



# Road Map

## Work Programme

**1 July 2018**  
**to**  
**30 June 2021**

*30 October 2018*



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## **SECTION ONE: INTRODUCTION**



## Introduction

The purpose of this Road Map Work Programme is to set out the identified work programme leading up to, and beyond the adoption of the 2021-2031 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:

- |                      |   |
|----------------------|---|
| <b>Section One</b>   | Provides an Introduction to the Reader.   |
| <b>Section Two</b>   | Details identified projects of work for the <b>2018/2019</b> year ( <b>Year 1 of the 2018-2028 LTP</b> ), (including descriptions and indicative timelines). This section also contains carried forward projects from previous years and other new/re-prioritised projects. |
| <b>Section Three</b> | Details identified projects of work for the <b>2019/2020</b> year ( <b>Year 2 of the 2018-2028 LTP</b> ), (including descriptions and indicative timelines).  |
| <b>Section Four</b>  | Details identified projects of work for the <b>2020/2021</b> year ( <b>Year 3 of the 2018-2028 LTP</b> ), (including descriptions and indicative timelines).  |

It is important to note that the Road Map is a “living document”. Other projects of work will be identified by the Council 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.

## 2018-2028 Long Term Plan: Looking Ahead – Key Projects and Programmes

Key Projects and Programmes (some of which are included in the 2018-2028 Long Term Plan) are listed below, and where applicable, descriptions, key milestones and indicative timelines have been included in this Road Map Work Programme.

### Governance: Leadership and Investments

- Draft, consult and adopt the 2021-2031 Long Term Plan
- Review, consult and adopt key policies that support the 2021-2031 Long Term Plan
- Draft, consult and adopt Annual Plans in interim years (2019/2020 and 2020/2021) of the LTP
- Prepare Annual Reports for each year demonstrating performance
- Conduct the Triennial Local Government election in October 2019
- Agree Triennial Agreements in conjunction with Waikato and Manawatu–Wanganui Regional Councils by 1 March 2020
- Review Council’s Governance Statement by February 2020
- Review Council’s Code of Conduct by the end of November 2019
- Actively participate in the Waikato Mayoral Forum to review/consider opportunities to collaborate in planning, purchasing and service delivery options
- Review Council’s Investments

### Community Service

- Parks and Reserves
  - Playground Upgrades
  - Parks and Reserves Renewals
  - Bridge/ Pontoon/ Jetty Renewals
  - Development of Coastal Reserves
  - Continued Development of Brook Park
- Housing and Other Property
  - Elder Persons Housing Renewals
  - Earthquake strengthening of the Queen Street Administrative and Civil Defence Building
- Recreation and Culture
  - Waitomo District Library Upgrade
  - Waitomo District Aquatic Centre Renewals
  - Aerodrome Runway Resurfacing
  - Aerodrome Review and Upgrade
- Public Amenities Activity
  - Piopio Cemetery Expansion
  - Public Toilet Upgrades
  - Te Kuiti Overbridge Renewal
  - Queen Street Carpark

### Community Development

- Promote and support sustainable Economic Development
- Facilitate and support the Waitomo District Safe Community Programme.
- Involvement in the Waikato Regional Economic Development Agency (WREDA)
- Involvement in development/ deployment of the Sub-Regional (southern) Waikato Economic Action Plan
- Involvement in the Hamilton and Waikato Regional Tourism Organisation
- Support of the Waitomo District Youth Council and youth liaison
- Administer grant funding as per the Community Development Fund Policy and Rates Remission Policy
- Promote and support an active and healthy community in partnership with Sport Waikato
- Support the provision of strong heritage, visitor information, district promotion and public good services via the Waitomo Caves Discovery Centre and i-SITE
- Support delivery of the Novice Driver Training Programme
- Support the transition of community led events via an Events Fund Policy
- Library system upgrade including migration to the Kotui Collaboration
- Library book replacement programme
- Library technology programme
- Library carpet renewal and access improvements
- i-SITE technology programme
- i-SITE furniture and interior renewals

### Compliance

- Implementing Earthquake Prone Building legislation.
- Maintaining Building Accreditation as a Building Consent Authority.
- Waikato Local Authority Shared Services online building consenting project.
- Electronic document back-scanning WDC's Building Consent (and resource consent) records.
- Online Dog Registration.

### Solid Waste Management

- Assessment of solid waste issues in Mokau
- Improvement of safety features and presentation at Transfer Stations
- Review and improve accessibility to Transfer Stations and Recycling Drop Off Centres
- Waste Minimisation Promotion Programmes between 2018 to 2021 covering:
  - Home composting schemes
  - Waste minimisation schemes
- The promotion of solid Waste Management at all events hosted on WDC property
- Extend capacity of Waitomo District Landfill which will require a new resource consent

### Stormwater Drainage

- Stormwater rehabilitation as per Catchment Management Plans
- Stormwater renewals as per Catchment Management Plans
- Rural stormwater renewals
- Updating Catchment Management Plans

### Resource Management

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

### Sewerage and the Treatment of Disposal of Sewage

- Investigation, Design & Specification
- Piopio SCADA Improvements
- Waste Water Treatment Plant Bulk Lime Silo
- Benneydale Sewerage Renewals
- Reticulation Renewal – Minor
- Treatment Plant Renewal – Minor (Te Kuiti)
- Te Kuiti Sewer Renewals
- Pump Station Renewals
- Renew and Extend Soakage Field
- Treatment Plant Renewal Minor (Benneydale)

### Water Supply

- Investigate raw storage dam
- Bulk reticulation monitoring
- Installation of backflow preventers (Te Kuiti, Mokau, and Piopio)
- Access easement or purchase of land(where applicable) to secure assets
- Te Kuiti SCADA
- Mokau water-main renewals
- New pumping line to reservoir (Piopio)

- Investigation into an additional new reservoir in Te Kuiti
- Additional monitoring and control - Benneydale
- Treatment plant monitoring renewals
- Mechanical renewals (Te Kuiti)
- Treatment plant renewals (Mokau)
- Mechanical renewals (Piopio)
- Reticulation renewals (Piopio, Te Kuiti)
- Seismic strengthening of WDC reservoirs

### Roads and Footpaths

- Operational and Maintenance
  - Costs are expected to rise gradually based on construction cost indices. This applies to all road maintenance activities
  - Increased Falling Weight Displacement programme to test the sealed network
  - Road safety programmes to address interventions to over-represented crash factors as identified in RAMM and in the NZTA Crash Analysis System (CAS)
- Renewals
  - Renewals are increasing in line with condition assessment data, movements in construction cost indices and rates of deterioration pavement and surfacings
  - Reseals of the district sealed roading network at a targeted rate of 38km/year for the next three years
  - Pavement rehabilitation is targeted at 4km/year
  - The network has 39 bridges forecast for replacement over the next 30-years, with 11 due in the next 10 years, because of their age and condition
- New Works (Improvements)
  - The seal extension category includes provision for the road upgrading project supporting the Omya limestone mining development proposal
  - Smoothing road geometry at bends
  - Footpath renewals and extensions include some minor lengths of new footpaths near schools and retirement villages

## 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.

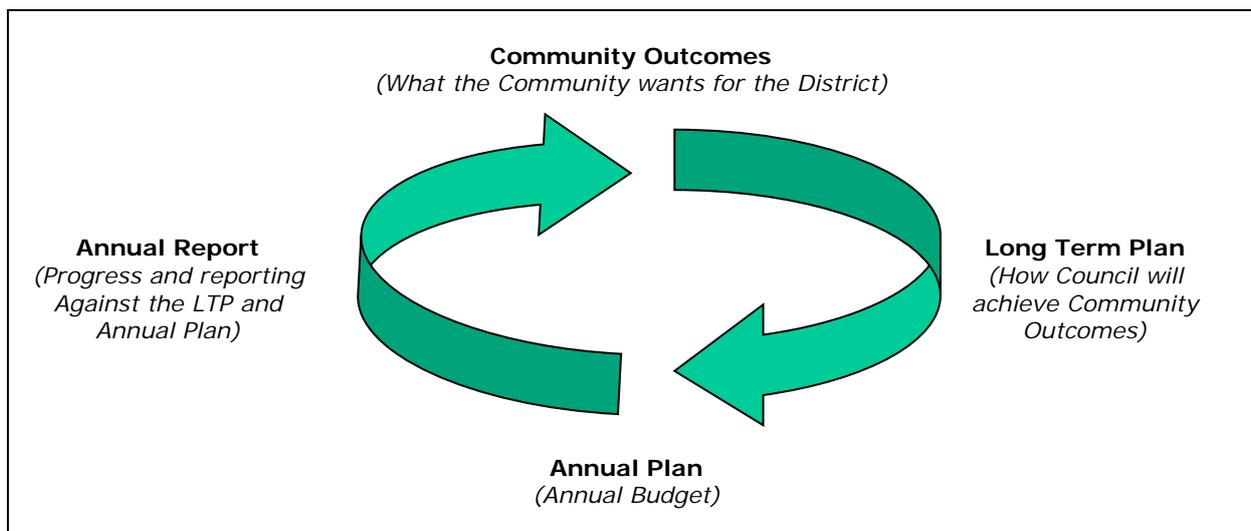


Diagram 1: Planning and Reporting Cycle

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 will decide on the content and strategic direction of the LTP.

#### Management Team

The Management Team will provide advice to Council regarding issues relating to the LTP's content.

#### Project Team

A Project Team will manage the overall project. The Project Team is responsible for keeping the Management Team informed of the progress of each work stream, to advise the Management Team of any issues that arise and provide recommendations for resolving any identified issues.

**SECTION TWO: 2018/2019 WORK PROGRAMME  
(YEAR 1: 2018-28 LTP)**



## Leadership

### Resident Satisfaction Survey (for 2017/18 Annual Report)

#### 1.0 DESCRIPTION

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

#### 2.0 DISCUSSION

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

#### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Review or design new annual Resident Satisfaction Survey  | May 2018             | Completed  |
| Survey to test:<br>1. Importance of Service<br>2. Satisfaction with Service<br>3. Provide for commentary/ suggestions | May 2018             | Completed  |
| Undertake Survey  | June - July 2018     | Completed  |
| Analyse / Report Survey Results   | August 2018          | Completed  |
| <b>Council Meeting</b><br>Customer Satisfaction Survey Results to Council   | August 2018          | Completed  |
| Customer Satisfaction Results ready for inclusion in Annual Report  | 1 September 2018     | Completed  |

### 2018 General Revaluation for Rating Purposes

#### 1.0 DESCRIPTION

The Rating Valuations Act 1998 requires that every property in New Zealand must be revalued for rating purposes at least once every three years.

#### 2.0 DISCUSSION

The last revaluation for the Waitomo District occurred in September 2015 and therefore the revaluation is due to be undertaken again in September 2018.

The values from the 2018 District Revaluation will be used for rating purposes from 1 July 2019.

There are a number of stakeholders in the General Revaluation Process ranging from the community, the Council, a range of service providers and the Office of the Valuer General (OVG). Under the Rating Valuations Act 1998, the OVG sets minimum standards for rating valuations and maintenance of the district valuation roll. The Valuer-General also:

- Provides independent quality assurance of valuations for rating purposes
- Certifies Rating Valuations to local authorities
- Provides technical advice to Government on valuation and the valuation services sector
- Monitors and audits the work of rating valuation service providers (VSPs)

As Council's appointed Valuation Service Provider, Quotable Value New Zealand (QV) undertakes the revaluation on behalf of Council. The valuation of utilities (ie, electricity, gas, telecommunication networks, water services networks) are undertaken as a separate process.

In 2005 Waitomo District Council entered into an agreement with Waikato Local Authority Shared Services Limited (WLASS) for a Shared Valuation Database Service (operating under WLASS).

WLASS provides valuation database services to Councils in the Waikato and to Waikato Regional Council. WDC's official District Valuation Roll (DVR) resides in the Shared Valuation Database Service (SVDS) and is shared with Waikato Regional Council for rating purposes.

WLASS contracts a provider called Rating Valuation Services Limited (RVSL) (which was formed in April 2007) to provide SVDS maintenance and associated support services to SVDS Councils. RVSL assists WDC by providing reports out of the SVDS system, loading bulk files from Council and QV, running integrity checks and audit processes to ensure the (DVR) data is correct and complete.

RVSL provide support services to QV and Council to ensure the revaluation project plan runs smoothly. This includes dealing with valuation enquiries and ensuring that both parties achieve deadlines. RVSL also assists with the preparation of the assurance statement.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe                 | Commentary |
|--|--------------------------------------|------------|
| <b>Council Meeting</b><br>Brief Council on timeframe and process for revaluation                       | 1 May 2018                           |            |
| Data Integrity checks  | May to September 2018                |            |
| Market Surveys sent to random sample of property owners in district                                    | May 2018                             |            |
| Farm amalgamations   | April/May 2018                       |            |
| Communication to ratepayers via rates newsletter and Waitomo Way                                       | July and August                      |            |
| Revaluation of Utilities   | September 2018                       |            |
| Final District Valuation Roll sent to OVG for audit  | 25 September 2018                    |            |
| Communication to public that roll is open for inspection and notification of objection timeframes      | 21 October 2018                      |            |
| Notice of general revaluation sent out to all owners and ratepayers detailing new values               | 28 October 2018                      |            |
| <b>Council Meeting</b><br>Quotable Value will present key highlights of revaluation to elected members | 30 October 2018                      |            |
| Objections close   | 3 December 2018                      |            |
| Ratepayers notified of result of objection process   | <i>As each objection is reviewed</i> |            |

## 2017/2018 Annual Report

### 1.0 DESCRIPTION

Development and adoption of the 2017/2018 Annual Report and completion of the Summary Annual Report.

### 2.0 DISCUSSION

The LGA requires Council to complete and adopt its Annual Report within four months (by 31 October) 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 |
|---|----------------------|------------|
| <b>Council Meeting</b><br>Brief Council on timeframe.                         | May 2018             |            |
| Interim Audit of financials.  | 7-18 September 2018  |            |
| <b>Council Meeting</b><br>Progress Report to Council on Interim June results. | 25 September 2018    |            |
| Deloitte final review.  | 5-15 October 2018    |            |

| Key Milestone                                 | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Signed Audit Opinion available                | 30 October 2018      |            |
| <b>Council Meeting</b><br>Adopt Annual Report | 30 October 2018      |            |
| Audit of Summary Annual Report.               | 4-6 November 2018    |            |
| Audit Opinion received on Summary             | 6 November 2018      |            |
| Summary Annual Report published               | 27 November 2018     |            |

## 2019/2020 Exceptions Annual Plan

### 1.0 DESCRIPTION

The LGA requires Council to produce an LTP every three years and an Exceptions Annual Plan (EAP) for the years in between.

An EAP provides the public with the required information to participate in the decision making process undertaken by a Local Authority. It focuses on one financial year only, and its purpose is to report any exceptions from the forecast work plans and budgets set out in the LTP for the given financial year. The LGA requires the EAP to contain the proposed annual budget and funding impact statement for the year to which the EAP relates.

### 2.0 DISCUSSION

As a result of the August 2014 amendments to the LGA, the special consultative procedure is not required for the adoption of the Annual Plan. Consultation must be carried out that gives effect to Section 82 and that in itself is not an automatic requirement when adopting an Annual Plan anymore. Council is only required to consult on its Annual Plan if the proposed plan includes any significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates.

If required, consultation must be in accordance with section 82 of the Local Government Act 2002 and use a Consultation Document (CD) to provide the basis for effective public participation in the decision making process. The CD must:

- Explain any significant or material variations or departures from the financial statements or the funding impact statement in the LTP,
- Include a description of significant new spending proposals, the costs associated with those proposals and how those costs will be met, and
- An explanation of any proposal to substantially delay, or not proceed, with a significant project and the financial and service delivery implications of the proposal.

A CD must not have attached to it a draft of the annual plan or a full draft of any policy. As well as the CD, the information that is relied on to produce the CD (Supporting Information) must also be adopted and available to the public.

Note: If Council carry out consultation in relation to an amendment to the LTP at the same time or combined with consultation on an annual plan, the special consultative procedure must be used and the content combined into one CD.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary                                   |
|---|----------------------|--|
| Project planning for EAP 2019/20 development  | September 2018       |  |
| Identification of any "strategic" amendments to LTP for 2019/20 year.   | 26 September 2018    |  |
| Managers complete 2019/20 budgets in consideration of 2019/20 Budgets contained in LTP.   | October 2018         |  |
| Modelling of budgets and finances for 2019/20   | November 2018        |  |
| Management Review of 2019/20 budgets  | November 2018        |  |
| <b>Council Workshop #1 of 3</b><br>Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP 2019/20 | 20 November 2018     | (placeholder) depending on identified issues |

| Key Milestone  | Indicative Timeframe | Commentary  |
|--|----------------------|---|
| <b>Council Workshop #2 of 3</b> <ul style="list-style-type: none"> <li>Preliminary draft financial forecasts</li> <li>Assessment of dEAP against consultation threshold (significant or material differences from content of LTP)</li> </ul> | 12 February 2019     | The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.  |
| <b>Council Workshop #3 of 3</b> <ul style="list-style-type: none"> <li>Draft financial forecasts</li> <li>Working draft CD (if required)</li> <li>Council endorse EAP and CD for Audit</li> </ul>  | 12 March 2019        | If there are no material changes in the EAP compared with the LTP for 2016/17, then the rest of this process will not be required. If this is the case, an alternative method for communicating with the Community on the EAP will be considered. The EAP may also be adopted sooner should consultation as per s.82 not be required. |
| Audit of dEAP  | 18- 27 March 2019    |   |
| <b>Council Meeting</b><br>Adopt CD and Supporting Information for public consultation (if required)  | 2 April 2020         |   |
| Consultation Period  | 8 April – 8 May 2019 |   |
| <b>Council Hearing</b>   | 14 May 2019          |   |
| <b>Council Deliberations</b>   | 28 May 2019          |   |
| <b>Council Meeting</b><br>Adopt EAP  | 25 June 2019         |   |

## 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 |
|---|-------------------------------|------------|
| S17A Review of responsibilities associated with<br>- Governance<br>- Funding<br>- Service Delivery<br>For Environmental, Health and Alcohol Licensing | December 2018 - February 2019 |            |
| <b>Council Workshop #1</b><br>Draft outcomes of internal s17A Reviews   | 16 April 2019                 |            |
| <b>Council Meeting</b><br>Adoption of Review outcomes   | 28 May 2019                   |            |

## 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 seek risk assurance 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 develop a Risk Management Framework for the organisation that identifies top risks and establishes monitoring and reporting framework for these. It is also intended to develop a Roadmap for enhancing risk maturity within the organisation.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe        | Commentary  |
|--|-----------------------------|---|
| Review of top/strategic risks for WDC  | September 2018              |   |
| SMT workshop to confirm Strategic risks  | October 2018                |   |
| <b>Council LTP Workshop</b><br>Initial workshop to sign off on strategic risks                   | 16 October 2018             |   |
| Test treatment and controls and score risks including SMT workshop                               | October 2018 – January 2018 |   |
| Test residual risks and plan to address  | October 2018 – January 2018 |   |
| <b>Council LTP Workshop</b><br>Workshop with Council on top residual risks, mitigation plans and | February 2019               | Future work plan will be developed after the outcomes of the workshop are consolidated. |

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| maturity development work plan.  |                      |            |
| <b>Audit and Risk Committee</b><br>Quarterly reporting to ARC on strategic risks | Starting May 2019    |            |

## Communications Strategy – Review and Progress Reporting

### 1.0 DESCRIPTION

Communication is an essential part of good management and the effective delivery of Council services. WDC's Communications Strategy document was adopted in October 2011 and it gives a detailed picture of the types of communications methods available to the organisation. An Implementation Plan was also subsequently developed which contains the Communications tasks and projects. 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 DISCUSSION

The Communications Strategy was last reviewed and adopted in November 2015. The strategy outlines why good communication with the community is important and provides a framework of the types of communications methods that should be used by the organisation in order to communicate effective management and delivery of Council services.

The organisation has made good progress with its communications goals over the last 3 years. In line with good practice, it would be advisable to review the Communications Strategy and the scope and priorities included in it and test whether these are still appropriate to the current needs and more importantly to align the strategy to Councils Long Term strategic direction and vision contained in the 2018-28 LTP

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary  |
|---|----------------------|---|
| <b>Council Workshop</b><br>Key communication outcomes to be achieved          | 25 September 2018    |   |
| <b>Council Meeting</b><br>Adoption of Communications Strategy 2018            | 30 October 2018      | Council adopts Communications Strategy                              |
| <b>Council Meeting</b><br>Six monthly progress report                         | April 2019           | Report provided at next meeting following end of six monthly period |
| <b>Council Meeting</b><br>Six monthly progress report                         | October 2019         | Report provided at next meeting following end of six monthly period |
| <b>Council Meeting</b><br>Six monthly progress report to end of June 2020     | April 2020           | Report provided at next meeting following end of six monthly period |
| <b>Council Meeting</b><br>Six monthly progress report to end of December 2020 | October 2020         | Report provided at next meeting following end of six monthly period |
| <b>Council Meeting</b><br>Six monthly progress report to end of June 2021     | April 2021           | Report provided at next meeting following end of six monthly period |

## Pre-Election Report

### 1.0 DESCRIPTION

The purpose of a pre-election report is to provide information to promote public discussion about the issues facing the local authority. It is a legislative requirement for every Chief Executive of a local authority and must be published two weeks before the nomination day for a triennial general election. The content of the report is set by legislation and includes the funding impact statement, summary balance sheet and a comparison of rates, rate increased and borrowing with the limits set in the Financial Strategy.

## 2.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Pre-election report prepared encompassing: <ul style="list-style-type: none"> <li>• Funding Impact Statement 1 July to 30 June</li> <li>• Summary Balance Sheet 3 Financial Years 1 July to 30 June</li> <li>• Major Projects Planned 1 July to 30 June</li> <li>• Funding Impact Statement 1 July to 30 June</li> <li>• Statement (providing comparison of rates/ rate increases and borrowing 1 July to 30 June)</li> <li>• A statement comparing return on investments for 1 July to 30 June (investments specified within the investment strategy)</li> </ul> | May 2019             |            |
| Pre-election report to elected members for information only.  | Mid June 2019        |            |
| Pre-election report advertised (two weeks prior to nomination date of elected members)  | 4 July 2019          |            |

## 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 the policies fall 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 Policy [1]                              | June 2016        | June 2021      | 5 Years (legislative requirement) |
| Gambling Policy [2]  | August 2017      | 2020           | 3 Years                           |
| Dog Control Policy [3]   | December 2015    | September 2020 | 5 Years                           |
| Revenue and Financing Policy [4]   | June 2018        | June 2020      | 3 Years                           |
| Treasury Policy [5]  | June 2018        | June 2020      | 3 Years                           |
| Remission of Rates Policy [6]  | June 2018        | June 2020      | 6 Years (legislative requirement) |
| Policy on Appointment of Directors to Council Controlled Organisations [7] | June 2018        | June 2020      | 3 Years                           |
| Policy on Elected Members' Allowances and Recovery of Expenses [8]         | May 2016         | June 2019      | Set by Remuneration Authority     |
| Community Development Fund Policy [10]                                     | May 2018         | August 2021    | 3 Years                           |
| Local Alcohol Policy [11]  | June 2016        | June 2022      | 6 Years (legislative requirement) |
| Citizens Awards Policy [12]  | November 2016    | November 2019  | 3 Years                           |
| Psychoactive Substances Policy [13]  | Not applicable   | Annually       | 1 Year                            |
| Significance and Engagement Policy [14]                                    | June 2018        | June 2021      | 3 Years                           |

| Policy  | Last Review Date | Next Review   | Review Cycle                         |
|---|------------------|---------------|--------------------------------------|
| Procurement Policy [15]                                       | 2018             | 2021          | 3 Years                              |
| Local Easter Sunday Shop Trading Policy [16]                  | October 2016     | February 2021 | 5 Years<br>(legislative requirement) |
| Use of Remotely Piloted Aircraft Systems (Drones) Policy [17] | September 2016   | October 2019  | 3 Years                              |

[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.

The review of this is dealt with in the Resource Management Section.

[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 Dog Control Bylaws which allow for enforcement. The Bylaw was reviewed in conjunction with the Policy in December 2015.

The review of this policy is deal with in the Resource Management Section.

[4] The **Revenue and Financing Policy** provides guidance on how the local authority will fund operational and capital expenses. It is a legislated requirement to have one under the Local Government Act 2002 Section 102 (1) and enables predictability and certainty about sources and levels of funding. The Revenue and Financing Policy is reviewed concurrently with the Long Term Plan "LTP" and Adopted as a supporting policy to the "LTP".

[5] The **Treasury Policy** (includes Investment Policy...?) This policy incorporates Council's Investment and Liability Management Policies and details Council's principles of prudent financial management and risk mitigation strategies as they relate to liability management.

[6] The **Remission of Rates Policy** (LGA 2002 Section 102 (3) & 108, 109 & 110 requires a special consultation process as per Section 82

[7] The **Policy on the Appointment of Directors to Council Controlled Organisations** "CCO" is a requirement of Section 57 of the Local Government Act 2002. It requires for there to be an objective and transparent process which considers skills, knowledge and experience required of the CCO is given as part of the appointment process of Directors to Council Controlled Organisations. The Policy on the Appointment of Directors to Council Controlled Organisations sets a base criteria that is required by the organisation when making appointments to CCO's.

[8] The **Elected Members Allowances and Recovery of Expenses Policy** sets out the framework for the Mayor and Elected Members remuneration and expenditure reimbursement. The Policy was last reviewed by the Council in May 2016 and was approved by the Remuneration Authority on 3 August 2016 for the period 1 July 2016 to 30 June 2019. A timeline for the next review of this Policy will be considered closer to the required 2019 review, as the Remuneration Authority is continuing to review the process for determining elected member remuneration which could result in this review being either brought forward or deferred.

[10] The **Community Development Fund Policy** establishes policies, principles and criteria for the provision of funding grants to assist organisations that provide projects and activities which benefit the residents of communities within the Waitomo District.

[11] 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.

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.

[12] The **Citizens Award Policy** provides a mechanism to recognise individual and community organisations role in their contribution in improving community wellbeing and contribution to positive community outcomes.

The review of this Policy is dealt with in the Community Development Section.

[13] 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.

- [14] **Significance and Engagement Policy** details Council's approach to determining the significance of a proposal or decisions and sets out the criteria and general procedure Council will use.
- [15] The **Procurement Policy** has been prepared to ensure WDC procurement is made in a robust, transparent way and reflects generally recognised, good practice standards for the Local Government sector.
- [16] The **Local Easter Trading Policy**. This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 ("the Act") which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday.
- [17] The **Use of Remotely Piloted Aircraft Systems (Drones) Policy** provides guidance on the use of remotely piloted aircraft on or over Waitomo District Council properties and facilities.

## 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. The last review was March 2013. A review was initiated in 2016/17, however could not be completed due to resourcing. Since then standardising procurement practices and policy has been taken up as a WLASS initiative and Waitomo is a participant in the initiative. Presentation of a Regional Procurement Policy will be presented to Council once it has been completed by WLASS.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary   |
|--|----------------------|--|
| <b>Council Meeting</b><br>Policy presented to Council for adoption of amendments or updates. | 27 November 2018     | The Policy is expected to be completed by WLASS in November 2018. The adoption date will have to be changed in the event of delays by WLASS. |

## Review of Representation Arrangements (including Maori 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 Maori representation and Electoral Systems July – August 2018 for the 2019 election. A full review of representation arrangements, including Maori representation, is **required in 2024 in time for the 2025 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 Maori roll.
- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

### Maori Representation

The Act defines that a territorial authority may resolve for a district to be divided into 1 or more Maori 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.

## Local Government Excellence Programme – CouncilMARK™

### 1.0 DESCRIPTION

The CouncilMARK local government excellence programme is a system that measures indicators across four priority areas within Council. The system is designed to demonstrate and improve the value and services provided by Councils. Participating Councils are assessed by independent experts every three years and given an overall rating from triple AAA to C. The **four priority areas assessed** and graded are:

- Governance, Leadership and Strategy
- Financial decision-making and transparency
- Service delivery and asset management; and
- Communicating and engaging with the public and businesses

Below is a summary of the **assessment process**:

- The Council has to complete the Performance Assessment Framework (PAF) and supply the required **pre-reading** and supporting material to LGNZ and the assessors
- This is followed by **on-site assessment** with the Council and external stakeholders over a two day period. This can be longer if agreed prior.
- The **assessment report** is then drafted by the lead assessor which is then sent to the Council for **fact check** for accuracy.
- Checked and amended report is then sent to the **Independent Assessment Board (IAB)** for their consideration (along with provisional grades and overall rating).
- **IAB reviews and signs off** on the final Assessment Report.
- This report is then published on the CouncilMARK website.

The documents to be supplied in the pre-reading include –

- Annual Plan
- Long Term Plan
- Pre-election report
- Infrastructure Strategy
- Financial Strategy
- Property Strategy
- Asset Management Plans
- Communications and Engagement Strategy/ Plan and Communication and stakeholder audits
- Any key strategies/ policies which are guiding documents for Council
- Annual resident survey
- Completed s17A reviews or plans for undertaking these reviews
- Audit report with corrective actions
- Risk Management Policy or Framework, ARC Terms of Reference
- An example of a good business case decision
- Other documents to support answers in the PAF
- Assessors could request other information during the visit

In terms of the **site visit** the following steps will generally be followed:

- The assessors will hold a **pre-visit teleconference**
- It is suggested that elected members and relevant staff be **pre-briefed**
- It is recommended that Councils use the **standardised agenda**
- The assessors will **interview** all relevant parties (staff and elected members)
- Assessors **will meet with external stakeholders** as well, possibly:

- Chamber of commerce, economic development agency or business representatives
- A local developer
- Local iwi/ hapū
- The Regional Council
- NZTA

## 2.0 DISCUSSION

On Wednesday 6 June 2018, LGNZ's Programme Manager for the CouncilMARK programme met with the Mayor and Chief Executive to discuss WDC's participation in CouncilMARK. On 11 June 2018 a letter with further information was provided from LGNZ.

Council, at its 26 June 2018 meeting considered the information provided from LGNZ, and noted that there has been no budget or resourcing allowance made in the draft 2018-2028 LTP to factor this item of work into Council's current work plan. As a result of those considerations, Council resolved as follows -

- 1 The business paper on Local Government Excellence Programme – CouncilMARK™ be received.
- 2 Waitomo District Council submit a Registration of Interest for participation in the CouncilMARK™ programme for the 2019/2020 financial year.
- 3 **Participation in the Local Government Excellence Programme – CouncilMARK™ be included in Council's Road Map Work Programme for the 2019/2020 year.**

The CouncilMARK assessment is a significantly involved process not just during the site visits but in preparation for participation. It will require significant resource investment from all key staff and elected members to participate in this assessment.

## 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Project Planning including resource planning   | June 2019            |            |
| Initials Assessment and Gap analysis based on PAF requirements and work plan to fill in the gaps | October 2019         |            |
| <b>Council Workshop</b><br>Pre-briefing on site visit and PAF                                    | End November 2019    |            |
| Complete PAF and send  | Start April 2020     |            |
| <b>Council Workshop</b><br>Pre-briefing on site visit and PAF                                    | April end 2020       |            |
| On-site assessment   | May 2020             |            |
| First fact check of Draft Report   | June 2020            |            |
| Final Report provided  | July/ August 2020    |            |

## Waikato Regional Council Committees – 2019 Meeting Schedule

### 1.0 DESCRIPTION

The Waikato Regional Council (WRC) has a number of Committees of which the Membership is made up of both Regional and Local members. WDC's appointment to these Committees takes place immediately following each Triennial Election, or on an "as required" basis during the triennium.

Whilst these WRC Committees do not form part of WDC's Road Map Work Programme, it is appropriate that the known scheduled dates are included in our Road Map Work Programme Calendar to prevent, where ever possible, any clashes between the WRC and WDC meeting schedules.

### 2.0 DISCUSSION

#### Waikato Regional Transport Committee

The purpose of the Regional Transport Committee is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport. The Committee also prepares the Regional Land Transport Strategy and Regional Land Transport Programme. Mayor Hanna is WDC's Member on this Committee with Cr Brodie the Alternate.

### **Civil Defence Emergency Management Group (Mayors Joint Committee)**

Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Mayors Joint Committee, the Civil Defence Emergency Management Group.

Although this Committee is theoretically a "Mayors Joint Committee", many of the Region's local authorities have appointed a Councillor as the member with the Mayor acting as Alternative. WDC is one of these Councils in that Cr Goddard is WDC's Member with Mayor Hanna the Alternate.

### **Nga Wai O Waipa Joint Management Committee**

In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Maori Trust Board through the recently enacted Nga Wai o Maniapoto (Waipa River Act) 2012. The Act provides for a Joint Management Agreement (JMA) to be developed between Council and the Maniapoto Maori Trust Board as part of the co-management arrangements.

To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Maori Trust Board. This collective approach also satisfies Council's obligation to form a joint committee and provides for a holistic and collaborative co-governance model for the JMA.

Mayor Hanna is WDC's representative on this Committee with Cr Davey the Alternate.

### **Catchment Committees**

Every year WRC spends approximately \$62 million on work to protect people and property from flooding and soil erosion, and to combat plant and animal pests. To help tailor WRC's integrated catchment management programmes to local needs, WRC has divided the Region into eight management zones. Each zone has its own Catchment Committee – comprising WRC councillors, iwi representatives, key agencies with an interest in the zone and community appointees – who help to ensure money is spent well in areas most needed.

Recommendations received from the Committees are reported to WRC through the Integrated Catchment Management Committee. The chairs of each of the Catchment Committees are members of the Integrated Catchment Management Committee.

The two Catchment Committee zones to which WDC has appointed members are the West Coast and Waipa Zones.

#### West Coast Catchments Committee

The role of the West Coast Catchment Committee is to assist in the implementation of river and catchment management services in the West Coast Zone which stretches from just below Port Waikato to the regional boundary at Mokau.

The West Coast Catchments Committee consider issues related to flood protection and catchment works, biosecurity and biodiversity work and programmes in the zone, and in some cases make recommendations to WRC.

Cr Smith is WDC's representative on this Committee.

#### Waipa Catchment Committee

The role of the Waipa Catchment Committee is to assist in the implementation of river and catchment management services in the Waipa River catchment. This catchment covers the area from the headwaters in the Rangitoto Range east of Te Kuiti, to the confluence with the Waikato River at Ngaruawahia.

The Waipa Catchment Committee consider issues related to flood protection and catchment works, biosecurity and biodiversity work and programmes in the zone, and in some cases make recommendations to WRC.

Cr Brodie is WDC's representative on this Committee.

## **3.0 KEY MILESTONES**

### **Regional Transport Committee (Mayor Hanna, Alternate - Cr Brodie)**

| Key Milestone     | Indicative Timeframe | Commentary  |
|-------------------|----------------------|---|
| Committee Meeting | 4 March 2019         | At the time of preparing this Road Map Work Programme, WRC has indicated these dates as tentative only and will |
| Committee Meeting | 6 May 2019           |   |
| Committee Meeting | 1 July 2019          |   |

| Key Milestone     | Indicative Timeframe | Commentary                  |
|-------------------|----------------------|-----------------------------|
| Committee Meeting | 2 September 2019     | confirm them later in 2018. |

**Civil Defence Emergency Management Group (Mayors Joint Committee)** (Cr Allan Goddard, Alternative - Mayor Hanna)

| Key Milestone     | Indicative Timeframe | Commentary  |
|-------------------|----------------------|---|
| Committee Meeting | 4 March 2019         | At the time of preparing this Road Map Work Programme, WRC has indicated these dates as tentative only and will confirm them later in 2018. |
| Committee Meeting | 24 June 2019         |   |
| Committee Meeting | 2 September 2019     |   |

**Nga Wai O Waipa Joint Management Committee** (Mayor Hanna, Alternative – Cr Terry Davey)

| Key Milestone     | Indicative Timeframe | Commentary  |
|-------------------|----------------------|---|
| Committee Meeting | 15 February 2019     | At the time of preparing this Road Map Work Programme, WRC has indicated these dates as tentative only and will confirm them later in 2018. |
| Committee Meeting | 21 June 2019         |   |

**West Coast Catchments Committee** (Cr Sue Smith)

| Key Milestone     | Indicative Timeframe | Commentary  |
|-------------------|----------------------|---|
| Committee Meeting | 19 March 2019        | At the time of preparing this Road Map Work Programme, WRC has indicated these dates as tentative only and will confirm them later in 2018. |
| Committee Meeting | 14 May 2019          |   |
| Committee Meeting | 28 August 2019       |   |

**Waipa Catchment Committee** (Cr Phil Brodie)

| Key Milestone     | Indicative Timeframe | Commentary  |
|-------------------|----------------------|---|
| Committee Meeting | 20 March 2019        | At the time of preparing this Road Map Work Programme, these dates are tentative only and are to be confirmed by WRC later in 2018. |
| Committee Meeting | 19 June 2019         |   |
| Committee Meeting | 21 August 2019       |   |

## Council Controlled Organisations – DC Tynan Trust (Exemption)

### 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, Waikato 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 |
|--|----------------------|------------|
| <b>Council Meeting</b><br>Consideration of DC Tynan Trust's exemption from CCO status. | 30 April 2019        |            |

# 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 for our community through community safety and appropriate infrastructure
- To encourage active engagement by improving communication and trust between Council and our community
- Help local groups with local opportunities and solutions

### 2 Tourism Development and District Promotion

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

- Recognise that economic, social, cultural and environmental outcomes must be mutually reinforcing
- Maintain a high quality environment
- Recognise the District's dependence on tourism, primary production and utilisation of the landscape and culture, as visitor attractions
- Provide an excellent visitor experience to those travelling to our District
- Make smart strategic decisions to support Regional Tourism outcomes within our District
- Grow the economy through visitor spend in our District

### 3 District Development

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

- Supporting Regional and Economic Development opportunities and outcomes
- Supporting the implementation and ongoing operations of the Waikato Regional Economic Development Agency (WREDA)
- Support the development and implementation of the Sub-Regional (Southern) Waikato Economic Action Plan
- 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
- Promoting Waitomo as a visitor friendly destination where visitors can experience a variety of unique experiences

#### 4 Te Kuiti i-SITE Visitor Information Centre

The Te Kuiti i-SITE Visitor Information Centre prides itself on providing a free, friendly and objective information service to visitors and the local community. The i-SITE also plays a key role in the promotion of Te Kuiti the community and the Waitomo District. The key goals are to provide:

- A vibrant an customer focused information services that welcomes, informs and entertains the resident of and visitors to the Waitomo District
- Skilled staff, trained to answer questions, give impartial advice and share information about what makes the District special with visitors and locals alike
- Promotion of the Waitomo District as a place to live, work and play

#### 5 Library Services

Public libraries provide connections to knowledge ideas and works of the imagination, anytime, anywhere, enabling individuals to turn knowledge into value, participate as citizens and strengthen their communities. The Waitomo District Library goals are to develop the library's vision in the following areas:

- **Balance** – Work towards finding balance within our services and resources to continue benefiting all patrons
- **Foster Lifelong Learning** – To provide the tools that will encourage growth through learning
- **Collaboration** – To collaborate with other local community groups and schools to improve patron services. This will result in resource sharing which enables the community to benefit from the more diverse and added value services available to them.

#### 6 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 (CDF) 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

### 2.0 DISCUSSION

#### Discretionary Grants

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

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

### **Triennial Grants**

The Triennial Grant Fund makes funding available to community groups and organisations to assist with operational costs for a period of three years with funding allocated annually.

Council, as part of the Long Term Plan Process determines the total value of the TGF fund.

To be eligible for funding via the TGF community groups must have a proven record of accomplishment in their area of service provision, have a well-established and positive relationship with Council and be able to identify how the work that they undertake assists in the achievement of WDC's community outcomes.

The dollar value of each grant will be determined on a case by case basis and will not exceed \$10,000 per annum.

Triennial Grants are allocated to align with WDC's Long Term Plan calendar. TGF Grant recipients are allocated funding for three years. Funding is distributed to recipients once per annum as per terms and conditions agreed by both parties.

### **Provision of Services Grants**

Provision of Services grants are in place to provide funding to not for profit organisations who undertake to provide services or facilities that complement WDC's Long Term Plan objectives.

These organisations offer services or facilities that make a significant contribution to the achievement of WDC's community outcomes and improve well-being within the District.

Council, as part of the Long Term Plan process determines the total value of the POS Grant fund.

The individual value of each of these grants will be determined by Council on a case by case basis and developed with the recipient as a "Contract for Delivery of Services / Service Level Agreement".

The POS grants are generally allocated for a period of 3 years.

Key identified groups will be invited to make application for grant funding in July following adoption of the Long Term Plan. Applications will be considered on a case-by-case basis by elected members at a designated Council meeting.

Funding is distributed to recipients once per annum as per terms and conditions agreed between the parties.

### **Community Partnership Fund**

WDC seeks to facilitate and support strong and sustainable partnerships and to seek co-funding arrangements to support improved social outcomes of our community. This in turn supports WDC's Safe Communities framework.

The Community Partnership Fund aims to "help our community help itself" by offering access to seed funding and in kind support to groups and organisations in developing new community initiatives.

Grant applications should be made for:

- Group's applying for financial assistance for projects that align with or support Waitomo District Council's Community Outcomes.
- Group's applying for financial assistance for projects or initiatives that align with or support the Waitomo District Council Safe Communities framework.
- Evidence is provided detailing how their project can make a positive impact on community well-being.
- Organisations and groups, who invest time in helping address social issues within the Waitomo District.
- Groups who have a proven track record in their area of operation and can show community support for their project.

Of particular interest for Council is those projects and initiatives that have strong links to the Safe Communities framework.

Council, as part of the Long Term Plan process determines the total value of the Community Partnership Grant fund.

All applications are assessed by the elected members of the WDC.

The Community Partnership Fund is distributed once per annum (with an option of a second round). The funding round timetable is advertised in the Waitomo News, Social Media and the WDC Website. Information about the fund and application process is available on WDC's website or by contacting WDC's Customer Services Team.

### Community Halls Grants

WDC currently supports 13 community halls within the Waitomo District by way of an annual grant, with each hall receiving \$1,000.00. Hall grants will be paid in August of each year. Community Halls that receive funding are:

|         |            |            |          |          |
|---------|------------|------------|----------|----------|
| Aria    | Awakino    | Benneydale | Kinohaku | Mahoenui |
| Mairoa  | Marokopa   | Mokau      | Mokauti  | Mapiu    |
| Te Anga | Waitanguru | Rangitoto  |          |          |

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

There are two special grants administered by Council on behalf of central government; Creative Communities New Zealand and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.

WDC administers the DC Tynan Fund which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities.

- Forgeson Law directs the funds of the Trust; Waitomo District Council provides the administrative support associated with the funding application process. Applications are invited annually to this fund.

## 3.0 KEY MILESTONES

### Discretionary Grants

| Key Milestone                         | Indicative Timeframe | Commentary |
|---------------------------------------|----------------------|------------|
| <b>Round 1</b>                        | <b>Quarterly</b>     |            |
| Advertising (x2)                      | August               |            |
| Applications close and are considered | 1 September          |            |
| Announcements & Funding Allocation    | September/October    |            |
| <b>Round 2</b>                        | <b>Quarterly</b>     |            |
| Advertising (x2)                      | November             |            |
| Applications close and are considered | 1 December           |            |
| Announcements & Funding Allocation    | December/January     |            |
| <b>Round 3</b>                        | <b>Quarterly</b>     |            |
| Advertising (x2)                      | February             |            |
| Applications close and are considered | 1 March              |            |
| Announcements & Funding Allocation    | March/April          |            |
| <b>Round 4</b>                        | <b>Quarterly</b>     |            |
| Advertising (x2)                      | May                  |            |
| Applications close and are considered | 1 June               |            |
| Announcements & Funding Allocation    | June                 |            |

### Triennial Grants

| Key Milestone  | Indicative Timeframe  | Commentary |
|--|---|------------|
|  | <b>3 Yearly (in conjunction with development and adoption of the LTP)</b> |            |
| Advertising  | May/June  |            |
| Applications close                                       | 1 July  |            |
| <b>Council Workshop</b><br>Consideration of Applications | July  |            |
| <b>Council Meeting</b><br>Consideration of Applications  | July  |            |
| Announcements & Funding Allocation                       | August  |            |

**Provision of Services Grants**

| Key Milestone  | Indicative Timeframe                            | Commentary |
|--|---|------------|
|  | <b>3 Yearly (following adoption of the LTP)</b> |            |
| POS Grant applications invited                           | 1 July  |            |
| <b>Council Workshop</b><br>Consideration of Applications | August  |            |
| <b>Council Meeting</b><br>Consideration of Applications  | August  |            |
| Announcement to recipients                               | September                                       |            |
| Payment of annual allocations                            | As per agreed Terms and Conditions              |            |

**Community Partnership Fund**

| Key Milestone  | Indicative Timeframe                                      | Commentary |
|--|---|------------|
| <b>Round 1</b>   | <b>Annually (with a second Funding Round if required)</b> |            |
| Advertising  | September   |            |
| Applications close                                       | October   |            |
| <b>Council Workshop</b><br>Consideration of Applications | October/November  |            |
| <b>Council Meeting</b><br>Allocation of Funds            | October/November  |            |
| Announcements & Funding Allocation                       | November  |            |
| <b>Round 2</b>   | <b>(Only if Required)</b>                                 |            |
| Advertising  | February  |            |
| Applications close                                       | March   |            |
| <b>Council Workshop</b><br>Consideration of Applications | March   |            |
| <b>Council Meeting</b><br>Allocation of Funds            | March   |            |
| Allocation   | April   |            |

**Community Halls Grants**

| Key Milestone      | Indicative Timeframe | Commentary |
|--------------------|----------------------|------------|
|                    | <b>Annually</b>      |            |
| Funding allocation | August               |            |

**Creative Communities**

| Key Milestone   | Indicative Timeframe             | Commentary |
|---|----------------------------------|------------|
|   | <b>2 Funding Rounds per Year</b> |            |
| Applications invited and advertised                       | April/May<br>October/November    |            |
| Applications close  | May<br>November                  |            |
| <b>Committee Meeting</b><br>Consideration of Applications | June<br>December                 |            |
| Announcements & Funding Allocation                        | June/July<br>December/January    |            |

**Sport NZ Rural Travel Fund**

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
|   | <b>Annually</b>      |            |
| Applications invited and advertised                       | September            |            |
| Applications close  | October              |            |
| <b>Committee Meeting</b><br>Consideration of Applications | November             |            |
| Announcements & Funding Allocation                        | November             |            |

**D C Tynan Trust Fund**

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
|   | <b>Annually</b>      |            |
| Applications invited and advertised                       | July                 |            |
| Applications close  | August               |            |
| <b>Committee Meeting</b><br>Consideration of Applications | September            |            |
| Announcements & Funding Allocation                        | September            |            |

**Summary of Grants Paid**

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| <b>Council Meeting</b><br>At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council | September (Annually) |            |

**Vibrant Safe Waitomo****1.0 DESCRIPTION**

A safe community is one in which all sectors of the community work together to promote safety. This includes forming partnerships, managing risks, educating and informing in a way that increases overall safety in the community.

Achieving community safety involves building strong, cohesive, vibrant and participating communities and will fit into the strategic direction for the WDC of Place Shaping and Place Making.

The role for Community Development should be to continue to facilitate and aid strong and sustainable partnerships and to seek co-funding arrangements to support the social issues and needs of our community.

**2.0 DISCUSSION**

During the 2017 Strategic Considerations Workshops, Council explored its interest in promoting Place Shaping and Place Making.

Place Making focuses on local community assets, inspiration and potential and results in quality community infrastructures that contribute to people's health, happiness and wellbeing.

Place Shaping, in its broad sense, describes the ways in which different stakeholders work together to create attractive, prosperous and safe communities where people want to live, work and do business.

The Safe Communities Programme was included in the Consultation Document for the LTP 2018-2028. Endorsement of the Safe Communities initiative by both Council and the Waitomo District Communities provided the platform and the mandate for a new journey of delivery for the WDC.

With the adoption of the 2018-2021 LTP (inclusive of Safe Communities) WDC will commence with the Accreditation Application process.

Council will be briefed of progress regarding the implementation of the work plan via the Community Development Progress Report.

**3.0 KEY MILESTONES**

| Key Milestone   | Indicative Timeframe                        | Commentary |
|---|---|------------|
| <b>Council Meeting</b><br>Adoption of Safe Community Waitomo Work Plan and Draft Terms of Reference | 21 August 2018                              | Completed  |
| <b>Council Meeting</b><br>Community Development Progress Report                                     | Quarterly (February, May, August, November) |            |

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Formation of the Regional Coalition Group (Enablers - Governance)                              | 31 September 2018    |            |
| Communications Plan Developed  | 16 October 2018      |            |
| Stakeholders Group established (Local Strategies – Contractors)                                | 13 November 2018     |            |
| Draft Accreditation Report prepared and presented to Coalition for approval to submit to SCFNZ | 14 December 2018     |            |
| Formative Evaluations completed  | 28 February 2019     |            |
| Application for Accreditation submitted to SCFNZ   | June 2019            |            |
| Official Launch of Vibrant Safe Waitomo  | July 2019            |            |
| Submit Annual Report to SCFNZ  | July 2020            |            |

## Waikato Regional Economic Development Agency – Te Waka

### 1.0 DESCRIPTION

Waikato Regional Economic Development Limited (Waikato REDA) was established from 1 July 2018 to undertake regional economic development functions and services for the Waikato Region.

It does this in partnership with the region's territorial authorities, regional tourism organisations, businesses and business leadership groups, Māori and community funders. The scope of functions and services of the Waikato REDA is defined by its objectives and the areas it has committed to focus on, as part of its establishment. These are set out in the Partnership Agreement and Schedule of Functions and Services.

The objectives of the Waikato REDA are to:

- Lift economic performance across the Waikato region
- Attract, retain and grow investment, talent and business across the region
- Champion and provide 'one voice' for economic and business needs and opportunities across the region

### 2.0 DISCUSSION

The Partnership Agreement confirms that Waikato REDA will report to Council in writing every 6 months in respect to:

- Waikato REDA's performance of the Regional Economic Development Functions and Services;
- Waikato REDA's achievement of PKI's;
- The general state of the Waikato economy and
- Current or anticipated issues.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| <b>Council Meeting</b><br>Waikato REDA Six Monthly Report | March 2019           |            |
| <b>Council Meeting</b><br>Waikato REDA Six Monthly Report | September 2019       |            |
| <b>Council Meeting</b><br>Waikato REDA Six Monthly Report | March 2020           |            |

## Sub-Regional (Southern) Waikato Economic Action Plan

### 1.0 DESCRIPTION

The Waikato Plan was finalised in June 2017. The Plan unites the Waikato Region with a regional vision of one voice about important issues that affect the region now and, in the future, specifically the next 30 years.

Waikato Means Business (WMB) forms the economic pillar of the Waikato Plan. It is the Economic Development Strategy of the Waikato Region.

Waikato Means Business has identified 5 strategic priorities:

1. Telling the Waikato story
2. Making business easier
3. Building, attracting and retaining skills and talent
4. Growing global industries
5. Maintaining and building our location advantage

Upon finalisation of the Waikato Plan the WMB Steering Group proposed a new project - the Southern Waikato Economic Development Action Plan (SWEAP) which would focus on the sub-region comprising Waitomo, Otorohanga and South Waikato Council areas.

The focus of the SWEAP project is to accelerate progress on economic growth by identifying existing and new potential programmes of action which will build on the strengths of the sub-region and help address any limitations or areas for further improvement.

### 2.0 DISCUSSION

Council will be informed of progress in the development and deployment of the SWEAP with quarterly progress reports or as required as initiatives progress.

### 3.0 KEY MILESTONES

| Key Milestone                                   | Indicative Timeframe      | Commentary |
|---|---------------------------|------------|
| <b>Council Meeting</b><br>SWEAP Progress Report | September 2018            |            |
| <b>Council Meeting</b><br>SWEAP Progress Report | Quarterly, or as required |            |

## Youth Liaison/Youth Council

### 1.0 DESCRIPTION

Youth Liaison is about supporting and encouraging young people to develop and build the skill sets and attitudes required to initiate positive futures be it for themselves, their significant others or the communities they are a part of.

Waitomo District Council takes an active role alongside the young people within the Waitomo District to nurture, stretch and challenge their understanding of governance and how that can influence and provide opportunities for young people as a collective both now and in the future.

Over the past year Council has re-integrated the Waitomo District Youth Council within the operational and governance structure which has provided learnings and opportunities for advancement. It has been equally advantageous having the Mayor's Taskforce for Jobs and the Tuia Programme operating within the WDC to provide a tangible example of sustainable development within the Waitomo District.

Council continues to provide a platform for the Waitomo District Youth Council to work through the delivery of two significant events in the community. The cohort also takes part in advocating for rangatahi through informing council at a governing level of decision making to reflect the voices of their peers. Educating the Waitomo District Youth Council to ensure the future rate payers have demystified the process of influencing change in the communities they are a part of is a key success measure.

## 2.0 DISCUSSION/ISSUES

The scope of the WDC role in supporting the Waitomo District Youth Council portfolio has been reviewed, including the Terms of Reference and the development of the Work Program.

Council will be briefed on WDYC activities via the Community Development Progress Report.

## 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe                        | Commentary |
|--|---|------------|
| <b>Council Meeting</b><br>Adoption of WDYC Work Program for the 2018/2019 year | November 2018                               |            |
| <b>Council Meeting</b><br>Community Development Progress Report                | Quarterly (February, May, August, November) |            |
| WDYC to meet with Council once per year  | TBC   |            |

## Community Events – 2018/2019

### 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 supports two community events - the Te Kuiti Christmas Parade and The Great New Zealand Muster.

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

#### 2018 Christmas Parade

| Key Milestone   | Indicative Timeframe   | Commentary |
|---|------------------------|------------|
| Consultation: Identify and consult with key stakeholders.   | September/October 2018 |            |
| Review and implement Project Plan   | October 2018           |            |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets.    | November/December 2018 |            |
| <b>Christmas Parade</b>   | 14 December 2018       |            |
| <b>Council Meeting</b><br>Management Report on the event, included in the Community Development Progress Report | February 2019          |            |

#### 2019 Great New Zealand Muster

| Key Milestone   | Indicative Timeframe   | Commentary |
|---|------------------------|------------|
| Review scope of Great NZ Muster including Health and Safety requirements  | September/October 2018 |            |
| Identify and consult with key stakeholders.   | September/October 2018 |            |
| Development and implementation of a Project Plan  | October 2018           |            |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets.    | January to March 2019  |            |
| <b>Great NZ Muster</b>  | 30 March 2019          |            |
| <b>Council Meeting</b><br>Management Report on the event, included in the Community Development Progress Report | May 2019               |            |

## Combined Mayoral ITO Graduation Ceremony – 2018

### 1.0 DESCRIPTION

This project of work supports the delivery of the Waitomo and Otorohanga Districts Combined Mayor Industry Training Organisation (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.

WDC will be hosting the Ceremony in 2018 and 2020 with Otorohanga hosting the 2019 Ceremony.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe    | Commentary  |
|--|-------------------------|---|
| ITO Graduate information requested via the Mayor's Taskforce for Jobs office | July 2018               | Completed.  |
| Meeting of Key Stakeholders to revise Ceremony Project Plan                  | August 2018             | <u>Note:</u> Actual dates have not been set for some of this process as it is dependent upon when the Graduate information is received. |
| Graduate information received from Industry Training Organisations           | September 2018          |   |
| Invitation to Graduates and Families/Supporters                              | October 2018            |   |
| <b>Graduation Ceremony</b>   | <b>15 November 2018</b> |   |

## Waitomo 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.

Following the request from the WSCC to establish the Sister City Committee as an independent entity, Council agreed to include a project in the Road Map to investigate future delivery options.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe   | Commentary |
|---|------------------------|------------|
| Research and Scope future delivery options for the Sister City Relationship | September/October 2018 |            |

| Key Milestone   | Indicative Timeframe          | Commentary |
|---|-------------------------------|------------|
| <b>Council Meeting</b><br>Report options for future delivery of Sister City Committee | November 2018                 |            |
| Present findings to Sister City Committee   | November/December 2018        |            |
| Formalise arrangements for the future delivery of the Sister City Committee           | December 2018 – February 2019 |            |

## Service Level Agreement - Sport Waikato

### 1.0 DESCRIPTION

Council has confirmed its continued support of Sport Waikato through a Service Level Agreement.

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.

### 2.0 DISCUSSION/ISSUES

A performance based Contract for Services is in place with Sport Waikato. Forming part of the contract is a Schedule of Services (SOS).

The Contract for Services confirms the requirement for Sport Waikato to provide a written and verbal presentation to Council twice per year

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| <b>Council Meeting</b><br>Deputation: Sport Waikato – Six Monthly Report. | February/March 2019  |            |
| <b>Council Meeting</b><br>Deputation: Sport Waikato – Six Monthly Report  | August 2019          |            |
| <b>Council Meeting</b><br>Deputation: Sport Waikato – Six Monthly Report. | February/March 2020  |            |
| <b>Council Meeting</b><br>Deputation: Sport Waikato – Six Monthly Report  | August 2020          |            |
| <b>Council Meeting</b><br>Deputation: Sport Waikato – Six Monthly Report. | February/March 2021  |            |

## Service Level Agreement – Waitomo Caves Discovery Centre

### 1.0 DESCRIPTION

Council has confirmed its support of Waitomo Caves Discovery Centre 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 Contract for Services confirms the requirements for WCDC to provide a written and verbal presentation to Council twice per year.

## 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| <b>Council Meeting</b><br>Deputation: WCDC – Reporting against Service Level Agreement | February 2019        |            |
| <b>Council Meeting</b><br>Deputation: WCDC – Reporting against Service Level Agreement | August 2019          |            |
| <b>Council Meeting</b><br>Deputation: WCDC – Reporting against Service Level Agreement | February 2020        |            |
| <b>Council Meeting</b><br>Deputation: WCDC – Reporting against Service Level Agreement | August 2020          |            |
| <b>Council Meeting</b><br>Deputation: WCDC – Reporting against Service Level Agreement | February 2021        |            |

## Service Level Agreement – Hamilton Waikato Tourism

### 1.0 DESCRIPTION

Hamilton & Waikato Tourism Limited (HWT) undertakes 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.

### 1.0 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 |
|--|----------------------|------------|
| <b>Council Meeting</b><br>Deputation: HWT – End of Year Report | September 2018       |            |
| <b>Council Meeting</b><br>Deputation: HWT – Six Monthly Report | March 2019           |            |
| <b>Council Meeting</b><br>Deputation: HWT – End of Year Report | September 2019       |            |
| <b>Council Meeting</b><br>Deputation: HWT – Six Monthly Report | March 2020           |            |
| <b>Council Meeting</b><br>Deputation: HWT – End of Year Report | September 2020       |            |
| <b>Council Meeting</b><br>Deputation: HWT – Six Monthly Report | March 2021           |            |

## Service Level Agreement – Te Kuiti Community House

### 1.0 DESCRIPTION

In mid-2013 the New Zealand Transport Agency (NZTA) commenced development of a proposal to provide pilot Learner Driver programmes, including one for Te Kuiti and the surrounding District. A Pilot Programme was developed with the purpose of reducing the number of young drivers involved in road crashes, improving their safety as a priority in accordance with the Government's Safer Journeys road safety strategy, and to develop a best practice model for novice driver training in rural New Zealand communities.

The initial Pilot Programme was extended into the 2014/2015 year and again subsequently into the 2015/2016 year. The Pilot Programme officially ceased on 30 June 2016.

Waitomo and Otorohanga District Councils agreed there was an ongoing need for novice driver training locally and that the development and deployment of appropriate and sustainable programme to meet community needs was required. NZTA also confirmed its continued support of a locally led and locally delivered Programmes and approved for both Councils to allocate their annual subsidised "road safety budget" to support delivery of the Programme.

### 2.0 DISCUSSION/ISSUES

A Service Level Agreement is in place with Te Kuiti Community House for delivery of the Novice Driver Training Programme

As part of the Service Level Agreement, TKCH is to provide both WDC and ODC with Quarterly Progress Reports.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe                        | Commentary |
|---|---|------------|
| <b>Council Meeting</b><br>Council will be briefed of progress via the Community Development Progress Report | Quarterly (February, May, August, November) |            |

## Customer Services Strategy - Review

### 1.0 DESCRIPTION

Waitomo District Council engages with people and communities in many ways through its consultation, communication, community development and customer services. WDC also engages and interacts with customers through the provision of a range of everyday services, such as water, roading, parks and playgrounds, libraries, environmental health services, building control services and animal control as examples. All of these interactions are important in building a high level of trust and connectivity between customers and WDC.

Council adopted the WDC Customer Services Strategy on 27 May 2014.

The strategy identified six key service improvements that would assist WDC to develop 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

### 2.0 DISCUSSION

The Customer Services Strategy will be reviewed in April 2019.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Internal review of Strategy                                     | April 2019           |            |
| <b>Council Workshop</b><br>Review of Customer Services Strategy | June 2019            |            |
| <b>Council Meeting</b><br>Customer Services Strategy adopted    | July 2019            |            |

## Customer Services Charter - Review

### 1.0 DESCRIPTION

Council adopted the WDC Customer Services Charter on 6 March 2014.

The Charter confirms WDC's values, our commitment to provide high quality services and deliver high standards of customer service. The Charter also outlines the level of service our customers can expect to receive when dealing with WDC.

### 2.0 DISCUSSION

The Customer Services Charter will be reviewed in April 2019 in line with the Customer Services Strategy.

### 2.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Internal review of Charter                                     | April 2019           |            |
| <b>Council Workshop</b><br>Review of Customer Services Charter | June 2019            |            |
| <b>Council Meeting</b><br>Customer Services Charter adopted    | July 2019            |            |

## Events Policy

### 1.0 DESCRIPTION

During the preparation of the 2018-2028 LTP, Council discussed and agreed on the development of an Events Policy.

It is envisaged that this policy will guide the notion that community groups are enabled to partner with the Council to take a lead role in the delivery of events within the community.

### 2.0 DISCUSSION/ISSUES

It is envisaged the policy will initiate a process to call for community involvement in the provision of events in the communities. Similar to the Community Development Fund policy this will guide an application process for key groups.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe      | Commentary |
|--|---------------------------|------------|
| Scoping exercise and analysis.   | December 2018 – June 2019 |            |
| <b>Council Workshop</b><br>Presentation of findings and draft Project Plan to Council for consideration. | July 2019                 |            |
| <b>Council Meeting</b><br>Adoption of Events Policy  | September 2019            |            |

## AMP Improvement and Monitoring: Community Development Activity Management Plan

### 1.0 DESCRIPTION

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

### 2.0 KEY MILESTONES

| Community Development Activity Management Plan – Specific Improvement Projects 2018-2021               |                      |            |
|--|----------------------|------------|
| Key Milestone  | Indicative Timeframe | Commentary |
| Targeted Customer Satisfaction Surveys   | 2018-2021            |            |
| Business Continuity Plan for Customer Services sites reviewed  | 2018-2019            |            |
| Comprehensive database of grant applications, recipients, funding levels and funding trends maintained | 2018-2021            |            |
| Operations Manuals reviewed – all Customer Service sites   | 2018-2021            |            |

## District Planning

The Regulation group of activities together with Resource Management fall under the Regulatory Services

### 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 similar to the development of the Long Term Plan, but more onerous and involved because of the statutory requirements under the RMA. The current 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 required review in order 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 2021:

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:** Structure Plans are currently being developed for Mokau and Waitomo Village (review of existing Waitomo Village structure plan); and Town Concept Plans are under development for Te Kuiti, Piopio and Benneydale. These are being developed as part of the District Plan review process.
- **Te Maika:** Long term management of the Te Maika area: The matter of zoning, land use and subdivision controls will be addressed as part of the District Plan review.
- **Mokau Adaptive Management:** This matter, including zoning, natural hazard management, land use and subdivision controls will be addressed as part of the District Plan review.
- **District Plan Administration – Signs:** This matter will be addressed as part of the District Plan Review, as the sign related objectives, policies and rules require amendment. It is noted that some signs will have existing use rights under RMA.

## 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Presentation and engagement with all WDC staff on Project Plan  | March 2017           | Completed  |
| <b>Council Workshop</b><br>Application of the purpose of the Resource Management Act<br>Application of the hierarchy of statutory documents<br>The purpose of the rural zone<br>Planning maps<br>Commence review  | 12 April 2017        | Completed  |
| Initial Project Planning completed  | April 2017           | Completed  |
| <b>Council Meeting</b><br>Adoption of process for plan development  | 7 June 2017          | Completed  |
| <b>Council Workshop</b><br>Structure planning and Town Concept Planning – Te Kuiti, Waitomo, Benneydale, Piopio and Mokau<br>The purpose of the rural-residential zone<br>The purpose of the residential zone   | 20 June 2017         | Completed  |
| <b>Council Workshop</b><br>Iwi engagement<br>The Designation process  | 20 July 2017         | Completed  |
| <b>Council Workshop</b><br>Consultant scope – Coastal hazards, landscapes, natural hazards, ecology, heritage and archaeology projects.<br>Maniapoto Maori Trust Board Engagement Strategy<br>The Communication Strategy<br>Coastal hazards, coastal flooding and adaptive management strategies  | 15 August 2017       | Completed  |
| <b>Council Workshop</b><br>Consultation – Te Kuiti and Mokau Reserve Management Plan alignment<br>The purpose of the settlement zone<br>The purpose of the Industrial zone<br>Special Industrial Areas  | 19 September 2017    | Completed  |
| <b>Council Workshop</b><br>Waitomo District Natural Hazards Summary   | 10 October 2017      | Completed  |
| <b>Council Workshop</b><br>Local Indigenous Biodiversity Strategies (LIBS)<br>Te Kuiti Town Concept Plan and Mokau Structure Plan – Draft versions<br>The purpose of the papakaainga zone   | 17 October 2017      | Completed  |
| <b>Council Workshop</b><br>Te Kuiti Town Concept Plan and Mokau Structure Plan – Final versions   | 21 November 2017     | Completed  |
| <b>Council Workshop</b><br>Te Kuiti Town Concept Plan and Mokau Structure Plan – consideration of feedback from open days<br>Heritage structures and buildings – proposed project approach  | 13 February 2018     | Completed  |
| <b>Council Workshop</b><br>The purpose of the conservation zone<br>The purpose of the open space zone   | 20 February 2018     | Completed  |
| <b>Council Workshop</b><br>The purpose of the subdivision chapter<br>The purpose of the commercial zone<br>Progress on coastal hazards consultation – Mokau/Awakino, Marokopa/Kiritehere, Te Waitere/Kinohaku<br>Progress on Significant Natural Area identification<br>Progress on the Structure Planning and Town Concept Planning work | 6 March 2018         | Completed  |
| <b>Council Meeting</b><br>Progress Report – Proposed Waitomo District Plan  | 27 March 2018        |            |

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| <b>Council Workshop</b><br>The purpose of the works and utilities chapter<br>The purpose of the transport chapter<br>Initial rezoning approach<br>The Waitomo Structure Plan, The Benneydale Town Concept Plan and the Piopio Town Concept Plan<br>New national environmental standards for plantation forestry  | 17 April 2018        | Completed  |
| <b>Council Workshop</b><br>Strategic guidelines for the District Plan<br>Progress on Significant Natural Area identification - stakeholders<br>Reserves Management Plan progress<br>Town centre survey<br>Rezoning project<br>National Planning Standards<br>Coastal hazards, coastal flooding and adaptive management strategies update<br>The Waitomo Structure Plan, the Benneydale Town Concept Plan and the Piopio Town Concept Plan – Final versions   | 5 June 2018          | Completed  |
| <b>Council Workshop</b><br>The purpose of the tourism zone<br>The purpose of the deferred zone<br>The purpose of the hazards chapter<br>The purpose of the landscapes chapter<br>The flooding and instability hazards project<br>Coastal hazards – community open days<br>Summary of feedback from the Piopio, Waitomo Caves Village and Benneydale Planning processes<br>The MAP process for Te Kuiti and Mokau   | 24 July 2018         | Completed  |
| <b>Council Meeting</b><br>Progress Report – Proposed Waitomo District Plan   | 31 July 2018         | Completed  |
| <b>Council Workshop</b><br>The Te Kuiti Town Concept Plan – Final Version for Round 2 Consultation.<br>The Mokau Structure Plan – Final Version for Round 2 Consultation.<br>Consultation - Te Kuiti Town Concept Plan and Mokau Structure Plan<br>Te Kuiti Town Centre Retail Assessment.<br>Cultural Sites Identification.<br>Initial approach to Heritage Chapter.<br>Initial approach to the Indigenous Biodiversity Chapter.  | 21 August 2018       | Completed  |
| <b>Council Workshop</b><br>The purpose of the lakes and water bodies chapter (Now Natural Environmental Values & Activities on the Surface of Water)<br>The purpose of the amenity chapter (Now General District Wide Matters)<br>The purpose of the strategic direction chapter<br>The Piopio Town Concept Plan – Final Version for Round 2 Consultation.<br>The Waitomo Caves Village Structure Plan – Final Version for Round 2 Consultation.<br>The Benneydale Town Concept Plan – Final Version for Round 2 Consultation. | 18 September 2018    |            |
| <b>Council Workshop</b><br>Initial approach to Landscape, landforms and natural character<br>Update – SNAs, Cultural Heritage, Built Heritage<br>Use of special purpose zones, precincts and overlays<br>National Planning Standards District Plan Structure<br>Chapter outlines – National Planning Standards<br>Natural hazards assessments update<br>Updates as required.   | 20 November 2018     |            |
| First Draft Complete   | December 2018        |            |
| <b>Council Workshop</b><br>Draft Zone and District Wide chapters<br>Project and consultation progress  | 19 February 2019     |            |

| Key Milestone   | Indicative Timeframe           | Commentary |
|---|--------------------------------|------------|
| <b>Council Workshop</b><br>Draft Zone and District Wide chapters<br>Project and consultation progress | 19 March 2019                  |            |
| <b>Council Workshop</b><br>National Planning Standards confirmed<br>Second Draft Complete             | 16 April 2019                  |            |
| <b>Council Workshop</b><br>Final Plan Structure confirmed<br>Call for designations                    | 21 May 2019                    |            |
| <b>Council Workshop</b><br>Zone chapters finalised  | 18 June 2019                   |            |
| <b>Council Workshop</b><br>Zone chapters finalised  | 23 July 2019                   |            |
| <b>Council Workshop</b><br>Zone chapters finalised  | 20 August 2019                 |            |
| <b>Council Workshop</b><br>District Wide chapters finalised   | 17 September 2019              |            |
| <b>Council Workshop</b><br>District Wide chapters finalised   | 22 October 2019                |            |
| <b>Council Workshop</b><br>District Wide chapters finalised<br>Estimated notification date            | 19 November 2019               |            |
| <b>Council Meeting</b><br>Council resolution to notify Proposed District Plan                         | 26 November 2019               |            |
| <b>Council Workshop</b><br>Update if required   | 24 March 2020                  |            |
| <b>Council Workshop</b><br>Update if required   | 23 June 2020                   |            |
| <b>Council Meeting</b><br>Council resolution to call for further submissions                          | 30 June 2020                   |            |
| Further submissions timeframe   | August 2020                    |            |
| Hearings reports drafted by staff   | September 2020 –<br>April 2021 |            |
| <b>Proposed District Plan Hearings</b><br>and notification of hearing dates                           | April – June 2021              |            |
| <b>Council Meeting</b><br>Council resolution to notify decision version of<br>Proposed District Plan  | August / September<br>2021     |            |

## Review of Development / Financial Contributions

### 1.0 DESCRIPTION

A development contribution is a levy on new developments collected under the Local Government Act 2002 (LGA) to ensure that any development that creates additional demand on council infrastructure contributes to the extra cost that they impose on the community. A Development Contribution Policy (DCP) is intricately linked to the LTP, as development contributions must relate to capital expenditure identified in the LTP that Council expects to incur to meet the increased demand for infrastructure resulting from growth in the District. As part of the development of the 2018-28 LTP, Council determined not to develop a DCP; and this will next be reviewed during the development of the 2021-31 LTP.

Financial Contributions (FC) are currently enabled by the Resource Management Act 1991 (RMA), however the RMA was amended by the Resource Legislation Amendment Act 2017 to revoke the ability for councils to charge FCs (via District Plan rules) from 18 April 2022. The intent of this change is to ensure that the costs of servicing new growth are met through DCs under the LGA.

### 2.0 DISCUSSION/ISSUES

Council has previously considered whether to develop a DCP in 2009 and during the 2012, 2015 and 2018-28 LTPs. Council has to date chosen not to develop a DCP due to the lack of growth related capital expenditure in the LTP (DCs can only be imposed if additional or new capacity is required due to growth). If the infrastructure needs change in the future, the DCP is able to be progressed as part of a future LTP process.

### 3.0 KEY MILESTONES

Development contributions will be assessed and, if required, developed as part of the 2021-31 Long Term Plan.

## Structure Plans and Town Concept Plans

**Note:** Town Concept Plans and Structure Plans are included in the District Plan Review.

### 1.0 DESCRIPTION

A structure plan is a framework to guide the development or redevelopment of an area by defining the future development and land use patterns, areas of open space, the layout and nature of infrastructure (including transportation links), and other key features and constraints that influence how the effects of development are to be managed. Town Concept Plans create a blue print for future development and consider

Council's 2012-2022 LTP signalled the need to commence developing Structure Plans for many of the District's communities. The development of Structure Plans and Town Concept Plans is currently underway as part of the District Plan Review.

## Te Maika

**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 but a decision is yet to be issued. In the meantime, the Trust has signaled that it is exploring other options for the peninsula although these have not been finalised. It can be expected however that the Trust will pursue this matter with vigor once the Tribunal recommendation is issued.

## Mokau Erosion: Adaptive Management

**Note:** The matters of zoning, natural hazard management, land use and subdivision controls for Mokau 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 (now referred to as 'adaptive management').

## 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.

As outlined above, WDC's position for some time had been to work for and promote a managed retreat approach for both infrastructure and the owners of the properties at risk. In 2017, the Resource Management Act was amended and the management of significant risks from natural hazards was elevated to a matter of national importance. In December 2017, the Government issued guidance for local Councils on coastal hazards and climate change.

In line with this guidance, Council now considers that an adaptive management strategy is a more suitable and tailored option for the Mokau spit. Adaptive management requires a 'dynamic adaptive pathways planning approach' which is more flexible and is designed for situations like the Mokau spit where there is uncertainty about how future physical conditions might affect the coastal environment. To help Council make this assessment, WDC has engaged the Focus Resource Management Group who are currently working on testing a range of responses and future scenarios in order to help the community reduce or avoid risk.

## Regulation and Compliance Services

The Regulation group of activities together with Resource Management fall under the Regulatory Services and Compliance 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 Operative District Plan including:

- Processing resource consents and other consent types under the Resource Management Act 1991 (RMA)
- Monitoring resource consents for compliance with conditions
- District Plan Reviews, Plan Changes, notices of requirement

This Group exists to ensure the District can grow and develop in a sustainable manner, in accordance with the principles contained in the RMA and the Operative District Plan; and to promote and protect the health and safety of our communities and the general public.

### Compliance: Dog Control Policy and Practices Report

#### 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 |
|---|----------------|------------|
| <b>Council Meeting</b><br>Dog Control Policy and Practices Report 2018/2019 | July each year |            |
| Public notification   | July each year |            |

### Compliance: Earthquake Prone Buildings – Priority Buildings

#### 1.0 DESCRIPTION

Section 133AF of the Building Act 2004 requires council to identify priority buildings using the special consultative procedure under the LGA.

#### 2.0 DISCUSSION

Earthquake-prone buildings that are a high risk to people's lives or are critical to recovery in an emergency are considered 'priority buildings'. Priority buildings must be identified and remediated in half the time allowed for other earthquake-prone buildings, to reduce the risks to people's lives faster.

Council must identify potentially earthquake-prone priority buildings in the Waitomo District within 5 years, and building owners must strengthen or demolish earthquake-prone priority buildings within 12.5 years from the date the earthquake-prone building notice is issued.

Some education buildings are also likely to be priority buildings. Other buildings may also be a priority due to their location, and the potential impact on people if the buildings fail in an earthquake.

Before council decides which other buildings may be priority buildings; council must identify roads, footpaths and other thoroughfares that have sufficient vehicle or pedestrian traffic to justify prioritisation, if a part of a [an unreinforced masonry] building was to fall on them in an earthquake.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Develop consultation document  | January 2019         |            |
| <b>Council Workshop</b>  | February 2019        |            |
| <b>Council Meeting</b><br>Approve draft documentation for consultation | March 2019           |            |
| Public notification / consultation period                              | April 2019           |            |
| <b>Council Hearing/Deliberations</b>                                   | May or June 2019     |            |
| Finalise priority buildings documentation                              | July 2019            |            |
| <b>Council Meeting</b><br>Adoption                                     | July 2019            |            |

## Policy: General

### 1.0 DESCRIPTION

Council has a number of legislatively required policies falling within the responsibility of WDC's Regulation and Compliance Services Activities.

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 | Review Cycle                           | Next Review |
|--------------------------------------|------------------|--|-------------|
| Policy on Gambling Venues ①          | August 2017      | 3 years (legislative requirement)      | August 2020 |
| Dangerous and Insanitary Buildings ② | June 2016        | 5 years (legislative requirement)      | June 2021   |
| Local Alcohol Policy ③               | February 2016    | 6 years ④ (legislative requirement)    | June 2022   |
| Dog Control Policy ⑤                 | December 2015    | At time of review of Dog Control Bylaw | June 2024   |
| Psychoactive Substances ⑥            | -                | -                                      | -           |

- ① 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 (as required by the Gambling Act 2003 and the Racing Act 2003 respectively).
- ② The **Dangerous and Insanitary Buildings Policy** sets out the approach WDC will take in performing its regulatory functions for dangerous or insanitary buildings under the Building Act 2004.
- ③ 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.
- ④ 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.
- ⑤ The **Dog Control Policy** is required by Section 10 of the Dog Control Act 1996 (DCA). It covers a range of matters required by section 10 of the DCA, including where dogs are allowed in public places. The Policy must be given effect to by a Dog Control Bylaw. Section 10AA of the DCA requires the Policy to be reviewed if the bylaw implementing the policy requires review; therefore, the review date for the Policy aligns with the review date for the Dog Control Bylaw.
- ⑥ 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: Psychoactive Substances – Review

### 1.0 DESCRIPTION

The Psychoactive Substances Act 2013 (PSA) states that Council may adopt a Local Approved Products Policy relating to the sale of psychoactive substances. Section 68 of the PSA states that the Policy may include on or more of the following matters:

- a) The location of premises from which psychoactive substances can be sold by reference to broad areas within the district.
- b) The location from which psychoactive substances are sold by reference to proximity to other premises from which approved products are sold within the district.
- c) The location of premises from which approved products can be sold by reference to proximity to premises or facilities of a particular kind or kinds within the district (e.g. place of worship kindergartens, early childhood centres, schools, or other community facilities).

### 2.0 DISCUSSION / ISSUES

It is not mandatory for Council to adopt a policy on psychoactive substances however by developing such a policy it allows the Council and the community to have influence over the location of retail premises selling such products.

In order to ensure that the community is engaged in the development of a policy on psychoactive substances the special consultative process detailed in the Local Government Act must be followed.

Council agreed at the March 2015 meeting to continue to monitor the requirement for a Psychoactive Substances Policy.

### 3.0 KEY MILESTONES

| Key Milestone                 | Indicative Timeframe | Commentary |
|-------------------------------|----------------------|------------|
| Council Meeting (If required) | If required          |            |

## Bylaws: General

### 1.0 DESCRIPTION

The table below sets out the statutorily required 10 year cycle review dates for Council's Bylaws; however it is noted that it may become necessary to review a Bylaw before the required statutory timeframe due to either legislative changes or to respond to an emerging issue. It also may be necessary for Council to consider developing additional bylaws, and these will be including in the roadmap in the future if required.

Section 158 of the Local Government Act (LGA) 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, and then every 10 years (section 159 of the LGA). If bylaws are not reviewed within the required statutory timeframe, 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 (currently adopted) 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                |                   | July 2021                |
| Dog Control Bylaw | 16 December 2008          | 25 June 2014                |                   | June 2024                |

| Bylaw                    | "New" Bylaw Adoption Date | 5 Year Review Adoption Date | Other Review Date | 10 Year Cycle Review Due |
|--------------------------|---------------------------|-----------------------------|-------------------|--------------------------|
| 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               | 2015 ①            | April 2025               |

- ① 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. (This Review is programmed elsewhere in the Road Map).

## Bylaws: Freedom Camping – Review

### 1.0 DESCRIPTION

The Freedom Camping Act 2011 allows Council to make a bylaw restricting freedom camping in some areas and if necessary to prohibit camping in other areas (however council cannot make a bylaw that has the effect of prohibiting freedom camping across the district).

Council can only make such a bylaw if it is satisfied that it is necessary for one of the following purposes:

- a) to protect the area;
- b) to protect the health and safety of people who may visit the area; and
- c) to protect access to the area.

### 2.0 DISCUSSION/ISSUES

Over the last few years, Council has received some freedom camping complaints in relation to nuisance. The development of a bylaw would allow Council to define where freedom camping was prohibited, and those sites where it is permitted subject to conditions.

Generally most complaints have related to our coastal areas with waste disposal often being the issue of most concern.

Council agreed at the November 2014 meeting to install signage at Council reserves where camping is known to take place to endeavour to control the practice. It was further agreed that this interim strategy will be monitored over a period of 12 months.

Recently, Council has also confirmed its intent to work with the NZ Motor home Association to achieve motor home friendly status in the Waitomo District; and this includes the development of a Freedom Camping Bylaw.

### 3.0 KEY MILESTONES

| Key Milestone                      | Date                  | Commentary |
|------------------------------------|-----------------------|------------|
| Draft bylaw development            | June – September 2018 |            |
| <b>Council Workshop</b>            | September 2018        |            |
| <b>Council Meeting</b>             | September 2018        |            |
| Adopt draft Bylaw for consultation |                       |            |
| Public Notification & consultation | October 2018          |            |
| <b>Council Hearing</b>             | 20 November 2018      |            |
| <b>Council Deliberations</b>       | 27 November 2018      |            |
| Prepare revised Bylaw              | December 2018         |            |
| <b>Council Meeting</b>             | 26 February 2019      |            |
| Adoption of Bylaw                  |                       |            |

## **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 the 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. If as a result of the Department’s findings, a review of the Land Transport Bylaw needs to be undertaken, Key Milestones and a Timeline will be developed at that time.

## Community Services

### Property: Land 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 and indicated 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

The ex Ministry of Works building owned by Council in Queen Street is in need of renewal works in order to maintain the building in an utilisable state. Council has indicated it wishes to consider the future of this building strategically and consult with the community before giving any consideration to allocating significant funding to renewal works.

Progress reports related to this project will be made to Council on an as needs basis.

#### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe     | Commentary  |
|---|--------------------------|---|
| <b>Council Workshop 15</b> – presentation of background information to Council to enable informed decision on future of the building      | 15 November 2011         | Council agreed not to spend further funds on this building and consulted with the community on the basis that Council will advise the Crown that it wishes to relinquish its holding of the property.   |
| Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property | September 2012 - ongoing | 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 has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society has been asked to investigate alternative accommodation to allow the approach to the Ministry to be made. |
| <b>Council Meeting</b><br>Report to Council outlining building removal options and development of site                                    | 1 August 2017            | Completed. A business paper was presented to Council on 1 August 2017.  |
|   |                          | Further options are being considered. A business paper was presented to Council in September 2017.  |
| Investigation into further options  | June 2018 - Ongoing      |   |
| Land tenure confirmation  | Ongoing                  | Additional alternatives had been explored and reported on. The building is deteriorating fast and its value if any is reducing. One house relocation company offered to remove the building at no charge, allowing WDC to use the crown   |

| Key Milestone                  | Indicative Timeframe | Commentary   |
|--------------------------------|----------------------|--|
|                                |                      | land as additional car parking.  |
| Implementation of project plan | March 2019           | There is a budget of \$28,000 18/19FY for the development of a car park. |

## Property: Te Kuiti Holiday Park – Development

### 1.0 DESCRIPTION

The Housing and Other Property AMP, developed as part of the 2012-2022 LTP, proposed several upgrades to the Marokopa and Te Kuiti Campgrounds. While works have been undertaken in Marokopa, works associated with the Te Kuiti Campground were put on hold.

Council requested an investigation be undertaken into establishing a new campground/campervan stay within the grounds of Brook Park with a view that such a facility would eventually replace the previous facility in Te Kuiti Domain.

### 2.0 DISCUSSION

Site identification and access are the key issues relating to this proposal. An overall conceptual design will promote discussion for Council to take proposals to the community.

Progress reports related to this project will be made to Council on an as needs basis.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe           | Commentary  |
|---|--------------------------------|---|
| Preliminary site investigations and development of draft layout plan for TK campground for discussion   |                                | Complete. A Concept Plan was considered by Council at the 26 May 2015 meeting. Revised Aug 2018   |
| Investigations into consenting requirements, development of initial staging and preparation of draft costings                                 | September 2015 – November 2015 | Land use consent will be required for campground facility at Brook Park. Land is zoned Residential  |
| <b>Council Meeting</b><br>Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal | December 2015                  |   |
| Further outcomes and timelines for this project considered as part of WDC EAP development for the 2016/17 Financial year                      |                                |   |
| Development of a Holiday park and dump station - Phase 1  | September 2018 - Ongoing       |   |
| Establishment of phase 1 - Ablution facility, dump station and 10 campervan hard stands   | 1 December 2018                | Funding of \$200,000 has been approved by MBIE for installation of cooking and ablation facilities. This funding has led to the acceleration of the project.<br><br>Stage 1 of TK campground developed to be completed by 1 December 2018. This is an indicative timeframe imposed as a condition by MBIE. Seems MBIE will consider alternate timeframe.<br>The NZ Motor Caravan Association has agreed to Fund \$7,220 towards the cost of a dump station to be located at the holiday park. |
| <b>Council Meeting</b><br>Progress Report   | As required                    |   |

| Key Milestone   | Indicative Timeframe | Commentary                         |
|---|----------------------|------------------------------------|
| Stage 2 of development                                  | November 2019        | Development of additional 15 sites |
| Stage 3 of development                                  | November 2020        | Development of additional 15 sites |
| (See also project reference for Brook Park development) |                      |                                    |

## Property: Queen Street Administrative and Civil Defence Building – Earthquake Strengthening

### 1.0 DESCRIPTION

A seismic assessment has been carried out on the Queen Street Administration Building by Design Management Consultants Limited.

### 2.0 DISCUSSION

The results concluded that the lateral stiffness of the single storey section of the building during a ground shaking event would vary from the two storey section and needed structural work done.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Seismic assessment received   | 20 July 2017         |            |
| Services offer received from DMC  | 9 April 2018         |            |
| Engage WDC effected parties to develop a robust design and program to include all future needs of the organisation in regards to office utilization | January 2019         |            |
| Develop a concept design  |                      |            |
| Adopt concept design and lay-out  | May 2019             |            |
| Stage 1   | July 2019            |            |
| Stage 2   | July 2020            |            |
| <b>Council Meeting</b><br>Progress Reports  | As required          |            |

## Parks and 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 developed for how best these tracks can be developed and maintained through a contractual basis, based on NZS Handbook 8630:2004

Identification of the asset will be the initial priority in this process – location, grade, condition. Tracks will then be graded to the track standard and future maintenance and development established.

### 2.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Identification, Investigation and prioritization                                       | March 2019           |            |
| <b>Council Workshop</b><br>Report to Council outlining findings of walking track audit | 19 March 2019        |            |
| Development of Walking Track Strategy  | March to May 2019    |            |
| <b>Council Workshop</b><br>Draft Walking Track Strategy presented to Council           | 21 May 2019          |            |
| <b>Council Meeting</b><br>Walking Track Strategy presented to Council for adoption     | 25 June 2019         |            |

## Parks and 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 is to be aligned 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      | A business paper was presented to Council at the 29 August 2017 meeting.<br>At that meeting Council resolved<br>(1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and<br>(2) That the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves. |

## Parks and Reserves: Bridge/Pontoon/Jetty Renewals

### 1.0 DESCRIPTION

WDC manage and maintain a number of pontoons and jetties around the district.

### 2.0 DISCUSSION

Many of these are in need of maintenance and upgrades.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Inspect all pontoons and jetties and develop a planned maintenance schedule.                    | February 2019        |            |
| <b>Council Meeting</b><br>Report to Council on condition assessment and strategy going forward. | 30 April 2019        |            |
| Implementation of planned maintenance on structures   |                      |            |

## Parks and Reserves: Brook Park Development (Excluding Campground development)

### 1.0 DESCRIPTION

A concept plan has been received by a landscape architect for the development of Brook Park. The overall idea is to combine the activities of both Brook Park and the new campground to provide an overall visitors experience to visitors but also provide facilities for the local community to enjoy in regards to community wellbeing and development

Progress reports related to this project will be made to Council on an as needs basis.

### 2.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe     | Commentary  |
|--|--------------------------|---|
| Draft Concept plan prepared.   | August 2018              |   |
| Incorporate the Brook Park theme into the regions district plan.     | September 2018 - Ongoing |   |
| <b>Council Workshop</b><br>Introduce and discuss draft concept plan. | 19 February 2019         |   |
| Implementation of concept plan                                       | February 2019 - ongoing  | Once Stage 1 of the Te Kuiti Holiday park development has been completed. |
| Finalise draft development plan                                      | TBA                      |   |

## Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

### 1.0 DESCRIPTION

WDC is statutorily obliged to prepare a Reserve Management Plan (RMP) for all of its reserves. A RMP will give direction to 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. This project is scheduled to be undertaken spanning the 2018/19 and 2019/2020 financial years.

### 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.

Progress reports related to this project will be made to Council on an as needs basis.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary  |
|--|----------------------|---|
| Workshop with WDC Working Group to agree Project Plan and identified timelines | August 2017          | A business paper (Parks & Reserves RMP) was presented to Council at the 29 August 2017 meeting.<br>At that meeting Council resolved<br>(1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and<br>(2) That the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves. |

| Key Milestone   | Indicative Timeframe    | Commentary  |
|---|-------------------------|---|
| Health and Safety considerations  | March 2018              | A Health and Safety audit by an independent organisation has highlighted the need to address serious H&S considerations at the Aerodrome.   |
| Investigation to findings and development of a draft Aerodrome development plan | September 2018          | This concept includes a proposed industrial zone to the north of the aerodrome, new entrance way from SH3 to this area, possible future building sites within the aerodrome site including a proposed separate public entrance to eliminate the risk of public onto the airfield. |
| Concept plans received from aviation consultant for review                      | 10 Sep 18               |   |
| <b>Council Meeting</b><br>Present proposed development plan                     | 27 November 2018        |   |
| Aviation consultant and WDC representative to meet with leasees                 | November 2018           | Finalise lease requirements   |
|   |                         |   |
| Redevelopment of the entranceway  | November 2018           | This work is being carried out to address the critical H&S considerations. Design work and pricing is currently underway  |
| Restricted access   | February 2019           | Upgrade roading and restrict access where required  |
| Demolition of unsafe buildings  | July 2019               |   |
| Review and renew lease agreements   | February 2018           |   |
| Implementation and construction of development plan phase 1                     | November 2018 - ongoing |   |
| Feasibility study phase 2 – Industrial zone north of clubhouse.                 |                         |   |
| Feasibility study phase 3 – Industrial zone – West of airstrip.                 |                         |   |
| Further milestones to be confirmed once project plan adopted.                   |                         |   |

## Recreation and Culture: Te Kuiti High School Community Sports & Recreation Facility

### 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.

## 2.0 DISCUSSION

The Game On Community Trust was established to look at feasibilities/options along with timelines and consultation, etc.

As part of developing the 2018-2028 LTP, Council consulted on a proposal to provide a maximum capital funding grant to the Game On Community Trust of \$1.5M (\$1M being provided in 2018/19 and \$500,000 in 2019/20) on the proviso that if the Trust is able to source additional funding from other benefactors then Council's contribution would reduce. Following that consultation process, this proposal was included in the adopted 2018-2028 LTP.

Progress reports related to this project will be made to Council on an as needs basis.

## 3.0 KEY MILESTONES

| Key Milestone                                | Indicative Timeframe | Commentary  |
|--|----------------------|---|
| <b>Council Meeting</b><br>Report on Progress | As required          | Progress reports will be submitted to Council as required |

## Recreation and Culture: Waitomo District Library Upgrade

### 1.0 DESCRIPTION

The Waitomo District Library building consists of concrete block construction, steel joinery with a coloursteel roof.

### 2.0 DISCUSSION

The library building is in need of general maintenance to the exterior. Included in this would be a total repaint and assessment of the lower roof.

The building is dated and requires repairs, maintenance and upgrades to both the interior and exterior.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe  | Commentary   |
|--|-----------------------|--|
| Old shelving replacement with movable shelving to allow for the opening up of space in the main area when required | Completed August 2018 |  |
| Prepare planned maintenance schedule   | December 2018         | Maintenance requirement list to be compiled to address all maintenance issues and requirements.    |
| Investigation into new layout of the office area   | Feb 2019              | This was requested by the end user in order to utilise the space better and make it more efficient |
| <b>Council Meeting</b><br>Report on Progress   | As required           | Progress reports will be submitted to Council as required  |

## Public Amenities: Te Kuiti Cemetery Development Plan

### 3.0 DESCRIPTION

In 2013 Council purchased additional land for the expansion of the Te Kuiti Cemetery to cater for the future needs of the town and district.

### 2.0 DISCUSSION

The designation of this land as cemetery will follow the development of the District Plan Review which is currently under way.

### 3.0 KEY MILESTONES

| 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.  |
| <b>Council Meeting</b>   | 25 September 2018    | Alternative land has been offered for the development of the cemetery. This options has been considered by Council and is awaiting on feedback from Mr and Mrs. Reynolds in regards to the lifting of the covenant. |
| Development of gifted section  |                      |   |
| Sale of Lot 3  |                      |   |
| <b>Council Meeting</b><br>Report on Progress                           | As required          | Progress reports will be submitted to Council as required   |

## Public Amenities: Piopio Cemetery Expansion

### 1.0 DESCRIPTION

The capacity of Piopio Cemetery is approaching its limit. WDC has acquired additional land to accommodate future expansion.

### 2.0 DISCUSSION

Provision has been made in the LTP for future development of Piopio Cemetery land in 2020/21.

### 3.0 KEY MILESTONES

| Key Milestone                                | Indicative Timeframe | Commentary  |
|--|----------------------|---|
| Review cemetery capacity                     | March 2019           | Annual review of cemetery capacity is necessary as cemetery nears its limit and future development is planned |
| <b>Council Meeting</b><br>Report on Progress | As required          | Progress reports will be submitted to Council as required   |

## Public Amenities: Public Toilet Upgrades

### 1.0 DESCRIPTION

WDC provides public toilet facilities at many of its townships across the district.

### 2.0 DISCUSSION

WDC's 2018-28 LTP provides for toilet upgrades at Mokau township and Waitomo Village subject to 50% funding from MBIE through the next round of Tourism Infrastructure Funding (scheduled for the first half of 2019). The Mokau project is scheduled for completion in 2018/19 and Waitomo Village toilets in 2019/20. Renewal of the Te Kuiti central toilet block is also scheduled for 2018/19.

### 3.0 KEY MILESTONES

| Key Milestone         | Indicative Timeframe | Commentary               |
|-----------------------|----------------------|--------------------------|
| Prepare concept plan  | Nov 2018             | Mokau toilet replacement |
| Application for TIF   | Feb 2019             | Mokau toilet replacement |
| Construct new toilets | March – June 2019    | Mokau toilet replacement |

## 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 DISCUSSION

Of the projects identified associated with the overbridge, priority has been given to improving its safety, primarily around compliance associated with the hand rails.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe      | Commentary  |
|---|---------------------------|---|
| <b>Council Meeting</b><br>Report on the current structural condition of the bridge and utilisation by pedestrians | 29 August 2017            | A progress report was presented to Council on 29 August 2017.   |
| <b>Council Meeting</b><br>Report to Council presenting options to address structural condition                    | 31 October 2017           | This matter was reviewed as part of the Public Amenities AMP at a Council Workshop on 17 October 2017. As a result of that review, further investigations have been completed.<br>Council advised that alternative options must be pursued for a level crossing.<br>Calibre Consultants has been appointed to carry out this investigation.<br>The OOS had a five step approach: <ul style="list-style-type: none"> <li>• Stage 1 – Consultation and concept design</li> <li>• Stage 2 – WDC report and engineers estimates</li> <li>• Stage 3 – Final design</li> <li>• Stage 4 – Contract documentation and Procurement</li> <li>• Stage 5 – MSQA and removal of existing overbridge</li> </ul> |
| <b>Council Meeting</b><br>Report to Council on progress toward implementation of investigations                   | 27 November 2018          | Recommendation provided along with pricing and concept design.  |
| Implementation of Council recommendations   | February 2019 – June 2020 |   |
| <b>Council Meeting</b><br>Report on Progress  | As required               | Progress reports will be submitted to Council as required   |

## Public Amenities: Te Kuiti Security Camera Upgrade

### 1.0 DESCRIPTION

CCTV cameras are installed in Te Kuiti's main street (Rora Street) to improve community safety.

### 2.0 DISCUSSION

The deployment of security cameras is a joint community safety project in conjunction with the police. It supplements rather than substitutes this core police responsibility. The effectiveness of CCTV cameras as a crime deterrent is dependent on timely monitoring of CCTV footage. There is a relatively high resourcing requirement to give effect to that.

### 3.0 KEY MILESTONES

| Key Milestone                             | Indicative Timeframe    | Commentary  |
|---|-------------------------|---|
| Assessment of performance of Cameras      | July 2017 – August 2017 | Assessment of the camera network is ongoing. Indications to date are that the new network is performing well. The performance of two cameras continues to be closely assessed.  |
| <b>Council Meeting</b><br>Progress Report | 28 September 2017       | This matter was reviewed as part of the Public Amenities AMP at a Council Workshop on 17 October 2017.<br>Discussions are ongoing with the local Police regarding roles and responsibilities of WDC and the Police in supporting community safety and wellbeing. These discussions will also form part of Councils proposed Safe Communities framework. |
| <b>Council Meeting</b><br>Progress Report | 27 November 2018        | Update assessment of the respective roles required for effective CCTV deployment.   |

## Public Amenities: Queen Street Carpark

### 1.0 DESCRIPTION (refer to Community Services item Land divestment – Old Ministry of Works Building)

Demand for car parking in Queen Street, Te Kuiti is high due to parking generators such as the WDC administration building, the Courthouse, Police Station and St Joseph's School. Additional carparking space will relieve some of that demand for kerbside parking.

### 2.0 DISCUSSION

Provision has been made in 2018/19 for construction of an additional carpark on land currently occupied by the Historical Society building.

The land beneath the Historical Society building is owned by the Crown (Department of Justice), and forms part of a Maniapoto Treaty Claim. There needs to be formal agreement providing WDC with the security of tenure it needs over the land WDC before it can commit public funds to construction of the carpark.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary   |
|---|----------------------|--|
| <b>Council Meeting</b><br>Progress report - status of land acquisition and project timetable. | 27 November 2018     |  |
| Construct carpark.  | Jan-June 2019        | Subject to security of tenure in place for WDC over the land.<br>Budget \$28,000 |
| Dispose of Ministry of Works Building.  | TBA                  |  |

## AMP Improvement and Monitoring: Housing and Other Property

### 1.0 DESCRIPTION

This project is about 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 giving effect to asset management improvement plans is contained in each of the Asset Management Plans. 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 quality of AM planning and accuracy of financial projections is dependent on improved knowledge of customer expectations, further developed AM practices, accurate data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement plan is to improve the current management practices for AM processes, information systems and data. 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

| <b>Housing and Other Property AMP – Specific Improvement Projects 2018-2021</b>                      |                             |                   |
|--|-----------------------------|-------------------|
| <b>Key Milestone</b>   | <b>Indicative Timeframe</b> | <b>Commentary</b> |
| Undertake asset data and condition assessment investigations.  | 2018-2021                   |                   |
| Include building data in a proprietary asset management programme such as AssetFinda or adapted NCS. | 2018-2021                   |                   |
| Undertake condition  |                             |                   |
| Input leases and licences into NCS   | 2018-2021                   |                   |
| Review of AMP 2018   | 2020                        |                   |

## **AMP Improvement and Monitoring: Parks and Reserves**

### 1.0 DESCRIPTION

This project is about 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 giving effect to the improvement plans is contained in each of the Asset Management Plans. 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 knowledge of WDC staff. The quality of AM planning and accuracy of financial projections is dependent upon improved knowledge of customer expectations, further developed AM practices, accurate data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement plan is to improve the current management practices for AM processes, information systems and data. The improvement plan provides 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

| <b>Parks and Reserves AMP – Specific Improvement Projects 2018-2021</b>  |                             |                   |
|--|-----------------------------|-------------------|
| <b>Key Milestone</b>   | <b>Indicative Timeframe</b> | <b>Commentary</b> |
| Undertake asset data and condition assessment investigations.  | 2018-2020                   |                   |
| Include parks and reserves asset data in a proprietary asset management programme such as AssetFinda and into WDC's GIS programme. | 2018-2021                   |                   |
| Purchase of data logger and development for in field inspection recording  | 2018                        |                   |
| Review of Leases and Licences when necessary including   | 2018-2021                   |                   |

| Parks and Reserves AMP – Specific Improvement Projects 2018-2021 |                      |                                     |
|--|----------------------|-------------------------------------|
| Key Milestone  | Indicative Timeframe | Commentary                          |
| importing building lease data base in NCS                        |                      |                                     |
| Review AMP   | 2020                 | As part of 2021 draft LTP work plan |

## AMP Improvement and Monitoring: Public Amenities

### 1.0 DESCRIPTION

This project is about 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 giving effect to the improvement plans is contained in each of the Asset Management Plans. 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 knowledge of WDC staff. The quality of AM planning and accuracy of financial projections is dependent upon improved knowledge of customer expectations, further developed AM practices, accurate 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. The improvement plan provides 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

| Public Amenities AMP – Specific Improvement Projects 2018-2021  |                      |                                     |
|---|----------------------|-------------------------------------|
| Key Milestone   | Indicative Timeframe | Commentary                          |
| Undertake asset data and condition assessment investigations.   | 2018-2020            |                                     |
| Purchase of Notebook and development of inspections programme for toilet inspections and other functions within the Community Services area | 2018-2021            |                                     |
| Include Building data in a "designed" Asset Management Programme such as SPM or spreadsheets attached to GIS                                | 2018-2021            |                                     |
| Asset Management Planning miscellaneous   | 2018-2021            |                                     |
| Review AMP  | 2020                 | As part of 2021 draft LTP work plan |

## AMP Improvement and Monitoring: Recreation and Culture

### 1.0 DESCRIPTION

This project is about 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 giving effect to the improvement plans is contained in each of the Asset Management Plans. 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 knowledge of WDC staff. The quality of AM planning and accuracy of financial projections is dependent upon improved

knowledge of customer expectations, further developed AM practices, accurate 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. The improvement plan provides 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

| Recreation and Culture AMP – Specific Improvement Projects 2018-2021    |                      |                                     |
|---|----------------------|-------------------------------------|
| Key Milestone   | Indicative Timeframe | Commentary                          |
| Undertake asset data and condition assessment investigations.           | 2018-2020            |                                     |
| Review operational manuals for Les Munroe Centre and print booklets     | 2018-2021            |                                     |
| Expand recovery plans to incorporate risk analysis                      | 2018-2021            |                                     |
| Adoption of funding for three year improvement plan                     | 2018-2021            |                                     |
| Develop detailed asset data associated with Recreation & Culture Assets | 2018-2021            |                                     |
| Review of Activity Plan 2018  | 2020                 | As part of 2021 draft LTP work plan |

## 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 quarterly progress reports to Council on each of the activities.

### Roads and Footpaths: Roading Activity Influencers

#### 1.0 DESCRIPTION

The Roads and Footpaths activity is the single largest area of expenditure for Council. The LTP budget for 2018/19 period for operations is \$12,385,000. The total capital expenditure for roads for the same period is \$4,435,000

NZTA subsidy is 73% in 2018/19. This represents an accelerated financial assistance rate compared with the original five year transition originally proposed by NZTA. It will allow increased programme levels within the same WDC budget contribution.

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.

The Roads and Footpaths Asset Management Plan (AMP) has been reviewed to reflect the expected influences as far as possible.

The Roading AMP reflects current service levels and the accompanying expenditure forecasts required to maintain those levels of service, it is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's roading and footpath assets.

The different tasks identified for the Roading Activity influencers work stream are contained in the Key Milestones table below with some estimated timelines. Regular updates on this work stream will be provided to Council.

#### 2.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe                        | Commentary   |
|---|---|--|
| <b>Council Meeting</b><br>Progress on work streams            | Quarterly (November, March, May and August) | Progress Report - Land Transportation to Council on a two-monthly basis, or as required. |
| Develop levels of service options along with funding options. | February 2016-17                            | To implement 2018  |
| Develop 2021-24 roading business case for NZTA funding        | August 2020 – December 2021                 | Aligns with NZTA NLTP roll-out and WDC's LTP development                                 |

### Roads and Footpaths: Renewals

#### 1.0 DESCRIPTION

The need for asset renewals (replacing assets at the end of their useful lives) are identified through analysis of condition assessments, failure history and in some cases, predictive modelling. Treatment selection and work prioritisation are determined from an economic analysis of options considering all asset life cycle costs.

#### 2.0 DISCUSSION/ISSUES

The Transport Agency has granted approval for the full amount applied for by Waitomo DC for its road maintenance, operations and renewal activities for the 2018 – 2021 period. In addition, a significant programme of footpath renewals has been provided in the 2018-28 LTP, commencing in 2018/19, enabled by an NZTA shift in funding policy and its accelerated FAR.

It is worth noting the following issues, which may necessitate additional expenditure (or diversion of expenditure currently planned for other projects) in the 2018/19 year:

- Te Waitere Slips: two slips both 30m long on Te Waitere Road in the vicinity of RP5. These two slips caused by Cyclones Debbie and Cook in April 2017 are now impacting on the road carriageway and will continue to remove the available road width until addressed. A report presenting options (including moving 536m of roadway to avoid a large unstable face) has been prepared.
- Damage to roading network due to coastal erosion at Mokau Spit

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe                        | Commentary  |
|---|---|---|
| <b>Council Meeting</b><br>Progress on work streams      | Quarterly (November, March, May and August) | Progress Report - Land Transportation provided to Council on a two-monthly basis.   |
| Implement Local Roads Capital Works Programme           | July 2018 - June 2019                       | Budget in 2018/19 is \$4,435,000 including sealed road resurfacing, unsealed road metalling, sealed road rehabilitation, drainage, structures components and traffic services renewals. |
| Implement Footpaths programme (Replace Narrow sections) | October 2018 - June 2019.                   | Budget in 2018/19 is \$395,232 (Replace Narrow)   |

## Roads and Footpaths: New Works (Improvements)

### 1.0 DESCRIPTION

New footpaths and widened footpaths are included in this category

### 2.0 DISCUSSION/ISSUES

New and improved footpaths are prioritised based on pedestrian counts, streets where there is no footpaths. A significant footpath improvement programme has been provided in the 2018-28 LTP, commencing in 2018/19 enabled by NZTA shift in funding policy its accelerated FAR.

Additional new work is anticipated following recent changes to speed limit legislation. The potential lower speed limits on the Waitomo network, which are yet to be assessed, include: Roads that are very windy with sharp bends, making it necessary to drive much slower than the national legal speed limit (about half the Waitomo District road network), rural roads with narrow widths, and where the speed limits on nearby state highways are 80km/hr.

### 3.0 KEY MILESTONES

| Key Milestone                                      | Indicative Timeframe                        | Commentary  |
|--|---|---|
| <b>Council Meeting</b><br>Progress on work streams | Quarterly (November, March, May and August) | Progress Report - Land Transportation provided to Council on a two-monthly basis. |
| Implement new footpaths programme                  | October 2018 – June 2019                    | Budget in 2018/19 for new footpaths is \$113,132                                  |
| Implement road improvement programme               | October 2018 – June 2019                    | 2018/19 roading improvement budget is \$650,000                                   |

## Solid Waste: Cross Boundary Collaboration (WDC/RDC)

### 1.0 DESCRIPTION

The Waitomo district solid waste stream often has an origin and destination beyond the district boundaries. There are opportunities for collaboration and resource sharing to improve the efficiency and effectiveness of waste management and minimisation activities.

## 2.0 DISCUSSION/ISSUES

On 26 September 2012, the Chief Executive of Ruapehu District Council (RDC) met with the WDC Chief Executive to discuss possible cross boundary collaboration, with a particular emphasis on solid waste matters.

No further discussion occurred with RDC until July 2015, when a Consultant for RDC carried out a site visit of the WDC Landfill and discussed possible collaboration.

Earlier in 2018, WDC was again approached by RDC expressing interest in accessing the Waitomo District landfill for its municipal waste disposal given its landfill would be at capacity in approximately two years' time. Its residual waste would increase the total annual waste disposed at the WDC landfill by approximately 30%

## 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary   |
|--|----------------------|--|
| Monitor opportunities for cross boundary collaboration between WDC and RDC and report any new developments to Council as they occur. | As required.         | WDC is waiting on further communication by RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters. |

## Solid Waste: Waste Minimisation Promotion Programmes

### 1.0 DESCRIPTION

WDC's SWaMMP was reviewed and adopted with effect from 1 July 2018. It sets out the delivery of our waste management services for the period 2018-28. The next review is due in 2024.

### 2.0 DISCUSSION/ISSUES

The SWaMMP addresses recycling, collection and disposal of waste, with the objective of reducing waste to landfill. Key issues include retention of the existing transfer station location of Mokau, improved education material on recycling and home composition and reducing food waste and minor works at district transfer stations to improve safety and presentation. Recycling options at all events using WDC property will be increased.

### 3.0 KEY MILESTONES

| Key Milestone                                | Indicative Timeframe | Commentary              |
|--|----------------------|-------------------------|
| Waste audit                                  | November 2018        | Findings to be reported |
| Improve safety at district transfer stations | Ongoing              | Update report           |

## Solid Waste: District Transfer Station Improvements

### 1.0 DESCRIPTION

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

## Solid Waste: Waitomo District Landfill – Extend Capacity

### 1.0 DESCRIPTION

The Waitomo District landfill has a consented capacity of 232,000 tonnes. At the current rate of filling, that capacity will be consumed by 2025.

A study completed during 2017/18 identified that the capacity of the landfill could be increased to an optimised volume of approx. 420,000 tonnes at an estimated cost of \$1.5 million. That would increase the life of the landfill through to approximately 2044.

A new consent will be required to extend the consent life of the landfill beyond 2033 (being the current consent expiry date) to allow the estimated new capacity to be realised.

## 2.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary   |
|--|----------------------|--|
| Future Demand Study  | December 2015        | A 'whole of life' study has been completed to determine: - <ul style="list-style-type: none"> <li>• Where refuse will come from for the balance of the resource consent.</li> <li>• The effects the statutory cost increases from the ETS will have on the landfill.</li> <li>• The costs of further developing the landfill.</li> <li>• The financial viability of the landfill due to increased costs to the user following ETS legislation.</li> <li>• Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward.</li> <li>• Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.</li> </ul> |
| Ascertain residual consented and optimised life of landfill                      | June 2018            |  |
| Apply for resource consent to extend capacity of landfill over current footprint | November 2018        |  |
| Construct high wall liner  | 2019/20 – 2020/21    | A budget of approximately \$1.5m over the two years has been provided in WDC's 2018-28 LTP   |

## Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

### 1.0 DESCRIPTION

EnviroWaste is responsible for the management and operation of the Waitomo District Landfill, including recovery of resources onsite, in accordance with the Landfill Management Plan and the site resource consents. This includes the provision of all plant, equipment, materials, as well as administration and management inputs to operate and maintain the residual waste disposal effectively and efficiently.

EnviroWaste also manages the District Kerbside and Transfer Stations Collection contracts.

The terms of the original contracts were 3 + 2 + 2 year terms. The first right of renewal was 1st November 2012 to 1st November 2014 and the second is 1st November 2014 to 1st November 2016.

These contracts were retendered in 2016 with EnviroWaste retaining the landfill and collections contracts.

### 2.0 KEY MILESTONES

| Key Milestone                                 | Indicative Timeframe | Commentary   |
|---|----------------------|--|
| WDC Landfill operations contract (500/16/041) | May 2017-2022        | The current contract has a five year term to align with the expiry of the current landfill resource consent. |

| Key Milestone   | Indicative Timeframe | Commentary                                  |
|---|----------------------|---|
| Kerbside collection and Transfer Station refuse and recycling collection services contract (500/16/038) | May 2017-2024        | The current contract has a seven year term. |

## Stormwater: Catchment Management Plans Update/Review

### 1.0 DESCRIPTION

Catchment Management Plans are needed to identify then protect these secondary drainage mechanisms from future land use development.

### 2.0 DISCUSSION/ISSUES

The main urban stormwater catchment is in Te Kuiti. The current piped network provides limited capacity for effective drainage, with some areas of the catchment relying on overland flow and the roading network for secondary flow paths. Catchment Management Plans are needed to identify then protect these secondary drainage mechanisms from future land use development.

### 3.0 KEY MILESTONES

| Key Milestone                              | Indicative Timeframe | Commentary  |
|--|----------------------|---|
| Complete catchment assessment for Te Kuiti | March 2019           | A budget of \$3,228 was provided in 2017/18 followed by an additional budget of \$5,500 in 2018/19 for this work. No expenditure to date. |

## Stormwater: Rehabilitation and Renewals (as per Catchment Management Plans)

### 1.0 DESCRIPTION

Stormwater rehabilitation and renewals involves replacement and/or rehabilitation of stormwater pipes and open drains that are in a poor condition and continued maintenance is no longer viable.

### 2.0 DISCUSSION/ISSUES

The condition of existing stormwater network was found to be in a poor condition following a CCTV inspection in 2014.

### 3.0 KEY MILESTONES

| Key Milestone                       | Indicative Timeframe | Commentary   |
|-------------------------------------|----------------------|--|
| Complete annual renewals programme: | Oct 2018 – June 2019 | Programme to be developed and reported based on condition assessment.<br>Te Kuiti renewals budget \$194,000.<br>Rural \$5,000. |

## Stormwater: Health and Safety Issues

### 1.0 GENERAL

Grills to close off pipe ends are the only way of keeping children from playing in the stormwater pipe system.

## 2.0 DISCUSSION/ISSUES

Grills have been installed at stormwater exit and entry points where Health and Safety concerns exist. Due to the rural nature of Te Kuiti, however, a lot of vegetation comes through the stormwater system which clogs the grates causing local and upstream flooding.

The death of a child in 2010 and the subsequent Coroner's Report advises that a Storm Water Safety Risk Assessment be undertaken to address any potential shortcomings. A consulting firm was appointed to undertake this high level risk assessment and to scope and identify the risks.

## 3.0 KEY MILESTONES

The grills are monitored and kept clean. Council is kept updated via the monthly report for stormwater as to any issues that might develop.

| Key Milestone                      | Indicative Timeframe | Commentary |
|------------------------------------|----------------------|------------|
| Council Meeting<br>Progress Report | As required          | Ongoing    |

## Sewerage: Benneydale Renewals

### 1.0 DESCRIPTION

Sewerage renewals are programmed to take place when the condition of the infrastructure has deteriorated to a level where it is no longer economic to replace.

### 2.0 DISCUSSION/ISSUES

The old reticulation system was theoretically past the end of its asset life cycle. An investigation process (CCTV) was completed to determine the actual condition of the reticulation, with replacement of the network 90% complete. A modest residual amount is scheduled for completion in 2018/19 and 2019/20.

### 3.0 KEY MILESTONES

| Key Milestone                    | Indicative Timeframe | Commentary |
|----------------------------------|----------------------|------------|
| Reticulation renewals completed. | 2018/19              | \$39, 800  |
| Minor Work at WWTP completed.    | 2018-19              | \$12,500   |

## Sewerage: Te Kuiti Wastewater Treatment Plant – Renewals

### 1.0 DESCRIPTION

An on-going programme of mechanical and electrical plant and equipment replacement is required due to the high wear and tear exposure of this essential infrastructure.

### 2.0 DISCUSSION/ISSUES

Aeration equipment in the treatment ponds operates continuous. It is essential to maintaining treatment capacity and consent compliance.

### 3.0 KEY MILESTONES

| Key Milestone                                 | Indicative Timeframe       | Commentary   |
|---|----------------------------|--|
| Replacement of aeration equipment at the WWTP | March 2019                 | 2018/19 budget is \$60,000. Staged renewal programme in place. |
| Minor Renewals completed                      | September 2018 – June 2019 | \$45,000   |

## Sewerage: Te Kuiti Wastewater Treatment Plant – Bulk Lime Silo

### 1.0 DESCRIPTION

Lime dosing of the WWTP effluent is required to adjust acidity. Health and safety issues have been identifying as needing attention.

### 2.0 DISCUSSION/ISSUES

A bulk lime silo is to be installed to mitigate the risk of harm caused by “splashing” of acidic material during the current manual dosing.

### 3.0 KEY MILESTONES

| Key Milestone                 | Indicative Timeframe | Commentary               |
|-------------------------------|----------------------|--------------------------|
| Report progress on completion | March 2019           | 2018/19 budget \$105,000 |

## Water Supply: Te Kuiti – Phased Upgrade

### 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 has been carried out due in part to the relatively poor condition of this asset and also such work was fundamental to achieving compliance with the requirements of the Drinking Water Act 2007 (amended 2008) over time.

The TKWTP in its present form provides safe drinking water. However the means of production storage and distribution was 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 required significant capital development and renewal which in some instances required total component replacement to meet that standard.

The assessed level of DWS non-compliance mostly related to the assessed level of risk that Water Quality Standards will not be able to be achieved consistently. Some assessed risks however were 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 was applied to that part of the works required to meet the Drinking Water Act 2007 (as listed below).

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:

- 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 had 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 reflected two important criteria; to utilise MoH funding while available and to address the components that are the most critical.

- Phase One
- Upgrade of filter backwash system
  - Installation of Ultra Violet
  - Renewal of main pump station
- Phase Two
- Intake following the new water Take Consent in process
- Phase Three
- Refurbishment of clarifiers
- Phase Four
- New storage reservoir

### **Budget Forecast Capacity**

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

Phase Four – New Storage Reservoir - programmed as being a separate project of work (storage and reticulation) to the actual TKWTP upgrade. Not scheduled within 2018-28 LTP period (see item below)

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 2012-2022 LTP is;

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

### **Estimates**

|   |                    |
|---|--------------------|
| Phase One                                   | \$4,328,339        |
| Phase Two – Target completion December 2016 | \$1,229,534        |
| Phase Three – 2016-18                       | \$1,182,582        |
| <b>TOTAL Estimate</b>                       | <b>\$6,740,455</b> |
| Contingency                                 | \$310,680.00       |
| Phase Four                                  | \$1,300,000        |

### **3.0 KEY MILESTONES**

| Key Milestone          | Indicative Timeframe  | Commentary   |
|------------------------|---|--|
| <b>Council Meeting</b> | Quarterly Council Meetings in November, March, May and August                                 | Council will be kept updated on progress through the presentation of quarterly progress reports.   |
| Phase 1                | Original target completion<br>December 2015   | Completed  |
| Phase 2                | Original target completion<br>December 2016<br><br>Revised completion date –<br>December 2018 | New intake installed pending positioning in stream when stream flows allow.<br>Water Take consent renewed.<br>Pump & Valve chamber installed with electrical and control cables connected. |
| Phase 3                |   | Completed  |

## Water Supply: Te Kuiti – Raw Water Storage Dam Investigations

### 1.0 DESCRIPTION

The Te Kuiti supply currently relies on a single source – the Mangaokewa Stream. To improve resilience of the supply, either an alternative source or bulk raw water storage is required, especially over the peak demand, low stream flow period.

### 2.0 DISCUSSION/ISSUES

Investigations into the sustainable yield from a groundwater source are underway. The outcome of those investigations will inform the viability of a groundwater supply ahead of bulk raw water storage.

### 3.0 KEY MILESTONES

| Key Milestone                     | Indicative Timeframe    | Commentary                                       |
|-----------------------------------|-------------------------|--|
| Complete Investigations           | August – September 2018 | Well driller engaged                             |
| Report findings                   | November 2018           | Pump testing discontinued due to insecure casing |
| Investigate alternative bore site | November 2018           |  |

## Water Supply: Te Kuiti – Reservoir Capacity Investigations

### 1.0 DESCRIPTION

The Te Kuiti water supply area is “zoned” for treated water storage purposes. That means that the benefit of the combined treated water storage capacity is not available across the whole supply area. That issue could be overcome by connecting the individual storage reservoirs through new water mains, but the costs of that option have been described as prohibitive.

Constructing an additional treated water storage reservoir to supplement the minimum storage zone has been identified as the best practicable option.

### 2.0 DISCUSSION/ISSUES

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe              | Commentary                  |
|--|-----------------------------------|-----------------------------|
| Investigate optimum sizing of supplementary storage reservoir. | Outside 2018 - 28 planning period | Subject to budget approval. |

## Water Supply: Te Kuiti Reservoir Seismic Strengthening

### 1.0 DESCRIPTION

An investigation into the seismic resilience of Te Kuiti storage reservoirs has been completed. A programme of structural improvements has been provided in the 2018-28 LTP.

### 2.0 DISCUSSION/ISSUES

2018/19 represents the second year of the reservoir strengthening programme.

### 3.0 KEY MILESTONES

| Key Milestone               | Indicative Timeframe | Commentary                     |
|-----------------------------|----------------------|--------------------------------|
| Implement 2018/19 programme | October – June 2019  | Budget for 2018/19 is \$22,000 |

## Water Supply: Backflow Preventers (Te Kuiti, Mokau and Piopio)

### 1.0 DESCRIPTION

Backflow prevention is required to prevent cross contamination between appliances and potable water supply.

### 2.0 DISCUSSION/ISSUES

A programme is being developed to ensure each water connection is fitted with a manifold comprising toby, backflow and water meter.

### 3.0 KEY MILESTONES

| Key Milestone                  | Indicative Timeframe     | Commentary                               |
|--------------------------------|--------------------------|--|
| Develop programme              | September 2018           |  |
| Report implementation progress | October 2018 – June 2019 | Programme will extend over next 3 years. |
| Te Kuiti                       | 2018/19                  | Budget \$42,000                          |
| Mokau                          | 2018/19                  | Budget \$2,420                           |
| Piopio                         | 2018/19                  | Budget \$5,400                           |

## Water Supply: Mokau Network Renewals

### 1.0 DESCRIPTION

Renewal of the water supply network becomes necessary at the point when ongoing repairs are no longer viable.

### 2.0 DISCUSSION/ISSUES

Much of the Mokau trunk mains have been replaced over the past two years. Allowance has been made to complete replacement of the remaining network.

### 3.0 KEY MILESTONES

| Key Milestone     | Indicative Timeframe | Commentary                             |
|-------------------|----------------------|--|
| Complete renewals | March 2019           | Budget of \$96,000 provided in 2018/19 |

## Water Supply: Piopio – Reservoir Pumping Line Renewal

### 1.0 DESCRIPTION

A new, dedicated rising main is to be constructed between the treatment plan and a new storage reservoir.

### 2.0 DISCUSSION/ISSUES

The current rising main doubles as a distribution pipe resulting in significant pressure shortage and shortened asset life. Budget provision for a new dedicated rising main has been allowed for in 2019/20 of the LTP.

### 3.0 KEY MILESTONES

| Key Milestone             | Indicative Timeframe      | Commentary                      |
|---------------------------|---------------------------|---------------------------------|
| Complete design           | July 2018                 |                                 |
| Construct new rising main | November 2018 - June 2019 | Project currently out on tender |

## 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 local sewerage system.

Council indicated that a strategic review needed 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's 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.

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.

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.

A high level development strategy involving provision of water and upgraded sewerage services is needed, but is not provided for in the 2018-28 LTP.

### 3.0 DISCUSSION/ISSUES

A staged sewerage scheme with initial capacity for an additional 50 dwellings 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 ultimately 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.

The current disposal site is located on private land with access via an easement.

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.

A water supply for Te Waitere would exacerbate the limited capacity of the current wastewater treatment and disposal system and is outside the scope of the 2018-28 LTP.

### 4.0 KEY MILESTONES

Options and forward planning are to be reviewed in the context of the 2018-2028 LTP.

| Key Milestone  | Indicative Timeframe              | Commentary  |
|--|-----------------------------------|---|
| 1. Permeability tests to assess sustainability of existing land discharge of waste water and possible future development | Completed                         | Results show that additional land will ultimately be needed for waste water disposal. |
| 2. Development of detailed scoping and associated project plan for inclusion in the Road Map.                            | Outside 2018-2028 planning period |   |
| 3. Consultation with landowners about development plans and land availability for land discharge                         | During the life of 2018-28 LTP    | Dependent on available resources.   |
| 4. Consultation with all property owners on separator/septic tank maintenance service                                    | During the life of 2018-28 LTP    | Dependent on available resources.   |
| 5. Report to Council on conclusions  |                                   | 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.

This project involves investigation of options for potential transfer of the currently privately owned and operated waste and wastewater service at Waitomo Village to WDC.

### 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 are 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, 2015-2025, or 2018-28 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 is other legislation that 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).

At this stage, there is no commitment from the ownership parties to a process whereby the Village water and wastewater infrastructure could be properly investigated ahead of a proposal to transfer responsibility for future delivery of these services to WDC.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary   |
|--|----------------------|--|
| 1. Development of preliminary scoping and associated project plan. | Completed 2017.      | WDC condition assessment and valuation complete.<br>Preliminary design and cost estimate complete.<br>Met with THL around existing asset |

| Key Milestone  | Indicative Timeframe          | Commentary  |
|--|-------------------------------|---|
|  |                               | value and cost new systems.<br>Financial modelling completed.<br>Results sent to THL.   |
| 2. Define proposed planning map and develop development scenarios which will indicate demand | Completed 2016.               | Structure Plan by Beca Consultants considered in identifying area to be serviced.   |
| 3. Investigate high technology solutions with cost and establish economic feasibility        |                               | Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.   |
| 4. Report to Council on conclusions  | On completion of each section | The only possible solution to make the cost of the service more affordable is to obtain Government funding.<br>Potential funding assistance is available from central government through the Tourism Infrastructure Fund. The next funding round will be in 2019, but an application from WDC would not meet the funding criteria because WDC does not have control over the land or infrastructure. Discussion with the ownership parties is currently (September 2018) stalled. |

## AMP Improvement and Monitoring: Roads and Footpaths

### 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 2018 for preparation of the 2018-2028 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 KEY MILESTONES

| Roads and Footpaths AMP – Improvement and Monitoring   |                       |   |
|--|-----------------------|---|
| Key Milestone  | Indicative Timeframe  | Commentary  |
| 1. Complete rating survey of footpaths and input to RAMM   | December 2018         | This work will require appropriately experienced resources to advise and assist with a report. Estimated cost \$20,000. |
| 2. Complete FWD on all secondary collector roads at network level of about 110km over 10 Years.  | July 2018 – June 2028 | This will require an investment of about \$29,000 per year on FWD testing.  |
| 3. Deploy a High Speed Data Truck to improve a range of other condition assessments on the network, such as rutting, texture, roughness and cracking, and skid resistance if affordable. | Annual programme      | An approximate cost estimate is \$30K per year.   |
| 4. Review forecast increase in road use demand and location data, especially for forestry/quarry haulage routes.   | December 2019         | Provision made in 2018-2028 draft LTP for increased forest harvest haulage  |

| Roads and Footpaths AMP – Improvement and Monitoring  |                         |  |
|---|-------------------------|--|
| Key Milestone   | Indicative Timeframe    | Commentary   |
| 5. Monitor impact of expected forestry haulage on condition of road condition/safety  | 2022-29                 | Coincides with forecast forestry harvest dates based on 28 year planting cycle.  |
| 6. Monitor impact of expected tourism numbers on existing road capacity/safety  | Annually Dec-April      | Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective. Complete for the existing network as part of ONRC.  |
| 7. Review roading assets required to support development plan/structure plans for potential growth areas (Waitomo village, Mokau etc.)                                    | 2019/20                 | This will be completed as part of district plan review process currently underway.   |
| 8. Development of detailed plans and schedules for maintenance activities such as roadmarking and car parking within the network  | Dec 2018                | Identified all carparks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.  |
| 9. Continuous training updates in the use of relevant activity management programmes such as RAMM at WDC  | As appropriate          | Extra training needed due to appointment of new staff to critical asset roles.   |
| 10. Upgrade of culverts to a minimum size of 375mm diameter, or as specifically designed, taking account of appropriate sizing for catchment areas                        | June 2028               | Extended due to budget limitations.  |
| 11. Review standards for next generation maintenance contract.  | July 2019/21/23         | Current maintenance contract commenced 1 March 2017. 3+2+2 year term. Earliest potential re-tender is in 2020.   |
| 12. Complete a cycling and walking business case.   | Review July 2020        | Draft strategy completed some years ago (2009). Use this as part of the 'Review of Pre-Existing Work'.   |
| 13. Install correct RP pegs on all roads.   | July 2020               | Depends on resource availability   |
| 14. Install correct CMP's on all roads.   | July 2020               | As above.  |
| 15. Install correct RAPID numbers on all roads.   | July 2020               | As above.  |
| 16. Design and undertake a survey of customer service needs and satisfaction in alignment with ONRC performance measures  | March 2019 – March 2021 | Current resident satisfaction surveys for roads and footpaths do not provide a meaningful basis for analysing customer needs or satisfaction trends against ONRC performance measures.   |
| 17. Review safe speed environment for each ONRC classification of the rural network using NZTA Speed Management Guide   | July 2019- Dec 2019     | Excessive speed is over-represented as a contributing factor in 2011-15 CAS road accident statistics. The geometry and dimensions of much of the rural network need to be reflected in safe travel speeds corresponding to the relevant ONRC classification. |
| 18. Identify the existence of and, if necessary, establish a memorandum of understanding for maintenance responsibilities and levels of service on WDC/ODC boundary roads | July 2019 - Dec 2019    | WDC has very few, if any, boundary roads that straddle inter-TLA boundaries. A review of the existence of, and need for, an understanding of maintenance responsibilities for these roads is the next step.  |

| Roads and Footpaths AMP – Improvement and Monitoring   |  |  |
|--|--|--|
| Key Milestone  | Indicative Timeframe                         | Commentary   |
| 19. Review opportunities for smart procurement of network service delivery appropriate to WDC's operating environment and that may add value to current service delivery and asset management processes. | July 2018 – June 2021                        | WDC has considered shared service delivery arrangements for managing and maintaining its network as part of the review of its approved procurement strategy. While past experiences have not always proven advantageous, potential exists for new ideas.                                 |
| 20. Review the strategic focus of this AMP following adoption of GPS 2018 and any subsequent changes to the RLTP.  | July 2018 – June 2020                        | The new government commenced a review of its GPS on land transport following its election in 2017. The strategic focus of this ASMP will need to be aligned with GPS 2018 and subsequent changes to the RLTP.  |
| 21. Review HCV growth trends on local network  | July 2018 – June 2020                        | Increased HCV traffic loading has a direct relationship with pavement life and rehabilitation programming. Enhance accuracy by interviewing trucking harvesting companies.   |
| 22. Monitor the effects of climate change on local roading network.  | July 2018 – June 2020                        | The impact of increasing rainfall trends and rising sea level impact on the resilience and maintenance/renewal programmes.   |
| 23. Review options, costing and programmes required to mitigate the effects of rising sea level on coastal roads ahead of the 2021 NLTP.   | July 2018 – June 2020                        | Sections of WDC's coastal network are located immediately adjacent to the coastline. With marginal "freeboard" between sea level and road surface, are vulnerable to rising sea level.   |
| 24. Investigate "repeat incidence" accident sites and prepare traffic safety solutions.  | July – Sept 2017.<br><br>Repeat CAS in 2020. | The 2011-15 CAS road accident report identified a small number of sites and routes where repeat accidents due to road conditions were identified. An investigation into potential traffic engineering solutions is planned.  |
| 25. Monitor Omya's planning and coordinate programming and funding procedures for upgrade of proposed haulage route affected by development and extraction from proposed new limestone quarry site.      | July 2020                                    | Omya's proposal to develop and operate a new limestone quarry site, in the short to medium term, will necessitate upgrades to the geometry and pavement strength of local roads affected by the haulage route. There is currently no planning of funding provision for that in this AMP. |
| 26. Develop replacement tables for street lighting   | July 2018 – Dec 2019                         | Ex 2017 valuation report. Tables of optimised/modern replacement fittings for those in service   |
| 27. Review expected life for streetlight poles   | July 2018 – Dec 2019                         | Ex 2017 valuation report. 80 years is the upper end of usual expectation.  |
| 28. Add sign and post installation dates in RAMM   | July 2018 – Dec 2019                         | Ex 2017 valuation report.  |
| 29. Record project related consent costs and summarise against project costs   | July 2018 – Dec 2019                         | Ex 2017 valuation report.  |

## 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 2018 for the 2018-2028 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 KEY MILESTONES

| Stormwater AMP – Improvement Plan  |  |  |
|--|--|--|
| Key Milestone  | Indicative Timeframe                       | Commentary   |
| 1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. | Next review 2020                           | Levels of service survey for SW last completed in 2012 |
| 2. Ensure the right level of funding is allocated to maintain the asset service potential.   | August 2020                                | Pre-LTP  |
| 3. Formalise, monitor and record asset inspection and data collection.   |  | Ongoing  |
| 4. Improve service provider maintenance reporting and integrate costing information with spatial data in Bize@sset   |  |  |
| 5. Develop accurate and complete asset inventory registers for each urban drainage area.   |  |  |
| 6. Initiate a long term condition and performance assessment program, initially for Te Kuiti.  |  |  |
| 7. Initiate a SW scheme concept for Mokau- Awakino and Te Waitere  | December 2025                              |  |
| 8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.  |  |  |
| 9. Cost and prioritise the works developed from the risk assessment exercise.  |  |  |
| 10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.                 |  |  |
| 11. Improve the definition of standards for maintenance  |  | Using Hamilton City Engineering Standards              |
| 12. Complete environmental impact studies for each stormwater drain and receiving water  | 2021 - 23                                  |  |
| 13. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency  | Catchment Management Plans to be completed | WDC uses Hamilton City Standards                       |

| Stormwater AMP – Improvement Plan   |                      |  |
|---|----------------------|--|
| Key Milestone   | Indicative Timeframe | Commentary   |
| 14. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing storm water 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. | 2021-23              |  |
| 15. Undertake a new assessment of water and sanitary services available to communities in the district  | 2020/21              | Assessment in accordance with s.125 of the LGA 2002. The most recent assessment was completed in 2014. |
| 16. Arrange regular forum of adjacent councils storm water 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).   |                      | Ongoing  |

## AMP Improvement and Monitoring: Solid Waste (Asset) Management and Minimisation Plan

### 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 2018 for preparation of the 2018-2028 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

| Solid Waste (Asset) Management and Minimisation Plan – Improvement Plan   |                      |   |
|---|----------------------|---|
| Key Milestone   | Indicative Timeframe | Commentary  |
| 1. Promote understanding, commitment and engagement of the community in waste minimisation (e.g. recycling and home composting) | Ongoing              | Engage the community with waste minimisation topics through local newsletters and WDC website                           |
| 2. Collect and manage relevant waste minimisation and disposal data to assist planning and monitor performance                  | Every 2 years        | Waste audit completed July 2018 to be presented to council – October 2018.<br>Explore options for seasonal waste audit. |

| Solid Waste (Asset) Management and Minimisation Plan – Improvement Plan  |                      |  |
|--|----------------------|--|
| Key Milestone  | Indicative Timeframe | Commentary   |
| 3. Promote reduction of onsite disposal of agricultural waste products (plastic wrap etc.)                                 | Ongoing              | Agricultural waste education will be ongoing   |
| 4. Undertake an annual waste audit of waste quantities by source and composition   | Ongoing              | Accurate data collection is fundamental to monitoring effectiveness and trends from waste minimisation activities.                   |
| 5. Improve safety features and presentation at transfer stations   | Ongoing              | Asset inventory  |
| 6. Review and improve accessibility to transfer stations and recycling drop-off centres                                    | Ongoing              | Broken glass, safety barriers etc.   |
| 7. Establish recycling collection facilities at WDC's main administration building, information centre and service centres | December 2018        | Important that WDC is seen to be leading by example  |
| 8. Ensure recycling facilities are provided at all events hosted on WDC property   | February 2019        | Requires appropriately marked containers for separate recycling types – glass, plastics etc. Develop an events waste management plan |

## AMP Improvement and Monitoring: Sewerage and the Treatment and Disposal of Sewage

### 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 2018 for preparation of the 2018-2028 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.

### 2.0 KEY MILESTONES

| Sewerage and the Treatment and Disposal of Sewage AMP – Improvement Plan  |                            |   |
|---|----------------------------|---|
| Key Milestone   | Indicative Timeframe       | Commentary  |
| 1. Consultation to ascertain the community's service needs and preferences and to ensure their views is considered when selecting the best level of service scenario. | May 2020                   | LOS resident survey completed in 2018 confirmed wastewater services meet or exceed the majority of users expectations |
| 2. Ensure the right level of funding is being allocated to maintain the asset service potential.  | Next review September 2020 | Review frequency consistent with annual and long term planning cycle  |
| 3. Formalise asset data collection procedures for Council staff and contractors.  | Ongoing                    |   |
| 4. Investigate a design concept for a wastewater scheme to service planned development at Mokau - Awakino   | 2030-32                    | Will form part of the District Plan review  |

| Sewerage and the Treatment and Disposal of Sewage AMP – Improvement Plan   |                                   |  |
|--|-----------------------------------|--|
| Key Milestone  | Indicative Timeframe              | Commentary   |
| 5. Investigate extension of the Te Waitere scheme to facilitate further development of the area.   | 2019/20                           | Informed by 2017 District Plan review.   |
| 6. Develop accurate and complete asset inventory registers for each scheme.  | Ongoing                           |  |
| 7. Updating of asset inventory data and input to database.   | Ongoing                           |  |
| 8. Prepare and refine desktop assessment of asset remaining life using CCTV and inspection records. Prepare  |                                   |  |
| 9. Complete external audit and review process for data integrity   | After completion of 6 and 7       | Require accurate asset inventory   |
| 10. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.   |                                   |  |
| 11. Prioritise the mitigation works developed from risk assessment exercises.  |                                   |  |
| 12. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.   | Specific to each consent renewal. |  |
| 13. Undertake a new assessment of water and sanitary services available to communities in the district   | Dec 2020                          | Assessment in accordance with s.125 of the LGA 2002. The most recent assessment was completed in 2014. |
| 14. 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. | 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 2018 for preparation of the 2018-2028 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 KEY MILESTONES

| Water Supply AMP – Improvement Plan |                        |         |
|-------------------------------------|------------------------|---------|
| Description                         | Target Completion Date | Comment |

| Water Supply AMP – Improvement Plan  |                        |   |
|--|------------------------|---|
| Description  | Target Completion Date | Comment   |
| 1. Consultation to ascertain the water supply communities needs and preferences, to ensure their views are considered when selecting the best level of service scenario.                   | Ongoing                | Requires incremental improvement and updating of current knowledge only   |
| 2. Ensure the right level of funding is being allocated to maintain the asset service potential.   | Ongoing                | Monitor   |
| 3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.  | 2019                   | Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years |
| 4. Improve standard of maintenance data integration with spatial data in AssetFinda.   | Ongoing                | Monitor   |
| 5. Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in AssetFinda.   | Ongoing                | Monitor continuous improvement  |
| 6. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.   | Ongoing                | Commenced in ad hoc way from 2008.  |
| 7. Spare   | 2025-45                |   |
| 8. Renew supply main from Mokau to Awakino   | 2018-28                |   |
| 9. Develop accurate and complete asset inventory registers for each scheme.  | Ongoing                | On-going upgrade and improvement  |
| 10. Develop a greater focus on risk identification and management for critical assets.   | Ongoing                |   |
| 11. Prioritise the works developed from the risk assessment exercise.  |                        |   |
| 12. Construct additional treated storage at Te Kuiti to meet 24 hours demand   | 2029/30                |   |
| 13. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.   | 2018/19                | .   |
| 14. Investigate and install SCADA and telemetry for automated monitoring and control of Mokau treatment and pumping/storage for compliance with MOH gradings and improved risk management. | 2019/20                |   |
| 15. Improve definition of standards for maintenance  | Ongoing                | Monitor   |
| 16. Review pump station and treatment plant maintenance programmes   | Ongoing                | Monitor   |
| 17. Update and implement water treatment plant operating procedures  | 2019                   | Monitor   |
| 18. Collect further condition rating data for pipe networks and use to prioritise renewals programme.  | Ongoing                | Ongoing programme   |

| Water Supply AMP – Improvement Plan  |                        |  |
|--|------------------------|--|
| Description  | Target Completion Date | Comment  |
| 19. Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year | March each year        |  |
| 20. Assess all water services available within the District in accordance with s.125 of the Local Government Act 2002.                 | June 2023              | Last completed in 2014. Assessments consistent with provisions in Draft 2018 – 28 LTP  |
| 21. Link pipeline node assets to neighbouring pipe on asset data base.   | June 2021              | Next valuation due as at 30 June 2018.<br>Completed<br>Next valuation due as at 30 June 2021.  |
| 22. Develop a plant asset hierarchy to allow for standardised unit rates and base lives  | Ongoing                | Next valuation due as at 30 June 2018.<br>Completed<br>Next valuation due as at 30 June 2021.  |
| 23. Investigate plant asset types shown as ‘unknown’ in the plant valuation and confirm asset detail                                   | <del>June 2018</del>   | Missing asset details need to be identified and uploaded into AMS. Next valuation due as at 30 June 2018.<br>Completed<br>Next valuation due as at 30 June 2021. |

### Capital Renewal Programme – Year 1 (2018/2019)

**Note:** The significant key projects for Water, Wastewater, Stormwater and Roading are capital works and detailed reporting on these is undertaken by way of a bi-monthly progress reports to Council.

#### WATER - Te Kuiti

| Street  | LTP Budget = Optim Rep Value | Comment |
|---|------------------------------|---------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                              |         |

#### WATER - Mokau

| Street  | LTP Budget = Opt Rep Value | Comment |
|---|----------------------------|---------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                            |         |

#### WATER - Piopio

| Street  | Replacement Cost | Comments |
|---|------------------|----------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                  |          |

#### ROADING

| Road Name    | RP Start | RP End | Length (m) | Width | Area (m <sup>2</sup> ) | Estimated Rate \$/m <sup>2</sup> | Cost Estimate or Priced Proposal |
|--------------|----------|--------|------------|-------|------------------------|----------------------------------|----------------------------------|
| Ramaroa Road | 0038     | 2,299  | 2,261      | 6.4   | 15,194                 | \$55.00                          | \$835,666                        |
| Taharua Road | 5,160    | 5,800  | 640        | 6.1   | 3,904                  | \$55.00                          | \$214,720                        |
| Totoro Rd    | 5,807    | 7,205  | 1,398      | 6.0   | 8,807                  | \$55.00                          | \$484,407                        |
| Walker Road  | 3,887    | 4,739  | 852        | 7.0   | 6,262                  | \$55.00                          | \$344,421                        |

#### WASTEWATER - Te Kuiti

| Street | LTP Budget = Replacement Cost | Comments |
|--------|-------------------------------|----------|
|        |                               |          |

|   |  |  |
|---|--|--|
| Waste Water capital renewals program under review – will be reported on when revised renewals program are completed |  |  |
|---|--|--|

**STORMWATER - Te Kuiti**

| <b>Street</b>   | <b>LTP Budget = Replacement Cost</b> | <b>Comments</b> |
|---|--------------------------------------|-----------------|
| Storm Water capital renewals program under review – will be reported on when revised renewals program are completed |                                      |                 |

**SECTION THREE: 2019/2020 WORK PROGRAMME  
(YEAR 2: 2018-28 LTP)**



## Development of 2021-2031 LTP

### Review of Rates Remission/Postponement Policy

#### 1.0 DESCRIPTION

The Policy on Remission/Postponement of Rates (including rates on Maori 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 Maori 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 be carried out in good time to avoid aggregation of work for the LTP development.

It is important to note that prior to the LGA amendments in 2010, The Rates Remission Policy on Maori Freehold Land needed to be included in the LTP and amendments to this policy required an amendment to the LTP. However, except for the RFP all other financial policies (section 102 policies) can now be amended at any time and do not require an amendment to the LTP.

#### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary   |
|--|----------------------|--|
| Review RRP and prepare recommendations                                       | March/April 2020     |  |
| <b>Council Workshop</b><br>Present review findings and preliminary draft RRP | 10 November 2020     |  |
| <b>Council Meeting</b><br>Adopt Policy for Audit                             | 23 February 2021     | If the review suggest changes that are not material or significant then further process will not be required |
| Consultation Period  | 5 April – 5 May 2021 |  |
| <b>Council Hearing</b>   | 11-12 May 2021       |  |
| <b>Council Deliberations</b>   | 18 May 2021          |  |
| <b>Council Meeting</b><br>Adopt RRP  | 29 June 2021         |  |

## 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 2021-31.

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.

### 1.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Development of assumptions   | June 2020            |            |
| Council LTP Workshop # 1<br>Consideration of Assumptions                           | 11 August 2020       |            |
| Council Meeting<br>Adopt Forecasting Assumptions as part of Supporting Information | 23 February 2021     |            |

## 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 in time for the 2021-31 LTP. If there is any variation to the LTP, explanation must be provided for in the LTP.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| WSSA review (6 year review)                          | April - May 2020     |            |
| <b>Council Workshop #6</b><br>Discuss outcome        | 8 September 2020     |            |
| <b>Council Meeting</b><br>Adopt WSSA with variations | 24 November 2020     |            |

## 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.

### 2.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Review current Performance Management Framework   | June 2020            |            |
| <b>Council Workshop # 1</b><br>Present findings of review of current Performance Management Framework | 11 August 2020       |            |
| <b>Council Meeting</b><br>Adopt Performance Management Framework as part of Supporting Information    | 23 February 2021     |            |

## 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

Council has both a Liability Management Policy and an Investment Policy which are incorporated together into the Treasury Policy and it is considered best practice to review the Policy when Council is developing a new LTP.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Desktop Review of existing policy  | May 2020             |            |
| <b>Council Workshop # 2</b>  | 11 August 2020       |            |
| <b>Council Meeting</b><br>Adoption of Policy as part of Supporting Information | 23 February 2021     |            |

## Asset 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.

### 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 2020 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 2021.

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 Management decisions.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Review of AMPs including: <ul style="list-style-type: none"> <li>• Levels of Service – mandatory, technical and community; the what, when and how</li> <li>• Demand Management – planning for the future and optimising current capacity</li> <li>• Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies.</li> <li>• Risk Management – strategies in the event of failure modes for critical components</li> <li>• Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain</li> </ul> | Feb - April 2020     |            |

| Key Milestone   | Indicative Timeframe | Commentary  |
|---|----------------------|---|
| levels of service   |                      |   |
| <b>Council LTP Workshop #3:</b> <ul style="list-style-type: none"> <li>• Solid Waste Activity</li> <li>• Stormwater</li> <li>• WSSA</li> <li>• Wastewater</li> </ul>      | 8 September 2020     | Workshops are scheduled to present AMPs and gain Council feedback on Levels of Service, Risks and Development Expenditure |
| <b>Council LTP Workshop #4:</b> <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Compliance</li> <li>• Resource Management</li> <li>•</li> </ul> | 15 September 2020    |   |
| <b>Council LTP Workshop #5:</b> <ul style="list-style-type: none"> <li>• Roading</li> <li>• Water</li> <li>• Community Services</li> </ul>                                | 6 October 2020       |   |
| <b>Council Meeting</b><br>Adoption of AMPs as part of Supporting Information  | 23 February 2021     |   |

## 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 reviewed by Council in developing the 2018-2028 LTP and formally adopted by Council at its meeting of June 2018.

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 September 2023. 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.

The SCP requirements are specific and more detailed and as with the RRP it is advisable that Council reviews the SWaMMP in the year prior to the LTP development to avoid unnecessary complication to the LTP development process. It is however suggested that should the SWaMMP internal review identify the need for significant amendments then the consultation be carried out as part of the LTP development process. The SWaMMP review and adoption process will need to be completed by June 2024.

## Leadership

### 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 is set as an underlying part of the 2018-28 LTP. It is advisable to review the IS Strategic Plan for the 2021-31 LTP 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  | Feb - April 2020     |            |
| <b>Council Workshop</b><br>IS Strategic direction for 3 years to be incorporated in LTP planning and budgets | April 2020           |            |

### Resident Satisfaction Survey (for 2018/19 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 | March 2019           |            |
| Undertake Survey   | May - June 2019      |            |
| Analyse / Report Survey Results  | July 2019            |            |

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| <b>Council Meeting</b><br>Resident Satisfaction Survey Results to Council | 30 July 2019         |            |

## 2018/2019 Annual Report (Year 2 – 2019/20)

### 1.0 DESCRIPTION

Development of the 2018/2019 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. However as 2019 is a local government election year the Annual Report must be adopted prior to the local government elections.

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   |
|--|------------------------|--|
| <b>Council Meeting</b><br>Brief Council on timeframe.  | 28 May 2019            |  |
| WDC Audit. Deloitte will be onsite for 2 weeks.  | 19 – 30 August 2019    |  |
| Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review. | 2 – 6 September 2019   |  |
| Signed Audit Opinion available   | 8 October 2019         |  |
| <b>Council Meeting</b><br>Adopt Annual Report.   | 8 October 2019         | <i>Note early Council meeting required as Annual Report must be adopted prior to Election</i>  |
| Audit of Summary Annual Report.  | 23 - 27 September 2019 | The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption. |
| Audit Opinion received on Summary  | 8 October 2019         |  |
| Summary Annual Report published  | 10 October 2019        |  |

## 2019 Triennial Elections

### 1.0 DESCRIPTION

Pursuant to the Local Electoral Act 2001, triennial elections are scheduled on a three-yearly basis with the next election occurring in October 2019

Whilst Council contracts out the role of Electoral Officer for triennial elections, significant resource time is still required in-house to provide the Contractor with the necessary information to carry out this task

### 2.0 KEY MILESTONES

| Key Milestone                             | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Public notice of election                 | 1 July 2019          |            |
| Nominations open/Roll open for inspection | 19 July 2019         |            |
| Nominations and electoral roll close      | 16 August 2019       |            |
| Public notice of candidates               | 21 August 2019       |            |

| Key Milestone   | Indicative Timeframe                 | Commentary  |
|---|--------------------------------------|---|
| Delivery of Voting Documents  | 20 September to 25 September 2019    |   |
| <b>Council Meeting</b><br>Delegations to the Chief Executive during Interim Election Period | 8 October 2019                       | Council should consider delegating to the Chief Executive during the interim election period (approximately 7-10 days) the responsibilities, duties and powers of the Council, except for certain powers, to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result until the new Council is sworn in at the Inaugural meeting of the Council. |
| Voting Period   | 16 September to 8 October 2019       |   |
| Election Day  | 12 October 2019                      |   |
| Provisional Results available   | As soon as practicable after closing |   |
| Official Count  | 8-13 October 2019                    |   |
| Official Result Declaration   | 17-23 October 2019                   |   |

## 2019 Elected Member Induction Process

### 1.0 DESCRIPTION

Following the Official Declaration of the Triennial Election results, consideration will need to be given to any new elected Council Members in respect to an induction process and training for their new role.

A significant amount of reference material for newly elected members will be distributed in the form of an Induction Package.

LGNZ convenes seminars for Mayors and Council Members following each Triennial Election. Consideration will also be given to the necessary RMA qualifications required for Members of Hearings Committees.

### 2.0 KEY MILESTONES

| Key Milestone                     | Indicative Timeframe                 | Commentary |
|-----------------------------------|--------------------------------------|------------|
| Election Day                      | 12 October 2019                      |            |
| Provisional Results available     | As soon as practicable after closing |            |
| Official Count                    | 8-13 October 2019                    |            |
| Official Result Declaration       | 17-23 October 2019                   |            |
| Distribution of Induction Package | 24 October 2019                      |            |
| <b>Inaugural Council Meeting</b>  | 29 October 2019                      |            |
| Elected Member Training (LGNZ)    | TBA by LGNZ                          |            |

## 2019 Code of Conduct Review

### 1.0 DESCRIPTION

The Code of Conduct is a statutory requirement under the LGA setting out expectations adopted by the Council in respect to the manner in which members may conduct themselves while acting in their capacity as elected members.

Council can amend the Code of Conduct or adopt a new Code of Conduct at any time, however it is deemed prudent that the Code of Conduct be reviewed following the Triennial Elections to enable the new Council to consider and if necessary make amendments.

### 2.0 DISCUSSION ISSUES

The current Code of Conduct was originally developed and adopted by the Council of the day, in December 2007 (for the 2007-2010 triennium). That Code of Conduct was re-presented to the newly elected Councils for the 2010-2013, 2013-2016 and 2016-2019 trienniums and has been reconfirmed without change.

### 3.0 KEY MILESTONES

| Key Milestone                                      | Indicative Timeframe  | Commentary |
|--|-----------------------|------------|
| Review of current Code of Conduct (Doc No. 161530) | October/November 2019 |            |
| <b>Council Meeting</b><br>Adopt Code of Conduct    | 26 November 2019      |            |

## 2019 Governance Statement Review

### 1.0 DESCRIPTION

After each triennial election, the Local Governance Statement must be updated within six months.

The purpose of the Local Governance Statement is to provide the public with one document that summarises the processes, structures and key policies of Council and to provide information as to how the community can influence these processes and policies.

The LGA requires that the Local Governance Statement be made available to the public. However, it does not need to be consulted on.

### 2.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe       | Commentary |
|--|----------------------------|------------|
| Review current Governance Statements (Doc No. 244068)                      | December 2019/January 2020 |            |
| <b>Council Meeting</b><br>Consider and adopt reviewed Governance Statement | 25 February 2020           |            |

## 2019-2021 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

### 1.0 DESCRIPTION

Pursuant to the LGA, all councils in a region are required under the LGA to sign a Triennial Agreement as soon as practicable after the triennial elections, but no later than 1 March following the triennial elections to:

- (a) give effect to the principles of local government by establishing protocols for communication and co-ordination; and
- (b) gives effect to the promotion of desired community and local authority outcomes and objectives in such a way as to achieve sustainable development and promote community well-being; and
- (c) establish the process for consultation on proposals for new Regional Council activities.

### 2.0 DISCUSSION ISSUES

#### Manawatu-Wanganui Region Triennial Agreement

Review of this Triennial Agreement is led by the Manawatu-Wanganui Regional Council. It is important to note that the Waitomo District Council is a “Non-Primary Signatory” to the Manawatu-Wanganui Region Triennial Agreement. This is due to the fact that while Waitomo’s boundary bisects the Manawatu-Wanganui Region, Waitomo is principally identified as being within the Waikato Region.

#### Waikato Region Triennial Agreement

Whilst historically this Triennial Agreement review was led by the Waikato Regional Council, at the Waikato Mayoral Forum (WMF) meeting convened on 25 November 2013 the Triennial Agreement and WMF Memorandum of Understanding (MoU) were discussed and it was agreed that these be reviewed together by the WMF. It assumed that the WMF will lead this review again for the next triennium.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe          | Commentary   |
|--|-------------------------------|--|
| WMF to review the Triennial Agreement for consideration by Councils            | November 2019 – February 2020 | This project will be led by the Regional Councils as it involves all of the councils located within each of the Waikato and Manawatu-Wanganui regions. |
| <b>Council Meeting</b><br>Statement must be adopted by Council by 1 March 2020 | 25 February 2020              |  |

## 2020/2021 Exceptions Annual Plan

### 1.0 DESCRIPTION

The LGA requires Council to produce an LTP every three years and an Exceptions Annual Plan (EAP) for the years in between.

An EAP provides the public with the required information to participate in the decision making process undertaken by a Local Authority. It focuses on one financial year only, and its purpose is to report any exceptions from the forecast work plans and budgets set out in the LTP for the given financial year. The LGA requires the EAP to contain the proposed annual budget and funding impact statement for the year to which the EAP relates.

### 2.0 DISCUSSION

As a result of the August 2014 amendments to the LGA, the special consultative procedure is not required for the adoption of the Annual Plan. Consultation must be carried out that gives effect to Section 82 and that in itself is not an automatic requirement when adopting an Annual Plan anymore. Council is only required to consult on its Annual Plan if the proposed plan includes any significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates.

If required, consultation must be in accordance with section 82 of the Local Government Act 2002 and use a Consultation Document (CD) to provide the basis for effective public participation in the decision making process. The CD must:

- Explain any significant or material variations or departures from the financial statements or the funding impact statement in the LTP,
- Include a description of significant new spending proposals, the costs associated with those proposals and how those costs will be met, and
- An explanation of any proposal to substantially delay or not proceed with a significant project and the financial and service delivery implications of the proposal.

A CD must not have attached to it a draft of the annual plan or a full draft of any policy. As well as the CD, the information that is relied on to produce the CD (Supporting Information) must also be adopted and available to the public.

Note: If Council carry out consultation in relation to an amendment to the LTP at the same time or combined with consultation on an annual plan, the special consultative procedure must be used and the content combined into one CD.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe         | Commentary |
|---|------------------------------|------------|
| Project planning for EAP 2020/21 development  | August 2019                  |            |
| Identification of any "strategic" amendments to LTP for 2020/21 year.                   | August - September 2019      |            |
| Managers complete 2020/21 budgets in consideration of 2020/21 Budgets contained in LTP. | September – mid October 2019 |            |
| Modelling of budgets and finances for 2020/21   | October - November 2019      |            |
| Management Review of 2020/21 budgets  | November 2019                |            |

| Key Milestone  | Indicative Timeframe     | Commentary  |
|--|--------------------------|---|
| <b>Council Workshop #1 of 3</b><br>Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP  | 26 November 2019         | New Councillors   |
| <b>Council Workshop #2 of 3</b> <ul style="list-style-type: none"> <li>Preliminary draft financial forecasts including Rating Implications</li> <li>Assessment of dEAP against consultation threshold (significant or material differences from content of LTP)</li> </ul> | 18 February 2020         | The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.  |
| <b>Council Workshop #3 of 3</b> <ul style="list-style-type: none"> <li>Draft financial forecasts</li> <li>Working draft CD (if required)</li> <li>Council endorse EAP and CD for Audit</li> </ul>  | 10 March 2020            | If there are no material or significant changes in the EAP to the information contained in the LTP for the 2017/18 year, then the rest of the process will not be required.<br>An alternative method for communicating with the Community on the EAP will be discussed with the Council should this be the case. It is also possible that the EAP could be adopted sooner in that case. |
| Audit of dEAP  | 16 March - 23 March 2020 |   |
| <b>Council Meeting</b><br>Adopt CD and Supporting Information for public consultation (if required)  | 31 March 2020            |   |
| Consultation Period  | 6 April – 4 May 2020     |   |
| <b>Council Hearing</b>   | 12 May 2020              |   |
| <b>Council Deliberations</b>   | 26 May 2020              |   |
| <b>Council Meeting</b><br>Adopt EAP  | 30 June 2020             |   |

## Community Development

### Community Events – 2019/2020

#### 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. Key Milestones may change based on the outcome of the Events Policy work stream.

#### 3.0 KEY MILESTONES

##### 2019 Christmas Parade

| Key Milestone  | Indicative Timeframe                           | Commentary |
|--|--|------------|
| Consultation: Identify and consult with key stakeholders.  | September/October 2019                         |            |
| Review and implement Project Plan  | October 2019                                   |            |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets. | November/December 2019                         |            |
| <b>Christmas Parade</b>  | <b>Date to be confirmed nearer to the time</b> |            |
| <b>Council Meeting</b><br>Management Report on the event identifying success and the budget.                 | <b>February 2020</b>                           |            |

##### 2020 Great New Zealand Muster

| Key Milestone  | Indicative Timeframe                           | Commentary |
|--|--|------------|
| Review scope of Great NZ Muster including Health and Safety requirements                                       | September/October 2019                         |            |
| Identify and consult with key stakeholders.  | September/October 2019                         |            |
| Development and implementation of a Project Plan   | October 2019                                   |            |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets.   | January to March 2020                          |            |
| <b>Great NZ Muster</b>   | <b>Date to be confirmed nearer to the time</b> |            |
| <b>Council Meeting</b><br>Management Report on the main event (The Muster) identifying success and the budget. | <b>May 2020</b>                                |            |

### Provision of Services Grant Fund – Annual Reports

#### 1.0 DESCRIPTION

The Provision of Services Grants are in place to provide funding to not for profit organisations who undertake to provide services or facilities that complement WDC's Long Term Plan objectives. These organisations offer services or facilities that make a significant contribution to the achievement of WDC's community outcomes and improve well-being within the District.

## 2.0 DISCUSSION/ISSUES

As outlined in the Community Development Fund Policy organisations receiving POS grant funding of less than \$25,000.00 must provide a written report to Council annually.

## 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| <b>Council Meeting</b><br>Fund Recipients reporting against Service Level Agreement | September 2019       |            |
| <b>Council Meeting</b><br>Fund Recipients reporting against Service Level Agreement | September 2020       |            |
| <b>Council Meeting</b><br>Fund Recipients reporting against Service Level Agreement | September 2021       |            |

## 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/ISSUES

The CDF Policy was created in 2009 with reviews scheduled every three years as part of the LTP development. Reviews to date were completed in October 2011, August 2014 and August 2017.

The CDF Policy was created in 2009 with reviews scheduled every three years as part of the LTP development. Reviews to date were completed in October 2011, August 2014 and August 2017. As part of the August 2017 review, Council deferred the adoption of the reviewed policy to the May 2018 Council Meeting (after community consultation for the draft Long Term Plan 2018-2028 in regard to Council's intended focus on partnership arrangements and the Safe Communities framework).

The next scheduled review of the Policy is August 2020 as part of the 2021-31 LTP development.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary                           |
|---|----------------------|--------------------------------------|
| <b>Council Workshop</b><br>Review Community Development Fund Policy             | May 2020             |                                      |
| <b>Council Meeting</b><br>Adoption of revised Community Development Fund Policy | August 2020          | (Policy to be effective 1 July 2021) |

## Customer Services Strategy – Annual Monitoring Report

### 1.0 DESCRIPTION

Council will be briefed on monitoring progress against the Customer Services Strategy by way of an annual report to Council.

### 2.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| <b>Council Meeting</b><br>Progress Reports will be presented to Council annually | June 2020            |            |

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| <b>Council Meeting</b><br>Progress Reports will be presented to Council annually | June 2021            |            |
| <b>Council Meeting</b><br>Progress Reports will be presented to Council annually | June 2022            |            |

## Waitomo District Citizens Awards Policy – 3 Yearly Review

### 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 biennial at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and The Citizens 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.

The Citizens Award: Recipients of the Citizens Award have, over the relevant two year period, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.

### 2.0 DISCUSSION/ISSUES

The three yearly review of the Citizens Awards Policy is to be undertaken in November immediately following a triennial election. A three yearly review enables any newly elected Council to take ownership of the Policy at that time. The review of the Policy should be completed prior to calling for nominations for the next calendar year. The next review of this Policy is due in November 2019.

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.

### 3.0 KEY MILESTONES

| Key Milestone                                | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| <b>Council Workshop</b><br>Policy Review     | November 2019        |            |
| <b>Council Meeting</b><br>Adoption of Policy | 26 November 2019     |            |

## Waitomo District Citizens Awards – 2020

### 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 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.

The Citizens Award: Recipients of the Citizens Award have, over the relevant two year period, 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 KEY MILESTONES

| Key Milestone                                 | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Calling of Nominations                        | February 2020        |            |
| Consideration of Nominations by Working Party | March/April 2020     |            |
| <b>Awards Ceremony</b>                        | <b>May 2020</b>      |            |

## Waitomo District Library – LMS Upgrade

### 1.0 DESCRIPTION

During the preparation of the 2018-2028 LTP, Council discussed and agreed on the upgrade of the library management system to the Kotui Collaboration. The key benefits to the customers are as follows:

- Available 24/7 on any internet compatible device
- All aspects of library collections are available in one space
- Use of familiar google-like interface to access the library
- Customers at libraries of all sizes can take advantage of the same tool set to access resources
- Capability for on-line payment

### 3.0 DISCUSSION/ISSUES

Kotui is a collaboration between a group of public libraries, the Association of Public Library Managers, Local Government New Zealand and the National Library of New Zealand.

Migrating to Kotui will improve customer service, streamline operations and create opportunities for greater collaboration and future proofing against future developments.

The Kotui library system will be operational by March 2020.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|----------------|----------------------|------------|
| System Go Live | March 2020           |            |

## Combined Mayoral ITO Graduation Ceremony – 2019

### 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.

Otorohanga will be hosting the Ceremony in 2019.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary   |
|---|----------------------|--|
| Meeting of Key Stakeholders to revise Ceremony Project Plan |                      | Otorohanga District Council is the lead Host for the 2019 event and will advise of dates once set. |
| Graduation Ceremony   |                      |  |

## Regulation and Compliance Services

### Policy: Gambling Venues – Review

#### 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 (GA). Section 101(3) of the GA requires that the Policy:

- 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
- may specify any restrictions on the maximum number of gaming machines that may operate at class 4 venues; and
- may include a relocation policy.

The Racing Act 2003 also requires WDC to have a Board Venue Policy. The Board Venue Policy must specify whether or not new board venues may be established in the District, and if so, where they may be located.

The Policy on Gambling Venues addresses Council's policy obligations under both the Gambling Act 2003 and the Racing Act 2003.

#### 2.0 DISCUSSION/ISSUES

This Policy is next due for review in 2020.

#### 3.0 KEY MILESTONES

| Key Milestone                          | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Review of existing Policy              | March 2020           |            |
| Prepare draft Policy if required       | March 2020           |            |
| <b>Council Workshop</b>                | <b>April 2020</b>    |            |
| <b>Council Meeting</b>                 | <b>May 2020</b>      |            |
| Adopt draft policy for consultation    |                      |            |
| Finalise draft policy for consultation | May 2020             |            |
| Public notification                    | June 2020            |            |
| Consultation Period                    | June 2020            |            |
| <b>Council Hearing/Deliberations</b>   | <b>July 2020</b>     |            |
| Finalise Policy                        | July 2020            |            |
| <b>Council Meeting</b>                 | <b>August 2020</b>   |            |
| Adoption of Policy                     |                      |            |

## Community Services

### Recreation and Culture: Aerodrome Runway Resurfacing

#### 1.0 DESCRIPTION

The runway has not been resealed for some time.

#### 2.0 DISCUSSION

Estimated cost to resurface the runway is \$15,000. There is no budget allocation in the 18/19 FY but \$10,000 has been carried over from 2017/18 Year. This work will be carried out as part of the Aerodrome development.

#### 3.0 KEY MILESTONES

| Key Milestone      | Indicative Timeframe | Commentary |
|--------------------|----------------------|------------|
| Runway resurfacing | July 2019            |            |

## 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 quarterly progress reports to Council on each of the activities.

### Capital Renewal Programme – Year 2 (2019/2020)

**Note:** The significant key projects for Water, Wastewater, Stormwater and Roading are capital works and detailed reporting on these is undertaken by way of a bi-monthly progress reports to Council.

#### **STORMWATER - Te Kuiti**

| Street  | LTP Budget = Replacement Cost | Comments |
|---|-------------------------------|----------|
| Storm Water capital renewals program under review – will be reported on when revised renewals program are completed |                               |          |

#### **WATER - Te Kuiti**

| Street  | LTP Budget = Optim Rep Val | Comment |
|---|----------------------------|---------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                            |         |

#### **WATER - Mokau**

| Street  | LTP Budget = Opt Rep Value | Comment |
|---|----------------------------|---------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                            |         |

#### **WATER - Piopio**

| Street  | Replacement Cost | Comments |
|---|------------------|----------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                  |          |

#### **WASTEWATER – Te Kuiti**

| Street  | LTP Budget = Replacement Cost | Comments |
|---|-------------------------------|----------|
| Waste Water capital renewals program under review – will be reported on when revised renewals program are completed |                               |          |

#### **ROADING**

| Road Name         | RP Start | RP End | Length (m) | Width | Area (m <sup>2</sup> ) | Estimated Rate \$/m <sup>2</sup> | Cost Estimate or Priced Proposal |
|-------------------|----------|--------|------------|-------|------------------------|----------------------------------|----------------------------------|
| Taharoa Rd        | 4,750    | 5,913  | 1163       | 6.7   | 7,804                  | \$40.00                          | \$312,160                        |
| Taharoa Rd        | 11,734   | 12,175 | 441        | 7.4   | 3,250                  | \$40.00                          | \$130,000                        |
| Hangatiki East Rd | 0        | 2,475  | 2475       | 6.0   | 14,850                 | \$40.00                          | \$594,000                        |

**SECTION FOUR: 2020/2021 WORK PROGRAMME  
(YEAR 3: 2018-28 LTP)**



## Development of 2021-2031 LTP

### 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 2021-31 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 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 'big issues' from the LTP to be included in the CD in order to have the 'right debate' with the community.

A significant amount of the information previously prepared for the draft LTP is 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 be engaged and inform the CD/ SI/LTP.

#### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| <ul style="list-style-type: none"> <li>• Detailed Project Planning</li> <li>• Policy environment scan</li> <li>• Opportunities and Threats assessment</li> <li>• SMT Discussion</li> </ul>  | May/ June 2020       |            |
| <p><b>Council Workshop #1</b></p> <ul style="list-style-type: none"> <li>• LTP Project Plan overview</li> <li>• Review of Vision</li> <li>• Strategic Direction/ Community Outcomes</li> <li>• Strategic Issues/ Opportunities</li> </ul>                     | 14 July 2020         |            |
| <p><b>Council Workshop #2</b></p> <ul style="list-style-type: none"> <li>• Treasury Policy</li> <li>• Policy on Appointment of Directors to CCOs,</li> <li>• Development of Maori Capacity - (Council direction)</li> <li>• Performance Management</li> </ul> | 11 August 2020       |            |

| Key Milestone  | Indicative Timeframe    | Commentary |
|--|-------------------------|------------|
| Framework<br>• Forecasting/ Planning Assumptions   |                         |            |
| <b>Council Workshop #3</b><br>• AMPs:<br>– Solid Waste Activity (SWaMMP)<br>– WSSA<br>– Wastewater<br>– Stormwater   | 8 September 2020        |            |
| <b>Council Workshop #4</b><br>• AMPs:<br>– Community Development<br>– Resource Management<br>– Compliance<br>– Information Technology                            | 15 September 2020       |            |
| <b>Council Workshop #5</b><br>• AMPs:<br>– Roading<br>– Water<br>– Community Services  | 6 October 2020          |            |
| <b>Council Workshop #6</b><br>• Infrastructure Strategy<br>• Financial Strategy  | 20 October 2020         |            |
| <b>Council Workshop #7</b><br>• Revenue and Financing Policy<br>• Rates Remission Policy   | 10 November 2020        |            |
| <b>Council Workshop #8</b><br>• Financial Forecasts #1<br>– Issues<br>– Operational Expenditure<br>– Capex<br>• Discuss 'right debate' to be included in the CD. | 17 November 2020        |            |
| <b>Council CD/LTP Workshop #9</b><br>• Preliminary Draft Financial Forecasts<br>• RFP Considerations (if required)   | 9 February 2021         |            |
| <b>Council CD/LTP Workshop #10</b><br>• Preliminary draft Consultation Document<br>• Financial Forecasts #2  | 16 February 2021        |            |
| <b>Council Meeting</b><br>• Adopt Supporting Info for Audit<br>• Adopt Consultation Document for Audit   | 23 February 2021        |            |
| Audit of CD  | 8 March – 17 March 2021 |            |
| Hot Review (OAG)   | 18 – 20 March 2021      |            |
| <b>Council Meeting</b><br>• Adopt Supporting Information for Consultation<br>• Adopt Consultation Document for Consultation                                      | 30 March 2021           |            |
| Consultation Document and Supporting Information Finalisation  | March 2021              |            |
| Public notification  | 5 April 2021            |            |
| Consultation Period  | 5 April to 5 May 2021   |            |
| <b>Council Hearing</b>   | 11 – 12 May 2021        |            |
| <b>Council Deliberations</b>   | 18 May 2021             |            |

## Long Term Plan – Final Document

### 1.0 DESCRIPTION

One of the component work streams is the actual preparation of the final 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 the development of LTP Document and 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 incorporated into the draft of the long term plan document itself.

| Key Milestone                             | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Finalisation of Long Term Plan Document   | 23 Feb 2021          |            |
| Audit of full LTP                         | 7-11 June 2021       |            |
| Hot Review                                | 14 -15 June 2021     |            |
| <b>Council Meeting</b><br>Adoption of LTP | 29 June 2021         |            |

## Review of Strategic Direction

### 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 |
|---|----------------------|------------|
| <b>Council LTP Workshop # 1</b> <ul style="list-style-type: none"> <li>• Review of Vision</li> <li>• Strategic Direction and Guiding Principles, including Community Outcomes</li> <li>• Strategic Issues</li> <li>• Which policies and strategies need change/amendment</li> </ul> | 14 July 2020         |            |
| <b>Council Meeting</b><br>Adoption of Strategic Direction as part of CD for Audit   | 23 February 2021     |            |

## Review of 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.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe    | Commentary |
|--|-------------------------|------------|
| Desktop Review and recommendations   | August – September 2020 |            |
| <b>Council LTP Workshop # 6</b><br>Review of Financial Strategy              | 20 October 2020         |            |
| <b>Council Meeting</b><br>Adopt Financial Strategy as Supporting Information | 23 February 2021        |            |

## Review of 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 |
|---|----------------------|------------|
| Desktop Review and Recommendations  | September 2020       |            |
| <b>Council LTP Workshop # 6</b><br>Review of Infrastructure Strategy              | 20 October 2020      |            |
| <b>Council Meeting</b><br>Adopt Infrastructure Strategy as Supporting Information | 23 February 2021     |            |

## 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                             | July 2020            |            |
| <b>Council LTP Workshop # 2</b><br>Present Desktop Review findings                | 11 August 2020       |            |
| <b>Council Meeting</b><br>Adopt reviewed Policy as part of Supporting Information | 23 February 2021     |            |

## 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
  - (iv) The key performance targets and other measures by which performance may be judged.

### 2.0 DISCUSSION

The three CCOs are: Inframax Construction Ltd, Waikato 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.

### 4.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Desktop Review of CCO wording in 2021-2031 LTP                                | October 2020         |            |
| Prepare recommended disclosure for inclusion in LTP                           | November 2020        |            |
| <b>Council Meeting</b><br>Adopt CCO disclosure as part of SI for consultation | 30 March 2021        |            |

## 2019/2020 Annual Report Year 3 (2020-21)

### 1.0 DESCRIPTION

The development of the 2020/21 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 |
|--|------------------------|------------|
| <b>Council Meeting</b><br>Brief Council on timeframe.  | May 2020               |            |
| WDC Audit. Deloitte will be onsite for 2 weeks.  | September 2020         |            |
| 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 2020 |            |
| <b>Council Meeting</b><br>Progress Report to Council on Interim June results. These are  | 29 September 2020      |            |

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary. |                      |            |
| <b>Council Meeting</b><br>Adopt Annual Report.  | 27 October 2020      |            |
| Audit of Summary Annual Report  | 26 – 30 October 2020 |            |
| Audit Opinion on Summary Annual Report  | 3 November 2020      |            |
| Summary Annual Report published   | 17 November 2020     |            |

## Resident Satisfaction Survey (for 2019/20 Annual Report) Year 3

### 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 DISCUSSION

The LGA requires Council to complete and adopt its Annual Report within four months (by 31 October) 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 Councils performance against the targets set in the LTP and the Annual Plan. The measurement of some performance targets is through the Resident Satisfaction Survey. The timelines for the RSS are established to align with annual reporting requirements.

### 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Review or design new annual Resident Satisfaction (Levels of Service) Survey | May 2020             |            |
| Undertake Survey   | June - July 2020     |            |
| Analyse / Report Survey Results  | August 2020          |            |
| <b>Council Meeting</b><br>Resident Satisfaction Survey Results to Council    | 25 August 2020       |            |
| Resident Satisfaction Results ready for inclusion in Annual Report           | 1 September 2020     |            |

## Community Development

### Community Events – 2020/2021

#### 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 supports two community events - the Te Kuiti Christmas Parade and The Great New Zealand Muster.

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. Key Milestones may change based on the outcome and implementation of the Events Policy work stream.

#### 3.0 KEY MILESTONES

##### 2020 Christmas Parade

| Key Milestone  | Indicative Timeframe                    | Commentary |
|--|---|------------|
| Consultation: Identify and consult with key stakeholders.  | September/October 2020                  |            |
| Review and implement Project Plan  | October 2020                            |            |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets. | November/December 2020                  |            |
| <b>Christmas Parade</b>  | Date to be confirmed nearer to the time |            |
| <b>Council Meeting</b><br>Management Report on the event identifying success and the budget.                 | February 2021                           |            |

##### 2021 Great New Zealand Muster

| Key Milestone  | Indicative Timeframe                    | Commentary |
|--|---|------------|
| Review scope of Great NZ Muster including Health and Safety requirements                                       | September/October 2020                  |            |
| Identify and consult with key stakeholders.  | September/October 2020                  |            |
| Development and implementation of a Project Plan   | October 2020                            |            |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets.   | January to March 2021                   |            |
| <b>Great NZ Muster</b>   | Date to be confirmed nearer to the time |            |
| <b>Council Meeting</b><br>Management Report on the main event (The Muster) identifying success and the budget. | May 2021                                |            |

### Combined Mayoral ITO Graduation Ceremony – 2020

#### 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 2020.

## 3.0 KEY MILESTONES

| Key Milestone  | Indicative Timeframe                     | Commentary                           |
|--|--|--------------------------------------|
| Meeting of Key Stakeholders to revise Ceremony Project Plan  | Dates to be confirmed closer to the time | Dates will be set nearer to the time |
| Graduate names received from Industry Training Organisations |  |                                      |
| Invitation to Graduates and Families/Supporters              |  |                                      |
| Graduation Ceremony  |  |                                      |

## Regulation and Compliance Services

### Compliance: Building Consent Authority – Maintaining Accreditation

#### 1.0 DESCRIPTION

Section 215 of the Building Act 2004 requires a Building Control Authority (BCA) to maintain accreditation at all times. In order to retain accreditation, a BCA must maintain compliance with all accreditation requirements, and undergo regular accreditation assessments.

#### 2.0 DISCUSSION

The Ministry of Business, Innovation and Employment (MBIE) contracts IANZ to undertake the required BCA accreditation assessments, which are currently conducted on a two-yearly basis.

#### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| <b>Council Meeting</b><br>Report on outcome of IANZ audit | July 2020            |            |
| <b>Council Meeting</b><br>Report on outcome of IANZ audit | July 2022            |            |
| <b>Council Meeting</b><br>Report on outcome of IANZ audit | July 2024            |            |
| <b>Council Meeting</b><br>Report on outcome of IANZ audit | July 2026            |            |
| <b>Council Meeting</b><br>Report on outcome of IANZ audit | July 2028            |            |

### Policy: Dangerous and Insanitary Buildings – Review

#### 1.0 DESCRIPTION

The Building Act 2004 requires Council to adopt a policy on Dangerous and Insanitary Buildings, and to complete a review at intervals of not more than five years. Council last adopted a Policy on Dangerous and Insanitary Buildings in June 2016.

#### 2.0 DISCUSSION/ISSUES

This Policy is due to be reviewed in 2021 as required by section 132 of the Building Act 2004.

#### 1.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Desktop review of existing Policy                             | February 2021        |            |
| Prepare draft Policy  | February 2021        |            |
| <b>Council Workshop</b><br>Policy Review                      | March 2021           |            |
| <b>Council Meeting</b><br>Adopt draft policy for consultation | April 2021           |            |
| Finalise draft Policy for consultation                        | April 2021           |            |
| Public Notification   | May 2021             |            |
| Consultation Period   | May to June 2021     |            |
| <b>Council Hearing/Deliberations</b>                          | June 2021            |            |
| Policy changes after deliberations<br>(if required)           | June/July 2021       |            |
| <b>Council Meeting</b><br>Adoption of Policy                  | 26 July 2021         |            |

## Bylaws: Trade Waste Bylaw – Review

### 1.0 DESCRIPTION

The Trade Waste Bylaw was adopted in July 2006, with the required 5 year review taking place in July 2011. This bylaw is next due for review in July 2021.

### 2.0 DISCUSSION/ISSUES

Section 148 of the LGA sets out the special requirements for bylaws related to trade waste. In summary, council is required to consult for at least a two month period, consult with the Minister of Health; and consult with any persons who the Minister of Health requires council to consult with.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Review of current Trade Waste Bylaw                                 | March 2021           |            |
| <b>Council Workshop</b>   | April 2021           |            |
| <b>Council Meeting</b><br>Adopt draft Bylaw for public consultation | May 2021             |            |
| Public consultation (8 weeks)                                       | June - July 2021     |            |
| Consultation with Minister of Health                                | July-August 2021     |            |
| <b>Council Hearing &amp; Deliberations</b>                          | August 2021          |            |
| Prepare revised Bylaw   | September 2021       |            |
| <b>Council Meeting</b><br>Adoption of new Bylaw                     | October 2021         |            |

## Policy: Local Alcohol Policy – Review

### 1.0 DESCRIPTION

In February 2013 Council agreed to work collaboratively with Waipa and Otorohanga District Councils in the development of a draft Local Alcohol Policy (LAP).

A draft LAP was developed seeking to balance the reasonable needs of the residents of Waitomo District regarding the sale of alcohol, while at the same time aiming to reduce alcohol related harm.

On 26 May 2015 Council approved the reconsidered Provisional Local Alcohol Policy to align with Otorohanga and Waipa District Councils. The LAP came into force on 1 June 2016.

### 2.0 DISCUSSION/ISSUES

The Local Alcohol Policy must be reviewed, using the Special Consultative Procedure:

- a) No later than 6 years after it came into force; and
- b) No later than 6 years after the most recent review of it was completed.

The next review is therefore required in 2022.

### 3.0 KEY MILESTONES

| Key Milestone   | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Review of existing Policy (including liaison with Waipa and Otorohanga District Council; NZ Police and Medical Officer of Health) | March 2022           |            |
| <b>Council Workshop</b>   | April 2022           |            |
| <b>Council Meeting</b><br>Approve draft LAP for public consultation   | May 2022             |            |
| Public notification of draft LAP  | June 2022            |            |
| Consultation period   | June – July 2022     |            |
| <b>Council Hearing/Deliberations</b><br>Hear submissions on draft LAP   | July 2022            |            |
| Prepare provisional LAP   | August 2022          |            |
| <b>Council Meeting</b>  | September 2022       |            |

| Key Milestone  | Indicative Timeframe     | Commentary |
|--|--------------------------|------------|
| Approve provisional LAP for public consultation  |                          |            |
| Public notification of provisional LAP   | September 2022           |            |
| Appeal period (30 days)  | October 2022             |            |
| <b>Council Meeting</b><br>Adoption of Policy (30 days after provisional LAP publically notified or after any appeals are resolved) | November 2022            |            |
| Public notification of LAPs adoption /effective date   | November / December 2022 |            |

## Policy: Dog Control Policy – Review

### 1.0 DESCRIPTION

Section 10 of the Dog Control Act 1996 requires every territorial authority to adopt (in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002), a policy in respect of dogs in the district of the territorial authority.

The policy must have regard to:

- The need to minimise danger, distress, and nuisance to the general community; and
- The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and
- The importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and
- The exercise and recreational needs of dogs and their owners.

The Dog Control Bylaw gives effect to the Dog Control Policy.

### 2.0 DISCUSSION / ISSUES

The Dog Control Policy is due for review contemporaneously with the Dog Control Bylaw in June 2024, in accordance with the LGA special consultative process.

### 3.0 KEY MILESTONES

Key Milestones for the review of this Policy are contained in the “Dog Control Bylaw and Policy – Review” Key Milestones elsewhere in this Road Map Work Programme.

## Bylaws: Dog Control Bylaw and Policy – Review

### 1.0 DESCRIPTION

Section 10, Dog Control Act 1996 requires every territorial authority to adopt, in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002, a policy in respect of dogs in the district of the territorial authority

The policy must have regard to:

- The need to minimise danger, distress, and nuisance to the general community.
- The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults.
- The importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation.
- The exercise and recreational needs of dogs and their owners.

The Dog Control Bylaw provides the mechanisms for enforcing the Dog Control Policy.

### 2.0 DISCUSSION / ISSUES

The Dog Control Policy is required to be reviewed contemporaneously with the Dog Control Bylaw, which is due for review in 2024.

### 3.0 KEY MILESTONES

| Key Milestone   | Date                    | Commentary |
|---|-------------------------|------------|
| Review of existing Policy and Bylaw                                     | January - April 2024    |            |
| <b>Council Workshop</b>   | May 2024                |            |
| <b>Council Workshop</b><br>If required                                  | June 2024               |            |
| <b>Council Meeting</b><br>Adopt draft Policy and Bylaw for consultation | July 2024               |            |
| Public Notification & consultation                                      | August / September 2024 |            |
| <b>Council Hearing &amp; Deliberations</b>                              | October 2024            |            |
| Prepare revised Policy and Bylaw  | November 2024           |            |
| <b>Council Meeting</b><br>Adoption of Policy and Bylaw                  | December 2024           |            |

## 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 quarterly progress reports to Council on each of the activities.

### Capital Renewal Programme – Year 3 (2020/2021)

**Note:** The significant key projects for Water, Wastewater, Stormwater and Roading are capital works and detailed reporting on these is undertaken by way of a bi-monthly progress reports to Council.

#### **STORMWATER - Te Kuiti**

| Street  | LTP Budget = Replacement Cost | Comments |
|---|-------------------------------|----------|
| Storm Water capital renewals program under review – will be reported on when revised renewals program are completed |                               |          |

#### **WATER - Te Kuiti**

| Street  | LTP Budget = Optim Rep Val | Comment |
|---|----------------------------|---------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                            |         |

#### **WATER - Mokau**

| Street  | LTP Budget = Optim Rep Val | Comment |
|---|----------------------------|---------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                            |         |

#### **WATER - Piopio**

| Street  | Replacement Cost | Comments |
|---|------------------|----------|
| Water capital renewals program under review – will be reported on when revised renewals program are completed |                  |          |

#### **WASTEWATER – Te Kuiti**

| Address   | LTP Budget = Replacement Cost | Comments |
|---|-------------------------------|----------|
| Waste Water capital renewals program under review – will be reported on when revised renewals program are completed |                               |          |

#### **ROADING**

| Road Name         | RP Start | RP End | Length (m) | Width | Area (m <sup>2</sup> ) | Estimated Rate \$/m <sup>2</sup> | Cost Estimate or Priced Proposal |
|-------------------|----------|--------|------------|-------|------------------------|----------------------------------|----------------------------------|
| Haurua Rd         | 639      | 2,164  | 1525       | 6.0   | 9,150                  | \$40.00                          | \$366,000                        |
| Somerville Rd     | 457      | 2,211  | 1754       | 6.0   | 10,524                 | \$40.00                          | \$420,960                        |
| Oparure Rd        | 4,414    | 5,745  | 1,331      | 6.4   | 8,518                  | \$40.00                          | \$340,736                        |
| Waitomo Valley Rd | 4,024    | 5,061  | 1037       | 6.4   | 6,637                  | \$40.00                          | \$265,472                        |