day workshops as required

Progress to Health – Weekly workshops

MSD Social Sector management meetings

MSD workshops which enable us to provide the best delivery practices and services to our community.

Number 12 interviews – when privacy is necessary and needs to be away from their surrounding for the client involved.

Restricted driving licence enrolment interviews

Plunket Parenting through Separation workshops

Community Waikato workshops

Restorative Justice Trust meetings

Serious Fraud Office meetings

Te Kuiti CAB – monthly meetings

Dementia Waikato – monthly support meetings

Agfirst Waikato– computer courses for beginners

Links Training – local electrician's First Aid and compliance training

ADAC Ltd – Land transport assessments for people with indefinite drink driver disqualifications to regain their licences.

Some local iwi trusts – who have their monthly meeting such **MFM** radio station, **Pukepoto** and causal users as such **Maori Trust Board** amongst others.

Youth Horizons – Weekly booking using two room every Monday. Youth Horizons are a group of 10 providers who use the community house as a central meeting place as they are all from other districts and Te Kuiti provides equal traveling time. Creating more meeting time, thus more productivity for the funders' dollar.

TOAST meetings – Tobacco compliance education, Smokefree Environment Act breaches etc.

Grassroots community groups (Non-profit, non-registered) such as Erina Wehi-Barton's health and wellbeing programmes for our community, an in house Te Wharekura O Maniapoto Mahi Kainga (Study group) for 10 teenagers and King Country Women's Rural Network group.

We provide **Probation supervision** – jobs like cleaning and inclusion in education and promotional events such as MFVIN

The Lines – Training workshops

Volunteers within the house (Robert Hirini, Danielle Kanawa and Jocelyn Davies) have provided assistance to adults wanting to gain their learner licences and also for those who need help with preparing their CV, assisting with Sit and be Fit weekly sessions and help with cleaning and meeting room set up.

We would like to express our gratitude to all our funders – Lottery, Trust Waikato, COGS, Lion Foundation, Waitomo District Council, Grassroots, DV Bryant Trust and Tindall Foundation.

We would also like to express our gratitude to our local sponsors – Lionel Smith and Associates, PC Soft limited and Forgeson Law for their support.

Last but not least my thanks go to the Trustees. Lorrene Te Kanawa (Chair), Frances Allely, Patsy Roach Kevin Forgeson, Terry Davey, Dede Downs.

Trustees are the back bone of all non-profit organisations and give of their time and skills voluntarily for the wellbeing of the Waitomo community.

Desiree McKenzie

Te Kuiti Community House Trust Coordinator

28 Taupiri Street, Te Kuiti

07 878 5272

027 81 44663

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 7 JUNE 2017 AT 9.00AM

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

IN ATTENDANCE: David Beck and Yvette Batten (Waitomo News)
Caitlyn Moorby (Waikato Times)

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

David Beck introduced Yvette Batten to the Council and informed Council he was leaving the Waitomo News and Yvette Batten will be taking over Council business for Waitomo News reporting purposes.

1. Council Prayer

2. Declarations of Member Conflicts of Interest	...
--	-----

No Declarations

3. Proposed Waitomo District Plan – Planning Process	A350800
---	----------------

Council considered a business paper providing a brief on the new planning processes offered by the Resource Legislation Amendments 2017, in respect of the options available for the development of the Proposed Waitomo District Plan.

The Group Manager – Compliance and Principal Planner gave a PowerPoint Presentation and answered Members' questions.

Resolution

- 1 The business paper on Proposed Waitomo District Plan – Planning Process be received.
- 2 Council support the Standard Planning Process option subject to the Maniapoto Maori Trust Board's approval.

Whitaker/Smith Carried

The Group Manager – Compliance and Principal Planner left the meeting at 9.17am.

4. Verbal Reports: Individual Councillor Roles and Responsibilities

Cr Brodie

- Waipa River Catchment
- Piopio Memorial Hall
- Tsunami Civil Defence Meeting at Wharerino
- Mokau SH3 Launch
- LGNZ Symposium on Freshwater

Cr New

- Waitomo Rural Womens Divison
- 30th Anniversary of Citizens Advice Bureau
- Hillview
- Legends Breakfast
- Youth Council Induction
- Reminder – Historic Society AGM

Cr Goddard

- Destination Pureora
- Benneydale Hall Society
- Pureora Conservation Hui
- Civil Defence Media Training Workshop
- Waikato Plan Deliberations

Cr Davey

- Legends Breakfast
- Legendary Te Kuiti Meetings
- Te Kuiti Community House

Cr Smith

- Waitomo Museum
- Marokopa and Te Waitere Civil Defence Presentations
- Kahu Hohaia
- LGNZ Symposium on Freshwater
- West Coast Zone Catchment Committee

Cr Whitaker

- Brook Park
- Destination Pureora
- Meads Project

Mayor Hanna

- SH3 Working Party Cross-boundary Meeting
- RMC Meetings
- TRENZ
- Stacey Simpson (Photographer)
- Pureora
- Peter Winder (WMF Collaborative Stakeholder Forum)
- LGNZ Symposium on Freshwater
- Youth Council
- Meads Project

Resolution

The verbal reports be received.

Davey/Smith Carried

The Group Manager – Community Services and Group Manager – Assets entered the meeting at 9.35am.

5. Confirmation of Minutes – 2 May 2017
--

Resolution

The Minutes of the Waitomo District Council meeting of 2 May 2017, including the Public Excluded minutes, be confirmed as a true and correct record.

Goddard/Brodie Carried

6. Brook Park Incorporated Society: Minutes	A344351
--	----------------

Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 1 May 2017.

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

Resolution

The business paper on Brook Park Incorporated Society: Minutes – 1 May 2017 be received.

Whitaker/Davey Carried

The Group Manager – Community Services left the meeting at 9.40am.

7. Review of Local Government Elected Members Remuneration – Consultation	A350819
--	----------------

Council considered a business paper ...

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

Resolution

- 1 The business paper on Review of Local Government Elected Members Remuneration - Consultation be received.
- 2 The following feedback be provided to the Remuneration Authority relating to Part Two of the Remuneration Review Consultation Document:

RMA Plan Hearing Fees

Question: Do you agree that elected members who are sitting on plan hearings under the RMA should be remunerated in the same way as elected members who are sitting on resource consent hearings?

Feedback: Yes

Question: Do you agree that elected members who chair such hearings should be remunerated for time spent writing up decisions?

Feedback: Yes

Leave of Absence

Question: Do you agree that there should be provision for elected members to be granted up to six months leave of absence by councils? If not, what should be the maximum length of time?

Feedback: Yes – but only under extraordinary conditions

Question: Do you agree that additional remuneration can be made to an acting mayor or chair under the circumstances outlined?

Feedback: Yes

Question: If you disagree with any of the conditions, please state why.

Feedback: N/A

Question: Are there any other conditions that should apply?

Feedback: Elected members should be allowed up to six months leave of absence in any one triennial term for extraordinary situations, and particularly health reasons (including health issues with an immediate family member or dependent)

Expense Policies

Question: Do you agree that the Remuneration Authority should supply a prototype expenses policy that will cover all councils and that councils should be able to adopt any or all of it to the upper limit of the metrics within the policy?

Feedback: Yes

Question: Do you agree that each council's auditor should review their policy and also the application of the policy?

Feedback: Yes

Information and Communication Technology (ICT) Services

Question: Do you agree that it should be common policy for councils to provide the ICT hardware proposed above for all elected members?

Feedback: No – support status quo. Councils should have the ability to provide ICT hardware suitable to that particular Council and its elected members

Question: Do you agree that exemptions to this policy would be limited to exceptional circumstances?

Feedback: Council supports the status quo so exemptions would not be applicable.

Question: Do you agree that a proportion of the ongoing cost of the use of home internet and personal mobile phones should be reimbursed as outlined above?

Feedback: No – support status quo

Question: If you disagree with either of these proposals, please give reasons and outline your alternatives.

Feedback: No – support status quo

Question: Do you agree with the “unusual circumstance” provision in para 49 above?

Feedback: Yes – Provision of services to isolated rural areas is significantly more expensive than providing urban services

Travel Time Allowance

Question: Do you agree that the current policy on travel time allowance should be continued?

Feedback: Yes

Question: If not, please state reasons for change.

Feedback: N/A

Mileage Claims

Question: Do you agree with the proposed change to the current 5000km rule?

Feedback: Yes

Question: If not, what should it be and why?

Feedback: N/A

New/Whitaker Carried

The meeting adjourned for morning tea at 10.00am and reconvened at 10.15am
David Beck (Waitomo News) left the meeting at 10.15am.

8.	Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater	A350380
-----------	---	----------------

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/New Carried

9.	Progress Report: WDC Resource Consent – Compliance Monitoring	A350379
-----------	--	----------------

Council considered a progress report 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.

Whitaker/Brodie Carried

10.	Progress Report: Solid Waste Activity	A350472
------------	--	----------------

Council considered a progress report on Solid Waste operations, maintenance and capital development activities and also on the recent procurement of Kerbside Collection, Transfer Station Refuse and Recycling Collection Services and Landfill Operations.

The Chief Executive and 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

11.	Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport	A350859
------------	--	----------------

Council considered a progress report –

- 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.

The Group Manager – Assets undertook to follow-up with KiwiRail the poor condition of the Ward Street Railway Crossing.

Resolution

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

Whitaker/Smith Carried

The Group Manager – Corporate Services entered the meeting at 10.33am.

12. New Zealand Transport Agency – Setting of Speed Limits Rule 20017	A350496
--	----------------

Council considered a business paper informing of the NZ Transport Agency (NZTA) 'Setting of Speed Limits Rule' proposal which is currently out for consultation and presenting a draft submission for consideration and approval.

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

Resolution

- 1 The business paper on New Zealand Transport Agency - Setting of Speed Limits Rule 2017 be received.
- 2 The draft Submission on the New Zealand Transport Agency - Setting of Speed Limits Rule 2017 be approved.

Goddard/Brodie Carried

13. New Zealand Transport Agency – New Heavy Vehicle Weight Limits	A351118
---	----------------

Council considered a business paper informing of the new Vehicle Dimension and Mass (VDAM) Rule 2016 and the implications of that to the safety and capacity of WDC's roading network.

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

Resolution

- 1 The business paper on New Zealand Transport Agency – New Heavy Vehicle Weight Limits be received.
- 2 Council note that:
 - a From 1 December 2017 vehicles utilising the new gross mass limits will have general access on all local roads and state highways unless any such roads and bridges are restricted and posted to exclude them from general access.

- b The financial impact of the additional mass loads on WDC's road bridges and structures is not yet known as the impact on the cost of maintaining and rehabilitation of the local roads network has yet to be determined.

Davey/Goddard Carried

14. Hearing of Submissions on 2017/18 Fees and Charges	A349896
---	----------------

Council considered a business paper presenting the outcome of the Special Consultative Procedure undertaken for Council's proposed changes to the 2017/18 Fees and Charges for functions under the Food Act 2014 (FA 2014) and the Resource Management Act 1991 (RMA).

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

Council noted that no submissions were received and therefore no Hearing is required.

Resolution

The business paper on Hearing of Submissions on 2017/18 Fees and Charges be received.

Brodie/Smith Carried

The Group Manager – Assets left the meeting at 10.50am.

The Group Manager – Community Services entered the meeting at 10.50am.

The Group Manager – Assets re-entered the meeting at 10.53am.

15. Sir Colin Meads Statue and Meads Brothers Exhibition	A350704
---	----------------

Council considered a business paper providing a brief Council on the Sir Colin Meads Tribute Project 2017 which has been initiated and led by the Legendary Te Kuiti Committee.

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

The Mayor commended Legendary Te Kuiti on the achievement made within the very limited timeframe and the efforts of the Project Manager – Yvette Ronaldson.

Resolution

The business paper on Sir Colin Meads Tribute Project 2017 be received.

New/Brodie Carried

The Group Manager – Community Services left the meeting at 10.56am.

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Civic Financial Services Limited – 2017 Annual General Meeting	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Audit Planning Report and Timeline for the 2016/17 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Waikato Mayoral Forum Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: NZTA Investment Audit Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
6. Progress Report: Health and Safety	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
7. Progress Report 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)
8. Te Kuiti Campground	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Waitomo Village Water and Wastewater Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Smith/Whitaker Carried

Yvette Batten and Caitlyn Moorby left the meeting at 10.59am.

There being no further business the meeting closed at 1.32pm

Dated this day of 2017.

BRIAN HANNA
MAYOR

Confidential Confidential

Confidential Confidential

Confidential

Document No: A352679

Report To: Council



Meeting Date: 27 June 2017

Subject: Brook Park Incorporated Society: Minutes - 12 June 2017

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the 1 May 2017 Brook Park Incorporated Society meeting.

Local Government Act S.11A Considerations

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

Background

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

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

Commentary

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

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 12 June 2017 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – ...12 June 2017

BROOK PARK
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED
SOCIETY**

**Meeting
Minutes**

Monday 12th June 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 12th JUNE 2017 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Jane Murray, Helen Sinclair, Elly Kroef, Graeme Churstain, Sue Wagstaff, Rob Buckley, Andrea Hanna, Neil Brooks, Phillip Houghton

Apologies – Bruce Maunsell,
That the apologies be accepted
Moved/seconded Graeme/Jane

Confirmation of Minutes – 1st May 2017
That minutes of previous meeting be accepted
Moved/seconded Elly/Sue

Matters Arising from Minutes
None.

Correspondence
None.

Presentation from Te Kuiti Rotary Club by Dianne Forgeson and Ray Scrimgeour

Te Kuiti Rotary have agreed to take on the project of forming a walkway from the bottom carpark to the Rotunda. Weather is an issue and one of the initial jobs is to look at the drainage and this may include using a local contractor to do some drainage. The walkway will be a limestone chip with timber edges. They plan to use the Te Kuiti High School technology department to help construct some small bridges over the open drains. It was asked that a high-level design plan and schedule be produced and the discussion was held about health & safety and Council staff to be notified if any machinery was going to be used on the park. This is likely to be more of a summer project.

Financial Report

Financial report tabled. Opening balance \$20,075.99
\$900 received from Helen Sinclair – Op Shop revenue
\$1902.72 received from WDC for lease
\$3.84 received in interest.
Closing balance \$22,881.55
Moved/Seconded Phillip/Andrea

Maintenance/Fencing

Gerald found another hole in the Sommerville Grove boundary fence that stock was going through and that has been fixed.
No fertiliser applied this year will double up next year.
Sheep were found in conifer grove due to the gate been left open.

Weed Control

Elly and team have removed all the Jerusalem Cherry and with more work in the spring hope to have the park Jerusalem Cherry Free.

Wooley Nightshade is coming up where ever we have cleared maples/walnuts/Brazilian Pepperwood Elly to talk to Regional Council about this as they have undertaken to control this.

The Farm Forestry Assn was hosted by members of the committee on the 27th May and a good and informative day was had by all. They did mention that the Black Walnut stand could be a very valuable crop in the future, there was a debate as to what is the best action now with the trees, thin or not to thin. Decision was to leave them alone at present. The pines are a good crop and should make money from them and while harvesting it is best to remove the Blackwoods at the same time and they have no value.

The Farm Forestry Assn were given afternoon tea and from discussions they made the offer that they could possibly fund a week's labour to help with weed control. Elly to follow up on this.

Elly suggested that we might like to plant some more fruit and nut trees that will be easy Care.

Resolution: That the committee agree to fund the purchase of some Fruit or Nut trees to the value of \$400

Moved/seconded Guy/Neil

Discuss the planting help required at next month's meeting

Memorial Grove

This is to go to the Council meeting on the 27th June

MTB Track

Track is wet and probably not very rideable.

Guy to check with Dave Smith when community workers are due back. Metal needs to go on the track

Tree Harvesting

Phillip will keep in contact with Cam and update as required.

General Business

Carols in the park with the Lyceum Choir is planned for the 16th December. Will try to get local schools involved.

Meeting closed 6.20pm

Next meeting 3rd July 2017

Guy Whitaker

Chairperson

Document No: A352709**File No:** 037/048B**Report To: Council****Meeting Date:** 27 June 2016**Subject:** Adoption of Road Map Work Programme for the period 1 July 2017 to 30 June 2018

Purpose

- 1.1 The purpose of this business paper is to present to Council for formal adoption, the Road Map Work Programme for the period 1 July 2017 to 30 June 2018 (Year 3 of the 2015-2025 Long Term Plan).
- 1.2 The Road Map Work Programme is enclosed separately and forms part of this business paper.

Commentary

- 2.1 The Road Map as at 1 July 2017 sets out the work programme identified to date for period leading up to adoption of the next (2018-2028) Long Term Plan (LTP) in June 2018.
- 2.2 In addition to projects relevant to the development of the LTP and required by legislation, there are a number of other projects that must also occur over this period. Some of these 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 and indicative timelines for completion. As Council is well aware, other projects of work will arise over time which will need to be tested against this Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.4 The Road Map is a 'living document' and as such is 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 This Road Map includes -
 - Projects which commenced in 2016/2017 or earlier, and are continuing across financial years into the current financial year.
 - Projects contained in Year Three (2017/2018) of the 2015-2025 LTP.
 - Projects required by Legislation.
 - Projects required as part of the development of the 2018-2028)LTP.
 - Projects identified by the Elected Council and requested for inclusion in the Road Map.

- 2.6 The Road Map is updated and re-presented to Council in full for review on a "needs" basis. Subject to how many variations are required, this review by Council can be anywhere from 3 – 12 months apart. As well as any variations made resulting from new projects identified throughout the financial year, a fully revised Road Map is presented to Council following adoption of either an EAP or an LTP.
- 2.7 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council at the monthly meetings. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframe and a commentary on progress for each project of work.
- 2.8 It is important to note that there are a number of known influences on the Work Programme at this time that will necessitate the need for a further review of the Road Map to be undertaken within the next 3 – 4 months.
- 2.9 Each Group Manager will present their respective sections of the Road Map by way of PowerPoint Presentation at the Council meeting.

Suggested Resolutions

- 1 The business paper on adoption of Road Map Work Programme for the period 1 July 2017 to 30 June 2018 be received.
- 2 The Road Map Work Programme for the period 1 July 2017 to 30 June 2018 be adopted.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Enclosure: Road Map Work Programme as at 1 July 2017 (Doc A349076)



Road Map

Work Programme

27 June 2017
to
30 June 2018

27 June 2017

CONTENTS

SECTION ONE: INTRODUCTION	7
Introduction	8
2017/2018 Annual Plan – Focus Areas.....	8
Integrated Planning.....	9
Background.....	10
LTP Reporting Structure	10
SECTION TWO: WORK PROGRAMME	11
Development of 2018-2028 LTP	12
Council Controlled Organisations	12
Policy on Remission of Rates (including Remissions and Postponements of Rates on Māori Freehold Land) Policy	12
SWaMMP	13
Definition and Application of Separately Used and Inhabited Parts (SUIP).....	14
Consultation Document Development.....	14
Long Term Plan – Final Document	16
Strategic Direction for 2018-28 Long Term Plan.....	17
Forecasting Assumptions.....	18
Financial Strategy	19
Infrastructure Strategy	19
Assessment of Water and Sanitary Services	20
Performance Management Framework.....	20
Iwi Engagement.....	21
Appointment of Directors to a Council-Controlled Organisation.....	21
Treasury Policy	22
Asset and Activity Management Plans – Updating for 2018-2028 LTP Purpose	22
Leadership	25
Section 17A Delivery of Services Reviews	25
Risk Management: Oversight and Governance.....	26
Information Services Strategic Plan: Review	26
Procurement Policy Review	27
Review of Representation Arrangements (including Māori Representation) & Electoral Systems	28
2016/17 Annual Report.....	30
Communications Strategy Progress.....	31
Resident Satisfaction Survey (for 2016/17 Annual Report)	31
District Planning	32
District Plan – Review	32
Review of Development/Financial Contributions	34

Town Concept and Structure Plans.....	34
Te Maika Zone	35
Mokau Erosion: Managed Retreat Strategy.....	35
Regulation and Compliance Services	36
Policy: General	36
Policy: Gambling Venues	37
Policy: Dog Control Policy and Practices Report 2016/2017	38
Bylaws: General.....	38
Bylaws: Land Transport Bylaw – Review	39
Bylaws: Freedom Camping	39
Community Development	41
Introduction	41
Community Development Fund	42
Community Development Fund Policy – Review	44
Youth Liaison/Youth Council.....	44
Community Events	44
Citizen Awards Working Party	45
Waitomo District Citizens Awards	46
Combined Mayoral ITO Graduation Ceremony	46
Sister City Relationship	47
Service Level Agreement - Sport Waikato	47
Service Level Agreement – Waitomo Caves Discovery Centre	48
Service Level Agreement – Hamilton Waikato Tourism.....	49
Motor Home Friendly District.....	49
Customer Services Strategy – Review	49
Waitomo’s Digital Journey	50
Economic Development.....	51
Waitomo District Library Strategy – Review	51
Community Development Strategy - Review	51
Community Services	53
Property: Divestment – Old Ministry of Works Building	53
Parks & Reserves: Brook Park Entrance Development.....	53
Parks & Reserves: Walking Track Strategy	54
Parks & Reserves: Reserves Management Plan	54
Public Amenities: Te Kuiti Cemetery Development Plan.....	54
Public Amenities: Marokopa Public Toilet Replacement.....	55
Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan.....	55
Recreation and Culture: North King Country Indoor Sport and Recreation Centre.....	56
AMP Improvement and Monitoring: Housing and Other Property	56
AMP Improvement and Monitoring: Parks and Reserves	58
AMP Improvement and Monitoring: Public Amenities	59
AMP Improvement and Monitoring: Recreation and Culture	61

Community Services – Project Management	63
Parks & Reserves: Centennial Park Clubrooms Staged Upgrade.....	63
Public Amenities: Te Kuiti Security Camera Upgrade.....	63
Public Amenities: Benneydale Public Toilet Replacement	63
Public Amenities: Benneydale Caravan Dump Station	64
Recreation and Culture: Les Munro Centre – Renewal Works: Main Bathroom Upgrade ...	64
Public Amenities: Te Kuiti Rail Overbridge Renewals.....	64
Asset Management	66
Land Transport: Roothing Activity Influences.....	66
Land Transport: Streetlight Conversion to LED Technology.....	67
Land Transport: Erosion Protection – Te Kumi Station Road Bridge.....	67
Land Transport: Footpath Renewals	67
Solid Waste: District Transfer Station Improvements.....	68
Solid Waste: Waitomo District Landfill	68
Solid Waste: Feasibility Study – Relocation of Mokau/Awakino Transfer Station	69
Solid Waste: SWaMMP Improvement and Monitoring	70
Stormwater: General	70
Wastewater: General	71
Wastewater: Te Kuiti Wastewater Treatment Plant Improvements	71
Wastewater: Piopio Wastewater Treatment Plant Improvements	72
Wastewater: Te Kuiti Sewerage - Carroll Street under Railway	72
Wastewater: Te Kuiti Sewerage Sewer Main under River	72
Water: Te Kuiti Water Supply.....	73
Water: Mokau Water Treatment Plant and Storage Facility	75
Water: Mokau Water Reticulation Network – Renewal Programme	75
Water: Backflow Preventers.....	76
Water: Seismic Strengthening of Reservoirs.....	76
Strategic: Te Waitere Water and Wastewater	77
Strategic: Waitomo Village Water and Wastewater	78
Capital Renewal Programme – Year 1 (2015/2016)	80
Capital Renewal Programme – Year 2 (2016/2017)	81
Capital Renewal Programme – Year 3 (2017/2018)	83
AMP Improvement and Monitoring: Land Transport	85
AMP Improvement and Monitoring: Stormwater.....	86
AMP Improvement and Monitoring: Solid Waste.....	88
AMP Improvement and Monitoring: Wastewater.....	89
AMP Improvement and Monitoring: Water Supply	90

SECTION ONE: INTRODUCTION

Introduction

The purpose of this Road Map Work Programme is to set out the identified work programme leading up to adoption of the 2018-2028 LTP.

In addition to projects relating to the LTP, there are other important projects that must also occur and it is important that Council does not focus on the LTP process to the detriment of other important commitments. The non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.

This Road Map is divided into Sections for ease of use as follows:

- Section One** Provides an Introduction to this Road Map Work Programme.
- Section Two** Details identified projects of work for the 2017/2018 year (**Year 3 of the 2015-2025 LTP**) (including descriptions and indicative timelines).
- Section Two also contains details of those projects of work commenced or scheduled for 2015/2016 and 2016/2017 (**Years 1 and 2 of the 2015-2025 LTP**), (including descriptions and indicative timelines) which are as yet uncompleted and/or have been carried forward to the 2017/2018 year.

It is important to note that the Road Map is a "living document". Other projects of work will be identified over time that will need to be tested against the Road Map Work Programme and organisational capacity to identify priority ranking against the already established work programme.

2017/2018 Annual Plan – Focus Areas

The Focus Areas for 2017/18 as set out in the Annual Plan are listed below, and where applicable, descriptions, key milestones and indicative timelines have been included in this Road Map.

Governance – Leadership and Investments

- Draft, consult and adopt the 2018-2028 Long Term Plan
- Review, consult and adopt key policies that support the 2018-2028 Long Term Plan
- Prepare Annual Report for 2016/17 year demonstrating performance against the plans set in the 2016/17 Annual Plan
- Actively participate in the Waikato Mayoral Forum to review/consider opportunities to collaborate in planning, purchasing and service delivery options
- Review of Council's District Plan
- Assessment and upgrade of Council owned quarries to meet higher health and safety standards

Community Service

- Playground Upgrades
- Ongoing maintenance of the District Aquatic Centre
- Continue to upgrade and modernise the Les Munro Centre
- Improvements to Brook Park Entrance Way
- Ongoing development of accurate maps of Council cemeteries to assist with record keeping and compliance and improved cemetery signage for visitors
- Continue upgrades to access ways for all cemeteries

Community Development

- Promote and support sustainable Economic Development in the Waitomo District
- District Promotion and Marketing
- Support of Waitomo District Youth Council and Youth Liaison
- Involvement in Hamilton and Waikato Regional Tourism Operations
- Commitment to a high standard of Customer Service consistently across WDC sites
- Provision of i-SITE and Events Services
- Funding/grant support to the not for profit sector
- Staged provisions to support a Motor Home Friendly District
- Support Timber Trail marketing and development initiatives
- Facilitation support to the Tere Waitomo Community Trust in implementing Waitomo Village Structure Plan
- Support to telecommunications initiatives to enhance broadband and mobile blackspot coverage in the District

Regulation

- Digitisation of historic Building Consent records
- Review of Compliance Schedules
- Commence implementation of Earthquake Prone Buildings Amendment Act 2016
- Commence implementation of Building (Pools) Amendment Act 2016

Solid Waste Management

- Resource consent application to increase the consented volume for Waitomo District Landfill
- Upgrade of the road entrance and tip-head access road at Waitomo District Landfill
- Feasibility Investigation for relocation of Mokau/Awakino transfer station
- Raise health and safety standards for District Waste Transfer Stations

Stormwater Drainage

- Continue with the collection of stormwater asset data
- Minor capital works identified from asset data and during network cleaning and inspections
- Improve contractor maintenance reporting and integrate costing information with spatial data in the Asset Management System
- Develop accurate and complete asset inventory registers for Council's assets

Resource Management

- The main focus in this planning cycle is to commence a review of the Waitomo District Plan as required by the Resource Management Act 1991

Sewerage and the Treatment of Disposal of Sewage

- Further improvements to the performance and safety operation of the Te Kuiti Waste Water Treatment Plant, including the installation of bunded chemical tanks, upgraded electricity supply for new aerator, bulk lime dosing silo, excess sludge removal from the pond, minor plant renewal and improvements to the work area.
- New separator tanks and pump renewals for Piopio Waste Water Treatment Plant
- Ongoing renewal works to pump stations, reticulation network and treatment plant components in accordance with Asset Management Planning
- Formalise asset data collection and recording procedures and improve data accuracy
- Improve contractor maintenance reporting
- Maintain a long term infiltration and inflow investigation and reduction programme
- Focus on risk identification and management
- Monitor and enforce agreements made under the Trade Waste Bylaw for the Te Kuiti sewerage scheme
- Rehabilitation of the Te Waitere soakage field

Water Supply

- Major upgrade of the Te Kuiti Water Treatment Plant will continue in 2017/18. This includes the construction of a new inlet structure and refurbishment of the clarifier.
- Pipe renewal programme for the Mokau Water Reticulation Network
- Enhancements to the Mokau Water Treatment Plant and Storage Facility
- Minor capital works identified from asset data and during network inspections

Roads and Footpaths

- Commencement of the project to convert existing streetlight network to LED technology
- Completion of the extension to the sealed road network at Maraeroa Road
- Replacement of the retaining wall on Oparure Road
- Provision for erosion protection work at the Te Kumi Station Road bridge
- Footpath renewals
- General road improvements

Integrated Planning

The Road Map shows how projects are interlinked. Both the Activity Management Plans and the Long Term Plan are made up of many components. The successful completion of these projects requires that planning must take into account the integrated nature of the components that make up these projects. Starting projects early, and having the correct resources and detailed planning are necessary to ensure that these projects are completed successfully.

Background

The LGA has created an environment of integrated planning, monitoring and reporting where sustainable development, consultation and accountability are fundamental to its structure.

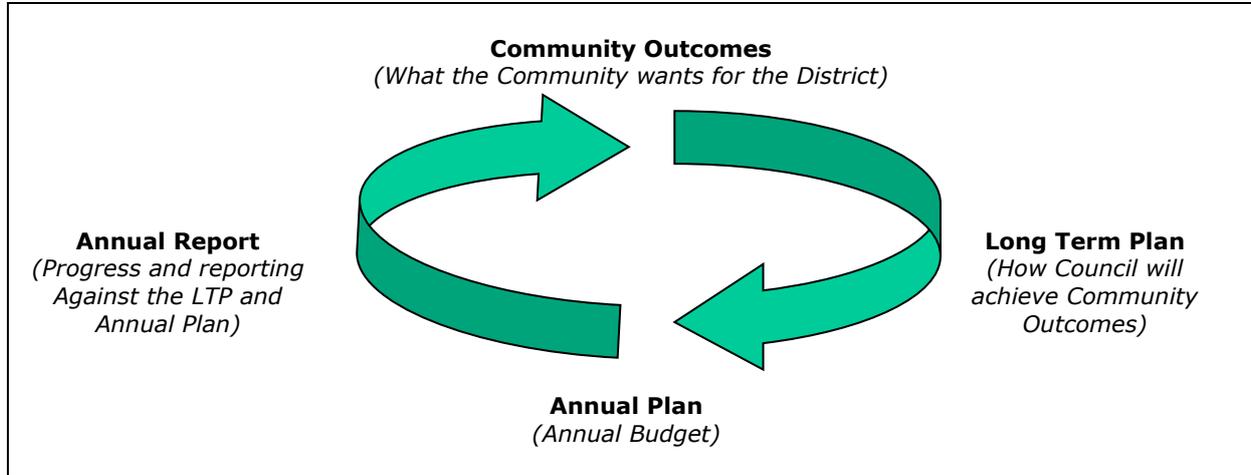


Diagram 1: Planning and Reporting Cycle

At a simplified level, the planning cycle promoted by the LGA consists of consultation with the community to find out what the community wants for the District – “Community Outcomes” (COs) and feeding this information into Council’s planning processes.

Council’s progress against the LTP is reported on via monthly and annual reports. Any significant changes to the LTP work programme are consulted on in an Exceptions Annual Plan (EAP) process. Council is required to review its LTP every three years and produce an EAP in the interim years.

LTP Reporting Structure

The following diagram presents the reporting structure that is used in the development of an LTP.



Council

Council is presented with the issues underpinning the LTP (including the Work Programme for Years 1 to 3 of the LTP) for consideration and decides on the content and strategic direction of the LTP.

Management Team

The Management Team provides advice to Council regarding issues relating to the LTP’s content.

Project Team

A Project Team manages the overall projects. The Project Team is responsible for keeping the Management Team informed of the progress of each work stream, advising the Management Team of any issues that arise, and provide recommendations for resolving any identified issues.

SECTION TWO: WORK PROGRAMME

Development of 2018-2028 LTP

Council Controlled Organisations

1.0 DESCRIPTION

Section 7, Schedule 10 of the LGA requires that Council's LTP must:

- (a) Name the council-controlled organisation and any subsidiary of the council-controlled organisation; and
- (b) Identify—
 - (i) The local authority's significant policies and objectives in regard to ownership and control of the organisation; and
 - (ii) The nature and scope of the activities to be provided by the council-controlled organisation; and
 - (iii) The key performance targets and other measures by which performance may be judged.

2.0 DISCUSSION

The three CCOs are: Inframax Construction Ltd; Local Authority Shared Services and DC Tynan Trust.

The DC Tynan Trust falls within the criteria of a CCO under the LGA, however Council has resolved for the Trust to become exempt from CCO status. Council must review this exemption at least every three years, but may revoke the exemption at any time. The next 3-yearly review of this exemption is due in April 2019.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of CCO wording in 2018-2028 LTP	June-July 2017	Underway
Prepare recommended disclosure for inclusion in 2018-2028 LTP	May 2018	
Council Meeting Receive performance targets from CCOs for review	24 April 2018	Performance measures due from CCOs on 30 March
Council Meeting Adopt CCO disclosure for inclusion in the 2018-28 LTP	29 May 2018	

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

1.0 DESCRIPTION

Council's Policy on Remission of Rates (including Remissions and Postponements of Rates on Māori Freehold Land) sets out the objectives sought to be achieved by the remission/postponement of rates and the conditions and criteria to be met in order for rates to be remitted or postponed. This policy was reviewed as part of the LTP 2015-2025 and must be reviewed at least once every 6 years. The review does not need to follow the special consultative procedure but must be consulted on as per requirements of section 82. Section 102 of the LGA states:

102 A local authority must, in order to provide predictability and certainty about sources and levels of funding, adopt the funding and financial policies listed in subsection (2).

(2)The policies are—

- (a)a revenue and financing policy; and
- (b)a liability management policy; and
- (c)an investment policy; and
- (d)a policy on development contributions or financial contributions; and
- (e)a policy on the remission and postponement of rates on Māori freehold land; and
- (f) in the case of a unitary authority for a district that includes 1 or more local board areas, a local boards funding policy.

(3)A local authority may adopt either or both of the following policies:

- (a) a rates remission policy;
 - (b) a rates postponement policy.
- (4) A local authority—
- (a) must consult on a draft policy in a manner that gives effect to the requirements of [section 82](#) before adopting a policy under this section;
 - (b) may amend a policy adopted under this section at any time after consulting on the proposed amendments in a manner that gives effect to the requirements of [section 82](#).
- (5) However, subsection (4) does not apply to—
- (a) a liability management policy;

2.0 DISCUSSION

It is suggested that review of the Rates Remission Policy (RRP) be carried out in 2017/18 year as part of the 2018-28 LTP development. Any amendments to the RRP need to be consulted upon in accordance with section 82 of LGA (and does not need the Special Consultative Procedure) and will be consulted along with or as part of the CD (depending on significance of changes from the review).

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Confirmation of 2016 desktop review to ensure findings still appropriate for 2018-28 Long Term Plan	September – October 2017	
Council LTP Workshop #6 • Rates Remission Policy	7 November 2017	If any substantial changes are proposed to the rates remission policy, this will need to form part of the supporting information for the Consultation Document and timelines for CD presented in that section will be followed
Finalisation of Long Term Plan Document	April - May 2018	
Council Meeting • Adoption of information and policies that form part of the final LTP proposal including Rates Remission Policy	29 May 2018	

SWaMMP

1.0 DESCRIPTION

Council is required to prepare, review and/or amend a Waste Management and Minimisation Plan pursuant to S.43 of the Waste Minimisation Act 2008 (WMA 2008). This plan outlines policies and methods for Council's Solid Waste Management Activities. A well designed Waste Management Plan assists in the development of the LTP as it clearly covers off on issues such as Levels of Service with the community and also assists in developing renewal and development investment needs for this activity.

Schedule 10 of the LGA requires that Council's LTP must identify and explain any significant variation between the proposals outlined in the LTP and Council's Waste Management and Minimisation Plan.

2.0 DISCUSSION

WDC's Solid Waste Management and Minimisation Plan (SWaMMP) was last reviewed by Council in developing the 2012-2022 LTP and formally adopted by Council at its meeting of 29 June 2012.

Since adoption of the 2012-2022 SWaMMP in June 2012, there has been no demand made of Council to revisit levels of service for the delivery of waste minimisation and disposal services across the District and as a result the SWaMMP was not reviewed as part of the development of the 2015-25 LTP.

Under section 50 of the WMA 2008, Council must review the SWaMMP within 6 years and therefore the SWaMMP will need to be reviewed before June 2018. Should Council decide to amend the SWaMMP as a result of this review, section 44 of the WMA 2008 requires consultation to be carried out as per the special consultative procedure as prescribed in section 83 of the LGA.

Under section 50 of the WMA 2008 the special consultative procedure needs to be carried out even if the review leads Council not to amend the SWaMMP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	March – August 2017	Underway
Council LTP Workshop #3 Review outcomes/requirements for change, discuss any significant variations with Council.	5 September 2017	
Council Meeting Adopt for consultation	27 March 2017	(Timelines will follow the CD consultation process)
Consultation Period	5 April to 4 May 2018	
Hearing	14 – 15 May 2018	
Deliberations	6 June 2018	
Council Meeting Adopt SWaMMP	26 June 2018	Any significant variations to be included in the 2018-28 LTP Document

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

1.0 DESCRIPTION

The document titled 'Definition and Application of Separately Used and Inhabited Parts (SUIP)', provides practical guidance on how SUIP's are assessed and applied and the definition is included in the Revenue and Financing Policy (RFP)

2.0 DISCUSSION

Council last reviewed this guide in November 2012. It is good practice to review guidance notes from time to time to establish any improvements or necessary changes. It will be beneficial to review this guidance note as part of development of the 2018-28 LTP so any changes can be incorporated into the review of the RFP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop review of the definition and application of SUIPs	July – August 2017	
Council LTP Workshop #6 Presentation and discussions of results of review for incorporation into the RFP	7 November 2017	

Consultation Document Development

1.0 DESCRIPTION

Council is required to produce a Consultation Document (CD) to be used as the basis of engagement with the community on the 2018-28 Long Term Plan (LTP).

The purpose of the CD is to provide an effective basis for public participation in local authority decision-making processes relating to the content of a long term plan. The CD has to undergo an audit process and must include the audit opinion. The CD must include the following information in relation to the long term plan:

- (a) Key issues (including options, proposed action and resulting impact on rates, debt and levels of service),
- (b) Key matters from the financial strategy and infrastructure strategy,
- (c) Any proposals for significant changes to the funding system, including changes to the rating system,
- (d) Impact of the proposals in the LTP on rates and debt
- (e) Impact of the proposals in the LTP on levels of service

- (f) Information describing the impacts of the rating proposals across different categories of rating unit, with different property values
- (g) Report from the Auditor

All the information (Supporting Information (SI)) that the content of the CD will be based on, must be developed and agreed prior to the adoption of the CD for Consultation.

2.0 DISCUSSION

In determining which issues should be included in the CD, Council must have regard to its Significance and Engagement Policy, and the importance of other matters to the district and its communities

Discussions will be held with Councillors early on in the LTP development process as to the key issues/matters for the LTP to be included in the CD in order to have the 'right debate' with the community.

A significant amount of the information that was previously included in the draft LTP is now required as Supporting Information to the CD. Therefore, the work programme for the development of the CD and Supporting Information is very similar to the production of a full draft LTP.

Obtaining strategic inputs and decisions are a key part of the CD and Supporting Information development process. These inputs are intended to be gained through a series of Workshops with Council at different times throughout the LTP development process.

These Workshops are also intended to provide regular information to Council on the assumptions being made or issues being explored as part of the CD/SI/LTP process so that Council is well informed and has adequate opportunity to inform the CD/ SI/LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> • LTP project plan • Council vision/ strategic direction; • Community outcomes; • Strategic issues/right debate; • Pre consultation - What? When?; • Significance and Engagement Policy (SEP); • Appointment of directors to CCOs Policy 	8 August 2017	
Council LTP Workshop #2 <ul style="list-style-type: none"> • Financial Strategy #1 • Population projections; • Updated planning/forecasting assumptions; • Māori decision making statement; • Treasury Policy • Anything requiring follow up from Workshop #1 	15 August 2017	
Council LTP Workshop #3 <ul style="list-style-type: none"> • Solid Waste Management and Minimisation Plan review outcome (which will form the Solid Waste AMP); • AMPs: <ul style="list-style-type: none"> – Roading – Stormwater 	5 September 2017	
Council LTP Workshop #4 <ul style="list-style-type: none"> • Community Development Strategy; • AMPs: <ul style="list-style-type: none"> – Parks and Reserves – Recreation and Culture – Public Amenities – Housing and other Property 	19 September 2017	

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #5 <ul style="list-style-type: none"> • Performance Measurement Framework review outcomes • AMPs: <ul style="list-style-type: none"> – Wastewater – Water – Information Technology – Regulatory/Resource Management – Investments 	10 October 2017	
Council LTP Workshop #6 <ul style="list-style-type: none"> • Revenue and Financing Policy #1 • Infrastructure Strategy #1 • Rates Remission Policy • Financial Strategy #2 (if required) 	7 November 2017	
Council LTP Workshop #7 <ul style="list-style-type: none"> • Revenue and Financing Policy #2 • Strategic Financial Issues 	21 November 2017	
Council LTP Workshop #8 <ul style="list-style-type: none"> • Budget Forecasts #1 • Recap of issues • Revisit 'right debate' to be included in the CD. 	5 December 2017	
Council LTP Workshop #9 <ul style="list-style-type: none"> • Comms/Engagement plan for LTP • Preliminary Draft Financial Forecasts • RFP Considerations (if required) 	13 February 2018	
Council LTP Workshop #10 <ul style="list-style-type: none"> • Working draft Consultation Document • Preliminary draft Financial Strategy • Preliminary Draft Financials 	20 February 2018	This workshop is planned as a reserve date for discussion on Financial Forecasts/ RFP/Financial Strategy, to be convened if required.
Council LTP Workshop #11 <ul style="list-style-type: none"> • Consultation Document for Audit • Draft Financials for Audit • Other Supporting Info for Audit 	6 March 2018	
Audit of CD	7 March – 14 March 2018	
Hot Review (OAG)	15 – 16 March 2018	
Council Meeting <ul style="list-style-type: none"> • Adopt Consultation Document for consultation • Adopt Supporting Information for consultation <ul style="list-style-type: none"> – Financial Statements – AMPs (Asset and Activity Management Plans) – Infrastructure Strategy – SWAMMP – Financial Strategy – Revenue and Financing Policy – Planning assumptions 	27 March 2018	
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 2018	

Long Term Plan – Final Document

1.0 DESCRIPTION

One of the component work streams of the 2018-28 LTP development is the collation of the final LTP document. The LTP incorporates information from a wide range of projects and primarily consists of information produced in the development of the CD and Supporting Information

2.0 DISCUSSION

Once the consultation period for the CD has started work will begin on collating the LTP Document consisting of parts of the LTP required under Schedule 10 of the LGA but which did not form part of the Supporting Information for the CD. The feedback received from the community during the consultation period is also incorporated into the draft 2018-28 Long Term Plan document, which will be audited.

Key Milestone	Indicative Timeframe	Commentary
Collation of 2018-28 Long Term Plan Document	April - May 2018	
Council Meeting <ul style="list-style-type: none"> Receive performance targets from CCOs for review 	24 April 2018	Performance measures due from CCOs on 30 March
Council Meeting <ul style="list-style-type: none"> Adopt information and policies forming part of the final LTP proposal: <ul style="list-style-type: none"> Significance and Engagement Policy; Appointment of Directors to CCOs Policy; Māori decision making statement; Treasury Policy; Rates Remission Policy; Adopt CCO disclosure information (e.g. Targets and Objectives) Receive variation statement between WSSA and LTP (if required) 	29 May 2018	Depending on the extent of changes in the review of these policies some of them might have been adopted as part of Supporting Information for the CD. A copy of the Working Draft LTP document is proposed to be handed out at this meeting (informally) for feedback.
Audit of full 2018-28 LTP	13 - 18 June 2018	
Hot Review	18 June 2018	
Council Meeting Adoption of LTP	26 June 2018	

Strategic Direction for 2018-28 Long Term Plan

1.0 DESCRIPTION

As per the LGA 2002 (the Act), the purpose of the LTP (amongst other things), is to provide a long term focus for the decisions and activities of the Council, describe the outcomes that the local authority aims to achieve in meeting the needs of its community (community outcomes), provide for integrated decision making and coordination of resources and provide the basis for accountability to the community.

In order to fulfil the intent of the Act and to ensure that the LTP provides direction and guidance to the activities and work programmes for the coming years, it is important for Council to consider at the outset:

- the direction it intends to take over the next 10 years
- the community outcomes to be achieved
- identify the key areas of focus through the planning period and
- establish any guiding principles to be used as a reference, particularly for prioritising and sequencing of work streams

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> Strategic issues/right debate; Council vision; Council strategic direction; Community outcomes; Pre consultation - What? When? 	8 August 2017	
Council LTP Workshop #2 <ul style="list-style-type: none"> Population projections (the Rationale report); Updated planning/forecasting assumptions 	15 August 2017	

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #7 • Strategic Financial Issues	21 November 2017	
Council LTP Workshop #8 • Recap of issues • Revisit 'right debate' to be included in the CD.	5 December 2017	
Council LTP Workshop #10 • Preliminary draft Consultation Document including preliminary strategic direction	20 February 2018	
Council LTP Workshop #11 • Consultation Document for Audit • Supporting Info for Audit	6 March 2018	
Council Meeting • Adopt Consultation Document for consultation including strategic direction	27 March 2018	

Forecasting Assumptions

1.0 DESCRIPTION

Forecasting Assumptions are necessary to forecast the growth and change that will be experienced in the District over the life of the LTP 2015-25.

The LGA 2002, Section 17 of Schedule 10, states that Council's LTP must clearly identify—

- (a) all the significant forecasting assumptions and risks underlying the financial estimates:
- (b) without limiting the generality of paragraph (a), the following assumptions on which the financial estimates are based:
 - (i) the assumptions of the local authority concerning the useful life of significant assets; and
 - (ii) the assumptions of the local authority concerning sources of funds for the future replacement of significant assets:
- (c) in any case where significant forecasting assumptions involve a high level of uncertainty,—
 - (i) the fact of that uncertainty; and
 - (ii) an estimate of the potential effects of that uncertainty on the financial estimates provided.

2.0 DISCUSSION

There are a range of indicators that can be used for forecasting growth and the rate of change within communities. This work stream will involve researching a range of data, from building consents, property sales, and population data from the Census etc to develop growth forecasts relevant to the Waitomo District.

Other forecasting assumptions will need to be made around Council's operating environment. Assumptions such as forecast interest and inflation rates, Council's core business etc will need to be available to enable planning ahead for 10 years.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions, environmental scan	July 2017	
Council LTP Workshop #2 • Consideration of assumptions: – Population projections – Updated planning/forecasting assumptions	15 August 2017	
Council Meeting • Adopt Consultation Document for consultation • Adopt planning assumptions as part of Supporting Information for consultation	27 March 2018	

Financial Strategy

1.0 DESCRIPTION

Pursuant to Section 101A of the LGA Council must, as part of its LTP, prepare and adopt a Financial Strategy for all of the consecutive financial years covered by the LTP

2.0 DISCUSSION

The purpose of the financial strategy is to facilitate prudent financial management by providing a guide for the Council to consider proposals for funding and expenditure against; and to facilitate consultation on the Council's proposals for funding and expenditure by making transparent the overall effects of those proposals on the Council's services, rate, debt and investments.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review and recommendations	July 2017	
Council LTP Workshop #2 • Financial Strategy #1	15 August 2017	
Council LTP Workshop #6 • Financial Strategy #2 (if required)	7 November 2017	
Council LTP Workshop #10 • Financial Strategy #3 (if required)	20 February 2018	
Council Meeting • Adopt Financial Strategy as part of Supporting Information for consultation	27 March 2018	The process for CD and LTP document will be followed from here on
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	7 May – 11 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 2018	

Infrastructure Strategy

1.0 DESCRIPTION

Pursuant to Section 101B of the LGA Council must, as part of its LTP, prepare and adopt an Infrastructure Strategy for a period of at least 30 consecutive financial years.

2.0 DISCUSSION

The purpose of the Infrastructure Strategy is to identify significant infrastructure issues for the Council over the period covered by the strategy and identify the principal options for managing those issues and the implications of those options.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #6 • Infrastructure Strategy #1	7 November 2017	
Council LTP Workshop #11 • Infrastructure Strategy #2 (if required)	6 March 2018	
Audit of CD	7 March – 14 March 2018	
Hot Review (OAG)	15 – 16 March 2018	
Council Meeting • Adopt Infrastructure Strategy as part of Supporting Information for consultation	27 March 2018	The process for CD and LTP document will be followed from here on
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	7 May – 11 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 2018	

Assessment of Water and Sanitary Services

1.0 DESCRIPTION

Council must, from time to time, in accordance with the LGA (Sections 124 and 125 and Section 6, Part 1, Schedule 10), assess the provision of water services and other sanitary services.

The assessment must include the provision of water and other sanitary services within the District including, but not limited to, how drinking water is provided, how sewage and stormwater are disposed of, identified risks to the community and estimated future demands.

Assessments are required for the following:

- Water
- Wastewater
- Stormwater
- Solid Waste
- Public Toilets
- Cemeteries

2.0 DISCUSSION/ISSUES

It is considered best practice to review the WSSA at least every six years. WDC's current WSSA was reviewed and adopted as part of the 2015-2025 LTP therefore the next formal review of the WSSA should be carried out in 2020. However, the WSSA must be reviewed during each LTP development to test for variations between the adopted WSSA and LTP documentation. If any variation exists, an explanation must be provided for in the LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review to test for variations between adopted WSSA and LTP documentation.	January - February 2018	
Council LTP Workshop #11 • Review any variations between adopted WSSA and LTP documentation	6 March 2018	If no variations found in the review, it will not form part of this workshop
<i>In case of variation:</i> Council Meeting • Adopt 'variation between LTP and WSSA' for the LTP Document	29 May 2018	

Performance Management Framework

1.0 DESCRIPTION

Performance management is a process of determining objectives, measuring progress against those objectives, and using the results to improve Council's delivery of services to the community. Performance management helps elected members and staff assess whether Council's policies and services are actually making people's lives better.

The Performance Management Framework is reviewed every LTP year.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review current Performance Management Framework	August - September 2017	
Council LTP Workshop #5 • Performance Measurement Framework review outcomes	10 October 2017	
Council Meeting Adopt Performance Management Framework as part of the information required for the LTP Document	29 May 2018	

Iwi Engagement

1.0 DESCRIPTION

As per the LGA (Section 81 and Part 8 of Schedule 10), Council has a primary responsibility to be aware of, and have regard to, the views of all of its community in providing local governance, and in particular, it is specifically required to provide opportunity for Māori to contribute to the Council decision-making processes and to facilitate the acceptance of that opportunity by Māori.

2.0 DISCUSSION

Council is constantly working on its processes around community engagement and part of this is facilitating Māori participation in Council's decision making.

Council recognises that Māori are a significant group within the District and recognises the value in enhancing its relationship with Iwi. As part of the 2015-25 Long Term Plan deliberations, Council agreed to include enhancement of its interaction with Iwi in its future work programme. This work is summarised in the 2015-25 Long Term Plan in Council's Māori Contribution to Decision Making Section.

This policy has potential linkages with the representation review and the timeframes below may change to reflect the progress of the representation review outcomes.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing Māori Contribution to Decision Making	July - August 2017	
Council LTP Workshop # 2 Outcomes of review presented to Council	15 August 2017	
Council Meeting • Adoption of Māori decision making statement as part of information and policies that form part of the final LTP Document	29 May 2018	

Appointment of Directors to a Council-Controlled Organisation

1.0 DESCRIPTION

Pursuant to Sections 57 and Schedule 10, Clause 7(b)(a) of the LGA, Council must adopt a policy that sets out a transparent process for the Appointment of Directors to a Council Controlled Organisation and identify Council's significant policies and objections in relation to ownership and control of its CCOs in its LTP.

2.0 DISCUSSION

Whilst there is no statutory requirement relating to the review timeline for a policy on the Appointment of Directors to a CCO, it is considered best practice to review the Policy when reviewing the LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy and recommendations	August 2017	
Council LTP Workshop #1 Present desktop review findings	8 August 2017	
Council Meeting Adopt Policy as part of information and policies that form part of the final LTP Document	29 May 2018	

Treasury Policy

1.0 DESCRIPTION

Council's Treasury Policy incorporates both the Investment and Liability Management Policies.

A Liability Management Policy is a statutory requirement under Sections 102(2)(b) and 104 of the LGA and sets out Council's policies in respect to the management of both borrowing and other liabilities, including:

- (a) interest rate exposure; and
- (b) liquidity; and
- (c) credit exposure; and
- (d) debt repayment; and

An Investment Policy is a statutory requirement under Sections 102(2)(c) and 105 of the LGA and sets out Council's policies in respect to investments, including:

- (a) the mix of investments; and
- (b) the acquisition of new investments; and
- (c) an outline of the procedures by which investments are managed and reported on to the local authority; and
- (d) an outline of how risks associated with investments are assessed and managed.

2.0 DISCUSSION

The Treasury Policy is an amalgam of both Liability Management and Investments Policy and it is considered best practice to review the Policy when Council is developing an LTP to maintain alignment with Council's Financial Strategy.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing policy	July 2017	
Council LTP Workshop #2 • Outcome of review of Treasury Policy	15 August 2017	
Finalisation of Long Term Plan Document	April - May 2018	
Council Meeting • Adopt Treasury Policy as part of information and policies that form part of the final LTP Document	29 May 2018	

Asset and Activity Management Plans – Updating for 2018-2028 LTP Purpose

1.0 DESCRIPTION

Asset Management Plans (AMPs) provide the building blocks for the LTP. They contain business critical information about Council's infrastructural assets.

AMPs contain information relating to the performance and condition of Council's infrastructure assets. When compiled correctly AMPs accurately describe the existing capacity/capability in terms of service performance of infrastructure and provide an investment strategy in terms of asset renewal and development required to ensure that desired service levels are provided over time.

AMPs are "living" in nature in that they are subject to continuous change as improvements/additions and additional information comes to hand regarding Council's assets.

'AMP' also refers to Activity Management Plans which WDC also prepares as part of the LTP development. This is good practice so that activity level strategic information like risk, demand, trends etc feed into LTP development – hence there is an AMP for activities such as Community Development and Regulation.

2.0 DISCUSSION

AMP's need to be updated in an integrated manner. It is important the Level of Service information (developed in consultation with the community) is fed into the asset management planning process so that the expected service performance of infrastructural assets is well understood and well informed investment decisions can be made. Likewise, planning assumptions need to be well developed so that AMPs take into consideration future capacity and demand issues.

AMPs need to be completed in draft form by the end of September 2017 so that they can link to and provide the basis for the Supporting Information for the LTP which will need to be available to the public in early 2018.

Workshops will be held with Council on the AMPs in order to gain strategic inputs. The intended content of the workshops will be –

- Presentation of each AMP including an Executive Summary of the assets, 'state of the nation' type report.
- Information will be provided on (Council has the discretion to alter these)
 - Risk,
 - Levels of Service used and
 - Development expenditure
- Financial implications of these Asset and Activity Management decisions.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review of AMPs including: <ul style="list-style-type: none"> • Levels of Service – mandatory, technical and community; the what, when and how • Demand Management – planning for the future and optimising current capacity • Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. • Risk Management – strategies in the event of failure modes for critical components • Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 	July /August 2017	
<ul style="list-style-type: none"> • AMPs (going to Workshop #3) due for Management Review 	22 August 2017	Workshops are scheduled to present AMPs and gain Council feedback on Levels of Service, Risks and Development Expenditure.
Council LTP Workshop #3 <ul style="list-style-type: none"> • Solid Waste Management and Minimisation Plan review outcome; • SWAMMP review outcome; • AMPs: <ul style="list-style-type: none"> – Solid Waste Activity (aligned with the SWaMMP) – Roading – Stormwater 	5 September 2017	
<ul style="list-style-type: none"> • AMPs (going to Workshop #4) due for Management Review 	5 September 2017	
Council LTP Workshop #4 <ul style="list-style-type: none"> • Community Development Strategy; • AMPs: <ul style="list-style-type: none"> – Parks and Reserves – Recreation and Culture – Public Amenities – Housing and other Property 	19 September 2017	
<ul style="list-style-type: none"> • AMPs (going to Workshop #5) due for Management Review 	26 September 2017	

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #5 <ul style="list-style-type: none"> • Assessment of Water and Sanitary Services review outcome • Performance Measurement Framework review outcomes • AMPs: <ul style="list-style-type: none"> – Wastewater – Water – Community Development – Information Technology – Regulatory/Resource Management – Investments 	10 October 2017	
All finalised AMP documents due for Management Review	9 February 2018	
Council LTP Workshop #11 Supporting Info for Audit	6 March 2018	
• Audit of CD	7 March – 14 March 2018	
Hot Review (OAG)	15 – 16 March 2018	
Council Meeting <ul style="list-style-type: none"> • Adopt Consultation Document for consultation • Adopt Supporting Information for consultation <ul style="list-style-type: none"> – AMPs (Asset and Activity Management Plans) 	27 March 2018	

Leadership

Section 17A Delivery of Services Reviews

1.0 DESCRIPTION

The new 'delivery of service' reviews in section 17A of the LGA were introduced in August 2014 to encourage councils to seek greater effectiveness and efficiencies in service delivery through exploring different (or collaborative) mechanisms for the delivery of services. This provision took effect on 8 August 2014 and local authorities have 3 years to complete the first reviews - all service assessments must be completed by 7 August 2017.

A review must consider options for the governance, funding, and delivery of infrastructure, services and regulatory functions, including but not limited to, the following options (s17A:4):

- Responsibility for governance, funding and delivery is exercised by the local authority; or
- Responsibility for governance and funding is exercised by the local authority; and responsibility for delivery is exercised by a Council CCO, a joint council-owned CCO, delivery by another local authority, or delivery by another person or agency; or
- Responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement and responsibility for delivery is exercised by one of the above entities; or

Other options for delivery can be considered, for example, carrying out some internal improvements may also be an option in terms of gaining efficiencies.

Outside of the first overall service assessment, there are two other triggers for a review:

- When considering a significant change to relevant service levels; and
- When current contracts relevant to the delivery of that infrastructure, service or regulatory function are within 2 years of expiring.

A s17A review is not required if:

- Delivery of that infrastructure, service or regulatory function is governed by legislation, contract or other binding agreement such that it cannot be changed within the next 2 years; or
- Council believes the cost of doing a review would outweigh the benefits (usually where a service is small, significant cost savings are unlikely; or a review has been conducted recently).

2.0 DISCUSSION

The Section 17A service delivery review requirement was introduced, in part, to encourage Councils to collaborate with others. The new section 17A requirement and the potential for a regional collaborative approach was the subject of a report to LASS. The outcome of this report to LASS and further discussions between Councils in the Region will form the basis of the development of a forward programme of service reviews. Each service must be reviewed at least every 6 years.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Outcome of regional discussions on a collaborative approach to s17A Reviews.	27 June 2017	LASS has progressed slowly on this collaborative work stream and currently information is being on contracts held by Councils which will only be useful for future reviews. This work stream has had to be progressed internally, outside of the collaborative effort to meet statutory timelines.
Council Workshop Draft outcomes of internal s17A Reviews	20 July 2017	
Council Meeting Adoption of Review outcomes	1 August 2017	

Risk Management: Oversight and Governance

1.0 DESCRIPTION

The Local Government Act 2002 (LGA) requires a local authority to manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interests of the community.

The LGA also states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

When local authorities undertake action to support their intended outcomes, there is the potential for risk which cannot be avoided but must be identified and managed. The management of risk is the process of identifying, mitigating where possible and monitoring all risks whether financial or non-financial. Good risk management also means effective communication with those who are managing and monitoring risks.

2.0 DISCUSSION

In recent times there has been an emphasis on the need to manage and audit risk within Councils by establishing Risk and Audit Committees. A committee is one way of managing Councils risk obligations; however it is not the only way and in some instances might not be the most appropriate mechanism. The intention of this work stream is to identify options and implement processes to appropriately manage risk within Council.

3.0 KEY MILESTONES

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	June – July 17	The 17/18 EAP development timeline changes impacted on this work stream. New timelines with milestones are noted below.
Develop measures for reporting in relation to significant risks	August 2017	
Council Meeting Report back on assessment work to Council	1 August 2017	
Council Meeting Risk Management Reporting to Council	October 2017 February 2018 April 2018 August 2018	

Information Services Strategic Plan: Review

1.0 DESCRIPTION

The IS function primarily exists to support WDC in the attainment of its strategic and operational objectives as outlined in the LTP, Asset Management Plans, Communications Strategy, Customer Services Strategy and other group specific plans.

In addition to this, WDC as an organisation has the following strategic requirements from the IS function:

- WDC's information systems, data and records are protected from any loss or significant impairment.
- The ongoing costs associated with the provision of the Information Services function and the Council's investment in information and systems provide maximum return on investment.
- The need for flexible collection, access, analysis and generation of information.
- The need for the organisations information systems to be inter-connected / integrated (especially with regard to relating information across various databases / information sets).
- The need to achieve maximum value from what staff are doing with the minimum of effort and time spent doing it (i.e. "Do more with less").
- The need to be able to communicate effectively and efficiently using available tools and techniques.
- The need for tools and techniques to help manage the problem of "information overload".

This is done through the provision of Information Technologies (IT), such as hardware and software, and Information Management (IM) which involves support and records management.

2.0 DISCUSSION

The IS Strategic direction was discussed with Council at a workshop in September 2014 as part of the Long Term Plan development. It was identified that the IS function is in need of enhanced investment to ensure mitigation of traditional risks, such as data security and reliability of services and also assist and enable WDC staff to drive greater internal efficiency which in turn will help in delivering better value to our ratepayers.

Given the change in management and service delivery from the IS Department (with the addition of service provision to ICL), it would be advisable to review the IS Strategic Plan to ensure it is meeting the needs of the organisation and the investment focus is aligned to organisational goals.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	July-September 2017	
ISSP due for Management review	26 September 2017	
Council LTP Workshop #5 Information Technology Strategic Plan presented to Council	10 October 2017	

Procurement Policy Review

1.0 DESCRIPTION

Council adopted a Procurement Policy in April 2012 giving effect to the Procurement Strategy adopted by Council on 5 October 2010. This policy was subsequently reviewed in March 2013.

2.0 DISCUSSION/ISSUES

The policy does not include any specific timescales for reviews, but states that it will be kept under active review. A review was started in September 2016, however, as discussed with Council previously, this work was suggested to be re-scheduled after the risk assessment and gap analysis work being undertaken was completed. Changes to the Procurement Policy prior to that process being completed might lead to an incomplete picture of policy changes required. New timelines for review of Procurement Policy are suggested for the 2017/18 year.

3.0 KEY MILESTONES

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.	28 November 2017	

Review of Representation Arrangements (including Māori Representation) & Electoral Systems

1.0 DESCRIPTION

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting a local government representation review, and should also follow guidelines published by the Local Government Commission. The Act gives the community the right to make a written submission to the Council, and the right to be heard.

The Council is required to review its representation arrangements at least once every six years. Council last undertook a review of Representation Arrangements, including Māori representation and Electoral Systems in October 2011 for the 2013 election. A full review of representation arrangements, including Māori representation, is required in 2017 in time for the 2019 elections.

2.0 DISCUSSION

A full Representation Arrangement review must include the following:

- The number of elected members (within the legal requirement of a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether or not to have separate wards for electors on the Māori roll.
- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Māori Representation

The Act defines that a territorial authority may resolve for a district to be divided into 1 or more Māori wards for electoral purposes. The Act also defines that such resolution, if not made before 23 November of the year that is 2 years before the next triennial general election (i.e. 23 November 2017 for the 2019 election), would take effect for the purposes of the next but one triennial general election (i.e. implementation would not be able to take effect until the 2022 election).

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives the community the right to make a written submission to the Council, and the right to be heard.

Set out below are the Procedural steps and timelines for Representation Arrangements as set out in the Local Government Commission's October 2014 Guidelines:

Procedure	Deadline	Relevant Section
Local authority determines proposed representation arrangements	Initial proposals must be made: <ul style="list-style-type: none"> • no earlier than 1 March in the year before election year • by 31 August in the year before election year, if establishing Māori wards/ constituencies • in time for the deadline for public notice 	<ul style="list-style-type: none"> • 19H (territorial authorities, • 19I (regional councils) • 19J (community boards) • Schedule 1A if establishing Māori wards/constituencies
Local authority gives public notice of "initial" proposal and invites submissions	Within 14 days of resolution, and not later than 8 September in the year before election year	19M(1)
Submissions close	Not less than one month after public notice	19M(2)(d)
If no submissions then proposal becomes final ¹	Public notice to be given when there are no submissions but no date fixed for doing this	19Y(1)
Local authority considers submissions and may amend proposal	Within 6 weeks of closing date for submissions	19N(1)(a)
Local authority gives public notice of its "final" proposal	Within 6 weeks of closing date for submissions	19N(1)(b)

¹ Under section 19V(4) proposals that do not comply with the +/-10% fair representation requirement are subject to confirmation by the Commission.

Procedure	Deadline	Relevant Section
Appeals and objections close	<ul style="list-style-type: none"> not less than 1 month after the date of the public notice issued under section 19N(1)(b) not later than 20 December in the year before election year 	19O 19P
If no appeals or objections then proposal becomes final ¹	Public notice to be given when there are no appeals/objections, but no date fixed	19Y(1)
Local authority forwards appeals, objections and other relevant information to the Commission ²	As soon as practicable, but not later than 15 January in election year	19Q 19V(4)
Commission considers resolutions, submissions, appeals and objections and makes determination	Before 11 April in election year	19R
Determination subject to appeal to High Court on a point of law ³	Appeals to be lodged within 1 month of determination	Clause 2, Schedule 5, Local Government Act 2002

3.0 KEY MILESTONES

Electoral Systems

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Resolution to change/not change the electoral system	29 August 2017	
Public notice of the right for electors to demand a poll on the electoral system	August 2017	
Deadline for polls to be received to be effective for the 2019 triennial local election	February 2018	If by 28 February 2018 it is ascertained that a poll is required, a timeline for dealing with the requirements of that poll will be developed at that time.

Māori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of briefing paper on Māori Wards and Constituencies	8 August 2017	Council's decision can feed into the development of the Maori Contribution to Decision Making statement for the 2018-28 LTP
Council Meeting Resolution to be taken in respect to Council's consideration of Māori Wards and Constituencies	29 August 2017 Statutory Deadline 23 November 2017	

Representation Arrangements

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consider options for representation arrangements	31 July 2018	
Council Meeting Resolution of proposed representation arrangements for consultation	28 August 2018	
Public notice of proposal and invite submissions (public notice must be within 14 days after making resolution and prior to 8 September 2018)	4 September 2018	
Submissions close	5 October 2018	
If no submissions then proposal becomes final		

² Includes any proposal that does not comply with the +/-10% fair representation requirement.

³ Commission determinations may also be subject to judicial review.

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of submissions and possible amendment of proposal (within 6 weeks of closing date of submissions)	30 October 2018	
Public notice of Council's "final" proposal	8 November 2018	
Appeals and objections close	7 December 2018 (Statutory deadline, 20 December 2018)	
If no appeals or objections then proposal becomes final	Public notice 13 December - final proposal	
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	By 21 December 2018 (Statutory deadline 15 January 2019)	
Commission considers resolutions, submissions, appeals and objections and makes determination	Prior to 11 April 2019	
Determination subject to appeal to High Court on a point of law		If the matter goes to High Court, on appeal, timelines will be determined thereafter.

2016/17 Annual Report

1.0 DESCRIPTION

The development of the 2016/17 Annual Report and Summary Report.

2.0 DISCUSSION

The LGA requires Council to complete and adopt its Annual Report within four months after the end of the financial year to which it relates and also that Council make available an audited Summary of Information that fairly reflects the contents of the Annual Report.

The LGA requires the Annual Report to provide a measure of Council's performance against the targets set in the LTP and Annual Plan. The Annual Report is also intended to be a tool that promotes Council's accountability to the community for decisions made during the year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	30 May 2017	
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2017	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September/October 2017	
Council Meeting Progress Report to Council on Interim June financial results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	26 September 2017	
Council Meeting Adopt Annual Report	31 October 2017	
Audit of Summary Annual Report	8-10 November 2017	
Audit Opinion on Summary Annual Report	13 November 2017	
Public notification of final Annual Report and Summary	23 November 2017	

Communications Strategy Progress

1.0 DESCRIPTION

Communication is an essential part of good management and the effective delivery of Council services. The Communications Strategy is a living document that changes with time. A six monthly reporting schedule has been developed to provide Council with an update on the achievement of its communications tasks and projects.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Six monthly progress report to end of June	1 August 2017	
Council Meeting Six monthly progress report to end of December	27 February 2018	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of June	31 July 2018	Report provided at next meeting following end of six monthly period

Resident Satisfaction Survey (for 2016/17 Annual Report)

1.0 DESCRIPTION

A Resident Satisfaction Survey is identified as the key tool for monitoring some of the Service Performance Objectives contained in the LTP and also as a tool for the informing of decisions around future levels of service.

For the purpose of annual reporting against the LTP it is necessary to carry out the Resident Satisfaction Surveys annually.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction (Levels of Service) Survey	May 2018	
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/ suggestions	May 2018	
Undertake Survey	June - July 2018	
Analyse / Report Survey Results	August 2018	
Council Meeting Resident Satisfaction Survey Results to Council	28 August 2018	
Resident Satisfaction Results ready for inclusion in Annual Report	August 2018	

District Planning

District Plan – Review

1.0 DESCRIPTION

The Resource Management Act 1991 (RMA) requires all councils to prepare a District Plan and review it every 10 years. It also prescribes the content and process for the development and review.

The District Plan is a key Council document. It establishes the framework for the planning and management of land use activities and subdivision in the District. It contains rules, methods and policies which direct the sustainable management of resources under Council's jurisdiction.

The preparation of a District Plan is analogous to the development of the Long Term Plan, but more onerous and involved because of the statutory requirements under the RMA. The operative Waitomo District Council Plan was developed in the 1990's and became operative in 2009. It is a first generation plan and has been in use for approximately 20 years. Although amendments have been made over time, a full review of the provisions has not occurred.

2.0 DISCUSSION/ISSUES

Initial scoping work for the development of Council's District Plan commenced in 2013. This work included an analysis of a range of policy documents likely to impact the content of the District Plan. The scoping document suggested that a comprehensive review of the District Plan should be postponed until a number of imminent changes in higher order statutory documents, such as the Waikato Regional Policy Statement, were confirmed.

Review options for the District Plan were discussed at a Council Workshop in February 2014. It was suggested that Council may wish to consider a targeted plan change focussing on the key areas of the Plan that require review for the Council to meet its statutory obligations and to maintain a relevant and effective plan. Some changes were progressed in line with that discussion.

In September 2015, Council resolved to undertake a full review of the Operative Waitomo District Plan. The 2015-25 Waitomo District Long Term Plan was amended in order to provide 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.

In 2017, the decision was made to use in-house staff resources in combination with expert services, rather than running the process through an external consultancy team. This was in order to minimise the cost of the process to ratepayers. The table below outlines the projected process through until July 2017:

A number of other matters that were previously standalone issues in the Road Map will be encompassed by the District Plan review including:

- **Town Concept Plans and Structure Plans:** A Structure Plan should be considered at some point for Mokau. Te Kuiti and Piopio would benefit from Town Concept planning as part of the economic and spatial analysis work required for the District Plan review. A Structure Plan has been undertaken for Waitomo Caves Village which could be updated and incorporated into the District Plan.
- **Te Maika:** Long term management of the Te Maika area: The matter of zoning, land use and subdivision controls will need to be addressed as part of the District Plan review.
- **Mokau Managed Retreat:** Council has agreed to develop and implement a managed retreat strategy. This strategy alongside the matter of zoning, natural hazard management, land use and subdivision controls will need to be addressed as part of the District Plan review.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Initial Project Planning completed	April 2017	Completed.
Presentation and engagement with all WDC staff on Project Plan	March 2017	Completed.
Council Workshop Discuss process and detailed project plan and Commence	12 April 2017	Completed.

Key Milestone	Indicative Timeframe	Commentary
review		This Workshop - <ol style="list-style-type: none"> 1 Outlined the purpose of the RMA and the hierarchy of statutory documents that the District Plan is required to give effect to. 2 Enabled discussion about the potential impact of this cost and resource intensive project on WDC staff and Councillors. 3 Provided an explanation of what is included in a District Plan and why the District Plan requires updating. 4 Engaged Councillors in some planning activities 5 Enabled initial discussions regarding the underlying philosophy of the new rural zone.
Council Meeting Adoption of process for plan development	7 June 2017	Completed. The RMA has been amended and now offers three options for plan development)
Council Workshop Residential Zone issues Rural-residential Zone issues	20 June 2017	Completed. First draft of Rural Chapter
Council Workshop Iwi engagement Designations	20 July 2017	
Council Workshop Standalone coastal issues	15 August 2017	Discussion regarding standalone coastal issues
Council Workshop Consultation Plan and consultant engagement Commercial Zone Issues Industrial Zone Issues	19 September 2017	First draft of Residential, Rural Residential Chapters
Council Workshop Papakainga Zone issues Subdivision issues	17 October 2017	First draft of Industrial Chapter
Council Workshop Settlements/Village Issues Summer workshops – coastal issues	21 November 2017	
Council Workshop Tentative date – catch up and additional issues as needed	20 February 2018	
Council Workshop Deferred Zone issues Hazards	6 March 2018	First draft of Subdivision and Papakainga Chapter
Council Workshop Tentative date – catch up and additional issues as needed	10 April 2018	
Council Workshop Transportation, Hazardous substances and general amenity issues Works and Utilities	1 May 2018	First draft of Settlements and Deferred Zone Chapters
Council Workshop Tentative date – catch up and additional issues as needed	5 June 2018	
Council Workshop Transportation, Hazardous substances and general amenity issues Works and Utilities	24 July 2018	First draft of Transportation, Hazardous substances and general amenity
First Draft Complete	December 2018	
Tentative Notification	First Quarter 2019	

Review of Development/Financial Contributions

1.0 DESCRIPTION

When development occurs in the District, additional capacity may be required from Council's infrastructural assets. The existing ratepayer base has already paid for the infrastructural assets in their Community. For this reason it is unreasonable for the existing ratepayer base to be expected to pay for additional demand that is imposed on the existing infrastructural assets when the reason that this additional load has been imposed is due to development in the District.

Council currently has two different policy tools available to it that can be used for funding the additional demand or capacity imposed on existing infrastructural asset. The Resource Management Act 1991 (RMA) allows Council to charge developers financial contributions while the LGA allows Council to charge developers development contributions.

2.0 DISCUSSION/ISSUES

Council's existing District Plan enables financial contributions to be charged where necessary, however these provisions are rarely applied and the range of possible financial contributions is limited. In addition, recent amendments to the Resource Management Act 1991 remove the ability for councils to charge financial contributions from 2022.

During the development of the 2009-19 LTP the preliminary work required in the development of a Development Contributions Policy (DCP) was undertaken. However, at a Council Workshop on 3 March 2009, Council agreed that given the lack of development expenditure in the LTP, there was no need or indeed basis for a DCP. If the infrastructure needs change in the future, the DCP could be progressed as part of a future LTP or Annual Plan processes.

Council also considered Development and Financial Contributions as part of the 2012-2022 LTP development process to:

- assist Council with a review of its existing policies;
- determine whether Council wishes to introduce a development/financial contributions regime as part of the 2012-2022 LTP; or
- determine whether Council wished to confirm its existing financial contributions policy (contained within the Operative District Plan) and whether to include the development of a development contributions policy as part of the District Plan review scheduled to commence in 2012.

Council noted –

- the existing financial contributions contained in the Operative District Plan; and
- the forecast population trends and determining there is little forecast growth for the District in the short to medium term; and
- the matter of the development of a Development Contributions Policy be reviewed as part of the District Plan review commencing during the 2012-13 financial year.

3.0 KEY MILESTONES

It is suggested that development contributions be assessed and, if required, developed as part of the 2018-28 Long Term Plan.

Town Concept and Structure Plans

Note: Town Concept Plans and Structure Plans will be encompassed in the District Plan review.

1.0 DESCRIPTION

Councils LTP 2012-2022 signalled the need to commence developing urban structure plans for many of the District's communities. Structure Plans are used to clearly set out Council's expectations for future growth and to establish infrastructure requirements. Town Concept Plans are also used to also reflect community aspirations and employ economic analysis to direct projected development.

Town Concept Plans and Structure Plans provide the vehicle for discussions about community expectations, including allowing consultation on various options (and costings to achieve those expectations) prior to any significant investment. Once finalised, Structure Plans inform asset management planning, the development of a Development Contributions Policy (if so desired) and the land use controls required in the District Plan.

Te Maika Zone

Note: Zoning, land use and subdivision controls will be addressed as part of the District Plan review.

1.0 DESCRIPTION

In April 2012 the Te Maika Trust Board (the Board) approached Council, confidentially, with a proposal for the long term management of the Te Maika Zone (the Proposal). The Proposal would see the Te Maika Trust Board take over the long term management of Te Maika. Council subsequently confirmed that it was willing to consider entering into a Memorandum of Understanding with the Board in order to investigate the proposal further.

2.0 DISCUSSION / ISSUES

Although some work has started on this work stream little progress has been made to date for a number of reasons. The Waitangi Tribunal Hearing that encompassed the Te Maika Claim was concluded in January 2015. Discussions were held with the Te Maika Trust Planning Consultant to ascertain the outcome of the Hearing and the Trust's progress and intentions:

- It is probable that the Waitangi Tribunal will recommend a cross Departmental settlement of claim.
- There was a very favourable response from the Waitangi Tribunal to the Te Maika issue and the Council was commended for their receptiveness in considering the Trust's approach to resolving the long standing issue.
- There is the potential that the Tribunal might issue a separate recommendation specific to Te Maika and recommend returning the entire Te Maika block as one title.
- The closing of the currently public roads at Te Maika and their potential re-classification as Māori Roadways under the Te Ture Whenua Act is recognised by the Tribunal as a complex process and issue.

In terms of the above, a separate Tribunal recommendation/decision for Te Maika would be advantageous as the full recommendation report could take up to two years to be issued by the Tribunal. In the meantime, and until a Waitangi Tribunal recommendation concerning Te Maika is known, it is probable that the Trust will continue to leave the Plan Change proposal "under suspension". It can be expected however that the Trust will pursue the matter with vigor should the Tribunal recommendation be issued.

Mokau Erosion: Managed Retreat Strategy

Note: The Managed Retreat Strategy along with the matters of zoning, natural hazard management, land use and subdivision controls will be addressed as part of the District Plan review.

1.0 DESCRIPTION

WDC, in performing its role as a Local Authority, has deliberated in the past on the coastal erosion at Mokau and on the appropriate strategy to manage the situation. On 30 September 2008 the Council resolved "...to work towards the process of a managed retreat strategy...". The intention was to ensure that the private property considerations involved in the progressive Mokau spit foreshore erosion situation is addressed in an appropriate and coordinated fashion.

2.0 DISCUSSION

After extensive erosion damage occurred at the end of Point Road (parking area), caused by king tides, WDC constructed a rock embankment in order to temporarily protect the end of Point Road. The declared intention at the time was to give the local residents time to plan and act in accordance with the intent of a managed retreat strategy. It was accepted that the coastal erosion process was ongoing and over time would compromise the residential properties in the area and the rock embankment to protect the road access option was viewed as a temporary measure.

It appears, based on conversations and observation that the affected property owners have neglected to develop/implement any plans to relocate buildings from the area. Instead, most of them have carried on with attempts to rock reinforce their sea frontages to protect against the effect of the erosion.

Since the initial construction of the temporary rock embankment to protect the road ends in August 2014, subsequent coastal erosion has caused damage to the rock embankment leading to a one-off maintenance repair (in March 2015). There is no intention to undertake an ongoing maintenance programme for the Point Road rock embankment.

The legal position (authorised land use) of the rock embankment is a concern and the current interpretation is that Waitomo District Plan prohibits any works of any kind in this zone. The temporary rock embankment is not an approved structure.

Regulation and Compliance 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

1.0 DESCRIPTION

Council has a number of legislatively required policies falling within the responsibility of WDC's Regulation Activity under the "Harm and Safety" category.

Where these policies fall due for review during the term of this Road Map, the review process is dealt with in detail under the respective Policy heading.

Policy	Last Review Date	Next Review	Review Cycle
Dangerous and Insanitary Buildings ①	June 2016	June 2021	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	No longer applicable after 1 July 2017
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 Building (Earthquake-prone Buildings) Amendment Act 2016 (the Amendment Act), which was enacted in May 2016, changes the way earthquake-prone buildings will be managed, by establishing a new nationally consistent system for identifying and remediating earthquake-prone buildings. The Amendment Act removes the requirement for each territorial authority to have its own earthquake-prone building policy, and therefore this policy will cease to apply immediately upon commencement of the Amendment Act on 1 July 2017.
- 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

1.0 DESCRIPTION

Waitomo District Council (WDC) is required to adopt a policy on Class 4 venues (Gambling Venue Policy) for its district under the Gambling Act 2003 (the Act). Section 101(3) of the Act requires that the class 4 venues policy:

- i) Must specify whether or not class 4 venues may be established in the territorial authority district and if so, where they may be located; and
- ii) May specify any restrictions on the maximum number of gaming machines that may operate at class 4 venues.

WDC must also have a policy on Board Venues as required by the Racing Act 2003. A board venue policy must specify whether new board venues may be established in the District and if so where they may be located.

This policy addresses Council's policy obligations under both the Gambling Act 2003 and the Racing Act 2003.

2.0 DISCUSSION/ISSUES

This Policy is due for review in 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	June 2017	
Prepare recommendations	June/July 2017	
Council Workshop	20 July 2017	
Council Meeting Adopt draft policy for consultation	29 August 2017	
Finalise draft policy for consultation	31 August 2017	
Public notification	Week of 4 September 2017	
Consultation Period	To 4 October 2017	
Hearing	31 October 2017	
Deliberations	31 October 2017	
Policy changes after deliberations	1-3 November 2017	
Council Meeting Adoption of Policy	28 November 2017	

Policy: Dog Control Policy and Practices Report 2016/2017

1.0 DESCRIPTION

Section 10A of the Dog Control Act 1996 requires local authorities annually to report on their Dog Control Policy and Practices and to give public notice of the availability of the report.

2.0 KEY MILESTONES

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	August 2017	
Public notification	September 2017	

Bylaws: General

1.0 DESCRIPTION

Whilst the statutory required 10 year cycle review dates for Council's Bylaws do not fall within the period of this Road Map Work Programme, at any time, for any number of reasons, it may become necessary to review a Bylaw before the required statutory review.

Section 158 of the Local Government Act requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made.

Once the initial five year review was completed, bylaws are then required to be reviewed on a 10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into "new" Bylaws.

Set out in the table below is the timeline for each Bylaw including when it was adopted as a "New" Bylaw, the 5 Year Review date and the 10 Year Cycle Review Date. There is also a column "Other Review Date" for any review which is not part of the statutory timeline, but may be required from time to time for various reasons

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

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

Bylaws: Land Transport Bylaw – Review

1.0 DESCRIPTION

The Land Transport Bylaw was adopted as a “New” Bylaw in May 2010 and the five year review was completed in April 2015 with the 10 Year Cycle Review due by April 2025.

2.0 DISCUSSION / ISSUES

In August 2015, the Department of Internal Affairs requested all Councils to review their Land Transport Bylaws following the Government’s enactment of legislation to validate speed limits set by road controlling authorities with retrospective effect.

Enquiries by the Department have indicated a number of council speed limit bylaws may have been allowed to lapse, or have been made under the wrong legislation.

The Department worked with the Ministry of Transport in preparation of the Land Transport (Speed Limits Validation and Other Matters) Bill. That Bill was enacted and came into force on 22 July 2015. All speed limits set under the LGA 1974, LGA 2002, Government Roading Powers Act 1989 or Land Transport Act 1998 are now validated, even if they were originally made under the wrong section of law.

Councils are now required to review processes for setting speed limits going forward and any new speed limit bylaw made by a road controlling authority should now be made in reliance on section 22AB of the Land Transport Act.

The Department has advised that it will follow up with each council about its bylaws to identify relevant issues and provide recommendations in response to the findings. A review of the Land Transport Bylaw needs to be undertaken so that WDC is in a position to provide information on any issued to the Department.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw		
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		
Council Hearing		
Council Deliberations		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Freedom Camping

1.0 DESCRIPTION

The Freedom Camping Act 2011 (Act) came into force on 30 August 2011 and provides local authorities with stronger regulatory measures to manage any nuisance created by freedom campers.

Council, on 25 November 2014, considered the option of a bylaw under the Act. Under the Act, freedom camping is permitted on public land controlled or managed by a local authority unless it is already prohibited under another enactment (e.g. Reserves Act, District Plan, Traffic Legislation) or the local authority makes a bylaw prohibiting or restricting freedom camping in an area(s) for one or more of the following purposes:

- to protect the area;
- to protect the health and safety of people who may visit the area; or
- to protect access to the area

Council considered further steps towards the development of a Freedom Camping Bylaw at its workshop on 22 March 2016.

2.0 DISCUSSION / ISSUES

Council has also confirmed its intent to obtain Motorhome Friendly status. For a town to obtain this status the requirements of the New Zealand Motorhome Caravan Association are as follow:

- A freedom camping-related bylaw consistent with the premise of the Freedom Camping Act 2011, i.e. responsible freedom camping is generally a permitted activity
- A public dump station, Council owned
- Access to potable water at Dump station site
- Refuse and recycling facilities
- Access to medical facilities
- A general shopping area for groceries
- A vehicle service centre

A staged provision to support a Motorhome Friendly District has been included as a project in the 2015-2025 LTP and budget allocated.

A section is included in this Roadmap under the Community Development portfolio outlining key milestones to achieve Motorhome Friendly status.

3.0 KEY MILESTONES

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		

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

1.0 DESCRIPTION

The Community Development Fund Policy establishes funding policies and principles which form the basis for the provision of funding grants to assist organisations that provide projects and activities that benefit communities within the Waitomo District.

The policy provides a guide as to how funding can be obtained from WDC and assists Elected Members and Council staff with guidance when making decisions and recommendations about funding applications.

The following grants collectively make up the CDF:

- Discretionary Grant
- Triennial Grant
- Provision of Services Grant
- Community Partnership Fund
- Community Halls Grant

Additional funding pools administered by WDC are:

- Creative NZ – Creative Communities Scheme
- Sport NZ – Rural Travel Fund
- DC Tynan Grant

The Community Development Fund Policy was created in 2009 with reviews every three years as part of the LTP development. Reviews to date were completed in October 2011 and August 2014. The next scheduled review of the Policy is August 2017 as part of the 2018-28 LTP development.

2.0 DISCUSSION/ISSUES

Historically, the "Evaluation of Applications Process" for both, Triennial Grants and Community Partnership Grants, required Councillors to complete Appraisal Forms for each individual application. Those completed Appraisal Forms were then collated and combined mean and average scores evaluated. This combined information was then presented back to the full Council for further consideration and allocation of grants at the Council's discretion.

Following the December 2014 Community Partnership funding round, and the May 2015 Triennial Grant funding round, Council reviewed this process and now convenes a Workshop for the purpose of consideration of applications.

3.0 KEY MILESTONES

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	

Key Milestone	Indicative Timeframe	Commentary
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	
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	29 August 2017	

Community Development Fund Policy – Review

1.0 DESCRIPTION

This project of work is to review the effectiveness of the Community Development Fund and supporting policies and principles, which form the basis for the provision of funding grants to assist organisations that provide projects and activities which benefit the residents of communities within the Waitomo District.

2.0 DISCUSSION

In August 2014 the revised Community Development Fund Policy was adopted by Council. This document is to be revised every three years.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Community Development Fund	15 August 2017	
Council Meeting Adoption of revised Community Development Fund Policy	29 August 2017	

Youth Liaison/Youth Council

1.0 DESCRIPTION

Youth Liaison is about supporting and encouraging young people to develop the skills and attitudes required to take a positive part in society, now and in the future. This is achieved through working with organisations and individuals to ensure they have the skills to work alongside young people.

Council in developing the 2012-2022 LTP identified the importance of Youth Liaison and participation. The Waitomo Youth Council was formed.

Council continues this support and the LTP includes key performance indicators requiring the Youth Council to make a submission to Council annually on either the Annual Plan or Long Term Plan and to undertake two youth projects annually.

2.0 DISCUSSION/ISSUES

The 2017/2018 Waitomo District Youth Council (WDYC) was officially announced on 1 June 2017 at the Council Chambers.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's consultation period	
Council Meeting Report to Council outlining WDYC achievements throughout the 2017/2018 year including youth projects undertaken.	26 June 2018	

Community Events

1.0 DESCRIPTION

Community events help provide a positive community image and have the ability to focus the community on key projects. Council is currently involved in providing one particular event which could be considered to be interrelated with the District Promotion Activity.

2.0 DISCUSSION/ISSUES

Council agreed, when developing the 2009-19 LTP, to support two community events - the Te Kuiti Christmas Parade and The Great New Zealand Muster. This is still Council's position.

Implementation of Project Plans for both the Christmas Parade and Muster ensure the events retain their success, professional delivery and meet current health and safety legislative requirements.

3.0 KEY MILESTONES

2017 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2017	
Review and implement Project Plan	October 2017	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2017	
Execution of event	December 2017	
Council Meeting Management Report on the event identifying success	27 February 2018	

2018 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster	September/October 2017	
Identify and consult with key stakeholders	September/October 2017	
Development and implementation of a Project Plan	October 2017	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2018	
Execution of event	April 2018	
Council Meeting Management Report on the main event (The Muster) identifying success	26 June 2018	

Citizen Awards Working Party

1.0 DESCRIPTION

The Citizens Award concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community. Waitomo residents are nominated for these awards via a formal nomination process with the Awards being made annually at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.

Nominations for the awards are assessed by the Citizens Awards Working Party (CAWP). The CAWP is appointed by Council and made up of community members who have a strong knowledge of the District and its residents. The CAWP can have up to four community members plus one Council representative.

2.0 DISCUSSION

Council reviewed the Citizens Awards Policy at a meeting held on 13 December 2016. The term of the CAWP was discussed and it was resolved that members of the Citizens Award Working Party be appointed for a term of four years rather than three years. The current Citizens Awards Working Party will therefore be due for review by Council in November 2018.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business Paper to Council - Appointment of Working Party	November 2018	

Waitomo District Citizens Awards

1.0 DESCRIPTION

The Citizens Award concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community. Waitomo residents are nominated for these awards via a formal nomination process with the Awards being held biennial at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.

Lifetime Achievement: it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.

Citizen of the Year: it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.

A Citizens Awards Working Party (CAWP) is appointed by Council, made up of community members who have a strong knowledge of the district. The CAWP can have up to four community members plus one Council representative and members serve a term of four years.

2.0 DISCUSSION

Council reviewed the Citizens Awards Policy at a meeting held on 13 December 2016 and it was resolved that Citizen Award Ceremonies be convened on a biennial basis. .

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2018	
Council Meeting Presentation of Timeline and promotion of Nominations	27 February 2018	
Consideration of Nominations by Working Party	March/April 2018	
Awards Ceremony	May 2018	

Combined Mayoral ITO Graduation Ceremony

1.0 DESCRIPTION

This project of work supports the delivery of the Waitomo and Otorohanga Districts Combined Mayor ITO Graduation Ceremony.

2.0 DISCUSSION/ISSUES

For a number of years Waitomo District Council has been recognising, by way of a Graduation Ceremony, the achievements of residents who have completed Industry Training Qualifications.

In 2011, the Waitomo and Otorohanga Mayors agreed to combine the Graduation Ceremonies and host the Ceremony year about. Wintec is also involved in the Ceremonies and the cost of the Ceremony is divided between the two Councils and Wintec.

Waitomo will be hosting the Ceremony in 2018.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2017	
Graduate names received from Industry Training Organisations	December 2017/January 2018	
Invitation to Graduates and Families/Supporters	March 2018	
Graduation Ceremony	May/June 2018	

Sister City Relationship

1.0 DESCRIPTION

The Sister City Relationship Agreement between the Waitomo District and Tatsuno Japan was signed on 30 March 1995. The agreement reflects friendship between the district and people of Waitomo and Tatsuno, with the mutual desire for both communities; to promote friendship and goodwill; to encourage understanding and awareness of our separate cultures; and to encourage the exchange of ideas and people. The objectives of the relationship are:

1. To positively promote the relationship.
2. That the arrangement will not be affected by changes to elected officers.
3. That both Councils will consult on a continuing basis to ensure there is a viable link between the two communities.
4. That the link should not impose any financial burden on either community and all visits would be by mutual consent.

2.0 DISCUSSION/ISSUES

The Sister City Committee was formed in 1995, charged with the responsibility of developing and maintaining a meaningful and beneficial sister city relationship with Tatsuno. The committee is made up of a cross selection of members of the community and WDC representation.

It is timely to review the scope of the WDC role in supporting the Sister City Committee. This will include the development of guidelines and memorandums of understanding to provide guidance to all parties.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	September/October 2017	
Council Workshop Findings of review. Consideration of guidelines to support the relationship between WDC and the Sister City Committee	21 November 2017	

Service Level Agreement - Sport Waikato

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Sport Waikato through a Service Level Agreement, reviewed annually.

Sport Waikato Key Priority Areas include:

- **Health Active Lifestyles** – Physical activity and recreation for health, fun and a lifelong habit.
- **Young People** – A lifelong involvement in sport, recreation and healthy active lifestyles.
- **Community Sport** – Strong capable delivery of community sport
- **Regional Leadership** – A professional organisation providing regional leadership and influence.

Sport Waikato will continue to focus its delivery methods in alignment to WDC's 2015-2022 LTP and Sport Waikato's strategic outcomes.

2.0 DISCUSSION/ISSUES

A Schedule of Services were developed in 2013 to clearly identify activities and required outcomes in the areas of planning, communications, participation, quality of life, community development, information/promotion and community pride.

The agreement confirms the requirement for Sport Waikato to provide a written and verbal presentation to Council at the September and March Council meetings.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council (including presentation of Schedule of Services for 2017/18 year)	26 September 2017	
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council	27 March 2018	

Service Level Agreement – Waitomo Caves Discovery Centre

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Waitomo Caves Discovery Centre for the period 1 July 2015 to 30 June 2018 via the Provision of Services Grant

The aim is to promote strong heritage, visitor information, and public good services for the district through the Waitomo Caves Discovery Centre by:

- acting as a custodian to our district's heritage
- promoting the district's visitor attractions,
- providing quality information and booking services to local, national, and international visitors
- providing public good services through the provision of 24 hour toilet and rubbish collection facilities

2.0 DISCUSSION/ISSUES

The agreement confirms that reporting to Council will be twice per year. This will consist of one annual report and one interim 6 monthly report. Reporting will be based around the key performance indicators

The annual report will be submitted to Council by 1 September of the following financial year.

An interim report summarising the volume of visitors to the Waitomo Caves Discovery Centre and i-SITE will be submitted to Council on 1 March each year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report)	26 September 2017	
Council Meeting Deputation – Reporting against Service Level Agreement	27 March 2018	

Service Level Agreement – Hamilton Waikato Tourism

1.0 DESCRIPTION

Hamilton & Waikato Tourism Limited (HWT) was established from 1 July 2011 to undertake regional tourism marketing and development activities for the Hamilton & Waikato Region

The general description of the services to be provided by HWT is:

To promote and develop the Hamilton and Waikato region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure in the region to provide sustainable economic, environmental, social and cultural benefits to local communities.

2.0 DISCUSSION/ISSUES

The agreement confirms that HWT will report to Council in writing every 6 months in respect to:

- HWT's performance of the Regional Tourism Services;
- HWT's delivery of the Deliverables;
- HWT's achievement of KPIs; and
- Current or anticipated issues.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	31 October 2017	
Council Meeting Deputation – Six Monthly Report	24 April 2018	

Motor Home Friendly District

1.0 DESCRIPTION

WDC has signaled its intent to become a motor home friendly district. To achieve this status, WDC will work closely with the NZ Motorhome Association. The purpose of the Association is to foster and advance the motor caravan movement by providing relevant services and information, promoting fellowship, vehicle safety, road courtesy and protection of the environment. The association actively promotes and supports certified self-containment. Members are required to adhere to strict containment rules.

2.0 DISCUSSION/ISSUES

Liaison is ongoing with the NZ Motorhome Association regarding the appropriateness of sites within the District.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report – Motor Home Friendly District	28 November 2017	
Council Meeting Progress Report – Motor Home Friendly District	29 May 2018	

Customer Services Strategy – Review

1.0 DESCRIPTION

During development of the 2012-2022 LTP, the need to develop a Customer Services Strategy was identified and the project was included as a project within the Community Development Activity Management Plan for 2012.

The Customer Services Strategy was adopted by Council in May 2014.

2.0 DISCUSSION

The strategy outlines six key service improvements that assist WDC in developing a culture that focuses on the delivery of high standard customer service, consistently:

- Understand our customers and their needs
- Effectively communicate with our customers and the community
- Empower all employees to serve our customers
- Value customer satisfaction and simplify the customer experience
- Embrace technology to benefit our customers
- Investigate the provision of joint services facility

The Strategy is due for review.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Strategy	March/April 2018	
Council Workshop Review of Strategy	May 2018	
Council Meeting Adoption of reviewed Strategy	26 June 2018	

Waitomo's Digital Journey

1.0 DESCRIPTION

The New Zealand Government has already committed \$1.65 billion through the first phase of the UFB and RBI programmes to deliver faster broadband to 97.8% of New Zealanders by 2020. The Government has made a further commitment of up to \$360million to extend the broadband programmes and establish a mobile coverage initiative to reduce number of mobile black spots on State Highways and in key tourist areas.

Waitomo District Council submitted Registrations of Interest (ROI) to all three programmes outlining areas in the district considered to be priorities for investment. The outcome of registrations will be known in December 2015.

2.0 DISCUSSION

To compliment the ROI documents a Digital Enablement Plan (DEP) was developed. The purpose of the DEP is to identify ways to achieve economic and social benefits to increase digital awareness and engagement within the community.

The Digital Enablement Plan provides the district with a vision, objectives, targets and plans on how it can maximise the internet to increase business profitability, bring economic advantages and engage our community in digital technology.

The DEP is a working plan that may alter with regard to areas of focus and projects implemented as a consequence of the outcomes of the District's application for better connectivity.

Regardless of outcomes Waitomo District Council will continue relations with suppliers to seek better connectivity and further access to funding should opportunities be presented.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council		6 monthly Progress Reports will be presented to Council following the appointment of an Economic Development Officer.

Economic Development

1.0 DESCRIPTION

The importance of enhanced economic development is an area of focus for Council. Council's vision of 'Creating a better future with vibrant communities and thriving business' was introduced as part of the 2012-2022 Long Term Plan consultation.

The 2015-2025 LTP consultation document confirmed Council's intent to maintain its strategic direction – a focus on economic development to facilitate the development of a vibrant district community.

Council tested their intent with the community as part of the consultation process. The community clearly confirmed its support of Council's intention to continue with economic development in a staged and steady manner via in-house delivery and facilitation of agreed initiatives.

2.0 DISCUSSION/ISSUES

An Economic Development Strategy was adopted by Council in November 2016 and the associated Implementation Plan was adopted by Council in December 2016.

This project of work is to review the effectiveness of the Strategy and Implementation Plan to ensure initiatives meet the strategic goals identified for the 2018-2028 LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Strategy and Implementation Plan	10 October 2017	
Council Meeting Adopt changes to Strategy and Implementation Plan (if required)	31 October 2017	

Waitomo District Library Strategy – Review

1.0 DESCRIPTION

This project of work is to review Council's Waitomo District Library Services Strategic Plan to ensure it best meets the Strategic Goals identified for the 2018-2028 LTP.

2.0 DISCUSSION

The Waitomo District Library Services Strategic Plan was adopted by Council in December 2008 and last reviewed in 2014. It is deemed prudent that the Plan be revised by the Council as part of the development process for the 2018-2028 LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Strategy to Council for review	19 September 2017	
Council Meeting Strategy adopted by Council	31 October 2017	

Community Development Strategy - Review

1.0 DESCRIPTION

This project of work is to review the effectiveness of Council's Community Development Strategy and supporting policies and principles to ensure they best meet the Strategic Goals identified for the 2018-2028 LTP.

2.0 DISCUSSION

The Community Development Strategy was last reviewed in 2014. It is deemed prudent that the Plan be revised by Council as part of the development process for the 2018-2028 LPT.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Strategy to Council for review	19 September 2017	
Council Meeting Strategy adopted by Council	31 October 2017	

Community Services

Property: Divestment – Old Ministry of Works Building

1.0 DESCRIPTION

On 28 June 2011, Council received an informal briefing from Jim O'Halloran and Russell Aldridge on behalf of the Te Kuiti Historical Society indicating to Council that the old Ministry of Works building in Queen Street, Te Kuiti, which is currently tenanted by the Society, will not be required by the Society in the future.

2.0 DISCUSSION / ISSUES

Due to the extent of renewal works required to maintain the building Council indicated its wish to consider the future of this building strategically and consult with the community before giving any consideration to allocating significant funding to renewal works.

Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence was received.

Of recent years the building has been used by the Genealogy Society and Historical Society. Both organisations have now vacated the building.

At its meeting on 6 October 2016 Council approved alternative options for this site be considered. Research and liaison with the Crown has since taken place regarding the alternative options for this site.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report to Council outlining building removal options and development of site	1 August 2017	

Parks & Reserves: Brook Park Entrance Development

1.0 DESCRIPTION

Each Financial year through the life of the LTP, a monetary allowance is available for assisting the Brook Park Committee in developing the park. Assistance with projects is set and requested by the committee and is used for specific projects. These are generally reported to Council through the monthly minutes of the Brook Park Committee.

WDC has a commitment to redevelop the entrance of Brook Park, funded from the Licence to Occupy (LTO) income for the Caltex Truck Stop.

2.0 DISCUSSION

Survey of this entrance is the initial stage of the development to allow contract documentation and tendering to be undertaken. The overall entrance development was agreed with the Brook Park Committee at the time of development of the Truck Stop LTO.

Council approved at its meeting on 6 October 2016 to include the upgrade to the entrance as part of the 2017/18 work programme.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Call for Tenders	August 2017	
Construction Commences	September/ October 2017	

Parks & Reserves: Walking Track Strategy

1.0 DESCRIPTION

WDC needs to measure and assess the tracks (including structures) we currently maintain. Once we know what we have and what condition it is in then a strategy can be prepared for how best these tracks can be developed and maintained through a contractual basis, based on NZS Handbook 8630:2004

Identification of the assets includes capturing information on the location, grade and condition of walking tracks.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report to Council outlining findings of walking track audit	27 February 2018	
Development of Walking Track Strategy	March to May 2018	
Council Meeting Draft Walking Track Strategy presented to Council	29 May 2018	
Council Meeting Walking Track Strategy presented to Council for adoption	26 June 2018	

Parks & Reserves: Reserves Management Plan

1.0 DESCRIPTION

WDC needs to develop an omnibus management plan for its passive reserves, this being a requirement under the Reserves Act 1977. Community consultation and feedback will provide WDC with information related to what the community want on these reserves and how they want them developed in the future.

Identification of the reserves to include in the plan will be a key planning feature, along with the production of maps and policies for each reserve. Following production of the plan, the draft must be consulted with the community and then formally adopted by Council.

This project will be undertaken in conjunction with the District Plan Review.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Milestones will be identified and confirmed in conjunction with the District Plan Review timelines	To be confirmed	

Public Amenities: Te Kuiti Cemetery Development Plan

1.0 DESCRIPTION

In 2013 WDC purchased additional land for the expansion of the Te Kuiti Cemetery to cater for the future needs of the town and district. The designation of this land as cemetery will form part of the District Plan Review. How this land will be utilised is an integral part of the planning process.

2.0 DISCUSSION

Stage 1: [Concept Plan](#)

The initial works involve the development of a staged concept plan of the future development of the cemetery.

Stage 2: Base Works

The undertaking of base works to allow for future use. The base works will involve access way development, levelling etc. These works will generally be dependent on the outcomes and timing of the planning process. Initial works would involve the removal of the hedge and fencing

Stage 3: Development Completion

Completion of development works required so that site is "Cemetery" ready.

3.0 KEY MILESTONES

Stage 1: Concept 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

1.0 DESCRIPTION

Inclusion of investigatory works for the provision of a new toilet block at Marokopa was included in the Public Amenities AMP as part of the 2015-2025 LTP development due to both the increased tourist numbers passing through the town, and the poor performance grading the existing toilet facility achieved in the Sanitary Assessment.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	28 August 2017	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

1.0 DESCRIPTION

WDC is statutorily obliged to prepare a Reserve Management Plan for all of its reserves. This will give direction for the future development of the aerodrome and provide guidance as to how this reserve should be best managed for the benefit of the community and users.

2.0 DISCUSSION / ISSUES

The development of a management plan is through a community consultation process and a working group will be established to progress this project.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Workshop with Senior Management Team to develop and agree project plan	July 2017	
Workshop with WDC Working Group to agree Project Plan and identified timelines	August 2017	
Further milestones will be confirmed on finalisation of the Project Plan	To be confirmed	

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

1.0 DESCRIPTION

A Community Working Party met in late 2015 to hear about and discuss a proposed Community Sports and Recreation Facility at Te Kuiti High School. Te Kuiti High School needs to either upgrade or replace its current gymnasium, which is over 40 years old, and no longer adequate for school needs.

The TKHS Board of Trustees decided to investigate a school/community partnership to develop a new facility that would fit the needs of the school and at the same time provide the community with a multi-purpose gymnasium and recreation centre.

The first stage of this investigation was to look at the various needs of potential users of the facility, including:

- Is a new facility necessary, and would it be economically viable?
- What benefits to the community, as well as the school could it provide?
- Who would use it?
- What facilities should it include?
- How could the project be funded?
- How could it be managed and what governance structure would be needed to oversee it?

The early stage focus was on what the facility could include, to build a picture of what it would look like and how the community would benefit from it.

The process of investigating, planning and pulling everything together is a long one, and must be completed before a final decision to proceed to is taken. It is important that there is as much input as possible from the community in this process.

2.0 DISCUSSION

A Work Group has been established to look at feasibilities/options along with timelines and consultation.

Council will be kept apprised of progress through regular progress reports.

3.0 KEY MILESTONES

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

AMP Improvement and Monitoring: Housing and Other Property

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AMP

preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Parks and Reserves

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM Improvement Programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AM plan preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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	Ongoing	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
and data collected via the maintenance contract		
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Parks and Reserves	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
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

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AMP preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP		

AMP Improvement and Monitoring: Recreation and Culture

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AMP preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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

Parks & Reserves: Centennial Park Clubrooms Staged Upgrade

1.0 DESCRIPTION

The ex Albion Soccer clubrooms were vacated by the Albion Soccer Club during 2015 and remained vacant on WDC's Centennial Park. The club were required to remove the clubrooms from Council land. However, there was an opportunity for WDC to utilise the building as a general purpose community room and Te Kuiti Junior Soccer, who had no facilities at the main ground which is used by several hundred children during the season. Albion soccer agreed to transfer the asset to WDC.

2.0 DISCUSSION/ISSUES

Prior to commencing staged upgrade works at this site an assessment of the building structure and materials is required due to changes in building regulations.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Assessment of building structure and materials	July/August 2017	
Council Meeting Report to Council on findings of assessment and future options	29 August 2017	

Public Amenities: Te Kuiti Security Camera Upgrade

1.0 DESCRIPTION

The central CBD area of Te Kuiti is, in most parts covered by camera that until 2015 were relayed back to the Te Kuiti Police Station. As part of review of this system and to improve the reliability the cameras are now relayed to WDC with NZ Police having remote access. A partial upgrade of the cameras was undertaken in 2008-2009.

2.0 DISCUSSION/ISSUES

During June 2017 the CCTV cameras were moved to a standalone network. The cameras will now be individually assessed for performance and recommendations for future operations.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Assessment of performance of Cameras	July 2017 - August 2017	
Council Meeting Progress Report	28 September 2017	

Public Amenities: Benneydale Public Toilet Replacement

1.0 DESCRIPTION

The provision of a new toilet block in Benneydale is planned due to the increased tourist numbers passing through the town.

2.0 DISCUSSION

The new Benneydale Toilet Block is scheduled for installation in June 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Construction Commences	27 June 2017	
Council Meeting Progress Report	1 August 2017	

Public Amenities: Benneydale Caravan Dump Station

1.0 DESCRIPTION

WDC's Water and Sanitary Services Assessment identified the need to increase the availability of caravan dump stations throughout the District. This is in line with the increased tourism numbers to the District and Council's philosophy of creating a motor home friendly district.

2.0 DISCUSSION

The increases in users of SH 30, including tourism traffic, show that Benneydale is an ideal location for providing a dump station for this corner of the district.

Discussions have been held with the local community regarding potential sites. Liaison is also underway with the New Zealand Motor Caravan Association as to appropriate sites in and around the Benneydale area.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community and NZMCA as to the most suitable location for a dump station	June 2017 to September 2017	
Installation of dump station	To be confirmed upon confirmation of site location	

Recreation and Culture: Les Munro Centre – Renewal Works: Main Bathroom Upgrade

1.0 DESCRIPTION

The Recreational & Culture Activity Plan developed as part of the 2012-2022 LTP identified a need to refurbish the main bathrooms as part of the ongoing upgrades.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	1 August 2017	

Public Amenities: Te Kuiti Rail Overbridge Renewals

1.0 DESCRIPTION

As part of WDC's programme to make the Te Kuiti Rail corridor safer, WDC has been identifying projects in conjunction with KiwiRail to improve this safety. A safety audit on the overbridge was undertaken in 2013-14 as part of this programme and identified several structural issues as well as the need to review the safety railing.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on the current structural condition of the bridge and utilisation by pedestrians	29 August 2017	
Council Meeting Report to Council presenting options to address structural condition	31 October 2017	

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

1.0 DESCRIPTION

The Roads and Footpaths activity is the single largest area of expenditure for Council. The 3-Year LTP budget for the 2015/16 to 2017/18 period is \$16.11M for Maintenance Operations and \$16.5 M for Capital Expenditure Projects.

NZTA subsidy for the period start at 61% for 2015/16 and is expected to increase to 71% over 10 years.

Given the scale of the activity, it is important to keep a close eye on the possible influencers of the activity and to assess the impacts.

There is a complex set of reviews underway in the national policy environment related to Roading. These are being progressed through the NZTA and the Road Efficiency Group. The outcomes of these could have implications for local authorities in terms of development and maintenance of local roads and the funding that will be available to do so.

The Activity Management Plan (AMP) has been reviewed to reflect the expected influences as far possible.

The Roading AMP reflects changes to service levels and the accompanying changes to expenditure projected as well as could be projected. It is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's assets and all these will need to be aligned with any new paradigm.

The LTP will need to reflect any proposed changes to revenue and financing arrangements, which will in turn need to be discussed with the communities.

The LGA 2002 Amendment Bill (No 3) require that Council's develop a 30 year Infrastructure Strategy. Since Roads and Footpaths is one of the core infrastructure assets of councils, this activity features prominently in the development of this Strategy.

The different tasks identified for the Roading Activity Influencers work stream are contained in table below with some estimated timelines. The timelines could change depending on the progress of the national reviews and the progress of the LTP work stream. Regular updates on this work stream will be provided to Council.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Monthly	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	

Land Transport: Streetlight Conversion to LED Technology

1.0 DESCRIPTION

NZTA is promoting LED lighting as a major potential cost saver, based on energy saving and lower maintenance costs.

2.0 DISCUSSION/ISSUES

NZTA is offering a LED conversion support package to Councils with a Financial Assistance Rate of 85% available until June 2018. This has led to the accelerated LED conversion project. The current Street Light Maintenance Contract was signed with Alf Downs. This document allows for the option to accommodate LED Replacements and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Presentation of Business Case	28 March 2017	Council approved proceeding with the procurement process to replace existing streetlights with new LED technology with a one year rollout.
A business case developed by Power Solutions Limited (PSL) was submitted to NZTA.	Submitted 26 April 2017	NZTA accepted the Business Case for funding approval process on 28 April 2017
Enter a new LED project into TIO	Submitted	Awaiting NZTA funding approval, expected by June 2017
PSL Consulting investigation on Luminaires selection suitable for application	June 2017	
Contractor on site	September 2017	Dependent upon procurement lag time for LED lighting

Land Transport: Erosion Protection – Te Kumi Station Road Bridge

1.0 DESCRIPTION

The bridge abutment must be repaired due to flood damage erosion and the spacer blocks for the guardrail fixings are also in need of upgrade.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Repairs of erosion to Bridge	Currently awarded bridge structural maintenance contract	

Land Transport: Footpath Renewals

1.0 DESCRIPTION

Footpath renewals are done on an annually prioritised basis limited to the annual footpath renewals budget of \$120,000

2.0 DISCUSSION/ISSUES

Footpath renewals include Edward Street, Hikaka Street, Rora Street near New World, Domain Street and Rora Street at Colour Plus. Focus is on the needs of mobility impaired users to also improve ramps and pram crossings.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Renewals and replacing of prioritised sections of damaged concrete footpaths	Annually	

Solid Waste: District Transfer Station Improvements

1.0 DESCRIPTION

Development of the District Transfer Stations was completed to an acceptable functional standard in the period 2009-2012.

It is intended that WDC's Transfer Stations will continue to operate within those standards for the period of the 2018-28 LTP with the exception of minor upgrades such as fence and signage renewals.

2.0 DISCUSSION/ISSUES

A key focus for the 2017/18 year is to raise health and safety standards at the District's Transfer Stations with regards to fall hazards. Industry guidelines will be followed to ensure WDC is taking the necessary steps to meet Health and Safety at Work Act requirements.

Solid Waste: Waitomo District Landfill

1.0 DESCRIPTION

Landfill front-end operations (kiosk, recycling and landscape supplies) are being managed in-house with the back-end (refuse handling) operations currently being contracted to Envirowaste Services.

The customer interface is being managed by WDC staff to place emphasis on recycling as per Council's commitment and legal requirement. Moving the recycling area to a position before the weighbridge has made it easier for the public to recycle the maximum before disposing of residual waste. This new layout is providing customers easy access to a customised recycling service as well as a streamlined disposal service for residual waste all in one area.

Landscape supplies are available in a separate area to the recycling and transfer station operations to ensure traffic flow is unimpeded and service to the customer is improved.

2.0 DISCUSSION/ISSUES

A 'Whole of Life' Study needs to be completed to determine:

- Where refuse will come from for the balance of the resource consent.
- The effects the statutory cost increases from the ETS will have on the Landfill.
- The costs of further developing the Landfill.
- The financial viability of the Landfill due to increased costs to the user following ETS legislation.
- Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next three years buying time to find a feasible way forward.
- Volumes of rubbish are consistently declining while the operational cost of the Landfill is fixed, thus putting upward pressure on the cost per tonne disposed.

3.0 KEY MILESTONES

Resource Consent Application to Increase Volume

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study to increase the consented capacity from 232,000m ³ to 500,000m ³ .	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500,000m ³ with no change to the footprint, adding another 40 year life expectancy and in doing so retaining income. The second option would be to close the landfill when the 232,000m ³ consent limit is

Key Milestone	Indicative Timeframe	Commentary
		reached and cart waste to other landfills. The estimated time frame to reach the 232,000m ³ limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.
Consideration of identified options	September-November 2016	As part of the 2017/18 EAP development process, Council indicated that the option of expanding the Landfill is to be pursued.
Development of detailed Work Programme including Indicative Timelines	Post 1 July 2017	Once the Work Programme is completed, the Key Milestones and Indicative Timeframe this will be presented to Council as part of the Road Map Work Programme.

Upgrade Entrance Road and Tip-Head Access

Key Milestone	Indicative Timeframe	Commentary
Main entrance surface upgrade	November 2017	Due to high maintenance cost on the main entrance way of Waitomo District Landfill the best and most cost effective option for Council would be to change the entrance way pavement design and replace the hot mix with a more durable concrete structural design.
Rehabilitation of road surface from entrance gate to Tip head	June – August 2017	The damaged areas of chip seal road surface from the main entrance gate to the tip head will be repaired and resealed in sections.

Solid Waste: Feasibility Study – Relocation of Mokau/Awakino Transfer Station

1.0 DESCRIPTION

The Mokau/Awakino Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau Township is underway.

2.0 DISCUSSION/ISSUES

Transfer stations in and of themselves can have a relatively small footprint. The infrastructure required is transportable: wheelie bins, huka bin and Portacom.

Key operational issues relate to access for trucks to service the bins and enough parking space for customers. Environmental issues are amenity related, such as the potential for adverse effects on odour and visual quality.

Evidence suggests the transfer station would better meet local community needs if it was located in or around Mokau village. A number of different locations in this area have been discounted due to a close proximity to coastal marine environment and the extra considerations that this would trigger.

The Inframax Depot on the corner of SH3 and Oha Street presents as the most feasible option to date.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Inframax Yard Feasibility Study	2017/2018	The Inframax yard at corner SH3 and Oha Street has been identified as the only viable option. Discussion is underway and a

Key Milestone	Indicative Timeframe	Commentary
		proposal will be tabled to ICL's for consideration.

Solid Waste: SWaMMP Improvement and Monitoring

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring. The Key Milestones below identify some of the improvement and monitoring activities carried out together with indicative Completion Dates

2.0 KEY MILESTONES

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 2017. The next survey is due 2019.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
H&S audits on all Waste Management Facilities to identify hazards and safety improvements	Monthly	Ongoing.
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2016. The next Survey is due in 2018.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: General

1.0 GENERAL

Stormwater activities are business as usual, with a key focus for 2017/18 being to continue to collect and improve WDC's stormwater asset data for developing an accurate and complete inventory register.

2.0 DISCUSSION

Minor capital works will be identified from the asset data collected and also during scheduled network cleaning and inspections.

Wastewater: General

1.0 DESCRIPTION

Key focus areas for the Wastewater Activity during the 2017/2018 year are:

- Ongoing renewal works to pump stations, reticulation network and treatment plant components in accordance with Asset Management Planning
- Formalise asset data collection and recording procedures and improve data accuracy
- Improve contractor maintenance reporting
- Maintain a long term infiltration and inflow investigation and reduction programme
- Focus on risk identification and management
- Monitor and enforce agreements made under the Trade Waste Bylaw for the Te Kuiti sewerage scheme
- Rehabilitation of the Te Waitere soakage field

2.0 DISCUSSION/ISSUES

The Te Waitere effluent discharge consent renewal has been submitted. The Waikato Regional Council has requested additional information from WDC to process the submission. One of the conditions of the existing discharge consent is to provide a reserve soakage field at the outfall equivalent to the existing soakage field area. The existing easement does not provide adequate area for this reserve soakage field.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Te Waitere Effluent Discharge Consent renewal	September 2017	WDC may be required to develop a reserve field equivalent in size to the existing one on the property. This will require easement negotiations with the property owner.

Wastewater: Te Kuiti Wastewater Treatment Plant Improvements

1.0 DESCRIPTION

Further improvements are to be made to the performance and safety operation of the Te Kuiti Waste Water Treatment Plant, including the installation of bunded chemical tanks, upgraded electricity supply for new aerator, bulk lime dosing silo, excess sludge removal from the pond, minor plant renewal and improvements to the work area.

2.0 DISCUSSION/ISSUES

Health and Safety requirements necessitated the installation of a large capacity chemical tank and bunded tank filling truck parking area. This work is currently being undertaken after the chemical tank became available from its temporary duty at the Te Kuiti WTP.

The bulk lime dosing horizontal silo project has been shelved due to budget constraints and will now be scheduled for 2018 / 2019.

The electricity supply to the first aerator has been completed.

The removal of the excess sludge from the sludge pond has commenced. To relieve the pressure on the existing sludge pond the sludge discharge will be diverted by means of valves and pipes to the old temporary reactor where sufficient capacity is available. A small truck and skid loader were purchased for the dried sludge handling.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Truck chemical tank filling parking area	June 2017	This project has started.
Bulk Lime Dosing Horizontal Silo	2018 / 2019	On hold until 2018/2019 due to budget constraints
Excess Sludge Removal	June 2017	This project is ongoing

Wastewater: Piopio Wastewater Treatment Plant Improvements

1.0 DESCRIPTION

New separator tanks and pump renewals are scheduled for the Piopio Wastewater Treatment Plant commencing in the 2017/2018 financial year.

2.0 DISCUSSION/ISSUES

During the design phase of the new sewer reticulation the determination of installation of the pumped system over the gravity system was considered optimistic rather than conservatively. With the system now settled down and operating several of the gravity systems had to be converted to pumped systems. In the past two months no major incidents have occurred that require conversion from gravity to pumped system.

Two new systems have been requested for installation. One has been completed at 4 Kea Street and another is awaiting installation at 2 Kawana Street.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
2 Kawana Street	July 2017	Awaiting relocation of house to the site to be completed prior to tank installation.

Wastewater: Te Kuiti Sewerage - Carroll Street under Railway

1.0 DESCRIPTION

WDC's pipe reticulation networks (for Stormwater, Wastewater and Water) are ageing and WDC has planned long term Replacement Programs in place for the ageing and poor condition pipes in the different reticulation networks.

The 2015–2025 Long Term Plan (LTP) and 2016/17 budgets make provision for the replacement of the reticulation infrastructure.

2.0 DISCUSSION

During the 2015/2016 financial year, investigations were undertaken to identify areas of reticulation infrastructure having an urgent need for replacement. In some cases the infrastructure replacement originally planned has been amended due to capacity issues or a change in requirements. Whilst the 2015/2016 investigation highlighted areas of infrastructure requiring urgent replacement, it also identified infrastructure that is old but which is still in very good condition and thus the replacement can be deferred to obtain maximum life out of the asset.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	Obtaining permission for the Contractor to enter the railway corridor is delaying the progress.	Work will commence as soon as permission is granted to enter the railway corridor.

Wastewater: Te Kuiti Sewerage Sewer Main under River

1.0 DESCRIPTION

WDC's pipe reticulation networks (for Stormwater, Wastewater and Water) are ageing and WDC has planned long term Replacement Programs in place for the ageing and poor condition pipes in the different reticulation networks.

The 2015–2025 Long Term Plan (LTP) and 2016/17 budgets make provision for the replacement of the reticulation infrastructure.

2.0 DISCUSSION

During the 2015/2016 financial year, investigations were undertaken to identify areas of reticulation infrastructure having an urgent need for replacement. In some cases the infrastructure replacement originally planned has been amended due to capacity issues or a change in requirements. Whilst the 2015/2016 investigation highlighted areas of infrastructure requiring urgent replacement, it also identified infrastructure that is old but which is still in very good condition and thus the replacement can be deferred to obtain maximum life out of the asset.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	December 2017 to May 2018	The river level has been consistently too high to safely carry out this work so it has been deferred to the 2017/18 Summer.

Water: Te Kuiti Water Supply

1.0 DESCRIPTION

The Te Kuiti Water Treatment Plant (TKWTP) was initially constructed in 1957. In 1969/70 improvements were carried out with the installation of additional filters and clarifiers. Historical building alterations carried out over time have left numerous openings in the building which allows access to birds and vermin, and poor ventilation around the clear water wells results in corrosion of nearby steelwork.

Significant renewal and development work is required due in part to the relative poor condition of this asset and also such work is fundamental to achieve compliance with the requirements of the Drinking Water Act 2007 (amended 2008) over time. Note: the required statutory compliance date of 1 July 2014 was determined by the Government in March 2011.

The TKWTP in its present form provides safe drinking water. However the means of production storage and distribution is not compliant with the standards defined by the Drinking Water Standards (DWS) 2005 or the Drinking Water Act 2007 (as amended 2008) and the TKWTP requires significant capital development and renewal which in some instances requires total component replacement to meet that standard.

The assessed level of DWS non-compliance mostly relate to the assessed level of risk that Water Quality Standards will not be able to be achieved consistently. Some assessed risks however are significant and need to be addressed as soon as possible.

2.0 DISCUSSION/ISSUES

Ministry of Health Subsidy

A MoH subsidy was approved in September 2011 for a subsidy of \$780,820.56, which can be applied for that part of the works required to meet the Drinking Water Act 2007 (as listed below). Since that time, three requests have been made to MoH for extension of time to expend the subsidy as a result of the deferral of this work. The latest request was for MoH to accept delay of spending to December 2016. These subsidised projects will have to get first priority in any Upgrade Plan when developed.

The following key projects were eligible for Ministry of Health funding:

- Ultra Violet
- Scada and Telemetry
- Filter pipe work upgrade

Upgrade Sequence

The following key component projects were established and are detailed in the current Water Activity Management Plan:

- Filter pipe work Upgrade of the Te Kuiti Water Treatment Plant
- Sterilisation (UV) plus appropriate chlorine contact tanks
- Improve intake structure
- Carbon dosing equipment upgrade
- Upgrade of clarifiers
- Additional storage

The development process for the detailed design confirmed that a holistic plan of the total upgrade work was required to ensure that funding is optimised and the project outcome is the best that the available money can buy. A Concept Design of the whole WTP which can be implemented on a staged basis was completed.

The upgrade work timeline proposal has four phases which match to four main treatment stages with six main components:

1. Upgrade of filter Backwash System
2. Installation of Ultra Violet
3. Renewal of main Pump Station
4. Raw Water Intake – constructed in parallel with new Water Take Consent
5. Refurbishment of Clarifiers
6. New Storage Reservoir

The proposed construction sequence reflects two important criteria, to utilise MoH funding while available and to address the components that are the most critical.

- | | |
|--------------------|---|
| <u>Phase One</u> | <ul style="list-style-type: none"> • Upgrade of Filter Backwash System • Installation of Ultra Violet • Renewal of Main Pump Station |
| <u>Phase Two</u> | <ul style="list-style-type: none"> • Intake following the new Water Take Consent in process |
| <u>Phase Three</u> | <ul style="list-style-type: none"> • Refurbishment of Clarifiers |
| <u>Phase Four</u> | <ul style="list-style-type: none"> • New Storage Reservoir |

Budget Forecast Capacity

The budget forecast for the TKWTP Upgrade (Phases 1-3) was put at \$5,000,000.

The detailed design work for Phase 1 and Concept Design for Phases 2-4 has been completed. The budget forecasts including budgets brought forward from the 2012-2022 LTP are:

Budget	\$6,270,315
MoH Subsidy	<u>\$ 780,820</u>
TOTAL	\$7,051,135

Estimates

Phase One	\$ 4,328,339
Phase Two –Target completion December 2016	\$ 1,229,534
Phase Three – 2017-18	<u>\$ 1,182,582</u>
TOTAL Estimate	\$6,740,455
Contingency	\$310,680.00
Phase Four – 2020-22	\$ 1,228,683

Phase Four – New Storage Reservoir - programmed as being a separate project of work (storage and reticulation) to the actual TKWTP upgrade.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	All filters are now replaced, pipe work completed and the filter operation is being automated through programming the PLC. The UV has been commissioned and is working. A setting on the control valve is being optimised. The automation of the filter operation, including backwash control and monitoring is progressing well with the work being in the testing phase. Phase 1 has been commissioned and practical completion inspection

Key Milestone	Indicative Timeframe	Commentary
		will be done late June 2017. The MOH has conducted a site inspection as to the request for the subsidy payment to Council.
Phase 2	Target completion December 2017	The Contractor is on site. The Resource Consent to work in the river bed has not been completed with WRC requiring additional information on methodology. In addition the river is presently flowing too strong to start work. It is highly likely that this work will be postponed till next year. WRC Resource Consent has been received. Due to the high flows of the river this work will not progress and has been put on hold up until the summer when river conditions should be more favourable. May 2017 – Resource consent for coffer dam received.
Phase 3		Design has started and critical components have been procured.

Water: Mokau Water Treatment Plant and Storage Facility

1.0 DESCRIPTION

The Mokau water quality is a contentious issue every year during the summer season. In addition the water supply was at risk due to the dry period. This has prompted the construction of a new raw water storage reservoir.

2.0 DISCUSSION

The Mokau WTP requires optimisation. One of the factors contributing to this required optimisation process is a change in the raw water. The new raw water storage reservoir, recently completed, contributes to this change in raw water characteristic. The raw water has changed in such a way that the existing Diatomaceous Earth filter no longer functions properly. The plant now requires to have a different treatment process added to provide the required treatment. A trial was conducted with coagulation, sedimentation and filtration and proved successful.

Furthermore the three old booster pumps in Mokau providing adequate pressure to the high lying properties broke down. Replacement was costly and it was found that they could not be repaired due to their age. A set of 3 x 30 m³ high level tanks were installed at the Mokau WTP and supplied by a small transfer pump. The additional height increase is providing an additional 12 m water head to the Mokau Township.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
High Level Reservoir	May 2017	Completed and functioning
Coagulant dosing		Complete and functioning
Clarifier	July 2017	In progress.

Water: Mokau Water Reticulation Network – Renewal Programme

1.0 DESCRIPTION

The Mokau township water reticulation consists largely of fibre cement pipes of varying sizes. The main arterial, along North Street (SH3) was replaced after several bursts in short succession. The original works programme was to replace all the major pipes in a 10 year period. Due to the bursts it became evident that this programme requires reprioritisation.

2.0 DISCUSSION

The main arterial was replaced along North Street (SH3) from the Mokau township entrance at the Inframax Yard down to Rerenga Street where the old WW2 sea mine is located. During this upgrade process the old Timber Tank water reservoir was made redundant, as the 3 old booster pumps broke down and could not be repaired due to their age and spares availability. Additional storage was made available by installing 3 high level water tanks at the Mokau WTPO to provide additional pressure to the township.

The other old fibre cement water mains will now be replaced over a shorter 2 year programme starting this coming 2017 / 18 financial year and ending in the 2018 / 19 year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
North Street arterial main replacement	October 2016	Completed
Oha Street / Tainui and Rangitikei Street	2017 / 2018	
Aria Terrace . Tainui and Rerenga Street	2018 / 2019	

Water: Backflow Preventers

1.0 DESCRIPTION

The Ministry of Health requires all connections to have backflow preventers to eliminate contamination of the water reticulation.

2.0 DISCUSSION

WDC regularly receives requests to attend to tobies that are leaking or not shutting off. This is an ideal time to install the backflow preventers. Other times when backflow preventers are installed are through the pipe replacement programme and the installation programme of water meters to Extraordinary Users. The installation of these devices relates to Mokau and Piopio as well as Te Kuiti.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing	Approximately 380 have been replaced throughout the District since June 2015.

Water: Seismic Strengthening of Reservoirs

1.0 DESCRIPTION

It is now a requirement to have all major structures inspected for earthquake resilience and strengthened as required.

2.0 DISCUSSION

The following reservoirs were inspected for earthquake resilience:

- Water Treatment Plant
- Mangarino
- Hospital
- Hetet
- Piopio

Piopio Reservoir was found to be the most likely to fail and will be scheduled first to have work done on it. The reservoir at the Water Treatment Plant will be rehabilitated through the WTP Upgrade Project. The rest of the reservoirs will be scheduled for remedial work in order of priority.

3.0 KEY MILESTONES

Piopio Reservoir

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

Strategic: Te Waitere Water and Wastewater

1.0 DESCRIPTION

During the 2008/09 Annual Plan consultation process some members of the Te Waitere community raised various issues with regard to the sewer system in place.

Council indicated that a strategic review need to be scheduled to consider future growth and demand, treatment options, environmental and associated resource consent issues as well as future development and operational costs of the sewerage scheme.

2.0 BACKGROUND

Initial scoping was completed and a discussion paper prepared for Council at its 29 October 2008 meeting. At that meeting Council agreed to support further development at Te Waitere and funding was approved for a Structure Plan and an in-depth study of the existing sewerage system including the scoping of solutions that can serve development in the interim of between 50 and 100 residential equivalent sites.

Initial investigation indicated that parts of the Te Waitere peninsula are not geotechnically stable and any subdivision or development in that area should be subject to a geotechnical assessment report.

Whilst the strategic review was commenced, workloads meant that no reasonable concept, including cost, etc. could be prepared for inclusion in the 2012-2022 LTP in any detailed way.

A high level development strategy involving provision of water and upgraded sewerage services is needed, but is not provided for in the 2015-25 LTP.

3.0 DISCUSSION/ISSUES

A staged sewerage scheme with initial capacity for an additional 50 dwellings over the next ten years, at the apex end of the peninsular, would facilitate infill development. However a cadastral survey of the existing disposal site and older survey records revealed that a large section of land (including the soakage filed) is shifting at a rate of about 1m per 20 years.

Permeability tests to assess sustainability of existing land discharge and possible future development have been completed and the results show that additional land will have to be obtained for disposal. These findings have put the whole idea of development in question until a comprehensive geotechnical investigation of the peninsula has been done.

Furthermore the Te Waitere Effluent Discharge Resource Consent requires renewal. The existing Discharge Consent expires in September 2017. A renewal application has been submitted with the Waikato Regional Council and WDC are working through the consent conditions. One of the existing conditions stipulates that a reserve eluent soakage field is to be available equal to the in-service soakage field. WDC may require to increase the existing easement, in consultation with the owner, to accommodate this reserve soakage field.

A project was also proposed to investigate water supply options for the Te Waitere settlement, partly driven by the consequential requirements of the Health (Drinking Water) Amendment Act 2007 for supplies to permanent populations of 16 or more people and associated new drinking water standards.

This water supply investigation will require dedicated resourcing which is not available and is estimated to be outside the scope of work of the 2015-2025 LTP.

4.0 KEY MILESTONES

Options and forward planning are to be reviewed in the context of the 2015-2025 LTP.

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. A reserve soakage field will have to be developed equal to the existing in size in terms of the Discharge Consent. Additional land requirements for this may need to be negotiated with the land owner to provide an easement for this field.
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	As required	On completion of each action.

Strategic: Waitomo Village Water and Wastewater

1.0 DESCRIPTION

Council resolved (through the 2007/08 Exceptions Annual Plan process) to undertake further investigation into the future provision of Water and Wastewater services in the Waitomo Village.

Under the 'Urban Structure Planning' work stream, it is suggested that Council integrate the investigation into the future provision of Water and Wastewater services in the Waitomo Village into a comprehensive Urban Structure Planning exercise that will consider all future infrastructure needs for the Waitomo Village.

2.0 DISCUSSION/ISSUES

The water and wastewater infrastructure is held in private ownership and is therefore not currently part of Council's asset management responsibilities. Discussion with the owners has taken place; the main stumbling blocks are uncertainties around land tenure and hence financial risks associated with the location, age, condition and performance of the existing services.

The main issues are that the volume of water used and the volume of wastewater produced is such small quantities that upgrading the existing infrastructure, or commencing a green fields infrastructure development will result in very high unit cost. Also, the present owner of the infrastructure has an expectation that the existing infrastructure would be purchased by Council.

In August 2012, Council received a deputation from Tourism Holdings Limited (THL) and members of the Waitomo Village community requesting Council takeover the service provision for Water and Wastewater in the Waitomo Village. N.B. There is no mandate derived from the 2012-22 or 2015-2025 LTP's for any WDC involvement in Water and Wastewater assets in Waitomo Village.

In the interest of community needs, Council considered this in October 2012 and some initial investigation around the condition of assets (mainly a desktop exercise) and an initial project scoping was undertaken. Council indicated its wish to continue investigations on this matter.

The investigation was raised as a Strategic Issue in the context of the 2013/14 Draft EAP development process, since it was an unbudgeted investigation.

Numerous considerations were assessed and it was identified that any proposal required detailed investigations prior to a decision by Council. Below are the key areas of further investigation assessed to be completed: -

- **Engineering assessment** - condition of assets, remaining life, and performance against national/required standards. Assessment of these will help to determine value of the assets (for ascertaining purchase cost), short term upgrade costs (the bare minimum required of public supplies and treatments) and longer term operating and upgrade costs.

- **Property Issues** – The treatment plants as well as reticulation are built over private land with no legal access rights in some cases. A complete assessment and mapping of the reticulation and costs involved in negotiating legal access agreements and easements needs to be made.
- **Legislative Issues** - There are a number of legislative obligations mostly under the aegis of the Local Government Act 2002 (LGA) (though there are other legislation whose stipulations must be taken into account like the Drinking Water Act, and the relevant Resource Consents that need to be considered and taken into account.
- **Consultation** - Community consultation and planning for it is vital to ensure the full import of any proposition is understood. Sections 82-89 of the LGA prescribe the consultation process. Any communication plan will need to cover three stages i) during the development of any proposal - prior to formal consultation ii) during the formal consultation and iii) during the implementation (while dealing with easements etc).

Following a series of meetings, a process and timetable was developed and communicated to the ownership parties to address their respective legal responsibilities and prepare the necessary groundwork ahead of entry into WDC's required planning processes for a proposal to be evaluated and developed for formal public consultation as an amendment to the then current 2015–25 Long Term Plan. The subsequent 2015/16 and 2016/17 deadlines were not met by the ownership parties.

ALTERNATIVE OPTION

An alternative approach has been considered that might largely overcome those issues. The concept entails pumping water from the Te Kuiti Water Supply system to Waitomo Village and pumping wastewater from the Village to the Te Kuiti Wastewater Treatment Plant.

An indicative work programme resulting from a desktop review on the concept design for this alternative approach is set out below.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meetings Progress Reports and decisions if and when required	As required	
Preliminary Design 1. Scoping design brief 2. Confirm OOS 3. Complete preliminary design report 4. Review design & costing forecast 5. Review funding analysis 6. Report findings to Council & confirm proposal	March 2017 April 2017 May/June 2017 June 2017 June 2017 June 2017	Due 16 June 2017 27 June Council meeting
Stakeholder Engagement 1. Confirm proposal acceptance with THL and Trusts 2. Assemble project liaison group - WDC, Trusts, THL 3. Prepare and agree HoA	July 2017 July, September, December 2017 July/August 2017	Meet quarterly Outcomes, responsibilities and costs/funding
Land Tenure 1. Obtain owner agreement to new pipeline easements 2. Agree process for security of land tenure - assignment by variation 3. Agree variations to current lease 4. Complete variations to current easements 5. Arrange formal lease assignment	July/August 2017 August 2017 September 2017 October 2017 – March 2018 April 2017 – June 2018	Between Brooklee Road and Lees Block Road HE 22 & 23
Consenting 1. Obtain THL consent proposal 2. Submit on proposed land use activities 3. Review Te Kuiti consents for consistence & confirm WRC acceptance of WDC concept	July 2017 August 2017 July 2017	Application due by end of June WDC is a consent authority Variation may be required
TIF Application 1. Ascertain local /visitor demand ratio	July 2017	Volume based

Key Milestone	Indicative Timeframe	Commentary
2. Determine enhancement component	July 2017	Like for like not eligible
3. Determine LG Finance Agency lending limits	July 2017	Need to show WDC borrowing capacity
4. Develop funding options/analysis - for local share Capex	July 2017	User charges, concessions, co-investment
5. Confirm fit with funding round priorities statement	August 2017	Each funding round starts with a unique PS
6. Prepare application & submit	August/September 2017	1st round due in 2nd half of 2017 - date to be confirmed
Long Term Plan		
1. Develop funding mechanisms - TR, vol, pan, SUIP, TW	October 2017	As per LTP Indicative Timeframe elsewhere in this Road Map Work Programme
2. Review R & F policy	November 2017	
3. Draft proposal for 2018 LTP consultation doc	February 2018	
4. Consult with community	April/May 2018	
5. Review submissions	May 2018	
6. Deliberations	May 2018	
7. Adopt LTP	June 2018	
Final Design		
1. Finalise scope	July 2018	After adoption of 2018-28 LTP
2. Obtain OOS	July 2018	Jul-18
3. Complete design	July 2018 – 31 August 2018	31-Aug-18
4. Review and adopt final design	15 September 2019	15-Sep-18
Implementation		
1. Call tenders	October 2018	
2. Construct works	November 2018 – March 2019	
3. Test and hand-over	April 2019	

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

The Henderson Street ring main will start as soon as the Hetet Street main replacement project has been completed. The Awakino Road main replacement contract has been substantially completed and the new pumps have been installed and commissioned for the Awakino Pump Station upgrade.

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

The nettie Street sewer reroute has been completed. The new main under the river has been delayed due to the ongoing high water level in the river. The Carroll Street sewer renewal under the railway line has been delayed due to slow co-operation from KiwiRail. A change in the construction methodology should see the project proceeding soon.

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

The Hill Street and Edward Street storm water upgrading contracts have been completed.

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	Condition assessment to be done
Moa Street	\$10,012.53	Condition assessment to be done
Weka Street	\$2,736.53	Condition assessment to be done

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
Current Year:							
Totoro Rd Phase 2 Sep Port 1	8,378 – 9,800	1422	6.4	9,100	\$60.00	2016/17	\$546,000
Totoro Rd Phase 2 Sep Port. 2	9,800 – 11,316	1,516	6.4	9,700	\$60.00	2016/17	\$582,000
2nd Year:							
Rangitoto Rd	5,784 – 6,415	631	7.0	4,340	\$50.00	2017/18	\$217,000
Totoro Rd Phase 3	1,583 – 2,664	1,081	7.0	7,567	\$55.00	2017/18	\$416,000
Totoro Rd Phase 4	3,141 – 5,140	1,999	7.0	13,993	\$55.00	2017/18	\$769,000
3rd Year: (tbc)							
Ramaroa Rd Section 1	0 - 630	630	7.0	4,410	\$60.00	2018/19	\$265,000
Ramaroa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$60.00	2018/19	\$420,000
Ramaroa Rd Section 3	1,630 – 2,299	669	7.0	4,683	\$60.00	2018/19	\$280,000
Totoro Rd Phase 6	5,807 - 7,205	1,398	7.0	9,786	\$60.00	2018/19	\$587,000

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
Walker Rd	3,887 - 4,739	852	7.0	5,964	\$60.00	2018/19	\$357,000
Delayed due to budget constraints and priorities:							
Oparure Rd (Section C)	14,587 - 15,588	1,010	8.0	8,080	\$50.00	tbc	\$404,000

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

Major New Construction Projects for 2016/17:

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

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

Capital Renewal Programme – Year 3 (2017/2018)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
King Street West	\$46,498.46	Condition assessment to be done
King Street West	\$8,569.93	Condition assessment to be done
Taupiri Street	\$5,121.29	Condition assessment to be done
Taupiri Street	\$6,609.93	Condition assessment to be done
Taupiri Street	\$4,726.56	Condition assessment to be done
Taupiri Street	\$7,960.16	Condition assessment to be done
Taupiri Street	\$19,365.93	Condition assessment to be done

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Ngarongo Street	\$17,938.55	Condition assessment to be done
Lawrence	\$17,765.75	Condition assessment to be done
George	\$27,467.97	Condition assessment to be done
Te Kuiti	\$23,558.73	Condition assessment to be done

WATER - Mokau

Street	LTP Budget = Optim Rep Val	Comment
Rerenga Street	\$16,476.66	This will be undertaken as Phase 3 in the revised Mokau Mains Replacement
Tainui Street	\$10,547.53	This will be undertaken as Phase 3 in the revised Mokau Mains Replacement
Tainui Street	\$6,528.34	This will be undertaken as Phase 3 in the revised Mokau Mains Replacement

WATER - Piopio

Street	Replacement Cost	Comments
Kea Street	\$9,165.89	Condition assessment to be done
Moa Street	\$16,761.02	Condition assessment to be done

Street	Replacement Cost	Comments
Moa Street	\$3,183.25	Condition assessment to be done
Moa Street	\$609.90	Condition assessment to be done
Ruru Street	\$2,335.28	Condition assessment to be done

WASTEWATER – Te Kuiti

Address	LTP Budget = Replacement Cost	Comments
Te Kumi Road	\$8,773.00	Condition assessment to be done
Te Kumi Road	\$2,012.00	Condition assessment to be done
Te Kumi Road (Beside River)	\$3,870.00	Condition assessment to be done
Te Kumi Road (No.40)	\$7,437.00	Condition assessment to be done
Te Kumi Road (Pump Station Beside River)	\$720.00	Condition assessment to be done
Te Kumi Road (No.40)	\$5,558.00	Condition assessment to be done
Te Kumi Road	\$14,206.00	Condition assessment to be done
Edward Street (No.11 - 15)	\$9,861.00	Condition assessment to be done
Edward Street (No.3 - 9)	\$13,852.00	Condition assessment to be done
Edward Street (No.1)	\$7,839.00	Condition assessment to be done
Edward Street (No.17)	\$7,872.00	Condition assessment to be done
Waitete Road	\$14,227.00	Condition assessment to be done
Waitete Road & Awakino Road	\$9,844.00	Condition assessment to be done
King Street West & Carroll Street	\$26,144.00	Condition assessment to be done

ROADING

Draft Pavement Rehabilitation Program for 2017/18:

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

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

AMP Improvement and Monitoring: Land Transport

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for preparation of the 2015-2025 LTP.

An updated Planning Improvement and Monitoring Table has been summarised in the Road Map Work Programme for the purpose of reporting against progress.

The Key Milestones prioritise actions required with indicative Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements, which have subsequently transferred to the relevant budgets of the LTP.

2.0 DISCUSSION/ISSUES

The Activity Management improvement plan has been reviewed and updated to outline the steps required to improve the quality of both the content and presentation of this document. Key improvements identified in the improvement plan are:

- Ensuring the right level of funding is being allocated to maintain the asset service potential.
- Consulting with customers to ensure that their views are considered when selecting the best level of service scenario.
- Validating, updating and completing asset age and condition data for bridges, culverts, footpaths and streetlights
- Review structural load carrying capacity survey of all bridges
- Improving contractor maintenance reporting and recording
- Continuous improvement of critical roads e.g. main routes to and from quarries.
- Applying programmes such as BizeAsset to help transform asset data into formats that aid decision making processes.
- Development of detailed work plans such as road marking within the network.
- Upgrade of all culverts to a minimum size of 375mm diameter to reduce risk of blocking that result in slips, appropriate pipe sizing based on catchment areas.
- Investigation and installing monitoring devices at areas on roads within the network which continually slump.
- Undertake a strategic review of levels of service on the roading network

3.0 KEY MILESTONES

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@sset at WDC	Dec 2016	In progress but to be revised as new requirements develop.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Pavement Design life alignment (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
Street Light LED Renewal Programme	July 2017 onwards	Planning underway. To be implemented over one year. NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	April 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for the 2015-2025 LTP.

The Planning Improvement and Monitoring Table has been summarised in the Road Map Work Programme for the purpose of reporting against progress

The Key Milestones below identify and prioritise actions required with target Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements will be transferred to the relevant budgets of the LTP.

2.0 DISCUSSION/ISSUES

Main issues are low level of accurate asset data, long term neglect of maintenance, lack of resources to make significant improvement.

3.0 KEY MILESTONES

Key – Relative Priority:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

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

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for preparation of the 2015-2025 LTP.

The Planning Improvement and Monitoring Table has been summarised in this Road Map Work Programme for the purpose of reporting against progress

The Key Milestones below identify and prioritise actions required with target Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements, which have subsequently been transferred to the relevant budgets of the LTP.

2.0 KEY MILESTONES

Key:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

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.

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
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

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for preparation of the 2015-2025 LTP.

The Planning Improvement and Monitoring Table has been summarised in this Road Map Work Programme for the purpose of reporting against progress

The Key Milestones below identify and prioritise actions required with Target Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements has been transferred to the relevant budgets of the LTP.

A concerted effort to reduce Inflow and Infiltration has resulted in a noticeable reduction in the volume of storm water entering the sewer system. There is still room for improvement and work is ongoing to identify the areas where storm water enters the sewer reticulation.

2.0 KEY MILESTONES

Key:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

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

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
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

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for preparation of the 2015-2025 LTP.

The Planning Improvement and Monitoring Table has been summarised in this Road Map Work Programme for the purpose of reporting against progress.

The Key Milestones identify and prioritise actions required with indicative Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements has been transferred to the relevant budgets of the LTP.

2.0 DISCUSSION/ISSUES

A summary of the key activities/programmes identified in the AMP Improvement Plan are:

- Consult to ascertain the community's service needs and priorities and to ensure their views are considered when selecting the best level of service scenario.
- Incrementally upgrade Te Kuiti WTP including automation of processes and automated monitoring equipment to provide evidence for compliance with MOH grading and the Health (Drinking Water) Act 2007 and any amendments.
- Continue flow monitoring at Te Kuiti to quantify actual water consumption and losses.
- Continue incremental renewal of all water reticulation and improve supply reliability, including automation of processes, monitoring of performance and collection of data.
- Continue incremental installation of backflow preventers to all connections where required.
- Improve asset data collection procedures and improve maintenance reporting
- Continue development of accurate and complete asset registers for each scheme.
- Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.
- Prioritise the works developed from a risk assessment exercises.
- Review and improve on the individual asset strategies outlined in Section 5 and produce an updated financial forecast in line with the next LTP planning cycle.
- Confirm the right level of funding is being allocated to maintain the asset service potential.
- Develop strategies to meet more stringent water quality standards and consent requirements
- Review pump station and treatment plant maintenance programmes.
- Review and implement water treatment plant operating procedures.
- Investigate universal metering across all water supply schemes
- Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.

3.0 KEY MILESTONES

Key:

- 1 = High importance/high urgency
 2 = High importance/low urgency
 3 = Low importance/high urgency
 4 = Low importance/low urgency

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

Water AMP		
Key Milestone	Indicative Timeline	Commentary
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

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

Document No: A353252

Report To: Council



Meeting Date: 27 June 2017

Subject: Draft Waikato Regional Policy Statement Implementation Agreement

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the draft Waikato Regional Policy Statement (RPS) Implementation Agreement.

Local Government Act S.11A Considerations

- 2.1 There are limited Section 11A considerations relating to this business paper. In respect of implementing the RPS, the main mechanism for achieving this is through a full review of the District Plan. Review of the District Plan 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 as the District Plan provisions are drafted.

Risk Considerations

- 3.1 The risks assessed are limited and mainly relate to Council being unable to fully give effect to the RPS Implementation Agreement due to a delay in the review of the District Plan.

Commentary

- 3.2 The RPS Implementation Agreement is an operational level agreement between the Chief Executives of the Waitomo District Council (WDC) and the Waikato Regional Council (WRC). It sets out how both parties will implement the provisions of the RPS generally, and specifically how they will support each other in achieving their respective priorities over the remainder of the 2015/20 Long Term Plan (LTP) period and the and 2018/21 LTP period.

- 3.3 While WDC will give effect to the RPS through the District Plan review, WRC proposes to implement the document through reviews of both the Regional Plan and the Regional Coastal Plan and through a series of workstreams. These include:

- Biodiversity Information Gathering
- Regional Catchment Management
- Work with primary industries
- Maatauranga Maori
- Regional Heritage Forum
- Coast and Marine Information Gathering
- Biodiversity Indicators
- Waikato Regional Council Natural Hazards Management Strategy
- Local Indigenous Biodiversity Strategies

- 3.4 The District Plan is WDC's primary tool for giving effect to the RPS and it will contain a policy framework, rules and methods to guide subdivision, land use, development and appropriate protection and sustainable management of the natural and physical resources of the district.
- 3.5 This project is scheduled to run between 2017-2020/21 (dependent on appeals), with notification expected in 2019.
- 3.6 In Schedule Three of the Agreement, WDC has requested some specific support including:
- WRC review of our PDP provisions
 - Mapping of our critical ecosystems
 - Alignment of RP and PDP processes with MMTB
 - Natural Hazard Management Plan
 - Identification of areas of intolerable risk
 - Identification of significant mineral resources
 - Population and GIS data
 - Targeted restoration funding for dune lakes and coastal wetlands
 - Integration with zone and catchment plans
 - Assistance with iwi engagement
 - Library and workspace access

<h3>Suggested Resolutions</h3>

- 1 The business paper on Draft Waikato Regional Policy Statement Implementation Agreement, be received.
- 2 Council authorise the Chief Executive to sign the RPS Implementation Agreement on behalf of Waitomo District Council.



CATHY O'CALLAGHAN
PRINCIPAL PLANNER – DISTRICT PLANNING

June 2017

Attachment Draft RPS Implementation Agreement Waitomo District Council (3)
 (A351133)

WAIKATO REGIONAL POLICY STATEMENT

IMPLEMENTATION AGREEMENT

Parties

Between: Waikato Regional Council
And Waitomo District Council

June 2017



A. Background

1. Waikato Regional Council (WRC) and Waitomo District Council (WDC) are local authorities as defined by the Local Government Act 2002. The activities undertaken by both parties are defined in legislation through the Local Government Act 2002, the Resource Management Act 1991 (RMA), the Biosecurity Act 1993, the Environmental Reporting Act 2015, the Civil Defence Emergency Management Act 2002, the Land Transport Act 1998, the Local Government Official Information and Meeting Act (LGOIMA) 1987 and the Privacy Act 1993.
2. The RMA requires every region to prepare a Regional Policy Statement (RPS). The function of a RPS is to achieve the purpose of the RMA by providing an overview of the resource management issues of the Region and by specifying policies and methods to achieve integrated management of natural and physical resources.
3. The Waikato Regional Policy Statement (WRPS) became operative on 20 May 2016. In accordance with Section 75(3)(c) the RMA requires a District Plan to give effect to the WRPS. The development of Local Authority Implementation Agreements is specifically provided for in Method 4.2.2.

B. Purpose of Agreement

4. The parties are entering into this agreement to record how they will implement the provisions of the WRPS generally, and specifically how they will support each other in achieving their respective priorities over the remainder of the 2015/20 Long Term Plan (LTP) period and the and 2018/21 LTP period.
5. This Local Authority Implementation Agreement includes:
 - Schedules which identify and explain priority projects or workstreams identified by each party for individual and joint implementation.
 - Schedule One: WRC Implementation Priorities (pg. 6)
 - 1) Review of the Waikato Regional and Coastal Plan
 - 2) Biodiversity Information Gathering
 - 3) Regional Catchment Management
 - 4) Work with primary industries
 - 5) Shallow lakes
 - 6) Maatauranga Maori
 - 7) Regional Heritage Forum
 - 8) Waikato Regional Council Natural Hazards Management Strategy
 - 9) Coast and Marine Information Gathering
 - 10) Local Indigenous Biodiversity Strategies
 - 11) Biodiversity Indicators
 - 12) Contaminated Land Fund
 - Schedule Two: WDC Implementation Priorities (pg.16)
 - 1) Full review of the Operative Waitomo District Plan
 - Schedule Three: Waikato Regional Policy Statement – Matters applicable to the Waitomo District Plan Review

- How the WRPS will be implemented
- Areas of mutual interest
- Monitoring, review and reporting of agreement
- Commitment to working together

C. How the WRPS will be implemented

6. The following schedules identify and explain priority projects or workstreams identified by each party for individual and joint implementation.
- Schedule One: WRC Implementation Priorities (pg. 6)
 - Schedule Two: WDC Implementation Priorities (pg. 16)
 - Schedule Three: Waikato Regional Policy Statement – Matters applicable to the Waitomo District Plan Review

D. Areas of Mutual Interest:

7. The following are identified as general areas of mutual interest:

- 1) Biodiversity Information Gathering
- 2) Regional Catchment Management
- 3) Work with primary industries
- 4) Maatauranga Maori
- 5) Regional Heritage Forum
- 6) Coast and Marine Information Gathering
- 7) Biodiversity Indicators

8. The following topics are areas of specific interest:

- 1) Waikato Regional Council Natural Hazards Management Strategy
- 2) Local Indigenous Biodiversity Strategies

Both organisations acknowledge the above topics of mutual interest and agree to include the other party in conversations that progress these topic areas.

E. Commitment to Work Together:

9. WRC and WDC commit to pursuing the following principles in the working relationship embodied in this agreement:
- Responsible and proactive communication:
 - Discuss issues as soon as they arise.
 - Look for opportunities to share information of mutual interest; and
 - Remain solution-focused.
 - Honest and open working relationship:
 - Clear, upfront and early communication of expectations, actions and timeframes.
 - Acceptance of professional differences.
 - Recognition of the wider expectations that each organisation has; and
 - Willingness to listen to alternative viewpoints.

10. The parties agree that there is value in demonstrating to central government and the community that local government organisations can work together at an implementation level to promote achievement of stated objectives and assist each party to progress each organisation's respective goals.
11. The WRC contact for managing this relationship is the Manager –Integration and Infrastructure. The WDC representative is the Group Manager – Compliance.
12. The parties acknowledge that this agreement:
 - Is not intended to override any other legal commitment or legislative directive;
 - Cannot be used to purport to exempt agencies from WRPS implementation responsibilities; and
 - Does not preclude each agency entering into separate and additional joint implementation projects with other agencies and stakeholders.
13. If any dispute arises between the parties in connection with this agreement, the parties shall attempt to resolve the dispute by negotiation or other informal dispute resolution techniques as agreed by the parties.

F. Monitoring, Review and Reporting of Agreement:

14. In formulating this Local Authority Implementation Agreement, the parties have been conscious to ensure the priorities, actions and joint projects are realistic and achievable. It is acknowledged that both organisations are in the early stages of implementing the WRPS, but it is agreed that success for this agreement would be:
 - Regular and improved communication.
 - Increased understanding of each agency's priorities; and
 - Demonstrable progress on implementing the identified priority projects.
15. Representatives of the parties to this agreement shall meet at least six monthly to discuss implementation progress. An agenda based on the Implementation Priorities (as outlined in Schedules One and Two) shall be provided through the administration of WRC and meetings shall be chaired by the WRC Council representative. Minutes of each meeting shall be prepared along with the identification of any actions.
16. Review of this agreement shall begin not more than eighteen months following its adoption. This will create an opportunity for the agreement and respective Long Term Plans to be aligned.

Signed for and on behalf of Waitomo District Council

Signed for and on behalf of Waikato Regional Council

Chris Ryan
Chief Executive
Waitomo District Council

Vaughan Payne
Chief Executive
Waikato Regional Council

Schedule One:

Details of WRC Implementation Priorities

This Schedule identifies the priority tasks that WRC will undertake to implement the WRPS:

1. Review of the Waikato Regional Plan and Coastal Plan

1.1 Project Description

The Waikato Regional Plan and Regional Coastal Plan are being reviewed to develop one combined Regional Plan. The Regional Plan is WRC's primary tool for giving effect to the WRPS and contains guidance and rules about managing the use, development and protection of the natural and physical resources of the region.

1.2 Project Objectives / Outcomes / Deliverables

Have an Operative Regional Plan and Regional Coastal Plan at all times and review it within 10 years of becoming operative.

1.3 Project Timeframes

2017-2021/22.

1.4 Areas of Requested Support / Commitments

- WDC involvement in review where appropriate to assist in reducing duplication between Regional and District Plans.
- WDC involvement in the Territorial Authority Reference Group.

2. Biodiversity Information Gathering

2.1 Project Description

This project will involve the completion of a regional scale dataset for indigenous biodiversity.

2.2 Project Objectives / Outcomes / Deliverables

Delivering a comprehensive region-wide biodiversity inventory will:

- Enable effective management of biodiversity based on robust information.
- Enable targeted investment at the most important sites.
- Enable improved monitoring of extent of regional (and district) indigenous biodiversity.
- Enable improved monitoring of policy effectiveness to address biodiversity issues.
- Provide for subsequent implementation of Territorial Authorities local biodiversity strategies (see Local Indigenous Biodiversity Strategies).
- Provide critical input into Regional Plan Review process (see Regional Plan Review) and for District Plans to give effect to the WRPS.
- Underpin more effective and targeted engagement with external stakeholders including opportunities for cost sharing.
- Provide important data for industry to meet their own internal planning and business requirements (e.g. Sustainable Dairy and Water Accord).

2.3 Project Timeframes

The biodiversity information gathering timeframes are to be confirmed.

2.4 Areas of Requested Support / Commitments

- WDC to provide updated Significant Natural Area data promptly to the Regional Council after updates and/or changes are made. WDC to ensure there is a record of justification for any changes for the above datasets which differ from previous SNA layers.
- SNA data supply to include:
 - Spatial data formats – Preferably GDB (geodatabase), otherwise shapefiles can be supplied. Include metadata as standard supply.
 - Spreadsheet (excel) or similar to describe and list SNA sites and justification for change.

3. Regional Catchment Management

3.1 Project Description

Additional zone-based catchment activities around information gathering and enhancement actions needed to meet the proposed Level of Service on soil, water quality and biodiversity. Actions will be targeted at those areas where multiple benefits can be found.

3.2 Project Objectives / Outcomes / Deliverables

This proposal will more quickly and effectively implement several priority policies the WRPS and help the Council to achieve the non-regulatory components of the Land and Water Strategic Objectives around improvements in water quality, soil stability and biodiversity protection in priority catchments. It is intended that this is achieved through targeted integrated catchment programmes that are developed and implemented in collaboration with iwi, stakeholders and communities.

3.3 Project Timeframes

Location	Timing	Budget Notes
Waitomo	2015/16	Direct costs (to incentivise afforestation with native and exotics, retire areas, pole planting and riparian management, farm plans, leverage for external funding to match or better).
	2016/17	Extend farm planning and implementation into additional priority catchments.
	2017/18	Extend farm planning and implementation into additional priority catchments

3.4 Areas of Requested Support / Commitments

- WDC and WRC to meet to agree on priority areas to manage catchments; and
- Develop understanding on mutual business, including biodiversity, flood protection and catchment management.

4. Work with Primary Industries

4.1 Project Description

Work is underway in the Waipa and Waikato Catchments to jointly implement the provisions of Healthy Rivers Wai Ora with industry. Current work in the Hauraki and Coromandel Catchments focuses on preparing the agriculture industry for Regional Plan Change 2.

4.2 Project Objectives / Outcomes / Deliverables

Outputs

- Coordinated implementation of Healthy Rivers Wai Ora in the Waikato and Waipa catchments.
- Coordinated preparation for Plan Change 2 in the Hauraki catchments.

Outcomes

- High levels of farmer participation in related extension events and processes.
- Farmers in the Waikato and Waipa catchments implement Farm Environment Plans in accordance with the provisions of Healthy Rivers Wai Ora
- Stakeholder organisations and businesses in the Hauraki catchments engaging in capacity building to meet the future needs of farmers in working within limits.
- Appropriate industry systems in place before Plan Implementation to support farmer transition.
- Rapid and effective adoption by farmers of practice changes to meet targets in Plan Change 2.

4.3 Project Timeframes

This will occur in line with the timeframes of Plan Change 2.

4.4 Areas of Requested Support / Commitments

While no specific support is required, the regional council is committed to working collaboratively with territorial authorities and other stakeholders involved in this work.

5. Shallow Lakes

5.1 Project Description

The project has a three-year objective to survey data-deficient lakes to strengthen the available dataset required to develop a baseline that can be used for lake condition assessment (e.g. scoring, ranking and value setting) and monitoring.

A robust dataset is also required to develop water limits under the National Policy Statement for Freshwater Management and develop effective and targeted lake management plans for protecting or enhancing high-value lakes.

This proposed work is a pre-requisite to the Regional Plan Review.

A sound, data-informed lake management plan will enable the Regional Council to work with River Iwi and leverage funding from the Waikato River Authority for the remediation of valued lakes.

5.2 Project Objectives / Outcomes / Deliverables

A robust baseline for lake ecological health assessment and lake management options will be available to the community, Iwi and Council with the following expected benefits:

- Lakes with outstanding values are identified and protected (for example rare karst lakes and pristine volcanic lakes).
- The current or potential causes of degradation in priority lakes are assessed.
- Potential management solutions for enhancing and protecting lakes are investigated and recommendations made to lake managers.
- Iwi will gain an ability to put their efforts to the restoration of lakes identified as important in their Environmental Management Plan and have robust information on restoration tools for specific lake types.
- Local lake communities, who are concerned about the degradation of their lakes (e.g. Lake Waikare, Whangape and Waahi) will be able to understand land use pressure on those lakes and collectively develop initiatives that enhance lake health.
- Regional Council Catchment staff will be able to develop effective and targeted management plans for valued lakes; and
- The Regional Council will have sufficient data to set water limits for lakes under the National Policy Statement for Freshwater Management, review / confirm WRPS list of high value lakes (categories I and II) and evaluate policy effectiveness.

5.3 Project Timeframes

	Field Officer collects data (Oct)	Finish collection (May)	Turn data into information (May-June)	Input information to ESTABLISH BASELINE (July)	Plan for following year (Aug – Sept)
Year 1	?	?	?	?	?
Year 2	?	?	?	?	?
Year 3	?	?	?	?	?

Baseline established after 3 years (minimum)

5.4 Areas of Requested Support / Commitments

No support required from WDC at this stage as surveys for shallow lakes in the district were completed in 2015.

6. Maatauranga Maori

6.1 Project Description

This internally-focussed project aims to develop an agreed framework and process for integrating mātauranga Māori into the required activities through the organisation. This will also continue to provide specific support for mātauranga Māori needs corporately.

While focused primarily on the integration of mātauranga Māori in land and water planning, policy formulation and monitoring, this project plan recognises that a

mātauranga Māori framework will need to be holistic in its approach in order to be incorporated across a number of areas within the organisation.

It is anticipated that the framework will need to be embedded across all areas of WRC business given the broad focus on well-being (including social, cultural, environmental and economic and spiritual) which mātauranga Māori encapsulates.

6.2 Project Objectives / Outcomes / Deliverables

Objectives:

- Understand the regional council's current activity regarding how mātauranga Māori is incorporated in work programmes, planning and monitoring (and areas where this work is required)
- Develop an understanding of current mātauranga Māori research and concepts, models, frameworks used by iwi partners and key agencies
- Create a process and implementation plan for embedding mātauranga Māori across the regional council's business via business planning
- Build staff capability and knowledge regarding mātauranga Māori.

Benefits:

Undertaking the required work to integrate aspects of mātauranga Māori into regional council policy development, implementation and review will:

- Help to maintain and improve the established co-management relationships, and assist development of relationships with other iwi.
- Assist the implementation of the WRPS and Vision and Strategy for the Waikato River.
- Prepare WRC for further Treaty settlement requirements.
- Improve consideration of mātauranga Māori in specific project planning and implementation.
- Improve the regional Council's ability to report on cultural outcomes.

6.3 Project Timeframes

2016-2018

6.4 Areas of Requested Support / Commitments

This is a regional council internal initiative. The implementation phase of the project will begin in mid-2017, during which time staff will develop an implementation plan and communicate any assistance that the regional council may request of district councils.

7 Regional Heritage Forum

7.1 Project Description

Facilitate the development of a Regional Heritage Forum (the Forum) to improve understanding, information sharing and cooperative planning to manage and protect heritage resources across the region.

7.2 Project Objectives / Outcomes / Deliverables

The establishment of a Forum that will focus on heritage matters, including, but not limited to:

- Coordinating the management of a heritage inventory.

- Promoting research and providing support to recording aspects of the region's heritage.
- Establishing and promoting relationships between heritage interest groups.
- Sharing information on best practice approaches to heritage management.

7.3 Project Timeframes

- Confirmation of Regional Heritage Forum, roles and responsibilities and terms of reference by November 2017.
- Establishment of a Regional Heritage Forum by the end of 2017.

7.4 Areas of Requested Support / Commitments

WDC to provide representative on the Forum.

8 WRC Natural Hazards Management Strategy

8.1 Project Description

WRC is undertaking a process for preparatory work required for the review of the Regional Coastal Plan and the Waikato Regional Plan, including:

- Stocktake of hazard information.
- Development of a methodology to define Primary Hazard Zones (As set out in policy 13.1.2 of the Regional Policy Statement).
- Undertaking of stakeholder collaboration in the plan review process.

8.2 Project Objectives / Outcomes / Deliverables

This work will result in:

- Understanding of hazard information available in the Waikato region.
- Development of methodology to identify primary hazard zones.
- Preparatory policy work to support the review of the regional and coastal plan.

8.3 Project Timeframes

2016-2018

8.4 Areas of Requested Support / Commitments

WDC to provide WRC with any hazard information or evidence available. Further assistance may be required later in the process. On-going participation in the Regional Hazards Forum would also be valued.

9 Coast and Marine Information Gathering

9.1 Project Description

Increase work in the area of coastal and marine information gathering and monitoring to provide input into the Waikato Regional Coastal Plan review.

WRC is now at the stage where adequate information and understanding is available to review all coastal and marine information gathering and monitoring programmes and apply a more strategic approach to ensure work is conducted effectively, in priority areas and on priority issues.

9.2 Project Objectives / Outcomes / Deliverables

- Conducting a strategic assessment and prioritisation of all information gathering and monitoring activities that the Regional Council is required to conduct in the coastal marine area.
- Developing and implementing programmes for high priority activities.
- Developing tools for communicating results to internal and external stakeholders.
- Conduct targeted information gathering on:
 - Marine water quality.
 - Coastal and marine significant natural areas; and
 - Cumulative effects.

9.3 Project Timeframes

The timeframes are currently being determined but the project will likely run to 2021.

9.4 Areas of Requested Support / Commitments

WRC to advise once individual projects have commenced.

10 Local Indigenous Biodiversity Strategies

10.1 Project Description

Indigenous habitat cover within the region is still declining. The current approach to biodiversity policy implementation is reactionary, responding to District Plans reviews as they occur and focusing more on regulatory approaches. To date merely identifying Significant Natural Areas and providing these to territorial authorities has not resulted in optimal outcomes. There is a need for this focused project to ensure that a more strategic and collaborative approach to addressing indigenous biodiversity issues is taken rather than business as usual.

10.2 Project Objectives / Outcomes / Deliverables

Objectives

- Development of locally specific strategies for indigenous biodiversity based on prioritised ecological network spatial maps covering all 11 territorial authorities within the region by 2018.
- Identification of a set of locally relevant tools to be applied across each prioritised ecological network by the various partners by 2018 and implemented through regulatory and non-regulatory methods within 2 years of their identification.
- Development of a stakeholder engagement plan and robust engagement process.
- Development of scientifically robust ecological targets and monitoring methods for each prioritised ecological network to measure and report on success over time.
- Effective co-ordination of ecological, policy, facilitation, GIS and Admin support and project management expertise to deliver on the project.

Measures of Success:

- Local Indigenous Biodiversity Strategies created across the region by 2019.
- Increased support from territorial authorities and other stakeholders for managing and maintaining indigenous biodiversity.
- A strategic long-term approach linking partners' resources to needs (e.g Waikato River Authority, Department of Conservation – Biodiversity Condition Fund).

- Move from managing ecological sites to managing ecological networks.
- Improved ability to monitor effectiveness of biodiversity management.
- Achieving No Net Loss of biodiversity at a regional scale.
- A science-based approach to the assessment of biodiversity values that looks at local values within a broader context.
- WRC adopt a regional leadership role in biodiversity.
- WRC drive strategic alignment of biodiversity investments and operations of multiple players across the region.

10.3 Project Timeframes

- Ensure WRC internal co-ordination and ongoing support including completion of Biodiversity – Inventory and Planning (SNA) Project by 2016 and appropriate linkages through LTP level of service discussions, and the Land and Water Project Steering Group.
- Initiation of a pilot project to test the Local Indigenous Biodiversity Strategies approach with at least one ‘proactive’ territorial authority as a case study by mid-2016.
- Staged development of other strategies over next three years (2016/17-2019/20) – sequenced and timed to match resourcing and other demands on staff, as well as the expectations and resource requirements from territorial authorities i.e. the Local Indigenous Biodiversity Strategies Programme.

10.4 Areas of Requested Support / Commitments

Communication with WDC on the outputs of the Local Indigenous Biodiversity Strategies pilot and how they may give effect to these – potential to link into upcoming DP review work.

11 Biodiversity Indicators

11.1 Project Description

The Regional Council has a requirement under the RMA to protect and enhance indigenous biodiversity. Regional Councils collectively have agreed to develop a set of “biodiversity” indicators that measure ecological integrity. The WRPS has a requirement to maintain and enhance biodiversity and the WRPS implementation project cannot proceed without a biodiversity measuring / monitoring programme.

The programme is based around a set of biodiversity indicators that the Regional Council BioManagers Group commissioned Landcare Research to develop. There are 18 indicators that range from social indicators, such as number of community groups engaged in habitat restoration, to data collected in the field, such as bird counts.

Fundamentally, a robust set of biodiversity indicators is necessary to successfully implement the WRPS, and later the Regional Plan. That is because without access to that kind of data the Regional Council would have no way to measure whether its actions are effective. For example, we might facilitate the creation of local biodiversity strategies for every district or city in the region, but without collecting regional biodiversity indicators we will not know if those local strategies are having a collective positive impact on biodiversity trends.

11.2 Project Objectives / Outcomes / Deliverables

The project will implement a terrestrial biodiversity programme collectively with neighbouring Councils and the Department of Conservation.

“Waikato Regional Council want to be in a position where they have reliable, scientifically sound biodiversity data on which to make policy and resource management decisions. Waikato Regional Council want to be able to evaluate the effect of those decisions on biodiversity.”

11.3 Project Timeframes

The project will likely run from 2015-2020.

11.4 Areas of Requested Support / Commitments

No support or commitment expected at this stage as the work has a focus on Regional Council core functions and responsibilities.

12 Contaminated Land Investigation Fund

12.1 Project Description

The “Contaminated Land Strategy” was written to state how the Regional Council will meet its statutory (RMA) obligations for managing Contaminated Land and implement Policy 14.4 of the WRPS. One of the actions from this strategy was setting up a contaminated Land Investigation Fund of 400k for the investigation of high-risk sites.

The fund necessary for implementing the strategy has been fully budgeted for through 2015 to 2025 LTP and is accumulating over a three year period.

The Ministry for the Environment has identified a list of priority contaminated sites at a national level that have priority eligibility for funding through its Contaminated Sites Remediation Fund. The Contaminated Land Investigation Fund of 400k that is currently being established by WRC can be used to leverage funding from MfE’s fund for investigation and remediation of high priority sites across the Waikato.

12.2 Project Objectives / Outcomes / Deliverables

Objectives

- Providing financial assistance for investigation of sites that meet the Fund’s eligibility criteria.

Measures of success

- Register maintained to required standard from 2014 onwards.
- A priority list of high-risk sites and activities has been established for the Waikato by 2018. This is currently on hold pending an upcoming Ministry for the Environment review of the current methodology for risk screening.
- At least one high-risk site or activity per year will have been investigated and reported on WRC's website.

- Two yearly reporting of the number of previously contaminated sites in the Waikato region that have been remediated or managed so they no longer pose a risk to people or the environment.
- The contaminated land investigation fund is established and made available by 2017 and central government funding is sought and allocated where possible to support high-risk investigations and remediation in the Waikato region.

12.3 Project Timeframes

Ministry for the Environment Best Practice Guidelines for management of contaminated land		Site 1	Site 2	Site 3	Site 4	Site 5	Site.... [many]*
In one year	Prioritise sites for investigation.	Already completed	Already completed	TBD			
	Perform a preliminary investigation.			TBD			
In one year	Look at further investigation options and/ or remediation/ management options.	\$400k Fund					
In one year	Start implementing further investigation options and/ or remediation/ management options.	Potentially leverages up to \$400k more from MfE					
<p><i>*This is a conceptual diagram. The intention is:</i></p> <ul style="list-style-type: none"> ▪ To show that the \$400k requested can be used to leverage more funding from the Ministry for the Environment. ▪ To show that \$400k does not significantly address the highest priority sites. Two high priority sites have already been identified with 148 old gold mining sites in the region still to be prioritised for further investigation along with other unknown sites that may yet become a high priority site. 							
<p>The funding could be spent all on one of our current priority sites or spread across the two priority sites but with only partial investigation and or remediation/ management options undertaken. A third option could be to use the funding on some of the old gold mining sites within our region subject to a risk assessment which has not yet been undertaken. At this stage, such decisions cannot be made until a funding source is confirmed and the ability to leverage this with contributory funding from the Ministry for the Environment.</p>							

12.4 Areas of Requested Support / Commitments

No support required from WDC currently, as WDC does not currently have any high-risk sites that would be eligible for the Contaminated Land Fund.

However, WRC is planning to provide an updated priority list of high-risk sites in the Waikato region by 2018. This process is currently on hold pending an upcoming review of the Ministry for the Environment’s current methodology for risk screening of sites. This updated list may identify other high-risk sites which could be eligible for funding of

remediation and or investigation. WRC will liaise with WDC as appropriate during these processes.

Schedule Two:

Details of WDC Implementation Priorities

This Schedule identifies the priority tasks that WDC will undertake to implement the WRPS:

1. Review of the Waitomo District Plan

1.1 Project Description

The operative Waitomo District Plan is being reviewed. The district plan is WDC's primary tool for giving effect to the WRPS and contains a policy framework, rules and methods to guide subdivision, land use, development and appropriate protection and sustainable management of the natural and physical resources of the district. This project is legally complex, resource and cost intensive, and of high significance to the community and to local Iwi.

1.2 Project Objectives / Outcomes / Deliverables

- Full review of the operative Waitomo District Plan to pre-notification by 2019.
- Notification of the proposed Waitomo District Plan during 2019

1.3 Project Timeframes

2017-2020/21.

1.4 Areas of Requested Support / Commitments

Science and Strategy Directorate:

- Policy Implementation - WRC involvement in the project where appropriate, to assist in reducing duplication of provisions between the Regional and District Plan and to review provisions to ensure appropriate effect is given to the WRPS.
- Policy - Honour the commitment made to the Manaipoto Maori Trust Board that in areas of shared function (eg: natural hazards, biodiversity, climate change), duplication of engagement will be minimised and undertaken in unison where possible. WDC commits to aligning its engagement process to the Regional Coastal Plan and Regional Plan review as far as possible. WRC to make project timelines available.
- LIBS – WDC wishes to investigate the possibility of an initial mapping exercise to be undertaken in early 2018. This will be in order to prioritise those areas of the district where specific ecosystems are close to critical thresholds and/or need to be prioritised for restoration and protection. At this stage, this is thought to apply to coastal ecosystems and particularly wetlands (eg: Te Maika) and dune lakes (eg: Taharoa area), the kaarst landscape ecosystems and remnant lowland ecosystems.
- Regional Hazards - WDC has requested a Natural Hazard Management Plan for the district. WDC has prioritised that areas of natural hazard risk and provided this information to WRC. WDC will provide a GIS package of the information held to support this assessment. WDC understand that WRC has scheduled the scoping of the Management Plan for July 2017.

- Regional Hazards – WDC has some concerns regarding the timing of implementation methods 4.2.10, 13.1.2, 13.11.3, 13.2.1, 13.2.3 and 13.2.8. The district plan is required to control use and development within areas of intolerable risk. However, areas of high risk coastal hazards, high risk flood zones and primary hazard zones have not been identified for the district. WDC requests urgent prioritisation of this matter and in particular, collaboration with WDC, tāngata whenua and other agencies to undertake the appropriate assessments of risk and assist in developing long-term strategies for these communities.
- Strategy - WRC advice regarding the review as needed, particularly participation in the Waikato Projections Working Group.
- Library – access to resources held. A number of documents and reports are held at WRC which will be helpful in the review of the District Plan.
- Tai-ranga-whenua – assistance on matters regarding engagement with iwi for planning and policy development and support in creating effective relationships with iwi.
- Review of GIS data on indigenous biodiversity - WDC understands that this data is being reviewed and is particularly interested in:
 - The biodiversity inventory (based on Singers and Rogers 2014) to be drawn on WRAPS 2012 and available as a GIS layer before the end of 2017.
 - The PE layer (potential ecosystem) 2012 to identify significant natural areas.
 - Coastal inundation dataset for Kawhia to Mokau (GIS data) at all mapped water levels.
 - The most recent LIDAR dataset for Waitomo District.
- Identification of significant mineral resources - WDC has some concerns regarding the timing of implementation method 6.8.1 and will seek to work with WRC as a matter of priority to identify the currently operating mineral extraction activities in the district which meet this criteria.

Integrated Catchment Management Directorate

- Waipa Zone – WDC has particular interest in the implementation of the Waipa Zone Management Plan, West Coast Zone Management Plan and the Waipa Catchment Plan in respect of any relationships these documents have with rule and policy making in the Proposed District Plan.
- Targeted restoration funding - Through the Integrated Catchment Management Directorate, WDC is interested in the availability of targeted funds for coastal ecosystem restoration in the Kawhia Harbour and Taharoa coastal areas.

Other

- Workspace – WDC would appreciate the ability to use WRC meeting rooms where these are available, in order to meet with consultants who would otherwise charge to travel to Te Kuiti.

Schedule Three:

Waikato Regional Policy Statement – Matters applicable to the Waitomo District Plan Review

WAIKATO REGIONAL POLICY STATEMENT MATTERS APPLICABLE TO THE WAITOMO DISTRICT PLAN REVIEW

Waitomo District Council shall give effect to the following methods and policies:

NUMBER	SECTION
4.1.1	Amendments to regional and district plans
4.1.8	Identifying extent of the coastal environment
4.1.9	Planning approach
4.1.13	Incorporating effects of climate change
4.2.2	Local authority implementation agreements
4.2.9	Hazardous substances
4.2.10	Natural hazards
4.2.11	Indigenous biodiversity
6.1.1	Regional plans, district plans and development planning mechanisms
6.1.5	District plan provisions for rural-residential development

Waitomo District Council shall give effect to the direction, except as demonstrated in a section 32 report:

NUMBER	SECTION
4.1.7	Managing the coastal environment
4.1.11	Offsite mitigation of adverse effects
4.1.12	Other plans and strategies
4.1.13	Incorporating effects of climate change
4.2.3	Recognition of interests
4.2.4	Consistent information systems
4.3.2	Tāngata whenua involvement
4.3.3	Kaitiakitanga
4.3.4	Use and enjoyment of resources
4.4.1	Plan provisions

Waikato Regional Council shall give effect to the direction, except as demonstrated in a section 32 report:

NUMBER	SECTION
4.1.2	Land use change and intensification
4.1.3	Co-ordinated approach
4.1.4	Plans and strategies
4.1.6	Advocacy and education
4.1.5	Environmental management plans
4.1.10	Economic Instruments
4.1.14	Monitoring and information gathering
4.2.5	Joint Planning
4.2.1	Co-ordinated approaches to resource management
4.2.6	General cross-boundary issues

6.1.8	Information to support new urban development and subdivision	4.4.2	Collaboration	4.2.10	Natural hazards
6.2.1	Planning for development in the coastal environment	6.1.2	Reverse sensitivity	4.3.1	Strategic partnerships with iwi authorities
6.2.3	Coastal development setback (new development)	6.1.3	Advocacy	6.2.2	Provisions for inland migration of habitats
6.3.1	Plan provisions	6.1.4	Development manuals and design codes	6.2.4	Coastal development setback (existing development)
6.3.3	Urban growth outside of growth strategy areas	6.1.5	District plan provisions for rural-residential development	6.3.9	Strategic planning for infrastructure within the coastal marine area and connections with land
6.4.1	Provision for marae and papakāinga	6.1.6	Growth strategies	6.6.2	Transmission corridor management approach
6.6.1	Plan provisions	6.1.7	Urban development planning	6.3.5	Transport planning
6.7.1	Regional and district plans	6.1.9	Other party involvement	6.3.6	Future infrastructure changes and upgrades
6.8.2	Plan provisions	6.1.10	Economic instruments	6.3.9	Strategic planning for infrastructure within the coastal marine area and connections with land
6.8.3	Managing effects of development on mineral resources	6.3.2	Aligning infrastructure and land use planning	6.5.4	Managing travel demand
8.3.8	Natural functioning and ecological health of fresh water bodies and coastal water	6.3.4	Planning for land use and transport	6.6.3	Transmission corridor management approach
8.5.1	Regional and district plans	6.3.7	Working with neighbouring regions	6.6.4	Collaboration

10.3.1	Protect historic and cultural heritage from inappropriate subdivision use and development	6.3.8	Integrated Transport Assessments	6.6.4	Regional Land Transport Plan
10.3.2	Inappropriate subdivision, use and development	6.4.2	Sustainability of marae and papakāinga	6.8.1	Identification of mineral resources
11.1.1	Maintain or enhance indigenous biodiversity	Policy 6.5	Energy demand management	6.9.2	Reporting on development and infrastructure trends
11.1.2	Adverse effects on indigenous biodiversity	6.5.1	District plan provisions	7.1.5	Coastal marine strategy
11.1.3	Avoidance, remediation, mitigation and offsetting (for indigenous biodiversity that is not significant)	6.5.2	Advocacy and education	8.1.2	Identify fresh water body values
Policy 11.2	Protect significant indigenous vegetation and significant habitats of indigenous fauna	6.5.3	Development manuals and design codes	8.1.7	Stakeholder involvement
11.2.2	Protect areas of significant indigenous vegetation and significant habitats of indigenous fauna	6.5.5	Local transport strategies	8.3.7	Management of lakes
11.2.3	Assess significance	6.6.5	Measures to avoid adverse effects	8.3.11	Advocacy and education
Policy 11.3	Collaborative management	6.6.6	Resilience of regionally significant infrastructure	10.1.1	Regional heritage forum
11.4.1	Regional and district plans	6.8.4	Mineral haulage	10.1.2	Regional heritage inventory
12.1.1	Protect values of outstanding natural features and landscapes	6.9.1	Keeping records	10.1.3	Identification and assessment
12.2.1	District and regional plans	7.2.3	Promotion of initiatives to improve water quality	10.2.1	Sensitive information
12.3.1	Maintain and enhance areas of amenity value	8.3.10	Effects of subdivision, use and development	10.2.2	Identification of taonga

12.3.2 Amenity value of the coastal environment

12.4.1 Regional and district plans

12.5.1 Restrictions on public access

12.5.2 Regional plan restrictions on vehicle use in the coastal environment

13.1.1 Risk management framework

13.2.1 Control of subdivision within areas of intolerable risk

13.2.2 Identification of areas of coastal hazard risk and high risk flood zones

13.2.5 Control of use and development (high risk flood zones and areas of high coastal hazard risk)

13.2.6 Control of development within a floodplain or coastal hazard area

13.2.7 Control of subdivision, use and development (residual risk zones)

10.2.3 Maintaining or enhancing tāngata whenua relationships with their rohe

11.1.4 Recognition of activities having minor adverse effects on indigenous biodiversity

11.1.7 Threatened species information

11.1.8 Plan development

11.1.11 Local indigenous biodiversity strategies

11.3.1 Working with tāngata whenua

12.1.2 Identify outstanding natural features and landscapes of significance at a district level

Policy 12.2 Preserve natural character

12.2.2 Enhance natural character where compromised

12.3.3 Enhance public values in the coastal environment

10.2.4 Information and advocacy

11.1.5 Information gathering

11.1.6 Biodiversity inventory

11.1.11 Local indigenous biodiversity strategies

11.2.1 Identify areas of significant indigenous vegetation and significant habitats of indigenous fauna

11.2.4 Identify threats to areas of significant indigenous vegetation and significant habitats of indigenous fauna

11.3.2 Education and advocacy

12.1.2 Identify outstanding natural features and landscapes of significance at a district level

12.1.3 Values of outstanding natural features and landscapes to tāngata whenua

13.1.2 Define primary hazard zones

13.2.8 Control of subdivision, use and development for other natural hazards and associated risk

14.2.1 Manage the form and location of development

14.4.1 District plans

14.4.3 Approach to identifying and remediating contaminated land

12.4.2 Enhance public access

12.5.3 Other mechanisms for restricting vehicle use in the coastal environment

13.3.1 Planning for readiness, response and recovery

13.1.3 Assess natural hazard risk to communities

13.1.4 Regional natural hazards forum

13.1.5 Information, education and advocacy

13.2.3 Control of structures within primary hazard zones

13.3.2 Advocacy

14.1.2 Soil conservation

14.1.3 Research and advocacy

14.2.2 Provision of information

14.4.3 Approach to identifying and remediating contaminated land

14.4.4 Advocacy

Document No: A352504

Report To: Council



Meeting Date: 27 Jun 2017

Subject: **Financial Report for the Period ended 31 May 2017**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial results for the period ended 31 May 2017.

Background

- 2.1 The period covered by this report is 1 July 2016 to 31 May 2017.
- 2.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to budget on Council's operating performance for the period ended 31 May 2017.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2016 to 31 May 2017.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the period compared with the EAP 2016/17.
 - **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service Statement** Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 31 May 2017 is presented in **Appendix 2**.
- 2.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s).

Financial Report to 31 May 2017

3.1 INCOME STATEMENT HIGHLIGHTS

3.2 Set out below is the summary of financial information for the period to 31 May 2017. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$000's)	Actual 2015/16	EAP 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Total Expenditure						
- Direct Operating	13,778	14,731	12,324	11,715	(609)	
- Indirect Operating	11,941	12,861	11,606	10,355	(1,251)	
Total Expenditure	25,719	27,592	23,930	22,070	(1,860)	-8%
Total Revenue						
- Operating Revenue	(10,613)	(10,961)	(9,485)	(8,836)	649	
- Rates Revenue	(18,700)	(19,546)	(19,462)	(19,398)	64	
Total Revenue	(29,313)	(30,507)	(28,947)	(28,234)	713	-2%
Net Operating Cost/(Surplus)	(3,594)	(2,915)	(5,017)	(6,164)	(1,147)	23%
Other Comprehensive Revenue and Expense						
- Revaluation of Property, plant and equipment	0	(4,620)	0	0	0	
- (Gains)/Losses from Cash Flow Hedges	1,828	0	0	0	0	
- Revaluation of available for sale assets	(1,900)	0	0	0	0	
Total Other Comprehensive Revenue and Expense	(72)	(4,620)	0	0	0	
Total Comprehensive Revenue and Expense	(3,666)	(7,535)	(5,017)	(6,164)	(1,147)	23%

3.3 **Net Operating Surplus:** The net operating surplus of \$6,164,000 was \$1,147,000 more than budget for the period ended 31 May 2017. The Cost of Service Statements for each activity are included as Appendix 1.

3.4 **Operating Expenditure** was 8% (\$1,860,000) less than budget forecast for the period ended 31 May 2017.

- **Direct operational expenditure** was \$609,000 less than budget. The main contributors to this variance in order of magnitude are:
 - Sewerage: \$312,000 less than budget mainly due to expenditure for electricity and WSBU (plant operator's costs) tracking less than budget.
 - Water Supply: \$199,000 less than budget mainly due to expenditure for electricity, chemicals and WSBU tracking less than budget.
 - Roads and Footpaths: \$131,000 less than budget mainly due to expenditure for routine drainage maintenance and unsealed pavement being less than budget, however these are offset by over expenditures in other areas within this activity.

- **Indirect expenditure** was \$1,251,000 less than budget:
 - Allocated Costs: \$416,000 less than budget mainly due to staff costs, corporate services costs, information services and human resources costs tracking less than budget.
 - Interest: \$682,000 less than budget. The budgeted interest cost was based on 1 July 2016 projected public debt of \$48.3 million while the actual public debt at that date was \$44.8 million, secondly, the cost of funds achieved for the eleven months to May 2017 is lower than the forecast contained in the 16/17 EAP.
 - Depreciation: \$153,000 less than forecast due to a variance in capital works in 2015/16 (on which depreciation was based) from budget, mainly for water supply assets. Depreciation for Roading assets is currently tracking more than budget with part year depreciation on asset additions not yet been included.

3.5 **Total Revenue** was 7% (\$649,000) less than budget for the period ended 31 May 2017.

- **Operating revenue** \$1,638,000 less than budget. The main contributors to this variance are:
 - Roads and Footpaths: Capital expenditure is less than the year to date budget and therefore NZTA subsidy is also less; revenue is \$833,000 less than budget.
 - Sewerage: Trade Waste revenue is \$188,000 less than budget due to reduced volume and nutrient concentration of discharge.

This was offset by:

 - Leadership: \$112,000 more than budget due to increased quarry royalty revenue received and gains on disposal of Parkside sections and other assets.
 - Solid Waste Management: \$111,000 more than budget due to increase sales of landscape products and disposal revenue for dumping of concrete, green waste and other materials.
 - Community Service: \$76,000 more than budget due to rental revenue and cemetery revenue being more than budget.
- **Rates revenue** was \$64,000 less than budget due to metered water rates and rates penalties received being less than budgeted.

3.6 **BALANCE SHEET HIGHLIGHTS**

3.7 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2016 to 31 May 2017. The full Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2016	Actual Position 31 May 2017	Movement from 30 Jun 2016
Assets			
- Cash and cash equivalents	174	2,218	2,044
- Receivables	6,045	5,702	(343)
- Other current assets	116	1,023	906
- Other financial assets	5,286	5,286	1
- Non-current assets	331,925	333,078	1,153
- Derivative financial instruments	0	0	0
TOTAL ASSETS	343,546	347,307	3,761
Liabilities			
- Other Liabilities	5,297	4,439	(858)
- Total Borrowings	44,786	43,241	(1,545)
- Derivative financial instruments	2,716	2,716	0
Total Liabilities	52,799	50,396	(2,403)
Equity			
- Equity	290,747	296,911	6,164
TOTAL LIABILITIES AND EQUITY	343,546	347,307	3,761

3.8 **Total Assets** have increased from \$343.55 million to \$347.31 million.

- Cash and cash equivalents have increased by \$2,044,000 from \$174,000 to \$2,218,000. The increase is due to the receipt of the fourth and final rates installment for the financial year.
- Receivables decreased by \$343,000 from \$6.05 million to \$5.70 million due to a decrease in NZTA subsidy receivable, the GST refund receivable being reduced to nil and Other Trade Debtors and Metered Water Debtors being less at 31 May 2017. This is offset by an increase in rates receivables since June 2016.
- Other current assets has increased by \$906,000 from \$116,000 to \$1,023,000 due to the reclassification of some Investment Property Assets and non-current assets held for sale to Other current assets.
- Non-current assets have increased by \$1.153 million. The increase is due to the net effect of asset additions of \$7.37 million, less depreciation of \$5.15 million, less transfers to current assets of \$906,000 and asset disposals of \$165,000.
- Land and buildings, storm water, sewerage and water supply assets are not due to be revalued this financial year, however the respective valuers for each asset class is currently carrying out an assessment to ensure that the carrying value of these assets will approximate their fair value at the end of the year.

3.9 **Total Liabilities** have decreased from \$52.8 million to \$50.40 million.

- Other Liabilities decreased by \$858,000 due to a general decrease in Payables at 31 May 2017.

- Total Borrowings decreased by \$1.55 million from \$44.79 million to \$43.24 million.

3.10 **Equity** increased from \$290.75 million by \$6.16 million to \$296.91 million which equals the total comprehensive revenue and expense for the period.

3.11 **CAPITAL EXPENDITURE**

3.12 Set out below is the Capital Expenditure budget for the year compared to actual expenditure for the period ended 31 May 2017.

CAPITAL EXPENDITURE SUMMARY	EAP	YTD Actual	Variance
(Amounts in \$000's)	2016/17	May 2017	2016/17
Governance: Leadership and Investments			
- Investments	115	0	(115)
Community Service			
- Parks and Reserves	132	65	(67)
- Housing and Other Property	372	419	47
- Recreation and Culture	226	198	(28)
- Public Amenities	410	52	(358)
- Safety	10	0	(10)
Community Development			
- District Development	40	1	(39)
Regulation			
- Animal Control	0	0	0
Solid Waste Management			
- Landfill Management	146	77	(69)
Stormwater			
- Te Kuiti Stormwater	272	88	(184)
- Rural Stormwater	5	24	19
Sewerage			
- Te Kuiti Sewerage	769	173	(596)
- Te Waitere Sewerage	32	1	(31)
- Benneydale Sewerage	54	39	(15)
- Piopio Sewerage	37	34	(3)
Water Supply			
- Te Kuiti Water	2,205	1,367	(838)
- Mokau Water	48	438	390
- Piopio Water	76	38	(38)
- Benneydale Water	0	0	0
Roads and Footpaths			
- Subsidised Roads	6,500	3,838	(2,662)
- Unsubsidised Roads	330	67	(263)
Corporate Support			
- Corporate Support	521	409	(112)
- Internal Services Unit	41	40	(1)
TOTAL CAPITAL EXPENDITURE	12,341	7,368	(4,973)

3.13 **Capital Expenditure** was \$7.37 million for the period ended 31 May 2017, of which \$3.91 million (53%) related to Roads, \$1.84 million (25%) related to Water Supply and \$0.73 million (10%) related to Community Service.

- 3.14 Capital expenditure budgets are listed in the table above and major projects detailed in the commentary below. It should be noted that "Unspecified" renewal/upgrade budgets are forecast for expenditure to be incurred on an 'as needed' basis only.

3.15 Governance: Leadership and Investments

Investments:

- Safety improvement capital works budgeted for at a number of Council owned quarries has not commenced and will need to be carried over into the next financial year (Budget \$115,000).

3.16 Community Service

Parks and Reserves:

- Plans to address long deferred maintenance needs for the Centennial Park (ex-Albion Soccer) clubrooms are currently underway (Carryover budget of \$65,000), however there has been no expenditure to date.
- Wash area at Mangaokewa Reserve has been completed for a total cost of \$12,000. Minor expenditure spend to date on Brook Park development and other park renewals in Passive Reserves (Budget \$33,000).
- The pontoons at Te Waitere Wharf have been replaced after some minor damage occurred (Coastal Reserves renewals budget \$63,000 and carryover budget of \$32,000).
- The playground at Waitomo Village has been completed for a total cost of \$50,000, of which \$30,000 was budgeted for in the 2015/16 year (Playground upgrades budget \$36,000 and carryover budget of \$30,000).

Housing and Other Property:

- Expenditure to date has been for Elder Persons Housing and Other Land and Building, expenditures incurred in relation to recently laid storm water connection from manhole and replacement of kitchen appliances for Te Kumi Rd rental property. Other expenditure has been for remedial work of the river bank next to the newly installed pedestrian bridge in Benneydale and minor expenditure at the dog pound. (Community Halls, Elder Persons Housing and Other Building Assets budget \$30,000).
- No expenditure to date on renewals and upgrades of assets at existing camp grounds (Budget \$52,000).
- The Plaza tidy-up work is largely complete with \$33,000 spent to date. Development of the community space in the northern building and i-site linkage upgrade project has been completed for an expenditure in this period of \$308,000.
- Railway Station Platform safety upgrade work has been completed for a total cost of \$48,000. This work was not budgeted for but was found to be necessary.

Recreation and Culture:

- Expenditure to date on Library collection renewals is \$38,000 and is ongoing (Budget \$52,000).
- Expenditure to date on Aquatic Centre renewals is \$16,000 (Budget \$20,000).
- Expenditure to date of \$141,000 has been incurred on Les Munro Centre building renewals for the upgrade of the courtyard and on replacement kitchen appliances. Planning and design work is underway for the upgrade of the bathroom facilities at the Centre (Budget \$154,000).
- Expenditure to date of \$3,000 has incurred in relation to the installation of IT System at Te Kuiti Aerodrome. This work was not budgeted for but was found to be necessary for revenue collection purposes.

Public Amenities:

- Toilet replacement project at Marokopa has started with a minimal spend incurred (Budget \$225,000); the project is expected to be completed early in the coming financial year.
- Toilet replacement project at Benneydale is underway. Installation work is scheduled to start late June 2017. (Carryover budget from last year \$217,000).
- Expenditures of \$3,000 has incurred for installation of new pump at Mokau Toilets (Budget \$22,000).
- \$1,400 has been spent to date for cemetery signs. No expenditure to date on Cemetery access way upgrades (Budget \$14,000).
- Te Kuiti railway pedestrian over-bridge renewals and security camera upgrades, some expenditure has been made on Security cameras upgrade. (Budget \$82,000 and carryover budget of \$100,000 from prior year).
- The Waitomo Sports Centre carpark has been resealed for a total cost of \$22,000. This expenditure was not budgeted for.

Safety:

- No expenditure incurred to date on signage for Civil Defence initiatives (Budget \$10,000).

3.17 Community Development

- No expenditure to date on capacity for a Motor Home Friendly District Initiative (Budget \$40,000 plus carryover budget from last year of \$40,000).

3.18 Solid Waste Management

- \$5,000 expenditure to date for earthwork shaping of the high wall at Landfill. It is expected that another \$20,000 will be spent by the end of the financial year (Budget \$70,000).

- Expenditure to date for purchase of carbon credits required under the Emissions Trading Scheme of \$72,000 (Budget \$72,000).
- No expenditure to date on transfer station Portacom building (Budget \$4,000).

3.19 Stormwater

- Expenditure to date of \$75,000 has been for pipe replacements at George Street, Elizabeth Street and Rora Street (Unspecified minor stormwater renewals budget \$67,000).
- Contingency budget for Taupiri Street stormwater pipe rehabilitation (\$44,000) is unlikely to be needed.
- Planned Stormwater Rehabilitation (Budget \$107,000): No expenditure to date. Edward and Hill Streets rehabilitation is complete, however costs are still to come in.
- Stormwater asset risk minimisation (Budget \$42,000): \$13,000 expenditure to date for a risk and catchment assessment surveys of the network.
- Asset Data Collection for Te Kuiti Stormwater (Budget \$12,000): minor expenditure incurred to date.
- Unspecified stormwater renewals for rural communities budget of \$5,000: Expenditure of \$24,000 incurred in relation to Awakino Heads Road storm water chamber investigation.

3.20 Sewerage

- Expenditure to date of \$102,000 has been incurred for minor improvements and improvements of the ultra violet system at the Te Kuiti Waste Water Treatment Plant. Work has also started on the bunded chemical tank and the base structure for the sludge removal process (Budget \$320,000).
- Te Kuiti Reticulation and Pump Station renewals (Budget \$316,000): Expenditure to date of \$23,000 for minor reticulation renewals. Tenders are approved for three separate pipe renewal projects and work will commence soon.
- Te Kuiti Ingress and Infiltration investigation and rehabilitation (Budget \$133,000): Expenditure to date of \$47,000, manholes along Taupiri St have been installed. Piping connecting the manholes is still to be completed.
- Te Waitere unspecified renewals, pump station renewals and resource consent renewal (Budget \$32,000): Expenditure to date of \$1,100 has been for renewal of the discharge resource consent. Other works has been planned but not scheduled to proceed as yet.
- Benneydale treatment plant and reticulation renewals (Budget \$54,000): Expenditure to date has been for replacement of the Wetland liner and installation of floating rafts for a total cost of \$39,000.
- Piopio unspecified minor treatment plant, reticulation and separator tank renewals (Budget \$37,000): Expenditure to date of \$34,000 has been incurred for replacement of pump system and separator tanks for new property connections for waste water.

3.21 Water Supply

- Te Kuiti Water Treatment Plant Upgrade including UV treatment, filter upgrades, electrical and SCADA upgrades and repositioning the raw water intake structure (Budget \$1.83 million): Expenditure to date of \$1.29 million for design work, the filter replacement and new building for the intake structure.
- Te Kuiti reticulation and pump station renewals (Budget \$352,000): Expenditure to date is \$76,000. Work has commenced for three pipe renewal projects for Hetet St, Awakino Road (near Blackmans) and the Henderson and Earl Street loop. There is also a contingency amount within the pump station renewal budgets for unplanned issues which at this stage has not been spent.
- Mokau Water reticulation renewals including the installation of backflow preventers (Budget \$48,000): Expenditure to date of \$438,000 has been for installation of the of the main reticulation line down State Highway 3 in Mokau and dam upgrades for safety requirements. Amounts budgeted in future years in 2015-25 LTP have been brought forward for this work.
- Piopio Water reticulation renewals including the installation of backflow preventers (Budget \$76,000): Expenditure to date of \$38,000 has been for design work for the reservoir and replacement of 3 laterals on Kaka St. Work to install the Tui Street – State Highway 3 link and the water bridge at Kuritahi Street is planned but not scheduled as yet. The unseasonal rain during the summer construction period has delayed all earthworks related work.

3.22 Roads and Footpaths

Subsidised Roads

- Maraeroa Road seal extension (Budget \$505,000): Expenditure to date is \$811,000. Expected total expenditure will be \$870,000, as a result of the tendering process. Contract works started in February including consultants. The additional cost over budget will be funded by reduced expenditure in other work categories.
- Combined minor improvements and preventative maintenance (Budget \$675,000): Expenditure to date \$418,000. There are a number of projects completed under this work category including car parking at Te Kuiti Primary School (\$130,000) and remedial works along the Kawhia Harbour Road (\$208,000). This budget also partly funds Maraeroa Road seal extension and Mangatoa Rd underslip.
- Drainage renewals (Budget \$400,000): Expenditure to date \$157,000. Balance in this budget is intended to offset budget overrun on Maraeroa Road project.
- Pavement rehabilitation (Budget \$1,400,000): Expenditure to date \$477,000. Work to be completed during this financial year is expected to come to \$946,000 with balance carrying over to 2017/18 for completing this contract.
- Sealed road surfacing (Budget \$1,300,000): Expenditure to date is \$1,251,000. Contract was completed in March 2017.
- Structures component replacements and bridge maintenance (Budget \$300,000): Expenditure to date \$63,000. It is expected that about \$160,000

will be spent this financial year and the balance will need to be carried over to next financial year to complete this project.

- Traffic services renewals (Budget \$120,000): Expenditure to date \$109,000.
- Unsealed road metaling (Budget \$600,000): Expenditure to date \$218,000.
- Emergency reinstatement (Budget \$820,000): Expenditure to date \$311,000. Due to the recent storm weather damages to the network it is estimated that the available budget will be spent.
- Oparure Road structures reinstatement (Budget \$380,000): No expenditure to date, however Phase I of this project, which is for a retaining structure, has been designed.

Unsubsidised Roads

- Footpath renewals (Budget \$120,000): Expenditure to date \$64,000.
- Unspecified retaining wall renewals and road improvements not eligible for subsidy (Budget \$210,000): Job completed and expected final total cost is \$65,000. A retaining wall in Hetet Street was constructed.

Corporate Support

- Corporate Support (Budget \$521,000): Expenditure to date of \$409,000 has been for replacement motor vehicles (including one mower), office furniture, the electronic document management system, aerial photography and computer hardware renewals.

4.1 TREASURY REPORT

4.2 Set out in the following sections is the Treasury Report which provides details on Council's public debt position and debt financing costs.

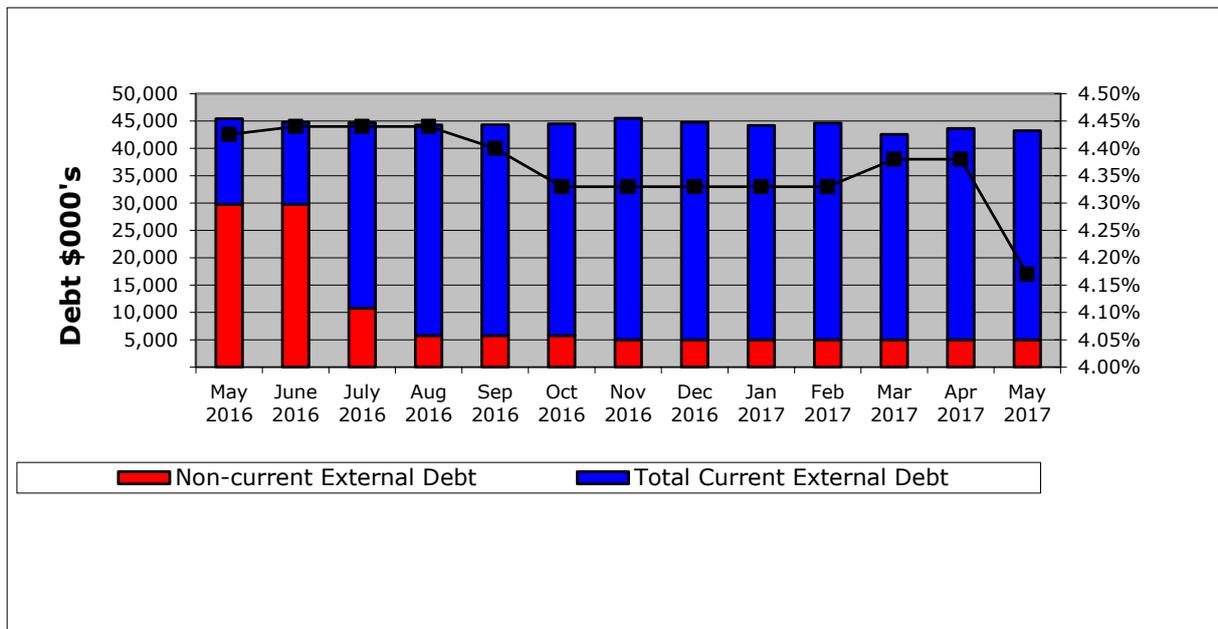
4.3 CASH POSITION

4.4 Council's cash position at 31 May 2017 was \$2,218,000 in funds, at 30 June 2016 it was \$174,000.

4.5 Included in the cash balance is \$10,000 which is held on trust to contractors for retention obligations for new contracts started on or after the 31 March 2017.

4.6 SUMMARY OF PUBLIC DEBT POSITION

4.7 Set out below is a graph recording trends in Council's current and non-current debt for the period ended May 2017. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



4.8 At 31 May 2017 the effective weighted average interest rate for all loans excluding finance leases, accrued interest and advance facility cost was 4.17%. At 30 June 2016 it was 4.44%. The decrease in weighted average effective interest rate is due to a combination of - refinancing a \$5 million FRN with a margin of 1.50% with a CP with a margin of 0.20%. Secondly an interest rate swap with a fixed interest rate of 4.315% expired and was replaced with a new swap with fixed interest rate of 3.95%. Thirdly floating interest rates which apply to non-hedged debt decreased slightly since 31 March.

4.9 PUBLIC DEBT POSITION COMPARISON TO BUDGETS

4.10 Forecasted public debt at 30 June 2017 as per the Exceptions Annual Plan 2016/17 is expected to be \$51,971,000. Actual public debt at 31 May 2017 was \$43,241,000 however the capital programme is still to be completed for the year and direct comparison can only be made at 30 June 2017.

4.11 WHOLESALE ADVANCE FACILITIES (Term Advance and Call Advance Facilities)

4.12 The Term Advance and Call Advance Facilities are credit facilities held with Westpac (to the value of \$36,000,000) which forms part of Council's debt funding mix and providing working capital requirements over the year. A total of \$27,325,000 was drawn against this facility at 31 May 2017, leaving available a line of credit of \$8,675,000.

4.13 The facility limit was increased to \$36,000,000 on the 24 August 2016 to provide funding for the FRN that was maturing and required repayment on the 30 August 2016, whilst maintaining appropriate credit headroom.

4.14 A Line of Credit fee of 0.30% (\$108,000 p.a.) of the facility balance applies to this credit facility.

4.15 This facility is used to finance capital expenditure prior to a loan draw down, (such as a Floating Rate Note or Term Advance) or to meet Council's working capital requirements between each of the quarterly rates instalments.

4.16 DETAILS OF LOAN PORTFOLIO

4.17 The following table records the public debt position and the key terms and conditions for each loan as at 31 May 2017. The classification of current and non-current loans is based when repayment is due. Current loans being those that are due for refinancing or repayment within 12 months of the balance sheet date (of this report).

Schedule of Public Debt Details as at 31 May 2017	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Current Loans					
Finance Leases				7,010	0.00%
Accrued Interest				159,101	0.00%
Call Advance		1/07/2017		2,325,000	2.75%
Floating Rate Notes (Unhedged)	6/08/2014	6/08/2017	8/05/2017	5,000,000	2.48%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	20/04/2020	0	5.82%
LGFA Commercial Paper (Hedged)	18/04/2017	18/07/2017	20/04/2020	5,000,000	4.52%
Term Advance (Hedged)		1/07/2017	17/05/2021	6,000,000	5.70%
Term Advance (Hedged)		1/07/2017	20/04/2020	3,000,000	4.75%
Term Advance (Hedged)		1/07/2017	11/09/2017	5,000,000	4.68%
Term Advance (Hedged)		1/07/2017	24/04/2017	5,000,000	4.75%
Term Advance (Hedged-ICL)		1/07/2017	24/01/2024	6,000,000	4.39%
Westpac Term Loan (ICL)	24/11/2011	24/11/2017	15/05/2017	750,000	5.10%
Total Current Loans				38,241,111	
Non-current Loans					
Finance Leases				0	0.00%
Floating Rate Notes (Unhedged)	24/08/2015	24/08/2018	24/05/2017	5,000,000	2.49%
Total Non-current Loans				5,000,000	
Total Public Debt				43,241,111	4.17%
Cash & Liquid Investments					
Cash Held on Trust for Retention Obligations				10,000	
Cash				2,208,367	
Total Cash & Liquid Investments				2,218,367	
Public Debt Net of Investments				41,022,744	

4.18 Total public debt was \$43,241,111 and cash assets were \$2,218,367 at 31 May 2017 giving a net debt position of **\$41,022,744**.

4.19 TREASURY EVENTS SINCE 31 May 2017

4.20 This treasury report portrays the debt position of Council at 31 May 2017.

4.21 Since that date to the date of this report Council participated in the LGFA tender process conducted on the 14 June, with the issuance of \$25 million of debt. The issuance was to refinance the Westpac Term advances debt, shown the table above.

4.22 The results of that process is presented in the table below and includes the comparison of cost saving in interest and line credit fees.

Debt Type	Tranche	Effective Interest Rate & Credit Facility Fee	Annualised Interest Cost	Debt Type	Maturity Date	Effective Interest Rate	Annualised Interest Cost
Term Advance	3,000,000	5.05%	151,500	LGFA: FRN	18/04/2024	4.605%	138,150
Term Advance	6,000,000	6.00%	360,000	LGFA: FRN	15/11/2021	5.455%	327,300
Term Advance	5,000,000	4.98%	249,000	LGFA: FRN	10/09/2020	4.36%	218,000
Term Advance	5,000,000	5.05%	252,500	LGFA: FRN	24/04/2023	4.59%	229,500
Term Advance	6,000,000	4.686%	281,150	LGFA: FRN	30/06/2019	4.33%	216,500
				LGFA: Fixed Rate Bond	19/04/2025	3.68%	36,800
	25,000,000		1,294,150				1,166,250
Annualised Savings in Interest and Credit Fees							127,900

4.23 The savings in cost is \$127,900 of which \$75,000 saving is due to the reduction in credit facility fee that applied to the Term Advances (and will not apply to the LGFA debt). Further to that the bank credit margin was 0.80%, whereas the margin applying to the LGFA Debt is in the 0.43% to 0.66% range.

4.24 A range of maturity dates for the debt was selected to avoid a concentration of debt maturities around the same time, to reduce future funding or refinancing risk. Further to that maturities were matched as near as possible to termination dates of the associated interest rate swap.

4.25 One of the requirements of borrowing from the LGFA is that the Council as the borrower must subscribe to "Borrower Notes", which is a loan receivable to Council and a debt to the LGFA, at a rate of 1.6% of the amount Council has borrowed. For \$25 million borrowed, \$400,000 has been subscribed to in Borrower Notes. Interest is receivable when the related loan matures, at the same rate as the underlying loan less a margin of between 0.295% and 0.31%.

4.26 The credit facility with Westpac is due to be renewed on the 1 July 2017. This facility will be reduced from \$36 million to \$10 million and the renewal date extended one year to 1 July 2018.

4.27 Interest rate swaps that convert floating interest rates to fixed interest rates and are used to manage interest rate risk was applicable to all except \$1 million of the Term Advances. These swaps will continue to apply to the LGFA debt.

4.28 INTEREST COSTS

4.29 The total actual interest paid for the period was \$1,766,000 against the year to date budget of \$2,448,000; \$682,000 (or 28%) less. **Interest paid as a portion of total revenue is 6%**; Council's Treasury Policy requires that this amount not exceed 15%.

4.30 FINANCIAL DERIVATIVES AND HEDGE ACCOUNTING

4.31 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into current and non-current liabilities held at balance date. At 30 June 2016 the value of the swaps was a total net liability of \$2,716,000. At 31 May 2017 their net value was a liability of \$1,812,000. The improvement in value is mainly due to medium and longer term floating interest rates increasing from 30 June 2016 values.

4.32 The change in valuation at 31 May 2017 is not included in the financial statements due to the requirement to componentise into current and non-current parts and the valuation provided here is for information purposes only. Due to Council's use of hedge accounting, this change in value of the swaps will be shown as "Other Comprehensive Revenue and Expense" at year end rather than being included in the Net Operating Cost/(Surplus) result and will be transferred directly to a reserve within equity.

5.0 DEBTORS AND OTHER RECEIVABLES

5.1 Set out below is summary of Debtors and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 31 May 2017 with comparatives from last year. Rates receivables exclude rates paid in advance (give a more accurate picture of the receivables owing).

Receivables (Amounts in \$000's)	As at 31.05.16	As at 31.05.17	(Inc)/Dec \$	(Inc)/Dec %
Rates Receivable	3,221	3,142	79	2%
Rates Penalties	1,486	1,544	(59)	-4%
Rates and Penalties Receivable	4,707	4,687	20	0%
Extraordinary Water Charges	57	95	(38)	-67%
Total Rates receivable	4,764	4,782	(18)	0%
NZ Transport Agency Subsidy	325	1,108	(783)	-241%
Ministry of Health Subsidy	0	898	(898)	0%
Other Receivables	861	679	182	21%
Other Receivables	1,186	2,685	(1,499)	-126%
Gross Receivables	5,950	7,467	(1,517)	-25%
Less Provision for Doubtful Debts	(1,608)	(1,764)	157	-10%
Total Receivables	4,342	5,702	(1,360)	-31%

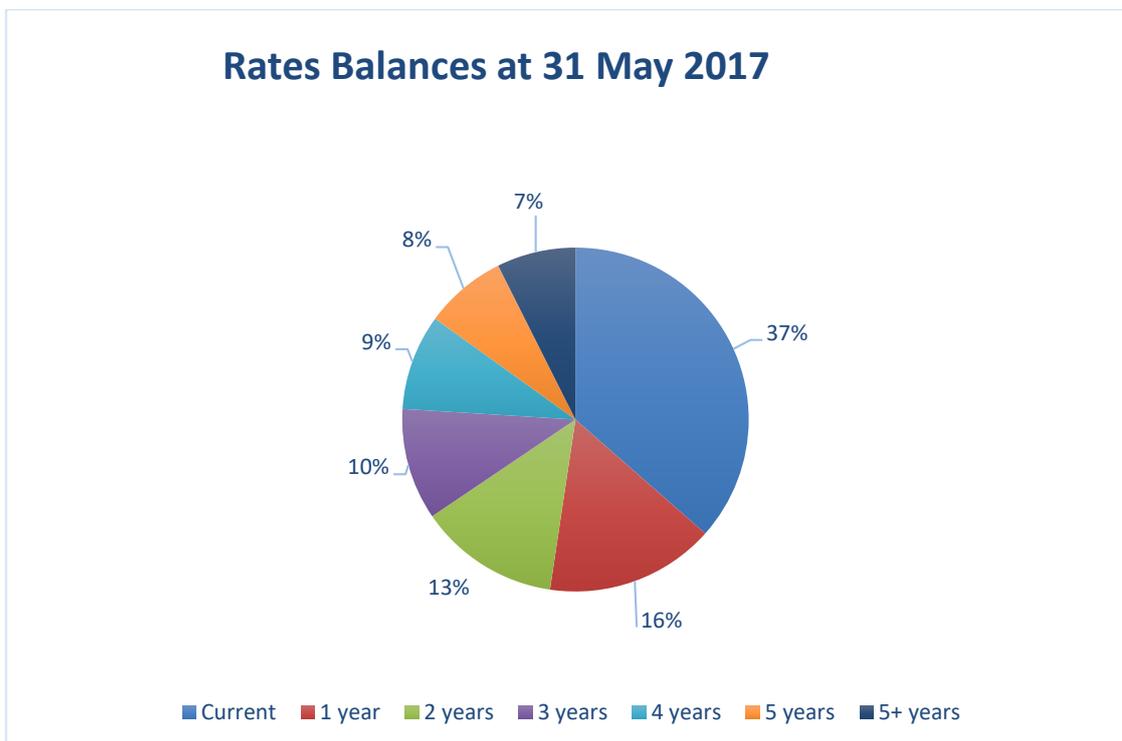
5.2 Rates and Penalties Receivable

5.3 Current year rates

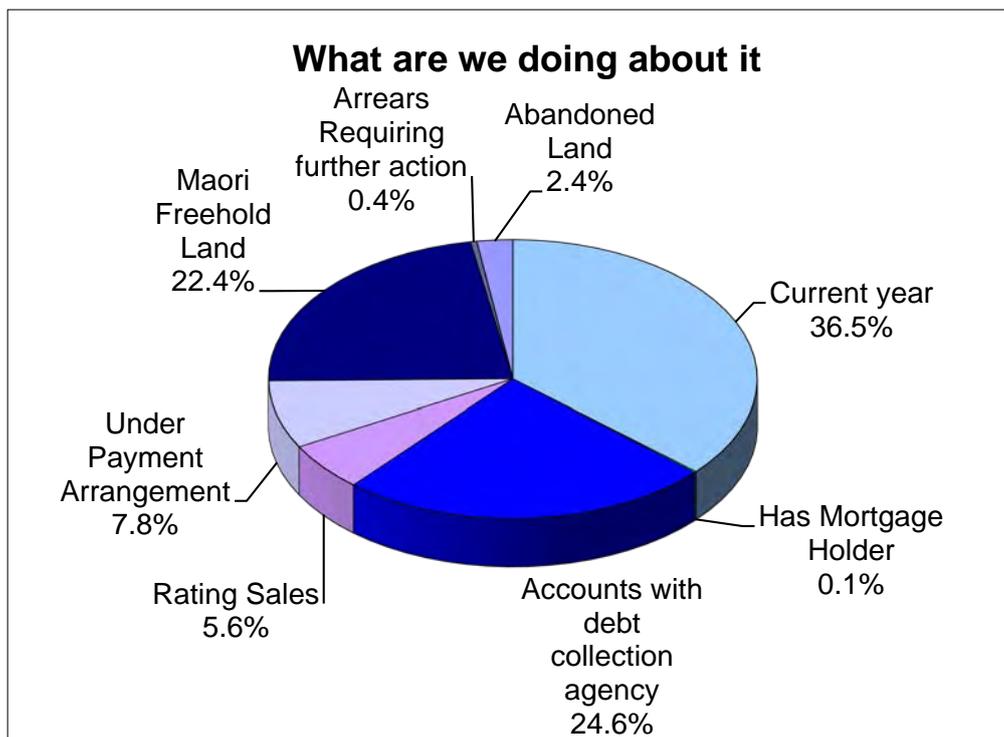
5.4 At 31 May 2017, all four rates instalments had been issued and were due and payable by August, November, February and May respectively. The collection percentage on the four instalments was 94% (2016: 94%).

5.5 Overall Rates Receivables (excluding metered water rates)

- 5.6 There was \$4,686,759 of rates and penalties outstanding at 31 May 2017 (2016: \$4,706,643). This amount excludes rates paid in advance on future instalments.
- 5.7 Rates and penalties receivable decreased by \$19,884 from 31 May 2016. Of this decrease, rates receivable decreased by \$78,455 and rates penalties increased by \$58,571.
- 5.8 The following graph illustrates the ageing of the rates receivable balance. Of the outstanding balance of \$4,686,759, \$1,712,074 (37%) relates to current year, \$741,499 (16%) for the 2015/16 year rates and the balance spread across the remaining years in a diminishing fashion.



- 5.9 The outstanding balance of rates is being actively managed through a variety of collection methods including lump sum payments, approved payment arrangements, demands on mortgage holders, placement of arrears with external debt collection agency and initiating properties for abandoned land and rating sale processes.
- 5.10 In the eleven months to 31 May 2017, Council has **reduced** its arrears by \$994,504 (25%) of the \$3,969,188 that was outstanding at 30 June 2016.
- 5.11 Recovery of arrears with the bank or financial institution that hold the mortgage over a property, is available for general land properties where there is a mortgage registered on the title. There are currently 1 property outstanding that were sent a Final Demand with payment due at end January 2017 with arrears totaling \$6,548. We are expecting payment on this demand within the next quarter.
- 5.12 The action being taken on outstanding balances is shown in the following graph:



5.13 Of the total arrears as at 31 May 2017 –

- \$2,974,684 of rates arrears are non-current of which \$1,213,130 relate to Maori freehold land
- \$1,154,221 have been placed with an external debt collection agency for collection
- \$367,520 are under some form of payment arrangement
- In addition to this, there are \$111,274 of arrears relating to 9 properties that meet the criteria for abandoned land and are being progressed through the District Court, with an application to the court for an order allowing WDC to sell or lease the properties.
- A further \$19,586 of arrears require further action. Some have been identified to be placed with an external debt collection in July. These are properties where there is no mortgage registered against the property and communications with the ratepayers have not resulted in payment arrangements being entered into or payments being received to clear the arrears.

5.14 Other Debtors Receivable

- 5.15** At 31 May 2017, 'Other Receivables' totaled \$2,685,000 of which \$43,254 was due and owing for more than three months. The three month and over receivables includes trade waste debtors, dog infringements and other sundry debtors.

Suggested Resolution

The business paper on Financial Report for the period ended 31 May 2017 be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

20 June 2017

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Operating Expenditure						
- Leadership	654	1,080	448	453	5	
- Community Service	1,899	2,176	1,733	1,772	39	
- Community Development	711	813	676	654	(22)	
- Regulation	128	136	100	132	32	
- Solid Waste Management	1,061	1,191	957	953	(4)	
- Stormwater Drainage	142	171	113	98	(15)	
- Resource Management	59	61	48	46	(2)	
- Sewerage	1,916	1,866	1,664	1,352	(312)	
- Water Supply	1,976	1,711	1,506	1,307	(199)	
- Roads and Footpaths	5,233	5,526	5,079	4,948	(131)	
Total Direct Operating Expenditure	13,778	14,731	12,324	11,715	(609)	-5%
Indirect Expenditure						
- Allocated Costs	4,128	4,386	3,859	3,443	(416)	
- Interest	2,174	2,695	2,448	1,766	(682)	
- Depreciation	5,639	5,780	5,299	5,146	(153)	
Total Indirect Expenditure	11,941	12,861	11,606	10,355	(1,251)	-11%
TOTAL EXPENDITURE	25,719	27,592	23,930	22,070	(1,860)	-8%
Operating Revenue						
- Leadership	(147)	(231)	(122)	(234)	(112)	
- Community Service	(529)	(449)	(416)	(492)	(76)	
- Community Development	(113)	(60)	(54)	(82)	(28)	
- Regulation	(424)	(420)	(400)	(423)	(23)	
- Stormwater Drainage	0	0	0	(7)	(7)	
- Resource Management	(74)	(76)	(70)	(80)	(10)	
- Solid Waste Management	(1,029)	(944)	(865)	(976)	(111)	
- Sewerage	(1,291)	(1,166)	(1,070)	(882)	188	
- Water Supply	(982)	0	0	(5)	(5)	
- Roads and Footpaths	(6,024)	(7,615)	(6,488)	(5,655)	833	
Total Operating Revenue	(10,613)	(10,961)	(9,485)	(8,836)	649	-7%
Rates Revenue						
- General Rate	(3,327)	(3,597)	(3,596)	(3,617)	(21)	
- UAGC	(3,033)	(3,213)	(3,213)	(3,224)	(11)	
- Targeted Rate	(11,148)	(11,571)	(11,571)	(11,633)	(62)	
- Rates Penalties	(480)	(490)	(490)	(400)	90	
- Metered Water Rates	(712)	(675)	(592)	(524)	68	
Total Rates Revenue	(18,700)	(19,546)	(19,462)	(19,398)	64	0%
TOTAL REVENUE	(29,313)	(30,507)	(28,947)	(28,234)	713	-2%
Net Operating Cost/(Surplus)	(3,594)	(2,915)	(5,017)	(6,164)	(1,147)	23%

The reasons for variance have been set out in sections 3.4 and 3.5 in the main body of the report and further details are also contained in the COSS for each activity that follows.

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Representation	305	300	263	263	0	
- Planning & Policy & Monitoring	183	287	62	67	5	
- District and Urban Development	12	135	10	8	(2)	
- Investments	143	348	113	115	2	
- Treasury Management and Overhead Accounts	11	10	0	0	0	
Total Direct Expenditure	654	1,080	448	453	5	1%
- Allocated Costs	1,102	1,125	867	971	104	
- Interest	309	364	334	221	(113)	
- Depreciation	423	436	400	442	42	
Total Operating Expenditure	2,488	3,005	2,049	2,087	38	2%
Operating Revenue						
- Representation	(19)	(20)	(19)	(18)	1	
- Investments	(92)	(201)	(94)	(143)	(49)	
- Treasury Management and Overhead Accounts	(36)	(10)	(9)	(73)	(64)	
Total Operating Revenue	(147)	(231)	(122)	(234)	(112)	92%
Net Operating Cost/(Surplus)	2,341	2,774	1,927	1,853	(74)	-4%

The budget for Representation operating revenue excludes rates penalties revenue which is disclosed as part of rates revenue in the Combined Cost of Service Statement on the previous page.

Net Operating Cost for the Governance Activity was 4% (\$74,000) less than budget for the period ended 31 May 2017.

Total Direct Expenditure was 1% (\$5,000) more than budget for the period.

- Unplanned expenditure on the submission for Healthy Rivers Plan Change was incurred in this activity.
- The full year budget for the District Plan Review is \$130,000. This project is underway with \$8,000 spent to date, however the delivery method of this project has changed to substantially being delivered in-house in the current year and therefore it not expected that all of the direct expenditure budget allocation will be used.

Operating Revenue was 92% (\$112,000) more than budget for the period.

- Investment revenue is more than budget due to increased Quarry Royalties being received and gains on sale of Parkside sections. This is partly offset by reduced interest revenue from Inframax Construction Limited on their \$750,000 Advance, due to reduced interest rates being passed through to ICL.
- The Investments budget forecast contribution revenue from ICL, the main user and occupier of Council's quarries, to part fund safety improvements at each quarry site. This initiative will be carried out over the next financial year.
- Treasury management and Overhead accounts revenue is more than budget due to depreciation being recovered from the disposal of motor vehicles.

Community Service

COMMUNITY SERVICE (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Parks and Reserves	392	453	364	369	5	
- Housing and Other Property	376	469	341	344	3	
- Recreation and Culture	467	500	440	413	(27)	
- Public Amenities	595	581	462	568	106	
- Safety	69	173	126	78	(48)	
Total Direct Expenditure	1,899	2,176	1,733	1,772	39	2%
- Allocated Costs	727	854	783	509	(274)	
- Interest	99	210	193	117	(76)	
- Depreciation	819	881	808	745	(63)	
Total Operating Expenditure	3,544	4,121	3,517	3,143	(374)	-11%
Operating Revenue						
- Parks and Reserves	(12)	(2)	(1)	(8)	(7)	
- Housing and Other Property	(312)	(266)	(244)	(278)	(34)	
- Recreation and Culture	(138)	(126)	(120)	(126)	(6)	
- Public Amenities	(67)	(55)	(51)	(80)	(29)	
- Safety	0	0	0	0	0	
Total Operating Revenue	(529)	(449)	(416)	(492)	(76)	18%
Net Operating Cost/(Surplus)	3,015	3,672	3,101	2,651	(450)	-15%

Net Operating Cost was 15% (\$450,000) below budget for the period.

Direct Expenditure was 2% (\$39,000) more than budget for the period.

- Recreation and Culture: Repairs and maintenance are only undertaken when required resulting in less than budgeted expenditure. Electricity and annual subscription for library software was also less than budget.
- Public Amenities: Additional expenditure on ISU costs for mowing and gardening partly offset by repair and maintenance costs being less than budget.
- Safety: No costs have been incurred for rural fire fighting. Costs for Emergency Management preparedness and training is tracking under budget.

Operating Revenue was 18% (\$76,000) more than budget for the period.

- Rental revenue from commercial operators and residential properties which is included in Housing and Other Property is currently tracking more than budget.
- Revenue from the Les Munro Centre which is included in Recreation and Culture, is currently tracking more than budget.
- Revenue for cemeteries, which is included in Public Amenities, is tracking more than full year budget.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Community Support	525	510	430	464	34	
- District Development	186	303	246	190	(56)	
- Agencies	0	1	1	0	(1)	
Total Direct Expenditure	711	813	676	654	(22)	-3%
- Allocated Costs	556	631	577	383	(194)	
- Interest	1	2	2	1	(1)	
- Depreciation	5	6	6	8	2	
Total Expenditure	1,273	1,452	1,261	1,046	(215)	-17%
Operating Revenue						
- Community Support	(53)	(4)	(2)	(17)	(15)	
- District Development	(38)	(34)	(32)	(52)	(20)	
- Agencies	(22)	(22)	(20)	(13)	7	
Total Operating Revenue	(113)	(60)	(54)	(82)	(28)	52%
Net Operating Cost/(Surplus)	1,160	1,392	1,207	964	(243)	-20%

Net Operating Cost for the Community Development Activity was 20% (\$243,000) less than budget for the period ended 31 May 2017.

Direct Expenditure was 3% (\$22,000) less than budget for the period.

- The expenditure for Youth Achievement Awards was unbudgeted, however this was by a grant from the Ministry of Social Development and other budgets.
- The funding contribution of \$15,000 to the ODDB for the youth programme has concluded and this budget has been reallocated to other youth initiatives.
- Remissions of rates and rates penalties is \$16,000 more than year to date budget.
- Telecommunications initiatives are currently tracking less than budget due to on-going timeline extensions from Central Government.
- District promotions costs were less than forecast for the period.

Operating Revenue was 52% (\$28,000) more than budget for the period.

- The grant funding received last financial year from the Ministry of Social Development specifically for the Youth Achievement Awards has been carried forward to this financial year. The Awards were held in December 2016.
- Funding contribution has been received from Ruapehu District Council for the Timber Trail Marketing initiative.
- NZ Lottery Grant Board funding of \$6,800 received for World War 1 commemorations has been carried over to 16/17 year for the Piopio Cenotaph. The restoration work funded by this grant has been completed.
- Agency services for the Automobile Association is no longer undertaken by WDC and therefore no further revenue or direct expenditure is expected from this activity.

Regulation

REGULATION (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Regulation	128	136	100	132	32	
Total Direct Expenditure	128	136	100	132	32	32%
- Allocated Costs	679	700	641	673	32	
- Interest	1	1	1	1	0	
- Depreciation	4	4	4	4	0	
Total Expenditure	812	841	746	810	64	9%
Operating Revenue						
- Regulation	(424)	(420)	(400)	(423)	(23)	
Total Operating Revenue	(424)	(420)	(400)	(423)	(23)	6%
Net Operating Cost/(Surplus)	388	421	346	387	41	12%

Net Operating Cost for the Regulation Activity was 12% (\$41,000) more than budget for the period ended 31 May 2017.

Direct Expenditure was 32% (\$32,000) more than budget for the period.

- Expenditure for inspection costs for Environmental Health and Alcohol Licencing is currently tracking more than budget due to contractor cost increases.
- Some costs have been incurred in relation to a joint matter that 50 other Councils are party to.

Operating Revenue was 6% (\$23,000) more than budget for the period.

- Animal and Dog Control, and Alcohol Licencing revenue are tracking more than budget, however this is offset by reduced Building Control revenue. Building consent revenue received for the eleven months to May was \$141,000 from 119 processed consents, slightly lower than that received from 144 processed consents for the same period last year.
- Grant revenue has been received from Central Government for the neutering of dangerous dogs. These funds are specific for that purpose and any unspent funds will be transferred to the following year.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- District Plan Administration	59	61	48	46	(2)	
Total Direct Expenditure	59	61	48	46	(2)	-4%
- Allocated Costs	128	129	117	136	19	
Total Expenditure	187	190	165	182	17	10%
Operating Revenue						
- District Plan Administration	(74)	(76)	(70)	(80)	(10)	
Total Operating Revenue	(74)	(76)	(70)	(80)	(10)	14%
Net Operating Cost/(Surplus)	113	114	95	102	7	7%

Net Operating Cost for the Resource Management Activity was 7% (\$7,000) more than budget for the period ended 31 May 2017.

Direct Expenditure was 4% (\$2,000) less than budget for the period.

- Consultant fees are tracking less than budgeted.

Operating Revenue was 14% (\$10,000) more than budget for the period.

- Resource consent application revenue is more than forecast due to an increase in LIM revenue. There have been 172 LIM's processed for the eleven months of this, 15 more than the same period last year.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Collection	279	296	266	260	(6)	
- Landfill Management	782	895	691	693	2	
Total Direct Expenditure	1,061	1,191	957	953	(4)	0%
- Allocated Costs	390	346	317	292	(25)	
- Interest	248	283	237	179	(58)	
- Depreciation	91	73	67	64	(3)	
Total Expenditure	1,790	1,893	1,578	1,488	(90)	-6%
Operating Revenue						
- Collection	(144)	(134)	(123)	(117)	6	
- Landfill Management	(885)	(810)	(742)	(859)	(117)	
Total Operating Revenue	(1,029)	(944)	(865)	(976)	(111)	13%
Net Operating Cost/(Surplus)	761	949	713	512	(201)	-28%

Net Operating Cost for the Solid Waste Management Activity was 28% (\$201,000) less than budget for the period ended 31 May 2017.

Direct Expenditure was \$4,000 less than budget for the period.

Operating Revenue was 13% (\$111,000) more than budget for the period.

- Revenue received at the landfill is tracking more than budget. There has been an increase in the sale of landscape products and also increases in dumped concrete, green waste and other material volumes brought to the landfill.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	124	145	89	83	(6)	
- Rural Stormwater	18	26	24	15	(9)	
Total Direct Expenditure	142	171	113	98	(15)	-13%
- Allocated Costs	94	86	79	72	(7)	
- Interest	4	6	6	3	(3)	
- Depreciation	169	183	168	166	(2)	
Total Expenditure	409	446	366	339	(27)	-7%
Operating Revenue						
- Te Kuiti Stormwater	0	0	0	(7)	(7)	
Total Operating Revenue	0	0	0	(7)	(7)	0%
Net Operating Cost/(Surplus)	409	446	366	332	(34)	-9%

Net Operating Cost for the Stormwater Drainage Activity was 9% (\$34,000) less than budget for the period ended 31 May 2017.

Direct Expenditure was 13% (\$15,000) less than budget for the period.

- Drainage maintenance and internal water services business units costs are tracking less than budget.

Operating Revenue was \$7,000 more than budget for the period.

- Revenue was received for connection fees during the period.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Te Kuiti	1,652	1,555	1,385	1,178	(207)	
- Te Waitere	29	32	28	26	(2)	
- Benneydale	120	138	124	67	(57)	
- Piopio	115	141	127	81	(46)	
Total Direct Expenditure	1,916	1,866	1,664	1,352	(312)	-19%
- Allocated Costs	206	242	223	183	(40)	
- Interest	468	556	510	376	(134)	
- Depreciation	750	781	716	685	(31)	
Total Expenditure	3,340	3,445	3,113	2,596	(517)	-17%
Operating Revenue						
- Te Kuiti	(1,285)	(1,160)	(1,064)	(836)	228	
- Benneydale	(1)	(1)	(1)	(2)	(1)	
- Piopio	(5)	(5)	(5)	(44)	(39)	
Total Operating Revenue	(1,291)	(1,166)	(1,070)	(882)	188	-18%
Net Operating Cost/(Surplus)	2,049	2,279	2,043	1,714	(329)	-16%

Net Operating Cost for the Sewerage Activity was 16% (\$329,000) below budget for the period ended 31 May 2017.

Direct Expenditure was 19% (\$312,000) less than budget for the period.

- Expenditure for internal Water Services Business Unit (WSBU), power, consent compliance costs, sampling, pump station maintenance and sludge removal costs for Te Kuiti are currently tracking less than budget. This is partly offset by increased chemicals, reticulation maintenance and electrical and mechanical maintenance costs.
- Operations and maintenance costs are also tracking less than budget for Benneydale and Piopio schemes.
- Part of the reduced operational costs for Piopio are offset by expenditure on land easement expenditure. Further work will be undertaken to determine whether this expenditure is capital in nature and should be transferred to capital expenditure.

Operating Revenue was 18% (\$188,000) less than budget for the period.

- Trade waste revenue from the major commercial users in Te Kuiti is less than forecast due to better pre-treatment and therefore reduced nutrient loads in their discharge. In addition to that volume of discharge is less for the eleven months of the year compared with last year.
- Revenue in Piopio was well ahead of full year budget due to two significant property connections.

Water Supply

WATER SUPPLY (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Te Kuiti	1,347	1,146	1,017	778	(239)	
- Mokau	263	198	166	250	84	
- Piopio	271	257	222	200	(22)	
- Benneydale	95	110	101	79	(22)	
Total Direct Expenditure	1,976	1,711	1,506	1,307	(199)	-13%
- Allocated Costs	234	262	242	215	(27)	
- Interest	257	362	331	238	(93)	
- Depreciation	407	572	524	372	(152)	
Total Expenditure	2,874	2,907	2,603	2,132	(471)	-18%
Operating Revenue						
- Te Kuiti	(30)	0	0	(3)	(3)	
- Mokau	(7)	0	0	0	0	
- Piopio	0	0	0	(2)	(2)	
- Benneydale	0	0	0	0	0	
Total Operating Revenue	(37)	0	0	(5)	(5)	
Subsidy Revenue						
- Te Kuiti	(780)	0	0	0	0	
- Mokau	(165)	0	0	0	0	
Total Subsidy Revenue	(945)	0	0	0	0	
Total Revenue	(982)	0	0	(5)	(5)	
Net Operating Cost/(Surplus)	1,892	2,907	2,603	2,127	(476)	-18%

Net Operating Cost for the Water Supply Activity was 18% (\$476,000) less than budget for the period ended 31 May 2017.

Direct Expenditure was 13% (\$199,000) less than budget for the period.

- Expenditure for electricity, chemicals, internal WSBU expenditure and compliance costs are currently tracking less than budget for Te Kuiti, Piopio and Benneydale.
- Mokau direct expenditure was more than expected due to several bursts along the SH3 (North Street) main. These bursts gave rise to the replacement of this section of reticulation. In addition to that there has been increase water treatment plant maintenance expenditure.

Total Revenue was \$5,000 more than forecast for the period

- For water connections and toby locations.
- Metered water revenue is now included in the Summary Cost of Service Statement as Rates Revenue.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$000's)	Actual 2015/16	EAP Budget 2016/17	YTD Budget May 2017	YTD Actual May 2017	Variance May 2017	% Variance
Direct Expenditure						
- Subsidised Roads	5,020	5,326	4,915	4,794	(121)	
- Unsubsidised Roads	213	200	164	154	(10)	
Total Direct Expenditure	5,233	5,526	5,079	4,948	(131)	-3%
- Allocated Costs	13	14	13	9	(4)	
- Interest	787	910	834	630	(204)	
- Depreciation	2,969	2,842	2,606	2,660	54	
Total Expenditure	9,002	9,292	8,532	8,247	(285)	-3%
Operating Revenue						
- Subsidised Roads	(5,898)	(7,537)	(6,441)	(5,569)	872	
- Unsubsidised Roads	(127)	(78)	(47)	(86)	(39)	
Total Operating Revenue	(6,025)	(7,615)	(6,488)	(5,655)	833	-13%
Net Operating Cost/(Surplus)	2,977	1,677	2,044	2,592	548	27%
Subsidised Roads Maintenance (Excluding losses on asset disposals)	5,032	5,226	4,915	4,794	(121)	
Subsidised Roads Capital	4,247	6,500	5,110	3,839	(1,271)	
Combined Maintenance and Capital	9,279	11,726	10,025	8,633	(1,392)	-14%
Subsidy Revenue for Subsidised Roads	(5,745)	(7,387)	(6,316)	(5,447)	869	-14%

Net Operating Cost for the Roads and Footpaths Activity was 27% (\$548,000) more than budget for the period ended 31 May 2017.

Direct Expenditure was 3% (\$131,000) less than budget for the period.

- The Emergency Re-instatement (first response) budget is overspent for the year. This work is dependent on unpredictable weather events and resulting damage.
- The Environmental maintenance budget is more than full year budget. This budget has historically been low and has been increased to provide a 'closer to actuals' budget from 2017/18 onwards.
- Sealed pavement maintenance is currently tracking more than year to date forecast.
- The Network and Asset Management budget is overspent by \$103,000 due to the re-allocation of RAMM costs and increased RATA fees.
- There is an overspend of \$47,000 in the Professional Services budget. This work category is under pressure due to work required for various projects and work streams.
- The overspends detailed above are currently offset by reduced expenditure in routine drainage maintenance and unsealed pavement maintenance.
- Unsubsidised roads expenditure is less than budget for street cleaning, however footpath maintenance is more than budget.

Operating Revenue was 13% (\$833, 000) less than budget for the period.

- Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 63%. As the capital expenditure programme has been delayed the subsidy associated with this work is less than budget.
- Revenue for unsubsidised roads is more than full year budget for overweight permit applications.

Appendix 2: Balance Sheet as at 31 May 2017

STATEMENT OF FINANCIAL POSITION (Amounts in \$000's)	Actual Position 30 Jun 2016	Actual Position 31 May 2017	Movement from 30 Jun 2016	Exceptions Annual Plan 30 Jun 2017	Variance from EAP
Equity					
- Accumulated Funds	207,602	213,766	6,164	213,356	(410)
- Other Reserves	10,352	10,352	0	6,451	(3,901)
- Revaluation Reserve	72,793	72,793	0	78,787	5,994
TOTAL EQUITY	290,747	296,911	6,164	298,594	1,683
Current Assets					
- Cash and Cash Equivalents	174	2,218	2,044	100	(2,118)
- Inventory	38	38	0	71	33
- Other Financial Assets	3	2	(1)	2	0
- Receivables (Non-exchange)	5,688	5,345	(343)	4,815	(530)
- Receivables (Exchange)	357	357	0	372	15
- Assets Held for Sale	78	985	907	67	(918)
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	6,338	8,945	2,607	5,427	(3,518)
Current Liabilities					
- Payables and Deferred Revenue (Exchange)	2,811	2,181	(630)	3,338	1,157
- Payables and Deferred Revenue (Non-exchange)	719	719	0	702	(17)
- Current Portion of Borrowings	15,032	38,241	23,209	5,200	(33,041)
- Provisions	20	20	0	17	(3)
- Employee Entitlements	514	432	(82)	422	(10)
- Derivative Financial Instruments	561	561	0	317	(244)
Total Current Liabilities	19,657	42,154	22,497	9,996	(32,158)
NET WORKING CAPITAL	(13,319)	(33,209)	(19,890)	(4,569)	28,640
Non Current Assets					
- Property Plant and Equipment	329,837	332,033	2,196	346,130	14,097
- Intangible Assets	303	303	0	416	113
- Forestry Assets	0	0	0	0	0
- Investment Property	1,346	742	(604)	1,295	553
- Assets Held for Sale	439	0	(439)	278	278
- Other Financial Assets	783	784	1	758	(26)
- Investment in CCO	4,500	4,500	0	2,620	(1,880)
- Derivative Financial Instruments	0	0	0	153	153
Total Non Current Assets	337,208	338,362	1,154	351,650	13,288
Non Current Liabilities					
- Payables and Deferred Revenue (Non-exchange)	300	154	(146)	141	(13)
- Borrowings	29,754	5,000	(24,754)	46,771	41,771
- Employee Entitlements	0	0	0	0	0
- Provisions	933	933	0	879	(54)
- Derivative Financial Instruments	2,155	2,155	0	696	(1,459)
Total Non Current Liabilities	33,142	8,242	(24,900)	48,487	40,245
NET ASSETS	290,747	296,911	6,164	298,594	1,683

Document No: A351859

Report To: Council



Meeting Date: 27 June 2017

Subject: Food Act and Resource Management Act Fees and Charges

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the proposed changes to fees and charges (FCs) set under the Food Act 2014 (FA 2014) and the Resource Management Act 1991 (RMA) for deliberation and adoption.

Background

- 2.1 In setting FCs Council must do so in a manner set by section 150 of the Local Government Act 2002, namely that the fees and charges must represent the recovery of fair and reasonable costs incurred by Council in the matter for which the fee is charged.
- 2.2 Council is guided by its Revenue and Financing Policy (RFP) which provides information on funding sources that are available to Waitomo District Council (WDC) and provides the rationale for the use of each funding source. Fees and charges (FCs) are a legitimate source for funding activities (or parts of activities) and the rationale for their use in funding certain activities are set out in detail in the RFP.
- 2.3 Council was required to undertake a special consultative procedure when amending FCs set under the FA 2014 and the RMA. Council adopted a statement of proposal at its meeting on 2 May 2017 and the proposed FCs were open for public feedback from 4 May 2017 – 2 June 2017.
- 2.4 During the consultation period the opportunity to make a submission was advertised on Council's website and through other media, including on Council's Facebook page and in the Waitomo News. Consultation material was made available at the i-site, the Library and at Council's main reception.
- 2.5 No submissions were received to the proposed FCs.

Commentary

Food Act Licence Fees

- 3.1 The FA 2014 established a new regime for licensed food premises to comply with, and Council was required to implement this within its fees and charges. Council undertook a consultation in 2015 on the proposed regime and the new fees and received community feedback. Changes were made to the 2015 proposal as a result of the feedback, and the new licence regime was implemented in the 2016/17 year.

- 3.2 Now that the new licensing regime has been in place for a year, it was proposed that Council refine the fees and charges to better reflect the actual costs of the new regime. The introduction of an hourly rate is intended to provide transparency in charges made.
- 3.3 The key changes between the 2016/17 and the 2017/18 years as proposed are:
- an increase in the hourly rate from \$130 to \$160;
 - the addition of an hourly rate after the first hour for all functions to be performed under the FA 2014;
 - the addition of a charge for providing copies of documentation; and
 - the addition of a cancellation fee.

Resource Management

- 3.4 Significant changes were proposed to the resource management fees and charges to reflect the actual costs of processing consents and documents pursuant to the RMA and to ensure that cost recovery is possible for a range of processes under the Act, should they be required to be undertaken.
- 3.5 The proposed structure outlines deposits, fixed fees and other recoverable expenses to make it clear from the outset the types of costs an applicant can expect for each type of application or service. It makes the true costs of services clearer for applicants, and provides Council the ability to recover fair costs for the services and to ensure the ratepayer does not unfairly subsidise a service from which a specific user benefits.
- 3.6 The key changes in the 2017/18 years as proposed are:
- Inclusion of explanatory notes which provide additional guidance for applicants
 - Significant increase proposed in deposits required for resource consents. These changes reflect the actual costs based on the average time spent processing consents for each officer; with a (generally) 50% reduction in deposit to ensure the increase is not too significant for the 2017/18 year.
 - Several new categories have been added into the schedule to ensure transparency of the costs charged. This includes matters such as:
 - Affixing Council's seal/authorising documents
 - Variations to legal documents
 - Costs associated with public notices
 - Bonds
 - Hearing venues and attendance
 - Different designation matters (alterations/removals etc).

4 Suggested additional changes to proposed RMA fees

- 4.1 On 18 April 2017, the Resource Legislation Amendment Bill was given Royal Assent. The Bill amended section 36 (administrative charges) of the RMA, and added additional sections 36AAA (criteria for fixing charges) and s36AAB (other matters).
- 4.2 WDC staff have considered these amendments in relation to the proposed RMA fees and charges and present the following suggested changes to what was proposed on 2 May 2017:
- A. Amendment of the fees and charges to include a more detailed officer hourly rate schedule;
 - B. Additional fees to further clarify situations where an independent hearing commissioner is required;
 - C. Additional fees to recover the actual and reasonable cost of processing a 'boundary activity' exemption.
- 4.3 It is considered that these changes will more accurately reflect the actual and reasonable costs associated with processing consents and other RMA documents; and therefore more appropriately address the requirements of s36 and s36AAA.

A. Amendment of the fees and charges to include a more detailed officer hourly rate schedule

- 4.4 The recommended changes to the officers hourly rates are as follows:

Officer's hourly charge out rates	
Description	2017/18 fee or charge (\$)
Waitomo District Council staff member	180.00 per hour
Group Manager Compliance	<u>190.00 per hour</u>
Managers – any other	<u>175.00 per hour</u>
Principal / Senior Planner	<u>175.00 per hour</u>
Planner	<u>165.00 per hour</u>
Engineer	<u>160.00 per hour</u>
Technical staff – any other	<u>160.00 per hour</u>
Team Leader Monitoring and Compliance	<u>150.00 per hour</u>
Administrator (any) and any other staff member not listed	<u>95.00 per hour</u>
Consultant	Actual cost

B. Additional fees to further clarify situations where an independent hearing commissioner is required

- 4.5 Amended section 36 sets out new criteria for settings charges where a submitter or applicant requests a hearing by an independent hearings commissioner
- 4.6 It is therefore recommended that the following amendments are made to the 'hearings' section of the RMA fees and charges for clarification purposes:

Hearings		
Description		2017/18 fee or charge (\$)
Attendance	A charge will be made for the costs of all staff and/or consultants required to attend a hearing.	Actual staff/consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
<u>Hearings by commissioner(s) where requested pursuant to s100A of the RMA</u>	<u>1. Where applicant requests (whether or not also requested by a submitter(s))</u>	<u>Actual costs to be paid by applicant</u>
<u>Note: applies to applicants and Requiring Authorities</u>	<u>2. Where requested by a submitter(s):</u> <u>(a) The applicant shall pay the amount WDC estimates it would cost for the application to be heard and decided if the request was not made.</u> <u>(b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).</u>	<u>Actual costs</u> <u>As per 2(a) and (b) as detailed</u>
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260 + 204 for each 1/2 hour or part thereof
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual costs
Venue	Hiring a venue for the hearing	Actual costs

C. Additional fees to recover the actual and reasonable cost of processing a 'boundary activity' exemption

- 4.7 New section 87BA requires councils to treat boundary activities as permitted if written approval is given by the relevant neighbour(s), and certain information is supplied to the council.
- 4.8 New section 87BB allows councils to exempt activities from needing resource consent for 'marginal or temporary' rule breaches.
- 4.9 A fee is therefore required to recover the actual and reasonable cost of processing a 'boundary activity' exemption, and a 'marginal or temporary rule breach'. It is recommended that the fees are changed as follows:

General		
Description		2017/18 fee or charge (\$)
Activity Exemption (s87BA) – Consider and issue Notice		Fixed 165.00
Marginal or temporary rule breaches (s87BB) – Consider and issue Notice (if applicable). Note: please discuss this with Council's Planner prior to application		Fixed 165.00

Considerations

5 **Risk**

- 5.1 If Council does not adopt the ~~proposed changes to~~ FCs there is a potential risk that Council will not meet its legislative timeframe obligations for setting and/or, communicating the FCs set for the 2017/18 year.

6 **Consistency with Existing Plans and Policies**

- 6.1 This decision is consistent with Council's existing plans and policies.

7 **Significance and Community Views**

- 7.1 Community views were sought on changes to the 2017/18 FCs for functions under the FA 2014 and the RMA in the period Thursday 4 May to Friday 2 June 2017 as per the special consultative procedure. No submissions were received.

Suggested Resolutions

- 1 The business paper on Food Act and Resource Management Act Fees and Charges be received.
- 2 Council adopt the attached 2017/18 Fees and Charges for functions under Food Act 2014 and Resource Management Act 1991 with effect from 1 July 2017.

VIBHUTI CHOPRA
CORPORATE SERVICES GROUP MANAGER

20 June 2017

Attachment: 2017/18 Fees and Charges for functions under the Food Act 2014 and the Resource Management Act 1991(A351871)

PROPOSED 2017/2018 FEES AND CHARGES

FOR FUNCTIONS UNDER THE FOOD ACT 2014
AND THE RESOURCE MANAGEMENT ACT 1991

For adoption by Council, 27 June 2017

Fees for functions under the Food Act 2014

Description	2017/18 fee or charge (\$)
All administration and verification activities including annual verification, reporting, non conformance visits and any activity not specified in the schedule below	160.00 per hour
Application for new registration of Template Food Control Plan	180.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)
Application for amendment of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)
Application for new registration of premises under a National Programme	120.00 (plus hourly rate of 160 after the first hour)
Application for renewal of registration of premises under a National Programme	110.00 (plus hourly rate of 160 after the first hour)
Voluntary suspension of National Programme	85.00 (plus hourly rate of 160 after the first hour)
Issue of improvement notice, or review of an improvement notice	150.00 (plus hourly rate of 160 after the first hour)
Application for statement of compliance	150.00 (plus hourly rate of 160 after the first hour)

Fees for functions under the Food Act 2014

Description	2017/18 fee or charge (\$)
Copy of Food Control Plan folder and documents	25.00
Cancellation of an audit or verification within 24 hours of the scheduled date and time of audit	100.00

Resource Management

To be read in conjunction with the explanatory note for Resource Management fees and charges, found below

Description	2017/18 fee or charge (\$)
General	
Pre application	Pre application meeting Actual staff time
Lodgement meeting	To lodge any consent Actual staff time
Pre-hearing meeting	For any meeting or mediation held (s99) Actual staff time
Joint subdivision and landuse	For any joint subdivision and landuse consent application Deposit 4,500.00
Limited notified consent	Any resource consent that requires limited notification Deposit 6,500.00
Notified consent	Any resource consent that requires public notification Deposit 10,000.00
Activity Exemption (s87BA)	Consider and issue notice Fixed 165.00
Marginal or temporary rule breaches (s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Consider and issue notice (if applicable) Fixed 165.00
Land use consents	
Non notified	All land use consents, except as otherwise provided below Deposit 1,000.00
Non notified	Boundary dispensation (side yard only) Deposit 600.00
Subdivision consents	
Non notified	creating 9 lots or less where no road/reserves proposed Deposit 2,500.00
Non notified	creating 10 lots or more, or any subdivision where a road/reserve is proposed Deposit 3,500.00

Resource Management

To be read in conjunction with the explanatory note for Resource Management fees and charges, found below

Description		2017/18 fee or charge (\$)
Subdivision processes (post approval)		
Section 223 certification		250.00
Section 224C certification		250.00
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00
Section 221	Consent notice - preparation, authorisation, change or cancellation	Fixed 250.00
Cross lease	Amendments to flats plans	Deposit 600.00
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time
Other resource management activities		
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1,000.00
Section 125/126	Applications for extensions of consent periods	Deposit 600.00
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00
Section 139A	Existing use right determination	Deposit 2,000.00
Section 138	Application to surrender a resource consent	Deposit 500.00
Section 139	Application for Certificate of Compliance	Deposit 1,000.00
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00
NES	Confirmation of compliance with National Environmental Standard	Actual staff time
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00

Resource Management

To be read in conjunction with the explanatory note for Resource Management fees and charges, found below

Description		2017/18 fee or charge (\$)
Designations		
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00
Section 176	Application for outline plan	Deposit 650.00
Section 176A(2)	Waiver of requirement for outline plan	Deposit 150.00
Heritage orders		
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00
Plan Change application (to amend the District Plan)		
1st schedule	Processing, considering and determining a private plan change application.	Deposit 30,000.00
Compliance and monitoring		
General	Administration, review, correspondence.	Actual staff time
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150 per inspection
Engineering	For any inspection required.	Actual staff time

Resource Management

To be read in conjunction with the explanatory note for Resource Management fees and charges, found below

Description	2017/18 fee or charge (\$)	
Miscellaneous charges		
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 170.00
Variation/cancellations	Variation or cancellation of any legal document/instrument not otherwise listed.	Fixed 450.00
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees
Signs	Affixing signs on site.	Fixed 35 per sign
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 400.00
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs
Noise control	For the return of equipment seized under the RMA.	Fixed 180.00
Hearings		
Attendance	A charge will be made for the costs of all staff and/or consultants required to attend a hearing.	Actual staff/ consultant time
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs
Hearings by commissioner(s) where requested pursuant to s100A of the RMA Note: applies to applicants and Requiring Authorities	1. Where applicant requests (whether or not also requested by a submitter(s))	Actual costs to be paid by applicant
	2. Where requested by a submitter(s): (a) The applicant shall pay the amount WDC estimates it	Actual costs As per 2(a) and (b) as detailed

Resource Management

To be read in conjunction with the explanatory note for Resource Management fees and charges, found below

Description		2017/18 fee or charge (\$)
	<p>would cost for the applicant to be heard and decided if the request was not made.</p> <p>(b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above).</p>	
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260 + 204 for each 1/2 hour or part thereof
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual costs
Venue	Hiring a venue for the hearing	Actual costs
Request for information/supply of resource management documents		
Providing general advice	Providing advice and considering proposed applications.	Actual staff time
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs
Waitomo District Plan	Full printed copy of text and planning maps.	150.00 per copy
Photocopying – charged as per Council's corporate rate		
Officer's hourly charge out rates		
Waitomo District Council staff member		180.00 per hour
Group Manager Compliance		190.00 per hour
Managers – any other		175.00 per hour
Principal / Senior Planner		175.00 per hour
Planner		165.00 per hour
Engineer		160.00 per hour
Technical staff – any other		160.00 per hour

Resource Management

To be read in conjunction with the explanatory note for Resource Management fees and charges, found below

Description	2017/18 fee or charge (\$)
Team Leader Monitoring and Compliance/ Officer	150.00 per hour
Administrator (any) and any other staff member not listed	95.00 per hour
Consultant	Actual costs
Mileage	
For each kilometre travelled	1.20 per km
Hazardous Activities and Industries List (HAIL) determinations	
Investigation fee	Fixed 80.00

Resource Management – explanatory note

Resource management fees and charges – explanatory note

These fees and charges become operative on 1 July 2017 and will apply for all work carried out and decisions issued on or after 1 July 2017, irrespective of when the application was lodged with the Council.

Fixed charges

1. The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

2. All fixed charges are payable in full in advance. Pursuant to Section 36(7) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- a) If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- b) If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;

- c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- a) Are fixed charges;
- b) If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- c) The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
- o if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - o if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

Additional fixed fees

At any time after the receipt of an application and before a decision has been made the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule.

In that event:

- a) The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- b) May also, pursuant to Section 36(3) of the RMA make additional charges.

Remission of fees

Staff with delegated authority may decide to reduce any charges following the criteria of Section 36(4)(b) of the RMA.

Document No: A350861

Report To: Council



Meeting Date: 27 June 2017

Subject: Brook Park Memorial Grove Guideline

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present the Brook Park Memorial Grove Guideline.

Background

- 2.1 Brook Park is located on the outskirts of the residential area of Te Kuiti, and is made up of six parcels of land totaling in excess of 52 hectares. Many of the parcels are classified under the Reserves Act 1977 as recreation reserve, the balance being held by Waitomo District Council (WDC) as fee simple land.
- 2.2 The Park is owned by WDC on behalf of the people of the Waitomo District and is managed as a farm park. Administration of the park is carried out by Brook Park Incorporated Society on behalf of WDC.
- 2.3 A Memorandum of Understanding is in place between WDC and Brook Park Incorporated Society.
- 2.4 The purpose of the Society is to provide for and ensure the use, enjoyment, maintenance, protection and preservation of Brook Park, to the extent that the Incorporated Society's resources permit.
- 2.5 While the Society envisages many key projects will be undertaken in the park, the park will always be known as a "Farm Park" emphasizing the history of the farming land.
- 2.6 WDC and the Society is guided by the Brook Park Reserve Management Plan which was adopted by Council in 2008 following public consultation. The Plan notes Councils recognition of the unique environmental values of the Park. The Plan also speaks to Councils desire to keep the people of the District both interested and involved in development of the Reserve.
- 2.7 A number of Policies are outlined within the Plan including:
- Funding – To realise the vision created for Brook Park as encapsulated in the Brook Park Management Plan and associated Concept Plan.
 - Friends of Brook Park – To establish a Friends of Brook Park organization to enable the community to participate in the future of Brook Park, and to have as a primary objective to raise funds for achieving park projects and developments.

- Agricultural Management – To promote and safeguard the character and beauty of Brook Park by a carefully controlled and sustainable programme of stock grazing.
- Vegetation and Trees – To manage the vegetation of Brook Park so as to enhance the wildlife, aesthetic, botanical, soil and water values of the Park.

2.8 The policy implementation section contained within the Plan notes an area of Brook Park will continue to be set aside as a Memorial Arboretum.

Commentary

- 3.1 The planting of memorial trees, placement of ashes and the setting of plaques within the Brook Park Memorial Arboretum has historically taken place in an uncontrolled manner.
- 3.2 To address this issue the Brook Park Incorporated Society propose to establish a Memorial Grove at a site within Brook Park which encompasses historical plantings of the past. A Memorial Grove Committee has been formed.
- 3.3 The Committee in liaison with WDC have developed a Memorial Grove Guideline to ensure a consistent management process.
- 3.4 The objective of the guideline is to ensure that commemorative memorials in Brook Park Memorial Grove are well placed and complementary to the surrounding environment, while meeting the needs of WDC's parks and reserves management activities.
- 3.5 The aim of the guideline is to direct the placement, management and recording of memorials in Brook Park and to manage requests for placement of ashes under nominated trees in a culturally sensitive manner.
- 3.6 Three commemorative memorial options are contained within the guideline:
- Placement of ashes **only** under purchased memorial tree
 - Memorial planting with a metal swing label
 - Memorial planting and plaque
- 3.7 The guideline includes rules for placement and size of memorial plaques, recording of memorials, the application process, and fees.
- 3.8 The placement of ashes are to be within the specified Memorial Grove only. Activities not permitted are the interment of human remains, the interment of ashes **in containers or the scattering of ashes.**
- 3.9 The application process will involve the customer contacting WDC to obtain a copy of the guideline and application form. A site visit will then be arranged to assist with the selection of a tree and a suitable site location.
- 3.10 A one off fee of \$70.00 will apply. This fee will be collected by WDC and will be used for maintenance works within Brook Park.
- 3.11 The MOU held between Brook Park Incorporated Society and WDC will be updated to include the Memorial Grove.

3.12 Memorial Grove placements will be recorded in WDC's database for future reference by family, friends and historical researchers.

Suggested Resolutions

- 1 The business paper on Brook Park Memorial Park Guideline be received.

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

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

16 June 2017

Attachment: Brook Park Memorial Grove Guideline A353270

***Brook Park Memorial
Grove***

Guideline

Background

Brook Park has historically been used on occasions for the planting of memorial trees, placement of ashes and the setting of plaques, however this activity has been in abeyance for some years and has historically been undertaken in an uncontrolled manner.

Waitomo District Councils (WDC) Parks and Reserves General Policy 2008 states that an area of Brook Park is to be set aside as a Memorial Arboretum including the allowance of planting commemorative trees, erection of plaques and the placement of ashes this being consistent with the Brook Park Management Plan.

The Brook Park Memorial Grove Guideline provides a framework to guide the location of commemorative memorials and to assist with their management.

Commemorative memorials can have a dual purpose both in helping to celebrate the memories of loved ones, as well as helping the revegetation and enhancement of Brook Park.

It is considered important that these practices be formalised to ensure a consistent management process and a positive response to requests. The Memorial Grove Guideline provides a managed framework for dealing with requests from the public for placement of ashes on public land in a culturally sensitive manner.

Objectives

The aim of the guideline is to direct the placement, management and recording of memorials in Te Kuiti's Brook Park and to manage requests for placement of ashes under nominated trees in a culturally sensitive manner.

The objective of the guidelines are therefore:

'To ensure that commemorative memorials in Brook Park Memorial Grove are well placed and complementary to the surrounding environment, while meeting the needs of WDC's parks and reserves management activities.'

Options

Three options will be available within the Memorial Grove area:

1. Placement of ashes **ONLY** under purchased Memorial Tree
2. Memorial Planting with a metal Swing Label
3. Memorial Planting and Plaque

Memorial Planting

Memorial planting is a popular way of honouring a loved one. For many people trees have a special significance and are a fitting tribute to a cherished life. It is important that it is managed effectively to ensure that the right type of tree is planted at the right time and in a good location.

The memorial tree is to be purchased either by the family from the listing of trees provided or WDC in liaison with the Brook Park Memorial Grove Committee. The choice of tree will be a smaller variety of tree except in the selection of native trees.

The planting of trees will generally be carried out in spring or late autumn. A wire mesh is to be placed around the tree, attached to three waratah standards for protection and should be lifted approximately 15cms above the ground (this to be completed by family).

For management purposes, sites have been identified that are suitable for memorial tree planting. The Memorial Grove will be set around the newly located rotunda area. (The attached map is indicative only).

A list of recommended trees is attached.

Artificial flowers or ornaments are not part of the Memorial Grove Guidelines.

WDC and the Brook Park Incorporated Society take no responsibility for damage to trees or memorial plaques.

Memorial Plaques

If a memorial plaque is requested it is to be prepared by a stone mason of the applicant's choice.

The plaques shall be of a standard size, 150mm wide by 100mm deep and should be set into a concrete plinth or a stone/small rock which will be placed at the bottom of a memorial tree.

The location of the plaque will ensure maintenance and safety issues are avoided and the vista of the park is enhanced.

Swing Labels

These are metal labels which are attached to a tree. The labels are available in consultation with WDC and the Brook Park Memorial Grove Committee. An example of a swing label is attached.

Activities not Permitted

The following interment activities are only permitted under the controlled interment protocol established by the Burial and Cremation Act 1964 in Council cemeteries and are not permitted on any other public sites under any circumstances.

- Interment of human remains
- Placement of ashes in containers
- Scattering of ashes

Recording of Memorials

Keeping records of memorials is important for a number of reasons. Many people like to return to the site of the memorial at a later date and they also provide a historical record for descendants.

Records are also important for maintenance purposes or if memorials need to be moved or replaced. The records will allow WDC to inform the family if such work is required.

Each memorial record will contain the following information:

- Name of the Deceased
- Date of Death
- Place of Death
- Date of Birth
- Place of Birth
- Occupation
- Name and contact details of family
- Location in the Memorial Grove
- Type of tree
- Photograph of the Plaque where applicable
- Photograph of the Swing Label where applicable

The family planting will be recorded on a master plan held by WDC and the Brook Park Memorial Grove Committee.

Application Process

To ensure the consistent application of this guideline, the following process will be used for requests for memorial plantings at Brook Park Memorial Grove.

1. Customer will make contact with WDC to obtain the Brook Park Memorial Grove Guideline and Application Form.
2. WDC will contact a member of the Brook Park Memorial Grove Committee to assist with the selection of a tree and site in the Grove.
3. Customer to return application form to WDC for processing.
4. Those customers wishing to purchase a plaque will be referred to a stone mason.
5. All details on the application form are to be checked carefully, and confirmation of any details that require clarification is to be sought.

Fee

A one-off fee of \$70.00 will apply.

Document No: A352885

Report To: Council



Meeting Date: 27 June 2017

Subject: Waitomo District Youth Council

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the newly elected Waitomo District Youth Council.

Background

- 2.1 Council adopted its original Community Development Strategy on 8 June 2008.
- 2.2 The Strategy identified the importance of youth liaison to support the healthy development of young people within our community. The Strategy outlined the desire to support and encourage young people to develop the skills and attitudes they need to take a positive part in society. Identified actions included:
- Develop community liaison channels for youth development
 - Sports programmes targeting youth of community
 - Ongoing support and liaison with youth service providers (e.g. Te Kuiti Youth Centre) within the District
- 2.3 The Community Development Strategy 2010 confirmed an increased emphasis and capacity within Community Support. Youth liaison actions, as identified above, were again reflected in the Strategy. A number of key actions were also confirmed including the establishment of a Youth Forum/ Council.
- 2.4 Around the same time the Ministry of Social Development, Justice, Education, Health and the New Zealand Police began working together on a new approach to social services. Thus termed the Social Sector Trials with the aim of reducing truancy, offending amongst young people, their use of alcohol and drugs and increasing the number of young people engaged in education, training and employment. This was seen as an opportunity to positively influence how the government engages with communities on young people's issues and how community leaders engage with each other.
- 2.5 The Social Sector Trials (SST) programme was confirmed and commenced in March 2011. The selected townships included Kawerau, Tokoroa, Taumarunui, Levin, Gore and Te Kuiti. The initial term was two years.
- 2.6 The SST Te Kuiti Action Plan was developed outlining a range of activities to address youth issues as mentioned above. One of those activities was to support collaboration, coordination and communication with the milestone to develop a youth council by December 2011.

- 2.7 The Waitomo District Youth Council was formed in late 2011 to become operational in 2012.
- 2.8 The SST programme ran for a number of years, supported by WDC. The programme came to an end on 31 December 2016.
- 2.9 At the completion of the SST programme WDC looked to identify ways to support youth within the District. Discussions with key stakeholders were based around trying to continue some of the SST initiatives and to remain supportive to youth knowing the completion of the contract had occurred.
- 2.10 The intention, to again provide the forum to support our youth in achieving their planned goals. The focus, to make that involvement sustainable.

Commentary

- 3.1 The 2015-2025 Long Term Plan speaks to the continued support of our Youth. Community Outcomes we aim to achieve include the provision of a place where young people feel valued and have opportunities for input into decisions for the District.
- 3.2 Nominations for the 2018/2018 Waitomo District Youth Council were recently called for and received from Te Kuiti High School, Te Wharekura o Maniapoto and Piopio Collage.
- 3.3 The 2017/2018 Waitomo District Youth Council (WDYC) was officially announced on 1 June 2017 at the Council Chambers.
- 3.4 Youth Council members are Maija Stephens, Justez Howe, Sahila Sharma, Sam Bentham, Taylor Allen, Raiden van Herpen, Tangirau Papa, Jamee-Leigh Matiu, Vwaru Mathews, Sam Anderson, Jessica Schrafft, Xavier Turner and Puhuiwaiora Ngawaka.
- 3.5 The first meeting of the newly elected Youth Council will be held on Thursday 29 June 2017. The Youth Council will be guided by a Terms of Reference, Youth Engagement Strategy and Work Programme with support from WDC's Community Development Coordinator, Clowdy Ngatai.
- 3.6 The Youth Council will be encouraged to stretch and grow their personal development and skills so as to be able them to undertake leadership roles in the community.
- 3.7 Emphasis will be on the young person's ability to understand the importance of community participation through working with their significant groups, peers, wider local district and Iwi.
- 3.8 A priority will be placed on personal development and the skill set needed to become a part of a team that will influence and make decisions within the communities which they live, love, grow and thrive in.
- 3.9 Budget awareness will be observed by the group to project plan. They will be supported to formulate and manage project plans in a timely fashion.
- 3.10 Young people will liaise with a range of stakeholders as a means to fostering and understanding valued partnerships in their community.
- 3.11 The two main focusses for the WDYC throughout the 2017/2018 year will be to provide a schedule of events for young people and to better understand and provide insight into community resource development.

- 3.12 The WDYC was profiled in the Waitomo News on 15 June 2017 and on the WDC website. A copy of the profile is attached to this business paper for Councils information.

Suggested Resolution

1. The business paper on Waitomo District Youth Council be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

16 June 2017

Attachment: 1.WDYC Profile (A353211)

202



Tangirau Papa

Te Wharekura o Maniapoto

Goal: To learn about local government, to whakamana te reo Maori and to have input on what rangatahi have got to say.



Sam Bentham

Te Kuiti High school

Goal: To contribute to making a positive change and to advise on what happens in our community.



Puihwaiaora Ngawaka

Piopio College

Goal: To understand how to contribute to our community through local government.



Taylor Allen

Te Kuiti High School

Goal: To contribute ideas and provide help to my community when needed.



Jamee-Leigh Matiu

Te Wharekura o Maniapoto

Goal: To support the youth of my community and to learn about local government.



Raiden Van Herpen

Te Kuiti High School

Goal: To communicate with my peers and to inform council of new ideas.



WAITOMO DISTRICT COUNCIL

would like to congratulate

all of our incoming

WAITOMO DISTRICT YOUTH COUNCILLORS

for the 2017/2018 year



Jessica Schrafft

Piopio College

Goal: To obtain knowledge about how council works and to make a difference in my community.



Sahila Sharma

Te Kuiti High School

Goal: To have more exposure to local politics and to be a voice for youth.



Xavier Turner

Piopio College

Goal: To be involved in my community and to see what we can do as Waitomo District Youth Council.



Justez Howe

Te Kuiti High School

Goal: To be involved in council business and to be a positive role model.



Wwaru Matthews

Te Wharekura o Maniapoto

Goal: To understand the role of the mayor more and the decisions council makes for our rangatahi.



Maija Stephens

Te Kuiti High School

Goal: To broaden my knowledge of local politics and to make a difference in the youth space.

Document No: A353651

Report To: Council



Meeting Date: 27 June 2017

Subject: Civil Defence Ministerial Review – Submission

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the Civil Defence Ministerial Review and identify any matters Council may wish to address on behalf of the Waitomo Community via the submission process.

Background

- 2.1 Civil Defence Minister, Nathan Guy, has released the Terms of Reference for a review to identify improvements in New Zealand's response to natural disasters and other emergencies.
- 2.2 The review has been prompted following recent hazard events such as the earthquake and fires in Christchurch late last year and recent extraordinary weather events.
- 2.3 The review will be undertaken by a technical advisory group drawn from current and former senior officials, and chaired by former MP and Minister Roger Sowry. The Technical Advisory Group members comprise:
- Roger Sowry, Chair
 - Benesia Smith MNZM, independent consultant
 - Malcolm Alexander, Chief Executive, Local Government New Zealand
 - Assistant Commissioner Mike Rusbatch, New Zealand Police
 - Deputy National Commander Kerry Gregory, New Zealand Fire Service
 - Major General Tim Gall, New Zealand Defence Force
 - Sarah Stuart-Black, Director, Ministry of Civil Defence and Emergency Management
- 2.4 The scope of the review emphasises emergency response needs to prioritise the needs of the community, preventing death, injury and property damage. The need for clear authority and chains of command, good information and communications, and the right staffing capabilities are critical.
- 2.5 Submissions close on 7 July 2017. An interim report will be forwarded to the Minister of Civil Defence by the end of August 2017.

Commentary

- 3.1 Attached to and forming part of this Business Paper is a copy of the Ministerial Review Terms of Reference (TOR) for Councils information.
- 3.2 The TOR note the series of recent hazard events and emergencies in New Zealand has resulted in wide spread reflection on whether the current operational and legislative settings for responding to natural disasters and other emergencies are fit for purpose.
- 3.3 Responsibility for the management of these types of hazard events can lie with multiple agencies. As an example, when considering the recent New Zealand hazard events lead agencies were:
- Hawkes Bay gastroenteritis outbreak – August 2016. Lead agency – Health
 - East Cape earthquake and tsunami – September 2016. Lead agency – Civil Defence Emergency Management
 - Kaikoura earthquake and tsunami – November 2016. Lead agency – Civil Defence Emergency Management
 - Port Hills Fire – February 2017. Lead agency - Selwyn Rural Fire Authority
- 3.4 The civil defence emergency management sector was involved in all responses noted above as either lead or support agency. In all cases the effectiveness of the civil defence emergency management sector was called into question resulting in a loss of stakeholder, public and Ministerial confidence in the response system.
- 3.5 Lessons learnt from the 2010 and 2011 Canterbury earthquakes have been successfully incorporated into the operation of the current civil defence emergency management system. There has however been no review of the organisational structures, roles and decision making powers. With recent hazard events front of mind the Minister has confirmed it is timely to review the country's response framework.
- 3.6 The review is seeking to determine whether the operational and legislative settings within the emergency management system are performing optimally to meet both current and future needs. Effectiveness in supporting decision making, information sharing and operational capability are being questioned. It has been noted:
- The underlying principle of act locally, coordinate regionally, support nationally may not be suitable
 - Decisions are not necessarily made by qualified and experienced people mandated at the appropriate level of government
 - Volunteers may not be adequately supported by a professional emergency management force
 - Information is not always readily available to decision makers on the scale, complexity and evolving nature of the emergency
 - Timely, consistent and accurate communication to the public is critical
 - Response capabilities are not necessarily deployed as promptly and seamlessly as possible
- 3.7 The review will examine the current local government and central government decision-making model and chain of command, and importantly the New Zealand Civil Defence response capability.
- 3.8 The key deliverable is to present a review document that has examined the current operational and legislative settings for responding to emergencies and the recommended options for change.

3.9 Desired Outcomes from the Review

3.10 The desired outcomes include:

- The New Zealand emergency response system is fit for purpose.
- New Zealand has an appropriate response capability and capacity. Note: Response capabilities is a hot topic at the present time.
- Clear definition as to who determines the need to declare a state of emergency.
- Clear definition as to when the Director of Civil Defence Emergency Management steps in.
- The chain of command and control, coordination, and decision making during an emergency is effective and appropriate.

3.11 Waikato Region Emergency Management Coordinating Executive Group (CEG) Submission

3.12 Government has indicated their desire to bring New Zealand Civil Defence systems and capabilities up to the standards expected in the 21st Century. Civil defence has operated under the current structure of undertaken locally, coordinated regionally and supported from the national level since 1959.

3.13 A Group submission is being prepared by the Waikato Region Emergency Management Coordinating Executive Group (CEG). The draft submission will be presented to the Waikato Region Emergency Management Joint Committee in the first instance. The draft submission will then be circulated to CEG members for feedback. The tight timeframe is a concern to the Working Group.

3.14 The key considerations noted by CEG in these early stages of developing the joint submission are:

- Who has the power to declare?
- How effective is the current devolved decision-making model from central to local government?

3.15 Feedback from Martin Berryman, Operations Manager, Civil Defence Emergency Management, Western Waikato Emergency Operating Area

3.16 Feedback from Martin Berryman, Operations Manager for Waitomo, Otorohanga and Waipa District Councils has been sought, as follows:

What works well:

- Training has brought CD professionals and Council staff up to a more focused level of efficiency.
- Public Information Management and moving towards a more electronic information world have started to make very good in-roads but more investment in time and funding is necessary here.

Areas for improvement/ change:

- Increased support avenues for Group and local professionals at a national level.
- More emphasis on work being undertaken in the Reduction and Recovery phases, at a local level.
- Clarity around roles and responsibilities for lead and support agencies.

3.17 Waitomo District Council Considerations

Waitomo District Council has the opportunity to lodge a submission on behalf of the Waitomo Community. Should Council wish to lodge a submission, feedback is sought.

Question 1: Is the current devolved decision-making model from central to local government working?

Question 2: Who should have the power to declare a State of Emergency?

Question 3: Is there a need for an interim mechanism to manage a localised event with significant consequence or that could evolve into a state of local emergency or a state of national emergency?

Question 4: Are legislative changes required to the Act to address response capability and capacity?

Suggested Resolutions

- 1 The business paper on Civil Defence Ministerial Review – Submission be received.
- 2 The Chief Executive be delegated authority to lodge a submission based on Council's feedback.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

25 June 2017

Attachment: 1. Ministerial Review Terms of Reference

Ministerial Review Terms of Reference

Better responses to natural disasters and other emergencies in New Zealand

1. Purpose

This review will provide advice to the Minister of Civil Defence on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies in New Zealand.

The purpose is to ensure that New Zealand's emergency response framework is world leading, and well placed to meet future challenges. In light of recent events it is appropriate to see how we can further enhance and strengthen the current system.

2. Context

A series of recent hazard events and emergencies in New Zealand have resulted in wide spread reflection on whether the current operational and legislative settings for responding to natural disasters and other emergencies are fit for purpose.

Responsibility for the management of these events lay with three different agencies¹. The civil defence emergency management sector was however involved in all three responses as either lead or support agency. In all three cases the effectiveness of the civil defence emergency management sector was called into question resulting in a loss of stakeholder, public and Ministerial confidence in the response system.

The National Security System, of which civil defence emergency management is a part, has a range of lead agencies that operate under different legislative mandates, depending on the hazard type. The complexity of the system is well understood by those agencies that operate within its framework, but are not widely publicised or understood by the public².

Many lessons from the Canterbury earthquakes of 2010 and 2011 and other events have been successfully embedded into the operation of the current civil defence emergency management system. However there has been no significant review of the organisational structures, roles and decision-making powers, within which responses are orchestrated. It is timely to take a wide look at how the sum of those parts work together. In particular, to consider whether any changes to settings could optimise the civil defence emergency management system's performance in the response phase.

¹ August 2016 Hawkes Bay gastroenteritis outbreak (lead agency Health); 2 September 2016 East Cape earthquake and tsunami (lead agency Civil Defence Emergency Management); 14 November 2016 Kaikoura earthquake and tsunami (lead agency Civil Defence Emergency Management); and 13 February 2017 Port Hills fire (lead agency Selwyn Rural Fire Authority).

² November 2016, Controller and Auditor General report Governance of the National Security System.

3. Project Definition

The problem The purpose of the review is to ensure that New Zealand's emergency response framework is world leading, fit-for-purpose, and well placed to meet future challenges.

The current organisational structures, roles and decision-making powers in the civil defence emergency management response system need to align with the expectations for system performance.

Recent events tested New Zealand's response framework, and its effectiveness in supporting decision making, information sharing and operational capability. In particular it has been noted that:

- The underlying principle of "act locally, coordinate regionally, support nationally" may not be suitable in all circumstances.
- Decisions are not necessarily made by adequately skilled and experienced people, mandated at the appropriate level of government, and supported by the best information possible in the circumstances.
- Volunteers may not be adequately supported by a professional emergency management force.
- Information is not always readily available to decision makers on the scale, complexity and evolving nature of the emergency, to determine the capacity and capabilities required for the response effort.
- There is a need for timely, consistent and accurate communication to the public.
- Response capabilities are not necessarily deployed as promptly and seamlessly as possible, taking advantage of economies of scale and the experience of senior responders.

In summary, the operational and legislative settings within the system may not be performing optimally to meet current and future needs, and the role that New Zealanders need it to play.

Scope The work will examine:

- The current devolved decision-making model from central to local government, and framework of lead and support agencies to manage response to emergencies arising from specific hazards.
- Decision making and chain of command, including:
 - who has the power to declare a State of Emergency, and
 - whether there is a need for an interim mechanism to manage a localised event with significant consequences or that could evolve into a state of local emergency or a state of national emergency.
- Response capability and capacity.

- Whether legislative changes are required to the Civil Defence Emergency Management Act 2002 (and other legislation related to emergency response).

Outcome 1: The emergency response system is fit for purpose and aligns with stakeholder expectations, taking account of the need to prioritise preventing death, injury, and property damage, and the fast-moving nature and uncertainty of emergencies.

Outcome 2: New Zealand has the appropriate response capability and capacity for civil defence emergency management responses.

- The system capacity supports the availability of appropriately skilled and responsive resourcing, regardless of the location and scale of the emergency.
- Appropriate protocols exist to enable supporting agencies to swing promptly into action.
- Agencies with specialist capabilities (such as logistics, aerial surveillance and interpretation) are knitted into the fabric of a response.
- Business continuity across the whole of government supports an effective response and prompt recovery.

Outcome 3: Clearer definition of who determines the need for and declares a state of emergency and at what point the Director Civil Defence Emergency Management can step in to declare a state of emergency.

- A single lead role across any geographical area affected by natural disaster
- The purpose and consequences of declarations of states of emergency are clear
- Appropriate interventions and escalations are available.

Outcome 4: The chain of command and control, coordination, and decision making during an emergency is effective and appropriate.

- There is a clear operating model and chain of command and control and coordination during response, including the recognition of lead and support agencies.
- The system enables decisions to be made quickly, by appropriately skilled and experienced people, mandated at the right level, within the most appropriate agency and incorporating the best available information.
- All participants in the system understand the operating picture and their respective roles and responsibilities, including how these might change over the course of the response or as the event unfolds.

Outcome 5: Information flows into, across, and out of the emergency response system effectively, allowing timely and accurate communication to Ministers; agencies; officials; stakeholders with particular interests; and to the public during emergencies.

- Recognition of the modern news cycle – immediacy of social media and power of factual decisive information delivered as speedily as possible
- Stakeholder needs are understood (what information is required; where and how to gather the information, providing it at the right time and in the right format).
- Official information maintains pace with media dialogue and social media activity.

The work will not examine the current legislative framework for hazard risk assessment and management set out in other legislation, for example the Resource Management Act 1991, but may make reference to any further work or consideration that may be necessary to better fit other Acts to enable resilience and preparedness.

Consultation and Engagement

The chair of the Technical Advisory Group is expected to agree with the Minister of Civil Defence the overall process, including matters of consultation and engagement. There is significant benefit in direct engagement with key stakeholders, as their contribution will add value to the Technical Advisory Group's advice. This should include providing for engagement with local government, emergency services, relevant government departments, and iwi and Māori. The means of consultation and engagement will need to reflect the time available and it is recognised that engagement will commonly be through the chair and the secretariat.

Key Deliverable

A review document examining the current operational and legislative settings for responding to emergencies and the recommended options for change.

The document will be provided to the Minister of Civil Defence no later than three months from the date of the agreement to these Terms of Reference.

4. Governance

Sponsor	Minister of Civil Defence
Technical Advisory Group	<p>A Technical Advisory Group made up of:</p> <ul style="list-style-type: none">• Roger Sowry, as Chair;• Benesia Smith MNZM, independent consultant;• Malcolm Alexander, Chief Executive, Local Government New Zealand;• Assistant Commissioner Mike Rusbatch, New Zealand Police;• Deputy National Commander Kerry Gregory, New Zealand Fire Service;• Major General Tim Gall, New Zealand Defence Force;• Sarah Stuart-Black, Director, Ministry of Civil Defence and Emergency Management.
Project Team and Secretariat	The project team and secretariat is headed by Jeremy Corban.

Document No: A353207**Report To: Council****Meeting Date: 27 June 2017****Subject: Progress Report: Major Capital Works Report****Type: Information Only**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Commentary

3.1 Roads

Location	Description	Action	Progress
Totoro Road	RP 8.378 to RP11.316 Various slips – retreat into bank and improve drainage	Design and Contract documentation	Completed
		Tender	Awarded - ICL
		Construction	January 2017 – May 2017 Structural work completed. Seal to be completed in the 2017/18 season
Ramaroa Road	2016-17 Rehabilitation site	Pre Design process in progress	
Rangitoto Road	2016-17 Rehabilitation site	Pre Design process in progress	
Te Waitere Road	RP 0.45 & two other Sea undermining road	Concept Designs	Alternative solutions identified and being developed
		Seashore Consent	To follow
Taharoa Road	RP 7.1 Hillside moving	Concept Designs	On hold while monitoring earth movement
Maraeroa Road	Seal extension	Design and Contract documentation	Complete
		Construction	Contractor on site - Construction completion targeted early part of 2017 summer period Completed

3.2 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 1	Stage 1 – Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation – 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 – Target completion April 2017 Commissioning of stage 1 in progress. Commissioning completed. MOH inspection done and request for subsidy money payout submitted. Practical completion inspection – July 2017
Te Kuiti Water Treatment Plant - Phase 2	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design and tender documentation	Awarded
		Construction	January – May 2017 Construction delayed due to high level of river and final consent matters. The Intake structure will now only be constructed during the next summer season or when the river is within the permitted low levels.
Te Kuiti Water Treatment Plant - Phase 3	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation and Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
	Ground works	Access and driveway Existing structure - demolition	Design done Cost received

3.3 Community Services

3.4 Those Community Services capital projects previously reported on in this Progress Report are now contained in the Road Map Work Plan and progress will be reported to Council via the monthly Road Map Monitoring Schedule going forward.

Suggested Resolution

The Progress Report: Major Capital Works be received.

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', is positioned above the printed name.

KOBUS DU TOIT
GROUP MANAGER - ASSETS

Document No: A352675

Report To: Council



Meeting Date: 27 June 2017

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

Type: Information Only

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide a progress report on the three Waters activities, including contracted services.

2.0 Background

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

- 2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

- 2.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

- 2.4 WDC's only reticulated Stormwater disposal network serves Te Kuiti and any exceptions will be reported on for the other areas as these arise.

- 2.5 There are three activities under each of the three Waters activities:

- 1 **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
- 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
- 3 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

2.6 Capital Works

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

2.8 Water Rates and Charges

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

3.0 Commentary

3.1 Drinking Water Standards 2005 (Amended 2008)

3.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

3.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).

3.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

3.5 Treatment Process and Log Reduction

3.6 The supply of treated drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

3.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:

3.7.1 Protozoa with the standard organism determining the level of treatment being *Cryptosporidium*.

3.7.2 Bacteria with the standard organism determining the level of treatment being *Escherichia Coli* (E.Coli).

3.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

*To take account of the additive effect of a series of cumulative treatment processes on the removal of protozoa, 'Log Credits' are used, *Cryptosporidium* being used as the reference organism. The level of treatment and the resultant "Log Credits" are detailed in the DWS NZ 2005 (2008). The log credit for a treatment process is related to the percentage of the protozoa the process can remove, by the expression:*

$$\text{log credit} = \log_{10}\left[1/\{1-(\text{percentage removal}/100)\}\right]$$

3.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.

- 3.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.
- 3.10 Treatment processes range from:
- Bores – secure, interim and non-secure.
 - Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.
 - Filtration - this can be through various types of filters with sand being the most common type.
 - Disinfection – can either be chemical (chlorine, ozone, etc) or by means of irradiation (ultra-violet light).
 - A combination of the above.
- 3.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 3.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 3.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 3.14 **Te Kuiti Water Supply**
- 3.15 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 3.16 At this time, the water treatment process does not meet the standard which requires Log 4. This is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter). Currently there is only one turbidity meter to measure the operation of all four filters, resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 3.17 The Te Kuiti Water Treatment Plant upgrade project will address this in that each filter will have a separate turbidity meter. In addition the upgrade will introduce an additional contaminant barrier through the introduction of Ultra Violet disinfection to ensure protection for Protozoa contamination.

- 3.18 During this period the Te Kuiti treated reticulated water complied with bacteriological standards.
- 3.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 3.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.
- 3.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:
- Coagulation, sedimentation and filtration
 - Ultraviolet disinfection through multi-wave UV reactors
 - Chlorination
- 3.22 The Te Kuiti WTP is performing well in its current configuration with only part of the WTP Upgrade complete.
- 3.23 The quality of the water is very good and conforms to both bacteriological and protozoa treatment compliance with all the log credit components operating.
- 3.24 Log credits cannot yet be verified, but the Waikato District Health Board is being kept updated on progress and all the water sample results confirm that the water is safe for drinking purposes.
- 3.25 The old carbon dosing unit, for the control of taste and odour, has been completely disconnected and the old building removed from above the clarifiers.
- 3.26 The new carbon dosing unit will be commissioned in due course.
- 3.27 Due to the persistent high water level in the Mangaokewa River the Phase 2 Raw Water Intake Contract has been postponed until next summer when, hopefully, the river level will subside and the river intake structure can be constructed.
- 3.28 Due to Phase 2 being postponed it was decided to proceed with parts of Phase 3 that are not dependent on the completion of Phase 2.
- 3.29 These works include the demolition of the old poly dosing room on top of the clarifiers as well as the demolition of the old WTP building.
- 3.30 In addition the roadway in and out of the plant will be concreted and will incorporate a safe truck filling parking pad for chemical deliveries.
- 3.31 Te Kuiti Wastewater**
- 3.32 During the installation of additional manholes in the sewer trunk main in Taupiri Street it was noticed that the sewer trunk main vitreous clay pipe was in poor condition.
- 3.33 This sewer trunk main transports the majority of the sewer from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.
- 3.34 This pipe is also in excess of 2 meters deep and runs along the centerline of Taupiri Street.

- 3.35 To enable the replacement of this pipe, due to the cracks and leaks, a bypass pipe is required to carry the sewer while the old one is replaced.
- 3.36 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.
- 3.37 During any replacement work the sewer trunk main will not be able to function, however the sewer will have to remain in operation and thus be required to be channeled away by constructing a bypass line equal in capacity to at least the average daily dry weather flow.
- 3.38 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.
- 3.39 This will provide the flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- 3.40 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.
- 3.41 A survey and design has been initiated to confirm the feasibility of this project along that alignment.

3.42 Te Kuiti Storm Water

- 3.43 The Hill Street storm water pipe reroute has been completed. Unexpected rock complicated the work and delayed the completion.
- 3.44 Damage to the road occurred due to the rock, but this has subsequently been repaired.
- 3.45 The recent storm events have provided a test and the storm water pipe functioned well and will be monitored going forward.

3.46 Piopio Water Supply

- 3.47 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.
- 3.48 The Piopio Water Supply is classed as a Small Water Supply.
- 3.49 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 3.50 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.
- 3.51 A Backwash Water Discharge Resource Consent change has been lodged with the Waikato Regional Council to bring the backwash discharge into line with the current (new) plant operation. The plant operated under the existing Resource Consent that is no longer valid due to operational changes to the plant.

3.52 A site visit with iwi was held in terms of the consultation process required by the consent renewal process.

3.53 There were no issues with the Piopio drinking water during this reporting period.

3.54 Piopio Wastewater

3.55 The Piopio wastewater reticulation and treatment facility performed without any major incidents.

3.56 Benneydale Water Supply

3.57 The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).

3.58 The current configuration of the treatment process does not deliver the required Log reduction. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.

3.59 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

3.60 There were no problems with the Benneydale water supply.

3.61 Due to the heavy rains during May the raw water storage dam silted up and as a consequence the inlet was restricted.

3.62 Although this did not affect the quality or safety of the drinking water, it did increase the risk of a supply restriction. The dam was drained and a digger removed the accumulated silt.

3.63 While the dam was drained the inlet was thoroughly cleaned and repaired where required.

3.64 Benneydale Wastewater

3.65 There were no issues with the Benneydale waste water system or treatment facility.

3.66 Mokau Water Supply

3.67 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)

3.68 Water quality of Mokau is good and within limits of the Drinking Water Standards.

3.69 The Mokau Water Supply is classed as a Small Water Supply.

3.70 The WTP does not currently achieved the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

- 3.71 Good progress has been made with the WTP modifications.
- 3.72 Although work is on-going, reports from residents have been positive with many residents commenting that the water taste and odour problems are a thing of the past.
- 3.73 The three high level 30m³ tanks are now fully operational with the pump supplying water from the existing concrete reservoir at the WTP level.
- 3.74 A data logger has been installed at the Police Station for monitoring purposes and the pressure gain is 12m water head (1.2 bar).

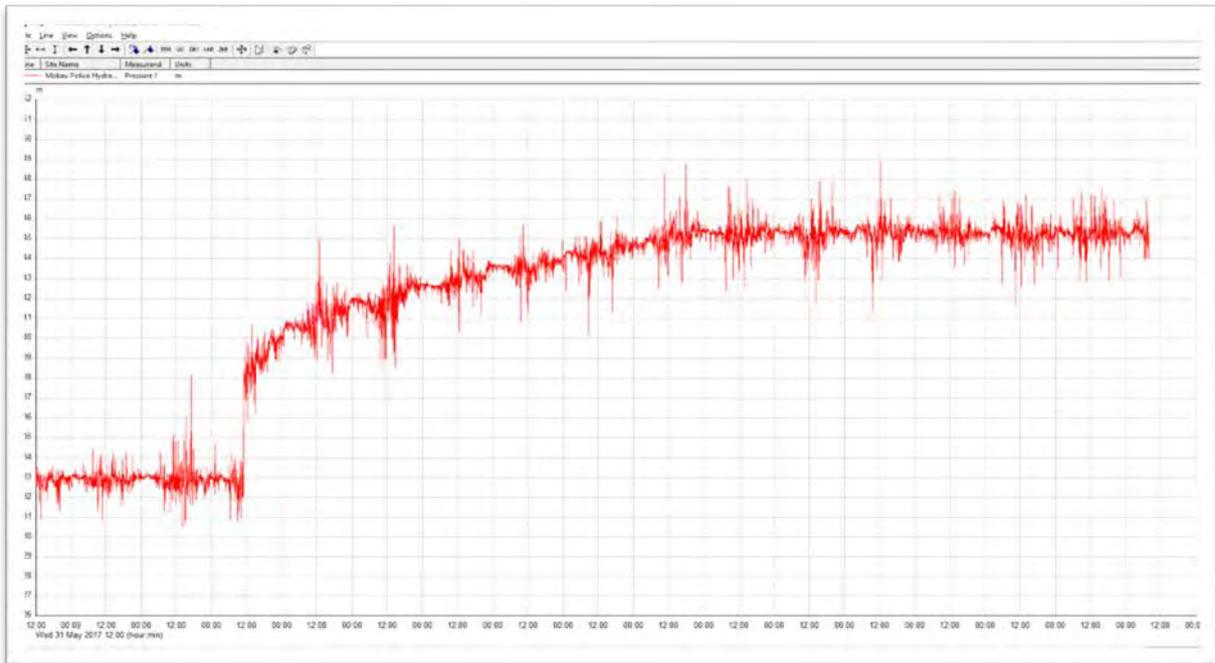


Figure 1 Data Logger Pressure Graph Showing Pressure Increase

- 3.75 The coagulation, sedimentation and filtration treatment options have been confirmed as the best option.
- 3.76 This is also the temporary method chosen as a solution and has been trialed with good quality water being produced.
- 3.77 A stainless steel tank has been purchased that will be modified with pipework and valves and will act as the "upflow clarifier" that will provide the log credit requirement to enable Mokau to be technically compliant with the DWS.
- 3.78 A meeting with a Ministry of Health representative has been held and a technical group will inspect the plant soon.
- 3.79 Te Waitere Wastewater**
- 3.80 The Te Waitere Effluent Discharge Consent is progressing and WDC is in contact with the Regional Council Consenting Officer.

Working through the consent renewal process it has transpired that the existing effluent discharge easement may have to be extended to provide for a reserve discharge field equal in size and capacity to the in-service soakage field.

4.0 Capital Projects

The Te Kuiti WTP Upgrade Phase 2 civil contract has been postponed due to the persistent high water level in the river. Some of the electrical work, as well as ancillary works, can however proceed so as not to delay the completion too much. Equipment has been procured, as well as some parts of Phase 3, that are not dependent on good weather, have been rescheduled to be started in the next few months.

The wet weather has had an adverse effect on the small water, sewer and storm water contracts with some delays and postponements. However, progress is resumed with these contracts.

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Work has been delayed due to the replacement of the filters. This contract can now resume. The commissioning of the UV disinfection units is scheduled to be completed before the end of February 2017.	\$812,709.51
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$1,232,794.80
Water Treatment Plant Phase 2: New Raw Water Intake	\$594,867	January 2017	Delayed until January 2018 due to high river water level	
Te Kuiti Phase 2: Electrical Work	\$316,315	July 2017	Rescheduled to earliest start due to Phase 2 delay in civil construction.	
Hetet Street water main replacement	\$60,000	May 2017	In progress.	\$3,005.00
Awakino / Blackmans water main replacement	\$35,000	March 2017	Substantially completed. Minor work still outstanding.	\$3,005.00
Henderson / Earl Street water ring main	\$35,000	April 2017	Scheduled to start after Carroll Street sewer main under railway line has been completed.	\$1,995.00

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	Tentatively January 2018	Construction has been delayed due to the high water level of the river.	\$8,079.00
Carroll Street Pipe Insertion	\$45,000	June 2017	Scheduled to be started after Awakino / Blackmans water main is completed.	\$17,879.00
Nettie Street Pipe Reroute	18,000	March 2017	Completed.	\$4,087.50

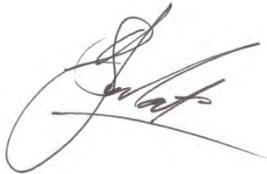
Description of Project	Estimate	Project Start	Progress	Current Expenditure
Benneydale Sewer Rehabilitation	\$35,000	Due to current work load this has been delayed and will be completed before the end of April 2017	Completed.	\$21,485.00

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	March 2017	Completed	\$5,292.50
Hill Street Storm Water	\$42,000	April 2017	Completed	\$1,500.00

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER - ASSETS

June 2017

Document No: A352677	
Report To:	Council
	Meeting Date: 27 June 2017
	Subject: Progress Report: WDC Resource Consent – Compliance Monitoring
	Information Only

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on compliance reporting against Resource Consent conditions.

2.0 Local Government Act S.11A Considerations

- 2.1 Section 11A of the LGA reads as follows:

11A Core services to be considered in performing role

In performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:

- (a) *network infrastructure:*
- (b) *public transport services:*
- (c) *solid waste collection and disposal:*
- (d) *the avoidance or mitigation of natural hazards:*
- (e) *libraries, museums, reserves, and other recreational facilities and community amenities.*

- 2.2 Compliance and monitoring against Resource Consent conditions is consistent with Section 11A of the Local Government Act 2002.

3.0 Risk Considerations

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

4.0 Commentary

- 4.1 WDC is required to report on Resource Consent compliance to the Waikato Regional Council (WRC) in accordance with the conditions that regulate the various Resource Consents held by WDC.
- 4.2 The following tables set out details of the compliance reporting requirements for WDC's Resource Consents.

RESOURCE CONSENT	REPORT DUE
Monthly	
No. 112639 - Te Kuiti Wastewater Treatment Plant Conditions 7 to 19 (Discharge) Condition 30 (Reasonable Mixing)	Monthly
No. 116844 - Benneydale Water Treatment Plant Condition 9 (Surface Water Take)	Monthly
No. 117290 - Piopio Wastewater Treatment Plant Condition 26 (Discharge)	Monthly
Quarterly	
No. 101753 - Rangitoto Quarry Landfill, William Street, Te Kuiti Condition 11 TEKLR 20	February, May, August, November
No. 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Conditions 7 and 14 (SW2) TEKLR 32	February, May, August, November
Six Monthly	
No. 133317 - Te Kuiti Water Treatment Plant Condition 11 (Water Take)	January/July
No. 118813 - Benneydale Wastewater Treatment Plant Condition 16 to 23	January/July
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 6 (Groundwater b1 to b7)	February and August (<i>also include in Annual Report 30th September</i>)
No. 117945 - Benneydale Water Treatment Plant (Backwash)	April/October
No. 124718 - Te Kuiti Landfill (William Street) Condition 6 and 14 DH2/3/4/7 (Oct to March, April to Nov)	April/October
No. 107477 - Piopio Water Treatment Plant Conditions 6 and 9 (Water Take) (Nov-April, May-Oct)	May/November
No. 107478 - Piopio Water Treatment Plant (Backwash) (Nov-April, May-Oct)	May/November
No. 101753 - Rangitoto Quarry Landfill, William Street, Te Kuiti Condition 10 TEKLR10 (*)	May/October

RESOURCE CONSENT	REPORT DUE
Annually	
No. 118813 - Benneydale Wastewater Treatment Plant Condition 26 (Discharge to Land and Water)	31st March
No. 124718 - William Street, Te Kuiti Conditions 7 & 14 (SW1,SW2, SW3, SW4, SW5)	April or May
No. 120340 - Mokau Closed Landfill Condition 3, 6 & 10	May
No. 113038 - Te Kuiti Water Treatment Plant Conditions 1 & 2 (Ground Water Take)	1st of May
No. 105054/55/56/57/58/59/60 - Waitomo Stormwater Schedule A (22) Conditions 4,5 & 6	31st May
No. 105054 - Te Kuiti Stormwater Condition 6	31st May
No. 116274 - Benneydale Water Treatment Plant Conditions 2, 3, 4 & 7 (Groundwater Take)	1st of June
No. 113544 - Mokau Water Treatment Plant (Water Take)	July
No. 113545 - Mokau Water Treatment Plant (Backwash)	July
No. 101753, 101754 and 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition Schedule 1(5) and 13	1st August
No. 101753, 101754 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Consents Schedule 1 (6) <i>Independent Peer Reviewer</i>	1st September
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 20 (Discharge)	September 30th
No. 103287, 103288 and 103289 - Te Kuiti Walker Road - Closed Landfill Discharge to Land, Air and Divert (Nov, Jun)	November (<i>within two months of sampling</i>)
No. 103193 - Benneydale Closed Landfill SH30 Conditions 2, 3 and 5	November (<i>within two months of sampling</i>)
No. 103194 - Conditions 2 and 3	

RESOURCE CONSENT	REPORT DUE
No. 103196 - Piopio Closed Landfill Condition 2, 3 and 4	November (<i>within two months of sampling</i>)
No. 103198 - Aria Closed Landfill Conditions 2 and 4	November (<i>within two months of sampling</i>)
Biennial	
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 7 (Groundwater b1 to b7)	December 2016
No. 117290 - Piopio Wastewater Treatment Plant Condition No 7 and 9 (Discharge) (Operations and Management)	September 2014, 2016, 2018, etc.
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 24	June 2015 (<i>and every two years after</i>)
No. 118813 - Benneydale Wastewater Treatment Plant Condition 27 (Management Plan Review)	from 2010 every two years
Other	
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 28 (after 3 years Fish Passage/Migration Barrier Assessment)	Monday, 18 December 2017
No. 133317 - Te Kuiti Water Treatment Plant Condition 10 (Telemeter)	1st July 2018

4.3 The following Resource Consent Compliance Reports have been made to WRC:

1. RC 116844 – Benneydale WTP – Surface Water take – May 2017 (Doc A352220)
 - Compliance Achieved.
2. RC 116274 – Benneydale WTP – Groundwater take – May 2017 (Doc A352232)
 - Compliance Achieved.
3. RC 117290 - Piopio WWTP – Effluent Discharge - Monthly Report – May 2017 (Doc A352494).
 - Partial compliance
 - There were three breaches of the 135.4 m³/day maximum volume discharge limit during the month of March 2017 (see Appendix A -Table 2).
 - The breaches were due to the intensive rainfall during the second week of May. Around 100 mm of rain was recorded over the 11th and 12th of May, most of the precipitation occurred on the 12th of May.
 - In order to cope with those high inflow volumes the plant operated at its maximum capacity exceeding the limits of 135.4 m³ per day.
 - There were no exceedances of any quality parameter within the discharge during the current reporting period.
4. RC 101753 - Te Kuiti Landfill – Leachate monitoring – 30th November 2016 to 30th April 2017 (Doc A351508).
 - Compliance achieved.
5. RC 120340 – Mokau Closed Landfill – Discharge to land – 1st May 2016 to 30th April 2017 (Doc A351745).
 - Compliance achieved
6. RC 105054/55/56/57/58/59/60 – Waitomo District Comprehensive Stormwater Discharge – Annual Report 1st June 2016 to 31st May 2017 (Doc A351127).
 - Compliance achieved.
7. RC 107478 – Piopio Water Treatment Plant – Surface Water take, 1st November 2016 to 30th April 2017 (Doc A349731).
 - CONDITION 5: Non-complaint. There was one breach to the 450 m³ water take limit during the current reporting period. This was probably due the unexpected wet summer, which requires more water to backwash the filters due to the higher turbidity on the stream and in addition the necessity to clean the clarifiers which require additional volume of water to be extracted.
 - CONDITION 6 (Abstraction rate): Non-compliant. There were numerous breaches to the 5.3 l/s water abstraction level during the current reporting period.

- A request to amend the current Resource Consent was logged with WRC on the 16th of March 2017 and it is currently being evaluated. A change in the abstraction rate has been requested within this application, the abstraction rate requested is a more representative value of the new upgraded Treatment Plant.
 - CONDITION 7: Compliance achieved. There was no exceedance in the yearly water take allowance. The total water taken volume for the last twelve month, from May 2016 to April 2017 was 107548 m³ (Table 1).
8. RC 107478 – Piopio Water Treatment Plant – Backwash Discharge to water, 1st November 2016 to 30th April 2017 (Doc A349730).
- CONDITION 7: Non-compliant. A change in the current Resource Consent has been logged with WRC on the 16th March 2017 and it's been currently evaluated. A change in the backwash discharge volume has been requested within this application.
 - CONDITION 8: Compliance achieved.
 - CONDITION 9: Non-compliant. The reason for this is the current resource consent was designed for the old Piopio Water Treatment Plant and not the upgraded plant which is now in operation. The upgraded plant is unable to comply with these conditions and an application to amend consent conditions has been logged with WRC on the 16th of March 2017. It is currently being evaluated.
 - CONDITION 14: There were no breaches to the 100 mg/l for Total Suspended Solids.
 - CONDITION 16: Dissolved aluminium values have been complying since October 2015.
9. RC 112639 - Te Kuiti Wastewater Treatment Plant (TKWWTP) – Discharge to water – May 2017 (Doc A349114).
- Partial compliance achieved.
 - CONDITION 7 (Discharge Volume): There were no breaches to the 7000 m³ daily consent limit during the current reporting period.
 - CONDITION 17 (Discharge Quality): Partially compliant.
 - There was one breach during the current reporting period within the E.coli results on the 27th of April at 390 MPN/100 ml. Investigations revealed that the sodium hypochlorite tank was running low in volume and therefore there was no chlorination before the UV treatment.
 - Although the UV was working, it is suspected that the dosing wasn't strong enough to compensate for the reduced chlorine dosing into the discharge.

Suggested Resolution

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

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', is positioned above the printed name.

KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A352676

Report To: Council



Meeting Date: 27 June 2017

Subject: Progress Report: Solid Waste Activity

1.0 Purpose of Report

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

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Service Requests / Complaints
- 7.0 Te Kuiti

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

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

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

5.3 Solid Waste Services

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

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

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

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

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

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 Management of Solid Waste Services

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

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

5.8 **Piopio Litter Bins** are serviced by Envirowaste on Tuesdays and Saturdays.

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

5.10 **Mokau Litter Bins** are serviced by the Council Transfer station operator.

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

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

6.0 Service Requests / Complaints

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

6.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late.

6.3 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2016/2017 include:

Description	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016
Kerbside Refuse not collected	1	1	2	2	0	0
Landfill Complaint	0	0	0	2	0	0
Transfer Station Complaint	0	0	0	0	0	0
Litter Bins not being emptied	1	0	0	2	1	0
Request for additional service					1	0

Description	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017
Kerbside Refuse not collected	0	3	0	0	0	
Landfill Complaint	0	0	0	1	0	
Transfer Station Complaint	0	0	0	0	0	
Litter Bins not being emptied	0	1	1	0	0	
Request for additional service	1	1	0	0	0	

7.0 Te Kuiti

7.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.

7.2 Emissions Trading Scheme

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

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

7.5 Landfill Volumes

7.6 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2016	Tonnes Deposited Aug 2016	Tonnes Deposited Sept 2016	Tonnes Deposited Oct 2016	Tonnes Deposited Nov 2016	Tonnes Deposited Dec 2016
Deposited to Date	172,293.78	173,114	173,970	174,823.41	175,694.21	176,536.76
WDC Bags Collected	1.95	1.94	1.98	1.72	1.51	2.70
Total over Weighbridge	806.91	890.68	933.01	912.02	913.80	899.43
Less Diverted Recycle	-21.53	30.40	52.67	30.14	33.44	38.68
Less Stock out Gate	-28.33	42.03	26.32	30.16	11.07	20.90
Total To Landfill	759.00	820.19	856.00	853.44	870.80	842.55
Tonnage Space Available	59,706.22	58,886.03	58,030.03	57,176.59	56,305.79	55,463.24

Description	Tonnes Deposited Jan 2017	Tonnes Deposited Feb 2017	Tonnes Deposited Mar 2017	Tonnes Deposited Apr 2017	Tonnes Deposited May 2017	Tonnes Deposited Jun 2017
Deposited to Date	177,341.75	178,101.09	178,956.19	179,811.29	180,507.71	
WDC Bags Collected	1.96	1.99	1.86	1.40	1.62	
Total over Weighbridge	936.41	810.40	962.77	803.65	872.58	
Less Diverted Recycle	120.17	39.82	64.69	34.78	50.38	
Less Stock out Gate	13.21	13.23	42.98	19.58	22.99	
Total To Landfill	804.99	759.34	855.10	750.69	800.83	
Tonnage Space Available	54,658.25	53,898.91	53,043.81	52,293.12	51,492.29	

7.7 Recyclables

Diverted recyclables = ~~April~~ May 2017 = 34.7850.38 tonnes

7.8 Capital Projects

Description	Estimate / Budget	Actual July 2016	Actual August 2016	Actual September 2016	Actual October 2016	Actual November 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$25,650	\$0.00	\$0.00	\$ 0.00	\$ 5000.00	\$0.00
Recycling Shed	\$	\$	\$	\$	\$	\$

Description	Actual November 2016	Actual December 2016	Actual January 2017	Actual February 2017	Actual March 2017	Actual April 2017
Development Cell 3	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recycling Shed	\$	\$	\$	\$	\$	\$

Description	Actual May 2017	Actual June 2017				
Development Cell 3	\$641,686.20					
High Wall Safety Work	\$0.00					
Recycling Shed	\$					

7.9 Development of the Cell 3

7.10 Development of Cell 3 is complete. A total of \$41,580.00 excl. GST has been retained for repairs. This was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount of \$37,704.97 excl. GST. Was released

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

7.12 High Wall Shaping

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

7.14 Recycling Shed

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

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

Suggested Resolution

The Progress Report: Solid Waste Activity be received.



KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A352674

Report To: Council



Meeting Date: 27 June 2017

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

For Information

1 Purpose of Report

1.1 The purpose of this business paper is –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in 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.

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

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Roothing Subsidies
- 7 2016/2017 Maintenance Expenditures Budget
- 8 Road Safety Promotion
- 9 2016/17 Operating Expenditure
- 10 2016/17 Capital Expenditure
- 11 Summary of Network Issues
- 12 REG and the One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 The Road Maintenance Contract – Progression Report

2 Local Government Act S.11a Considerations

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

3 Risk Considerations

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

4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roading division. The Roading capital works programme is reported separately, except for the Roading Capital Works budget, which is reported with this business paper.

5 Background

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

6 Roading Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (currently at 63% FAR rate) for works that meet agreed subsidy criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2016/17 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2016/2017 Maintenance Expenditures Budget

- 7.1 The 2016/17 FY Maintenance budget is \$5,225,000 (Excluding a \$100,000 budget for "Loss on Asset Disposal") but including the total Road Safety Promotion budget of \$120,000 (The corresponding NZTA budget is \$130,000, which is the budget used for the current driver training program).

8 Road Safety Promotion

- 8.1 **Introduction**
- 8.2 Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.
- 8.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.

8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan is limited to the Driver License Training program. Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.

8.5 **Road Safety Funding**

8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (63% for 2016/17, but changing each year if the FAR rate changes). It is noted that the ODC FAR rate is not the same as for WDC.

8.7 **Future Situation**

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

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

8.9 WDC and ODC have developed a 3-year program with a primary focus on young driver training outcomes.

8.10 The proposal was developed by a joint WDC and ODC team, assisted by Hillary Karaitiana - the Social Sector Trials manager and also the NZTA. The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. A Service Delivery Agreement has been signed between the Te Kuiti Community House, WDC and ODC.

8.11 The Program is now on-going and quarterly reports will be provided by Community House as the WDC/ODC Contractor.

9 2016/17 Operating Expenditure

9.1 **Budget Update**

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

DESCRIPTION OF SERVICE	2016/17 BUDGET	PROJECTION	EXPENDITURE TO DATE	COMMENTS
			By end of May 2017	
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,225,552	5,584,736	4,793,841	Expenditure to date = 92% of original 2016/17 Budget and 86% of the revised "Projection Budget".
Road Safety Promotion 431 – 433	\$120,000	130,000	59,978	Driver Training Program is delivered under contract by Community House for WDC and ODC. Received payment from Otorohanga during April.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	250,000	365,348	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion).
Environmental Maintenance 121	\$300,000	428,000	489,711	The NZTA has changed their criteria. Emergency Work is now funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility + Time	\$30,000	42,000	22,993	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	15,000	4,348	Kiwi Rail determines repairs and does the work required and then invoices WDC.
RBU Unit Costs	\$719,440	730,192	751,049	Salaries, overheads and some consultant fees for Professional Services
Routine Drainage Maintenance 113	\$380,000	440,000	315,426	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	1,400,000	1,429,637	Pre-reseal repairs and general sealed pavement maintenance.
Structures Maintenance 114	\$133,000	170,000	129,404	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$50,000	150,000	103,324	District wide maintenance of signs and road furniture.
Street Lights Maintenance 122	\$320,000	320,000	254,693	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	1,000,000	351,926	Re-metalling of unsealed roads.
Asset Management Plans	0	0	9,372	As required every 3 rd year.
Minor events: NZTA Budget	0	0	0	NZTA Budget item, not in WDC Budget
Administration Services for Rooding	\$578,112	509,544	506,632	New item in budget.
Loss on Asset Disposal	100,000	100,000	0	This is a Finance Dept. Item, and is Excluded from the Total on this report.

9.3 **Spending and Budgeting Advisory**

9.4 In general, it is of note that the current budget falls within the 3-Year GOP budget grouping of 2015/16 to 2017/18. This means that the NZ Transport Agency allows flexibility in the budget so that funding can be carried over between the different financial years.

9.5 The current budget for Emergency First Response is \$180,000 with a "Projection budget" of \$250,000 and while the emergency works cannot be forecasted due to it being responsive to weather events, we expect to spend up to about \$400,000 by the end of this financial year based on historic requirements. Actual spending now exceeds \$365,000. (A further amount of over \$300,000 incurred by the April storm weather events, is journaled to the Capital Emergency works GL awaiting final approved by NZTA.)

- 9.6 Current budget for Environmental Maintenance is only \$300,000 with a “Projection budget” of \$428,000 and we now expect to spend up to about 530,000 by the end of this financial year due to the reason that works that previously qualified under Emergency works, now has to be done under this category. The shortfall will be funded from savings on other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.7 The current budget for Stock Effluent is \$30,000 with a “Projection budget” of \$42,000. The Regional Council contributes a maximum of \$15,000 to this and NZTA pays the FAR rate on the full amount.
- 9.8 The current budget for Level Crossings is \$15,000 and we now expect to spend up to about \$10,000 by the end of this financial year due to Kiwirail costs for repairs which they pass on.
- 9.9 The current budget for Routine Drainage Maintenance is \$380,000 with a “Projection budget” of \$440,000 and we expect to spend up to about \$440,000 by the end of this financial year.
- 9.10 The current budget for Structures Maintenance is \$133,000 with a “Projection budget” of \$170,000 and we now expect to spend up to about \$140,000 on this activity by the end of this financial year.
- 9.11 The current budget for Street Lights is \$320,000 and we now expect to spend up to about that amount on this activity by the end of this financial year.
- 9.12 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$650,000 by the end of this financial year due to this being rated as a relatively lower maintenance priority to allow for a balance to be used to fund other higher priority maintenance categories.

10 2016/17 Capital Expenditure

- 10.1 The available Capital budget for 2016/17 is \$6,500,000 (including the budget of \$820,000 for Emergency Projects), with a “Projection budget” of \$5,450,700.
- 10.2 It should be noted that although the Emergency Projects budget is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by case basis for “qualifying” events, which requires that they are over \$100,000 per event, and meets some other approval qualification thresholds. WDC has recently submitted a report to NZTA after the April Weather events to register storm damages estimated at a total amount of \$1,440,000 and the repairs are intended to be funded over more than one financial year.
- 10.3 The combined budget of \$345,000 for Minor Improvements is included here, but is noted that this is separately grouped under the NZTA budget. Also included, are the two budgets for the Maraeroa Road Seal Extension (original budget = \$505,000, but the revised budget = \$843,000 plus about \$37,000 for consultants and variations) and the Oparure Road Retaining Structure (\$380,000), but we have not received separate funding for these two projects from NZTA and these projects will have to be sharing NZTA FAR rate from other capital budgets. Since the Oparure Retaining Structure is put on hold, the corresponding budget can make up for other budgets like the increased budget of Maraeroa Seal Extension.
- 10.4 There are a number of mismatches between the WDC budget items compared with the NZTA categories. In some cases the NZTA has changed the description slightly

or the budget is different. This has occurred due to the fact that the WDC budgets were finalised more than six months before NZTA finalised their budget. It is recommended that WDC align its budget with NZTA in this respect in the next GPS term to avoid confusion and reporting issues.

- 10.5 The over-expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.
- 10.6 A separate report to Council serves to report progress details on the Major Capital Works projects. The Reseals Project Completed. Some work categories like Drainage Renewals, Traffic Services Renewals and Unsealed Road Metalling had also been delayed until 1 March 2017, mostly due to a NZTA funding agreement requirement.

DESCRIPTION OF SERVICE	2016/17 BUDGET	PROJECTION	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$6,500,000	5,450,700	3,838,449	Expenditure to date = 59% of original 2016/17 Budget and 70% of Projection Budget.
Minor Safety Improvements 341	\$240,000	208,960	183,815	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	0	0	
Associated Improvements for Renewals 231	\$80,000	0	1,244	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	315,700	156,946	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$105,000	0	249	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	1,200,000	477,502	The annual Pavement Rehabilitation Contract, Totoro Rd (km 8 to 11)
Sealed Road Surfacing 212	\$1,300,000	1,300,000	1,250,946	Completed
Structures Components Replacement 215	\$300,000	300,000	62,784	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	120,000	109,513	Annual Traffic Signs replacement and the District wide Line Remark project.
Unsealed Road Metalling 211	\$600,000	193,040	218,070	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatements Projects 141	\$820,000	603,000	310,635	To be prioritised as they happen.
Maraeroa Rd Seal Extension	\$505,000	843,000	459,649	ICL busy to complete the seal extension this financial year.
Structures Maintenance - Oparure Rd Ret Wall	\$380,000	0	811,000	New item, not for this year.
Kawhia Harbour Rd under Slips	0	150,000	208,125	Completed. NZTA FAR funding from Minor Improvements
Te Waitere Rd Slips	0	17,000	13,560	Design completed. NZTA FAR funding from Minor Improvements.
Mangatoa Rd Underslip	0	200,000	9,120	Option Report completed. NZTA FAR funding from Minor Improvements.
Kumara Rd Slip Repair	0	0	25,189	Completion Payments to ICL for this project.

11 Summary of Network Issues

- 11.1 Kawhia Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised. Mass concrete blocks have been installed along some sections of the overslip sites in order to reduce the effects of

continuing fretting from the cutting side. Further sections will be completed over time as funding allows. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A slip repairs contract has been completed and is reported under the Major Capital Works Report.

- 11.2 Potentially hazardous trees are an issue. These are dealt with under the emergency reaction budget. Work is on-going on a priority basis as it is identified.
- 11.3 The Totoro Road pavement rehabilitation: Phase 1 was completed in 2014/15. Phase 2 was split in two separable portions, due to consent issues and budget considerations. This has since been resolved and Inframax has been appointed to complete both Separable Portion 1 (- between RP 8,378 and RP 9,800) and Separable Portion 2 (- between RP 9,800 and RP 11,316) as project 500/15/013. This project is currently underway. **This project is now being put on hold at about 80% completion to await warmer weather later in the year to do the chip sealing. The balance of this budget is planned to be carried over for this purpose.**
- 11.4 The structural Bridge Maintenance Contract was started later than planned **due to various issues and is at about 53% completion, but work can carry on during July 2017 to complete. The balance of the budget for this project is planned to be carried over for this purpose.**
- 11.5 The recent Stormy Weather events of 4 to 6 April 2017 and 12 to 14 April 2017 has caused extensive damages to the Network. A full assessment report was compiled for NZTA and submitted during the first week of May 2017. Assessments are showing a total of about 150 slip sites with a total repair cost estimate of about \$1,44 million. The WDC Emergency Funding budget for the current year is only \$603,000 and we are prioritising the works in order to delay some works until next financial year's Emergency budget is available. This would ease the local share funding burden.

12 REG and the One Network Road Classification (ONRC)

- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
 - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
 - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 The ONRC has three elements.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
 - The second element is the Customer Levels of Service (CLoS), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
 - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.

- 12.4 The process of applying performance measures to our network, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan".
- 12.7 **Financial Status**
- 12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing all of the extra activities that is required by NZTA through the likes of REG. We are in the process to measure this additional time requirements.
- 12.9 The regional roading collaboration for strategic asset management (RATA - Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.
- 12.10 **Assessment of Significance and Engagement**
- 12.11 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.
- 12.12 **Maintenance and renewing sealed pavements under ONRC**
- 12.13 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.
- 12.14 The One Network Road Classification framework has customer levels of service related to:
- Effective access
 - Pavement safety
 - Ride comfort, and
 - Cost effective provision.

- 12.15 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :
- Impede access
 - Are unsafe
 - Are uncomfortable
 - And that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

13 RATA (Road Asset Technical Accord)

- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 WDC is participating in the RATA Multi-Party Data Collection services contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as two additional Services, namely Footpath Condition Rating and Traffic Counting.
- 13.3 The RAPT report (report on road maintenance and renewal practices across the region) was first made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A RAPT Tour was done on the 13 October 2016 with the intention to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions included a review of the business case approach for the selected treatments. Some recent projects were visited to "showcase" good examples of how we dealt with specific challenges.
- 13.4 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 13.5 WDC is participating in the RATA managed traffic counting program. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.
- 13.6 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by mid-2017, is currently a main focus at RATA to develop understanding and best practice.
- 13.7 A new Multi-Party Funding Agreement for the next 3 Year is now in place.
- 13.8 RATA has offered the option to WDC and other councils to participate in the joint procurement of services for a Bridge Inspections Contract. This contract will include the tendering and Contract Management of the Bridge Structural Maintenance Repairs to cover all the outcomes that our current contract delivers. In light of this the tender subcommittee has approved the procurement plan as submitted by RATA for the procurement of these services. This will also ensure the same standard is applied compared with other Districts. The current contract is up for renewal by 1 July 2017. This tender is now at final award stage.

- 13.9 The latest Road Condition Rating has now been completed and received from RATA. It is currently being reviewed.

14 Streetlighting (LED)

- 14.1 The current Street Light Maintenance Contract was signed with Alf Downs. This document allows for the option to accommodate LED Replacements and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.
- 14.2 A business Case Report to motivate this work was presented as a separate report for a previous Council meeting.
- 14.3 The proposed upgrading to LED technology over the next financial year was recommended and accepted by Council. This option is expected to reduce costs significantly through reduced electricity consumption and reduced maintenance requirements. The main benefit of this option is that it allows for the use of a NZTA LED conversion support package to Councils with a Financial Assistance Rate of 85% available until June 2018.
- 14.4 In order to access NZTA support, a business case developed by Power Solutions Limited (PSL) was submitted to NZTA. Through co-operation with the Waikato LASS Energy Management Programme (part of the Energy Efficiency and Conservation Authority Collaboration Agreement) WDC can access funding to offset a part of the cost of the business case.
- 14.5 This LED conversion is now planned for the next Financial Year. Our current Street Light Maintenance Contract made allowance for the LED replacement by the incumbent contractor under that procurement. This option was recommended and subsequently approved by the Tenders Subcommittee.
- 14.6 PSL is investigating the LED Luminaire Selection and will provide direction on the best product options for the WDC district.

15 The Road Maintenance Contract – Progress

- 15.1 The new maintenance contract started on the 1st of March 2017 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 15.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 15.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 15.4 Monthly routine maintenance programmes will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.

- 15.6 An average score of 400 over the next two and a half years will be required in order for the Contractor to qualify for an extension to the Contract term. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items. Some issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, etc.
- 15.7 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	2017	2018	2019
January			
February	Start of Contract		
March	435		
April	440		
May	400		
June			
July			
August			
September			
October			
November			
December			

- 15.8 The NZTA/Broadspectrum has asked if the WDC Road Maintenance Contractor could maintain the Kerb and Channel, the Sumps/catch pits and lead pipes and sweeping on State Highways inside the urban areas of the Waitomo District on their behalf and then WDC invoice them accordingly. A price for this work was requested from ICL. This is not decided by Broadspectrum yet.
- 15.9 NZTA is also working on a revised MOU Corridor Agreement to clarify the split of responsibilities for maintenance works on urban sections of State Highways. We have requested several changes to a draft document that they presented during a meeting at NZTA offices on 14/10/2016. **NZTA is still working on the new MOU draft.**

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A353691

Report To: Council



Meeting Date: 27 June 2016

Subject: Submission to the Road Controlling Authority: Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads

Purpose

- 1.1 The purpose of this business paper is to inform Council of a consultation process currently being undertaken by the Road Controlling Authorities Forum (RCAF) for the consultation document – “Road Controlling Authority: Guidelines for Equitable Funding of Pavement Maintenance for Low Volume Roads” and to present a draft submission for Council’s consideration and approval.

Commentary

- 2.1 The Consultation period closes on Friday 14 July 2017.
- 2.2 At the time of preparing this Agenda the draft Submission is not complete and will be circulated under separate cover prior to the Council meeting.
- 2.3 In the interim, distributed separately and forming part of this Agenda are the following Road Controlling Authorities (RCAF) documents relative to this consultation process:
- 1 Collaborative Discussion Document (Consultation Draft) – Guidelines for equitable funding of pavement maintenance for low volume roads Road Controlling Authorities Forum (NZ) Inc. Special Interest Group on Low Volume Roads 2017
 - 2 Key Points for Consultation
 - 3 RCA Terms of Reference - Special Interest Group on Low Volume Roads - Funding Heavy Vehicle Impacts
 - 4 Dust – RCA Forum

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Separate Attachments:

- 1 Collaborative Discussion Document (Consultation Draft) – Guidelines for equitable funding of pavement maintenance for low volume roads Road Controlling Authorities Forum (NZ) Inc. Special Interest Group on Low Volume Roads 2017
- 2 Key Points for Consultation
- 3 RCA Terms of Reference - Special Interest Group on Low Volume Roads - Funding Heavy Vehicle Impacts
- 4 Dust – RCA Forum

Document No: A352678

Report To: Council

Meeting Date: 27 June 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
1. Insurance Arrangements: Public Liability and Professional Indemnity Insurance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Insurance Arrangements for Underground Assets	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: 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)

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
4. Progress Report: Health and Safety	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
5. Proposal: Reserve – Aria Terrace, Mokau	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Waitomo Village Water and Wastewater Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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