

Document No: A420509

Report To: Council



Meeting Date: 26 February 2019

Subject: Deputation: Hamilton Waikato Tourism – Six Monthly Report

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism (HWT) will be in attendance at 9.00am to present the HWT Six Monthly Report.
- 1.2 Attached to and forming part of this business paper is the Hamilton Waikato Six Monthly Report.

Suggested Resolutions

The Deputation from Hamilton Waikato Tourism – Six Monthly Report be received.

A handwritten signature in blue ink, appearing to read "H Beever".

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

February 2019

Attachment: Hamilton Waikato Tourism – Six Monthly Report



Six Monthly Report to Waitomo District Council 1 July – 31 December 2018

Executive Summary

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend. HWT is funded through a public/private partnership with the region's seven local authorities and the tourism industry.

Recent data released by the Ministry for Business, Innovation and Employment (MBIE) show the region's visitor expenditure has climbed to \$1.557 billion for the 12 months ended November 2018, a 6% increase on the previous year. Hamilton and Waikato are the fifth largest region by expenditure behind Auckland, Christchurch, Queenstown and Wellington.

Currently international visitors contributed an estimated \$359 million to the region, while domestic spend delivered \$1.199 billion. Commercial guest nights are also growing with an estimated 1.4 million commercial guest nights in the region, a slight increase of 0.2% on the previous year (Commercial Accommodation Monitor: year ending November 2018).

Hamilton and Waikato is now the fourth largest region behind Auckland, Wellington and Christchurch for conventions, meetings and business events for the year ending September 2018. Our region has now secured an 10.4% market share of total events of this lucrative market.

Every conference we can secure for Hamilton and Waikato is significant for the region, regardless of the sector or size. Conference delegates are also influenced to return for a future holiday based on their positive Waikato experiences.

Two game-changer projects from the Tourism Opportunities Plan have been delivered during this reporting period.

The region's first Major Events Strategy was adopted in July 2018 with a focus to grow our current events to increase length of stay and expenditure, as well as attract new events to our region during our shoulder season.

Our regional visitor brand – 'The Mighty Waikato – where magic runs deep' was launched in December 2018 following two years of research, stakeholder consultation and development.

Performance targets

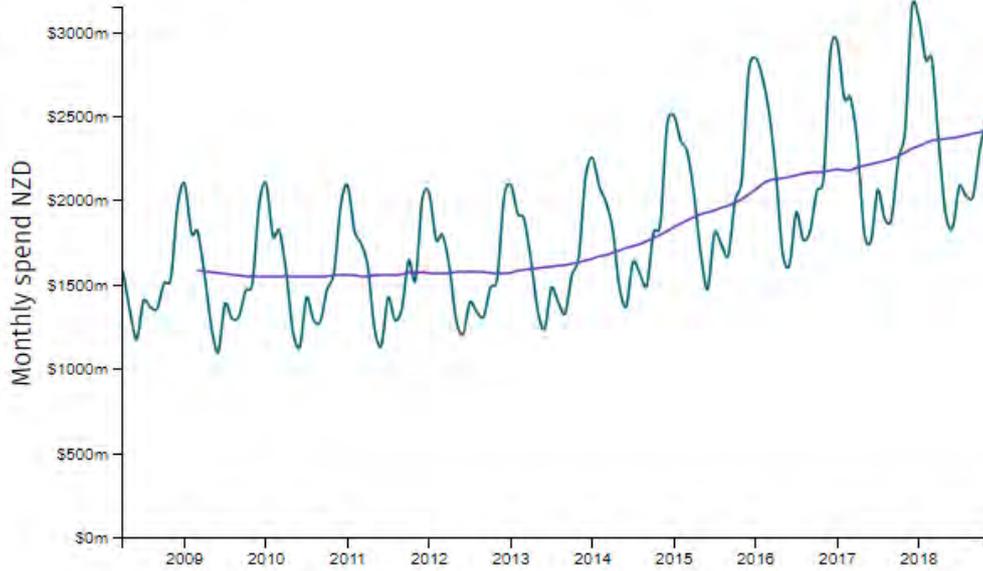
Hamilton & Waikato Tourism (HWT) have seven performance targets which are set in the 'Schedule of Services for Local Government 2018-2019'. Results from 1 July to 31 December 2018 are reported below.

Measure	Result
 Visitor nights 5% increase of total visitor nights' vs national	 0% for Hamilton & Waikato 2.3% national growth rate (Year ending December 2018)
 Visitor spend 5% increase in visitor spend across the region	 5% increase on previous year \$1.560 billion annual expenditure (Year ending December 2018)
 Conventions & business events Grow market share of business events from 9% to 10%	 10.4% market share Fourth largest region behind Auckland, Wellington and Christchurch (Year ending September 2018)
 Visitor awareness & perceptions Improve by 3 points, including Waikato residents	 To be completed This research is conducted in June 2019.
 Website & social media: hamiltonwaikato.com 5% digital engagement on previous year	 11.60% 1 July – 31 December 2018
 Industry investment \$450,000 of industry contributions towards marketing activities	 \$291,392 international & domestic partnerships, trade show investment, famil in-kind contributions and visitor guide sales (Year ending December 2018)
 Return on investment Total visitor spend per dollar of HWT spend	 \$1,279 Visitor spend per dollar of council funding 1.15 Commercial guest nights per dollar of council funding (Year ending October 2018)

Visitor statistics and expenditure

Hamilton & Waikato Regional Tourism Organisation

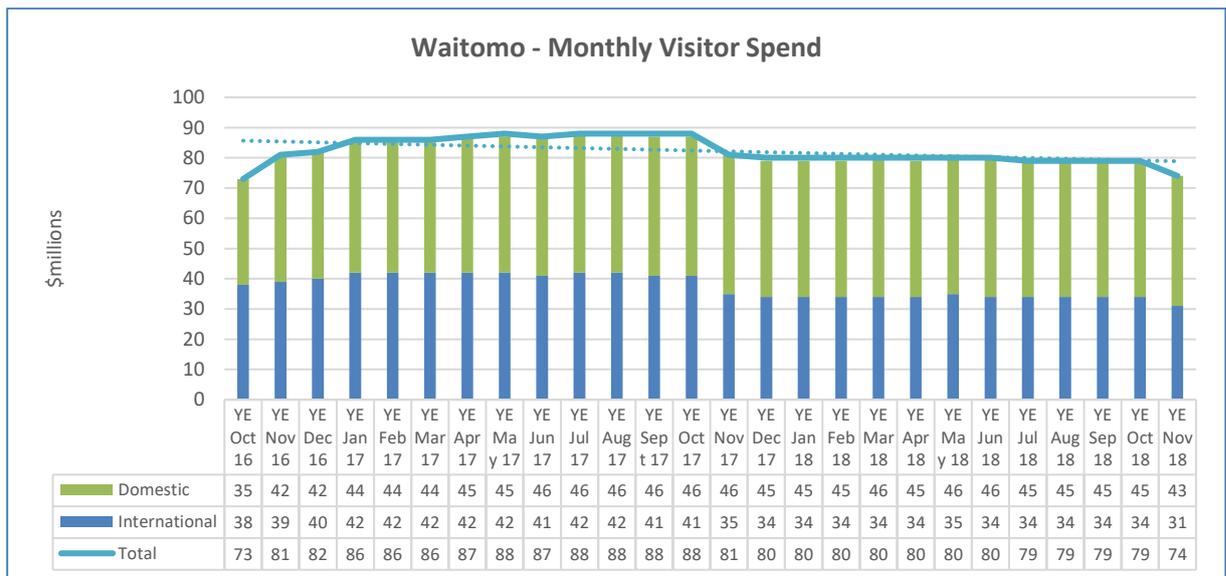
Historical monthly spending pattern



Source: Monthly Regional Tourism Estimates, MBIE (November 2018)

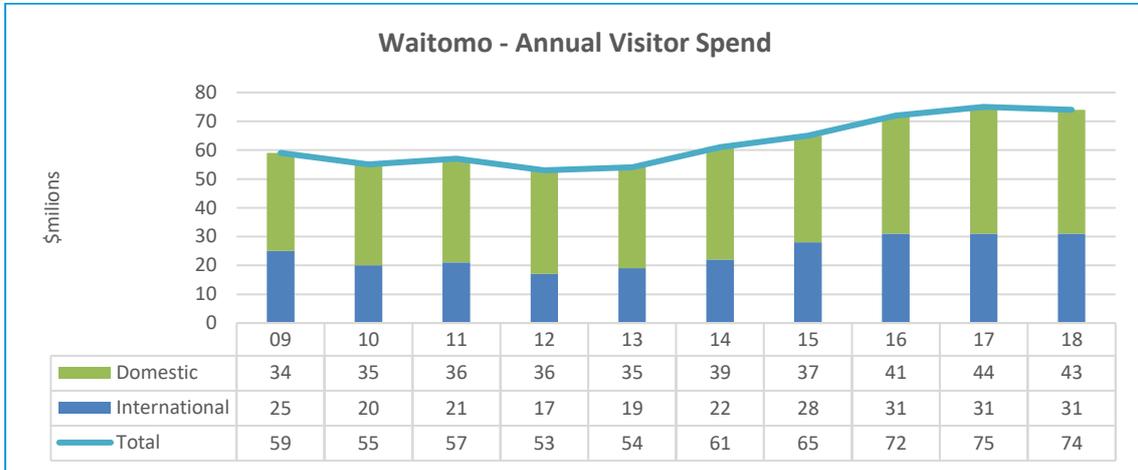
Visitor expenditure in Waitomo

Visitor expenditure data is measured by the Ministry of Business, Innovation and Employment (MBIE) in the Monthly Regional Tourism Estimates (MRTE). Data was originally captured at a regional level only. However, from September 2016 we can now provide data at a territorial local authority level.



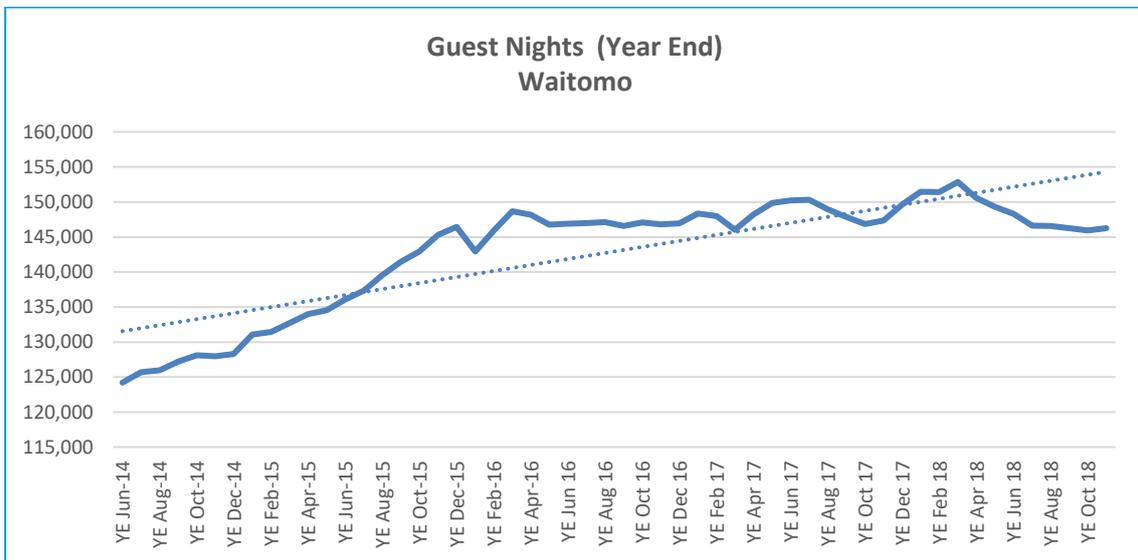
Source: Monthly Regional Tourism Estimates, MBIE (November 2018)

Overall annual visitor expenditure for Waitomo appears to have reduced however this is due to the adjustment in the MRTE's according to the Tourism Satellite Account results. MBIE remind users that the MRTE's are "estimates" only, while the Satellite Account is actuals. Waitomo's visitor expenditure has been adjusted slightly, down \$5m YE November 2018.



Source: Monthly Regional Tourism Estimates, MBIE (November 2018)

Commercial guest nights (hotels, motels, backpackers & holiday parks) for Waitomo have remained relatively steady over the last 12 months. The latest statistics confirm 146,245 commercial guest nights for the year ending November 2018. While this remains steady, the overall trend continues to improve.



Source: Commercial Accommodation Monitor, Stats NZ (November 2018)

Trade & leisure marketing

Hamilton & Waikato Tourism partnered in 2018 again with Tourism NZ and our neighbouring upper and central North Island regions on a \$1.4m+ (NZD) consumer campaign targeting Australia's eastern seaboard. Taking place in July – August the campaign focussed on touring itineraries including the Waikato-featured Thermal Explorer and Volcanic Loop, along with must-do experiences and holiday deals from Air New Zealand and Flight Centre.

The first Short Escapes domestic campaign of the year took place in November and focussed on Spring and pre-Christmas travel to the region. The online campaign targeted our drive and fly markets of Auckland, Bay Of Plenty, Taranaki, Wellington and Christchurch and included some lightbox advertising at Christchurch Airport to promote the new additional Christchurch to Hamilton services as a co-op initiative between HWT, Hamilton Airport and Christchurch Airport.

HWT ran a mini 'Christmas Gift Guide' campaign in early December to promote vouchers for tourism operator partners' experiences and upcoming events as ideal Christmas gifts to Waikato residents. This was followed in late December by a Summer Explore Your Own Backyard campaign which aimed to encourage locals to explore the Waikato over the festive holiday season.

100,000 copies of the 2019 official Regional Visitor Guide were published in December 2018, featuring the new Mighty Waikato branding. Distributed nationally through i-SITES and airports, national and international trade shows and conference delegate packs, the guide is a cost-neutral project with advertising sales funding production and distribution.

HWT continues to be an active partner in the central North Island international marketing alliance with Rotorua, Taupō, Coromandel, Bay of Plenty, Ruapehu and Hawke's Bay regional tourism organisations. Working together under the 'Explore Central North Island' (ECNI) umbrella the collective has undertaken several activities in the July-Dec period including securing an in-market representative in the UK and a joint-trade training mission in the USA and Canada.

Regional Visitor Brand Strategy

The new 'Mighty Waikato' regional consumer brand was launched in December. The Regional Visitor Brand Strategy project was one of five game-changers identified in the Hamilton & Waikato Tourism Opportunities Plan which was adopted in 2016. The need for a definitive brand and story for the region was required to inform how the area is perceived in the market and with locals; provide consistent messaging and set the region apart from other destinations.

Taking the key themes from the local and domestic perception research and the Waikato Story, the co-curated Mighty Waikato visitor brand has been developed by the tourism sector, local government, iwi, business and community representatives. Research was also undertaken in other parts of New Zealand to help address our domestic perceptions as an emerging visitor destination. The two-year project cost \$60,000 including research, stakeholder consultation and development.

Bringing together our key attributes around a sense of people and place, our brand story reflects who we are as a region and showcases the Waikato's unique visitor proposition. All consumer facing campaigns, channels and collateral features this new brand including our website. As part of this process we have also recently changed our website URL to be www.waikatonz.com to aligns with our Mighty Waikato brand. It also gives us the longevity we need from a destination web address, while also aligning us with other cities and regions in the country. Social media names and handles will follow suit shortly.

Marketing activity for Waitomo District

A summary of specific trade and leisure marketing for Waitomo is detailed below.

Target market	Campaign or activity	Waitomo experiences profiled
International consumer and travel trade - Australia	Jul-Aug 2018: Annual Tour the North Island Campaign (in partnership with Tourism NZ and upper and central North Island)	Waitomo Glowworm Caves, Legendary Black Water Rafting, Waitomo Village, Waitomo Adventures, Hairy Feet Waitomo, Kiwi Paka
Media – domestic & international	Media hosting, profile and famils featuring Waitomo: <ul style="list-style-type: none"> • Erik Conover – American Airlines • Mitch Brook - AWOL • Hijab Travelling – Indonesian Broadcast • German Social Influencers 	Ruakuri Cave, Black Water Rafting, Waitomo Adventures, Spellbound, Waitomo Hilltop Glamping
Travel Trade – Famils	Waitomo profiled in following trade famils: <ul style="list-style-type: none"> • Damir Tomasevic- UK Roadshow winner Sept 18 • TNZ North American Premium Famil- Nov 2018 	Discover Waitomo (Ruakuri Cave, Blackwater Rafting and lunch at Waitomo Glowworm Cave)
Travel Trade – events	Sales calls to ITOs and wholesalers throughout the period	Internationally Trade-Ready Product: The Timber Trail, Timber Trail Lodge, Discover Waitomo – Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Waitomo Homestead, Legendary Black Water Rafting, Waitomo Adventures, Waitomo Top 10 Holiday Park, Roselands, Huhu Cafe

Target market	Campaign or activity	Waitomo experiences profiled
Travel Trade – Explore Central North Island Alliance	<p>HWT are part of the Central North Island RTO alliance known as ‘Explore Central North Island’ which includes the two touring routes – The Thermal Explorer Highway and the Pacific Coast Highway</p> <ul style="list-style-type: none"> • ECNI North America Roadshow, Sept 27 – 2 Oct 2018 (Frontline Agent Training) • Tourism NZ US Roadshow 8-12 Oct 2018 	<p>Internationally Trade-Ready Product: Discover Waitomo – Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Waitomo Homestead, Legendary Black Water Rafting, The Timber Trail, Timber Trail Lodge, Waitomo Adventures, Waitomo Top 10 Holiday Park, Huhu Café, Roselands</p>
Domestic – consumer	<p>Waitomo District was profiled as part of regional promotions in the following publications:</p> <ul style="list-style-type: none"> • All About Waikato • Go Travel – Summer • INSPO Magazine – December • Waikato Times • Outdoor Kid 	<p>Waitomo Glowworm Caves, Waitomo Adventures, Omaru Falls, Legendary Black Water Rafting, Mangapohue Natural Bridge, Timber Trail</p>
Domestic consumer – Auckland, Bay of Plenty & Taranaki, Wellington, Rotorua, Christchurch	<p>‘Short Escapes’ campaign – October- November 18</p>	<p>Waitomo Glowworm Caves, Waitomo Adventures, Mangaokewa Scenic Reserve, Troll Cave, Marokopa Falls, Mangapohue Natural Bridge</p>
Domestic consumer - Local, Hamilton & Waikato	<p>‘Explore Your Own Backyard’ campaign, Dec 2018 -Jan 2019</p>	<p>Timber Trail, Waitomo Glowworm Caves, Waitomo Adventures, Troll Cave, Haggas Honking Holes, Legendary Black Water Rafting, Mangaokewa Scenic Reserve</p>

Target market	Campaign or activity	Waitomo experiences profiled
Domestic consumer – Chinese New Zealanders	Ongoing campaign activity has continued through our Weibo social media channel, blogs, forums etc	Hairy Feet, Marokopa Falls, Omaru Falls, Piripiri Cave, Waitomo Adventures, Legendary Black Water Rafting, Waitomo Glowworm Caves
Domestic & International consumer and trade	2019 Waikato Regional Visitor Guide	Waitomo profiled in ‘Regional Highlights’ section and featured in the Waitomo and Surrounds section. A number of Waitomo-based operators advertised in the guide.
Domestic & international consumer, travel trade and media	Quarterly e-newsletters are distributed to our consumer, trade and media databases	Timber Trail, Waitomo Glowworm Caves, Waitomo Adventures, Troll Cave, Haggas Honking Holes, Legendary Blackwater Rafting, Waitomo Day Spa, Waitomo Adventures Cafe
Domestic & International consumer	Waitomo District profiled through HWT’s various social profiles including Facebook, Instagram, Twitter & YouTube.	Piripiri cave, Mangapohue Natural Bridge, Marokopa Falls, Waitanguru Falls, Pureora Forest Park, Timber Trail, Hairy Feet, Footwhistle Cave, Spellbound, Omaru Falls, Legendary Black Water Rafting, Waitomo Adventures, Te Kuiti, Waitomo Hilltop Glamping, Glowing Adventures

Conferences & Business Events

The Hamilton & Waikato region is now the fourth largest region behind Auckland, Wellington and Christchurch for conferences, meetings and business events for the period ending September 2018. Our region has secured 10.4% market share of total business events and 7.5% market share of delegate days.

Every conference we can secure for Hamilton and Waikato is significant for the region, regardless of the sector or size. Conference delegates are also influenced to return for a future holiday based on their positive Waikato experiences.

A delegate attending a business event is worth twice as much of a leisure traveller to the region, with an average delegate per night value of \$299 per night for international delegates and \$461 per night for domestic delegates.

Our main marketing engagement for the year, the Business Events Waikato Showcase, was held in August 2018. This was our third Business Events Showcase which had nearly 60 venues and suppliers from throughout the Waikato region exhibiting with more than 130 conference and business event organisers through the doors.

In November 2018, HWT hosted a multiday famil for 20 national buyers around our region. This famil showcased 26 partners of the HWT Convention Bureau.

Convention bureau activity for Waitomo District

A summary of specific trade and conference marketing activity between 1 July to 31 December 2018 is detailed below.

Activity	Detail
Enquiries	93 total enquiries received and managed Waitomo: <ul style="list-style-type: none"> • Leads: 3 • Recommendations: 1
Buyers Hosted	91 buyers hosted to the region.
Famils	19-22 November 2018: Annual multiday mega famil, attended by 20 buyers from Wellington, Auckland and Christchurch for three nights. Attendees included conference & event organisers, in-house & corporate meeting planners, association conference organisers 26 BEW (Business Event Waikato) Partners involved including one Waitomo Partner
TNZ Famils	Five TNZ famils were delivered, hosting 51 International business event buyers. Famils to Hobbiton and Waitomo.
Bespoke Famils	Six bespoke famils organised. Hosting 20 buyers and visiting 45 venues across Waikato, including one Waitomo BEW Partner

Activity	Detail
Trade Shows	<ul style="list-style-type: none"> • July 2018: Get Global, Sydney • August 2018: Third Hamilton & Waikato Business Events Showcase – 58 exhibiting BEW Partner companies, including three from Waitomo. 133 buyers through the door. The Business Events Waikato Showcase is owned and organised by HWT • September 2018: Regional stand Australian Society of Association Executives (AuSAE) Link Conference, Auckland • December 2018: Exhibited with Tourism NZ at PCO Conference in Melbourne
Hosted Events	October 2018: Wellington function, attended by 42 guests. Co-hosted with seven BEW Partners, none from Waitomo
Sales Activity	<ul style="list-style-type: none"> • October: Sales blitzes with Platinum & Gold BEW Partners – Wellington and Auckland • December: Sales blitz with Platinum Partner - Christchurch.
Tourism NZ Activity	<ul style="list-style-type: none"> • September 2018 - co-hosted table with Tourism NZ at The Kudos Awards
Partner Communication & Development	<ul style="list-style-type: none"> • Tuesday 2 August: Sustainability breakfast for BEW Partners • Tue 28 August: Incentive Workshop • Partner EDM newsletters/updates x 4 • Monthly lead reporting to Platinum & Gold Partners • 76 BEW Partners. Waitomo: three partners • 38 Face-to-face BEW Partner meetings - includes mentoring & support.
Communications & Media	<ul style="list-style-type: none"> • Client newsletters x 2 (database over 2,500) • Editorial x 24 • Business Events Directory • Website

INTERNATIONAL CONFERENCE BIDS – in conjunction with Tourism New Zealand’s Conference Activity Programme (CAP)

Bidding for international conferences is a key activity of the Hamilton & Waikato Convention Bureau, with the support of the Conference Assistance Programme from Tourism New Zealand.

The following international conferences have been secured or pending a decision:

Status	Name	Date of Conference
Won	International Conference on Asian Digital Libraries -ICADL- 2018	19/11/2018
Won	Association of Australasian Engineering Educators - AAEE 2019	2018
Won	Native American Indigenous Studies Association Annual Conference	1/06/2019
Won	IEEE International Conference on Trust, Security and Privacy in Com	1/08/2019
Won	International Conference on Polar and Alpine Microbiology -PAM	23/09/2019
Pending	Congress of the International Society of Limnology - SIL	2022
Pending	Int Conference on Tertiary Education Governance	2020
Bid submit	World Indigenous Peoples Conference on Education - WIPSE	2020
Pending	ICAIL International Conf on AI & Law	2022
Pending	IEEE International Conf on Industrial Technology	2022
Pending	Asia Pacific Tourism Conference	2020

Product development

Development that furthers the Hamilton & Waikato Tourism Opportunities Plan (adopted 2016) continues to be a focus based around the five game-changers:

1. Activating the Waikato River
2. Development of a Regional Visitor Brand Strategy
3. Support for the continued development of the Hamilton City Riverfront
4. Telling the Kiingitanga Story through Maori tourism development
5. Development of a Regional Major Events Strategy

We will shortly be undertaking a three-year review of the Plan to report on progress towards achieving our development goals and targets set for the region in 2016.

Activating tourism opportunities in Waitomo

New opportunities, product development and events supported in Waitomo over the last six months by Hamilton & Waikato Tourism include:

- Waitomo Sky Garden
- Waitomo Adventures development

To find download a copy of the Tourism Opportunities Plan:

www.hamiltonwaikato.com/TOP

Regional Major Events Strategy

In 2018, Hamilton & Waikato Tourism developed the region's first Major Events Strategy to ensure the spotlight continues to shine and grow on our region, as we work to develop a full calendar of events, especially outside of our peak summer period.

It is important to develop an events programme that smooths seasonal fluctuations in the visitor industry, providing increased, more reliable employment and greater returns to businesses.

We are very fortunate to have our biggest international, iconic anchor event in June, our quieter winter season. The annual New Zealand National Agricultural Fieldays is an event that attracted over 130,000 visitors in 2018, generated \$492 million in sales and contributed \$221 million to New Zealand's GDP.

Events like Fieldays not only generate significant economic impact for our region – it also contributes to cultural and social outcomes for our community.

The Regional Major Events Strategy builds on our successful track record of delivering star-studded international events by identifying gaps and opportunities for the attraction of new events while supporting the long-term growth of our current events.

With the growth and attraction of major events into the region, it also grows our reputation in the domestic market as an emerging visitor destination.

As part of activating the strategy, we now provide co-ordination and support for major event bids into the Waikato region. We have supported the following successful event bids over the previous six months:

- New Zealand's World Series of Darts – Claudelands (23-24 August 2019)
- International rugby – All Blacks v Tonga, FMG Waikato Stadium (7 September 2019)

We are continuing to seek external funding to fully activate the strategy, including a dedicated event bidding and development resource and a regional major event fund for seed funding, bids and feasibility studies.

Industry development

Regional visitor levies

2019 is shaping up to be the year where regional visitor levies becomes a hot topic of discussion, one where regional tourism agencies will be a prominent voice in support. All regional tourism organisations have formed a position advocating for a discussion on regional levies to alleviate the cost burden of provision for tourism on local councils and communities.

At its recent board meeting, our national advocacy body Tourism Industry Aotearoa (TIA), agreed to play a more active role by endeavouring to identify a new regional funding model that would be fair and equitable.

This is aligned with Local Government New Zealand's (LGNZ) view to undertake a significant piece of work to determine the issues around tourism provision, gaps, and causes and effects. This will help to inform the Productivity Commission report into local government funding.

As a sector, we remain united with LGNZ to ensure we will work together for the common goal with the potential to hold a national visitor levy symposium, in Wellington during 2019.

The Tiaki Promise

Seven key New Zealand organisations joined forces to conceive and develop *Tiaki – Care for New Zealand*, an initiative that actively encourages international and domestic travellers to act as guardians of Aotearoa.

Tiaki is a powerful and diverse word in te reo Māori, meaning to care and protect, and to look after people and place.

Launched in November 2018 by Tourism Minister Hon Kelvin Davis, the seven organisations involved included Air New Zealand, the Department of Conservation, Local Government New Zealand, New Zealand Māori Tourism, Tourism Holdings Ltd, Tourism Industry Aotearoa and Tourism New Zealand.

The Tiaki Promise communicates why caring for New Zealand is important and how to care for Aotearoa while travelling around the country.

A range of Tiaki Promise materials are provided free of charge to all New Zealand tourism organisations, including a brochure and supporting video. The resources are initially available in English, Te Reo Māori, German and Chinese, with more languages to follow.

The seven stakeholder organisations will promote The Tiaki Promise to their customers, trade partners and staff, ensuring messaging is reinforced at visitor touchpoints across the country and around the world. Kiwis are able to show their support on social media using #tiakipromise.

Further future initiatives will be rolled out under the Tiaki – Care for New Zealand brand, including a responsible camping campaign planned for later this year. Find out more at www.tiakinewzealand.co.nz.

Provincial Growth Fund

The Provincial Growth Fund (PGF) continues to target investment to lift productivity, create jobs and provide economic benefits to communities.

Working with Matamata-Piako District Council and Te Waka, we were able to secure the first successful funding application of \$900,000 to complete a feasibility study for the activation of the Te Aroha Mineral Spas and the surrounding area. This project was identified in our Tourism Opportunities Plan 2016.

We are working closely with Te Waka to assess any future tourism opportunities for the Provincial Growth Fund, including the Waitomo Hotel proposal and South Waikato Economic Action Plan tourism cluster projects.

Tourism Infrastructure Fund (TIF)

The Tourism Infrastructure Fund (TIF) will be maintained and remain separate from the PGF. During the previous two rounds, we supported the following successful Waikato councils funding applications:

- Matamata-Piako District Council (\$221,000 for Wairere Falls carpark);
- Waikato District Council (\$868,000 for new toilet and rubbish facilities at Raglan);
- Waipā District Council (\$250,000 for toilet facilities in Pirongia); and
- Hamilton City Council (\$220,00 for toilet facilities at Hamilton Gardens).

Round three of the Tourism Infrastructure Fund opens on 1 March 2019. We continue to work with our seven local councils to actively support and pursue any tourism infrastructure funding to help develop your local communities.

Conclusion

On behalf of the board and management of Hamilton & Waikato Tourism, we would like to thank Waitomo District Council, our local government partners and the industry for their continued support. We are proud to help super-charge our regional visitor economy to deliver economic, social and cultural outcomes for our communities.

Jason Dawson

Chief Executive

Hamilton & Waikato Tourism

February 2018

Document No: A421356

Report To: Council



Meeting Date: 26 February 2019

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

- 1.1 The purpose of this business paper is for elected members to –
- 1 Declare interests that may be deemed a potential conflict with their role as an elected member relating to the business papers for this meeting, and
 - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

Commentary

- 2.1 **Conflicts of Interest**
- 2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.
- 2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:
- ensure members are not affected by personal motives when they participate in local authority matters; and
 - in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).
- 2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.
- 2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in Waitomo District.
- 2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.
- 2.7 **Declarations of Interest**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves and spouses or partners. It is

up to the elected member to judge whether they have any interests to declare. Some elected members may have none.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 Members who have declared an interest in any matters that are due to be considered at a Council or Committee meeting should declare that they have an interest in the matter, leave the table and not take part in any discussion, debate or vote on that matter.
- 2.11 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Hanna will invite elected members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

Name:	
Item of Business on the Agenda:	
Reason for Declaration:	

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Local Authority (Members' Interests) Act 1968
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- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
 2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
 2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."

3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?

3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

3.11 Non-Pecuniary Interest

3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where:-

- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
- The member has a close relationship with an individual or organisation affected by the matter.

3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

Waitomo District Council Procurement Policy – 23 February 2013

4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

WDC procurement process will be conducted with a spirit of probity demonstrating:

- *integrity;*
- *honesty;*
- *transparency;*
- *openness;*
- *independence;*
- *good faith; and*
- *service to the public.*

A conflict of interest occurs where:

A member's or official's duties or responsibilities to Council could be affected by some other interest or duty that the member or official may have.

The other interest or duty might exist because of:

- *holding another public office;*
- *being an employee, advisor, director, or partner of another business or organisation;*
- *pursuing a business opportunity;*
- *being a member of a club, society, or association;*
- *having a professional or legal obligation to someone else (such as being a trustee);*
- *owning a beneficial interest in a trust;*
- *owning or occupying a piece of land;*
- *owning shares or some other investment or asset;*
- *having received a gift, hospitality, or other benefit from someone;*⁹
- *owing a debt to someone;*
- *holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue ; or*
- *being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of Council*

A relative or close friend includes:

- *For matters covered by the Local Authorities (Members' Interests) Act 1968, the interests of a spouse, civil union partner, or de facto partner must be considered.*
- *Generally, the interests of any relative who lives with the member or official (or where one is otherwise dependent on the other) must be treated as being effectively the same as an interest of the member or official.*
- *For other relatives, it will depend on the closeness of the relationship, but it will usually be wise not to participate if relatives are seriously affected*
- *Where Council's decision or activity affects an organisation that a relative or friend works for, it is legitimate to take into account the nature of their position or whether they would be personally affected by the decision.*

Examples of potential conflicts of interest include:

- *conducting business on behalf of Council with a relative's company;*
- *owning shares in (or working for) particular types of organisation that have dealings with (or that are in competition with) Council;*

- *deliberating on a public consultation process where the member or official has made a personal submission (or from making submissions at all, in areas that directly relate to the entity's work);*
- *accepting gifts in connection with their official role; or*
- *influencing or participating in a decision to award grants or contracts where the member or official is connected to a person or organisation that submitted an application or tender.*

All elected members, WDC staff or advisers involved in a procurement process are required to declare any other interests or duties that may affect, or could be perceived to affect, their impartiality. WDC will then decide the steps necessary to manage the conflict, having regard to any relevant statutory requirements. WDC will maintain a register of declarations of conflicts of interest that records any conflicts of interest and how they will be managed.

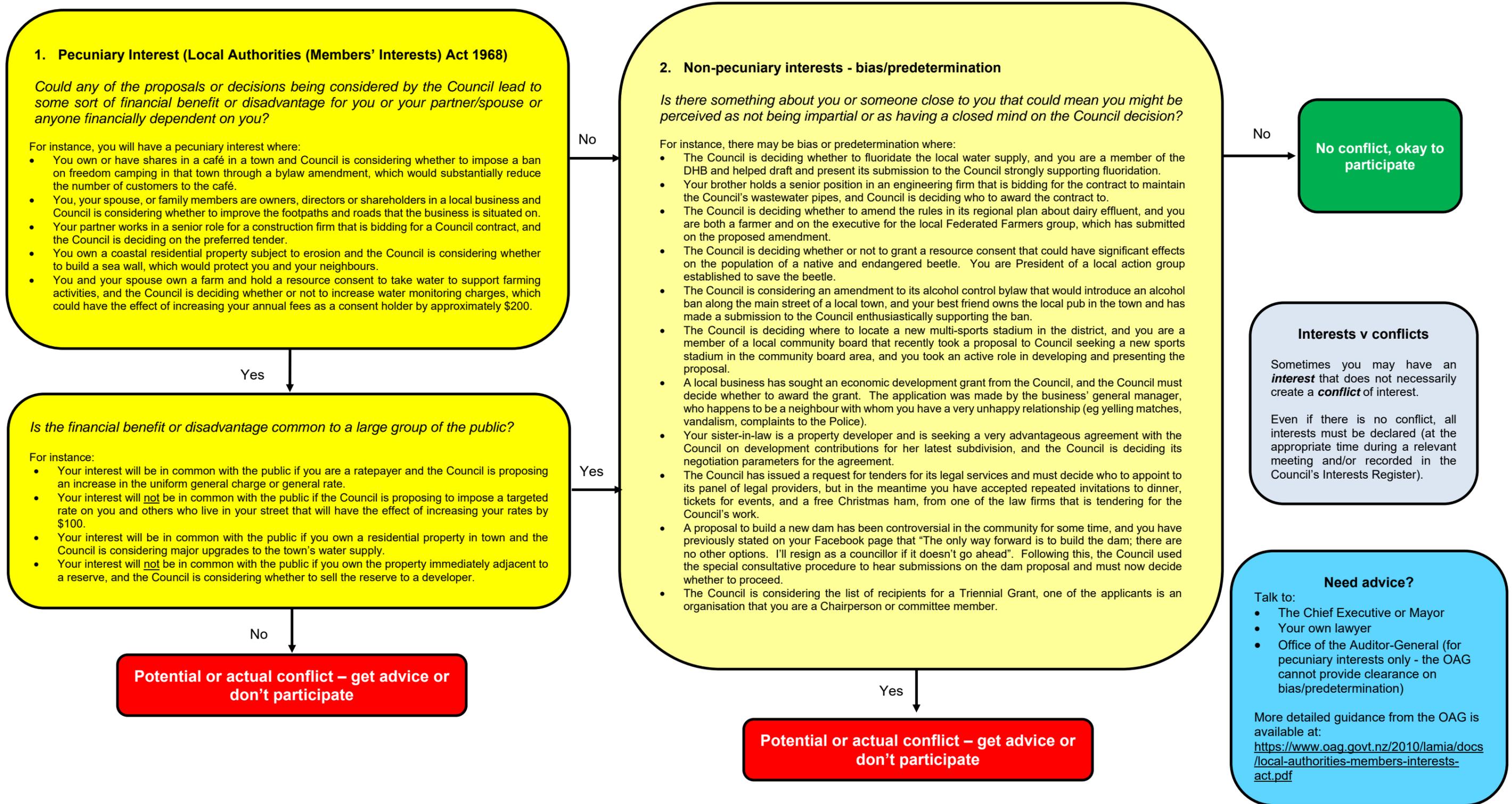
An annual update of the register will be coordinated and maintained by the Executive Office.

Under no circumstances will a procurement process allow as an outcome of that process a circumstance where Council elected members, WDC staff or advisers to receive preferential treatment.

Before you participate in any Council decision ...

CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.



Remember: If in doubt, stay out!

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 NOVEMBER 2018 AT 9.00AM

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

IN ATTENDANCE: Chief Executive; Executive Assistant; Group Manager – Corporate Services (for part only); General Manager – Infrastructure Services (for part only); General Manager – Environmental Services and Infrastructure (for part only) and Legal Advisor (for part only)

1. Council Prayer

2. Deputation – Rural Connectivity Group

The Chief Executive briefed the Council on a meeting with Caitlin Metz, Engagement Manager for Rural Connectivity Group at the Rural and Provincial Sector meeting which has resulted in there being no requirement for a Deputation at this meeting.

3. Declarations of Member Conflicts of Interest

Members declared conflicts of interest in regard to the Agenda as follows:

Name	Item of Business on Agenda	Reason for Declaration
Mayor Hanna	<ul style="list-style-type: none"> • Item 14 – 2018 Community Partnership Fund – Consideration of Applications <ul style="list-style-type: none"> – Brook Park Incorporated Society 	Member of Brook Park Incorporated Society
	<ul style="list-style-type: none"> • Item 18 - 2018 Waikato Regional Sports Facilities Plan and Memorandum of Understanding 	Trustee of Sport Waikato
	<ul style="list-style-type: none"> • Item 19 - Waitomo Sister City Committee – Review of Waitomo Sister City Relationship Delivery 	Member of Waitomo Sister City Committee
	<ul style="list-style-type: none"> • Public Excluded Item 2 - North King Country Indoor Sports and Recreation Centre – Game On Charitable Trust Grant Funding 	Trustee of Game On Charitable Trust

Name	Item of Business on Agenda	Reason for Declaration
Deputy Mayor Whitaker	<ul style="list-style-type: none"> • Item 14 – 2018 Community Partnership Fund – Consideration of Applications <ul style="list-style-type: none"> – Brook Park Incorporated Society • Item 19 - Waitomo Sister City Committee – Review of Waitomo Sister City Relationship Delivery 	<p>Member of Brook Park Incorporated Society</p> <p>Member of Waitomo Sister City Committee</p>
Cr Janene New	<ul style="list-style-type: none"> • Item 19 - Waitomo Sister City Committee – Review of Waitomo Sister City Relationship Delivery • Public Excluded Item 2 - North King Country Indoor Sports and Recreation Centre – Game On Charitable Trust Grant Funding 	<p>Member of Waitomo Sister City Committee</p> <p>Secretary for the Game On Charitable Trust</p>
Cr Sue Smith	<ul style="list-style-type: none"> • Item 14 – 2018 Community Partnership Fund – Consideration of Applications <ul style="list-style-type: none"> – Tere Waitomo Community Trust – Te Waitere Boating Club 	<p>Member of both Tere Waitomo Community Trust and the Te Waitere Boating Club</p>
Cr Allan Goddard	<ul style="list-style-type: none"> • Item 14 – 2018 Community Partnership Fund – Consideration of Applications <ul style="list-style-type: none"> – Citizens Advice Bureau Te Kuiti Incorporated 	<p>Spouse is a member of the Citizens Advice Bureau Te Kuiti Incorporated</p>

4. Verbal Reports: Individual Councillor Roles and Responsibilities

The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- Maniapoto Maori Trust Board and Office of Treaty Settlements Meeting
- Zone 2 – Karapiro
- Regional Transport Committee
- Piopio College Senior Prizegiving
- Armistice Day at Mokau
- Waipa Catchment Committee
- ITO Graduation Ceremony
- Piopio WWTP Community Liaison Meeting
- LGNZ Rural and Provincial Meeting
- Waitomo Sports Awards

Cr New

- Maniapoto Maori Trust Board and Office of Treaty Settlements Meeting
- Te Kuiti Armistice Day
- Legendary Te Kuiti
- Waitomo Sister City
- Waitomo Sports Awards
- Brook Park Fire Works
- Waitomo's Got Talent

Cr Goddard

- Civil Defence
- Destination Pureora AGM
- Benneydale Hall

Cr Davey

- Te Kuiti High School Prizegiving
- Te Kuiti Community House
- Waitomo Sports Awards

Cr Smith

- West Coast Zone
- Waitomo Museum
- ITO Graduation Ceremony
- Waitomo Sports Awards

Cr Whitaker

- Waitomo Sister City
- District Licensing Committee
- Destination Pureora
- Waitomo Sports Awards

Mayor Hanna

- Sport Waikato
- State Highway 3 Working Party
- Te Kuiti Meats Ltd
- Universal Beef Packers
- Brook Park Fire Works
- Te Kuiti Armistice Day
- Game On Trust
- Maru Trust
- Otorohanga Sports Awards
- White Ribbon Day
- Rural and Provincial Sector Meeting

Resolution

The verbal reports be received.

Brodie/New

Carried

5. Confirmation of Minutes – 30 October 2018

Resolution

The Minutes of the Waitomo District Council meeting of 30 October 2018, including the public excluded portion, be confirmed as a true and correct record.

Goddard/New Carried

6. Receipt of Brook Park Minutes: 8 October 2018 and 29 October 2018

Council considered a business paper providing information relating to the October 2018 Brook Park Incorporated Society Meetings.

The Deputy Mayor expanded verbally on the Minutes and answered Member's questions.

Resolution

The business paper on Brook Park Incorporated Society: Minutes of 8 October 2018 and 29 October 2018 be received.

Whitaker/Davey Carried

7. Receipt of Waitomo Sister City Committee Minutes: 13 November 2018
--

Council considered a business paper providing information relating to the Waitomo Sister City Committee Meeting 13 November 2018.

The Mayor and Councillor New expanded verbally on the Minutes and answered Member's questions.

Resolution

The business paper on Waitomo District Sister City Committee – Minutes of Meeting: 13 November 2018 be received.

New/Whitaker Carried

The Group Manager – Corporate Services, General Manager – Infrastructure Services and General Manager – Environmental Services and Legal Advisor entered the meeting at 9.56am.

8. Local Authorities (Members' Interests) Act 1968 – Pecuniary Interests

Council considered a business paper –

- (a) informing and reminding Members of their responsibilities under the Local Authorities (Member's Interests) Act 1968 (the Act) relating to revenue received, by way of contracts or subcontracts, from WDC; and

- (b) advising of the process to apply to the Office of the Auditor General for prior approval, if a Member considers they may exceed the \$25,000 revenue limit in a financial year.

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

Resolution

The business paper on Local Authorities (Members' Interests) Act 1968 – pecuniary interests be received.

Davey/Smith Carried

9. Adoption of Draft Procurement Policy 2018

Council considered a business paper presenting the revised Procurement Policy for consideration and adoption.

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

Resolution

- 1 The business paper on the Procurement Policy 2018 be received.
- 2 The Procurement Policy 2018 be adopted subject to amendment of Section 3.4 - Policy Objectives – Value for Money to include reference to local procurement as a consideration and that the WDC Procurement framework for purchases under \$50,000 include a process requiring consideration of local procurement options.

Goddard/Whittaker Carried

The meeting adjourned for morning tea at 10.25am and reconvened at 10.35am.
The Group Manager – Corporate Services left the meeting at 10.25am

10. Deliberation of Submissions and adoption of the Draft Freedom Camping Bylaw 2018

Council considered a business paper providing advice on the suggested treatment of the submissions received on the Draft Freedom Camping Bylaw 2018 (Bylaw) in order to assist with Council's deliberation.

Resolution

- 1 The business paper on Deliberation of Submissions and Adoption of the Draft Freedom Camping Bylaw 2018 be received.
- 2 Council accept the Late Submission and include it for consideration as part of the deliberations.

New/Brodie Carried

The General Manager – Infrastructure Services, General Manager – Environmental Services and Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

- 3 The recommended amendments to the draft Freedom Camping Bylaw be approved.
- 4 The draft Public Places Bylaw and Public Amenities Bylaw be amended as notified.
- 5 The draft Freedom Camping Bylaw be adopted.

Brodie/Smith Carried

The Legal Advisor left the meeting at 10.54am

11. Progress Report: Proposed Waitomo District Plan

Council considered a business paper progress report on the development and review of the Proposed Waitomo District Plan.

The General Manager – Environmental Services expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Proposed Waitomo District Plan be received.

New/Brodie Carried

12. Office of Treaty Settlements Proposed Cultural Redress: Statutory Acknowledgments and Proposal for a Dual Name for Benneydale

Council considered a business paper –

- (a) Providing a briefing on the progress of the Treaty Settlement between Maniapoto and the Crown (the Office of Treaty Settlements (“OTS”)); and
- (b) Presenting the redress proposals (Statutory Acknowledgments) for the Maniapoto Treaty Settlement (“the Treaty Settlement”) for consideration and a decision; and
- (c) Providing a briefing on the proposed dual name for Benneydale for consideration.

The General Manager – Environmental Services expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on “Office of Treaty Settlements Proposed Cultural Redress: Statutory Acknowledgments and Proposal for a Dual Name for Benneydale” be received.

- 2 Council agree that the Crown provide a Statutory Acknowledgement in favour of the Maniapoto Post Settlement Governance Entity through the Maniapoto Treaty settlement over the following properties:
- (a) Te Kuiti Aerodrome – Lot 2 DP 7392; Part Lot 1 DP 8140; Part Lot 2, DP 8140 and Part Te Kumi 7C Block;
 - (b) Rukuhia Domain Recreation Reserve – Section 5, Block III Totoro Survey District, computer freehold register 574807; and
 - (c) Te Nau Nau property, Mokau – Section 22, Block I, Awakino Survey District.
- 3 Council formally submit its opposition to the NZ Geographical Board on the proposal for a dual name of Te Māniāiti / Benneydale for the following reasons:
- The proposal is inconsistent with the Australia/ New Zealand Standard for rural and urban addressing, which states that ‘a dual name shall not be assigned to a locality’.
 - A dual name would be confusing for the public and emergency services.
 - The proposal is not supported by the local community.
 - The name Benneydale has been the name of the town for 75+ years and is the only town in the King Country which does not have a Maori name. The name Benneydale is a portmanteau of the undersecretary of mines at the time, Charlie Benney; and the mine superintendent, Tom Dale. It is considered that the existing name appropriately recognises the historical connection with Benneydale’s mining history and the wider community.

Smith/Whitaker Carried

13. OMYA New Zealand Limited – Road Stopping Proposal

Council considered a business seeking a decision from Council on a request received from OMYA New Zealand Limited under the Public Works Act 1981, for Council to stop two areas of unformed ‘paper’ road. One area is approximately 1.12 hectares and adjoins Tammadge and Sommerville Roads and the second area is approximately 9,544m² of Terrace Road.

The Group Manager – Infrastructure Services and General Manager – Environmental Services expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on the OMYA New Zealand Limited – Road Stopping Proposal be received.
- 2 Council note the OMYA New Zealand Limited Road Stopping Proposal under the Public Works Act 1981 to implement a Public Works Act 1981 Road Stopping Process for unformed legal road adjoining Terrace Road and Somerville Road subject to OMYA agreeing to meet **all** costs associated with the process.

- 3 Council note that the decision on this Proposal will not pre-empt any decision(s) on any future Resource Management Act related application(s) made by OMYA.
- 4 Council consent to the OMYA New Zealand Limited – Road Stopping Proposal to seek the declaration of the stopping of road pursuant to Section 116(2) of the Public Works Act 1981 subject to the following conditions of approval:
- (a) OMYA New Zealand Limited undertakes to pay all costs incurred by the Waitomo District Council in considering and addressing the application.
 - (b) The Chief Executive, as Principal Administrative Officer, is satisfied that all the potential affected parties have been fully consulted with and the written consent of the confirmed affected parties is provided to Waitomo District Council.

Davey/Whitaker Carried

The General Manager – Environmental Services left the meeting at 11.27am

14. 2018 Community Partnership Fund – Consideration of Funding Applications
--

Council considered a business paper requiring consideration of the 2018 Community Partnership Fund Applications and allocation of funding.

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

Resolution

- 1 The business paper on 2018 Community Partnership Fund – Consideration of Funding Applications be received.
- 2 Council approve the allocation of Community Partnership Fund Grants as follows:

The Order of St John Central Region Trust Board \$3,000.00

The Applicant be informed that Council's Community Partnership Fund does not provide for operational costs, however as the funding sought is for a "new initiative" which has clear benefits to WDC's "Vibrant Safe Waitomo" Council has used its discretion to make a one-off seed funding grant in this instance.

Tere Waitomo Community Trust \$1,572.00

Note: Councillor Smith declared a conflict of interest and refrained from participation in the consideration of this application.

Maniapoto Family Violence Intervention Network	\$808.00		
Benneydale Hall Incorporated	\$11,062.00		
Te Kuiti Athletics Club	\$760.00		
Citizens Advice Bureau Te Kuiti Incorporated	\$4,158.00		
<i><u>Note:</u> Councillor Goddard declared a conflict of interest and refrained from participation in the consideration of this application.</i>			
Brook Park Incorporated Society	\$4,725.00		
<i><u>Note:</u> The Mayor and Deputy Mayor declared conflicts of interest and refrained from participation in the consideration of this application.</i>			
Te Waitere Boating Club	\$2,373.00		
<i>The Applicant be advised that Council notes that this project is in the establishment phase and that whilst sole its purpose for the future is to be a fundraising event for the Applicant, the attraction of participants to the District for such an event has economic benefits and as such Council has used its discretion to make a one-off seed funding grant in this instance.</i>			
<i><u>Note:</u> Councillor Smith declared a conflict of interest and refrained from participation in the consideration of this application.</i>			
Mainly Music Te Kuiti	\$1,542.00		
Epilepsy Association of New Zealand	0		
<i>The Applicant be informed that Council's Community Partnership Fund does not provide for funding operational costs (except in the case of new initiatives where the Council may use its discretion) nor for the funding of projects outside the Waitomo District.</i>			
		New/Whitaker	Carried

15. Progress Report – Community Development

Council considered a progress report on current work streams within the Community Development portfolio, including the 2018/2019 Waitomo District Youth Council Work Plan for endorsement.

Resolution

- 1 The Progress Report: Community Development be received.
- 2 Council endorse the 2018/2019 Waitomo District Youth Council Work Plan.

New/Smith Carried

16. Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan
--

Council considered a progress report on the development of the Sub Regional (Southern) Waikato Economic Development Action Plan.

The Mayor expanded verbally on the business paper and answered Members questions.

Resolution

The business paper on Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan be received.

Goddard/Brodie Carried

17. 2018 Waikato Regional Sports Facilities Plan and Memorandum of Understanding

Mayor Hanna declared as conflict of interest as a Trustee of Sport Waikato and refrained from participating in the consideration of this business paper.

Council considered a business paper presenting the 2018 Waikato Regional Sports Facilities Plan and Memorandum of Understanding to Council for consideration.

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

Resolution

- 1 The business paper on 2018 Waikato Regional Sports Facilities Plan and Memorandum of Understanding be received.
- 2 The Chief Executive be authorised to sign the Memorandum of Understanding for the delivery of the Regional Sports Facilities Plan on Council's behalf.

Brodie/Goddard Carried

18. Waitomo Sister City Committee – Review of the Waitomo Sister City Relationship Delivery
--

Mayor Hanna, Deputy Mayor Whitaker and Cr New declared conflicts of interest as members of the Waitomo Sister City Committee.

Mayor Hanna and Deputy Mayor Whitaker refrained from participation in consideration of this business paper.

Cr New informed Council that the Rules drafted for the proposed Waitomo Sister City Incorporated Society include a provision that Waitomo District Council will provide Secretary/Treasurer services.

Council considered a business paper presenting options for the future delivery of the Waitomo Sister City Relationship.

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

Council noted that the Rules for the proposed Incorporated Society cannot bind Council to the provision of Secretarial/Treasury services and any arrangement of this kind would need to be agreed by way of a Memorandum of Understanding between Waitomo District Council and the Incorporated Society.

Resolution

- 1 The business paper on Waitomo Sister City Committee – Review of the Waitomo Sister City Relationship Delivery be received.
- 2 Council support the disestablishment of the Waitomo Sister City Committee upon the successful establishment of a Sister City Incorporated Society.
- 3 Council approve the re-purposing of the Sister City annual budget to a Triennial Grant for the period 1 July 2018 – 30 June 2021 upon the successful establishment of a Sister City Incorporated Society.

Smith/Brodie Carried

Mayor Hanna, Deputy Mayor Whitaker and Cr New abstained from voting.

The meeting adjourned for lunch at 12.03pm and reconvened at 12.38pm

19. Triennial Grant – Out of Funding Round Application – Mokau School Swimming Pool
--

Council considered a business paper presenting for consideration an Out of Funding Round Triennial Grants Fund application from Mokau School.

The Mayor and Chief Executive expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The business paper on Triennial Grant – Out of Funding Round Application – Mokau School Swimming Pool be received.
- 2 Council accept the Out of Funding Round Triennial Grants Fund Application from Mokau School.
- 3 Council approve a Triennial Grant of \$1,800 in 2018/19, followed by \$2,800 in each of 2019/20 and 2020/21, to Mokau School towards the cost of operating its pool for community access.

New/Smith Carried

20. Naming of Two Private Right Of Ways off Kawhia Harbour Road, Taharoa

Council considered a business paper presenting for consideration road name recommendations for two Private Right of Ways off Kawhia Harbour Road.

Councillor Smith and the General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Councillor Smith advised that she has carried out consultation with local Iwi and permanent residents who recommend that Access way B be named Waitaumanu Way.

Resolution

- 1 The business paper Naming of Two Private Right of Ways off Kawhia Harbour Road, Taharoa be received.
- 2 Private Right of Way names be adopted as follows:
 - Access way A – Kowhainui Rise
 - Access way B – Waitaumanu Way

Smith/New Carried

21. Progress Report – Housing and Other Property

Council considered a progress report on work streams within the Housing and other Property activity.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Housing and other Property be received.

Davey/Smith Carried

22. Progress Report: Parks and Reserves

Council considered a progress report on service delivery within the Parks and Reserves Activity.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Parks and Reserves be received.

Whitaker/Davey Carried

23. Progress Report: Public Amenities

Council considered a progress report on work streams within the Public Amenities portfolio.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Public Amenities be received.

Goddard/New Carried

24. Progress Report: Recreation and Culture

Council considered a progress report on work streams within the Recreation and Culture Activity.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Recreation and Culture be received.

Smith/Whitaker Carried

25. Progress Report: Roads and Footpaths

Council considered a progress report on the key projects and programmes, Roads and Footpaths activity, outlined in the Waitomo District Council Long Term Plan 2018-2028 (the LTP).

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions and undertook to circulate the proposed Three Year Programme for Footpaths to Council for feedback.

Resolution

The Progress Report – Roads and Footpaths be received.

Whitaker/Smith Carried

26. Progress Report: Solid Waste Services

Council considered a progress report on work streams within the Solid Waste management portfolio, including contracted services.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Resolution

The Progress Report: Solid Waste Services be received.

Davey/Smith Carried

27. Progress Report: Te Kuiti Pedestrian Rail Overbridge

Council considered a progress report the replacement of the Te Kuiti Pedestrian Rail Overbridge (PRO).

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Resolution

- 1 The Progress Report: Te Kuiti Pedestrian Rail Overbridge be received.
- 2 Council agree that the best practicable option is a replacement structure on the same alignment as the existing Pedestrian Rail Overbridge.
- 3 Council note that the estimated cost of the replacement Pedestrian Rail Overbridge is \$1.2M plus GST, and that subject to New Zealand Transport Agency funding approval, the project will be completed in 2019/20.
- 4 Council note that the 2020/21 budget allocation of \$170,000 for the Te Kuiti Pedestrian Rail Overbridge will need to be brought forward into the 2019/20 Exceptions Annual Plan, to supplement the current 2019/20 budget allocation of \$166,000.

Goddard/Brodie Carried

28. Progress Report: Water Supply, Sewerage and Stormwater

Council considered a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

The General Manager – Infrastructure Services expanded verbally on the business paper and answered Members questions.

Resolution

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

New/Smith Carried

29. Motion to Exclude the Public

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

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Confidential

Confidential

Confidential

Confidential

Confidential

Document No: A421374

Report To: Council



Meeting Date: 26 February 2019

Subject: Receipt of Brook Park Incorporated:
Minutes – December 2018 and February
2019

Type: Information Only

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

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

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

Commentary

- 4.1 Since early in 2014, BPI has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper are copies of the BPI unconfirmed Minutes as follows:
 - 3 December 2018
 - 3 December 2018 – 2018 Annual General Meeting
 - 4 February 2019

Suggested Resolution

The business paper Brook Park Incorporated: Unconfirmed Minutes of 3 December 2018 and 4 February 2019 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

BROOK PARK
INCORPORATED SOCIETY

Meeting Minutes
Monday 3 December 2018
5.30 pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 3
DECEMBER 2018 COMMENCING AT 5.30 PM****MINUTES**

Attendance: Guy Whitaker, Gerald Kay, Neil Brooks, Phillip Houghton, Glynn Meads, Elly Kroef, Andrea Hanna, Jane Murray, Sue Wagstaff, Robin Charteris, Rob Buckley, Dawn and Ed Morrow.

Apologies – Suzie Hoare, Graeme Churston . Accepted- M/ S – Neil/ Sue

Confirmation of Minutes 29 October

That minutes of previous meeting be accepted as a true and accurate record. M/Selly/ Andrea.

Matters Arising from Minutes -Nil**Financial Report**

Opening balance \$220502.74 Closing balance-\$15 545.08
Guy Fawkes donations approximately \$7750

Report accepted . M/S- Phillip/ Andrea.

Correspondence

Inwards: Cloudy Ngatai-Guy Fawkes singers winners.

WDC-Grant of \$4725 for Disc Golf Tees

Te Kuiti Sound and Lighting-Quote for Carols in the Park.

Line Company re receipts for \$6000 grant-Phillip to sort out with Lines Co.

Outwards: e-to Guy Fawkes sponsors.

Neil to thank Smith/ Mitchell for final accounts; Te Kuiti Lions Club for their \$400 Guy Fawkes donation, St John ambulance for their attendance at Guy Fawkes.

Maintenance/Fencing

Gerald to liaise with Quinn re fencing requirements, using aerial photos or Google Earth as a guide.

Weed Control

Aim is to clear rhodo grove of invasive weeds, with elm trees and inkweed targeted. When spraying near pasture areas that could be sheep grazed, please inform Ed Morrow, so there are no issues with having to withhold sheep from sale.

Are horses an issue?

Group working day-Sunday 3 February 2019 @ 9 am. Neil will email a reminder.

Disc Golf

Simon to send discs, map and sign details to Guy. Temporary signs to be laminated and used until permanent ones finalised.

Promotion/ Open Day to be decided when set up completed.

Guy Fawkes

Next year-

Guy competition winners' names to be kept.

Fundraisers to communicate their intent with BPIS

Possible venue change for 2019?

Carols in the Park

Sunday 16 December confirmed, 6 pm -8.30 pm .

Elly to contact singers re their requirements, arrange food for the BBQ, and sent advert to the Waitomo News, including cancellation arrangements.

Te Kuiti Sound and Lighting quote of \$288 accepted.

BBQ from Guy, chefs –Neil, Gerald + other TBA. Chefs to provide own utensils, aprons and gloves.

General Business

Pine trees to be cut early in the New Year.

Meeting closed: 7 10 pm

Next meeting . Monday 4 February 2019.

Neil Brooks

Secretary

BROOK PARK
INCORPORATED SOCIETY

AGM

Meeting Minutes

Monday 3 December 2018

5.30 pm

Council Chambers

Queen Street

TE KUITI

BROOK PARK INCORPORATED SOCIETY**THE MINUTES OF THE AGM OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 3
DECEMBER 2018 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Neil Brooks, Phillip Houghton, Glynn Meads, Elly Kroef, Andrea Hanna, Jane Murray, Sue Wagstaff, Robin Charteris, Rob Buckley, Dawn and Ed Morrow.

Apologies – Suzie Hoare, Graeme Churston . Accepted- M/ S – Neil/ Sue

Confirmation of last AGM Minutes 30 October 2017

That minutes of last year's AG meeting be accepted as a true and accurate record. M/S Phillip/ Jane

Matters Arising from Minutes -Nil

Chairperson's Report-See attached. Received-M/S Guy/ Gerald.

Financial Report –See attached. Received-M/S-Phillip/ Elly

Committee Elections: All present plus apologies, plus absent current members were deemed to be committee members.

Election of Officers

Current Chairperson, Guy Whittaker; Treasurer Phillip Houghton; and Secretary, Neil Brooks, were re-elected unopposed.

Setting of Subscriptions.

Subscriptions for the year to be set at \$10 per individual or \$20 per couple. M/S Guy/ Neil
Meeting closed 6.03

Neil Brooks
Secretary

BROOK PARK
INCORPORATED SOCIETY

Meeting Minutes
Monday 4 February 2019
5.30 pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 4
February 2019 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Neil Brooks, Phillip Houghton, Andrea Hanna, Jane Murray, Sheralee Buchanan, Helen Sinclair.

Apologies – Robin Charteris, Elly Kroef, Graeme Churston . Accepted-
M/ S – Neil/ Gerald.

Confirmation of Minutes of 3 December

That minutes of previous meeting be accepted as a true and accurate record. M/S-Phillip/Neil.

Matters Arising from Minutes –AGM minutes. Election of Officers took place at the General meeting held after the AGM, not at the AGM.

Financial Report

Opening balance Dec \$12 826.22 Closing balance-\$17 390.83
 Opening balance Jan \$17 390.83 Closing balance- \$17 452.31
 Term Deposit \$ 10 172.03
 Subs reminder. \$10 per person; \$20 per couple.
 WDC Grant -\$4725 to be allocated to 'Grants' code.
 Accounts to pay-Refer to Disc Golf item below.

Report accepted . M/S- Phillip/ Neil.

Disc Golf

Guy to talk to Kobus @ WDC re the use of a digger to help with levelling ground for T pads. Walk around the course next week to name tees. Guy to contact BPIS members re day and time.

WDC has offered to pay for tee signs.

'BPIS to pay Disc Golf \$8280' M/s Andrea/ Phillip.

Placemakers have made up platforms.

Correspondence

Inwards: Cam re Shared Responsibility for pine tree cutting.

Outwards: Cam re Shared Responsibility for pine tree cutting, signed by Guy

Maintenance/Fencing

Phillip has fixed boundary fences that needed repairing after the pines removed. Phillip to discuss costs with Bevan.

Brook Park lease discussed. Due for renewal 1 March 2020. Further discussions to be held during this year as to options.

Fertiliser due to be applied. Guy to talk to Rob.

Weed Control

Working Day Sunday 17 February. Contact Elly 021858939 or 078786262 if available.

Carols in the Park

St Joseph's Nativity scene, food, brass band, choir all highlights.

Advertising this year to more extensive, after Waitomo News article didn't appear.

'Donations to be given to Brass Band-\$500, Lyceum Choir-\$250, Elly to be reimbursed bbq expenses.' M/S Neil/ Andrea.

General Business

Cruise FM to be reimbursed \$145 for damaged tyre.

Rotunda to be Alastair's wedding venue at Labour Weekend.

Horses in the Park. Bylaws to be checked with Quin at WDC.

Vehicle access to be restricted, with access gates locked.

Signs restricting both vehicle and horse access to be added to Park signs.

Neil to write to Rotary thanking them for their contributions to the Park, and asking re signage and opening and publicity. Draft letter to Guy first.

Maori wardens' thank you letter received.

Draft Park Management Plan 2008 available for reading.

Meeting closed 6.42 pm

Next Meeting Mon 4 March. Apologies from Sheralee.

Neil Brooks

Secretary

Document No: A420545

Report To: Council



Meeting Date: 26 February 2019

Subject: Waitomo District Sister City Committee –
Minutes of Meetings: 13 December 2018
and 22 January 2019

Type: Information Only

Purpose of Report

- 1.1 The purpose of this Business Paper is to provide Council with information relating to the Waitomo Sister City meetings of 13 December 2018 and 22 January 2019.

Commentary

- 2.1 On 22 March 1994 it was adopted that Waitomo District Council (WDC) would have a Waitomo Sister City Committee (the Committee). This Committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.2 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities. The Agreement was later signed in Tatsuno on the 26 April 1995. This Agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.3 The relationship with the Tatsuno International Association has been led by the Committee on which the WDC staff and Councillors of different appointments have historically sat.
- 2.4 There has been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.5 A Waitomo Sister City Terms of Reference and Guidelines was developed to support the Committee, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township. These documents were adopted by both the Committee and Council in October 2017.
- 2.6 In accordance with clause 6 of the Terms of Reference, a copy of the latest Committee meeting minutes are attached to and forms part of this business paper for Council's information.

Suggested Resolution

The business paper on Waitomo District Sister City Committee – Minutes of Meetings: 13 December 2018 and 22 January 2019 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

February 2019

- Attachments: 1. Waitomo Sister City Minutes - 13 December 2018
2. Waitomo Sister City Minutes - 22 January 2019

WAITOMO DISTRICT SISTER CITY COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD AT THE TE KUITI FIRE STATION, TAUPIRI STREET, TE KUITI ON THURSDAY 13 DECEMBER 2018 COMMENCING AT 5:45PM

MEMBERS

Janis MacDonald
(Chairperson)
Email: RJ Ventures
rossandjanis@xtra.co.nz

Mrs M MacKinder
Email:
docmac_chas@xtra.co.nz

Andrea Hanna
Email:
andrea@hanna.net.nz

Jenny Crown
Email:
jennyc@pukenui.school.nz

Mayor Brian Hanna
Email:
brian@hanna.net.nz

Cr Janene New
Email:
Janene.New@waitomo.govt.nz

Cr Guy Whitaker
Email:
guy@tekuiti100.co.nz

PRESENT: Janis MacDonald (Chairperson)
Mayor Brian Hanna
Deputy Mayor Guy Whitaker
Andrea Hanna
Janene New
Jenny Crown
Marilyn MacKinder

COMMUNITY: Charlie Mackinder
Sheryl Rendal
Jake Rendal
Dwayne O'Carroll (Pahi)

APOLOGIES: Mark Ammon
Pianika Waugh
Tina Kiingi
Connor Kiingi

WDC STAFF: Clowdy Ngatai (WDC Community Development Coordinator)

1. Agenda

Janis welcomed everyone to the meeting with particular mention of the community members that were in attendance.

Janis also outlined the main objective of the meeting was to get the required people along to sign the Application to Incorporate.

1. Apologies
2. Confirmation of Minutes: 13 November 2018 (*Doc A409663*)
3. Matters Arising
4. Inward Correspondence
5. Establishment of an Incorporated Society (*Doc A414695*)
6. Incorporated Society: Membership Recruitment
7. 2019 Travel to Tatsuno

8. General Business
9. Set Next Meeting Date/Time

2. Apologies

The apologies were tabled and accepted by the committee unanimously

J Mac Donald/G Whitaker Carried

3. Confirmation of Minutes - 13 November 2018

Resolved

The Minutes of the Waitomo Sister City meeting convened on 13th November 2018 be noted as true and correct.

B Hanna/ G Whitaker Carried

4. Matters Arising

1. There were no matters arising

5. Inward Correspondence

A Business Paper and the resolutions adopted at the November 27th Council meeting were tabled.

This business paper is presented to inform the Committee of Councils consideration of the request for Council to consider a review of the Waitomo District Sister City Relationship delivery model and the resolutions.

Janene New informs the committee that the rules for the Incorporated Society had been altered following the Council meeting.

Janene moves to have the altered rules accepted which outline the removal of 4.3 in the rules which makes specific mention to the Community Development Co-ordinator providing secretarial duties.

A copy of these rules will be distributed.

J New / G Whitaker Carried

6. 2019 Trip to Tatsuno

Discussions about the 2019 Tatsuno trip have been deferred till the next meeting.

7. Legal Entity

The Waitomo District Sister City resolved to make an application to incorporate a society.

An agreement will be considered as to how this will work with the Waitomo District Council over the coming months.

8. General Business

It is agreed that the committee remains the same until the Incorporated Society is formed and registered and the AGM is held.

B Hanna / J Crown Carried

People proceeded to sign the Application to Incorporate.

9. Next Meeting

The next meeting will be decided at a later date and notification sent out to all members.

Meeting closed at: 5:58pm

Janis MacDonald
Chairperson

WAITOMO SISTER CITY COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON TUESDAY 22 JANUARY 2019 AT 4:00PM

MEMBERS

Janis MacDonald
(Chairperson)
Email: RJ Ventures
rossandjanis@xtra.co.nz

Mrs M MacKinder
Email:
docmac_chas@xtra.co.nz

Andrea Hanna
Email:
andrea@hanna.net.nz

Jenny Crown
Email:
jennyc@pukenui.school.nz

Mayor Brian Hanna
Email:
brian@hanna.net.nz

Cr Janene New
Email:
Janene.New@waitomo.govt.nz

Cr Guy Whitaker
Email:
guy@tekuiti100.co.nz

PRESENT: Janis MacDonald (Chairperson)
Deputy Mayor Guy Whitaker
Janene New
Marilyn MacKinder

WDC STAFF: Clowdy Ngatai (WDC Community Development Coordinator)

1. Agenda

AGENDA

- 1. Agenda Items**
- 2. Apologies** - J Crown, Brian Hanna and Andrea Hanna.
- 3. Confirmation of Minutes: Meeting held 13th December 2018.**
- 4. Matters Arising**
- 5. Inward Correspondence**
 - Email Correspondence
 - Invoice for J Crown's Travel to Japan
- 6. Establishment of an Incorporated Society**
- 7. 2019 Travel to Tatsuno**
 - Payment of J.Crown's flight costs
- 8. Travel arrangements for the students and delegation visiting Waitomo –**
- 9. Second Chaperone/Teacher to travel to Japan**

10. General Business**11. Set Next Meeting Date/Time****2. Apologies**

Apologies are received from Jenny Crown will be late and may not make it.

Apologies are received for both Brian and Andrea Hanna.

The apologies were tabled and accepted by the committee unanimously

Janene / Marilyn Carried

3. Confirmation of Minutes - 13 November 2018**Amendments to the minutes:**

No amendments were noted.

The Minutes of the Waitomo Sister City meeting convened on 13th December 2018 be noted as true and correct.

Guy / Marilyn Carried

4. Matters Arising

There were no matters arising from the minutes.

5. Inward Correspondence

- Email correspondence with Akira in Tatsuno – Student's visit
- Email correspondence with Akemi in Tatsuno – Delegation
- Invoice for Jenny Crown's Travel to Japan

The inward correspondence was received.

Guy / Janene Carried

6. Establishment of a Incorporated Society

- Application to incorporate was discussed.
- There are still signatures needed for the application to be ready – Donna MacDonald, Janene's parents and Nicky Whitaker will be in to sign over the coming week.
- Cloudy to arrange with customer services for the forms to be left at the front desk so the people coming in can get it done straight away.
- The committee agreed that the Agreement between WDSCC and WDC could happen simultaneously with the application to Incorporate.

7. 2019 Travel to Tatsuno

Room configurations were discussed and it was agreed that boys will be separated from girls for sleeping arrangements (1x3 girls, 1x3 boys, 1x2 boys).

Guy requested for a cash passport to be organized so all anticipated costs for the student's trip could be deposited to this account. This way the only cash held by the students would be for their spending.

Flights have been booked for the students at a cost of \$1,395.00 p/p inclusive of Insurance. Vicky from Travel Managers will be contacting two of the students to follow up with payment options, 6 of the eight students have paid for their tickets to date. If there are any changes – Janis will update the committee.

Clowdy to organise with WDC Communications Officer an advert to be placed in the Waitomo News calling for expressions of interest to be a part of the self-funded delegation traveling to Tatsuno in June 2019.

Emailed expressions of interest from the community should be sent to Guy. The agreed criteria to be considered will be that the adult be a Waitomo District resident and over 21 years of age. The advert is to run 31.1.19, 5.2.19 and 7.2.19 and also on Face Book.

Janis to get details for the accommodation on arrival to Tatsuno. It was agreed that Jenny's flight tickets are to be paid for by the committee.

Janis / Janene Carried

8. Delegation and students visiting Waitomo

Delegation coming to Waitomo:

Hosts were discussed and emails sent from Tatsuno referred to for clarity of who was coming and their requests for accommodation.

Janis to make contact with Akira regarding the delegation accommodation arrangements.

Transport:

Guy to enquire about transport using the Waitomo Club Van and arrange transport with Ammon Motors. Either Brian or Guy will confirm the Council representative that will go to Auckland airport to accept the delegation on arrival.

Students coming to Waitomo:

Programme for visiting students from Tatsuno was discussed with the 2018 programme tabled for guidance.

Committee Responsibilities will be allocated at a later date – Janis to do up a draft programme for the committee.

Host families for students to be the students travelling to Tatsuno.

9. Second Chaperone

A discussion about the chaperones and who could be approached to take the second space was had.

It was agreed that a male to support the male students would be a priority. Kevin Ikin and Ben Draper were both suggested with it agreed that Guy would approach Kevin whom the committee hoped could also support the committee with Māori culture.

10. General Business

A grant application will be applied for to cover the costs of making the application to incorporate.

The business paper provided to the December meeting was outlining the changes to rules which were looked at again and accepted. Clowdy to send a soft copy of the WSCC and WDC Agreement so that changes could be made.

11. Next Meeting

The next meeting will be held Wednesday 13 February 2019 at 4:30pm in the Mayor's Meeting Room.

Meeting closed at: 5:40pm

Janis MacDonald
Chairperson

Document No: A420501

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report – Community Development

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Community Development portfolio.

Background

- 2.1 The Community Development Group exists to provide a dedicated resource for collaborating with the community across elements of well-being. It facilitates access to many opportunities and resources available within and beyond the District in support of community outcomes – Vibrant Communities, Thriving Business and Effective Leadership.
- 2.2 Waitomo District Council is committed to the provision of the Community Development Group to support and encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.
- 2.3 The Community Development Group involves:
- Community Support
 - Tourism Development and District Promotion
 - District Development
 - Te Kuiti i-SITE Visitor Information Centre
 - Library Services
 - Customer Services
- 2.4 These activities form the foundation for engagement and the focus of work streams.

Commentary

3.1 Youth Liaison/Youth Council

- 3.2 The first Waitomo District Youth Council (WDYC) meeting for the 2019 year will be held on 21 February 2019 at the Council Office.
- 3.3 Events completed to date for this cohort of Youth Councillors include:
- Induction Workshop
 - Free Family Movie Night
 - Waitomo's Got Talent

3.4 Within the WDYC both Savahna Curtis and Tangirau Papa have relocated in 2019 and for this reason they will be unable to take part in the group going forward. In addition to this Raiden Van Herpen and Justez Howel have indicated they are not returning to the group this year.

3.5 The current membership for the WDYC is 9 students, as follows:

1. Xavier Turner (Committed to University)
2. Puhiwaiora Ngawaka (Committed to University)
3. Paige Coffin-Bell (Committed to University)
4. Ngarangi Barrett
5. Taetia Kopa
6. Ria Ngatai
7. Moana Te Aretoa
8. Tawhirirangi Thompson
9. Makarena Moana-Stephens

3.6 Community Events

3.7 The Waitomo District Christmas Parade is held annually in Te Kuiti and was promoted to take place on Friday 14 December 2018.

3.8 The theme for the 2018 Waitomo District Christmas Parade was "Christmas" simplified to encourage float registrations.

3.9 There were 16 floats registered to take part in the celebrations.

4.0 The Parade was scheduled to commence at 6pm with the Te Kuiti Highland Pipe Band leading the Parade.

4.1 Legendary Te Kuiti (LTK) supported the event once again by providing Santa's Grotto and a market day for local arts and crafts to be sold.

4.2 The Te Kuiti Rod and Custom Club were booked to provide a display of vehicles at the south end of the street for families to view.

4.3 As an addition to the Christmas events a "Magician Show" was offered to young parade goers and their families.

4.4 Unfortunately the weather became increasingly inclement in the early and late afternoon with lightning activity and heavy downpours of rain occurring. With concerns for public safety the 2018 Christmas Parade was cancelled.

4.5 Float coordinators and parade participants were promptly advised of the cancellation. Notifications were also posted on WDC's Facebook page and staff walked the Parade route to notify the general public of the cancellation.

4.6 For those that chose to stay in town the Magician Show continued with an additional show offered inside Railway Building 3.

4.7 Vibrant Safe Waitomo

4.8 Staff have progressed the development of Vibrant Safe Waitomo (VSW) with two Regional Coalition meeting held to date. The first meeting was held on 3 October 2018 and the second held on 7 February 2019.

- 4.9 The application for VSW to be accredited by Safe Communities Foundation NZ (SCFNZ) is scheduled for lodgment at the end of March 2019. Following this there is a report review, on site visits and interviews that take place. The anticipated launch of Vibrant Safe Waitomo is mid July 2019.
- 5.0 Several research and evaluation methods are underway to provide baseline data from national, regional and local levels. This information will inform the agreed starting point and help to develop the 12 month forward work plan and how it will be measured.
- 5.1 As each section of the application is completed a process of peer review has been initiated with the SCFNZ advisor, Michael Mills. The first section has been reviewed and received excellent feedback.
- 5.2 Whilst the initial stages of the process are focused on receiving the accreditation, it is only the beginning of a much larger focus of increasing safety and wellbeing within our district.

5.3 Te Kuiti Community House – Reporting against Service Level Agreement

- 5.4 In accordance with the Service Level Agreement between the parties, Te Kuiti Community House provide quarterly reporting to inform activity within the Driver Licence Programme.
- 5.5 Key objectives for the 2018-2019 financial year include:
- Achieving the following pass rates with students aged 16-24 years of age with a target pass rate of 90% achieved

Licence Type	Number of Students
Learners	30 per annum
Restricted	50 per annum
Full	30 per annum

- 5.6 59 students have successfully obtained their Learner Licence for the period 1 July 2018 to 31 January 2019. 39 of these students reside within the Waitomo District.
- 5.7 In the Restricted Programme, 64 students have obtained their Restricted Drivers Licence. Of the 64 students, 30 reside within the Waitomo District.
- 5.8 The target pass rate for the Full Licence Programme is 30 per annum. For the period 1 July 2018 to 31 January 2019 10 students have successfully obtained their Full Driver Licence. Of the 10 students, 6 reside within the Waitomo District.

Suggested Resolution

The Progress Report: Community Development be received.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

February 2019

Document No: A421428

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress regarding development of the Sub Regional (Southern) Waikato Economic Development Action Plan.

Background

- 2.1 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.
- 2.2 The Plan aims to "build champion communities, together". To achieve this the Plan has identified five regional priorities:
1. People – Planning for population change
 2. Connections – Connecting our communities through targeted investment
 3. Iwi/Maori – Partnering with iwi/Maori
 4. Environment – Addressing water allocation and quality
 5. Economy – Advancing regional economic development
- 2.3 Waikato Means Business (WMB) forms the economic pillar of the Waikato Plan. It is the Economic Development Strategy of the Waikato Region.
- 2.4 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
- 2.5 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.
- 2.6 The proposal was initially canvassed with Council at a Workshop held on 8 August 2017. Council were advised the majority of funding to support this project would be jointly funded by Waikato Regional Council and central government. The estimated cost of the work being \$150,000 to \$200,000 spread over an 18-month timeframe.

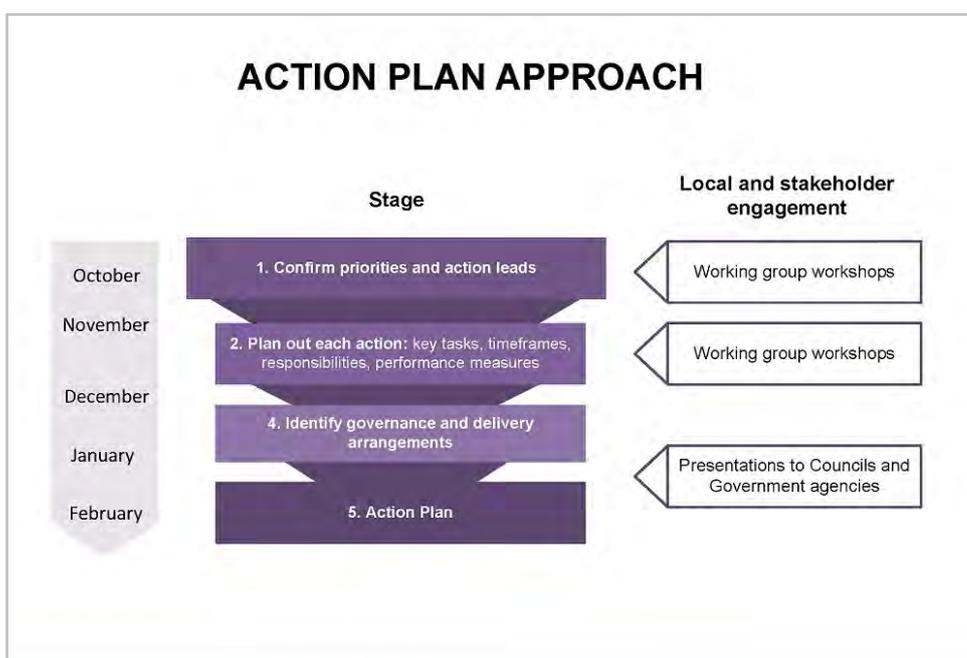
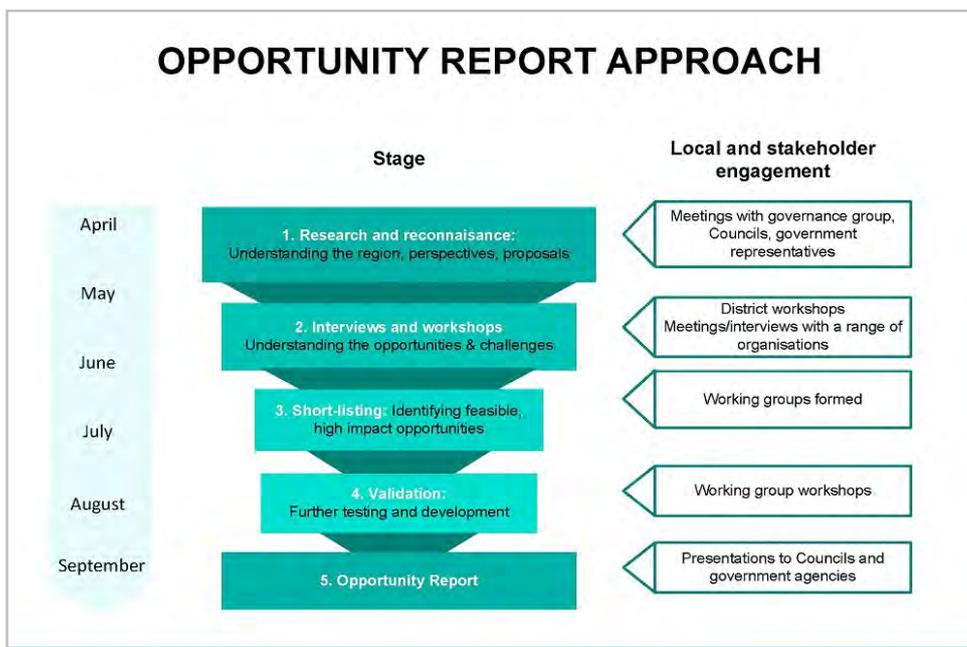
- 2.7 It was noted the project is aligned with the Government Regional Growth programme which is jointly managed by the Ministry of Business, Innovation and Employment and the Ministry for Primary Industries.
- 2.8 The Regional Growth Programme consists of a study culminating in the production of a Regional Growth Report and subsequent Regional Economic Plan. Regional Growth Studies are aimed at cataloguing significant economic opportunities in regions to increase employment and incomes. Regional Economic Development Action Plans are developed by regions in conjunction with Central Government and outline actions that seek to realise opportunities identified in the Growth Report.
- 2.9 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.
- 2.10 The WMB Programme Manager, Harvey Brookes, presented a funding proposal to Council at the 26 September 2017 Council meeting. Council were advised a Project Governance Group (PGG) and a Project Management Group (PMG) would be formed to guide and oversee this project.
- 2.11 Following discussion Council approved funding of \$10,000 per annum towards the development of the SWEAP. Mayor Hanna was appointed the WDC Representative on the PGG with Councillor Goddard appointed as the Mayor's Alternative.
- 2.12 Council's feedback was requested for potential business representatives to join the PSG.

Commentary

- 3.1 The first meeting of the SWEAP Governance Group was held on 30 November 2017 at the South Waikato District Council.
- 3.2 The purpose of the meeting was to bring the parties together to discuss the SWEAP project scope and action points.
- 3.3 The PGG is made up of the three TLA elected members, three Southern Waikato business representatives, two Iwi representatives, and one Central Government official (senior regional officer). Membership of the PGG includes:
- Mayor Brian Hanna – Waitomo District
 - Mayor Jenny Shattock – South Waikato District
 - Mayor Max Baxter – Otorohanga District
 - Nicky Atkinson – Waitomo Business Representative
 - John Waldon – South Waikato Business Representative
 - Marain Hurley – Otorohanga Business Representative
 - Vanessa Epirairama – Raukawa Charitable Trust Board
 - Representatives for the Maniapoto Maori Trust Board and Raukawa Settlement Trust are to be confirmed.
- 3.4 The PGG is accountable to the WMB Steering Group for all aspects of the SWEAP. The role of the PGG is to:
- Ensure development of the SWEAP advances growth goals of the Waikato Economic Development Strategy and is aligned to the Government's Regional Growth Programme
 - Approve terms of reference for the PMG

- Approve the preferred supplier regarding the contract to develop the SWEAP
 - Share experience, business and sector knowledge
 - Identify key stakeholders for consultation to inform the SWEAP
 - Provide high level guidance to the project and advice to the PMG
 - Provide line of sight for the WMB Steering Group to the actions recommended in the completed SWEAP
 - Report back to key stakeholders
 - Assist in the facilitation of large, multi-agency, cross-boundary regional development projects/actions once the action plan moves into the implementation phase
- 3.5 The PMG is made up of three TLA representatives, up to four representatives from Central Government Agencies (MBIE, MSD, MPI and Te Puni Kokiri) and the WMB Programme Manager. Membership of the PMG includes:
- Harvey Brookes – Waikato Means Business
 - Helen Beever – Waitomo District Council
 - Trish Ambury – Otorohanga District Council
 - Sam Marshall – South Waikato District Council
 - Nease Carroll – Ministry of Business Innovation and Employment
 - Terry Curran – Ministry of Social Development
 - Cathy Stephenson – Ministry for Primary Industry
 - Michelle Paki – Te Puni Kokiri
- 3.6 The role of the PMG is to:
- Form a sub-group to oversee the Request for Proposal process and make recommendations to the PGG on a preferred supplier
 - Keep the project process on track
 - Assist consultants to ensure key resources are provided
 - Oversee secretariat and other support
 - Ensure council entities/subsidiaries and central government agencies are engaged and kept informed of the project
 - Provide advice to the PGG on resources required to implement the SWEAP.
- 3.7 A copy of the Project Scope and Terms of Reference for the PGG and PMG is attached to this Business Paper for Councils reference.
- 3.8 It was agreed at the 30 November 2017 Governance Group Meeting that the engagement of a Contractor to develop the SWEAP was the next step. The Request for Proposal (RFP) documentation was subsequently finalised and released in mid-December 2017.
- 3.9 RFP responses are scheduled to be evaluated on 19 February 2018 with Contractor candidates shortlisted for interview on 26 February 2018.
- 3.10 It is intended the SWEAP will give confidence to local, regional and national scale funding and support agencies in that there is an integrated Plan and set of actions for this area so as to help unlock the resources which are potentially available to assist with implementation. The Plan is about developing a collaborative, concerted effort at a sub-regional level to boost jobs, incomes and investment in the Southern Waikato.
- 3.11 Council will be kept informed of progress in the development of the SWEAP.
- 3.12 The RFP process has been completed and the project renamed the Sub Regional (Southern) Waikato Economic Development Action Plan.

- 3.13 In mid April 2018 a contract for service was agreed with the successful contractor MartinJenkins to develop the Action Plan.
- 3.14 A commissioning meeting was initially scheduled for the 30 April 2018. Due to the unavailability of a number of representatives the meeting has been re-scheduled to the 7 May 2018. The meeting will be held in the WDC Council Chambers with the Project Governance and Project Management Groups in attendance.
- 3.15 At this meeting MartinJenkins will outline the intended project approach, respective timeframes and required deliverables.
- 3.16 The work programme for the Project Governance and Project Management Groups will also be discussed and agreed at this meeting.
- 3.17 The approach that will be used to develop the Action Plan will comprise two key elements - a focus on identifying validated major opportunities and then prioritising those opportunities and determining how they will be implemented.



- 3.18 Stakeholder engagement is well underway. One-on-one interviews with identified groups and organisations has commenced and Workshops are scheduled in the three Districts during the month of June to draw on business and community understanding, ideas and knowledge.
- 3.19 At the Workshops participants will be asked to consider the following:
1. What would you like to see the district and broader sub-region (Waitomo, Otorohanga and South Waikato) aspire to over the next ten years?
 - What aspects of the economy and way of life do you want to see change and/or remain?
 - What will drive change? – changes in business activity and industry mix, population, amenities, image and perceptions, social inclusion etc
 2. What are the key opportunities for improving prosperity and growing jobs and incomes in the district and sub-region? What sectors/niches have major development/growth potential?
 - Are there opportunities for particular sectors/niches to significantly grow in value and scale?
 - Are there any 'game changing' opportunities?
 - What actions are required to unlock the identified opportunities?
 3. What major constraints does the sub-region and district face in improving prosperity, employment and incomes? Considering:
 - The availability of labour and skills.
 - Connectivity and the quality and reliability of transport and telecommunications infrastructure.
 - Quality of infrastructure – water, waste, energy.
 - Quality of the environment and management of natural resources.
 - Image and perceptions.
 - Business environment and regulation.
 - Quality of and access to amenities and services (e.g. housing, education, cultural assets, health services, recreation opportunities).
- 3.20 An assessment of the information gathered, and identification of potential opportunities will take place at the conclusion of the interviews and Workshops. Sub working groups, by sector, will then be created to inform and provide more in-depth detail of opportunities.
- 3.21 The Waitomo District Workshop was held on Monday 11 June 2018 at the Les Munro Centre with an excellent turn out of approximately 40 community/business representatives. Around 150 representatives attended the workshops across the three districts.
- 3.22 The majority of the workshop time was spent in roundtable discussions, focusing on obtaining participant feedback on the three questions noted above.
- 3.23 It is of note that from the three workshops held consistent messaging came through across the three sets of questions.
- 3.24 Below is a summary of the key messages from across the three workshops.

3.25 Question 1 - What would you like to see your district and broader sub-region aspire to over the next ten years?

- Key Economic Aspirations – Increased productivity, affordable housing, reliable telecommunications infrastructure, sufficient infrastructure and accommodation to encourage and support increased tourism
- Key Social Aspirations – Improved local employment growth, better standards of living, opportunities for youth, visible community spirit and engaged communities
- Key Cultural Aspirations – Culture and history are better understood and valued, strong Iwi, business and community collaboration, well supported sports and recreation facilities
- Key Environmental Aspirations – Clean and healthy rivers, biodiversity is protected in key areas, sub-region is a leader in resource management practices and in sustainable farming practices and water management

3.26 What are the key opportunities for improving prosperity and growing jobs and incomes in the district and sub-region? What sectors/niches have major development/growth potential?

- Housing and Accommodation – Investment in the upgrade and development of tourism accommodation, capturing the population of families moving south from Auckland/North Waikato
- Education and Training – Opportunities to improve education offerings, businesses and community groups working with education providers to respond to community needs
- Community Development and Engagement – Additional resources and support for community groups to either accelerate or implement community plans, expansion of initiatives focusing on youth to overcome local issues and problems
- Tourism – Collaboration of tourism attractions – create a stay destination rather than a 'stop-off'

3.27 What major constraints does the sub-region and district face in improving prosperity, employment and incomes?

- Housing and Accommodation – limited quality housing, lack of development interest, lack of accommodation options
- Skills, Education and Training – difficulty to attract and retain skilled people, high proportion of unemployment in youth and challenges associated with quality and perception of schools
- Image/Identity – Perception and external view of sub-region
- Community Inclusion and Engagement – Residents lack of pride and not willing to engage in development opportunities, lack of support for community group engagement, challenges with encouraging youth to engage, job and life opportunities

3.28 Attached to and forming part of this business paper is the full Summary Report prepared by MartinJenkins.

- 3.29 A meeting of the Governance Group has tentatively been scheduled for 14 August 2018. MartinJenkins and Crowe Horwath will be updating the Group on the project, the emerging areas of priority and action, and to receive feedback and guidance from the Governance Group.
- 3.30 A meeting of the Governance Group was held in Tokoroa on 28 August 2018. The purpose of the meeting was for the Project Advisors (MartinJenkins and Crowe Horwath) to report back on findings gathered to date from District Workshops, stakeholder interviews and desktop research.
- 3.31 MartinJenkins confirmed messaging from District Workshop participants was largely consistent across the 3 Districts. There is clearly an aspiration for the sub-region to be a great place to invest, live, work and raise a family.
- 3.32 Major constraints to raising prosperity as identified via the District Workshops included housing and accommodation, skills availability, broadband/cellphone coverage, tourism infrastructure pressures, image/identity, community inclusion and engagement.
- 3.33 In analysing all of the information gathered to date MartinJenkins presented a range of potential opportunities to the Governance Group for discussion. These opportunities fell into two groups.
- 3.34 **Sector Based Opportunities:** Proposals that focus on building upon underlying strengths and/or overcoming constraints.
- 3.35 **Cross-cutting Opportunities:** Issues that will impact on several sectors and communities across the sub-region. As an example digital connectivity, housing, transport connectivity, skills and learning.
- 3.36 It was noted additional stakeholder interviews are scheduled for the coming weeks to further inform this topic.
- 3.37 In conjunction with the potential opportunities outlined above, possible priority initiatives were also discussed by the Governance Group. As an example:
- tourism development strategies
 - dairy and beef and lamb farming productivity
 - wood processing and forestry supply and demand
 - the provision of housing and related infrastructure
 - sector workforce engagement programmes
 - digital connectivity
 - supporting community economic development
- 3.38 **Next steps:** Final stakeholder interviews have been scheduled.
- 3.39 Working Groups will be established, cross district and interest based, to refine and develop actions specific to opportunities.
- 3.40 Development of the Opportunity Report will then commence. The Report will provide background on the process, sectoral analysis and detailed information relating to sector and cross-cutting opportunities (performance – evidence and trends, strengths and challenges, assessment of the opportunities). The final section of the report will be - Next Steps.
- 3.41 The draft Opportunity Report will be presented to the 3 Councils and Government Agencies for feedback.

- 3.42 The next meeting of the Governance Group will be held in late October 2018.
- 3.43 The meeting of the Governance Group, scheduled for late October 2018, has been deferred to 3 December 2018.
- 3.44 Since the last meeting of the Governance Group at the end of August, the project advisors (MartinJenkins and Crowe Horwath) have had follow-up meetings and discussions with all of the stakeholders involved in key sector-based and cross-cutting opportunities in order to validate the proposals, identify benefits, costs and risks, and to assess whether and how they should be progressed. Workshops were also held with cross-district representatives to consider the overall package of tourism and skills proposals.
- Sector-based opportunities and related proposals have been assessed and identified for tourism, dairy, forestry & wood processing, aquaculture, health & aged care.
 - Cross-cutting opportunities and related proposals have been assessed and identified for skills & talent, natural resources, housing, transport, digital connectivity and community economic development.
- 3.45 A separate workshop was held with representatives from Maniapoto iwi at the end of October to discuss their aspirations for prosperity, challenges and key opportunities. Opportunities were identified in a range of areas including Māori land utilisation, health & wellbeing, tourism, education and skills and infrastructure. Many of these areas are well aligned with the broader opportunities and proposals identified and it will be important to ensure that iwi are effectively engaged with and supported to participate in the development of actions.
- 3.46 The information collected from the follow-up meetings and workshops, plus the findings of the earlier research, stakeholder consultation and analysis are now being compiled into the Opportunity Report. The Report will provide a background on the process and the state of the sub-regional economy, provide analysis relating to each sector and cross-cutting opportunity area and related proposals, and outline how each of the proposals should be progressed (a preliminary Action Plan).
- 3.47 The prioritised list of proposals and proposed next steps for each will be presented to the Governance Group at the December 2018 meeting for feedback and agreement. Initial drafts of sections of the Opportunity Report will also be provided to Governance Group members for feedback.
- 3.48 Following the Governance Group meeting and after incorporating feedback from the meeting, the draft Opportunity Report will be completed before Christmas and provided to the 3 Councils for feedback. A timeframe for release of the report will be determined in consultation with the Governance Group, Councils and Government agencies.
- 3.49 A meeting of the Governance Group was held on 3 December 2018 with Martin Jenkins providing an update on progress and an overview of the package of proposals, both sector-based and cross-cutting. The proposals, as presented, were strongly endorsed by the Governance Group.

- 3.50 The Regional Economic Development Agency Board, Te Waka, also received an update on the SWEAP Project and package of proposals at their December 2018 meeting. Similarly, a positive response was received.
- 3.51 A strong theme from both the Governance Group and Te Waka has been the need to present a well-researched, widely supported and ambitious package of proposals to potential funders and to focus on how the package will be funded, resourced and delivered. This includes:
- A SWEAP pre-implementation support package
 - A SWEAP programme management and economic development support package
 - SWEAP implementation funding support for individual applications
- 3.52 Information collected from initial research, workshops, meetings, stakeholder consultation and analysis are now being compiled in the Opportunity Report. The Report will provide background on the state of the sub-regional economy, provide analysis relating to each sector and cross-cutting opportunity area and related proposals, and provide an interim Action Plan outlining how each of the proposals and actions will be progressed throughout the year.
- 3.53 To keep the process moving a parallel workstream has been recommended where funding applications are prepared and lodged with both the Provincial Growth Fund (PGF) and the Waikato Regional Council's Regional Development Fund (RDF), in conjunction with finalisation of the Opportunity Report.
- 3.54 In summary, the process from here is as follows:
- MartinJenkins to complete Draft Final Opportunity Report by late February/early March 2019
 - PGF and RDF applications for the package of capability support and validation work prepared and lodged by 8 March 2019
 - In conjunction, Draft Final Opportunity Report, interim Action Plan and Funding Applications circulated to Governance Group
 - Governance Group meeting convened mid-March (18th or 19th proposed) to review process to date and agree on any actions that may be needed to maintain momentum
 - Opportunity Report and PGF/RDF support announced late March 2019
 - Te Waka commissions required expertise and works with project proponents to get validation work commissioned and projects underway – late March 2019. Followed by:
 - Period of initial implementation and validation work
 - Assessment of validation work and identification of full investment required
 - Potential PGF and RDF applications for co-investment support in projects confirmed
 - Development of implementation plans (including performance measures) for each validated and co-funded action
 - Updated, three-year Action Plan and funding announced.
- 3.55 As outlined above, the Governance Group are scheduled to meet in mid-March to adopt the Opportunity Report. It is intended initial feedback regarding the PGF and RDF applications will also be discussed at this time.

Suggested Resolution

The business paper on Progress Report: Sub Regional (Southern) Waikato Economic Development Action Plan be received.

A handwritten signature in blue ink, appearing to read 'H. Beever'.

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

February 2019

Document No: A420523

Report To: Council



Meeting Date: 26 February 2019

Subject: **Vibrant Safe Waitomo Regional Coalition Terms of Reference**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the revised Vibrant Safe Waitomo Regional Coalition Terms of Reference (ToR) for adoption.

Background

- 2.1 At its meeting of 21 August 2018 Council adopted a Terms of Reference for the Safe Communities programme.
- 2.2 Following Council adoption, the ToR was circulated to Vibrant Safe Waitomo Regional Coalition members and Safe Communities New Zealand for feedback.

Commentary

- 3.1 The ToR was discussed at the 7 February 2019 Vibrant Safe Waitomo Regional Coalition meeting.
- 3.2 The Regional Coalition resolved to adopt the ToR subject to minor amendments.
- 3.3 The Regional Coalition further resolved that the ToR, as amended, be presented to Council for adoption.
- 3.4 A copy of the amended Vibrant Safe Waitomo Regional Coalition Terms of Reference is attached to and forms part of this business paper.

Considerations

4.1 **Risk**

- 4.2 No significant risks have been identified.

4.3 **Consistency with Existing Plans and Policies**

- 4.4 This decision is consistent with existing plans and policies.
- 4.5 The decision is consistent with the Council's vision of creating a better future with vibrant communities and thriving business through place making' and 'place shaping.

4.6 Significance and Community Views

- 4.7 This decision is not a significant decision in terms of Council's Significance and Engagement Policy.

Suggested Resolutions

1. The business paper on Vibrant Safe Waitomo Regional Coalition Terms of Reference be received.
2. Council adopt / not adopt the amended Vibrant Safe Waitomo Regional Coalition Terms of Reference.



HELEN BEEVER

GROUP MANAGER – COMMUNITY SERVICES

February 2019

Attachment: 1. Vibrant Safe Waitomo Regional Coalition Terms of Reference

Vibrant Safe Waitomo Regional Coalition

Terms of Reference

Purpose

Achieving community safety involves building strong, cohesive, vibrant and participating communities. 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 and increasing overall safety in the community.

Vibrant Safe Waitomo aims to improve the quality of life of the Waitomo community and visitors to the district through its actions.

The purpose of the Regional Coalition is to enable a cross disciplinary approach to delivering increased positive safety outcomes for those that live and work within our communities.

The Regional Coalition will achieve this through ongoing leadership and governance of Vibrant Safe Waitomo to ensure a coordinated approach is taken in the delivery of services and contracts within our communities.

Vision

To create safe and vibrant communities where people want to live, work and do business.

Mission

To initiate valued and meaningful partnerships with those that have a vested interest in our communities and increased positive outcomes for those that live and work within its bounds.

Values

- 1) Transparency of systems and processes
- 2) Strong leadership
- 3) Joined up collaborative approach
- 4) People focused - respectful and holistic
- 5) Community focused
- 6) Sustainable approach to delivery

Scope

Priority sectors that support the promotion of safety in order to reduce harm and injury include but are not limited to:

- 1) Drug and Alcohol Programmes
- 2) Workplace Safety
- 3) Crime Prevention
- 4) Education and Employment
- 5) Transport and Roads
- 6) Urban Safety
- 7) Positive Early Intervention
- 8) Environment - Built and Natural
- 9) Home Safety
- 10) Public Health

Membership

The Vibrant Safe Waitomo Regional Coalition will comprise, but not be limited to:

- 1) Waikato District Health Board
- 2) Accident Compensation Corporation
- 3) New Zealand Police
- 4) Ministry of Education
- 5) Fire and Emergency New Zealand
- 6) Maniapoto Maori Trust Board
- 7) Ministry of Social Development
- 8) Oranga Tamariki Ministry for Children
- 9) Health Promotion Agency
- 10) Waikato Regional Council
- 11) Integrated Safety Response
- 12) Representative for MP for Taranaki-King Country
- 13) Waitomo District Council

Coalition Roles and Responsibilities

The Vibrant Safe Waitomo Regional Coalition is responsible for:

- 1) Providing regional political support
- 2) Provide sector knowledge and be able to make decisions on behalf of the agency they represent
- 3) Providing sector knowledge to support the positive implementation of Vibrant Safe Waitomo
- 4) Contribute to local, regional and national discussions about Waitomo community safety, injury and crime prevention needs
- 5) Providing feedback on issues, concerns and data collection
- 6) Providing feedback on reports including the Accreditation Report
- 7) Supporting stakeholders and local contractors to enable successful delivery of programmes
- 8) Maintaining at all times the focus of the Coalition on the agreed scope, outcomes and benefits
- 9) Implementing and measuring the objectives and strategies of the strategic plan
- 10) To advocate and support those organisations operating in the field, at a local level, providing a range of support services

The membership of the Vibrant Safe Waitomo Regional Coalition will commit to:

- 1) Fostering collaboration
- 2) Having a sound understanding of the Vibrant Safe Waitomo work plan
- 3) Attending all scheduled Coalition meetings (approximately four a year). In the event a member is unavailable to attend a scheduled meeting, the member will arrange for a Proxy to attend
- 4) Wholeheartedly championing the Vibrant Safe Waitomo approach
- 5) Sharing all communications and information across all Coalition members
- 6) Notifying members of the Coalition, as soon as practical, if any matter arise which may be deemed to affect the delivery of the Vibrant Safe Waitomo approach
- 7) Be available to attend and participate in accreditation process and ceremony
- 8) Treating sensitive material discussed in meetings with respect and confidence

Responsibilities - Operational

Waitomo District Council is responsible for:

- 1) Building on existing services and networks in a manner that meets local needs
- 2) Promotion of Vibrant Safe Waitomo activities at a national level
- 3) Contributing to the development of opportunities for collaborative projects under the umbrella of Vibrant Safe Waitomo

Coalition Meetings

The Vibrant Safe Waitomo Regional Coalition will meet quarterly. If required, additional meetings will be arranged outside of these times.

- 1) Meetings will be held in the Waitomo District Council Chamber
- 2) Waitomo District Council will provide secretariat support
- 3) The quorum for the Coalition meetings is 6 members
- 4) Meetings will be chaired by Mayor Brian Hanna

Decision Making

All decisions must be proposed for approval by a member of the Coalition and seconded by another. Once a decision has been proposed the Coalition will reach final decision by way of verbal consensus.

Where there is no decision by consensus the Chairperson may call for a show of hands or other such method to count votes for and against. In such cases the Chairperson should consider what changes could be made to the recommendations to ensure a consensus decision, including deferring the decision to allow for further considerations at a later meeting.

Conflicts of Interest

A conflict of interest could arise if a member's duties or responsibilities to the Vibrant Safe Waitomo Regional Coalition were affected by some other entity or duty which the member may have.

On an on-going basis, each member must disclose any conflict or potential conflict of interest to the Chairperson and follow directions of the Chairperson to manage the relevant conflict.

Review of Terms of Reference

This Terms of Reference will be reviewed annually. The first review is due in March 2020.

Once adopted this Terms of Reference may only be amended, varied or modified after consultation and in agreement with the Vibrant Safe Waitomo Regional Coalition members.

As a member of the Vibrant Safe Waitomo Regional Coalition I have read, understood and agree to the Terms of Reference.

Name: _____

Position: _____

Date: _____

Document No: A415618

Report To: Council



Meeting Date: 26 February 2019

Subject: Documents Signed and Sealed by the Mayor and Chief Executive under Council's Common Seal

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of documents signed under the Common Seal of the Council.

Commentary

- 2.1 As set out in Council's Policy on Use of the Council Seal, all bylaws made by the Council are to be authenticated or signed on behalf of the Council by way of affixing the Common Seal. A copy of the Policy on Use of the Council Seal (Doc A388449) is attached to and forms part of this business paper.
- 2.2 The Policy also provides that a schedule listing the documents to which the Common Seal has been applied is provided to the next scheduled meeting of Council so that Council may ratify the sealing and pass an appropriate resolution to record the same.
- 2.3 Following adoption of the Freedom Camping Bylaw on 27 November 2018, the Bylaw has been signed under Seal by the Mayor and Chief Executive.
- 2.4 Listed below are the Waitomo District Council Bylaws signed under Council's Common Seal.

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption 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
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	April 2025
Freedom Camping	27 November 2018	November 2023	November 2033

2.5 Copies of these Bylaws are available on the Waitomo District Council Website.

Suggested Resolutions

The business paper on Documents Signed and Sealed under Council's Common Seal be received.

A handwritten signature in blue ink, appearing to read 'Michelle Higgin', is written over a faint circular stamp.

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: A421383

Report To: Council



Meeting Date: 26 February 2019

Subject: Local Government New Zealand – 2019 Annual General Meeting Remit Process

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of the process for submitting remits for consideration at the 2019 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

Commentary

- 2.1 The 2019 LGNZ Annual Conference is being convened in Wellington commencing on Sunday 7 July and concluding with the LGNZ AGM on Tuesday 9 July 2019.
- 2.2 Attached to and forming part of this business paper is a self-explanatory memorandum from LGNZ advising the process and timeline for member authorities to submit proposed remits for consideration at the 2019 LGNZ AGM, together with a Remit Application Form.
- 2.3 Since 1999, it has become rare for individual councils to make remits directly to LGNZ. Due to the criteria of the Remits Screening Policy, remit issues are predominantly raised by individual councils at Zone and Sector Group Meetings, and if supported, are taken forward by the Zone or Sector Group.

Recommendation

- 3.1 It is recommended that Council continue to have the Mayor and/or Chief Executive lobby key issues through Zone and Sector Group Meetings rather than initiate any individual remits to LGNZ AGMs.

Suggested Resolutions

- 1 The business paper on Local Government New Zealand – 2019 Annual General Meeting Remit Process be received.
- 2 Council continue to lobby key issues through Zone and Sector Group Meetings rather than initiate individual remits to LGNZ AGMs.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: LGNZ Memorandum

Date: 29 January 2019
To: Mayors, Chairs and Chief Executives, Zone Secretaries and Sector Chairs
From: Malcolm Alexander, Chief Executive
Subject: **2019 Annual General Meeting Remit Process**

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Sunday 7 July 2019** in Wellington, to do so no later than **5pm, Monday 13 May 2019**. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see point 3 below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic “issues of the moment”. They should have a national focus, articulating a major interest or concern at the national political level.

The National Council’s Remit Screening Policy is as follows:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are “in-hand”. This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
 - nature of the issue;
 - background to it being raised;
 - issue’s relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;

- level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
- resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
- suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2019 AGM:

- All proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **5pm, Monday 13 May 2019**, to allow time for the remits committee to properly assess the remits;
- A remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- Prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit, assessing each remit against the criteria outlined in the above policy;
- Proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- Proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- All accepted remits will be posted to the Local Government New Zealand website, and members informed, at least one month prior to the AGM in order to allow members sufficient time to discuss the remits prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **5pm, Monday 13 May 2019**.

General

Remits for AGM consideration will also be included formally in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules (although, as noted above, the proposed remits will be available for member consideration before the AGM papers are issued to the membership).

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or leanne.brockelbank@lgnz.co.nz.

Annual General Meeting 2019

Remit application

Council Proposing Remit:	
Contact Name:	
Phone:	
Email:	
Fax:	
Remit passed by: (Zone/Sector meeting and/or list five councils, as per policy)	
Remit:	

Background information and research:

Please attach separately and include:

- nature of the issue;
- background to its being raised;
- new or confirming existing policy;
- how the issue relates to objectives in the current work programme;
- what work or action on the issue has been done, and the outcome;
- any existing relevant legislation, policy or practice;
- outcome of any prior discussion at a Zone or Sector meeting;
- evidence of support from Zone/Sector meeting or five councils; and
- suggested course of action envisaged.

Please forward to: Local Government New Zealand
Leanne Brockelbank, Deputy Chief Executive Operations
PO Box 1214, Wellington 6140

leanne.brockelbank@lgnz.co.nz

No later than 5pm, Monday 13 May 2019.

Document No: A416588

Report To: Council



Meeting Date: 26 February 2019

Subject: Amendment to Public Health and Safety Bylaw 2014 to give effect to Section 152B of the Local Government Act 2002 and Section 446 of the Food Act 2014

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek a decision from Council to amend the Public Health and Safety Bylaw 2014 to give effect to:
- (a) Section 152B of the Local Government Act 2002 (LGA); and
 - (b) Section 446 of the Food Act 2014.

Background

Fire Hazards

- 2.1 The responsibility for dealing with fire hazards on land moved from Territorial Local Authorities (under sections 183 and 184 of the LGA) to Fire and Emergency New Zealand (FENZ) under the Fire and Emergency New Zealand Act ("the Act") from 1 July 2018.
- 2.2 Section 152B of the LGA states that Councils must amend or revoke a 'relevant fire bylaw' that is inconsistent with the Act (or any regulations or notice under that Act), as follows:

"152B Effect of Fire and Emergency New Zealand Act 2017 on bylaws

(1) If a territorial authority is satisfied, after consultation with Fire and Emergency New Zealand, that it is appropriate to amend or revoke a relevant fire bylaw, the territorial authority may, despite anything in this Act, amend or revoke the bylaw by resolution publicly notified without being required to—

- (a) consult in accordance with section 82; or*
- (b) use the special consultative procedure set out in section 83.*

*(2) In subsection (1), **relevant fire bylaw** means a bylaw that—*

- (a) relates to the removal of fire hazards; or*
- (b) declares prohibited or restricted fire seasons; or*
- (c) prohibits or otherwise regulates or controls the lighting of fires in open air; or*
- (d) relates to the prevention of the spread of fires involving vegetation.*

(3) If any bylaw made by a territorial authority is inconsistent with the Fire and Emergency New Zealand Act 2017 or any regulations or notice under that Act,—

- (a) the Act, regulations, or notice prevails and the bylaw has no effect to the extent of the inconsistency; and*
- (b) the territorial authority must amend or revoke the bylaw to remove the inconsistency.*

(4) *The territorial authority may, despite anything in this Act, amend or revoke the bylaw to remove the inconsistency by resolution publicly notified, without being required to—*
 (a) *consult in accordance with section 82; or*
 (b) *use the special consultative procedure set out in section 83.*

(5) *A territorial authority must not make a bylaw that is inconsistent with the Fire and Emergency New Zealand Act 2017 or any regulations or notice under that Act."*

- 2.3 At present Council has provisions in its Public Health and Safety Bylaw 2014 (Attachment 1) allowing it to undertake various functions that are now undertaken by FENZ.

Food Act 2014

- 2.4 The Food Act 2014 (which came into force on 1 March 2016), took a new approach to managing food safety. It introduced a sliding scale where businesses that are higher risk, from a food safety point of view, will operate under more stringent food safety requirements and checks than lower-risk food businesses.

- 2.5 Although the Act had effect from 2016, it provided a transition timeframe for existing food businesses (operating before 1 March 2016). All businesses must be operating under the Food Act 2014 by 28 February 2019.

- 2.6 Section 446 of the Food Act 2014, states that Councils must amend or revoke a bylaw to remove any inconsistency with the Food Act and any related documents as follows:

"446 Relationship with local authority bylaws

(1) This section applies to the following documents:

- (a) this Act:*
- (b) regulations under this Act:*
- (c) adopted joint food standards:*
- (d) domestic food standards:*
- (e) notices under this Act:*
- (f) directions given by the chief executive under this Act.*

(2) If a bylaw made by a local authority is inconsistent with a document,—

- (a) the document prevails and the bylaw has no effect to the extent of the inconsistency; and*
- (b) the local authority must amend or revoke the bylaw to remove the inconsistency.*

(3) The local authority need not use the special consultative procedure set out in section 83 of the Local Government Act 2002 to amend or revoke the bylaw to remove the inconsistency, despite anything in that Act.

(4) A local authority must not make a bylaw that is inconsistent with a document."

- 2.7 At present Council has provisions in its Public Health and Safety Bylaw 2014 (Attachment 1) related to food safety which are now covered by the Food Act, its regulations (or other documents).

Commentary

Amendments related to fire hazards

- 3.1 Council's Public Health and Safety Bylaw 2014 currently contains several provisions governing fires in the open air as follows:

- Fires in the Open;
 - Restricted Fire Season;
 - Prohibited Fire Season;
 - Public notice of Restricted or Prohibited Fire Seasons
 - Fire Permits;
 - Revocation or Suspension of Permits;
 - Fees for Permits;
 - Council may Extinguish Fires;
 - Live ashes;
 - Removal of gorse and other growth;
 - Storage of combustible materials.
- 3.2 These provisions are inconsistent with the Act and must be either amended or revoked.
- 3.3 It is proposed to revoke section 6 of the Public Health and Safety Bylaw 2014, except for clauses 6.1.1 and 6.2, which are proposed to be amended to refer only to smoke related nuisances.
- 3.4 Table 1 below explains which provisions are now the responsibility of either Waitomo District Council (WDC), Waikato Regional Council (WRC) or FENZ; and what amendments are required.

Amendments related to food safety

- 3.5 Section 9 of Council's Public Health and Safety Bylaw 2014 currently contains provisions related to compulsory training for food handlers and closure of premises.
- 3.6 As these provisions are now addressed by the Food Act 2014 and the Food Regulations 2015, it is proposed to revoke section 9 of the Public Health and Safety Bylaw 2014 in its entirety.

Table 1: Fire related amendments to Bylaw

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of WDC (bylaw)	Legal responsibility of WRC	Changes required
Fires in the open	<p>FENZ has powers to extinguish fires where these are threatening persons or property or any road.</p> <p>This does not cover smoke nuisance unless it is threatening visibility along a road.</p>	<p>Section 6 of WDC's Public Health and Safety Bylaw 2014 puts many restrictions on when, where and how people may light a fire regardless of the fire season (see Attachment 1).</p>	<p>The Waikato Regional Plan places restrictions on what things people can burn. It is illegal to burn the following:</p> <ul style="list-style-type: none"> • Halogenated organic chemicals • Materials containing heavy metals • Pitch, paint and paint residues and surface coatings • Asbestos • Pathological waste (excluding animal carcasses on production land) • Agrichemicals and agrichemical containers containing residues • Polyvinylchloride (PVC) plastic and plastics containing halogenated material • Copper-chrome-arsenic (CCA) treated timber or timber treated with organochlorine (PCP) • Rubber and tyres • Waste oil and other waste petroleum products including sludge • Sludge from industrial processes • Hazardous materials from contaminated sites and buildings • Materials associated with the recovery of metals from cables • Components of motor vehicles • Tar and bitumen from 1 January 2006 • Any material within a landfill or a refuse transfer station. 	<p>FENZ and WRC have sufficient powers to act where needed.</p> <p>These provisions (except for smoke related nuisance) can be removed from WDC's Public Health and Safety Bylaw 2014.</p>
Garden / backyard fires	<p>Garden / backyard fires are permitted as long as they are not dangerous, are during an open fire season or have a permit. FENZ can extinguish dangerous fires, including fires which should have a permit but do not.</p>	<p>WDC currently has numerous controls and restrictions under Part 6 of its Public Health and Safety Bylaw 2014 regarding where and how fires can be lit (see Attachment 1).</p>	<p>The provisions of the Regional Plan apply to fires in backyards (as per above).</p>	<p>Control of garden / backyard fires is the responsibility of FENZ.</p> <p>FENZ will not be able to act on issues of smoke nuisance, however WRC is able to; and WDC can also take action under the (amended) bylaw.</p>

Table 1: Fire related amendments to Bylaw

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of WDC (bylaw)	Legal responsibility of WRC	Changes required
				Most of these provisions can be removed from WDC's Public Health and Safety Bylaw 2014.
Smoke	<p>Smoke nuisance is not addressed under the FENZ Act. FENZ can only act where a fire threatens persons or property or any road.</p> <p>This does not cover smoke nuisance unless it is threatening visibility along a road.</p>	<p>Under Clause 6.2.1 of WDC's Public Health and Safety Bylaw 2014, no person shall light any fire in the open air where the location, wind or other conditions cause or are likely to cause the fire to become a smoke, ash or odour/fumes nuisance to any person.</p> <p>Council has a further avenue of control over fire related nuisances in the nuisance provisions of the Health Act 1956. Persons responsible for causing a smoke nuisance may be prosecuted under the provisions of either the Health Act or the Public Health and Safety Bylaw 2014.</p>	Presently emissions from outdoor burning, including burning of vegetation from land clearing operations ("pine to pasture") are permitted by the Waikato Regional Plan, subject to compliance with conditions that essentially control nuisance.	<p>FENZ has no legal ability to respond to smoke nuisance.</p> <p>WRC may be able to address complaints about smoke related nuisance under certain circumstances.</p> <p>It is appropriate that WDC retains fire related nuisance provisions in the Public Health and Safety Bylaw 2014 to ensure that warranted WDC officers can act if a fire related nuisance occurs (using either the Health Act or the LGA). This provision can be reviewed during the next formal review of the Public Health and Safety Bylaw 2014.</p>
Fires in WDC parks and reserves	A dangerous fire is a dangerous fire regardless of whose land it is on.	WDC's Public Amenities Bylaw and Public Places Bylaw control the lighting of fires in public places.	N/A	<p>Council retains the ability to make rules about what activities it will allow on its land; including the rules around lighting fires in parks and reserves.</p> <p>FENZ does not consider land tenure when issuing fire permits. This means anyone can apply to have a fire on a Council reserve and unless it is dangerous, a permit will likely be granted by FENZ. This however does not excuse the applicant from the need to obtain permission from WDC as landowner.</p>
Restricted and Prohibited Fire Seasons and Fire Permits	FENZ now has responsibility for this pursuant to section 56 of the FENZ Act.	These are currently addressed under clause 6 of Council's Public Health and Safety Bylaw 2014.	N/A	As FENZ is now responsible for Restricted and Prohibited Fire Seasons and Fire Permits, these provisions must be removed from the Public Health and Safety Bylaw 2014.

Table 1: Fire related amendments to Bylaw

Fire control issue	Legal responsibility of FENZ (FENZ Act)	Legal responsibility of WDC (bylaw)	Legal responsibility of WRC	Changes required
Council may Extinguish Fires	FENZ has powers to extinguish fires where these are threatening persons or property or any road.	Clause 6.7 of Council's Public Health and Safety Bylaw 2014 allows Council officers/agents (or FENZ) to extinguish fires which breach the Bylaw (including extinguishing fires which are causing a smoke nuisance)		It is appropriate to retain the ability for Council staff/agents to extinguish fires if they are causing a smoke/health nuisance. These provisions have been retained under new clauses 6.2.1 and 6.2.2.
Live Ashes	Covered under section 61 of the FENZ Act.	Clause 6 of Council's Public Health and Safety Bylaw 2014 gives restrictions around placing and handling live ashes on a property.	N/A	As this is now covered under the FENZ Act, the provisions must be removed from Council's Public Health and Safety Bylaw 2014.
Removal of fire hazards	Section 200 of the FENZ Act repeals sections 183 and 184 of the LGA 2002 and the cross-heading above section 183. Sections 65 to 68 of the FENZ Act relate to the removal of things that increase fire risk. Under section 65, FENZ may require the occupier or owner of land to remove or destroy any vegetation or other thing if FENZ consider it likely to increase the risk of the outbreak or spread of fire. Under Section 67(2), if the owner or occupier fails to comply with the notice (under section 65), FENZ may "enter the land and do the thing or things required by the notice".	Clause 6 of Council's Public Health and Safety Bylaw 2014 provides Council with the power to remove gorse and other growth on private property which may pose a fire risk.	N/A	As this is now covered under the FENZ Act, the provisions must be removed from Council's Public Health and Safety Bylaw 2014.

Analysis of Options

- 4.1 Council is required by section 152B of the LGA to revoke any part of a bylaw that is inconsistent with the FENZ Act, therefore no other options are considered feasible.
- 4.2 Council is required by section 446 of the Food Act 2014 to revoke or amend any part of a bylaw inconsistent with the Food Act 2014 or any 'documents' related to the Food Act, therefore no other options are considered feasible.
- 4.3 Revoking or amending those clauses of the bylaw that are inconsistent with the Acts will ensure that Council meets its obligations under the Acts.

Considerations

5.1 **Risk**

- 5.2 There are no risks associated with this decision, as section 152B of the LGA, and section 446 of the Food Act requires Council to revoke or amend any part of a bylaw that is inconsistent with the Act.

Consistency with Existing Plans and Policies

- 5.3 This decision is not inconsistent with any of Council's plans or policies.

Significance and Community Views

- 5.4 This decision is of low significance in relation to Council's Significance and Engagement Policy.
- 5.5 FENZ is now responsible for the fire related functions, and section 152B of the LGA requires councils to revoke a 'relevant fire bylaw' (or provisions) that are inconsistent with the Act. Likewise, the Food Act and its related documents address the food safety matters contained in the Public Health and Safety Bylaw 2014.
- 5.6 Section 152B of the LGA, and 446 of the Food Act states that bylaws that are inconsistent with the Acts may be amended without using the consultation processes (section 82 or 83) set out in the LGA.
- 5.7 However, in relation to giving effect to the FENZ Act, consultation has been undertaken with FENZ as required by the Act. FENZ have confirmed that they support the proposed amendments to the bylaw.

Recommendation

- 6.1 It is recommended that Council resolve to revoke clauses 6.3 to 6.10, amend clauses 6.1 and 6.2, and revoke some definitions of the Public Health and Safety Bylaw 2014 as required by Section 152B of the LGA (the proposed amendments to the Bylaw are shown in red text in Attachment 1).
- 6.2 It is recommended that Council resolve to revoke section 9 in its entirety, as required by Section 446 of the Food Act 2014 (the proposed amendments to the Bylaw are shown in red text in Attachment 1).

Suggested Resolutions

- 1 The business paper on 'Amendment to Public Health and Safety Bylaw 2014 to give effect to Section 152B of the Local Government Act 2002 and Section 446 of the Food Act 2014 be received.
- 2 Council resolve to:
 - (a) Revoke clauses 6.3 to 6.10, the definitions "acceptable means of fire suppression", "fire permit", "open fire season", "prohibited fire season", "restricted fire season", "incinerator fire", "incinerator" and "ethnic cooking fire", amend clauses 6.1 and 6.2, and revoke clause 9 of the Public Health and Safety Bylaw 2014; and
 - (b) Publicly notify its resolution.



TERRENA KELLY
GENERAL MANAGER ENVIRONMENTAL SERVICES

26 February 2019

Attachments: 1 Amended Public Health and Safety Bylaw 2014



Public Health and Safety Bylaw 2009

**Reviewed Bylaw Adopted 25 June 2014
Effective 1 August 2014**

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1.0 SCOPE

- 1.1 The Local Government Act 2002 (LGA 2002) confers general bylaw making powers on Council. The Local Government Act 1974 specifically gives authority to the Council to adopt bylaws to regulate activities which can be carried out in roads, public places and reserves. This bylaw controls a diverse range of activities to ensure that acceptable standards of public health and safety are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district. In particular this bylaw addresses a wide range of issues that could have an adverse effect on the health and safety of the public by regulating Scaffolding and Deposit of Building Materials, ~~Fire-Prevention~~, Keeping of Animals, Food Safety, Body Piercing, Hostels and Prostitution.
- 1.2 Sections 145 and 146 of the LGA 2002 and other relevant Acts e.g. ~~Forest and Rural Fires Act 1977~~, Health Act 1956 and Prostitution Reform Act 2003 outline some of the powers and requirements of the Council in regard to public health and safety. Areas of control so prescribed by this legislation are not necessarily repeated within this bylaw and therefore the relevant sections of these acts should be read in conjunction with the Bylaw.

2.0 INTERPRETATION

- 2.1 For the purposes of this bylaw the following definitions shall apply:

~~**ACCEPTABLE MEANS OF FIRE SUPPRESSION** means a hose connected to a reticulated water supply or an alternative means of fire suppression approved in writing in a particular case by Council.~~

ACCOMMODATION ESTABLISHMENT means a building in which accommodation is provided in consideration of payment for a single night or longer for one or more persons who are unrelated by blood or marriage (or by or through a civil union or a de facto relationship) to the person providing the accommodation, with or without a common right to the use of common cooking, dining and laundry facilities. An accommodation establishment includes but is not limited to:

- (a) A boarding house;
- (b) A guest house or bed and breakfast establishment;
- (c) A rooming house;
- (d) A private hotel;
- (e) A motel;
- (f) A residential club;
- (g) A backpacker's accommodation

but does not include:

- (a) Any premises in respect of which a licence under the Sale of Liquor Act 1989 is in force;
- (b) Any hospital or residential care facility as defined in section 2 of the Health and Disability Services (Safety) Act 2001;
- (c) Any home for aged persons required to be licensed under section 120A of the Health Act 1956;
- (d) Any residence for the purposes of the Children, Young Persons, and Their Families Act 1989;
- (e) Any child care centre required to be licensed by regulations made under the provisions of the Education Act 1989;
- (f) Any camping ground required to be licensed under regulations made under section 120B of the Health Act 1956.

ADJOINING means allotments sharing one or more common boundaries or separated only by a road width or similar equivalent.

ANIMAL means stock, poultry and any other vertebrate animal of any age or sex that is kept in a state of captivity or is dependent upon human beings for its care and sustenance.

APPROVED means approved by Council or by any officer authorised by Council to act on its behalf.

AUTHORISED AGENT means any person who is not an employee of the Council but is authorised by Council to act on its behalf under the relevant legislation.

AUTHORISED OFFICER means any person appointed or authorised by Council to act on its behalf and with its authority.

BARBECUE means any fixed or portable gas or solid fuel burning equipment or device designed or intended for the cooking of food in the open air.

BODY PIERCING any process involving piercing, cutting and puncturing the skin or any other part of the human body, or applying a dye or other substance for the purposes of colouring part of the skin. Body piercing includes such processes as acupuncture, pedicure, epilating (hair removal), body piercing, hair restoration and tattooing.

BROTHEL: means any premises kept or habitually used for the purposes of prostitution; but does not include a premises at which accommodation is normally provided on a commercial basis if the prostitution occurs under an arrangement initiated elsewhere.

BYLAW means a Bylaw of Council for the time being in force, made under the provisions of any Act or authority enabling Council to make Bylaws.

CERTIFICATE means a certificate in Food Safety that meets unit standards prescribed by the New Zealand Qualifications Authority or alternatively any certificate that has been approved by the Council.

CHILDREN AND YOUNG PEOPLE means individuals under 18 years of age.

COMMERCIAL SEXUAL SERVICES means sexual services that-

- a) involve physical participation by a person in sexual acts with, and for the gratification of, another person; and
- b) are provided for payment or other reward (irrespective of whether the reward is given to the person providing the services or another person).

COUNCIL means the Waitomo District Council or any Officer authorised to exercise the authority of the Council.

DISTRICT means the district within the jurisdiction and under the control of the Council.

DISTRICT PLAN means the Waitomo District Plan or any subsequent amendments.

DWELLING OR DWELLINGHOUSE includes any house, tent, vehicle or other structure, whether permanent or temporary, and whether attached to the soil or not, used in whole or in part for human habitation, and includes the land appurtenant to a dwelling.

ENGINEER means the Group Manager: Assets or his or her representative appointed by Council.

~~**ETHNIC COOKING FIRE** means any hangi, umu or similar fire in the open air and used for the preparation of food using ethnic cooking methods.~~

EXEMPTED FOOD HANDLER means:

- (a) Any person employed in any food premises that is not involved in the manufacture, preparation or packing of food but does handle pre-packaged foodstuffs at the point of sale or in storage.
- (b) Any other person employed in food premises or who works in connection with any food premises who in the opinion of an Authorised officer is an exempted food handler.
- (c) Exempted food handlers may include:
 - (i) Supermarket checkout operators.
 - (ii) Persons employed exclusively in the handling of packaged goods in storage or the carriage of goods to and from storage.
 - (iii) Persons employed exclusively in the delivery of packaged goods to and from food premises.
 - (iv) Persons employed predominantly in the wholesale or retail sale of fruit or vegetables.

~~**FIRE PERMIT** means a permit to light a fire in the open air granted in accordance with clause 6.2.4 of this Bylaw.~~

FOOD shall have the same meaning as it has in section two of the Food Act 1981.

FOOD HANDLER means any person employed in or on any food premises that at any time may be involved in the manufacture, preparation or packing of food.

FOOD PREMISES shall have the same meaning as in the Food Hygiene Regulations 1974 but shall not include occasional food premises as defined in that Regulation.

GANTRY means a framework of steel bars raised on side supports to bridge over or around something.

GUEST means a person for whom any room or part thereof or rooms in a hostel is or is provided as lodging or for his/her use or occupation in consideration of payment and to whom whole or partial board may also be supplied.

HOARDING means a temporary wooden fence around a building or structure under construction or repair.

HOURS OF DARKNESS means:

- a) Any period of time between half an hour after sunset on one day and half an hour before sunrise on the next day; or
- b) Any other period of time when any hoarding or scaffolding within 2.5m of the ground is not clearly seen.

~~**INCINERATOR** means a container used for burning of waste material, which is made of non-combustible materials and which has a grate and a lid or spark arrester.~~

~~**INCINERATOR FIRE** means a fire within an incinerator.~~

KEEPER means the person, whatever may be the nature or extent of his interest in the premises or the agent or manager appointed by that person, by whom or on whose behalf an accommodation establishment is operated or who for the time being receives or is entitled to receive the proceeds or profits arising from providing accommodation in consideration of payment.

LICENSED means holding a licence under this Bylaw or under any statute.

LOCAL AUTHORITY means the Council, person, or group of persons authorised by any Act to make Bylaws, and which has made this Bylaw, and includes the body corporate on behalf of which any such Council, person, or group acts.

MARAE means land and buildings of premises that are used as a traditional Maori place of meeting.

OCCUPIER means the inhabitant occupier of any property, and in any case where any building, house, tenement, or premises is or are unoccupied shall be deemed to include the owner as hereinafter defined.

OFFENCE includes any act or omission in relation to this bylaw for which any person can be punished either on indictment or by summary process.

OPEN AIR means in the open either on or above ground level.

~~**OPEN FIRE SEASON** means a period of time, whether fixed or indefinite during which the lighting of fires in the open air is permitted.~~

OWNER of any property, or as applied to any land, building, or premises, means any person for the time being entitled to receive the rent of such property, or who would be so entitled if the same were let to a tenant at a rent, and where any such person is absent from New Zealand, shall include their attorney or agent.

PERMITTED BROTHEL AREA means the commercial and industrial area in any of the urban settlements in the District where Brothels may be located and includes a rural area.

PERSON includes a corporation sole and also a body of persons, whether corporate or unincorporated.

PIT means a hole excavated in the soil to such a depth that any live cinders, embers or ashes placed therein are at least one metre beneath mean ground level.

PLACE OF WORSHIP means land and buildings of premises that are used as a place of religious worship and are subject to Part 1 of Schedule 1 of the Local Government (Rating) Act 2002.

PORTICO includes every awning, porch, verandah, shed, shade, or covering upon, across, or over any public footway or part of a road, street, private street, or accessway for the purpose of shade or shelter, together with any supports thereof, other than the building against which it shall be attached.

POULTRY means any domesticated bird including fowl, ducks, geese, turkeys, guinea fowl, pheasants and pigeons.

PREMISES means any land, dwelling, storehouse, warehouse, shop, cellar, yard, building, or part of the same, or enclosed space separately occupied, and all lands, buildings, and places adjoining each other and occupied together shall be deemed to be the same premises.

PRINCIPAL ADMINISTRATIVE OFFICER means the chief executive of Council, irrespective of the designation given to that officer, and includes any person for the time being appointed by Council to perform the duties or a particular duty of the principal administrative officer.

~~**PROHIBITED FIRE SEASON** means the period of time, whether fixed or indefinite during which the lighting of fires in the open air is prohibited in accordance with section 6.3 of this Bylaw.~~

PROSTITUTION means the provision of commercial sexual services.

PUBLIC NOTICE shall have the meaning assigned to it from time to time by the Local Government Act 2002.

PUBLIC PLACE means any place that, at any material time, is under the control of the Council and is open to or being used by the public, whether free or on payment of a charge; and includes any road whether or not it is under the control of the Council. It also includes every reserve, park, domain, beach, foreshore and recreational grounds under the control of the Council.

~~**RESTRICTED FIRE SEASON** means a period of time whether of fixed or indefinite duration during which period permits or authorities are required for the lighting of fires in the open air in accordance with section 6.2 of this Bylaw.~~

ROAD shall have the same meaning as in the Local Government Act 1974 and shall where the context requires include a street.

SCHOOL / LICENCED EARLY CHILDHOOD CENTRE means a parcel or adjoining parcels of land that contain a school as defined in section 2 of the Education Act 1989 or a licenced Early Childhood Centre as defined in section 308 of the Education Act 1989.

SENSITIVE SITE means a site that is a school / Licensed Early Childhood Centre/ Kindergarten or, a place of worship or, a marae.

SEX WORKER means a person who provides commercial sexual services.

SOLICIT means any person who, in any public place offers any commercial sexual service not in pursuance to any invitation.

STALLION means a male horse which has not been wholly castrated.

URBAN AREA means any of the towns situated within the District and includes any community consisting of ten or more dwellings with or without (an) ancillary commercial building(s).

- 2.2 For the purposes of this Bylaw the word "shall" refers to practices that are mandatory for compliance with this Bylaw, while the word "should" refers to practices which are advised or recommended.

3.0 OFFENCES AND PENALTIES

3.1 Offences

- 3.1.1 No person shall do anything or cause any condition to exist for which a licence or approval from Council is required under this Bylaw without first obtaining that licence or approval and the failure to do so shall constitute a breach of this Bylaw.
- 3.1.2 No application for a licence or authority from Council and no payment of or receipt for any fee paid in connection with such application, licence or authority, shall confer any right, authority or immunity on the person making such application or payment.
- 3.1.3 Everyone commits an offence against this Bylaw who:
- (a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided by this Bylaw; or
 - (b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this Bylaw, ought to be done at the time and in the manner therein provided; or
 - (c) Does not refrain from doing anything which under this Bylaw he or she is required to refrain from doing; or
 - (d) Permits or suffers any condition of things to exist contrary to any provision contained in this Bylaw; or
 - (e) Refuses or neglects to comply with any notice duly given under this Bylaw; or
 - (f) Obstructs or hinders any officer of the Council in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this Bylaw: or
 - (g) Fails to comply with any notice or direction given in this Bylaw.

3.2 Penalties

- 3.2.1 Every person convicted of an offence against this Bylaw shall be liable to the penalties as set out in Section 242(4) of the LGA 2002 and further if the offence is one to which Section 243 of the LGA 2002 applies (and is therefore an infringement offence) shall be liable to infringement fees as prescribed by Regulations made under Section 259 (b) of the Local Government Act 2002, or where any person is alleged to have committed an offence against this Bylaw; be proceeded against pursuant to any other enactment so empowering Council.
- 3.2.2 The continued existence of any work, building, land, premises or thing in such a state or form as to be in contravention of any provision of this Bylaw, shall be deemed to be a continuing offence under this Bylaw.

4.0 FEES AND CHARGES

- 4.1 The fees for any certificate, authority, approval, consent given, inspection made or service given by Council and any other matter described in this Bylaw shall be as set out in Council's Fees and Charges Manual from time to time.

5.0 SCAFFOLDING AND DEPOSIT OF BUILDING MATERIALS

5.1 Objectives of this part of the Bylaw

- 5.1.1 To ensure that scaffolding erected in public areas does not pose a risk to public safety or public and private property.

- 5.1.2 To limit the disruption of vehicular or pedestrian traffic flow due to unmanaged depositing of building materials or use of engines or concrete mixers in public areas.

5.2 Authority required for scaffolding and deposit of materials

- 5.2.1 No person shall, without first obtaining permission from the Council:

- a) Erect or cause to be erected any scaffold, gantry, hoarding, or barricade on or over any public place or any part thereof; or
- b) Deposit any building material or building rubbish on, or make or maintain a hole or excavation in, or disturb the surface of any public place or any part thereof; or
- c) Prepare building materials on any public place or part thereof.

5.3 Shutting of fence or hoarding

- 5.3.1 No person shall erect or demolish any building, or alter, add to, repair, plaster, or cause to be altered, added to, repaired, plastered, painted, or cleaned, the walls, roofs, or other external part of any building abutting on any street or public place, or the footway thereof, unless or until he shall have erected a fence or hoarding so as to shut off and render safe the traffic passing or which may pass along such street, public place, or footway, or otherwise shall have obtained approval from the Council to dispense with such fence or hoarding.

5.4 Security for possible damage

- 5.4.1 Council may grant approval for the work to be undertaken subject to the provisions of this part of the Bylaw to ensure the safety and convenience of the public and protection of the street. An applicant must deposit with the Council such a sum as Council shall direct, to be held as security for the making good by the applicant of any damage that may be caused to the public property by such work or act. If the applicant does not make good such damage Council may repair or make good to the original standard, and charge the cost of such work to the applicant or deduct the cost needed aforesaid.
- 5.4.2 Council shall not grant approval until satisfied that the applicant has taken out insurance under a public liability policy in respect of injury to persons and damage to property arising out of the work involved for such sums and in such form as the Council may require.

5.5 Works required to be carried out for protection of the public

- 5.5.1 Where in the opinion of the Council it is necessary in the public interest, the person intending to erect any scaffolding shall, before commencing the erection of the scaffold, form a gantry over the public footway, so as to allow pedestrians to pass beneath it. Such gantry shall be substantially constructed to the approval of the Council, and so constructed as to prevent tools, dust, rubbish, materials, or water falling upon the pedestrians, vehicular traffic and adjoining properties, and the applicant receiving the consent of the Council to erect such scaffold shall keep the public way beneath it clean to the satisfaction of the Council.
- 5.5.2 Where gantries are not required over the footway, the lower stage of the scaffold shall be close-boarded, such close-boarding to extend to a line with the outside edge of the kerb, or such other precautions taken as the Council may require so as to prevent tools, dust, rubbish, materials, or water falling upon the public.
- 5.5.3 No material shall be deposited under any scaffold on any portion of a footway used by the public.
- 5.5.4 Where needed, or where required by the Council, a boarded platform not less than 1m wide with stout post rails and wheel-kerbs on the outside of it shall be constructed outside the scaffold or enclosure.
- 5.5.5 In all cases where street channels are covered over, the person to whom the permit is issued shall prevent the obstruction of such channels during the currency of the permit.

5.6 Hoardings, etc, to be lighted

- 5.6.1 All scaffolds and hoardings shall be well and sufficiently lit to the satisfaction of the Council during the hours of darkness.

5.7 Construction of Hoardings

- 5.7.1 Builders' hoarding shall be not less than 2m in height; they shall be constructed in a substantial and workmanlike manner of approved material, the ends shall be splayed, and the outside sheeting, whatever the material, shall be left with a smooth and even surface and when required by the Council, any hoarding or any part thereof encroaching on any street or footway shall be painted white or other appropriate colour.
- 5.7.2 Openings in hoardings shall be provided with sliding panels, hung with approved hangers, and shall slide inside the line of hoarding, or such openings may be provided with a door fixed so as not to swing outwards. No such hoarding shall be used for advertising purposes.
- 5.7.3 All fire hydrants shall be left unenclosed in recesses formed of such size and in such a manner as to enable the hydrant to be easily accessible.
- 5.7.4 Access shall be provided to all underground services within the enclosed area.
- 5.7.5 Street lamps shall not be enclosed without the permission of Council. When such enclosure is permitted, the applicant shall put a lamp or lamps temporarily outside the scaffold so that the public way may be properly lit.

5.8 Guarding against injury to traffic

- 5.8.1 Every person erecting, adding to, altering, repairing, plastering, painting, cleaning, or demolishing any building shall, during the operations or works necessary for such erection, additions, alterations, repairs, plastering, painting, cleaning, or demolishing, use all such other or further precautions for guarding against injury to persons using or passing along any street or public place as may be necessary or as may be directed by the Council.

5.9 Erection of engine or concrete mixer

- 5.9.1 No person shall, without the written permission of the Council, place, erect, or use any stationary engine, concrete mixer, air-compressor, crane, hoist, or other machinery on any public place or part thereof in such a way as to cause an obstruction.

6.0 FIRES IN THE OPEN AIR

6.1 Objectives of this part of the Bylaw

- 6.1.1 To prevent nuisances from fires in the open air.

~~6.1.2 To prevent the spread of vegetation fires.~~

~~6.1.3 To prevent fires from combustible materials damaging nearby buildings.~~

6.2 Fires In The Open

- 6.2.1 No person shall ~~in any open fire season~~ light any fire in the open air ~~including a barbecue, ethnic cooking fire, or an incinerator fire under the following conditions:~~

- (a) Where the location, wind, or other conditions cause or are likely to cause the fire to become:
- ~~(i) A danger to any person or property; or~~
 - ~~(ii) Out of control or spread beyond the limits of the premises on which it is lit; or~~
 - ~~(iii) (i) A smoke or ash nuisance to any person~~
 - ~~(iv) (ii) An odour or fumes nuisance to any person.~~
- ~~(b) Within three metres of any part of a building, tree, hedge, fence or other combustible material; or~~
- ~~(c) Without continuous supervision being maintained at all times; or~~
- ~~(d) Without an acceptable means of fire suppression being available where the fire is located on residential premises, or land adjoining such premises.~~

- 6.2.2 Where a fire has been lit or allowed to burn that in the option of any officer or agent of the Council creates a nuisance, the officer or agent of the Council may extinguish any such fire or

direct the occupier of the premises on which the fire is located, or the person who lit the fire, to extinguish such fire.

6.2.3 Where an authorised officer or agent of the Council has extinguished a fire pursuant to clause 6.2.2, the Council may recover any costs incurred in extinguishing the fire from the occupier of the premises on which the fire was located, or the person who lit the fire.

6.3 — Restricted Fire Season

~~6.3.1 An authorised officer may at any time prescribe a restricted fire season or seasons within the District or in any specified part or parts thereof, and may at any time cancel or vary such a prescription.~~

~~6.3.2 Any person wishing to obtain a fire permit during a restricted fire season shall apply to the Authorised Officer.~~

~~6.3.3 The Authorised Officer may from time to time prescribe a form of application for the purposes of 6.3.2.~~

~~6.3.4 Upon receiving an application under 6.3.2 an authorised officer may issue a fire permit and may impose such conditions and restrictions in respect of the permit as the authorised officer considers reasonably necessary having regard to:~~

- ~~(a) Any cultural requirements or practices;~~
- ~~(b) The location, terrain, natural vegetation, and the existence of buildings or other structures and any other fuels; and~~
- ~~(c) Protection of the safety, health and convenience, of persons on the premises in respect of which the permit is issued and adjoining lands and premises.~~

~~6.3.5 Nothing in section 6.3 shall apply to an ethnic cooking fire, an incinerator or a barbecue. Provided that Council may in certain circumstances include the above where it considers it necessary to do so.~~

6.4 — Prohibited Fire Season

~~6.4.1 An authorised officer may at anytime prescribe a prohibited fire season or seasons within the District or in any specified part or parts thereof, and may at any time cancel or vary such a prescription.~~

~~6.4.2 In a prohibited season no person shall light any fire in the open air including an ethnic cooking fire, an incinerator or a barbecue, and no person being the occupier of any premises shall cause, permit or suffer any fire to be lit or continue to burn in the open air on those premises.~~

~~6.4.3 Nothing in 6.4.2 applies to the use of gas fire barbecues. The authorised officer may in certain circumstances prohibit the use of gas barbecues.~~

6.5 — Public Notice Of Restricted Or Prohibited Fire Season

~~6.5.1 Public notice of the prescription of a restricted or a prohibited fire made under 6.3.1 or 6.4.1 or the cancellation or variation of prescription, shall be made by:~~

- ~~(a) Broadcast or other similar means within the District; or~~
- ~~(b) By a notice inserted in a daily or community newspaper within the District.~~
- ~~(c) By any effective means.~~

6.6 — Revocation Or Suspension

~~6.6.1 Subject to 6.6.2, every fire permit issued in accordance with 6.3.4 shall remain in force from the date of issue until the expiry of the period, date or time specified in the permit, unless a prohibited fire season is declared.~~

~~6.6.2 Notwithstanding any other provisions in this bylaw, any permit issued under this Part of this bylaw maybe revoked or suspended by an authorised officer at any time, or suspended for such periods of time on such terms and conditions, as the authorised officer may consider reasonable in the circumstances.~~

6.7 — Council May Extinguish Fires

~~6.7.1 — Where a fire has been lit or allowed to burn in:~~

- ~~(a) — An open fire season in breach of section 6.2.1; or~~
- ~~(b) — A restricted fire season in breach of the conditions of a fire permit issued in accordance with 6.3.4; or~~
- ~~(c) — A prohibited fire season, in breach of 6.4.2;~~

~~any officer or agent of the Council (including the New Zealand Fire Service) may extinguish any such fire or direct the occupier of the premises on which the fire is located, or the person who lit the fire, to extinguish such fire.~~

~~6.7.2 — Where an authorised officer or agent of the Council has extinguished a fire pursuant to 6.7.1, the Council may recover any costs incurred in extinguishing the fire from the occupier of the premises on which the fire was located, or the person who lit the fire.~~

~~6.7.3 — Where any occupier of premises upon which a fire in the open air is located, or person who lit such a fire, disregards a Council direction under 6.7.1 to extinguish the fire, the authorised officer may authorise an agent of the Council (including the New Zealand Fire Service) to extinguish the fire and to take such other steps as may be reasonably necessary to ensure the safety of any person or to protect the premises, or any other property.~~

~~6.7.4 — The Council may recover from the occupier of the premises, or the person who lit the fire, any costs incurred by it as a result of its officer or agents taking any action authorised by the authorised officer under 6.7.3.~~

6.8 — Live Ashes

~~6.8.1 — No person shall place any live cinders, embers or ashes in or upon any premises other than:~~

- ~~(a) — In a container made and constructed of concrete or other similarly fire resistant material to prevent the transmission of heat to any combustible material; or~~
- ~~(b) — In a pit or upon any fire resistant substance in a manner which will prevent the spreading of fire or heat by the action of wind or otherwise.~~
- ~~(c) — As part of an ethnic cooking process including hangi and umu.~~

6.9 — Removal Of Gorse And Other Growth

~~6.9.1 — No occupier or any other person having the control of any land shall allow any broom, gorse, bushes, scrub, dry grass, or similar growth to exist within 6 metres of any building or adjoining premises, in such a condition or state that it is likely to become a source of risk from fire.~~

~~6.9.2 — An authorised officer of the Council may by written notice require an occupier or person having control of any land to remove any dangerous growth.~~

~~6.9.3 — The Council may cut down or otherwise eradicate and remove any tree, broom, gorse, bushes, scrub, dry grass or similar growth to which 6.9.1 applies, after giving oral notice to the occupier or where there is no occupier, to the owner of the land, if life, property or any road is in imminent danger. The cost of the work shall be a charged against the land.~~

~~6.9.4 — Should the owner or occupier fail to comply with the written request of the Council to remove the dangerous growth then the Council may arrange the removal of such growth and recover the cost of removal from the owner or occupier.~~

6.10 — Storage Of Combustible Materials

~~6.10.1 — Except as provided in 6.10.2 no occupier of any premises shall permit the storage or stacking in the open of any combustible material, unless the distance of the stack from any boundary other than a street boundary is at least equal to the height of the stack, but in any case not less than 1.5 metres.~~

~~6.10.2 — A stack may, with the written approval of the adjoining property owner, be placed closer to the boundary than specified in 6.10.1 where any of the following conditions continue to exist:~~

- ~~(a) — Where there is a brick, stone or concrete wall without openings situated on the adjoining property and within 1.5 metres of the common boundary; or~~

- ~~(b) — Where there are no buildings on the on the adjoining land; or~~
~~(c) — Where there is no danger of a stack adjacent to a boundary increasing the risk of the spread of fire.~~

7.0 THE KEEPING OF ANIMALS, POULTRY AND BEES

7.1 Objectives of this part of the Bylaw

- 7.1.1 To prevent nuisances arising from the keeping of animals poultry and bees in urban areas.
 7.1.2 To prevent nuisances for nearby residences occurring from intensive animal husbandry.

7.2 Pig Keeping

- 7.2.1 No pigs shall be kept in any urban area within the District.

7.3 Stock In Urban Areas

- 7.3.1 Any person keeping stock in an urban area shall ensure that premises where stock is kept meet such conditions as may be prescribed by an authorised officer.
 7.3.2 No person, shall, without having first obtained the written approval of Council keep, have in his possession or control any stallion within any urban area.

7.4 Feedlots And Stock Standoff Areas

- 7.4.1 No feedlot or stock standoff area shall be operated within 30m from the boundary with adjacent property not in the ownership of the same person on whose land such facilities are operated or within 150m from any residence on an adjoining site.

7.5 Poultry Keeping

- 7.5.1 No poultry caged or otherwise (which shall include geese, ducks, pigeons, turkeys, and domestic fowls of all descriptions) shall be kept in an urban area except in a properly constructed poultry house covered in with a rainproof roof and provided with a floor of concrete or other approved material with a surrounding nib wall, to which a poultry run may be attached.
 7.5.2 Except with the written consent of Council not more than 12 head of poultry and no roosters shall be kept in any urban area.
 7.5.3 No poultry house or poultry run shall be erected or maintained, so that any part of it is within 10m from any dwelling, factory, or any other building, whether wholly or partially occupied, or within 2 m of the boundary of adjoining premises.
 7.5.4 Every poultry run in an urban area shall be enclosed to confine the poultry.
 7.5.5 Every poultry house and poultry run shall be maintained in good a clean condition free from any offensive smell or overflow and vermin.

7.6 Noise From Animal, Bird, Or Fowl

- 7.6.1 No person shall keep on any premises in a predominantly urban area any noisy animal, which causes a nuisance to residents in the neighbourhood.

7.7 Bee Keeping

- 7.7.1 No person shall keep bees in a predominantly urban area if in the opinion of an authorised officer the keeping of bees is, or is likely to become a nuisance or annoyance to any person or potentially dangerous to health.
 7.7.2 An authorised officer may prescribe conditions relating to the location and number of hives able to be kept on any premises or place within an urban area of the District.

8.0 BODY PIERCING

8.1 Objectives of this part of the Bylaw

- 8.1.1 To promote the health and safety of clients of persons practicing body piercing for jewellery, tattooing or other purposes.
- 8.1.1 To ensure that practice of body piercing is only carried out in premises licensed for this purpose.

8.2 Application of Bylaw

- 8.2.1 This Part of the Bylaw does not apply to body piercing carried out in the practice of medicine, dentistry, nursing, physiotherapy or podiatry by:
- (a) A medical practitioner registered under the Medical Practitioners Act 1968.
 - (b) A dentist registered under the New Zealand Dental Act 1988.
 - (c) A nurse registered under the Nurses Act 1977.
 - (d) A physiotherapist registered under the Physiotherapist Act 1949.
 - (e) A Pharmacist registered under the Pharmacy Act 1970.
 - (f) An Acupuncturist who is a member of the New Zealand Register of Acupuncturists Incorporated.
 - (g) A person acting under the direction or supervision of any such medical practitioner, dentist, nurse, physiotherapist or podiatrist.

8.3 Licensing

- 8.3.1 A person must only carry out body piercing on a premises licensed by Council for that purpose.
- 8.3.2 A person must apply for a body piercing licence if they are the owner or manager of premises used or intended to be used for body piercing. Council will process an application for a body piercing licence if it is made by a natural person or persons, is on the form prescribed and includes all information requested by the Council and the required licence fee.
- 8.3.3 A body piercing licence will be granted by Council, if and only if the Council is satisfied that the premises and the proposed body piercing service will comply with:
- (a) The requirements of all relevant Acts and Regulations.
 - (b) The relevant provisions of any District Plan.
 - (c) Relevant New Zealand and Australian Standards including AS 4031:1992, AS 2182:1994, AS 2773:1985, NZS 4303:1990, AS/NZS 3816:1998, and AS/NZS 4261:1994.
 - (d) The Ministry of Health's current Guidelines for the Safe Piercing of Skin (1998).
- 8.3.4 Council may require the person applying to complete a test to show that they are familiar with these documents.

8.4 Transfer of Licence

- 8.4.1 A body piercing licence may not be transferred to another person or to another premise.
- 8.4.2 The person holding the body piercing licence will be responsible for ensuring that the provisions of this part of the Bylaw are complied with and that all persons working on the premises of the body piercing operation are adequately trained and supervised to prevent any breach of the requirements of this part of the Bylaw.
- 8.4.3 A body piercing licence must be displayed in a part of the premises to which the licence relates. The licence must be displayed in an area where the public has access to so that any member of the public or authorised officer can easily see it when visiting the premises.
- 8.4.4 Council will specify the date that the licence expires; this date will be recorded on the licence. The licence holder must apply for a renewal of expired licences, if body piercing is to continue. Applications for renewal of licences will be assessed as if it were a new application.

- 8.4.5 Council may grant a licence on such terms and conditions as are deemed necessary. The person applying must comply with any special terms and conditions specified in the licence in addition to the general requirements for body piercing set out below.

8.5 General Requirements

- 8.5.1 The person holding the licence must comply with the standards in 8.3.3 (c) and (d) above to the extent that they are relevant to the body piercing premises and service.
- 8.5.2 It is the responsibility of the licence holder to ensure that no jewellery thinner than 14 gauge is used below the neck.
- 8.5.3 Body piercing must not be carried out on any person less than 16 years of age without the written permission of that person's parent or guardian.
- 8.5.4 A notice must be displayed in a prominent place within the public part of the premises asking customers to inform the licence holder if they have any communicable or infectious disease, which is likely to have an effect on body piercing.
- 8.5.5 If the licence holder or any other employee at the body piercing premises knows or suspects that they or any other staff member, whether paid or unpaid is suffering from or is carrying a skin infection or a communicable disease, or associated condition, body piercing must not be carried out, without first taking adequate precautions to prevent the transmission of that infection, disease or condition.
- 8.5.6 Before beginning body piercing on a customer, the customer must be advised of the risks associated with body piercing and the potential for infection to occur during and after the process. Written advice appropriate to the procedure to be undertaken must be given, in relation to precautions and post-piercing procedures, which should be followed by the customer.
- 8.5.7 Before any piercing of the skin is commenced, all potential customers must sign a consent form recording the following;
- (a) Whether they have any reason to believe they have a communicable disease or skin disease.
 - (b) Whether they have a history of haemophilia (bleeding).
 - (c) Whether they are taking any medication, such as anticoagulants, which thin the blood or interfere with blood clotting.
 - (d) Whether they have a history of allergies or adverse reactions to pigments, dyes or other skin sensitivities, or a history of epilepsy or seizures.
- 8.5.8 Any customer who knows or suspects that he or she has any of the above diseases or conditions is required to inform the person who appears to be in charge of the premises before the body piercing begins.
- 8.5.9 The licence holder may decline to carry out any body piercing on such a person, or may agree to carry out the body piercing subject to such conditions and safeguards that are considered appropriate by the licence holder in the circumstances. Nothing in this Part of the Bylaw requires the licence holder to perform body piercing on any person.
- 8.5.10 The licence holder must keep records of the names, phone numbers and addresses of any person who undergoes body piercing at the premises, the date on which the body piercing was carried out, the nature of the body piercing, and the location on the body where the body piercing was undertaken. Those records must be kept for at least three years and made available to an Environmental Health Officer, Health Protection Officer or a Medical Officer of Health as defined in the Health Act 1956 who is carrying out any investigation pursuant to Part III of the Health Act 1956 or the Health (Infectious and Notifiable Diseases) Regulations 1966.
- 8.5.11 A copy of this part of the Bylaw and the Ministry of Health's current Guidelines for the Safe Piercing of skin must be kept on the premises and must be freely available for reading by any person employed on the premises and by any person attending the premises for the purpose of undergoing any body piercing.
- 8.5.12 Where Council is satisfied that compliance with any requirement of this part of the Bylaw would be impractical or unreasonable having regard to the premises and body piercing service in question, Council may grant a written exemption from the requirement. The exemption will be granted on such terms and conditions, as are consider desirable in the interest of public health.

8.6 Exemptions from Licensing Requirement

8.6.1 The requirement to obtain a licence for body piercing premises does not apply to:

- (a) Carrying out acupuncture at a person's home where the person wishing to undergo acupuncture is unable to attend the licensed premises because of injury, infirmity or medical emergency, if the acupuncture is carried out in compliance with the general requirements in this part of the Bylaw, or
- (b) Carrying out any body piercing in any temporary structure or premises for a maximum period of five days in any 30 day period, if the person carrying out the body piercing complies with all conditions specified by Council.

8.6.2 The written approval of Council and the payment of any fee for any inspection required and payment for Council's time to consider the matter may be required before an exemption from the licensing requirement is granted.

9.0 FOOD SAFETY

9.1 Objectives of this part of the Bylaw

~~9.1.2 To set requirements so that all premises, where food is prepared for sale, employ persons that are adequately trained in food hygiene. The Bylaw also allows Council to close premises that are insanitary.~~

~~9.1.3 To ensure that safe food is available in all food premises throughout the District.~~

9.2 Compulsory Training for Food Handlers

~~9.2.1 All food premises are required to have food handling staff that have passed or are in the process of acquiring an NZQA approved basic food hygiene or food safety certificate, with the exception of those premises that have a Food Safety Programme or Food Control Plan approved by the Food Safety Authority.~~

~~9.2.2 It shall be the duty of the occupier of every food premise to ensure that food handling staff have passed an NZQA or are in the process of acquiring an NZQA approved basic food hygiene or food safety certificate.~~

~~9.2.3 Every food premise shall have at least one person employed in a supervisory and staff training capacity who is trained to the standard required, provided that Council may grant an exemption or partial exemption where full compliance may be unreasonable having regard to the site and the nature of the premises.~~

~~9.2.4 In the case of food premises which consist of separate departments or sections, each of which functions more or less in isolation from the others; at least one person shall be appointed to act in a supervisory position within each separate department or section.~~

~~9.2.5 The occupier of every food premise shall ensure that adequate records are kept relating to staff training and that copies of all certificates gained by staff are kept on the premises for perusal by any authorised officer upon request.~~

9.3 Closure of Premises

~~9.3.1 Where any food premise or part of any food premises or any appliance, fitting or fixture or other equipment on any food premises by reason of their situation, construction, disrepair, or state are in such a condition that any food in the food premises may become unfit for human consumption, an authorised officer may serve a notice in writing on the occupier of the premises requiring him/her:~~

- ~~(a) To cease using the premises as food premises, and/or to clean or reconstruct or to repair the premises, or part of the premises, and/or~~
- ~~(b) To cease using, or to clean, reconstruct, or repair any appliance, fittings, fixture or other equipment on those premises in accordance with the requirements and within the time specified in the notice.~~

~~9.3.2 Where an occupier has been directed to cease to use any food premises the occupier shall not recommence use of those food premises until permission has been given in writing by Council.~~

10.0 PROSTITUTION

10.1 Objectives of this part of the Bylaw

- 10.1.1 To support the purpose and intent of the Prostitution Reform Act 2003.
- 10.1.2 To enable commercial sexual service providers to operate within Waitomo District in a manner that both meets community demand for services and addresses community concerns and sensitivities.
- 10.1.3 To allow the establishment of brothels in areas where the effects associated with the operation can be readily controlled.
- 10.1.4 To limit the exposure of children and young people to commercial sex activities.
- 10.1.5 To control the establishment of signage associated with brothels to minimise community harm or offence.
- 10.1.5 To control the soliciting of commercial sexual services in Waitomo District.

Location of Brothels

10.1 Permitted Areas of Operation

- 10.1.1 Brothels are permitted to locate and provide commercial sexual services from premises located within the permitted brothel area, subject to meeting other conditions in the Bylaw.

10.2 Proximity to Sensitive Sites

- 10.2.1 Any brothel shall not be located within 100 metres (in a straight line) of any sensitive site.
- 10.2.2 Where a sensitive site establishes within 100m of an existing and lawfully established brothel, the brothel will be exempt from this restriction, provided that this exemption shall not apply where the operation of the brothel is discontinued for a continuous period of more than 6 months.

10.3 Signage of Commercial Sexual Services

- 10.3.1 Signage of commercial sexual services must conform with the provisions of the Waitomo District Plan and the additional limitations set out in 10.3.2 to 10.3.4 below.
- 10.3.2 Any sign advertising any brothel must be fixed to the premises at which the commercial sexual service is provided.
- 10.3.3 Only one sign is permitted per premises.
- 10.3.4 Signs must not:
- contain neon lighting or include or be lit by flashing lights; or
 - contain words reasonably considered to be sexually explicit or offensive by Council or delegated officer (under clause 32 of schedule 7 of the Local Government Act 2002); or
 - contain any images (photographs or artwork) or models (human or mannequin) or shapes reasonably considered by Council or delegated officer (under clause 32 of schedule 7 of the Local Government Act 2002) to be sexually explicit or offensive.

10.4 Soliciting of Commercial Sexual Services

- 10.4.1 No person shall solicit within the Waitomo District area including in any street, road, footpath, road reserve or public place.
- 10.4.2 No person shall solicit within the Waitomo District area where that person is, or may be visible from any public place or reserve.

11.0 ACCOMMODATION ESTABLISHMENTS

11.1 Objectives of this part of the Bylaw

- 11.1 To ensure that establishments providing commercial accommodation services are maintained in a clean and hygienic condition.
- 11.2 To set requirements so that cooking and dining facilities for the use of guests in commercial accommodation establishments are of an acceptable standard.

11.1 Responsibilities of Keeper

- 11.1.1 The keeper of an accommodation establishment shall maintain all of the building and all appliances, fixtures fittings and bedding in the building in good repair and in a clean and hygienic condition and cause all rooms, passages, stores, floors, ceilings, windows, doors and walls of the building to be kept clean and free from vermin;
- 11.1.2 The keeper of an accommodation establishment shall not:
- (a) At any time permit to be occupied any room in an accommodation establishment wholly or partly as a sleeping room unless such room has at least the area specified in the first column of the Second Schedule to the Housing Improvement Regulations 1947 for the number of persons sleeping in such room calculated in accordance with the second column of such schedule.
 - (b) Permit any room that is not approved for use as a bedroom to be occupied or used for that purpose;
 - (c) Permit equipment for the cooking or heating of food to be provided or used in any room except a kitchen.

11.2 Kitchen Standards

- 11.2.1 Where a kitchen and a dining room is provided in an accommodation establishment it shall be to the following minimum standards for the preparation of meals for guests or where guests can provide their own individual meals:
- (a) All floors, walls and ceilings in the kitchen shall be kept in good repair, and finished to provide smooth, impervious, easily cleanable surfaces. All walls and ceilings shall be finished in a light colour.
 - (b) All parts of the kitchen and dining room shall be maintained in a clean, hygienic and tidy condition, free from foul odours and vermin;
 - (c) The kitchen shall be provided with a sufficient number of sinks and other sanitary fittings reasonably necessary for the cleansing of crockery, utensils and appliances used in the preparation, service and consumption of food. Every such sink shall be supplied with a piped supply of hot and cold water.
 - (d) A wash-hand basin supplied with piped hot and cold water shall be located within the kitchen or within close proximity to the kitchen. The wash-hand basin shall be supplied with soap, a nail brush and hand- drying equipment.
 - (e) All benches, shelves, tables, cupboards, appliances and equipment shall be constructed and finished so that they are capable of being easily cleaned;
 - (f) Adequate means of preparing food and of cooking food, both by boiling and by baking, sufficient for the numbers of guests, shall be provided in the kitchen;
 - (g) Adequate refrigerated and frozen storage shall be provided sufficient for the numbers of guests, for the storage of perishable and readily perishable foods. All refrigerated storage shall operate at 4°C or below and frozen storage at -18°C or below.
 - (h) Adequate space for the storage of food shall be provided, so placed, fitted and ventilated as to protect the food from flies, dust, and other contamination and from the direct rays of the sun;
 - (i) Adequate tables and chairs and utensils in the dining room for the consumption of food.

11.3 Exemptions

- 11.3.1 Where an authorised officer is satisfied that compliance with the requirements of this Part of the bylaw would be unreasonable or impractical, an exemption in respect of any particular

requirements may be granted in whole or in part, with such modifications and subject to such conditions including such time limitations as are desirable in the circumstances.

Document No: A419504

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report – Housing and Other Property

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Housing and other Property activity.

Background

- 2.1 This activity involves the provision of Housing and Other Property in order to support and fulfil Council's role in promoting the interests of the community.
- 2.2 Council provides a number of housing and other properties that are grouped according to their primary purpose. The different groups of Housing and Other Property are – Housing, Corporate Property, Community Halls, WDC Depots, Quarries, Te Kuiti Railway Hub, and General Property (includes miscellaneous and strategic land holdings). This service offer resources, places for community activities, affordable housing, preservation of history/culture and a place from which Council can undertake and support its functions.
- 2.3 A full stock take of all Housing and Other Property facilities is being undertaken to ensure all lease agreements, H&S and other legislative requirements are in place. This stock take also includes condition assessments and maintenance inspections to determine the current structural condition of these facilities. This will enable better planning and inform further maintenance works which may need to be done to bring these facilities up to standard.
- 2.4 A Tenancy Management Services arrangement has been made with a local provider, to ensure prompt and quality management of tenancy matters regarding WDC housing stock.
- 2.5 A full maintenance inspection was undertaken on all housing property for general maintenance and repair works. From here a planned maintenance program will be developed to ensure cost effective management of these community facilities going forward.
- 2.6 The Housing Maintenance Contract has been tendered and Work is underway.
- 2.7 The three monthly maintenance inspection report is being completed every three months by WDC's local provider. This includes the Redwood flats and Jennings Street flats.

Commentary

3.1 **LEASE AGREEMENTS**

3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has identified a range of administrative matters.

3.3 Many of the agreements operate on expired terms. One consequence is that rent reviews or increases to annual fees are required. In some cases historical or terms and conditions of agreements may not adequately address needs.

3.4 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.

3.5 The use of the WDC NCS portal with an electronic tracking system, to better management property review has been adopted. Existing leases have been entered, with new templates created for leases, licenses to occupy and general agreements. Reviewing the expired leases will be an ongoing process for some time, but this new system will greatly assist property management.

3.6 **WAITOMO DISTRICT COUNCIL HOUSING**

3.7 Waitomo District property portfolio consist of 20 housing units for the Elderly, comprising of six bedsits and fourteen single bedroom units and 3 residential dwellings situated in Piopio and Te Kuiti.

3.8 Elderly - The initial eight single bedroom units were built between 1949 and 1954, along with eight bedsits in 1955-1956. Newer single bedroom units, – four in total, were constructed in 1985. In 2005, Council converted two bedsits into single bedroom units by adding a bedroom on to each and undertook some roofing replacement. These units have been renovated at time of vacancy.

3.9 Residential Housing stock consists of 3 residential dwellings - 4 Moa Street Piopio, 47 Te Kumi Road Te Kuiti, 59 Esplanade Te Kuiti.

3.10 The residence at 4 Moa Street is situated section on State Highway 3 north of Piopio. The lot also contains WDC's Piopio depot. After a maintenance inspection the residential property requires a small amount of maintenance to the exterior of the building.

3.11 **4 MOA STREET**

3.12 External maintenance work is programmed to be carried out on the residential building over the next 2-3 months.

3.13 Quotes have been received and will be reviewed against budgets, with subsequent work scheduled as appropriate.

3.14 **REDWOOD FLATS**

3.15 Maintenance work has been completed on 17 of the 20 flats, with the balance of the work to be completed early next month.

3.16 Three flats are still to be renovated and will be completed between tenancies. This will ensure there is no disruption to tenants.

3.17 **JENNINGS STREET FLATS**

3.18 Maintenance to the exterior has commenced with the interior to be completed early next month after the tenants temporarily relocate.

3.19 The renovations to these flats has now been completed.

3.20 **WAITOMO DISTRICT COUNCIL ADMINISTRATION BUILDING**

3.21 CCTV cameras have been installed at various external locations around the building as a deterrent to vandalism and to keep our place of work safe. The CCTV camera system is now fully operational.

3.22 **The seismic strengthening project has been deferred to the 2019/20 FY.**

3.23 **LIBRARY**

3.24 Two new air conditioner units are to be installed in the two library wings to ensure better circulation throughout the facility.

3.25 The two new air conditioner units have been installed.

3.26 The procurement for reroofing of the lower roof area has been completed. This will address historic areas of water ingress and prevent future deterioration of the structure.

3.27 **The new roof has now been installed and weathertight concerns addressed.**

3.28 **New air conditioner unit supports have also been installed. Lifting the two units off the roofing iron provides better water runoff from the new roof into the gutters.**

3.29 New automatic double sliding doors have been installed to the main entrance allowing easier access in to the library for the elderly and has been well received by people that utilize the facility.

3.30 Quotes have been received for the repainting of the exterior of the library building. The existing coatings are showing signs of age and the joinery signs of corrosion. This work will be scheduled for the New Year.

3.31 **The exterior of the library will be repainted in late February/early March. The available budget will determine which areas are prioritised to be painted this financial year.**

3.32 **RAILWAY BUILDING 1 & 3**

3.33 A leak was identified in the roof structure, this has now been repaired.

3.34 Railway Building 3 is listed on the WDC website as an available venue for hire.

3.35 Railway Building 1 (Rooms 2 & 3) are unable to be hired out at present as there are no restroom facilities.

3.36 A quote to install a toilet and hand basin has been received and installation of a toilet and basin budgeted for in the 19/20FY.

- 3.37 Pricing for the completion of concrete surfacing of the Railway Platform (alongside the Gallery) is underway with approval for this work pending from Kiwirail.
- 3.38 **HISTORIC BUILDING QUEEN STREET**
- 3.39 WDC received a proposal on 11 November 2018 from an interested party looking to purchase the historic building. The proposal is to relocate the building to a site in Matangi (previously the Anchor Butter factory). The building would be renovated and used as bed and breakfast accommodation in a development which will include a number of other historic buildings from around New Zealand.
- 3.40 The proposal outlined the extensive relocation and renovation costs, advising that in order for the project to be feasible, the purchase price had to be a nominal amount.
- 3.41 The proposal has been verbally agreed to by WDC. The interested party is working through the relevant resource consent process with Waikato District Council with a decision expected within the coming weeks.
- 3.57 **BUILDING MAINTENANCE**
- 3.58 A maintenance schedule is being worked on to ensure WDC owned commercial buildings receive appropriate maintenance work.

Suggested Resolutions

The Progress Report: Housing and other Property be received.



KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

12 February 2019

Document No: A419505

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report: Parks and Reserves

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on service delivery within the Parks and Reserves Activity.

Background

- 2.1 This activity involves the provision of parks and reserves in order to support the health and well-being of the community by supplying and maintaining areas for sport and recreation, as well as green places and landscapes that are restful and enhance the visual amenity.
- 2.2 The parks, reserves and play areas are grouped according to their primary purpose under the following categories - Active reserves, Passive reserves, Esplanade reserves, Leased reserves and Play Equipment.
- 2.3 Currently a review on all property arrangements is being taken to ensure all required lease agreements, H&S and other legislative requirements are in place. This also includes condition assessments and maintenance inspections to determine the current structural condition of playgrounds and other structures located on these facilities. This will assist future planning and inform further maintenance works.

Commentary

3.1 LEASE AGREEMENTS

- 3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has identified a range of administrative matters.
- 3.3 Many of the agreements operate on expired terms. One consequence is that reviews or increases to annual fees are required within the agreements. In some cases historical agreements or terms and conditions may not adequately address Council's current liability under the law in certain circumstances.
- 3.4 The use of the WDC NCS portal with an electronic tracking system has enabled a reminder email to review leases coming up for renewal. Current leases have been entered with reminder dates set. New templates have been created for leases, licenses to occupy and general agreements. Reviewing expired leases will be an ongoing process for some time, but this new system will greatly reduce the chance of WDC being in this situation in the future.

3.5 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.

3.6 Specialist legal advice has been sought to address issues and challenges.

3.7 **RESERVES MANAGEMENT ACT**

3.8 Under section 41(1) of the Reserves Act 1977 ('Reserves Act'), the administering body shall within five (5) years of its appointment or within five (5) years of the commencement of the Reserves Act (whichever is later), must prepare and submit to the Minister for his approval Reserve Management Plans ('Management Plans') for reserves under its control, management and administration.

3.9 The Reserve Management Plan works program is being undertaken in association with the District Plan Review.

3.10 **MAROKOPA HOLIDAY PARK**

3.11 At the Council meeting 30 October 2018 Council resolved to proceed with converting the camp ground to a Kiwi Camp service arrangement model.

3.12 The holiday park will be closed to the public temporarily from 17 November 2018 to (and including) 2 December 2018 to undertake general maintenance work and to retro fit the existing facilities with Kiwi Cash technology.

3.13 The retro fitting of the Kiwicash technology to the existing infrastructure is now completed.

3.14 Electrical and plumbing upgrades have been undertaken. This included the installation of new LED lights to the two concrete ablution blocks and three night sensor lights to lightly illuminate the holiday park at night.

3.15 Plumbing upgrades to all six showers was required to be compatible with the Kiwicash technology. Two new stainless steel sinks were fitted to the exterior of the ablution portacom giving campers somewhere to wash their dishes.

3.16 Fencing was constructed along the tennis court from the rear of the site to the main entrance on Rauparaha Street to separate the holiday park from the old school house. Further work to subdivide the property will follow.

3.17 General maintenance to existing structures have been completed and two BBQs have even been placed in the outdoor courtyard for campers to utilise with their own gas bottles.

3.18 A separate internet connection has been setup to run the Kiwicash technology. This same connection is being used to supply connection to the onsite phone which has a direct line to the WDC office. Outside office hours this line is diverted to the Afterhours service and then onto the appropriate person/s to assist campers.

3.19 Initially the band width of the internet speed was set low to limit what campers could access. However, the speed was found to be too slow, with the time taken to download the Kiwicash app and load credit to accounts frustrating users. This was quickly rectified prior to the holiday season and no complaints have been received since.

3.20 There is a battery backup of up to 12 hours built into the boom gate. The backup provides power to the entry and exit pods for 12 hours allowing access to and

from the holiday park if there is a power failure. The built in memory of the pods will then charge campers' accounts where applicable once the power and internet is back up and running. The use of the pods connected to the showers and any other services (cooktops and laundry facilities are yet to be fitted) will not be able to be used during a power outage.

- 3.21 During a power outage on the 28 December 2018, an unknown fault caused the boom gate to malfunction and not open. This created a problem for campers wanting to exit the park. To cause further complications the gate was removed by someone and damaged in the process. The cause of the failure is being looked into and a system put in place to avoid it from occurring again.
- 3.22 The CCTV cameras which were also understood to have battery backup, did not function as expected and as such no footage was available to view.
- 3.23 A replacement boom gate has been sourced from the supplier. This should be installed shortly, once the boom gate mechanism has been checked for faults.
- 3.24 During the power outage the internet helpline phone was unable to be used by campers for assistance. Battery backup for the internet, helpline phone and cameras is to be installed to help mitigate potential problems caused during power outages.
- 3.25 Campers with bookings who use the Holiday Park during the time the boom gate has been out of service are charged for their stay manually. Any onsite services which utilise the Kiwicash technology are automatically charged per use, as is the usual process.
- 3.26 In spite of these teething issues, the overall feedback received to date has been positive. Once set up with the Kiwicash app and credit loaded onto their tags, campers have found the technology to be very user friendly.
- 3.27 Since reopening (early December 2018) until the end of December 2018, there have been over 1050 transactions recorded at the Park.



3.28 **TE KUITI (NEW) HOLIDAY PARK**

- 3.29 A landscape architect has been commissioned to present potential development ideas for the proposed new holiday park.
- 3.30 Funding has been acquired through MBIE of \$200,000 for the KiwiCamp ablutions and cooking facility with delivery expected for 3 December 2018.
- 3.31 Resource Consent has been granted and Building Consent for the foundations has been lodged.
- 3.32 Costings for the earthworks, drainage, sewerage and storm water have been confirmed and procurement of services completed.
- 3.33 The planned project timeline for finalisation of the project is set for 8 December 2018.
- 3.34 Site works are well underway with the dump station and 10 bay motorhome parking area including services and new fencing due to be completed by the end of December 2018, the delivery of the ablutions and cooking facility will be delivered by the 3 December 2018. Landscaping will be completed once the parking and dump station areas have been completed.
- 3.35 The Holiday Park is fully operational, with all landscaping now complete with only some fencing down the left side of the entranceway to be completed. The concreting and finishing off of the entranceway will be completed towards the end of February 2019.
- 3.36 A condition of funding for the Kiwicamp ablutions block, was that the site had to be operational for the 2018/19 holiday period. This was achieved with the camp commissioned on the 24 December 2018. Many travellers are utilising the dump station, however the Holiday Park side is not being fully utilised to date. This is to be expected as the quick development timeframe did not allow for adequate promotion. It is expected that numbers will improve as the camping community becomes more aware of the sites. Both Holiday Parks have now been listed on various websites, including NZMCA, Jason's (pending), Motor Home Friendly Towns, Kiwicamp, Rankers, Campermate and WDC's website.
- 3.37 Positive feedback has been received about the dump station and word is getting out there about the new Holiday Park. Campers are impressed with the facilities and positive feedback has been received by a local tourist business via a camper.
- 3.38 Options to further develop Brook Park into a mix of both passive and active activities will complement the Holiday Park making it a desirable tourist destination for travellers into the area.
- ### 3.39 **SITE PROGRESS**
- 3.51 Photos below show site progress from mid November 2018 to mid December 2018.



Dump Station Area



Motorhome Parking Area



Entrance Way

3.52 Photos below show the Holiday Park as of January 2019





3.53 **BROOK PARK**

3.54 Wheelchair access has been created to the rotunda by constructing a two way swinging gate from the carpark fence and a ramp built on the south side of the rotunda.

3.55 A landscape architect has been commissioned to present potential development ideas for Brook Park.

3.56 A draft concept plan has been received from the landscape architect. This will be reviewed and used to inform options going forward.

3.57 **TE KUITI AERODROME**

3.58 At its meeting on 29 August 2017 Council resolved to include the development of the Aerodrome Reserve Management Plan into the wider Reserve Management Plan work program associated with the District Plan Review.

3.59 The decision will enable all Reserve Management Plans and their subsequent reserve purposes to be considered holistically alongside the development of the draft Proposed Reserve Zone in the Proposed District Plan (subject to formal RMA processes and consultation).

3.60 We are in the process of reviewing the status of all uses for the Aerodrome and in particular addressing the need for a special Health and Safety arrangement given the nature of the potential hazardous working arrangements and operations of that property.

3.61 A gate will be installed to the vehicle entrance of the aerodrome. The gate will be automated.

- 3.62 The development of a Health and Safety Plan is under development.
- 3.63 A health and safety workshop was held in July with leasees. This was well received, with a good turnout.
- 3.64 All health and safety plans have since been received by the leasees.
- 3.65 An aviation consultant was commissioned and visited the Aerodrome in August 2018. The purpose of this independent specialist advice was to provide an informed review of the site and advice on how to improve the function and purpose of the Aerodrome, including development opportunities.
- 3.66 The detail of the future service arrangements will be addressed in a separate Business Paper (A410778).
- 3.67 Council at its meeting on 30 October 2018 resolved that the capital works required to address the health and safety concerns be undertaken.
- 3.68 Pricing has been received for the proposed automated gate access to the restricted area, proposed fencing, Taxi way, roadway and entranceway upgrade off Te Kumi Station Road.
- 3.69 The capital work has not been funded for in the current FY. The next stage is to consult appropriately with the Aerodrome stake holders. This will also allow opportunity to discuss needs and requirements, including future plans, with a view to assessing these against the wider site plan. This will inform finalisation of any future lease arrangements.
- 3.70 A presentation to the stakeholders of the Aerodrome was held on the 4th February to advise of the proposed Health and Safety upgrades.
- 3.71 Individual meetings will be held between the stakeholders, the aviation consultant and a WDC representative to discuss future requirements. These requirements, if agreed, will form part of any renewed lease agreements.
- 3.72 **TAINUI DOMAIN RECREATION RESERVE**
- 3.73 The Tainui Wetere Domain is officially (by Gazette Notice) titled as Tainui Domain Recreational Reserve as shown in the extract below.

Extract from *N.Z. Gazette*, 1 June 1983, No. 76, page 1733

Vesting a Reserve in the Clifton County Council

PURSUANT to the Reserves Act 1977, and to a delegation from the Minister of Lands, the Assistant Commissioner of Crown Lands hereby vests the reserve, described in the Schedule hereto, in the Clifton County Council, in trust for recreation purposes.

SCHEDULE

TARANAKI LAND DISTRICT—CLIFTON COUNTY—TAIUI DOMAIN
RECREATION RESERVE

16.3279 hectares, more or less, being Mokau-Mohakatino 2C3A2 Block, situated in Block I, Tainui Survey District, and Sections 5 and 6, Block I, Tainui Survey District. All *New Zealand Gazette*, 1981, page 1754, M.L. Plan 1210, S.O. Plans 10950 and 10068.

Dated at New Plymouth this 26th day of May 1983.

R. LANCASTER,

Assistant Commissioner of Crown Lands.

(L. and S. H.O. Res. 6/2/60; D.O. 8/156)

3/1

- 3.74 A copy of the Certificate of Title for the Recreation Reserve is also attached for information purposes. The Reserve boundaries have been highlighted on the attached Certificate of Title.
- 3.75 Two Advisory Committee meetings held over the last two months have been attended by WDC. A new President, Treasurer and Secretary have been voted in.
- 3.76 Development of the Recreation Reserve will form part of the wider WDC investigation into sustainable campgrounds in the District.
- 3.77 A landscape architect has visited the domain and is to present WDC with a letter of offer.
- 3.78 The landscape architects letter of offer was accepted and a draft concept plan for the domain was received. This concept will be reviewed.
- 3.79 The committee that was elected in May of 2018 have now formed an incorporated society in order to apply for funding for the future development of the domain in conjunction with WDC.
- 3.80 Camping and grazing continues to provide a good source of income.
- 3.81 **TE KUITI ESPLANADE RESERVE**
- 3.82 Various sections of the walkway along the Mangaokewa Stream have had retaining walls replaced and footpaths re metaled.
- 3.83 Trees are being cut back and drainage improved where required. This work will improve access along the walkways especially during wet periods.
- 3.84 The bridge maintenance at the back of Graymont has been completed and is now open for walker's access.

- 3.85 Surveying of the Graymont site is to be undertaken and a detailed area map will be produced to define walking tracks followed by track upgrades, this will be done by Graymont at their cost.
- 3.86 Moving forward and agreement has been reached between Graymont WDC stating that Graymont are responsible for the bridge maintenance and WDC for the tracks once upgrades have been completed by Graymont.
- 3.87 Waitomo District Council (WDC) will become the controlling authority for the walkway alongside Graymont's land at Te Kuiti when all of the work has been completed.

Suggested Resolutions

The Progress Report: Parks and Reserves be received.



KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

12 February 2019

Document No: A419503

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report – Public Amenities

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Public Amenities portfolio.

Background

- 2.1 The Public Amenities Activity provides public amenities in order to support the health and well-being of the community by providing areas for burial, restroom facilities for the comfort and convenience of residents and visitors and improved town street amenities.
- 2.2 A review on all Public Amenities facilities is being undertaken. This includes condition assessments and maintenance inspections to determine the current structural condition of the facilities. This will enable better planning and inform further maintenance works which may need to be done to bring the facilities up to standard.

Commentary

- 3.1 A recycling station and waste bin has also been provided to address waste minimization.
- 3.2 **MAROKOPA PUBLIC TOILETS**
- 3.3 The old Marokopa toilet structure has been removed, the site preparation work completed and the new toilet block installed.
- 3.4 A request from the local community to install an outdoor tap/shower to stop the sand being drawn inside has been agreed to and installed.
- 3.5 Power supply by The Lines Company has been completed and the final building consent inspection was completed.
- 3.6 All work has been completed and the final building inspection has being scheduled for the 18 May 2018 after which the toilet will be open for public use.
- 3.7 This facility is now open with all ground works complete. It has been well received by the local community.

3.8 **RORA STREET MAIN TOILETS**

- 3.9 The new graffiti resistant partitions have been installed and the toilets reopened to the public. Some final maintenance work within the facility is currently underway.
- 3.10 New doors and locks will be installed by the end of the month to both the after-hours toilets. The existing doors are in poor condition and the locks regularly require costly repair work.
- 3.11 New signage is to be installed on the road side of the toilet block at both the male and female entrances. These will replace the existing signs which are faded and old.
- 3.12 **The new signage has now been installed and has helped to modernise the toilet block.**
- 3.13 Repainting of the interior blockwork at the main toilet facilities, and the after-hour's toilets has been undertaken. Minor external works is also required.
- 3.14 **All required paint work has been completed.**
- 3.15 New flooring has now been laid replacing the existing aged flooring, enabling easier cleaning and providing a fresher look.

3.16 **PIOPIO TOILETS (KARA PARK)**

- 3.17 The flushing system at the facility requires an upgrade to reduce the occurrence of blockages and costly after hours callouts during peak times.
- 3.18 Quotes have been received and the work awarded to a local contractor. This work will be undertaken early December.
- 3.19 **Due to the Contractor's heavy workload this work has been delayed until after the holiday period.**

3.20 **MOKAU HALL TOILETS**

- 3.21 TIF funding has been applied for to cover 50% of the costs to build new facilities on the adjacent site currently owned by the local school. Negotiations for the site are currently underway.
- 3.22 **Negotiations for the proposed site of the new toilet block remain ongoing.**
- 3.23 Upgrades to the current septic system are being investigated to reduce the odour around the toilets and hall.
- 3.24 An upgrade to the ventilation stacks of the septic system has now been completed, which has addressed the odor issues.
- 3.25 Five temporary portaloos are to be placed close to the existing hall toilets to ease congestion during the peak season from the 1 Dec 2018 through to 31 March 2019. This will be funded by MBIE at a cost of \$69,000.
- 3.26 **The five portaloos were placed onsite in December and have been well received.**



- 3.27 The next Tourism Infrastructure Fund funding round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.
- 3.28 The identification of a site for the upgraded toilets remains a work in progress. The preferred site is the surplus Mokau School property immediately north of the existing toilet block. A direct approach is to be made to the Ministry of Education to start that process. A letter of intent would suffice for TIF application purposes.
- 3.29 **WDC CEMETERIES**
- 3.30 To further the improvement of WDC cemetery records and the location of graves at all Waitomo District Council cemeteries a numbering system has been developed in relation to the NCS plot number and will be rolled out within the next month. Each plot will have a specific number installed on the berm to identify the plot and area of location.
- 3.31 The fixing of the aluminum identification tags to the Headstone and berms at Te Kuiti New Cemetery and Te Kuiti Old Cemetery is now complete, including the installation of new signage for both cemeteries.
- 3.32 The cattle stop to the entrance of the Te Kuiti New Cemetery is in desperate need of repair. The repair work has now been completed.
- 3.33 The old notice board shelter that was removed from Railway Building 1 has now been repurposed and relocated to the top end of the Te Kuiti New Cemetery. A water tank, fed from the roof, and bench seat must still be completed. This will now provide a sheltered rest area with a hand wash facility.
- 3.34 The sheltered rest area including the bench seat and a water tank has been completed and has been well received by the public.



- 3.35 Pouring of an additional six berms at the back of the Te Kuiti New Cemetery and three berms in the Garden of Memories has been scheduled on February's ISU works program.
- 3.36 Proposed changes to the Te Waitere Cemetery have been submitted by the local community in Te Waitere. They include extension of the carpark enabling safer parking off the main road, the construction of an additional shelter/memorial wall at the north end and mowing strips along and between the graves and berms. A site meeting has been held and discussions continue.
- 3.37 The extension of the carpark and the construction of the shelter/memorial wall have been approved by WDC. WDC has agreed to undertake the carpark extension and the local community are to supply materials and construct the shelter/memorial wall. Health and Safety (SSSP) plans have been requested for the construction process.
- 3.38 The SSSP plans have not been received to date. Construction has not started.
- 3.39 **ABLUTION FACILITIES MAINTENANCE**
- 3.40 Condition Assessments for public toilets have been scheduled. Once inspections on all public toilets have been completed a maintenance programme will be developed.

Suggested Resolution

The Progress Report: Public Amenities be received.


 KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

12 February 2019

Document No: A419502

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report: Recreation and Culture

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Recreation and Culture Activity.

Background

- 2.1 Waitomo District Council is committed to ensuring that opportunities for recreation and cultural activities are provided within the District.
- 2.3 The Recreation and Culture activity, provides recreation and cultural facilities and opportunities in order to support the health, well-being and social interaction of the community.
- 2.4 The range of recreation and culture facilities provided by Waitomo District Council includes; Waitomo District Aquatics Centre, Community Facilities and the Les Munro Centre.

Commentary

- 3.1 **LEASE AGREEMENTS**
- 3.2 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.
- 3.3 Reviews on lease agreements are well underway. Leases coming up for renewal are being reviewed and renewed. These are being entered into MagiQ and reminders set. Expired leases are being worked through which will be an ongoing process for some time.
- 3.4 **COMMUNITY HALLS**
- 3.5 Inspections have been conducted on all council owned halls. Maintenance schedules have been created and prioritized.
- 3.6 Formal agreements are being prepared for hall committees in an effort to create a general understanding of roles, responsibilities and procedures and to operate within a best practice H&S framework.
- 3.7 Draft forms of Agreement for both land leases and Hall Committee Agreements have been developed.

3.8 The contact details of WDC owned Hall committees has been updated. WDC will look to engage as appropriate at committee meetings and receive minutes. This has been received well with open lines of communication now developing.

3.9 **MOKAU HALL**

3.10 Earlier this month a committee meeting was attended by WDC. The Hall Committee tabled a proposal for the upgrade of the kitchen. The proposal also identified that this section of the hall had outdated electric wiring. This was investigated with an electrician appointed to replace the wiring as a H&S risk mitigation.

3.11 The committee is also exploring an option to promote community wellbeing by creating a gym for the local community in the unutilized lower section of the hall.

3.12 Fund raising to bridge the short fall of funds is ongoing.

3.13 The committee have sourced lining for the Wellness Centre in the basement and plan to have this area lined by the end of the year.

3.14 Kitchen renovations will commence early December 2018, with the lowering of the ceiling and rewiring of the kitchen and original hall to address electrical concerns.

3.15 The hall has been utilized by the community more frequently over recent months.

3.16 The Wellness Centre has progressed to the stage where it can be used by the community.

3.17 The committee have had an electrician onsite to discuss the new wiring for the kitchen renovations and the replacement wiring to the small hall adjoining the kitchen. WDC are paying for the upgrading of the wiring to the hall due to the health and safety implications. The kitchen wiring will be paid for by the committee who are currently undertaking fundraising for this project.

3.18 **PIOPIO HALL**

3.19 Pricing is being sought to replace the front timber window due to extensive rot and to replace the emergency exit door to Weka Street. Pricing has been received but a review of budgets is still to be undertaken.

3.20 The replacement cost of the front timber joinery window has been budgeted for in the 19/20FY.

3.21 Additional pricing is being sought for both the emergency exit doors due to security and health and safety risks.

3.22 Painting of the timber joinery along the side of the building (Weka Street) has now been completed.

3.23 **MAHOENUI HALL**

3.24 Damage has been caused internally by a roof leak over the kitchen area. Pricing has been received and the remedial work awarded to a local contractor. This work is due to commence early December 2018.

3.25 Work was delayed due to the contractor's work load over the Christmas period and has been rescheduled to early February 2019.

- 3.26 During the roofing works, electrical upgrades will also be undertaken in the kitchen area to address health and safety concerns.
- 3.27 Structural concerns have been raised by the committee around the concrete piles of the hall, bathroom and kitchen areas. WDC will engage an engineer's to investigate and report on the structural integrity of the piles.
- 3.28 **LES MUNRO CENTRE**
- 3.29 Work is underway to increase water pressure to the three sinks in the kitchen. This involves changing the water cylinder situated on the upper level.
- 3.30 Six new stage boxes have been constructed and are yet to be carpeted. These new boxes are much lighter than the old ones making them easier to move around. This will reduce if not eliminate the damage being done to the hall floor when moving them from the stage. The weight of the old boxes were also a health and safety concern.
- 3.31 This work has now been completed.
- 3.26 The resurfacing of the main hall floor is scheduled to be undertaken mid this month.
- 3.27 The main hall floor has now been sanded and resurfaced.
- 3.28 The Les Munro Centre is listed on the WDC website as an available venue for hire.
- 3.29 Remedial works to the air conditioner platform on the upper roof has now been completed. The cladding and cap flashing has been replaced and painted. Further cladding replacement is still required and pricing has been requested.
- 3.30 A quote has been accepted to reclad a section of the cladding on the upper roof behind the air conditioner unit and is due to be completed early December 2018. **The recladding work has been completed.**
- 3.31 At the same time an electronic upgrade was completed on the remote access system.
- 3.32 A pull down projector screen has been installed in the supper room and a review of all IT services is being undertaken prior to a hard wired projector being installed.
- 3.33 **Pricing is being sought for a hard wired projector/s and additional electronic projector screen/s for the supper room which will provide additional state of the art functionality to the facility.**
- 3.34 Pricing is being sought for replacement dining tables. The existing tables are showing signs of wear and tear and are very heavy and difficult to maneuver.
- 3.35 Pricing is also being sought for replacement seating in the main foyer as the existing seating is dirty, outdated and very low making it difficult for the elderly to use.
- 3.36 **Pricing has been received for the replacement dining tables and seating in the main foyer. A review of what is required against available budget is being undertaken.**

3.37 **RSA MEMORIAL ROCK**

- 3.38 A proposal was received from the RSA late 2017 for the installation of a memorial rock at the cenotaph area. The RSA were advised by WDC that the size of the rock (4500x2500x2500) was of concern and that it would create a H&S risk. After meeting with members of the Management Board, agreement was reached and a memorial rock chosen and agreed on between the RSA and WDC. A proposed schedule around timing and siting the rock was requested by WDC and a planned unveiling was to co-inside with Armistice Day on the 11th November 2018.
- 3.39 A Committee meeting was held mid-September to confirm a timeline for the installation of the memorial rock which was likely to be towards the end of October.
- 3.40 The RSA now proposes to construct a concrete block wall instead of the rock as originally proposed and agreed. This is due to the already manufactured stainless steel wording commissioned by the RSA being too large for the rock. The new "concrete block wall" proposal is yet to be submitted to WDC.

3.41 **WAITOMO DISTRICT AQUATIC CENTRE - 2017/2018 SEASON**

- 3.42 The Waitomo District Aquatic Centre opened on 1 October for the 2017/2018 season under the management of Contract Leisure Management (CLM). CLM have been managing the operation of the Aquatic Centre since 2015.
- 3.43 The pool was closed down for the winter on 29 April 2018.
- 3.44 Maintenance and upgrade work is scheduled while the facility is closed. This work consists upgrade of the grandstand and replacing the roof sheeting and perimeter wall cladding.
- 3.45 The pool structure was also emptied, inspected and recoated. All operating equipment will also be inspected and serviced during this renewal.
- 3.46 All maintenance work has now been completed including the repainting of both the main and toddlers pools.
- 3.47 The complex reopened 22 October 2018 for the 2018-19 summer season.

<h3>Suggested Resolution</h3>

The Progress Report: Recreation and Culture be received.



KOBUS DU TOIT
GENERAL MANAGER - INFRASTRUCTURE SERVICES

12 February 2019

Document No: A419763

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report – Roads and Footpaths

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the key projects and programmes, Roads and Footpaths activity, outlined in the Waitomo District Council Long Term Plan 2018-2028 (the LTP).

Background

- 2.1 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
- 2.2 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.
- 2.3 This Activity Group exists to provide safe and reliable transport infrastructure (including footpaths) to facilitate the movement of people and goods, consistent with the strategic goal. An efficient, safe and sustainable road network is essential for the economic well-being of our district. Roads provide access to properties (together with footpaths), and enable both passage of through traffic, and transportation of goods and services.
- 2.4 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.
- 2.5 The Roads and Footpaths Asset Management Plan (AMP) has been reviewed to reflect the expected influences as far as possible.
- 2.6 The Roding 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.

Managing and Maintaining the District Roding Network

- 3.1 The maintenance and renewal of the road surface, pavement and other roading assets can be analysed under three headings: operational and maintenance, renewals, and new works.

3.2 Operational and Maintenance includes:

- Network Maintenance
- Bridge and structures maintenance
- Environmental maintenance
- Emergency reinstatement
- Street Light Maintenance
- Level crossing warning devices
- Stock effluent facility maintenance
- Asset Management

3.3 Renewals include:

- Bridge replacements
- Road Rehabilitation (Rehabs)
- Footpaths (widen existing)
- Road resealing

3.4 New Works include:

- LED Streetlight Upgrade
- New footpaths
- Signs (new)

Operations and Maintenance

4.1 The Transport Agency have granted approval for the full amount applied for by Waitomo DC for their 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.

4.2 **NETWORK MAINTENANCE**

4.3 The vast majority of road network maintenance activities on the Waitomo District are carried out under the current Rooding Maintenance Contract, which started on the 1 March 2017. The incumbent Contractor is Inframax Construction Ltd.

4.4 An average score of 400 over the first three years will qualify the Contractor for an extension to the Contract term.

4.5 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	2017	2018	2019
January		440	Under review
February	Start of Contract	427	
March	435	411	
April	440	455	
May	400	455	
June	410	470	
July	430	470	
August	410	430	
September	430	470	
October	425	470	
November	420	487	
December	430	445	

4.6 The different maintenance activities undertaken on the network are:

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END DECEMBER 2018	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$6,151,790	\$3,673,713	Expenditure to end December 2018 is 60% of 2018/19 Budget.
Community Co-ordination 431	\$65,000	\$35,750	Driver Training Program is delivered under contract by Community House for WDC.
Emergency First Response 140	\$370,000	\$485,961	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion).
Environmental Maintenance 121	\$560,000	\$414,350	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, etc.
Level Crossing Warning Devices	\$30,000	\$4,220	Kiwi Rail determines repairs and does the work required and then invoices WDC.
Network and Asset Management	\$220,000	\$234,609	RATA including, Data Collection, Traffic Count, also RAMM hosting fee paid annually.
Allocated Roothing Business Unit	\$636,386	\$254,293	Roothing staff RBU time except Capital projects.
Professional Services	\$200,000	\$194,534	Includes consultant fees for Professional Services. Increased expenditure in this work category due to the current staffing shortage.
Administration Services for Roothing	\$690,404	\$277,330	Administrative Services-AMP, LTP, EAP, Budget, Policy, Standards, Audits, Invoices, Claims, Timesheets, Roothing S/R's, P/O'S accounts, NZTA compliance activities.
Routine Drainage Maintenance	\$440,000	\$315,771	Water table, Side drains and Culvert maintenance.
Sealed Pavement Maintenance	\$1,400,000	\$691,129	Pre-reseal repairs and general sealed pavement maintenance.
Footpath Maintenance	\$80,000	\$11,822	Repair and Maintenance of Existing Footpaths.
Structures Maintenance 114	\$170,000	\$57,205	Routine maintenance on guardrails and bridge decks.
Stock Effluent Facility Maintenance	\$20,000	\$6,507	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END DECEMBER 2018	COMMENTS
Stock Effluent Maintenance - Staff time	\$10,000	\$8,835	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Traffic Services Maintenance	\$150,000	\$72,559	District wide maintenance of signs and road furniture.
WDC Street Lights	\$150,000	\$63,012	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
TNZ Street Lights	\$60,000	\$9,931	Fully Subsidised by NZTA.
Unsealed Pavement Maintenance	\$900,000	\$535,895	Grading, Flanking, spot metalling, restoration and maintenance of unsealed roads.
Asset Management Plans	\$0	\$0	The Asset Management Plan is updated and a new LTP has already been published.

4.7 **BRIDGE AND STRUCTURES MAINTENANCE (W/C 215)**

- 4.8 A contract is let annually for the replacing of structural bridge components on various bridges.
- 4.9 Retaining walls are maintained on a case by case basis as required.

4.10 **ENVIRONMENTAL MAINTENANCE (W/C 121)**

- 4.11 The Environmental Maintenance budget is used to fund preventative maintenance works to remove potentially hazardous trees where appropriate.
- 4.12 Other works funded under environmental maintenance include pest plant control, mowing and roadside weed spraying. The annual spraying of the plant pest tutsan is presently underway. Also ice control, litter, graffiti, stock effluent, detritus, minor slips, pruning and abandoned vehicles.
- 4.13 Resource consent fees for the necessary encroachment on waterways for roading works is also paid out of this budget.

4.14 **EMERGENCY REINSTATEMENT (W/C 140)**

- 4.15 The emergency reinstatement budget us used to pay for unforeseen weather events requiring emergency first response works under this category (including trees blown down, slips and erosion), for minor events (<\$100,000).

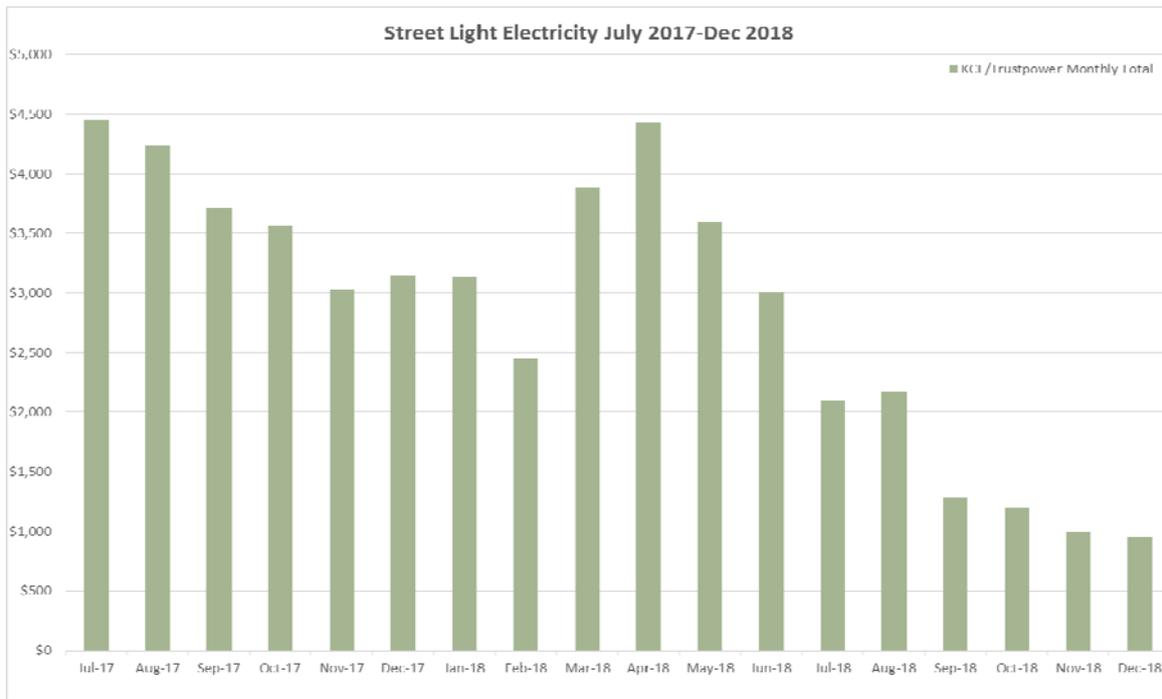
4.16 **STREET LIGHT MAINTENANCE (W/C 122) TRAFFIC SERVICES MAINTENANCE**

- 4.17 Maintenance activities on the street lights in Waitomo District are carried out under the current Street Lighting Contract 500/16/006, which started on the 26 June 2017. The incumbent Contractor is Alf Downs Street Lighting Ltd.
- 4.18 The street light cyclic maintenance activities are undertaken by Alf Downs Street Lighting. Maintenance costs of street lights are affected by the amount of lights

that need to be replaced. Due to the recent LED street light upgrade it is expected that maintenance costs for 2018/19 will be low compared to previous years.

4.19 Electricity costs for street lighting are also paid out of the street lighting maintenance budget.

4.20 The LED streetlight upgrade commenced in February 2018 and was completed in July 2018. The monthly street lighting power bill is now reduced by between 50% and 70% as shown in the graph and table below from the Traffic Services Maintenance GL:



Contractor	KCE/Trustpower					
	2017		2018		Savings(\$)	Saving of:
Month	Monthly Total	WDC Share	Monthly Total	WDC Share		
July	\$4,454	\$3,207	\$2,097	\$1,510	\$2,357	53%
August	\$4,237	\$3,050	\$2,180	\$1,570	\$2,056	49%
September	\$3,715	\$2,675	\$1,284	\$925	\$2,431	65%
October	\$3,568	\$2,569	\$1,198	\$863	\$2,370	66%
November	\$3,028	\$2,180	\$989	\$712	\$2,039	67%
December	\$3,150	\$2,268	\$955	\$688	\$2,195	70%

4.21 **LEVEL CROSSING WARNING DEVICES**

4.22 Safety related and asset maintenance work on level crossings is identified by Kiwi Rail, who schedule and complete the repair work required then invoice WDC.

4.23 **STOCK EFFLUENT FACILITY MAINTENANCE**

4.24 On-going Maintenance of the Stock Effluent facility in Cotter St, including water, electricity and trade waste levies.

4.25 **ASSET MANAGEMENT**

4.26 The professional services activities involved in managing the network are described as Asset Management. The Asset Management budget is used to pay Waikato Road Asset Technical Accord (RATA), RAMM Software Fees and other specialist consultants.

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

4.28 WDC and other councils participate in the joint procurement of services for a Bridge Inspections Contract. The current contract started on 1 July 2017. The incumbent bridge inspection consultant is WSP-Opus. This contract includes the tendering and Contract Management of the Bridge Structural Maintenance Repairs, carrying out bridge posting and rating evaluation. Also included is the processing or overweight permit applications.

4.29 RATA also provides required services in terms of RAMM support, Technical support, and assistance with Forward Works Programmes.

4.30 RATA participating Councils also make use of a shared services contract for a high speed data truck to measure a range of road surface conditions, such as rutting, cracking and roughness indicators.

4.31 The WLASS Multi Party Funding and Services Agreement entered into by Waitomo DC from 1 July 2016 included an initial two year term (now completed) plus provision for two extensions of three years each.

4.32 The services provided by RATA in the first two year term have been very good. The Chief Executive has signed a revised WLASS Multi Party Funding and Services Agreement agreeing to receive services from Rata for the next term.

4.33 The finances for the next two-year period includes provision for an additional \$30,000 in order to participate in a "step change" to a higher level of investment in data collection. Benefits include:

- improved optimisation of road maintenance funding,
- more cost effective renewals, and,
- better evaluation of the needs of the roading asset

4.34 As a condition of receiving funding assistance for road maintenance, the Transport Agency requires Council's to make use of a road asset management system for treatment selection. Continuing to participate in the WLASS Multi Party Funding and Services Agreement, including the benefits of the above services, is a smart way to meet our obligations while benefiting from available expertise at competitive rates.

Renewals

- 5.1 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.
- 5.2 Renewals in 2018/19 include road rehabilitation, road resealing and footpath widening.
- 5.3 **ROAD REHABILITATION**
- 5.4 Candidate road sections for rehabilitation are selected using the road asset management system. Site visits and further calculations including Net Present Values confirm the sites for rehabilitation. The stages following site confirmation include pavement design, professional services (including writing the physical works document) and the physical works (construction) phase.
- 5.5 Pavement Design for the road rehabilitation sites for 2018/19 was carried out by a specialist consultant and is now complete.
- 5.6 The Professional Services Contract for Road Rehabilitation 2018/19 Contract 500/17/015C was awarded to the consultant GHD on 31 July 2018.
- 5.7 The annual Pavement Rehabilitation Contract for physical works includes the sites listed below. Tenders closed on 23 January 2019 and the contract awarded.

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)
Ramaroa Road	0038	2,299	2,261	6.4	15,194
Taharoa Road	5,160	5,800	640	6.1	3,904
Totoro Rd	5,807	7,205	1,398	6.0	8,807
Walker Road	3,887	4,739	852	7.0	6,262

5.8 **FOOTPATHS (WIDEN EXISTING)**

- 5.9 The Transport Agency has granted approval for the amount applied for by WDC to fund a significant programme of footpath renewals in the 2018-28 LTP, enabled by an NZTA shift in funding policy and its accelerated FAR.
- 5.10 The procurement plan for the footpath programme was approved by Tender Subcommittee in December 2018. The programme includes both widening of existing footpaths, and new footpaths.
- 5.11 Tenders closed on 22 January 2019 for Contract 500/18/024 WDC Footpaths and Associated Works 2018/19, and the contract will be awarded shortly.
- 5.12 The programme includes:

Footpath Widening

Road Name	Start	End
Eketone Street	Hospital road Ext.	Hill street
Ward Street	Hill Street	Haines Tce
King St [West]	King St [West] at Pukenui School	
Rangi St in Mokau	Aria Terrace	SH3

Road Name	Start	End
North St (SH3)	Rangi Street	
Moa St in Piopio	LHS From 50kph sign East end	Tui Street
Moa St in Piopio	RHS from #68	#72
Carroll St [SH3]	Craig Tce	Awakino Road
Te Kuiti bowling club	Esplanade North	Footbridge
Taupiri Street	27 Taupiri street	29 Taupiri Street

New Footpaths

Road Name	Start	End
John Mandeno St	Hospital Street	St Andrews Court
Rora St	Public toilets in front of Warehouse	Ward Street
Rora St	Ward Street	88 Rora Street
Footpath at Benneydale School		
Les Munro Park	King St East	
Les Munro Park	Jennings St	
Les Munro Park	Esplanade South	
Les Munro Park	Across park West side	

5.13 CAPITAL EXPENDITURE

5.14 The different activities undertaken on the network classed as capital expenditure (including renewals and new works) are:

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END DECEMBER 2018	COMMENTS
Total Capital Expenditure	\$6,293,364	\$1,337,112	Capital expenditure to end December 2018 is 21% of 2018/19 Budget
Footpath Improvements	\$113,132	\$0	Building New Footpaths. Contract 500/18/024 Footpaths and Associated Works is currently at the tender award stage
Minor Improvements (341)	\$650,000	\$43,481	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings and slip repairs.
LED Street Light Upgrades	\$0	\$78,218	The funding for the LED streetlight upgrade was 85% funded by NZTA. This project was completed in July 2018.
Footpath Renewals	\$395,232	\$36,604	Improving, widening and replacing narrow footpaths, Contract 500/18/024 Footpaths and Associated Works is currently at the tender award stage
Drainage Renewals 213	\$250,000	\$161,482	Upgrading of Network wide drainage issues.
Pavement Rehabs Renewals	\$1,700,000	\$75,998	The 2018/19 Road Rehabilitation Contract 500/17/015 is currently at tender award stage.

DESCRIPTION OF SERVICE	2018/2019 BUDGET	EXPENDITURE TO END DECEMBER 2018	COMMENTS
Sealed Road Surfacing Renewals	\$1,385,000	\$490,681	The annual resealing program commenced in December 2018 and will continue into February 2019.
Structures Components Renewals	\$350,000	\$72,147	Work completed in July 2018 under the annual Bridge Structural Repair contract. Work for the 2018/19 contract is at the tender documentation stage.
Traffic Services Renewals 222	\$150,000	\$86,911	Annual Traffic Signs replacement and the District wide Line Remark project in ongoing.
Unsealed Road Metalling Renewals	\$600,000	\$255,079	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatement Renewals	\$700,000	\$250	Extra funding was requested from, and provided by, NZTA to repair damage to the network from Cyclones Debbie and Cook in April 2017, and also storm events in August and September 2017. A substantial programme of work was completed by 30 June 2018 and now planning is underway for the next programme of work under this budget.

New Works

6.1 LED STREETLIGHT UPGRADE

- 6.2 The LED streetlight upgrade project started in February 2018 and is now complete.
- 6.3 New street lights will need to be added to the network in order to fill in dark patches in poorly lit pedestrian areas.
- 6.4 The incumbent street lighting contractor is Alf Downs Street Lighting. They will complete a night-time survey for WDC and assist us with planning and programming for the in-fill street lighting needed.

6.5 PEDESTRIAN OVERBRIDGE

- 6.6 Construction of a replacement pedestrian overbridge is dependent on NZTA funding assistance. If NZTA funding is approved, the project will be completed in 2019/20.
- 6.7 Significant progress has been made towards preparation of the prerequisite business case in support of NZTA funding assistance.
- 6.8 The estimated cost to design and construct the replacement bridge is \$1.2M. If approved by NZTA, the subsidy rate will be 73%, making the local share \$324,000.
- 6.9 The project may qualify for NZTA's Targeted Enhanced Funding Assistance Rate (TEFAR), in which case the FAR would be 86.5% and the local share would reduce to \$162,000. Application has been made for TEFAR funding.

- 6.10 WDC's local share funding has been included in WDC's 2018 – 28 LTP over the next three years. As reported to Council 27 November 2018, the second year's allocation will need to be brought forward to 2019/20.
- 6.11 Work has started on obtaining the pre-construction approvals required ahead of the detailed design stage, with the latter dependent on NZTA funding approval.
- 6.12 **SIGNS**
- 6.13 Additional new work is anticipated as a result of the current government drive for changes to speed limit legislation. **There is a separate paper to Council on this.**
- 6.14 **TE WAITERE SLIPS**
- 6.15 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) is going to tender subcommittee with a procurement plan.
- 6.16 **Tenders closed on 14 February 2019.**

Suggested Resolution

The Progress Report – Roads and Footpaths be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

15 February 2019

Document No: A408414

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report: Solid Waste Services

Type: For Information

Purpose of Reports

- 1.1 The purpose of this business paper is to brief Council on the current work streams within the Solid Waste management portfolio, including contracted services.

Local Government Responsibilities

- 2.1 The Waste Minimisation Act 2008 encourages a reduction in the quantity of waste generated and disposed of in landfills, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits.
- 2.2 Waitomo District Council has a statutory responsibility to promote effective and efficient waste management and minimisation within the Waitomo district under section 42 of the Act and to review its Solid Waste Management and Minimisation Plan (SWaMMP) no later than every six years. The SWaMMP 2018-2028 is currently in use and is available on our website.
- 2.3 A key element of the Act is the waste levy applied to all wastes disposed to landfill. The levy is \$10 per tonne. The purpose of the levy is to increase the price of waste disposal to better reflect the cost of waste on the environment, society and the economy and to generate money for waste minimisation initiatives.

Risk Considerations

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

Waitomo District Council's Internal Planning Documents

- 4.1 SWaMMP - The key internal planning document influencing this SWaMMP is Council's Long Term Plan (LTP) which sets out Council's role in maintaining and promoting community well-being in the District. The SWaMMP is a "tactical" plan in support of the Council's LTP, with linkages to the Council's District Plan, Structure Plans and Council bylaws pertaining to waste management related matters.
- 4.2 Waste Assessment 2017-2018. The Waste Minimisation Act 2008 (WMA) requires a waste assessment to be undertaken and used to inform the review of the SWaMMP. The assessment provides the necessary data on waste and diverted material streams to determine priorities. The most recent assessment was completed in 2017 and was made available to the Medical Officer of Health (in

satisfaction of the WMA) for review and sign off. The Waste Assessment is also required to be included with Council's draft SWaMMP.

- 4.3 Waitomo District Solid Waste Bylaw 2009 - The purpose of this bylaw is to ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner, provide for the efficient collection and recovery of recyclable waste and manage waste management facilities for the optimum disposal or recycling of waste.
- 4.4 Funding Mechanisms - The current funding of Council's solid waste management services is split. It allows for a combination of general and targeted rates which covers mainly the original establishment cost and disposal of recyclables, while user charges are used to fund operational cost related to collection and disposal, structured so that they incentivise waste minimisation practices.
- 4.5 The following table summarises the linkages between AMP's and the other key components of the strategic planning and management of Council:

Long Term Plan	The broad strategic direction of Council set in the context of current and future customer requirements, many of which relate to the performance and financial requirements of the assets which are the subject of Activity Management (AM) planning. The AMP is the means for developing appropriate strategies and policies for the long-term management of Council's activities and related assets, and the basis for analysing the impact of Corporate strategic options on levels of service and long term funding needs.
Annual Plan	The service level options and associated costs developed in the AMP are fed into the Annual Plan consultation process.
District Plan	The District Plan regulates the shape and form of sustainable land use and activities pertinent to achievement of the District's environmental outcomes. It identifies and protects anticipated growth areas and formalises urban supply boundaries for utility services. It establishes standards for the construction and protection of the solid waste management network and provides the mechanism for mitigating adverse effects on the natural and physical environment.
Financial Plan	Financial plans developed in each AMP are consolidated into the short and long-term programmes of Council. AMP's improve financial planning by instigating planned long term maintenance and operation programmes and provides justification for works programmes and levels of funding.
SWaMMP	The service levels and budgets defined in the SWaMMP are incorporated into Business Plans as performance measures for the group.
Contracts	The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery
Corporate Information	Quality AMP is dependent on suitable information and data. This requires the availability of sophisticated AM systems which are fully integrated with the wider corporate information systems (e.g. financial, property, GIS, customer service, etc.).

Solid Waste Management

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 5.3 WDC is meeting its obligations under the Waste Minimisation Act 2008 and SWaMMP by providing:
- Weekly Kerbside Refuse and Recyclables Collection Services
 - Rural transfer Stations, including free recycling services
 - Street Side Recycling Units
- 5.4 The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery. Risks associated with delivery of the collection, waste transfer stations and landfill are mitigated by effective contract management including monitoring of contractor performance and ensuring regular reporting of core service and activity data.
- 5.5 Bi-annual waste audits of the kerbside collection bags have been conducted since 2008 as required by the SWaMMP. The purpose of the kerbside audits is to collect data to monitor the effectiveness of waste minimisation services and to assess consumer behaviour trends. Over recent years it has been identified that the waste audit methodology needed to be reviewed to ensure the data collected provided the necessary information to measure the success of endeavors to increase diversion and reduce waste to landfill.
- 5.6 The next waste audit is scheduled on 26 February 2019 for Waitomo, Piopio and Mokau and 1 March 2019 for the Te Kuiti collection. The audit conducted in both winter and summer months will provide seasonal data and better establish trend information. The organic waste to landfill data will be of the most interest as this is where we are not currently meeting key performance objectives. A draft report is expected 6 weeks after the completion of the audit.
- 5.7 The service provider of Marokopa street side litter bin clearance gave notice of termination. The service is now being provided under an employment arrangement.
- 5.8 An Eftpos machine has been installed at the Piopio Transfer Station. Customers have been asking for this payment option for some time as there are no bank machines in the village. The machine will be for payment only, with no cash out option.
- 5.9 **BIG BELLY BIN TRIAL**
- A trial of Big Belly bins is currently underway in Benneydale and at Haggis Point Lookout. These bins are solar powered and compact approximately 600 litres of rubbish into a 60 litre bag. These bins assist in eliminating overflows, stop wind and pests accessing the waste and significantly reduce collection frequents. These Big Belly bins are funded from the MfE waste levy refunds Council receives. The bins are rented from Manco at a cost of \$50.00 per week each.

Description	Litres Deposited July 2018	Litres Deposited Aug 2018	Litres Deposited Sept 2018	Litres Deposited Oct 2018	Litres Deposited Nov 2018	Litres Deposited Dec 2018
Total Litres to Date			1022.00	4202	6246	10561
Benneydale			480 (7.9 days)	1499 (28 days)	454 (20 days)	2607 (44 days)
Haggas Point Lookout			542 (10.0 Days)	1681 (29 days)	1590 (30 days)	1708 (35 days)
Description	Litres Deposited Jan 2019	Litres Deposited Feb 2019	Litres Deposited Mar 2019	Litres Deposited Apr 2019	Litres Deposited May 2019	Litres Deposited Jun 2019
Total Litres to Date	14082					
Benneydale	1987 (11 days)					
Haggas Point Lookout	1534 (19 days)					

- 5.10 Updated signage has been installed at the unconsented greenwaste disposal site in Mokau. The signage states that Illegal Dumping of Rubbish and Greenwaste is prohibited under the Litter Act 1979.
- 5.11 Hidden surveillance cameras have been trialled at three different sites with evidence showing after-hours activity at the transfer stations. Cameras will now be used randomly across the five Transfer Station sites. The intention will be to prosecute offenders whenever possible in an attempt to deter this inappropriate behaviour. Te Kuiti Landfill will also have three cameras installed in the new year.

Waitomo District landfill: 500/16/041

- 6.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 **EMISSIONS TRADING SCHEME**
- 6.3 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.
- 6.4 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.
- 6.5 **LANDFILL VOLUMES**
- 6.6 Landfill Consented Volume: 232,000 Tonnes
- 6.7 A full detailed landfill survey was completed on determining the actual landfill fill volume as part of the resource consent renewal for increased volume for the

landfill. The result provided evidence that the actual volume of the landfill is 173,000m³ or equivalent to 155,000 tonnes.

Description	Tonnes Deposited July 2018	Tonnes Deposited Aug 2018	Tonnes Deposited Sept 2018	Tonnes Deposited Oct 2018	Tonnes Deposited Nov 2018	Tonnes Deposited Dec 2018
Deposited to Date	158512.50	159513.28	160469.26	161327.45	162415.67	163278.92
WDC Bags Collected	1.26	1.20	1.32	1.20	1.18	1.72
Total over Weighbridge	1059	1085.05	1018.81	929.71	1575.64	933.12
Less Diverted Recycle	28.61	41.12	34.32	39.93	468.61	45.13
Less Stock out Gate	27.75	44.35	29.86	32.79	20.00	26.46
Total To Landfill	1003.90	1000.78	955.98	858.19	1088.22	863.25
Tonnage Space Available	73487.50	72486.72	71530.74	70672.55	69584.33	68721.08
Description	Tonnes Deposited Jan 2019	Tonnes Deposited Feb 2019	Tonnes Deposited Mar 2019	Tonnes Deposited Apr 2019	Tonnes Deposited May 2019	Tonnes Deposited June 2019
Deposited to Date	160469.87					
WDC Bags Collected	177					
Total over Weighbridge	1009.10					
Less Diverted Recycle	33.51					
Less Stock out Gate	20.42					
Total To Landfill	956.59					
Tonnage Space Available	67764.49					

6.8 DIVERTED MATERIAL

6.9 To date a total of **691.23 tons** of recyclables has been diverted from the landfill for this financial year.

6.10 Note there was a significant increase in diverted materials during November 2018. This was concrete rubble coming in from the new Te Kuiti Holiday Park site. Large concrete pads were broken up to make way for the developments. Concrete rubble is diverted from the landfill to be reused for internal track/roading hard surfaces.

6.11 HEALTH AND SAFETY AT WORK (ASBESTOS) REGULATIONS 2016

6.12 The Health and Safety at Work (Asbestos) Regulations 2016 came into effect in April 2016. Under Clause 40 it is a duty of an asbestos removal expert to ensure that asbestos waste is disposed of by depositing it in a place approved for the purpose by a territorial authority under section 73 of the Resource Management Act 1991. Under Resource Consent 101753 Waitomo District Landfill (WDL) is

able to accept asbestos waste if it is done in accordance with regulation requirements.

6.13 The Landfill Management Plan, under which the landfill operates, includes provisions to ensure acceptance procedures for all waste types meet resource consent/ regulatory requirements.

6.14 WDC is one of four landfills in the greater Waikato/Coromandel area with approval via resource consent conditions to accept this type of waste.

6.15 **CAPITAL PROJECTS**

Description	Actual July 2018	Actual August 2018	Actual September 2018	Actual October 2018	Actual November 2018	Actual December 2018
Safety improvements	Benneydale spouting, \$763.09	H&S provided equipment	Awakino safety barrier \$2611.96		\$12,350 Listed in point 6.18	
High Wall Safety Work						
Main entrance upgrade Transfer station improvements		\$862.20	\$357.80	Te Kuiti Landfill reseal \$35,993.34		

6.16 Safety improvements includes all the H&S issues which were identified during the previous 2018/19 period for the Solid Waste assets.

6.17 High wall shaping involves the removal and shaping of earth above the Te Kuiti landfill space and is carried out for safety purposes to prevent the potential for landslides and also to manage water ingress into the landfill area. Whilst this work has been completed and the desired outcomes have been achieved for now, the area will require future works to ensure that potential risks are addressed.

6.18 Access control at the Te Kuiti landfill has been completed to restrict public entry to the landfill section and better manage H & S risks.

6.19 **Te Kuiti Landfill upgrades and repairs have been undertaken at a cost of \$12,350.**

1. **Renewed Portacom roof Envirowaste office.**

2. **Weighbridge repairs.**

3. **Weighbridge calibration.**

4. **New locks on Envirowaste storage sheds.**

6.20 Investigations confirmed actual landfill fill volume (173,000m³ equivalent to 155,000 tonnes) compared with the consent limit (232,000 tonnes). It is estimated that consented capacity will be filled by 2023. The landfill consent term expires in 2033.

6.21 The physical capacity of the landfill will be increased over the next two financial years by raising the design finish level of the current footprint. That will require lining of the corresponding height of the high-wall. The life of the landfill, at current annual fill rates, will be extended to approximately 2044 i.e. beyond the term of the current consent (2033).

6.22 The chosen consent renewal option (as per Council resolution) involves renewing the consent to realise the full potential of the investment required (approximately \$1.5M) to extend fill capacity though to 2044. It avoids the s.128 review process, is no more onerous than a consent variation, provides a longer term for no additional capital cost, and best aligns consent life with landfill capacity, all at the same time.

Option	Description	Capacity	Capacity reached	Residual life	Consent requirements
3	Close landfill at optimised fill height	420,000 t (467,000 m ³)	2044	26 years	New consent required. Avoids s.128 review procedure due after 1 September 2018. Detailed AEE. Consultation. Notified consent. Possible hearing. Highwall liner required.

6.23 A draft AEE has been prepared for discussion with Waikato Regional Council (WRC). Following WRC feedback, any additional evidence required will be added to the AEE ahead of consultation with affected parties, followed by consent lodgment. It is expected that will be completed by the end of next month (March).

6.24 **CONTRACTUAL REPORTING – 0500/16/041**

6.25 The following is a snapshot from the Envirowaste Landfill management contract report KPI score / reasoning PACE evaluation score for year beginning July 2018, is provided in the following table.

Month	Score	%
Jul-18	320	80%
Aug-18	360	90%
Sep-18	380	95%
Oct 18	380	95%
Nov 18	390	98%
Dec 18	400	100%
Jan 19	400	100%
Feb 19		
Mar 19		
Apr 19		
May 19		
June 19		

Monthly Performance Rating Evaluation Definitions

Grade	Definition
1	Very Poor – Meeting very few of the requirements of each objective. Not making progress to a more satisfactory level. Unable to provide required outcomes without significant Client or Consultant intervention. >50%
2	Poor – Meeting the requirements of some of the objectives to the minimum specified standard. Making progress towards an acceptable rating. 50 - 69%
3	Marginal / Unacceptable – Barely Meeting objectives to the minimum specified standard. 70 - 75%
4	Good – Meeting all objectives. Delivering better than the minimum specified standard. Consistent best practise methodology being applied. 76 - 89%
5	Excellent – Meeting all objectives. Consistently providing well above the required standard. Proactive in providing value added features, such as pro-activeness, flexibility, identifying and pursuing innovation without Client or Consultant intervention. 90%<

6.26 **CONTRACTUAL REPORTING – 500/16/038 – KERBSIDE AND RECYCLING COLLECTION CONTRACT**

6.27 PACE evaluation score for year beginning July 2018 is provided in the following table.

Month	Score	%
Jul-18	382	76%
Aug-18	340	68%
Sep-18	460	92%
Oct-18	420	84%
Nov-18	460	92%
Dec-18	300	60%
Jan – 19	275	55%
Feb – 19		
Mar – 19		
Apr -19		
May -19		
June - 19		

Monthly Performance Rating Evaluation Definitions

Grade	Definition
1	Very Poor – Meeting very few of the requirements of each objective. Not making progress to a more satisfactory level. Unable to provide required outcomes without significant Client or Consultant intervention. >50%
2	Poor – Meeting the requirements of some of the objectives to the minimum specified standard. Making progress towards an acceptable rating. 50 - 69%
3	Marginal / Unacceptable – Barely Meeting objectives to the minimum specified standard. 70 - 75%
4	Good – Meeting all objectives. Delivering better than the minimum specified standard. Consistent best practise methodology being applied. 76 - 89%

Grade	Definition
5	Excellent – Meeting all objectives. Consistently providing well above the required standard. Proactive in providing value added features, such as pro-activeness, flexibility, identifying and pursuing innovation without Client or Consultant intervention. 90%<

6.28 The recent poor performance rating has been caused by a range of issues including collections being missed, inconsistent pick up times and incorrect product and volumes collected, as well as non stickering of rejected items.

6.29 The poor performance issues have been raised with the Contractor.

Service Requests / Complaints

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

7.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late. Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2018/2019 include:

Description	July 2018	Aug 2018	Sep 2018	Oct 2018
Kerbside Refuse not collected	1	3	0	3
Landfill Complaint	0	0	0	0
Transfer Station Complaint	0	0	0	0
Litter Bins not being emptied	0	0	0	0
Request for additional service	0	0	0	0

Description	Nov 2018	Dec 2018	Jan 2019	Feb 2019
Kerbside Refuse not collected	1	2	1	
Landfill Complaint	0	0	0	
Transfer Station Complaint	0	0	0	
Litter Bins not being emptied	0	0	0	
Request for additional service	0	0	0	

Description	Mar 2019	Apr 2019	May 2019	June 2019
Kerbside Refuse not collected				
Landfill Complaint				
Transfer Station Complaint				
Litter Bins not being emptied				
Request for additional service				

7.3 The poor contractual performance rating (para 6.28) is not reflected in the service request statistics as the issues were identified during spot check audits which are undertaken for contract management purposes.

Suggested Resolution

The Progress Report: Solid Waste Services be received.

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', is written over a light grey rectangular background.

KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

12 February 2019

Document No: A418857

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report: Water Supply, Sewerage and Stormwater

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide an updated progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

Background

- 2.1 The Waters activities are:
 1. Water Treatment and Supply: Providing for the environmentally safe extraction, treatment and distribution of a potable water for Te Kuiti, Piopio, Mokau and Benneydale.
 2. Sewerage System, Treatment and Disposal of Sewage: The collection, treatment and disposal of sewage for Te Kuiti, Piopio, Benneydale and Te Waitere.
 3. Stormwater: The collection and disposal of storm water.
 4. Trade waste: Management of trade waste discharges from business houses to ensure the quality and quantity of the discharge do not cause any operational and compliance issues to our network system and Wastewater treatment plants.
- 2.2 WDC's only reticulated Stormwater disposal network serves Te Kuiti and any exceptions will be reported on for the other areas as these arise.

Considerations for the Activity

- 3.1 The key drivers of service for each of Council's Three Waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.
- 3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).
- 3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.
- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community,

responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.

- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that LoS are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are four works categories under each of the three Waters activities to maintain all the LoS:
1. **Routine Duties:** Routine Operations and maintenance duties and tasks are carried out by trained and competent Water and Wastewater technicians. These duties and tasks are to ensure all treatment plants are operating as per the operations and maintenance specifications.
 2. **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
 3. **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
 4. **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

Service Delivery

- 4.0 The Infrastructure Services Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.1 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.
- 4.2 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.

- 4.3 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.
- 4.4 The three waters reticulation network service delivery is procured externally and managed internally by the Water Operations Manager assisted by an administrator to optimise efficiency and to ensure that LoS requirements are met by cost effective and efficient project management.
- 4.5 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.6 Services to be carried out under the agreement include, but are not limited to, the following:

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
Planning, investigation, design, performance and quality monitoring of physical works projects (maintenance and construction), including the administration of professional services.	Reporting to the Manager Water Services on: <ul style="list-style-type: none"> - physical and financial performance of physical works activities; - physical condition of 3-waters assets, including recommendations for maintaining, renewing, enhancing, or disposing of assets.
Preparation of: <ul style="list-style-type: none"> - Project feasibility reports; - Asset management plans; - Work programmes; - Risk management plans. Interpreting condition rating data and applying to programme development.	Gathering and managing information: <ul style="list-style-type: none"> - Carrying out asset condition inspections and ratings, and ensuring all asset data on completed work is kept up to date; - Monitoring, recording and reporting water and wastewater treatment plant performance data ; - Monitoring levels of service and reporting on achievement of key performance measures; - Monitoring, recording and reporting on trade waste discharges. Delivering operations, maintenance and renewals programmes.
Developing, procuring and managing capital physical works activities. Supervising external capital works activities.	Providing support to the WSAMT on physical works activities.
Processing, monitoring and enforcing trade waste discharge consents and calculating monthly trade waste charges for invoicing.	Monitoring and reporting trade waste discharges.
Undertaking: <ul style="list-style-type: none"> - Flow modelling studies; - Catchment surveys and catchment management plans; 	Implement, monitor and report compliance with safety and risk management plans.

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
<ul style="list-style-type: none"> - Water supply safety plans; - Health and safety audits; - Risk management plans. 	
Preparing and evaluating tenders and monitoring physical works and external professional services activities.	
Interpreting, prioritising and programming recommendations from professional services reports and investigations, including review of asset condition assessment reports.	Monitoring and reporting on asset condition of water and wastewater treatment plants and 3- waters networks
Obtaining building and resource consents.	
Reporting to Waikato Regional Council on consent compliance and related matters.	Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data.
	Any other activities subsequently requested during the agreement period.

This Agreement also includes administration support functions. The following table identifies the administration activities:

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Setting and administering policy and standards, risk, and levels of service.	Preparing rolling maintenance programmes.
Approving, administering and monitoring asset management plans.	Implementing data collection and reporting systems consistent with AMS.
Owning maintenance management systems.	Collecting and reporting maintenance history in agreed format.
Owning infrastructure databases.	Providing data and information to WDC.
Managing WDC's water services budgets.	Reporting expenditure against approved programmes.
Preparing financial assistance claims – Ministry of Health.	Providing monitoring data for WDC annual plan performance measures.
Budget management.	Operating job costing system and report on budget spend
Reviewing and confirming scope of work programmes.	Reporting progress against approved programme scope.
Administering database of tenderers	Operating telemetry/SCADA stations
Administering and maintaining telemetry / SCADA system	After hours service arrangements.
Servicing democracy, including providing customer/ratepayer interface and responding to enquiries.	
Undertaking community consultation on work projects	
Reporting to WDC, WRC etc.	General administration duties (e.g., correspondence, record management)

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
General administration duties (e.g., correspondence, record management)	General administration duties (e.g., correspondence, record management)
Reporting on WDC annual plan performance measures	Collecting performance data and reporting.
Developing and operating communication plans and strategies.	Public relations/communications procedures.
Preparing and administering service agreements or activities with professional services providers (internal and external)	
Accepting physical works tenders.	
Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place.	General administration duties (e.g., correspondence, record management)
Administering TW Bylaw 2006 (amended 2016) and trade waste agreements.	Administration of TW sampling and testing programmes.
Reporting resource consent compliance.	Monitoring and documenting treatment plants performance and resource consent compliance.
Auditing health and safety systems.	Preparing and administering health and safety systems.

4.7 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.

4.8 The following contracts are currently in place:

- Contract 500/16/045 - WSBU Agreement
- Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
- Contract 500/16/042 - Trade waste cleaning

4.9 CAPITAL WORKS

4.11 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team (see item 11.0).

4.12 COMPLIANCE MONITORING

4.10 Compliance monitoring is reported separately.

4.14 PLANNED MAINTENANCE

4.15 The 'Asset Owner' is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC's Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

4.16 **REACTIVE MAINTENANCE**

- 4.17 The WSBU is responsible for ensuring any urgent and reactive maintenance work requirements are rectified as soon as possible at a reasonable cost.
- 4.18 The Asset Owner is notified when and if the repair of the asset could or may require replacement or renewal.

Water -DWSNZ 2005(2008)

- 5.0 The supply of treated drinking water is a process that takes place from abstraction at the source through to the customer service connection "the toby". To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.
- 5.1 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

Waste Water

- 6.0 WDC provides and manages four separate public Waste Water Treatment (WWT) schemes; at Te Kuiti, Benneydale, Piopio and Te Waitere. The largest of these is at Te Kuiti.
- 6.1 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.2 With the exception of Te Waitere, the remaining three WWT schemes have been upgraded over the past six years, representing a significant contribution towards the social and environmental wellbeing of the associated communities, and the community outcomes for sustainable infrastructure.
- 6.3 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

Storm Water

- 7.0 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.1 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

Trade Waste

- 8.0 The main trade waste dischargers to the Te Kuiti Wastewater system (TKWWTP) are the two meat processing plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.1 Trade waste discharge consents (TWDC's) were agreed with both organisations.
- 8.2 This follows from the first TW Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.
- 8.3 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.4 Te Kuiti Meats, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.

- 8.5 Agreements has been renewed for both UBP and Te Kuiti Meats.
- 8.6 We are working with HACH Instruments Ltd and Te Kuiti Meats (TKM) to improve the method of collecting trade-waste effluent discharge so both parties are comfortable with the testing results. The results contributes to the calculation of monthly charge fees to TKM. The new improve auto-sampling method and location should be completed by early October 2018.
- 8.7 **Installed, commissioned and been operating since November 2018.**

Level of Service (LoS) Drivers

- 9.0 The following LoS drivers define the scope and scale of services that is provided by the activity.
- 9.1 **CUSTOMER EXPECTATIONS**
- 9.2 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.
- 9.3 **ENVIRONMENTAL RESPONSIBILITY**
- 9.4 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.
- 9.5 **HEALTH AND SAFETY**
- 9.6 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 9.7 Asset management planning addresses WDC's safety obligations through:
- Employing trained and well established operators for all WDC treatment plants
 - Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
 - Specification of works to maintain assets in a safe condition.
 - Enforcement of safe operating and work practices.
 - Compliance with industry standards and codes of practice.
- 9.8 **EFFICIENCY AND EFFECTIVENESS**
- 9.9 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.
- 9.10 The techniques of asset management support efficiency and effectiveness by:
1. Using best practice principles for the employment of a well-trained and managed operations team
 2. Providing a basis for monitoring asset capacity, performance and utilisation

3. Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works
4. identifying under funding of asset maintenance and replacement
5. Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
6. Extending the life of an asset by optimising maintenance and refurbishment treatment selection.

9.11 **CORPORATE PROFILE**

- 9.12 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.
- 9.13 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.
- 9.14 Asset Managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.
- 9.15 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

Typical Technical Levels of Service	Typical Customer Levels of Service
Outcome related - measures define what the customer receives in an interaction with an organisation	Process related - measures define how the customer experience the service
Quality	Intangibles
Quantity	Responsiveness
Availability	Courtesy
Legislative requirements	Assurance (knowledge, trust, confidence)
Maintainability	Empathy (understanding, individual attention)
Capacity	
Reliability and performance	
Environmental impacts	
Cost / affordability	
Comfort	
Safety	
Reliability and performance	

Service Delivery – Considerations

10.0 **TE KUITI WATER TREATMENT PLANT**

- 10.1 The water treatment process standard requires a Log 4 level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.

- 10.2 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.3 Progress has been made to provide better and improved monitoring and recording all required parameters on the SCADA system to show compliance with bacteriological and protozoan criteria. These includes:
- Chlorine residuals on final water leaving treatment plant
 - Turbidity on inlet/outlet for all four filters
 - Turbidity on final water leaving the treatment plant
 - pH on settled and final water leaving the treatment plant
 - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.4 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.5 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.6 As reported to Council prior work on Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been hampered by high river levels. On the 6 July the contractor managed to de-sludge the construction area and were ready to do the piling. Unfortunately heavy rains on the 7 and 8 July lead to a rise in river levels again and the area flooded. This has now been cleaned out again and the contractor is ready to do the piling and base.
- 10.7 The Raw water Intake (phase 2) was completed at the end of October 2018. (Detail updated, see Item11.0)
- 10.8 Electrical and mechanical consultants are currently drafting the functional descriptions and will implement all plant operational and compliance set points for all monitoring devices.
- 10.9 The functional description of the WTP has been received from the Consultants. This will be reviewed and implemented once the SCADA contractor has provided cost details.
- 10.10 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.11 All required parameters for monitoring, reporting and compliance with NZDWS was completed mid December 2018. Regular audits of the reporting devices will be undertaken. The Ministry of Health Drinking Water Assessor, has been advised of the progress made.
- 10.12 Source water is low and Water production rate/volume is the same as last year 2018. The operations team is monitoring the reservoir levels and water production regularly.

10.13 **BENNEYDALE WATER TREATMENT PLANT**

- 10.14 The water treatment process does not meet the NZDWS which requires Log 3 credit removal.
- 10.15 The WTP UV treatment component needs to be certified to meet DWS requirements log credits. We are finalising a Bursen UV system approved contractor to certify the system. – Not yet approved
- 10.16 We are incorporating in SCADA system, the UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp. These will provide the log credit removal requirements.
- 10.17 All the required parameters for monitoring, reporting and compliance with NZDWS was completed in mid-December 2018. Regular audits will be undertaken.
- 10.18 The Ministry of Health Drinking Water Assessor has been advised that the project has been completed.
- 10.19 Verification for log accreditation by the DWA and finalization of the Water Safety Plan is in progress.
- 10.20 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.21 The WSP has to be scrutinised by the DWA. For the Waikato Region there is only one qualified DWA and a trainee DWA and in satisfying the work load the Waikato DHB engaged and ex-DWA as consultant to assist with the WSP submissions from the various Councils.
- 10.22 The Draft Benneydale Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.23 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.

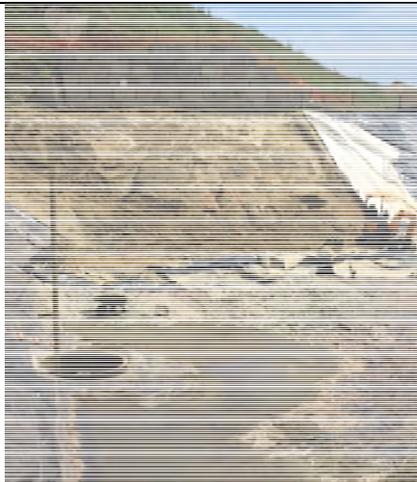
10.24 Water production and reservoir level are satisfactory.

10.25 **PIOPIO WATER TREATMENT PLANT**

- 10.26 The new plant meets the Drinking Water Act requirements.
- 10.27 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.
- 10.28 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.29 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.30 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.

- 10.31 The Draft Piopio Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.32 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.33 Old and blocked Membrane modules (18 off) was replaced with new ones end of August 2018 and now operating effectively. We have also created extra monitoring parameters on SCADA allowing the water techs to monitor and show compliance with effective operations of the membrane. This will ensure log 3 credit removal is taking place.
- 10.34 We are also in progress to ensure pre-treatment, chemical coagulation/flocculation and Sedimentation is effectively operating.
- 10.35 Monitoring of these required parameters on SCADA will show compliance. This will also give us additional log 3 credit removal.
- 10.36 The Waikato District Health Board, Drinking Water Assessor (DWA) will be visiting all the Water Treatment plants on the 13 September 2018 to confirm what we are implementing to show bacteriological and protozoan compliances.
- 10.37 The DWA visited the plant to assess the competency of WDC staff on instrument verification and calibration for the plant. DWA assessment of the plant was very good and found no issues.
- 10.38 Piopio WTP continues to operate well and meet the protozoa Log 3 credit removal.
- 10.39 No problem with water production and reservoir levels both at plant and town.
- 10.40 **MOKAU WATER TREATMENT PLANT**
- 10.41 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.
- 10.42 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.
- 10.43 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.44 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.45 A new Water Safety Plan will be developed after completion of the optimisation of the plant will form part of the submission to the DWA for verification of the log credits.
- 10.46 The new upflow clarifier has been installed and is undergoing performance testing.
- 10.47 The clarifier is now operating but still require Water Techs inputs, as it not performing well just yet.

- 10.48 A minor WTP modification is required to bring the turbidity analyser in line with requirements.
- 10.49 Good progress is being made to comply with Log 4 credit removal. Compliance monitoring parameters have been set and recorded. These include:
1. Chlorine residuals on final water leaving treatment plant
 2. Turbidity on inlet/outlet for filter
 3. Turbidity on final water leaving the treatment plant
 4. pH on settled and final water leaving the treatment plant
 5. UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.50 The monitoring parameters outlined in 10.48 will provide the log credit removal required to comply with the Health (Drinking water) Amendment Act 2007 and Drinking Water Standard.
- 10.51 Work on the UV disinfection system to ensure compliance with Drinking Water Standards is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.52 The required parameters for monitoring, reporting and compliance with NZDWS was completed in mid-December 2018. Regular audits will be undertaken.
- 10.53 The Ministry of Health Drinking Water Assessor has been informed of the progress made.
- 10.54 The Water Storage Dam liner membrane was damaged late in October 2018.
- 10.55 Water use restriction notice was implemented to conserve water whilst the repair work on the dam is been undertaken.
- 10.56 The Consultants who were involved in the original structure design were appointed to investigate and provide a design and methodology for repairing the dam embankment.
- 10.57 Repair work commenced on 12 November 2018 after the Site Specific Health and Safety Plan (SSSP) was reviewed and approved. This included correct methodology of work carried out in accordance with the consultant's report (Tonkin & Taylor).



Work underway



Tomo showing after Bottom Drain down



Bottom storage dam (drained out)



Top raw water dams November 2018

10.58 The repair work was completed mid December 2018 and dam returned to operation once the water capacity reached 80%.



Dam almost completed



Dam Completed



Dam being filled up



- 10.59 There appears to be very small leak, evidenced from the seepage from the underground drain pipework. However it was decided to delay a more thorough investigation and repair work until winter. This will help to minimise disruption to the town water supply over the over high demand summer period.
- 10.60 The two top source water dams is under tremendous pressure due to the continue drought condition being experienced.

10.61 **TE KUITI WASTEWATER TREATMENT PLANT**

- 10.62 The management of the Sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.
- 10.63 Planned maintenance of the major plant is under way.
- 10.64 Service on two of the submersible aerators have been completed.
- 10.65 The ultraviolet disinfection reactors are scheduled for their annual service. This will involve stripping and cleaning all the parts, checking for any damage and recalibrating the lamps and sensors.

10.66 **SLUDGE TREATMENT**

- 10.67 Sludge treatment is progressing well. In October a total of 500 tonnes of dried sludge was removed from the settling ponds, pressed and transferred to the landfill.
- 10.73 A minor improvement to the existing sludge press pipework was carried out to prevent blockages which can stop sludge production. (See photo)
- 10.74 The improvement was made as the previously installed outlet pipe system was blocking up due to sludge build up around the outlet.



- 10.75 Sludge Treatment been operating well this period, removing approximately 173 tonnes of pressed sludge to the landfill over the January 2019 period. Unfortunately a few mechanical breakages and failures has contributed towards downtime in the sludge management. These are being investigated to ensure good practices in the management of the plant is maintained and followed.

10.76 **PIOPIO WASTEWATER SYSTEM**

- 10.77 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.
- 10.78 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.
- 10.79 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not to renew it.
- 10.80 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment

Plant. The plan was that scale capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.

10.81 OPERATIONAL REQUIREMENTS

10.82 The Piopio waste water system is based on on-site septic tanks that pre-treat the waste and separate a discharge of "grey-water" into a small bore closed reticulation system that transports this liquid to a Waste Water Treatment Plant for final treatment and discharge to the Mokau River via an outfall structure.

10.83 The on-site septic tanks are either gravity discharge or pump assisted depending on the contours and location in relation to the closed small bore pipe reticulation.

10.84 The septic tanks acting as collectors require maintenance regularly for optimum pre-treatment and to prevent clogging of the built-in filters that may lead to overflows that pose a serious health risk to the general public.

10.85 The operational requirements call for a complete check of each septic tank twice a year for the cleaning of the filters, checking the settled sludge thickness, measuring the floating crust and ensuring water tight connections and openings are maintained for the gravity tanks.

10.86 The pump assisted tanks additionally require pump removal for inspection and cleaning of the screen as well as checking the float operations for any faults. In addition the pump flow needs to be checked for correct operation.

10.87 Regular audits and plant maintenance work is being carried out, including cleaning of the UV system.

10.88 CURRENT OPERATION

10.89 The management of the maintenance requirements of the Piopio waste water reticulation system has not been effective.

10.90 The increased Health and Safety work place obligations for this type of work require that two people attend each inspection, because of the risk involved of working over an open tank. Practically it is also a requirement to be able to operate the floats and check the flow of the pump, as in all cases the control box is some distance away from the actual septic tank location.

10.91 The management of adequate maintenance and operation of the waste water system in Piopio has become reactive instead of being of a preventative nature.

10.92 This increases the risk of exposure to localised overflows. As these septic tanks are all located inside private property.

10.93 It is noted that the small bore pipe reticulation system can become increasingly clogged up with "dirty" discharge from the on-site septic tank, resulting in back pressure of the reticulation system.

10.94 This might adversely affect the network performance by restricting pipes further and a complete jetting of the system may be required to prevent a blockage.

10.95 In order to maintain this system to minimize these adverse effects it is anticipated that Council will have to increase the investment in preventative maintenance.

10.96 Currently the system is operating within limits and consent exceedances being experienced, that have to be reported to the Waikato Regional Council through the consent monitoring process, are minimal with little impact.

10.97 Recently the level of reactive maintenance has increased. It is attributed to the colder weather and fats congealing in the tanks and blocking the filters and pump inlets. At present services are procured for the maintenance of the system under the service external contractors under the 3 waters services management contract – 500/16/036.

10.98 The position of the in-house Service Technician has been filled and pro-active maintenance to system will start within due course.

10.99 Planned maintenance on the sewer reticulation network has started and is well received by locals. This is ongoing.

10.100 The Wastewater System is being well managed, with any concerns raised by residents dealt with promptly.

10.101 TE WAITERE WASTEWATER

10.102 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.

10.103 In addition the consent makes provision for expansion of the scheme.

10.104 The soakage field shows signs of failing and there is no spare capacity in the scheme.

10.105 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.

10.106 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.

10.107 The Te Waitere sewer pump has been replaced.

10.108 Nothing further to report at this time.

10.109 TE KUITI WASTE WATER NETWORK

10.110 The part of the sewer trunk main located in Taupiri Street is in poor condition.

10.111 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.

10.112 This pipe is also in excess of 2 meters deep and runs along the centreline of Taupiri Street.

10.113 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.

10.114 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.

10.115 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.

10.116 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the

same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.

- 10.117 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- 10.118 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.
- 10.119 A survey and design has been initiated to confirm the feasibility of this project along that alignment.
- 10.120 The Taupiri Street Wastewater pipe network upgrade project has been successfully procured, awarded and is underway.
- 10.121 The Taupiri WW Pipe network upgrade is scheduled to be completed by the end of February 2019.

10.122 TE KUITI STORM WATER

- 10.123 No matters to report on.

Capital projects

11.1 WATER

11.2 TE KUITI

- 11.3 The majority of capital upgrade projects originate from work identified in the Te Kuiti urban area.

<u>Water Treatment Plant Upgrade</u>		
Phase 1		
Te Kuiti WTP Upgrade	Rebuild Water Treatment Plant	Completed
Phase 2		
New Intake Structure	Construct a new raw water intake structure	<p>Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work. Although this work did commence, the river level is still a cause for major health and safety concern. A coffer dam is being built at additional cost to be able to work in relative safety. The contractor is investing in additional equipment to complete the work at his own cost.</p> <p>Progressing</p> <p>Work is now progressing very well. The intake pump and valve chambers is been installed.</p> <p>The electrical and control conduits and cables are been installed.</p> <p>The intake screen been installed, the air compressor has been installed. All the associated valves and pipe work,</p>

		<p>including electrical work has been completed.</p> <p>The intake system was commissioned recently end of October 2018 with success and currently operating.</p> <p>Final commissioning meeting has been held. Actions from this meeting is compiled to ensure timely final completion of this project.</p>
Phase 3		
Old Building Demolition	Remove old building to make way for new driveway entrance and chemical tanker fill area	Completed
Entranceway	Reinforced concrete driveway and chemical bunded fill hard stand for trucks	<p>Contract now completed.</p> <p>Entrance and exit gates has been procured to finalise site security and access control.</p> <p>Work has just begun, with the two main entrance. The cables and electronic gates should be completed by end of next week (14 Sept 2018)</p> <p>The installation of the entry gate to be complete by end of November. The treatment plant perimeter fencing to be completed end of November 2018.</p> <p>Entrance gate automation will be completed by end of February.</p>
Refurbishment of Clarifiers	Cleaning, condition assessment and epoxy coating of clarifiers	This contract has successfully been completed.
Phase 4		
Te Kuiti WTP	Refurbishments of Filters 3 & 4	Completed

<u>Water Reticulation Renewals</u>		
Hetet Street Main Replacement	Replace 100 mm FC main in Hetet Street	Contract now completed
Henderson and Earl Street	Complete ring main feed from Earl Street to Henderson Street	Contract now completed
Edward Street Main Replacement	Replace 100 mm FC water main in Edward Street	Tender documents being drafted and the project will start in the next financial year. Funding will have to be carried over for this project into the next financial year.

<u>Reservoir Seismic Strengthening</u>		
Seismic Strengthening: Mangarino Reservoir	Clean out cracks and seal, condition assessment, replace valves	To be programmed

11.3 BENNEYDALE

- 11.4 Provision has been made for unforeseen renewals and capital works that may arise. Overall the Benneydale WTP and reticulation is in very good condition with the reticulation and the WTP renewed less than 10 years ago.

Benneydale Water Renewals

Nothing plan for this FY

11.5 PIOPIO

- 11.6 The Piopio reticulation is scheduled to be renewed as per the LTP. To do this renewal without major shutdowns affecting the whole town some preparation work is required to allow supply from other mains to reduce the affected properties.

Water Reticulation renewal

Tui Street Ring Main Feed	Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream	<p>Tender documents are being drafted. This work will only be able to be started in the next financial year and the current funding will have to be carried over into the next year.</p> <p>This capital works project to be implemented this FY 2018-19. The tender document has been finalised and uploaded on Tender link.</p> <p>Update – the project will not be implemented this FY due to reprioritisation of funds.</p>
Water Reservoir Replacement	Supply, installation and commissioning of a 500 000l reservoir	<p>The tender for the Piopio reservoir replacement has been awarded.</p> <p>Work will commence after all contract documentation and insurance is received by Council and approved.</p> <p>This includes all health and safety documentation.</p> <p>The foundation design is being reviewed for sign-off by our Consultants.</p> <p>The contractor is set to be onsite towards end of February 2019 to start with construction.</p>

11.7 MOKAU

- 11.8 The Mokau Water Reticulation has been identified as being in poor condition with several major bursts occurring during September 2016. This prompted a condensing of the Renewal programme that saw the main along North Street being replaced from Oha Street to Rerenga Street, a distance of approximately 550 meters.

<u>Water Reticulation Renewal</u>		
Tainui Street	Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme	<p>Tender documents in progress. This project will be done in conjunction with the Aria Terrace project scheduled for next year to combine the work. This is to allow savings in the establishment and disestablishment of the contractor's costs. Current year funds will have to be carried over for the next financial year.</p> <p>This tender for the capital works project has been delayed due to need for further investigation into asset condition.</p>

11.9 **WASTE WATER**

11.10 **TE KUITI**

11.11 The upgrade of Te Kuiti WWTP was completed about 4 years ago. Most of the optimization has been completed and the plant is treating waste water to the consented standards

<u>Waste Water Treatment Plant</u>		
Oxidation Pond Aeration	Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as improve pre-treatment of the returned liquid.	Programmed for 2018. This work has not progressed and has been put on hold for the time being.
Chemical tank bunded fill area	Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement	The tank installation and dosing pump connecting up is complete.
Storage Shed	Storage area of equipment	This work is completed.
<u>Waste Water Reticulation Renewal</u>		
Carroll Street Sewer Replacement under Railway	Insert a new continuous PE pipe into the old concrete sewer main	This work is completed.
Sewer Replacement under the River	Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon.	Completed.
Taupiri Street Augmentation	Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station	<p>Contract awarded.</p> <p>Work was stopped due to health and Safety concerns that were raised.</p> <p>Work has re-commenced after all identified H&S issues were addressed and mitigation put in place.</p> <p>The project is scheduled for completion by the end of February 2019.</p>

11.12 **BENNEYDALE**

11.13 Provision has been made for unforeseen issues that require attention.

11.14 **PIOPIO**

11.15 The UV disinfection unit was completely rebuilt to get the E.Coli control back to Discharge Consent limits.

11.16 **TE WAITERE**

11.17 A new pump is being installed at the main pump station.

11.18 **STORM WATER**11.19 **TE KUITI**

11.20 The Te Kuiti Storm Water Network has been designed for a 1:2 year rainfall event. Overall the system copes very well and improvements have seen a reduction in flooding areas. A Flooding Model was developed and the only major flooding area was identified as a section of flat ground along Waitete Road near Farmland and Hynds. The design calls for a 1,200 mm diameter storm water pipe from the farm beyond the rail line to the Mangaokewa River. The existing pipe changes from a 1,200 mm diameter to a 600 mm pipe under Waitete Road and this will be upgraded.

<u>Storm Water Reticulation</u>		
Waitete Road Augmentation	Install an additional 600 mm storm water pipe alongside the existing to improve drainage	<p>Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link</p> <p>Tenders have been received and reviewed by tender evaluation team (TET).</p> <p>Work has been deferred to 2019/20 FY</p>
View Road Augmentation	Install a wingwall, complete pipe work and install connecting pipes to design size	This project has been completed and is working well.
Hospital Road Extension	Install a 600 mm stormwater pipe to eliminate health and safety issues at an open drain.	<p>Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link.</p> <p>Tenders have been received and reviewed by tender evaluation team (TET).</p> <p>This project will be revisited due to financial constraints.</p>

General

- 12.0 A proposed variation in the Te Kuiti Waste Water Treatment Plant Effluent Discharge Consent Conditions has been made. This has come about due to the cost and practical implications for certain consent conditions. In particular one of the conditions is to do a fish migration study from the discharge point at the Te Kuiti Aerodrome all the way up the Mangaokewa from its origin and including all the tributaries.
1. It was agreed that an in-house assessment with the aid of a methodology (currently under review by NIWA) can be used.
 2. In addition the Te Kuiti Waste Water Treatment Plant bore assessment can be conducted by consultants other than NIWA. This was completed by Tonkin + Taylor at a reduced cost.
- 12.1 A source water supply study is underway. The initial project scope was to investigate the feasibility, and subsequent siting, of a suitable off-stream storage dam upstream of the Te Kuiti Water Treatment Plant.
1. A change in scope to locate a suitable underground source was completed recently. The report from Tonkin + Taylor is submitted as an Annexure to this report.
 2. The findings of this desktop study are encouraging with a plentiful supply available in relative proximity to the Te Kuiti WTP.
 3. In 2004 a trial bore was sunk near the Mangarino Reservoir that is being investigated for a change in condition and flow, as well as water quality.
 4. This bore had a high iron and manganese content.
 5. A trial, reported on separately, is under way to treat the river abstracted water for iron and manganese removal and this appears to be successful.
 6. Should the existing bore trial indicate positive results, further investigation and feasibility studies will be done in order to inform the way forward.
 7. The trial test pumping was abandoned soon after commencement due to apparent casing failure and short circuiting between adjacent aquifers. The depth of the bore was also found to be significantly shallower than the depth recorded on the bore log.
 8. A new investigation bore is now to be sunk in the vicinity of Te Kuiti Domain. Depending on the results of the geological assessment and water quality testing, a decision will be made on whether to proceed to the next stage (construction of a test/production bore) or to terminate further investigations.
- 12.2 WATER METER READING**
- 12.3 Water meter readings commenced this week and will be completed in the next 3 weeks.
- 12.4 The water meter reading system will automatically produce a report on-site if the reading is abnormal, (10% over previous reading). This will then flag that particular meter for follow up for a possible leak. This system provides the opportunity for the operator to check the reading onsite and should reduce reading errors.

12.5 WDC has recently completed accurate recording of water connections for all four water supply schemes. The resulting database provides WDC with an accurate and up to date planning tool for future management of these water supply assets.

12.5 **NZDWS COMPLIANCE**

12.6 The Waikato Drinking Water Assessor visited WDC Water Treatment plants to become familiarised with the processes and understand what action has been taken to improve reporting. The WDC Treatment Plant Operators were also assessed to determine their competency of instrument verification and calibration

12.7 The final assessment report has been received from WDHB, with all Treatment Plant Operators assessed as competent to verify, calibrate and carry out water sampling and analysis.

12.8 **QUALITY MANAGEMENT SYSTEM (QMS)**

12.9 A QMS system is under development to document how we do things for the Water and Wastewater Treatment and pipe network. This includes:-

1. Standard Operating Procedures
2. Plant functional descriptions
3. Plant layout or schematics
4. All plant Critical Control Point (CCP) and how to manage each CCP.

12.10 **TRAINING**

12.11 Upskilling staff on troubleshooting, process related issues, legislative requirements and issues related in specific treatment issues are being undertaken. This onsite training has improved technician participation and encouraged staff to strive for higher achievements.

Suggested Resolution

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



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICE

19 November 2018

Addendum

1.0 Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance**1.1 Drinking Water Standards 2005 (Amended 2008)**

1.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

1.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).

1.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

1.5 Treatment Process and Log Reduction

1.6 The supply of treated drinking water is a process that takes place from the abstraction at the source through to the customer service connection "the toby". To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

1.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:

1.7.1 Protozoa with the standard organism determining the level of treatment being Cryptosporidium.

1.7.2 Bacteria with the standard organism determining the level of treatment being Escherichia Coli (E.Coli).

1.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

To take account of the additive effect of a series of cumulative treatment processes on the removal of protozoa, 'Log Credits' are used, Cryptosporidium being used as the reference organism. The level of treatment and the resultant "Log Credits" are detailed in the DWS NZ 2005 (2008). The log credit for a treatment process is related to the percentage of the protozoa the process can remove, by the expression:

$$\text{log credit} = \log_{10}[1/\{1-(\text{percentage removal}/100)\}]$$

1.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.

1.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Surface water – rivers, streams, dams and lakes.

- Coagulation / flocculation – chemical application to collect and attract particles together to become heavier for easier removal through Sedimentation process.
 - Sedimentation – settling of heavier and flocculated particles.
 - Filtration - this can be through various types of filters with sand being the most common type.
 - Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
 - A combination of the above.
- 1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.
- 1.15 **Te Kuiti Water Supply**
- 1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.
- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.

- 1.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 1.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.
- 1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:
- Coagulation, sedimentation and filtration
 - Ultraviolet disinfection through multi-wave UV reactors (now certified)
 - Chlorination
- 1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.
- 1.23 Work is still continuing on the Intake site of the Water Treatment plant. These work includes:-
- 1.23.1 Supply and Installation of Intake pump chamber and pumps- COMPLETED
 - 1.23.2 Supply and Installation of valve chamber and valves - COMPLETED
 - 1.23.3 Supply and Installation of all electrical works- WIP
 - 1.23.4 Supply and Installation of raw water intake screens - COMPLETED
 - 1.23.5 Supply and Installation of Air compressor - WIP
 - 1.23.6 Supply and Installation of water and electrical monitoring devices and instruments.- WIP
 - 1.23.7 Supply and Installation of building to house all the controls, devices and instrumentations - COMPLETED
- 1.24 Work still continuing around both gates and the filters areas.- WIP
- 1.25 Piopio Water Supply**
- 1.26 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.
- 1.27 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.
- 1.28 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 1.29 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.
- 1.30 The drinking water quality is within Drinking Water Standards.
- 1.31 The membrane unit has gone through replacement of all 18 modules at the end of August 2018. The plant is now complying with level 4 log credit removal. Additional monitoring operating criteria has been added into the SCADA system to effectively manage the membrane treatment process.

1.32 Benneydale Water Supply

- 1.33 The source water was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).
- 1.34 The current configuration of the treatment process does not deliver the required Log reduction due to the UV's not being certified. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.
- 1.35 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.
- 1.36 Work was done to the intake screen to unblock the screen.

1.37 Mokau Water Supply

- 1.38 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)
- 1.39 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.
- 1.40 Investigation on source water to provide evidence to reduce log 4 to log 3 credit removal conducted by Opus International Consultants on the 28 August 2018
- 1.41 Cyanobacteria Management Protocol was received from Opus and forwarded to Waikato District Health Board for approval in October 2018

2.0 Waste Water**2.1 Piopio Scheme**

- 2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.
- 2.3 The operation and management of the plant is done in-house.
- 2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.
- 2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.

2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.

2.7 Benneydale Scheme

2.8 The Benneydale WW treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.

2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

2.10 Flushed all land application lines in last month

2.11 Te Waitere Scheme

2.12 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.

2.13 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.

2.14 Te Kuiti Scheme

2.15 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.

2.16 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

2.17 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

3.0 Storm Water

3.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.

3.2 The SW system comprises two components. The primary component relates to the SW networks consisting of open drains, approximately 31km of SW pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.

3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.

3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.

- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

4.0 Key Issues/Considerations for the Activity

4.1 Renewals Programme

- 4.2 The SW reticulation is ageing and parts of it are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.

- 4.3 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed..

4.4 Climate Change

- 4.5 Climate change is expected to impact on LoS e.g. SW drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.

- 4.6 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

4.7 Inflows – Impact on Wastewater Network

- 4.8 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.

- 4.9 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.

- 4.10 To mitigate this problem an effective SW system in urban areas is required.

4.11 Safety

- 4.12 There are a number of strong recommendations for SW systems resulting from a Coroner Report following the death of a child who fell into a SW manhole in 2009.

- 4.13 The most significant of these recommendations is:

(i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:

- (a) have been identified with a potential for surcharging through network modelling studies; and
- (b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

- 4.14 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

5.0 Levels of Service (LoS)

- 5.1 The SW reticulation has been designed to cope with 1 in 2 year storm events. Beyond that, the SW system relies on secondary, overland flow paths to drain excess surface water.
- 5.2 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 5.3 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.
- 5.4 This service is currently managed by the WSBU and carried out under the network services contract.

Document No: A420289

Report To: Council



Meeting Date: 26 February 2019

Subject: **Progress Report: Road Map Work Programme**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the quarterly update on progress against the Road Map Work Programme which was adopted by Council on 30 October 2018.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **26 February 2019**.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2021-2031 LTP in June 2021.
- 2.2 In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.3 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.4 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map Work Programme and organisational capacity to identify priority ranking against the established work programme.
- 2.5 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.6 The current edition of the Road Map was adopted by Council on 30 October 2018.
- 2.7 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 2.8 In the interim period a Quarterly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones and Commentary.
- 2.9 The Monitoring Schedule for the Road Map includes the Key Milestones for all projects occurring in the current financial year including indicative timeframes and a commentary on progress for each project of work.

2.10 AMENDMENTS TO TIMELINES AND PROJECTS OF WORK

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

Commentary

3.1 NEW PROJECTS

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

Suggested Resolution

The Progress Report: Road Map Work Programme as at **26 February 2019** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT



Road Map Work Programme

Quarterly Monitoring Schedule

as at 26 February 2019

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Leadership

Resident Satisfaction Survey (for 2017/18 Annual Report)

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

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

2017/2018 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	May 2018	Completed
Interim Audit of financials.	7-18 September 2018	Completed
Council Meeting Progress Report to Council on Interim June results.	25 September 2018	Completed
Deloitte final review.	5-15 October 2018	Completed
Signed Audit Opinion available	30 October 2018	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adopt Annual Report	30 October 2018	Completed
Audit of Summary Annual Report.	4-6 November 2018	Completed
Audit Opinion received on Summary	6 November 2018	Completed
Summary Annual Report published	27 November 2018	Completed

2019/2020 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2019/20 development	September 2018	Completed
Identification of any "strategic" amendments to LTP for 2019/20 year.	26 September 2018	Completed
Managers complete 2019/20 budgets in consideration of 2019/20 Budgets contained in LTP.	October 2018	Completed
Modelling of budgets and finances for 2019/20	November 2018	Completed
Management Review of 2019/20 budgets	November 2018	Completed
Council Workshop #1 of 3 Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP 2019/20	20 November 2018	Completed
Council Workshop #2 of 3 <ul style="list-style-type: none"> Preliminary draft financial forecasts Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	12 February 2019	Completed
Council Workshop #3 of 3 <ul style="list-style-type: none"> Draft financial forecasts Rating Implications 	12 March 2019	Underway (Council agreed at the 12 Feb workshop that there are no material changes in the EAP compared with the LTP for 2019/20 therefore consultation will not be required. The communication to be followed after EAP adoption will be outlined in a communication plan at the time of adoption).
Audit of dEAP	18- 27 March 2019	Will not go ahead
Council Meeting Adopt CD and Supporting Information for public consultation (if required)	2 April 2020	Will not go ahead
Consultation Period	8 April – 8 May 2019	Will not go ahead
Council Hearing	14 May 2019	Will not go ahead
Council Deliberations	28 May 2019	
Council Meeting for adoption		
Council Meeting Adopt EAP	25 June 2019	

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
S17A Review of responsibilities associated with - Governance	December 2018 - February 2019	

Key Milestone	Indicative Timeframe	Commentary
- Funding - Service Delivery For Environmental, Health and Alcohol Licensing		
Council Workshop #1 Draft outcomes of internal s17A Reviews	16 April 2019	
Council Meeting Adoption of Review outcomes	28 May 2019	

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of top/strategic risks for WDC	September 2018	Completed
SMT workshop to confirm Strategic risks	October 2018	Completed
Council LTP Workshop Initial workshop to sign off on strategic risks	16 October 2018	Completed
Test treatment and controls and score risks including SMT workshop	October 2018 – January 2018	Completed
Test residual risks and plan to address	October 2018 – January 2018	Completed
Council LTP Workshop Workshop with Council on top residual risks, mitigation plans and maturity development work plan.	February 2019	Completed
Audit and Risk Committee Quarterly reporting to ARC on strategic risks	Starting May 2019	Given budget constraints ARC agreed that implementation of the Risk Management Framework will form part of the 2020/21 Roadmap (except ICL assessment).

Communications Strategy – Review and Progress Reporting

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Key communication outcomes to be achieved	25 September 2018	Completed
Council Meeting Adoption of Communications Strategy 2018	30 October 2018	Completed
Council Meeting Six monthly progress report	April 2019 May 2019	Moved because there might not be a Council meeting in April
Council Meeting Six monthly progress report	October 2019	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of June 2020	April 2020	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of December 2020	October 2020	Report provided at next meeting following end of six monthly period
Council Meeting 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

Key Milestone	Indicative Timeframe	Commentary
Pre-election report prepared encompassing: <ul style="list-style-type: none"> Funding Impact Statement 1 July to 30 June Summary Balance Sheet 3 Financial Years 1 July to 30 June Major Projects Planned 1 July to 30 June Funding Impact Statement 1 July to 30 June Statement (providing comparison of rates/ rate increases and borrowing 1 July to 30 June) A statement comparing return on investments for 1 July to 30 June (investments specified within the investment strategy) 	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

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
Procurement Policy [15]	2018	2021	3 Years
Local Easter Sunday Shop Trading Policy [16]	October 2016	February 2021	5 Years (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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Policy presented to Council for adoption of amendments or updates.	27 November 2018	Completed. (Implementation and training underway)

Local Government Excellence Programme – CouncilMARK™

Key Milestone	Indicative Timeframe	Commentary
Project Planning including resource planning	June 2019	This item will need to be postponed to the 2020/21 year due to resource constraints, in line with the discussion at Council Workshop on 12 Feb 2019.
Initials Assessment and Gap analysis based on PAF requirements and work plan to fill in the gaps	October 2019	
Council Workshop Pre-briefing on site visit and PAF	End November 2019	
Complete PAF and send	Start April 2020	
Council Workshop 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	

Council Controlled Organisations – DC Tynan Trust (Exemption)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of DC Tynan Trust's exemption from CCO status.	30 April 2019 26 March 2019	Brought this forward as there might not be a meeting in April.

Resident Satisfaction Survey (for 2018/19 Annual Report)

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	
Council Meeting Resident Satisfaction Survey Results to Council	30 July 2019	

2018/2019 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting 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	
Council Meeting 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	

Waikato Regional Council Committees – 2019 Meeting Schedule

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

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	4 March 2019	
Committee Meeting	6 May 2019	
Committee Meeting	1 July 2019	
Committee Meeting	2 September 2019	

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

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	4 March 2019	
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	
Committee Meeting	21 June 2019	

West Coast Catchments Committee (Cr Sue Smith)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	19 March 2019	
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	
Committee Meeting	19 June 2019	
Committee Meeting	21 August 2019	

Community Development

Community Development Fund

Discretionary Grants

Key Milestone	Indicative Timeframe	Commentary
Round 1	Quarterly	
Advertising (x2)	August 2018	Completed
Applications close and are considered	1 September 2018	Completed
Announcements & Funding Allocation	September/October 2018	Completed
Round 2	Quarterly	
Advertising (x2)	November 2018	Completed
Applications close and are considered	1 December 2018	Completed
Announcements & Funding Allocation	December 2018/January 2019	Completed
Round 3	Quarterly	
Advertising (x2)	February 2019	
Applications close and are considered	1 March 2019	
Announcements & Funding Allocation	March/April 2019	
Round 4	Quarterly	
Advertising (x2)	May 2019	
Applications close and are considered	1 June 2019	
Announcements & Funding Allocation	June 2019	

Triennial Grants

Key Milestone	Indicative Timeframe	Commentary
	3 Yearly (in conjunction with development and adoption of the LTP)	
Advertising	May/June 2021	
Applications close	1 July 2021	
Council Workshop Consideration of Applications	July 2021	
Council Meeting Consideration of Applications	July 2021	
Announcements & Funding Allocation	August 2021	

Provision of Services Grants

Key Milestone	Indicative Timeframe	Commentary
	3 Yearly (following adoption of the LTP)	
POS Grant applications invited	1 July 2021	
Council Workshop Consideration of Applications	August 2021	
Council Meeting Consideration of Applications	August 2021	
Announcement to recipients	September 2021	
Payment of annual allocations	As per agreed Terms and Conditions	

Community Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Round 1	Annually (with a second Funding Round if required)	
Advertising	September 2018	Completed

Key Milestone	Indicative Timeframe	Commentary
Applications close	October 2018	Completed
Council Workshop Consideration of Applications	October/November 2018	Completed
Council Meeting Allocation of Funds	October/November 2018	Completed
Announcements & Funding Allocation	November 2018	Completed
Round 2	(Only if Required)	
Advertising	February 2019	The \$30,000 available funds for the 2018/2019 Community Partnership Fund were fully expended in the November 2018 funding allocation so no second round will be required.
Applications close	March	
Council Workshop Consideration of Applications	March	
Council Meeting Allocation of Funds	March	
Allocation	April	

Community Halls Grants

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Funding allocation	August 2019	

Creative Communities

Key Milestone	Indicative Timeframe	Commentary
	2 Funding Rounds per Year	
Round 1		
Applications invited and advertised	October/November	Completed
Applications close	November	Completed
Committee Meeting Consideration of Applications	December	The Creative Communities Assessment Committee is scheduled to meet on Wednesday 20 February 2019
Announcements & Funding Allocation	December/January	
Round 2		
Applications invited and advertised	April/May 2019	
Applications close	May 2019	
Committee Meeting Consideration of Applications	June 2019	
Announcements & Funding Allocation	June/July 2019	

Sport NZ Rural Travel Fund

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Applications invited and advertised	September 2018	Completed
Applications close	October 2018	Completed
Committee Meeting Consideration of Applications	November 2018	Completed
Announcements & Funding Allocation	November 2018	Completed

D C Tynan Trust Fund

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Applications invited and advertised	July 2019	

Key Milestone	Indicative Timeframe	Commentary
Applications close	August 2019	
Committee Meeting Consideration of Applications	September 2019	
Announcements & Funding Allocation	September 2019	

Summary of Grants Paid

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

Vibrant Safe Waitomo

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Safe Community Waitomo Work Plan and Draft Terms of Reference	21 August 2018	Completed
Council Meeting Community Development Progress Report	Quarterly (February, May, August, November)	A business paper is contained elsewhere in this Agenda.
Formation of the Regional Coalition Group (Enablers - Governance)	31 September 2018	Completed
Communications Plan Developed	16 October 2018 May / June 2019	Timeline revised to align with application for accreditation and official launch.
Stakeholders Group established (Local Strategies – Contractors)	13 November 2018 June / July 2019	Timeline revised to align with application for accreditation and official launch.
Draft Accreditation Report prepared and presented to Coalition for approval to submit to SCFNZ	14 December 2018 TBC	Terms of Reference agreed with Regional Coalition. Peer review by Safe Communities Foundation NZ underway. Draft Accreditation Report to be presented to Coalition following completion of peer review. Date to be confirmed.
Formative Evaluations completed	28 February 2019	In Progress
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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Waikato REDA Six Monthly Report	March 2019	
Council Meeting Waikato REDA Six Monthly Report	September 2019	
Council Meeting Waikato REDA Six Monthly Report	March 2020	

Sub-Regional (Southern) Waikato Economic Action Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting SWEAP Progress Report	September 2018	Completed
Council Meeting SWEAP Progress Report	Quarterly (February, May, August, November), or as required	February 2019 - A business paper is contained elsewhere in this Agenda.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of WDYC Work Program for the 2018/2019 year	November 2018	Completed
Council Meeting Community Development Progress Report	Quarterly (February, May, August, November)	February 2019 – reporting on progress is contained in the Community Development Progress Report contained elsewhere in this Agenda.
WDYC to meet with Council once per year	TBC	

Community Events – 2018/2019

2018 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders.	September/October 2018	Completed
Review and implement Project Plan	October 2018	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2018	Completed
Christmas Parade	14 December 2018	Due to inclement weather the 2018 Christmas Parade was cancelled on event day.
Council Meeting Management Report on the event, included in the Community Development Progress Report	February 2019	Reporting on progress is contained in the Community Development Progress Report contained elsewhere in this Agenda.

2019 Great New Zealand Muster

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

Combined Mayoral ITO Graduation Ceremony – 2018

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	Note: 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	
Graduation Ceremony	15 November 2018	Completed The Graduation Ceremony was held at the Les Munro Centre on 15 November 2018.

Waitomo Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Research and Scope future delivery options for the Sister City Relationship	September/October 2018	Completed
Council Meeting Report options for future delivery of Sister City Committee	November 2018	Completed
Present findings to Sister City Committee	November/December 2018	Completed
Formalise arrangements for the future delivery of the Sister City Committee	December 2018 – February 2019	In Progress

Service Level Agreement - Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	February/March 2019	
Council Meeting Deputation: Sport Waikato – Six Monthly Report	August 2019	
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	February/March 2020	
Council Meeting Deputation: Sport Waikato – Six Monthly Report	August 2020	
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	February/March 2021	

Service Level Agreement – Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	February 2019 March 2019	

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	August 2019	
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	February 2020	
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	August 2020	
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	February 2021	

Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	September 2018	Completed
Council Meeting Deputation: HWT – Six Monthly Report	March 2019 February 2019	A Deputation business paper is contained elsewhere in this Agenda.
Council Meeting Deputation: HWT – End of Year Report	September 2019	
Council Meeting Deputation: HWT – Six Monthly Report	March 2020	
Council Meeting Deputation: HWT – End of Year Report	September 2020	
Council Meeting Deputation: HWT – Six Monthly Report	March 2021	

Service Level Agreement – Te Kuiti Community House

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Council will be briefed of progress via the Community Development Progress Report	Quarterly (February, May, August, November)	Reporting on progress is contained in the Community Development Progress Report contained elsewhere in this Agenda.

Customer Services Strategy - Review

Key Milestone	Indicative Timeframe	Commentary
Internal review of Strategy	April 2019	
Council Workshop Review of Customer Services Strategy	June 2019	
Council Meeting Customer Services Strategy adopted	July 2019	

Customer Services Charter - Review

Key Milestone	Indicative Timeframe	Commentary
Internal review of Charter	April 2019	
Council Workshop Review of Customer Services Charter	June 2019	
Council Meeting Customer Services Charter adopted	July 2019	

Events Policy

Key Milestone	Indicative Timeframe	Commentary
Scoping exercise and analysis.	December 2018 – June 2019	Scoping of exercise and analysis have not commenced to date.
Council Workshop Presentation of findings and draft Project Plan to Council for consideration.	July 2019	
Council Meeting Adoption of Events Policy	September 2019	

AMP Improvement and Monitoring: Community Development Activity Management Plan

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

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

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

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

Structure Plans and Town Concept Plans

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

Te Maika

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

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.

Regulation and Compliance Services

Compliance: Dog Control Policy and Practices Report

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report 2018/2019	July each year	
Public notification	July each year	

Compliance: Earthquake Prone Buildings – Priority Buildings

Key Milestone	Indicative Timeframe	Commentary
Develop consultation document	January 2019	
Council Workshop	February 2019 12 March 2019	
Council Meeting Approve draft documentation for consultation	March 2019	If required
Public notification / consultation period	April 2019	If required (Consultation is discretionary)
Council Hearing/Deliberations	May or June 2019	If required
Finalise priority buildings documentation	July 2019	If required
Council Meeting Adoption	July 2019	If required

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

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
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
Freedom Camping Bylaw	27 November 2018	27 November 2023		November 2028

- 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).

Community Services

Property: Land Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – 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.
Council Meeting 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 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.
		Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Property: Te Kuiti Holiday Park – Development

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
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Complete
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 ablution facilities. This funding has led to the acceleration of the project. 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. 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. Completed – 24 December 2018
Council Meeting Progress Report	As required	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.
Stage 2 of development	November 2019	Development of additional 15 sites
Stage 3 of development (See also project reference for Brook Park development)	November 2020	Development of additional 15 sites

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

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	
Council Meeting Progress Reports	As required	Reporting on progress will be contained in the quarterly Progress Report or a separate business

Key Milestone	Indicative Timeframe	Commentary
		paper should a Council decision be required.

Parks and Reserves: Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Identification, Investigation and prioritization	March 2019	
Council Workshop Report to Council outlining findings of walking track audit	19 March 2019 21 May 2019	
Development of Walking Track Strategy	March to May to June 2019	
Council Workshop Draft Walking Track Strategy presented to Council	21 May 2019 To be confirmed	
Council Meeting Walking Track Strategy presented to Council for adoption	25 June 2019 To be confirmed	

Parks and Reserves: Reserves Management Plan

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. At that meeting Council resolved (1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and (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

Key Milestone	Indicative Timeframe	Commentary
Inspect all pontoons and jetties and develop a planned maintenance schedule.	February March 2019	
Council Workshop Present to Council inspection report	To be confirmed	
Council Meeting Report to Council on condition assessment and strategy going forward.	To be confirmed	
Implementation of planned maintenance on structures		

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

Key Milestone	Indicative Timeframe	Commentary
Draft Concept plan prepared.	August 2018	
Incorporate the Brook Park theme into the regions district plan.	September 2018 - Ongoing	
Council Workshop Introduce and discuss draft concept plan.	19 February 2019 12 March 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

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. At that meeting Council resolved (1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and (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.
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	
Council Meeting 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

Key Milestone	Indicative Timeframe	Commentary
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

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

Recreation and Culture: Waitomo District Library Upgrade

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
Council Meeting Report on Progress	As required	Progress reports will be submitted to Council as required

Public Amenities: Te Kuiti Cemetery Development Plan

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery		Timelines to be confirmed upon finalisation of land acquisition.
Council Meeting	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		
Council Meeting Report on Progress	As required	Progress reports will be submitted to Council as required

Public Amenities: Piopio Cemetery Expansion

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
Council Meeting Report on Progress	As required	Progress reports will be submitted to Council as required

Public Amenities: Public Toilet Upgrades

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting 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.
Council Meeting 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. Council advised that alternative options must be pursued for a level crossing. Calibre Consultants has been appointed to carry out this investigation. The OOS had a five step approach: <ul style="list-style-type: none"> • Stage 1 – Consultation and concept design • Stage 2 – WDC report and engineers estimates • Stage 3 – Final design • Stage 4 – Contract documentation and Procurement • Stage 5 – MSQA and removal of existing overbridge
Council Meeting 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	
Council Meeting Report on Progress	As required	Progress reports will be submitted to Council as required

Public Amenities: Te Kuiti Security Camera Upgrade

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.
Council Meeting Progress Report	28 September 2017	This matter was reviewed as part of the Public Amenities AMP at a Council Workshop on 17 October 2017. 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.
Council Meeting Progress Report	27 November 2018	Update assessment of the respective CCTV roles required for effective CCTV deployment.

Public Amenities: Queen Street Carpark

Key Milestone	Indicative Timeframe	Commentary
Council Meeting 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. Budget \$28,000
Dispose of Ministry of Works Building.	TBA	

AMP Improvement and Monitoring: Housing and Other Property

Housing and Other Property AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
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

Parks and Reserves AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2020	

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

AMP Improvement and Monitoring: Public Amenities

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 inspectors 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

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Quarterly (November, March, May and August)	Progress Report - Land Transportation to Council on a quarterly 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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Quarterly (November, March, May and August)	Progress Report - Land Transportation provided to Council on a quarterly 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)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Quarterly (November, March, May and August)	Progress Report - Land Transportation provided to Council on a quarterly 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)

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.

Key Milestone	Indicative Timeframe	Commentary
		A meeting was held late December on request from RDC, but no conclusive direction was given.

Solid Waste: Waste Minimisation Promotion Programmes

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

Solid Waste: Waitomo District Landfill – Extend Capacity

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"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill. • The financial viability of the landfill due to increased costs to the user following ETS legislation. • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.
Ascertain residual consented and optimised life of landfill	June 2018	
Apply for resource consent to extend capacity of landfill over current footprint	November 2018	The process is tracking well
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

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.
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

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)

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

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	As required	Ongoing

Sewerage: Benneydale Renewals

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

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

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

Water Supply: Te Kuiti – Phased Upgrade

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	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 December 2015	Completed
Phase 2	Original target completion December 2016 Revised completion date – December 2018	New intake installed pending positioning in stream when stream flows allow. Water Take consent renewed. Pump & Valve chamber installed with electrical and control cables connected.
Phase 3		Completed

Water Supply: Te Kuiti – Raw Water Storage Dam Investigations

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	Reported to Council that the bore at Mangarino could not be utilised and that a new site at Te Kuiti Domain is also being investigated.

Water Supply: Te Kuiti – Reservoir Capacity Investigations

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

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)

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

Key Milestone	Indicative Timeframe	Commentary
Complete renewals	March 2019	Budget of \$96,000 provided in 2018/19 This program is being reviewed.

Water Supply: Piopio – Reservoir Pumping Line Renewal

Key Milestone	Indicative Timeframe	Commentary
Complete design	July 2018	
Construct new rising main	November 2018 - June 2019	Project currently out on tender This will be deferred until the Piopio Reservoir is completed.

Strategic: Te Waitere Water and Wastewater

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

Key Milestone	Indicative Timeframe	Commentary
1. Development of preliminary scoping and associated project plan.	Completed 2017.	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand	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.

Key Milestone	Indicative Timeframe	Commentary
		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

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
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.

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
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.
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.

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
24. Investigate “repeat incidence” accident sites and prepare traffic safety solutions.	July – Sept 2017. 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

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 Bizze@asset		
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	

Stormwater AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
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
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

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. Explore options for seasonal waste audit.
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

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
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	

Sewerage and the Treatment and Disposal of Sewage AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
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

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

Water Supply AMP – Improvement Plan		
Description	Target Completion Date	Comment
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
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. Completed 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. Completed Next valuation due as at 30 June 2021.
23. Investigate plant asset types shown as ‘unknown’ in the plant valuation and confirm asset detail	June 2018	Missing asset details need to be identified and uploaded into AMS. Next valuation due as at 30 June 2018. Completed 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 ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Ramaroa Road	0038	2,299	2,261	6.4	15,194	\$55.00	\$835,666
Taharoa 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

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

Document No: A421290

Report To: Council



Meeting Date: 26 February 2019

Subject: Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of the update received from Civic Financial Services Ltd (CFS) on the sale of the Civic Assurance building located at Wellington CBD.

Background

- 2.1 CFS is owned by local government (and Waitomo District Council is a shareholder) and supplies local government with a range of financial services. Prior to 1 March 2017, it traded under the name of Civic Assurance. It has been trading for over 50 years and is owned by Local Government (72 out of 78 New Zealand Councils, plus TrustPower holding 1.22% at 31 December 2017, are shareholders of Civic).
- 2.2 The core function of CFS is to provide long term risk financing solutions to the local government sector.
- 2.3 At the Special General Meeting held on 5 October 2017, the shareholders voted in favour (98.9%) to sell the Civic Assurance House (a ten-storey building in Wellington's CBD).
- 2.4 Shareholders were advised at that time that the building had an earthquake rating of 50% New Building Standard (NBS).
- 2.5 As communicated to Council in the Statement of Intent in April 2018, CFS advised that work was required to earthquake strengthen the non-structural south and west boundary walls of Civic Assurance House before taking the building to market. This work was scheduled to be completed by the end of the first quarter of 2019 at which time, if a satisfactory sale price can be obtained, the proceeds net of selling costs will be distributed to shareholders via a special dividend.

Commentary

- 3.1 CFS have advised in their latest update (letter from CFS enclosed as Attachment 1) that the strengthening work on the south and west boundaries is well underway and scheduled to be completed by 31 March 2019.
- 3.2 CFA further advise that engineers involved in the strengthening work have confirmed that further work to effectively detach the western side of the building from where it joins the footpath on level three of the building would achieve a 70% NBS rating for the property.

- 3.3 The Board felt that undertaking the necessary work to ensure an earthquake rating of 70% would result in increased buyer interest when the property is placed on the market.
- 3.4 This additional work is expected to be completed by 31 March 2019. CFS have stated that once the strengthening project is completed, a sales and marketing campaign will take place, followed by negotiation and settlement.
- 3.5 It is expected that the pay out of the special dividend to the shareholders will happen sometime during the third quarter of 2019.

Suggested Resolution

The Progress Report: Civic Financial Services Ltd – Sale of the Civic Assurance House be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

18 February 2019

Attachment: 1. Letter from CFS - Update on Sale of Civic Assurance House (#A418486)

Document No: A421382

Report To: Council



Meeting Date: 26 February 2019

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

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Recommendation on Request from Inframax Construction Limited	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
2. North King Country Indoor Sports and Recreation Centre – Game On Charitable Trust Grant Funding	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Appointment of Civil Defence Emergency Management Alternate Local Controller	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
4. Legalisation of Whakapirau Road	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
5. Te Kuiti Water - Taste and Odour Values	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT