

Document No: A395123

**Report To: Council**



Meeting Date: 26 June 2018

Subject: Declaration of Members' Conflicts of Interest

## Purpose of Report

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

## Commentary

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

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

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

**Declarations**

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

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

<b>Name:</b>	
<b>Item of Business on the Agenda:</b>	
<b>Reason for Declaration:</b>	

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

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

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

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

### **3.11 Non-Pecuniary Interest**

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

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

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

<b>Waitomo District Council Procurement Policy – 23 February 2013</b>
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4.1 The following is an extract from the Procurement Policy:

**2.1.11 Conflicts of Interest**

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

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

*A conflict of interest occurs where:*

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

*The other interest or duty might exist because of:*

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

*A relative or close friend includes:*

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

*Examples of potential conflicts of interest include:*

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

## 6

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

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

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

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

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 29 MAY 2018 AT 9.00AM

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

**IN ATTENDANCE:** Johan van Deventer (Piopio College)

Penelope Hall (Waitomo News)

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

<b>1. Council Prayer</b>
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<b>2. 9.00am – Deputation: Piopio College Water Rates</b>	<b>A394739</b>
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Council received a deputation from Mr Johan van Deventer, Principal of Piopio College in respect to Piopio College's water accounts.

**Resolution**

The Deputation from Mr Johan van Deventer, Principal of Piopio College be received.

Whitaker/Davey          Carried

Mr Deventer left the meeting at 9.11am

<b>3. Declarations of Member Conflicts of Interest</b>	<b>A394737</b>
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**Mayor Brian Hanna** declared a conflict of interest in respect to the "Deliberations on Submissions – 2018-2028 Long Term Plan" business paper in that he is a Trustee of the GameOn Trust and therefore will take no part in the deliberation/decision making in respect to the North King Country Sports and Recreation Centre proposal.

<b>4. Confirmation of Minutes – 1 May 2018</b>	<b>A391974 and A391975</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 1 May 2018, including the public excluded portion, be confirmed as a true and correct record subject to recording the Cr Janene New was in attendance.

New/Whitaker          Carried

<b>5. Confirmation of Minutes – 15 May 2018</b>
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<b>A393683</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 15 May 2018 be confirmed as a true and correct record subject to recording that Cr Janene New was in attendance.

Whitaker/Smith                      Carried

<b>6. Verbal Reports: Individual Councillor Roles and Responsibilities</b>
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The Mayor and Councillors gave verbal reports on their individual Council roles and responsibilities as follows:

Cr Brodie

- WDC Staff Breakfast – Jean Hitchen Farewell
- Daffodil Planting at Piopio
- Farmers for Positive Change re PC1
- Aria Domain Board Meeting
- Citizens Awards

Cr New

- Hillview and St Andrews Trusts Meetings
- Smart Waikato
- Legendary Te Kuiti
- Fan Event at Big Apple
- GameOn Charitable Trust

Cr Goddard

- Destination Pureora
- Civil Defence
- Benneydale Hall
- Farmers for Positive Change re PC1
- Federated Farmers

Cr Davey

- Citizens Awards

Cr Smith

- Tere Waitomo
- Waitomo Long Term Plan Consultation
- West Coast Zone
- Whangaroa Harbour Care Visit
- Farmers for Positive Change re PC1
- Te Anga Hall Society

Cr Whitaker

- Brook Park Meeting
- Destination Pureora Meeting
- Fan Event at Big Apple
- Citizens Awards
- Meetings with UBP and TKML

Mayor Hanna

- Hillview and St Andrews Trust meeting (thank you to Cr New for organising)
- No 12
- Sub-Regional Meeting re South Waikato Economic Development Opportunity

Penelope Hall (Waitomo News) entered the meeting at 9.29am

- Waitomo Energy Services Trust – Election of new members (Kyle Barnes and Peter Keeling)
- Staff Breakfast to acknowledge retirement of WDC Librarian, Jean Hitchen
- LGNZ National Council Meetings
- Sport Waikato
- Meeting with Acting Inframax Construction Ltd Chair – Earl Rattray
- Maniapoto Maori Trust Board Chief Executive – Sonia Hetet
- Department of Conversation Minister
- Citizens Awards
- Tourism NZ Board Meeting
- Sister City Meeting

**Resolution**

The verbal reports be received.

Brodie/New Carried

<b>7. Receipt of Brook Park Incorporated Society Minutes – 7 May 2018</b>
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**A394734**

Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 7 May 2018.

Cr Whitaker expanded verbally on the Minutes and answered Member's questions.

**Resolution**

The business paper on Brook Park Incorporated Society: Meeting Minutes – 7 May 2018 be received.

Whitaker/New Carried

<b>8. Deliberations on Submissions - 2018 Solid Waste (asset) Minimisation and Management Plan</b>
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**A390454**

Council considered a business paper providing commentary to support Council's decision making process for the 2018 Solid Waste (asset) Minimisation and Management Plan (SWaMMP).

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

**Resolution**

- 1 The business paper on Deliberations on Submissions - 2018 Solid Waste (asset) Minimisation and Management Plan be received.

## 2 Proposal 1: Transfer Station Relocation

Council will not proceed with the proposal to relocate the Transfer Station from Awakino to Mokau.

## 3 Proposal 2: Complete Minor Works

Council will complete minor works throughout the District's waste disposal sites and transfer stations.

## 4 Proposal 3 - Increase Education and Promotion of Waste Minimisation

Council will undertake increased education and promotion of waste minimisation.

## 5 The Chief Executive address the identified solid waste issues in Mokau such as signage, education information, potential changes to the transfer station opening hours, clearance frequencies of the street side litter bins and recycling station, and possible options for the currently un-consented green-waste disposal site.

## 6 The Chief Executive be delegated the authority to respond to out of scope submissions outside the Solid Waste (asset) Minimisation and Management Plan process.

## 7 The Chief Executive be delegated the authority to ensure that all other amendments requested by the Council, together with feedback from Council's Auditors, is accurately reflected in the 2018 Solid Waste (asset) Minimisation and Management Plan prior to adoption by Council on 26 June 2018.

Goddard/Brodie Carried

The Group Manager – Corporate Services and Group Manager – Community Services entered the meeting at 9.41am.

<b>9. Deliberations on Submissions – 2018-2028 Long Term Plan</b>	<b>A389976</b>
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Council considered a business paper providing commentary on the submissions received to the Consultation Document for the 2018-28 Long Term Plan, to assist with Council's deliberations.

The Chief Executive and respective Group Managers expanded verbally on the business paper and answered Members' questions.

Proposal 1 – Safe Communities

Council noted that 70% of submissions received to the Safe Communities Proposal were in support of Option 1 - to pursue Safe Communities accreditation at a cost of \$60,000 per annum on average over the first three years of the Long Term Plan and another 11% supported more funding than what had been proposed for this initiative.

The Legal Advisor and Communications Coordinator entered the meeting at 9.50am.

Mayor Hanna stood down from the Chair and abstained from participation in deliberations in respect of Proposal 2 – North King Country Sports and Recreation Centre due to his conflict of interest as a Trust member of the GameOn Trust.

Deputy Mayor Whitaker chaired the meeting in deliberating submissions to Proposal 2.

#### Proposal 2 – North King Country Sports and Recreation Centre

Council noted that 67% of submissions received for the North King Country Sports and Recreation Centre Proposal were in support of Option 1 - to make a capital funding grant of \$1M in the first year and \$500k in the second year.

Council also noted the “youth” voice as presented by the Waitomo District Youth Council which showed that of the 286 Secondary School and Wharekura students surveyed, 271 were in support of Council providing funding for the Centre.

From the submissions received, it was identified that further clarification is required to restate that Option 1 is for a “capital funding” grant only – and no funding will be made toward operational costs.

Mayor Hanna re-took the Chair

#### Proposal 3 – Economic Development

Council noted that 79% of submissions received to the Economic Development Proposal were in support of Option 1 – that Council participate in the two economic development initiatives (Waikato Regional Economic Development Agency and South Waikato Economic Development Plan)

#### Proposal 4 – Rates Remission Policy

Council noted that 76% of submissions received to the Rates Remission Policy Proposal (to support new categories for remission (Remission of rates for new businesses, and remission of rates in cases of land affected by natural calamity)) were in support.

The Group Manager – Corporate Services expanded on the logic behind why a remissions policy framework is recommended for land affected by natural disaster, using both the Christchurch earthquake liquefaction and the Edgecumbe flood as examples.

Council identified that further explanation will be required in the response letters to those Submitters who opposed this proposal.

The meeting adjourned for morning tea at 10.09am

The Legal Advisor and Communications Coordinator left the meeting at 10.09am

The meeting reconvened at 10.25am

#### Proposal 5 – Public Toilets at Mokau and Waitomo Village

Council noted that 92% of submissions received to the Public Toilets at Mokau and Waitomo Village Proposal were in support of Option 1 – to apply for Tourism Infrastructure Fund (TIF) funding of 50% and proceed with development of two facilities if 50% funding is received.

### Proposal 6 – Funding Water and Sewerage

Council noted that 55% of submissions received to the Funding Water and Sewerage Proposal were in support of Option 1 – same service, same rate for all serviced communities, with the uniform water rate phased in over four years, a 10% district wide benefit rate applied to all rating units, and uniform rate for extraordinary water users.

Mayor Hanna also briefed the Council on meetings he had convened with the individual Te Kuiti Meat Companies during the consultation period and at which meetings the Meat Companies had agreed to the Meat Companies being treated the same as all other water users in that there would be a phased transition of water by meter rates over 4 years.

In taking into account the views expressed by the Meat Companies, Council agreed that a variation be made to the preferred option for Proposal 6, being that the policy of harmonisation of water by meter rate (across the District) for extraordinary users be implemented in the same way (phased over 4 years) as proposed for harmonised targeted rates for water supply which will be transitioned over 4 years.

Council also noted that the impact of also transitioning harmonised water by meter rates over 4 years will have some impact (increase) on the Fixed Targeted rate for residential customers and the District Benefit rate, however it has been assessed that the impact will not be material given the transition arrangement proposed for the Fixed Targeted Rate.

### **Resolution**

- 1 The Consultation Document 'Proposal Submissions' be adopted as follows:

#### Proposal 1 – Safe Communities

Council adopt Option 1 - to pursue Safe Communities accreditation at a cost of \$60,000 per annum on average over the first three years of the Long Term Plan.

Whitaker/Smith Carried

Mayor Hanna stood down from the Chair, abstaining from all deliberations/decision making in respect of Proposal 2 – North King Country Sports and Recreation Centre due to his conflict of interest as a Trust member of the GameOn Trust.

Deputy Mayor Whitaker chaired the meeting for deliberations/decision making in respect of Proposal 2.

#### Proposal 2 – North King Country Sports and Recreation Centre

Council adopt Option 1 - to make a capital funding grant of \$1M in the first year and \$500k in the second year.

New/Brodie Carried

Mayor Hanna re-took the Chair

#### Proposal 3 – Economic Development

Council adopt Option 1 – that Council participate in the two economic development initiatives (Waikato Regional Economic Development Agency and South Waikato Economic Development Plan)

Goddard/New Carried

Proposal 4 – Rates Remission Policy

Council adopt the Rates Remission Policy Proposal - to support new categories for remission (Remission of rates for new businesses, and remission of rates in cases of land affected by natural calamity).

Brodie/Davey Carried

Proposal 5 – Public Toilets at Mokau and Waitomo Village

Council adopt Option 1 – to apply for Tourism Infrastructure Fund (TIF) funding of 50% and proceed with development of two facilities if 50% funding is received.

Smith/Brodie Carried

Proposal 6 – Funding Water and Sewerage

Council adopt a variation of Option 1 as follows: Same service, same rate for all serviced communities, with the uniform water rate phased in over four years, a 10% district wide benefit rate applied to all rating units, and uniform rate for extraordinary water users. The policy of harmonisation of water by meter rate (across the District) for extraordinary users be implemented in the same way as proposed for harmonised targeted rates for water supply which will be transitioned over four years.

Whitaker/Davey Carried

- 2 The business paper on Deliberation on Submissions to the 2018-28 Long Term Plan be received.
- 3 The suggested treatment for Other LTP Matters and Other Submissions as contained in Attachment 2 and Attachment 3 be adopted.
- 4 The Chief Executive be delegated the authority to ensure that Council directions arising from the consideration of submissions are reflected in the responses schedule and all changes, together with feedback from Council's Auditors, are made to the final 2018-28 Long Term Plan and any policies or Activity and Asset Management Plans prior to adoption.

New/Davey Carried

Penelope Hall (Waitomo News) left the meeting at 10.41am

<b>10. Review – Community Development Fund Policy</b>	<b>A394578</b>
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Council considered a business paper presenting a revised Community Development Fund Policy for consideration.

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

**Resolution**

- 1 The business paper on Review - Community Development Fund Policy be received.

- 2 Council adopt the draft Community Development Fund Policy (Effective 1 July 2018).
- 3 Council approve a budget increase to support the Community Development fund to a value of \$60,000.00 per annum (plus CPI adjustment from year 2) over the life of the Long Term Plan 2018-2028.

Goddard/Whitaker Carried

<b>11. Progress Report – Community Development</b>	<b>A393069</b>
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Council considered a progress report on current work streams within the Community Development portfolio.

The Mayor thanked the Group Manager – Community Services and asked that Council's appreciation be passed on to the Community Development Co-ordinator for a very well run Citizens Awards and the excellent submission presentation made by the Waitomo District Youth Council to the Consultation Document.

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

The Mayor briefed the Council on the Sister City Tatsuno student exchange and the proposal to take a group to Tatsuno in 2019.

**Resolution**

The Progress Report: Community Development be received.

New/Brodie Carried

<b>12. Progress Report – Civil Defence</b>	<b>A393418</b>
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Council considered a progress report on current activities within the Civil Defence portfolio.

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

**Resolution**

The Progress Report: Civil Defence be received.

Goddard/Davey Carried

<b>13. Progress Report – Public Amenities</b>	<b>A393229</b>
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Council considered a progress report on current work streams within the Public Amenities portfolio.

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

**Resolution**

The Progress Report: Public Amenities be received.

Whitaker/Davey Carried

<b>14. Progress Report – Recreation and Culture</b>	<b>A393222</b>
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Council considered a progress report on current work streams within the Recreation and Culture Activity.

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

**Resolution**

The Progress Report: Recreation and Culture be received.

New/Brodie Carried

<b>15. Progress Report – Waters</b>	<b>A394190</b>
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Council considered a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

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

**Resolution**

The Progress Report: Waters Activities be received.

Brodie/Goddard Carried

<b>16. Progress Report – Road Map Work Programme</b>	<b>A393037</b>
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Council considered a progress report on the Road Map Work Programme which was adopted by Council on 27 June 2017.

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

**Resolution**

The Progress Report: Road Map Work Programme as at 29 May 2018 be received.

Brodie/Whitaker Carried

<b>17. Motion to Exclude the Public for the consideration of:</b>	<b>A394841</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

### Resolution

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds for this resolution</b>
1. Civic Financial Services Ltd – Notice of 2018 Annual General Meeting	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Subsequent Events: 2018-2028 Long Term Plan Consultation Document	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. Piopio Water Supply – Piopio College	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: Waitomo Village Water and Wastewater Services – May 2018	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: CHH Litigation	7(2) (g) maintain legal professional privilege;	48(1)(a)
6. Compliance Legal Matters	7(2) (g) maintain legal professional privilege;	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds for this resolution
7. Waikato Regional Council Proposed Plan Change 1 - Variation 1	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.

Brodie/New Carried

There being no further business the meeting closed at 12.13pm

Dated this      day of                      2018.

BRIAN HANNA  
MAYOR

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**WAITOMO DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE**

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT  
AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN  
STREET, TE KUITI ON TUESDAY 29 FEBRUARY 2018 AT 1.00PM**

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

**IN ATTENDANCE:** Chief Executive, Executive Assistant, Group Manager – Corporate Services, General Manager – Infrastructure Services and Group Manager – Community Services

Mayor Hanna declared the meeting open and welcomed Mr Bruce Robertson as an Independent Member of the Committee.

Mr Robertson introduced himself and provided the Committee with a verbal briefing on his background and experience. Mr Robertson advised that his primary role as an Independent Member from an audit and risk perspective is to represent the ratepayer, and that this would mean raising issues about the Council when necessary, but equally to work with the Committee for the benefit of Waitomo. Mr Robertson advised that it is also his intention to bring his experience, ideas and thoughts from the other Audit and Risk Committees to add greater value to the Waitomo Committee.

<b>1.</b>	<b>Declarations of Member Conflicts of Interest</b>	<b>A394688</b>
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Declarations were made as follows:

**Mayor Brian Hanna** declared conflict of interest with respect to the Public Excluded item on this Agenda – “Office of the Auditor General” as it refers to himself.

**Deputy Mayor Guy Whitaker** declared conflict of interest with respect to the Public Excluded item on this Agenda – “Office of the Auditor General” as it refers to himself.

**Member Bruce Robertson** made a general declaration advising that there was nothing in this Agenda that would affect him, and that in general he did not think there were any personal circumstances that would conflict with any Waitomo District related issues. However he advised he would monitor this situation and make the relevant declaration should his circumstances alter.

<b>2.</b>	<b>Confirmation of Minutes – 27 February 2018</b>	<b>A388047 and A388048</b>
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**Resolution**

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 27 February 2018, including the Public Excluded minutes, be confirmed as a true and correct record.

Davey/Goddard Carried

<b>3.</b>	<b>Mastercard Expenditure Report (February 2018 to April 2018)</b>	<b>A390743</b>
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Council considered a business paper presenting for the Committee's information and consideration, details of expenditure incurred via WDC issued Corporate Mastercards.

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

**Resolution**

The Mastercard Expenditure Report for the period February 2018 to April 2018 be received.

New/Brodie Carried

<b>4.</b>	<b>Financial and Non-Financial Report for the Period ended 31 March 2018</b>	<b>A389112</b>
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Council considered a business paper presenting the financial and non-financial results for the period ended 31 March 2018.

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

**Resolution**

The business paper on Financial and Non-Financial Report for the period ended 31 March 2018 be received.

Goddard/Brodie Carried

<b>5.</b>	<b>Audit Engagement Letter for the Audit of the Annual Report and Summary Annual Report 2017/18</b>	<b>A393647</b>
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Council considered a business paper presenting the Audit Engagement Letter (AEL) for the audit of the Annual Report and Summary Annual Report 2017/18 and to obtain the Committee's approval for the signing of the AEL.

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

**Resolution**

1 The business paper on Audit Engagement Letter for the Audit of the Annual Report and Summary Annual Report 2017/18 be received.

2 The Committee approves the signing of the Audit Engagement Letter.

Brodie/New Carried

<b>6.</b>	<b>Progress Report: WDC Resource Consent – Compliance Monitoring</b>	<b>A393050</b>
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Council considered a business paper providing a progress report on compliance reporting against Resource Consent conditions.

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

Bruce Robertson congratulated the Council on this level of reporting advising it is very good and not something that he has seen at any other Council.

**Resolution**

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

Davey/Whitaker                      Carried

<b>7.</b>	<b>Motion to Exclude the Public for the consideration of:</b>	<b>A394694</b>
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The Committee considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

The Committee noted that Item 4 on the Order Paper - Progress Report: No 5 Trust - Offer of Service for ongoing provision of Exhibition Space is to be moved into the Public Excluded portion of the meeting.

**Resolution**

- 1        The public be excluded from the following part of the proceedings of this meeting.
  
- 2        The Committee agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:
  - Chief Executive
  - Executive Assistant
  - Group Manager – Corporate Services
  - Group Manager – Community Services
  - General Manager – Infrastructure Assets
  
- 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. Progress Report: 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)
2. Progress Report: Risk Management – Procurement/Contract Schedule	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. Draft Audit Planning Report and Timeline for the 2017/18 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)
4. Limited Independent Assurance Report in respect of the Waitomo District Council's Debenture Trust Deed	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Office of the Auditor General	7(2) (a) protect the privacy of natural persons, including that of deceased natural persons	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.

New/Smith                      Carried

There being no further business the meeting closed at 2.26pm.

Dated this        day of                      2017.

**BRIAN HANNA**  
**MAYOR**

Confidential Confidential

Confidential Confidential

Confidential

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Confidential

**Document No: A396602**

**Report To: Council**



**Meeting Date: 26 June 2018**

**Subject: Receipt of Brook Park Incorporated Society: Minutes – 12 June 2018**

**Type: Information Only**

## Purpose of Report

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

## Local Government Act S.11A Considerations

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

## Background

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

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

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

### Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper are copies of the BPIS minutes from 12 June 2018.

### Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 12 June 2018 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Minutes – 12 June 2018 (Doc A396606)



**BROOK PARK**  
INCORPORATED SOCIETY

**Meeting Minutes**  
Monday 11 June 2018  
5.30 pm

Council Chambers  
Queen Street  
**TE KUITI**

**BROOK PARK INCORPORATED SOCIETY**

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 11 JUNE  
2018 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Gerald Kay, Graeme Churstain, Sue Wagstaff, Elly Kroef, Glynn Meads, Sherelee Buchanan, Robin Charteris, Rob Buckley, Andrea Hanna, Dawn Anselmi

**Apologies** – Jane Murray, Helen Sinclair, Suzie Hoare, Neil Brooks

Moved/Seconded Andrea/Robin

**Confirmation of Minutes – 7 May 2018**

That minutes of previous meeting be accepted as a true and accurate record.

Moved/seconded Graeme/Gerald

**Financial Report**

Opening Balance \$24,752.46

Accounts Paid

G Whitaker (Spray) \$259.00

Eight Mile Farm (Fertiliser) \$3009.50

Bill Holloway (MTB Track work) \$7208.54

B Rendall (Fert Spreading) \$506.00

Interest Received \$1.25

Closing Balance \$13770.67

Investment a/c \$10,000

Report accepted and no accounts to be approved for payment.

Moved/seconded Phillip/Graeme

**Correspondence**

Email from Yvette Ronaldson – Lines Company

Email from Grass Roots – acknowledging receipt of funding application and further information required.

**Maintenance/Fencing**

Glynn/Graeme/Gerald have completed culvert crossing wooden structure.

They now want to do one more wooden crossing.

Resolution: That Gerald has a budget of up to \$250 for materials to complete next crossing.

Moved/seconded Rob/Sue

**Weed Control**

Elly has been pulling Jerusalem Cherry to try and eradicate this weed from the Park.

It appears that WRC may have done some more work on the Woolly Nightshade.

Inkweed is going to be a target in the Spring as it is getting out of control.

## **Disc Golf**

Applications have now been lodged with Lion Foundation for \$10000.00 for the baskets and signs and an application to Grassroots Trust for \$6500.00 for the Tee pads.

We should have some news possibly by our next meeting.

Then the project plan will be completed and submitted to Council staff.

## **Guy Fawkes 2018**

It was agreed that we would again raise funds to put on the Fireworks Extravaganza and would hold this on 10<sup>th</sup> November.

Guy to contact Martin Van Teil (Pyrotechnic)

The Lines Company have some pellets and material for the fire and will put it on the bonfire location soon.

It was discussed that some of the surrounding plane trees need some lower limbs removed for better visibility of the fireworks and we need to get either Tim (from Council) or Kelvin Hayes to look at this.

The email from the Lines Company was asking if they could have naming rights to the Fireworks event – Discussion was that this may not be ideal as many businesses contribute to this event. They also are interested in sponsorship to the Carols in the Park.

Guy to have discussion with Yvette to sort out possibilities and report back at the next meeting.

## **General Business**

- Guy still to contact Rozel Coffin re tree planting in October
- Rotary have nearly completed walkway to the Rotunda and had a working bee on the 26<sup>th</sup> May to work on edging for the track. No one from the committee made it to the working bee so still unclear where this is at.
- Elly and Sue wish to purchase one more plum tree and two apple trees to plant with the other fruit trees

Moved/seconded Elly/Andrea

- Guy to check that if Council have plans to do works at the Park that the committee is informed

Meeting closed 6.30 pm

**Next meeting** Monday 9<sup>th</sup> July. Agenda items to Neil please, by Thursday 5<sup>th</sup> July

Apology for Sue Wagstaff at the next meeting

<b>Document No: A395858</b>	
<b>Report To: Council</b>	
	<b>Meeting Date: 29 May 2018</b>
	<b>Subject: Progress Report: Te Kuiti Water Treatment Plant Upgrade</b>
	<b>Type: Information Only</b>

## 1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the Te Kuiti Water Treatment Plant (WTP) upgrade.

## 2.0 Local Government Act S.11A Considerations

- 2.1 Section 11A of the LGA reads as follows:

**11A Core services to be considered in performing role**

*In performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:*

- (a) *network infrastructure;*
- (b) *public transport services;*
- (c) *solid waste collection and disposal;*
- (d) *the avoidance or mitigation of natural hazards;*
- (e) *libraries, museums, reserves, and other recreational facilities and community amenities.*

## 3.0 Risk Considerations

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

## 4.0 Commentary

- 4.1 The WTP Water Take Consent expired in 2015.
- 4.2 The Waikato Regional Council approved the application to renew, but at the same time imposed more stringent consent conditions.
- 4.3 The most significant consent condition was that the intake screen, that prevents aquatic life from entering the intake, have a gap opening of no more than 1.5 mm.
- 4.4 The existing cantilever intake screens have a gap opening of 10mm and the existing floating pump baskets are not able to be adapted.

- 4.5 The existing cantilever gantries also required significant work to extend their remaining useful life.
- 4.6 The use of a small gap opening screen would make the pump basket too big and impractical to use in the cantilever gantry configuration.
- 4.7 As a consequence, the construction of a new intake structure (off-stream with fixed pumps) was incorporated as part of the WTP upgrade.
- 4.8 The original proposal was for a concrete structure placed on the river bed extending halfway into river. The construction method was to place large concrete blocks into the river and sealing them to minimize water entering the construction area. This method was acceptable to WRC and a construction resource consent was granted.
- 4.9 Construction was programmed for the period November 2016 to February 2017. Part of this project was to temporarily widen the river to assist the natural flow of the stream during construction.
- 4.10 Consistent high rainfall raised river levels. It was clear that no window of opportunity was going to arise for any construction in the river with two cyclones passing over New Zealand and persistent high rainfall.
- 4.11 By October 2017, the river catchment experienced continued heavy rainfall and a major slip occurred in the Mangaokewa catchment.
- 4.12 The Mangaokewa River flow data from 1 January 2017 to date show that at no stage during this period was the flow rate within the safe working condition of below 1.0 cumecs.
- 4.13 Attempts were made to place concrete blocks in the river as per design specifications, but the attempts were abandoned due to the volume of the river pushing over the site.
- 4.14 It was considered that the river level was unlikely to drop to safe working levels. The original design proposal was abandoned.
- 4.15 An alternative intake structure design was adopted to allow progress. This alternative enabled the use of sheet piling, and assumed a safe flow rate to be at 4.0 cumecs during construction. Unfortunately this river level has not been reached to date.
- 4.16 The redesign using temporary sheet piling barrier between the river and excavation, reduced the estimated construction costs.
- 4.17 The temporary sheet piling was driven into the river bank and strengthened with strategically placed concrete blocks to act as a water force barrier and to divert the water away from the sheet pile wall.
- 4.18 The inundation confirms the known difficulty of any construction within a river.
- 4.19 The Mangaokewa River catchment is large and stretches into the Waipa Valley and Mangaokewa Road to Horokino. Heavy rainfall in these area may not necessarily be experienced in Te Kuiti, although the Mangaokewa River responds quickly to deluges in that catchment and affect the river level at the construction site.
- 4.20 All material is on site and the contractor is ready to install the additional sheet piling to enclose the whole work area as soon as a window in the weather patterns is provided.

- 4.21 The revised completion date for the intake structure is mid-September 2018.
- 4.22 The electrical contractor requires 8 weeks after that to fully complete the work at the Te Kuiti WTP with only optimisation to carry on.

**Suggested Resolution**

The Progress Report: Water Treatment Plant Intake Structure Progress



KOBUS DU TOIT  
**General Manger – Infrastructure Services**

**Document No: A394965**

**Report To: Council**



**Meeting Date: 26 June 2018**

**Subject: Progress Report – Housing and Other Property**

**Type: Information Only**

### **Purpose of Report**

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

### **Background**

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

<b>Commentary</b>
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### 3.1 Lease Agreements

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

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

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

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

### 3.6 Waitomo District Council Housing

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

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

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

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

#### 3.11 4 Moa Street

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

#### 3.13 Redwood Flats

3.14 Maintenance has now been completed to 10 out of the 20 flats with the balance of the work to be completed early next month.

#### 3.15 Jennings Street Flats

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

**3.17 47 Te Kumi Road – Maintenance Project**

3.18 Waitomo District Council acquired ownership of the property situated at 47 Te Kumi Road on 27 July 2015. This property was being rented out.

3.19 WDC received notice from the tenant in October 2017 of an intention to vacate the property.

3.20 The following needs were identified as in need of maintenance.

1. Dampness - High levels of moisture was detected throughout the residential unit.
2. Windows and doors - The doors and windows of this property have gaps in these structures. The doors do not close properly which has allowed moisture in, exposing the structure to risk from water damage.
3. Insulation - There is no insulation between in the interior and exterior walls of the property. All rental properties must have insulation installed.

3.21 In terms of the Tenancy Agreement Act, the owner must ensure insulation meets the minimum standards before 1 July 2019.

3.22 The deferred maintenance work to 47 Te Kumi Street has now been completed.

**3.23 Les Munro Centre**

3.24 Work is underway to increase water pressure to the three sinks in the kitchen. This involves changing the water cylinder situated on the upper level.

3.25 Six new stage boxes have been constructed and are yet to be carpeted. These new boxes are much lighter than the old ones making them easier to move around. This will reduce if not eliminate the damage being done to the hall floor when moving them from the stage. The weight of the old boxes were also a health and safety concern.

**3.26 Library**

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

**3.28 Railway Building 2 and 3**

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

**3.30 Rora Street Toilets (by iSite)**

3.31 The existing partitions have had a sacrificial coating applied numerous times to make graffiti removal easier. This system is expensive and requires recoating regularly. Investigation into replacement partitions that are graffiti resistant has been completed, this will look better, be much easier to remove graffiti and cost effective.

**3.32 Aquatic Centre**

3.33 Preparation has commenced for the maintenance to the steel canopy and roof structure.

3.34 Maintenance and upgrades to the pump and filtration system is scheduled to be completed by end of month (June 2018).

- 3.35 Draining and repainting of both the swimming pools will be undertaken in September in time for the reopening in October for the summer season.
- 3.36 **Community Halls**
- 3.37 Inspections have been undertaken to all halls bar two non WDC owned. Maintenance schedules are being compiled along with hall's status and committee members. Contact with committee members utilising WDC owned halls has been made in an effort to improve communication channels in regards to inspections and H&S matters. Positive feedback has been received. Pricing for urgent maintenance work has started in Piopio.
- 3.38 **Pedestrian over bridge Crossing**
- 3.39 An investigation of alternative options for a safe and affordable pedestrian level crossing at the railway over bridge site has been carried out.
- 3.40 Professional services for the staged investigation and design in an alternative crossing was provided by Calibre Consulting.
- Stage 1 – Consultation and concept design  
 Stage 2 – WDC report and engineers estimates  
 Stage 3 – Final design  
 Stage 4 – Contract documentation and Procurement  
 Stage 5 – MSQA and removal of existing over bridge
- 3.41 The Agreement signed on 10 April 2001 between Trans Rail (now Kiwi Rail) and WDC transferred ownership to WDC. This responsibility included for all maintenance, management and future ownership issues of the structure. The land on which the structure is erected remains the property of the Grantor (Kiwi Rail).
- 3.34 A meeting was held with Kiwi Rail where the condition of the pedestrian bridge and alternative track crossings were discussed. WDC is awaiting confirmation from Kiwi Rail in regards to the proposals tabled.

<b>Suggested Resolutions</b>
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The Progress Report: Housing and other Property be received.



QUIN POWELL  
**INFRASTRUCTURE MANAGER – PROPERTY**

June 2018

**Document No: A394966**

**Report To: Council**



**Meeting Date: 26 June 2018**

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

For Information

## Purpose of Report

1.1 The purpose of this business paper is –

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

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

Purpose of Report .....	1
Local Government Act S.11a Considerations .....	1
Risk Considerations.....	2
Introduction.....	2
Background .....	2
Roading Subsidies .....	2
Road Safety.....	3
Roading Business Unit.....	5
Operating Expenditure 2017/18.....	6
Capital Expenditure 2017-18 .....	6
Network Maintenance.....	8
REG and the One Network Road Classification (ONRC) .....	9
RATA (Road Asset Technical Accord).....	10
Streetlighting (LED) .....	11
Road Maintenance Contract – Progress .....	12
Long Term Plan .....	13

## 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).

## Risk Considerations

- 3.1 This report is for information only. No risks are identified in the information contained in this business paper.

## Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roding division. The Roding capital works programme is reported separately, except for the Roding Capital Works budget, which is reported with this business paper.

## Background

- 5.2 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
  - Maintenance contract
  - Network issues
  - Mokau Seawall report
- 5.3 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 5.4 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.

## Roding Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (currently at 64% FAR rate for 2017/18) for works that meet agreed subsidy criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2017/18 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2015-25 LTP due to transfers from one budget to another as required.)
- 6.3 At the 29 May 2018 Council Meeting (Doc A394725), the NZ Transport Agency (14 May 2018) advised that they accelerated the FAR transition to be fully effective from 1 July 2018. The FAR will increase from 66% to 73% of cost of programme.
- 6.4 NZTA have also advised that Footpath Maintenance work will now be eligible for FAR support. A new footpath renewals and maintenance program has been submitted to NZTA for approval.

## Road Safety

### 7.1 Road Safety Promotion

- 7.2 For the current national Land Transport Fund (2015/18) period, Waitomo DC and Otorohanga DC are working together on Road Safety Promotion and share the allocated NZTA funded budget 50% each. This started with both Councils using a single shared road safety coordinator, managed by WDC, working across both areas. WDC has since withdrawn from the promotion component of this activity in order to focus on the delivery of a novice driver training programme instead. Otorohanga DC is sharing in that on a 50% basis, but is also continuing with some Road Safety Promotion work by adding their own additional funding and delivery independently from WDC.
- 7.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.
- 7.4 In the 2018/21 NLTF, starting on 1 July 2018, the Road Safety Promotion funding will be separate, and the claim for the Otorohanga work will not need to be made through the WDC TIO claim.
- 7.5 WDC and ODC have developed a 3-year program with a primary focus on the novice driver training programme outcomes.
- 7.6 The Program is now ongoing and quarterly reports will be provided by Te Kuiti Community House as the WDC/ODC Contractor.

### 7.7 Road Safety Projects

- 7.8 All State Highways are maintained and administered by NZTA, as they are the Road controlling Authority. Parts of the roading network within the Waitomo district falls within the jurisdiction of NZTA.
- 7.9 As part of the Governments road safety initiative and road safety drive, several portions of the State Highway network has been identified as routes that requires intervention.
- 7.10 Currently there are 4 sections of State Highway (SH) that falls within the WDC boundary. These are SH 3 between Otorohanga and Awakino through to Mt Messenger:
- SH 30 between Te Kuiti and Benneydale
  - SH 37 between Hangatiki Roundabout and the Waitomo Village area.
  - SH 4 between SH3 intersection and Taumarunui.
- 7.11 NZTA's Safe Roads and Roadsides Programme extends over a period of six years. During these six years various road safety concerns are addressed. Below is copied communication received from NZTA to that effect.
- A \$600M government investment over six years,
  - Targeting high-speed rural state highways with a high crash risk,
  - Aim is to prevent 900 deaths and serious injuries over 10 years,
  - Improve the safety rating (KiwiRap Star Rating) of our state highways.
- 7.12 Within the RCA boundaries of WDC, NZTA has earmarked three SH sections under the current safety initiative where they intended to carry out some improvements.

### **7.13 Intersection 1: SH 37 (SH3) Hangatiki Roundabout to Waitomo Village**

7.14 This portion of the SH network is completed. It carried a high priority due to the tourism attraction of the Waitomo Caves. The improvements ended at the speed change 80km/h to 50km/h just outside the Waitomo Village area. The measures introduced along this portion of the network was similar to the existing approach.

7.15 The safety improvements on SH 37 have been completed, however; some concerns have been raised by Haurua Road residents around barrier installation further impeding already limited sightlines after the installation of the Guard rails on SH 37 in close proximity to this intersection. NZTA has taken the concerns on board and is in the process of setting the barriers further back to address these concerns

### **7.16 Intersection 2: SH 3 Hangatiki Roundabout to Te Kuiti Town Boundary**

7.17 A road safety investigation was carried out by NZTA, in conjunction with its partners to propose and introduce road safety improvements, along this portion of the SH network.

7.18 The safety improvement Program is well underway.

### **7.19 Guard Rails**

7.20 The safety improvement measures are in the process of installation. Several sections of "W" Beam guard rails has been installed on both sides of SH 3 between the Hangatiki Roundabout and the Te Kuiti town border.

### **7.21 Shoulder Widening**

7.22 Sections along SH 3 that were earmarked for shoulder widening have been dealt with except for the widening opposite Te Kumi Station Road.

### **7.23 Tree Removal**

7.24 NZTA proceeded with the removal of trees on SH3 which were contributing in the limitation of sight lines and visibility. Further tree removals has been completed at the intersection of SH 3 with Te Kumi Station Road where the trees contribute to limited visibility and are deemed to be a safety issue. **Intersection 3: SH 3 Awakino to Mt Messenger**

7.25 NZTA is currently in the process of the installation of safety improvements on the section of SH 3 between Mokau and Te Kuiti. These improvements include the installation of crash barriers and shoulder widening in several places. The more challenging improvements such as bypass lanes and the river crossings are staged to be carried out in a later phase of the contract.

7.26 The intention is that the entire project is to be completed mid-2019.

### **7.27 Mokau Sands Rest Area**

7.28 On 24 May 2018 a meeting was held between NZ Transport Agency staff and WDC.

7.29 WDC proposed to NZTA that:

1. This is a very attractive beachside roadside rest area between Te Kuiti and New Plymouth
2. It would enhance road safety by encouraging people to take a rest break on the road journey
3. WDC will provide support for the project through provided services

- 7.30 NZTA advise that some road safety barriers (currently in the design stage) are to be installed in this area, and the entrance way is to be improved as part of the Saferoads project. That is all that NZTA is planning at present.
- 7.31 It was agreed that if the parties can add efficiency, as well as safety (to better align with the Government's objective) it would be worth presenting for consideration by NZTA

## Roading Business Unit

### 8.1 Introduction

- 8.2 The Roading Business Unit (RBU) is an internal structural arrangement and provides professional services.
- 8.3 The current RBU arrangement commenced on 1 July 2015 and extends for a period of three years to 30 June 2018.
- 8.4 The arrangement covers the full range of services provided by the RBU which includes Professional and administrative services.

### 8.5 Professional Services Activity

- 8.6 The professional services component of the RBU includes the following elements of the Roading profession.

<b>Professional Services Activities - RBU</b>	
Planning, investigation and design	The performance and quality monitoring of physical works projects including the administration and sub-contracted professional services
Preparing	<ul style="list-style-type: none"> <li>• Project Feasibility report</li> <li>• Asset Management Plans</li> <li>• Works Programmes</li> <li>• Safety Management Strategies</li> <li>• Environmental Management Strategies</li> </ul>
Reporting to the client	<ul style="list-style-type: none"> <li>• On physical performance of physical works contracts</li> <li>• On the physical and safety condition of road assets, including recommendations for maintaining, renewing, enhancing or disposing of assets</li> </ul>
Gathering and managing information	<ul style="list-style-type: none"> <li>• For RAMM</li> <li>• For bridge rating systems</li> <li>• Interpreting condition rating data and applying to programme development</li> </ul>
Undertaking	<ul style="list-style-type: none"> <li>• Transportation planning and traffic management services</li> <li>• Safety audits and crash reduction studies</li> </ul>
Developing, managing, and supervising physical works contracts	
Evaluating physical works and external professional services tenders	
Interpreting and implementing recommendations from professional services reports and investigations, including review of reports which assesses the condition of assets	
Obtaining building and resource consents	
Legalisation existing roads	
Responding to public enquiries	
Provide	<ul style="list-style-type: none"> <li>• Road condition information</li> <li>• Engineering and Asset Management Consultancy Services</li> <li>• Specialist advice</li> </ul>

<b>Operating Expenditure 2017/18</b>
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### 9.1 Budget Update

9.2 The table below is representative of the latest financial figures representing Year to date (March 2018) figures.

DESCRIPTION OF SERVICE	2017/18 BUDGET	EXPENDITURE TO DATE At end of <b>May 2018</b>	COMMENTS
<b>Total Maintenance Expenditures (excluding Loss on Asset Disposal)</b>	5,917,759	<b>4,386,052</b>	<b>Expenditure to date = 74% of original 2017/18 Budget</b>
Road Safety Promotion 431 – 433	130,000	<b>65,450</b>	Driver Training Program is delivered under contract by Community House for WDC and ODC.
Emergency First Response 106 (GL = 730 31 715)	250,000	<b>671,196</b>	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion). More detail is recorded in this business paper
Environmental Maintenance 121	600,000	<b>458,708</b>	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Environmental Maintenance 121 For Stock Effluent Facility + Time	42,000	<b>17,008</b>	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	30,000	<b>6,770</b>	Kiwi Rail determines repairs and does the work required and then invoices WDC.
Combined RBU Unit Costs	758,729	<b>474,303</b>	Includes consultant fees for Professional Services
Routine Drainage Maintenance 113	440,000	<b>340,600</b>	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	1,400,000	<b>1,427,318</b>	Pre-reseal repairs and general sealed pavement maintenance.
Structures Maintenance 114	170,000	<b>60,735</b>	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	150,000	<b>169,996</b>	District wide maintenance of signs and road furniture.
Street Lights Maintenance 122	320,000	<b>203,949</b>	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	1,000,000	<b>490,020</b>	Re-metalling of unsealed roads.
Asset Management Plans	0	<b>23,303.66</b>	The Asset Management Plan is updated and a new LTP version is being written
Minor events: NZTA Budget	0	0	NZTA Budget item, not in WDC Budget
Administration Services for Roading	627,030	409,830	Overheads to support delivery of service.

<b>Capital Expenditure 2017-18</b>
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10.1 The CAPEX for 2017/18 is \$5,674,000 (including \$650,000 for Emergency Projects).

10.2 It should be noted that although the Emergency Projects budget is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by

case basis for “qualifying” events, which requires that they are over \$100,000 per event, and also meets other approval qualification thresholds. WDC has submitted a report to NZTA after the April 2017 Weather events to register storm damages estimated at a total amount of \$1,440,000 and the repairs are intended to be funded over more than one financial year.

- 10.3 Unspent but approved budget was carried over from 2016/17 to 2017/18 in order to complete capital projects that could not be completed during 2016/17.
- 10.4 These include the Pavement Rehab Project (\$254,000), the Bridge Structural Maintenance Repairs Project (\$140,000), the Mangatoa Rd Under slip at RP3.04 (\$180,000) and the Storm Damages Emergency Reinstatement projects (\$260,000).
- 10.5 Storm damage caused by Cyclone Debbie and Cyclone Cook during April 2017 will require additional funding in 2017/18 FY as the estimated total costs for the Cyclone damages are \$1,440,000 of which \$341,989 worth of repairs was completed during 2016/17. This means that Storm damage repairs to the value of about \$1,098,000 is still to be completed after June 2017.
- 10.6 The available WDC Capital Emergency Reinstatement budget for 2017/18 is only \$650,000. It was proposed that the 2016/17 FY budget (Mangatoa Road Under slip RP 3.04 project and from the Emergency Reinstatement budget, totalling about **\$440,000**) be carried over to the 2017/18 Emergency Reinstatement budget in order to increase that available budget to **\$1,090,000**.
- 10.7 The cost of the remedial packaged works, carried out in collaboration with our Maintenance Contractor, is estimated to be approximately \$773 000. Of which \$402,000 of this has been spent, as of 31 March 2018.
- 10.8 Note also that an unexpected turn in weather patterns in August - September 2017 resulted in an abnormal amount of rainfall, aggravating existing damaged sites and causing some additional slips.
- 10.9 The largest contributor to this is the extensive cost to repair the under slips that occurred in the district during the extreme weather patterns.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Capital Expenditures (excluding Capitalisable Overheads)</b>	<b>5,674,000</b>	<b>3,799,256</b>	Expenditure to date = <b>67%</b> of original 2017/18 Budget
Minor Improvements 341	650,000	53,233	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, and slip repairs.
Drainage Renewals 213	\$400,000	<b>200,233</b>	Upgrading of Network wide drainage issues.
Pavement Rehabilitation 214	\$1,451,800	<b>934,182</b>	The annual Pavement Rehabilitation Contract, Totoro Rd section (km 8.378 to 11.316) is completed. The 2017/18 Road Rehabilitation Contract 500/16/33B has been awarded and is underway
Sealed Road Surfacing 212	\$1,400,000	<b>1,212,852</b>	The annual resealing program is <b>nearing completion</b> .
Combined Structures Components Replacement 215	\$300,000	<b>235,492</b>	Annual replacing of structural bridge components on various bridges contract <b>has been let and works will be completed near the end of June</b> .

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
Traffic Services Renewals 222	\$200,000	17,635	Annual Traffic Signs replacement and the District wide Line Remark project.
LED Street Light Upgrades	\$0.0	245,569	The \$430,000 funding for the LED streetlight upgrade is being 85% funded by NZTA. The Waitomo DC component is being funded from the Street light maintenance and Traffic Services Renewals budgets.
Unsealed Road Metalling 211	\$622,200	391,742	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatements Projects 141	\$650,000	646,967	To be prioritised as they happen.
Structures Maintenance - Oparure Rd Ret Wall	\$380,000	0	Works no longer required, budget will be re-deployed
Te Waitere Rd Slips	0	0	NZTA has agreed to fund under Minor Improvements. A contract has been awarded to Wilton Joubert Ltd (WJL) and the project is at the scoping and options report phase.
Mangatoa Rd Under slip RP3.04	0	0	This project is included in the works package awarded to WJL (above).

## Network Maintenance

### 11.1 Trees

Trees located within the legal road corridor forming the Roding Network are an ongoing issue. Where trees have fallen onto the roads, these are dealt with under the emergency first response budget.

The Environmental Maintenance budget is used to fund preventative maintenance works to remove potentially hazardous trees where appropriate. If larger scale works are identified and agreed with NZTA, the use of the Minor Improvements budget is another possible funding route. Work is on-going on a priority basis as it is identified.

### 11.2 Rehabilitation Program

The road rehabilitation program for the 2017/18 financial year is well underway.

The 2017/18 Financial Year Road Rehabilitation program consists of three road sections, being Rangitoto Road (RP 5,784 – 6,415), Totoro Road (RP 1,581 – 2,664) and Totoro Road (RP 3,141 – 5,140) the design work is completed. Construction is underway and scheduled for completion by the end of **June 2018, after delays caused by weather.**

### 11.3 Bridge Maintenance

The 2016/17 programme is now completed and the 2017/18 inspections are completed. **A contract has been let for bridge maintenance works arising, to be completed near the end of June.**

### 11.4 Emergency Reinstatement works

During May 2017 a report was tabled at the Council meeting wherein Council was advised of significant damages that were caused on parts of the network due to two

cyclones that visited the district during April 2017. Further information is included under item 10 above.

## REG and the One Network Road Classification (ONRC)

- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
  - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
  - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 The ONRC has three elements.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
  - The second element is the Customer Levels of Service (CLOs), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
  - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 12.4 The process of applying performance measures to our network, is underway. WDC will need to consider the ONRC CLOs and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan".
- 12.7 Financial Status**
- 12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost to engage adequately to the level required by NZTA through the likes of REG. This additional time requirement to assist the REG effort is being closely monitored.
- 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.

12.10 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.

### **12.11 Assessment of Significance and Engagement**

12.12 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.

### **12.13 Maintenance and renewing sealed pavements under ONRC**

12.14 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.

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

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

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

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

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

13.2 RATA has offered the option to WDC and other councils to participate in the joint procurement of services for a Bridge Inspections Contract. This contract will include the tendering and Contract Management of the Bridge Structural Maintenance Repairs. This new contract has now started, and after some minor teething problems the performance has improved.

13.3 The bridge Inspections Contract include the following components on the bridge maintenance

- STRUCTURES – Structures includes; - Bridges, Major culverts, retaining walls, sea walls and other roadside structures.
- RATA has engaged the services of Opus International consultants to assist with the inspections of structures
- Part of this engagement is to carry out bridge posting and rating evaluation. This also includes the processing or overweight permit applications.

13.4 Further to this RATA is also providing required services in the following fields;

- RAMM Services
- Forward Works Programmes
- Maintenance of the physical works contract document
- Technical support

13.5 Rata is now preparing a proposal for participating Councils to also make use of a shared services contract for high speed data track to measure a range of road surface conditions, such as rutting, cracking, roughness indicators etc. Further reporting on this option to follow.

## Streetlighting (LED)

14.1 The LED streetlight upgrade project started in February 2018 and is about 60% complete. Completed LED installations are shown on Figure 1 below.

14.2 Alf Downs Street Lighting Contractor is the contractor, and is confident this work will be completed before the end of June 2018.

14.3 The only "V" category street light design required was for Rora St, and this was because of the high traffic volumes.



Figure 1 Completed LED Streetlight installations, to 30 May 2018

<b>Road Maintenance Contract – Progress</b>
---------------------------------------------

- 15.1 The current Rooding Maintenance Contract started on the 1 March 2017.
- 15.2 The maintenance contract has been divided into 24 maintenance zones.
- 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 has been drawn from 24 roading zones of approximately 40km road length each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 The indication so far is that the new zonal format is delivering a good outcome on the whole.
- 15.6 An average score of 400 over the next two and a half years will qualify the Contractor for an extension to the Contract term. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items. Some minor issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, Cut-out drains etc.
- 15.7 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>January</b>		440	
<b>February</b>	Start of Contract	427	
<b>March</b>	435	401	
<b>April</b>	440	Under Review	
<b>May</b>	400		
<b>June</b>	410		
<b>July</b>	430		
<b>August</b>	410		
<b>September</b>	430		
<b>October</b>	425		
<b>November</b>	420		
<b>December</b>	430		

- 15.8 The table below reflects the zonal maintenance schedules as provided by the maintenance contractor. It will be noticed that in order to optimise their resources the contractor bundles zones together which are all in close proximity to each other. By this practice they can utilise the resources to the best use and ability

Zone	Month	Dates	Number of days	Zone	Month	Dates	Number of days
P	SEPTEMBER	1 - 6 Sept 2017	4	W	APRIL	3 - 9 Apr 2018	5
Q		7 - 12 Sept 2017	4	X		10 - 17 Apr 2018	6
R		13 - 19 Sept 2017	5	T		18 - 24 Apr 2018	5
K		20 - 26 Sept 2017	5	S		25 Apr - 1 May 2018	5
L		27 Sept - 2 Oct 2017	4	Total number of working days		21	
Total number of working days			22	M	MAY	2 - 9 May 2018	6
W	OCTOBER	3 - 9 Oct 2017	5	U		10 - 17 May 2018	6
X		10 - 17 Oct 2017	6	V		18 - 25 May 2018	6
T		18 - 24 Oct 2017	5	O		28 May - 1 Jun 2018	5
S		25 - 31 Oct 2017	5	Total number of working days		23	
Total number of working days			21	N	JUNE	4 - 11 Jun 2018	6
M	NOVEMBER	1 - 11 Nov 2017	6	H		12 - 19 Jun 2018	6
U		9 - 16 Nov 2017	6	I		20 - 26 Jun 2018	5
V		17 - 24 Nov 2017	6	G		27 Jun - 3 Jul 2018	5
O		27 Nov - 1 Dec 2017	5	Total number of working days		22	
Total number of working days			23	D	JULY	4 - 10 Jul 2018	5
N	DECEMBER	4 - 11 Dec 2017	6	C		11 - 17 Jul 2018	5
H		12 - 19 Dec 2017	6	F		18 - 24 Jul 2018	5
I		20 - 27 Dec 2017	6	B		25 Jul - 1 Aug 2018	6
G		28 Dec 17 - 3 Jan 18	5	Total number of working days		21	
Total number of working days			23	A	AUGUST	2 - 8 Aug 2018	5
D	JANUARY	4 - 10 Jan 2018	5	E		9 - 16 Aug 2018	6
C		11 - 17 Jan 2018	5	J		17 - 23 Aug 2018	5
F		18 - 25 Jan 2018	6	P		24 - 31 Aug 2018	6
B		26 Jan - 2 Feb 2018	6	Total number of working days		22	
Total number of working days			22	Q	SEPTEMBER	3 - 10 Sep 2018	6
A	FEBRUARY	5 - 9 Febr 2018	5	R		11 - 17 Sep 2018	5
E		12-19 Febr 2018	6	K		18 - 24 Sep 2018	5
J		20 - 26 Febr 2018	5	L		25 Sep - 1 Oct 2018	5
P		27 Feb - 6 Mar 2018	6	Total number of working days		21	
Total number of working days			22				
Q	MARCH	7 - 12 Mar 2018	4				
R		13 - 19 Mar 2018	5				
K		20 - 26 Mar 2018	5				
L		27 Mar - 2 Apr 2018	5				
Total number of working days			19				

- 15.9 NZTA is working on a revised MOU Corridor Agreement to clarify the split of responsibilities for maintenance works on urban sections of State Highways. We have requested several changes to a draft document.
- 15.10 NZTA has given the notion that this has not been completed due to some major changes in the functional structure and methodology in the operation of the organisation. The updated MOU will be provided at a later stage

## Long Term Plan

- 16.1 The renewal and submission of Long Term Plans is a National requirement, and Councils are obligated to regularly review and update their Activity Management Plans.
- 16.2 Waitomo District Council's Roading Division acted proactively in the preparation and submission of Waitomo District Council's Activity Management Plan to our partners NZTA.
- 16.3 WDC's Activity Management Plan which forms part of Council's Long Term Plan was the first to be submitted and accepted in the Waikato Region by NZTA.

- 16.4 WDC's Roading Division prides itself therein that we had the expertise and in-house capabilities to effectively in conjunction with our consultants submit a robust and acceptable AMP to NZTA.

**Suggested Resolution**

The Progress Report: Land Transport Activity be received.



KOBUS DU TOIT  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

Document No: A394967

**Report To: Council**



**Meeting Date: 26 June 2018**

**Subject: Progress Report – Parks and Reserves**

**Type: Information Only**

## Purpose of Report

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

## Background

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

## Commentary

### 3.1 Lease Agreements

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

- 3.3 Many of the agreements operate on expired terms. One consequence is that reviews or increases to annual fees are required within the agreements. In some cases historical agreements or terms and conditions may not adequately address Council's current liability under the law in certain circumstances.

- 3.1 The use of the WDC NCS portal with an electronic tracking system has enabled a reminder email to review leases coming up for renewal. Current leases have been entered with reminder dates set. New templates have been created for leases, licenses to occupy and general agreements. Reviewing expired leases will be an ongoing process for some time, but this new system will greatly reduce the chance of WDC being in this situation in the future.

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

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

### 3.4 **Reserves Management Act**

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

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

### 3.9 **Marokopa Campground**

3.10 In November 2017 the lessee gave notice of terminating the current arrangement effective 31 January 2018. The first term of the lease expired in July 2017 however a three year term extension option was available. The roll over option was not exercised.

3.11 No change to the agreed LOS is proposed and in the meantime bookings are managed through the Customer services desk and Camp manager.

3.12 An Expression of interest (EOI) request has been advertised via the Tenderlink service. The EOI was published in the Waitomo Way and WDC website, with a copy sent directly to parties (7) who had shown an interest before the formal process began.

3.13 The EOI closed at 4pm Tuesday 1 May 2018.

3.14 The procurement is a two stage process. The first stage is by way of an EOI, the intent of the EOI process is to identify a shortlisted party or parties with the appropriate skills and commitment to undertake the future management of the campground. The second stage is the Request for Proposal (RFP). Shortlisted parties will be provided with the draft Deed of Lease, financial information and asked to submit a detailed proposal to council.

3.15 **One EOI was received and evaluated. The evaluation concluded that the EOI did not match well with the specification set out in the EOI invitation and no further effort was justified. Further options will be further investigated and presented for consideration by Council in due course.**

### 3.16 **Brook Park Entrance Upgrade**

3.17 Work on the Brook Park entrance upgrade started in mid-January 2018.

3.18 This project is now completed with only one or two minor alterations to be finalised that was highlighted during the final inspection.

3.19 This has been well received by the public with positive feedback.

### 3.20 **Te Kuiti Aerodrome**

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

- 3.22 The decision will enable all Reserve Management Plans and their subsequent reserve purposes to be considered holistically alongside the development of the draft Proposed Reserve Zone in the Proposed District Plan (subject to formal RMA processes and consultation).
- 3.23 We are in the process of reviewing the status of all uses for the Aerodrome and in particular addressing the need for a special Health and Safety arrangement given the nature of the potential hazardous working arrangements and operations of that property.
- 3.24 A gate will be installed to the vehicle entrance of the aerodrome. The gate will be automated.
- 3.25 The development of a Health and Safety Plan is under development.
- 3.26 Tainui Domain Recreation Reserve**
- 3.27 The Tainui Wetere Domain is officially (by Gazette Notice) titled as Tainui Domain Recreational Reserve as shown in the extract below.

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

*Vesting a Reserve in the Clifton County Council*

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

SCHEDULE

TARANAKI LAND DISTRICT—CLIFTON COUNTY—TAINUI DOMAIN  
RECREATION RESERVE

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

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

R. LANCASTER,  
Assistant Commissioner of Crown Lands.

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

3/1

- 3.28 A copy of the Certificate of Title for the Recreation Reserve is also attached for information purposes. The Reserve boundaries have been highlighted on the attached Certificate of Title.
- 3.29 Two Advisory Committee meetings held over the last two months have been attended by WDC. A new President, Treasurer and Secretary have been voted in.
- 3.30 Development of the Recreation Reserve will form part of the wider WDC investigation into sustainable campgrounds in the District.

**Suggested Resolutions**

The Progress Report: Parks and Reserves be received.



QUIN POWELL  
**INFRASTRUCTURE MANAGER – PROPERTY**

June 2018

Attachment: Certificate of Title – Tainui Domain Recreation Reserve (Doc A396658)



COMPUTER FREEHOLD REGISTER  
UNDER LAND TRANSFER ACT 1952



R. W. Muir  
Registrar-General  
of Land

Identifier **835667**  
Land Registration District **Taranaki**  
Date Issued 04 May 2018

Prior References  
300537.2

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Estate	Fee Simple
Area	15.6954 hectares more or less
Legal Description	Part Mokau Mohakatino 2C3A2 Block and Part Section 6 Block I and Part Section 5 Block I Tainui Survey District
Purpose	Recreation Reserve

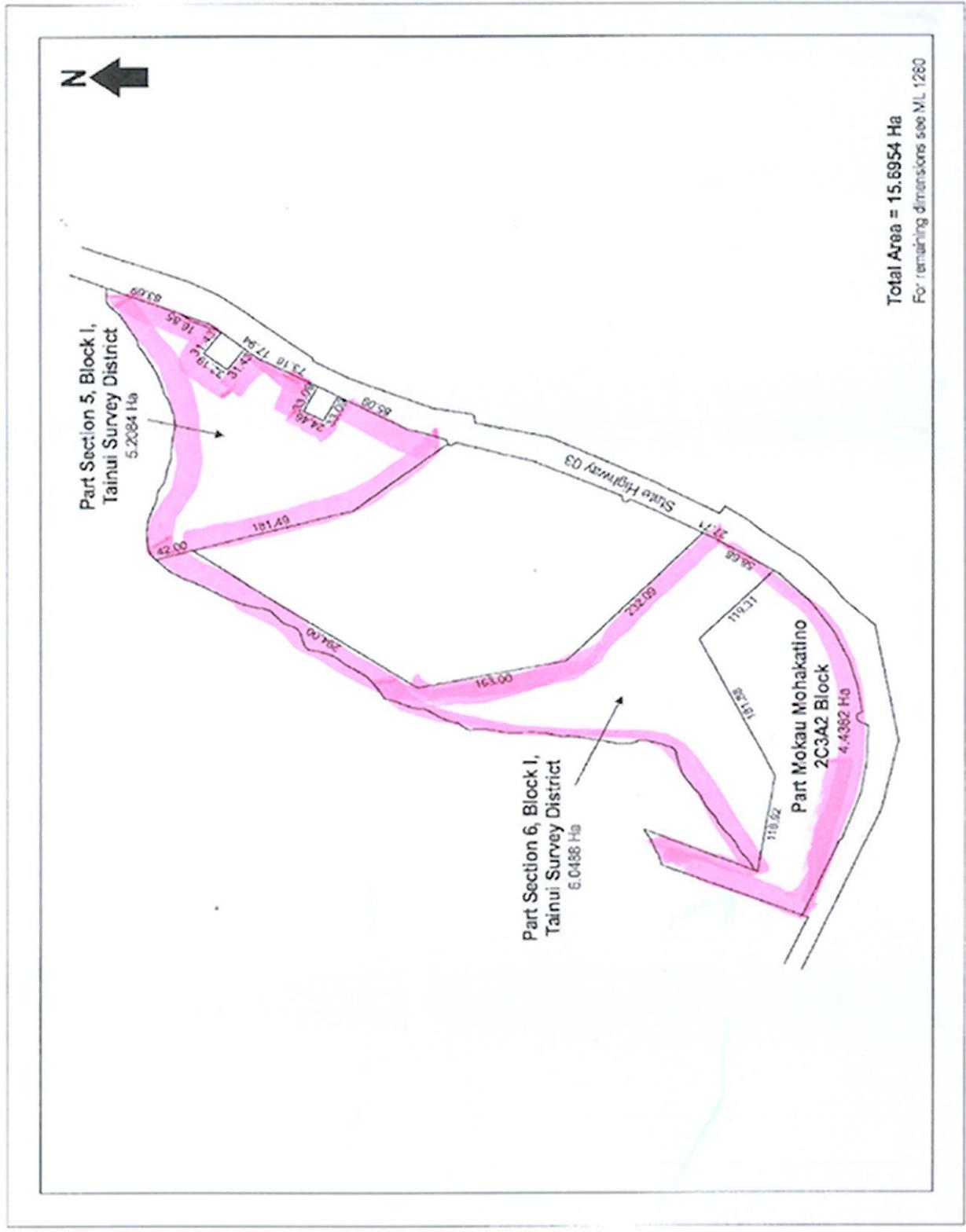
Proprietors  
Waitomo District Council

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Interests  
Subject to the Reserves Act 1977

Identifier

835667



**Document No: A394968**

**Report To: Council**



**Meeting Date: 26 June 2018**

**Subject: Progress Report: Solid Waste Services**

**Type: For Information**

### **Purpose of Reports**

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

### **Local Government Responsibilities**

- 2.1 The Waste Minimisation Act 2008 encourages a reduction in the quantity of waste generated and disposed of in landfills, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits.
- 2.2 Waitomo District Council has a statutory responsibility to promote effective and efficient waste management and minimisation within the Waitomo district under section 42 of the Act and to review its Solid Waste Management and Minimisation Plan (SWaMMP) no later than every six years. The SWaMMP 2012-2018 is currently being reviewed for inclusion in the special consultation process which will be undertaken for the draft LTP 2018-2028.
- 2.3 A key element of the Act is the waste levy applied to all wastes disposed to landfill. The levy is \$10 per tonne. The purpose of the levy is to increase the price of waste disposal to better reflect the cost of waste on the environment, society and the economy and to generate money for waste minimisation initiatives.

### **Risk Considerations**

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

### **Waitomo District Council's Internal Planning Documents**

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

available to the Medical Officer of Health (in satisfaction of the WMA) for review and sign off. The Waste Assessment is also required to be included with Council's draft SWaMMP. The 2018/19 Waste assessment will be carried out later this year.

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

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

## Solid Waste Management

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 5.3 WDC is meeting its obligations under the Waste Minimisation Act 2008 and SWaMMP by providing:
- Weekly Kerbside Refuse and Recyclables Collection Services
  - Rural transfer Stations, including free recycling services
  - Street Side Recycling Units
- 5.4 The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery. Risks associated with delivery of the collection, waste transfer stations and landfill are mitigated by effective contract management including monitoring of contractor performance and ensuring regular reporting of core service and activity data.
- 5.5 The hearing of submissions made to the draft SWaMMP 2018-28 has been completed. The outcomes have been incorporated into the draft SWaMMP and it is in the process of adoption.

## Waitomo District landfill: 0500/16/041

- 6.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 Emissions Trading Scheme**
- 6.3 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.
- 6.4 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.
- 6.5 Landfill Volumes**
- 6.6 Landfill Consented Volume: 232,000 Tonnes
- 6.7 A full detailed landfill survey was completed on determining the actual landfill fill volume as part of the resource consent renewal for increased volume for the landfill. The result provided evidence that the actual volume of the landfill is 173,000m<sup>3</sup> or equivalent to 155,000 tonnes.
- 6.8 Thus the volume for the landfill will be reset to this figure.

Description	Tonnes Deposited July 2017	Tonnes Deposited Aug 2017	Tonnes Deposited Sept 2017	Tonnes Deposited Oct 2017	Tonnes Deposited Nov 2017	Tonnes Deposited Dec 2017
Deposited to Date	181943.90	183491.99	184436.63	185229.07	186315.15	187139.84
WDC Bags Collected	1.13	1.77	1.84	1.54	1.53	2.08
Total over Weighbridge	761.36	1605.49	1024.86	855.83	1152.08	902.29
Less Diverted Recycle	28.09	30.79	33.74	30.22	36.70	43.56
Less Stock out Gate	13.89	28.38	48.32	33.17	30.47	36.12
Total To Landfill	720.51	1548.09	944.64	792.44	1086.44	824.69
Tonnage Space Available	50,056.10	48,508.01	47,563.37	46770.93	45684.85	44860.16

Description	Tonnes Deposited Jan 2018	Tonnes Deposited Feb 2018	Tonnes Deposited March 2018 RESET	Tonnes Deposited April 2018	Tonnes Deposited May 2018	Tonnes Deposited June 2018
Deposited to Date	187927.37	188739.74	<b>155,000.00</b>	155848.97	156700.44	
WDC Bags Collected	1.3	1.34	1.40	1.27	1.13	
Total over Weighbridge	853.62	868.31	942.37	904.45	905.46	
Less Diverted Recycle	30.22	33.12	41.62	29.56	32.88	
Less Stock out Gate	33.17	23.96	47.46	27.19	22.24	
Total To Landfill	787.53	812.57	854.69	<b>848.97</b>	<b>851.47</b>	
Tonnage Space Available	44072.63	43260.26	<b>77,000.00</b>	<b>76151.03</b>	<b>75299.56</b>	

## 6.9 Recyclables

6.10 To date a total of 370.48 tons of recyclables has been diverted from the landfill for this financial year.

## 6.11 Health and Safety at Work (Asbestos) Regulations 2016

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

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

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

### 6.15 Capital Projects

Description	Actual July 2017	Actual August 2017	Actual September 2017	Actual October 2017	Actual November 2017	Actual December 2017
Safety improvements					26339.00	946.60
High Wall Safety Work	32449.40					
Main entrance upgrade						
Transfer station improvements					76320.18	

Description	Actual Jan 2018	Actual Feb 2018	Actual March 2018	Actual April 2018	Actual May 2018	Actual June 2018
Safety improvements	9340.00	15569.85				
High Wall Safety Work						
Main entrance upgrade						
Transfer station improvements						

- 6.16 Safety improvements includes all the H&S issues that were identified during the previous 2016/17 period for all the Solid Waste assets.
- 6.17 Fall restraint barriers has been installed at all transfer station tip heads in line with best practice guidelines from the MFE and worksafe.
- 6.18 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent the potential for landslides and also to manage water ingress into the landfill area. Whilst this work has been completed and the desired outcomes have been achieved for now, the area will require future works to ensure that potential risks are addressed.
- 6.19 Transfer station improvements includes works on all rural transfer stations to improve the asset and to ensure that it adheres to all best practice Solid Waste services requirements.
- 6.20 The Waitomo District Landfill main entrance upgrade has been completed and well received by the public.
- 6.21 Access control at the landfill has been completed to ensure manage entry to the landfill section of the Waitomo District landfill and better manage H&S risks.
- 6.22 The entrance to the Piopio Transfer station had a new set of gates and some fencing installed to prevent after hour activities from occurring
- 6.23 Investigations confirmed actual landfill fill volume (173,000m<sup>3</sup> equivalent to 155,000 tonnes) compared with the consent limit (232,000 tonnes). It is estimated that consented capacity will be filled by 2023. The landfill consent term expires in 2033.
- 6.24 The physical capacity of the landfill will be increased over the next two financial years by raising the design finish level of the current footprint. That will require lining of the corresponding height of the high-wall. The life of the landfill, at current annual fill rates, will be extended to approximately 2044 i.e. beyond the term of the current consent (2033).

6.25 There are two options available either by variation of the consented volume limit within the term of the current consent, or renew the consent to realise the full potential of the investment required (approximately \$1.5M) to extend fill capacity though to 2044.

6.26 In either option, the investment required is much the same, as summarised below:

Option	Description	Capacity	Capacity reached	Residual life	Consent requirements
1	Close landfill at consented capacity	232,000 t	2023	5 years	s.128 review procedure due after 1 September 2018.  Plus aftercare.  Highwall liner required (mid-height).
2	Close landfill at end of consent term	311,742 t	2033	15 Years	s.128 review procedure due after 1 September 2018.  Plus consent variation required to increase fill volume.  Plus detailed AEE.  Plus consultation.  Possibly (probably?) limited notification and hearing.  Highwall liner required (2/3 height)
3	Close landfill at optimised fill height	420,000 t (467,000 m <sup>3</sup> )	2044	26 years	New consent required.  Avoids s.128 review procedure due after 1 September 2018.  Detailed AEE.  Consultation.  Notified consent.  Possible hearing.  Highwall liner required.

- 6.27 Option 1 has no appeal when the limited residual landfill life available (5 years), is taken into account. Council has decided it wishes to increase the capacity of the landfill over the existing footprint.
- 6.28 Option 2 can be addressed through a s.125 consent variation, but would also require a s.128 review, and overall, requires a similar level of complexity and effort as a new consent. Also, a new consent would be required at 2033 anyway if Council still wished to extract an additional 11 years life (from 2033 to 2044).
- 6.29 Option 3 avoids the s.128 review process, is no more onerous than a consent variation (Option 2), provides a longer term for no additional capital cost, and best aligns consent life with landfill capacity, all at the same time.
- 6.30 Option 3 was selected and work has commenced on the consenting process.

### 6.31 Contractual Reporting – 0500/16/041

- 6.32 The following is a snapshot from the Envirowaste Landfill management contract report KPI score / reasoning PACE evaluation score for year beginning July 2017, is provided in the following table.

Month	Score	%
Jul-17	370	79%
Aug-17	400	100%
Sep-17	400	100%
Oct 17	400	100%
Nov 17	400	100%
Dec 17	400	100%
Jan 18	400	100%
Feb 18	400	100%
Mar 18	290	73%
Apr 18	310	78%
May 18		

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

6.33 Drop in grade for March 2018, one odour complaint, daily cover not acceptable, weeds not sprayed, No 3<sup>rd</sup> person on site, Monthly report received late.

**6.34 Contractual Reporting – 500/16/038 – Kerb side and Recycling collection contract**

6.35 PACE evaluation score for year beginning July 2017 is provided in the following table.

Month	Score	%
Jul-17	455	91%
Aug-17	460	92%
Sep-17	380	76%
Oct-17	420	84%
Nov-17	420	84%
Dec-17	460	92%
Jan - 18	340	68%
Feb - 18	380	76%
Mar - 18	420	84%
Apr -18	380	76%

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

6.36 The grade for March 2018 is 84% this was related to service delivery – two complaints received ranging from contractor breaking a recycling bin and recycling not collected.

6.37 The Performance Rating for April 2018 was 76%. This rating reflected service delivery outcomes – two complaints received ranging from contractor not collecting kerbside recycling and also collecting the incorrect recycling bin.

## Service Requests / Complaints

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

- 7.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late. Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2017/2018 include:

Description	July 2017	Aug 2017	Sep 2017	Oct 2017
Kerbside Refuse not collected	1	3	1	2
Landfill Complaint	1	0	0	0
Transfer Station Complaint	0	0	0	0
Litter Bins not being emptied	0	0	0	0
Request for additional service	2	0	0	0

Description	Nov 2017	Dec 2017	Jan 2018	Feb 2018
Kerbside Refuse not collected	2	3	2	0
Landfill Complaint	0	0	0	0
Transfer Station Complaint	0	1	0	0
Litter Bins not being emptied	2	0	3	1
Request for additional service	2	0	0	0

Description	March 2018	April 2018	May 2018	June 2018
Kerbside Refuse not collected	1	2	5	
Landfill Complaint	1	0		
Transfer Station Complaint	0	0	1	
Litter Bins not being emptied	1	0		
Request for additional service	0	0		

- 7.3 Rangitoto Road (between meat works and Tate Rd) was identified as a problem area as it is close to town and easy for offenders to use partially secluded forestry access tracks. A meeting has been arranged with Graymont Quarries Ltd (landowner) to determine whether there is an option to make the tracks less accessible to the general public.
- 7.4 Consequently Graymont has erected a gate at one of the problem areas to prevent access. This seems to have had a positive outcome as no further issues have been reported along this section of road.

### Suggested Resolution

The Progress Report: Solid Waste Services be received.



KOBUS DU TOIT  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

**Document No: A396434**

**Report To: Council**



**Meeting Date: 26 June 2018**

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

**Type: Information Only**

## Purpose of Report

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

## Background

- 2.1 The Waikato Plan was finalised in June 2017. The Plan unites the Waikato Region with a regional vision of one voice about important issues that affect the region now and, in the future, specifically the next 30 years.
- 2.2 The Plan aims to "build champion communities, together". To achieve this the Plan has identified five regional priorities:
  1. People – Planning for population change
  2. Connections – Connecting our communities through targeted investment
  3. Iwi/Maori – Partnering with iwi/Maori
  4. Environment – Addressing water allocation and quality
  5. Economy – Advancing regional economic development
- 2.3 Waikato Means Business (WMB) forms the economic pillar of the Waikato Plan. It is the Economic Development Strategy of the Waikato Region.
- 2.4 Waikato Means Business has identified 5 strategic priorities:
  1. Telling the Waikato story
  2. Making business easier
  3. Building, attracting and retaining skills and talent
  4. Growing global industries
  5. Maintaining and building our location advantage
- 2.5 Upon finalisation of the Waikato Plan the WMB Steering Group proposed a new project - the Southern Waikato Economic Development Action Plan (SWEAP) which would focus on the sub-region comprising Waitomo, Otorohanga and South Waikato Council areas.
- 2.6 The proposal was initially canvassed with Council at a Workshop held on 8 August 2017. Council were advised the majority of funding to support this project would be jointly funded by Waikato Regional Council and central government. The estimated cost of the work being \$150,000 to \$200,000 spread over an 18-month timeframe.

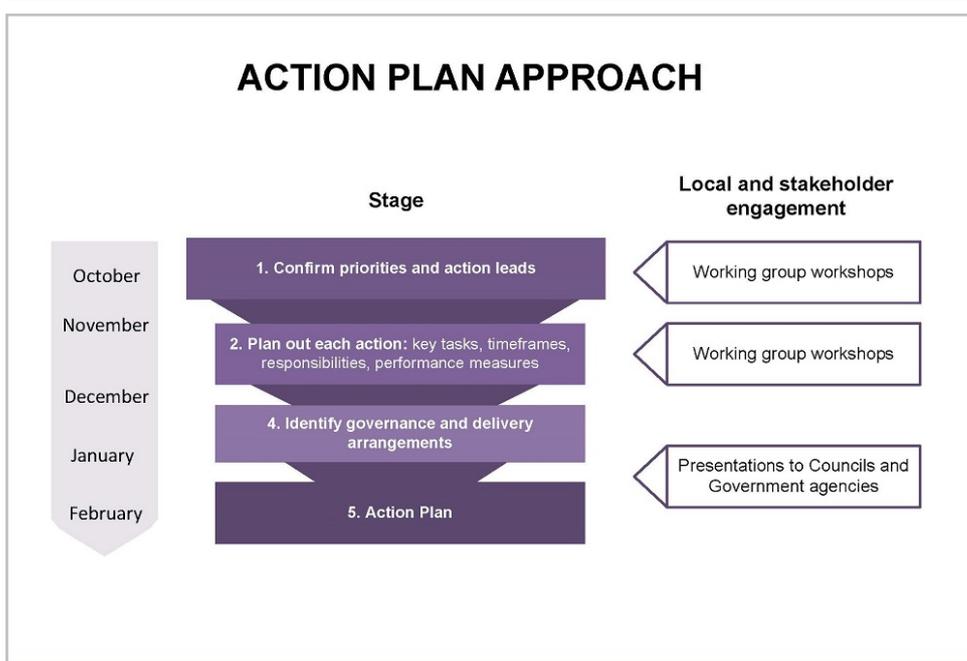
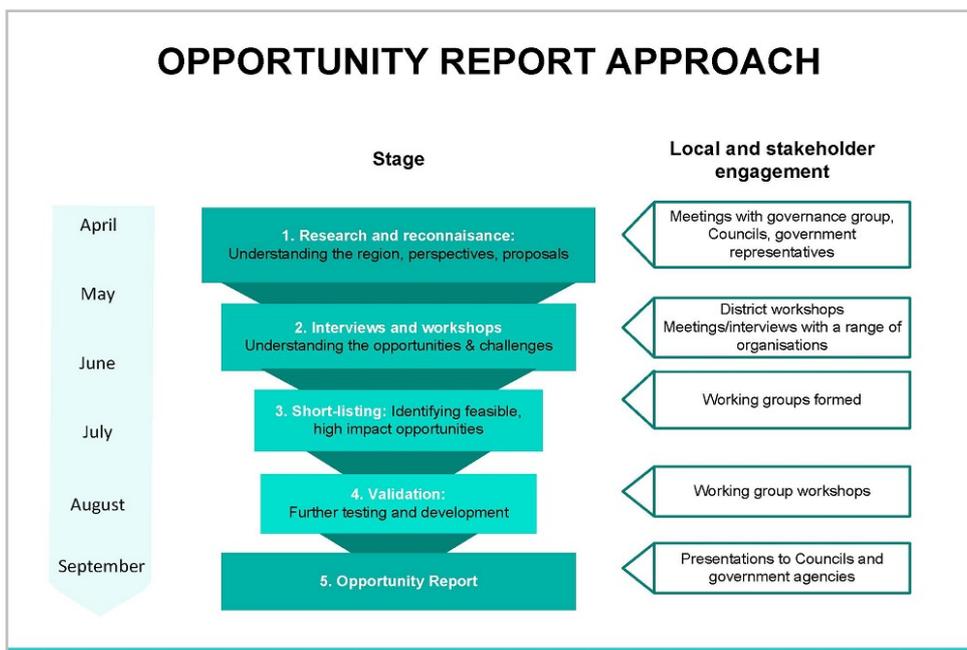
- 2.7 It was noted the project is aligned with the Government Regional Growth programme which is jointly managed by the Ministry of Business, Innovation and Employment and the Ministry for Primary Industries.
- 2.8 The Regional Growth Programme consists of a study culminating in the production of a Regional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

## Commentary

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

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

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



3.18 Stakeholder engagement is well underway. One-on-one interviews with identified groups and organisations has commenced and Workshops are scheduled in the three Districts during the month of June to draw on business and community understanding, ideas and knowledge.

3.19 At the Workshops participants will be asked to consider the following:

1. What would you like to see the district and broader sub-region (Waitomo, Otorohanga and South Waikato) aspire to over the next ten years?
  - What aspects of the economy and way of life do you want to see change and/or remain?
  - What will drive change? – changes in business activity and industry mix, population, amenities, image and perceptions, social inclusion etc
  
2. What are the key opportunities for improving prosperity and growing jobs and incomes in the district and sub-region? What sectors/niches have major development/growth potential?
  - Are there opportunities for particular sectors/niches to significantly grow in value and scale?
  - Are there any 'game changing' opportunities?
  - What actions are required to unlock the identified opportunities?
  
3. What major constraints does the sub-region and district face in improving prosperity, employment and incomes? Considering:
  - The availability of labour and skills.
  - Connectivity and the quality and reliability of transport and telecommunications infrastructure.
  - Quality of infrastructure – water, waste, energy.
  - Quality of the environment and management of natural resources.
  - Image and perceptions.
  - Business environment and regulation.
  - Quality of and access to amenities and services (e.g. housing, education, cultural assets, health services, recreation opportunities).

3.20 An assessment of the information gathered, and identification of potential opportunities will take place at the conclusion of the interviews and Workshops. Sub working groups, by sector, will then be created to inform and provide more in-depth detail of opportunities.

### Suggested Resolution

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



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

June 2018

**Document No: A396654**

**Report To: Council**



**Meeting Date: 26 June 2018**

**Subject: Waitomo District Youth Council**

**Type: Decision Required**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on Waitomo District Youth Council (WDYC) achievements throughout the 2017/2018 year and present the amended Draft Terms of Reference for Council consideration.

## Background

- 2.1 The Community Development Group exists to provide a dedicated resource for collaborating with the community across elements of well-being with a concerted effort to reengage the Youth Council into the formalised work stream. Supporting a communities outcomes by increasing opportunities for Vibrant Communities, Thriving Business and Effective Leadership.
- 2.2 Waitomo District Council is committed to initiatives that improve social, cultural, economic and environmental aspects of everyday life both now and in the future.
- 2.3 The foundation for engagement and the focus of work streams over the past 12 months has included the reintegration of the Waitomo District Youth Council with in the operational deliverables.

## Commentary

### 3.1 Waitomo District Youth Council (WDYC)

What has been undertaken by the WDYC and provided to the community falls from front of mind. The list below is a snap shot of the activities that the WDYC has and will undertake in their 12 month tenure.

- 3.2 Achieved to date June 2017 - June 2018
  - Induction of the Waitomo District Youth Council
  - Media release – to introduce the 2017/2018 cohort of WDYC
  - Overnight planning workshop in Mokau, hosted by two of the Tuia
  - Movie night hosted in the Piopio Hall – 70 young people in attendance
  - Keep Waitomo Beautiful – supported Centennial Park School
  - Entertainment bracket with Maimoa (band) – partnered with Brook Park and Maniapoto Family Violence Intervention Network

- December 2017 debrief and reflection on the year with Mayor and elected Council Member
- Support and participation in the WDC Christmas Parade
- Workshop for young people with Modern Maori Quartet
- Actively participating in the WDC Long Term Planning consultation phase.

### 3.3 Project yet to be undertaken June 2018

- Free Family Movie Night in Piopio Community showing block buster movie "Moana"

## Areas of Note

- 4.1 Making submission to the LTP has provided a steep learning curve for the WDYC that took part. Consulting peers within three secondary schools, presenting evidence based data to support their submission on the WDC LTP 2018-2028 has been an invaluable experience.
- 4.2 Partnerships with key sectors and groups will continue to be a key focus for the WDYC. A priority will be provided to extend meaningful leadership and learning opportunities for the cohort both within the District and externally.
- 4.3 To align with the progress of economic development in the sub regions the WDYC will look to parallel these opportunities for young people. This will be done through providing opportunities for young people to better understand some of the dynamics of business and is reflected in work plans.

## Transitioning and Recruitment

- 5.1 Over the year there was a number of youth that transitioned into and out of the WDYC. In evaluation of the year our current youth councilors identified that they had no idea of what was expected of them in their role as a WDYC and think it has taken a good 12 months to start to understand what the role involves. For this reason the current WDYC think a stagnated transitioning into the role should be adopted.
- 5.2 Due to a limited number of spaces being vacated the WDYC have actively engaged peers to support the recruitment process of the WDYC for vacated seats and discuss this with the collective WDYC cohort. A nomination from the school will still need to be made for these students.
- 5.3 Transition new cohort: The current cohort are motivated to undertake a transition/team building camp with the new members towards the end of June, where they will start to plan for the up and coming 12 month term. The next Youth Council meeting will be used to plan this.
- 5.4 It has been identified that there could be an opportunity for students to gain NCEA Credits through being a part of the WDYC. This could present an opportunity to embed meaningful participation criteria in the role for students in the future.

## Acknowledgements

6.1 The developments made within the Waitomo District Youth Council space have been one that the young people and Waitomo District council can take pride in together.

To a large degree this success has been attributed to the levels of support and enablement from the Community Development and Operations sector.

## Terms of Reference

7.1 Attached for Councils consideration is a copy of the Draft amended Waitomo District Youth Council Terms of Reference.

7.2 Minor amendments have been made in regard to meeting facilitation and Youth Council responsibilities for meeting attendance.

## Considerations

### 8.1 Risk

8.2 No significant risks have been identified.

### 9.1 Consistency with Existing Plans and Policies

9.2 This decision is consistent with existing plans and policies.

### 10.1 Significance and Community Views

10.2 Under the Significance and Engagement Policy 2014 this matter is of low significance.

## Suggested Resolutions

1 The business paper on Waitomo District Youth Council be received.

2 Council approve / not approve the Waitomo District Youth Council Draft Terms of Reference.

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

June 2018

Attachments 1. Draft Terms of Reference (Doc A396446)

## Waitomo District Youth Council

### Draft Terms of Reference

<b>Vision</b>	Encouraging active youth participation in a meaningful way both now and in the future.
<b>Role</b>	<p>The role of the Waitomo District Youth Council is to promote youth leadership, sound social responsibility and positive action for youth within the District.</p> <p>Develop and maintain collaborative partnerships and relationships that encourage and foster engagement in community, joint decision-making and group cohesion.</p> <p>Parties participating in the Youth Council include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Waitomo District Council</li> <li>• Waitomo District High Schools</li> <li>• Key Community Stakeholders</li> </ul>
<b>Values</b>	<p>Guiding principles and values that underpin the Waitomo District Youth Council are:</p> <ul style="list-style-type: none"> <li>• Respect of each other and the vision of the Youth Council</li> <li>• Collaborative Partnerships</li> <li>• Focus on promoting the wellbeing of youth within our District community</li> </ul>
<b>Aims and Objectives</b>	<p>The aims and objectives of the Waitomo District Youth Council are:</p> <ul style="list-style-type: none"> <li>• To engage the youth of our district</li> <li>• To facilitate a communication channel between youth and decision makers within our community and nationally</li> <li>• Promote the development of community awareness within our youth</li> <li>• Advocate for youth issues with the intent of improving the quality of life for young people within our community</li> <li>• To support and mentor youth leaders with the aim of creating confident leaders to guide future generations</li> <li>• To encourage active youth participation in the community</li> <li>• Advocate for positive outcomes for Waitomo District Youth</li> <li>• Develop and deliver projects to enhance wellbeing within the community</li> </ul>

<p><b>Membership</b></p>	<p>The Waitomo District Youth Council will be made up of up to 15 appointed youth representatives.</p> <p>Criteria for Membership:</p> <ul style="list-style-type: none"> <li>• Aged from 14 – 24 years</li> <li>• Have the ability to work with other people and work as part of a team</li> <li>• Be committed to attending meetings and participating in projects</li> </ul>
<p><b>Appointment</b></p>	<p>Preparation for the Youth Council will take place in June by way of appointments with a succession process from year to year.</p> <p>Secondary Schools within the District will be invited to nominate members representing their school if the spaces are vacated.</p> <p>Expressions of interest may also be invited by way of public advertising via a range of media.</p>
<p><b>Meetings</b></p>	<p>Facilitated by <del>the Mayor and/or an Elected Member of Council, with administrative support provided by the</del> Waitomo District Council Community Development Coordinator, the Waitomo District Youth Council will:</p> <ul style="list-style-type: none"> <li>• Commence with an induction/planning meeting</li> <li>• Conduct subsequent formal planning workshops to aid in meeting annual targets for their work programme. <del>on a monthly basis</del></li> </ul> <p>Youth Council members are expected to attend a minimum of <del>6</del> 4 <del>monthly</del> meetings/activity workshops in each WDYC term.</p> <p>In the event that a member is unable to attend a scheduled meeting, then a meeting apology will be required.</p>
<p><b>Responsibilities</b></p>	<p>Youth Council members are expected to be active in their role as a Youth Councillor:</p> <ul style="list-style-type: none"> <li>• Attend a minimum of <del>6</del> 4 <del>monthly</del> Youth Council meetings/activity/workshops</li> <li>• Be available to attend training and other meetings that may occur from time to time</li> <li>• Pass Youth Council information onto their networks, schools, etc</li> <li>• Attend one Council Meeting per year</li> <li>• Actively contribute to the Waitomo District Youth Council Annual Work Programme</li> </ul> <p>The Mayor and Waitomo District Council will:</p> <ul style="list-style-type: none"> <li>• Provide administrative support to assist Youth Council activities</li> </ul>

	<ul style="list-style-type: none"><li>• Support Youth Council members with appropriate development opportunities such as training and personal development where possible</li><li>• Mentor Youth Council members</li><li>• Provide exposure to other examples of leadership roles (Tuia candidate)</li><li>• Support Youth Council initiatives</li></ul>
<b>Review of Terms of Reference</b>	The Terms of Reference for the Waitomo District Youth Council will be reviewed annually in June as part of the recruitment process.