

Document No: 395179**File No: 401/0588440400****Report To: Council****Meeting Date:** 31 May 2016**Subject:** **Te Kuiti Squash Rackets Club Incorporated
Drainage Issues**

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of drainage issues occurring at the Te Kuiti Squash Rackets Club Incorporated (TKSRC) site and present a request from TKSRC for assistance to address the drainage issue.

Background

- 2.1 The TKSRC building and courts were built approximately 40 years ago.
- 2.2 The building is owned by the TKSRC and situated on WDC land. The car park is accessed from Ngarongo Street and forms part of Centennial Park.
- 2.3 The car park is used predominately by the TKSRC however it is also heavily used in the winter months by Junior Soccer.
- 2.4 WDC have assisted with the maintenance of the car park over the years by way of supplying metal to fill potholes at the site.
- 2.5 In March 2016 WDC prepared documentation on behalf of TKSRC to obtain quotes from contractors to undertake drainage work comprising:
- Supply and lay PCV pipe connecting 6 existing down pipes to road storm water manhole.
 - Install leaf slider from top of each down pipe.
 - Install Novaflow to connect with manhole.
- 2.6 On 7 April 2016 TKSRC were advised two quotations had been received.

Commentary

- 3.1 A search of WDC records has been unable to identify any record of the ground lease and as a result it has not been possible to test what conditions of lease were agreed between the parties at the time.
- 3.1 Attached to and forming part of this business paper is a copy of a letter received from TKSRC on 20 April 2016 requesting assistance from WDC to address drainage issues experienced at the site.

- 3.2 The letter draws attention to the public use of the car park and the detrimental effects experienced during the winter months. It should be noted that public use is of very limited duration and for the most part limited to Saturday morning sport.
- 3.3 The letter also outlines the potential damage to the TKSRC building due to water ponding under the building causing rot within some of the floor boards.
- 3.4 The main cause of the problem is there is no stormwater system in place to take runoff from the existing down-pipes of the building. Also, the addition of metal to the car park over the years has raised the level of the area and the camber causes the stormwater discharged from the TKSRC to flow in part back towards and under the building.
- 3.5 As previously outlined two quotations for the installation of a stormwater system were received from local contractors. The indicative cost is in the range of \$5,100 to \$7,700 (excl GST).
- 3.6 Should Council agree to the request made by TKSRC to address the disposal of the stormwater discharged from the TKSRC building down pipes, due contribution could be funded from Other Land and Buildings function.

Suggested Resolution

1. The letter from Te Kuiti Squash Rackets Club Incorporated be received.
2. The business paper Te Kuiti Squash Rackets Club Incorporated - Drainage Issues be received.
3. Council agree / not agree to assist the TKSRC with funding the cost of piping the building stormwater to the WDC stormwater disposal system.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES



SANDRA BUCHANAN
MANAGER COMMUNITY SERVICES

May 2016

Attachment 1. Letter from Te Kuiti Squash Rackets Club (doc 395500)

Date: 22/04/2016
Doc #: 392008
File #: 064/004F

Te Kuiti Squash Rackets Club Incorporated
PO Box 74
Te Kuiti

20 April 2016

The Chief Executive
Waitomo District Council
PO Box 404
Te Kuiti

Dear Chris

We write in reply to a letter received from John DeLuca, dated 7 April 2016, regarding the drainage problem in the carpark at the Te Kuiti Squash Club, on Ngarongo Street.

We have been loyal tenants on Council land for 40 years and appreciate the use and benefits of being able to utilise this space. The many members of the club over the years are greatly appreciative of this use and the support of WDC over this time.

We have however now identified a problem where the drainage is not being able to get away to an adequate discharge point. This has had the detrimental effect of water ponding under the building, causing rot within some of the floor bearers.

Back 40 years ago when the courts were built by Jack Russell Construction, and many, many volunteer hours by members, there obviously wasn't any requirement for spouting run off to be piped. If it was a requirement, it may have been waived by the then Chief Engineer, Dave Muir, who also designed the building and was on the steering committee.

We believe a major part of the problem has been caused by years of metal build up being placed in the carpark to fix pot holes, as well as the fact that for years the park has had drainage problems as well, until being recently rectified.

The metal that has been placed in the carpark was undertaken by WDC, which we do greatly appreciate, but now it seems to be the main contributor to the drainage problem. During the winter months, the carpark is heavily used by Junior Soccer on a Saturday morning, by parents, coaches and officials. At times, members are not able to park in there until well after midday.

The cost of repairing the floor within the damaged bearers is going to be significant. The club has engaged a contractor to investigate, but they don't know what they are going to find until they get underneath and start removing parts of the floor. Unfortunately, we don't have a firm price on this yet.

/2

We are hopeful that WDC would see fit to do the required drainage maintenance of this land at their cost, for the benefit and utilisation of all the members of the public who use it.

We thank you for your support of this matter, and look forward to your consideration and favourable response.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Davina Davey', written in a cursive style.

Davina Davey
President

Document No: 394599

File No: 097/001E

Report To: Council**Meeting Date:** 31 May 2016**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a progress report on outstanding resource consent applications and those applications currently being processed.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
- 3.1.1 Legislative – the District Plan and Resource Management Act has very clear requirements and timelines.
 - 3.1.2 Monitoring and enforcement – there is a risk that monitoring and enforcement could result in unintended consequences.

Background

- 4.1 Most resource consent applications are dealt with by staff under delegated authority. In such circumstances it is important that both the Chief Executive and Council are briefed on progress with such applications.
- 4.2 So as to ensure that Council is adequately briefed on all resource consent applications, a schedule is attached to and forms part of this business paper detailing progress of consent applications. This schedule also includes all completed consents processed in the current financial year.
- 4.3 Some resource consent applications are inevitably appealed to the Environment Court. Such a process is both expensive and time consuming and there is a need to ensure that Council is well briefed on applications being processed in this manner.
- 4.4 It is intended on a monthly basis to prepare a progress report for Council on all outstanding resource consents and those resource management issues impacting on this Council which are being dealt with by the Environment Court.

Commentary

5.1 Mokau Sands Appeal Process Update

- 5.2 In May 2012 WDC received a resource consent application from Mokau Sands Limited seeking approval to redevelop the Seaview Motor Camp at Mokau and undertake a consequential subdivision.
- 5.3 The applicant was proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 5.4 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 5.5 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 5.6 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 5.7 The proposal was revised, with the key change being a reduction in the number of units to 24 and the retention of a number of the camping ground cabins as traveler's accommodation linking with the café. Other revisions were a commitment that the units would be relocatable, in the event of further coastal erosion, and that they will be designed to blend into the coastal environment rather than intrude upon it.
- 5.8 All submitters were updated in terms of the delays encountered with the application.
- 5.9 The revised application was again placed on hold pending the outcome of another resource consent lodged by the applicant for the site. The site was subject to severe coastal erosion and the applicant sought consent to rebuild and plant the fore dune. This consent was subsequently approved.
- 5.10 The joint hearing was held on Wednesday 20 to Thursday 21 May 2015 with the Mayor as Chair and Councilor Brodie as a committee member. A site visit formed part of the hearing process.
- 5.11 The key issues for which evidence was presented concerned the traffic effects of the proposal on SH3, landscape and visual impacts, the trigger point when units and infrastructure would need to be relocated, cultural concerns, the vesting of a new road to provide access to the coast and the loss of a camping ground to private development.
- 5.12 The Hearings Committee adjourned the hearing for the applicant and Council staff to prepare a revised set of recommended conditions that was generally agreed to by the parties at the hearing. The revised conditions presented to the Hearings Committee were largely agreed. The one exception was in regard to the vesting of the new road to provide access to the coast. The applicant wanted the road to vest only at the time a café was constructed, whilst the Council staff wanted the road to vest immediately, although not be formed until the café was constructed.
- 5.13 The final Right of Reply from the applicant was received on 21 July 2015. The Committee subsequently formally closed the hearing and made a decision on the proposal on 13 August 2015.

- 5.14 The decision was to grant consent to the application. The Hearings Committee largely adopted the revised set of recommended conditions.
- The conditions cover building location, size and design, coastal erosion and managed retreat, tangata whenua/archaeology, earthworks, services and utilities, landscape and mitigation planting, urban design, and roading and carparking. On the one issue in contention, the vesting of the road, the decision has required that the road be vested immediately thus ensuring access to the coast for the public.
- 5.15 Whilst the road is required to be vested, it does not have to be formed. For all intents and purposes it will remain as it currently is, but in Council ownership. Council could decide to form it as a rest area and carpark at a future date, otherwise the applicant is required to form it as road and carpark when and if a café is constructed.
- 5.16 One of the main reasons why the applicant did not wish to vest the road immediately is because he considers there is a public benefit that accrues from the rest area and carpark that Council should contribute towards. Council was approached by the applicant to contribute towards the formation of the road and carpark.
- 5.17 As expected the decision of the Hearings Committee was appealed by the applicant, Mokau Sands Limited. The appeal was lodged with the Environment Court on 9 September 2015.
- 5.18 New Zealand Transport Agency joined the Appeal on 5 October 2015 as an interested party.
- 5.19 WDC's lawyers, Le Pine & Co, were engaged to respond to the appeal. The Environment Court generally expected parties, particularly local authorities, to take part in alternative dispute resolution (such as mediation) in advance of a hearing, if not to resolve the appeal, then as a means to narrow and settle issues. All parties at mediation were to be represented throughout by a person or persons holding full delegated authority to settle the dispute. Direct negotiation was also to be considered by the parties at all times.
- 5.20 At its meeting on 28 October 2015 Council considered a Memorandum which outlined the list of issues unresolved between the parties as well as a report prepared and presented at the meeting by Nigel McAdie from LePine & Co.
- 5.21 Council subsequently delegated authority to the Chief Executive to settle the appeal by Mokau Sands Limited, by way of negotiation and / or Court assisted mediation with assistance from Council's legal and planning advisers on the basis any settlement:
- Is consistent with the District Plan policy;
 - Conforms to the relevant requirements and objectives of the RMA including in particular the maintenance and enhancement of public access to and along the coastal marine area;
 - Balances public and private interests / benefits; and
 - Is fair and equitable to the District's rate payers.
- 5.22 Court-assisted mediation was scheduled by the Environment Court for 19 November 2015.
- 5.23 In advance of Court-assisted mediation, representatives for Mokau Sands Limited and Council met in Hamilton on 5 November 2015 to engage in direct negotiations on a without prejudice basis to see if matters could be settled between them.

- 5.24 As expected, Mokau Sands Limited sought a financial contribution from the Council to reflect the extent to which it considered a public benefit to accrue from the road to vest in the Council.
- 5.25 The Council's position was that it was not inclined to make a significant contribution to the appellant in circumstances there may be better locations to spend money securing formal public access to the Coast than the appellant's site.
- 5.26 Accordingly, the parties agreed to resolve the appeal by the Council deleting the requirement that Mokau Sands Limited vest land in the Council for road.
- 5.27 The parties were satisfied that the proposed development still conforms with Part 2 of the RMA by continuing to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form (s 6(a) RMA) and maintaining public use, enjoyment and access along the coastal marine area adjoining the land (s 6(d) RMA).
- 5.28 A joint memorandum and draft Consent Order recording the agreement was lodged with the Environment Court. The appeal will be resolved by the Court issuing a final Consent Order.
- 5.29 The Environment Court's Minute dated 1 December 2015 questioned whether there is any potential conflict between the conditions of consent and the supporting documents required (as listed under Condition 1 of the land use consent and the subdivision consent).
- 5.30 Having considered the Court's question, the parties, have agreed the following:
- All documents supporting the application should be listed under Condition 1 of the land use subdivision consent, as those documents incorporate changes to the application as originally lodged.
 - Where the conditions of consent refer to a specific supporting document or plan, this document or plan should be expressly referred to under that condition and annexed to the conditions of consent.
 - To avoid any potential conflict between the conditions of consent and the supporting documents Condition 1 of the land use and subdivision consent should be amended to include the following clause:
 - "In the event that there is any conflict between the Conditions of consent and the supporting application documents under Condition 1, the conditions of consent shall prevail."
- 5.31 An amended set of conditions to address the agreed response to the Court's Minute was submitted to the Environment Court on 15 January 2016.
- 5.32 The Court has recently come back to the parties with further issues.
- 5.33 The main concern of the Court is the waiver of the requirement for an esplanade reserve. The Commissioner noted it is clear from the Council's decision that the waiver of the requirement for the esplanade reserve was based on provision for the road to be vested in WDC.
- 5.34 The Commissioner noted that it has implications regarding the provisions of the NZ Coastal Policy Statement and the decision the Judge must make pursuant to the Resource Management Act. Further explanation was requested.

5.35 Explanation was provided as follows:

"The parties consider the resolution conforms to the relevant requirements and objectives of the Resource Management Act, including Part 2 because the proposed subdivision, use and development of the land continues to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form in accordance with section 6 of the Resource Management Act and maintains public use, enjoyment and access along the coastal marine area adjoining the land."

5.36 The Court requested a more in depth explanation than this. The Commissioner stated emphasis on the drafting and workability of conditions arises from a recent case which emphasized the need for the Court to have confidence in the application of conditions presented to it.

5.37 A Joint Memorandum of the Parties was lodged with the Courts on 9 May 2016.

5.38 At the time of writing this business paper a response has not been received from the Courts, it is however expected that a Consent Order will be issued.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

May 2016

Attachment: Resource Consent Schedule (Doc 394602)

RESOURCE CONSENTS PROCESSING AS AT 31 May 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Formally Received	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
160010	Arapae No1 Land Holdings Limited	Subdivision – Carter Road, Te Kuiti	09/05/16	No								
160011	Amanda Murray	Creation of a Right of Way, Robin Azariah Place, Te Kuiti	06/05/16	No								
160012	Ridgeway Farms Limited	Subdivision – 24 Ngapaki Road, Mokaiti	16/05/16	No								
160013	Ministry of Education – Waitomo Caves School	Construction of multipurpose room within 1m of a boundary, Waitomo Caves	12/05/16	No								

RESOURCE CONSENTS GRANTED (FOR 2015/16) AS AT 31 May 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
150004	L and M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA - declined.	6/03/15						Withdrawn 29/01/16
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15	No response from Company - seems to be defunct.					
150020	RE Buckley	Subdivision of Part Rangitoto Tuhua 35H2 Block	8/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.	7/07/15	7/10/15	Yes		No	05/11/15	Conditional Consent Granted 30/10/15
150021	R Gorrie	Subdivision of Lot 1 DP 478662. Te Mahoe Road Mokau.	16/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.		25/08/15			No	1/10/15	Conditional Consent Granted 10/09/15
150022	DJ and SL Knight	Construction of Farm Shed within 10m of boundary, Walker Road, Te Kuiti	21/07/15	No						No	25/08/15	Conditional Consent Granted 30/07/15
150023	Spark New Zealand	Outline Plan Waiver request – upgrade of Te Kuiti Telecommunications Facility, Awakino Road, Te Kuiti	27/07/15	No						No	24/08/15	Outline Plan waiver request approved. 28/07/15
150025	Z Energy Limited	Redevelopment of Z Service Station, Te Kumi Road, Te Kuiti	11/08/15	Yes	Application Amended by Applicant. NZTA approval no longer required.	19/08/15	17/09/15	Yes		No	10/11/15	Conditional Consent Granted 19/10/15
150026	Trevor Neal	Build onto existing dwelling a 23m2 living room with attached covered deck area. New garage with attached sleep-out.	5/08/15	No						No	22/09/15	Conditional Consent Granted 7/9/15
150027	R Green	Subdivision 70 Mairoa Road, Piopio	3/11/15	Yes	LINZ approval	04/11/15	11/11/15			No	02/12/15	Certificate of Compliance Issued 25/11/15
150028	John Pitcorn	Subdivision 20 Rimu Street Te Kuiti	19/11/15	Yes	LINZ approval	19/11/15	3/12/15			No		Conditional Consent Granted 17/12/15
150029	Spark New Zealand	Upgrade of existing telecommunications facility, 8 Mile Junction	16/12/15	No							9/02/15	Conditional Consent Granted 14/01/16
150030	J and R Davis	Subdivision Fullerton Road	18/12/15	Yes	Letter from the Lines Company	11/01/16	11/01/16				5/02/15	Conditional Consent Granted 14/01/16
160001	NJ and A Kelland	Redevelopment of existing BP2Go Service, Station Carroll Street, Te Kuiti	27/01/16	Yes	Comments from NZTA	09/02/16	04/03/16	Yes				Conditional Consent Granted 11/03/16

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
160002	Opus International on behalf of WDC	To undertake earthworks to remediate sections of Totoro Road	24/02/16	Yes	Extend to which the works will overlap onto adjacent properties.	29/02/16	31/03/16	Yes		No		Conditional Consent Granted 31/03/16
160003	AS and MJ Coplestone	Rural Subdivision, 814 Awakau Road, Awakino	24/02/16	No				Yes		No	29/3/16	Conditional Consent Granted 07/03/16
160004	GT and JM Woolston	Construction of shed within 5m of paper road boundary	29/02/16	No				Yes		No	1/04/16	Conditional Consent Granted 08/03/16
160005	Ministry of Education	Outline Plan of Works for new classroom and playing fields Oparure School, Oparure	03/03/16	No				Yes		No	5/04/16	Outline Plan of Works approved no changes 10/03/16
160006	The Lines Company	New Office Block, 30 Waitete Road, Te Kuiti	11/03/16	No				Yes		No		Conditional Consent Granted 01/04/16
160007	Cleethorpes Fifty-Five Limited (Gull Service Station)	Application for change of conditions – Site Layout, State Highway 3, Te Kuiti	07/04/16	Yes	Written approval from an adjoining land owner.	12/04/16	22/04/16	Yes		No		Conditional Consent Granted 04/05/16
160008	Te Kuiti Primary School	Outline Plan of Works - Upgrade of school blocks (Heritage Building), Rora Street, Te Kuiti	11/04/16	No						No		Conditional Consent Granted 10/05/16
160009	Koroi Farms	Construction of a shed within 10m of a boundary, 1294 State Highway 3, Te Kuiti	12/04/16	No						No		Conditional Consent Granted 04/05/16

Document No: 394525

File No: 037/005B

Report To: Council**Meeting Date: 31 May 2016****Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – April 2016**

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the three waters Operational, Maintenance and Capital Works including contracted out services.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Risk Considerations
 - 4.0 Background
 - 5.0 Service Requests/Complaints
 - 6.0 Treatment Plant Statistics
 - 7.0 Commentary
 - 8.0 Capital Projects

2.0 Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network three waters infrastructure makes to the community.
- 2.2 The provision and maintenance of the water, sewerage and stormwater infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

3.0 Risk Considerations

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

4.0 Background

- 4.1 The three Waters activities (Water Supply, Wastewater and Stormwater) provide for the environmentally safe extraction, treatment and distribution of water. Collection, treatment and disposal of wastewater and the collection and disposal of rainwater within Council's stated parameters.

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

4.4 WDC's only reticulated Stormwater network is in Te Kuiti and any exceptions will be reported on for the other areas as these arise.

4.5 There are three activities under each of the three Waters activities:

- 1 **Planned Maintenance:** Operation and maintenance involves the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.

These activities are predominantly contracted out and at present are performed by Veolia Water by means of Schedule which is worked out in accordance with the operating instructions from the manufacturer or best practices.

- 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
- 3 **Service Requests / Complaints:** 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.

4.6 **Capital Works**

4.7 Progress reporting on Capital Works will predominantly focus on Renewals and Upgrades.

4.8 **Water Rates and Charges**

4.9 Residential and small business water rates are charged quarterly. Extraordinary water user meters are read half yearly. The two major Trade Wastewater user meters are read monthly and charged monthly.

5.0 Commentary

5.1 **Te Kuiti Water Supply**

5.2 ~~The pipe work for two of the four filters was replaced and is operating well.~~ During the backwash trial for the new filter pipework it was indentified that the supplied pump was not delivering adequate water head to effectively backwash the filter. A new pump was ordered. Once it arrives toward the end of May it will be installed and tested.

5.3 Due to the plant only operating effectively on two filters with reduced treated water production it was decided to remain on Water Restriction Level 4. This restriction will be lifted once the other two filters are upgraded.

5.4 Due to the development of the new Gull Service Station the water main required upgrading, as that area is fed through a 32 mm PE pipe. As the Te Kumi Loop Road pipe was also due for upgrading (that area is fed through a 25 mm PE pipe) that section of pipe was also upgraded at the same time. Historical issues were also resolved, as pipes were interconnected and could not be shut off when required. ~~The Haines Terrace water main was replaced due to severe corrosion of fittings and the poor condition of the fiber cement pipe.~~

5.5 Te Kuiti Wastewater

5.6 ~~A manhole in Haines Terrace was replaced and several holes and breaks in the pipe were repaired.~~ No major incidents to report.

5.7 Te Kuiti Stormwater

5.8 The Stormwater reticulation network is designed for 1 in 2 year rainfall events.

5.9 ~~A section of Haines Terrace stormwater pipe was repaired where it caused damage to private property. The pipe has been identified for urgent replacement and relocation.~~ The King Street East storm water pipe repair project is under way with the contractor having moved onto site.

~~5.10 A new 1,800mm diameter manhole was installed in Hospital Road, as well as several lengths of 1,050mm diameter concrete pipe to prevent the erosion to the driveway of 32 Hospital Road.~~

5.10 Piopio Water Supply

5.11 No exceptional incidents occurred during this period.

5.12 Piopio Wastewater

5.13 ~~The septic tank at the Owl's Nest Motel has been replaced with the larger septic tank to accommodate the increased waste volume generated by the new Motel business. At the request of The Fat Pigeon Café, installation of the removed tank from the Motel has been delayed until they have completed some catering work.~~ The smaller tank at Owl's Nest has been replaced and relocated to the Fat Pigeon and this work is now complete.

5.14 Benneydale Water Supply

5.15 No incidents to report.

5.16 Benneydale Wastewater

5.17 ~~A report on the reevaluation of the Benneydale waste water reticulation system was undertaken. The reticulation was thoroughly cleaned, flushed and specific areas of interest were inspected by CCTV. Once the CCTV report is studied the reticulation will be repaired and / or rehabilitated as required.~~ Following the re-evaluation it is necessary to replace 1 pipe bridge and 3 local repairs to the Benneydale waste water reticulation. Contractors will be requested to price this during May.

5.18 Mokau Water Supply

5.19 ~~The Mokau Dam Safety Upgrades are underway with the Contractor appointed and on-site~~The contract works are progressing well and the project is on schedule.

5.20 The water treatment plant backwash tank has a tear in it due to ground movement. A new tank was ordered that was damaged in a fire resulting from a vehicle bursting into flames near it. A new tank has been ordered. A new platform requires to be built with some pipework and electrical changes required.

5.21 The Mokau water mains replacement at Oha / Tainui Street

5.22 Te Waitere Wastewater

5.23 Te Waitere Wastewater pump stations operated without any faults.

6.0 Capital Projects**1. Water**

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Progress is good however about 4 weeks delay due to reservoir roof that had to be completely rebuilt	\$775,784.47
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$1,039,213.12
Tui Street Augmentation (Piopio)	\$30,000	May 2015	Last payment claim expected March 2016	\$26,703.03
Mokau mains replacement	\$48,000	March 2016	Tender Documents approved for tendering	\$0
Mokau Dams Safety Upgrade	\$154,000	April 2016	Contract started	\$30,276.20
Edward Street Pipe Replacement	\$85,000	November 2015	Deferred	\$0

- Tenders for the Mokau Dams Safety Upgraded were invited and one tender was received. The Tender Evaluation was completed.

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
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Te Kuiti River Crossing	\$95,000	April 2016	Tender Documents and scope being prepared	\$0
Carroll Street Pipe Insertion	\$45,000	March 2016	Tender Documents approved for tendering KiwiRail Grant received and lodged.	\$0
Benneydale Sewer Rehabilitation	\$35,000	February 2016	Condition reassessment under way One pipe bridge requires repairs and 3 minor faults are to be rectified	\$21,485.00
Piopia Septic Tanks Enlargement	\$20,000	March 2016	Owl's Nest tank installed Both Owl's Nest and Fat Pigeon tanks have been installed and are operational.	\$0

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	March 2016	Documentation being prepared	\$6,669.22
King Street East Pipe insertion	\$130,000	March 2016	Contractor appointed and awaiting site handover Contractor has started.	\$0

Suggested Resolution

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – April 2016 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

Document No: 394545

File No: 037/005B

Report To: Council

Meeting Date: 31 May 2016

Subject: Progress Report: Solid Waste Activity –
March-April 2016

1.0 Purpose of Report

1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti

2.0 Local Government Responsibilities

- 2.1 The Waste Minimisation Act encourages a reduction in the quantity of waste generated and disposed of in landfills, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits.
- 2.2 WDC is meeting its obligations under the 2008 Waste Minimisation Act and the Solid Waste (asset) Management and Minimisation Plan (SWaMMP), by providing a weekly Kerbside Refuse and Recyclables Collection Service and disposal thereof in parts of the district and Transfer station for the remainder of the district.

3.0 Risk Considerations

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

4.0 Introduction

- 4.1 This business paper focuses on the operations of the Solid Waste activity, refuse and recyclable collection and disposal, and the promotion of recycling.

5.0 Background

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.

5.3 Solid Waste Services

5.4 WDC is meeting its obligation under the 2008 Waste Minimisation Act and SWaMMP by providing:

1 **Weekly Kerbside Refuse and Kerbside Recyclables Collection Services** for the communities of -

- Te Kuiti
- Piopio
- Mokau
- Waitomo Village
- that part of the Rural Ward between Te Kuiti and Waitomo Village

2 **Waste Transfer Stations** in the communities of -

- Benneydale
- Piopio
- Marokopa
- Kinohaku
- Mokau/ Awakino

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 Management of Solid Waste Services

5.6 Collection Services (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.

5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.

5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.

5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.

5.10 **Mokau Litter Bins** are serviced under contract with a private person.

5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.

5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

5.13 Service Requests / Complaints

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

5.15 Almost all of the Service Request complaints received for kerbside refuse or recyclables not being collected, were due to the person placing the bag or recycle bin out too late.

5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2015/2016 include:

Description	15/16	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Kerbside Refuse not collected	7	2	1	1	4	1
Landfill Complaint	0	0	0	0	0	0
Transfer Station Complaint	3	1	1	0	0	0
Litter Bins not being emptied	4	1	1	1	0	0

Description	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Kerbside Refuse not collected	2	3	1	1		
Landfill Complaint	0	0	0	3		
Transfer Station Complaint	0	0	0	0		
Litter Bins not being emptied	0	0	2	0		

5.17 Three complaints have been received this month relating to the odor emitting from the Te Kuiti Landfill. An investigation was carried out and it was found that the contractor have not significantly covered the exposed waste in accordance with the existing contract. The matter was discussed with the Operations manager at the landfill. He has given the undertaking that Envirowaste will ensure that they will comply with the contractual obligations. The matter was resolved.

6.0 Te Kuiti

6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.

6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

6.3 Emissions Trading Scheme

6.4 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.

6.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.

6.6 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

6.7 Landfill Volumes

6.8 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2015	Tonnes Deposited Aug 2015	Tonnes Deposited Sept 2015	Tonnes Deposited Oct 2015	Tonnes Deposited Nov 2015	Tonnes Deposited Dec 2015
Deposited to Date	162,589.81	163,378.82	164,437.24	165,215.73	165,964.42	166,793.23
WDC Bags Collected		1.25	1.74	1.71	2.17	2.31
Total over Weighbridge		834.51	1086.00	838.44	832.83	869.41
Less Diverted Recycle		- 33.46	-16.13	-28.25	-74.35	-30.48
Less Stock out Gate		- 13.29	-13.19	-29.70	-9.79	-10.12
Total To Landfill		789.01	1058.42	778.49	748.69	828.81

Description	Tonnes Deposited Jan 2016	Tonnes Deposited Feb 2016	Tonnes Deposited Mar 2016	Tonnes Deposited Apr 2016	Tonnes Deposited May 2016	Tonnage Space Available
Deposited to Date	167,533.67	168,333.22	169,103.40	169,991.12		62,896.57
WDC Bags Collected	2.35	1.24	2.06	2.34		
Total over Weighbridge	785.30	845.13	836.47	945.42		
Less Diverted Recycle	-24.60	-34.34	-31.58	-38.45		
Less Stock out Gate	-20.26	-12.48	-36.74	-21.62		
Total To Landfill	740.44	799.55	770.21	887.69		

6.9 Recyclables

6.10 Diverted recyclables = ~~34.34~~ 38.45 tonnes

6.11 Capital Projects

Description	Estimate / Budget	Actual July 2015	Actual August 2015	Actual September 2015	Actual October 2015
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70	\$27,778.70	\$27,778.70	\$ 104,681.31

Description	Estimate / Budget	Actual Nov 2015	Actual Dec 2015	Actual Jan 2016	Actual Feb 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31

Description	Estimate / Budget	Actual March 2016	Actual April 2016	Actual May 2016	Actual June 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20		
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64		
Recycling Shed	\$50,000.00	\$ 104,681.31	\$ 104,681.31		

6.12 There have been no changes in capital expenditure since October 2015.

6.13 Development of the Cell 3

6.14 Development of Cell 3 is largely complete with only some remedial work outstanding. A total of \$41,580.00 excl. GST has been retained for repairs. This was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount is \$37,704.97 excl. GST.

6.15 The final contract value for this project was \$720,971.17 excl. GST.

6.16 High Wall Shaping

6.17 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent landslides. Whilst this work has been completed and the desired outcomes have been achieved for now,

the area remains unstable and future works are likely to be required to ensure ongoing safety.

6.18 Recycling Shed

6.19 In order to promote recycling and provide a customer friendly, all weather recycling service, a roof over the recycling area has been constructed.

6.20 This project has been completed and has been well received by the public utilising the facility.

6.21 Recycling Area - Health and Safety Improvements

6.22 A recently completed Health and Safety Audit identified the need to further improve safety around the recycling area. The Audit raised the concern that the trucks servicing the recycling area continued to remove the skips and bins from the front "public area" and not from the rear as intended.

6.23 To enable compliance with the findings of the Health and Safety Audit, further improvements to the area behind the recycling area are required. The improvements include:

- Extension of the existing hard stand area by 3m to the north to improve safe manoeuvring of the service trucks.
- Shape-grading and rolling of the existing hardened area (approx. 400m²).
- Establishment of "V" drains to the rear of the hardened area to improve stormwater flows.

6.24 This work was tendered and the successful tenderer, Inframax, has started work this month.

Suggested Resolution

The Progress Report: Solid Waste Activity – ~~March~~April 2016 be received.



VIKUS JOUBERT
MANAGER – OPERATIONAL SERVICES

~~April~~May 2016

Document No: 394543

File No: 037/020/12B

Report To: Council

Meeting Date: 31 May 2016

 Subject: **Progress Report: Monitoring Against
2015-2025 Long Term Plan – Land
Transport (May 2016)**

1 Purpose of Report

1.1 The purpose of this business paper is –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year One (2015/2016) of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2015-25 LTP as part of the Road Map Work Programme.

1.2 This business paper is set out under the following headings:

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Rooding Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2015 to 2018 (Road Safety Promotion 431–433)
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 Summary of Network Issues
- 12 One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 Road Maintenance - Procurement
- 16 Road Maintenance – Progression Report

2 Local Government Act S.11a Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community.
- 2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

3 Risk Considerations

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

4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roothing division and on the Roothing capital works programme.

5 Background

- 5.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
 - Footpaths, bridges,
 - Traffic services,
 - Street lights
- 5.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 5.3 The nature of Council's roading activity is:
- Managing and maintaining the District's road network.
 - Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as street lights, signs and road markings.

6 Roothing Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (62% FAR rate) for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2015/2016 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2015/2016 Maintenance Expenditures Budget

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 and the total current budget for subsidised maintenance works for the 2015/16 year is \$5,000,528.00.

8 Safer Journeys 2013 to 2015 (Road Safety Promotion 431-433)

8.1 Introduction

- 8.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was completed. Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.
- 8.3 The Road Safety Promotion activities for 2015-18 is guided by the NZTA/Waikato Bay of Plenty Investment section.

8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan for the current year is **on hold** until a replacement or other option is agreed. Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.

8.5 **Road Safety Funding**

8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (62±% for 2015-16, but changing each year if the FAR rate changes).

8.7 **Historic Outcomes Targeted**

8.8 The work used to be based on the following targets (typical examples) of the different actions successfully completed in the past:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wrist-bands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	
Rural Roads	500 Safe'T'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	On-going

8.9 Future Situation

8.10 Because the changes in the FAR funding rate required a higher local share, it was deemed opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

8.11 The following considerations forms part of this review:

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO-DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,000,528	\$3,949,000	Expenditure to date = 79%
Road Safety Promotion 431-433	\$120,000	\$25,000	Currently on hold and under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	\$186,000	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$370,000	\$448,000	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc. Budget shortfall will be covered by savings under other budgets like Structures Maintenance and Unsealed Pavement Maintenance
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$38,000	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. Budget shortfall will be covered by savings under other budgets like Structures Maintenance and Unsealed Pavement Maintenance
Level Crossings	\$15,000	\$27,000	As required by Kiwi rail Budget shortfall will be covered by savings under other budgets like Structures Maintenance and Unsealed Pavement Maintenance
RBU Unit Costs	\$1,051,528	\$722,000	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$282,000	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	\$1,364,000	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$107,000	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$100,000	\$33,000	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$149,000	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$568,000	Re-metalling of unsealed roads.
Asset Management Plans	\$	\$0-	As required every 3rd year.

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.

- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.
- 8.11 WDC and ODC have indicated a preference to continue working together on a joint ODC/WDC community delivery model. The WDC's stated focus is on young driver training. The other targets (as described above) are of very low priority in that context. ODC supports the primary focus, but has indicated that they would still want to also fund some other targets besides the young driver training. They may also opt to add some discretionary funding to help fund their targets. A proposed program is under development to submit to the NZ Transport Agency for approval. The objective at this stage is to develop a 3-year program that includes a primary focus on young driver training outcomes.
- 8.12 The proposal is currently being developed by a joint WDC and ODC team. The latest meeting was held on 18/04/2016 and Hillary Karaitiana - the Social Sector Trials manager attended and informed the group about important considerations. Also of note is that the NZTA had appointed a consultant to assist them with this programme. His name is Kevin Collins. A draft proposal is under development and ~~is being~~ ~~will be~~ discussed with Kevin Collins ~~at the next meeting scheduled for 26 April 2016.~~
- 8.13 The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. The working group for this exercise is Kobus du Toit, Johan Rossouw, Helen Beaver, Donna MacDonald and Roger Brady. Sign-off will be given by the executive group consisting of Chris Ryan, Brian Hanna, Max Baxter and Roger Brady.
- 8.14 This working group has had several meetings over the last two months and the draft proposal has been presented to Kevin Collins of the NZ Transport Agency.
- 8.15 Kevin Collins has sent an update dated 20 May 2016 to confirm that a meeting is scheduled for 2 June 2016 with the working group to discuss and decide further details in order to submit the completed proposal to NZTA by mid June. WDC and ODC will then have to put an updated activity plan into TIO from 1 July 2016, complete the evaluation of this year's program on the current activity plan and collaborate with NZRTA on some media releases about the programme.

9 2015/2016 Operating Expenditure

9.1 Budget Update

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,000,528	\$4,095,840	Expenditure to date = 81.9%
Road Safety Promotion 431 - 433	\$120,000	\$2,173	Currently under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	\$199,917	Works done under this category include trees blown down over roads and slips.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Environmental Maintenance 121	\$370,000	\$486,233	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, roadside mowing, Pest Plant Contract - \$71,500.00
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$46,889	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	\$27,272	As required by Kiwi rail
RBU Unit Costs	\$1,051,528	\$674,078	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$303,619	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	\$1,407,112	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$116,373	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$100,000	\$30,750	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$201,266	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$600,157	Re-metalling of unsealed roads.
Asset Management Plans	\$0	\$0	As required every 3 rd year.

9.2 Spending and Budgeting Advisory:

9.3 In general, it is of note that the current budget falls within the 3-Year GOP budget grouping of 2015/16 to 2017/18. This means that the NZ Transport Agency allows flexibility in the budget so that funding can be carried over between the different financial years.

9.4 Due to the reasons explained above, the intention is that the bulk of the current budget for Road Safety Coordination will be carried over to the next financial year. The expectation is that only about \$30,000 of the current \$120,000 budget will be spent by ODC.

9.5 The current budget for Emergency First Response is \$180,000 and we expect to spend up to about \$216,000 by the end of this financial year due to more first Response works required. The expectation is that the shortfall will be funded from the unspent portion of the \$820,000 budget available for Emergency Projects which, for the first time in many years, has not been required as Waitomo has not suffered any large scale (over \$100,000 events).

9.6 Current budget for ~~E~~environmental ~~M~~maintenance is \$400 000 ~~for the 2015/2016 financial year~~, and we expect to spend up to about 526,000 by the end of this financial year due to the reason that works that previously qualified under Emergency works, now has to be done under this category. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance and any available Emergency funds.

- 9.7 The current budget for Stock Effluent is \$30,000 and we expect to spend up to about \$45,000 by the end of this financial year due to the fact that this is the first year that this facility is in operation. There are more trucks using this facility than anticipated. The Regional Council contributes a maximum of \$15,000 to this and NZTA the FAR rate. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.8 The current budget for Level Crossings is \$15,000 and we expect to spend up to about \$27,000 by the end of this financial year due to Kiwirail costs for repairs which they pass on. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.9 The current budget for Routine Drainage Maintenance is \$380,000 and we expect to spend up to about \$470,000 by the end of this financial year due to having to do substantially more culvert cleaning. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.10 The current budget for Sealed Pavement Maintenance is \$1,400,000 and we expect to spend up to about \$1,487,000 by the end of this financial year due to the high lip requirement. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.
- 9.11 The current budget for Structures Maintenance is \$175,000 and we expect to spend up to about \$135,000 by the end of this financial year due to lower maintenance requirements this year. This balance will be used to fund other maintenance categories.
- 9.12 The current budget for Street Lights is \$125,000 and we expect to spend up to about \$205,000 by the end of this financial year due to the demand. The shortfall will be funded from the savings achieved under the budget available for Unsealed Pavement Maintenance.
- 9.13 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$600,000 by the end of this financial year due to lower maintenance requirements. This balance will be used to fund other maintenance categories.

~~9.2 Forecast expenditure for the 15/16 year is \$571,500.00. This is made up of:~~

- ~~• Environmental maintenance — \$500,000.00 which includes maintenance aspects such as roadside mowing, spraying and removal of exotic trees and weeds to cover the work previously allowed under emergency repairs.~~
- ~~• Pest Plant Contract — \$71,500.00 which is allocated for the spraying of noxious / pest plants / weeds~~

~~9.3 The district has numerous trees that have reached maturity and require removing due to the hazards they pose. This activity is funded from the Environmental Maintenance Budget.~~

~~9.4 Estimated spend on hazardous trees removal for the 15/16 financial year is expected to be in the region of around \$65,000.00. This will be financed from the sealed pavement maintenance budget, the largest of the operational budgets (\$1.4 Million)~~

9.5 It is proposed that future environmental maintenance budgets be increase from \$400,000 to \$500,000 to take into account the costs of pest plant control and hazardous trees removal.

10 2015/2016 Capital Expenditure

10.1 The total LTP-budget for 2015/16 is \$5,500,000 and is fully subsidised.

10.2 A separate report to Council serves to report details on the Major Capital Works.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,500,000 \$5,500,000	\$3,216,447 \$2,323,229	Expenditure to date = 58.5% Expenditure to date = 42%
Minor Safety Improvements	\$230,000 \$230,000	\$11,266 \$2,748	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. For identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. Currently in planning phase.
Preventative Maintenance 241	\$250,000 \$250,000	\$0 \$50,000	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years. Oparure Retaining Walls: only the investigation and design work was completed during the 2015/16 financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231	\$80,000 \$80,000	\$56,091 \$60,718	In association with Rehabs or other projects. In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000 \$400,000	\$208,722 \$138,000	Upgrading of Network wide drainage issues. Upgrading of Network wide drainage issues.
Minor Improvements 341	\$100,000 \$100,000	\$317 \$20,156	In association with other projects. In association with other projects.
Pavement Rehabilitation 214	\$1,400,000 \$1,400,000	\$921,510 \$186,259	The annual Pavement Rehabilitation Contract. The annual Pavement Rehabilitation Contract is in the process of tender award, valued around \$860,000
Sealed Road Surfacing 212	\$1,300,000 \$1,300,000	\$1,385,240 \$1,452,239	The annual Reseals Contract is now part of the new Maintenance Contract. The annual Reseals Contract is now part of the new Maintenance Contract and is almost completed.
Structures Components Replacement 215	\$200,000 \$200,000	\$96,041 \$41,794	Annual replacing of structural bridge components on various bridges. Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000 \$120,000	\$177,448 \$71,471	Annual Traffic Signs replacement and the District wide Line. Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000 \$600,000	\$271,802 \$200,000	Unsealed Road Metalling is done under the Maintenance Contract. Unsealed Road Metalling is done under the Maintenance Contract and is underway.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Emergency Reinstatements Projects 141	\$820,000 \$820,000	\$88,009 \$100,000	To be prioritised as they may happen. To be prioritised as they may happen.

11 Summary of Network Issues

- 11.1 **Kawhia** Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised.
- 11.2 Mass concrete blocks have been installed along some sections of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. Further sections will be completed over time as funding allows. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A work programme has been compiled, subject to Consent approval from WRC and Iwi consultation. The revised start of construction is targeted for September 2016.
- 11.3 Extreme weather over the last few summers resulted in an increase of expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust. This ongoing work is now starting to show resulting improvement in the general condition of unsealed roads.
- 11.4 Hazardous trees are becoming a regular issue on many roads, including Te Anga, Boddies, Fullerton and Lees Block Roads. These are dealt with under the emergency reaction budget. Inframax has priced it as reactive works and it is currently estimated that the removal of these trees would cost approximately \$18,000.00. **Work is ongoing.**
- ~~11.4 Additional work is required to clear blocked culverts and savings from unsealed road metalling are currently considered for reallocation to fund these works.~~
- 11.5 The Oparure Road pavement rehabilitation program is currently underway.
- 11.6 The Totoro Road pavement rehabilitation of the first section is deferred to the next financial year due to consent issues and additional funding requirements. (The second section of Totoro Road pavement rehabilitation was completed last year.)
- 11.7 The structural Bridge Maintenance Contract is underway.
- 11.8 The Kumara Road underslip repair project is underway.
- 11.9 Some of the capital projects (Mangatoa Rd slip, Te Waitere Rd underslip, Taharoa Rd subsidence) have been started only up to the phase of survey and concept Design. Funding balances will be carried over to the next financial year as applicable.
- 11.10 It has transpired that the previous Maintenance Contractor – Downer, has not completed the cleaning of all the storm water culverts under roads as part of their contractual requirements. Subsequent inspections have revealed 107 blocked culverts, which is now being cleaned by the incumbent contractor, Inframax. This work is being done on day rates and the final cost is unsure as the amount of work required to clean these culverts can vary from about one hour to several hours per culvert. Careful record keeping is in place to record

this. This work has commenced and is expected to carry on over the winter months as long as required. The budget impact may be significant and at the moment is estimated at around \$170,000 according to an estimate by ICL.

12 One Network Road Classification (ONRC)

- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
 - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
 - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
 - The second element is the Customer Levels of Service (CLoS), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
 - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 12.4 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan".

12.7 **Financial Status**

12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.

12.9 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

12.10 **Assessment of Significance and Engagement**

12.11 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

12.12 **Maintenance and renewing sealed pavements under ONRC**

12.13 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.

12.14 The One Network Road Classification framework has customer levels of service related to:

- Effective access
- Pavement safety
- Ride comfort, and
- Cost effective provision.

12.15 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :

- Impede access
- Are unsafe
- Are uncomfortable
- and ~~that Maintenance~~ that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

13 RATA (Road Asset Technical Accord)
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13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over

roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.

- 13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. It is of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it could affect the usefulness of that effort.
- 13.4 RATA has an Offer of Service form BECA consultants to carry out traffic volume counts and vehicle classification counts on behalf of RATA. The intention of engaging BECA is to review and improve participating councils RAMM data quality. The benefits in engaging the services of one service provider is:
- Consistent confirmation of data health
 - Identified numerous deficiencies and improvement requirements
 - Saving \$17,000 vs engaging consultants separately
- 13.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to "showcase" good examples of how we dealt with specific challenges.
- 13.6 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 13.7 WDC will take up the RATA managed traffic counting program in future. This work is currently contracted to BECA. **BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.**

14 Streetlighting (LED)

- 14.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded

- 14.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 14.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 14.4 WDC will access NZTA subsidies to convert to LED street lighting. Technology has reached the point where LED ~~street~~Street lighting could be the better choice offering reduced energy consumption and proven maintenance savings. A business case has been prepared for the conversion subsidy offered.
- 14.5 A new tender document has been prepared for the Street Light Maintenance Contract which is now in tender phase. This document was prepared to accommodate the LED Replacement project scheduled over the next five years and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.

15 Road Maintenance – Progression Report

- 15.1 The new maintenance contract started on the 1st of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 15.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 15.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 15.4 Monthly routine maintenance programmes will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 15.6 The contractor term sits at the six month mark (by end of March 2016) and the evaluation to assess progress and performance levels is ongoing. The new minimum performance level standards for the first four consecutive months have not been achieved. The technical performance in executing works is acceptable, but an administrative issue such as late submission of programs and reports is a frustration. The start of the new form of contract (first six months period) is a settling in period for many new requirements and the first six months scores are not counted for the initial (Two years and six months) evaluation period. The target is a minimum average score of 400.
- 15.7 The Contractor has achieved an improved evaluation score over the last months and has achieved the best score to date for March at 350. An average score of 400 over the next two and a half years will be required in order for the Contractor

to qualify for an extension to the Contract term. The performance score for April is at the 355 level.

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (May 2016) be received.

A handwritten signature in blue ink, appearing to read 'Johan Rossouw', is written over a light blue circular stamp or watermark.

JOHAN ROSSOUW
MANAGER – LOCAL ROADS

May 2016

Document No: 395235

File No: 037/005B

Report To: Council

Meeting Date: 31 May 2016

Subject: Progress Report: Major Capital Works Report

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of progress on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roothing infrastructure, the three Waters and some projects in the Community Services area.

Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the renewal of all its assets as determined through prudent asset management to consistently meet the needs of the community.

Commentary**4.1 Roads**

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	Completion target end May 2016. All layer work and 50% of sealing work complete. Two week delay due to wet weather
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Delayed due to WRC requirement for archeological report Expected – guess end of July 2016
		Design & Contract documentation	Complete
		Construction	Depend on Consent condition but to start next construction season (September 2016 at latest – if possible)
Totoro Road	RP 8.1 to RP11.1 Various slips – retreat into bank and improve drainage	Design & Contract documentation	Target end June 2018
		Tender	July 201
		Construction	September to December 2018
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016 –

Location	Description	Action	Progress
		Construction	Completion middle June 2016 - weather dependent Earthworks near complete. At least 2 weeks delay due to weather
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Concept Designs	Final design in progress Complete Solution accepted and progress dependent on NZTA funding approval
Te Waitere Road	RP 0.45 Stream undermining road	Concept Designs	On shore construction – Consent application in process Complete Solution accepted and progress dependent on NZTA funding
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	On hold Complete Solution accepted and progress dependent on NZTA funding
Maraeroa Road	Seal extension	Design & Contract documentation	Consultant appointed Completion before 2016/17 summer period

4.2 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 1	Stage 1 – Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation – 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 – 29 May -7 June
Te Kuiti Water Treatment Plant - Additional work that become apparent	Renewal of reservoir roof structure	Steel structure corrosion turned out much worse than original assessment	Complete
	Filter & clarifier backwash storage & disposal	"Healthy rivers"	Complete
Te Kuiti Water Treatment Plant - Phase 2	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design & Tender documentation	In progress
		Construction	October 2016 – April 2017
Te Kuiti Water Treatment Plant - Phase 3	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation & Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	April and May 2016 80% complete delay due to weather

Location	Description	Action	Progress
King Street Stormwater	Large diameter stormwater line @ Lines Co undermined by seepage	Design & Tender	Complete
		Construction	June – July 2016

4.3 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Start 11 April 2016 to end July 2016
CAB		Proposed layout provide	1 st week April 2016
		Layout confirmed by Committee not acceptable to CAB	3 rd week April 2016
		Reported to Council	27 April Council mtg
Railway Station platform Phase -1	Section from ramp between 1 & 2 to end of rubbish enclosure	Initial quote – patch with overlay	Specification for platform surfacing confirmed
		Quote for good finished preparation with concrete and or asphalt overlay	Waiting for KiwiRail site safety approval and sign off.
		Construction	Funding consideration for Council consideration.
Squash Club Drainage		Layout sketches	Complete
		Quotes	Close 29 March 2016
		Letter providing sketch & quotes to Club	7 April 2016
			A business paper is contained elsewhere within this Agenda
Security Fence	Behind I- site	Design	Complete
		Tender docs	Being finalised
		Tender & Railway approval	Tentative August 2016
		Limited time construction – Kiwi Rail oversight	Guess
			Tentative August - November 2016
Over Bridge	At I- Site	Structural investigation	Complete
		Design - Tender & Railway approval	Tentative August 2016
		Limited time construction – Kiwi Rail oversight – Close proximity to high tension power	Guess
			Tentative August - November 2016
TK Campground	New development	Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Feasibility study & business case	August 2016
		Funding	2016-17 EAP process
	Existing lease	Lease to be extended	

Suggested Resolution

The Progress Report: Major Capital Works be received.



CHRISTIAAN VAN ROOYEN
MANAGER CAPITAL WORKS

Document No: 395156**File No:** 037/048B**Report To: Council****Meeting Date:** 31 May 2016**Subject:** Progress Report: Road Map Work Programme

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 31 May 2016.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018. In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.2 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map work programme and organisational capacity to identify priority ranking against the established work programme.
- 2.4 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.

Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 5 April 2016.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones.

3.4 The Monitoring Schedule for the Road Map adopted on 5 April 2016 includes the Key Milestones for all projects occurring in the current year (2015/2016) as well as those scheduled for the 2016/2017 year and includes the indicative timeframe and a commentary on progress for each project of work.

3.5 Amendments to Timelines and Projects of Work

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

New Projects

4.1 As new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.

Suggested Resolution

The Progress Report: Road Map Work Programme as at **31 May 2016** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **31 May 2016 (Doc 393280)**



Road Map

Monitoring Schedule

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

as at 31 May 2016

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Development of 2018-2028 LTP

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Council Meeting: Consideration of DC Tynan Trust's exemption from CCO status.	27 April 2016	Completed
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2015-2025 2018-2028 LTP	November 2017	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

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

Key Milestone	Indicative Timeframe	Commentary
Review RRP and prepare recommendations	September – October 2016	
Council Workshop Present review findings and preliminary draft RRP	21 February 2017	
Council Meeting Adopt Policy for Consultation	28 March 2017	If the review suggest changes that are not material or significant then
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt RRP	27 June 2017	

SWaMMP

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	November 2016	
Council Workshop Consideration of review outcomes and requirements for change	7 March 2017	The rest of the process will be followed if no amendments are required to the SWaMMP. If amendments are required then the SCP will be carried out as part of the LTP process and the remaining milestones will be updated to reflect that.
Council Meeting – Adoption of SWaMMP for consultation using special consultative procedure	28 March 2017	
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt SWaMMP	27 June 2017	

Affordability Review

Key Milestone	Indicative Timeframe	Commentary
Initial Scope/Development of review.	January 2017	
Council Workshop Guidance and buy in from Council on scope of review.	21 March 2017	
Council Workshop Present results of Affordability Review and next steps	20 April 2017	Implementation will form part of the 2018-28 LTP financials

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

Key Milestone	Indicative Timeframe	Commentary
Council Workshop – review of existing definition and application of SUIPs	12 April 2017	If the changes required to the Guidance notes are material, these will form part of the RFP review and consulted through that process.

Leadership

2016/2017 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2016/17 development	August 2015	Complete
Identification of any "strategic" amendments to LTP for 2016/17 year.	August - November 2015	Complete
Managers complete 2016/17 budgets in consideration of 2016/17 Budgets contained in LTP.	October 2015	Complete
Modelling of budgets and finances for 2016/17	November 2015	Complete
Management Review of 2016/17 budgets	November 2015	Complete
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	9 December 2015	Complete
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	10 February 2016	Complete
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	8 March 2016	If there are no material changes in the EAP compared with the LTP for 2016/17, then the rest of this process will not be required. If this is the case, an alternative method for communicating with the Community on the EAP will be considered. The EAP may also be adopted sooner should consultation as per s.82 not be required.
Audit of dEAP	14- 23 March 2016	NA
Council Meeting: Adopt Information for EAP 16/17 and Summary for engagement with community	5 April 2016	As there are no material or significant changes compared with the corresponding year in the LTP 2015-25 formal consultation is not required
Engagement Period	15 April – 13 May 2016	In progress
'Drop in' session with Elected members	19 18 May 2016	Completed
Discussion of any feedback (if required)	31 May 2016	A business paper is contained elsewhere in this Agenda.
Council Meeting: Adopt EAP	28 June 2016	

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Completed
Council Workshop Feedback into the Gaps and Needs Assessment	11 August 2015	Completed
Council Meeting Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
Commence planning for full DP Review including resourcing and Professional Services Engagement	March 2016	New milestones added based on Council Resolution at 29 Sep 2015 meeting
Council Workshop Discuss process and detailed project plan and Commence review	15 November 2016	Further milestones will be added once the detailed planning is complete

Urban Structure Plans

It would be advisable to run this work stream in conjunction with the District Plan review. Further details on the need and scope of this work stream will be developed as part of the Scoping for the District Plan Review process.

Review of Development/Financial Contributions

It is suggested that a contributions regime (whether financial contributions or development contributions) be assessed and developed as part of the District Plan review work stream.

Enhanced Iwi Engagement

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

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Outcome of regional discussions on a collaborative approach to s17A Reviews.	29 September 2015	At the WMF meeting on 7 September 2015, it was agreed to set up a regional collaborative project to be led by Cindy Kent from Waipa DC.
Council Meeting: Update on result of regional discussions and a forward programme for s17A reviews cognisant of regional programme.	24 November 2015	A business paper was considered by Council at the 24 November 2015 meeting. The detail will be developed once the outcomes of the Regional Collaboration are clearer.

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	Further Key Milestones and a timeline will be considered as part of the 2017/18 year work plan.

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Adoption of Communications Strategy 2015	15 December 2015	Complete
Council Meeting - Six monthly progress report to end of December	23 February 2016	Complete
Council Meeting - Six monthly progress report to end of June	2 August 2016	
Council Meeting - Six monthly progress report to end of December	28 February 2017	
Council Meeting - Six monthly progress report to end of June	25 July 2017	

Information Services Strategic Plan: Review

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

Information Services Strategic Plan: Key Projects Implementation

Key Milestone	Indicative Timeframe	Commentary
Objective Implementation		
Objective Implementation Start	August 2015	Complete
Definition Stage	August – September 2015	Complete
Analysis and Design Stage	October – December 2015	Complete
Build Stage	December 2015 – January 2016	Complete
Implementation Stage	February – May 2016	Underway Training for All Staff is scheduled to take place over the first week of June. The targeted Go-Live date for the new system is 13th June 2016, subject to the outcome of testing and training.

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	Underway
Procurement	April 2016	
Migration	May 2016	
User Training	May 2016 onwards	

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

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		
Agreement to proceed	September 2015	Timeline subject to this Agreement. This has not been agreed yet. Discussions had in early November and ICL has been asked to confirm by end of month

Key Milestone	Indicative Timeframe	Commentary
Planning		New milestones to be advised once agreement has been reached.
ICL migration		

Resident Satisfaction Survey (for 2015/16 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	March 2016	Complete
Survey to test: <ul style="list-style-type: none"> Importance of Service Satisfaction with Service Provide for commentary/ suggestions 	April 2016	Complete
Undertake Survey	April – May 2016	Survey will be undertaken in May
Analyse / Report Survey Results	July 2016	
Council Meeting - Customer Satisfaction Survey Results to Council	30 August 2016	
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	

Pre-Election Report

Key Milestone	Indicative Timeframe	Commentary
Pre-Election Report (PER) prepared	June 2016	<p>The PER is a statutory requirement as per sec 99A of the LGA.</p> <p>The preparation and timing of the PER is mandatory and it is the Chief Executive's obligation. The PER is not developed or adopted by Council.</p> <p>The purpose of a PER is to provide information to promote public discussion about the issues facing the local authority.</p> <p>The PER for this triennial must be published by 29 July 2016.</p> <p>A Progress Report including a detailed timeline for preparation of the PER is included elsewhere in this Agenda.</p>
Pre-election report advertised	28 July 2016	

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – report on the LGFA recommendation of whether to apply to LGFA	2 August 2016	
Application to LGFA	August 2016	The rest of the process will be followed if LGFA agree to lend to WDC.
Council Meeting – to adopt amended Debenture Trust Deed	6 October 2016	

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	
Council Meeting – Policy presented to Council for adoption of amendments or updates.	6 October 2016	The Policy would only need to be referred to a Council Meeting for adoption of amendments or updates if Council identify such amendments or updates are required when reviewing the Policy

2015/16 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe.	31 May 2016	A report is contained elsewhere in the agenda
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2016	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September 2016	
Signed Audit Opinion available	4 October 2016	
Council Meeting - Adopt Annual Report.	6 October 2016	<i>Note early Council meeting required as annual report must be adopted prior to Election</i>
Audit of Summary Annual Report.	10-14 October 2016	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of adoption.
Audit Opinion received on Summary	17 October 2016	
Summary Annual Report published	2 November 2016	

2016 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Public notice of election	13 July 2016	
Nominations/Roll opens for inspection	15 July 2016	
Nominations and electoral roll close	12 August 2016	
Public notice of candidates	17 August 2016	
Delivery of Voting Documents	16 September to 21 September 2016	
Council Meeting Delegations to the Chief Executive	6 October 2016	
Voting Period	16 September to 8 October 2016	
Election Day	8 October 2016	
Provisional Results available	As soon as practicable after closing	
Official Count	8-13 October 2016	
Official Result Declaration	13 October 2016	

2016 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	8 October 2016	
Official Declaration	8-19 October 2016	
Distribution of Induction Package	19 October 2016	
Inaugural Council Meeting	26 October 2016	
Elected Member Training (LGNZ)	TBA by LGNZ	

2016 Code of Conduct Review

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

2016 Governance Statement Review

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

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

Key Milestone	Indicative Timeframe	Commentary
WMF to review the Agreement for consideration by Councils	November 2016 – February 2017	Review led by Regional Councils (Waikato and Manawatu-Wanganui).
Council Meeting – must be adopted by 1 March 2017	28 February 2017	

2017/2018 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	
Identification of any "strategic" amendments for 2017/18 year.	September - December 2016	
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	
Modelling of budgets and finances for 2017/18	November 2016	
Management Review of 2017/18 budgets	November 2016	
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	14 February 2017	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #3 of 3: <ul style="list-style-type: none"> • Draft financial forecasts • Working draft CD (if required) • Council endorse EAP and CD for Audit 	7 March 2017	If no material or significant changes to information contained in the LTP for the 2017/18 year, then the rest of the process will not be required. Alternative methods for communicating with the Community on the EAP will be discussed with Council should this be the case. The EAP could be adopted sooner if that is the case.
Audit of dEAP	13 March - 22 March 2017	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	28 March 2017	
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt EAP	27 June 2017	

Community Development

Introduction

Waitomo District Council recognises the importance of a proud and capable community, being involved in Community Development, and the significant contribution organisations like community groups, voluntary groups, Maori, commercial operators and business owners make to the well-being of the District. Groups such as these contribute in different ways, and they help to build a strong District identity. Through a partnership approach both Community and WDC can achieve more together than they can alone.

In addition to fostering community pride, there is also a need for WDC to create a framework for working with community organisations and local businesses to foster, and assist in, growing capacity and the economy for the District. Within Waitomo, this can be achieved through supporting economic development initiatives and by making strategic tourism decisions.

Community Development is a group of activities where WDC, in a number of diverse roles, is actively involved in 'helping the community to help itself'. Community Development activities represent a group of collaborative and partnership approaches and initiatives involving many agencies and organisations. These activities involve a common theme of promoting a better quality of life and a better living environment within the District.

Waitomo District Council's Community Development group involves Community Support, Customer Services, District and Regional Promotions and Economic Development. These activities form the foundation for engagement and the focus of work.

The Community Development Group comprises the following functions:

1 Community Support

Community Support seeks to improve social outcomes within Waitomo District by working closely with the District community. The Community Support goals are:

- To create a better quality of life for our community
- To create a better living environment, helping local groups create local opportunities and solutions
- To encourage active engagement within the community as well as fostering international relationships.

2 Tourism Development and District Promotion

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

- Provide an excellent visitor experience to those travelling to our district
- Grow the economy through visitor spend
- Maintain a high quality environment
- Make smart strategic decisions to support Regional Tourism outcomes within our District

3 District Development

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

- Marketing Waitomo as a vibrant District where people want to live, work and play
- Identify opportunities for economic development initiatives within the District
- Facilitating projects that benefit the District
- Promotion of the District through Te Kuiti i-SITE Visitor Information Centre
- District Events

4 Customer Service

Customer Services enables service delivery and support for residents across three Council sites:

- Council's Administration Building (Queen Street)
- Waitomo District Library (Taupiri Street)
- Te Kuiti i-SITE (Rora Street)

Community Development Fund

Key Milestone	Indicative Timeframe	Commentary
Discretionary Grants - Round 1	Quarterly	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
Discretionary Grants - Round 2	Quarterly	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
Discretionary Grants - Round 3	Quarterly	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
Discretionary Grants - Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
Triennial Grants	3 Yearly (as part of LTP)	
Applications invited and advertised	1 October 2017 – 31 January 2018	
Applications close	31 January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Services Grants	3 Yearly (as part of LTP)	
POS Grant applications invited	November 2017 – January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Payment of annual allocations	As per agreed Terms and Conditions	
POS Grant applications invited	November 2017 – January 2018	
Community Partnership Fund	Annually (2nd Round if required)	
Advertising	October – November	
Applications close	November	
Council Workshop Consideration of Applications	December	
Council Meeting Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop Consideration of Applications	March (if required)	
Council Meeting Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	
Committee Meeting Consideration of Applications	June December	

Key Milestone	Indicative Timeframe	Commentary
Announcements & Funding Allocation	June December	
Sport NZ Rural Travel Fund	Annually	
Applications invited and advertised	September/October	
Applications close	October	
Committee Meeting Consideration of Applications	November	
Announcements & Funding Allocation	November	
DC Tynan Trust Fund	Annually	
Applications invited and advertised	June/July	
Applications close	July	
Committee Meeting Consideration of Applications	August	
Announcements & Funding Allocation	August	

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	2 August 2016 August 2017	

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for new Youth Council Member(s) to fill vacancies (<i>only if required</i>)	October/November 2016	
New Youth Council Member(s) appointed (<i>only if required</i>)	November 2016	
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's EAP consultation period	

Youth Citizenship Achievement Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on completion of the project and development of the Youth Citizenship Achievement Awards Ceremony	28 June 2016	

Waitomo District Youth Strategy

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	
Council Workshop Strategy direction setting	15 November 2016	
Council Workshop Consideration of Preliminary Draft Waitomo District Youth Strategy	14 February 2017	

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Strategy for public consultation	28 February 2017	
Public Consultation	6 March – 14 April 2017	
Hearing	16 May 2017	
Deliberations	30 May 2017	
Council Meeting Adoption of Waitomo District Youth Strategy	27 June 2017	

Community Events

2016 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review scope of Great NZ Muster including Health and Safety requirements	9 December 2015	Completed
Identify and consult with key stakeholders	September/October 2015	Completed
Development and implementation of a Project Plan	October 2015	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2016	Progressing
Execution of event	2 April 2016	Completed
Council Meeting Management Report on the main event (The Muster) identifying success and the budget	28 June 2016	

Review of Events Portfolio

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Events Portfolio	14 September 2016	

2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2016	
Review and implement Project Plan	October 2016	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2016	
Execution of event	December 2016	
Council Meeting Management Report on the event identifying success and the budget	28 February 2017	

2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	
Identify and consult with key stakeholders	September/October 2016	
Development and implementation of a Project Plan	October 2016	
Advertise and communicate: Continue communication with key	January to March 2017	

Key Milestone	Indicative Timeframe	Commentary
stakeholders, community and other target markets		
Execution of event	April 2017	
Council Meeting Management Report on the main event (The Muster) identifying success and the budget	June 2017	

Waitomo District Citizens Awards (including Policy Review)

2016 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Policy Review	10 November 2015	Completed
Council Meeting Adoption of Policy	24 November 2015	Completed
Calling of Nominations	February/March 2016	Progressing
Council Meeting Presentation of Timeline and promotion of Nominations	23 February 2016	Completed
Consideration of Nominations by Working Party	March/April 2016	The Citizens Awards Working Party is to consider nominations on 3 May 2016.
Citizens Awards Ceremony	29 May 2016	

Policy Review

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Citizens Awards Policy	November 2016	
Council Meeting Presentation of reviewed Policy and recommendations to Council	13 December 2016	

2017 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2017	
Council Meeting Presentation of Timeline and promotion of Nominations	28 February 2017	
Consideration of Nominations by Working Party	March/April 2017	
Awards Ceremony	May 2017	

Combined Mayoral ITO Graduation Ceremony

2016 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2015	Completed
Graduate names received from Industry Training Organisations	December 2015/January 2016	WDC has received advice from the ITOs Liaison Representative that the Mayoral ITO Graduations are under review. No further planning can be done until the outcome of this review is known. WDC will proceed with the Mayoral ITO Graduation, however a date is yet to be set.

Key Milestone	Indicative Timeframe	Commentary
		The Community Development Coordinator is scheduled to meet met with the Primary ITO Coordinator on Thursday 21 April and it was agreed to defer the Graduation until later in the year. An actual date is yet to be agreed. and following that meeting consideration will be given to setting a date. At that time an updated timeline will be confirmed.
Invitation to Graduates and Families/Supporters	March 2016	
Graduation Ceremony	May / June 2016	

2017 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2016	Note: This timeline is likely to alter following the changed timeline for the current year's Graduation Ceremony.
Graduate names received from Industry Training Organisations	December 2016/January 2017	
Invitation to Graduates and Families/Supporters	March 2017	
Graduation Ceremony	May / June 2017	

Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	December 2016	
Council Workshop Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee	14 February 2017	

Service Level Agreement - Sport Waikato

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation - Sport Waikato. Six Monthly Report to Council - (including presentation of Schedule of Services for 16/17 year)	6 October 2016	
Council Meeting Deputation - Sport Waikato. Six Monthly Report to Council	28 March 2017	

Service Level Agreement - Otorohanga District Development Board

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: ODDB - Reporting on	29 September 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
delivery of services against Schedule of Services		
Council Meeting Final Report – Delivery of Services 2015/2016 year	2 August 2016	

Service Level Agreement – Waitomo Caves Discovery Centre

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report)	6 October 2016	
Council Meeting Deputation – Reporting against Service Level Agreement	28 March 2017	

Service Level Agreement – Hamilton Waikato Tourism

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	6 October 2016	
Council Meeting Deputation – Six Monthly Report	2 May 2017	

Motor Home Friendly District

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

Customer Services Strategy – Monitoring and Review

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Annual Progress Report	28 June 2016	
Internal Review of Strategy	March 2017	
Council Workshop Review of Strategy	12 April 2017	
Council Meeting Adoption of reviewed Strategy	30 May 2017	

Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Lodgement of Digital Enablement Plan with MBIE	18 September 2015	Completed
Council Meeting Progress Report to Council	29 September 2015	Completed
Roll-out of projects as per Digital Enablement Plan	September 2015 – June 2016	Ongoing
Council Meeting Progress Report to Council	5 April 2016	Completed
Council Meeting Progress Report to Council	26 October 2016	
Council Meeting Progress Report to Council	2 May 2017	
Council Meeting Progress Report to Council	31 October 2017	

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data	November 2015	Progressing
Liveability and Business Questionnaires undertaken	March/April 2016	Progressing
Data analysis and development of the Waitomo District Economic Profile	May/June 2016	Progressing
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper	2 August 2016	
Council Meeting Presentation of stakeholder feedback	6 October 2016	
Council Workshop Draft Waitomo District Economic Development Strategy	15 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	

Waitomo District Age-Friendly Strategy

Key Milestone	Indicative Timeframe	Commentary
Age-Friendly Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	
Council Workshop Strategy direction setting	15 November 2016	
Council Workshop Consideration of Preliminary Draft Waitomo District Age-Friendly Strategy	14 February 2017	
Council Meeting Adoption of Strategy for public consultation	28 February 2017	
Public Consultation	6 March – 14 April 2017	
Hearing	16 May 2017	
Deliberations	30 May 2017	
Council Meeting Adoption of Waitomo District Age-Friendly Strategy	27 June 2017	

Regulation Services

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

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

The functions are:

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

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

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

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

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

Policy: General

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

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

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

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

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

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

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

Policy: Dangerous and Insanitary Buildings

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	February 2016	Completed
Prepare recommendations	February 2016	Completed
Council Workshop Policy Review	22 March 2016	Completed
Council Meeting Adopt draft policy for consultation	27 April 2016	Completed - a business paper was presented at the 27 April Council meeting.
Finalise draft Policy for consultation	April 2016	Completed
Public Notification	May 2016	Completed
Consultation Period	2 May 2016 to 2 June 2016	In progress
Hearing	14 June 2016	
Deliberations	21 June 2016	
Policy changes after deliberations	June/July 2016	
Council Meeting Adoption of Policy	2 August 2016	

Policy: Gambling Venues

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	March 2017	
Prepare recommendations	March 2017	
Council Workshop	12 April 2017	
Council Meeting Adopt draft policy for consultation	30 May 2017	
Finalise draft policy for consultation	May 2017	
Public notification	June 2017	
Consultation Period	7 June 2017 - 7 July 2017	
Hearing	18 July 2017	
Deliberations	25 July 2017	
Policy changes after deliberations	July 2017	
Council Meeting Adoption of Policy	29 August 2017	

Policy: Local Alcohol Policy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Approved Local Alcohol Policy and Effective Date	23 February 2016	Policy adopted by Council on 23 February 2016 with Policy becoming operative from 1 June 2016.
Policy becomes operative	1 June 2016	

Policy: Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	5 April 2016	Completed
Council Workshop Outcome of Regional Review – Position and Policies	14 June 2016	

Policy: Earthquake Prone Buildings Policy

1.0 DESCRIPTION

The Earthquake Prone Building Policy sets out the Council's policy for the management of earthquake prone buildings. This policy was last reviewed in 2011 and is due for review in 2016.

However, as this policy will be heavily influenced by (and is likely to be redundant as a result of) the Building (Earthquake-prone Buildings) Amendment Bill no further action is recommended at this time. The Bill has been reported to the Local Government and Environment Committee and they have issued an interim report and called for further submissions on the revised Bill. This submission period for the revised Bill closed on 16 July 2015.

Policy: Dog Control Policy and Practices Report 2015/2016

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report	6 October 2016	
Public notification	October 2016	

Bylaws: General

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

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

Bylaws: Trade Waste Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Complete an internal review of the current Bylaw	November/December 2015	Completed
Prepare business paper:	15 January 2016	Completed
Finalise draft bylaw	28 January 2016 – 14 March 2016	Completed
Council Workshop Draft Bylaw	22 March 2016	Completed
Council Meeting Adopt Draft Bylaw for Public Consultation	5 April 2016	Completed
Public Notice of consultation period for new bylaw (SCP and S.148 combined) _ Notice in Waikato Times and Taranaki Daliy news	7 April 2016	Completed
Consultation period (2 months)	7 April 2016 – 7 June 2016	In progress
Copy of Bylaw to Minister of Health (s.148 LGA)	8 April 2016	Completed
Consult any body or person the Minister of Health directs (s.148A)	8 April 2016	The MoH has advised it is happy with the consultation undertaken by Council and does not require further consultation with any body/person. The MoH has however made recommendations on amendments to the Bylaw Schedules relating to "liquid waste from pharmacies" and the Office of Radiation Safety. These recommendations will be taken into account at the time of deliberations.
Submissions close	7 June 2016	
Analysis of submissions	7 June 2016 – 14 June 2016	
Hearing	14 June 2016	
Deliberations	21 June 2016	
Council Meeting Adoption of new Bylaw	28 June 2016	

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw to identify any issues		If issues are identified in this desktop review a full review will be programmed.
Council Workshop Review of Land Transport Bylaw		
Council Workshop If further workshopping required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	
Council Workshop Review of Freedom Camping Bylaw		
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Freedom Camping Bylaw		

District Plan: Administration – Hoarding Signs

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Six monthly progress reports to Council	31 May 2016	This business paper will be presented at the June 2016 Council meeting.

Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan	July 2016	
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	30 August 2016	Note: Once an Action Plan has been adopted by Council, further Key milestones will be added to this activity subject to the content of that Action Plan
Council Meeting Progress Report	As required	

Te Maika Zone

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

Community Services

Property: Divestment – 2 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Issues and Upgrade vs Demolition Options	27 April 2016	A business paper is contained elsewhere in this Agenda.

Property: Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Letter to Crown seeking approval to relinquish Councils involvement in the property	September 2016	

Property: Divestment – Mokaiti Hall

Key Milestone	Indicative Timeframe	Commentary
Meet with Hall Representatives to discuss ongoing management of the facility	August 2016	
Draft proposal developed and provide to Committee for discussion and feedback	October 2016	
Draft proposal presented to Council for consideration	November 2016	
Council Meeting Proposal Approved	28 February 2017	
Implementation including legal documentation associated with proposal	March – June 2017	

Parks & Reserves: Brook Park Entrance Development

Brook Park Entrance

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to Engineering Consultant. Awaiting design completion. Draft drawings received.
Call for Tenders	June 2016	Final Drawings and tender documentation to be completed May/June 2016.
Construction Commences	September 2016	

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	31 May 2016	Assessment complete. Report due by 29 April 2016. A business paper is contained elsewhere in this Agenda.
Further milestones to be developed upon receipt and review of assessment report		

Parks & Reserves: Walking Track Strategy and Maintenance Contract

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Completed
Audit of tracks and walkways completed, including classification and survey of track locations and gradients and engineering assessment on all track structures	March 2017	
Council Meeting Report to Council outlining findings of audit	May 2017	

Parks & Reserves: Passive Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

Parks & Reserves: Active Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

Parks & Reserves: Remotely Piloted Aircraft Systems

Key Milestone	Indicative Timeframe	Commentary
Development of draft Policy	May – July 2016	Progressing
Council Workshop Draft Policy	14 September 2016	
Council Meeting Adoption of Draft Policy	6 October 2016	

Public Amenities: Te Kuiti Cemetery Development Plan

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

Public Amenities: Marokopa Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business Paper to Council with options and budget estimates	27 April 2016	Investigations into various options are continuing so that a business paper can be presented to Council.
Confirmation of user numbers to identify requirements / size of toilet structure	September 2016 – January 2017	
Investigate suitability of adapting new Piopio toilet Design for use in Marokopa and confirmation of location	January 2017 – February 2017	
Finalisation of design and tender documentation	February 2017 – March 2017	
Tender	March 2017 – April 2017	
construction	April 2017 – June 2017	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establish WDC Working Group for Development of the Aerodrome Reserve Management Plan	26 October 2016	
Initial internal Working Group meeting	November 2016	
Consultation aerodrome users	February 2017	
Preparation of Management Plan		
Council Workshop Draft Reserve Management Plan	June/July 2017	
Council Meeting Adopt draft Plan for Consultation	25 July 2017	
Public Consultation	2 August 2017 – 2 October 2017	
Hearing	October 2017	
Deliberations	October / November 2017	
Council Meeting Adoption of Finalised Plan	12 December 2017	

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

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

AMP Improvement and Monitoring: Housing and Other Property

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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Parks and Reserves	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Public Amenities

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

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
11. Compile up to date information on Public Amenities	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Recreation and Culture

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
minimise lifecycle costs		
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Recreation and Culture	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

Community Services - Project Management

Property: Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	Monthly	Ongoing

Railway Building: Project 2 – Plaza Tidy Up

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs		Underway
Workshop with Council Representative and TKDI	May 2016	
Council Meeting Presentation of Concept Designs	28 June 2016	
Finalisation of contract documentation and contract estimates	July – August 2016	
Tender	September 2016	
Construction	October – December 2016	

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed
Building 1: Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Completed
Building 1: Refurbishment construction to allow use of building	September 2015 - December 2015	Documentation completed and Building Consent applied for.
Building 1: Building use by tenants		
Building 1 and i-Site: Redevelopment Building Consent approval	July 2015 - August 2015	Consent lodged July 2015
Building 1 and i-Site: Redevelopment Tender process	August 2015 – September 2015	This project was tendered on 30 October 2015 along with the linkage to the i-SITE. Tenders closed on 1 December 2015. Considerable changes to the documents had to be undertaken and this has necessitated amended consent plans to be submitted.
Acceptance of Tender		Completed
Construction	April – July 2016	Started 11 April 2016 Target completion end July 2016. Work is progressing and is currently on target for completion by the end of July.

Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land use for divestment purposes	July 2014 – October 2014	Completed

Key Milestone	Indicative Timeframe	Commentary
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105 – June 2015	Completed
Discussions with other land owners	July 2015 – August 2015	Progressing. Initial discussion with Parkside landowners undertaken by the Mayor was positive. Follow-up to obtain written agreement is required.
Legal documentation sent to all land owners for discussion and signing with completion due 22 February 2016	February 2016	Awaiting responses from land owners. WDC was only respondent by 22 February. No further progress can be made until signed documentation is received from all landowners involved. The Mayor is liaising with property owners to progress this.
Preparation of information pack and discussion with landowners	April 2016	
Liaise and finalise agreements with landowners	April – May 2016	
Agreement documents returned from landowners	May – June 2016	
Finalise legal submission and submit to LINZ	July 2016	

Property: Te Kuiti Campground

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Completed. A Concept Plan was considered by Council at the 26 May 2015 meeting.
Concept design forwarded to motor Caravan Association for comment	June 2015 – July 2015	Completed
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	Completed. Concept design forwarded to Quantity Surveyor to prepare preliminary costings.
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Completed. Monetary allowance to be included in the 2016/2017 budgets for undertaking of feasibility study and business case.
Prepare an extension to existing Te Kuiti Campground lease	May 2016	Work in progress.
Feasibility Study / Business Case development	August – October 2016	
Council Meeting Draft report to Council	October – November 2016	

Parks & Reserves: Albion Soccer Club Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of existing building and base plans prepared	April 2015	Completed
Application for funding to Trust Waikato	September 2015	Completed
Trust Waikato Grant approval	November 2015	Completed
Documentation for the sourcing of quotations to undertake upgrade works	June 2016	
Quotations for individual parcels of work	July 2016	
Construction	July – August 2016	

Key Milestone	Indicative Timeframe	Commentary
Evidence of costs to Trust Waikato for release of funds	August 2016	
Accountability Report to Trust Waikato	September 2016	

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of scope and requirements	May – June 2016	This project has been deferred to the 2016/2017 financial year.
Development of implementation estimate	June 2016	
Funding application to Lion Foundation	June – July 2016	
Funding Approval	July – August 2016	
Finalisation of costs and implementation	August – September 2016	

Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Confirm user numbers to identify requirements/size of toilet structure	September 2015 – January 2016	Completed. Counters have been established on site periodically over last three months
Site survey	October 2015	Completed
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location and other feasibility options	April 2016	Progressing
Council Meeting Business Paper to Council with options and budget estimates	27 April 2016	Completed - a business paper was presented at the 27 April Council meeting.
NZTA Signoff of location	May 2016	
Finalise design and tender documentation	May 2016	Design drawings in progress.
Construction price negotiation / tender	June 2016	
Tender Subcommittee Report and awarding of tender	July 2016	
Construction	July 2016 – September 2016	

Public Amenities: Benneydale Caravan Dump Station

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

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Development of a new concept plan for the Courtyard		This project was rescheduled due to other work priorities.
Council Meeting Concept proposals	June 2015 – July 2015	Completed. Draft sketches were prepared and presented to Council. Council will be kept briefed by way of Progress Reports.
Draft Detailed working drawings	August 2015	Completed
Completion of Tender Documents	April 2016	Completed
Tender for works	May 2016	Work is currently out for tender with the closing date being 9 June.
Tenders Subcommittee and awarding of contract	June 2016	
Implementation / Construction	June – July 2016	
Planting upgrade by ISU	July – September 2016	
Fencing changes	July – September 2016	

Public Amenities: Te Kuiti Rail Overbridge Renewals

Stage 1 – 2015/2016

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	Awaiting finalised Engineering options, costings and phasing of works.
Development of construction drawing and tender documentation	To be confirmed	
Tender for works		
Construction		

Stage 2 – 2016/2017

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

Asset Management

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

Land Transport: Roading Activity Influences

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

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Future Cross Boundary Collaboration between WDC and RDC	2015/2016	A further approach will be made to RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters for LTP development purposes. RDC appointed a Consultant to investigate their options. There have been meetings to provide information of WDC's position. No further feedback from RDC.

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

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

Solid Waste: District Transfer Station Improvements

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

Solid Waste: Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study to increase the consented capacity from 232,000m ³ to 500,000m ³ .	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500,000m ³ with no change to the footprint, adding another 40 year

Key Milestone	Indicative Timeframe	Commentary
		<p>life expectancy and in doing so retaining income.</p> <p>The second option would be to close the landfill when the 232,000m³ consent limit is reached and cart waste to other landfills.</p> <p>The estimated time frame to reach the 232,000m³ limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.</p>

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.

Transfer Station – Refuse and Recycling Collection

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

Refuse Collection and Disposal

Key Milestone	Indicative Timeframe	Commentary
Refuse collection and disposal services contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.

Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in late 2014. The next Survey is due late 2016.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
H&S audits on all Waste Management Facilities to identify hazards and safety improvements	Monthly	Ongoing.
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal	Ongoing	Monitor

Key Milestone	Indicative Timeframe	Commentary
asset		
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2014. The next Survey is due in 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Ongoing
Storm water safety audit	End June 2016	Consultants are developing a risk matrix to determine the most urgent areas. A contractor has been appointed to install manhole safety grating along Esplanade sewer and stormwater manholes.

Stormwater: King Street East

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Contractor appointed.
Construction	End April 2016	The contractor has started this project.

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	August 2016	<p>The reticulation was re-evaluated and areas of concern identified. The reticulation was flushed out. The re-evaluation has been completed and a sewer bridge and 3 local repairs are required. These will be during June 2016 and areas inspected by CCTV. Once the CCTV report is received the repairs and replacement will happen.</p> <p>The re-evaluation has been completed and a sewer bridge and 3 local repairs are required. These will be carried out in June 2016.</p>

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	Unforeseen replacement of the reservoir roof and subsequent delays pushed the project into Christmas/New Year period. Further operational issues pushed the target completion date to December 2016. The first 2 filters were upgraded by installing new pipe work. It was then established that the supplied pump does meet the required water head to effectively backwash the filters. An upgraded pump was ordered. Until this pump arrives, the pipe work contract is delayed. The electrical work is progressing well and parts of the new plant are already working well.
Phase 2	Target completion December 2017	Final design is in progress. The Water Take consent has been obtained. Consent to construct an Extraction Pump Station has been obtained.
Phase 3		Preliminary design to start 2016

Water: Awakino Pump Station

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Still in progress as it is delayed due to the Te Kuiti WTP upgrade.
Construction	End April 2016	

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 65 90 have been replaced throughout the district since June 2015.

Water: Seismic Strengthening of Reservoirs

Piopia Reservoir

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	November 2015	
Construction	September 2018	Soil testing and evaluation were completed and the design is being done. This work will be programmed for the 2018/19 financial year.

Water: Mokau Dam Upgrades

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Completed
Construction	End March 2016	Tenders awarded and contractor on site
Completion	End June 2016	On track for completion by end of June 2016

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed - Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review.
Development of detailed scoping and associated Project Plan	Outside 2025	Dependent on outcome of 1 above.
Consultation with landowners on development plans and land availability for discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
Council Meeting Progress Report		On completion of each action.

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Completed	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain Government funding. There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from water borne disease contracted from these services.

Key Milestone	Indicative Timeframe	Commentary
		<p>Discussion with THL and community is ongoing.</p> <p>Ongoing liaison with lawyer representing different Iwi to resolve land tenor.</p> <p>To this end, and as agreed at the 24 March 2016 stakeholder hui, WDC has since prepared a draft MoU, initially for consideration by Council.</p> <p>The draft MoU not only documents the notional agreements to date, it also records in detail the legal status, mandates, accountabilities, processes and timetable for all those tasks which must be advanced by the "ownership" parties before the matter can progress to a stage where Council can be presented with a proposal for consideration as part of a future EAP/LTP process.</p> <p>On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund totals \$12M over four years and is designed to assist provision of smaller scale infrastructure projects that deliver tourism related facilities.</p> <p>WDC has communicated the fund announcement to the ownership parties and highlighted the need for preparedness ahead of requests for funding applications. Ownership, programming and community consultation could well be matters that would need to be in place ahead of an eligible funding application.</p>

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

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

Street	LTP Budget = Opt Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	Done when Awakino pump station is being rebuilt
Awakino	\$67,811.25	With Awakino pump station
Henderson	\$9,041.50	June 2016
Henderson	\$3,718.25	June 2016
Henderson	\$4,308.09	June 2016

WATER - Mokau

~~Replacement work was ordered and it was found that a deficiency in the number of valves will cause major disruption across the reticulation. New valves were installed and local repairs were completed to facilitate the renewal programme that was not foreseen. Only Oha Street will be able to be completed.~~

The main arterial supply pipe is at a very deep level (+- 2 meters). The ideal level is between 800 mm and 1 m. The new internal mains will be laid at the correct depth and sealed until several have been replaced before connecting up to the upgraded main arterial that will then be laid at a shallower depth.

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	June 2016
Oha Street	\$1,550.16	June 2016
Tainui Street	\$1,416.41	
Tainui Street	\$15,702.25	
Tainui Street	\$15,662.13	

WATER - Piopio

The main linking Moa Street with Aria Road along Tui Street is now complete. The additional valve has been installed. Moa Street Renewal will be reduced in scope to the bridge area and across SH3.

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	June 2016
Moa Street	\$642.00	
Moa Street	\$1,008.48	
Moa Street	\$22,737.50	

ROADING

Hangatiki East Road will be deferred and addressed as part of the OMYA route.

Totoro Rd Section A was completed in 2015 but Section B is deferred to the next year for consent and budgeting reasons.

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Estimated Rate \$/m2	Cost Estimate
Oparure Rd	4,414 – 5,800	1,386	6.4	8,870	\$45.83	\$406,507
Oparure Rd	6,900 – 8,100	1,200	8.0	9,600	\$47.14	\$452,575

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

WASTEWATER - Te Kuiti

The Rora Street sewer replacement will be deferred due to the good condition that the pipes are still in. The funding will be utilised for the replacement of the pipe under the railway line between Rora Street and Ward Street crossing near The Warehouse. Consultants are preparing tender documents and applying for the KiwiRail grant of access. This may hold up the project, as KiwiRail do not work very quickly.

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$20,521.00	
Rora Street	\$38,048.00	
Rora Street	\$6,651.00	
Rora Street	\$5,397.00	
Rora Street	\$17,016.00	
Rora Street	\$21,226.00	
Rora Street	\$16,447.00	
Rora Street	\$6,281.00	

STORMWATER - Te Kuiti

The better than expected conditions of the pipes proposed for replacement means that the funding will be utilised to replace the 450 mm pipe at Edward Street that is in poor condition.

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$170,000	King Street East tenders have been received and evaluated. The contractor was appointed The contractor has started the work. Work is estimated to be completed by June 2016.
Kiwi Street	\$12,517.66	Condition assessment will be done during April 2016 Condition is still adequate and estimated to project beyond the 2025 LTP
Massey Street	\$3,969.49	Condition is still adequate and estimated to project beyond the 2025 LTP Condition assessment will be done during April 2016
Mary Street	\$29,289.97	Condition is still adequate and estimated to project beyond the 2025 LTP Condition assessment will be done during April 2016

Capital Renewal Programme – Year 2 (2016/2017)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	
Mary Street	\$14,976.26	
Hill Street	\$22,636.92	
King Street	\$70,422.59	

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	
Hetet	\$18,457.50	
Rora Street	\$12,223.68	
Hetet	\$906.02	
Ngarongo	\$12,960.38	

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Rangi Street	\$11,807.45	
Rangi Street	\$436.03	
Rangi Street	\$12,093.68	
Tainui Street	\$10,903.30	
Tainui Street	\$13,021.90	

WATER - Piopio

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

WASTEWATER – Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$53,919.00	
Rora Street	\$14,039.00	
Rora Street	\$25,740.00	
Rora Street	\$15,208.00	
Alexandra Street	\$25,631.00	

ROADING

The inclusion of Maraeroa Rd seal extension will cause the deferring into next year of Taharoa Rd (- both sections A and B). Hangatiki East Road will be deferred and addressed as part of the OMYA route.

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Totoro Rd Section B	8,378	11,085	2,707	6.4	17,325	\$48.00	\$831,600
Maraeroa Rd Seal Extension	0.000	1,760	1,760	6.0	10,320	\$48.00	\$500,000

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

AMP Improvement and Monitoring: Land Transport

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

Key Milestone	Indicative Timeframe	Commentary
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@ssset at WDC	Dec 2016	In progress
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
Street Light LED Renewal Programme	July 2016 onwards	Planning underway. To be implemented over three years. Exploiting NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA

Key Milestone	Indicative Timeframe	Commentary
Network Safety Audit	April 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

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

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Promote understanding, commitment and engagement of the community in waste minimisation (more intensive recycling and home composting). Priority 2	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2016.
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. Priority 2	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
Consultation (to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 3	Next review due June 2016	LOS survey completed in August 2011 confirmed wastewater services meet or exceed the majority of user's expectations. Additional Resource Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. Priority 1	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. Priority 4	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. Priority 4	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. Priority 2	On-going	Monitor progress
Updating of asset inventory data and input to database. Priority 1	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 2	Following above actions	
Prioritise the works developed from risk assessment exercises. Priority 2	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. Priority 2	Following above actions	
Arrange a routine forum of adjacent council's wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. Priority 4	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Consultation to ascertain the water supply communities service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	December 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year. Priority 2	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. Priority 4	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

Completed Projects

2015 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 April 2015	Complete
Data Integrity checks	April to September 2015	Complete
Market Surveys sent to random sample of property owners in district	May 2015	Complete
Farm amalgamations	April/May 2015	Complete
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Complete
Revaluation of Utilities	September 2015	Underway
Final District Valuation Roll sent to OVG for audit	25 September 2015	Complete
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2015	Complete
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2015	Complete
Council Meeting - Quotable Value will present key highlights of revaluation to elected members	28 October 2015	Complete
Objections close	4 December 2015	Complete
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	Complete

Service Level Agreement - Sport Waikato

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato - Six Monthly Report (including Schedule of Services for 15/16 year)	29 September 2015	Completed
Council Meeting Deputation: Sport Waikato - Six Monthly Report	27 April 2016	Complete - Sport Waikato presented their 6 Monthly Report to Council at the 27 April Council meeting.

Service Level Agreement - Waitomo Caves Discovery Centre

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC - Reporting against Service Level Agreement (including presentation of annual report)	29 September 2015	Completed
Council Meeting Deputation: WCDC - Reporting against Service Level Agreement	27 April 2015	Completed - WCDC presented their 6 Monthly Report to Council at the 27 April Council meeting.

Service Level Agreement – Hamilton Waikato Tourism**2015/2016**

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	28 October 2015	Completed
Council Meeting Deputation: HWT – Six Monthly Report	5 April 2016	Completed – HWT presented its 6 Monthly Report to Council at the 5 April Council meeting.

Document No: 395153

File No: 037/043

Report To: Council**Meeting Date: 31 May 2016****Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Audit Planning Report for the Audit of Council's 2015/16 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Risk Management (Health and Safety)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: 2 Jennings Street, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
5. Progress Report: Regulatory Update	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Waitomo Rock - Application for Extension of Resource Consent Lapse Time	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Waitomo Village Water and Wastewater Services - May 2016	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

April 2016