

Document No: A481287

Report To: Council



Meeting Date: 25 August 2020

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 the 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 Interests and Conflicts**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests

to declare. Some elected members may not have any, other elected members may have many.

- 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 These declarations should be clear as to whether there is just an "interest" with no pecuniary benefit and no greater benefit than to any member of the public, or they may be a Council appointed representative to an organization, or whether there is a "conflict of interest" in that there could potentially be a pecuniary or other direct benefit to the elected member.
- 2.11 Members who have declared a "conflict of interest" at the commencement of a meeting should make a further declaration when that item of business is considered and leave the meeting table (or the meeting room) and not take part in any discussion, debate or voting on the matter of conflict.
- 2.12 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Robertson 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:	
Is this Declaration – <ul style="list-style-type: none">• Interest Only• Conflict of Interest	



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Local Authority (Members' Interests) Act 1968

- 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 2018

4.1 The following are extracts from WDC's Procurement Policy:

WDC's procurement activities will be conducted in line with the core Procurement Principles and a decision framework that ensures:

- **Adherence** – all procurement is required and is undertaken in accordance with the Procurement Policy and all other associated WDC Policies and Strategies;
- **Openness** - all procurement is made in an open and transparent manner with full and fair opportunity for all eligible suppliers;
- **Fairness** - all procurement is carried out in a fair manner and decisions are made with impartiality and without bias;
- **Integrity** - all WDC employees and/or authorises third parties undertaking procurement do so ethically, equitably and with behavioural standards of the highest levels;
- **Value for Money** – all procurement considers the costs and benefits over the life of the goods, services and/or works, and in doing so takes into consideration local procurement;
- **Risk** – all procurement considers the risks (commercial and otherwise) and ensures these are managed appropriately;
- **Lawfulness** - all procurement is within the law and meets WDC's legal and organisational obligations;
- **Accountability** - employees and/or authorised third parties and suppliers are accountable for their performance; and
- **Sustainability** - all procurement is environmental and socially sustainable wherever possible, having regard to economic, environmental, and social impacts over their lifecycle.

Conflict of Interest and Declarations Policy 2018

WDC is required to identify, disclose, document and manage employees' conflicts of interest, and to ensure that decisions made on behalf of WDC and the community are fair and free of bias or perceived bias.

Note: the words "decision" and "decisions" should be taken to include recommendations and advice:

- (a) that might significantly influence decisions that will be made by other people; or
- (b) on development of strategies and policies that will guide future WDC decision making on service provision, purchasing, contracting or staff employment.

WDC recognises that the professional and personal interests of employees mean that conflicts of interest sometimes cannot be avoided, and can arise without necessarily establishing a fault. Conflict need not cause difficulties, and can be managed so that the best interests of WDC and its ratepayers, residents or customers are served.

DEFINITION OF CONFLICT OF INTEREST

A **conflict of interest** exists when an employee could be influenced or could be perceived as being influenced by a personal or private interest in **any transaction** while performing their WDC duties and/or responsibilities. A personal or private interest is an interest that may bring benefit to an employee as an individual, or to others associated with the employee i.e. spouse or family member, to whom the employee may later benefit.

A **transaction** includes, but is not limited to:

- (a) the exercise or performance of a function, duty, or power of WDC; or
- (b) an arrangement, agreement, or contract to which WDC is a party; or
- (c) a proposal that WDC enter into an arrangement, agreement, or contract; or
- (d) development of a strategy or policy that will guide future decision making on service provision, purchasing, contracting or staff employment; or
- (e) the consideration of or decision made by or at a meeting of Council or its committees and subcommittees.

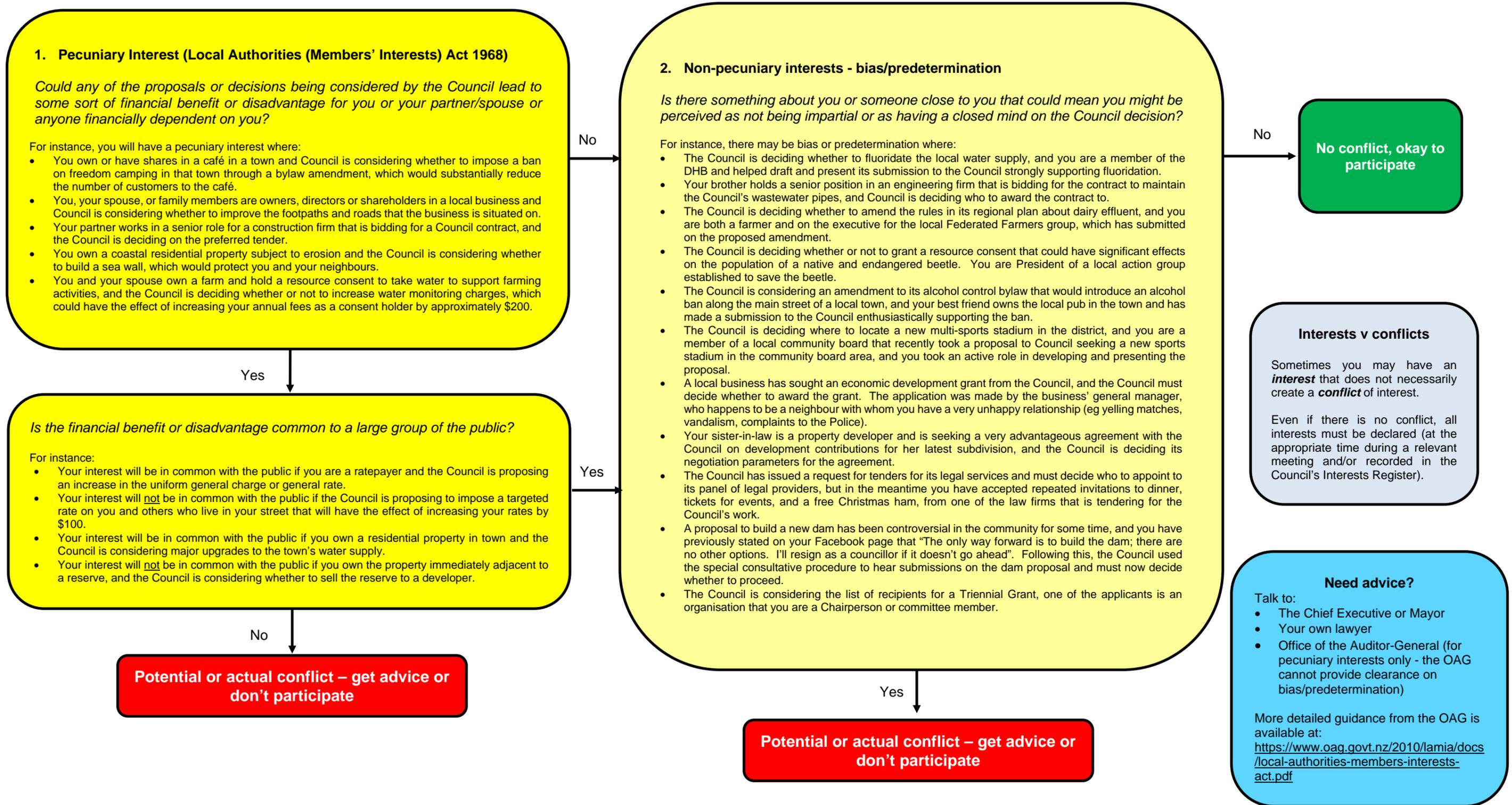
A Conflict of Interest may exist where the employee:

- will or may derive a benefit from the transaction – a financial, professional or personal benefit;
- has a financial interest in another party to a transaction;
- is a director, shareholder, officer or trustee of another party to the transaction, or is a person who will or may derive a financial benefit from the transaction;
- has an interest in another party tendering for work which WDC is considering; or
- is the partner, parent, child, spouse, sibling, or close friend of another party to the transaction, or a person who will or may derive a benefit from the transaction; or
- is an affected member or interested party in a proposal considered by Council.

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!

Document No: A480487

Report To: Council



Meeting Date: 25 August 2020

Subject: Deputation – Game On Charitable Trust

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that members of the Game On Charitable Trust will be in attendance at 9.00am to make a deputation to Council.

Suggested Resolutions

The Deputation from Game On Charitable Trust be received.

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

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

August 2020

Document No: A474240

Report To: Council



Meeting Date: 25 August 2020

Subject: Presentation - Waitomo Caves Museum Society Incorporated – Reporting against Provision of Services Grant Agreement

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Dr Bridget Mosley, Director, Waitomo Caves Museum Society Incorporated will be in attendance at 9.15am to present and speak to the Waitomo Caves Museum Society Report.

Suggested Resolution

The Presentation from Waitomo Caves Museum Society Incorporated – Reporting against Provision of Services Grant Agreement be received.

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

HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

August 2020

- Attachments:
1. Waitomo Caves Museum Society Incorporated Report
 2. Draft Annual Financial Report

Provision of Services Grant Agreement

Waitomo District Council and Waitomo Caves Museum Society Incorporated

2018 – 2021 grant

Annual report for September 2020

Under the terms of our Provision of Services Grant Agreement, the Waitomo Caves Museum Society Inc. is required to provide a written report twice a year to the Waitomo District Council, focusing on the key performance indicators identified in the agreement and the associated outcomes.

This report is for the period from September 2019 - August 2020 and has been submitted by the Director of the Waitomo Caves Museum / Waitomo Discovery Centre.

Waitomo Caves Museum

The Waitomo Caves Museum has suffered a loss of income of between 85 - 90% since March 2020 due to the impact of Covid-19 pandemic control measures.

As shown in the draft annual financial report for the 2019-2020 financial year, the loss for the year was kept to just below \$20,000, largely due to the government's Covid-19 Wage Subsidy.

To ensure this loss was not significantly higher, it was necessary to undertake changes to our organisational structure, as a result of which several valued staff members were made redundant.

The Waitomo Caves Museum Board is currently working through several options to maintain organisational and financial viability and to identify the best strategies for the continued existence of the museum into its 50th anniversary in 2023.

The Waitomo Caves Village Town Concept Plan was formally adopted by the Waitomo District Council on 25 June 2019. In that plan, Key Move 1 was identified as strengthening the visitor experience for Waitomo Caves Village.

The first point of Key Move 1 was to better develop the Waitomo Caves Museum & i-SITE Visitor Information Centre as a focal point to attract people into the heart of the village. This was identified as a priority – as urgent and a quick win to be addressed within 1 to 2 years – and the action is to work with the Waitomo Caves Museum Board to support these aspirations, particularly through identification of potential funding sources.

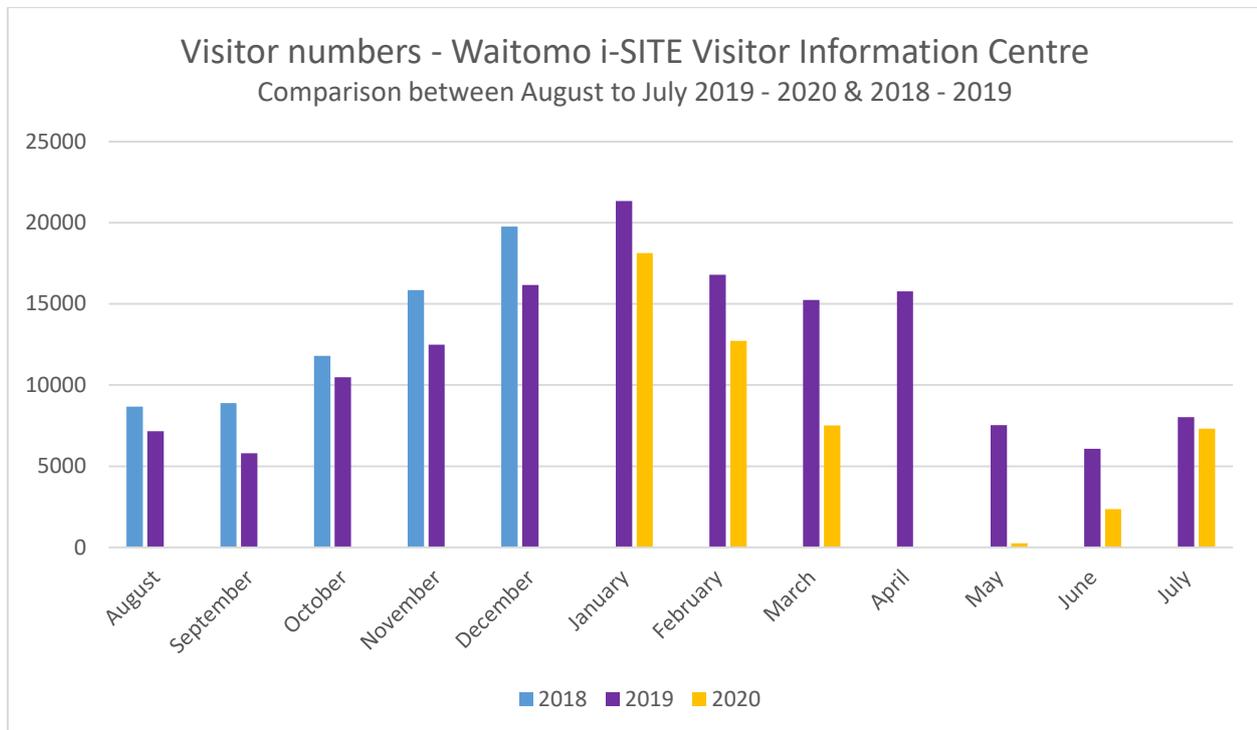
We would welcome discussion with the Waitomo District Council of how this priority can be actioned.

Visitor numbers for the past year

In addition to reporting on the KPIs of the Provision of Services Grant, Waitomo District Council representatives have requested data relating to visitor numbers to the Waitomo Caves Museum & i-SITE Visitor Information Centre.

The graph below shows visitor numbers recorded at the Waitomo i-SITE Visitor Information Centre for the past year from August 2019 to July 2020, as compared with the previous year.

In 2019, the Waitomo Museum & i-SITE Visitor Information Centre counted approximately 156,000 people through the door. The figures for 2020 to date are not comparable due to the doors being shut in March, April and May 2020.



However, calculating using the partial year data shows that visitor numbers from August 2019 to February 2020 were 80% of those from August 2018 to February 2019, comprising a drop of walk-in visitors of 20% over the past year.

In comparison to this decrease in visitor numbers, admission numbers to the Waitomo Caves Museum and takings for admission to the museum since the Covid-19 lock-down are both well up on the same period (June / July) last year. There has been a 48% increase in visitors to the museum and a 92% increase in revenue from entrance to the museum. More people are visiting the museum and more of them are paying the full entry fee to do so.

Reporting on the KPIs of the Provision of Services Grant

KPI	Activities
To provide counter/phone enquiry and booking Activities for visitors to the Waitomo Village	<ol style="list-style-type: none"> 1. Enquiry and booking activities will be available for a minimum 8 hours each day, 364 days of the year. 2. Visitors will be provided accurate and objective information on Activities in a timely manner. 3. Staff will be courteous and professional when dealing with all enquiries. 4. Customer satisfaction ratings on Trip Advisor will reflect an average score of 4 or greater.

- The Waitomo Caves i-SITE & Visitor Information Centre and the Museum of Caves have been open to the public every day except Christmas Day for at least 8 hours from September 2018 –

August 2019, with the exception of the time government imposed Alert Level 3 & 4 lock-down periods put in place as Covid-19 pandemic control measures.

- Because we are the Post Centre for Waitomo, we were considered essential services and, although the doors were closed to the public, we worked through the entire lock-down, receiving and distributing mail.
- The building was closed to the public, so counter services were not available, but public toilet access was maintained and used by those involved in the mobile outreach Covid-19 Testing and the mobile flu vaccination clinics run by the Maniapoto Maori Trust Board / Waikato District Health Board in May.
- Our frontline staff continue to provide accurate and objective information on local activities in a courteous and professional manner, as demonstrated by reviews online.



Swilcan wrote a review Mar 2020

Illinois • 140 contributions • 22 helpful votes



Informative

Good service. Woman from gift shop side of store helped me when other two were busy with other customers. Very helpful.

[Read less](#) ▲

Date of experience: March 2020

- Customer satisfaction ratings on Trip Advisor are currently at a 4.5 average, with **82%** of travellers who write a review rating us as “**Excellent**” or “**Very good**”.
- More customers are reviewing us on Google than on Trip Advisor, where we have a 4.6 rating average for the museum and a 4.5 rating average for the i-SITE, slightly higher than the last annual report.

Below are some of the positive reviews received in July 2020 and it's encouraging to see people responding to our request to post photos to raise our social media presence.

Waitomo i-SITE Visitor Information Centre

21 Waitomo Village Rd, Waitomo

[Write a review](#)

4.5 ★★★★★



Maree Smith

Local Guide • 152 reviews • 135 photos

★★★★★ a month ago

Great little site helpful friendly staff

Waitomo Museum of Caves

21 Waitomo Village Rd, Waitomo

[Write a review](#)

4.6 ★★★★★



Cherie Southall-Steward

Local Guide · 27 reviews · 8 photos

★★★★★ 4 weeks ago

Good little museum, my son enjoyed all the interactive things to do.



Response from the owner 4 weeks ago

Thank you, Cherie - glad to hear that you enjoyed the museum and love the photo.



Ali

Local Guide · 140 reviews · 159 photos

★★★★★ a month ago

Great info on the glow worms and museum has good history about area, building etc. Lovely souvenirs as well. Diffenitly stop when passing thru

- However, the reduction in visitor numbers means that opening eight hours a day is a drain on scarce resources for little achievement, particularly in the late afternoon mid-week when only one operator is currently offering tours and the last of the day is at 3pm.

I have therefore requested a variation to the terms of the Service Level Agreement to reduce the hours we are open each day to a minimum of six hours / day on weekdays during the winter months.

We would intend to continue to open each day, as we are required for postal services during the week, and to offer full service hours during school holidays, weekends and public holidays.

KPI	Activities
To develop and promote the existing museum	<ol style="list-style-type: none"> 1. Providing and displaying significant cave related materials; 2. Maintaining the collection of cave and local history items; 3. Maintaining the library of cave related documents including the collection belonging to NZ Speleological Society.
To archive, document and store items of heritage value	<ol style="list-style-type: none"> 1. Collected items and information will be appropriately acquired, curated and documented in accordance with Museums Aotearoa standards.

- The museum displays include significant cave-related material and we actively maintain the collection of cave and local history-related items. We received mail during the Covid-19 lockdown, with donations relating to the Waitomo Caves Hotel and the history of tourism in Waitomo.

- We are taking the reduced workload due to the reduction in visitor numbers to work on collection management and documentation and education resources.
- We have retained a museum exhibition design consultant to work with us on the re-development of the museum exhibitions.
- We continue to work closely with National Services Te Paerangi from Te Papa and the National Preservation Office Te Tari Tohu Taonga to provide expert advice to maintain best practice and Museums Aotearoa standards. Regrettably, visits from representatives of both of these organisations planned for earlier in the year were postponed due to the Covid-19 restrictions on movement.

KPI	Activities
To provide the Ministry of Education Learning Experiences Outside The Classroom programme	1. Provide education sessions and/or information, as contracted with the Ministry of Education to improve the knowledge of the area and cultural significance. The target student number is a minimum of 5,000 students per year.

- The Museum of Caves reports on the Learning Experiences Outside the Classroom (LEOTC) programme on a six-monthly basis and the most recent six-monthly report from January to July 2020 was accepted by the New Zealand Council for Educational Research.
- The Covid-19 pandemic control measures impacted significantly on our planned programmes, with schools being forced to cancel or postpone bookings with the Education Services at the Waitomo Caves Museum due to inability to attend as planned and/or the financial impacts of the pandemic. Over 700 students from 20 schools cancelled bookings in term 2 and 310 students in Terms 3 and 4.
- From January to July 2020, 966 children from 8 primary schools and 13 secondary schools attended our programmes. This is compared with 2357 children at the same time last year.
- 16 full day programmes were delivered and 6 programmes longer than 1 day.
- Our Education Officer provided 17 virtual lessons in May 2020 to 30 schools and an estimated 800 to 1000 students.

KPI	Activities
To provide and maintain a website, distribute brochures and provide signage and advertising that promotes the Waitomo Caves Discovery Centre	<ol style="list-style-type: none"> 1. The website will be maintained and provide up to date information. 2. Visitor Activities will be advertised when required. 3. Any signage used to promote the Waitomo Caves Discovery Centre will be maintained and up to date.
To provide information relating to the heritage of the Waitomo Caves region	1. The displayed information relating to Waitomo heritage will be accurate, up to date and well maintained, clean and tidy at all times.
To provide information promoting attractions of the Waitomo District	1. The website will contain promotion and links to non-commercial attractions within the Waitomo District.

- The Waitomo Caves Discovery Centre website has been operative since the commencement of the term of the agreement on 1 July 2018 and is regularly updated.

- Brochures and advertising outside and inside the building promote both the Waitomo Caves Discovery Centre and the attractions of the Waitomo District, with visitor activities advertised when appropriate and links to non-commercial attractions within the Waitomo District.
- Signage promoting the Waitomo Caves Discovery Centre is present and updated regularly.

KPI	Activities
To provide training to local guides on the Waitomo District attractions	1. Provide education sessions and/or information, as required by local guides to improve the knowledge of the area and cultural significance.
KPI	Activities
To participate in regional and local tourism groups and advocate for Waitomo Caves and the Waitomo District	1. Active participation in local and regional tourism groups such as marketing groups and Regions Tourism Organisations, in particular Hamilton & Waikato Tourism. 2. Advocate for integrated promotion of the key attractions of the Waitomo District.

- There has been no opportunity to provide information and/or education sessions to local guides since the last report in March 2020.
- Representatives of the Waitomo Discovery Centre actively participate in local and regional tourism groups, with the Mighty Waikato (previously Hamilton & Waikato Tourism), Qualmark and Tourism NZ. We work with local tourism operators to promote and advocate for Waitomo Caves and the wider Waitomo District.
- The Waitomo Caves Museum is supporting a local initiative – the Go Waitomo website (www.gowaitomo.com) – to cooperatively market the range of activities and attractions in Waitomo.

KPI	Activities
To provide access to public facilities including four public toilets, one of which will be open 24 hours per day, and access to 3 rubbish receptacles through the grounds	1. Four public toilets will be available for use by the public during opening hours, with one toilet available for use 24/7. 2. Toilets will be cleaned a minimum of once daily, and will be supplied with toilet paper, soap and a means of drying hands. 3. The toilets will be kept maintained and in good repair. 4. Three rubbish bins will be available for use in the Waitomo Village. 5. Rubbish bins will be maintained at all times, and the contents emptied prior to becoming full.

- Four public toilets are available for use by the public during the opening hours of the Waitomo Caves Museum & i-SITE Visitor Information Centre.
- Toilets are cleaned daily and are checked twice during the day for cleanliness and re-stocked with consumables as necessary.
- After hours, one toilet is open from the exterior of the building, allowing public access 24/7. There are four rubbish bins available for use outside the building.

Please find attached a copy of the draft annual financial report for the 2019-2020 financial year. A copy of the final accounts will be provided to the Waitomo District Council once the reviewer has approved and signed them and the accounts have been accepted at our AGM, which will be held in early October.

DRAFT - Annual Financial Report

Waitomo Caves Museum Society Inc 1 July 2019 to 30 June 2020

30 Jun 20

Income

Trading Income	176,254
Total Income	176,254

Less Cost of Sales

Opening Stock Trading	33,334
Freight Costs	797
Retail Shop Supplies	870
Trading Adjustments	(137)
Trading Purchases	92,658
Closing Stock - Trading	(28,304)
Total Cost of Sales	99,218

Gross Profit**77,036****Plus Other Income**

Admissions	17,852
Brochure Displays	19,204
Commission Earned	146,349
Counter Services	335
Creditors Remission	3,225
Donations	4,740
Education Bookings Commission	4,339
Education Bookings Outdoors	25,777
Education Grants	90,409
Education Room Hire	43
Fundraising Income	1,602
Grants Received - Specified	15,848
Interest Received	7,767
Miscellaneous Income	1,198
MSD - COVID19	85,239
Museum Society Membership Subs	630
NZ School Income	4,194
Post Office	4,136
SLA Income	41,697
TLC discount	1,191
Total Other Income	475,777

Less Operating Expenses

ACC Levies	819
Accounting & Audit Fees	5,590
Advertising	6,493
Bank Fees	55
Cash Discrepancies	(11)
Cleaning Consumables	3,244
Cleaning Contracts	19,288

Profit and Loss

	30 Jun 20
Compliance Costs	1,917
Computer Hardware & Support	572
Computer Software & Support	8,719
Credit Card Charges	23,273
Depreciation	22,774
Education Resources	125
EFTPOS Terminal Charges	2,362
Electricity	6,440
Expenses - WEO	3,206
Fundraising Expenses	988
General Expenses	282
Grounds Maintenance	1,219
Insurance	12,995
Lease	19,000
Legal & Other Professional Fees	480
Library Resources	102
Meetings / community welfare	228
Memberships & Subscriptions	3,158
MSD- COVID 19 Wages	65,322
Office Supplies	821
Photocopier Hire	3,396
Photocopying	637
Postage & Courier	185
Rates	2,910
Recruitment Expenses	667
Repairs and Maintenance	6,215
Security	1,584
Staff Uniforms	19
Staff Wellbeing	796
Telephone & Internet	5,343
Training	622
Travel & Mileage	716
Wages - Education Contractors	7,314
Wages & Salaries	275,162
Wages & Salaries - Education	55,070
Website Hosting	1,010
Total Operating Expenses	571,106
Net Profit	(18,292)

Document No: A480475

Report To: Council



Meeting Date: 25 August 2020

Subject: Presentation - Sport Waikato – Reporting against Provision of Services Grant Agreement

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Sport Waikato representatives Matthew Cooper, Chief Executive Officer, Amy Marfell, General Manager Regional Leadership and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.30am to present Sport Waikato's Report to Council as per the Provision of Services Grant Agreement.

Suggested Resolutions

The Presentation from Sport Waikato – Reporting against the Provision of Services Grant Agreement be received.

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

HELEN BEEVER

GENERAL MANAGER – COMMUNITY SERVICES

August 2020

Attachment: Sport Waikato Report

File 1 - Page 19

Waitomo District Council Report

Date Range: 1st January 2020 – 30th June 2020

Prepared by: Dede Downs – Sport Waikato Waitomo District Coordinator



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ORGANISATIONAL UPDATE/S – Amy Marfell, Sport Waikato GM Regional Leadership

The work of Sport Waikato staff is guided by the Regional Strategy for Sport and Recreation in the Waikato – Moving Waikato 2025 – which is underpinned by a focus on 3 key areas: Our People; Building Communities; and Regional Leadership.



There have been a number of highlights for the Waitomo District over the past six months, including the beginning of an important piece of strategic work being undertaken in partnership between Waitomo District Council and Sport Waikato. The Local Active Recreation and Sport Plan is designed to support evidence-based decision making and investment by leveraging national, regional and local data and trends to inform the setting of local priorities aligned to local infrastructure and organisational support and collaboration. The Plan, which had momentum delayed by Covid-19 is currently in draft as we understand the impacts of the pandemic on the local sport and recreation sector and whether or not further community engagement is necessary to inform the priorities previously identified. Next steps include community feedback and Council workshops to inform the final document.

As part of the Government rescue and recovery package for sport, Sport Waikato have, on behalf of Sport NZ, been administering a regional fund designed to support our local sport sector through the impacts of Covid-19. The fund, designed to alleviate some of the burden of the disruption to sport by way of providing fiscal resource to clubs to cover fixed costs has been distributed to 7 Waitomo sports organisations/clubs so far. The Te Kuiti Trapshooters, Te Kuiti Scout Group, King Country Rugby Football Union, Aria Squash and Recreation Club, Waitete Rugby Football Club, Piopio Rugby Football Club and Te Kuiti Squash Rackets Club have all received funding. Additional support has been offered to clubs in the area by way of check ins. The CRF is but only the beginning of Government efforts to support the sport sector, and Sport Waikato anticipates further funding to be directed to the local context to support the rebuilding of grassroots sport. We will continue to connect with clubs and sporting organisations in Waitomo to facilitate this.

Sport Waikato representatives have continued to support the Game On Trust Te Kuiti to drive forward the community/school indoor court facilities project. A priority project in the Waikato Regional Sport Facilities Plan, the facility is an important development for the Waitomo district and surrounds in that it provides an important space for improved educational and sport and recreation community outcomes. Sport Waikato will continue to work with Game on Trust Te Kuiti in the development of the facility now that appropriate levels of funding have been secured.

Sport Waikato wish to thank the Waitomo District Council for their longstanding and valued partnership, and we look forward to continuing to work together to increase physical activity participation and opportunities for the people and communities in the Waitomo district.



LOCAL PROJECT UPDATES

Sport Waikato's three strategic priorities guide the implementation of targeted programmes and local delivery in the district. For the three strategic priorities to remain targeted, individual key performance targets (KPI's) have been outlined.

KPI 1:	To grow participation in local communities to increase the number of individuals who meet the physical activity guidelines
KPI 2:	To work with the deliverers of sport, recreation and physical activity to provide sustainable, quality experiences
KPI 3:	To promote and advocate for healthy, active lifestyles
KPI 4:	To develop, maintain and grow quality stakeholder relationships

The following updates detail progress against these KPIs in the district:

KPI	Project	Overview of Achievements this Quarter	Impact in the District
To grow participation in local communities to increase the number of individuals who meet the physical activity guidelines.	This is ME Secondary Schools 	<p>2020 has seen the continuation of the This is ME Secondary Schools Programme in Piopio College and discussions held with Te Kuiti High School to review the impact of the initiative over the last 2 years. Piopio College have seen several 2019 student leaders continue to be involved in the leadership of the initiative, building a strong and sustainable platform to grow. These student leaders have been working with the female cohort of students to gather information surrounding what active recreation and sport opportunities they would like to see on offer. This work was delayed due to the disruption of COVID-19 and will see opportunity begin to be delivered in Term 3, based on the information collected.</p> <ul style="list-style-type: none"> ➤ Further planning meetings have been held post Covid lockdown with the preferred activity being participation in the Hamilton MUD RUN. 	<p>Leadership – More women and girls are leading, working, coaching and volunteering in sport and active recreation at all levels in Waitomo district – particularly in junior club football and rugby, volleyball and badminton at secondary school level.</p>
	This is ME Community 	<ul style="list-style-type: none"> ➤ In the community space, the District Co-ordinator held a community meeting which brought together key community influencers to discuss the future of This is ME and what activations might be planned for the year ahead. ➤ Ultimate Frisbee day – Planning and advertising for the Feb 2020 weekend event was confirmed – the day was cancelled due to bad weather and has not yet been rescheduled due to COVID-19. ➤ In partnership with Waitomo Golf Club a women's have-a-go golf series was planned for March and April, unfortunately postponed due to Covid - 19, this is being rescheduled for October 2020. ➤ Connections have been made with King Country Rugby's new Development Officer, to start discussions around a Rip Rugby opportunity for young women and whaanau. ➤ This is ME has partnered with Melanie Barton to support her in the start-up of Beginner Yoga classes in Te Kuiti. 	<p>Participation – More of our women and girls are physically active through play, active recreation and sport – Women's cycling groups, walking groups, senior's activities.</p> <p>Value and visibility – Women and girls in sport and active recreation are valued and visible.</p> <p>Our women and girls are making a noticeable difference in the NKC communities.</p>

	<p>Te Kuiti Community House Trust</p> 	<p>This is ME (Sport Waikato) has partnered with Te Kuiti Community House Trust (financial management) to bring this programme to Waitomo District.</p>	<p>The TKCHT Manager and trustees continue to oversee the This is ME budget and expenditure.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">To work with the deliverers of sport, recreation and physical activity to provide sustainable, quality experiences</p>	<p>Mokau Community Gym</p> 	<ul style="list-style-type: none"> • The District Coordinator assisted with the gaining of funding • New, fully functioning gym is now fully operational • Ongoing assistance is being offered with new funding applications to engage a paid trainer. 	<p>Mokau can now boast an excellent and popular facility, currently manned by a local committee and meeting a long awaited need. This facility also caters to holiday bach owners from the wider Waitomo district.</p>
	<p>Piopio Community Recreation Centre Adventure Fitness Zone project.</p> 	<p>Continued support and funding advice was provided to the fundraising group. This will continue as the project takes shape.</p>	<p>A very innovative and important resource for Piopio and district teens and adults enabling and encouraging more people to be more active more often. The local rugby club and Fire Brigade members are also looking to make good use of this facility for training purposes.</p>
	<p>North King Country Junior Football</p> 	<ul style="list-style-type: none"> • The District Coordinator worked with President and committee towards 2020 competition • AGM promoted and likely committee members canvassed • New format and competition day decided by attendees. • A modified competition was organised, trialling Friday evening play. The post-Covid 19 condensed competition began in June with the new format working very well. An increase in players, team numbers and volunteer parents was observed. 	<p>Participant and team numbers have increased. Kids are now able to play football on Fridays and rugby on Saturdays. There has been a welcome return to the sport by Centennial Park School teams after a 10 year absence. With the condensed competition timeframe (getting the games completed by 5.15pm) more parents have come on board and volunteered at all levels.</p>
	<p>Junior sport</p> 	<p>Facilitated a Junior Sport Meeting, to enable all sporting codes across Waitomo/North King Country to work together as they planned modified competitions following the Covid 19 lockdown. 19 codes were represented with very relevant discussions and sharing of information.</p>	<p>Junior sport convenors/administrators valued the opportunity to share aspects of their competitions (timings, length, possible overlaps). Bi-annual meetings were requested. A Junior Sport Directory has since been developed and distributed to clubs and schools. The District Coordinator to facilitate a November 2020 meeting (to plan 2021 competitions) – the dates 9th or 16th have been floated.</p>
	<p>Te Kuiti Gymsport Club</p>	<p>Supported local coach to resume weekly classes post Covid 19. Contacted parents and enlisted volunteers, provided promotion.</p>	<p>Development of important motor skills in children. The Coach and District Coordinator are looking to advance young gymnasts to a level where they compete in the upcoming Te Awamutu and Waikato Gymsport festivals.</p>
	<p>Secondary School events</p>	<p>Assisted at Te Kuiti High School Athletics Sports day – Facilitated the Javelin event. Planning for the 2020 King Country cross country event was well underway - Cancelled due to Covid 19</p>	<p>Provision of valuable support to TKHS and Piopio college staff and pupils. District Co-ordinator adds value to local secondary school activities and NKC Championships.</p>

To promote and advocate for healthy, active lifestyles	District Quarterly Club/community newsletters 	Informative quarterly newsletters are emailed to all District contacts. Content – National, Regional and local sport and active recreation information.	Waitomo communities and clubs are kept informed on Sport Waikato programmes, regional and national updates.
	Regional Sports Awards 	Waitomo District was represented by two finalists at the January 2020 Brian Perry Regional Sports Awards – Waitomo Coach of the Year Rangi Te Whare and Sportsperson Chris Lord were supported at the awards ceremony in Hamilton by a contingent of 12 proud Waitomo residents.	Proud Waitomo District sporting achievers are acknowledged regionally. Local sportspeople experience a pathway to higher honours.
	Local Media 	Submitted monthly sport and active recreation column to Waitomo News. Provided sport and recreation reports, results, articles and photos to Waitomo News. The District Coordinator is currently assisting the editor to present a weekly 'Sports Round-up' page with contributions from clubs and schools. Radio Maniapoto MFM - Provided live MFM sport and activity reports and promotions.	North King Country readers are kept abreast of results and reports of local sport. Sports club, recreation and event organisers have been offered assistance and guidance to enable them to submit their own reports/articles.
To develop, maintain and grow quality stakeholder relationships	Community Health Forums WAIKATO DHB Waitomo/Otorohanga	Attended and contributed to the WDHB Waitomo/Otorohanga March 2020 Forum.	Fed forward SW Active and Well initiatives and activities in the North King Country.
	CLUB CHAMPS 	Member of the CLUB CHAMPS coalition that presented a training evening at the Waitete Rugby clubrooms – 26 attendees from clubs around the North King Country.	The provision of rules and regulations workshops enables clubs and organisations to operate within the Liquor Licencing laws, keeping club administrators and patrons safe.
	Waitomo District Council – 'Vibrant Safe Waitomo' 	Contributed to the 'Vibrant, Safe Waitomo' strategy document. Leading and co-ordinating networking and discussions between all junior sporting codes	Contributing to and supporting Waitomo District Council's safer community targets.
	Te Kuiti Community House Trust 	The District Coordinator is a Trustee of Te Kuiti Community House Trust – Working closely with the TKCHT Manager to facilitate and promote community meetings/workshops/events.	District information is constant and shared.

Implications of COVID-19 on Local Delivery Projects:

- **Waitomo Caves Sports Day**

Planning meetings began in January for the late March event. The District Coordinator sourced volunteers and equipment to run the family/children's games and activities. The event was unfortunately cancelled due to Covid lockdown.



- **Holiday Programmes Aquatic Centre/Library**

April Holiday activities, partnering with Waitomo Aquatic Centre and Waitomo District Library, were being planned when the Covid lockdown caused cancellation.

- **Te Kuiti MUSTER**

A Youth activity (PARKOUR) and an all-inclusive group activity (ZUMBA) had been organised and confirmed to take place during the Great Te Kuiti Muster event – Event cancelled due to Covid 19. The District Co-ordinator continued to work with the Zumba instructor, sourcing a venue and providing promotion. Classes began in Te Kuiti in June with fantastic numbers attending.

SPORT WAIKATO REGIONAL PROGRAMME UPDATES - Waitomo

Key Local Project/s	Overview of Achievements this Quarter
<p>He Oranga Poutama</p> 	<ul style="list-style-type: none"> ➤ Tainui Games – More Maniapoto - Rereahu whanau representing Te Kuiti Pa at this event. 189 registered and supported by our extended whanau. Placing 2nd at the Tainui games was a huge achievement when competing against the 40 other marae. ➤ Waka Ama – Piopio College registered for the 2020 Secondary Schools Nationals for the first time. Training was executed on school site and Awakino River. A waka and equipment was secured from Te Kuiti High School. Event was cancelled due to Covid 19. ➤ Ki O Rahi – Year 3 of the regional event has been well received among schools participating within our Rohe. Development has been ongoing and a representative team has been selected to participate at Secondary School Nationals. ➤ Table Tennis – HOP joined with Te Kawau Maro o Maniapoto and the District Coordinator to provide tables and equipment for the weekly sessions. This has been a well-supported activity attracting a variety of ethnicities.
<p>Facilities</p> 	<ul style="list-style-type: none"> ➤ Waikato Regional Sports Facilities Plan Review - Despite the current circumstances, the review of the Waikato Regional Sports Facilities Plan has still taken place as scheduled to allow continued support for LTP planning processes. While face-to-face forums were planned with Council Technical Managers and other key Plan stakeholders, these were rescoped and delivered via online formats to make sure that adequate feedback was given to support the review process We appreciate the continued engagement of our region’s Territorial Authorities with the Plan and review process. ➤ Game On Trust Te Kuiti – Work is progressing on this very important project and Sport Waikato is continuing to support the project development and implementation.
<p>Sport Capability</p>	<ul style="list-style-type: none"> • To support the recovery and rebuild phase of the sport and recreation sector, the District Coordinators and Sport Capability team collaborated on redeveloping accessible and relevant club capability resources using a variety of delivery platforms in order to strengthen and sustain our community sport and recreation providers. This is in response to identifying that our community providers are being stretched by the demands of changing participation needs and growing compliance obligations which is impacting on their capacity and future sustainability. • The Covid-19 pandemic did however highlight that the sport and recreation community were more receptive to online learning opportunities and connections than previously indicated which has enabled our team to explore alternative methods of delivery and support to our communities. Workshops to present Social Media options for sports clubs and community organisations are in the planning stage.
<p>Volunteers</p>	<p>NATIONAL VOLUNTEER WEEK 21-28 June</p> <p>Sport Waikato took a fresh approach to celebrating the National Volunteer Week 21- 28 June launching the “Support Local Sport” Volunteer campaign. In a “Call to Action” a number of sport celebrities featured in a short video encouraging the community to “make a difference” by volunteering in local sport clubs. The campaign was supported by Volunteering Waikato offering free membership for clubs and use of a platform to advertise roles. To make sure clubs were ready to give new and existing volunteers an amazing experience, a series of two “Online” Growing Your Volunteer Team workshops were staged, facilitated by EXULT.</p>



Promotion occurred widely across the Waikato Region by direct contact with clubs by District Coordinators and across several E Platforms. The messaging attracted media attention from several local papers and Radio stations. This is part of an on-going project by Sport Waikato to raise volunteer awareness and engagement in communities through building capability in clubs to provide great experiences to their helpers and members. The District Coordinator continued to acknowledge current volunteers, encourage, recruit and train new volunteers in many scenarios.

Active and Well



GREEN PRESCRIPTION PROGRAMME: An individual programme for adults and teenagers who are not currently meeting the recommended 150 minutes per week of physical activity. The main goal is to enhance overall lifestyle by increasing physical activity and improving healthy food choices. Delivery of the Green Prescription service is now flexible with less-intensive and more-intensive options being offered to help clients make positive behaviour change around exercise and healthy kai. Referrals = 13 GRX referrals (Jan to March) were made from the Te Kuiti office. Clients were supported by District Co-ordinator to utilize the Waitomo Aquatic Centre heated pool (Concession passes). Assistance was given via water confidence & self-managed Aqua- jogging instructions.

ORANGA TOOTIKA PROGRAMME: Oranga Tootika (the pinnacle of well-being) combines Waiora (traditional models of wellbeing) and Hauora (modern models of wellbeing) and targets Maaori with high comorbidities. The service allows for home visits (up to 12 months) to help Maaori on their journey to better health. Referrals = 9

ACTIVE FAMILY, HEALTHY KIDS - WHAANAU KORI, TAMARIKI ORA: The SW team, together with the whaanau, look at current food, activity and sleep habits and offer gentle support in setting goals and achieving simple lifestyle changes. They provide information, tips and advice and will cater the programme to suit the whaanau's individual needs. Referrals = 4

Maaori = 14; NZ European = 10; Samoan = 1; Other Pacific = 1 Age Band: 2-12yrs = 4; GRx TEENS = 2; 18-29yrs = 4; 30-49yrs = 4; 50-64yrs = 7; 65+= 5

• **SUCCESS STORIES**

- Client X has done really well to make some good changes for themselves and their whaanau, after realising that they needed to take better care of their health, to help manage their weight, diabetes and renal health. X has been doing tabata exercises two days on, one day off as well as going to the pools and playing social sport with their whaanau. X is now in the habit of having smaller portions and eating a good breakfast. X is eating more veges, less carbs and no longer having takeaways. They are motivated to continue with swimming as there is a pool just down the road from their house. X is now feeling much better within themselves and happy to maintain these changes.
- Client X has gone from doing no regular exercise to consistently doing seated exercise at home most days, as well as attending the pools when able to. X has taken an active interest in learning about healthy kai and has been learning how to use legumes in their cooking and being more adventurous with vegetables. X's meals are now smaller, and they have increased their vegetable intake. X is very motivated to continue to keep active and eat well to improve their overall health.
- During X's time on the GRx Oranga Tootika programme, they have gone from doing no regular exercise to keeping active with home exercise, swimming and housework - through these changes X has noticed an improvement in their fitness. X has also successfully decreased their bread intake down to one slice a day, reduced meal sizes overall and has improved their sleep from 4-5 hours a night to 6-7 hours a night by going to bed earlier. X now feels better able to participate with whaanau and friends and is very motivated to continue with these changes.

HIGHLIGHTS - Lockdown Innovation - The COVID-19 pandemic created many challenges for the Active & Well team as it did for many other organisations and services. Despite decreased referrals and being unable to meet with clients kanohi ke ti kanohi (face to face) we were able to deliver and engage with them in other ways. We continued with the phone and text service and for some clients we were able to connect online using Microsoft Teams and Zoom. The Active & Well team were also able to support the WDHB and our communities by dispersing PPE gear amongst Waikato pharmacies.



<p>Project Energize</p> 	<p>Project Energize is a Waikato District Health Board funded initiative whose aim is to increase the quality and quantity of physical activity, and improve the nutritional status of primary and intermediate school aged children in the Waikato.</p> <p>In response to the COVID-19 lockdown Project Energize explored new ways to support teachers by providing fun physical activity ideas and healthy eating tips for children and whaanau to do at home. The team was busy producing and regularly distributing resources directly to teachers, as well as through the Project Energize Facebook page. Quick and easy games and activities that could be safely conducted within the household bubble, and simple healthy recipes to cook together as a family, these were a way to continue to communicate the Energize messages of “Eat Healthy, Be Active, Have Fun” in a new way.</p> <p>A comment from Te Kuiti Primary Principal regarding Project Energize supplying support & resources through lockdown ‘I would like to thank you for providing valuable resources that could be used by whanau at home during Covid-19 lockdown. As a school we really valued them and used the resources you sent out for our daily home schedules so we could ensure our students were continuing with some physical fitness on a daily basis. We also followed the Sports Waikato Facebook page which had some great ideas and resources on there too. It certainly made planning for home learning a lot easier, thanks heaps.’ Melissa Anderton</p> <p>Project energize Leadership day - Waitomo Leadership Day 2020 saw the sun shining as 10 schools descended on Centennial Park grounds for a day of learning & fun activities. Teachers and support staff are always amazed at the different ways students react to situations that require their leadership, responsibilities and teamwork. The students that sit back and think before rushing in, the bossy student, the competitive students all working together to complete the tasks. Piripiri School and Te Wharekura o Maniapoto attended for the first time and loved the whole day.</p> <p>Waitomo Interschool Swimming Sports March 2020 - More than 200 students descended upon the Waitomo Aquatic Centre for the annual swimming sports. All schools participated in the day with the final relay races providing lots of encouragement from spectators and fellow students.</p>
<p>Secondary Schools</p> 	<p>All Secondary School Sport Coordinators and Directors of Sport were invited to an inaugural Forum staged at the Morrinsville Event Centre to set the scene and update the year’s calendar and introduce new members. The forum was also an opportunity to gain Professional Development from guests including School Sport NZ CEO Garry Carnachan and Sport Waikato CEO Matthew Cooper. Induction was held in the first hour for New Coordinators and then the programme was delivered. Major focus was on Communication links and sharing of some best practice.</p> <p>Summer Sport in Secondary Schools from February to March has seen some action across nearly all schools and districts in Athletics and Swimming internally and inter school on a Zone basis.</p> <ul style="list-style-type: none"> • In King Country, a National Schools challenge Moto-Cross event was staged out of Te Kuiti with over 300 participants from around the country. • North King Country Sec School Athletics Championships hosted by Te Awamutu – Te Kuiti and Piopio attended. • Cancelled - King Country Swimming championships <p>With the impact of the COVID -19 coronavirus a large number of key events were postponed or cancelled late in the term. All Summer Sports in School Sport NZ calendar (late March to June) were postponed/cancelled until further notice.</p>
<p>Under 5 Energize</p> 	<ul style="list-style-type: none"> ➤ Under Fives provide a series of 3 e-books called Kiwi Manuals to new parents in the greater Waikato Region. These contain information and activity ideas to encourage physical activity from birth to age 5. ➤ 2 KiwiBaby manuals were downloaded during this time.



Document No: A482034

Report To: Council



Meeting Date: 25 August 2020

Subject: Mayor's Report

The Government has introduced the Water Services Bill to the House. It is a Bill that sets out a new system for the Crown to **regulate drinking water safety and supply**. Our Council, as a supplier, will be subject to this legislation should it be adopted.

The Bill intends to amend the Local Government Act. It places an obligation on Councils to assess drinking water standards, but more than that to assess supply risk. The Bill is likely to pass through all stages of the House in 2021.

Security of drinking water supply for our towns and villages that are connected to public supply is important. If enacted the proposed legislation will force us to assess formally, supply risks around the Te Kuiti drinking water source for instance, and to back this up with a mitigation plan.

This Water Services Bill is the first with respect to the three waters.

As a second stage, the Government is proposing major changes to the **ownership and operation of water services**. We are today considering whether to engage with this programme.

We need to engage. Yet if we engage, we will do so knowing that Government has developed little detail behind its proposal, or at least has not shown its full hand. As the detail is developed, this initiative will become much harder.

We, as a small rural Council, need to represent our constituents carefully as proposals are advanced. The model being proposed promotes a few large water entities. Our one is likely to be headquartered in Hamilton. It is likely to be a public entity, designed using a corporate model.

Watercare in Auckland is such an entity. It is governed by a Board appointed by Auckland Council. It owns the water infrastructure and is responsible for all water services. Consumers receive a bill for their water services directly from Watercare.

What is charged to industry and households will be determined by the water entity. There is likely to be a regulatory process around it to ensure that as a monopoly the water entity does not charge excessively.

As this reform advances further, there will be many questions relating to our Council and constituency that will arise.

How will small Councils / small communities be represented at a governance level?

How will capital expenditure priorities be decided within the region?

Will uniform rates for water and sewerage that WDC introduced in 2018 continue?

Will there be uniform charges across Councils?

When the new entity takes over Council assets, will the debt associated with these assets transfer also?

That latter question is especially important to Waitomo. We need to identify how much debt is associated with each of the three waters assets, and insist that it is moved out of our books when assets are taken over.

A handwritten signature in blue ink, appearing to read "John Robertson". The signature is fluid and cursive, with a prominent loop at the end.

JOHN ROBERTSON, QSO
MAYOR

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 JULY 2020 AT 9.00AM

PRESENT: Mayor John Robertson, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Allan Goddard, Lisa Marshall, Janene New and Sue Smith

IN ATTENDANCE: Dan Tasker, Waitomo News and Lawrence Gullery, Waikato Times

Chris Ryan, Chief Executive; Michelle Higgie, Manager – Governance Support; Yvette Ronaldson, Leader – Communications and Engagement; Alister Duncan, General Manager – Business Support (part only); Tony Hale, General Manager – Infrastructure Services (for part only) and Helen Beever, General Manager – Community Services (for part only) and Terrena Kelly, General Manager – Strategy and Environment (for part only); Clowdy Ngatai, Community Development Coordinator (for part only) and Greg Boyle, Special Projects Coordinator (for part only)

1. Council Prayer

2. Apology

Resolution

The apology from Deputy Mayor Guy Whitaker be received and leave of absence granted.

Robertson/Smith Carried

3. Declarations of Member Conflicts of Interest
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Members declared interests/conflicts of interest in respect to the Agenda as set out below:

Cr Marshall

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Lawrence Street	Family own property in Lawrence Street	Interest – No Conflict

Full Council

Item of Business on Agenda	Reason for Declaration	Interest / Conflict
• Code of Conduct Complaint	Councillors: Complainant Mayor: Defendant	Conflict

4. Verbal Reports: Elected Member Roles and Responsibilities

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

Cr Brodie

- King Country River Care AGM
- Balance Farm Environment Award Field Day (Brough's Property)
- King Country River Care Meeting (Mokau/Piopio)
- LGNZ Rural & Provincial Meeting
- Hamilton Waikato Tourism Presentation
- The Lines Company Customer Seminar
- Three Waters Reform Workshop
- Regional Transport Forum

One member of the public entered the meeting at 9.13am.

Cr New

- Te Kuiti & Districts Historical Society
- St Andrew's Presbyterian Church
- Waitomo Sister City Inc
- Game On Charitable Trust
- North King Country Strategic Group
- Legendary Te Kuiti
- Hamilton & Waikato Tourism
- Three Waters Reform Workshop

Cr Goddard

- King Country River Care (x2)
- Benneydale Hall Committee
- Civil Defence Acknowledgement
- Three Waters Reform Workshop

Cr Smith

- Waitomo Museum/i-Site
- Three Waters Reform Workshop
- Te Waitere Catchment Committee
- Tere Waitomo
- Liaising with Ratepayers re concerns about disfunction

Mayor

- i-Site Review
- Three Waters Reform Workshop
- Blessing of Community Garden
- Te Kuiti Kohanga Reo Matariki Celebration

Resolution

The verbal reports be received.

Robertson/Brodie

Carried

5. Mayor's Report: 28 July 2020

Council considered the Mayor's Report prepared for the 28 July 2020 Council Meeting.

Resolution

The Mayor's Report for the 28 July 2020 Council Meeting be noted.

Robertson/Brodie Carried

6. Confirmation of Minutes – 30 June 2020

Resolution

The Minutes of the Waitomo District Council meeting of 30 June 2020, including the public excluded Minutes, be confirmed as a true and correct record.

Smith/Goddard Carried

7. Receipt of Brook Park Incorporated Society Minutes – 13 July 2020

Council considered a business paper presenting the 13 July 2020 Brook Park Incorporated Society Meetings.

Resolution

The unconfirmed Brook Park Incorporated Society Minutes of 13 July 2020 be received.

Robertson/Smith Carried

8. Code of Conduct – Findings of Preliminary Investigation

Council considered a business paper reporting on the investigation of the alleged breaches of the Code of Conduct and findings on the complaint initiated by all six elected Councillors against the Mayor on 14 May 2020

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

Note: All elected members have a conflict in this matter, however for the suggested resolutions proposed there was no conflict in Council considering the business paper as presented.

Resolution

- 1 The business paper on Code of Conduct Investigation be received.
- 2 Council note the findings and the recommendations made, in the Preliminary Investigation Report.

Goddard/Brodie Carried

9. Adoption of Statement of Intent 2020/2021 for Waikato Local Authority Shared Services Limited and Inframax Construction Limited

Council considered a business paper presenting for adoption the Statement of Intents for Waikato Local Authority Shared Services Limited and Inframax Construction Limited.

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

One member of the public left the meeting at 9.46am.

Resolution

- 1 The business paper on Adoption of Statement of Intent 2020/2021 for Waikato Local Authority Shared Services Limited and Inframax Construction Limited be received.
- 2 Council adopt the Statement of Intent for Waikato Local Authority Shared Services Limited.
- 3 Council adopt the Statement of Intent for Inframax Construction Limited.

Marshall/Brodie Carried

10. Civic Financial Services Limited – Special General Meeting

Council considered a business paper advising of a Special General Meeting of Civic Financial Services Limited scheduled for Thursday 13th August 2020 for which Council needs to either appoint a WDC representative to attend or appoint a Proxy.

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

Resolution

- 1 The business paper on Civic Financial Services Limited – Notice of Special General Meeting be received.
- 2 Council authorise the Chief Executive to appoint an appropriate person, as Proxy for the Waitomo District Council Proxy at the Civic Financial Services Ltd Special General Meeting.
- 3 Council instruct the representative/proxy to vote in favour of Special Resolution 1 and against Special Resolutions 2 and 3 as set out below:

1. *It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.*

2. *That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.*
3. *That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.*

Robertson/Smith... Carried

The Manager Strategy and Policy entered the meeting at 9.53am.

11. Annual Report on Waitomo District Council Dog Control Policy and Practices

Council considered a business paper presenting for consideration and adoption the Waitomo District Council Dog Control Policy and Practices Report 2019/2020.

The General Manager – Strategy and Environment expanded verbally on the business paper and answered members' questions.

Resolution

- 1 The business paper on Annual Report on Waitomo District Council Dog Control Policy and Practices' be received.
- 2 Council adopt the Report on Waitomo District Council Dog Control Policy and Practices 2019/2020 (Reference A475800).

Goddard/Brodie Carried

12. Review of Council's Gambling Venues Policy

Council considered a business paper seeking Council's confirmation that the Policy does not require amendment.

The General Manager – Strategy and Environment expanded verbally on the business paper and answered members' questions.

Resolution

- 1 The business paper on Review of Council's Gambling Venues Policy be received.
- 2 A review of Council's Gambling Venues Policy has been undertaken and no amendment to the Gambling Venues Policy is required.
- 3 Council resolve to adopt the reviewed Gambling Venues Policy 2020.

Robertson/Smith Carried

13. Te Arawhiti – Crown and Maniapoto Treaty Settlement

Council considered a business paper seeking a decision on:

- (a) The proposal from Te Arawhiti (the Office for Māori Crown Relations) (“the Crown”) for Waitomo District Council to agree to commit to working with the Maniapoto Maori Trust Board (or PSGE) to develop a Joint Management Agreement for the Crown’s Ngā Wai o Maniapoto natural resources redress; and
- (b) The proposed draft Deed of Settlement commentary related to Brook Park/Motakiora.

Note: Both proposals relate to the Crown and Maniapoto’s Treaty Settlement process.

The General Manager – Strategy and Environment expanded verbally on the business paper and answered members’ questions.

The General Manager – Community Services, Community Development Coordinator and General Manager – Infrastructure Services entered the meeting at 9.59am.

Resolution

- 1 The business paper on Te Arawhiti – Crown and Maniapoto Treaty Settlement be received.
- 2 Council resolves to agree to commit to working with the Maniapoto Maori Trust Board (or the Post Settlement Governance Entity) to develop a Joint Management Agreement for the Crown’s Ngā Wai o Maniapoto natural resources redress.
- 3 Council endorse the proposed Deed of Settlement wording for the Brook Park/Motakiora Recreation Reserve (excluding Council’s fee simple land adjoining the Recreation Land) as follows:
 1. *[Maniapoto and Waitomo District Council acknowledge that Mōtakiora, or Brook Park Recreation Reserve, is a wāhi tapu of high cultural and historical significance for Maniapoto and, in particular, for the Ngāti Rōrā hapū. Their eponymous ancestor, Rōrā was the child of Maniapoto and Paparauwhare. Mōtakiora is Ngāti Rōrā’s maunga tapu. Mōtakiora pā on the hill was the home of Rōrā and his wife, Kuramonehu. It is part of the Te Pukenui Block replete in Ngāti Maniapoto history. Mōtakiora pā was also the scene of the killing of Rōrā and a subsequent fight to avenge his death, and then an eventual peace-making.]*
 2. *[Separate to the deed of settlement, Maniapoto and Waitomo District Council will work on developing an agreed approach to the co-management of Mōtakiora/Brook Park Recreation Reserve.]*
 3. *[Maniapoto aspirations for the future management of Mōtakiora/Brook Park Recreation Reserve is to work in partnership with the council in the governance and management of the reserve, including the development and implementation of any reserve management plans.]*

4. *[The Crown bears no responsibility for the outcome of discussions between Maniapoto and Waitomo District Council on this matter.]*"

Robertson/Smith Carried

14. Progress Report: Strategic Framework for the 2021-31 10 Year Plan

Council considered a business paper outline the process and progress on the review of Council's Strategic Framework for the 2021-31 10 Year Plan (10YP).

The Manager Strategy and Policy expanded verbally on the business paper and answered members' questions.

Councillor Goddard, on behalf of the Council, thanked the staff for the support provided to the Council in reviewing the Strategic Framework.

Resolution

The business paper on Review of Council's Strategic Framework for the 2021-31 10 Year Plan be received.

Robertson/Goddard Carried

The Manager – Strategy and Policy left the meeting at 10.06am.

15. Mayor's Taskforce for Jobs – Community Recovery Programme

Council considered a business paper brief Council on an application to seek partnership funding from the Ministry of Social Development and Mayor's Taskforce for Jobs.

The General Manager – Community Services and Community Development Coordinator expanded verbally on the business paper and answered members' questions.

The General Manager – Business Support entered the meeting at 10.10am.

Resolution

The business paper on Mayor's Taskforce for Jobs – Community Recovery Programme be received.

Robertson/New Carried

Councillor Brodie, on behalf of the Council, thanked the staff for the time and resource put into the Application and relevant investigations to date on this matter.

16. Feasibility Study - Lawrence Street, Te Kuiti

Council considered a business paper brief Council on an opportunity for a Feasibility Study to investigate options for potential future uses of the Waitomo District Council properties located at Lawrence Street, Te Kuiti.

The General Manager – Infrastructure Services, General Manager – Community Services and Chief Executive expanded verbally on the business paper and answered members' questions.

The Special Projects Coordinator entered the meeting at 10.18am.

Mayor Robertson recommended that Council not hold this project up while obtaining external funding but should resolve to undertake a Feasibility Study as a matter of urgency.

The Chief Executive advised that an approximate estimate of \$50,000 has been determined to complete Feasibility Study and carry out work required to progress the matter.

Resolution

- 1 The business paper on Feasibility Study - Lawrence Street, Te Kuiti be received.
Robertson/Marshall Carried
- 2 Council notes the interest of the Owners in developing the land adjoining the Council owned land at Lawrence Street, Te Kuiti.
- 3 Council undertake a Feasibility Study of development options in relation to Council owned land located at Lawrence Street, Te Kuiti.
- 4 Council seek external funding to cover the cost of the Feasibility Study.
Robertson/Marshall Carried
- 5 A progress report be presented to Council at the September 2020 Council meeting.
Robertson/Marshall Carried

The Community Development Coordinator left the meeting at 10.42am.

17. Piopio Memorial Hall Reserve

Council considered a business paper advising of the unclassified status of the Piopio Memorial Hall (War Memorial Hall Reserve) and options for classification.

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

Resolution

- 1 The business paper on Piopio Memorial Hall Reserve be received.
- 2 Pursuant to section 16(2A) of the Reserves Act 1977, Kinohaku East 5B2 9 Block, comprising 1012 square metres, as held by Council in Record of Title SA260/104 be classified as Local Purpose (War Memorial and Community Purpose) Reserve, subject to the said Act.
Goddard/Brodie Carried

18. Three Waters Reform Programme

Council considered a business paper brief Council on the launch of the Three Waters Reform Programme, and the key dates for decisions in respect of that.

The Chief Executive and Special Projects Coordinator expanded verbally on the business paper and answered members' questions.

Resolution

The business paper on the Three Waters Reform Programme be received.

Goddard/Brodie Carried

The General Manager – Community Services, General Manager – Infrastructure Services and Special Projects Coordinator left the meeting at 10.55am.

19. Adoption of Road Map Work Programme for the period July 2020 to June 2021

Council considered a business paper presenting to Council for consideration and adoption an updated Road Map Work Programme.

The Chief Executive expanded verbally on the business paper, noting that as a result of today's meeting there are further projects of work which will form part of the work programme as follows:

- Lawrence Street Property
- Three Waters Reform
- Mayors Taskforce for Jobs
- Leadership Matters (implementation of Code of Conduct recommendations)
- Provincial Growth Fund Applications

The meeting adjourned for morning tea at 11.00am.

The meeting re-convened at 11.22am.

Lawrence Gullery (Waikato Times) and Dan Tasker (Waitomo News) left the meeting at 11.21am.

The General Manager – Strategy and Environment and General Manager – Business support expanded verbally on changes proposed in the Road Map as presented.

Council noted that the Council Investment review will be workshopped by a Committee of the Mayor, Deputy Mayor and Councillor Goddard

Resolution

- 1 The business paper on Adoption of Road Map Work Programme for the period July 2020 to June 2021 be received.
- 2 The Road Map Work Programme for the period July 2020 to June 2021 (Doc A478218) be adopted, noting that further amendments are required.

Robertson/Brodie Carried

Councillor Marshall and the General Manager – Strategy and Environment left the meeting at 11.59am.

20. 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 remain in attendance as follows:

Staff Member	Reason for remaining in attendance
Chief Executive	Having relevant knowledge of the matter under consideration
General Manager – Business Support	Having relevant knowledge of the matter under consideration
Manager – Governance Support	Minute Taker for the Meeting

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter
1. Review of Council's Investments	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or <i>(s 7(2)(i) LGOIMA.</i>

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.

Robertson/Smith Carried

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Confidential

WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT, RISK AND FINANCE COMMITTEE HELD VIA ZOOM ON TUESDAY 5 MAY 2020 AT 9.00AM

PRESENT: Independent Chairperson Bruce Robertson
via Zoom

PRESENT: Mayor John Robertson, Deputy Mayor Guy Whitaker, Members
at Council Chambers Phil Brodie, Allan Goddard, Lisa Marshall, Janene New and Sue
Smith

IN ATTENDANCE: Chief Executive, Manager – Governance Support, General
at Council Chambers Manager – Business Support, General Manager – Strategy and
Environment (for part only); General Manager – Infrastructure
Services (for part only) and General Manager – Community
Services (for part only) and Yvette Ronaldson, Communications
Officer (for part only)

1. Declarations of Member Conflicts of Interest

No declarations of conflicts of interests were made.

2. Confirmation of Minutes – 5 May 2020

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 5 May 2020, including the Public Excluded minutes, be confirmed as a true and correct record.

Robertson/Brodie Carried

3. Mastercard Expenditure Report (December 2019 – June 2020)

The Committee considered a business paper presenting for the Committee's information and consideration, details of expenditure incurred via WDC issued Corporate Mastercards.

The Manager – Governance Support and Chief Executive answered Members questions.

Resolution

The Mastercard Expenditure Report for the period December 2019 – June 2020 be received.

Brodie/Whitaker Carried

4. **Controller and Auditor-General – Notification of Extension to 20 June 2020 Statutory Timeframes**

The Committee considered a business paper informing that Parliament had passed legislation on Wednesday 5 August to extend the statutory reporting timeframes by up to two months for organisations with a 30 June 2020 balance date that report under the Local Government Act 2020

The Chief Executive and General Manager – Business Support expanded verbally on the business paper advising that at this stage there is no plan to move from the agreed timeline for adoption of the 2019/2020 Annual Report and that confirmation has been received from Council's Auditor that they are well placed to complete the audit, including Inframax Construction Ltd, as per the agreed timeline.

Resolution

The business paper on Controller and Auditor-General – Notification of Extension to 30 June 2020 Statutory Timeframes be received.

J Robertson/Goddard Carried

5. **2021-2031 10 Year Plan Project Risks**

The Committee considered a business paper providing an overview of, and the risks associated with, the work programme for development of the 2021-31 10 Year Plan.

The General Manager – Strategy and Environment and Chief Executive expanded verbally on the business paper and answered Members' questions.

Resolution

The business paper on 2021-31 10 Year Plan Project Risks be received.

New/Whitaker Carried

6. **Building Consent Authority Accreditation**

The Committee considered a business paper advising of the outcome of the recent audit of the Waitomo District Council Building Consent Authority carried out by International Accreditation New Zealand.

The General Manager – Strategy and Environment expanded verbally on the business paper and answered Members' questions.

The Committee requested its congratulations and thanks be passed on to the Building Team for such a successful audit outcome.

Resolution

The business paper on Building Consent Authority Accreditation be received.

New/Marshall Carried

7. Progress Report: District Plan Review

The Committee considered a business paper providing an overview of the progress of the District Plan Review and the associated work programme risks.

The General Manager – Strategy and Environment expanded verbally on the business paper and answered Members’ questions.

Resolution

The Progress Report – District Plan Review be received.

Whitaker/Smith Carried

8. Progress Report: WDC Resource Consents – Compliance Monitoring

The Committee considered a business paper providing a progress report on compliance reporting against Resource Consent conditions.

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

The Chief Executive briefed the Committee on the history behind Council providing water (potable and wastewater) services in-house as opposed to contracting the service out.

Resolution

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

Brodie/Smith Carried

9. Progress Report: Development of Business Continuity Plans

The Committee considered a business paper providing an update on progress with the development of Business Continuity Plans.

The General Manager – Business Support and Chief Executive expanded verbally on the business paper and answered Members’ questions.

The Chief Executive pointed out that Waitomo District Council is not working in the same paradigm as it was when the current Risk Management Plan was developed and adopted. The Chief Executive advised that the Plan requires a full review and used the example of the Three Waters Reform as a new risk which needs to be addressed in the Risk Management Plan.

Resolution

- 1 The Progress Report – Development of Business Continuity Plans be received.
- 2 A full review of the Risk Management Plan be undertaken as a matter of urgency.

J Robertson/Goddard Carried

10. Progress Report: Review of Council's Investments

The Committee considered a business paper providing an update on progress with the review of Council's Investments.

The General Manager – Business Support expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Review of Council's Investments be received.

Robertson/Marshall Carried

11. Unaudited Interim Financial and Non-Financial Report for the Year ended 30 June 2020

The Committee considered a business paper presenting the Unaudited Interim Financial and Non-Financial Report for the Year ended 30 June 2020.

The General Manager – Business Support and Chief Executive expanded verbally on the business paper highlighting the fact that the 2019/2020 year has provided numerous challenges in delivering the budgeted capital works program, including senior staff changes, internal capacity, availability of contractors and the delays created by the COVID-19 pandemic, the result of which was not completing the 2019/2020 capital works programme.

The Committee noted that significant work has been completed to determine a realistic capital works program for 2020/2021 which should enable completion of the carry over projects from the 2019/2020 capital works programme.

The Chief Executive clarified that the incomplete 2019/2020 capital works programme will carry over into 2020/2021 by default and therefore no resolution is required of the Committee as suggested in the business paper.

The Committee raised the following matters to be addressed by the General Manager – Business Support:

- 1 Provide a clear explanation of the meaning of "Receivables (Non-exchange)" and "Receivables (Exchange)" under the Current Assets in Appendix 2: Unaudited Interim Balance Sheet as at 30 June 2020 on page 158 of the Agenda, and circulate this explanation to the Committee by email.
- 2 Reinstate Debt Collection action.
- 3 In the next Financial Report, provide a year on year comparison for the last 5 years for Debt Collection.

Resolution

The business paper on Interim Unaudited Financial and Non-Financial Report for the period ended 30 June 2020 be received.

Goddard/Whitaker Carried

12. Motion to Exclude the Public

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Progress Report: Risk Management – Procurement/Contract Schedule (January 2020 – June 2020)	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(1)
2. Inframax Construction Ltd - Half Annual Report to 31 December 2019	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(1)
3. Progress Report: Health and Safety (Risk Management)	Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

- 3 Council agree the following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Community Services	Business Paper Author
General Manager – Business Support	Business Paper Author

- 4 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in the public.

Robertson/New Carried

The General Manager – Strategy and Environment and Chief Executive left the meeting at 3.44pm.

The meeting adjourned for afternoon tea at 3.44pm and reconvened at 3.56pm.

13. Consideration of Public Excluded Items for the purpose of making information Public following Council's decision taking
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Resolution

Following consideration and decision taking of items of business with the public excluded, the Committee agreed that the following information be made public:

1 Progress Report: Risk Management – Procurement/Contract Schedule (January 2020 – June 2020)

Council's Resolution only be made public as follows:

Resolution

The Progress Report: Risk Management – Procurement/Contract Schedule (January 2020 to June 2020) be received.

B Robertson/Whitaker Carried

Note: The business paper for this item is not made public for the reasons set out in Item 13 - "Motion to Exclude the Public" of these Minutes.

2 Inframax Construction Ltd - Half Annual Report to 31 December 2019

Council's Resolution only be made public as follows:

Resolution

1 The Committee rescind Resolution 2 of Public Excluded Item 1 – Inframax Construction Ltd – Half Annual Report to 31 December 2019 as contained in the Audit Risk and Finance Committee Minutes of 5 May 2020.

2 The business paper on Inframax Construction Limited - Half Annual Report to 31 December 2019 be received.

3 The Inframax Construction Limited – Half Yearly Report to 31 December 2019 be received.

4 The Inframax Construction Limited – Half Yearly Report to 31 December 2019 be made public and published on Council's website in accordance with Section 66(5) of the Local Government Act 2002.

B Robertson/Whitaker Carried

Note: The business paper for this item is not made public for the reasons set out in Item 13 - "Motion to Exclude the Public" of these Minutes.

3 Progress Report: Health and Safety

Council's Resolution only be made public as follows:

Resolution

The Progress Report: Health and Safety be received.

New/Smith Carried

Note: The business paper for this item is not made public for the reasons set out in Item 13 - "Motion to Exclude the Public" of these Minutes.

B Robertson/J Robertson Carried

There being no further business the meeting closed at 1.12pm

Dated this day of 2019.

BRUCE ROBERTSON
INDEPENDENT CHAIRPERSON

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Document No: A841289

Report To: Council



Meeting Date: 25 August 2020

Subject: Receipt of Brook Park Incorporated:
Minutes – 3 August 2020

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.

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, 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 Society" (BPI) to administer the day to day operations/development of Brook Park.
- 3.10 Brook Park is operated as a farm park, with any grazing licence to be granted by WDC. 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 let the grazing rights to another entity or individual.
- 3.11 With the administering body being WDC and any consequent income stream for grazing being part of WDC's reserve income, there is 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 grazing 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 is a copy of the unconfirmed BPI Minutes of 3 August 2020.

Suggested Resolution

The unconfirmed Minutes of Brook Park Incorporated of 3 August 2020 be received.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT



BROOK PARK INCORPORATED SOCIETY

Meeting Minutes

Monday 3 August 2020

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 August 2020 COMMENCING AT 5.30 PM

MINUTES

Attendance: Guy Whitaker, Neil Brooks, Graeme Churston, Jane Murray, Sue Wagstaff, Gerald Kay, Helen Sinclair, Phillip Houghton,

Apologies – Rob Buckley, Dawn Anselmi, Andrea Hanna.

Apologies accepted-M/S Gerald/ Neil

Confirmation of Minutes of 13 July 2020

Accepted as a true and accurate record. M/S Graeme/ Phillip

Financial Report

Added due dates for *Term deposits see below*

Westpac

Current Account \$3230.94

Term 1 \$10651.05-*Due 11.9.2020*

Term 2 \$10141.15-*Due 12.2 2021*

Total. \$20792.20

Phillip presented a Cash Flow s/s up to June 2020

'Finance report be accepted' M/S Phillip/ Helen

Correspondence

Inward- Smart Plants quote-send out with meeting agenda.

-Email from Russell Shearer re access to his section through Brook Park-Guy to respond after checking with WDC.

Outward-Nil

Maintenance/Fencing

Planting costs from quote above, \$4250, to be covered by a volunteer working day, to be arranged.

Weed Control

WDC has \$10k to replant pines, spray gorse and arrange site clearance.

General Business

Op Shop- Ours from 14-18 September.

Robin Charteris Memorial tree-Andrea has bought a rimu tree, and a rock for the plaque has been organised. Planting will be arranged after a meeting with the Charteris family.

Our 5 Year Plan- to be drafted after the MOU is confirmed.

MOU-Draft still with WDC, and will be ready for our next meeting. Neil will send it out prior if possible.

Fruit trees- Sue/ Elly to prune fruit trees. Possum traps to be set carefully.

Meeting closed: 6:03 pm

Next meeting: Monday 7 September Apologies : Jane Murray

Neil Brooks
Secretary

Document No:	
Report To:	Council
	Meeting Date: 25 August 2020
	Subject: Progress Report: North King Country Development Trust – Appointment of Trustee
	Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to advise the Council that Mayor Robertson has indicated his willingness to be nominated at the Trustee to the North King Country Development Trust to fill the vacancy left by the resignation of Brian Hanna.

Background

- 2.1 The North King Country Development Trust (the Trust) was established by the Waitomo and Otorohanga District Councils (as Settlor) in 1993 to administer a Trust Fund (resultant of the reforms to the electricity industry) for the benefit of only those residents living within the area over which the former Waitomo Electric Power Board was authorised to supply electricity, and for the purpose of assisting to stimulate economic growth within the North King Country region.
- 2.2 The Trust is overseen by a board consisting a minimum of six trustees who meet on a monthly basis, and each year the Trust makes funding available for the promotion of economic well-being within the region through application for either an interest-free loan or a grant.
- 2.3 The Trust is incorporated as a Board under the Charitable Trusts Act 1957 for the purpose of applying the Trust Fund for or toward charitable purposes and in particular industrial development charitable purposes.
- 2.4 The Settlers of the Trust were the Waitomo and Otorohanga District Councils.
- 2.5 The Trust Deed (Part 2, Clause 1(a)) names the Appointers for the Trust as:
 - (a) The Mayors or Chairman, as appropriate, of the Otorohanga, Waitomo and Taupo District Councils – who may appoint two Trustees,
 - (b) The Maniapoto Maori Trust Board – which may appoint one Trustee,
 - (c) The Waikato Bay of Plenty Branch of the New Zealand Society of Accountants – who may appoint one Trustee
 - (d) The Board of Directors of Waitomo Energy Services Limited (The Lines Company) – which may appoint one Trustee
 - (e) The Hamilton District Law Society – who may appoint one Trustee

- 2.6 Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.

Commentary

- 3.1 Although the NKCDT Deed states the Councils Appointers as "The Mayors or Chairman", it has been the historical practice of the Waitomo District Council in its entirety to review the NKCDT Trustee appointment immediately following each Triennial Election, with the normal practice being to nominate the Mayor.
- 3.2 However, the review following the 2019 Election resulted in the three Councils approving the continuation of Brian Hanna as one of their two appointed a Trustees for the remainder of his 4-year term.
- 3.3 Whilst, historically the Otorohanga, Waitomo and Taupo District Councils' appointees have been either Mayors or Chief Executives from the Councils, there is nothing within the Trust Deed requiring an appointee to be either an employee or elected member of the Councils.
- 3.4 On 24 March 2020, which was just prior to the Covid-19 Level 4 Lockdown, WDC was informed of Brian Hanna's resignation from the Trust. That resignation was formally noted by the Council at its 30 June 2020 meeting.
- 3.5 On 11 August 2020, a request was received from the Otorohanga District Mayor's Office for an update on progress with Waitomo proposing a nominee to fill the vacancy on the Trust.
- 3.6 Mayor Robertson has indicated that he will fill the vacancy subject to the support of the Otorohanga and Taupo District Mayors. Mayor Robertson has also confirmed that Otorohanga District Mayor Baxter has confirmed his support of the appointment and Taupo District Mayor David Trewavas is yet to be approached.

Suggested Resolutions

- 1 The business paper on Progress Report: North King Country Development Trust – Appointment of Trustee be received.
- 2 Council note the nomination of Mayor Robertson to fill the Trustee vacancy on the North King Country Development Trust in pursuance with Part 2, Clause 1(a) "Appointers for the Trust" of the Trust Deed and subject to the support of both the Otorohanga and Taupo District Mayors.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A481535	
Report To: Council	
	Meeting Date: 25 August 2020 Subject: Review of 2019/2020 Annual Report Timetable Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of the result of the review of the approved Annual Report 2019/2020 timetable.

Background

- 2.1 The 2019/2020 Annual Report timetable was reported to the Audit, Risk and Finance Committee on the 5th of May.
- 2.2 The approved timetable is:

DATE	DESCRIPTION
28-12 June	Interim Audit to review system notes and test controls and testing of general computer controls
July and August	Organisational capacity will be directed to completing year end adjustments and preparing the draft Annual Report for audit.
11 August	Interim Report and progress report to Council on the 2019/20 Annual Report preparation.
7-19 September	Final Audit visit to test balances and disclosures
27 October	Council consideration and adoption of Annual Report
27 October	Signed Audit Opinion available
27 November	Summary Annual Report available

- 2.3 A letter was received from the Controller and Auditor-General on 6 August 2020 outlining that the statutory deadline of 31 October 2020 to adopt the 2019/2020 Annual Report has been extended by two months to 31 December 2020 to provide adequate time for both the year-end financials and performance reporting to reflect the implications of the Covid-19 Pandemic.

Commentary

- 3.1 The approved Annual Report timetable has been reviewed and staff are focused on maintaining the approved timetable as any delay in the completion of the Annual Report will negatively impact on the development of the 2021/2031 10 Year Plan.
- 3.2 At the time of writing this report, Council had not received a request from our Auditors to modify the approved timetable.

Suggested Resolutions

- 1 The business paper on review of 2019/2020 Annual Report timetable be received.



ALISTER DUNCAN
GENERAL MANAGER - BUSINESS SUPPORT

17 August 2020

Document No: A481561

Report To: Council



Meeting Date: 25 August 2020

Subject: Receipt of Minutes: Waitomo Sister City Incorporated - 6 July 2020

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 Incorporated meeting of 6 July 2020.

Background

- 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 At its meeting of 31 July 2018, Council considered a review of the Waitomo Sister City relationship delivery model and agreed to include a project in the Road Map Work Programme to investigate future delivery options.
- 2.7 Following the review, and at its 27 November 2018 meeting, Council resolved to support the disestablishment of the Waitomo Sister City Committee upon the successful establishment of a Sister City Incorporated Society.

- 2.8 The Waitomo Sister City Incorporated Society was incorporated on 17 July 2019 under the Incorporated Societies Act 1908.
- 2.9 At its meeting of 25 February 2020, Council considered a draft Memorandum of Understanding between Waitomo District Council and the newly formed Waitomo Sister City Incorporated Society.
- 2.10 The Memorandum of Understanding was subsequently adopted by Council at its meeting on 30 June 2020.

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the unconfirmed Waitomo Sister City Incorporated Minutes of 6 July 2020.

Suggested Resolution

The unconfirmed Minutes of Waitomo Sister City Incorporated of 6 July 2020 be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

August 2020

Attachment: Waitomo Sister City Incorporated Minutes - 6 July 2020

WAITOMO SISTER CITY INCORPORATED

MINUTES OF A MEETING OF THE WAITOMO SISTER CITY INCORPORATED HELD AT TE KUITI FIRE STATION, ON MONDAY 6 JULY 2020 COMMENCING AT 5:30PM

PRESENT Janis Mac Donald (Chairperson)
Jenny Crown (Secretary/ Treasurer) – virtual
Marilyn Mackinder
Cr. Janene New - virtual
Deputy Mayor. Guy Whittaker
Andrea Hanna

APOLOGIE Brian Hanna (patron)

S

1. | AGENDA

- 1.1
- Apologies
 - Confirmation of Minutes Waitomo Sister City Incorporation Committee Meeting held June 16 2020
 - Matters Arising
 - Inward Correspondence
 - Outward Correspondence
 - Financial Report
 - General Business
 - Set next Meeting, Date/ Time

2. | APOLOGIES

- 2.1 Apologies were accepted

Unanimous

3. | CONFIRMATION OF MINUTES

- 3.1 Amendments to the Minutes:

Janis recapped and spoke to the minutes of June 16 2020.

The Minutes of Waitomo Sister City Incorporated meeting convened on June 16 2020 be noted as true and correct.

Moved: Guy **Seconded:** Marilyn **Carried**

Matters arising – inventory of Sister City gifts – still not to hand

Due to Tatsuno student exchange being cancelled a zoom meeting maybe organised with the students of Te Kuiti Primary and the students that were to visit Waitomo

4. | INWARD CORRESPONDENCE

- 4.1 05.2020 Helen Beever Workshop
Request from Akira to be a part of a Zoom meeting
15.6.2020 Helen Beever – programme for MOU workshop and draft copy of MOU

18.6.2020 Helen Beever zoom meeting connection information

25.6.2020 notification of payment of grant from WDC

2.7.2020 Helen Beever signed copy of MOU adopted at council meeting ready to be signed

5.	OUTWARD CORRESPONDENCE
	5.1 17.6.2020 response to Helen Beever (WDC) re meeting – 3 people to attend 18.6.2020 response to Helen Beever re zoom meeting login 2.7.2020 response to Helen Beever to organise signing of MOU

6 | FINANCIAL REPORT

6.1 *Bank Account:*

Current balance - **\$6 800.03**

6.2 *Donation:*

\$100 koha from Lyceum for presentation given by Janene. Janis to deposit.

Moved: Guy **Seconded:** Janene **Carried**

7 GENERAL BUSINESS

MOU Meeting:

7.1

Brian and Marilyn attended the meeting at the WDC. Janis attended virtually. Discussions were open and frank with some clarification to enlighten those who had not been involved in the Tatsuno Waitomo relationship in the past. A good understanding of the MOU will now provide clarity going forward. All the points identified as necessary for discussion at the June 16 WSCI were tabled. The importance to foster the value of this relationship was generally supported by the councillors. Mayor John raised concerns about the Japanese garden. He feels it requires attention.

7.2 *Japanese Garden:*

Marilyn feels that the garden is certainly manageable Janis suggested a working bee. Much should be achievable in a day. The pond doesn't hold water but everything else looks really good. A water blast and general tidy up will be good. Outside the garden there is a poster that explains what everything is – this will inform our actions.

This event could be advertised on WDC facebook page and also on Legendary Te Kuiti page, giving the community the opportunity to be involved and learn more about our relationship with Tatsuno.

Action: WSCI to develop and submit a proposal to the WDC as advised by Helen Beever.

7.3 25 Year Celebrations:

Janis – went through all minutes and noted down everyone she found from past committee and touring groups. Host whānau names are yet to be collated. August the 8th seems too soon. September was decided on as a more manageable time.

Divide list of contact details between committee members and send them out. Google Doc to be sent out. Need to have a post the WDC facebook page for any interested people and to talk about the 25 year celebrations.

Ideas:

- Panorama Motor Inn
- Set Menu
- Pay per head at the door on arrival.
- Decorations Cherry Blossoms
- Work around the general election (5th or 12th of September)
- Discussion around speeches
- Invites of dignitaries as well as past members
- Auction/ raffle

Priority	Action	Responsibility	Completed
1.	Create a Google Doc for collation of contact details and distribute to committee for populating	Jenny	✓
2.	Populate Google Doc with Contact Details	WSCI	
3.	Send invites	WSCI	
4.	Confirm date	TBC	
5.	Book Panorama Motor Inn	Janis	
6.	Set Menu and Theme	TBC	
7.	Organise virtual platform for Tatsuno whānau to join in the celebrations	TBC	

7.4 Funding Grant:

Due to the unprecedented circumstances of the past few months an inbound trip is unable to take place this year. The incorporated society was set up to be able to carry over any grant money to the next year to expand the relationship between the towns and students of Waitomo and Tatsuno . The WSCI will continue to honour the purpose for which the funds were granted.

8. | NEXT MEETING

8.1 The next meeting is set for Monday 27th July 2020 at 5:30pm and is to be held at Janene's house, 75 Awakino Road.

Meeting closed at 6:45 pm

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Chairperson _____ Date _____

Document No: A480260

Report To: Council



Meeting Date: 25 August 2020

Subject: **Receipt of Minutes: Civil Defence
Emergency Management Joint Committee
Minutes – 2 March 2020 and 25 March
2020**

Type:

Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meetings of 2 March 2020 and 25 March 2020.

Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Waikato CDEM Joint Committee member Councils comprise; Waikato Regional Council, Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waipa District Council and Waitomo District Council.
- 2.6 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.

Commentary

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Committee meetings convened on 2 March 2020 and 25 March 2020.

Suggested Resolution

The Civil Defence Emergency Management Joint Committee Minutes of 2 March 2020 and 25 March 2020 be received.

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

HELEN BEEVER

GENERAL MANAGER – COMMUNITY SERVICES

August 2020

Attachment: 1. Joint Committee Minutes – 2 March and 25 March 2020

Waikato Civil Defence and Emergency Management Group Joint Committee

MINUTES

Date: Monday, 2 March 2020, 1:00 pm

Location: Te Puia Room, Genesis Building
94 Bryce Street
Hamilton

Members Present: Cr H Vercoe - (Waikato Regional Council) - Chair
Cr K Tappin (Matamata Piako District Council)
Cr A Williams (Ōtorohanga District Council)
Cr T Lee (South Waikato District Council)
Cr S Christie (Thames Coromandel District Council)
Cr N Smith (Waikato District Council)
Cr L Brown (Waipa District Council)
Cr A Goddard (Waitomo District Council)
Mayor T Adams (Hauraki District Council)

Others Present: L Cavers - Chair - Co-ordinating Executive Group (CEG)
J Snowball - Group Manager / Controller (Waikato Group Emergency Management Office)
W Allan – Controller and CEG Member (Waipa District Council)
S Robinson – Controller and CEG Member (South Waikato District Council)
M Bang - Team Leader – (Waikato Group Emergency Management Office)
G Talbot - Group Recovery Manager (Waikato Group Emergency Management Office)
A Adams – Democracy Advisor (Waikato Regional Council)
S Vowles – Senior Regional Emergency Management Advisor (National Emergency Management Agency)
D Trimm - Fire and Emergency New Zealand
Inspector K Thornton - District Operations Manager (New Zealand Police)
G Towler – Controller and CEG Member (Thames Coromandel District Council)

Cr Brown entered the meeting at 1.03pm

1. Apologies

Apologies were received from Councillor Buckthought and Councillor Park for absence, and Councillor Brown for late arrival.

WCDEM20/01

Moved by: Cr T Lee

Seconded by: Cr A Goddard

RESOLVED (SECTION A)

That the apologies of Cr Buckthought and Cr Park for absence and Cr Brown for late arrival be accepted.

The motion was put and carried

2. Confirmation of Agenda

The Chair advised that an urgent presentation from the Waikato District Health Board regarding Coronavirus (COVID-19) would be delivered during the meeting.

3. Disclosures of Interest

There were no disclosures of interest.

4. Confirmation of Minutes from Previous Meeting

WCDEM20/02

Moved by: Cr S Christie

Seconded by: Cr K Tappin

RESOLVED (SECTION A)

That the minutes of the Waikato Civil Defence and Emergency Management Joint Committee's meeting dated 9 December 2019 be received and accepted as a true and accurate record.

The motion was put and carried

5. Presentation on Coronavirus (COVID-19) Response

T Eccleston – Emergency Manager, B Clayton-Smith – Service Director Public Health and R Vipond - Medical Officer of Health from Waikato District Health Board presented on Coronavirus (COVID-19). The following was noted:

- Communities were anxious following the announcement of the first confirmed case of COVID-19 in New Zealand. Some individuals had taken to stockpiling resources which had depleted supermarket supplies.
- There was a level of confusion and misinformation in the community perpetuated by media including social media. The Ministry of Health website is the single source of

accurate information and appropriate measures were in place to share this with councils and across the region.

- There was sustained transmission of the virus outside China. Iran and Italy had been affected and Iran was now a category 1a country. Italy along with South Korea and Singapore had the potential to receive this designation based on current rates of transmission and number of confirmed cases.
- The Ministry of Health had a range of information on its website. Staff advised that procedures are in place for persons entering New Zealand from affected countries or who presented with symptoms such as self-isolation and follow up by Health Line staff.
- Staff reinforced the importance of proper hygiene practices and that councils should revisit their business continuity and pandemic plans, ensuring they took stock of their hygiene products and that they had appropriate levels of personnel protective equipment.
- The medical staff gave a clinical update and advised that the COVID-19 was not yet classified as a pandemic.

During questions, answers and related discussion the following was noted:

- A member queried the relationship between the Waikato Civil Defence Emergency Management Group (WCDEMG) and the Ministry of Health. Staff advised that regular meetings and contact had taken place since the initial outbreak.
- A member queried reports that the seasonal influenza vaccine would be made available early. Staff advised that this was not the case due to logistics being planned prior to the outbreak. Seasonal influenza vaccine would not be able to protect against COVID-19

The Chair requested that those present from New Zealand Police (Waikato) and Fire and Emergency New Zealand join members at the table and that they be recognised as non-voting members. The Chair further noted that this practice was in place for other committees operating under legislation such as the Waikato Regional Transport Committee. Members agreed that this was a good idea.

6. Tsunami Warning Sirens: Waikato CDEM Group

Group Manger / Controller (J Snowball) presented to the report. The following was noted:

- The Technical Standard for tsunami sirens intendeds that the sound of a warning siren would be understood to mean seek further information.
- A member questioned the use of alternative warning methods such as mobile alerts. Staff noted the changes in technology and the impact of this on policy implementation.

WCDEM20/03

Moved by: Cr H Vercoe

Seconded by: Cr L Brown

RESOLVED (SECTION A)

1. That the report Tsunami Warning Sirens: Waikato CDEM Group be received; and
2. That the Joint Committee strongly encourages Waikato CDEM Group member authorities to be compliant with all aspects of the Technical Standard [TS03/14] with effect from 30 June 2020.
3. That the Joint Committee resolves that responsibility for compliance is appropriately at the individual council level rather than collectively through the Waikato CDEM Group.
4. That Joint Committee directs the Group Emergency Management Office to prepare and coordinate a strong, targeted and continuous public education and awareness campaign, to ensure consistent messaging across all coastal communities in the CDEM Group area.

The motion was put and carried

7. Appointment of Local Controllers - Otorohanga District Council

Group Manager / Controller (J Snowball) presented the report. The following was noted:

- The Controller Policy is written to reflect best practice that a Council CEO is not also a CDEM Controller, unless they can demonstrate the ability to provide adequate and sustained backfill. Staff advised that this was addressed by the Statutory Roles Advisory and Appointment Committee during the interview process and they were satisfied with the assurances given.
- The Statutory Roles Advisory and Appointment Committee recommends the appointment be reviewed in the event of a significant change in the executive and / or governance at Ōtorohanga District Council.

WCDEM20/04

Moved by: Mayor T Adams

Seconded by: Cr A Williams

RESOLVED (SECTION A)

1. That the report Appointment of Local Controllers – Ōtorohanga District Council (Waikato CDEM Group Joint Committee 2 March 2020) be received; and
2. That the Joint Committee appoint T Winter as a Local Controller for Ōtorohanga District Council; and
3. That the Joint Committee directs this appointment be reviewed in the event of any significant change to the governance or executive of Ōtorohanga District Council.

The motion was put and carried

Cr Smith and Cr Tappin voted against the motion

8. Report to consider method of strategic planning for recovery

The Group Recovery Manager (G Talbot) presented the report.

WCDEM20/05

Moved by: Cr T Lee

Seconded by: Cr K Tappin

RESOLVED (SECTION A)

1. That the Report to consider method of strategic planning for recovery (Waikato CDEM Group Joint Committee 2 March 2020) be received, and
2. That the IAP2 consultation model and DAPP decision making model are used to support strategic planning for recovery.

The motion was put and carried

9. CDEM Group and Local Welfare Managers - Retrospective Confirmation of Appointments

The Group Controller (J Snowball) presented the report.

WCDEM20/06

Moved by: Cr S Christie

Seconded by: Cr A Williams

RESOLVED (SECTION A)

1. That the report CDEM Group Local Welfare Managers – Confirmation of Appointments Previously Made (Waikato Civil Defence Emergency Management Group Joint Committee 2 March 2020) be received, and
2. That the appointment of the following Local Welfare Managers to Group Member Councils be confirmed:

Veronica King	Taupō District
Vicky Oosthoek	Matamata-Piako District
Helen Paki	Hamilton City
Rachel Stubbs	Ōtorohanga District
Liz Riley	Waitomo District
Cathie Shaw	Waipā District
Brett Otto	Hauraki District
Angela Parquist	Waikato District
Ebony Curtin	South Waikato District
Helen Flynn	Thames Coromandel District

The motion was put and carried

10. Summary Report- CEG Meeting

Chair of the Co-ordinating Executive Group (L Cavers) presented the report.

WCDEM20/07

Moved by: Mayor T Adams

Seconded by: Cr S Christie

RESOLVED (SECTION A)

That the report Summary Report – CEG Meeting – 14 February 2020 (Waikato Civil Defence Emergency Management Group Joint Committee 2 March 2020) be received.

The motion was put and carried

11. Verbal report on the Hamilton City Council response in support of Whakaari

The Unit Manager & Local Controller, Hamilton City Council (K Powell) presented the report. The following was noted:

- Eight patients were placed at Waikato Hospital during the response and seven were foreign nationals.
- An Emergency Operation Centre was stood up for 4 days and operated for 10 hours a day.
- The situation was different to standard emergency response as the local response was focused on providing wrap around support to victims and their families rather than incident management.
- One victim remained in the area and family continued to be supported by local community.
- There were shared learnings that relationships with others needed to be strengthened and that there was a shift towards similar response support and consequence management, in addition to traditional civil defence functions.
- Members discussed the impact of privacy legislation on emergency management operations.
- Members asked if the impacts of privacy legislation had been addressed. Staff advised that feedback in relation to privacy barriers is being discussed at a national level, through the National Emergency Management Agency.
- Members questioned the financial impact of providing support and the potential for claims for costs. Staff advised that Hamilton City Council bore the costs. The National Emergency Management Agency advised that costs could not be claimed as they arose from a focus on family support and not the victims themselves.

WCDEM20/08

Moved by: Cr T Lee

Seconded by: Cr K Tappin

RESOLVED (SECTION A)

That the report A verbal report on the Hamilton City Council response in support of Whakaari emergency (Waikato CDEM Group Joint Committee 2 March 2020) be received.

The motion was put and carried

12. Group Managers Report

The Group Controller (J Snowball) presented the report. The following was noted:

- There was a substantial representation from the Waikato CDEM group in support of the Southland flooding response. The ability to do so was a result of councils' investment in staff training.
- Staff gained valuable operational experience from involvement in the Southland response.
- Staff gained good insight and learnings, including into the importance of strategic planning for recovery and the importance of clarity regarding group wide emergency response financial arrangements.
- The financial arrangements in the Waikato Group Plan were briefly discussed and the Group Manager agreed to review this element of the Group Plan before the next JC meeting, in light of the learnings from Southland.

T Adams left the meeting at 2.54pm

- A member asked if the targeted rate for the CDEM Group was sufficient to fund emergency response costs.
- Staff provided an update on current water supply issues in the region. The GEMO was in monitoring mode and gathering intelligence relating to domestic water supplies.

T Adams returned to the meeting at 2.56pm

- The focus for COVID-19 response for the group was welfare considerations. There was a focus on household goods, services, shelter and accommodation support for those who may be required to self-isolate in isolated areas. This is in support of the lead agency (Ministry of Health)

WCDEM20/09

Moved by: Cr N Smith

Seconded by: Cr K Tappin

RESOLVED (SECTION A)

That the report Group Manager's Report (Waikato Civil Defence Emergency Management Group Joint Committee 2 March 2020) be received.

The motion was put and carried

WCDEM20/10

Moved by: Cr N Smith

Seconded by: Mayor T Adams

RESOLVED (SECTION A)

That the Joint Committee resolve to continue to sit beyond two hours as per Standing Order 4.2

The motion was put and carried

13. Group Work Plan - Progress towards completion of priority 1 actions

The Team Leader, Group Emergency Management Office (M Bang) presented the report.

WCDEM20/11

Moved by: Cr L Brown

Seconded by: Cr S Christie

RESOLVED (SECTION A)

That the report Group Work Plan – Progress towards completion of priority 1 actions (Waikato Civil Defence Emergency Management Group Joint Committee 9 December 2019) be received.

The motion was put and carried

14. Update from the National Emergency Management Agency

The Regional Emergency Management Advisor, National Emergency Management Agency (S Vowles) presented the report. The following was noted:

- Response and planning was taking place in relation to COVID-19.
- The National Emergency Management Agency was supporting Northland and other areas currently experiencing drought conditions.
- Training was taking place for a second intake to the NZ Emergency Management Assistance Team (NZEMAT).
- There was a 74% success rate for the emergency mobile alert (EMA) test held in 2019 and this is twice that of the previous test in 2018.
- A member queried the legislation review for the Civil Defence Emergency Management Act. Staff advised that the review had been delayed due to resources deployed to the March 15 terror attack (Christchurch) and the Whakaari/White Island event.

WCDEM20/12

Moved by: Cr S Christie

Seconded by: Mayor T Adams

RESOLVED (SECTION A)

That the report Update from the National Emergency Management Agency (Waikato CDEM Group Joint Committee 2 March 2020) be received.

The motion was put and carried

15. Presentation of certificates

The Group Controller (J Snowball) presented the report.

The Chair along with the member authority representative was asked to present certificates to those present who were deployed. Several certificate recipients were absent.

16. Items for next meeting

Members were invited to raise topics/items to be considered at the Committee's next meeting via the appropriate channels.

Meeting closed at 3.20pm

**Waikato Civil Defence and Emergency Management Group Joint
Committee**

MINUTES OF EMERGENCY MEETING

Date: Wednesday, 25 March 2020, 5:25 pm

Location: Genesis Building
94 Bryce Street
Hamilton

Members Present: Cr H Vercoe - Chair (Waikato Regional Council)
Cr M Bunting (Hamilton City Council)
Cr P Buckthought (Hauraki District Council)
Cr A Williams (Otorohanga District Council)
Cr N Smith (Waikato District Council)
Cr L Brown (Waipa District Council)
Mayor S Goudie (Thames - Coromandel District Council)
Cr N Goodger (Matamata-Piako District Council)

Others Present: J Snowball - Group Manager / Controller (Waikato Group Emergency Management Office)
J Regler - EM Administration Coordinator (Waikato Group Emergency Management Office)
A Adams – Democracy Advisor (Waikato Regional Council)
S Vowles – Senior Regional Emergency Management Advisor (National Emergency Management Agency) via audio link

1. Apologies

Apologies were received from Cr K Tappin, Mayor A Tanner, Cr A Park, Cr S Christie, Cr T Lee.

2. Appointment of Local Controller

Group Manger / Controller (J Snowball) presented to the report.

WCDEM20/13

Moved by: Mayor S Goudie

Seconded by: Cr L Brown

RESOLVED (SECTION A)

- 1. That the report Appointment of Local Controller – Hamilton City Council (Waikato Civil Defence Emergency Management Group Joint Committee 25 March 2020) be received, and**
- 2. That the Joint Committee appoint P Blewman as a Tier 2 Local Controller**

The motion was put and carried

3. Appointment of Controllers

Group Manger / Controller (J Snowball) presented to the report

WCDEM20/14

Moved by: Mayor S Goudie

Seconded by: Cr L Brown

RESOLVED (SECTION A)

- 1. That the report Appointment of Controllers (Waikato Civil Defence Emergency Management Group Joint Committee 25 March 2020) be received, and**
- 2. That the Joint Committee approve the appointment of all existing Local Controllers to the position of Tier 2 controllers under the Waikato CDEM Group Controller Policy.**

The motion was put and carried

4. General Business

The Chair called for any general business. The following was noted:

- Members were advised that a bill allowing local government authorities to meet via Audio and Audio/Video link had just passed its third reading under urgency.
- Members discussed the group response to COVID-19, the establishment of community assessment centres and the provision of welfare.

Mayor S Goudie left the meeting at 5.42pm

Mayor S Goudie re-entered the meeting at 5.45pm

Meeting closed at 5.57pm

Document No: A480263

Report To: Council



Meeting Date: 25 August 2020

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 portfolio provides 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 portfolio to support and encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.

Commentary

3.1 VIBRANT SAFE WAITOMO (VSW)

- 3.2 At its meeting on 4 June 2020 the VSW Regional Coalition considered a temporary change of focus in order to be responsive to the recovery efforts from the COVID-19 Pandemic.
- 3.3 It was further agreed that actions, forming part of the Action Plan 2020/2021, would align to the higher-level 'Themed Areas' of the Plan, supporting the temporary focus of Recovery.
- 3.4 To increase coverage across relevant recovery work, an invitation was extended to other organisations and groups that would further support the call for recovery focused actions. Communications were undertaken to coordinate the actions into the 2020/2021 Action Plan.
- 3.5 On 6 August 2020 the VSW Regional Coalition adopted the 2020/2021 Action Plan. The Plan was subsequently sent to the contributing local service providers for review ahead of being launched.
- 3.6 In order to maintain momentum in the Action Plan it was agreed that a meeting schedule for the remainder of the year be confirmed as:
 - Thursday 3 September 2020 (Waitomo District Council)
 - Friday 9 October 2020 (Zoom)
 - Thursday 5 November 2020 (Zoom)
 - Friday 4 December 2020 (Waitomo District Council)

3.7 A copy of the VSW 2020/2021 Action Plan is attached to and forms part of this business paper.

3.8 YOUTH LIAISON / WAITOMO DISTRICT YOUTH COUNCIL

3.9 The Waitomo District Youth Council (WDYC) was formally inducted on 16 June 2020. Membership numbers are significantly lower this year with four young people from Te Kuiti High School completing the nomination process.

3.10 The first Youth Council event, held in collaboration with the Maniapoto Whanau Ora Centre, was "The Battle of the Valleys". The event was held over a three-day period and focused on three key topics:

- Sustainable Living – Making a portable community garden
- Our Own Backyard – Understanding tourism and COVID-19
- Host Responsibility – Planning a party to stay safe

3.11 The four Youth Councillors took part in leading the event among their peers, participating where needed and reporting with a presentation back to Council at its meeting on 30 June 2020. As can be seen in the images below, almost two months on, the plants are doing well.



3.12 The WDYC's social media coverage of the event was noted by Te Puni Kokiri (Ministry of Maori Development) and an event budget was provided to the rangatahi group to hold another event that promotes young people in a positive way. It was agreed a Colour Run would be held, scheduled to take place on 16 August 2020 as a collaborative event to tautoko the opening of Te Puna Ora at the Te Kuiti Domain. However, due to Alert Level 2 control measures, the event was postponed and will now take place at a later date.

3.13 An additional Youth Council member has been recruited following independent enquiries about joining the WDYC. The student joins the WDYC from Piopio College and has been an excellent addition to conversations.

3.14 Two planning meetings have been held to start planning for the Maniapoto Arts Festival. WDYC members have attended the meetings.

3.15 A meeting took place with King Country/Taranaki MP Barbara Kuriger to discuss young people's views on topics such as skill sets, moving into the workforce in rural settings and what they see as challenges and strengths for young women and people in rural settings. Following this meeting there was a consensus that the WDYC should be doing something to encourage local young people who are eligible to vote – to exercise that right.

3.16 This year both Number 12 and the WDYC have submitted actions to be added to the Vibrant Safe Waitomo Action Plan practicing a more joined up approach to internal workstreams.

3.17 NOVICE DRIVING TRAINING PROGRAMME

3.18 The Novice Driver Training Programme has been renewed for a further year.

3.19 Key objectives for the 2020/2021 are:

- 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

3.20 The Programme continues to deliver pass rates that exceed expectations.

3.21 COMMUNITY DEVELOPMENT FUND POLICY

3.22 The Community Development team continues to provide advice to potential grant applicants on the Community Development Fund grant criteria and the application process.

3.23 Creative Communities New Zealand

3.24 Creative Communities New Zealand provides a grant to Council to encourage promotion of the arts within the District.

3.25 The Creative Communities Scheme (CCS) Assessment Committee completed its second funding round for the financial year with an allocation meeting held on the 25 June 2020.

3.26 Three eligible applications for funding were considered and it is worth noting that they are new initiatives and substantial projects proposed in comparison to previous years. An allocation of funding was made to:

1. Encore for Concerts
2. Maniapoto Family Violence Intervention Network for Maniapoto Arts Festival
3. Rangitoto School for Music Lessons

3.27 All reporting for the CCS is completed for the year and subsequently the WDC has received funds for the new financial year. It is noted that the CCS is the only normal business funding allocation that was not suspended by Creative New Zealand during COVID-19, outlining this is a valued programme within communities.

3.28 D C Tynan Trust

3.29 The late Daniel Circuit Tynan left a bequest to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities. The priority of this funding is given to projects of a capital nature.

3.30 The DC Tynan Trust Committee are scheduled to meet on 27 August 2020 to consider seven applications for funding.

3.31 Community Partnership Fund

3.32 The Community Partnership fund was advertised in July 2020, generating a number of enquiries. Eleven applications have been received and will be assessed by Council accordingly.

3.33 **Discretionary Grant Fund**

3.34 Round one of the Discretionary Grant Fund is currently being advertised with the closing date for this fund set as the 1 September 2020.

3.35 **COMMUNITY AND CIVIC EVENTS**

3.36 Nominations for the Citizens Awards have now closed.

3.37 Nominations will be assessed by the Citizen's Awards Working Party and a date confirmed for the Awards Ceremony.

3.38 The Industry Training Organisation (ITO) Graduation acknowledges those who have completed a course of study with our national Industry Training Organisations and WINTEC.

3.39 The 2020 Graduation Ceremony will be hosted by the Waitomo District Council at the Les Munro Centre in November 2020.

Suggested Resolution

The Progress Report: Community Development be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

August 2020

Attachment: 1. Vibrant Safe Waitomo 2020/2021 Action Plan (A479619)

Vibrant Safe Waitomo Action Plan

2020/2021

Vibrant Safe Waitomo Regional Coalition Group

KEY CONTACT: MANAGER COMMUNITY DEVELOPMENT | WAITOMO DISTRICT COUNCIL

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Introduction | He kupu whakataki

Vibrant Safe Waitomo Strategy

Vibrant Safe Waitomo is a community led collaboration that provides leadership and direction, with everyone working in partnership to create a safer community for all. The Vibrant Safe Waitomo Strategy 2019-2024 has been developed by the Vibrant Safe Waitomo Regional Coalition Group, with input from community stakeholder groups and service providers. It is also informed by existing international, national and local strategies and the results of research into the specific needs of this community.

Vibrant Safe Waitomo Action Plan 2020/2021: Action for recovery

This is the second Action Plan developed in support of the Vibrant Safe Waitomo (VSW) Strategy 2019-2024. The first Action Plan covered the initial six months of the strategy, providing a starting point, and a snapshot of work that was already planned or underway in the Waitomo District that supported the goals and priorities of the strategy. Progress on achievement of these initial actions has been positive, however the COVID-19 pandemic and the resulting lockdown and restrictions has had a huge impact on the ability of stakeholders and service providers to deliver all actions as intended.

This new Action Plan covers the 12 month period from 1 July 2020 to 30 June 2021, and while the actions within the plan still broadly align with the 2019-2024 strategy, the VSW Coalition, supported by Waitomo District Council, has agreed on a temporary change of focus for the upcoming year. The immediate focus is now on supporting the district's recovery from the effects of the COVID-19 pandemic. The recovery process is about supporting people to rebuild their lives and restore their emotional, social, economic and physical wellbeing.¹



What this means in the context of the Action Plan, is that actions are categorised only based on the overarching theme areas of Whānau/Families, Mahi/Workplaces, Hākinakina/Recreation and Kotahitanga/Connected Leadership. There is no further breakdown to individual priorities for the 2020/21 Action Plan. The priorities still exist within the strategic framework (as shown on page 4), however the broader framework of the theme areas is better suited to provide an established structure and particularly connected leadership to support the local recovery effort for Waitomo residents and communities.

Some of the actions within this plan have been carried over from the 2019/20 action plan. This is because many of them were unable to be completed due to COVID-19 disruptions, and they have been identified as being beneficial to the recovery response. Service providers within the Waitomo community are continuing to work hard to deliver a range of programmes and actions which aim to make our communities safer and enhance wellbeing. It is important to note that this Action Plan does not represent everything being undertaken by service providers within the Waitomo community.

Throughout the development of the 2019/2020 and 2020/2021 Action Plans, service providers and the Regional Coalition identified planned or desired actions and programmes which may inform and feed into future action plans for Vibrant Safe

¹ Winder, P. (May 2020) *Waikato Regional Recovery post Covid-19 – Frameworks and Priorities for Waikato Mayoral Forum and Partners.*

Waitomo. A list of these is maintained by the VSW Co-ordinator and will continue to be updated as new potential actions come to light throughout the year.

How to read this Action Plan

This Action Plan uses the framework established by the Vibrant Safe Waitomo Strategy with actions listed under each theme: Whānau/Families, Mahi/Workplaces, Hākinakina/Recreation and Kotahitanga/Connected Leadership.

As this 2020/21 Action Plan has been developed with COVID-19 Recovery as a key driver, the actions are no longer split out under the 11 strategic priority headings as they were in the 2019/20 Action Plan. The priorities remain an important part of the strategic direction however and are listed under each theme heading. Progress reporting is expected to be linked back to the priorities as this will continue to show progress towards the VSW strategic outcomes.

To identify which actions have been carried over and which ones are new for the 2020/21 year, as well as which actions are directly linked to the COVID-19 Recovery response, icons have been included in the first column of the action tables to denote these. A Key is provided to show what each of the icons represents.

Key		
		
Carried over	New action	Covid recovery

Each specific action is listed with one or more success measures identified and the responsible (lead) service provider named, which is the organisation that will deliver the action. Most of the actions also have input from other partners such as other service providers, community groups, iwi, businesses, councils, and/or central government agencies. These are listed for each action along with any supporting actions these partners will take to enable the specific action to succeed. This reflects the partnership approach which underpins the strategy within the Action Plan.

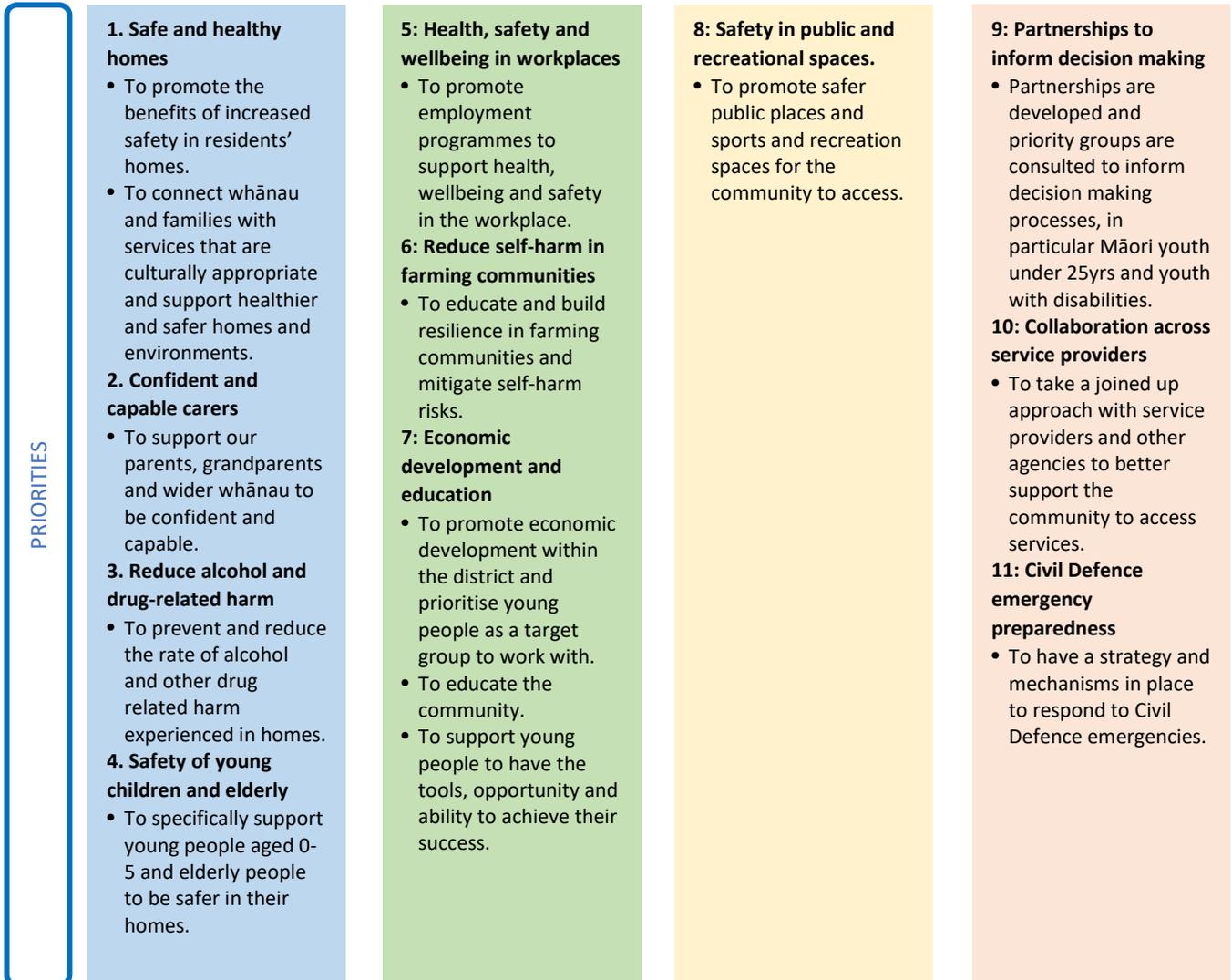
#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.1  	Undertake promotions to link more people in the community to family violence intervention services. (Throughout 2020/21)	Increased number of people reached by Violence Free Maniapoto.	Violence Free Maniapoto	Funding	<ul style="list-style-type: none"> Ministry of Social Development Integrated Safety Response

The success measures identified for each action have been created to provide a specific, measurable output for that action. These are most often proxy short term measures for the Action Plan term, given that longer term behaviour and culture change (as an outcome) is hard to measure and achieve in the space of a single year.

Strategic Framework | He pou tarāwaho rautaki

VISION: To create safe and vibrant communities where people want to live and do business.

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



Theme 1: Whānau/Families

Goal 1: To support and foster a caring and safe place to live for every resident.

Community Outcomes

- Multicultural values of all our people and, in particular, Māori culture is recognised and valued. (Vibrant Communities Outcome 1)
- A place that attracts more people who want to live, work, play and raise a family. (Thriving Business, Outcome 6)

VSW Strategic Priorities:

- To promote the benefits of increased safety in residents' homes.
- To connect whānau and families with services that are culturally appropriate and support healthier and safer homes and environments.
- To support our parents, grandparents and wider whānau to be confident and capable.
- To prevent and reduce the rate of alcohol and other drug related harm experienced in homes.
- To specifically support young people aged 0-5 and elderly people to be safer in their homes.

Key		
		
Carried over	New action	Covid recovery

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.1  	Undertake promotions to link more people in the community to family violence intervention services. (Throughout 2020/21)	Increased number of people reached by Violence Free Maniapoto.	Violence Free Maniapoto	Funding	<ul style="list-style-type: none"> • Ministry of Social Development • Integrated Safety Response
1.2 	Provide positive messaging to the whanau that will support harm reduction related to alcohol and access to alcohol and other drugs services. (Throughout 2020/21)	Reduction of alcohol being a factor in family harm incidents as reported by NZ Police. Two promotions projects are undertaken during the 2020/21 year to support the	Maniapoto Whanau Ora Centre	Provide statistics on alcohol related family harm incidents and traffic offences involving alcohol. Provide contacts.	<ul style="list-style-type: none"> • NZ Police • Waikato DHB • Club Champs

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
		reduction of harm related to alcohol and other drugs.			
1.3  	To re-establish community connections through the weekly Strong and Stable exercise classes for elderly people who are mobility challenged. (By December 2020)	Attendance numbers to the classes are equal or greater to that prior to COVID-19 (approximately 20 people).	Te Kuiti Community House Trust	Promotion of Strong and Stable and other activities available in the community.	<ul style="list-style-type: none"> • Sport Waikato
1.4 	Design a whānau centred service to support whānau to become and stay family violence free. (By June 2021)	Whānau resilience service design is funded for implementation.	Waitomo Waipa Women's Refuge		
1.5 	Loves Me Not - To continue to deliver the Loves Me Not programme at secondary school level. (By June 2021/ongoing)	<p>One "train the trainers" workshop is undertaken with partners</p> <p>One Loves Me Not programme run for Te Kuiti High School, Piopio College and Te Wharekura o Maniapoto.</p>	Violence Free Maniapoto	Provide resources and support for funding, including access to the student's education setting	<ul style="list-style-type: none"> • NZ Police • Te Kuiti High School • Piopio College • Te Wharekura o Maniapoto
1.6 	Locks, Lights and Line of Sight (LLL) - To provide free installation of security measures in homes victimised by burglary to prevent revictimisation. (By June 2021/ongoing)	100% of households that are identified as fitting the LLL criteria are assessed and considered for additional security measures in line with the LLL trial.	NZ Police	Provide support to victims	<ul style="list-style-type: none"> • Victim support
1.7 	To secure funding in order to reinstate the child car seat checks with a Baby on the Move technician. A schedule	Funding is secured and Workshops are continued within the Waitomo District.	Waikato DHB – Maternity Resource Centre	Providing funding for the Baby on the Move car seat technician	<ul style="list-style-type: none"> • Waitomo District Council • NZ Police

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
	of dates for the workshops are confirmed. (By December 2020)	Up to 15 seats will be inspected each quarter.		Supporting traffic control	
1.8 	Provide crime prevention advice to rural communities in the Waitomo District. (By June 2021)	At least 20 people will be in attendance at meetings held in the community.	NZ Police	Educating/ informing the rural community about crime prevention opportunities through a joined-up approach	<ul style="list-style-type: none"> • Waitomo District Council • Federated Farmers • FMG
1.9 	Educate secondary school students in the District around sexual assault and consent definition. (By December 2020)	The Mates and Dates programme is delivered to Year 13 students at Te Kuiti High School, Piopio College and Te Wharekura o Maniapoto.	NZ Police	Delivery of programme, Programme host, Pastoral care, Networking connections	<ul style="list-style-type: none"> • Tautoko Mai Education • Te Kuiti High School • Piopio College • Te Wharekura o Maniapoto • Medical practitioners • Ministry of Education
1.10 	Provide a free Home Fire Safety campaign that promotes fire safety checks in homes within the Waitomo District, specifically focused on the Te Kuiti township. (By June 2021)	At least 30 homes in the Waitomo District are visited, advice provided, and smoke alarms checked.	Fire and Emergency NZ	Support community networking and connections and to support communications.	<ul style="list-style-type: none"> • Waitomo District Council • Maniapoto Māori Trust Board • Te Kuiti Neighbourhood Support Group • Piopio Tui Trust.
1.11  	To increase the number of families connected to technology by providing free Spark Jump Modems to households. (By June 2021)	A promotions campaign is undertaken within the community to raise awareness of this free service.	Te Kuiti Community House Trust	Provide free modems	<ul style="list-style-type: none"> • Digital Inclusion Alliance Aotearoa

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
1.12 	To determine how best to support Lead Maternity Carers (LMCs) and GP practices to take action on the delivery of Smoking Cessation for Hapū Māmā. (By June 2021)	A formative evaluation is undertaken inclusive of a baseline survey and forums with local LMCs and GPs which will inform local action for Hapū Māmā.	Smoke Free Coordinator, Public Health Unit - Waikato DHB	Networking Informing formative evaluation	<ul style="list-style-type: none"> Once and for All Local Service Providers
1.13 	Work collaboratively with Waitomo District Council and NZ Cancer Society to investigate the development of a Smokefree Environment Policy. (By June 2021)	Scoping for a WDC Smokefree Environment Policy is completed.	Policy Advisor, Public Health Unit - Waikato DHB	A potential Waitomo District Smokefree policy is scoped to inform the development with key partners and support promotion through community networking, connections and communications.	<ul style="list-style-type: none"> NZ Cancer Society Waitomo District Council

Theme 2: Mahi/Workplaces

Goal 2: To support and enable economic development with a clear agenda on health and safety.

Community Outcomes

- A place where young people have access to education, training and work opportunities. (Vibrant Communities, Outcome 3)
- A place where wealth and employment are created through business and tourism opportunities and facilities being facilitated and encouraged. (Thriving Business, Outcome 7)

Priorities as per VSW Strategy 2019-2024:

- To promote employment programmes to support health, wellbeing and safety in the workplace.
- To educate and build resilience in farming communities and mitigate self-harm risks.
- To promote economic development within the district and prioritise young people as a target group to work with.
- To educate the community.
- To support young people to have the tools, opportunity and ability to achieve their success.

Key		
		
Carried over	New action	Covid recovery

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
2.1	Undertake a “build resilience” promotional event focused on mental health and wellbeing. Supporting farming communities with connecting to support services. (By June 2021)	One event is held and is attended by at least 20 business owners inclusive of at least 10 attending from within the farming industry.	Legendary Te Kuiti	To utilize industry networks to support promotion of the project	<ul style="list-style-type: none"> • Waikato DHB – Public Health Unit • ACC • Federated Farmers • Dairy NZ • Ministry for Primary Industries • Dairy Women's Network • Beef & Lamb
2.2	Educate and raise awareness within the community and workplaces of the impact of	One meeting held with Legendary Te Kuiti members.	Legendary Te Kuiti	Meeting attendees and venue sponsorship	<ul style="list-style-type: none"> • Violence Free Maniapoto • ACC

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
	family violence and the support available through a meeting held by Legendary Te Kuiti (LTK), with business owners and leaders. (By June 2021)				
					
2.3	Provide a free presentation/session for Waitomo District businesses to develop understanding and compliance with relevant fire safety legislation. (By June 2021)	FENZ provides at least one presentation to local Waitomo Business associations.	Fire and Emergency NZ	Support community networking and connections	<ul style="list-style-type: none"> • Waitomo District Council • Maniapoto Maori Trust Board • Worksafe • Legendary Te Kuiti • Tere Waitomo Trust
					
2.4	Provide young people in the Waitomo and Ōtorohanga Districts with the support to progress to the next level of driver licencing to increase their opportunities for employment and independence. (By June 2021)	At least 110 drivers aged 16-24 in Waitomo and Ōtorohanga Districts are supported to achieve the next level of their driver licencing.	Waitomo District Council	Funding (NZTA) Contract administration (TKCH) Programme delivery (No 12 Youth Hub) Co-contract (ODC)	<ul style="list-style-type: none"> • Te Kuiti Community House • Number 12 Youth Hub • NZ Transport Agency • Ōtorohanga District Council
					
					
2.5	Provide training and the delivery of initiatives that will increase the likelihood of recruitment into the workforce with a targeted approach to support those affected by Covid-19 or young people that are NEET*. (By June 2021)	Provide at least 50 people with support to secure casual, part-time or permanent employment (with permanent employment being the target)	Waitomo District Council	Funding (MSD) Networking and connection	<ul style="list-style-type: none"> • Ministry of Social Development • Number 12 Youth Hub • Tere Waitomo Trust • District wide PGF Applicants
					
					
	*Not in Employment, Education or Training.				

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
2.6  	Run Youth Employability Programme to help 14-24 year olds to gain the insight, confidence and skills to get work, keep work and create careers. (By June 2021)	At least 20 young people attend two workshops focused on increased knowledge and skills in areas such as: Positive attitude, Willingness to learn, Communication, Teamwork, Resilience and Self-management.	Number 12 Youth Hub	Develop localised programme and facilitate delivery	<ul style="list-style-type: none"> • COMET • Local organisations • Businesses for work experience
2.7  	Deliver Money Management workshops for young people aged 16-24 to enable them to gain control of their current financial situation and learn tips to make the most out of their money. (By June 2021)	Two workshops held and at least 30 young people complete the programme, demonstrating increased knowledge and financial literacy.	Number 12 Youth Hub	Develop localised programme and facilitate delivery	<ul style="list-style-type: none"> • Aotahi Limited (Consultancy Company)
2.8  	Provide an event that promotes the importance of workplace wellbeing preparedness in the recovery from COVID-19 and beyond (By December 2020)	One local event is facilitated within the Waitomo District.	Healthy Workplaces, Public Health Unit Waikato DHB	To inform direction / content and support promotion through community networking, connections and communications.	<ul style="list-style-type: none"> • Legendary Te Kuiti • Waitomo District Council • Inframax Construction • Local businesses and stakeholders

Theme 3: Hākinakina/Recreation

Goal 3: To foster community connections through providing safe and stimulating environments.

Community Outcomes

- A Place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our district (Vibrant Communities, Outcome 2)
- A place where we preserve the natural environment for future generations ensuring that the natural resources are used in a sustainable manner. (Vibrant Communities, Outcome 5)
- A place that provides safe, reliable and well managed infrastructure which meets the District community needs and supports maintenance of public health, provision of good connectivity and development of the District. (Sustainable Infrastructure, Outcome 10)

Priorities as per VSW Strategy 2019-2024:

- To promote safer public places and sports and recreation spaces for the community to access.

Key		
		
Carried over	New action	Covid recovery

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
3.1	A strategic plan is developed by Sport Waikato to better understand what it takes for Waitomo District residents to become more active. (By June 2021)	The strategic plan is presented to the Vibrant Safe Waitomo Regional Coalition by June 2021. The strategic plan is launched in the community	Sport Waikato	Collaborate with Sport Waikato to finalise the strategic plan with input from Waitomo District partners.	<ul style="list-style-type: none"> • Waitomo District Council • Community groups • Community sports clubs
3.2	Host a meeting of all administrators and leaders of junior sporting codes to work together to discuss and share restructured 2020/2021 sporting competitions post Covid-19. Set regular* junior	All winter junior sporting codes hold a delayed/modified competition round without putting undue pressure on other codes. All codes communicating effectively with each other to	Sport Waikato	Support sporting networks, collaboration, community networking, connections and communications.	<ul style="list-style-type: none"> • Local sport associations and clubs • Primary Schools • Regional Sports Organisations (RSOs)

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
	code meetings schedule. (By November 2020) *Regular meetings may be quarterly or six monthly – this will be determined when the initial meeting is held.	minimise pressure on schools and parents.		Provide Junior Sport Directory.	<ul style="list-style-type: none"> • Waitomo District Council
3.3 	The Club Champs Committee - Provide education to the wider Waitomo District area to reduce and eradicate the alcohol related harm experienced by club members. (By June 2021/ongoing)	<p>Funding is secured with Health Promotion Agency and two Club Champs Workshops are undertaken each year.</p> <p>WDC Inspector reports a marked improvement in the quality of applications for alcohol licences.</p>	NZ Police	Support through coordination, funding and provision of training	<ul style="list-style-type: none"> • Health Promotion Agency • Fire and Emergency NZ • Waikato DHB • Sport Waikato • Waitomo District Council • Violence Free Maniapoto • Ōtorohanga District Council
3.4 	Rangatahi of the Rereahu/Maniapoto iwi catchment will be nurtured to provide a celebration of young people within the rohe. (By December 2020)	<p>At least 50 rangatahi participate a positive community-based event alongside a community-based group and whānau.</p> <p>Reporting to Te Puni Kokiri is completed.</p>	Rangatahi of Maniapoto and Ko 1 Aroha	Funding and support with facilitation of event	<ul style="list-style-type: none"> • Te Puni Kokiri, • Waitomo District Youth Council • NZ Police
3.5  	To provide a positive and safe environment for Maniapoto whanau to meet regularly and be supported to extend their physical activity and hauora aspirations. (By September 2020)	The Ko 1 Aroha group hosts an open day at their new (Puna Ora) location and utilises the space as a means of contributing to the health and wellbeing of the whānau of Maniapoto.	Ko 1 Aroha	Provide facility	<ul style="list-style-type: none"> • Waitomo District Council

Theme 4: Kotahitanga/Connected Leadership

Goal 4: To provide stewardship to manage meaningful partnerships within the community.

Community Outcomes

- Young people are valued and have opportunities for input into the decisions for their district. (Vibrant Communities, Outcome 4)
- The development of partnerships for the delivery of programmes and services is encouraged and prioritised. (Effective Leadership, Outcome 8)
- Where governance actively seeks to participate and take a leadership role in regional and national initiatives aimed at the development of the District. (Effective Leadership, Outcome 9)

Priorities as per VSW Strategy 2019-2024:

- Partnerships are developed and priority groups are consulted to inform decision making processes, in particular Māori youth under 24yrs and youth with disabilities.
- To take a joined up approach with service providers and other agencies to better support the community to access services.
- To have a strategy and mechanisms in place to respond to Civil Defence emergencies.

Key		
		
Carried over	New action	Covid recovery

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
4.1 	Addition of a Vibrant Safe Waitomo representative to the Maternity Resource Centre Governance Group to partner in a joined up approach to addressing inequities experienced by the very youngest of residents. (By June 2021)	New ways of working together and opportunities for collaboration between Vibrant Safe Waitomo and the Maternity Resource Centre are identified.	Maternity Resource Centre	Resource and coordination	• Waitomo District Council
4.2 	Investigate opportunities for the Vibrant Safe Waitomo Strategy and future Action Plans to align with the	Vibrant Safe Waitomo aligns with the Sustainable Development Goals and has specific actions in place	Waitomo District Council	Connections to regional networks	• Vibrant Safe Waitomo Regional Coalition

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
	Sustainable Development Goals work undertaken by the Waikato Wellbeing Project. (By June 2021)	supported by the Waikato Wellbeing Project.			
4.3  	Host an event for local businesses to inform them of support available through Waikato's Regional Economic Development Agency, Te Waka. (By December 2020)	One event is held by December 2020.	Legendary Te Kuiti	Meeting attendees and venue sponsorship	<ul style="list-style-type: none"> • Te Waka • Ministry of Social Development
4.4  	Host an event for local tourism providers to inform them of the support available through the Regional Tourism operator, Hamilton & Waikato Tourism. (By December 2020)	One event is held by December 2020.	Legendary Te Kuiti	Meeting attendees and venue sponsorship of event	<ul style="list-style-type: none"> • Hamilton & Waikato Tourism • Ōtorohanga District Development Board • Waitomo District Council
4.5  	Police will conduct a minimum of three community meetings within the Waitomo District to provide a coordinated approach to community safety. (By June 2021)	<p>Three community meetings held in the 2020/21 year.</p> <p>The majority of meeting attendees are satisfied* that the meetings provided a useful forum for community input to increasing safety in the Waitomo District.</p> <p><small>*Satisfaction determined by conducting surveys with meeting attendees.</small></p>	NZ Police	Educating/ informing the community around crime and Police actions whilst gaining feedback from the community regarding localised issues concerning them as community members.	<ul style="list-style-type: none"> • Te Kuiti Neighbourhood Support Group • Social sector groups • Business association groups
4.6 	To provide a 4 day / 3 night arts exhibition to focus on a hurt to healing journey within the White Ribbon campaign	The exhibition is held by December 2020, and an opening night event is held with attendance from the	Violence Free Maniapoto	The Waitomo Arts Society – providing exhibition knowledge, Waitomo District	<ul style="list-style-type: none"> • Waitomo Arts Society • Waitomo District Youth Council

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
	week. This will be a collaborative exhibition drawing in local artists, the youth council, local high schools and the Waitomo Arts Society. (By December 2020)	artistic community, youth council, high school representatives and Waitomo Arts Society representatives.		Youth Council with Rangatahi expression of lock down. Allocation of funding for the exhibition.	<ul style="list-style-type: none"> • Creative Communities Scheme Committee
4.7  	Engage and support businesses and organisations to prepare plans for their recovery from an emergency event. (By June 2021)	At least 20 businesses and other local organisations have an Emergency Plan or Business Continuity Plan to help reduce the impact on their organisation and support their recovery.	Waitomo District Council	Providing advice and support	<ul style="list-style-type: none"> • Waikato Civil Defence Emergency Management Group
4.8 	Raise awareness of the interagency suicide prevention network established in order to have a coordinated and targeted approach to reduce suicide attempts within both Waitomo and Ōtorohanga Districts. (By December 2020)	A strategic plan is developed and presented at the Suicide Prevention & Postvention Interagency Coalition hui and to the VSW Regional Coalition.	Suicide Prevention & Postvention Interagency Coalition (Subgroup 1)	Networking partners Contributing to the development of the strategic plan	<ul style="list-style-type: none"> • Maniapoto Marae Pact Trust • Maniapoto Whanau Ora Centre • Violence Free Maniapoto • Number 12 Youth Hub • Te Kuiti Community House • Ōtorohanga Community House • Waikato DHB
4.9 	To re-establish bi-monthly Disability Link - Māori Needs Assessment Coordination Service hui in Te Kuiti that will address the barriers to accessing services for	That the number of Māori referrals to Disability Link is increased.	Disability Link, Waikato DHB	Host hui and support networking within community	<ul style="list-style-type: none"> • Maniapoto Marae Pact Trust

#	Specific actions and timeframe	Success measures	Lead	Partner actions	Partners
	whānau. (By December 2020)				
4.10 	To connect the events of the Vibrant Safe Waitomo Action Plan with the wider community and in doing so support collaborative delivery. (By October 2020)	To develop and establish a District Event Calendar that will highlight the actions of the Vibrant Safe Waitomo Action Plan and other community events.	Waitomo District Council	Information about events happening in the community	<ul style="list-style-type: none"> • Wider Community organisations and groups • VSW Regional Coalition

Document No: A481584

Report To: Council



Meeting Date: 25 August 2020

Subject: Progress Report: Feasibility Study - Lawrence Street, Te Kuiti

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress made regarding enquiries to seek external funding to undertake a Feasibility Study to investigate options for potential future uses of the Waitomo District Council properties located at Lawrence Street, Te Kuiti.

Background

- 2.1 Waitomo District Council (WDC) owns/administers three properties located at Lawrence Street, Te Kuiti.
- 2.2 The Council owned land is held in two (2) Records of Title and a Local Purpose Reserve (Road) pursuant to section 239a of the Resource Management Act 1991 and vested in Council. The details of the Records of Title and Local Purpose Reserve are set out below:
 - a) 412404 – owned by WDC in fee simple land tenure;
 - b) SA36C/845 - WDC is the owner of these fee simple titles; and
 - c) Property ID 4332625 – Local Purpose Reserve (Road)
- 2.3 Information available indicates that the Records of Title 412404 and SA36C/845 were purchased from the Crown in 2008 and 1986 respectively, where SA36C/845 was the site of a former Ministry of Works depot. There is no available historical information available at this time in relation to Property ID 4332625.
- 2.4 The records show that the WDC land at Lawrence Street has, in the past, been used for grazing, and in 1998 a Licence to Occupy was entered into with Te Kuiti Kohanga Reo Whanau Trust Incorporated to enable the Licensee to use the land to physically access the educational facility located at 24A Lawrence Street, Te Kuiti, via Record of Title 412404 and Property ID 4332625. This Licence ended in approximately 2001. However, the educational facility continues to use the land to access its property. Record of Title SA36C/845 is not currently being utilised.
- 2.5 There are seven properties (owned by 6) adjoining/neighbouring the WDC land. Those properties are landlocked from legal road access.
- 2.6 One of the properties immediately adjoining WDC land was classified as a Roadway by the Maori Land Court in 2013 (Record of Title 467515).

- 2.7 The matter relating to how WDC could assist in formalising practical access to the landlocked properties was raised and a hui was subsequently held on 23 June 2020 at Railway Building 3, Te Kuiti. In attendance were the owners and/or representatives of the landlocked properties, Mayor Robinson, Councillor Marshall and a WDC representative.
- 2.8 The intention of the hui was for landowners/representatives to come together and meet with Council elected members to discuss aspirations for future use of the land.
- 2.9 A discussion took place regarding historical knowledge of the land which amongst other topics, confirmed the decision of the Maori Land Court in 2013 to classify Record of Title 467515 as a Roadway.
- 2.10 Conversation took place regarding the WDC owned/administered land, and how this came into public ownership.
- 2.11 Discussions also took place in regard to the intentions for the use of land, from all parties, and a consensus was arrived at where, in principle, landowners were in favour of progressing to utilise their retrospective sections for the development of housing (an urban papakainga concept or social housing).
- 2.12 At its meeting of 28 July 2020, Council discussed a proposal to develop a Feasibility Study. It was agreed that WDC, as an interested party, needs to assess its interest and the options available to it to participate in any development of the block.
- 2.13 It was further agreed, a Feasibility Study would provide the means to better understand historical and future ownership, access, usage/development, land classification, external funding options, private betterment interests and social and community benefits.
- 2.14 Council resolved to undertake a Feasibility Study of development options in relation to Council owned land located at Lawrence Street, Te Kuiti and to seek external funding to cover the cost of the Feasibility Study.

Commentary

- 3.1 Following Council's resolution to seek external funding to cover the cost of undertaking a Feasibility Study, contact has been made with the following organisations.
- 3.2 Ministry of Primary Industry (MPI) – Maori Agribusiness**
- 3.3 The Ministry of Primary Industry – Maori Agribusiness provides support for trustees or owners of Maori land who want to make progress in changing their land use.
- 3.4 Funding to support the preparation of Feasibility Studies is available where the landowners want to develop their land to support activities such as farming, forestry, horticulture, etc.
- 3.5 Funding for the development of housing (an urban papakainga concept or social housing) is not available via MPI.

3.6 Provincial Growth Fund (PGF)

- 3.7 The Provincial Growth Fund provides funding assistance for projects that support job creation and power up prosperity and productivity in the regions.
- 3.8 Contact has been made with the Ministry of Business, Innovation and Employment (MBIE) regarding potential funding support. MBIE advised funding support for Feasibility Studies does not align with the current PGF funding criteria.

3.9 Te Puni Kokori

- 3.10 The Ministry of Maori Development - Te Puni Kōkiri (TPK) provides support to Maori that are looking to develop their lands.
- 3.11 A meeting was set up between a Principal Advisor and Strategic Planner or TPK, the designated Whanau Representative from the land blocks and the WDC staff member to discuss a feasibility study on the development of the land blocks for the Urban Papkainga, and the support available.
- 3.12 It was confirmed shortly after this meeting that the Whanau Representative will be eligible for funding allocation however TPK could not provide funds to local government for this purpose.

3.13 Community Matters (NZ Lotteries)

- 3.14 A call has been logged with Community Matters. At the time of writing this business paper further discussion is required to determine if this project meets Community Matters funding criteria.

3.15 Next Steps

- 3.16 Enquiries will continue over coming weeks to determine if external funding is available to support the costs associated with development of a Feasibility Study.
- 3.17 A business paper will be presented to Council at the 29 September 2020 Council meeting.

Suggested Resolution

The Progress Report: Feasibility Study - Lawrence Street, Te Kuiti be received.



HELEN BEEVER
GENERAL MANAGER – COMMUNITY SERVICES

August 2020

Document No: A481927

Report To: Council



Meeting Date: 25 August 2020

Subject: Mayor's Taskforce for Jobs – Community Recovery Programme

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Draft Mayor's Taskforce For Jobs Agreement between the New Zealand Local Government Association and Waitomo District Council and to seek a decision on whether or not to enter into the Agreement.

Background

- 2.1 The Mayor's Taskforce for Jobs (MTFJ) holds a Memorandum of Understanding (MoU) with the Government, which outlines the joint intention to achieve better employment outcomes for young New Zealanders and the recognition that barriers to employment are best addressed at a local level.
- 2.2 A Pilot Programme was recently launched by the MTFJ in an effort to link vulnerable youth with employment opportunities in their regions.
- 2.3 The programme was developed in response to the COVID-19 pandemic crisis providing for collaboration between the MTFJ, the Ministry of Social Development (MSD) and four identified rural Councils. The four Councils involved were Central Hawkes Bay District Council, Opotiki District Council, South Wairarapa District Council and Rangitikei District Council.
- 2.4 The intent was for the Councils, via the programme, to assist local businesses with recruitment, training, guidance and in some cases subsidies. This in turn would assist small businesses to take on young workers.
- 2.5 It was noted at the time that the pilot programme would lead the way for expanding the reach to include up to 23 rural Councils with a population of 20,000 or less.
- 2.6 On 6 July 2020 it was announced that the pilot programme would be rolled out to an additional 23 Councils, providing up to \$500,000 per rural Council to create a minimum of 50 sustainable employment positions.
- 2.7 An application to the Mayor's Taskforce for Jobs Community Recovery Programme was lodged in July 2020, to support young workers in the Waitomo District with sustainable employment opportunities.
- 2.8 The application for funding has been approved. Upon signing of the Draft Agreement, WDC will initially receive \$250,000 with provision for a further \$250,000 once fifty percent of the target is met.

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the Draft Agreement with the Mayors' Taskforce For Jobs. Parties to the Agreement are the New Zealand Local Government Association Inc and Waitomo District Council.
- 3.2 The Draft Agreement was received on 12 August 2020. Also received was the Monthly Reporting Template of which a copy is attached.
- 3.3 In accordance with best practice, the Draft Agreement has been legally reviewed.
- 3.4 The legal review has identified some concerns in regard to terms and conditions of the Draft Agreement. The concerns raised are as follows:
 1. Clause 7.1 of the Draft Agreement states an expiry date of 30 June 2021.

With the funding application now approved, the next step is to appoint a service provider. Procurement will be in accordance with WDC's Procurement Policy.

This is a very short timeframe to appoint a suitable service provider and to effectively deliver the programme.
 2. The Agreement is silent on what will occur if delivery of the programme is delayed, or unable to be provided, due to the effects of COVID-19 Alert Level control measures, including potential lockdown.

A further lockdown event(s) will significantly impact the ability of a service provider to meet the milestones within the limited timeframe.
 3. A matter of importance to note are clauses 7.3 and 7.4 of the Draft Agreement that relate to the ability of either party to terminate the Agreement, for any reason, with one months' notice, and the associated consequences.

If terminated for any reason, or upon expiry, MTFJ may request reimbursement of a portion of the funding where the outcomes have not been delivered. Refer clause 7.4.

Due to the tight timeframe imposed this may very well occur.

WDC also needs to ensure that any arrangement with its service provider mirrors this requirement should this clause remain in the Agreement.
- 3.5 The Mayors' Taskforce For Jobs Community Recovery Programme provides an avenue to support youth to be retained or placed into employment and to support small to medium sized enterprises with initiatives that promote recruitment.
- 3.6 The opportunity to source external funding to deliver the programme locally has strong merit.
- 3.7 The programme has been promoted throughout the Country, receiving positive media attention at a time when New Zealand and the rest of the world welcomes 'a good news story'.
- 3.8 The purpose of this business paper is to bring to Councils attention the matters raised by way of the legal review. This includes the potential financial risk should

WDC not meet the required Sustainable Employment Outcomes within the stated timeframe:

- 25 sustainable employment outcomes within the first tranche of funding; and
- 50 sustainable employment outcomes if a second tranche of funding is secured

3.9 Council's direction is sought as to whether or not WDC should enter into the Agreement.

Considerations

4.1 Risk

4.2 Risks relating to entering into the Mayors' Task Force For Jobs Draft Agreement as presented have been identified as follows:

- 1 There is an identified risk that the Mayors Task Force For Jobs Community Recovery Programme cannot be delivered within the timeframe stipulated in the Draft Agreement.
- 2 There is an identified risk that a service provider may not be secured due to the obligation to accept a potential transfer of financial risk in having to reimburse a portion of the funding received.
- 3 There is an identified risk that Council may be required to reimburse a portion of the funding to MTFJ.

4.3 Consistency with Existing Plans and Policies

4.6 Consideration of the Mayors' Task Force For Jobs Community Recovery Programme and associated Funding Agreement is undertaken in accordance with Councils Long Term Plan 2018-2028.

4.7 Significance and Community Views

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

Suggested Resolutions

1. The business paper on Mayor's Taskforce for Jobs – Community Recovery Programme be received.
2. Council agree / not agree to enter into the Mayors' Task Force For Jobs Draft Agreement.



HELEN BEEVER

GENERAL MANAGER – COMMUNITY SERVICES

August 2020

- Attachments: 1. Draft Agreement (A481985)
2. Reporting Template (A481986)

AGREEMENT
with
THE MAYORS' TASKFORCE FOR JOBS

NEW ZEALAND LOCAL GOVERNMENT ASSOCIATION INC

Waitomo District Council

 **Simpson Grierson**
Barristers & Solicitors
Auckland, Wellington & Christchurch
New Zealand
www.simpsongrierson.com

MA

AGREEMENT DATED

12 August

2020

PARTIES

1. **NEW ZEALAND LOCAL GOVERNMENT ASSOCIATION INC**, trading as Local Government New Zealand (**LGNZ**)
2. **Waitomo District Council (Council)**

BACKGROUND

- A. The Mayors' Taskforce For Jobs (**MTFJ**) is a nationwide network of New Zealand's Mayors, organised under and administered by LGNZ, working together towards the vision of all young people under 25 being engaged in appropriate education, training, work or other positive activity in their communities.
- B. MTFJ has developed the Industry Partnerships, Skills for Industry – MTFJ Community Recovery Programme (**Programme**) in collaboration with the Ministry of Social Development. As part of the Programme, MTFJ may provide Rural Councils with funding to enable them to:
 - 1) make grants to small to medium sized enterprises (**SMEs**) to support the cost of initiatives that promote recruitment, training or wage subsidy support for at risk youth or initiatives that will enable employment; and/or
 - 2) employ a local coordinator, who will provide support for youth to be retained or placed into employment.
- C. The Council wishes to participate in the Programme. The parties enter into this agreement to record the basis on which Council will apply for and may receive funding under the Programme.

THIS AGREEMENT RECORDS THAT:

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions: In this agreement, unless the context indicates otherwise:

Business Day means any day excluding Saturdays, Sundays and statutory public holidays in Wellington and excluding any day in the period beginning on 25 December in any year and ending on 5 January in the following year;

First Tranche Funding means a payment to the Council of \$250,000 (plus GST) in consideration for the Council delivering at least 25 Sustainable Employment Outcomes;

Funding means the amount, up to \$500,000 (plus GST), of funding to be provided by MTFJ to the Council in accordance with this agreement;

Funding Confirmation Notice is defined in clause 3.2;

GST means goods and services tax levied under the Goods and Services Tax Act 1985, at the rate prevailing from time to time, including any tax levied in substitution for

such tax;

LGIOMA is defined in clause 9.1;

MSD means the New Zealand Ministry of Social Development;

Proposal is defined in clause 2.1;

Rural Council is defined as per the LGNZ website and updated by the 2018 census as a territorial authority with a population of 20,000 or less. A list of the 23 rural councils can be found below:

- Buller District Council
- Carterton District Council
- Central Hawke's Bay District Council
- Chatham Islands Council
- Clutha District Council
- Gore District Council
- Grey District Council
- Hauraki District Council
- Hurunui District Council
- Kaikōura District Council
- Kawerau District Council
- Mackenzie District Council
- Ōpōtiki District Council
- Ōtorohanga District Council
- Rangitīkei District Council
- Ruapehu District Council
- South Wairarapa District Council
- Stratford District Council
- Tararua District Council
- Waimate District Council
- Wairoa District Council
- Waitomo District Council
- Westland District Council

Second Tranche Funding means a further payment (in addition to the First Tranche Funding) to the Council of up to \$250,000 (plus GST) in consideration for the Council delivering a total of at least 50 Sustainable Employment Outcomes;

Second Tranche Funding Milestone means the point at which the Council:

- (a) has delivered 25 Sustainable Employment Outcomes under the Programme; or
- (b) is otherwise able to satisfy MTFJ that the Council will be able to deliver a total of at least 50 Sustainable Employment Outcomes by 30 June 2021; and

Sustainable Employment Outcome means when, as a result of a Council action or initiative under the Programme, a young person who is classified as a NEET (Not in Employment, Education or Training) has been placed into full time (30+ hours a week) paid work, but will include such other outcomes as MTFJ may notify to, or agree with, the Council from time to time.

1.2 Interpretation: In this agreement, unless the context indicates otherwise:

- (a) a reference to MTFJ must be read as a reference to LGNZ, with the intent that all legal obligations of MTFJ under this agreement are held by, and all legal obligations of MTFJ under this agreement are owed by, LGNZ;
- (b) clause and other headings are for ease of reference only and will not affect this agreement's interpretation;
- (c) a reference to a party is to a party to this agreement, and a reference to a party to a document includes the party's administrators, successors, permitted assigns and substitutes;
- (d) references to the singular include the plural and vice versa;
- (e) the term includes or including (or any similar expression) is deemed to be followed by the words without limitation;
- (f) references to any document are references to that document as modified, novated, supplemented, varied or replaced from time to time and in any form, whether on paper or in an electronic form; and
- (g) a reference to dollar or \$ is to New Zealand currency and all amounts payable by a party under this agreement are to be paid in that currency.

2. FUNDING PROPOSAL

2.1 Written Proposal: The Council will submit to MTFJ a written proposal (**Proposal**) that:

- (a) describes how the Funding will be used to:
 - (i) provide grants to SMEs to support them develop and implement initiatives that promote recruitment, training or wage subsidy support (particularly for at risk youth) or initiatives that will enable employment; and/or
 - (ii) employ a local coordinator, who will support youth to be retained or placed into employment;
- (b) further to 2.1(a), describes how the Funding will be primarily targeted at young people not in education, employment or training, or who are at risk of losing their employment;
- (c) records a minimum of 50 Sustainable Employment Outcomes which will be achieved through the Council's participation in the Programme;
- (d) identifies:
 - (i) the employment types and targets (targeting but not limited to construction-led recovery and Budget 2020 investment);
 - (ii) relevant youth networks (including Iwi);
 - (iii) relevant employer networks and indicated demand;

- (iv) in relation to 2.1(a)(ii), coordination requirements and a coordinator position description; and
 - (v) a funding to SMEs by percentage of total funding based on Transition to Work and Flexi-Wage type incentive payments as well as the ability to part fund transport (payment types suggested); and
 - (e) specifies how local MSD sites and staff are aligned with, and will support, the Council's participation in the Programme.
- 2.2 Collaboration:** The parties acknowledge that the Programme is intended to be a collaborative initiative, and agree to work constructively to finalise a Proposal that satisfies the reasonable requirements of the MTFJ and MSD taking into consideration the specific requirements set out above.

3. APPROVAL

3.1 Approval of Proposal: A Proposal submitted by the Council will be reviewed by each of:

- (a) MTFJ;
- (b) MSD; and
- (c) the MSD Regional Commissioner for the relevant region,

who, at the absolute discretion of each of those parties, may approve the Proposal.

3.2 Confirmation of Approval: If approved by each of the three parties listed in clause 3.1, MTFJ will give the Council a written notice (**Funding Confirmation Notice**) confirming that the Proposal has been approved and specifying any additional terms and conditions (other than those set out in this agreement) which will apply to the Funding.

4. PAYMENT OF FUNDING

4.1 First Tranche Funding: Provided that:

- (a) the Council has submitted a Proposal in accordance with clause 2; and
- (b) that Proposal has been approved in accordance with clause 3,

MTFJ will pay the First Tranche Funding to the Council in a single lump sum instalment within a reasonable period after the date that a Funding Confirmation Notice is given and the Council has submitted to MTFJ a valid GST invoice for the First Tranche Funding.

4.2 Second Tranche Funding:

- (a) On or after the date that the Council considers it has achieved the Second Tranche Funding Milestone, the Council may make a written application to MTFJ for payment of the Second Tranche Funding. The application should provide sufficient evidence (as may be required in addition to the reporting completed under clause 5) to enable MTFJ to assess whether or not it agrees that the Second Tranche Funding Milestone has been achieved.
- (b) MTFJ will complete a review of that application for Second Tranche Funding and the Council's compliance with this agreement generally, and, if it agrees (at

its sole discretion and having regard to input from MSD) that the Council has achieved the Second Tranche Funding Milestone and has otherwise satisfied the requirements of this agreement, MTFJ may approve the Second Tranche Funding and:

- (i) notify the Council of its approval and any terms and conditions (in addition to, or in place of, those in this agreement and the Funding Confirmation Notice) that will apply to the Second Tranche Funding; and
- (ii) pay the Second Tranche Funding to the Council in a single lump sum instalment within a reasonable period after the Council has submitted to MTFJ a valid GST invoice for the Second Tranche Funding.

4.3 Application of Funding: The Council will use the Funding received from MTFJ solely to fund the initiatives described in the relevant Proposal and approved by MTFJ and MSD, with a preference for Sustainable Employment Outcomes that are delivered in the Council's own district.

5. REPORTING

5.1 Monthly Reporting: The Council will provide MTFJ (with a copy to MSD) with monthly reports on or before the fifth Business Day of each month (or as otherwise agreed by the Parties), including such information as MTFJ reasonably requires. At a minimum, the monthly report must set out the following in respect of the month just completed:

- (a) a commentary from the Mayor;
- (b) Employment activity - noting the employer, the number of people hired, costs paid (subject to compliance with the Privacy Act 1993) and whether or not the relevant person/people was a young person not engaged in education, employment or training;
- (c) Coordinator activity - including Employer visits, support for employees in work;
- (d) a summary of engagement with MSD; and
- (e) a description of future opportunities the Council may pursue under the Programme (or otherwise).

5.2 Collective Review: The Council will participate in quarterly review meetings (by video conference, in August 2020, November 2020, February 2021 and May 2021, or as otherwise agreed by the parties) with MTFJ, MSD and other Rural Councils participating in the Programme, for the purpose of sharing 'best practice' and highlighting local approaches to and learnings from the Programme.

5.3 Information Gathering: The parties may agree to collect and share statistics, metrics and other information relating to employment/unemployment for the purpose of supporting other regional and national planning and engagement initiatives.

5.4 Additional Information: The Council will use its best endeavours to comply with additional reasonable directions, requests for information or monitoring requirements that MTFJ may make in relation to the Programme from time to time.

5.5 Audit: The Council must give MTFJ (and its personnel) full access, on prior written notice, to premises, personnel and any systems, data, accounts, documents and records

relating to the Programme that MTFJ may reasonably require in order to enable it to audit the Council's compliance with this Agreement or comply with any law applying to MTFJ.

6. ANNOUNCEMENTS

The Council agrees to provide MTFJ with a reasonable opportunity to review and comment on any significant statements or other material it proposes to release to the public relating to the Programme, and the Council will otherwise conduct public relations activities relating to the Programme in good faith and in the spirit of collaboration contemplated by this agreement.

7. TERM AND TERMINATION

7.1 Expiry: The term of this agreement commences on the date that it is executed by both parties and, unless otherwise agreed in writing by the parties, will expire on 30 June 2021.

7.2 Immediate Termination Rights: MTFJ may terminate this agreement with immediate effect by written notice to the Council upon:

- (a) **Material Breach:** the Council committing a material breach of this agreement that is incapable of remedy; or
- (b) **Notice of Breach:** the Council failing to remedy any breach of this agreement that is capable of remedy within 10 Business Days of notice of that breach having been given by MTFJ to the Council.

7.3 Termination: Either party may terminate this agreement for any reason on one month's written notice to the other party.

7.4 Consequences of Expiry or Termination: On the termination or expiry of this agreement for any reason:

- (a) **Reimbursement:** if requested by MTFJ, the Council will immediately issue a credit note for, and reimburse to MTFJ, a proportion of the Funding (plus GST) paid to the Council which represents the proportion of Sustainable Employment Outcomes required but not delivered under this agreement (as determined by MTFJ at its discretion, acting reasonably). For example:
 - (i) if MTFJ has paid to the Council the First Tranche Funding (\$250,000 plus GST) but the Council has only delivered 15 of 25 sustainable employment outcomes, the Council will reimburse \$100,000 (plus GST); or
 - (ii) if MTFJ has paid to the Council the full amount of the Funding (\$500,000 plus GST) but the Council has only delivered 45 of 50 Sustainable Employment Outcomes, the Council will reimburse \$50,000 (plus GST);
- (b) **Without Prejudice:** the expiry or termination will be without prejudice to either party's rights and remedies in respect of any breach of this agreement by the other party, where the breach occurred before the expiry or termination of this agreement; and
- (c) **Survival:** the provisions of clauses 5.4, 5.5, 6, 7, 8, 9, 10 and 11, together with those other provisions of this agreement which are intended to continue after expiry or termination, will remain in full force and effect.

8. DISPUTES

- 8.1 **Dispute Notice:** A party may, at any time while there is a genuine dispute involving that party relating in any way to this agreement (**Dispute**), give written notice (**Dispute Notice**) to the other party involved in that Dispute specifying the subject matter of the Dispute and requiring that those parties meet within 10 Business Days after delivery of the Dispute Notice, to attempt to resolve the Dispute (**Dispute Resolution Meeting**).
- 8.2 **Mediation:** If the parties to the Dispute fail to resolve the Dispute at the Dispute Resolution Meeting, or if a party to the Dispute fails or refuses to attend the Dispute Resolution Meeting within the 10 Business Day period referred to in clause 8.1, or at the time and venue agreed in writing between the parties, those parties will immediately be deemed to have submitted the Dispute to mediation by a single mediator agreed upon in writing by them or (if they are unable to agree on a mediator within five Business Days after the submission to mediation) nominated by the President for the time being of the New Zealand Law Society (**Mediation**). In the event of any submission to Mediation:
- (a) **Status:** the mediator will not be acting as an expert or as an arbitrator;
 - (b) **Procedure:** the mediator will determine the procedure and timetable for the Mediation; and
 - (c) **Costs:** the parties involved in the Dispute will share equally the cost of the Mediation.
- 8.3 **Legal Proceedings:** No party may issue any legal proceedings (other than for urgent interlocutory relief) relating to any Dispute, unless that party has first taken all reasonable steps to comply with clauses 8.1 to 8.2.

9. RELATIONSHIP BETWEEN PARTIES

- 9.1 **LGOIMA:** The parties acknowledge that, although the Council is subject to the Local Government Official Information and Meetings Act 1987 (**LGOIMA**), the commercially sensitive nature of this agreement may limit the extent that, under that Act, the Council may be required to release information relating to this agreement or the matters contemplated by this agreement. The Council will inform MTFJ as soon as reasonably practicable after it receives a request under LGOIMA for information relating to this agreement or the subject matter of this agreement and shall consult with MTFJ in relation to its response to such request.
- 9.2 **Regulatory Role of Council:** MTFJ acknowledges that the Council, when acting in its regulatory function as a Local Authority, is obliged to and shall act as an independent Local Authority and not as a party to this Agreement. MTFJ shall have no right or claim against the Council in its capacity as a party to this Agreement as a result of any lawful action or decision made by the Council in the performance of its regulatory function, except in the case of bad faith in its capacity as a party to this Agreement.
- 9.3 **No Partnership:** Nothing in this agreement or in the relationship of the parties to this agreement will be construed as creating a partnership or as conferring upon either of the parties any of the rights, or subjecting either of them to any of the liabilities, of a partner.
- 9.4 **Spirit of Co-operation:** MTFJ and the Council must at all times act in a spirit of co-operation and collaborative working. Each party will use its best endeavours to act under the principle of no surprises with each other in relation to their respective interests and the matters covered by this agreement.

10. NOTICES

- 10.1 **Notice:** Any notice or other communication in connection with this agreement shall be:
- (a) **Writing:** in writing; and
 - (b) **Address:** left at the address of the relevant party or any replacement address notified by that party, or sent by email or facsimile to an address provided by the addressee for the receipt of email or facsimile.
- 10.2 **Deemed Receipt:** Notices or other communications are deemed received:
- (a) **Hand:** if delivered by hand, on delivery;
 - (b) **Post:** if delivered by post, on the fifth day following posting; and
 - (c) **Email/Facsimile:** if delivered by email or facsimile, on the Business Day the email or facsimile is sent or the next Business Day if sent after 5:00pm, provided that the email or facsimile was correctly addressed to the address provided by the addressee for the receipt of email or facsimile and no error message was received by the information systems used by the sender to send the electronic communication.
- 10.3 **Other Modes of Service:** The provisions of this clause 10 are in addition to any other mode of service permitted by law.

11. GENERAL

- 11.1 **Entire Agreement:** This agreement records the entire understanding and agreement of the parties relating to the matters dealt with in this agreement. This agreement supersedes all previous understandings or agreements (whether written, oral or both) between the parties relating to these matters.
- 11.2 **No reliance:** The Council acknowledges that it has entered into this agreement in reliance solely on its own judgement and not in reliance on any statements, warranties or representations made by or on behalf of MTFJ.
- 11.3 **Counterparts:** This agreement may be signed in counterparts. All executed counterparts will together constitute one document. This agreement may be entered into on the basis of an exchange of PDF or other document reproduction format in which case each party will on demand deliver originals signed by it to the other party.
- 11.4 **Costs:** Each party shall pay its own legal costs and other expenses of, and incidental to, the preparation, execution and implementation of this agreement (and any amendment thereto).
- 11.5 **Liability:** MTFJ has no liability under this agreement other than to provide the Funding (to the extent that any such Funding is approved) in accordance with the terms and conditions of this agreement.
- 11.6 **Amendment:** No amendment to this agreement will be effective unless recorded in writing and signed by each party.
- 11.7 **Assignment:** The Council shall not directly or indirectly assign, transfer or otherwise dispose of any of its rights or interests in, or any of its obligations or liabilities under, or in

connection with or arising out of this agreement, except with the prior written consent of MTFJ.

EXECUTED AS AN AGREEMENT

SIGNED for and on behalf of **NEW ZEALAND LOCAL GOVERNMENT ASSOCIATION INC** by:



Signature



Name



Title

SIGNED for and on behalf of Waitomo District Council under delegated authority by:

Signature

Name

Title



Mayor's Taskforce for Jobs – Community Recovery

Monthly Report Template

Based on your Proposal we will then ask for a monthly report on how you are tracking to deliver employment within your TA. If there are changes to your original proposal, or changes to your labour market or community during this time, that means you will need to make an adjustment to the delivery of the funding, then we would ask you to contact us prior to the monthly report.

The monthly report is due at the end of each month. It is useful to also include relevant collateral alongside the monthly report, this may include press releases, Powerpoint presentations or brochures.

1 How many employment outcomes have you achieved this month?

Employer	# of employment outcomes	Industry

Please specify employment outcomes by sector (Ie, construction, agriculture, conservation, hospitality, horticulture etc) and please indicate whether or not these align to Government investment (Ie, Shovel Ready Projects).



- *Please identify anything specific about the employer and the outcome that supports the intent of the partnership e.g. Youth placed into employment and training with..., or 3 displaced workers, supporting 3 families, transitioned from hospitality... to...*
- *Please include any potential apprenticeships too.*

1 How have you supported SME businesses with funding?

Employer	\$ amount of funding support per SME



- *This should be a total amount in support of the above list.*
- *This should include specific funding categories based on the proposal e.g. Site Safe, or Wage-based*



2 Comment from the Mayor

- *General comments from the mayor regarding the developments of the partnership, what is happening locally, how things are tracking and any opportunities to raise.*



3 How have you been supporting those placed into employment?

- *Please include employer follow-up visits or follow-up engagement, including pastoral care.*
- *If you are engaging weekly by phone, please include an approximate frequency e.g. twice weekly.*

4 Please note any developments with the progress of the employer coordinator? (if necessary)

- *This can include current work plans, engagements with employers and progress on placing or retaining NEET's into employment.*



5 Have you had any engagements with MSD?

- *This can be local engagement as part of Council discussions, or specific to supporting individual employers or people to gain employment*

One of the reasons for asking this question is to make sure we are working together to support the community (and that we are not tripping over each other in the process). We will, of course, be asking the Regional Commissioner for feedback from MSD as well. Any issues you identify can be escalated to the MTFJ Coordinator for discussion with MSD at a national level.

6 What emerging opportunities are there and any general comments?

There are a number of government initiatives underway or being planned that could create opportunities for this partnership (Shovel Ready comes to mind), so it remains important to communicate with each other in advance.

If you have any questions, please don't hesitate to get in touch with MTFJ Taskforce Coordinator, Noa Woolloff in the first instance.

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Document No: A433276

Report To: Council



Meeting Date: 25 August 2020

Subject: Proposed Amendments to Waitomo District Council Delegations Register

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider and adopt amendments to the Delegations Register to:
- (a) Update delegations pursuant to the Resource Management Act 1991 (RMA); and
 - (b) Add new delegations for the COVID-19 Recovery (Fast-track Consenting) Act 2020, to enable Waitomo District Council to appoint a person to an Expert Consenting Panel, and undertake other administrative matters.

Background

- 2.1 Council must comply with and operate across a wide range of legislation. To do that effectively, it is able to delegate most of its responsibilities, powers and functions to Committees and the Chief Executive. The Chief Executive can in turn delegate to WDC employees. The Local Government Act 2002 (LGA) provides for delegations to be made, and also details which powers cannot be delegated.
- 2.2 For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council has a comprehensive Delegations Register which delegates certain statutory duties, responsibilities and powers to its committees (i.e. the Audit and Risk Committee, District Licencing Committee) and the Chief Executive, who is able to delegate certain duties and responsibilities to a subordinate level.
- 2.3 The Delegations Register also addresses those specific delegations that are legislatively only able to be delegated directly to staff/officers by the Council (i.e. delegations made under the Resource Management Act 1991).
- 2.4 Delegations are a necessary operational requirement to promote effective and expeditious decision-making. Delegations in part avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to either the Council or Chief Executive.
- 2.5 The Delegations Register was last adopted by Council on 26 November 2019.

Commentary

3.1 Council's authority to delegate to its standing committees, members, the Chief Executive and WDC employees is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA). This states:

"32 Delegations

(1) *Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—*

(a) *the power to make a rate; or*

(b) *the power to make a bylaw; or*

(c) *the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*

(d) *the power to adopt a long-term plan, annual plan, or annual report; or*

(e) *the power to appoint a chief executive; or*

(f) *the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or*

(g) *[Repealed]*

(h) *the power to adopt a remuneration and employment policy."*

3.2 Other statutes also confer or limit the ability for the Council to delegate decision-making powers and duties. For example, Section 34A of the Resource Management Act 1991 restricts the delegation of the approval of a Proposed District Plan only to the Council.

3.3 The Delegations Register is proposed to be updated to:

- Add clauses into the Resource Management Act Delegations to enable Private Plan Changes with no submissions in opposition to be considered under delegated authority.
- Add a new section for the COVID-19 Recovery (Fast-track Consenting) Act 2020, to enable Waitomo District Council to appoint a person to an Expert Consenting Panel.

3.4 RESOURCE MANAGEMENT ACT 1991

3.5 Changes are proposed to the RMA to enable private plan changes to be considered by delegated staff, where no submissions in opposition have been received; as currently occurs with resource consents.

3.6 The proposed amendments are shown in red text in the Resource Management Act delegations in Appendix 1.

3.7 COVID-19 RECOVERY (FAST-TRACK CONSENTING) ACT 2020

3.8 The Government has introduced a short-term consenting process to fast track projects that can boost employment and economic recovery. The Fast Track Consenting Act came into effect on 9 July 2020.

- 3.9 The Act establishes new fast-track resource consenting and notice of requirement processes for eligible infrastructure and development projects. These processes adopt and modify existing RMA processes and will expedite certain eligible projects, while still applying appropriate environmental safeguards.
- 3.10 Eligible applications are lodged with the Environmental Protection Agency (EPA) who acts as the secretariat for the expert consenting panels.
- 3.11 The EPA vets the application for completeness before referring the application to an expert consenting panel to consider and determine the application. Expert consenting panels replace the role that local authorities and other first-instance decision-makers have under the RMA.
- 3.12 Schedule 5, Clause 3(2) of the Fast-track Consenting Act states that a Local Authority must nominate a member to the expert consenting panel. The nominated member may be, but need not be, an elected member of the local authority. Panel members should be accredited RMA Commissioners, but the Minister has discretion to appoint a member that is not accredited, provided that person has the appropriate level of experience and expertise.
- 3.13 Schedule 5, Clause 7(1) sets out the skills and experience that a panel must have collectively:
- (a) the knowledge, skills, and expertise relevant to resource management issues; and
 - (b) the technical expertise relevant to the project; and
 - (c) expertise in tikanga Māori and mātauranga Māori.
- 3.14 In addition to the above panel appointment process, there are additional requirements for a local authority as follows:
- (a) On receipt of an application, the Minister must invite written comments from relevant local authorities (to help assess the application against the criteria in the Act), who have 10 working days to provide comments to Ministry for the Environment (administering this process for the Minister);
 - (b) The EPA may also request information from local authorities, and set a timeframe for information to be provided (costs can be recovered for this process);
 - (c) The expert consenting panel must request information from local authorities, and the local authority must respond within 10 working days;
 - (d) The expert consenting panel may appoint a technical advisor to the panel, and that may be a local authority staff member (i.e. a qualified planner). Costs are recoverable;
 - (e) Local authority staff (i.e. a qualified planner) may need to attend a hearing.
- 3.15 It is noted that if a consent is granted by the expert hearings panel, the relevant local authority has all the functions, duties and powers as it otherwise would have had if it had granted the consent itself.

- 3.16 To address the above requirements, new delegations are proposed to Part B: Statutory and Other Delegations to the Chief Executive, Sub-Part 1- Legislative Delegations, as follows:

10 COVID-19 Recovery (Fast-track Consenting) Act 2020

Delegation
All of its responsibilities, duties, and powers under this Act and regulations made under this Act.

- 3.17 A new section is proposed in Part D – Statutory and Other Delegations from the Chief Executive to staff, to enable the General Manager Strategy and Environment and Principal Planner to undertake functions required by the Fast Track Consenting Act, including the appointment of a person to the Expert Consenting Panel.
- 3.18 It is noted that the addition of two new sections in Part B and Part D necessitate the consequential renumbering of sections within the Delegations Register.

Analysis of Options

- 4.1 There are two reasonably practicable options available to Council, (1) do nothing, or (2) approve the amendments and adopt the proposed amendments to the Delegations Register.
- 4.2 The first option, to retain the status quo, will mean that the delegations will not cover the appropriate matters under the RMA or the Fast Track Consenting Act. This introduces risk to the exercise of delegated authority and inefficiencies.
- 4.3 The second option is to adopt the proposed amendments to the Delegations Register. This option is considered the most appropriate option as it ensures that there is no risk of judicial reviews to the exercise of delegated authority.

Considerations

5.1 **Risk**

- 5.2 There are no risks associated with adopting the proposed amendments to the Delegations Register. However, there is a risk of judicial review (challenge to delegated decision making) associated with not adopting the proposed amendments to the Delegations Register.

5.3 **Consistency with Existing Plans and Policies**

- 5.4 The proposed Delegations Register is consistent with Council's existing plans and policies as it simply sets out how the decision making in relation to these will be administered.

5.5 **Significance and Community Views**

- 5.6 The adoption of a revised Delegations Register is not considered to be a significant decision pursuant to Council's Significance and Engagement Policy. The Register simply details in one comprehensive document how certain statutory duties, responsibilities and powers of Council are exercised under delegated authority.

Recommendation

- 6.1 Council adopt the proposed amendments to the Waitomo District Council Delegations Register as set out in Appendix 1, for the reasons detailed above.

Suggested Resolutions

- 1 The business paper 'Proposed Amendments to Waitomo District Council Delegations Register' be received.
- 2 Pursuant to Clause 32 Schedule 7 of the Local Government Act 2002, Council:
 - (a) Delegate Council's powers, duties and functions under the Resource Management Act 1991 as set out in Appendix 1 to this report;
 - (b) Delegate Council's powers, duties and functions under the COVID-19 Recovery (Fast-track Consenting) Act 2020 to the Chief Executive as set out in Appendix 1 to this report;
 - (c) Delegate Council's powers, duties and functions under the COVID-19 Recovery (Fast-track Consenting) Act 2020 to the General Manager Strategy and Environment, and Principal Planner as set out in Appendix 1 to this report.
- 3 The Delegations Register be updated accordingly, including any consequential amendments to format and numbering.



TERRENA KELLY
GENERAL MANAGER STRATEGY AND ENVIRONMENT

25 August 2020

Attachment: 1 Proposed Amendments to Waitomo District Council Delegations Register

Appendix 1

PART B: Statutory and Other Delegations to the Chief Executive
Sub-Part 1- Legislative Delegations

10 COVID-19 Recovery (Fast-track Consenting) Act 2020

Delegation
All of its responsibilities, duties, and powers under this Act and regulations made under this Act.

PART D: Statutory and Other Delegations from the Chief Executive to Staff
Sub-Part 4 – Operational Delegations

11 COVID-19 Recovery (Fast-track Consenting) Act 2020

Reg	Delegation	GMES	PP
Schedule 5, Clause 3(2)	To nominate a member to the Expert Consenting Panel	✓	✓
Schedule 6 Clause 7	Information sharing between EPA and relevant local authorities	✓	✓
Schedule 5 Clause 11	To assist the panel by providing advice within the knowledge of the authority, if requested by the panel	✓	✓
Schedule 6 clause 17	To provide comments to the Expert Consenting Panel	✓	✓
Schedule 6 clause 21	To appear at a hearing (or nominate a person to appear at a hearing)	✓	✓
All	Authority to provide information and advice, act as advisor to MFE, EPA, Expert Consenting Panel	✓	✓

PART C: Statutory and Other Delegations to Officers etc
Sub-Part 1 – Legislative Delegations

2 Resource Management Act 1991

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

Note:

- (1) A local authority may delegate to an employee, or hearings commissioner(s) appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under the Resource Management Act 1991 except the following:
 - (a) The approval of a proposed plan under clause 17 of Schedule 1;
 - (b) This power of delegation;

- (2) A local authority may delegate to any other person any functions, powers or duties under this Act except the following:
 - (a) powers in subsection (1)(a) and (b);
 - (b) The decision of an application for a resource consent;
 - (c) the making of a recommendation on a requirement for a designation.

Delegate's position title	Abbreviation
Chief Executive	CE
General Manager Infrastructure Services	GMIS
General Manager Strategy and Environment	GMSE
Principal Planner	PP
Compliance Administrator (includes any Regulatory Administrator or Executive Assistant)	CA
Team Leader Compliance and Monitoring	TLCM
Planner / Senior Planner	PLAN

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	GMIS
10	Extension of existing use rights	✓	✓	✓				
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	✓	✓	✓				
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	✓	✓	✓				
32	Duty to meet requirements for preparing s 32 reports and evaluations.	✓	✓	✓	✓			
36(3) 36(3A) 36(5)	Authority to make decisions about additional administrative charges	✓	✓	✓				
37	Power to extend time periods as provided in this section	✓	✓	✓				
37A	Requirement to consider matters before extending a time limit.	✓	✓	✓	✓			
38	Power to appoint and warrant enforcement officers	✓						
39B	Appointment of commissioner to hearings	✓	✓	✓				
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	✓	✓	✓	✓	✓		
42	Power to make directions about hearings to protect sensitive information.	✓	✓	✓				
42A	Powers regarding the preparation, commissioning and provision of reports	✓	✓	✓	✓			
44A	Power to amend plans to address national environmental standards	✓	✓	✓				
55(2)	Duty to amend plan or proposed plan if directed by national policy statement.	✓	✓	✓				
86D	Ability to apply to Environment Court for a rule to have legal effect.	✓	✓	✓				
87BA	Power to give notice that an (boundary) activity is a permitted activity	✓	✓	✓	✓			
87BB	Power to determine whether an activity is a permitted activity	✓	✓	✓				

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	GMIS
87E 87F 87G	Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court.	✓	✓	✓				
88	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.	✓	✓	✓	✓			
91	Power to determine not to proceed with a resource consent application on certain grounds.	✓	✓	✓	✓			
92 92A	Authority to request further information to be provided, or to commission a report	✓	✓	✓	✓			
95 95A 95B 95C 95D	Requirement to comply with time limit on notification. Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	✓	✓	✓	✓			
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	✓	✓	✓				
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	✓	✓	✓	✓			
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	✓	✓	✓				
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	✓	✓	✓				
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	✓	✓	✓				
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	✓	✓	✓				
103	Authority to determine issues concerning two or more consent authorities.	✓	✓	✓	✓			
104	Duty to take matters into consideration and to exclude other matters when considering an application	✓	✓	✓	✓			
104A to 104D, 105	Power to determine resource consent applications and impose conditions providing no submissions received in opposition	✓	✓	✓				
106	Power to decline subdivision consent	✓	✓	✓				
108	Power to impose conditions on resource consent.	✓	✓	✓				
108A	Power to impose a bond as one of the conditions.	✓	✓	✓				
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed.	✓	✓	✓	✓		✓	
110	Power to refund financial contribution to consent holder where consent has lapsed.	✓	✓	✓				
113	Recording reasons for decisions on resource consent applications in writing.	✓	✓	✓	✓			

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	GMIS
114	Authority to serve consent applicant and submitters with notice of the decision on an application	✓	✓	✓	✓			
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	✓	✓	✓				
120	Authority to lodge appeal on Council's behalf in Environment Court	✓	✓	✓				
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	✓	✓	✓				
125	Power to grant extension of period after which a consent will lapse	✓	✓	✓				
126	Power to cancel a resource consent by written notice	✓	✓	✓				
127	Power to change or cancel conditions imposed on a resource consent	✓	✓	✓	✓			
128 129	Power to review a resource consent and to give notice of review.	✓	✓	✓	✓			
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	✓	✓	✓				
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant).	✓	✓	✓	✓			
138	Authority to issue a notice of acceptance of surrender of consent	✓	✓	✓				
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates.	✓	✓	✓	✓			
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s 149A).	✓	✓	✓				
149E	Power to make a submission on behalf of Council on matter of national importance	✓	✓	✓				
149G	Duty to prepare a report commissioned by the EPA.	✓	✓	✓	✓			
149Q	Authority to receive report from EPA and to make comments on it.	✓	✓	✓	✓			
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	✓	✓					
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	✓	✓					
149ZD	Power to recover costs incurred by the Council from the applicant	✓	✓					
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation.	✓	✓	✓				
168 168A	Duty to receive notice of requirement	✓	✓	✓				
168A	Authority to lodge notice of requirement on behalf of Council	✓	✓	✓				✓
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	✓	✓	✓				

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	GMIS
168A	Power to make decision on Council's notice of requirement for a designation providing no submissions received in opposition	✓	✓	✓				
169	Power to request further information in relation to publicly notify notice of requirement for a designation	✓	✓	✓	✓			
169	Power to determine whether to publicly notify notice of requirement for designation	✓	✓	✓				
171	Power to consider and make recommendations on requirements for a designation providing no submissions received in opposition	✓	✓	✓				
173	Power to give notice of requiring authority's decision on designation	✓	✓	✓	✓	✓		
174	Power to appeal to Environment Court against requiring authority's decision on designation	✓	✓					✓
175	Authority to include a designation in district plan	✓	✓	✓				
176	Power to give written consent in relation to land subject to Council designation	✓	✓	✓				✓
176A	Power to request changes and to waive requirement for an outline plan	✓	✓	✓				
181	Power to receive application for alterations to designations	✓	✓	✓	✓	✓		
181	Power to determine applications for alteration of designations providing no submissions received in opposition	✓	✓	✓				
182	Authority to receive withdrawals of designations and to amend the District Plan accordingly	✓	✓	✓				
184	Power to extend designation which has not been given effect to	✓	✓	✓				
189	Duty to receive notice of requirement for heritage order	✓	✓	✓	✓			
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	✓	✓	✓				
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	✓	✓	✓				
189A	Power to make decision on Council's notice of requirement for a heritage order	✓	✓	✓				
190	Power to request further information of notice of requirement for heritage order	✓	✓	✓	✓			
190	Power to determine notification of notice of requirement for heritage order	✓	✓	✓				
191	Power to make recommendations on notice of requirement for heritage order	✓	✓	✓				
193	Authority to give written consent in relation to land protected by Council's heritage order	✓	✓	✓				
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	✓	✓					
195A	Power to receive application for alterations to heritage order	✓	✓	✓	✓	✓		
195A	Power to determine applications for alteration of heritage order providing no submissions received in opposition	✓	✓	✓				
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	✓	✓	✓				
220	Power to impose conditions on subdivision consents	✓	✓	✓	✓			
220(1)(a) and (2)(b)	Authority to undertake registration of certificates as authorised officer	✓	✓	✓				
221(2)	Authority to issue and sign a consent notice	✓	✓	✓				

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	GMIS
221(3)	Authority to vary or cancel a condition specified in a consent notice	✓	✓	✓				
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	✓	✓	✓				
223	Powers related to approval of survey plan as authorised officer	✓	✓	✓				
224 (c), (f)	Authority to certify compliance of survey plan as authorised officer	✓	✓	✓				
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval.	✓	✓	✓				
234	Power to vary or cancel esplanade strips on application	✓	✓	✓				
235	Power to agree on Council's behalf to creation of esplanade strip	✓	✓	✓				
237	Power to approve a survey plan where esplanade reserves or strips are required	✓	✓	✓				
237B	Power to acquire an easement for access strip	✓	✓	✓				
237C	Authority to close access strips and give notice of closure	✓	✓	✓				
237D	Authority to agree to transfer of access strip to Crown or regional council	✓	✓	✓				
237H	Authority to object to compensation valuation determination	✓	✓	✓				
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer.	✓	✓	✓				
240	Authority to certify survey plans subject to covenants and undertake online registration of certificates as authorised officer	✓	✓	✓				
241	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.	✓	✓	✓				
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer	✓	✓	✓				
245	Authority to approve survey plan of reclamation	✓	✓	✓				
269 – 291	Authority to determine and direct Council involvement in Environment Court proceedings	✓	✓					
292	Authority to seek that Environment Court remedy defect in plan	✓	✓					
294	Authority to seek that Environment Court review a decision or rehear proceedings	✓	✓					
299 - 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	✓	✓					
311 312	Authority to initiate declaration proceedings and take other necessary steps	✓	✓					
314 - 321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	✓	✓					
325	Authority to consent to a stay of abatement notice	✓	✓					
325A	Power to cancel abatement notice	✓	✓					
330	Power to take preventative or remedial action in emergency circumstances	✓	✓	✓				✓
331	Power to seek reimbursement of Council's costs for emergency works	✓	✓	✓				✓
336	Duty to return property seized under warrant or otherwise dispose of property if not claimed	✓	✓	✓				

Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	GMIS
338	Authority to commence prosecution for breach of the Act	✓	✓					
357D	Power to consider and determine objections providing there is agreement between the parties.	✓	✓	✓				
Sch 1 Cl 3, 3B	Duty to consult on proposed plan, including consultation with local iwi	✓	✓	✓				
Sch 1 Cl 3C	Authority to determine whether consultation has already occurred under other enactments	✓	✓	✓				
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans.	✓	✓	✓				
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	✓	✓	✓				
Sch 1 Cl 6	Authority to make submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	✓	✓	✓				
Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	✓	✓	✓				
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	✓	✓	✓				
Sch 1 Cl 8B	Duty to give notice of hearings	✓	✓	✓				
Sch 1 Cl 8C	Authority to determine whether hearing is required	✓	✓	✓				
Sch 1 Cl 8D	Authority to withdraw proposed plan	✓	✓					
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	✓	✓					
<u>Sch 1 Cl 10</u>	<u>Decisions on provisions and matters raised in submissions</u>	✓	✓	✓				
Sch 1 Cl 11	Duty to give notice of decisions	✓	✓	✓	✓	✓		
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	✓	✓					
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	✓	✓	✓				
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 20	Duty to give notice of plan becoming operative	✓	✓	✓				
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	✓	✓	✓				
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	✓	✓	✓				
Sch 1 Cl 23	Power to seek further information relating to private plan change requests	✓	✓	✓	✓			
Sch 1 Cl 24	Power to modify plan change request	✓	✓	✓				
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to reject request	✓	✓	✓				
Sch 1 Cl 26	Authority to prepare and notify plan change request	✓	✓	✓				
Sch 1 Cl 28	Power to withdraw plan change request	✓	✓	✓				
<u>Sch 1 Cl 29 (4)</u>	<u>Decline, approve, or approve with modifications the plan or change, and give reasons for the decision</u>	✓	✓	✓				

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Section	Delegation	CE	GMSE	PP	PLAN	CA	TLCM	GMIS
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	✓	✓	✓	✓	✓		
<u>Sch 1 Cl 29 (8A)</u>	<u>Advise the person who requested the plan change that the plan change is subject to a decision by the administering body on the application to exchange the recreation reserve land; and the decision on the exchange will be made under the Reserves Act 1977 after the time allowed for appeals against the decision on the plan change has expired and any appeals have been completed</u>	✓	✓	✓				
Sch 1 Cl 29(9)	Power to vary plan change request by <u>initiating a variation under clause 16A</u>	✓	✓	✓				
Sch 1 Cl 32	Authority to certify material incorporated by reference	✓	✓	✓				
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	✓	✓	✓				
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	✓	✓	✓				
General	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.	✓	✓					

Document No: A481188

Report To: Council



Meeting Date: 25 August 2020

Subject: **Progress Report - Te Arawhiti (the Office for Maori Crown Relations) and Maniapoto Treaty Settlement**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide an update on the Crown's financial contribution to Waitomo District Council (WDC) for costs associated with the development and implementation of the proposed Joint Management Agreement (JMA)
- 1.2 The JMA is associated with the Deed of Settlement for the Crown and Maniapoto Treaty of Waitangi claims.

Background

2.1 TREATY SETTLEMENT

- 2.2 The Ngati Maniapoto Treaty Settlement process has been ongoing since late 2016.
- 2.3 Council was provided a full background to the treaty settlement process at its meeting on 1 August 2017 (document reference A356988) and was provided a copy of the Agreement in Principle between the Crown (Office of Treaty Settlement (now known as Te Arawhiti) and Maniapoto Maori Trust Board ("MMTB") on 28 November 2017 (document reference A375006).

2.4 NATURAL RESOURCE REDRESS PROPOSAL

- 2.5 On 28 May 2019 (document reference A430936), Council was briefed on the proposed development of a Joint Management Agreement ("JMA") – Natural Resources within the MMTB Rohe.
- 2.6 In late June 2020, the Crown sought formal agreement from Council to commit to working with the MMTB (or PSGE) to develop a JMA.
- 2.7 At its meeting on 28 July 2020, Council considered information in relation to the proposed JMA process, and resolved as follows:
 1. Council resolves to agree to commit to working with the Maniapoto Maori Trust Board (or the Post Settlement Governance Entity) to develop a Joint Management Agreement (JMA) for the Crown's Ngā Wai o Maniapoto natural resources redress.
 2. Council resolves to endorse the proposed Deed of Settlement wording for the Brook Park / Motakiora Recreation Reserve (excluding Council's fee simple land adjoining the Recreation Land) as follows:
 1. *[Maniapoto and Waitomo District Council acknowledge that Mōtakiora, or Brook Park Recreation Reserve, is a wāhi tapu of high*

cultural and historical significance for Maniapoto and, in particular, for the Ngāti Rōrā hapū. Their eponymous ancestor, Rōrā was the child of Maniapoto and Paparauwhare. Mōtakiora is Ngāti Rōrā's maunga tapu. Mōtakiora pā on the hill was the home of Rōrā and his wife, Kuramonehu. It is part of the Te Pukenui Block replete in Ngāti Maniapoto history. Mōtakiora pā was also the scene of the killing of Rōrā and a subsequent fight to avenge his death, and then an eventual peace-making.]

2. *[Separate to the deed of settlement, Maniapoto and Waitomo District Council will work on developing an agreed approach to the co-management of Mōtakiora / Brook Park Recreation Reserve.]*
3. *[Maniapoto aspirations for the future management of Mōtakiora / Brook Park Recreation Reserve is to work in partnership with the council in the governance and management of the reserve, including the development and implementation of any reserve management plans.]*
4. *[The Crown bears no responsibility for the outcome of discussions between Maniapoto and Waitomo District Council on this matter.]"*

Commentary

3.1 **NGĀ WAI O MANIAPOTO – NATURAL RESOURCE REDRESS (JOINT MANAGEMENT AGREEMENT)**

- 3.2 On 23 May 2019, the Crown asked WDC to provide an estimate of costs associated with the development and implementation of the proposed JMA. This was provided to the Crown on 11 June 2019.
- 3.3 On 5 July 2019, the Crown advised that they had undertaken further analysis, and needed to reconsider their approach for funding. The Crown accordingly sought further detailed information on the cost estimates to enable Cabinet to consider the level of contribution to be made.
- 3.4 On 29 July 2019, a revised cost estimate of \$89,100 was submitted to the Crown for consideration.
- 3.5 On 11 August 2020, the Crown advised that a contribution of \$58,000 would be provided to WDC to assist with the development and implementation of the JMA for the first three years of the arrangement. The letter is attached as Appendix 1.
- 3.6 The contribution will be transferred to WDC following the Maniapoto settlement date, which is expected to be in 2022.

Suggested Resolution

The business paper on 'Progress Report - Te Arawhiti - the Office for Maori Crown Relations and Maniapoto Treaty Settlement' be received.



TERRENA KELLY

GENERAL MANAGER – STRATEGY AND ENVIRONMENT

Attachment: 1 Letter from Te Arawhiti - the Office for Maori Crown Relations (Doc A481189)

11 August 2020

Terrena Kelly
General Manager – Strategy and Environment
Waitomo District Council

By email: Terrena.Kelly@waitomo.govt.nz

Tēnā koe Terrena

Maniapoto JMA – confirmation of Crown contribution

The Crown and Maniapoto are currently finalising a redress package for inclusion in a deed of settlement of Maniapoto's Treaty of Waitangi claims. The proposed package includes a joint management agreement (JMA) with Waitomo District Council (WDC) and other councils.

I acknowledge that on 28 July, WDC agreed to be involved in the JMA. Thank you for your assistance in facilitating a council decision on this matter.

In 2019, Te Arawhiti officials approached you to gain an estimate of WDC's expenses for the development and implementation of the JMA during the first three years. Based on the estimate of costs you provided of \$89,100, the Crown has agreed a contribution of \$58,000 to assist you with development and implementation in the first three years of the arrangement. The agreed contribution will be transferred to WDC following the Maniapoto settlement date, which is expected to be in 2022.

I am grateful for your continued engagement with Te Arawhiti and Maniapoto as we finalise the details of the JMA.

Should you wish to discuss this letter, please contact Matthew Cross, Senior Analyst at Te Arawhiti, at Matthew.Cross@tearawhiti.govt.nz or 04 978 7003.

Ngā mihi



James Mitchell
Negotiation and Settlement Manager

Document No: A481670

Report To: Council



Meeting Date: 25 August 2020

Subject: Three Waters Reform Programme – Tranche 1

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is inform Council of the Government's funding package in support of implementation of its Three Waters Reform Programme (3-WRP), and to obtain agreement to participate in Tranche 1 of the programme

Background

- 2.1 Report Ref. A478394 to Council's meeting of 28 July 2020 outlined Central Government's launch of its 3-WRP. At that time, details of the Government's funding package and new regulatory requirements were not known. The latter still applies.
- 2.2 In summary, a \$761M stimulus package was announced by the Prime Minister on 4 July 2020 for investment in three waters infrastructure and reform of three waters service delivery. Put simply, the Government is looking to establish public, multi-regional, models for water service delivery.
- 2.3 A joint Government/Local Government NZ (LGNZ) Three Waters Steering Committee has been established to develop the policy design process, led by Department of Internal Affairs (DIA).
- 2.4 Regardless of whether councils choose to participate in the Government's reform programme or pursue their own service delivery arrangements, all councils will be required to meet new legislated public health and environmental standards. Those revised standards have yet to be developed by the recently enacted Water Services Regulator, Taumata Arowai.
- 2.5 A phased, three-year, three-tranche reform programme has been established, commencing with the option of agreeing to participate in Tranche 1. Agreement to opt-in to Tranche 1 requires signing of an MoU as the first step. The MoU and associated Funding Agreement and Delivery Plan collectively form the precursor to accessing Government funding.
- 2.6 Committing to Tranche 1 does not bind councils to participating in subsequent Tranches Two and Three, but agreeing to participate in Tranche 2 binds councils to Tranche 3. That decision comes later, in approximately 10 months time.
- 2.7 Tranche 1 is scheduled to take place over the remainder of the current, 2020/21, financial year. It entails working with stakeholders and iwi on options for multi-region water services delivery.

- 2.8 Tranches 2 and 3 are scheduled to commence beginning 1 July 2021 and 1 July 2022 respectively.
- 2.9 Tranche 2 reforms include participation in multi-regional groupings and pre-establishment planning.
- 2.10 Tranche 3 triggers the formation and commencement of operations under the new water entities.
- 2.11 There is currently no Government commitment to additional funding beyond Tranche 1.
- 2.12 The timeline and milestones for the 3-WRP are as shown below:

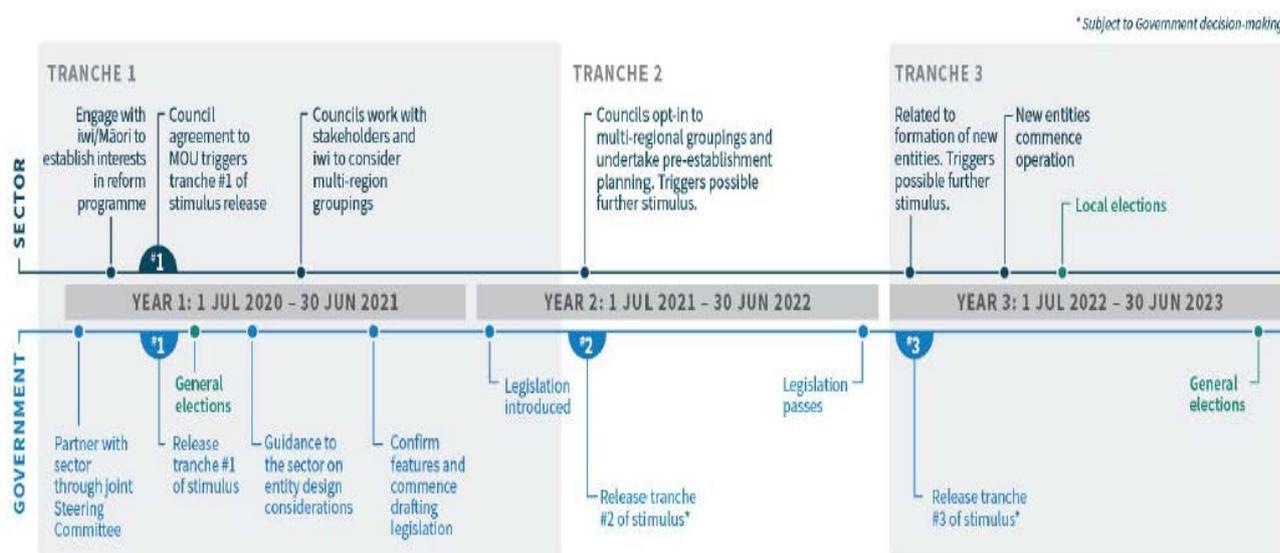


Fig.1 – Indicative timeline 3-WRP (Source: Allan Prangnell, DIA)

Commentary

3.1 MOU

- 3.2 The immediate documentation required for commitment to Tranche 1 comprises agreement to a Memorandum of Understanding (MoU). That document is now available for Council’s consideration, and if comfortable, agreement. A copy of the MOU is appended to this Business Paper.
- 3.3 The MOU encapsulates the objectives that underpin the 3-WRP – improved safety and quality of drinking water, performance of drinking water and wastewater systems, equitable access to affordable water services, improved resilience, financial sustainability, etc.
- 3.4 In addition, the MOU reinforces the importance of retaining public ownership of waters infrastructure and protecting against privatisation, with a preference for collective council ownership of water service delivery entities that are of a significant scale (most likely multi-regional).
- 3.5 Signing and submitting the MoU to DIA must be completed by 31 August 2020 to qualify for Government funding.

3.6 There are two other formal documents to be completed following signing (if agreed by Council) of the MOU. A Funding Agreement must be signed and submitted to DIA and a Delivery Plan compiled and submitted to both DIA and Crown Infrastructure Partners (CIP). Both documents are of a management nature. The deadline for executing both documents is 30 September 2020.

3.7 At the time of writing, there has been no advice of any extension to the above deadlines due to the recent escalation of COVID-19 from Alert Level 1 - to Alert Level 3 in the Auckland region and to Alert Level 2 for the rest of NZ.

3.8 FUNDING

3.9 The funding allocation available for councils who decide to opt-in to Tranche 1 comprises a direct allocation of 50% of the notional funding to each local authority, with the remaining 50% to the relevant regional authority.

3.10 In the case of WDC, the notional direct funding is \$1.75m, with a further \$1.75m allocated to the regional authority.

3.11 The DIA/LGNZ Steering Committee has recommended that the regional allocation be distributed to local authorities on the same basis as the direct funding. This was agreed by Waikato Regional TA members at the Mayoral Forum held 17 August 2020. That means the combined allocation available to WDC is \$3.5m.

3.12 TERM

3.13 Preparation of the Delivery Plan will be informed by the above funding allocation. The deadline for completion and submission of that is 30 September 2020.

3.14 There are two challenging aspects to the funding. The first is that project delivery must be completed by 31 March 2022, with an earliest start date of 1 November 2020 (following CIP/DIA approval of the Delivery Plan). Implementation of a \$3.5m programme, or even a \$1.75m programme, will take some effort, and additional resource, to complete over such a short timeframe, particularly if the current Level 3 Covid-19 alert is extended, both time wise and geographically. It means that projects requiring resource consent or involving complex design are effectively excluded. Procurement processes will need to be fast-tracked.

3.15 PROJECT ELIGIBILITY

3.16 The second challenge is project eligibility. In essence, the economic stimulus funding element is targeted at water and wastewater projects (as the first priority ahead of stormwater) additional to programmes that are already planned and budgeted in the Annual Plan. It includes new capital works, renewals and maintenance, examples of which are illustrated in the following table:

Application	Meets reform objectives	Meets stimulus objective	Expenditure is not funded in the Annual Plan*	Allowable expenditure?
 Delivery of a new drinking water treatment plant (deferred or brought forward)	✓	✓	✓	✓
 Upgrades of wastewater reticulation network (deferred or brought forward)	✓	✓	✓	✓
 Undertake maintenance work for a wastewater treatment plant that was deferred due to COVID-19	✓	✓	✓	✓
 Training and development programme for staff	✓	~	✓	✓
 Resource Mātauranga Māori	✓	~	✓	✓
 Fund non-council owned water assets	✓	✓	✓	✓
 Development of centres of excellence	✓	~	✓	✓
 Community tanks for water storage	✓	✓	✓	✓
 Asset condition assessments	✓	✓	✓	✓

Table 1: Examples of project eligibility

- 3.17 The eligibility of WDC project candidates will become clearer at the Delivery Plan stage, but may extend, for example, to an accelerated renewals programme for water and wastewater infrastructure, development of the alternative Te Kuiti water supply, asset condition assessment surveys, etc. In addition, some of the 2019/20 water/wastewater capital works projects that have recently been carried forward may be eligible if the delay in implementation can be shown to be due to COVID-19 restrictions earlier this year.
- 3.18 Release of confirmed funding allocations will take place in stages, with an initial 50% paid on signing of the MoU and Funding Agreement, and approval of the Delivery Plan. The remaining funding allocation will be paid on a quarterly basis, subject to progress against the delivery plan.

Analysis of Options

4.1 OPTION 1 – DO NOTHING

- 4.2 Under this option, WDC would not opt-in to Tranche 1, and would not be eligible for Government stimulus funding. It would simply continue with its planned waters programmes over the next 18 months and would not participate in discussions regarding future regional or multi-regional delivery of water services.

4.3 OPTION 2 – OPT-IN TO TRANCHE 1 PROGRAMME

- 4.4 This option would allow WDC to participate in non-binding discussions regarding future regional or multi-regional delivery of water services, and qualify for stimulus funding of \$3.5m, including the regional allocation. The conditions attaching to that funding do not appear to be onerous and WDC could opt out of the programme at the end of Tranche 1.

Considerations

5.1 RISK

- 5.2 Tranche 1 of 3-WRP provides opportunity for WDC to participate in discussions with key stakeholders that might lead to regional or multi-regional scale delivery of water services. Taking part in Tranche 1 does not commit WDC to continue its involvement past that point. Not participating would not, however, avoid WDC's responsibilities for complying with new regulations for water services, and it would miss the opportunity for significant (\$3.5m) Government funding towards additional expenditure on maintenance, renewals and development of its waters infrastructure.
- 5.3 In the event that WDC chooses to participate in Tranche 1, it will need to temper the opportunity to undertake significant additional work on its water assets with its capacity to plan and deliver. The limited timeframe available for completing the works introduces uncertainty, and hence risk, as to what would happen if a project was only partially completed by 31 March 2022. On face value, Government stimulus funding beyond that date would no longer be available. The Funding Agreement and Delivery Plan will need to address those matters.
- 5.4 At future stages of the 3-WRP (i.e. Tranches 2 and 3), if Council decides to participate in those, the impact of divesting or transferring WDC's water services delivery to a larger regional or multi-regional provider will need closer consideration. The potential removal of responsibility for those services cannot be looked at in isolation of WDC's remaining activities. It could be the catalyst for other reforms that may impact the future scale and form of smaller units of local government.

5.5 CONSISTENCY WITH EXISTING PLANS AND POLICIES

- 5.6 The decision Council is being asked to consider in this business paper is not inconsistent with its existing plans and policies. Tranche 1 is merely an information sharing and option shaping exercise. The findings will inform Tranche 2.

5.7 SIGNIFICANCE AND COMMUNITY VIEWS

- 5.8 The 3-WRP is a Government led programme that has had a long gestation period, originally triggered by the water supply contamination event at Havelock North in 2016. There has been significant consultation at all stages of the programme development phases. The Joint Steering Group comprising representatives of DIA and LGNZ ensures that local government considerations have and will continue to play a key role in policy design.
- 5.9 The decision to opt-in or opt-out of Tranche 1 is essentially an operational decision. It does not impact on any of Council's current roles and responsibilities in respect of its waters activities. It potentially provides access to significant Government stimulus funding to assist some of those activities that may otherwise take longer to complete because of WDC's financial constraints, while at the same time boosting the local economy.
- 5.10 The assets comprising each of the 3-waters as a whole are separately listed in WDC's Significance and Engagement Policy as strategic assets. The 3-WRP is consistent with that by strongly endorsing retention of public ownership of 3-waters infrastructure.

5.11 It is considered that the decision will be of low significance when measured against WDC's Significance and Engagement policy. Further public engagement on the proposal is not necessary at this stage of the 3-WRP. That may change if WDC decides to participate in Tranches 2 and 3.

Recommendation

6.1 That Council agrees to participate in Tranche 1 of the Three Waters Reform programme and authorise the Mayor and Chief Executive to sign the Memorandum of Understanding to initiate that.

Suggested Resolutions

- 1 The business paper on Three Waters Reform Programme – Tranche 1, be received.
- 2 Council agrees to participate in Tranche 1 of the Government's Three Waters Reform Programme.
- 3 His Worship the Mayor and Chief Executive be authorised to sign the Memorandum of Understanding for participation in Tranche 1 of the Government's Three Waters Reform Programme
- 4 Council notes that the Government stimulus funding that will become available to WDC upon signing of the MOU is \$3.5m, to be expended by 31 March 2020 on water and wastewater activity projects.
- 5 The Chief Executive be authorised to negotiate and execute the Funding Agreement and Delivery Plan for Tranche 1 of the Government's Three Waters Reform programme.



GREG BOYLE
SPECIAL PROJECTS COORDINATOR

17 August 2020

Attachment(s):	1	Memorandum of Understanding for Tranche 1 of Three Waters Reform Programme
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Memorandum of Understanding Three Waters Services Reform

Between the Sovereign in right of New Zealand acting by and through the Department of Internal Affairs and

PURPOSE

This Memorandum of Understanding (Memorandum) sets out the principles and objectives that the Parties agree will underpin their ongoing relationship to support the improvement in three waters service delivery for communities with the aim of realising significant public health, environmental, economic, and other benefits over the medium to long term. It describes, in general terms, the key features of the proposed reform programme and the Government funding arrangements that will support investment in three waters infrastructure as part of the COVID 19 economic recovery.

BACKGROUND

Over the past three years central and local government have been considering solutions to challenges facing the regulation and delivery of three water services. This has seen the development of new legislation to create Taumata Arowai, the new Water Services Regulator, to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.

While addressing the regulatory issues, both central and local government acknowledge that there are broader challenges facing the delivery of water services and infrastructure, and the communities that fund and rely on these services. There has been regulatory failure, underinvestment in three waters infrastructure in parts of the country, and persistent affordability challenges, and additional investment is required to increase public confidence in the safety of drinking water and to improve freshwater outcomes. Furthermore, investment in water service delivery infrastructure is a critical component of a collective response to climate change and increasing resilience of local communities.

The Parties to this Memorandum consider it is timely to apply targeted infrastructure stimulus investment to enable improvements to water service delivery, progress reform in partnership, and ensure the period of economic recovery following COVID-19 supports a transition to a productive, sustainable economy. Additional funding will be subject to Government decision-making and reliant on the Parties demonstrating substantive progress against the reform objectives. The quantum, timing, conditions, and any other information relating to future funding will be advised at the appropriate time but will likely comprise additional tranches of funding and more specific agreement to key reform milestones.

The reform process and stimulus funding, proposed by Government, is designed to support economic recovery post COVID-19 and address persistent systemic issues facing the three waters sector, through a combination of:

- stimulating investment, to assist economic recovery through job creation, and maintain investment in water infrastructure renewals and maintenance; and
- reforming current water service delivery, into larger scale providers, to realise significant economic, public health, environmental, and other benefits over the medium to long term.

There is a shared understanding that a partnership approach will best support the wider community and ensure that the transition to any eventual new arrangements is well managed and as smooth as possible. This requires undertaking the reform in a manner that enables local government to continue and, where possible, enhance delivery of its broad “wellbeing mandates” under the Local Government Act 2002, while recognising the potential impacts that changes to three waters service delivery may have on the role and functions of territorial authorities.

PRINCIPLES FOR WORKING TOGETHER

The Parties shall promote a relationship in their dealings with each other, and other Parties related to the three waters services reform, based on:

- mutual trust and respect; and
- openness, promptness, consistency and fairness in all dealings and communication including through adopting a no-surprises approach to any matters or dealings related to the reform programme; and
- non-adversarial dealings and constructive problem-solving approaches; and
- working co-operatively and helpfully to facilitate the other Parties perform their roles; and
- openly sharing information and analysis undertaken to date on the state of the system for delivering three waters services and the quality of the asset base.

This Memorandum is intended to be non-binding in so far as it does not give rise to legally enforceable obligations between the Parties.

REFORM OBJECTIVES AND CORE DESIGN FEATURES

By agreeing to this Memorandum, the Parties agree to work constructively together to support the objectives of the three waters service delivery reform programme.

The Parties agree that the following objectives will underpin the reform programme and inform the development of reform options/proposals:

- significantly improving the safety and quality of drinking water services, and the environmental performance of drinking water and wastewater systems (which are crucial to good public health and wellbeing, and achieving good environmental outcomes);
- ensuring all New Zealanders have equitable access to affordable three waters services;
- improving the coordination of resources, planning, and unlocking strategic opportunities to consider New Zealand's infrastructure and environmental needs at a larger scale;
- increasing the resilience of three waters service provision to both short- and long-term risks and events, particularly climate change and natural hazards;
- moving the supply of three waters services to a more financially sustainable footing, and addressing the affordability and capability challenges faced by small suppliers and councils;
- improving transparency about, and accountability for, the delivery and costs of three waters services, including the ability to benchmark the performance of service providers; and
- undertaking the reform in a manner that enables local government to further enhance the way in which it can deliver on its broader "wellbeing mandates" as set out in the Local Government Act 2002.

In addition to these objectives, the Parties recognise that any consideration of changes to, or new models for, water service delivery arrangements must include the following fundamental requirements and safeguards:

- mechanisms that provide for continued public ownership of water service delivery infrastructure, and protect against privatisation; and
- mechanisms that provide for the exercise of ownership rights in water services entities that consider the interests and wellbeing of local communities, and which provide for local service delivery.

The Parties also recognise the reform programme will give rise to rights and interests under the Treaty of Waitangi and both Parties acknowledge the role of the Treaty partner. This includes maintaining Treaty settlement obligations and other statutory rights including under the Resource Management Act 1991 and the Local Government Act 2002. The outcome of discussions with iwi/Māori will inform design of appropriate mechanisms to reflect Treaty interests. This will include clarity of roles and responsibilities.

The Parties agree to work together to identify an approach to service delivery reform that incorporates the objectives and safeguards noted above, and considers the following design features as a minimum:

- water service delivery entities, that are:
 - of significant scale (most likely multi-regional) to enable benefits from aggregation to be achieved over the medium to long-term;
 - asset owning entities, with balance sheet separation to support improved access to capital, alternative funding instruments and improved balance sheet strength; and
 - structured as statutory entities with appropriate and relevant commercial disciplines and competency-based boards;
- delivery of drinking water and wastewater services as a priority, with the ability to extend to stormwater service provision only where effective and efficient to do so; and
- publicly owned entities, with a preference for collective council ownership;
- mechanisms for enabling communities to provide input in relation to the new entities.

The Parties acknowledge that work will also be undertaken to develop a regulatory framework, including mechanisms to protect the interests of consumers.

FUNDING ARRANGEMENTS

The Government has indicated its intention to provide funding to stimulate investment to enable improvements in water service delivery, support economic recovery and progress Three Waters Services Reform. The quantum of funding available for the Council (and each participating Council) will be notified by Government prior to signing this Memorandum.

Funding will be provided as soon as practicable following agreement to this Memorandum and the associated Funding Agreement and Delivery Plan. The Delivery Plan will need to show that the funding is to be applied to operating or capital expenditure on three waters service delivery (with the mix to be determined by the Council) that:

- supports economic recovery through job creation; and
- maintains, increases and/or accelerates investment in core water infrastructure renewals and maintenance.¹

The Delivery Plan will be based on a simple template and will include a summary of projects, relevant milestones, costs, location of physical works, number of people employed in works, reporting milestones and an assessment of how it supports the reform objectives set out in this Memorandum.

The Delivery Plan will be supplied to Crown Infrastructure Partners, and other organisations as agreed between the Parties, who will monitor progress of application of funding against the Delivery Plan to ensure spending has been undertaken consistent with public sector financial management requirements.

Agreement to this Memorandum and associated Funding Agreement and Delivery Plan are required prior to the release of Government funding. The Council will have the right to choose whether or not they wish to continue to participate in the reform programme beyond the term of the Memorandum.

FUTURE AGREEMENTS

The Parties may choose to enter other agreements that support the reform programme. These agreements will be expected to set out the terms on which the Council will partner with other councils to deliver on the reform objectives and core design features, and will include key reform milestones and detailed plans for transition to and establishment of new three waters service delivery entities.

PROGRAMME MANAGEMENT

The Government will establish a programme management office and the Council will be able to access funding support to participate in the reform process.

The Government will provide further guidance on the approach to programme support, central and regional support functions and activities and criteria for determining eligibility for funding support. This guidance will also include the specifics of any information required to progress the reform that may be related to asset quality, asset value, costs, and funding arrangements.

TERM

This Memorandum is effective from the date of agreement until 30 June 2021 unless terminated by agreement or by replacement with another agreement related to the reform programme.

¹ Maintains previously planned investment that may have otherwise deferred as a result of COVID-19.

INTERACTIONS, MONITORING, INFORMATION AND RECORDS

The Parties nominate the following representatives to act as the primary point of communication for the purposes of this Memorandum and any other purpose related to the reform programme.

Government's representative	Territorial Authority's representative
<p>Allan Prangnell</p> <p>threewaters@dia.govt.nz</p> <p>CC. Chief Legal Advisor</p> <p>Legal.notices@dia.govt.nz</p>	

It is the responsibility of these representatives to:

- work collaboratively to support the reform objectives;
- keep both Parties fully informed;
- act as a first point of reference between Parties and as liaison persons for external contacts; and
- communicate between Parties on matters that arise that may be of interest to either party.

If the contact person changes in either organisation, the other party's contact person must be informed of the new contact person immediately and there should be an efficient transition to ensure the momentum of the reform process is not undermined.

CONFIDENTIALITY

Neither of the Parties is to disclose, directly or indirectly, any confidential information received from the other party to any third party without written consent from the other party, unless required by processes under the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987 (whichever applies), or under a Parliamentary process- such as following a Parliamentary question, in which case the relevant party is to inform the other party prior to disclosure. Protocols will be established to enable exchange information between Councils where that is consistent with progressing reform objectives.

DISPUTE RESOLUTION

Any dispute concerning the subject matter of this document is to be settled by full and frank discussion and negotiation between the Parties.

.....

SIGNED by The Sovereign in right of New Zealand
acting by and through the Chief Executive of the
Department of Internal Affairs

Date

.....

SIGNED by

on behalf of

Date

.....

SIGNED by

on behalf of

Date

Witness signature

.....

Witness name

Witness occupation

Witness address

Date

Document No: A469758

Report To: Council



Meeting Date: 25 August 2020

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 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 Recently the tenant vacated the property.
- 3.12 The property is not insulated and this must be addressed prior to tenanting.
- 3.13 4 Moa Street has had the ceiling insulated but not the under floor due to the confined space under the house. The insulation as it stands does comply with regulations.
- 3.14 The exterior walls of the house have now been painted and the roof is scheduled to be painted next just prior to the interior.
- 3.15 The property is now tenanted.
- 3.16 All required maintenance work has now been completed and the new tenant has settled in well.
- 3.17 **The interior of the property has now been repainted and no further maintenance work is scheduled to be undertaken.**
- 3.18 **REDWOOD FLATS**
- 3.19 Maintenance work has been completed on 17 of the 20 flats.
- 3.20 Three flats are still to be renovated and will be completed between tenancies. This will ensure there is no disruption to tenants.

- 3.21 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring. As a result, the current insulation in all the Redwood flats is deemed to be compliant and no further action is required at this stage.
- 3.22 Due to the passing of the long term tenant of flat 6, the flat has now been repainted, had new carpet laid and a heat pump installed.
- 3.23 A tenant has been signed up and due to move in later this month.
- 3.24 The new tenant has now moved in and settled in well.
- 3.25 Flat 6 is also having new floor coverings and curtains fitted while the tenant is away for a 12 week period.
- 3.26 The new floor coverings and curtains will be fitted by the end of May ready for the tenants return in the first week of June.
- 3.27 **The new floor coverings and repainting has been completed and the tenant has moved back in.**
- 3.28 **Flat 9 has recently had the bathroom and window frames repainted. No further maintenance work is required.**
- 3.29 **A seating and outdoor area is currently under construction to the north end of the Pensioner Flats. This will provide a private seating area with a pergola for shade, and planting will beautify the area.**



3.30 **JENNINGS STREET FLATS**

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

3.32 The renovations to these flats has now been completed.

3.33 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring. Access to the ceiling cavity was not possible due to the confined space and the floor is concrete so no further action is required. There are exceptions contained in the new requirements for areas which are unable to be accessed, as in this case, so therefore the Jennings Street flats are deemed compliant with the new rules.

3.34 **59 THE ESPLANADE**

3.35 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavity and under flooring.

3.36 Access to the sub floor is not possible due to the confined space and the roof cavity had no insulation. No insulation can be installed to the floor but an order has been placed to install the required 'R' value insulation to the roof cavity. Due to the allowable exceptions, once the ceiling cavity has been insulated, the premise will be compliant.

3.37 The required insulation upgrade to the ceiling space is scheduled to be undertaken on the 28 August this year.

3.38 The insulation has been installed and certified as compliant.

3.39 Some minor maintenance work on the exterior weatherboards is to be completed in due course.

3.40 Pricing has been requested for the painting of the exterior weatherboards and roof. Once this has been received, available budget will be reviewed.

3.41 Obtaining pricing for maintenance work has been delayed due to COVID-19, but is now being pursued under Alert Level 2.

3.42 The replacement of some rotten weatherboards has been undertaken and the exterior of the building scheduled to be repainted in the drier months. The interior will be done at a later date, yet to be determined.

3.43 A heat pump has been installed and underfloor insulation and moisture barrier installed where access allows. The roof space insulation was installed previously.

3.44 **WAITOMO DISTRICT COUNCIL ADMINISTRATION BUILDING**

3.45 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.

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

3.47 A review of DMC Consultants' Seismic Assessment Report from July 2017 is currently being carried out by GHD Consultants. GHD's review will determine

the next steps and whether further investigation of the building is required prior to any preliminary design work taking place.

- 3.48 The GHD review determined that a Detailed Seismic Assessment (DSA) was required. This has now been completed and WDC are awaiting for the final outcome of what is required to bring the building up to the required seismic standards for a Civil Defence Headquarter base. This process is expected to be completed by the end of September this year.
- 3.49 An Offer of Service has been received from GHD Limited (the structural team) for the seismic strengthening detailed drawings and accepted by WDC.
- 3.50 GHD Woodhead (a division of GHD Limited), and two other architectural firms provided Offers of Service for the internal refit/renovation works. The Offer of Service made by GHD Woodhead was accepted.
- 3.51 The outcome sought is the creation of construction drawings, a building consent obtained and the project put out to tender with work scheduled to commence mid-2020.
- 3.52 Discussions around WDC's requirements for the lunchroom and customer services areas were conducted at a SMT meeting late 2019 and forwarded to GHD.
- 3.53 Concept drawings were received shortly after from GHD and reviewed followed by comments and further ideas.
- 3.54 The next stage is for the SMT to meet and finalise requirements with GHD for completion of draft concept plans. A workshop would then be scheduled with the SMT and GHD to finalise and progress to construction drawings.
- 3.55 A meeting was held between GHD and WDC staff to critique the draft concept drawings.
- 3.56 Revised drawings have now been obtained by WDC, and will be progressed to completion stage with GHD.
- 3.57 This project has been put on hold while further options are explored regarding use of the building as an Emergency Operations Centre (EOC) and associated seismic upgrades.
- 3.58 The building currently complies with building regulations and has an importance level of 2 (IL2).
- 3.59 The seismic strengthening works would only be required if the building was going to be utilized as an EOC when it would require an IL4.
- 3.60 **LIBRARY**
- 3.61 The repainting of the blue facades, steel windows and some concrete block areas will be undertaken this financial year.
- 3.62 The repainting of the library exterior has now been completed.
- 3.63 A sensor light has been installed above the main entrance to the library to increase safety for staff and visitors.

3.64 **TE KUITI COMMUNITY HOUSE** (First floor of Library building)

3.65 The repainting of the hallway walls and doors at the Community House has been completed giving the offices a fresh and well maintained appearance.

3.66 **RAILWAY BUILDING 1 & 3**

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

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

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

3.70 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.

3.71 Pricing for the completion of concrete surfacing of the Railway Platform (alongside the Gallery) is underway with approval for this work pending from Kiwirail.

3.72 The concrete work which was scheduled to complete the platform (alongside the Gallery) has been postponed due to budget constraints.

3.73 A timber planter box has been constructed at the north end of the unfinished platform. This will give the end of the platform a more attractive look.

3.74 WDC has been in contact with KiwiRail about completing a length of fencing approximately 20 metres long between the south end of Railway Building 3 and the Citizens Advice Bureau (CAB). This fence would restrict pedestrian access to the train lines. Once an approved Health and Safety Plan has been approved by Kiwirail the works can commence.

3.75 A quote has been received to complete this length of fencing with Kiwirail still to get back to the fencing contracting with associated costs for approval to access the railway corridor.

3.76 **WDC are still waiting on approval from Kiwirail to access the rail corridor.**

3.77 Contact with KiwiRail has also been made regarding the need to reapply the fluorescent line marking the edge of the full length of the Railway Platform beside Stoked Eatery, warning visitors of the drop off to the rail tracks. Once an approved Health and Safety Plan has been approved by KiwiRail the works can commence.

3.78 **Approval from Kiwirail is still outstanding.**

3.79 **RAILWAY BUILDING 2 (STOKED EATERY)**

3.80 With part of the original flooring to railway building 2 floor boards becoming loose due to the tongues of the matai flooring breaking off, combined with an uneven floor, unlevel floor joists and an unsuitable sealer have all contributed to parts of the floor becoming a health and safety concern.

3.81 Some of the existing matai floor boards will be replaced as required. Once this work has been completed the existing floor will be prepared and a more suitable and longer lasting clear coat applied.

3.82 The building is heritage listed. Permission to undertake these works has been granted by the Historical Society of NZ.

- 3.83 Due to the lack of availability of matching matai flooring it has been decided to secure the existing floorboards from the underside and only replace flooring where absolutely necessary. However, gaining access to the sub floor is proving difficult due to the confined space.
- 3.84 Contact has been made with three local builders to access the subfloor and provide a quote to complete the proposed maintenance works to the floor of the restaurant area only.
- 3.85 The remedial works to the restaurant floor have been delayed due to COVID-19.
- 3.86 Replacement Matai flooring has been sourced and the works awarded to a local builder. Work is scheduled to commence early September 2020. The restaurant will be closed for a two-week period for the works to be undertaken.
- 3.87 Remedial work to the east side (Rora Street side) of Railway Building 2 to remove rotten timber to a number of sills and weatherboards, is now complete.
- 3.88 **DOMAIN BUILDING (OLD CAMPGROUND)**
- 3.89 The once disused domain building has recently undergone a cleanup consisting of a fresh coat of paint, the electrics made safe, and an upgrade to the bathroom.
- 3.90 A community group will be using the building for health, wellbeing, fitness and cooking programs.
- 3.91 **DOG POUND**
- 3.92 In an effort to reduce the temperature during the summer months the dog pound shed has had insulation installed to the entire roof area, partially leaving the clearlite panels exposed to allow in natural light, and the three exterior walls down to approximately 1.5m from the concrete floor. This will allow the area to be hosed out and not affect the insulation.
- 3.93 After market research it was decided this was the most cost effect method to achieve the desired effect.
- 3.94 The insulation will also assist in keeping the shed warmer in winter.



3.95 **BUILDING MAINTENANCE**

3.96 A maintenance schedule is being worked on to ensure WDC owned commercial buildings receive appropriate maintenance work.

Suggested Resolution

The Progress Report: Housing and other Property be received.



TONY HALE
GENERAL MANAGER - INFRASTRUCTURE SERVICES

August 2020

Document No: A469763

Report To: Council



Meeting Date: 25 August 2020

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 Since reopening (early December 2018) until the end of December 2018, there have been over 1050 transactions recorded at the Park.

3.12 The Marokopa Holiday Park continues to attract visitors with many positive comments on the amenities being made to the Infrastructure Manager – Property and the Holiday Park Cleaners.

3.13 The Kiwi Cash technology is working very well, with no service disruptions since December 2018. Battery backup for the onsite phone and cameras has now been installed and is fully operational.

3.14 The replacement boom arm for the gate has been fitted and will be fully functional after a service to the boom gate mechanism has been undertaken.

3.15 The servicing of the boom gate mechanism has been completed and is fully operational. Since recommissioning the gate, there have been no technical issues or outages. Visitors are again being charged for passing through the gate.

3.16 Relocation of the two cabins onsite will take place early in the new financial year. One will be fitted out with laundry facilities and the other utilised as a kitchen. Both services will be accessed and paid for using the Kiwi Cash technology.

3.17 Pricing for the relocation of the two cabins and removal of the existing old laundry and fisherman's cabin building is underway.

3.18 The relocation of the two cabins will now be addressed as part of the consideration of programmes for EAP 2020/21.

3.19 Quotes have been received from Kiwicash for 2x washing machines, 2x ceramic hotplates, 2x driers all fitted with the Kiwicash technology. Once commissioned the revenue generated from the Marokopa Holiday Park will be increased dramatically.

3.20 One new washing machine, fitted with Kiwicash technology, will be installed mid November. The balance of the replacement appliances will be addressed as part of the consideration of programmes for dEAP 2020/21.

3.21 The new washing machine has been installed and working well.

- 3.22 Surveying work is being undertaken to inform the subdivision process which will legally separate the Holiday Park from the fenced off School House area. This survey work will be completed by the end of May. A decision about the future ownership and/or use of the School House site can then be made.
- 3.23 Surveying work has now been completed.
- 3.24 An agreement has been made with a neighbour to undertake remedial works to the fence. WDC will supply the materials and the land owner will provide the labour to complete these works and ensure the fence is stock proof.
- 3.25 The fence has now been completed and the paddock stock proof once again.
- 3.26 During the holiday period a caravan being towed by a visitor to the holiday park damaged the Kiwicash entry pod and the gate was required to be left open until a replacement pod was installed. This was done within four days and the system was up and running again.
- 3.27 Bookings and visitors to the holiday park were up on the previous year along with an increase in revenue. None of the issues experienced the previous holiday period were repeated.
- 3.28 Many positive comments have been received through the Campermate app.
- 3.29 The Holiday Park was closed during COVID-19 Level 4 and will remain closed until Kiwicash can develop the technology for contact tracking. This is underway.
- 3.30 No reports of vandalism were reported during COVID-19 Level 4 and 3.
- 3.31 **The holiday park reopened during level 3 after Kiwicash confirmed they were able to contact trace visitors using the Kiwicash technology.**



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

- 3.33 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.
- 3.34 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.
- 3.35 The number of Dump Station users has been consistently high, with the number of Holiday Park users steadily increasing. Fortnightly statistic reports from CamperMate identify steady numbers of travellers looking up both the Te Kuiti and Marokopa Holiday Parks.
- 3.36 WDC recently celebrated the Official Opening of the Te Kuiti Holiday Park with a good turnout of guests ranging from members from the New Zealand Motor Caravan Association, Media, Consultants, Contractors, Councillors, WDC Staff, Residents and Suppliers.
- 3.37 The number of visitors to the holiday park and dump station remains steady with more travellers learning about its existence every day.
- 3.38 Visitor numbers staying at the holiday park have again begun to rise as more tourists pass through the Waitomo District.
- 3.39 The Kiwicash technology is working well with very few issues for WDC staff to contend with.
- 3.40 Four picnic tables are being recommissioned at the holiday park giving campers a comfortable place to relax during their stay.
- 3.41 To date two of the four picnic tables have been put in place and are regularly being used by visitors to the park.
- 3.42 Pricing is being sort to construct a seating area to the edge of the existing deck to the rear of the ablutions block by the kitchen area. This would give the visitors a more comfortable area to cook their meals and socialise with others.
- 3.43 **The seating area and handrailing around the ablutions block has now been completed. This not only provides a seating area to the cooking area of the building, but edge protection for visitors.**



- 3.44 Te Kuiti Holiday Park is receiving many positive reviews through the Campermate app.
- 3.45 The Te Kuiti Holiday Park has been open now for a little over a year with numbers steadily increasing.

- 3.46 With the increasing number of Kiwicamp sites nationally, visitors are being tracked as they travel up and down the country staying at Kiwicamp sites.
- 3.47 The Holiday park was closed during COVID-19 Level 4 and 3 and will remain closed until Kiwicash can develop technology for contact tracking. This is underway.
- 3.48 No reports of vandalism were reported during COVID-19 Level 4 and 3.
- 3.49 **The holiday park reopened during level 3 after Kiwicash confirmed they were able to contact trace visitors using the Kiwicash technology.**
- 3.50 **BROOK PARK**
- 3.51 A Landscape Architect was commissioned to present potential development ideas for Brook Park through a Draft Concept Plan, to be reviewed by Council and used to inform options going forward.
- 3.52 The Draft Concept Plan received from the Landscape Architect was workshopped by the Council, however it was decided to concentrate on current boundary and internal fencing maintenance/replacement prior to progressing with any further development.
- 3.53 The maintenance and renewal work associated with the fencing of Brook Park, both boundary and internal, continues and will be a work in progress.
- 3.54 The internal and boundary fences have been repaired or replaced allowing adequate control over stock pasturage.
- 3.55 The storm water control swale leading from the storm water pipe inlet within the paddock to the rear of the holiday park will be extended and connected to a further swale which runs behind Bosco's Cafe. This will address stormwater runoff from the hospital side of Brook Park to better address risk of flooding during heavy downpours.
- 3.56 The extension of the swale from the new storm water inlet pipe has now been created. During heavy downpours, the majority of storm water flows from the hospital side down the new swale and into the new storm water pipe. This eliminates the risk of excessive water flow running behind Bosco's Café premise.
- 3.57 The long term lease between WDC and the Lessee for grazing purposes was recently terminated and in the interim an agreement has been reached with a local farmer for him to graze sheep until early in the New Year when this will be reviewed.
- 3.58 An improvement in the visual appearance of Brook Park is obvious. Some of the comments received are, "Healthy Sheep" and "Green paddocks".
- 3.59 The lower gate has now been padlocked restricting vehicular access to the top carpark via the access way. This was done due to health and safety concerns around antisocial behaviour and pedestrians and vehicles sharing such a narrow and windy access way. This has caused some local reaction.
- 3.60 The separation of pedestrian use from vehicles on the access way has been noticed by many visitors to the park. The view is that the number of people using the access way for fitness has increased. The local farmer grazing sheep at Brook Park has also commented on an increase in pedestrian visitor numbers.

- 3.61 Maintenance involving the clearing of the swale running along the access way from the top side has been completed ensuring efficient management of storm water.
- 3.62 Pricing to remediate the cracking of the access way has been sought and will be scheduled to be undertaken in due course. This work will help avoid maintenance work in the future.
- 3.63 **The remedial work to the access road has now been completed eliminating trip hazards.**
- 3.64 Fencing maintenance continues. Most recently a section of boundary fencing to the north, beside the Conifer Garden and internal fencing between paddocks 10 and 11, has been replaced.
- 3.65 The clearing of other swales has allowed for areas of ponding of natural spring water to drain.
- 3.66 **WDC have secured funding for the native tree planting and drone gorse spraying of the recently harvested pine tree forest at the top end of paddock 11 consisting of 1 hectare of land. The gorse spraying will be undertaken in the spring of 2020 and the planting in Autumn 2020. This project will be conducted in conjunction with the Brook Park Society.**
- 3.67 **TE KUITI AERODROME**
- 3.68 Individual stakeholder meetings have been convened to ascertain the requirements of each stakeholder.
- 3.69 Quotes are currently being sought for the proposed future development, including new and replacement fencing, an automated gate to airfield, roading, entranceway, resealing sections of the runway, clearing of swales and other maintenance work.
- 3.70 Quotes have now been received and the procurement policy guidelines followed with work to commence on 5 August this year. The work is expected to be completed by the end of August with the exception of the new fences which will be constructed later in the year due to timber supply shortages.
- 3.71 The Aerodrome safety and access improvement programme is well underway with the widened entranceway, new roadway to the Aero Club (including new fencing along the roadway), new taxiway and maintenance to existing taxiway and metaled northern end of the runway, drainage maintenance and two automated gates now complete.
- 3.72 The fog coat is still to be applied to either end of the runway. This will be completed in due course and as soon as resources become available by the contractor.
- 3.73 The fog coat has now been applied to either ends of the runway completing all works to the runway.
- 3.74 All stakeholders have been informed both verbally and via email giving them in writing a schedule of works.
- 3.75 All stakeholders have been regularly updated on the progress of works with very positive feedback being received by all.

- 3.76 A moss and mould spray treatment will be applied to the historic building (Aero Club Clubrooms) in due course.
- 3.77 This has now been done and over the following weeks the moss and mould will be eliminated.
- 3.78 Rental appraisals have been received from Doyle Valuations. Using this appraisal information together with the identified stakeholder requirements, new lease agreements will be drafted.
- 3.79 Agreements have been drafted with some details to be finalised prior to sending out for signing.
- 3.80 Research has also been conducted as to how other councils charge Aero Clubs. Using this information an agreement between WDC and the Te Kuiti Aero Club will also be drafted.
- 3.81 Further discussions are required prior to the final draft being completed.
- 3.82 The process of finalising the leases with all stakeholders is still underway.
- 3.83 Superair has plans to build a new Hanger within the proposed new development site to the west side of the Entranceway. This development will follow the standard WDC building consent procedure and approval process.
- 3.84 Superair is working through the consent process now and expect to have their new hanger completed later this year. Its existing sheds will be removed from the current location at its own cost.
- 3.85 The Superair hanger is due to be delivered to the aerodrome later this month. Superair hope to have construction completed by the end of 2019. Once the hanger has been constructed the final sections of fencing will be completed up to the hanger and around the hanger's designated car parking area.
- 3.86 SuperAir are currently working through the process of Resource Consent. Once completed the hanger will be constructed.
- 3.87 The construction of the SuperAir hanger has now commenced and the concrete slab is due to be poured in May 2020 with the construction of the structure to be completed shortly after.
- 3.88 The SuperAir hanger has now been completed and once the surrounding area has dried, a small carpark area will be fenced off and metalled.



- 3.89 A license plate recognition CCTV camera (LRC) and static image CCTV camera will both be fitted to the roof level of the Aerowork hanger. The LRC camera will be added to the Te Kuiti CBD CCTV camera network to allow better management and understanding of access and levels of use.
- 3.90 The static camera was well received by the aerodrome stakeholders and the Police have been made aware of the LRC camera that has been added to the CBD CCTV camera network.
- 3.91 The static image CCTV camera will refresh every few minutes and allow a pilot the ability to see whether the airfield can be used or not during times when there may be fog, especially in winter.
- 3.92 Aerowork are still to construct their own fertiliser bin within the gated off area in due course. The existing bin will then be removed and the fencing tidied up.
- 3.93 Positive comments continue to be received from those that use the facilities.
- 3.94 Two members of the Te Kuiti AeroClub who currently lease the old ticket house are now working through the resource consent process of constructing a "T" hanger each potentially being sited adjacent to the existing "T" hanger behind the two fuel tanks.
- 3.95 **TAINUI DOMAIN RECREATION RESERVE**
- 3.96 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.
- 3.97 Camping and grazing continues to provide a good source of income.
- 3.98 The Tainui Domain Recreational Reserve Committee have been exploring ideas for future development of the Domain. These ideas are yet to be presented to WDC as a formal proposal.
- 3.99 WDC is beginning the process of drafting a Reserve Management Plan (which must include future development considerations) for the Tainui Domain Recreational Reserve.

- 3.100 The draft Reserve Management Plan (RMP) will also address considerations for adjacent development and use of public property i.e. the nine hectares of the Reserve which are managed by WDC.
- 3.101 The Draft RMP has been sent out for consultation with a submission from the Domain Committee being received.
- 3.102 Once the RMP has been finalised an agreement between the Domain Committee and council will be put in place, clearly outlining the obligations of both parties and any restrictions on future development of the reserve.
- 3.103 Further remedial works are underway to eliminate water leaks. This has been scheduled for later this month and will involve the replacement of water lines and upgrading some of the toilet and basin ware to make them more water efficient.
- 3.104 The replacement of water lines and upgrades to some of the toilet and basin ware has now been completed. It is the responsibility of the Domain Committee to ensure all remedial to plumbing works within their building is rectified.
- 3.105 A valuation of the potential grazing rental income is being sought and will inform any lease agreement.
- 3.106 Council are still awaiting the potential rental valuation for grazing.
- 3.107 The Domain Committee are currently in talks with the Tainui Rugby about amalgamating the two entities. This is a work in progress.
- 3.108 Discussions are continuing between the Domain Committee and the Tainui Rugby Club with some progress being made.
- 3.109 The Domain Committee are currently seeking pricing to renovate their kitchen area. This will give them additional opportunities to hire out the venue and bring in additional revenue.
- 3.110 Some funding has been secured from First Gas and WDC.
- 3.111 The Domain's kitchen renovations are currently underway and once complete will enable the committee to hire out the rugby club rooms and earn additional revenue.
- 3.112 A quote has been received for the sealing of the entranceway off SH3 and awarded to a local contractor. This work will be completed once the appropriate traffic management plan (TMP) has been received from NZTA.
- 3.113 **TE KUITI ESPLANADE RESERVE**
- 3.114 Various sections of the walkway along the Mangaokewa Stream have had retaining walls replaced and footpaths re-metaled.
- 3.115 Trees and shrubs are being trimmed back and drainage improved where required. This work will improve access along the walkway especially during wet periods.
- 3.116 A tree health and condition assessment is being undertaken along the riverbank and reserves. A database is being compiled and will be used to ensure a regular maintenance program is followed to ensure that the potential risk of any trees that are deemed unsafe can be addressed.

- 3.117 The tree health and condition assessment is an ongoing process for some time.
- 3.118 Bridge maintenance at the back of Graymont has been completed and the bridge is now open for walking access.
- 3.119 Surveying of the Graymont site is to be undertaken and a detailed area map produced to define the walking track location. This will be followed by track upgrades to be completed by Graymont at their cost.
- 3.120 Agreement has also been reached between Graymont and WDC that once the upgrading work referred to above has been completed, future maintenance of the bridge will be the responsibility of Graymont and maintenance of the walking track will be WDCs.
- 3.121 WDC will also become the controlling authority for the walkway alongside Graymont's land at Te Kuiti when all of the work has been completed.
- 3.122 The Surveyor, Mr Murray Hislop, has yet to carry out the survey work.
- 3.123 Signage for the Waitete Road/SH4 section of the Te Araroa Walking has been ordered. Once all signage has been received installation will be scheduled.
- 3.124 The new SH compliant Te Araroa Walking Track sign has been erected opposite Inframax with further smaller walking track signage still to be put in place.
- 3.125 Smaller Te Araroa Walking Track signage has now been erected making it easier for walkers to find the entrance to the track behind the Inframax building.
- 3.126 **ESPLANADE RESERVES**
- 3.127 The walkway to the beach between 21 and 23 Point Road in Mokau has been cleared and pricing has been requested by three contractors to construct an engineer's design of access stairs from the walkway to the beach.
- 3.128 **The construction of this structure has been awarded to a local contractor and due to commence in due course.**
- 3.129 Concept engineer drawings have been received by WDC for an accessway to the beach from the end of Tokopapa Street Mokau. This walkway will improve beach access for visitors to the area. This drawing will be used to obtain indicative pricing for the structure.
- 3.130 **Pricing has been requested for the construction of this access point. The construction of this access point will dramatically reduce the erosion of the area and make it safer for visitors to the area.**
- 3.131 **REDWOOD PARK**
- 3.132 As part of the Redwood Park improvement project, the existing and non-compliant timber fort has been dismantled and replaced with a large rope climbing tower.
- 3.133 Timber box framing has been constructed at the base of the rope tower and filled with sand to create a soft fall surface.
- 3.134 This part of the project is now complete and open to the public.

- 3.135 The existing rotten retaining wall has been removed and the ground contoured and grassed to create a more flowing feel to the park. This work has now been completed and grass seed has been sown.
- 3.136 New powder-coated steel seating and tables have been installed in the park, and the old ones were repurposed at the Te Kuiti Holiday Park.
- 3.137 The overgrown shrubbery that surrounded the perimeter of the park has been thinned to improve visibility and to reduce health and safety concerns.
- 3.138 Every effort has been made to repurpose existing materials for maximum effect with minimum spend.
- 3.139 The blue plastic slide which originally formed part of the fort, remains in good condition, and due to its popularity, will be re-purposed and incorporated into the new playground design.
- 3.140 The slide will be supported by and accessed via a timber structure, complete with handrails and pre-fabricated steps, and is constructed to comply with Playground Safety Standards. Mound landscaping and planting will complete the slide feature, and provide a fun, safe area for children to enjoy.
- 3.141 COVID-19 has delayed progress onsite and it is now anticipated that the project will be completed by the end of June 2020.
- 3.142 Credit must be given to the ISBU team for their hard work and the contribution of innovative ideas for the Redwood Park playground improvement project.
- 3.143 **The redevelopment of Redwood Park is now complete and due to open mid-August 2020 now that all landscaping has been completed.**





3.144 **JETTIES AND PONTOONS**

3.145 Maintenance work was required on the Te Waitere Jetty to lubricate two rollers on the bottom of the walkway ramp. This will allow for freer movement of the pontoon during tidal changes.

3.146 This maintenance work has now been completed.

3.147 Work on the Mokau Jetty is scheduled for May 2019. This will involve filling the ballast drums under the pontoon with expandable foam allowing it to float level. All rotten decking boards will also be replaced.

3.148 This maintenance work has now been completed.

3.149 A recent inspection of the Te Maika Jetty identified maintenance concerns and a quote has been requested for this work. This work will be prioritised around available budget.

3.150 A quote has been received and the cost will be worked into available and future budgets.

3.151 Remedial works to the Te Maika Jetty will commence this month. These works will involve new on shore foundations to the ramp and additional steel support beams below the concrete jetty platform. This additional support will secure the structure and address immediate health and safety risks.

3.152 Remedial work has been delayed due to the contractors work load and is due to commence during March this year.

3.153 COVID-19 has delayed progress with remedial works.

3.154 Further remedial works required have been allowed for in next year's budget. This work will complete all necessary work on the Te Miaka Jetty giving it many more years of use.

- 3.155 Stage 2 and final works required to make the Te Maika Jetty safe have been awarded to the same contractor currently working on the jetty and will be completed consecutively. These works will involve replacing the jetties deck.



3.156 TUI PARK, PIOPIO

- 3.157 Pricing is underway for minor upgrades to the Tui Park Toilet Facilities. This will include installing a single shower in both the Ladies and Men's Rooms, the installation of a small hot water cylinder in the kitchen/dining building, and the repainting of the toilet block both internally and externally.
- 3.158 A proposal was recently put to the Piopio Trust around upgrading the ablutions block providing for the women's side 1x shower, 1x toilet and 1x basin and the same on the men's side. Both sides would give wheelchair access and comply with building regulations. No building consent would be required due to the minor changes within the block.
- 3.159 As well as the changes to the ablutions block, both internally and externally would be fully repainted, power points would be fitted to the existing wiring for campervans and the cleaning of the block would be taken over by WDC.
- 3.160 This would all be paid for by fitting the showers with scanners and an electronic honesty box both supplied by Kiwicash. This technology would replace the existing cash based honesty box where the proceeds currently do not come to WDC. This technology is identical to what is currently in place at both the Marokopa and Te Kuiti Holiday Parks. (Refer digital honesty box image below.)
- 3.161 The design of the digital honesty box will differ from what is shown below and will now consist of a Kiwicash Pod (scanner) with instructions and fitted to the front of the existing ablutions block.
- 3.162 The Piopio Trust Committee has agreed to complete maintenance required on the front road side fence and plant additional trees.
- 3.163 Some of this work has been completed by the trust already.
- 3.164 The upgrades have now commenced and are scheduled to be completed by the end of November.

- 3.165 Two temporary toilets (portaloos) have been placed at Tui Park for visitor convenience for the duration of the upgrades.
- 3.166 All upgrades have now been completed. The Kiwicash digital honesty box and cash honesty box are both being utilised daily as are both the showers and hot water in the kitchen sink, all of which have been fitted with Kiwicash technology.
- 3.167 Once again the positive feedback being uploaded on to the Campermate app and written in the visitor's book is extremely encouraging.
- 3.168 New park signage has been ordered and will be erected once delivered.
- 3.169 The newly developed Tui Park is working very well.
- 3.170 The Holiday Park was closed during COVID-19 Level 4 and 3, and will remain closed until Kiwicash can develop technology for contact tracking. This is underway.
- 3.171 No reports of vandalism reported during lockdown.
- 3.172 **Tui Park continues to receive positive feedback from visitors.**

Suggested Resolution

The Progress Report: Parks and Reserves be received.



TONY HALE
GENERAL MANAGER - INFRASTRUCTURE SERVICES

August 2020

Document No: A469760

Report To: Council



Meeting Date: 25 August 2020

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 All public toilets were closed during COVID-19.
- 3.3 **PIOPIO TOILETS (KARA PARK)**
- 3.4 The flushing system at the facility requires an upgrade to reduce the occurrence of blockages and costly after hours callouts during peak times.
- 3.5 Quotes have been received and the work awarded to a local contractor. This work will be undertaken early December.
- 3.6 Due to the Contractor's heavy workload this work has been delayed until after the holiday period.
- 3.7 Following the upgrade of the flushing system, no further after-hours callouts have been required.
- 3.8 The recycle bins have now been secured to a concrete slab between the parks boundary bollards giving visitors a more solid access point to the bins. Previously they had to walk through a strip of unpaved area.
- 3.9 During COVID-19 Level 4 and 3 there were no reports of vandalism.

3.10 **MOKAU HALL TOILETS**

- 3.11 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.
- 3.12 Upgrades to the current wastewater disposal system are being investigated to reduce the odour around the toilets and hall.
- 3.13 An upgrade to the ventilation stacks of the septic system has now been completed, which has addressed the odour issues.
- 3.14 The float system upgrade has now been completed and no overflow issues have re-occurred.
- 3.15 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.
- 3.16 The five portaloos placed onsite in December 2018 have now been removed and the site reinstated.
- 3.17 The next Tourism Infrastructure Fund funding (TIF) 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.
- 3.18 TIF funding has been approved for the additional toilets in Mokau. The amount approved is \$186,000 plus \$20,000 operations and maintenance costs for the first two years. The total project cost estimate \$383,000 plus GST, with WDC co-funding the residual cost as provided in its 2018-28 LTP.
- 3.19 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.
- 3.20 An alternative proposed site for the new toilet block has been identified and is under consideration.
- 3.21 A Concept Plan is currently being prepared by a Landscape Architect and is expected to be completed by mid-August following an internal review and feedback.
- 3.22 Following Council's meeting in November 2019, Mayor Robertson met with the Mokau School Principal and Chair of the Board of Trustees. A site for the proposed new toilets, at the SE corner of the school property, was agreed. The process for legal survey and transfer of the land to WDC's ownership is now underway. This matter is separately reported at the February Council meeting.
- 3.23 Funding from TIF is for an additional (not replacement) toilet block, therefore pricing is being sought for upgrade and maintenance works to the existing Mokau toilets outside the Mokau Hall. Upgrade works will include a painting both internally and externally, replacement toilets and basins, floor coverings and a more water efficient cistern for the men's urinal. This work is required as the current facility is old and worn and in need of freshening up.

- 3.24 The upgrade and maintenance works have now been completed with the exception of the toilets and basins as these were deemed an unnecessary expense as the toilets are in good condition. With the basins being stainless steel, they were polished bringing them back to a new look. All lighting was also replaced with more energy efficient LED's.
- 3.25 During COVID-19 Level 4 and 3 there were no reports of vandalism.
- 3.26 A registered market valuation has been received and will be used to negotiate with the MOE the land purchase required for the proposed new toilet block.
- 3.27 An assessment has been carried out by the manufacturers of the existing septic treatment system and a report provided.
- 3.28 Due the existing system having been installed an estimated ten years ago with few records of its capacity, a flow meter has been installed to determine how much effluent is being treated compared to how much clean water is entering. This meter is providing the average number of m³ for any given time period and will allow the engineers to design an upgrade to the effluent disposal system to ensure it is future proofed for when the proposed toilet block is commissioned.



3.29 **KIRITEHERE**

- 3.30 A need has been identified for additional toilets at Kiritehere.
- 3.31 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.
- 3.32 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.
- 3.33 TIF funding for the new toilet has been approved and pricing is underway to determine the best option available for this remote site.

- 3.34 Mid-December this year, a dry vault toilet will be installed beside the existing toilet and will consist of a concrete structure incorporating a 3,000 litre vault below the unit which will be cleared annually.
- 3.35 The cost associated with the cleaning of both the toilets has also been covered by TIF funding for a two (2) year period.
- 3.36 The dry vault toilet was installed in December last year in time for the holiday season and has been well received by visitors to the area.
- 3.37 During COVID-19 Level 4 and 3 there were no reports of vandalism.



3.38 **WAIKAWAU TOILET**

- 3.39 A composting style public toilet has been identified as being required due to the frequency this site is visited by freedom campers and holiday makers.
- 3.40 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.
- 3.41 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.
- 3.42 TIF funding for the new toilet has been approved and pricing is underway to determine the best option available for this remote site.
- 3.43 Total TIF funding towards the Kiritehere and Waikawau toilets is \$108,500, plus \$52,000 for operating and maintenance costs over the first two years.
- 3.44 In mid-December 2019, a dry vault toilet was installed alongside the opening to the tunnel and will consist of a concrete structure incorporating a 3,000 litre vault below the unit which will be cleared annually.
- 3.45 The dry vault toilet was installed in December last year in time for the holiday season and has been well received by visitors to the area.

3.46 During COVID-19 Level 4 and 3 there were no reports of vandalism.



3.47 **WDC CEMETERIES**

- 3.48 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.
- 3.49 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.
- 3.50 Adhering of identification tags has now been completed at Piopio, Mokau and Maipu cemeteries, with Aria and Te Waitere still to be done weather permitting.
- 3.51 The sale and purchase agreement for Lot 1 (area of gifted land) at Te Kuiti Cemetery has been signed by both parties, and the application for subdivision consent has been granted.
- 3.52 The next steps are for the surveyor to complete the final survey and lodge the final land transfer plan with Land Information New Zealand, and advise Council that the conditions of consent have been complied with. The only condition of consent was that the Lot 1 is to be amalgamated with the existing cemetery (the land transfer plan will confirm that this has been completed). Once these steps have been completed, the new Record of Title can be issued.
- 3.53 Council has approved the final survey (section 223 of the RMA) and confirmed all of the consent conditions have been complied with (section 224c of the RMA). This has been completed through Land online. All of the necessary documents to allow the transfer of the land have been signed by Council. We are now waiting for the vendor to complete all of the necessary documentation with their solicitor to allow the issue of the new Record of Title for the gifted land.

- 3.54 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.
- 3.55 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.
- 3.56 The sheltered rest area including the bench seat and a water tank has been completed and has been well received by the public.



- 3.57 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.
- 3.58 The pouring of these berms has now been completed.
- 3.59 Proposed changes to 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.
- 3.60 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.
- 3.61 The SSSP plans have not been received to date. Construction has not started.
- 3.62 The extension of the carpark has been completed. It is unknown when the new shelter/memorial wall will be constructed.
- 3.63 Three sections of fencing around the Kiritehere Cemetery is to be replaced and the remainder of the fencing tidied up and made good.

- 3.64 The replacement fencing and maintenance has been completed.
- 3.65 An ashes berm, incorporating 12 plots has been poured at the Te Waitere Cemetery and well received by the community.
- 3.66 An extension to the ashes berm at the Aria Cemetery is underway, providing an additional 20 plots for sale.
- 3.67 **ABLUTION FACILITIES MAINTENANCE**
- 3.68 Condition Assessments for public toilets have been completed. A maintenance program is being developed.

Suggested Resolution

The Progress Report: Public Amenities be received.



TONY HALE
GENERAL MANAGER - INFRASTRUCTURE SERVICES

August 2020

Document No: A469764

Report To: Council



Meeting Date: 25 August 2020

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.
- 2.2 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.
- 2.3 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. 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 Although regular contact is continuing between WDC and Hall Committees, getting the Agreements signed is proving a challenge.
- 3.10 **MOKAU HALL**
- 3.11 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.
- 3.12 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.
- 3.13 Fund raising to bridge the short fall of funds is ongoing.
- 3.14 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.
- 3.15 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.
- 3.16 The kitchen renovations have now been completed with the exception of some final detail work.
- 3.17 The hall has been utilized by the community more frequently over recent months.
- 3.18 The Wellness Centre has progressed to the stage where it can be used by the community.
- 3.19 The wellness centre (gym) area has now been painted and appropriate floor covering installed.
- 3.20 The wellness centre is now fully operational and is being well utilized by the community.



- 3.21 The hall committee have received full funding for all gym equipment which has now been delivered to the hall and shortly will be assembled ready for use.
- 3.22 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.
- 3.23 This work is scheduled to be completed by the end of this financial year.
- 3.24 The wiring upgrade to the hall has now been completed as has the new wiring to the kitchen area as part of the renovations.
- 3.25 A pathway from the front entrance around the side of the hall leading to the wheelchair access ramp and then continuing to the wellness centre will be formed.
- 3.26 Trimming of the tree line along the path and the installation of additional lighting will make the walkway a safer area for users of the centre at night.
- 3.27 The pathway has now been formed and the additional lighting installed. The hall committee are extremely appreciative of the support given by council.
- 3.28 **PIOPIO HALL**
- 3.29 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.
- 3.30 The replacement cost of the front timber joinery window has been budgeted for in the 2019/20 financial year.
- 3.31 A revised quote has been accepted for the replacement of the front timber window on the State Highway side. This window will be replaced with aluminum reducing greatly ongoing maintenance costs and will address health and safety concerns.
- 3.32 The replacement window is scheduled to be installed by the end of November.
- 3.33 There has been a delay in installing the replacement front window and is now scheduled to be installed before the end of this financial year. The delay has been caused by the contractors work load.
- 3.34 **The aluminum replacement window is now onsite and is scheduled to be installed by the end of August 2020.**
- 3.35 Additional pricing is being sought for both the emergency exit doors due to security and health and safety risks.
- 3.36 Both emergency doors have been replaced which will not only make the Hall more secure, but also enable much quicker evacuation in the unlikely event of an emergency during a hall hire that might require an emergency evacuation.
- 3.37 Painting of the timber joinery along the side of the building (Weka Street) has now been completed.
- 3.38 **The hall has now been water blasted in preparation for the repainting of the fibrous gable ends, soffits and timber fascia's.**

3.39 **MAHOENUI HALL**

- 3.40 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.
- 3.41 Work was delayed due to the contractor's work load over the Christmas period and has been rescheduled to early February 2019.
- 3.42 During the roofing works, electrical upgrades will also be undertaken in the kitchen area to address health and safety concerns.
- 3.43 The weathertight issues on the roof have now been addressed.
- 3.44 Some areas of cladding will be replaced to the inside of the front façade ensuring further the weather tightness and integrity of the building.
- 3.45 Electrical upgrades to the kitchen area were deemed unnecessary. It is thought the age of some of the appliances may have been causing the electrical circuits to overload.
- 3.46 A quote has been requested for re-wiring of the main hall due to the age of the wiring. This is potential a health and safety risk.
- 3.47 A quote for the rewiring of the main hall has been accepted and is scheduled to be completed by the end of August.
- 3.48 The rewiring of the main hall has now been completed with additional LED lightening installed at the same time.
- 3.49 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.
- 3.50 An Engineer's report has identified several structural issues potentially caused by poor soil conditions and storm water drainage. As remedial action, the runoff from the roof will be diverted to downpipes into the water tank to the rear of the building.
- 3.51 The recladding of the inside face of the front façade is scheduled to be completed late in November and is subject to the availability of scaffolding. Once this work has been completed the diversion of water from the roof can be done.
- 3.52 Much of this work was completed late last year apart from the work on the roof due to the contractor not being able to source suitable scaffolding. This work is now underway with a number of timber areas subject to rot and rusted roofing iron. Once these areas have been remediated the issue of water leaks will have been addressed.
- 3.53 All required maintenance work to known issues has been completed.
- ## 3.54 **LES MUNRO CENTRE**
- 3.55 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.

- 3.56 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.
- 3.57 This work has now been completed.
- 3.58 The resurfacing of the main hall floor is scheduled to be undertaken mid this month.
- 3.59 The main hall floor has now been sanded and resurfaced.
- 3.60 The Les Munro Centre is listed on the WDC website as an available venue for hire.
- 3.61 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.
- 3.62 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.
- 3.63 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.
- 3.64 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.
- 3.65 It has been determined that the significant cost involved in purchasing and installing projectors and additional screens outweighs any benefit. The alternative is to utilize the existing pull down screen and obtain prices for a new protector which can be hired out.
- 3.66 Additional "block out" roller blinds have been installed adjacent the sunscreen blinds in the Supper Room which ensures better viewing of the screen during brighter days.
- 3.67 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.
- 3.68 All dining tables, both round and rectangular have been replaced in much lighter and easier to erect tables. The older and heavier tables have been distributed between the Mokau, Piopio and Mahoenui Halls.
- 3.69 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.
- 3.70 Pricing is still being sought for appropriate replacement seating.
- 3.71 It was decided not to replace the seating in the main foyer, but to recover the seats which has now been completed.
- 3.72 A modem has been installed at the Centre to enable Wifi access to the Internet.

- 3.73 A quote to replace the large roller door, corrugated cladding and pour a small area of concrete below the sheep access door to the rear of the Centre has been requested. The existing corrugated iron is covered in dents which makes the area look old and unmaintained.
- 3.74 Once this work has been completed the area will be more robust and less susceptible to damage.
- 3.75 With the exception of the small area of concrete which is still to be completed, the replacement cladding and both roller doors has be replaced.
- 3.76 The concrete area is scheduled to be laid late November.
- 3.77 The concrete area out the back of the centre has now been poured.
- 3.78 An upgraded audio system has been installed incorporating replacement speakers in the auditorium and new mircophones. This will make it easier for hall users to connect the wireless microphones to the audio system and achieve higher quality sound through the speakers.
- 3.79 A quote has been accepted for the steel grates running around the exterior perimeter of the building to be sandblasted and galvanized greatly increasing the life of the steel.
- 3.80 Replacement curtains have been fitted to the stage of the auditorium. These replace the old and faded ones and have had a fire retardant applied to them making them less likely to burn during a fire.
- 3.81 During a recent service the air conditioner units were identified to have low levels of gas required for both heating and cooling. Due to the age of the units sourcing this gas may prove to be a challenge.
- 3.82 Replacement gas has been sourced and levels of gas in the air con units are now full.
- 3.83 A quote has been requested for a replacement unit and the cost to replace the unit allowed for in future budgets.
- 3.84 Council are expecting to receive the quote for the replacement unit by the end of this month. The cost of this unit will be allowed for in future budgets.
- 3.85 Pricing for the replacement unit has now been received.
- 3.86 A quote has been requested to replace the existing vinyl in the main kitchen area as it is old and hard to clean resulting in it looking dirty and potentially creating a health and safety concern.
- 3.87 The quote for the replacement vinyl in the kitchen has yet to be received.
- 3.88 **The quote for the replacement vinyl in the kitchen has been received and awarded to a contractor. A date for the work to be completed is yet to be confirmed.**
- 3.89 The lower wall areas of the main foyer and doors to the auditorium and supper room have been repainted giving them a fresh clean appearance.

3.90 **RSA MEMORIAL ROCK**

- 3.91 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.
- 3.92 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.
- 3.93 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.
- 3.94 A three piece pre-cast panel wall has now been proposed by the RSA with further details still to be provided to WDC for approval.
- 3.95 Regular contact has been made with the RSA to ensure the project maintains momentum, but no documentation has yet been received by WDC from the RSA.
- 3.96 Effort has been made by council to contact the RSA regarding their plans to construct this wall to no avail.

3.97 **WAITOMO DISTRICT AQUATIC CENTRE**

- 3.98 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.
- 3.99 The pool was closed down for the winter on 29 April 2018.
- 3.100 Maintenance and upgrade work is scheduled while the facility is closed. This work consists upgrading of the grandstand, replacement of roof sheeting and perimeter wall cladding.
- 3.101 The pool structure was also emptied, inspected and recoated. All operating equipment will also be inspected and serviced during this renewal.
- 3.102 All maintenance work has now been completed including the repainting of both the main and toddlers pools.
- 3.103 The complex reopened 22 October 2018 for the 2018-19 summer season.
- 3.104 The complex is now closed for the winter period, a number of low cost maintenance jobs will be undertaken during this period.
- 3.105 Feedback received in relation to the maintenance work carried out last year has been very positive.
- 3.106 New pool covers have been ordered for both the main and toddler pools. This will replace the old faded and ripped covers and will provide a thicker thermal barrier between the heated water and cooler air temperature reducing heating costs.

- 3.107 The new pool covers have been fitted to both pools.
- 3.108 Quotes are being sort for additional shade sails to shelter families from the harsh sun while visiting the Aquatic Centre.
- 3.109 New shade clothes to both the grassed area and over the toddlers pool have been fitted and provide a much more sheltered area for families to enjoy the pools.
- 3.110 Both the pools are currently undergoing paint touchups and line marking down the edge of the pool entry stairs addressing health and safety concerns.
- 3.111 The paint touchups have been completed along with the numbering of the lanes for use by the swimming club.
- 3.112 New lane ropes have also be fitted as the old ones were very faded and much of the plastic components had deteriorated. The old lane ropes have been offered to the Piopio Primary School to repurpose.
- 3.113 Additional anti slip matting has been laid around the toddlers pool and at all four exit points of the main pool. This will ensure the slip and fall risk.
- 3.114 Due to the age of the boiler used to heat the pool, and the fact that it is too small a unit for the volume of water it is required to heat, pricing is being sought to replace the unit. The cost of this unit will be included in future capital budgets.
- 3.115 Pricing is being sought for minor upgrades to the changing rooms, in particular the shower heads and privacy partitions.





Suggested Resolution

The Progress Report: Recreation and Culture be received.

TONY HALE
GENERAL MANAGER - INFRASTRUCTURE SERVICES

August 2020

Document No: A469737

Report To: Council



Meeting Date: 25 August 2020

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 progress with the key projects and programmes under the Roads and Footpaths activity, as approved 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 budget for 2019/20 period for operations is \$14,243,680. The total capital expenditure for roads for the same period is \$7,994,935.
- 2.2 NZTA subsidy is 73% in 2019/20. 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 influences on 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:

- New footpaths
- Signs (new)
- Te Kuiti Pedestrian Overbridge replacement

Operations and Maintenance

4.1 NZTA granted approval for the full amount applied for by WDC 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, which commenced in 2018/19, enabled by an NZTA shift in funding policy and its accelerated FAR.

4.2 WDC's Land Transport Procurement Strategy for 2019-2022 was formally endorsed on 1 November 2019 by the NZTA. This document is a subsidy requirement by the NZTA once every three years and needs to meet requirements of the Agency's Procurement Manual.

4.3 As part of this endorsement, the NZTA approved:

- The continued use of in-house professional services by WDC with a similar scope and scale as it has in the past;
- A term services contract with a maximum term of seven years (3+2+2 years) for road maintenance in accordance with the Agency's Procurement Manual.

4.4 **NZTA INVESTMENT AUDIT 2 – 5 MARCH 2020**

4.5 NZTA's Investment team; Tony Lange, Rob Bullick and Local Authority Observer Scott McKenzie, from Mackenzie District Council, completed a Technical Audit of Council's Roading Operations, Maintenance, and Capital programmes and procedures on a four-day site visit from 2 – 5 March 2020.

4.6 The Technical Audit report has not yet been finalised.

4.7 **NETWORK MAINTENANCE**

- 4.8 The vast majority of road network maintenance activities on the Waitomo District are carried out under the current Roading Maintenance Contract, which started on the 1 March 2017. The incumbent Contractor is Inframax Construction Ltd.
- 4.9 The current Road Maintenance Contract is a 3+2+2 year contract. This means the initial Contract term is for three years (1 March 2017 to 29 February 2020) and then there are two term extensions of two years each available to the Contractor.
- 4.10 This Contract has now reached the end of the initial three year contract term and the extension for the first two-year term is available subject to the Contractor meeting the minimum performance requirements as stipulated in the original contract. On this basis, the first two year extension term has been granted to the Contractor.
- 4.11 It should be noted that the possible future (second) extension for another two years will also require NZTA's specific approval.
- 4.12 An average score of 400 over the first three years will qualify the Contractor for an extension to the Contract term.
- 4.13 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	2017	2018	2019	2020
January		440	460	460
February	Start of Contract	427	450	480
March	435	411	460	490
April	440	455	450	500
May	400	455	460	Under Review
June	410	470	470	Under Review
July	430	470	490	
August	410	430	490	
September	430	470	470	
October	425	470	480	
November	420	487	480	
December	430	445	460	

- 4.14 The different maintenance activities undertaken on the network are:

Description of Service	FYR 2019/2020 Budget	Expenditure for 2019/2020	Comments
Total Direct Expenditure	\$6,248,745	\$6,634,722	Expenditure to end June 2020 is 106% of the 2019/20 budget.
Community Co-ordination 431	\$66,500	\$71,499.96	Driver Training Program is delivered under contract by Community House for WDC. The annual price changed from \$66,500 to \$71,500 when a contract extension was agreed in July 2018.

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Description of Service	FYR 2019/2020 Budget	Expenditure for 2019/2020	Comments
Emergency Reinstatement 140	\$378,200	\$543,014	Unforeseen weather events requiring emergency first response work under this category (includes trees blown down, slips, and erosion).
Environmental Maintenance 121	\$572,400	\$703,220	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Level Crossing Warning Devices 131	\$30,700	\$6,972	Kiwi Rail determines repairs and does the work required and then invoices WDC. A \$30,000 road-over-rail crossing upgrade has been delayed by Kiwirail until next financial year.
Network and Asset Management	\$224,900	\$233,652	RATA including, Data Collection, Traffic Count, also RAMM hosting fee paid annually. Three-yearly high speed data survey fees quarter.
Allocated Roding Business Unit (RBU)	\$600,360	\$488,876	Roding staff RBU time except Capital projects. Low expenditure mostly due to staff shortages (positions now filled).
Professional Services	\$204,400	\$209,216	Includes consultant fees for Professional Services.
Administration Services for Roding	\$706,585	\$675,213	Administrative Services - AMP, LTP, EAP, Budget, Policy, Standards, Audits, Invoices, Claims, Timesheets, Roding S/R's, P/O'S accounts, NZTA compliance activities.
Routine Drainage Maintenance	\$450,000	\$357,740	Water table, Side drains and Culvert maintenance.
Sealed Pavement Maintenance	\$1,430,800	\$2,048,957	Pre-reseal repairs and general sealed pavement maintenance. A significant portion of the annual expenditure for this activity, namely pre-reseal repairs, is completed in the September – December timeframe. Slight overspend in Q2 and Q3 for this budget.
Footpath Maintenance	\$81,800	\$67,598	Repair and Maintenance of Existing Footpaths.
Structures Maintenance 114	\$173,800	\$67,294	Routine maintenance on guardrails and bridge decks. A minor structures programme of work was being developed prior to the COVID-19 lockdown. Work and budget carried over to new financial year.
Stock Effluent Facility Maintenance	\$20,500	\$16,245	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.

Description of Service	FYR 2019/2020 Budget	Expenditure for 2019/2020	Comments
Stock Effluent Maintenance - Staff time	\$20,000	\$16,245	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Traffic Services Maintenance	\$153,300	\$133,418	District wide maintenance of signs and road furniture.
WDC Street Lights	\$153,300	\$157,740	Cyclic maintenance, lighting related callouts and electricity costs.
TNZ Street Lights	\$61,400	\$52,256	Fully Subsidised by NZTA.
Unsealed Pavement Maintenance	\$919,800	\$767,388	Grading, Flanking, spot metalling, restoration and maintenance of unsealed roads.

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

4.16 A contract is let annually for the replacement of structural bridge components on various bridges. Four tenders were received and on 24 June 2020 Contract 500/19/003 Physical Works for Bridge Maintenance 2019/20 and 2020/21 was awarded to Conspec Construction Ltd for \$576,372.60 excl. GST.

4.17 The works and budget from 2019/20 will be carried over and completed in the 20/21 financial year.

4.18 Retaining walls are maintained on a case by case basis as required.

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

4.20 The Environmental Maintenance budget is used to fund preventative maintenance works to remove potentially hazardous trees where appropriate.

4.21 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.

4.22 Resource consent fees for the necessary encroachment on waterways for roading works is also paid out of this budget.

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

4.24 The emergency reinstatement budget is 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).

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

4.26 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 (ADSL).

4.27 The street light cyclic maintenance activities are undertaken by ADSL. Maintenance costs of street lights are affected by the amount of lights that need to be replaced.

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

4.29 **LEVEL CROSSING WARNING DEVICES**

4.30 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. **Powell Road level crossing at Kopaki was scheduled for upgrade in 2019/20 but this has been delayed until the 2020/21 financial year by Kiwirail.**

4.31 **STOCK EFFLUENT FACILITY MAINTENANCE**

4.32 On-going maintenance of the stock effluent facility in Cotter St, including water, electricity and trade waste levies.

4.33 **ASSET MANAGEMENT**

4.34 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.

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

4.36 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.

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

4.38 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.

4.39 The WCLASS 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.

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

4.41 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

- 4.42 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.
- 4.43 **ROADS AND FOOTPATHS ACTIVITY MANAGEMENT PLANS (AMP) AND THE ROAD EFFICIENCY GROUP (REG)**
- 4.44 The Road Efficiency Group (REG) programme supports the New Zealand transport sector to deliver a modern integrated system to align with the objectives of local, regional and central government. It is partly funded by the NZ Transport Agency, and also relies on volunteer input from Road Controlling Authorities (RCAs).
- 4.45 REG's work is divided into four work groups that undertake projects to support and guide RCAs to ensure a modern, integrated transport network. They are:
- Community outcomes
 - Sector excellence
 - Evidence and insights
 - Strategic Delivery
- 4.46 Projects include:
- One Network Road Classification (ONRC) (essentially implemented)
 - Performance measured reporting tool (PMRT) (in use)
 - Asset Management Data Standard (AMDS) (ongoing project)
 - One Network Framework (aims to provide a common language to reflect the role transport corridors play in the movement of people and freight across all land transport modes and the community space these corridors provide in our urban areas). In progress.
 - Data Quality (ongoing project)
- 4.47 In 2015-16, a radical change in the transport sector occurred. The traditional forms, calculations and asset management plans (AMPs) used to apply for road maintenance funding were essentially done away with and a new Business Case Approach (BCA) was introduced by NZTA. NZTA's intention was for BCAs to provide a robust, evidence based investment case to support planning & investing for outcomes, achieve value for money and ensure early stakeholder collaboration.
- 4.48 REG began to run an extensive series of nation-wide workshops in 2016. At these workshops, Roading Asset Engineers were coached step-by-step in skills required to write business cases, e.g. developing their strategic cases (the first step to building a business case).
- 4.49 Under the BCA, Asset Management Plans became Activity Management Plans (also having the acronym AMP). WDC's AMP was delivered on time, and the first for the region, in December 2017. REG workshops have continued, usually five per year, throughout 2018 and 2019, for Roading Asset Engineers. REG workshops have provided information and support as RCAs prepare their next AMP, due in 2020.
- 4.50 On 6 August 2019, WDC's Chief Executive, the Acting General Manager – Infrastructure Services and RBU staff were visited by REG and NZTA representatives to engage WDC in the next REG project. "Smarter Together – Realising Enduring Excellence – by Enabling Innovation and Leading Change" is the latest REG initiative. WDC has been invited to trial the "REG Excellence Programme Self-Assessment & Scoring Framework – Working Draft".

- 4.51 WDC will be formally responding to REG that we “Support in principle” the project Smarter Together – Realising Enduring Excellence – by Enabling Innovation and Leading Change”. However, the outcomes for this project are not clear and have not been endorsed at a local government governance level. The scope exceeds the role of REG by encroaching on the statutory purpose of local government. Discussions with REG are continuing.

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 2019/20 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 2019/20 and 2020/21 is carried out by a specialist consultant.
- 5.6 Tenders for the Professional Services Contract for Road Rehabilitation 2019/20 – 2020/21 Contract 500/19/004 closed on 25 October 2019.
- 5.7 The Professional Services Contract for Road Rehabilitation 2019/20 and 2020/21 Contract 500/19/004 was awarded to the consultant Cheal on 28 November 2019.
- 5.8 Road Rehabilitation 2019/20 and 2020/21 Physical Works Contract 500/19/004 is at the **tender evaluation** stage and will include six sections of road including Papakauri Rd, Somerville Rd, Totoro Rd, Taharoa Rd and **Hangatiki East Road**. **Design work was paused during the COVID-19 Level 4 due to the inability to complete necessary additional site visits (site visits re-commenced under COVID-19 Level 3).**
- 5.9 **Tenders closed on 14 July 2020 and eight tenders were received. The Road Rehabilitation 2019/20 and 2020/21 Physical Works Contract 500/19/004 is presently at the tender evaluation stage.**
- 5.10 **FOOTPATHS (WIDEN EXISTING)**
- 5.11 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.
- 5.12 The procurement plan for the footpath programme was approved by Tender Subcommittee on 3 February 2020. The programme includes both widening of existing footpaths, and new footpaths. Professional services for this work are being carried out in-house.

- 5.13 Tenders **closed** on **17** March 2020 for Contract 500/19/005 WDC Footpaths and Associated Works 2019/20 and 2020/21.
- 5.14 Tender evaluation was completed for the non-price attributes (NPA) before the COVID-19 lockdown but the NPA tender report was incomplete. Tender evaluation of the price envelopes, and therefore tender award, was delayed.
- 5.15 Tender evaluation continued after the COVID-19 lockdown and on 24 June 2020 Inframax Construction Ltd was awarded Contract 500/19/005 – Footpaths and Associated Works for 2019/20 and 2020/21 for \$822,790.05 excl. GST.
- 5.16 **CAPITAL EXPENDITURE**
- 5.17 The different activities undertaken on the network classed as capital expenditure (including renewals and new works) are:

Description of Service	FYR 2019/20 Budget	Expenditure for 2019/20	Comments
Total Capital Expenditure	\$7,995,000	\$4,179,373	Capital expenditure to end June 2020 is 53% of the 2019/20 budget. This underspend was largely due to the late award of several capital works contracts. Internal resourcing and COVID-19 lockdown contributed to the delays.
Footpath Improvements	\$127,100	\$24,679	Building New Footpaths. Contract 500/18/024 Footpaths and Associated Works, carried over from the 2018/19 year.
Minor Improvements (341)	\$664,300	\$297,149	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings and slip repairs. Significant budget allocation intended for Te Waitere Slip repairs. Tapuwae Road sight benching (safety improvement) in progress June-July 2020 under this budget.
Te Kuiti Railway pedestrian Overbridge	\$1,200,000	\$207,366	Expenditure to date is for design work.
Footpath Renewals	\$403,927	\$443,972	Improving, widening and replacing narrow footpaths. Contract 500/18/024 Footpaths and Associated Works. Work carried over from the 2018/19 year. Expenditure will continue in the "Footpath Improvements" area, above.
Drainage Renewals 213	\$255,500	\$248,083	Upgrading of Network wide drainage issues.
Pavement Rehabs Renewals	\$2,058,308	\$843,543	Work carried over from the 2018/19 year from the 2018/19 Road Rehabilitation Contract 500/17/015. Pavement rehabilitation work at Taharoa Rd is now complete. The Road Rehabilitation 2019/20 and 2020/21 Physical Works Contract 500/19/004 is presently at the tender evaluation stage. The 2019/20 works and budget will be carried over into the 2020/21 financial year.

Description of Service	FYR 2019/20 Budget	Expenditure for 2019/20	Comments
Sealed Road Surfacing Renewals	\$1,395,100	\$932,576	Underspend is due to annual sealing, begun in January and scheduled for completion in March, interrupted by COVID 19 lockdown. Cold weather after lockdown means the resealing programme has been abandoned.
Structures Components Renewals	\$408,800	\$39,478	A contract is let annually for the replacement of structural bridge components on various bridges. The late award of this contract, due to internal resourcing and COVID-19 lockdown, means the works and budget from 2019/20 will be carried over and completed in the 20/21 financial year.
Traffic Services Renewals 222	\$153,300	\$213,980	Expenditure for the period includes \$10,000 on professional services for an anticipated speed limit review and the remaining on traffic sign renewals and annual pavement re-marking.
Unsealed Road Metalling Renewals	\$613,200	\$909,107	This expenditure is seasonal and best completed in the wet winter months.
Emergency Reinstatement Renewals	\$715,400	\$19,440	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. This funding is only accessed for storm damage events with a total damage greater than \$100,000. Minor expenditure of has been spent on minor repairs outstanding from the August 2017 storm events.

5.18 The 2018/19 Capital expenditure was underspent at 30 June 2019. This was partly due to staff shortages (lack of a Contract Manager). Budget was carried over from 2018/19 into the 2019/20 financial year for Minor Improvements and Footpath Renewals.

5.19 Capital expenditure for 2019/20 financial year is well underspent, largely due to the late award of several capital works contracts. Internal resourcing and COVID-19 lockdown contributed to the delays.

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 NZTA funding has been approved for the construction of a replacement pedestrian overbridge. The project will commence in 2019/20.
- 6.7 The updated, forecast total project cost is estimated at \$1.6m. The subsidy rate will be 73%, making the local share \$430,000. In addition to this is the landscaping of the adjoining amenity area on WDC land, estimated to cost \$50,000.
- 6.8 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, and the third year allocation brought forward to 2020/21.
- 6.9 NZTA funding approval has been obtained for a budget of \$1.35m. Application **has been** made for the additional forecast expenditure.
- 6.10 The detailed design stage is well advanced. It is **currently being finalized based on Council's preferred option ready** for building consent application. **Resolution of the KiwiRail design criteria has delayed that process.**
- 6.11 Changes to the current Kiwi Rail lease agreement have been resolved with KiwiRail.
- 6.12 Expenditure to date for the 2019/20 financial year is **\$207,366.**

6.13 **SIGNS**

- 6.14 Additional new work is anticipated as a result of the current government drive for changes to speed limit legislation.

6.15 **TE WAITERE SLIPS**

- 6.16 Two slips both 30m long on Te Waitere Road in the vicinity of RP5km were caused by Cyclones Debbie and Cook in April 2017 after which temporary work was completed by the Road Maintenance Contractor to retreat the roadway and to buy time for further assessment. These sites are still being impacted by the river slowly continuing to undermine the road-shoulder width. It is necessary to be repaired more permanently.
- 6.17 A tender for professional services to design solutions for the above closed on 14 February 2019, but no tenders were received. WDC's road maintenance contractor continues with small holding repairs as an interim measure.
- 6.18 **A new request for Offer of Professional Services document will be advertised in August or September 2020.**

6.19 **TAPUWAE ROAD SIGHT BENCHING**

- 6.20 Tapuwae Road has been identified as in need for sight benching at a number of bends to improve sight distances and safety after several near miss incidents between trucks and other road users. In accordance with a procurement plan with approval date of 4 February 2020, Contract 500/19/015 **was** advertised and **closed** on 28 February 2020.
- 6.21 **Tender evaluation was completed before the COVID-19 lockdown and then put on hold during level 4 and 3.**
- 6.22 **The Contract 500/19/015 – Physical Works for Tapuwae Road Sight Benching was awarded to Inframax Construction Ltd for \$63,702.98 excl. GST on 27 May 2020.**

Suggested Resolution

The Progress Report – Roads and Footpaths be received.



TONY HALE
GENERAL MANAGER – INFRASTRUCTURE SERVICES

14 August 2020

Document No: A481563

Report To: Council



Meeting Date: 25 August 2020

Subject: Progress Report: Solid Waste

Type: For Information

Purpose of Report

- 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.

Statutory Considerations

- 2.1 Waitomo District Council has a statutory responsibility under the Waste Minimisation Act 2008 to promote effective and efficient waste management and minimisation within Waitomo district, 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 WDC's website.
- 2.2 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
- 2.3 A key element of the Act is a waste levy applied to all wastes disposed to landfill. The levy is \$10 plus GST 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.

Background

- 3.1 The SWaMMP is WDC's "tactical" plan in support of the Council's LTP, with linkages to Council bylaws pertaining to waste management related matters. It represents a combination of the statutory requirement for a waste minimisation plan, and WDC's solid waste asset management plan.
- 3.2 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.
- 3.3 Waitomo District Solid Waste Bylaw 2009 aims 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. It provides for the efficient collection and recovery of recyclable waste and management of waste management facilities for the optimum disposal or recycling of waste.

- 3.4 The current funding of Council's solid waste management services is through a combination of general and targeted rates, which cover mainly the original establishment cost and disposal of recyclables, while user charges are used to fund operational costs relating to collection and disposal, structured so that they incentivize waste minimisation practices.

Solid Waste Management

- 4.1 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.
- 4.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 4.3 WDC is meeting its waste management obligations under the WMA and SWaMMP by providing:
- weekly kerbside refuse and recyclables collection services
 - rural transfer stations, including free recycling services
 - street side recycling units
 - a fully engineered landfill for the safe disposal of residual solid wastes
- 4.4 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.
- 4.5 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 waste disposal trends in consumer behaviour. 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 initiatives to increase diversion and reduce waste to landfill.
- 4.6 From recent audits, the amount of organic product going to landfill has been identified as a concern, with increased focus required to improve diversion potential at source, change consumer behaviour and reverse this trend in order to meet KPIs going forward.
- 4.7 **Landfill**
- 4.8 The Waitomo District Landfill has a previously consented volume of 232,000 tonnes. Investigations in 2017 confirmed actual landfill fill volume was approximately 173,000m³ (equivalent to 155,000 tonnes) compared to the consent limit of 232,000 tonnes. It was estimated that consented capacity will be reached by 2023. The existing landfill consent term expired in 2033.
- 4.9 A new consent came into effect from 24 September 2019 for a term of 35 years. This allows WDC to put into practice its optimised fill capacity strategy (increased to approximately 420,000 tonnes).
- 4.10 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).

4.11 The chosen consent renewal option (as per Council resolution) involved renewing the consent to realise the full potential of the investment required (approximately \$1.5M) to extend fill capacity though to 2044. It avoided the s.128 review process, was no more onerous than a consent variation, provided a longer term without the need to construct a new cell at significant additional capital cost, and best aligned consent life with landfill capacity.

4.12 A detailed topographical survey was repeated in July 2019 to determine the actual landfill fill volume to reconcile with weighbridge tonnages. The survey showed that the actual volume of the landfill is 202,000m³, equivalent to 181,000 tonnes.

Description	Tonnes Deposited July 2019	Tonnes Deposited Aug 2019	Tonnes Deposited Sept 2019	Tonnes Deposited Oct 2019	Tonnes Deposited Nov 2019	Tonnes Deposited Dec 2019	Tonnes Deposited Jan 2020
Deposited to Date	170,523.78	171,661.52	172,662.38	173,623.24	174,545.97	175,509.15	176,388.63
WDC Bags Collected	0.65	1.11	1.02	1.06	0.86	1.1	1.02
Total over Weighbridge	1,165.93	1202.54	1008.41	1132.86	1,021.15	1,065.96	959.36
Less Diverted Recycle	39.38	41.33	29.88	43.99	35.28	49.58	50.62
Less Stock Sold	28.10	24.58	18.69	61.44	23.14	53.2	29.26
Total To Landfill	1,099.10	1137.74	960.86	1028.49	962.73	963.18	879.48

Description	Tonnes Deposited Feb 2020	Tonnes Deposited March 2020	Tonnes Deposited April 2020	Tonnes Deposited May 2020	Tonnes Deposited June 2020	Tonnes Deposited July 2020	Tonnes Deposited August 2020
Deposited to Date	177,268.11	177,971.08	178,646.64	179,089.43	179,762.87	180,481.79	
WDC Bags Collected	1.06	1.16	0	3.66	1.35	1.35	
Total over Weighbridge	783.39	726.52	442.79	712.39	826.87	912.87	
Less Diverted Recycle	69.23	44.44	0	42.61	97.89	42.09	
Less Stock Sold	12.25	7.68	0	0	11.41	23.93	
Total To Landfill	702.97	675.56	442.79	673.44	718.92	848.2	

4.13 Recycling Totals

Source	Tonnes July 2019	Tonnes Aug 2019	Tonnes Sept 2019	Tonnes Oct 2019	Tonnes Nov 2019	Tonnes Dec 2019	Tonnes Jan 2020
Kerbside recycling	73.18	65.32	64.19	73.74	71.97	69.14	64.87
Rural transfer stations	68.99	46.12	59.28	74.21	67.18	76.2	153.177
Te Kuiti transfer station	27.58	18.03	18.49	24.46	24.76	36.68	30.69
Total recycled	169.75	129.47	141.96	172.41	163.91	182.02	248.737

Source	Tonnes Feb 2020	Tonnes March 2020	Tonnes April 2020	Tonnes May 2020	Tonnes June 2020	Tonnes July 2020	Tonnes Aug 2020
Kerbside recycling	79.96	59.95	6.06	69.14	56.53	47.73	
Rural transfer stations	84.77	81.31	0	76.2	113.31	75.77	
Te Kuiti transfer station	48.25	29.82	0	31.64	26.53	21.3	
Total recycled	212.98	171.08	6.06	176.98	196.37	144.8	

4.14 **Waste Minimisation**

4.15 The Government has recently announced a decision to progressively increase over four years the levy rate for landfills that take household waste from the current \$10 per tonne – set in 2009 – to \$60 per tonne. The current plan is for first changes to the levy to take effect from 1 July 2021. Current economic conditions will be considered before implementation timelines are confirmed later this year.

4.16 An increase in landfill levy rates would result in increased costs to WDC, customers and ratepayers, which is expected to dis-incentivize the production and consumption of unrecyclables and landfilling of organic material. However, this may also lead to fly tipping behavior.

4.17 Waste Minimisation Levy funding will continue to be used by WDC for initiatives and waste minimisation education.

4.18 Two waste minimization workshops were held this quarter, the first being a “Make your Own” session to promote Plastic Free July, and the other the second of a series of workshops hosted by Kate Meads of “Waste Free Living with Kate”. Both events were well-attended.

4.19 **Health and Safety at Work (Asbestos) Regulations 2016**

4.20 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.

4.21 The current Landfill Management Plan, under which the landfill is operated, includes provisions for ensuring acceptance procedures for all waste types meet resource consent/ regulatory requirements.

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

4.23 WDC is currently not accepting any asbestos waste pending the new consent and associated need for a revised management plan.

4.24 **Capital Projects**

Description	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020
Safety improvements			\$9304.30 guard rails upgrade, gas cage for Piopio TFS			
High Wall Safety Work						
Main entrance upgrade Transfer station improvements			\$4133.56 CCTV upgrade and back-up PC for landfill kiosk			

Description	Actual Feb 2020	Actual March 2020	Actual April 2020	Actual May 2020	Actual June 2019	Actual July 2020
Safety improvements						
High Wall Safety Work						
Main entrance upgrade Transfer station improvements						

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

4.26 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.

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

4.28 **Contractual Reporting – 0500/16/041**

4.29 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	%
July 19	400	100%
Aug 19	380	95%
Sep 19	400	100%
Oct 19	390	98%
Nov 19	390	98%
Dec 19	400	100%
Jan 20	400	100%
Feb 20	400	100%
Mar 20	400	100%
Apr 20	400	100%
May 20	400	100%
June 20	390	98%
July 20	390	98%

4.30 **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%<

4.31 **Contractual Reporting – 500/16/038 – Kerbside And Recycling Collection Contract**

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

Month	Score	%
July 19	500	100%
Aug 19	460	92%
Sep 19	440	88%
Oct 19	420	84%
Nov 19	440	88%
Dec 19	470	94%
Jan 20	440	88%
Feb 20	350	70%
Mar 20	420	84%
Apr 20	480	96%
May 20	460	92%
June 20	440	88%
July 20	390	78%

4.33 **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%<

Service Requests / Complaints

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

5.2 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2019/2020 include:

Description	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020
Kerbside Refuse not collected	1	3	2	5	4	1	3	9
Landfill Complaint	0	0	0	1	1	1	1	0
Transfer Station Complaint	0	0	1	0	0	0	0	0
Litter Bins not being emptied	0	0	0	0	1	0	0	0
Request for additional service	1	0	0	1	0	0	0	0

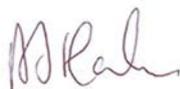
Description	March 2020	April 2020	May 2019	June 2020	July 2020			
Kerbside Refuse not collected	4	2	2	4	12			
Landfill Complaint	0	0	0	0	0			
Transfer Station Complaint	1	0	0	0	0			
Litter Bins not being emptied	1	0	0	0	0			
Request for additional service	1	0	0	0	3			

5.3 It must be noted that non-collection is still the main cause of complaint, however this is usually due to people putting rubbish out after the collection has passed or putting commercial quantities of rubbish out.

5.4 Majority of complaints are regarding rubbish/recycling not being picked up. A truck breakdown in Waitomo village was the cause of the majority of service requests in July.

Suggested Resolution

The Progress Report: Solid Waste Services be received.



TONY HALE
GENERAL MANAGER – INFRASTRUCTURE SERVICES

19 August 2020

Document No: A463671

Report To: Council



Meeting Date: 25 August 2020

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 (Water Supply, Sewerage and Stormwater) 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 urban storm water.
 4. **Trade Waste Discharges:** Management of trade waste discharges from commercial/ industrial premises to ensure the quality and quantity of the discharges do not cause any operational or compliance issues for our network systems and wastewater treatment plants.
- 2.2 WDC's only reticulated stormwater disposal network serves Te Kuiti. Any changes to that will be reported on for 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

4.1 IN-HOUSE

- 4.2 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.
- 4.3 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.

- 4.4 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.
- 4.5 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.
- 4.6 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.
- 4.7 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.
- 4.8 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; - Water supply safety plans; - Health and safety audits; - Risk management plans. 	Implement, monitor and report compliance with safety and risk management plans.
Preparing and evaluating tenders and monitoring physical works and external professional services activities.	
Interpreting, prioritising and programming recommendations from professional services	Monitoring and reporting on asset condition of water and wastewater treatment plants and 3-waters networks

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
reports and investigations, including review of asset condition assessment reports.	
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.

4.9 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	General administration duties (e.g., correspondence, record management)
Reporting to WDC, WRC etc.	General administration duties (e.g., correspondence, record management)
General administration duties (e.g., correspondence, record management)	Collecting performance data and reporting.
Reporting on WDC annual plan performance measures	Public relations/communications procedures.
Developing and operating communication plans and strategies.	
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)

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Administering TW Bylaw 2006 (amended 2016) and trade waste agreements. Reporting resource consent compliance. Auditing health and safety systems.	Administration of TW sampling and testing programmes. Monitoring and documenting treatment plants performance and resource consent compliance. Preparing and administering health and safety systems.

4.10 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.

4.11 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

4.12 CAPITAL WORKS

4.13 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).

4.14 COMPLIANCE MONITORING

4.15 Compliance monitoring is reported separately.

4.16 PLANNED MAINTENANCE

4.17 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.

4.18 REACTIVE MAINTENANCE

4.19 The WSBU is responsible for ensuring any urgent and reactive maintenance work requirements are rectified as soon as possible at a reasonable cost.

4.20 The Asset Owner is notified when and if the repair of the asset could or may require replacement or renewal.

Water – DWSNZ 2005(2008)

5.1 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.

- 5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

Wastewater

- 6.1 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.
- 6.2 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.3 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.
- 6.4 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

Stormwater

- 7.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.2 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

Trade Waste Discharges

- 8.1 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).
- 8.2 Trade Waste Discharge Consents (TWDC's) were agreed with both TKM and UBP.
- 8.3 This follows from the first Trade Waste Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.
- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 TKM, 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.
- 8.6 Agreements have been renewed with both UBP and TKM.
- 8.7 WDC worked with HACH Instruments Ltd and TKM to improve the method of collecting trade waste effluent discharge so both parties are comfortable with the testing results. The results contribute to the calculation of monthly charge fees to TKM.

- 8.8 The improved auto-sampling method and location was completed and commissioned in November 2018 and TKM are satisfied with the outcome of the installation which provides them with useful monitoring information and timely results.

Level of Service (LoS) Drivers

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.

9.2 CUSTOMER EXPECTATIONS

- 9.3 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.

9.4 ENVIRONMENTAL RESPONSIBILITY

- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.

9.6 HEALTH AND SAFETY

- 9.7 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.

- 9.8 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.

9.9 EFFICIENCY AND EFFECTIVENESS

- 9.10 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.

- 9.11 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.

9.12 **CORPORATE PROFILE**

- 9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.
- 9.14 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.
- 9.15 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.
- 9.16 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

10.1 TE KUITI WATER TREATMENT PLANT

- 10.2 The water treatment process standard requires a 4-Log protection 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.
- 10.3 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.
- 10.4 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.
- 10.5 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.6 In addition, the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.7 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 6 July 2018 the contractor managed to de-sludge the construction area and was 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.
- 10.8 The Raw water Intake (phase 2) was completed at the end of October 2018. (Detail updated, see Item11.0)
- 10.9 The Electrical and Mechanical consultants are currently reviewing the functional description and will implement all plant operational and compliance set point for all monitoring devices in the next couple of next months.
- 10.10 The functional description of the WTP is now with WDC staff to review and will implement when the cost is provided by the SCADA contractor. WDC has worked through the functional description of the plant with Alf Downs, the SCADA service provider. The WDC operators are now working through the new changes to ensure they achieve the necessary outcomes.
- 10.11 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.
- 10.12 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.

- 10.13 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.14 From December 2018 till Early February 2019, we experience Water quality problem in Te Kuiti due to taste and Odour in our drinking Water. We have mitigated the cause of the problem but are investigating to avoid similar occurrence in the future. A report is been developed.
- 10.15 WDC Councillors visited the site in March 2019.
- 10.16 The majority of the upgrade capital work has been completed. Minor alterations and improvements are currently being worked through. The minor works will be completed before the end of 2018/19 financial year.
- 10.17 The draft Water Safety plan prepared by Opus International Consultants on WDC's behalf is being reviewed before will be submitted to the MoH Drinking Water Assessor for assessment and approval.
- 10.18 The plant has operated satisfactorily over the previous three months.
- 10.19 The treatment plant was commissioned on 10 July 2019 by Alf Downs and Waters Business Unit Staff.
- 10.20 The commissioning was based on the new upgrade, its new functional description and the method of operations of the plant Practical Completion certificate was issued to Alf Downs on the 11 July following the commissioning work.
- 10.21 Opus International Consultants have now been tasked to review and upgrade the new Water Safety Plan because of the new treatment processes and functions.
- 10.22 Work is still continuing to improve water quality monitoring, recording and reporting. This will be achieved by improving our instruments ability to monitor, measure accurately and record all parameters as per drinking water standards requirements. This will also involve setting up all CCP (Critical Control points) ensuring the CCP are not breached and alarms are sent to duty operator to remedy.
- 10.23 WDC is also exploring other alternative service providers for our SCADA and Telemetry systems.
- 10.24 Filter No#1 is currently off line due to damaged filter nozzles resulting in sand been pushed down into the filtered clear water compartment. Work is progressing to have the sand cleared from the compartment and nozzles fixed and sand refill back into the filter. Work is likely to be completed by the end of August 2019.
- 10.25 No major issues with the reticulation network system were experienced during July 2019
- 10.26 The Treatment Plant is working well.
- 10.27 Repairs to the Filter 1 nozzles and underdrains is complete and work started on Filter 2 is due to be finished late November.
- 10.28 The Water Safety Plan is due in December 2019. In in-house review is being undertaken for the new framework.
- 10.29 Scada and Telemetry resilience continues to be an area of concern with increased cost signalled by Service Providers. Exploration work on more localised service options is ongoing.
- 10.30 There has been one major water main break on Tammadge Street. The Contractor worked through the night to ensure water supply repair was completed by next

morning. This length of the network is now being monitored for replacement as this was the second break within last two financial years.

- 10.31 Multiple strikes of lateral connections have occurred as a result of the Contractor drilling in conduit for installation of Ultra-Fast Fibre internet services. Local contractors have been reinstating supply within expected timeframes.
- 10.32 The Water treatment Plant continues to perform well and comply with NZDWS.
- 10.33 The Te Kuiti Water Safety Plan is now complete and submitted to Drinking water assessors for approval.
- 10.34 Broadfoot Place water main replacement contract award was delayed due to Covid-19 lockdown.
- 10.35 No major issues recorded in the water reticulation.

10.36 BENNEYDALE WATER TREATMENT PLANT

- 10.37 The water treatment process does not meet the NZDWS which requires 3-Log level of protection.
- 10.38 The WTP UV treatment component needs to be certified to meet the required level of DWS log credits. We are finalising a Bursen UV system approved contractor to certify the system. – Not yet approved
- 10.39 We are incorporating in the SCADA system 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
- 10.40 All the required parameters for monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.41 The Ministry of Health, through the Drinking Water Assessor in Hamilton, has been advised of the completed project.
- 10.42 Verification for log accreditation by the DWA and finalization of the Water Safety Plan is in progress.
- 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 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.
- 10.45 The Draft Benneydale Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.46 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.
- 10.47 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. (see item 10.18 & 10.19)

- 10.48 The filter media has been replaced and changed to include new pumice and granulated activate carbon media for adsorption process. These media changes will allow more effective removal of in-organic particles in the water supply. Other work includes emptying and cleaning out the settled sludge, grit, and sand out of the two settling tank including repairing damaged uPVC pipes inside both tanks.
- 10.49 The plant has operated satisfactorily over the previous three months.
- 10.50 Treatment plant continues to operate well.
- 10.51 The media inside the filter was replaced in June 2019.
- 10.52 Improvements to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our telemetry and SCADA system. This is planned for 2019/20 financial year.
- 10.53 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.54 There have been no major issues with the reticulation network system during July 2019.
- 10.55 The Treatment plant continues to operate well.
- 10.56 Communication with Treatment Plant was lost for several days in August 2019 due to electrical storm damage. This resulted in loss of compliance data so a review of resilience of existing Scada and Telemetry systems is being undertaken. Increased attendance by Treatment Plant Operators was required during this period.
- 10.57 Individual instruments have now been set up to record and store several months of data sets.
- 10.58 No major incidents were recorded withing reticulated network during this period.
- 10.59 The Benneydale Treatment Plant continues to perform well.
- 10.60 No major issues have occurred with the reticulation.

10.61 PIOPIO WATER TREATMENT PLANT

- 10.62 The new plant meets the Drinking Water Act requirements.
- 10.63 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.
- 10.64 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.65 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.66 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.
- 10.67 The Draft Piopio Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.

- 10.68 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.
- 10.69 Old and blocked membrane modules (18 of) was replaced with new ones installed 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.
- 10.70 We are also in progress to ensure pre-treatment, chemical coagulation/flocculation and sedimentation is effectively operating.
- 10.71 Monitoring of these required parameters on SCADA will show compliance. This will also give us additional log 3 credit removal.
- 10.72 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.
- 10.73 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.
- 10.74 The Piopio WTP plant is operating well and has been meeting the protozoa 4 Log credit removal over the previous three months.
- 10.75 Cleaned out backwash settling pond.
- 10.76 Started installing 1 x turbidimeter to monitor and measure final water leaving the plant to comply with NZDWS (NZ Drinking water standard)
- 10.77 The membrane plant is operating effectively.
- 10.78 Improvements to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system as has been planned for this financial year.
- 10.79 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.80 The new reservoir was completed last financial year and is working effectively. A security gate has been installed to prevent unauthorised access onto the reservoir. Safety and NO Unauthorised Entry signs have arranged and will be installed.
- 10.81 There were no major issues with the reticulation network system
- 10.82 The Piopio WTP is operating well although a few process issues were experienced when a new coagulant chemical was trialled in an attempt to achieve discharge consent aluminium residual limits. During trial period residual concentration was well within limits, but increased the cost of water production significantly due to increased backwashing and cleaning processes. Treatment Plant Operators have reverted back to using the original chemical and are looking at other residual treatment options.
- 10.83 New instrument installation was completed for NZDWS compliance however fluctuation in turbidity due to entrapped air is still being experienced. Investigations into either moving the sampling point or installing an air release valve is underway.
- 10.84 No major incidents have occurred within reticulation system.

- 10.85 The Piopio Water treatment Plant continues to perform well.
- 10.86 Aluminium residual concentration in backwash discharge has reduced in value after several valves had maintenance carried out.
- 10.87 We have installed a barrier to aluminium flocs (agglomerated particles) flowing into backwash discharge (see photo below).
- 10.88 Ultra-Fast Fibre contractors had one recorded strike on water main lateral.
- 10.89 No major issues occurred in the water reticulated network.



10.90 MOKAU WATER TREATMENT PLANT

- 10.91 The WTP does not currently achieve the Log 4 protection 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.
- 10.92 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.
- 10.93 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.
- 10.94 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.
- 10.95 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.

- 10.96 The new upflow clarifier has been installed and is undergoing performance testing.
- 10.97 The clarifier is now operating but still require Water Techs inputs, as it not performing well just yet.
- 10.98 A minor WTP modification is required to bring the turbidity analyser in line with requirements.
- 10.99 In order to comply with Log 4 credit removal, we are making good progress to ensure all compliance monitoring parameters are monitored and recorded. These include:
- Chlorine residuals on final water leaving treatment plant
 - Turbidity on inlet/outlet for filter
 - 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.
- 10.100 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.101 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.
- 10.102 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.103 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.104 The Water Storage Dam liner membrane was damaged late in October 2018.
- 10.105 Water use restriction notice was implemented to conserve water whilst the repair work on the dam is been undertaken.
- 10.106 The Consultants (that was responsible for the original design of the structure) was appointed to investigate and provide a design and methodology of repairing the dam embankment.
- 10.107 Repair work commenced on 12 November 2018 after the health and safety plan (SSSP) was reviewed and approved. This also included correct methodology of work carried out in accordance with the consultant's report (Tonkin & Taylor).



Work underway



Tomo showing after pond emptied



Bottom storage dam (drained out)



Top raw water dams

10.108 Repair work was completed second week of December 2018.

10.109 The Dam was topped up and was in use when the capacity was at 80%.

10.110 There seems to be a very small leak as it is evident from the seepage pipework. However, due to the importance of supplying the township of Mokau, it was decided to leave the investigation until the high demand is over around winter months.

10.111 Lower Dam monitoring of small leakage is on-going

10.112 All three dams have sufficient stored water.

10.113 A proposal to upgrade the treatment plant has been completed and is with Greg Boyle, Special Projects Coordinator, for peer review before finalisation of the design.

- 10.114 New computer was installed at the plant to provide more effective and efficient monitoring of the plant performance.
- 10.115 Two top dams are at full capacity.
- 10.116 The bottom dam still has some seepage coming out from under the dam. The dam was recently emptied again and CCTV was used to try and identify where the leak was coming from but could not be located. So the decision has been made to have the dam filled again to cater for coming summer.
- 10.117 Improvement to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system has been planned for this financial year.
- 10.118 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.119 A new proposed design has been drawn up to be peer reviewed before implementation.
- 10.120 There have been no major issues with the reticulation network system
- 10.121 Mokau WTP continues to perform within limits.
- 10.122 Communication with Treatment Plant was lost for several days in August 2019 due to electrical storm damage. This resulted in loss of compliance data so a review of resilience of existing Scada and Telemetry systems is being undertaken. Increased attendance by Treatment Plant Operators was required during this period.
- 10.123 Instrument installation for compliance with NZDWS was completed within the period with commissioning and fine tuning being carried out.
- 10.124 Both upper and lower dams have sufficient water levels.
- 10.125 Waikato Regional Council requires new consent application as the filter backwash discharge consent condition is being breached in respect to flow rate and volume.
- 10.126 The Lower Dam underdrains continue to be monitored with no significant change in flows.
- 10.127 No major incidents within reticulation network have been experienced.
- 10.128 Water treatment plant producing good water for last quarter, with no major difficulties.
- 10.129 Engaged with consultant in late June to complete upgrade options report.
- 10.130 Reticulation had one major break on Tainui Street watermain. Contractors repaired the break within the expected timeframe.
- 10.131 TE KUITI WASTEWATER TREATMENT PLANT**
- 10.132 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.

- 10.133 Planned maintenance of the major plant is under way.
- 10.134 Service on two of the submersible aerators have been completed.
- 10.135 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.
- 10.136 All operational and resource consent conditions are being complied with.

10.137 SLUDGE TREATMENT

- 10.138 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.
- 10.139 A minor improvement to the existing sludge press pipework was carried out to prevent blockages which can stop sludge production. (See photo)
- 10.140 The improvement was made as the previously installed outlet pipe system was blocking up due to sludge build up around the outlet.
- 10.141 Sludge Treatment been operating well this period, removing approx., 173 tonnes of dried sludge to the landfill in January 2019
- 10.142 The dredge electrical cable was damaged again but was quickly repaired. Investigations are on-going to prevent recurring
- 10.143 There are ongoing operational matters leading to ineffective sludge management.
- 10.144 The sludge recovery operations have been interrupted due to a mechanical problem with the sludge press.
- 10.145 The press has been dismantled due to the micro-screen being damaged by high abrasion wear and tear.
- 10.146 A new micro-screen has arrived and we are now planning to have the press reassembled.
- 10.147 We plan to have an expert arriving week beginning 19 Aug 2019 to help WDC staff reassemble the press.
- 10.148 Ongoing compliance with the discharge consent is being achieved.
- 10.149 The Sludge Press assembly has been completed with the assistance of an Engineer from Horowhenua. Training on the operation of the Press for Treatment Plant Operators has been scheduled for late November.
- 10.150 The Te Kuiti Treatment plant is operating within expected limits.
- 10.151 Maintenance on UV system carried out so we could back into discharge consent compliance.
- 10.152 Filter blockage caused treatment plant to shut down due to heavy rain.
- 10.153 Sludge press running sporadically.

10.154 BENNEYDALE WASTEWATER

- 10.155 The Benneydale Treatment Plant consists of a tank for settling solids, a trickling filter which supernatant liquid is pumped through and then further nutrient polishing is achieved through the floating wetland before final discharge.
- 10.156 The discharge consent has summer and winter consent conditions. The summer conditions require running the treated discharge to a soakage field from 1st November till 30 May and the winter consent provides for the treated discharge directly into the stream.
- 10.157 The Treatment Plant continues to perform adequately with maintenance on soakage lines carried out prior to the seasonal switch over.
- 10.158 The reticulated network is a gravity system, with no incidents recorded in the first quarter of this financial year.
- 10.159 The Benneydale Treatment plant is working to expected limits but we experienced a leak of partially treated wastewater to farm drain from gap between trickling filter and collection structure.
- 10.160 Waikato Regional Council was notified and a report filed.
- 10.161 Letter of direction for more detailed report was received. Investigation undertaken and verification of flowmeters completed.
- 10.162 It was identified that the inlet flow meter was giving higher volume readings of incoming effluent due to turbulence generated from an engineered pipeline.
- 10.163 Installed outlet flowmeter to stream.
- 10.164 Good correlation between inlet flowmeter and outlet flowmeter volumes.
- 10.165 Additional fencing to be completed to keep stock out of stream and farm drain.

10.166 PIOPIO WASTEWATER SYSTEM

- 10.167 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.
- 10.168 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.
- 10.169 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 renew it.
- 10.170 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.
- 10.171 After carrying out preventative maintenance to most of the on-site (residential) systems, WDC are producing excellent quality discharge and complying the plant discharge consent conditions.
- 10.172 This plant is operating satisfactorily and meeting its consent conditions.
- 10.173 Improvement to monitoring of several operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system, as has been planned for this financial year.

- 10.174 The Plant has continued to perform well within compliance of discharge consent conditions for last 6 months.
- 10.175 Improvements to the monitoring and control system are scheduled for the third quarter of this Financial Year/
- 10.176 The Piopio Wastewater treatment system continues to perform well.
- 10.177 Ongoing maintenance is currently falling onto treatment plant operators since resignation of maintenance technician.

10.178 TE WAITERE WASTEWATER

- 10.179 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.
- 10.180 In addition the consent makes provision for expansion of the scheme.
- 10.181 The soakage field shows signs of failing and there is no spare capacity in the scheme.
- 10.182 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.
- 10.183 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.
- 10.184 The Te Waitere sewer pump has been replaced.
- 10.185 No issues have been experienced with this system during the July/August 2019.
- 10.186 There have been two properties connected to the wastewater network system during the July/August period.
- 10.187 There has been an unusually large flow recorded with no conclusive explanation. Inspection of the Soakage Field shows no impact.
- 10.188 Two new connections have been paid for and installed. No incidents have been recorded in reticulated network.
- 10.189 Engaged consultant to assess condition of soakage field; condition assessment delayed due to dry weather. Preference is to assess during the wetter months.

10.190 TE KUITI WASTE WATER NETWORK

- 10.191 The part of the sewer trunk main located in Taupiri Street is in poor condition.
- 10.192 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.
- 10.193 This pipe is also in excess of 2 meters deep and runs along the centreline of Taupiri Street.
- 10.194 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.
- 10.195 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.

- 10.196 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.
- 10.197 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.
- 10.198 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- 10.199 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.
- 10.200 A survey and design has been initiated to confirm the feasibility of this project along that alignment.
- 10.201 The Taupiri Street Wastewater pipe network upgrade project has been successfully procured, awarded and is underway.
- 10.202 All pump stations are regularly inspected and maintenance work undertaken.
- 10.203 All sewer pump station have been operating well
- 10.204 There have been several sewer overflows due to recent heavy rainfall events, but always attended to within WDC's target response times to minimise impact on environmental and public health issues.
- 10.205 Remedial work was carried out on a sewer main within SH3 (Carrol street).
- 10.206 An electrical issue experienced at the Redwood Sewer Pump Station was resolved by the Network Contractor. All other pump stations are working well.
- 10.207 Overflows experienced, due to blockages within wastewater pipes, were responded to and resolved by the Network Contractor within expected timeframes.
- 10.208 Reticulation network continues to perform adequately although there have been several recent blockages caused by ragging.
- 10.209 No issues with pump stations although inspection of Waitete Road odour issue revealed badly corroded concrete structure which will need urgent remediation.
- 10.210 Bayne Street wastewater realignment contract delayed due to Covid-19 lockdown.
- 10.211 TE KUITI STORM WATER**
- 10.212 No matters to report on.
- 10.213 There was a Stormwater issue with the network at Mangarino Road, which is was found that a portion of pipe was blocked by willow tree roots. A Water Jetter was engaged which has resolved the issue in short term.
- 10.214 No major issues have occurred with stormwater network.

Suggested Resolution

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

A handwritten signature in blue ink, appearing to read 'Tony Hale', is positioned above the printed name.

TONY HALE
GENERAL MANAGER – INFRASTRUCTURE SERVICE

17 August 2020

Document No: A481963

Report To: Council



Meeting Date: 25 August 2020

Subject: Road Map Work Programme -
Development of 10 Year Plan - Revised
Timeframe

Purpose

- 1.1 The purpose of this business paper is to present a proposed revised timeframe for Development of the 10 Year Plan 2021-2031 to include the facilitated Review of Council's Investment, Revenue and Financing Policy and Financial Strategy.

Commentary

2.1 Road Map Work Programme as at 28 July 2020

- 2.2 Council last adopted a full version of the Road Map at its meeting on 28 July 2020 noting that further amendments would be required. At that time, it was reiterated to Council that amendments would include –

- 1 Further work facilitated with an Independent Consultant in respect to the review of Council's Investment, Revenue and Financing Policy (RFP) and Financial Strategy (FS), which in turn would impact on the overall timeline for development of the 10 Year Plan; and
- 2 The identification of additional projects, some of which are "known unknowns" which must be included into the work programme going forward including, but not limited to, the following:
 - Lawrence Street Property – Feasibility Study
 - Three Waters Reform
 - Mayors Taskforce for Jobs – Community Recovery Programme
 - Leadership Matters (implementation of Code of Conduct investigation recommendations)
 - Provincial Growth Fund Applications

- 2.3 Further projects/opportunities are being raised/identified continuously which are being considered on the basis of weighing up the benefit to WDC/the community against the reality of WDC having the capacity to complete/comply with requirements. In many instances, what is portrayed to be an opportunity is not actually possible within WDC's resourcing parameters.

2.4 COVID-19

- 2.5 On Wednesday 12 August 2020, the reinstatement of Covid-19 Alert Level 2 again impacted WDC.

- 2.6 To re-cap on Covid-19's disruption in New Zealand to date -

The first case of Covid-19 in New Zealand was reported on 28 February 2020.

As of 19 August 2020, the country has had a total of 1,649 cases (1,299 confirmed and 350 probable) and 22 people have died from the virus, with cases recorded in all twenty District Health Board areas.

The pandemic peaked in early April, with 89 new cases recorded per day and 929 active cases. As of 19 August 2020, the country has 96 active cases, the majority from an active cluster in Auckland.

All borders and entry ports of New Zealand were closed to all non-residents on 19 March 2020, with returning citizens and residents being required to self-isolate. Since 10 April, all New Zealanders returning from overseas have been required to go into two weeks of managed isolation.

A four-level alert level system was introduced on 21 March to manage the outbreak within New Zealand. The Alert Level was initially set at Level 2 but was subsequently raised to Level 3 on the afternoon of 23 March. Beginning on 25 March, the Alert Level was moved to Level 4, putting the country into a nationwide lockdown.

The Alert Level was moved back down to Level 3 on 27 April, partially lifting some lockdown restrictions, and down to Level 2 on 13 May, lifting the rest of the lockdown restrictions while maintaining physical distancing and gathering size limits. The country moved down to Level 1 on 8 June, removing all remaining restrictions except border controls.

On 11 August, four cases of Covid-19 from an unknown source were reported in Auckland, the first from an unknown source in 102 days. At noon the following day (12 August), the Auckland Region moved up to Alert Level 3, while the rest of the country was moved to Level 2.

- 2.7 The full extent of the disruption impact of Covid-19 on the delivery of WDC Work Programmes for the period 21 March 2020 to 8 June 2020 is still being realised. The reinstatement of Level 2 on 12 August 2020 has just compounded that effect. It is also accepted that there is a very high probability that future planning and schedules will be further impacted by Covid-19.

- 2.8 Meanwhile, the Work Programme must continue on the basis of meeting deadlines as quickly and efficiently as possible under these trying circumstances.

2.9 Investment, Revenue and Financing Policy and Financial Strategy – Independently Facilitated Review

- 2.10 A proposed timeline for the independently facilitated review of Council's Investment, Revenue and Financing Policy (RFP) and Financial Strategy (FS) has been put together in conjunction with the Independent Consultant.

- 2.11 This timeline proposes a very significant workload by way of additional Workshops in the period September to November, on top of what is already a very full calendar for elected members.

2.12 Unfortunately, it is imperative that this review is completed at the relevant time in the process of developing the 10 Year Plan, and with the compounding effects of Covid-19 this has left little to no flexibility in spreading that workload out.

2.13 10 Year Plan Development

2.14 As a result of the Investment/RFP/FS Review proposed timeline, the 10 Year Plan section of the Road Map has been updated to provide for the proposed dates for the Investment/RFP/RS Review.

2.15 The resultant 10 Year Plan Work Programme (Key Milestones and Indicative Timeframe) together with an A3 Planner also revised as per the proposal, are attached to and form part of this business paper.

2.16 As reiterated to Council previously, it is acknowledged that with the significant workload required of the Council, in the condensed time available due to Covid-19 disruptions, not all members will be able to attend all the scheduled workshops.

2.17 Newly Identified Projects

2.18 This business paper does not provide any commentary for the newly identified projects. As previously advised, some are "known unknowns" for which no key milestones or indicative timelines can be established at this time.

2.19 A Description, Key Milestones and Indicative Timeframes for the new projects will be included into the Work Programme to fit in with an adopted Planner Calendar once Council approves a workable calendar for the 10 Year Plan.

Suggested Resolutions

- 1 The Progress Report: Road Map Work Programme be received.
- 2 The Road Map Work Programme revised Key Milestones and Indicative Timeframes for Development of the 10 Year Plan, including a facilitated review of Council's Investment, Revenue and Financing Policy and Financial Strategy be approved / not approved / approved subject to amendment.



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Attachment: Revised 10 Year Plan Key Milestones and Indicative Timeframes
Separate Enclosure: Proposed A3 Planner (Doc # A481960)

Key Milestone	Indicative Timeframe
10YP Workshop #1 Project Structure and Timeframes	10 March 2020 Completed
Council Meeting Endorsement of Project development process and anticipated timeframes	26 May 2020 Completed
10YP Workshop #2 (Full Day) <ul style="list-style-type: none"> Review of Council's Strategic Direction. 	19 May 2020 Completed
10YP Workshop #3 (Full Day) <ul style="list-style-type: none"> Review of Council's Strategic Direction. Context Setting: Business we are in Workshop (context setting on each activity we currently deliver (based on 2018 10YP information) Context setting and overview of Infrastructure Strategy #1 	9 June 2020 Completed
10YP Workshop #4 <ul style="list-style-type: none"> Further consideration of Council's Strategic Framework <p>Context setting and identification of any issues that need to be factored into a review of:</p> <ul style="list-style-type: none"> Financial Strategy #1 Revenue and Financing Policy RFP #1 	14 July 2020 Completed
10YP Workshop #5 <ul style="list-style-type: none"> Context setting – items identified at Workshop 3 on 9 June 2020 <ul style="list-style-type: none"> Alternative Water Source Footpath Upgrade Schedule Harmonisation of Water Charges Waitomo District Landfill Holiday Parks (Te Kuiti and Marokopa) 	28 July 2020 <i>(Following Council meeting)</i> Completed
Investment review workshop (working party) Discussion on: <ul style="list-style-type: none"> Policy settings. ("Vanilla" Investment Policy supported by ICL Investment Rational Policy or comprehensive Investment Policy) Communication strategy for interaction with the ICL Board 	24 August 2020 (Consultant)
10YP Workshop #6 <ul style="list-style-type: none"> Review of Community Development Policy Events Policy I-Site Function / District Promotion Waitomo District Library GOA structure 10YP Significant Forecasting Assumptions <p>Investment review workshop Initial discussion – investment rational - full council workshop</p>	8 September 2020 (Consultant can remote in if required?)
Council workshop – Investment review <ul style="list-style-type: none"> Initial discussion - Investment rational 	10 September 2020 (Consultant)
10YP Workshop #7 Deep Dive into matters raised at previous Workshops i.e. <ul style="list-style-type: none"> Water Metering Elderly Persons Housing Walking Track Strategy Aerodrome Concept Plan Motakiora (Brook Park) Leases 	15 September 2020
Investment review workshop (working party) <ul style="list-style-type: none"> Refinement of investment rational and development of draft ICL Investment Rational Policy. Development of a draft Statement of Expectation 	18 September 2020
10YP Workshop #8 AMPs/LoS #1 Review LoS and AMPs (major work programmes, indication of what will be	22 September 2020

Key Milestone	Indicative Timeframe
required in relation to funding, risks etc.) <ul style="list-style-type: none"> • Solid Waste Activity Management Plan (specific issue to be highlighted: litters bins at freedom camping sites and the frequency of rubbish collection) • Roading • Stormwater • Information Technology 	
10YP Workshop #9 (reschedule of cancelled 18 Aug workshop) <ul style="list-style-type: none"> • Plan for the Financial workstream workshops • Discussion on the rating factors and District revaluation RFP#2 • High level model for Financial Strategy FS#2 • Forestry and the impact on roads 	24 September New proposed date (Consultant)
10YP Workshop #10 (new workshop) <ul style="list-style-type: none"> • Concept of Net debt FS#3 • Discussion on elimination of internal loans • Debt cap • Surplus funds and conversion into cash 	25 September (Consultant)
Meeting with ICL Board (working party) Governance engagement with ICL Board - by working party	25 September
Council Meeting Adoption of Community Development / Event Policy	29 September 2020
Investment review workshop (working party) Draft ICL Investment Rational Policy and Statement of Expectation.	29 September 2020
10YP Workshop #11 AMPs/LoS #2 <ul style="list-style-type: none"> • Housing and Other Property • Parks and Reserves • Public Amenities • Recreation and Culture • Community Development (specific issues that need to be addressed through the AMPs – Mowing at Marakopa and the Japanese Garden) 	6 October 2020
10YP Workshop #12 AMPs/LoS #3 <ul style="list-style-type: none"> • Wastewater • Water • Compliance/Resource Management • Investments (specific issues that need to be addressed through the AMPs – provision of noise control service to rural communities) 	8 October 2020
10YP Workshop #13 (new workshop) <ul style="list-style-type: none"> • Background on overheads and allocation within the context of impact of 3 waters reform. • 3 waters – understanding the financial impact of losing water supply and waste water. (FS#4) 	9 October 2020 (Consultant)
Audit Risk and Finance Committee (Investment Policy review) <ul style="list-style-type: none"> - Report to present the Draft ICL Investment Policy and Statement of Expectation. 	13 October 2020
10YP Workshop # 14 <ul style="list-style-type: none"> • AMPs/LoS Mop-Up • Rates Remission Policy • Appointment of Directors to CCO Policy • Significance and Engagement Policy • Approach to Communications and Engagement • CouncilMark 	15 October 2020
10YP Workshop #15 (new workshop) Policy background and legislative requirements (RFP#3) <ul style="list-style-type: none"> • Coverage of some of the economic theory/rationale for selecting mechanisms • Identification of benefit patterns within services. 	20 October 2020 (Consultant)

Key Milestone	Indicative Timeframe
<ul style="list-style-type: none"> Discussion on user fees. 	
<p>Council Meeting (Investment Policy review) - ICL Investment Rational Policy and Statement of Expectation adopted by Council.</p>	27 October 2020
<p>Meeting with ICL Board (working party)</p>	30 October 2020
<p>10YP Workshop #16 (new workshop) Analysis of rates options for activities. (RFP#4) Groups of Activities covered in this workshop include:</p> <ul style="list-style-type: none"> Water Supply Wastewater Storm water Roads and Footpaths Workshop will cover: Consideration of major issues with rates including: Certainty for ratepayers Effects of revaluation and how these may be impacted by rates options Consideration of new rates for new issues I.e. Forestry Splits between rating groups and the impact of rates mechanisms. 	2 November 2020 (Consultant)
<p>10YP Workshop #17 Analysis of rates options for activities (RFP#5) Groups of Activities covered in this workshop include:</p> <ul style="list-style-type: none"> Community Development Community Services Governance and Leadership Compliance and Resource management <p>Workshop will cover: Consideration of major issues with rates including:</p> <ul style="list-style-type: none"> Certainty for ratepayers Effects of revaluation and how these may be impacted by rates options Consideration of new rates for new issues I.e. Forestry Splits between rating groups and the impact of rates mechanisms <p><i>A draft policy for rates will be prepared following this workshop.</i></p> <ul style="list-style-type: none"> Infrastructure Strategy #2 Treasury Policy – brings the discussion back from the investment policy review as well. (noting that Financial Strategy may need to be revisited early 2021) 	10 November 2020 (Consultant)
<p>10YP Workshop (new workshop) • backup (if required)</p>	11 November 2020
<p>10YP Workshop #18</p> <ul style="list-style-type: none"> Rates outcomes (RFP#6) <ul style="list-style-type: none"> Analysis of rates modelling outcomes. Performance Measures – outcome of reviews Discussion of big issues to be consulted (the right debate) on and to be included in the CD 	3 December 2020 (Consultant)
<p>10YP Workshop #19</p> <ul style="list-style-type: none"> Working draft on CD and formal consultation plan Preliminary draft Financial Strategy (FS#5) Preliminary Draft Financials 	9 February 2021
<p>Council Meeting</p>	23 February 2021
<p>10YP Workshop #20 (new workshop) Preliminary Draft Financials</p>	24 February 2021
<p>Council Meeting Adopt for Audit:</p> <ul style="list-style-type: none"> Consultation Document Draft Financials Supporting Information 	5 March 2021
<p>Audit of CD</p>	10 – 17 March 2021
<p>Hot Review OAG</p>	18-19 March 2021
<p>Council Meeting</p>	30 March 2021

Key Milestone	Indicative Timeframe
Adoption of: <ul style="list-style-type: none"> • CD for consultation • Supporting Information for Consultation • Supporting information on proposals for consultation • Financial statements • AMPs • LoS and performance measures • AMPs • Infrastructure strategy • SWAMMP • Financial Strategy • Revenue and Financing policy • Planning assumptions • Rates remission policy • Treasury policy • Appointment of Directors for CCO policy • SEP 	
Public Notification	6 April 2021
Consultation Period	6 April – 5 May 2021
Council Hearings	12-13 May 2021
Hearing of Submitters	
Council Meeting	25 May 2021
Deliberation of Submissions	
10YP Council Meeting	29 June 2021
Adoption of 10YP	

Document No: A481288	
Report To: Council	
	Meeting Date: 25 August 2020 Subject: Motion to Exclude the Public for the Consideration of Council Business

Purpose

- 1.1 The purpose of this business paper is to enable consideration as to whether or not the public should be excluded from the consideration of Council business.
- 1.2 Council may choose whether or not to consider any of the items in the public or public excluded portion of the meeting.

Commentary

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Land Purchase Required for Proposed New Public Toilet Facilities at Mokau	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(1)
2. North King Country Indoor Sports and Recreation Centre – Funding Agreement Drawdown	Section 7(2)(c)(i) – To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(1)

- 3 Council agree the following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council CEO
Manager – Governance Support	Committee Secretary
General Manager – Community Services	Business Paper Author
Special Projects Coordinator	Business Paper Author

- 4 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in the public.



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