

Document No: A413227

Report To: Council



Meeting Date: 27 November 2018

Subject: 2018 Community Partnership Fund –
Consideration of Funding Applications

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the 2018 Community Partnership Fund Applications and to allocate funding.

Considerations

2.1 Risk

- 2.2 If Council does not consider the applications to the Community Partnership Fund, it will not be meeting its obligation under the Community Development Fund Policy.

2.3 Consistency with Existing Plans and Policies

- 2.4 The consideration of funding applications has been undertaken consistently in accordance with the Community Development Fund Policy.

2.5 Significance and Community Views

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

Background

- 3.1 The Community Partnership Fund (CPF) forms part of Waitomo District Council's broader Community Development Fund (CDF).

- 3.2 The CPF fund aims to "help our community help itself" by offering access to seed funding and in kind support to groups and organisations in developing new community initiatives.

- 3.3 Of particular interest for Council is those projects and initiatives that have strong links to the Safe Communities framework which could include, but are not limited to:

- Violence Prevention
- Education and Employment
- Home and Safety
- Crime Prevention
- Drug and Alcohol Harm Reduction

- 3.4 WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.

Commentary

- 4.1 The assessment and allocation of the CPF is at the discretion of the elected Council.
- 4.2 The amount available for allocation is \$30,000.00. It is also noted that if Council does not fully expend the \$30,000.00 available in this funding round, it may wish to undertake an optional second funding round in February/March 2019 or alternatively carry the funds over to the next financial year as per the CDFP.
- 4.3 Ten applications have been received, as follows:
- 1 The Order of St John Central Region Trust Board
 - 2 TERE Waitomo Community Trust
 - 3 Maniapoto Family Violence Intervention Network
 - 4 Benneydale Hall Incorporated
 - 5 Te Kuiti Athletics Club
 - 6 Citizens Advice Bureau Te Kuiti Incorporated
 - 7 Brook Park Incorporated Society
 - 8 Te Waitere Boating Club
 - 9 Mainly Music Te Kuiti
 - 10 Epilepsy Association of New Zealand
- 4.4 Copies of the Applications together with a copy of the Community Development Fund Policy have been circulated under separate cover and form part of this business paper.
- 4.5 To maintain the integrity of the assessment process Councillors completed an Application Assessment Sheet for each of the applications received and ranked the applications in order of priority in line with the CPF's priorities and Community Outcomes that influence Council's Community Development function.
- 4.6 At a Workshop held on 20 November 2018, Council evaluated the combined average and mean scores of each application to reach agreed values for CPF allocations for 2018.
- 4.7 Attached to and forming part of this business paper is a Table providing –
- Details of each Applicant's Project for which funding is sought
 - The Community Benefit of each Application
 - Total Cost of Project, Funds Raised and Amount Requested
 - Previous Funding Received from WDC
 - Officer Advice
 - Council Feedback from the 20 November 2018 Workshop

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| Recommendations |
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5.1 As a result of the Council's consideration of the Applications at the Council Workshop on 20 November 2018 (and as detailed in the attached Community Partnership Fund 2018 - Summary of Applications Table), the following funding allocations are recommended:

| Name of Applicant | Amount Requested | Recommended Allocation |
|---|-------------------------|-------------------------------|
| The Order of St John Central Region Trust Board <i>Note: The Applicant be informed that Council's Community Partnership Fund does not provide for operational costs, however as the funding sought is for a "new initiative" which has clear benefits to WDC's "Vibrant Safe Waitomo" Council has used its discretion to make a one-off seed funding grant in this instance.</i> | \$5,000.00 | \$3,000.00 |
| Tere Waitomo Community Trust | \$1,572.00 | \$1,572.00 |
| Maniapoto Family Violence Intervention Network | \$1,616.00 | \$808.00 |
| Benneydale Hall Incorporated | \$45,150.00 | \$11,062.00 |
| Te Kuiti Athletics Club | \$1,054.30 | \$760.00 |
| Citizens Advice Bureau Te Kuiti Incorporated | \$4,160.00 | \$4,158.00 |
| Brook Park Incorporated Society | \$4,725.00 | \$4,725.00 |
| Te Waitere Boating Club <i>Note: The Applicant be advised that Council notes that this project is in the establishment phase and that whilst sole its purpose for the future is to be a fundraising event for the Applicant, the attraction of participants to the District for such an event has economic benefits and as such Council has used its discretion to make a one-off seed funding grant in this instance.</i> | \$2,373.00 | \$2,373.00 |
| Mainly Music Te Kuiti | \$3,034.00 | \$1,542.00 |
| Epilepsy Association of New Zealand <i>Note: The Applicant be informed that Council's Community Partnership Fund does not provide for funding operational costs (except in the case of new initiatives where the Council may use its discretion) nor for the funding of projects outside the Waitomo District.</i> | \$2,000.00 | 0 |
| Total: | \$70,684.30 | \$30,000.00 |

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| Suggested Resolutions |
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1 The business paper on 2018 Community Partnership Fund – Consideration of Funding Applications be received.

2 Council approve the allocation of Community Partnership Fund Grants as follows:

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

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

Tere Waitomo Community Trust \$1,572.00

Maniapoto Family Violence Intervention Network \$808.00

Benneydale Hall Incorporated \$11,062.00

Te Kuiti Athletics Club \$760.00

Citizens Advice Bureau Te Kuiti Incorporated \$4,158.00

Brook Park Incorporated Society \$4,725.00

Te Waitere Boating Club \$2,373.00

The Applicant be advised that Council notes that this project is in the establishment phase and that whilst sole its purpose for the future is to be a fundraising event for the Applicant, the attraction of participants to the District for such an event has economic benefits and as such Council has used its discretion to make a one-off seed funding grant in this instance.

Mainly Music Te Kuiti \$1,542.00

Epilepsy Association of New Zealand 0

The Applicant be informed that Council's Community Partnership Fund does not provide for funding operational costs (except in the case of new initiatives where the Council may use its discretion) nor for the funding of projects outside the Waitomo District.

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

November 2018

Attachment: 1 Table – Summary of Applications

Separate Enclosures: 1 2018 Community Partnership Fund Grant Applications
 2 Community Development Fund Policy

Community Partnership Fund 2018 - Summary of Applications

| Name of Applicant | Project | Community Benefit | Total Cost of Project | Funds Raised | Amount Requested | Previous Funding Received | Officer Advice | Council Feedback from 20 November 2018 Workshop |
|---|---|---|-----------------------|--------------|------------------|---|---|--|
| The Order of St John Central Region Trust Board | St John in Schools Programme aims to develop confident young Kiwi's who care about the health and wellbeing of their communities. The programme provides learning experiences for pre-school, primary and intermediate school aged children to empower them to act in an emergency. | Children will develop associations with emergency services as well as skills and behaviours to improve the safety of their family and community. | \$6,830.00 | \$1,830.00 | \$5,000.00 | Nil | The CPF notes funding should not be allocated for an organisation's routine operating costs. However, as this is a "new initiative" in the Waitomo District and has clear links to a Vibrant Safe Waitomo, Council may wish to use its discretion in considering this application. | Council noted that funding should not be allocated for routine operational costs, however agreed that the benefits of this new initiative should be supported and a grant made for seed funding of \$3,000.00. |
| Tere Waitomo Community Trust | "Refresh Waitomo" Initiative – To assess the needs of both community and tourists and undertake improvements identified in the 2012 Waitomo Village Structure Plan. | Waitomo is an internationally recognised tourism icon which engenders a high level of expectation from visitors. The Project will engender and enhance pride through cooperation, commitment and coordination between the community, tourism operators and Council. | \$2,161.00 | \$589.00 | \$1,572.00 | Nil | | Cr Smith declared a conflict of interest and refrained from participation in the consideration of this application. A grant of \$1,572.00 be approved. |
| Maniapoto Family Violence Intervention Network | To install White Ribbon Street Banners which promotes the White Ribbon Campaign. | Community awareness on the devastating effects of family violence. | \$1,616.00 | Nil | \$1,616.00 | Triennial Grant 2015-2018- \$4,950.00 (total) - Advertising costs | The length of the project has been reduced due to poppy flags being erected to acknowledge Armistice Day on the 11 November 2018. White Ribbon Flags will fly from 12 November to 3rd December where they will be replaced by the Christmas flags. The cost has been reduced by 50% - revised cost of project \$808.00. | A grant of \$808.00 be approved. |
| Benneydale Hall Incorporated | Reroofing of the Benneydale Hall. | Enhance the appearance of the hall and address maintenance issues. | \$62,150.00 | \$17,000.00 | \$45,150.00 | Annual Hall Grant of \$1000.00 Community Partnership Grant 2016 - \$4,700.00 - Heating equipment Discretionary Grant 2016 - \$150.00 - Operational costs Community Partnership Grant 2017 - \$1,500.00 - Flooring in men's and women's toilets | The CPF can provide up to 50% of the capital costs of the project which is \$31,075.00 The application notes a pending application to the Lotteries Commission. Council could consider the grant being held until the outcome from this application is known. | A grant of \$11,062.00 be approved. |
| Te Kuiti Athletics Club | The purchase of new equipment for the Club and the cost of the season affiliation fees to Athletics NZ. | Family, fun active environment where all ages and stages are welcome and encouraged. | \$1,254.30 | \$200.00 | \$1,054.30 | Nil | This application includes the cost of the membership affiliation fee which is ineligible under the CPF. The amount eligible for the funding which takes into account a 50% allocation for the capital items (equipment) is: \$760.00. | A grant of \$760.00 be approved. |
| Citizens Advice Bureau Te Kuiti Incorporated | Replacement of roof and blinds at the CAB building. | Replacement of the roof would preserve this historical building in the main street of Te Kuiti. The new blinds provide security when the Bureau is closed. | \$8,317.00 | \$4,157.00 | \$4,160.00 | Triennial Grant 2015-2018 - \$7,500.00 - Rates, rent and repairs Community Partnership Fund 2016 - \$1,925.00 - Painting Discretionary Grant 2018 - \$800.00 - General expenses Triennial Grant 2018-2021 - \$12,000.00 - Rates and rent | The CPF can provide up to 50% of the capital costs of the project which is \$4,158.00. | Cr Goddard declared a conflict of interest and refrained from participation in the consideration of this application. A grant of \$4,158.00 be approved. |

| Name of Applicant | Project | Community Benefit | Total Cost of Project | Funds Raised | Amount Requested | Previous Funding Received | Officer Advice | Council Feedback from 20 November 2018 Workshop |
|-------------------------------------|---|---|-----------------------|--------------|--------------------|---|---|--|
| Brook Park Incorporated Society | To construct 21 tee pads to complete new Disc Golf Course in Brook Park. | The world class Disc Golf Course will be able to be utilised by the community, general public and visitors alike. | \$4,725.00 | Nil | \$4,725.00 | Discretionary Grant 2018 - \$240.00 - Portaloo hire | The CPF can provide up to 50% of the capital costs of the project which is: \$2,362.00. | <p>Mayor Hanna declared a conflict of interest and refrained from participation in the consideration of this application.</p> <p>Cr Whitaker declared a conflict of interest and refrained from participation in the consideration of this application, other than to clarify that the total cost of project stated in this application is understated as it refers only to the construction of tee pads and not the total cost of establishing the new Disc Golf Course, which to date is \$20,221 (including baskets (holes), installation materials, signage, discs and construction of tee pads).</p> <p>Council noted from the Brook Park Incorporated Society Minutes received by Council each month that the total cost of establishing the Disc Golf Course is more than four times the amount of the funding requested in this application.</p> <p>A grant of \$4,725.00 be approved.</p> |
| Te Waitere Boating Club | To lay out and prepare 2 courses (1 short course and 1 longer advanced course) for cross country mountain bike trail event. The main purpose of the trail is to provide a yearly fundraiser for the Te Waitere Boating Club to sustain the club's activities. | The trail will provide the Waitomo and wider Waikato area the opportunity to enjoy the area and harbour environment and expect participants will want to revisit the area as they become aware of the area's potential to visit for sport and recreation. | \$7,623.00 | \$5,250.00 | \$2,373.00 | Discretionary Grant 2018 - \$675.00 - Assessment report | | <p>Cr Smith declared a conflict of interest and refrained from participation in the consideration of this application.</p> <p>Council noted this event is in the establishment phase with the first event being in April 2019, and whilst it is to be a fundraiser for the Te Waitere Boating Club, the benefits of this new initiative in attracting participants to the District should be supported.</p> <p>A grant for seed funding of \$2,373.00 be approved.</p> |
| Mainly Music Te Kuiti | Purchase of a laptop and projector to administer session on. | Providing a safe, nurturing space for caregivers and children and providing opportunities to support children with learning and development. | \$3,084.00 | \$50.00 | \$3,034.00 | Nil | The CPF can provide up to 50% of the capital costs of the project which is \$1,542.00. | A grant of \$1,542.00 be approved. |
| Epilepsy Association of New Zealand | To provide a Field Service Program supporting people living with epilepsy and their families. | The Waikato Educator currently supports 30 families living with epilepsy in the Waitomo region. Talks in schools and to community groups improves awareness and knowledge of the condition. | \$57,756.00 | \$55,000.00 | \$2,000.00 | Nil | <p>Note: This application is considered ineligible as the expenditure items relate to the operational costs and this is not a new initiative.</p> <p>Work not solely focused in the Waitomo District, however there is community benefits to the work undertaken in the region.</p> | No grant be approved and the Applicant be informed of the eligibility criteria of this Fund. |
| | | | | TOTAL | \$70,684.30 | | | |

Document No: A413448

Report To: Council



Meeting Date: 27 November 2018

Subject: Progress Report – Community Development

Type: Decision Required

Purpose of Report

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

Background

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

Commentary

3.1 Community Development Fund Policy

- 3.2 The Community Development Coordinator continues to provide advice to potential grant applicants on the Community Development Fund Policy grant criteria and the application process.
- 3.3 Provision of Services Grant Agreements have been developed to ensure a focus of partnerships that is mutually beneficial is reflected throughout. These are in the final stages of sign off.
- 3.4 The Rural Sports Fund was advertised in October and drew 6 applications from both schools and sporting groups.

- 3.5 The Creative Communities grant was also advertised in October and has drawn two applications which will be considered over the coming weeks.
- 3.6 The DC Tynan Trust Committee met on 18 September 2018 to consider two applications with full funding allocated to both.
- 3.7 The second round of Discretionary Grant Funding is currently being advertised and will close on 1 December 2018.

3.8 Community Events

- 3.9 Christmas Parade: The date for the annual Waitomo District Christmas Parade has been set for 14 December 2018. Promotion of the Parade is underway.
- 3.10 The “Legendary Christmas Market” which was initiated last year will again be held at the Railway Plaza on Parade Day.
- 3.11 ITO Graduation: The 2018 graduation ceremony will be hosted this year by Waitomo District Council. The ceremony will take place at the Les Munro Centre on 15 November 2018. At the time of writing this business paper there was 148 RSVPs received. A robust programme includes 11 videos taken of local apprentices highlighting their commitment to become qualified in their chosen field of work.
- 3.12 The Great NZ Muster will be held on the 30 March 2019 to collaborate with the NZ Shearing Championships which will run from 28 – 30 March 2019.
- 3.13 The New Zealand Motor Caravan Association (NZMCA) has indicated they will be promoting the Great NZ Muster 2019 to their members. A meeting with NZMCA representatives has taken place to promote and inform regarding the event. There is the potential for 100 - 150 motor caravans to come to Te Kuiti to take advantage of this opportunity.

3.14 Waitomo District Youth Council (WDYC)

- 3.15 In the September report it was noted the WDYC had developed considerably in their ability to host the Movie Night as an event by allocating tasks and taking an independent role to get the job done. This skill was stretched considerably during the Waitomo’s Got Talent event and the group did very well.
- 3.16 The WDYC have had to rally among their peers and then support them to get entries into the competition. Two alterations were made to encourage entry from the district’s young people. The age bracket being extended from 12-24yrs to 10-24yrs, coupled with an extension to the time to make entry.
- 3.17 The WDYC have recognised that November is a high pressure time of the year for young people with exams and assessments front of mind. This will be considered in planning for future work plans for the Waitomo District Youth Council.
- 3.18 The outdoors “Waitomo’s Got Talent” entertainment bracket was held as a pre-event bracket at the Brook Park Fireworks event and it is becoming more popular with community crowds attending earlier to take advantage of the food stalls and entertainment.
- 3.19 There were eight performances on the day with a total of nine young people taking the stage. The contestants were aged 10-16 years with both vocalists and dance mediums presented for judging.

- 3.20 Local young people Issac Pethybridge and Te Miri Takerei judged the contestants on the day and the top three placings went to:

1st place winner: Mikyla Barnes – Vocalist

2nd place: Thanja Van de Horst – Dance

3rd place: Phoenix Te Huia Bird - Vocalist

- 3.21 On Tuesday 13 November the MP for Taranaki - King Country, Barbara Kuriger, formally announced that Xavier Turner had been selected as her 2019 Youth MP. Particular reference was made to Xavier's leadership within the work that he is currently doing with his people. In preparation for Xavier to understand the dynamics of politics and tikanga he has attended a mentoring session with the President of the Maori Party, Che Willson. Xavier has been a member with our WDYC since June 2017.
- 3.22 Achievements have been many with Paige Alyssa Coffin-Bell receiving The Lines Company's Inspiring Local Minds Scholarship and the Chair's Award which will be well utilised as she starts her Bachelor of Law at Waikato University in 2019. Paige became a member of the WDYC in June 2018.
- 3.23 Ngarangi Poa-Barrett was named as Deputy Head Girl at Te Kuiti High School in 2019 and will look to extend her leadership skills throughout her year 13 term. Ngarangi became a member of the WDYC in June 2018.
- 3.24 The 2018 Te Kuiti High School Dux was Maija Stephens (2017/2018 WDYC Member). Maija received the Jamieson Cup for all round excellence and the Maori Women's Welfare League Shield for the top academic students of Maori decent.
- 3.25 Attached to and forming part of this business paper is the 2018-2019 WDYC Work Plan for Councils endorsement.

3.26 Waitomo Sister City Relationship

- 3.27 The Waitomo Sister City Committee has selected eight students to travel to Tatsuno in 2019. The students had an initial first meet in October 2018 and have commenced fundraising.
- 3.28 A business paper is contained elsewhere in this Agenda regarding options for the future delivery of the Sister City Committee.

3.29 Vibrant Safe Waitomo

- 3.30 A meeting of the Regional Coalition Group was held on the 3 October 2018 to gauge the levels of commitment to the safe community's way of working with the Waitomo District.
- 3.31 The meeting was chaired by Mayor Brian Hanna and regional representatives included Kathryn Hugill (Waikato DHB), Rose Black (Waikato DHB), Freda Wilson (MoE), Claire Davies (MP Office), George Jensen (Fire & Emergency NZ), Jane Kerr-Bell (MSD), Ronald Takerei (MMTB), Weo Maag (MMTB), Gloria Campbell (MSD)
- 3.32 A presentation from the Taupo District Council Strategic Partnerships Advisor, Hellmuth Hartung, provided first-hand information on how the Safe Communities model operates in the Taupo District. ACC national, regional and localised data was presented to the Group by Nigel Kapa from ACC.
- 3.33 Gathering information to inform the initial measure for the Waitomo District's Vibrant Safe Waitomo is underway.

3.34 A meeting was held with Safe Communities Foundation New Zealand Advisor, Mike Mills on 6 November 2018 to ensure the Vibrant Safe Waitomo process is on track. Mr Mills was extremely complimentary of the process taken by Council and the Community to embed Vibrant Safe Waitomo into business as usual at WDC.

3.35 Novice Driver Training Programme

3.36 A meeting with representatives from the Otorohanga District Council, Waitomo District Council and Te Kuiti Community House has taken place to review and discuss the terms of the new contract period for the Novice Driver Training Programme.

3.37 To date, 4 workshops have been held with 25 young people who have attained their learner licence. 21 from Te Kuiti and 4 from Otorohanga.

3.38 To date 30/50 young people have passed their restricted licence. The programme continues to operate four days a week with testing generally built into one full day in Taumarunui or two part days in Te Awamutu.

Suggested Resolutions

1. The Progress Report: Community Development be received.
2. Council endorse/not endorse the 2018/2019 Waitomo District Youth Council Work Plan.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

November 2018

Attachment: 1. 2018/2019 WDYC Work Plan

Waitomo District Youth Council

2018 – 2019 Work Programme

Membership list of 2018/2019 Waitomo District Youth Councillors inducted on the 26 July 2018.

| Name | |
|------|--|
| 1. | Paige Te Miringa Coffin-Bell - Piopio College |
| 2. | Tangirau Papa - Te Wharekura o Maniapoto |
| 3. | Makarena Moana - Te Wharekura o Maniapoto |
| 4. | Moana Te Aretoa - Te Wharekura o Maniapoto |
| 5. | Savahna Curtis - Piopio College |
| 6. | Raiden Van Herpen - Te Kuiti High School |
| 7. | Justez Howe - Te Kuiti High School |
| 8. | Xavier Turner - Piopio College |
| 9. | Ria Ngatai - Te Kuiti High School |
| 10. | Taetia Kopa - Te Kuiti High School |
| 11. | Tawhirirangi Thompson - Te Wharekura o Maniapoto |
| 12. | Ngarangi Barrett - Te Kuiti High School |
| 13. | Puhiwaiora Ngawaka - Te Wananga o Aotearoa, Sports Leadership |

Waitomo District Youth Council 2018/2019 Work Plan

| Date | Activity / Promo | Where | Responsibilities /Actions |
|---|--|---|---|
| 29 June – 1 July 2018 Completed | WDYC Planning and Team Building To create a team work ethic and awareness To engage in an activity that provides a challenge moving forward To Create a work programme for WDYC 2018- 2019 cohort | Rotorua | WDYC members Mayor Councillor New CDC |
| 26 July 2018 Completed | Formal induction of the WDYC Schools, support people and nominators to support the incoming WDYC | Council Chambers | Mayor Councillor New Manager Community Services CDC |
| 3 August 2018 Completed | Activity in a rural community Free Movie Night showing – Moana Promo Message: <i>Family time in rural communities</i> | Piopio Hall | WDYC members Lead: Xavier & Raiden CDC |
| 1 October 2018 Completed | Attend the Brook Park Committee meeting to present intentions to run the “Waitomo’s Got Talent” event prior to the Brook Park Fire Works | Brook Park committee meeting in Chambers Engage with Sport Waikato coordinator | Mayor Councillor New Manager Community Services Brook Park Committee CDC |
| 10 November 2018 Completed | Waitomo’s Got Talent Plan, facilitate and host the event showcasing Waitomo’s youth talent | Brook Park | WDYC Members Lead: Tangirau, Ria and Puhwaiora Brook Park Committee CDC |

| Date | Activity / Promo | Where | Responsibilities /Actions |
|------------|---|------------------|---|
| April 2019 | <p>Youth Council visit to a neighbouring Youth Council or Youth Group</p> <p>Explore the possibility of spending the morning with the Hamilton City Council lead for the Youth Council and the afternoon with Te Ahurei a Rangatahi</p> | Hamilton City | WDYC Members Mayor Councillor New CDC |
| May 2019 | <p>WDYC report back to WDC on achievements</p> <p>Request new representatives for WDYC if seats are vacated</p> | Council Chambers | WDC Elected Members WDYC Members Mayor CDC |

Other Additional Events to consider:

| Date | Activity | Where | Who will attend |
|-------------------|---|-------------|---|
| Time frame TBC | <p>Marae Whanau nights</p> <p>Games nights with board games and low cost activities</p> <p>Utilise our Marae surrounds</p> <p>Promo message: <i>"Put whanau time ahead of screen time"</i></p> | Marae based | WDYC Members Regional Management Committee (RMC) or Marae collectives CDC |

Document No: A413169

Report To: Council



Meeting Date: 27 November 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.

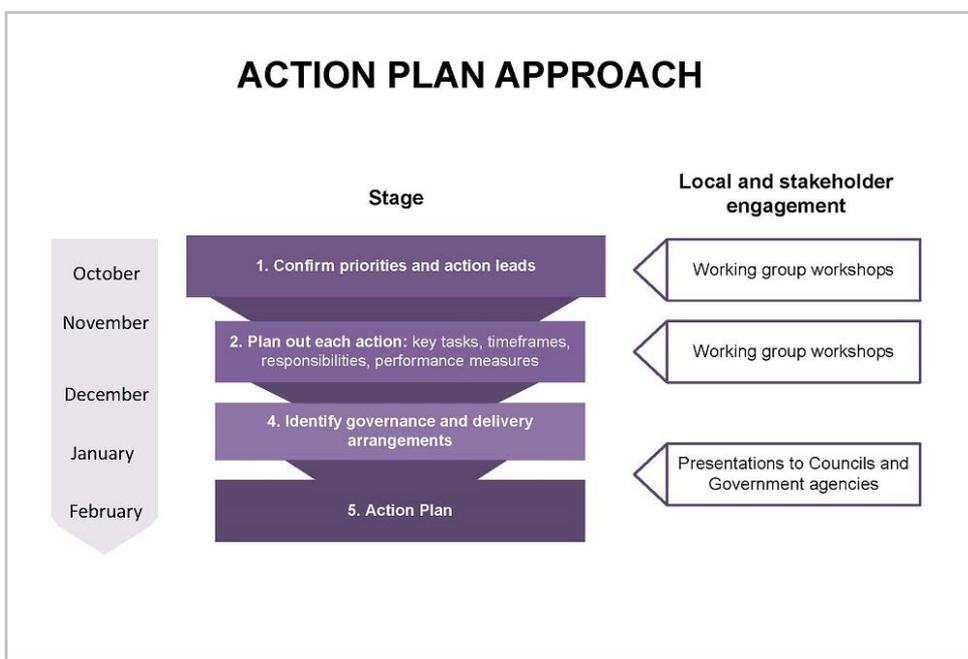
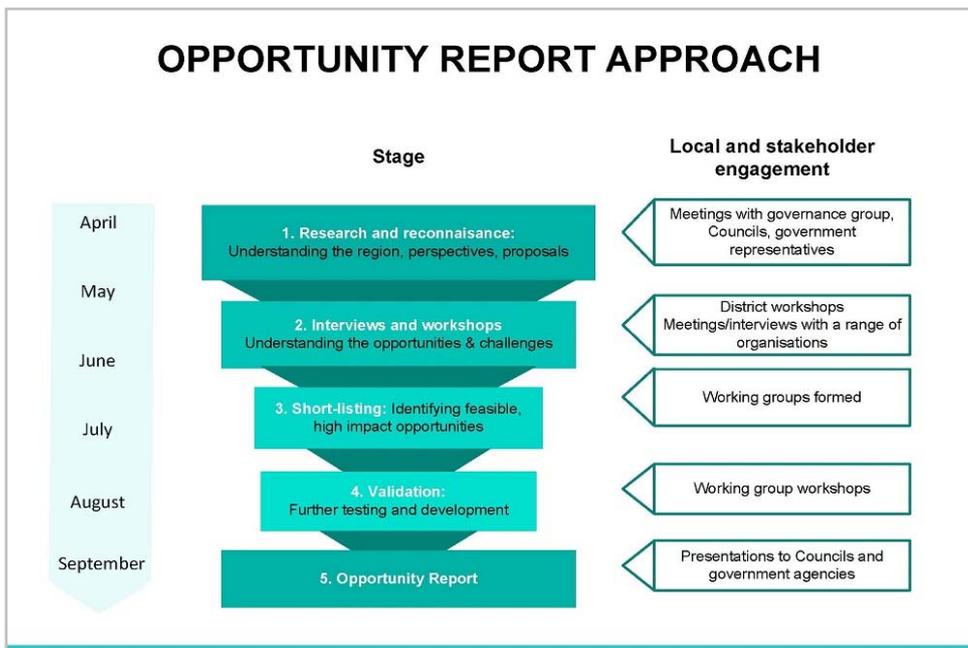
- 2.7 It was noted the project is aligned with the Government Regional Growth programme which is jointly managed by the Ministry of Business, Innovation and Employment and the Ministry for Primary Industries.
- 2.8 The Regional Growth Programme consists of a study culminating in the production of a Regional 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.
- 3.21 The Waitomo District Workshop was held on Monday 11 June 2018 at the Les Munro Centre with an excellent turn out of approximately 40 community/business representatives. Around 150 representatives attended the workshops across the three districts.
- 3.22 The majority of the workshop time was spent in roundtable discussions, focusing on obtaining participant feedback on the three questions noted above.
- 3.23 It is of note that from the three workshops held consistent messaging came through across the three sets of questions.
- 3.24 Below is a summary of the key messages from across the three workshops.

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

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

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

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

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

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

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

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

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

Suggested Resolution

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

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

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

November 2018

Document No: A412958

Report To: Council



Meeting Date: 27 November 2018

Subject: 2018 Waikato Regional Sports Facilities Plan and Memorandum of Understanding

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the 2018 Waikato Regional Sports Facilities Plan and Memorandum of Understanding to Council for consideration.

Background

- 2.1 In November 2014 the Mayoral Forum, representing local territorial authorities across the region, Sport New Zealand and Sport Waikato formally endorsed the Waikato Regional Sports Facilities Plan (Plan) dated 4 September 2014.
- 2.2 The Plan was developed to provide a high-level strategic Framework for regional sports facility planning. It was designed to provide direction on what should be done and crucially, what should not be done. The Plan was designed to focus thinking at a network-wide sports facilities level with emphasis on national, regional and sub-regional assets, while also capturing local level facility data.
- 2.3 Development of a Memorandum of Understanding (MOU) was facilitated through the Waikato Mayoral Forum. The objectives of this partnership agreement – to assist Councils to give effect to their strategic intent for the longer-term provision of community facilities.
- 2.4 Partners to the MOU included all Waikato Territorial Authorities, the Waikato Regional Council, Sports Waikato and Sport New Zealand.
- 2.5 By signing the MOU the partners agreed to work collaboratively to deliver on the strategic direction of the Waikato Regional Sports Facilities Plan and to work collaboratively to ensure that the strategic direction was implemented.
- 2.6 The MOU also defined Sport Waikato's role as a provider of services to the other partners toward implementation of the strategy.
- 2.7 This MOU outlined the terms and conditions under which the Partners would collectively work towards the delivery of outcomes, priority projects, guiding principles and decision making frameworks as identified in the Plan.
- 2.8 The MOU also provided for the establishment of an Advisory Group to provide strategic advice to Sport Waikato in respect of its role as a service provider to the other partners. The Advisory Group comprising the CEO of Sport Waikato, a

senior executive of Sport NZ, and three senior executives representing local and regional government.

- 2.9 A Technical Working Group was also established to provide technical advice to the Advisory Group and Sport Waikato.
- 2.10 Council considered a Business Paper at the 28 June 2016 Council meeting and resolved the Chief Executive be authorised to sign the Memorandum of Understanding for the delivery of the Regional Sports Facilities Plan on Council's behalf.
- 2.11 Waitomo District Council's funding contribution for the purposes of implementation of the Plan was agreed at \$2,750.00 per annum.

Commentary

- 3.1 The Waikato Regional Sports Facilities Plan has been in place for four years.
- 3.2 A revised edition of the Plan has been developed, a copy is attached to this Business Paper for Councils information. Also attached is a copy of the revised MOU.
- 3.3 The goal of the 2018 Plan is to ensure a greater proportion of facilities are affordable, efficient, effective and sustainable in delivering more sporting and recreation opportunities for the Waikato Region.
- 3.4 The 2018 Plan focuses on initiatives that optimise the facilities network and improve the process of sports facility provision. The Plan supports community hubs and the associated synergies these provide.
- 3.5 Key changes to the MOU include:
- Consolidation of the Technical Working Group and Advisory Group with representation of a technical expert on the Advisory Group.
 - The requirement for a review of the current Advisory Group membership through to 30 June 2021.
- 3.6 Waitomo District Council's funding contribution remains at \$2,750.00 per annum.
- 3.7 It is intended the 2018 Waikato Regional Sports Facilities Plan and MOU will be presented at the December 2018 Mayoral Forum with the view to adopt the Plan.

Considerations

- 4.1 **Risk**
- 4.2 There are no risks associated with the signing of the MOU for the delivery of the Regional Sports Facilities Plan.
- 4.3 The intent of the MOU is within the requirements of the Local Government Act, and in particular s10 (1)(b) of the Local Government Act 2002 "to meet the current and future needs of communities for good-quality local infrastructure,

local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses”.

4.4 Consistency with Existing Plans and Policies

4.5 The decision is consistent with Council’s existing plans and policies.

4.6 Significance and Community Views

4.7 The signing of the MOU for the delivery of the Regional Sports Facilities Plan is not considered to be a significant decision pursuant to Council’s Significance and Engagement Policy.

| |
|------------------------------|
| Suggested Resolutions |
|------------------------------|

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

November 2018

- Attachments:
1. Waikato Regional Sports Facilities Plan
 2. Memorandum of Understanding for the Delivery of the Regional Sports Facilities Plan

Waikato Regional Sports Facilities Plan



**SUMMARY
DOCUMENT**

December 2018

1 INFORMATION

| | |
|-----------------------------|--|
| Document Reference | 2018 Waikato Regional Sports Facilities Plan |
| Contributing Parties | Sport Waikato (Lead), Members of Waikato Local Authorities (including Mayors, Chief Executives and Technical Managers), Sport New Zealand, Waikato Regional Sports Organisations, Waikato Education Providers Steering Group; Lance Vervoort, Garry Dyet, Gavin Ion and Don McLeod representing Local Authorities, Julian Todd, Sport New Zealand, Matthew Cooper and Michelle Hollands, Sport Waikato. |
| Contributing Authors | 2014 Plan: Craig Jones, Gordon Cessford, Visitor Solutions 2018 Plan: Robyn Cockburn, Lumin |
| Sign off | Waikato Regional Sports Facilities Plan Advisory Group |
| Version | Draft Consultation 2018 Document |
| Date | December 2018 |

Special Thanks:

To stakeholders across Local Authorities, Education, Regional and National Sports Organisations, Health and Funding partners who were actively involved in the review of the 2014 Waikato Regional Sports Facilities Plan.

To Sport Waikato, who have led the development of this 2018 plan and Robyn Cockburn, Lumin, who has provided expert guidance and insight, facilitating the development of this plan.

Disclaimer:

Information, data and general assumptions used in the compilation of this report have been obtained from sources believed to be reliable. The contributing parties, led by Sport Waikato, have used this information in good faith and make no warranties or representations, express or implied, concerning the accuracy or completeness of this information. Interested parties should perform their own investigations, analysis and projections on all issues prior to acting in any way with regard to this project.

Limitations of this Plan are included in Section 3.4, page 8.

All proposed facility approaches made within this document are that developed in consultation with the contributing parties. Proposed approaches represent recommendations based on the findings of the report. All final decisions remain the responsibility of the respective property owners.

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3 EXECUTIVE SUMMARY

3.1 Purpose

The purpose of the 2018 Waikato Regional Sport Facility Plan (the Plan) is to provide a high level strategic framework for regional sports facilities planning and optimisation of existing facilities. It provides direction on what should be done and crucially, what should not be done. The Plan focuses thinking at a network-wide sports facilities level with emphasis on national, regional and sub-regional assets, while also capturing local level facility data. It currently does not cover recreation and physical activity provision.

This Plan focuses on built places and spaces where sport and active recreation occur, although it does not currently include areas such as play areas or activities associated with walking and recreational cycling.

The goal of the 2018 Waikato Regional Sport Facility Plan is to ensure a greater proportion of facilities are affordable, efficient, effective and sustainable in delivering more sporting and recreation opportunities for the Waikato Region.

Current funding and delivery partners of the plan include: Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupō District Council, Thames Coromandel District Council, Waikato District Council, Waipa District Council, Waitomo District Council, Sport Waikato and Sport New Zealand.

Following a review of progress since 2014, this 2018 Plan begins to focus beyond facility development and priorities. It is an update of the 2014 plan and includes an audit of facility inventory and new priorities. It focuses on initiatives that optimise the facilities network and improve the process of sports facility provision. The 2018 Plan supports community hubs and the synergies these afford, and increases the focus on the decision-making framework to guide facility decisions.

The next version of the Plan, scheduled for development in 2020, will take a wider lens on spaces and places for physical activity beyond sport, for example, regional cycleways. It will include a full facility utilisation and inventory audit, school facility provision and use, and active recreation and physical activity facility provision. The focus will increasingly be on optimisation of the current facilities stock.

3.2 The Benefits to all partners

The Plan supports a highly valued partner network prioritising investment, guiding best practice, supporting feasibility studies and peer reviews through an informed decision-making process.

For partners and investors the benefits are:

- Advocacy with funders and investors for planned facilities that align with the Plan
- Peer reviews of facility development concepts including feasibility and business cases
- Assistance with investment negotiations
- Facilitated knowledge and resource sharing specific to sports facility provision
- Organisational partnerships fostered to attract events and enhance facility utilisation
- Advice and assistance to develop community hubs
- Provision of training opportunities and information sharing
- Collection and use of regional facility utilisation data to understand demand and inform decision making.

3.3 How to use the Plan

The Plan is a tool to assist the coordination of sports facility planning, provision and optimisation.

Like all high-level plans, more detailed planning will be required, and this Plan is not a replacement for detailed research and analysis.

3.4 Limitations

The Plan represents the most comprehensive regional facility data currently available. The Plan is based on available data at the time of writing, using secondary data and primary data from third parties. Given the scope and range of data contributors, it is likely there are some data omissions.

This Plan contains some information that was captured as part of the original strategy and has not been updated from the 2014 plan (Jones, C. et al. 2014a), the most significant of which is the schools data.

This Plan does not replace the need for additional focused planning and analysis at a code and specific facility level. As additional sports codes undertake or update their existing national and regional sports facility plans it is envisaged that this Plan will require updating. The Plan examines issues at a network wide level for a range of sports, and it recognised that some individual code aspirations may not align with the Plan.

Specific limitations noted in the development of the 2018 Plan include:

- No engagement with Iwi to capture their aspirations, roles and needs regarding sports facilities
- Restrictions where National Sports Codes Plans do not exist
- The facility inventory relies on information provided by territorial authorities and there is some variation in the level of information provided
- The Plan focuses on built sports facility infrastructure and its current scope excludes active recreation infrastructure (i.e. playgrounds, open space, cycling and walking trails)
- Recreational cycling tracks and trails sit outside of the scope of this Plan
- Changing landscape in the equestrian sector with the Racing Industry Review underway at the time of this plan, and likely consequences regarding ongoing provision of facilities used by the community.

As part of implementing this Plan and in preparation for the 2020 Plan, there is a commitment to address these limitations by:

- Developing partnerships with local Iwi throughout the Waikato
- Increasing the research focus on recreation participation and the implications of this for facilities
- Identifying and investigating a wider range of facilities and facility strategies, including those that sit alongside this Plan – for example the Cycle Strategy and the regional Walking Strategy
- Scoping the information to be collected regarding facilities, including supply and demand, and ensure that school facilities are included in this analysis
- Developing the research requirements for the next iteration of the plan and ensure that they are completed in preparation for the next planned review
- Understanding the seasonal, domestic and visitor tourism demand on facilities in locations such as Taupō and the Coromandel and the impact on demand

Proposed changes to the Local Government Act outline the purpose of local government to “promote the social, economic, environmental, and cultural wellbeing of communities”. The next Plan needs to reflect this changing focus and include a comprehensive understanding of the intergenerational impact of facilities on community wellbeing.

4 2014 PLAN REVIEW

This section contains a high level review of the 2014 plan and its impact four years later. Included are:

- progress on higher priority larger capex projects
- case studies showcasing the impact of the plan and the leverage created around these projects
- wider impact assessment for the parties to the plan, including information, engagement and knowledge
- the insights and themes generated through the four years of implementation, and the review and consultation process.

The 2018 Plan has been developed based on this review.

4.1 Review process

In developing the 2018 Plan key stakeholders participated in a review of the 2014 plan, and partnered in a collaborative approach to developing and agreeing future priorities and recommendations. Those participating in the review process included: Local Authority Mayors, Chief Executives and Technical Managers; representatives from Regional and National Sports Organisations; Funders; Education organisations; Sport New Zealand and Sport Waikato. Iwi representatives were invited to participate but unavailable at the time of the review consultation.

Robyn Cockburn, an independent consultant with Lumin, worked closely with Sport Waikato to facilitate the review process.

Table 1. Waikato Regional Sports Facility Plan Review Process

| |
|---|
| Establishment of a Project Advisory Group including representatives of Waikato Region's Local Authorities, Sport New Zealand and Sport Waikato |
| 2014 Plan Review including an impact assessment |
| Facility Inventory – Stock Take and Audit including new facility builds, omissions and closures since 2014 |
| Strategic Analysis of the current and forward context and review against the 2014 Plan identifying challenges and opportunities |
| Partner/Stakeholder Engagement to develop the priorities within the draft 2018 Plan |
| Endorsement and adoption of the 2018 Waikato Regional Sports Facilities Plan |

4.2 2014 Plan Key Priority Project Achievements

Seven of the eleven priority projects included in the 2014 plan have been completed, are currently in development or are included in the forward commitments and financial plans contained in the 2018-2028 Long Term Plans of the Waikato Region's Local Authorities. In addition, there has also been an indoor court project driven by the local community in Te Kuiti and local sport plans (aligned to the Waikato Regional Sports Facilities Plan) that have informed local authorities of local priorities.

The following outlines the financial investment in a number of these projects:

- \$11.0M The Peak including fit out (50/50 Hamilton City Council / MOE)
- \$16.5M Cambridge Municipal Pool
- \$4M Silver Fern Farms Events Centre, Te Aroha
- \$4M Jack McLean Community Recreation Centre, Thames High School
- \$110K Gymnastics (formerly GymSports) Feasibility Projects
- \$4.5-6M Te Kuiti High School

High Priority Larger Capex Projects

The 2014 Plan identified the following high priority capital projects for the first ten years (2014 – 2024). The following table provides an update of project progress.

Table 2. Progress of 2014 Regional Sports Facilities Plan High Priority Capital Projects.

| Indicative Timeframe | Facility Project | Completed Projects 2018 | Projects Update 2018 |
|----------------------|---|--|--|
| 1-3 years | Two x 4-5 indoor court facilities (Hamilton City Council in partnership with neighbouring Councils or Cross Sector partners) | The Peak - opened 2017 | University of Waikato – discussions underway |
| | Aquatic and Court Facility partnerships (Hamilton City Council with neighbouring Councils or Cross Sector partners) | | Hamilton City Council investigating options |
| | Indoor 25m community pool in Cambridge (Waipa District Council) | | Cambridge Pool – underway 2018, due for completion 2020 |
| | Waikato Regional Aquatics Plan (Local Authority Partnership Plan) | Waikato Regional Aquatics Plan - completed 2017 | |
| 4-10 years | Two x 2/3 basketball court/ one full size netball court facilities (Thames-Coromandel, Hauraki and/or Matamata-Piako District Councils partnership) | Silver Fern Farms Events Centre (Te Aroha) – opened 2016 Jack McLean Community Recreation Centre (Thames) – Opened 2017 | |
| | Indoor 25m Community Pool (Hamilton City Council) | | Hamilton City Council investigating Private partnership options in the north |

| Indicative Timeframe | Facility Project | Completed Projects 2018 | Projects Update 2018 |
|----------------------|---|--|--|
| | Indoor 25m Community Pool (potential Thames-Coromandel, Hauraki and /or Matamata-Piako District Councils partnership) | Feasibility Discussion Document Peer Reviewed by Sport New Zealand 2017 | Thames Coromandel District Council to progress an Aquatic and Sports Park Feasibility Study – 2018 |
| | Hockey Turf (Hamilton City Council in partnership with neighbouring Councils or Cross Sector partners) | | Investigate Artificial Turf Study 2018/2019 (potential partnership study) |
| | Upgrade existing sports fields (Hamilton City Council) | | Hamilton City Council confirmed provision in 10 Year Plan – 2018 - 2028 |
| | Develop additional four fields in the east and northeast of Hamilton (Hamilton City Council) | | Hamilton City Council confirmed provision in 10 Year Plan – 2018 - 2028 |
| | Regional squash hub facility (Hamilton City Council) – potential optimisation of existing facility. | | Re-visit the feasibility of this project in 2018/2019 |
| | Gymnastics sub regional facility (Hamilton City Council and Matamata-Piako). | Three Feasibility Studies undertaken for Hamilton City, Turn and Circle and Piako Gymnastics Clubs | Project in progress - support further investigation into facility options |

4.3 Case Studies

Hamilton City Council / Rototuna Junior High School – The Peak Indoor Recreation Centre



- Options assessment looked at Uni, Wintec and Rototuna Junior High School
- HCC identifies investment in the LTP and fast tracked funding to partner with Rototuna Junior High School
- Cross boundary funding discussed with Waikato District Council with no investment in facility
- Example of MOE/Council partnership with Trust model operational structure – Sport Waikato sit on Trust
- \$11M The Peak (50/50 HCC/MOE) including fit out

Thames Coromandel District Council - Eastern Waikato Sub Regional Aquatic Facility

- Thames Centennial Pool site is on an Urupa and must be vacated by June 2027
- As a result, Eastern Waikato requires a new facility on an alternative site
- Feasibility discussion document produced for Thames Coromandel District Council in 2017
- Sport Waikato via Sport NZ provided Peer Review in late 2017 – recommended cross boundary discussions with neighbouring councils – Hauraki and Matamata-Piako District Council
- Sport Waikato catalyst to early discussions between Thames Coromandel District Council and Hauraki District Council
- \$18-\$22M Sub Regional Facility
- Thames Coromandel District Council \$50K feasibility budgeted in 2017-18, Funded \$21M in current Long-Term Plan

Figure 1. Waikato Regional Sports Facilities Development Case Studies.

4.4 2014 Plan Impact Assessment

The impact of the 2014 Waikato Regional Facilities Plan has been measured over the three years of investment 2014-2017 using a survey sent in March 2018. Results showed:

- increased understanding and knowledge in provision of sport and recreation facilities
- people are better informed and empowered to work constructively with other stakeholders
- increased engagement and collaboration due to the Regional Facilities Plan
- increased knowledge of the sport sector and funding environment

The level of involvement of Local Authority partners in the provision of community sport and recreation facilities has increased as a result of their involvement in the Waikato Regional Sports Facilities Plan, with 81% believing that the Waikato Regional Facilities Plan has positively affected their ability to influence decisions in their community.

“Provides a very useful frame of reference as to the considerations of capacity, need and funding are addressed in a regional and sub regional context. Stakeholders are better informed so can deal with all the many “facility project” implementation challenges in an empowered way” Waitomo District Council, Technical Manager

The plan has increased engagement and collaboration and the knowledge of both the sport sector and funding environment. 71% of respondents have been introduced to new ideas or points of view because of the Waikato Regional Sports Facilities Plan and feedback indicates that they have received increased insights into facilities space where otherwise would not have had opportunity and are now more regionally focused with a better ability to weigh up competing needs.

“The strategic approach to providing sports facilities in the plan is very useful as HCC [Hamilton City Council] begins work on developing its Sport and Recreation Strategy. In particular, the focus on understanding demographic changes and rationalising facilities across the region helps us to determine how we best serve our local community while making a regional contribution”. Hamilton City Council, Technical Manager

For more detailed information refer to Appendix B.

4.5 2018 Plan Key Themes

Strategic review and stakeholder engagement conducted as part of the development of the 2018 Plan identified a number of key themes and priorities for the future:

- **Changing demand** for facilities based on population change (increase/decrease) and population profile (younger/older)
- **Collaboration** between people and groups to increase feasibility, optimisation and where appropriate rationalisation of facilities, with a priority to engage with Iwi
- **Communication** across sectors, valuing the needs and contributions of sport, education, community
- **Multi-agency response** to identify and address needs
- **Cross boundary planning** and investment that recognises the mobility of the region’s communities and requirement for network approach
- **Multi-use facilities** and partnerships across community, education, and private stakeholders
- **Operational efficiencies** that optimise use and reduce cost
- **Funding challenges** and the impact on sustainability
- **Flexible provision** for emerging sports, casual participation and recreation

4.6 Revised Framework of the 2018 Waikato Regional Sports Facilities Plan

The 2018 Plan outlines the following key elements:

- **key planning principles** that underpin facility provision and optimisation
- **facility planning process and facility lifecycle** to structure stakeholder decision making
- **facility hierarchies** that articulate local, sub-regional, regional, national and international facilities
- **decision making criteria** and process
- **funding approaches** that assist with partnered facility provision and management
- **challenges and opportunities** that are present in the Waikato region including the demand for sport, and provision and utilisation of facilities
- **recommendations** and **future priorities**

5 PLANNING AND DECISION MAKING PRINCIPLES

The 2018 Plan is based on some core planning and decision making principles including:

- Principles of facility planning and provision
- Facility planning process
- Facility lifecycle
- Facility hierarchy
- Decision-making criteria
- Funding approach

5.1 Key Principles of Facility Planning and Provision

This Plan consolidates the key principles that underpin facility planning and provision.



Figure 2. Key principles of the Plan. Adapted from The New Zealand Sport Facilities Framework (Sport New Zealand, 2017a).

Meets Needs

Facilities should meet an identified need and be fit-for-purpose. There is often insufficient rigour applied to this fundamental question.

The best outcomes are achieved when all of the potential facility users are identified and a deep understanding gained of their range of needs.

Sustainability

Facility sustainability requires consideration of the ongoing operating and maintenance costs of the facility and how these will be funded.

The best outcomes are achieved when the 'whole of life' costs of the facility are considered at the outset and how it is intended that these costs will be met. Often, upfront investment in, for example, facility features that enable greater energy efficiency, can deliver huge dividends over the life of the facility.

Collaboration

Historically sports facilities have tended to be planned and built in isolation.

The best outcomes are achieved when partnerships are developed with education, health, iwi, and/or the private sector. This increases the likelihood that facilities will be used to their full potential, maximising the return on investment and utilisation.

Integration

Facilities need to be fit-for-purpose, and sustainable. The best outcomes are achieved by sharing. Creating multi-use facilities or hubs, or co-locating with other sport and recreation, community, education, or transport facilities and infrastructure is an effective approach.

Flexibility

No one can predict the future, but what we can predict is that things will change. Facilities should be designed to accommodate changing community profiles and associated sporting trends and needs over time.

The best, long-term, outcomes are achieved by designing facilities in ways that enable them to be adapted, developed and extended in response to future demands.

Inclusive

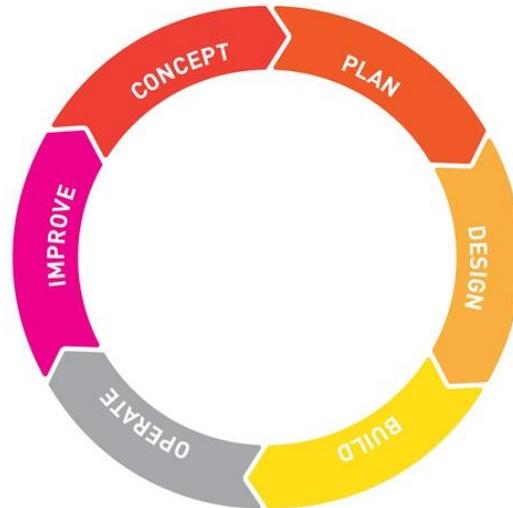
Most people would agree that society is more inclusive than it once was. Experience shows, however, that barriers remain for many in the accessibility of sport, recreation and physical activity pursuits. The goal of the Plan is to ensure all members of the Waikato community have access to and opportunity for participation.

This principle requires us to consider the needs of a wide range of our community when making decisions. Focus should be given to ethnic, financial and ability barriers including but not limited to age and disability.

5.2 Facility Planning Process and Facility Lifecycle

The 2018 Plan adopts the New Zealand Sporting Facilities Framework's six stage facility life-cycle (Sport New Zealand, 2017a).

Those exploring facility developments and stakeholders should review the project at each stage of the planning processes, and its alignment with the Waikato Regional Sports Facilities Plan's principles, criteria and recommendations. The principles and criteria should be used to structure stakeholder decision making. Sport Waikato will be able to guide stakeholders through the planning process and direct them towards useful resources.



Each step in the six stage cycle represents a GO/NO GO decision point

The Six Stages of the Facility Lifecycle

1. **Concept** – identifying the need for a facility and developing the strategic case for doing so, including assessing the specific need in the wider context of the desired facility network
2. **Plan** – ensuring the facility will be fit for purpose, sustainable and future-proof. Assessing and determining financial feasibility based on the facility mix
 - i. **Concept Plan** – Two page high level document outlining the need in the wider context of the desired facility network
 - ii. **Feasibility Plan** - Assess market dynamics, including demographics and changing sport and participant needs (feasibility assessment)
 - iii. **Business Case** - Critique and review key thinking. Include detailed assessment of capital and operational budget and funding plan
3. **Design** – developing the detailed functional and spatial requirements of the facility based on the facility mix. Details are confirmed and estimates finalised. Secure funding for capital and operational investment and expenditure
4. **Build** – constructing the facility
5. **Operate** – managing and maintaining of the facility to ensure it delivers a quality experience. Developing the most effective and efficient operating model and the programming of the facility
6. **Improve** – evaluating the success of the facility, how it has delivered on the identified outcomes and objectives, what improvements can be made and any experience or learnings that can be shared

Figure 2 Six stages in the lifecycle of a facility (Sport New Zealand, 2017a).

The greatest impact on a facility's strategic outcome is made in the concept, plan and improve stages of the facility life-cycle.

Roles and responsibilities

Each facility planning process requires stakeholders to clearly identify roles and responsibilities, including who plays a facilitation and support role for codes/clubs wanting to develop facilities.

Further information

For more detail about the Facility Lifecycle, refer to the Sport NZ information: <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/community-sport-and-recreation-facility-development-guide>

5.3 Facility Hierarchy

The following facility hierarchy definitions continue in this Plan. A facility at a higher hierarchy level may also meet needs at all levels including locally.

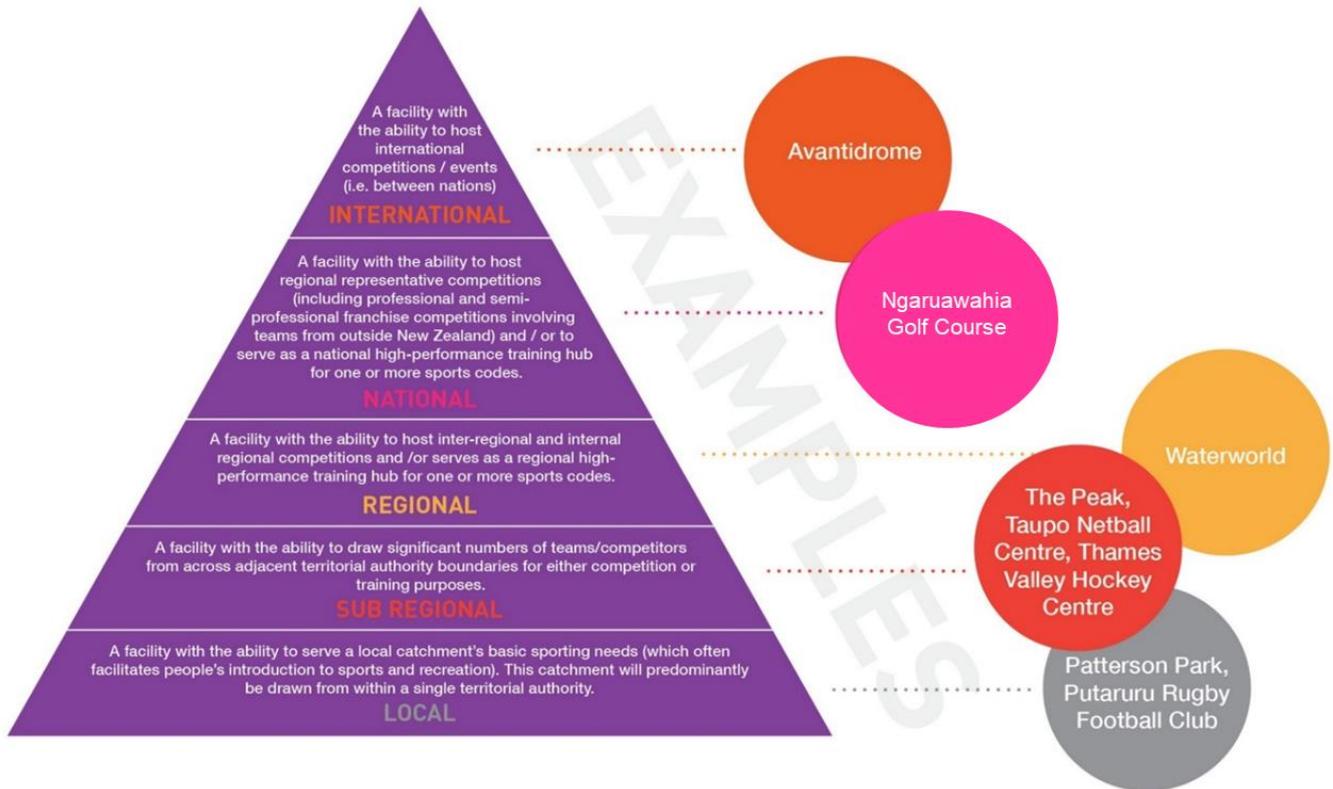


Figure 3. Hierarchy of Facilities with local examples.

5.4 Decision Criteria

The 2018 Plan uses criteria to ensure a robust, transparent and fair process in determining the facility required, and/or the priority of each development. These criteria work in conjunction with the facility planning process and facility lifecycle. The criteria should be considered at all levels of planning.

Level One Criteria are critical at the initial evaluation stage. Other levels of criteria are considered in more detail should a proposal progress.

Table 3. Decision Criteria.

| Level One Criteria: | |
|------------------------------|---|
| Strategic Alignment | The degree of alignment a facility or proposed facility has with national and regional facility strategies and wider strategic documents and plans, such as those concerned with urban planning, infrastructure development, tourism, economic development, and transport networks |
| Projected Users and Needs | The degree to which any existing or proposed facility matches the projected needs of the community within its core catchment area. In the case of facilities with wide utilisation (such as aquatics facilities) this involves consideration of all potential and existing users from general recreational users through to members of formal sports codes, ethnic, financial and ability barriers including but not limited to age and disability. |
| Level Two Criteria | |
| Stakeholder Partnerships | The potential for operational and/or capital partnerships between multiple stakeholders The potential for wider partnerships (beyond operational and capital) between multiple stakeholders to work together to allow inclusion of other user groups or those with different physical, mental or social abilities. |
| Network Consideration | The degree to which a facility or proposed facility compliments rather than duplicates the existing network, contributes to network optimisation and builds on the Waikato region's strengths |
| Demand | The degree to which current and forecast demand exceeds potential supply (once all existing facilities are being run at an optimal operational level) and the facility or proposed facility can meet the identified gap |
| Operational Sustainability | The degree to which the existing or proposed facility is operationally sustainable. The assessment takes a whole of lifecycle approach which looks at operational and maintenance costs throughout the facility's life. |
| Return on Investment | The return on investment that the facility, or proposed facility, can generate. This includes social, economic, environmental and cultural impacts. |
| Level Three Criteria: | |
| Best Practice | The ability of the facility or proposed facility to reflect international and national best practice in its location, design and subsequent operation |
| Progress Sporting Objectives | The ability of the facility or proposed facility to progress the competitive sporting objectives of the Waikato region and wider New Zealand society |

All proposed facility projects identified in the Plan will need to be tested in more detail, including analysis of verified facts and evidence-based decision making using the decision criteria defined in the Plan.

5.5 Funding Approach

The following funding approach outlines the hierarchy of facilities and the potential funders which align with each level (Figure 4). Some funders, such as the Ministry of Education, are more active at the regional, sub regional and local facility category levels via facility partnerships on Education land. Central government are focused on international and national facilities. Other remaining funders have the potential to operate throughout the facility hierarchy.

It will become increasingly important that every funding grant be evaluated carefully to optimise the investment and to not perpetuate a suboptimal facility network that may not meet the changing local community needs.

The Ministry of Education, School Boards, charitable and other funders would also be able to allocate funding as they desired across all facility levels.

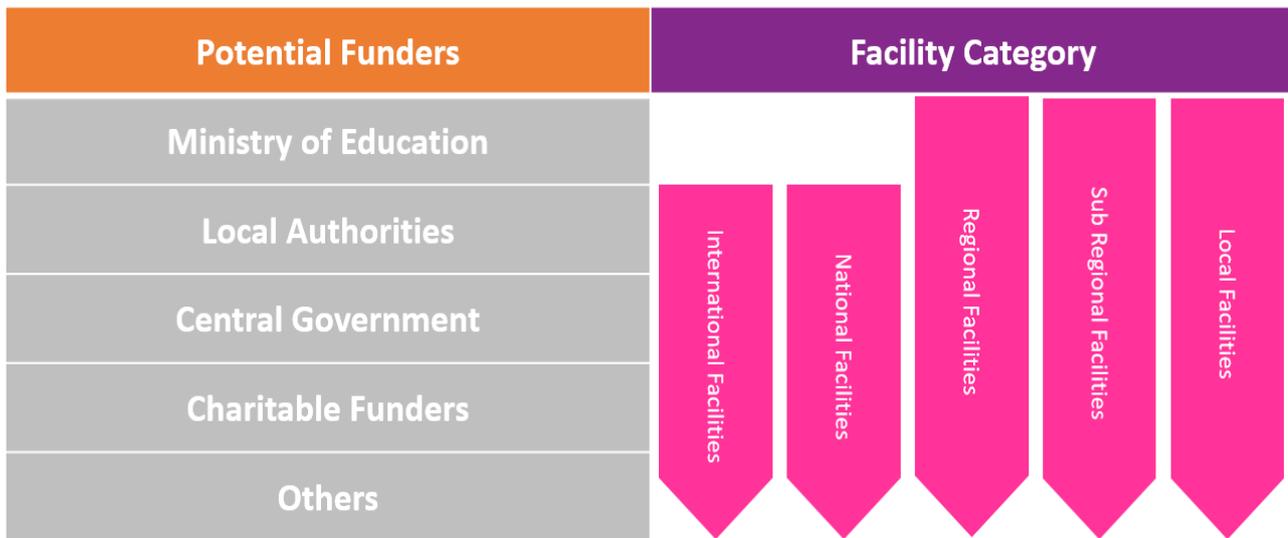


Figure 4. Funding Approach.

The Funding Approach (Figure 4) enables cross boundary facility partnerships between local authorities and other partners, which may involve the transfer of both capital and operational funding between local authorities. The mechanism for this partnership requires negotiation on a case by case basis.

Determining the level of interest in such partnerships would be established by the feasibility assessment stage and would continue according to the six stages of the lifecycle of a facility (Figure 2).

Summary

The Plan is based on core principles that guide the facility planning process including facility lifecycle, facility planning and provision using a recognised facility hierarchy, and agreed decision-making criteria with a common funding approach.

6 2018 STRATEGIC CONTEXT

The sports facility network faces a number of challenges and opportunities that necessitate improved and collaborative planning. These include huge growth of population in urban and peripheral areas, rapid aging of the population and static or declining population in rural areas. Each of these drives a different facility need, adding complexity to the provision of the sport facility network.



Figure 5. Facility Network challenges and opportunities.

6.1 Changing population distribution and demographics

Changing community profiles typically result in changing sport participation patterns, and the implications of forecast change have been extrapolated from the data.

The Waikato region is a large area with an unevenly distributed and aging population. Projected population growth is expected to occur within Hamilton, Waikato and Waipa districts. All other districts are expected to have relatively static or declining populations.

Increasing populations often bring new communities with new participation preferences. What historically may have been high participation sport may change quickly. Having flexible facilities that enable a range of activities is critical. In addition, population growth requires long term planning, collaborative provision along with other services such as education, and the capacity to extend facilities.

In general, decreasing populations mean that there is a lower rating base, fewer people participating in sport, and the associated weakening of the sporting infrastructure. This will lead to diminishing demand for the facilities and less capacity to fund facility upkeep. There will be pressure to amalgamate, work collaboratively, and share facilities in ways that are affordable and convenient.

Across all communities within the Waikato, the population is aging. Recent Active New Zealand data shows that sport participation decreases over the lifetime, and people typically choose less formal sport and more recreation activities. This has an impact on the longer term use of facilities that requires a multi-use approach including recreation options.

6.2 Maintaining Assets, Facility Sustainability and Service Levels

Community sport and recreation assets are provided by a range of entities. Maintaining aging assets, current service levels and facility sustainability is becoming increasingly difficult. This will be particularly relevant in areas with an aging and/or decreasing population. Duplication and underutilisation will make development, operation and maintenance unaffordable over time.

To ensure the sustainability of a facility where there is insufficient demand for sport and recreational facilities, here is an opportunity to look outside of the sport and recreation sphere toward other partnerships and activities that create a multipurpose facility that ties in with council provision of community services. A good example is the Te Atatu Community Centre, in Waitakere, where sports facilities are provided alongside library, community meeting rooms and small business offices. Such a facility might include opportunities for a café to support operation costs, and visiting public services, including health services.

6.3 Changing Sport Participation Preferences

Participation preferences are constantly changing. As community needs change, future sports facilities will need to be more adaptable and flexible to allow for new and changing demands. At local and sub regional level there is a pressing need for less reliance on single-activities and more emphasis on multi-functional facilities.

The Active New Zealand 2017 results identified that recreation is a top priority for New Zealanders. When people who had been physically active in the past seven days were asked how they participated, the top five activities were recreational; such as walking, jogging or playing at a local park.

Since the publication of the 2014 Plan, Active New Zealand 2017 results, show an increase in popularity of a number of emerging sports including Lacrosse and Futsal and modified short form traditional sports (3x3 Basketball, 20/20 Cricket and others). While the top 10 sports for adults and young people (aged 5-17 years) reported from Active New Zealand show a relatively consistent theme to past results the rapid proportional growth and increased diversity on offer suggest future survey results may show a different picture. Participation trends, where available will be incorporated into the next review of this plan scheduled for 2020.

Young people's participation

Waikato Young People's participation preferences have also changed and the top 10 sport and recreation activities in 2017 for Waikato Young People (5-17 years) were:



Figure 6. Top 10 sport and recreation activities in 2017 for Waikato Young People (5-17 years).

The top 10 sports for Waikato Young People (5-17 years) are:



Figure 7. Top 10 sports in 2017 for Waikato Young People (5-17 years).

In Waikato Secondary Schools, (New Zealand Secondary School Sports 2017 data), the top ten sports include:



Figure 8. Top 10 sports most popular in Waikato Secondary Schools.

Adult participation

The top 10 activities in 2017 for Waikato Adults (inclusive of sports) (18+ years) are:



Figure 9. Top 10 sport and recreation activities in 2017 for Waikato Adults (18+ years).

The top 10 sports for Waikato Adults (18+ years) in 2017 are:



Figure 10. Top 10 sports in 2017 for Waikato Adults (18+ years).

It is important to note that these participation preferences are a snapshot in time and don't reflect changing trends.

6.4 Improving Collaborative Approaches

Population growth in certain areas and the desire to replace or refurbish existing aging facilities will place demands on capital funding budgets. It is increasingly important for all stakeholders to work collaboratively to improve provision and enhance the sustainability of sport and recreation facilities.

The Waikato Regional Sports Facilities Plan provides an opportunity for all stakeholders to work in a collaborative and co-ordinated manner to address these challenges. Sport Waikato and Local Authorities play a key role in facilitating improved collaboration

Summary

The Waikato communities, and their participation in sport is changing rapidly and those that plan for and provide facilities will need to adapt accordingly.

- **Demand:** The location and types of sport facilities and services offered will need to adapt to match and meet changing community needs
- **Rationalisation:** Where repairs and maintenance costs exceed utilisation, particularly with local facilities, rationalisation will need to be considered. Asset management plans will be an important feature of future plans
- **Multi-purpose:** Facility design and modification will need to focus on multi-purpose use and be flexible to allow future adaptation
- **Collaboration:** It will become increasingly important for all stakeholders to work collaboratively to improve delivery of sport facilities. There is an opportunity to expand relationships with the Ministry of Health and the Waikato District Health Board, and consider participation in the use of appropriate facilities as an enabler of better health outcomes and decreased health sector costs

7 FACILITY TYPE

7.1 Context

The 2018 Plan provides an overview of facility development needs through the lens of facility types. In some instances, multiple sports are connected to a facility type and other sports have unique facility needs. Facility investment in emerging sports that have the potential to contribute to increased sports participation is considered important. However, in most cases there is insufficient evidence of increasing demand to justify investment at this stage, with the exception of cycle activities, and football and its derivatives.

Table 4 outlines the facilities that are the focus of the 2018 Plan. These will be revisited in the 2020 review of the plan. A geographic facility inventory and recommendations for each facility type are included in detail in the appendices.

Table 4. Sports and Sport Facility Type

| Types of sport facilities | Sports that typically use these facilities |
|---|--|
| Indoor courts | Netball, basketball, badminton, volleyball, indoor bowls, and futsal |
| Aquatic | Swimming, water polo, diving, underwater hockey, synchronised swimming, canoe / kayaking. aquatic facilities are primarily used for learn to swim, recreational use, aquatic play and therapeutic use. |
| Artificial turfs | Hockey |
| Outdoor courts | Tennis, netball |
| Playing fields (inclusive of synthetic fields) | Football, rugby, rugby league, cricket, lacrosse, softball, baseball, futsal |
| Athletics tracks | Athletics |
| Equestrian | Show jumping, dressage, eventing, endurance, pony club, polo, polocrosse, rodeo, riding for the disabled (RDA) |
| Cycling | Cycling, bmx, mountain biking |
| Squash court | Squash |
| Gymnastics | Aerobics, artistic, rhythmic, trampoline |
| Water based sports facilities | Rowing, canoe racing, waka ama, dragon boating |
| Club room | ALL codes |
| Bowling, Croquet, Petanque facilities | Bowling, croquet, petanque |
| Golf courses | Golf, footgolf and driving ranges |

7.2 National and Regional Plans and Strategies

A number of plans inform and interact with the 2018 Plan. Planning sport facilities requires the alignment of local, regional or national strategic sport and recreation plans for example the Waikato Regional Aquatics Plan (2017) and Gymsports Waikato Facility Plan (2018).

Sport Code Plans (developed by National and Regional Sports Organisations)

Sport Code Plans, are developed specifically for individual sports, and identify;

- existing facilities and services
- the broad needs of the community
- the action required to meet identified needs

They outline the priorities for sport and recreation facilities and services, ensuring that provision is equitable and efficient. The Sport Code Plans prioritises the opportunities and actions that can be driven by any number of organisations (for example, multisport trusts, regional sports organisations).

Local Authority Long Term Plans (developed by Local Authorities)

In 2017/2018 Councils undertook their Long Term Planning process, effective 1 July 2018 – 30 June 2028. These plans outline all the services and major projects the Council is planning for the next ten years, an indication of cost, and how they will be funded including the proposed impact on rates.

The following projects have been included in Long Term Plans that are reflective of sub regional or above potential facilities.

| | | |
|--------------------------------------|---------------------------------------|---------|
| ▪ Hamilton City Council | Playing Fields | \$46.0M |
| ▪ Hamilton City Council | Cycling | \$35.5M |
| ▪ Thames Coromandel District Council | Aquatic | \$21.1M |
| ▪ Hamilton City Council | Aquatic | \$20.0M |
| ▪ Waipa District Council | Aquatic | \$16.6M |
| ▪ Hamilton City Council | Changing Rooms | \$7.5M |
| ▪ Hamilton City Council | Playing Fields (Rototuna Sports Park) | \$6.0M |
| ▪ Hamilton City Council | Indoor Courts | \$4.0M |
| ▪ Hamilton City Council | Playing Fields (6 Sports Parks) | \$3.0M |
| ▪ Waitomo District Council | Indoor Courts | \$1.5M |

Local Sport Plans (developed in partnership between Local Authorities, Local Sports Organisations and clubs and Sport Waikato)

Sport Waikato has developed Local Sport Plans in partnership with the following local authorities: Waikato, Waipa, Matamata-Piako and Hauraki District Councils (in progress at the time of writing).

The Local Sport Plans;

- provide local level guidance for facility, place and space infrastructure investment
- outline priorities for the delivery of opportunities and services to grow participation in sport
- identify opportunities for partner organisations who provide local community services to contribute to sport outcomes

Guidance is based on feedback from local sport providers, regional sporting codes, Sport New Zealand, sector data and demographic information.

8 RECOMMENDATIONS AND PRIORITIES

8.1 2018 Priority Facility Developments

The priority facility developments are prioritised over the next 10 years. These are all dependent on securing funding.

Table 5. Waikato Priority Facility Developments

| Indicative Timeframe | Proposed Facility Development | Key Partners |
|----------------------|---|---|
| 1-3 years | 4-5 Court Indoor Facility | Hamilton City Council in partnership with University of Waikato and neighbouring councils |
| | Develop additional four fields in the east/northeast of the city (potentially using partnerships with schools and tertiary institutions to increase the critical mass of sports fields within a precinct) | Hamilton City and Waikato District Council |
| | Investigation into playing field provision - quality, capacity, optimisation, allocation and future provision | Hamilton City, Waikato and Waipa District Councils |
| | Investigation into current and future artificial turf provision – potential incorporation into above playing field investigation | Hamilton City, Waikato and Waipa District Councils |
| | 2 Court Indoor Facility (two full sized netball courts) | Waitomo District Council, potentially in partnership with Otorohanga District Council |
| | Gymsports Regional Hub and optimisation of sub regional facilities | Hamilton City, Matamata-Piako and Waipa District Councils |
| | Explore developing Regional Facilities Plans for football and lacrosse prior to any field development, including hierarchy and mapping of current network | Hamilton City, Waikato and Waipa District Council |
| 4-10 years | Sub Regional Community Pool | Thames Coromandel, potentially in partnership with Hauraki District Council |
| | Sub Regional Community Pool | Hamilton City – East/North East, potentially in partnership with Waikato District Council and/or private provider |

8.2 Priority Network Optimisation Initiatives

The 2018 Plan proposes the following priority facility optimisation initiatives over the next 10 years. Each of these initiatives are funding dependent.

Table 6. Priority Network Optimisation Initiatives.

| Indicative Timeframe | Proposed Initiative | Proposed Approach |
|----------------------|---|--|
| 1-3 years | Facility Hubs/Multisport Provision | <p>Facilitate the development of multisport facility hubs with flexible and adaptable spaces to meet the needs of recreation participation, multiple user groups in growing communities</p> <p>Support rationalisation and/or amalgamation of clubs and groups particularly in areas with static or declining population. Including but not limited to groups and facilities located on Tuakau Domain, Castleton Park, Waihi Domain and Putaruru Domain</p> |
| | Operational Facility Management Models | <p>Share best practice across the plans key stakeholders from successful Waikato and National examples including:</p> <ul style="list-style-type: none"> ▪ Advocate use of Sport New Zealand National Benchmarking to identify and advise operational efficiencies ▪ Facilitate the use of lifecycle models and maintenance plans amongst asset owners and facility developers ▪ Develop governance and management capability |
| | Flexible Facility Provision | <ul style="list-style-type: none"> ▪ Mapping and Insights tools to track current and future demand and programming options ▪ Identifying future community needs to inform planning decisions ▪ Use information as the basis of funding applications |
| | Facility provision for older populations | A study undertaken to understand the needs for facility provision catering to the older population |
| | Developing insights and research; understanding of facility utilisation | Research facility utilisation to inform the 2020 plan by collecting data from schools, facilities, sports codes and partners |
| | Local Sport Plans | <p>Complete local level sport plans. Use insights to guide sports facility planning, investment and optimisation to improve service capability</p> <ul style="list-style-type: none"> ▪ Complete – Waikato, Waipa, Matamata-Piako ▪ Underway – Hauraki, Hamilton City (via internal Sport & Recreation Strategy) ▪ Proposed – Taupō, Otorohanga, Thames Coromandel |

8.3 2018 Recommendations

The Plan recommends that:

1. The 2018 Plan is adopted by the Mayoral Forum (Local Authority Partners), Sport New Zealand and Sport Waikato, as a high level strategic document to assist optimisation of the Region's facility network
2. Sport Waikato continues to be funded to lead the implementation of the Plan
3. All local authorities, Sport Waikato, charitable funders, and Sport New Zealand work together to continue the work towards:
 - a. A revised and signed **Regional Sports Facility Plan MOU** that outlines the terms of delivery, investment and governance for funding partners including local authorities, Sport New Zealand and Sport Waikato in delivery
 - b. An agreed and adopted **Community Facilities Funding Framework** between local authorities. This is designed to assist with the development and operation of international, national, regional, and sub-regional facilities. It will most likely require transfer of both capital and operational funding between authorities
 - c. A **funder MOU** between Sport Waikato, charitable funders and Sport New Zealand. This would provide specialist advice to funders on major facility projects
 - d. A **National / Regional facility partnership agreement** be designed between MOE, Sport New Zealand, Local Authorities and Sport Waikato to guide community sport/education partnerships
4. Sport Waikato actively develop a partnership with Iwi of the Waikato region and contribute to the outcomes of the Plan
5. All local authorities partners, Sport Waikato, charitable funders, and Sport New Zealand work together to widen the stakeholder group to include Iwi, Waikato Regional Council, MOE, economic development and tourism agencies including but not limited to Te Waka, Destination Taupō, Hamilton Waikato Tourism and Destination Thames
6. Sport Waikato to activate a Regional Sports Organisation Coalition to guide input into facility planning amongst other relevant initiatives and topics for the sporting sector
7. The Third Edition review of this Plan is to be conducted before calendar year end 2020, to align with the Local Authority Long Term Planning (LTP) process and inform council LTP priorities for facility investment
8. The 2020 iteration of this Plan to include: a full facility audit including usage and capacity measures; a full school facility and utilisation audit; and expansion of facilities scope to include active recreation.

Implementation Priorities

1. Identified **potential facility developments** investigated with relevant potential partners, in accordance with the indicative timeframes: 4-5 Court Indoor Facility; addition of sports fields in northeast of Hamilton City; investigation into playing field provision; Investigation into current and future artificial turf provision; 2 Court Indoor Facility (two full sized netball courts); Gymsports Regional Hub and optimisation of sub regional facilities
2. Continue to **share knowledge and grow capability** of local authority Technical Managers and Senior Management through facilitating three annual forums and provision of a resource library.
3. Implement identified **network optimisation** initiatives in accordance with the indicative timeframes: Facility Hubs/Multisport Provision; Operational Facility Management Models; and Flexible Facility Provision
4. **Monitor facility needs and utilisation** and inform the 2020 plan by collecting data from schools, facilities, sports codes and partners
5. **Research recreation participation** to identify inclusion of a wider range of facilities.

Memorandum of understanding

for the delivery of the Regional
Sports Facilities Plan



**Memorandum of Understanding
For the Delivery of the Regional Sports Facilities Plan**

Between

Hamilton City Council

Waipa District Council

Waikato District Council

Matamata-Piako District Council

Hauraki District Council

Thames Coromandel District Council

Otorohanga District Council

Waitomo District Council

South Waikato District Council

Taupo District Council

Sport Waikato

Sport New Zealand



1.0 Date of Agreement

- 1.1 This Agreement is made on 3 December 2018 (“**Effective Date**”)

2.0 Partners

- 2.1 Hamilton City Council (“**HCC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.2 Waipa District Council (“**Waipa DC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.3 Waikato District Council (“**Waikato DC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.4 Matamata-Piako District Council (“**MPDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.5 Hauraki District Council (“**HDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.6 Thames Coromandel District Council (“**TCDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.7 Otorohanga District Council (“**ODC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.8 Waitomo District Council (“**Waitomo DC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.9 South Waikato District Council (“**SWDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- 2.10 Taupo District Council (“**TDC**”), a territorial authority constituted under the Local Government Act 2002 and an approved organisation controlling community infrastructure planning under the Local Government Act 2002;
- (Collectively representatives of the “**Waikato Local Authorities operating under the Waikato Mayoral Forum**”).
- 2.11 Sport Waikato Regional Sports Trust, (“**SW**”), a registered charitable trust constituted in 1986 to cover the area from Coromandel to Turangi and Waihi to Kawhia, its role being to get and keep the communities of the region active.

- 2.12 Sport New Zealand, (“SNZ”), constituted on 1 January 2003 under the Sport and Recreation New Zealand Act (2002) and as an approved organisation representing the government interests. Sport NZ provides leadership in research and the development and implementation of policies that recognise the importance of sport and physical recreation to New Zealand. It has partnerships with key organisations in the sport and recreation sector (primarily national-level sport and recreation organisations and regional sports trusts) to help achieve its outcomes.

3.0 Recitals

- 3.1 In November 2014 the Mayoral Forum, representing local territorial authorities across the region, Sport New Zealand and Sport Waikato formally endorsed the Regional Facilities Plan dated the 4th September 2014.
- 3.2 The Regional Sports Facilities plan was developed to provide a high-level strategic Framework for regional sports facility planning. It is designed to provide direction on what should be done and crucially, what should not be done. The plan is designed to focus thinking at a network wide sports facilities level with emphasis on national, regional and sub-regional assets, while also capturing local level facility data.
- 3.3 The Partners to this agreement have collectively contributed to the development of the plan or are considered likely to contribute to the successful implementation of the plan.
- 3.4 Following four years of implementation of the Plan a revised edition will be published in late 2018. The Partners to this plan have received and reviewed a copy of the revised plan and in signing this agreement commit to working collaboratively to deliver on the strategic direction of the Regional Sports Facilities plan through to 2020 when a revision will be completed prior to the 2021-2031 Local Authority long-term planning process
- 3.5 This Agreement outlines the terms and conditions under which the Partners as listed in clause 2.0 will collectively work towards the delivery of outcomes, planning and decision-making principles and recommendations and priorities as identified in the plan.

4.0 Definitions

- 4.1 In this Agreement, unless the context requires otherwise:

“Advisory Group” means the group appointed by the parties under clause 8.2a to guide the implementation of the Waikato Regional Sports Facilities Plan;

“Agreement” means this agreement, including all schedules;

“Best Industry Practice” means the exercise of the skill, diligence, prudence, foresight and judgement, as determined by reference to sound national and international practice which would be expected from a skilled and experienced person under the same or similar circumstances to those applicable under this Agreement;

“Business Hours” mean 8 am to 5 pm on a Business Day;

“Business Day” means any day of the year other than a Saturday, a Sunday, a New Zealand

public holiday or provincial anniversary day in Hamilton;

“Effective Date” has the meaning given to it in clause 1.1;

“Funding Partners” means the partners listed in clause 2;

“GST” means goods and services tax chargeable in accordance with the Goods and Services Tax Act 1985;

“Information” means:

the information provided by any party in relation to the delivery of the plan;

- any information which relates directly or indirectly to an individual from which the identity of the individual can be directly or indirectly ascertained and which is held by or is under the control of the partners; and
- any information, record, list, configuration and work (in whatever form and on any medium) that relates to the Services which is stored by any of the partners;

“Intellectual Property Rights” means all rights to copyright, inventions (including patents), registered and unregistered trademarks, trade names, registered and unregistered design, know-how relating to the Services and any enhancements or modifications relating to the same, trade or other proprietary rights or rights derivative of those rights (including licence rights) anywhere in the world as well as any other rights in intellectual property which are recognised or protected under law;

“Partner Intellectual Property” means, for any Party, Data in existence prior to the date of this Agreement in which it has Intellectual Property Rights and all Data relating to persons within that Party’s district arising after the date of this Agreement (including, any Data relating to customers, ratepayers or sport and community assets within that Party’s district);

“Partner Materials” means any works and materials that exist as at the date on which those materials are first used for the purposes of this Agreement, the Intellectual Property Rights of which are vested in a Funding Partner;

“Regional Sports Facilities Plan” means the 2018 endorsed plan as set out in summary in Schedule One (Regional Sports Facilities Plan), and any amendment to that plan approved by the Advisory Group;

“Sport Waikato and Sport New Zealand Data” means Data in existence prior to the date of this Agreement in which Sport Waikato and Sport NZ has Intellectual Property Rights and all Data arising after the date of this Agreement;

“Sport Waikato and Sport New Zealand Materials” means any works and materials that exist as at the date on which those materials are first used for the purposes of this Agreement, the Intellectual Property Rights of which are vested in Sport Waikato or Sport

NZ;

“**Term**” means the term of this Agreement as set out in clause 5; and

“**Waikato Mayoral Forum (Regional Sports Facilities Plan)**” means the Waikato Mayoral Forum that endorsed the Regional Sports Facility Plan, and if the Group ceases to exist, means a Group consisting of an appointee from each Partner listed in 2.0.

4.2 Interpretation

Unless the context otherwise requires:

- a. a reference to a clause is a reference to a clause of this Agreement;
- b. a reference to an appendix or schedule is a reference to an appendix or schedule to this Agreement;
- c. a gender includes each other gender;
- d. the singular includes the plural and vice versa;
- e. a reference to a "partner" is a reference to a partner to this Agreement and includes a reference to that partner's successors in title, permitted assignees and transferees (if any);
- f. a reference to "writing" includes email;
- g. whenever the words includes or including are used in this Agreement, they are deemed to be followed by the words “without limitation”;
- h. a reference to any legislation, policy or standard includes a modification of that legislation, policy or standard or, in the case of legislation, legislation enacted in substitution for that legislation and a regulation, order-in-council and other instrument from time to time issued or made under that legislation;
- i. headings to clauses in this Agreement and the table of contents are included for the purpose of ease of reference only and are not to have any effect on construction and interpretation;
- j. the appendices and recitals form an integral part of this Agreement and will have effect as if set out in full in the body of this Agreement and any reference to this Agreement includes the appendices and recitals.
- k. a reference to any time is a reference to New Zealand time;
- l. a reference to currency is a reference to New Zealand currency, unless expressly provided otherwise; and
- m. a reference to a day, other than a Business Day, is a reference to any calendar day of the year.

5.0 TERM

This Agreement will commence on the Effective Date and will continue until the earlier of:

- a. the date that the Partners collectively agree to terminate this Agreement; or
- b. 30 June 2021, (representing three years of Territorial Local Authority and Sport Waikato investment in the project)
- c. should all parties be in agreement the contract could be renewed for a further three year term.

(the “Term”) subject always to earlier termination pursuant to clause 14.

6.0 SERVICES

6.1 Provision of the Services

Sport Waikato shall provide the Services as outlined in 6.1.1 and any additional services as may be agreed between the Partners and Advisory group on the terms and conditions of this Agreement. Personnel will be employed or contracted to deliver these services in accordance with 9.0.

6.1.1 Sport Waikato provision of regional services:

- a. Provision of support in the development of feasibility and business case reports to guide the successful execution of the facility planning process.
- b. Advocacy with funders and investors for facilities that reflect the principles of the plan.
- c. Provision of peer reviews for facility development concepts e.g. Concept Plan, Feasibility and Business Case.
- d. Assistance with investment negotiations in facility development and utilisation. Leading the development of a regional funding policy.
- e. Sharing of knowledge - including resources specific to sports facilities.
- f. The provision of training opportunities and information sharing to increase knowledge in the development of facilities across the region.
- g. Increasing regional understanding and optimisation of facilities including the provision of regional sporting trend information, opportunities to benchmark facility outcome and usage data, to understand demand and enable informed facility planning.
- h. A review of the Regional Sports Facilities Plan in 2020 to ensure it remains relevant and in line with sporting and demographic trends.

6.2 Obligations of Sport Waikato

In providing the Services, Sport Waikato agrees to:

- a. provide the Services:

- i. in accordance with the terms of this Agreement;
 - ii. with all due care, skill, promptness and diligence by suitably competent and trained personnel; and
 - iii. in a good, professional and timely manner;
 - iv. in accordance with the instructions of the Partners;
- b. promptly comply with any requests, requirements and directions given by the Partners from time to time in relation to the provision of the Services;
- c. respond promptly, accurately and adequately to any requests for information made by the Advisory Group and/or any of the Funding Partners in relation to the performance of the Services; and
- d. comply with all laws and regulations relevant to the provision of the Services.

6.3 **Obligations of the Partners and Funding Partners**

In engaging Sport Waikato to provide the Services, the Partners and Funding Partners agree collectively and individually to:

- a. work together co-operatively and in good faith;
- b. engage and implement practices and programmes that reflect the RSFP including:
 - i. the principles, recommendations and priorities of the plan
 - ii. the facility planning process - including the provision of feasibility plans and business cases
 - iii. the development of a community facilities funding framework
 - iv. the collaborative delivery of sport and recreation across the region
- a. provide information as may be required by Sport Waikato to perform the Services;
- b. keep partners fully informed of all matters relating to the Services and to act promptly and reasonably in conducting all matters relating to Services;
- c. acknowledge each Partner's funding and participation relating to the Services whenever called for in public statements or in any written publication; and
- d. notwithstanding the right for the media to report on any public meeting and only in accordance with the terms and conditions of this Agreement, authorise the Advisory Group to make public statements or release documentation on behalf of the parties.

7.0 **FUNDING CONTRIBUTION**

7.1 **Contribution Funding**

The Partners agree to pay their contribution towards the implementation of the Regional Sports Facilities Plan as outlined in Schedule Two and for the services agreed in 6.1.

7.2 **Payment of the Contributions**

Contributions are payable annually in advance and Sport Waikato will invoice each of the Funding Partners that portion of the charges payable by each Funding Partner. Each Funding Partner will pay the invoiced amount by the 20th day of the month following the date of the invoice.

7.3 **Payments**

All amounts and fees stated or referred to in this Agreement will be payable in New Zealand Dollars; and are exclusive of GST.

8.0 **GOVERNANCE**

8.1 **Establishment**

The parties agree to establish the Advisory Group with the composition, functions and powers set out in this clause 8.

8.2 **Roles and Composition**

a. **Advisory Group:** The Partners will establish an advisory group (the “**Advisory Group**”) that will provide strategic advice to Sport Waikato in respect of the performance of the Service and will have those functions, responsibilities and rights outlined in Schedule Three. The Advisory Group shall comprise up to:

- i. one senior executive representing Sport New Zealand; and
- ii. the chief executive of Sport Waikato; and
- iii. three senior executives representing Local and Regional Government Partners are appointments from the Waikato Local Authority Chief Executives Forum; and
- iv. any other members as agreed at the Waikato Local Authority Chief Executives Forum.
- v. one independent consultant appointed as a technical expert agreed by the Advisory Group; and Sport NZ

On the Effective Date of this Agreement, the Advisory Group will have the members set out as above.

8.3 **Meetings**

The Advisory Group shall establish its own meeting schedule and meeting procedure, including quorum, voting and approval thresholds.

9.0 **PERSONNEL**

9.1 **Appointment**

Sport Waikato will appoint suitable persons to the roles with respect to the delivery of the Waikato Regional Sports Facilities Plan as agreed with the Advisory Group.

9.2 **Functions and Duties**

The functions and duties of the Personnel will be agreed with the Advisory Group.

9.3 **Contracting of Personnel to Sport Waikato as part of the implementation of the Waikato Regional Sports Facilities Plan**

Personnel may be contracted to Sport Waikato as part of the implementation of the Waikato Regional Sports Facilities Plan on either a full or part time basis on terms and conditions to be agreed. The direct costs of any personnel that are contracted to Sport Waikato will be met by Sport Waikato in delivering the outcomes of the Waikato Regional Sports Facilities Plan.

10.0 **OFFICIAL INFORMATION AND RELEASE**

10.1 **Relevant Acts**

The Partners recognise that they are subject to the Local Government Official Information and Meetings Act 1987, the Privacy Act 1993 and the Public Records Act 2005 (collectively the “Acts”); and this Agreement, the Waikato Regional Sports Facilities Plan and meetings of Advisory Group are likely to be subject to the Acts.

10.2 **Co-operation**

The Partners agree to co-operate fully and promptly in assessing any request to one or more of them for the release of information under any of the Acts, with particular regard to the time limits for transfer of requests and responding to requests under those Acts.

11.0 **ADDITION OF FUNDING PARTNERS**

With the approval of the Partners, additional partners may be added as parties to this Agreement by signing a deed of accession agreeing to be bound by the terms of this Agreement. Any organisation added as a party to this Agreement will be a Partner under this Agreement.

12.0 DATA AND INTELLECTUAL PROPERTY

12.1 Acknowledgement

- a. **Partner ownership:** all Partners acknowledge and agree that each Partner or its licensor is and remains owner of, and retains all Intellectual Property Rights in, all of its respective Partner Materials and Partner Data.
- b. **Sport Waikato and Sport NZ ownership:** Each Partner acknowledges that Sport Waikato or Sport NZ or its licensor's, as the case may be, remain owner of, and retain all Intellectual Property Rights in:
 - i. Sport Waikato and Sport NZ Materials;
 - ii. any pre-existing proprietary methodologies of Sport Waikato and Sport NZ utilised in the course of providing the Services under this Agreement; and
 - iii. has and continues to have sole and exclusive ownership of, and all Intellectual Property Rights in, all Sport Waikato and Sport NZ Data.

12.2 Licence

Each Funding Partner hereby grants to Sport Waikato and Sport NZ a non-exclusive, non-transferable (other than the right to sub-license to subcontractors in accordance with this Agreement), irrevocable, royalty-free licence to access, possess, store, use and reproduce the Partner Materials and Partner Data, and all associated Intellectual Property Rights, solely for the purpose of providing the Services and as authorised by this Agreement, during the Term.

12.3 Know how

Nothing in this Agreement restricts any Partner, Sport Waikato or Sport NZ from using any general ideas, concepts, know-how or techniques which any party, individually or jointly, develops or discloses under this Agreement, except to the extent that use infringes the Intellectual Property Rights of another party or breaches an obligation of confidentiality under clause 13.

12.4 Ownership of developed IP and data

- a. Title to all Intellectual Property Rights in material developed as part of the agreement in implementing the WRSFP in the performance of the Services (the "**Developed Materials**") will be owned solely and exclusively by Sport Waikato or Sport NZ.
- b. Sport Waikato hereby grants to each of the Partners a non-exclusive, transferable (including the right to sub-license), perpetual, irrevocable, worldwide, royalty-free licence to access, possess, store, use, reproduce, modify and adapt the Developed Materials for each parties own use, and will provide the Developed Materials to such other party on request.

13.0 CONFIDENTIALITY

13.1 Protection of Confidential Information

- a. **Non-disclosure:** Subject to clause 13.1(b) and clause 13.2, each party will treat as confidential and not disclose to any third party nor use for its own benefit (other than for the purposes of this Agreement), any Confidential Information that is the Confidential Information of any other party.
- b. **General exceptions:** Clause 13.1(a) does not preclude a party disclosing Confidential Information:
 - i. if that information was known, or becomes known, to the public through no act or default of the recipient;
 - ii. that the recipient is required by law to disclose, so long as the recipient provides written notice of the required disclosure promptly upon receipt of notice of the required disclosure (if it is permitted to do so by law);
 - iii. that was lawfully known to the recipient prior to the date it was received;
 - iv. that becomes available to the recipient from a source other than a party to this Agreement provided that the recipient has no reason to believe such source is itself bound by an obligation of confidence to the person that disclosed that information or is otherwise prohibited under law from disclosing that information;
 - v. that has been or is independently developed by the recipient;
 - vi. to any professional adviser for the purposes of rendering professional services to a party and in relation to this Agreement;
 - vii. to the extent that that disclosure is authorised by this Agreement; or
 - viii. if that disclosure is approved for release with the prior written consent of the party from whom the Confidential Information is first received.

13.2 Limited disclosure

- a. **Sport Waikato:** Subject to clause 13.2(c), Sport Waikato may disclose the Confidential Information of a Funding Partner to any subcontractors, personnel and professional advisers who need to know the same for the sole purpose of enabling Sport Waikato to perform its obligations and exercise its rights under this Agreement. Sport Waikato will ensure that its personnel, professional advisers and subcontractors are aware of and comply with the terms of this clause 13.
- b. **Partners:** Subject to clause 13.2(c), a Funding Partner may disclose Confidential Information of Sport Waikato to that Partner's personnel and professional advisers who need to know the same, in connection with the Services and/or this Agreement, and the Partner will ensure that its personnel and professional advisers are aware of and comply with the terms of this clause 13.
- c. **Disclosure to Subcontractors and service providers:** Other than as set out in this clause 13.2 no party will disclose another party's Confidential Information to any

subcontractor or service provider (including any potential service provider), unless the relevant person has given a written confidentiality undertaking to the party that owns the Confidential Information and for the benefit of that party in terms substantially similar to those set out in this clause 13. All such undertakings from third parties will be provided to the other parties on request.

13.3 Data

Sport Waikato will ensure that all information for the time being populating any database maintained by Sport Waikato or its personnel or subcontractors relating to the Services (and any backup archives of that information) is kept in secure custody and is managed and protected and only disclosed or otherwise dealt with in accordance with good commercial practice.

14.0 TERMINATION

- 14.1 This Agreement may be terminated on at least 12 months prior written notice from any of the Partners.
- 14.2 If this Agreement is terminated then contributions by Partners for the term past the date of termination shall be refunded to the Partners in the proportions in which each Partner has agreed to meet its contribution as set out in Schedule Two.
- 14.3 Termination of this Agreement shall be without prejudice to the rights of the Partners against each other.
- 14.4 Clauses 12 (Data and Intellectual Property), 13 (Confidentiality) and 14 (Termination), together with those other clauses, the survival of which is necessary for the interpretation or enforcement of this Agreement, will continue to have effect notwithstanding termination of this Agreement.

15.0 DISPUTE RESOLUTION

15.1 Initial process

If a dispute arises or occurs (a “**Dispute**”), each party to the Dispute must use its reasonable endeavours to resolve that Dispute through good faith negotiations and informal dispute resolution techniques within 20 Business Days after the date on which the Dispute arose (the “**Initial Negotiation Period**”).

15.2 Escalation

If the Dispute is not resolved by the relevant parties by the end of the Initial Negotiation Period, then the unresolved Dispute shall be referred to the respective Chief Executive Officers of the parties involved, who will use their best efforts to resolve the unresolved Dispute within 20 Business Days of the end of the Initial Negotiation Period (the “**Second Negotiation Period**”).

15.3 Binding arbitration for unresolved Disputes

- a. **Matters referred to arbitration:** If a Dispute is not resolved under clause 15.2 by the end of the Second Negotiation Period, then any person who is a party to the Dispute may give written notice to the other party or parties involved in the Dispute requiring that the unresolved Dispute be referred to arbitration for determination in accordance with this clause 15.3.
- b. **Conduct of arbitration:** In the event of a submission to arbitration under clause 15.3a, a single arbitrator will conduct the arbitration pursuant to the Arbitration Act 1996 (and protocols of the Arbitrators' and Mediators' Institute of New Zealand, Inc.) (together the Arbitration Act), provided that:
 - i. the arbitrator will be such person as the parties involved in the Dispute may agree upon in writing or, failing agreement being reached within 3 Business Days of the date upon which the notice is given under clause 15.3(a) the person appointed as arbitrator by the President or Vice-President of the Arbitrators' and Mediators' Institute of New Zealand, Inc. (or his or her nominee) after receiving a request in writing from any party involved in the Dispute to appoint an arbitrator;
 - ii. the place of arbitration will be Hamilton, New Zealand;
 - iii. the arbitrator will decide the Dispute in accordance with New Zealand law and conduct the arbitration in accordance with the Arbitration Act.

15.4 Urgent Relief

Nothing in this clause 16 will preclude any relevant party involved in the Dispute from taking immediate steps to seek urgent equitable relief before a New Zealand court.

16.0 NOTICES

- 16.1 Every notice to be given by a party to the other parties under or in connection with this Agreement must be in writing and sent using one of the addresses listed in this document.
- 16.2 Every notice to be given by a party under or in connection with this Agreement will be deemed to be received, as follows:
 - a. personal delivery, at the time of delivery to such person's physical address;
 - b. mailing by post, 3 Business Days after the date of mailing to such person's address; and
 - c. email, at the time the email was sent to the recipient.
- 16.3 For the purposes of this Agreement, any notice sent via email or delivered after 5.00 pm on a Business Day, or at any time on a non-Business Day, will be deemed received at 9.00 am on the next Business Day.
- 16.4 If a written notice of change of address of any type is notified to parties by any of the methods specified in clause 16.2 above, then the new address or facsimile number will

be deemed to be that party's address or facsimile number for the purposes of this Agreement.

17.0 GENERAL

17.1 No third party benefit

This Agreement does not and is not intended to confer any benefit or create any obligation enforceable at the suit of any person who is not a party to this Agreement.

17.2 Amendments

- a. Amendments to this Agreement shall only be effective if agreed by all parties in writing.
- b. Amendments to the RSFP shall only be effective if/when those amendments are agreed to by all parties in writing.

17.3 No Partnership

Except as anticipated under this Agreement, nothing in this Agreement is intended to or will operate to create a partnership or joint venture of any kind between the parties, or to authorise any party to act as agent for the other, and no party will have authority to act in the name or on behalf of or otherwise to bind the other in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

17.4 Statutory Obligations of Funding Partners

Each Funding Partner recognises that the other(s) has statutory accountabilities and obligations, including reporting obligations, and that each must perform them without improper influence of or consideration for the other(s).

17.5 Severance

The legality, invalidity or unenforceability at any time of any provision of this Agreement shall not affect the legal, validity or enforceability of the remaining provisions in this Agreement.

17.6 Further Assurances

Each of the parties agree to execute and deliver any documents and do all things as may reasonably be required by one or other of the parties to obtain the full benefit of this Agreement to its true intent.

17.7 Reliance on Own Judgment

Each of the parties confirms that it is acting on its own judgment and not in reliance upon any representation or warranty made by one or more of the other parties or their employees or agents.

17.8 No assignment

There shall be no assignment, transfer or creation of any encumbrance over any rights or

obligations in this Agreement. Any purported assignment in breach of this clause will confer no rights on the purported assignee.

17.9 No waiver

A waiver of any right under this Agreement shall not be effective unless given in writing. A failure to exercise or delay in exercising any right under this Agreement shall not operate as a waiver of that right.

17.10 Counterparts

This Agreement may be executed in any number of counterparts and by the parties to it on separate counterparts, each of which will be an original, but all of which together will constitute one and the same instrument. This Agreement is not effective until each party has executed at least one counterpart.

17.11 Governing Law

The validity, construction and performance of this Agreement (and any claim, dispute or matter arising under or in connection with it or its enforceability) and any non-contractual obligations arising out of or in connection with it will be governed by and construed in accordance with the law of New Zealand.

Signed as an Agreement

IN WITNESS THEREOF this Agreement has been signed on the date above written

Signed for
**Hamilton City
Council**
by:

Signed for
Waipa District Council
by:

Signed for
**Waikato District
Council**
by:

Signed for
**Matamata-Piako
District Council**
by:

Richard Briggs
Chief Executive

Garry Dyet
Chief Executive

Gavin Ion
Chief Executive

Don McLeod
Chief Executive

In the presence of:

In the presence of:

In the presence of:

In the presence of:

Name:

Name:

Name:

Name:

Occupation:

Occupation:

Occupation:

Occupation:

Address:

Address:

Address:

Address:

Signed for
**Hauraki District
Council**
by:

Signed for
**Thames Coromandel
District Council**
by:

Signed for
**Otorohanga District
Council**
by:

Signed for
**Waitomo District
Council**
by:

Langley Cavers
Chief Executive

Rob Williams
Chief Executive

Dave Clibbery
Chief Executive

Chris Ryan
Chief Executive

In the presence of:

In the presence of:

In the presence of:

In the presence of:

Name:

Name:

Name:

Name:

Occupation:

Occupation:

Occupation:

Occupation:

Address:

Address:

Address:

Address:

Signed for
**South Waikato
District Council**
by:

Signed for
**Taupo
District Council**
by:

Signed for
Sport Waikato
by:

Signed for
Sport New Zealand
by:

TBC
Chief Executive

Gareth Green
Chief Executive

Matthew Cooper
Chief Executive

Peter Miskimmin
Chief Executive

In the presence of:

In the presence of:

In the presence of:

In the presence of:

Name:

Name:

Name:

Name:

Occupation:

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SCHEDULE ONE

REGIONAL SPORTS FACILITY PLAN EXCERPTS

1.0 KEY PRINCIPLES OF FACILITY PLANNING AND PROVISION

The plan consolidates the key principles underpinning facility planning and provision and are summarised as:



Figure 2. Key principles of the Plan. (Adapted from The New Zealand Sport Facilities Framework - Sport NZ reference).

Meets Needs

Facilities should meet an identified need and be fit-for-purpose. There is often insufficient rigour applied to this fundamental question.

The best outcomes are achieved when all of the potential facility users are identified and a deep understanding gained of their range of needs.

Sustainability

Facility sustainability requires consideration of the ongoing operating and maintenance costs of the facility and how these will be funded.

The best outcomes are achieved when the 'whole of life' costs of the facility are considered at the outset and how it is intended that these costs will be met. Often, upfront investment in, for example, facility features that enable greater energy efficiency, can deliver huge dividends over the life of the facility.

Collaboration

Historically sports facilities have tended to be planned and built in isolation.

The best outcomes are achieved when partnerships are developed with education, health, Iwi, and/or the private sector. This increases the likelihood that facilities will be used to their full potential, maximising the return on investment and utilisation.

Integration

Facilities need to be fit-for-purpose, and sustainable. The best outcomes are achieved by sharing. Creating multi-use facilities or hubs, or co-locating with other sport and recreation, community, education, or transport facilities and infrastructure is an effective approach.

Flexibility

No one can predict the future, but what we can predict is that things will change. Facilities should be designed to accommodate changing community profiles and associated sporting trends and needs over time.

The best, long-term, outcomes are achieved by designing facilities in ways that enable them to be adapted, developed and extended in response to future demands.

Inclusive

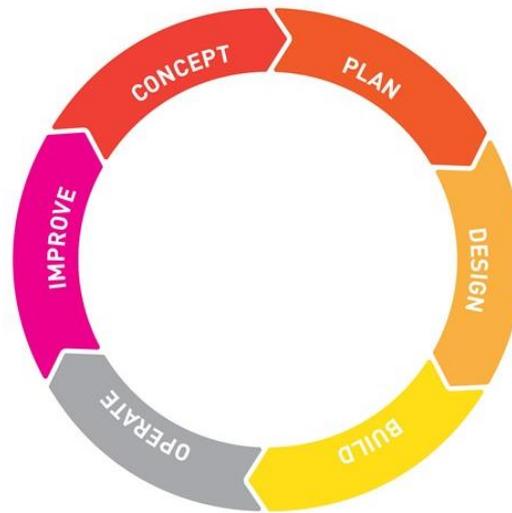
Most people would agree that society is more inclusive than it once was. Experience shows, however, that barriers remain for many in the accessibility of sport, recreation and physical activity pursuits. The goal of the Plan is to ensure all members of the Waikato community have access to and opportunity for participation.

This principle requires us to consider the needs of a wide range of our community when making decisions. Focus should be given to ethnic, financial and ability barriers including but not limited to age and disability.

2.0 THE FACILITY PLANNING PROCESS

The 2018 Plan adopts the New Zealand Sporting Facilities Framework's six stage facility life-cycle (Sport New Zealand, 2017a).

Those exploring facility developments and stakeholders should review the project at each stage of the planning processes, and its alignment with the Waikato Regional Sports Facilities Plan's principles, criteria and recommendations. The principles and criteria should be used to structure stakeholder decision making. Sport Waikato will be able to guide stakeholders through the planning process and direct them towards useful resources.



Each step in the six stage cycle represents a GO/NO GO decision point

The Six Stages of the Facility Lifecycle

1. **Concept** – identifying the need for a facility and developing the strategic case for doing so, including assessing the specific need in the wider context of the desired facility network
2. **Plan** – ensuring the facility will be fit for purpose, sustainable and future-proof. Assessing and determining financial feasibility based on the facility mix
 - i. **Concept Plan** – Two-page high level document outlining the need in the wider context of the desired facility network
 - ii. **Feasibility Plan** - Assess market dynamics, including demographics and changing sport and participant needs (feasibility assessment)
 - iii. **Business Case** - Critique and review key thinking. Include detailed assessment of capital and operational budget and funding plan
3. **Design** – developing the detailed functional and spatial requirements of the facility based on the facility mix. Details are confirmed, and estimates finalised. Secure funding for capital and operational expenditure
4. **Build** – constructing the facility
5. **Operate** – managing and maintaining of the facility to ensure it delivers a quality experience. Developing the most effective and efficient operating model and the programming of the facility
6. **Improve** – evaluating the success of the facility, how it has delivered on the identified outcomes and objectives, what improvements can be made and any experience or learnings that can be shared

Figure 1 Six stages in the lifecycle of a facility (Sport New Zealand, 2017a).

The greatest impact on a facility's strategic outcome is made in the concept, plan and improve stages of the facility life-cycle.

Roles and responsibilities

Each facility planning process requires stakeholders to clearly identify roles and responsibilities, including who plays a facilitation and support role for codes/clubs wanting to develop facilities.

3.0 DECISION CRITERIA

The 2018 Plan uses criteria to ensure a robust, transparent and fair process in determining the facility required, and/or the priority of each development. These criteria work in conjunction with the facility planning process and facility lifecycle. The criteria should be considered at all levels of planning.

Level One Criteria are critical at the initial evaluation stage. Other levels of criteria are considered in more detail should a proposal progress.

Table 1. Decision Criteria.

| Level One Criteria: | |
|------------------------------|---|
| Strategic Alignment | The degree of alignment a facility or proposed facility has with national and regional facility strategies and wider strategic documents and plans, such as those concerned with urban planning, infrastructure development, tourism, economic development, and transport networks |
| Projected Users and Needs | The degree to which any existing or proposed facility matches the projected needs of the community within its core catchment area. In the case of facilities with wide utilisation (such as aquatics facilities) this involves consideration of all potential and existing users from general recreational users through to members of formal sports codes, ethnic, financial and ability barriers including but not limited to age and disability. |
| Level Two Criteria | |
| Stakeholder Partnerships | The potential for operational and/or capital partnerships between multiple stakeholders The potential for wider partnerships (beyond operational and capital) between multiple stakeholders to work together to allow inclusion of other user groups or those with different physical, mental or social abilities. |
| Network Consideration | The degree to which a facility or proposed facility compliments rather than duplicates the existing network, contributes to network optimisation and builds on the Waikato region's strengths |
| Demand | The degree to which current and forecast demand exceeds potential supply (once all existing facilities are being run at an optimal operational level) and the facility or proposed facility can meet the identified gap |
| Operational Sustainability | The degree to which the existing or proposed facility is operationally sustainable. The assessment takes a whole of lifecycle approach which looks at operational and maintenance costs throughout the facility's life. |
| Return on Investment | The return on investment that the facility, or proposed facility, can generate. This includes social, economic, environmental and cultural impacts. |
| Level Three Criteria: | |
| Best Practice | The ability of the facility or proposed facility to reflect international and national best practice in its location, design and subsequent operation |
| Progress Sporting Objectives | The ability of the facility or proposed facility to progress the competitive sporting objectives of the Waikato region and wider New Zealand society |

All proposed facility projects identified in the Plan will need to be tested in more detail, including analysis of verified facts and evidence-based decision making using the decision criteria defined in the Plan.

4.0 PRIORITY FACILITY DEVELOPMENTS AND NETWORK OPTIMISATION INITIATIVES

2018 Priority Facility Developments

The plan's proposed priority facility developments over the next 10 years are outlined in Table 2 of the WRSFP. These are all dependent on securing funding.

Table 2. Waikato Priority Facility Developments

| Indicative Timeframe | Proposed Facility Development | Key Partners |
|----------------------|---|---|
| 1-3 years | 4-5 Court Indoor Facility | Hamilton City Council in partnership with University of Waikato and neighbouring councils |
| | Develop additional four fields in the east/northeast of the city (potentially using partnerships with schools and tertiary institutions to increase the critical mass of sports fields within a precinct) | Hamilton City and Waikato District Council |
| | Investigation into playing field provision - quality, capacity, optimisation, allocation and future provision | Hamilton City, Waikato and Waipa District Councils |
| | Investigation into current and future artificial turf provision – potential incorporation into above playing field investigation | Hamilton City, Waikato and Waipa District Councils |
| | 2 Court Indoor Facility (two full sized netball courts) | Waitomo District Council, potentially in partnership with Otorohanga District Council |
| | Gymsports Regional Hub and optimisation of sub regional facilities | Hamilton City, Matamata-Piako and Waipa District Councils |
| | Explore developing Regional Facilities Plans for football and lacrosse prior to any field development, including hierarchy and mapping of current network | Hamilton City, Waikato and Waipa District Council |
| 4-10 years | Sub Regional Community Pool | Thames Coromandel, potentially in partnership with Hauraki District Council |
| | Sub Regional Community Pool | Hamilton City – East/North East, potentially in partnership with Waikato District Council and/or private provider |

2018 Priority Network Optimisation Initiatives

The plan's proposed priority facility optimisation projects over the next 10 years are outlined in Table 3 of the WRSFP. Each of these initiatives are funding dependent.

Table 3. Priority Network Optimisation Initiatives.

| Indicative Timeframe | Proposed Initiative | Proposed Approach |
|----------------------|---|---|
| 1-3 years | Facility Hubs/Multisport Provision | Facilitate the development of multisport facility hubs with flexible and adaptable spaces to meet the needs of recreation participation, multiple user groups in growing communities Support rationalisation and/or amalgamation of clubs and groups particularly in areas with static or declining population. Including but not limited to groups and facilities located on Tuakau Domain, Castleton Park, Waihi Domain and Putaruru Domain |
| | Operational Facility Management Models | Share best practice across the plans key stakeholders from successful Waikato and National examples including: <ul style="list-style-type: none"> Advocate use of Sport New Zealand National Benchmarking to identify and advise operational efficiencies Facilitate the use of lifecycle models and maintenance plans amongst asset owners and facility developers Develop governance and management capability |
| | Flexible Facility Provision | <ul style="list-style-type: none"> Mapping and Insights tools to track current and future demand and programming options Identifying future community needs to inform planning decisions Use information as the basis of funding applications |
| | Facility provision for older populations | A study undertaken to understand the needs for facility provision catering to the older population |
| | Developing insights and research; understanding of facility utilisation | Research facility utilisation to inform the 2020 plan by collecting data from schools, facilities, sports codes and partners |
| | Local Sport Plans | Complete local level sport plans. Use insights to guide sports facility planning, investment and optimisation to improve service capability <ul style="list-style-type: none"> Complete – Waikato, Waipa, Matamata-Piako Underway – Hauraki, Hamilton City (via internal Sport & Recreation Strategy) Proposed – Taupō, Otorohanga, Thames Coromandel |

SCHEDULE TWO**FUNDING CONTRIBUTION**

| | |
|-------------------|-------------|
| Hamilton | 22.34 |
| Hauraki | 4.47 |
| Matamata-Piako | 9.02 |
| Otorohanga | 3.38 |
| South Waikato | 4.37 |
| Taupo | 11.46 |
| Thames Coromandel | 13.75 |
| Waikato | 16.61 |
| Waipa | 11.85 |
| Waitomo | 2.75 |
| | 100K |

SCHEDULE THREE

Waikato Regional Sports Facilities Strategic Advisory Group TERMS OF REFERENCE

Role and Objectives

The Waikato Regional Sports Facilities Plan Advisory Group (“the Group”) is responsible for governing the implementation of the Waikato Sport Facilities plan and promoting a coordinated approach to the management and development of regional and sub-regional sports facilities across the greater Waikato region.

The primary purpose of the Waikato Sports Facilities Plan (“the Plan”) is to inform the decision-making processes of stakeholders¹ involved in the development of sports facilities in the Waikato region².

It is expected that the Group will advise Sport Waikato in the implementation of the plan, effectively leading the delivery of the plan on behalf of the respective stakeholder organisations on all matters relating to the development of facilities for sport, recreation and physical activities.

The objectives of the Group are to promote the principles of the Plan which include:

- **Meets Needs**
Facilities should meet an identified need and be fit-for-purpose. There is often insufficient rigour applied to this fundamental question. The best outcomes are achieved when all of the potential facility users are identified and a deep understanding gained of their range of needs.
- **Sustainability**
Facility sustainability requires consideration of the ongoing operating and maintenance costs of the facility and how these will be funded. The best outcomes are achieved when the ‘whole of life’ costs of the facility are considered at the outset and how it is intended that these costs will be met. Often, upfront investment in, for example, facility features that enable greater energy efficiency, can deliver huge dividends over the life of the facility.
- **Collaboration**
Historically sports facilities have tended to be planned and built in isolation. The best outcomes are achieved when partnerships are developed with education, health, Iwi, and/or the private sector. This increases the likelihood that facilities will be used to their full potential, maximising the return on investment and utilisation.
- **Integration**
Facilities need to be fit-for-purpose, and sustainable. The best outcomes are achieved by sharing. Creating multi-use facilities or hubs, or co-locating with other sport and recreation, community, education, or transport facilities and infrastructure is an effective approach.
- **Flexibility**
No one can predict the future, but what we can predict is that things will change. Facilities should be designed to accommodate changing community profiles and associated sporting trends and needs over time. The best, long-term, outcomes are achieved by designing facilities in ways that enable them to be adapted, developed and extended in response to future demands.

¹ Sport Waikato, Sport New Zealand, Regional and Local Territorial Authorities, Funding Organisations, MOE and members of the Tertiary, Secondary and Primary School Sector, Members of the Health Sector and other interested parties

² Waikato region = the boundary of the Waikato Regional Council.

- **Inclusive**

Most people would agree that society is more inclusive than it once was. Experience shows, however, that barriers remain for many in the accessibility of sport, recreation and physical activity pursuits. The goal of the Plan is to ensure all members of the Waikato community have access to and opportunity for participation. This principle requires us to consider the needs of a wide range of our community when making decisions. Focus should be given to ethnic, financial and ability barriers including but not limited to age and disability.

The Group has a scope that allows for leadership and guidance in the implementation of the Regional Sports Facilities Plan.

Accountability

The Group members will be accountable individually to their individual member organisations i.e. Local Authorities, Sport Waikato or Sport New Zealand.

The Group will maintain an open relationship with the sport and recreation community through ongoing communication and feedback related to the outcomes achieved from the Regional Sports Facilities Plan and feedback from the sector.

Membership and length of term

The term will begin on the effective date of this agreement and end on 30 June 2021 following the completion of initial funding to support the implementation of the plan. At this time or beforehand if agreed by the members, the Terms of Reference will be reviewed and amended to reflect the desired role/s of the group at this time.

The Group members will be put forward to the group in a manner deemed appropriate to the stakeholder group they represent. All members should represent the view of their stakeholder group with regard to implementation of the plan in the Waikato region.

The Group will have the ability to invite additional members onto The Group if particular skills, knowledge or experience is required.

It is expected that the Group will continue to meet regularly as it works through the implementation and next review of the Plan. Where possible, continuity of membership is encouraged.

It is recommended that the Group be reviewed on revision of next plan. CE Forum are to review the current make up for next 24 months of delivery. The Group will internally elect an appropriate Chairperson to chair all meetings.

Specific Agency Roles

| | |
|--|---|
| Sport Waikato | Sport Waikato leads work in an implementation capacity on the development of facilities in relation to the Regional Sports Facilities Plan. Sport Waikato coordinates between Territorial Authorities, Funders and Sports Organisations, Education, Health and other sectors for sub regional and regional facility developments and is Sport New Zealand's regional partner in the Waikato Region. |
| Regional and Local Territorial Authorities | Councils are the coordinator in respect of sport and recreation infrastructure and feeding the advice from the Regional Sports Facilities Plan into city / district / region planning processes. |
| Sport NZ | Sport NZ supports the development and work of the Regional Sports Facilities Plan and Sport Waikato, and coordinate Government support to the area. |

| | |
|--|--|
| | Specifically in terms of: planning; investment/funding; advocacy; and research inter-regional and international connections. |
|--|--|

Work programme

The Group will agree an ongoing work programme that guides the delivery of the priorities in the plan.

It is expected that the work programme will recognise the definitions provided in the Regional Sports Facilities plan and the Group will meet to discuss progress and any possible collaborative opportunities that may arise.

The Group is expected to oversee the implementation of the agreed plan.

Meetings

The Group will meet at least annually as a collective. There may be times where it is appropriate for the Chairman to request specific parties to meet more regularly for specific purposes.

Meetings will normally convene for part of a business day. Meetings where possible should be held face-to-face, there is scope to also hold meetings by telephone or video conferencing.

Delegations

The membership of the Group expects to have to refer some decisions back to the key stakeholders they represent in order to carry out the work plan according to the decision-making policies of the stakeholder group.

Expenditure decisions are required to be made by the appropriate part of each of the member agencies.

Decisions

Decisions by the Group will be by majority with a quorum represented by three members of the Group in attendance at meetings.

Reporting

The Group will ensure Sport Waikato in the implementation of the plan reports appropriately to key stakeholders on the activities it is responsible for with at a minimum Bi-annual report made available to stakeholders.

Operational Management

Operational Management that includes professional and administrative support will be provided by Sport Waikato. Services will include:

- Management of information flow, communication and administrative functions;
- Sourcing of appropriate research, policy analysis and advice.

Conflicts of Interest

All members must agree to abide by a standard conflict of interest protocol and sign a declaration form provided by the secretariat.

Confidentiality

All members agree to ensure information that is confidential and/or commercially sensitive to any of the Group member agencies is not disclosed to third parties.

External communications

Release of information externally about the work of the Group will only be done with the appropriate agreement from stakeholders.

Queries from, or contacts with the media regarding the work of the Group must be referred to the Chairperson in the first instance.

Internal communications

It is expected that all members of the group will respond to each other's requests in a timely manner and no one member of the group should hold up progress of the collective.

Any disputes, differences of opinion or disagreements must be aired at group meetings. The ethos of "privately challenge – publically support" should prevail.

Budgeted Delegation

In its advisory capacity the Group will guide the implantation of the Regional Sports Facilities Plan leaving Sport Waikato to manage the project budget in the delivery of outcomes prioritised by the Group.

Document No: A411076

Report To: Council



Meeting Date: 27 November 2018

Subject: Waitomo Sister City Committee - Review of the Waitomo Sister City Relationship Delivery

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council options for the future delivery of the Waitomo Sister City Relationship.

Background

- 2.1 On 22 March 1994 the Council of the day resolved the Council would have a Waitomo Sister City Committee (the Committee). The Committee would comprise of His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.2 At the same Council meeting a Terms of Reference for the Committee was adopted.

Terms of Reference (Approved by Council 22.3.94 Min No. 99/94)

- To develop and maintain a meaningful and beneficial sister city relationship with Tatsuno in Japan.
 - To prepare a sister city agreement outlining the respective responsibilities and obligations of the Waitomo District Council and the Tatsuno Town Council for consideration.
 - To prepare an annual budget setting out the desired initiatives and expenditures for the consideration of the Waitomo District Council.
 - To identify key sectors in the Sister City relationship and develop interest in contact and exchanges between Waitomo and Tatsuno.
 - To liaise actively with community groups and organisations, providing encouragement to develop a rapport with a similar organisation or group of people in Tatsuno.
 - To prepare the details of desired points of contact or exchanges with Tatsuno and the existing potential it has to provide an enriched cultural experience for the residents of Waitomo District.
- 2.3 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council (WDC) and the Tatsuno Township on behalf of their communities. The agreement was later signed in Tatsuno on the 26 April 1995. This agreement outlines key factors such as the promotion of

friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.

- 2.4 The relationship with the Tatsuno International Association has been led from the Committee on which the WDC staff and Councillors of different appointments have historically sat.
- 2.5 There have been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.6 In 2017 guideline documents was developed to support the Waitomo Sister City Committee, WDC and Host Schools who are involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township.
- 2.7 The documents were reviewed and considered by the Committee and subsequently the Waitomo Sister City Guidelines and the Committee Terms of Reference were adopted by Council at its 31 October 2017 meeting.

2.8 Waitomo Sister City Committee - Request to Review Delivery Model

- 2.9 At its meeting of 31 July 2018, Council considered a business paper presenting a written request from the Chairperson of the WSCC for Council to consider a review of the Waitomo Sister City Relationship delivery model. A copy of the letter is attached to this business paper for Councils reference.
- 2.10 In their letter, the WSCC proposed the establishment of a stand-alone entity and suggest an Incorporated Society, or similar appropriate entity.
- 2.11 The letter notes WDC continuing to play an important role as a funder and member on the Committee.
- 2.12 Consideration to re-purpose the Sister City annual budget to that of an annual grant is also proposed. It is noted the WSCC will endeavour to source additional funds from third parties and that the annual WDC grant could be carried-over to subsequent years if unspent.
- 2.13 The intent of the WSCC is to be in a position where it can offer students in the District the experience of a cultural exchange on a more regular basis.
- 2.14 The WSCC consider the concept of a stand-alone entity that has the ability to support enhanced cultural exchange experiences through annual grants and funding opportunities would help considerably with achieving the Committees goals.

Commentary

- 3.1 The Sister City Committee has been charged with the responsibility of developing and maintaining a meaningful and beneficial Sister City relationship with Tatsuno.
- 3.2 The Committee is made up of a cross selection of members of the community and WDC representation.
- 3.3 Following the request from the WSCC to establish the Sister City Committee as an independent entity, Council agreed to include a project in the 2018-2028 Road Map Work Programme to investigate future delivery options.

3.4 The review has been completed with three relevant options relating to the future structure of the Committee identified, as follows:

- **Option 1:** Business as Usual – do nothing.
- **Option 2:** Form an Incorporated Society (**Society**) (incorporated under the Incorporated Societies Act 1908).
- **Option 3:** Register as a Charitable Trust (**Trust**) (incorporated under the Charitable Trusts Act 1957).

3.5 Council may wish to consider the following key points.

3.6 **Option 1: Business as Usual – Do Nothing**

3.7 The WSCC are actively seeking opportunities to enhance and grow the Sister City relationship. The need for additional funding to support enhanced cultural exchange opportunities has been highlighted. Continuation of this option may constrain the Committee in achieving their goals.

3.8 **Option 2: Form an Incorporated Society (Society) under the Incorporated Societies Act 1908**

3.9 This is the preferred option as identified by WSCC in their letter dated 23 July 2018. The following summarises relevant information in relation to an Incorporated Society.

- **Not for Profit:** A Society is a not for profit organisation where members have a common interest i.e. sport hobby or community interest.
- **Membership:** A Society must have a minimum of 15 members and the committee is accountable to the members.
- **Separate Legal Entity:** A Society is a separate legal entity and can continue even if its members change. The Society will be the legal owner of the Society's property, not the members.
- **Possible Charitable Purpose and Tax Exemption:** The Society can have a charitable purpose (i.e. education, religion, relief of poverty and other purposes that benefit the community) but it must also be registered with the Charities Services section of the Department of Internal Affairs, after which it may apply to the Inland Revenue Department for a non-profit tax exemption
- **Rules Required:** A Society must operate within the scope of its objective stated in its rules. The rules of the Society include determining who can be a member, how decisions are made, whether audits are required, and what happens to surplus assets if the Society is wound up.
- **Profits:** Any profits made by the Society must be used to run the Society and cannot be distributed to its members.
- **Limited Liability:** Members will not be personally liable for the Society's debts, contracts or obligations unless the debt or obligation is incurred; from undertaking activities for pecuniary gain, or by way of unlawful activities.

- **Ongoing Requirements:** The Companies Office will require the Society to file annual financial statements, advise of any rule changes and contact details.
- **Costs:** \$102.22 to register a Society with the Companies Office and no ongoing fees for changing the rules or filing annual financial statements.

3.10 Advantages and disadvantages of an Incorporated Society are as follows.

| Advantages | Disadvantages |
|--|--|
| Formal documentation creates some certainty - setting out what the Society does and how it will do it. | Finding and maintaining 15 members may be difficult. |
| Perpetual succession – the Society continues to exist even if the membership changes. | Not appropriate for commercial activities. |
| Access to a wider range of grants, donations, contracts and loans. | Members do not have any right, title or interest in the Society property (this may be viewed as a positive consideration). |
| Better credibility and accountability. | Distribution of income to members is not permitted. |
| Possibility of applying for charitable status so may benefit from tax exemptions. | Set up costs applicable. |
| Prevention of people being personally liable for the group's debt and other obligations. | |
| Ongoing costs minimal. | |

3.11 Option 3: Register as a Charitable Trust incorporated under the Charitable Trusts Act 1957

3.12 The following summarises relevant information in relation to a Charitable Trust.

- **Not for Profit and Charitable.** A Trust is a not for profit organisation which must have a charitable purpose (i.e. education, religion, relief of poverty and other purposes that benefits the community). Usually a trust may only exist for 80 years, however, if the Trust benefits the community this time restraint will not apply.
- **Membership.** Must have a minimum of 5 members, and the committee board is accountable to the members.
- **Separate Legal Entity.** An incorporated trust is a separate legal entity, and will operate similar to an Incorporated Society.
- **Tax- Exemption.** A Trust may apply to IRD for a non-profit tax exemption, but must register with the Charities Services.

- Rules. Which records information such as, the Trust property, appointment of members, identifies the beneficiaries or relevant charitable purpose and whether audits are required.
- Profits. Must be used to run the charitable trust to achieve its purpose.
- Limited Liability. The members will not be personally liable unless breach of the rules.
- Ongoing requirements. These include advising the Companies Office of any rule changes and contact details. Also, all registered charities are required to file an annual return and financial statements with the Charities Services.
- Costs. Cost of drafting an appropriate trust deed by a solicitor:
 - No cost to register as a charity with Charity Services.
 - Filing Annual Returns with Charity Services depends on the Trusts gross income (under \$10,000 is free, otherwise up to \$76.67 annually).

3.13 Advantages and disadvantages of a Charitable Trust are as follows.

| Advantages | Disadvantages |
|--|--|
| Once registered and incorporated it has a separate legal entity distinct from its members or trustees. | Must have charitable aims (this can sometimes be difficult to get approved by Charity Services). |
| Possibility of applying for charitable status so may benefit from tax exemptions. | Not appropriate for commercial activities. |
| Formal documentation setting out what the group does and how it will do it. | Members do not have any right, title or interest in the Society property (this may be viewed as a positive consideration). |
| Perpetual succession – the Trust continues to exist even if the membership changes; | Distribution of income to members is not permitted. |
| Only requires 5 members to incorporate. | Possible ongoing costs of filing annual returns. |
| Prevention of people being personally liable for the group's debt and other obligations. | |
| May find it easier to get funding from organisations. | |
| No charge to register and incorporate the trust. | |

3.14 Further Considerations

- 3.15 Should the structure of the Committee change and the Committee become a separate legal entity, the following considerations are noted.
- 3.16 The Waitomo Sister City Guidelines and Committee Terms of References will no longer be applicable. A Memorandum of Understanding will be required to reflect the new arrangement, including roles and responsibilities.
- 3.17 Consideration and agreement as to the provision of administrative support will be required. It is recommended the Committee consider the appointment of a dedicated resource to support them with their goal of enhancing cultural exchange experiences.
- 3.18 The LTP 2018-2028 reflects a \$6,000.00 budget per annum for Sister City initiatives. It is recommended Council consider the re-purposing of the budget allocation to a Triennial Grant arrangement.

| |
|-------------------------|
| <h3>Considerations</h3> |
|-------------------------|

4.1 Risk

- 4.2 There is no identified risk in Council signaling its support of the Waitomo Sister City Committee establishing a Sister City Incorporated Society.

4.3 Consistency with Existing Plans and Policies

- 4.4 The consideration of the proposal received from the Waitomo Sister City Committee is undertaken in accordance with Councils existing plans and policies.

4.5 Significance and Community Views

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

| |
|-------------------------|
| <h3>Recommendation</h3> |
|-------------------------|

- 5.1 The WSCC are actively promoting a change in the Committees approach, with a view to continually enhance Sister City relations. The establishment of a stand-alone entity has been proposed.
- 5.2 In reviewing the potential options and associated advantages/disadvantages it is recommended Council support the disestablishment of the Waitomo Sister City Committee and further, that Council support the establishment of a 'Sister City' Incorporated Society.
- 5.3 It is further recommended Council approve the re-purposing of the \$6,000.00 per annum Sister City budget (1 July 2018 – 30 June 2021) to a Triennial Grant for the period 1 July 2018 – 30 June 2021, payable following the establishment of the Incorporated Society.

Suggested Resolution

1. The business paper on Waitomo Sister City Committee - Review of the Waitomo Sister City Relationship Delivery be received.
2. Council support / not support the disestablishment of the Waitomo Sister City Committee on the successful establishment of a Sister City Incorporated Society.
3. Council approve / not approve the re-purposing of the Sister City annual budget to a Triennial Grant for the period 1 July 2018 – 30 June 2021.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

November 2018

Attachment 1. Correspondence from the Chairperson of the WSCC

July 23,

To whom it may concern,

As chair of the Tatsuno Sister City committee, I want to promote to WDC a change in approach to furthering our relations as a Sister City committee.

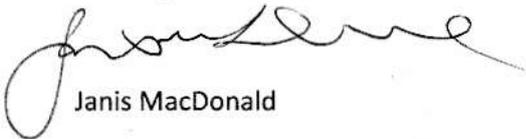
We would like to promote the establishment of the Sister City committee as a stand-alone entity, and suggest an incorporated society, or similar appropriate entity.

We still see WDC playing an important role as a funder, and to also have representation on this committee. The current system whereby council makes a sister city financial budget provision, could be changed to an annual "provision of service" grant to this separate entity. This means funds can be sought from other sources, and the annual grant from WDC can carry over to subsequent years, and also applications to council could be made for extra funding in years where a potential trip to Japan will inevitably cost more.

The intent of the committee is to be able to offer students in the district the experience of a cultural exchange on a more regular basis. Having the committee as a stand-alone entity that has the ability to support this through annual grants and funding opportunities will help considerably in achieving this goal.

We are keen to have discussions with you on this matter. Please contact me on 027 696 7122.

Kind regards



Janis MacDonald

Sister City Chairperson

Document No: A414040

Report To: Council



Meeting Date: 27 November 2018

Subject: Triennial Grant – Out of Funding Round Application – Mokau School Swimming Pool

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider an Out of Funding Round Triennial Grants Fund application from Mokau School.

Background

- 2.1 The Triennial Grants Fund (TGF) forms part of Waitomo District Council's (WDC) broader Community Development Fund.
- 2.2 The TGF makes funding available to community groups to assist with operational costs for a period of three years with funding allocated annually.
- 2.3 To be eligible for funding via the TGF, community groups must have a proven record of accomplishment in their area of service provision, have a well-established and positive relationship with WDC and be able to identify how the work they undertake assists in the achievement of WDC's Community Outcomes.
- 2.4 The dollar value of each grant is determined on a case by case basis and should not exceed \$10,000.
- 2.5 The assessment and allocation of the Triennial Grant Fund is at the discretion of the elected Council with TGF grants allocated to align with WDC's Long Term Plan calendar.
- 2.6 An invitation to apply to the 2018-2021 TGF was advertised in the Waitomo News on 7 and 21 June 2018, on WDC's Website and Facebook Page. Applications closed on 1 July 2018.
- 2.7 Eight applications were received. Council considered these applications at its 31 July 2018 Council meeting and approved the allocation of funding to successful applicants.

Commentary

- 3.1 An Out of Round TGF application was received from Mokau School on 15 November 2018. A copy of the application and supporting documentation is attached to this business paper for Council's reference.
- 3.2 It follows an application for discretionary grant funding from Mokau School for the same purpose, from the 2018/19 grants budget.

3.3 The Community Development Fund Policy states that funding applications received outside the specified timetable will not be considered for funding unless exceptional circumstances apply.

3.4 The Policy refers to exceptions, as follows:

“Council at its discretion, in exceptional circumstances, and on a case by case basis, may consider funding applications out of round or from organisations who do not meet the eligibility criteria if

- *There is evidence of significant volunteer labour and fundraising*
- *The project is of significant District wide benefit*
- *The project or activity supports WDC’s Safe Communities Framework*

3.5 Council’s decision is sought.

Considerations

4.1 **Risk**

4.2 There is no identified risk to Council considering this Out of Round Funding Application.

4.3 **Consistency with Existing Plans and Policies**

4.4 The consideration of funding applications is undertaken consistently in accordance with the Community Development Fund Policy.

4.5 **Significance and Community Views**

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

4.7 **Consideration of Funding Criteria**

4.8 As noted, Mokau School made application for a Discretionary Grant in August this year to assist the School with funding of the operating costs of the Mokau School Pool.

4.9 The amount of funding sought was \$2,790.

4.10 A discretionary grant of \$1,000 was approved.

4.11 The School has now applied, out of round, for additional funding in the form of a further Triennial Grant of \$2,800 per annum, for the same purpose.

4.12 The School has previously received various grant funds, including a triennial grant for the 2015-18 period, towards the costs of running the School Pool for community access, summarised as follows:

| Year | Amount | Type of Grant |
|---------|------------|---------------------|
| 2008/09 | \$3,000.00 | Discretionary Grant |
| 2009/10 | \$2,000.00 | Annual Grant |
| 2010/11 | \$2,000.00 | Annual Grant |
| 2010/11 | \$600.00 | Discretionary Grant |
| 2011/12 | \$2,000.00 | Annual Grant |

| Year | Amount | Type of Grant |
|--------------|--------------------|---------------------|
| 2012/13 | \$2,000.00 | Triennial Grant |
| 2012/13 | \$2,098.75 | Discretionary Grant |
| 2013/14 | \$2,000.00 | Triennial Grant |
| 2014/15 | \$2,000.00 | Triennial Grant |
| 2015/16 | \$2,000.00 | Triennial Grant |
| 2016/17 | \$2,000.00 | Triennial Grant |
| 2017/18 | \$2,000.00 | Triennial Grant |
| 2018/19 | \$1,000.00 | Discretionary Grant |
| TOTAL | \$24,698.75 | |

- 4.13 The total 2018/19 Triennial/Provision of Services grant budget capacity is \$214,500, of which \$209,800 has been allocated.
- 4.14 That leaves an unallocated amount of \$4,691 from the 2018/19 Triennial/Provision of Services grant fund budget.
- 4.15 An option for Council is to net off the \$1,000 Discretionary Grant already paid to Mokau School this financial year from the first year of a 2018-21 Triennial Grant, increasing to the requested \$2,800 per year for the two remaining years.
- 4.16 The community worth of the Mokau School pool is clearly evident from the above history of grant payments.
- 4.17 A similar out of funding round Triennial Grant was approved for Project Piopio Trust in August this year.
- 4.18 A separate factor, specific to this case, is the opportunity to vest the surplus Ministry of Education land at Mokau School into WDC's ownership for development as a public reserve/greenspace. The Mokau School Board of Trustees is supportive of this proposal, as is community feedback received through the District Plan Workshops held at Mokau, but is also conscious of the impact this could have on its income stream that would otherwise be available to help fund the pool operation. The surplus land is currently leased for grazing.

Suggested Resolutions

- 1 The business paper on Triennial Grant – Out of Funding Round Application – Mokau School Swimming Pool be received.
- 2 Council accept/not accept the Out of Funding Round Triennial Grants Fund Application from Mokau School.
- 3 Council approve/not approve a Triennial Grant of \$1,800 in 2018/19, followed by \$2,800 in each of 2019/20 and 2020/21, to Mokau School towards the cost of operating its pool for community access.



GREG BOYLE
SPECIAL PROJECTS COORDINATOR

27 November 2018

Attachment: Mokau School – November 2018 Triennial Grant Application (A413504)

1. About your Organisation

| | | | |
|--------------------|--|-----------------------|---------|
| Full Name | Mokau School | | |
| Postal Address | PO Box 16 | | |
| | Mokau 4350 | | |
| Physical Location | 7 Rangī Street, Mokau | | |
| Contact Numbers | 06 7529733 Phone | 027 7529733 Mobile | Fax |
| Email | principal@mokau.school.nz | | |
| GST Number | 51-706-420 | | |
| Legal Status | <input type="radio"/> Trust <input type="radio"/> Formally Constituted Society <input type="radio"/> Incorporated Society <input type="radio"/> Informal Group or Committee <input checked="" type="radio"/> Other (Please Describe) Full Primary School | | |
| Years of Operation | 100+ | | |

Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Culture and Recreation | <input checked="" type="checkbox"/> Environmental and Animal Protection | <input type="checkbox"/> International Organisations, Aid and Relief |
| <input checked="" type="checkbox"/> Education and Research | <input type="checkbox"/> Development and Housing | <input type="checkbox"/> Religious Congregations and Associations |
| <input checked="" type="checkbox"/> Health | <input type="checkbox"/> Civic and Advocacy Groups | <input type="checkbox"/> Not elsewhere classified |
| <input checked="" type="checkbox"/> Social Services and Emergency Relief | <input type="checkbox"/> Philanthropic Organisation, Aid and Relief | |

Purpose

What is the organisations main purpose and objectives?

Mokau School's main purpose is to ensure quality education is available for local primary age children. Our short term goals and long term aim is to equip our children with the life skills to make worthwhile choices that determine their future success. We will do this by providing a safe and secure environment that allows children to develop and grow into healthy, capable adults who are willing and able to contribute positively to their communities.

Contact Persons

Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 6 of the application.

| | | | |
|------------|---------------------------|------------|-----------------------|
| Name | Kate Cookson | Name | Jackie Warren |
| Position | Principal | Position | Administration Clerk |
| Phone(day) | 06 7529733 | Phone(day) | 06 7529733 |
| Email | principal@mokau.school.nz | Email | admin@mokau.school.nz |

Referee Details

| | | | |
|------------|---------------------------|------------|---------------------------|
| Name | Merepaea Rauputu | Name | Mark Smyth |
| Position | Principal Release Teacher | Position | BoT Chairperson |
| Phone(day) | 06 7529025 | Phone(day) | 06 7529015 |
| Email | merepaea@xtra.co.nz | Email | piripiristation@gmail.com |

Which of the following Community Categories will benefit from the project or initiative?
(Tick as many, or as few, as appropriate)



Urban



Rural



All of District

2. Basis of Application**Describe your Funding Needs**

Please identify what the funding will be used for in the 2018-2021 triennium. Will this grant fund operational costs for a service? e.g. rates, power, phone, minor items, or will this grant fund the development of existing facilities or services?

The 2018-2021 Triennium Grant Fund monies will be used to assist the school with our school pool operational costs such as:

purchase of chemical supplies to assist with management of health and safety requirements

maintenance of existing fixed pool structures within the immediate pool area (pool fence zone)

operational costs including electricity and water rates

replacement of water filters if and when required

Community Benefit

How do you expect the Community to benefit from your organisations services over the 2018-2021 triennium?

Our children at Mokau School will continue to have convenient, daily access to swimming and water safety instruction.

Community groups use the pool for after school activities such as water safety and kayaking instruction.

Families have an opportunity to play and learn together in an aquatic environment when the beaches are not suitable for swimming.

Community involvement will be widespread and not limited to the immediate Mokau community as we have many families who stay in Mokau throughout the summer months. Mokau will be promoted as an enjoyable, vibrant and caring community.

People of all ages will have access to a recreational resource and will benefit from increased health and well being associated with physical activity.

School pool availability will help to consolidate a sense of community by providing a common space for groups to interact in a healthy, safe and active environment.

Belonging to a community, whether in a permanent or seasonal state is important when creating a better quality of life and enables people to proactively help themselves and work with others to develop positive living environments.

3. Community Outcomes and Funding Priorities

The basis of this Community Development Fund Triennial Grant is to ensure recipients are undertaking projects and services that make a positive contribution to achieving the Council's Strategic Community Outcomes over the 2018-2021 triennium. Below is a list of Community Outcomes that contribute to the Community Development Group. Please identify which outcomes your organisation will contribute to over this period. (Tick as many or as few as appropriate)

Vibrant Communities

- A place where the multicultural values of all its people and, in particular, Maori heritage and culture is recognised and valued.
- A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
- A place where young people have access to education, training, and work opportunities.
- A place where young people feel valued and have opportunities for input into the decisions for the District.

Thriving Business

- A place that attracts more people who want to live, work and play, and raise a family.

Effective Leadership

- A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

4. Funding for your Services

- Please include annual funding - the level of funding requested annually over the 2018-2021 period.
- If you are GST registered please do not include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attached written estimates for verification) and not just a total figure.

| Expenditure Cost of the Project | | \$ | Income How do you plan to fund the project | | \$ |
|---|-------------------------------|----------------|--|---------------------------|----------------|
| electricity | | 1000.00 | key hire 2018 | | 1200.00 |
| filtration | | 700.00 | stock sales | | 1000.00 |
| chemicals | | 1600.00 | | | |
| maintenance | | 1700.00 | | | |
| | | | | | |
| | | | | | |
| A | Total Cost of Project/Service | 5000.00 | B | Funds for Project/Service | 2200.00 |

Total Amount Applied for(A - B)

\$2800.00 annually

5. Funding from other Parties

Have you applied to, or do you intend to apply for funding from any other source for the services identified in this application?

No Yes

If Yes, please detail below:

| Name of Group | \$ |
|----------------------------|-------------------|
| WDC Comm. Dev. Fund Policy | \$1000 rec'd 2018 |
| | |
| | |
| | |

6. Previous Council Funding

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, previous annual grants/discretionary grants)

No Yes

If Yes, please detail below:

| What was the purpose of funding? | \$ |
|----------------------------------|---------------------|
| Comm. Dev. Fund (pool costs) | \$1000 Oct 2018 |
| Triennial Fund (pool costs) | \$2000 pa 2015-2018 |
| | |
| | |

7. Financial Accounts

Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a statement of income and expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations most recent bank statement.

8. Volunteer Support

What level of volunteer support does your organisation currently receive?

Number of volunteer workers involved?

1

Describe the work volunteers undertake

Library organisation

Please identify any resources supplied by volunteers

nil

9. Further Information

Please add any further information you may wish to provide including letters of support, strategies and business plans.

please find attached:

letters of support for this application

poster promoting our involvement in the Summer Scene activities (Mokau School offering a children's pool party in January 2019)

10. Declaration and Consent

In making this funding application I/we declare that:

1. I/We are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. Any funding received will be used for the purpose for which it was approved.
3. If the application is successful, I/we agree to provide an accountability report to the Waitomo District Council annually for the 2018-2021 triennium period.
4. I/we also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
5. I/we agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.

Name

Kate Cookson

Name

Jackie Warren

Signature

Cookson

Signature

Warren

Date

15.11.18

Date

15-11-18.

11. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

Have you:

Office Use

Applicant Use



Completed ALL sections of the application?



Checked all figures within the application?



Attached a copy of your Financial Report/Accounts?



Attached Referee Details?



Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account)



Attached additional information - any applicable letters of support, strategies or business plans?

Please send completed applications to:

Waitomo District Council
PO Box 404
Te Kuiti 3941

Ph: 07 878 0800
Fax: 07 878 7771

info@waitomo.govt.nz

Mokau School

Education Services.
Dedicated to your school

Income Statement 31 December 2017

Department

| 2016 | | Description | Code | Month | YTD | 2017 | | |
|----------------------|-----------|-----------------------------|------|-----------|-----------|-----------|-----------|------|
| YTD | Budget | | | | | Variance | % | |
| Swimming Pool | | | | | | | | |
| Income | | | | | | | | |
| 1,739 | 1,739 | Waitomo Dist Council - Pool | 0222 | 0 | 1,739 | 1,800 | (61) | 97 |
| \$1,739 | \$1,739 | | | \$0 | \$1,739 | \$1,800 | (\$61) | 97% |
| Expenditure | | | | | | | | |
| 862 | 862 | Electricity - Pool | 2103 | 4 | 919 | 1,200 | 281 | 77 |
| 3,456 | 3,456 | Swimming Pool Caretaker | 2369 | 280 | 2,387 | 2,500 | 113 | 95 |
| 1,759 | 1,759 | Swimming Pool - Chemicals | 2370 | 641 | 1,381 | 500 | (881) | 276 |
| 137 | 137 | Swimming Pool - Filtration | 2371 | 0 | 794 | 800 | 6 | 99 |
| 439 | 439 | Swimming Pool - Other | 2372 | 735 | 1,715 | 200 | (1,515) | 858 |
| \$6,653 | \$6,653 | | | \$1,660 | \$7,196 | \$5,200 | (\$1,996) | 138% |
| (\$4,914) | (\$4,914) | | | (\$1,660) | (\$5,457) | (\$3,400) | (\$2,057) | |

Mokau School

Education Services.
Dedicated to your school

Income Statement 30 September 2018

Department

| 2017 | | Description | Code | Month | YTD | 2018 | | |
|----------------------|---------|----------------------------|------|-------|---------|---------|----------|-----|
| YTD | Year | | | | | Budget | Variance | % |
| Swimming Pool | | | | | | | | |
| Expenditure | | | | | | | | |
| 779 | 937 | Electricity - Pool | 2103 | 81 | 811 | 1,200 | 389 | 68 |
| 1,842 | 2,795 | Swimming Pool Caretaker | 2369 | 0 | 1,791 | 2,500 | 709 | 72 |
| 372 | 1,381 | Swimming Pool - Chemicals | 2370 | 727 | 1,142 | 1,000 | (142) | 114 |
| 794 | 794 | Swimming Pool - Filtration | 2371 | 0 | 612 | 620 | 8 | 99 |
| 980 | 1,715 | Swimming Pool - Other | 2372 | 0 | 0 | 0 | 0 | 0 |
| \$4,767 | \$7,622 | | | \$808 | \$4,356 | \$5,320 | \$964 | 82% |

14 November 2018

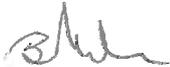
To whom it may concern,

I would like to support Mokau School's application for funding to help them with operational costs to keep the pool operating over summer.

My family and I use the pool a lot over the summer because it is a nice relief when the beach is not suitable for swimming. It is also a good place to meet up with friends and enjoy some time together.

I think the school is generous to let us use this facility as it is probably not cheap to keep this open for the community.

I hope you support them in their application.

Thanks, 

Belinda Watson

14 November 2018

55 Branch Road
Highlands Park
New Plymouth 4312

To Whom It May Concern

I have been working with the Staff, Students and Families of Mokau Primary School for the last two years.

This involves my weekly, all year round, travel from New Plymouth where I am based, to Mokau (80 minutes North), in my capacity as specialist teacher for students with learning disabilities. I have been privileged to be welcomed, as part of this school community.

Through this lens I have discovered and experienced the essential role of this school as a 'Hub', not only for school needs but also for the wider community.

This small, central rural school is situated on State Highway 3, in the only small township north or south for over an hour.

It is surrounded by the Tasman Sea (west), the Awakino river (north) and Mokau River (south) and inland valleys (east).

It lies between two great stretches of windy hills: the Awakino Gorge to the North and Mount Messenger to the South. This has a risk for Mokau and the wider, rural community to be cut off in an emergency, as has happened in recent times.

Dictated by this hilly, narrow geography it is therefore, incumbent upon itself. And as a rural school in this position, Mokau Primary has a range of community roles and responsibilities other than just pertaining to the school.

- 1. Mokau is the nearest township for the farming community in a wide radius.*
- 2. Facilities in Mokau township: Dairies-cafes, Hall, Museum, Butcher, Camping Grounds (at either end), Volunteer Fire Brigade, Police – are the closest in a one hour driving distance. This also draws outside population in.*
- 3. Te Kuiti is 'Town' going north, and Waitara or New Plymouth is 'Town' going south, both over an hour away.*
- 4. Mokau School is the only school in the township. In an area that other cluster schools look to as a Hub.*
- 5. Mokau School's field provides an emergency helicopter landing area.*
- 6. And in the event of a major Emergency, the school is central.*
- 7. The wider community has a number of more isolated families who Home School in the inland Valleys.*
- 8. And Mokau has a Summer Community that swells with the influx of bach owners, campers and seasonal white baiters – joined by their wider families and friends.*

In this isolated rural community environment, facilities such as the Mokau school swimming pool; are not just for the immediate use of the school.

The Mokau school pool meets a range of roles, for local; rural, Marae; bach and home-school families:

- (i) As the essential water supply in the event of a school fire;*
- (ii) As the school swimming pool in Mokau;*
- (iii) As the only public swimming pool in Mokau;*
- (iv) As the only pool for swimming lessons in the immediate area;*
- (v) As the safe swimming alternative over the summer months, to the notorious sea currents off the Mokau Beach and River.
[Keys are rented out.]*
- (vi) As a social gathering place for families of our students and the wider community – to swim, play, and picnic socially.*

Unfortunately Mokau School is unable to keep this facility going alone, and is requesting from Council ongoing and increased support, in the endeavour to keep the pool open.

I hope that this request to support an essential rural, community facility is positively received with a favourable outcome.

*Yours sincerely
Michelle Politakis
Specialist Teacher*

M. F. W. Politakis



Summer Events

Mokau

2018/19

Thursday 27th December

Mokau Fishing Club - Annual 4-day Xmas Competition

\$8000 worth of prizes, 30 categories. Non-members welcome!!
Early bird draw \$200. Registrations 9-10.30 am @ North Boat Ramp.
Weigh in 5.30 - 7pm Awakino Hotel. Ph Wal Death 0276037255
Email wal.death@agrifeeds.co.nz

Sunday 30th December

Annual 4-day Xmas Fishing Competition Prizegiving

Prizegiving and BBQ, meal \$5 for non-members/non-anglers.
Final weigh-in 3-4pm Awakino Hotel

Monday 31st December

Mokau Fishing Club- Summer Competition

31st December - 31st March
Ph Dion Adams 0272765276 Duane McClean 078778223

Awakino Hotel New Year's Eve Band 8pm

Rock Band - Head First

Tuesday 1st January

Mokau Hall Movie night 6pm

Parents please accompany small children. Ph Heidi 0276791931

Wednesday 2nd January

Twilight Bowls 5.30pm

Come and have a social bowl with the Awakino Bowling Club, Briscoe Street
Awakino \$2 a player. Ph Gail 067529014 B.Y.O

Saturday 5th January

Guided Walk to Mohakatino Falls 1pm

Meet at Ben Hutchinson's woolshed at the end of Mohakatino Road for a 4 hr
walk. A reasonable standard of fitness required. Bring hat, snacks and water.
Children must be accompanied by adults. Followed by Pizza at Gully Farm
Stays, 544 Mohakatino Road, booking essential. B.Y.O Ph Debra 067529896

Sunday 6th January

Potluck Tea & Table Tennis - Mokau Hall 6pm

Fundraiser for Mokau Hall, gold coin donation, come and see the new
equipment! Ph Heidi 0276791931

Saturday 12th January

Mokau Fishing Club - Take a kid fishing 10am

Meet at the north boat ramp, bring rod, drink and sunhat. Younger children
must have parent or guardian supervision. Followed by Lolly scramble and
sausage sizzle at the Tainui Wetere Domain. All children receive a certificate
and there are some great sponsored goods for giveaway. Ph Wal 0276037255

Saturday 19th January

Whangamomona Republic Day 10am - 5pm

30th Anniversary of this iconic Republic, theme is Pioneer.

Sunday 20th January

Touch Rugby 10am

Tainui Wetere Domain, join us for a friendly game of touch.

High Tea at Mokau Museum 2pm

All Welcome to a Tea Party, Cakes, tea and Coffee provided. Come and see the
latest Art Exhibition and stay for a community catch-up and chit chat. Gold
Coin Donation. Ph 067529072

Saturday 26th January

Mokau School Pool Party 2pm-4pm

Meet at the Mokau School Pool, bring togs, towel and sunscreen. All children
must be accompanied by an adult. Free sausage sizzle. Ph Kate 067529733

Sunday 24th February

Mighty Mokau Bike Ride 8am - 3pm

2227 Taumatamairi Road, sign-in 8am, rider briefing 9am
Pre-registrations link on the Mokau Bike Ride Facebook page.
Adults \$30 pre-register online \$35 on the day
Child (15yrs and under) \$15 pre-register online \$20 on the day
Sausage sizzle and burgers available. Ph Maree 067729765

#loveMOKAUsummer

TSB Bank 

Deposit

TSB Bank Limited
WAITARA

Paid in by _____

Description _____

For credit of
MOKAU SCHOOL BOARD OF TRUSTEES

Date _____

Notes _____

Coins _____

Cheques _____

Total \$

⑈ 153945⑆ 0267816⑈00 ⑈ 50

Document No: A408744

Report To: Council



Meeting Date: 27 November 2018

Subject: Naming of Two Private Right Of Ways off Kawhia Harbour Road, Taharoa

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to provide road name recommendations for two Private Right of Ways off Kawhia Harbour Road.

Background

- 2.1 Council has the authority under Sections 319(1)(j) and 319A of the Local Government Act 1974 ('LGA') to name and alter the name of any roads, public or private. New road names are usually needed for subdivisions, or when a previously unformed road is opened up.
- 2.2 New road names or road name changes are considered by Council when a business paper is submitted to Council for approval. WDC does not currently have Road Naming Policy to guide the naming process.
- 2.3 Land Information New Zealand ('LINZ') standards are used to inform the options. The LGA provides councils with the power to allocate or change property numbers and street names, with LINZ having the mandate to ensure that the numbering and addresses are consistent and fit for purpose.
- 2.4 This is achieved by LINZ producing addressing standards and guidelines, which require addresses to be unique, logical and clear; for odd numbers to be on the left; and even numbers on the right – these all being factors that help avoid confusion.
- 2.5 Under the Addressing Standard (4819:2011) any access ways or roads with six (6) or more address site must be named. There are two private access ways off Kawhia Harbour Road, Taharoa, which service 6 or more address sites and are currently unnamed.
- 2.6 As these properties start to be developed, consent queries relating to the addresses have been brought to WDC's attention.

Commentary

- 3.1 The two right of ways are privately owned and maintained by all property owners equally. The ownership does not change WDC's responsibility to ensure the roads are appropriately named if they meet the addressing standard requirement. The

requirement for these access ways to be named has been met as outlined in paragraph 2.5.

- 3.2 In the absence of a WDC Road Naming Policy, and because the access ways are private, with relatively few (16) affected parties, it was decided to seek input from the property owners directly.
- 3.3 Affected parties were determined to be owners of the properties who utilise the access ways. Seeking feedback from affected parties is consistent with the approach other councils' take as evidenced from respective road naming policies that were reviewed.
- 3.4 Letters were sent to affected parties who were given four weeks to provide feedback. The letters included naming guidelines and a map identifying the two access ways as A and B. Submitters were asked to specify which access way, using the A and B labels, their nomination applied to.
- 3.4 Three nominations were received for Access way A. Three nominations, including one late nomination, were received for Access way B.

Analysis of options

4.1 **ACCESS WAY A**

- 4.2 Analysis of the feedback identified two themes which could be broadly described as people focused vs locality focused. Three affected parties responded to the request to submit a road name option.
- 4.3 The subdivision developer of the properties which utilise Access way A is Ross Butler, he is commonly known as Blue. Mr Butler retains ownership of three of the nine sections.
- 4.4 A suggestion of 'Blue's Way' was put forward to provide recognition of the developer.
- 4.4 Two of the three landowners who responded are seeking a name which reflects the geography and history of the area.
- 4.5 The suggestion 'Kowhainui Rise', including various derivatives, was put forward by both respondents as meeting those goals.
- 4.6 During subdivision the development was known as Kowhainui. A wooden Kowhainui name plaque is currently located at the entranceway.
- 4.7 There are many mature kowhai trees within the development site and we have been advised that kowhai features in Te Arawa history with a phrase "Kowhai-tu-rangiora" where the sacred trees showered their golden blossoms on Māori, being used in mihi by Tainui in the 1930s.
- 4.8 There are no other roads in the district called Blue's Way or Kowhainui Rise. To note there is a Kowhai Street in Piopio and a Kowahi Avenue in Te Kuiti. It is considered that the distance between the locations would be enough to reduce any potential confusion created by the similarities.

4.8 **ACCESS WAY B**

- 4.9 Analysis of the feedback identified two themes which could be broadly described as people focused vs locality focused. Three affected parties responded to the request to submit a road name option.
- 4.10 One affected party made a number of suggestions, which included references to craft beer, fishing and variations of his name. 'Snapper Lane' is considered the only one that may be appropriate for recommendation.
- 4.11 Two other affected parties have nominated 'Grape Point' to be the official name of Accessway B.
- 4.12 Grape Point is the informal name which has been given to the area for a number of generations we are told. The name is in recognition of wild grapevines which grow in the area.
- 4.13 A name plate was commissioned by five landowners and is erected at the entrance as the 'name' of the subdivision.
- 4.14 There are no other roads named 'Grape Point' or 'Snapper Lane' in the District.

Considerations

5. **Risk**

- 5.1 Should Council resolve not to name the private roads there will be ongoing LINZ related address issues and a risk that emergency services may be delayed if ever required.
- 5.2 The absence of a road naming policy increases the risk of affected parties taking an exception to the decision which gets made.

6. **Consistency with Existing Plans and Policies**

- 6.1 The decision is consistent with existing plans and policies.

7. **Significance and Community Views**

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

Recommendations

- 8.1 It is recommended that Access way A is named "Kowhainui Rise".
- 8.2 It is accepted that 'Blue's Way' provides recognition to the Developer, however it is considered that 'Kowhainui' does also as this was the name the Developer used to promote the subdivision during the selling process. 'Kowhainui Rise' reflects the physicality of the area, and local history. It also received wider support than the alternative. These are important attributes to consider.
- 8.3 It is recommended that Access way B is named 'Grape Point'.
- 8.4 It is considered this more appropriately reflects the area and local history than the alternative.

8.5 Council advise their preferred name for the following:

Access way A

1. Option 1 – Kowhainui Rise
2. Option 2 – Blue's Way

Access way B

1. Option 1 – Grape Point
2. Option 2 – Snapper Lane

| |
|------------------------------|
| Suggested Resolutions |
|------------------------------|

- 1 The business paper Naming of Two Private Right of Ways off Kawhia Harbour Road, Taharoa be received.
- 2 Private Right of Way names be adopted as follows:

Access way A – Kowhainui Rise

Access way B – Grape Point



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

November 2018

Attachment: Affected Party Consultation Letter – Template (A401645)

21 November 2018

.name
.address
.addresss postcode

Dear Property Owner

KAWHIA HARBOUR ROAD: VALUATION NUMBER

Please accept this letter as an invitation to be involved in naming the two access ways shown on the following map. As a landowner with property utilising the access ways Waitomo District Council ('WDC') is keen to hear your ideas.

A recent review of the address points on Kawhia Harbour Road has identified that the current numbering in the access ways has some inconsistencies with Land Information New Zealand ('LINZ') standards and we are obliged to correct this.

Property addressing is needed for postal services, emergency services (fire, police, ambulance), as well as for utility networks like power and telecommunications. It is also the basis of New Zealand's voting system. As such it is important to ensure property addressing meets the required standards and that the database is as accurate as possible.

Whilst WDC has the ability to name roads, LINZ is the authority which maintains the official national record and they have set addressing standards and guidelines to provide important consistency across the country.

Under Addressing Standard (4819:2011) any access ways or roads with six (6) or more address sites must be named. The current access ways off Kawhia Harbour Road trigger this standard and will require a name to be formalised with subsequent renumbering of the properties with driveway access.

Other standards require addresses to be unique, logical and clear, for odd numbers to be on the left hand side and for even numbers to be on the right. These factors together help to provide consistency and avoid any confusion.

As stated, WDC is keen to provide affected parties with the opportunity to be involved in naming the access ways. Please provide us with your name suggestion(s) by **5 September 2018**. Please be clear which access way, A or B as shown on following map, your suggestion relates to. Send suggestions via WDC's postal address or email Hilary.Walker@waitomo.govt.nz.

The following guidelines are provided to give some direction and advice. Meeting these guidelines will increase the chances of your suggestion being accepted.

Guidelines:

- A road name shall not be offensive, racist, derogatory, or demeaning.
- It should be easily pronounced and spelt and be easily understood when written or heard in conversation.
- It should not be the same as, or too similar to, an existing name.
- A road name derived from indigenous sources should be local to the area.
- The name should be short rather than long.



It is worth noting that naming a road through private land does not result in the naming authority (WDC) accepting the maintenance and repair responsibility for that road. WDC's responsibility rests with ensuring the name meets LINZ standards.

All suggestions will be carefully considered against the standards. We hope an appropriate names will come from an affected party, however, if this is not the case WDC will name these access ways on your behalf.

We will contact you once the decision has been made and accepted by LINZ, this will be when new numbering will be introduced. WDC understands that this decision will affect you and that it will require some action on your behalf to update address details with banks, doctors, dentists etc. However, this initial inconvenience is worth working through to ensure future risk and the potential for confusion and delayed response from vital services is eliminated.

WDC will ensure the new address information is provided to the Electoral Service and the LINZ national dataset which is accessed by Emergency Services and NZ Post.

If you have any queries relating to access way road names please contact Kate Turner, via email Kate.Turner@waitomo.govt.nz, or phone 07 878 0800.

Yours faithfully

KATE TURNER
GIS SPECIALIST

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| Document No: A410506 | |
| Report To: Council | |
|  | Meeting Date: 27 November 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. 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.

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| Commentary |
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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 vacancy.
- 3.9 Residential Housing stock consists of 3 residential dwellings - 4 Moa Street Piopio, 47 Te Kumi Road Te Kuiti, 59 Esplanade Te Kuiti.
- 3.10 The residence at 4 Moa Street is situated section on State Highway 3 north of Piopio. The lot also contains WDC's Piopio depot. After a maintenance inspection the residential property requires a small amount of maintenance to the exterior of the building.

3.11 **4 MOA STREET**

- 3.12 External maintenance work is programmed to be carried out on the residential building over the next 2-3 months.
- 3.13 **Quotes have been received and will be reviewed against budgets, with subsequent work scheduled as appropriate.**

3.14 **REDWOOD FLATS**

- 3.15 Maintenance work has been completed on 17 of the 20 flats, with the balance of the work to be completed early next month.
- 3.16 **Three flats are still to be renovated and will be completed between tenancies. This will ensure there is no disruption to tenants.**

3.17 **JENNINGS STREET FLATS**

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

3.19 **The renovations to these flats has now been completed.**

3.20 **47 TE KUMI ROAD – MAINTENANCE PROJECT**

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

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

3.23 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.

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

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

3.26 **WAITOMO DISTRICT COUNCIL ADMINISTRATION BUILDING**

3.27 **CCTV cameras have been installed at various external locations around the building as a deterrent to vandalism and to keep our place of work safe.**

3.28 **LIBRARY**

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

3.30 The two new air conditioner units have been installed.

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

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

3.33 **Quotes have been received for the repainting of the exterior of the library building. The existing coatings are showing signs of age and the joinery signs of corrosion. This work will be scheduled for the new year.**

3.34 **RAILWAY BUILDING 1 & 3**

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

- 3.36 Railway Building 3 is been listed on the WDC website as an available venue for hire.
- 3.37 Railway Building 1 (rooms 2 & 3) is unable to be hired out at present as there are no restroom facilities.
- 3.38 A quote to install a toilet and hand basin has been received.
- 3.39 **I-SITE**
- 3.40 Security doors have been installed to separate the I-Site from the gallery. Glass partitions have also been installed in the two openings heading up the ramp. Vinyl transfers will be adhered to the glass in keeping with theme of Te Kuiti. This will allow the gallery to be open for after-hours events and reduce security concerns for the I-Site.
- 3.41 **COMMUNITY HALLS**
- 3.42 Inspections have been undertaken to all halls, with the exception of the two non-WDC owned ones. Maintenance schedules are being compiled along with Hall's status and committee members. Contact with committee members utelising 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.
- 3.43 Regular communication is now happening between WDC and various Hall committees.
- 3.44 **PEDESTRIAN OVER BRIDGE CROSSING**
- 3.45 An investigation of alternative options for a safe and affordable pedestrian level crossing at the railway over bridge site has been carried out.
- 3.46 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
- 3.47 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).
- 3.53 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.
- 3.54 KiwiRail have advised they will not approve an additional level crossing in place of the existing pedestrian bridge.
- 3.56 Progress updates for this item will be separately tabled. See A413940 for full report.

3.57 **BUILDING MAINTENANCE**

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

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| Suggested Resolutions |
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The Progress Report: Housing and other Property be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

19 November 2018

Document No: A410505

Report To: Council



Meeting Date: 27 November 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.
- 3.4 The use of the WDC NCS portal with an electronic tracking system has enabled a reminder email to review leases coming up for renewal. Current leases have been entered with reminder dates set. New templates have been created for leases, licenses to occupy and general agreements. Reviewing expired leases will be an ongoing process for some time, but this new system will greatly reduce the chance of WDC being in this situation in the future.

- 3.5 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.
- 3.6 Specialist legal advice has been sought to address issues and challenges.
- 3.7 **Reserves Management Act**
- 3.8 Under section 41(1) of the Reserves Act 1977 ('Reserves Act'), the administering body shall within five (5) years of its appointment or within five (5) years of the commencement of the Reserves Act (whichever is later), must prepare and submit to the Minister for his approval Reserve Management Plans ('Management Plans') for reserves under its control, management and administration.
- 3.9 The Reserve Management Plan works program is being undertaken in association with the District Plan Review.
- 3.10 **Marokopa Holiday Park**
- 3.11 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.
- 3.12 No change to the agreed LOS is proposed and in the meantime bookings are managed through the Customer services desk and Camp manager.
- 3.13 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.
- 3.14 The EOI closed at 4pm Tuesday 1 May 2018.
- 3.15 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 holiday park. 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.
- 3.16 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.
- 3.17 A project plan to implement Council's resolution (Council meeting 31 July 2018, BP A397073) regarding the future service arrangements at the holiday park is being developed.
- 3.18 The detail of the proposed future service arrangements will be addressed in a separate Business Paper (A410483).
- 3.19 At the Council meeting 30 October 2018 Council resolved to proceed with converting the camp ground to a Kiwi Camp service arrangement model.
- 3.20 The holiday park will be closed to the public temporarily from 17 November 2018 to (and including) 2 December 2018 to undertake general maintenance work and to retro fit the existing facilities with Kiwi Cash technology.

3.21 **Te Kuiti (New) Holiday Park**

- 3.22 A landscape architect has been commissioned to present potential development ideas for the proposed new holiday park.
- 3.23 Funding has been acquired through MBIE of \$200,000 for the KiwiCamp ablutions and cooking facility with delivery expected for 3 December 2018.
- 3.24 Resource Consent has been granted and Building Consent for the foundations has been lodged.
- 3.25 Costings for the earthworks, drainage, sewerage and storm water have been confirmed and procurement of services completed.
- 3.26 The planned project timeline for finalisation of the project is set for 8 December 2018.
- 3.27 Site works are well underway with the dump station and 10 bay motorhome parking area including services and new fencing due to be completed by the end of December 2018, the delivery of the ablutions and cooking facility will be delivered by the 3 December 2018. Landscaping will be completed once the parking and dump station areas have been completed.
- 3.28 Photos below show site progress as at mid November 2018



Dump Station Area



Motorhome Parking Area



Entrance Way



The purpose of this plan is to show the general layout of the design and may not be complete in every detail. This plan is not intended as a construction drawing and should not be used as such.

| | | |
|-------------------------------|--|----------------------|
| Brook Park Development | | Project No. 2018-037 |
| | | Phase Preliminary |
| | | Plan No. |
| Camp Ground | | Scale 1:600 @ A3 |
| | | Revision No. 03 |
| | | Date 27/08/2018 |
| | | C03 |

Te Kuiti Holiday Park and Dump Station Layout Plan

3.29 **Brook Park Entrance Upgrade**

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

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

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

3.33 All works have now been completed.

3.34 **Brook Park**

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

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

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

3.38 **Te Kuiti Aerodrome**

3.39 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.

3.40 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).

3.41 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.

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

3.43 The development of a Health and Safety Plan is under development.

3.44 A health and safety workshop was held in July with leasees. This was well received, with a good turnout.

3.45 All health and safety plans have since been received by the leasees.

3.46 An aviation consultant was commissioned and visited the Aerodrome in August 2018. The purpose of this independent specialist advice was to provide an informed review of the site and advice on how to improve the function and purpose of the Aerodrome, including development opportunities.

3.47 The detail of the future service arrangements will be addressed in a separate Business Paper (A410778).

3.48 Council at its meeting on 30 October 2018 resolved that the capital works required to address the health and safety concerns be undertaken.

- 3.49 Pricing has been received for the proposed automated gate access to the restricted area, proposed fencing, Taxi way, roadway and entranceway upgrade off Te Kumi Station Road.
- 3.50 The capital work has not been funded for in the current FY. The next stage is to consult appropriately with the Aerodrome stake holders. This will also allow opportunity to discuss needs and requirements, including future plans, with a view to assessing these against the wider site plan. This will inform finalisation of any future lease arrangements.

3.51 **Tainui Domain Recreation Reserve**

- 3.52 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 1270. 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

- 3.53 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.
- 3.54 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.
- 3.55 Development of the Recreation Reserve will form part of the wider WDC investigation into sustainable campgrounds in the District.
- 3.56 A landscape architect has visited the domain and is to present WDC with a letter of offer.
- 3.57 The landscape architects letter of offer was accepted and a draft concept plan for the domain was received. This concept will be reviewed.

3.58 Te Kuiti Esplanade Reserve

3.59 Various sections of the walkway along the Mangaokewa Stream have had retaining walls replaced and footpaths re metaled.

3.60 Trees are being cut back and drainage improved where required. This work will improve access along the walkways especially during wet periods.

Suggested Resolutions

The Progress Report: Parks and Reserves be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

November 2018

Document No: A413180

Report To: Council



Meeting Date: 27 November 2018

Subject: **Progress Report – Public Amenities**

Type: Information Only

Purpose of Report

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

Background

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

Commentary

- 3.1 **BENNEYDALE PUBLIC TOILETS**
- 3.2 The Benneydale Public Toilets are continuing to operate well and feedback is still very positive.
- 3.3 No tenders were received for the removal of the old facility, however, the option to demolish the structure has been disregarded as a removal firm has been engaged to remove the toilets at a very minimal cost (\$1,000.00). This unit will be stored at the Te Kuiti Landfill until such time as a decision is made on its future use.
- 3.4 The Benneydale Toilets have been entered into the Keep New Zealand Beautiful - Beautiful Awards 2018 under the Best Loos category. The facility is one of the top three finalists of this award with the winner to be announced on 26th of October.
- 3.5 **Unfortunately the facility did not win the top prize but all involved including the Benneydale community did well making it to the top three.**
- 3.6 **A small playground was installed at the picnic area beside the toilet block in early August and been well received.**

3.7 A recycling station and waste bin has also been provided to address waste minimization.

3.8 **MAROKOPA PUBLIC TOILETS**

3.9 The old Marokopa toilet structure has been removed, the site preparation work completed and the new toilet block installed.

3.10 A request from the local community to install an outdoor tap/shower to stop the sand being drawn inside has been agreed to and installed.

3.11 Power supply by The Lines Company has been completed and the final building consent inspection was completed.

3.12 All work has been completed and the final building inspection has being scheduled for the 18 May 2018 after which the toilet will be open for public use.

3.13 This facility is now open with all ground works complete. It has been well received by the local community.

3.14 **RORA STREET MAIN TOILETS**

3.15 New graffiti resistant partitions have now been installed and reopened to the public. Some final maintenance work within the facility is currently underway.

3.16 New doors and locks will be installed by the end of the month to both the after-hours toilets. The existing doors are in poor condition and the locks regularly require costly repair work.

3.17 New signage is to be installed on the road side of the toilet block at both the male and female entrances. These will replace the old and faded existing signs.

3.18 Repainting of the interior blockwork at the main toilet facilities, and the after-hour's toilets has been undertaken.

3.19 New flooring has now been laid replacing the existing aged flooring, enabling easier cleaning and a fresher look.

3.20 **PIOPIO TOILETS (KARA PARK)**

3.21 The flushing system at the facility requires an upgrade to reduce the occurrence of blockages and costly after hours callouts during peak times.

3.22 Quotes have been received and the work awarded to a local contractor. This work will be undertaken early December.

3.23 **MOKAU HALL TOILETS**

3.24 TIF funding has been applied for to cover 50% of the costs to build new facilities on the adjacent site currently owned by the local school. Negotiations for the site are currently underway.

3.25 Upgrades to the current septic system are being investigated to reduce the odour around the toilets and hall.

- 3.26 An upgrade to the ventilation stacks of the septic system has now been completed, which has addressed the odor issues.
- 3.27 Five temporary portaloos are to be placed close to the existing hall toilets to ease congestion during the peak season from the 1 Dec 2018 through to 31 March 2019. This will be funded by MBIE at a cost of \$69,000.
- 3.28 **WDC CEMETERIES**
- 3.29 To further the improvement of WDC cemetery records and the location of graves at all Waitomo District Council cemeteries a numbering system has been developed in relation to the NCS plot number and will be rolled out within the next month. Each plot will have a specific number installed on the berm to identify the plot and area of location.
- 3.30 The fixing of the aluminum identification tags to the Headstone and berms at Te Kuiti New Cemetery and Te Kuiti Old Cemetery is now complete, including the installation of new signage for both cemeteries.
- 3.31 The cattle stop to the entrance of the Te Kuiti New Cemetery is in desperate need of repair. The repair work has now been completed.
- 3.32 The old notice board shelter that was removed from Railway Building 1 has now been repurposed and relocated to the top end of the Te Kuiti New Cemetery. A water tank, fed from the roof, and bench seat must still be completed. This will now provide a sheltered rest area with a hand wash facility.
- 3.33 Proposed changes to the Te Waitere Cemetery have been submitted by the local community in Te Waitere. They include extension of the carpark enabling safer parking off the main road, the construction of an additional shelter/memorial wall at the north end and mowing strips along and between the graves and berms. A site meeting has been held and discussions continue.
- 3.34 The extension of the carpark and the construction of the shelter/memorial wall have been approved by WDC. WDC has agreed to undertake the carpark extension and the local community are to supply materials and construct the shelter/memorial wall. Health and Safety (SSSP) plans have been requested for the construction process.
- 3.35 **ABLUTION FACILITIES MAINTENANCE**
- 3.36 Condition Assessments for public toilets have been scheduled. Once inspections on all public toilets have been completed a maintenance programme will developed.

Suggested Resolution

The Progress Report: Public Amenities be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

19 November 2018

Document No: A413182

Report To: Council



Meeting Date: 27 November 2018

Subject: Progress Report: Recreation and Culture

Type: Information Only

Purpose of Report

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

Background

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

Commentary

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

- 3.7 Draft forms of Agreement for both land leases and Hall Committee Agreements have been developed.
- 3.8 The contact details of WDC owned Hall committees has been updated. WDC will look to engage as appropriate at committee meetings and receive minutes. This has been received well with open lines of communication now developing.
- 3.9 **MOKAU HALL**
- 3.10 Earlier this month a committee meeting was attended by WDC. The hall committee tabled a proposal for the upgrade of the kitchen. This proposal also highlighted that this section of the hall had outdated electric wiring. This was investigated and an electrician was appointed to replace the wiring as a H&S risk consideration.
- 3.11 The committee is also exploring an option to promote community wellbeing by creating a gym in the unutilized lower section of the hall that can be utilized by the local community.
- 3.12 Ongoing fund raising still in progress to bridge the short fall of funds.
- 3.13 The committee have sourced lining for the Wellness Centre in the basement and plan to have this area lined by the end of the year.
- 3.14 The kitchen renovations will commence early December 2018 with the lowering of the ceiling and rewiring of the kitchen and original hall to address electrical concerns.
- 3.15 The hall has been utilized by the community more frequently over recent months.
- 3.16 **PIOPIO HALL**
- 3.17 Pricing is being sought to replace the front timber window due to extensive rot and to replace the emergency exit door to Weka Street. Pricing has been received but a review of budgets is still to be undertaken.
- 3.18 Painting of the timber joinery along the side of the building (Weka Street) has now been completed.
- 3.19 **MAHOENUI HALL**
- 3.20 Damage has been caused internally by a roof leak over the kitchen area. Pricing has been received and the remedial work awarded to a local contractor. This work is due to commence early December 2018.
- 3.21 **LES MUNRO CENTRE**
- 3.22 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.
- 3.23 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.
- 3.24 This work has now been completed.

- 3.26 The resurfacing of the main hall floor is scheduled to be undertaken mid this month.
- 3.27 The main hall floor has now been sanded and resurfaced.
- 3.28 The Les Munro Centre is listed on the WDC website as an available venue for hire.
- 3.29 Remedial works to the air conditioner platform on the upper roof has now been completed. The cladding and cap flashing has been replaced and painted. Further cladding replacement is still required and pricing has been requested.
- 3.30 A quote has been accepted to reclad a section of the cladding on the upper roof behind the air conditioner unit and is due to be completed early December 2018.
- 3.31 At the same time an electronic upgrade was completed on the remote access system.
- 3.32 A pull down projector screen has been installed in the supper room and a review of all IT services is being undertaken prior to a hard wired projector being installed.
- 3.33 Pricing is being sought for replacement dining tables. The existing tables are showing signs of wear and tear and are very heavy and difficult to maneuver.
- 3.34 Pricing is also being sought for replacement seating in the main foyer as the existing seating is dirty, outdated and very low making it difficult for the elderly to use.

3.35 RSA MEMORIAL ROCK

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

3.39 WAITOMO DISTRICT AQUATIC CENTRE - 2017/2018 SEASON

- 3.40 The Waitomo District Aquatic Centre opened on 1 October for the 2017/2018 season under the management of Contract Leisure Management (CLM). CLM have been managing the operation of the Aquatic Centre since 2015.
- 3.41 The pool was closed down for the winter on 29 April 2018.

- 3.42 Maintenance and upgrade work is scheduled while the facility is closed. This work consists upgrade of the grandstand and replacing the roof sheeting and perimeter wall cladding.
- 3.43 The pool structure was also emptied, inspected and recoated. All operating equipment will also be inspected and serviced during this renewal.
- 3.44 All maintenance work has now been completed including the repainting of both the main and toddlers pools.
- 3.45 The complex reopened 22 October 2018 for the 2018-19 summer season.

Suggested Resolution

The Progress Report: Recreation and Culture be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

27 November 2018

Document No: A409532

Report To: Council



Meeting Date: 27 November 2018

Subject: Progress Report – Roads and Footpaths

Type: Information Only

Purpose of Report

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

Background

- 2.1 The Roads and Footpaths activity is the single largest area of expenditure for Council. The LTP budget for 2018/19 period for operations is \$12,385,000. The total capital expenditure for roads for the same period is \$4,435,000
- 2.2 NZTA subsidy is 73% in 2018/19. This represents an accelerated financial assistance rate compared with the original five year transition originally proposed by NZTA. It will allow increased programme levels within the same WDC budget contribution.
- 2.3 This Activity Group exists to provide safe and reliable transport infrastructure (including footpaths) to facilitate the movement of people and goods, consistent with the strategic goal. An efficient, safe and sustainable road network is essential for the economic well-being of our district. Roads provide access to properties (together with footpaths), and enable both passage of through traffic, and transportation of goods and services.
- 2.4 Given the scale of the activity, it is important to keep a close eye on the possible influencers of the activity and to assess the impacts.
- 2.5 The Roads and Footpaths Asset Management Plan (AMP) has been reviewed to reflect the expected influences as far as possible.
- 2.6 The Roothing AMP reflects current service levels and the accompanying expenditure forecasts required to maintain those levels of service, it is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's roading and footpath assets.

Managing and Maintaining the District Roothing Network

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

3.2 Operational and Maintenance includes:

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

3.3 Renewals include:

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

3.4 New Works include:

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

| |
|-----------------------------------|
| Operations and Maintenance |
|-----------------------------------|

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

4.2 **NETWORK MAINTENANCE**

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

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

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

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

4.6 The different maintenance activities undertaken on the network are:

| DESCRIPTION OF SERVICE | 2018/2019 BUDGET | EXPENDITURE TO SEPTMEBER 2018 | COMMENTS |
|---|------------------|-------------------------------|---|
| Total Maintenance Expenditures (excluding Loss on Asset Disposal) | \$6,151,790 | \$2,755,478 | Expenditure to end October end is 45% of 2018/19 Budget. |
| Community Co-ordination 431 | \$65,000 | \$23,833 | Driver Training Program is delivered under contract by Community House for WDC. |
| Emergency First Response 140 | \$370,000 | \$461,951 | Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion). |
| Environmental Maintenance 121 | \$560,000 | \$216,627 | Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc. |
| Level Crossing Warning Devices | \$30,000 | \$3,421 | Kiwi Rail determines repairs and does the work required and then invoices WDC. |
| Network and Asset Management | \$220,000 | \$179,615 | RATA including, Data Collection, Traffic Count, also RAMM hosting fee paid annually. |
| Allocated Roothing Business Unit | \$636,386 | \$172,330 | Roothing staff RBU time except Capital projects. |
| Professional Services | \$200,000 | \$151,796 | Includes consultant fees for Professional Services. Increased expenditure in this work category due to the current staffing shortage. |
| Administration Services for Roothing | \$690,404 | \$188,437 | Administrative Services-AMP, LTP, EAP, Budget, Policy, Standards, Audits, Invoices, Claims, Timesheets, Roothing S/R's, P/O'S accounts, NZTA compliance activities. |
| Routine Drainage Maintenance | \$440,000 | \$267,293 | Water table, Side drains and Culvert maintenance. |
| Sealed Pavement Maintenance | \$1,400,000 | \$365,310 | Pre-reseal repairs and general sealed pavement maintenance. |
| Footpath Maintenance | \$80,000 | \$2,688 | Repair and Maintenance of Existing Footpaths. |
| Structures Maintenance 114 | \$170,000 | \$52,920 | Routine maintenance on guardrails and bridge decks. |
| Stock Effluent Facility Maintenance | \$20,000 | \$1,940 | On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. |

| DESCRIPTION OF SERVICE | 2018/2019 BUDGET | EXPENDITURE TO SEPTMEBER 2018 | COMMENTS |
|---|------------------|-------------------------------|--|
| Stock Effluent Maintenance - Staff time | \$10,000 | \$5,558 | On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. |
| Traffic Services Maintenance | \$150,000 | \$55,632 | District wide maintenance of signs and road furniture. |
| WDC Street Lights | \$150,000 | \$49,264 | Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced. |
| TNZ Street Lights | \$60,000 | \$9,319 | Fully Subsidised by NZTA. |
| Unsealed Pavement Maintenance | \$900,000 | \$547,544 | Grading, Flanking, spot metalling, restoration and maintenance of unsealed roads. |
| Asset Management Plans | \$0 | \$0 | The Asset Management Plan is updated and a new LTP has already been published. |

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

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

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

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

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

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

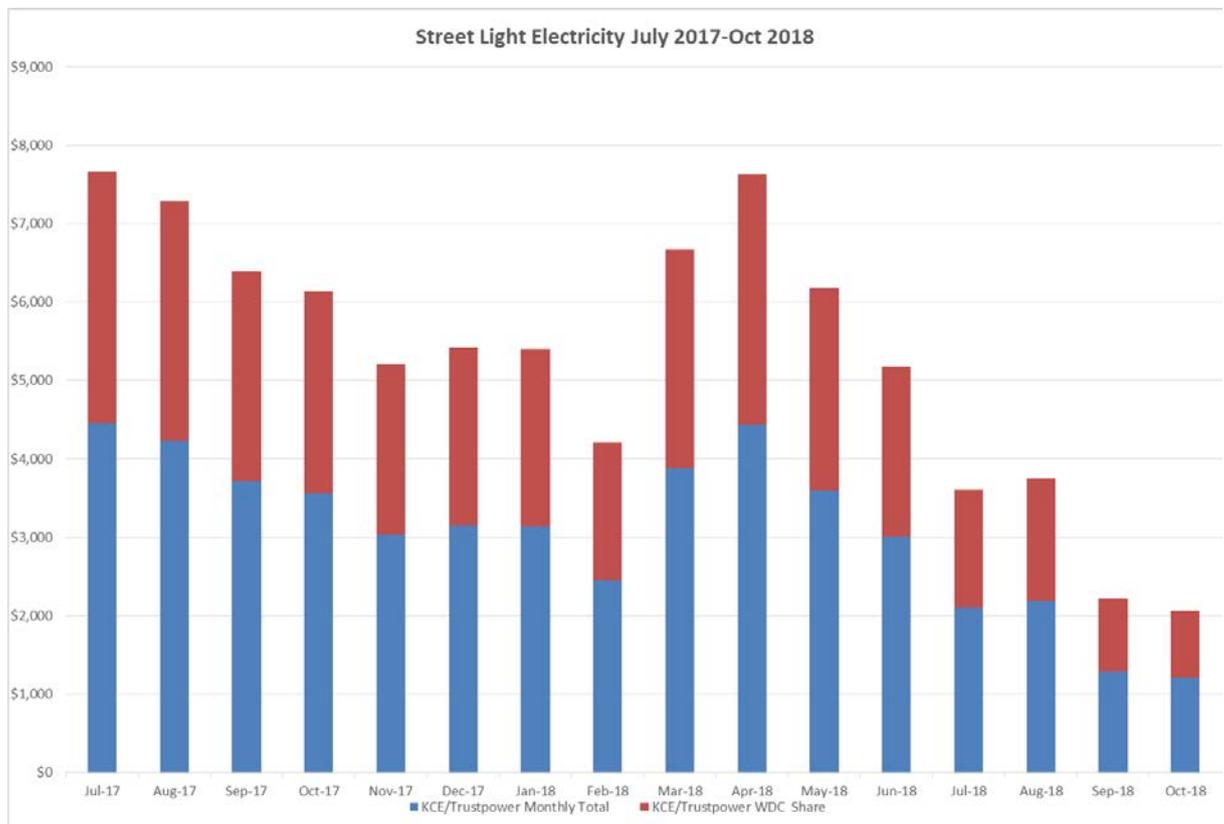
4.16 **STREET LIGHT MAINTENANCE (W/C 122) TRAFFIC SERVICES MAINTENANCE**

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

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

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

4.20 The LED streetlight upgrade commenced in February 2018 and was completed in July 2018. The monthly street lighting power bill is now reduced by between 50% and 65% as shown in the graph and table below from the Traffic Services Maintenance GL:



| Contractor | KCE / Trustpower (Monthly Power Invoice) | | | | | |
|------------|--|-----------|---------------|-----------|--------------|----------|
| | 2017 | | 2018 | | Savings (\$) | % Saving |
| Month | Monthly Total | WDC Share | Monthly Total | WDC Share | | |
| July | \$4,454 | \$3,207 | \$2,097 | \$1,510 | \$1,697 | 53% |
| August | \$4,237 | \$3,050 | \$2,180 | \$1,570 | \$1,480 | 49% |
| September | \$3,715 | \$2,675 | \$1,284 | \$925 | \$1,750 | 65% |
| October | \$3,568 | \$2,569 | \$1,893 | \$863 | \$1,707 | 66% |

4.21 **LEVEL CROSSING WARNING DEVICES**

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

4.23 **STOCK EFFLUENT FACILITY MAINTENANCE**

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

4.25 **ASSET MANAGEMENT**

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

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

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

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

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

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

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

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

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

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

Renewals

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

5.2 Renewals in 2018/19 include road rehabilitation, road resealing and footpath widening.

5.3 **ROAD REHABILITATION**

5.4 Candidate road sections for rehabilitation are selected using the road asset management system. Site visits and further calculations including Net Present Values confirm the sites for rehabilitation. The stages following site confirmation include pavement design, professional services (including writing the physical works document) and the physical works (construction) phase.

5.5 Pavement Design for the road rehabilitation sites for 2018/19 was carried out by a specialist consultant and is now complete.

5.6 The Professional Services Contract for Road Rehabilitation 2018/19 Contract 500/17/015C was awarded to the consultant GHD on 31 July 2018.

5.7 The annual Pavement Rehabilitation Contract for physical works, includes the following sites and will be advertised prior to Christmas 2018, with the physical works beginning in the new year:

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

5.8 **FOOTPATHS (WIDEN EXISTING)**

5.9 The Transport Agency has granted approval for the amount applied for by WDC to fund a significant programme of footpath renewals in the 2018-28 LTP, enabled by an NZTA shift in funding policy and its accelerated FAR.

5.10 The following procurement plan is being presented to Tender Subcommittee in November 2018:

| Date | Procurement Step |
|------------------|--|
| November 2018 | Procurement Plan to Tender Sub-Committee |
| November 2018 | Tender document approval |
| 29 November 2018 | Advertise on Tender Link |
| 17 January 2019 | Tenders close |
| 24 January 2018 | Tender Evaluation |
| 31 January 2019 | Tender Sub Committee |
| February 2019 | Tender award |
| March 2019 | Construction commences |
| June 2020 | Contract completion |

5.11 The programme includes:

Footpath Widening

| Road Name | Start | End |
|-----------------------|----------------------------------|-------------------|
| Eketone Street | Hospital road Ext. | Hill street |
| Ward Street | Hill Street | Haines Tce |
| King St [West] | King St [West] at Pukenui School | |
| Rangi St in Mokau | Aria Terrace | SH3 |
| North St (SH3) | Rangi Street | |
| Moa St in Piopio | LHS From 50kph sign East end | Tui Street |
| Moa St in Piopio | RHS from #68 | #72 |
| Carroll St [SH3] | Craig Tce | Awakino Road |
| Te Kuiti bowling club | Esplanade North | Footbridge |
| Taupiri Street | 27 Taupiri street | 29 Taupiri Street |

New Footpaths

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

5.12 CAPITAL EXPENDITURE

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

| DESCRIPTION OF SERVICE | 2018/2019 BUDGET | EXPENDITURE TO SEPTEMBER 2018 | COMMENTS |
|---------------------------|------------------|-------------------------------|---|
| Total Capital Expenditure | \$6,293,364 | \$500,494 | Capital expenditure to end October 2018 is 8.0% of 2018/19 Budget |
| Footpath Improvements | \$113,132 | \$0 | Building New Footpaths. This project is currently at the tender documentation stage |
| Minor Improvements (341) | \$650,000 | \$36,917 | Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings and slip repairs. |
| LED Street Light Upgrades | \$0 | \$72,905 | The funding for the LED streetlight upgrade was 85% funded by NZTA. This project was completed in July 2018. |
| Footpath Renewals | \$395,232 | \$3,135 | Improving, widening and replacing narrow footpaths, currently at the tender documentation stage |

| DESCRIPTION OF SERVICE | 2018/2019 BUDGET | EXPENDITURE TO SEPTEMBER 2018 | COMMENTS |
|----------------------------------|------------------|-------------------------------|---|
| Drainage Renewals 213 | \$250,000 | \$112,146 | Upgrading of Network wide drainage issues. |
| Pavement Rehabs Renewals | \$1,700,000 | \$16,322 | The 2018/19 Road Rehabilitation Contract 500/17/015 is currently at tender documentation stage. |
| Sealed Road Surfacing Renewals | \$1,385,000 | \$0 | The annual resealing program requires warmer weather and is scheduled to start in November 2018. |
| Structures Components Renewals | \$350,000 | \$71,938 | Work completed in July 2018 under the annual Bridge Structural Repair contract. Work for the 2018/19 contract is at the tender documentation stage. |
| Traffic Services Renewals 222 | \$150,000 | \$52,732 | Annual Traffic Signs replacement and the District wide Line Remark project in ongoing. |
| Unsealed Road Metalling Renewals | \$600,000 | \$134,149 | Unsealed Road Metalling is done under the Maintenance Contract, during the wet season. |
| Emergency Reinstatement Renewals | \$700,000 | \$250 | Extra funding was requested from, and provided by, NZTA to repair damage to the network from Cyclones Debbie and Cook in April 2017, and also storm events in August and September 2017. A substantial programme of work was completed by 30 June 2018 and now planning is underway for the next programme of work under this budget. |

New Works

6.1 **LED STREETLIGHT UPGRADE**

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

6.5 **NEW FOOTPATHS**

- 6.6 This category includes new footpaths where there previously were none.
- 6.7 New and improved footpaths are prioritised based on proximity to schools, pedestrian counts, streets where there is no footpaths. A significant footpath improvement programme has been provided in the 2018-28 LTP, commencing in 2018/19 enabled by NZTA shift in funding policy its accelerated FAR.

6.8 This work will be tendered in conjunction with the footpath widening programme. The procurement plan and programme are presented in sections 6.8 and 6.9 above.

6.9 **SIGNS**

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

6.11 **TE WAITERE SLIPS**

6.12 Two slips both 30m long on Te Waitere Road in the vicinity of RP5. These two slips caused by Cyclones Debbie and Cook in April 2017 are now impacting on the road carriageway and will continue to remove the available road width until addressed. A report presenting options (including moving 536m of roadway to avoid a large unstable face) is going to tender subcommittee with a procurement plan.

| |
|-----------------------------|
| Suggested Resolution |
|-----------------------------|

The Progress Report – Roads and Footpaths be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

19 November 2018

Document No: A408414

Report To: Council



Meeting Date: November 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 2018-2028 is currently in use and is available on our website.
- 2.3 A key element of the Act is the waste levy applied to all wastes disposed to landfill. The levy is \$10 per tonne. The purpose of the levy is to increase the price of waste disposal to better reflect the cost of waste on the environment, society and the economy and to generate money for waste minimisation initiatives.

Risk Considerations

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

Waitomo District Council's Internal Planning Documents

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

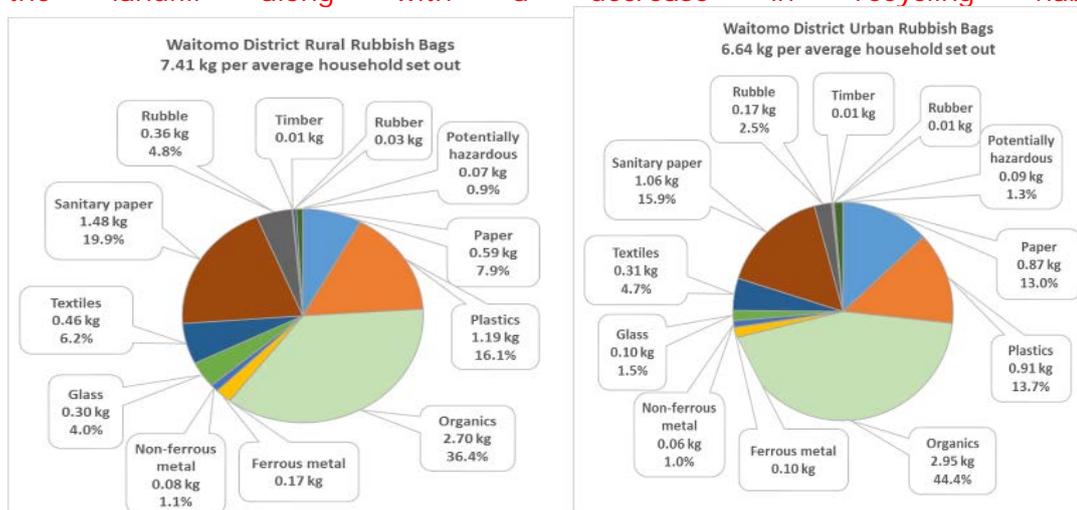
satisfaction of the WMA) for review and sign off. The Waste Assessment is also required to be included with Council's draft SWaMMP.

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

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

Solid Waste Management

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 5.3 WDC is meeting its obligations under the Waste Minimisation Act 2008 and SWaMMP by providing:
- Weekly Kerbside Refuse and Recyclables Collection Services
 - Rural transfer Stations, including free recycling services
 - Street Side Recycling Units
- 5.4 The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery. Risks associated with delivery of the collection, waste transfer stations and landfill are mitigated by effective contract management including monitoring of contractor performance and ensuring regular reporting of core service and activity data.
- 5.5 Bi-annual waste audits of the kerbside collection bags have been conducted since 2008 as required by the SWaMMP. The purpose of the kerbside audits is to collect data to monitor the effectiveness of waste minimisation services and to assess consumer behaviour trends. Over recent years it has been identified that the waste audit methodology needed to be reviewed to ensure the data collected provided the necessary information to measure the success of endeavors to increase diversion and reduce waste to landfill.
- 5.6 The most recently conducted waste audit was undertaken in July 2018 by an independent waste auditor, Waste Not Consulting. Waste Not Consulting has been involved in providing waste data gathering and analysis services to local and central government since 1998. The final report was received in September 2018.
- 5.7 Significant findings for the report indicate an increase in Organic waste going to the landfill along with a decrease in recycling habits.



- 5.8 There are two classifications for plastic in the 2016 audit, one of which (Plastic wrap) is marked as non-recyclable. The 2018 audit data shows that about half of other types of plastic is non-recyclable (Styrofoam meat packaging, toys, etc.).
A significant proportion of the weight of these material types was found to be non-recyclable in the 2018 audit, in terms of what is acceptable to the kerbside recycling collection.
- 5.9 The findings are consistent with previous audits, identifying that food waste continues to make up the significant portion of waste contained in kerbside bags. The percentage is relatively consistent over time, sitting between 35-42% which indicates that without investment in this issue the existing performance indicator goals to reduce that type of waste entering the landfill will remain unachieved.
- 5.10 Options to improve the amount of recyclable and organic material ending up in the landfill have been identified in the SWaMMP 2018-28. These include;
1. Increased promotion of existing or new programmes
 2. Improved education/enforcement for waste at events
 3. Introduction of Para Kore into local Marae
 4. Advocate for product stewardship schemes to government
 5. Continue with existing kerbside recycling collection service
 6. Continue to provide waste sorting, recycling, at transfer stations and composting at landfill
 7. Support community based re-use and recycling initiatives including working with schools
 8. Provide material on re-use and recycling
 9. Publicise recycling venues and alternative disposal options and regularly update the public on waste management issues and initiatives
 10. Target industry and commercial groups for waste audits and cleaner production programmes
 11. Work with the community to help to provide education material on resource recovery
 12. Participate in regional initiatives to promote household composting of organic material.
- 5.11 Going forward waste audits will be undertaken annually which will provide more frequent data against which to assess the effectiveness and trends from waste minimisation activities. Also to monitor seasonal changes.
- 5.12 Comparison with kerbside metrics from other areas:
The table below compares kerbside waste metrics of Waitomo District kerbside waste with those of four other areas previously audited by Waste Not Consulting. The metrics are for council and private kerbside waste collections combined in those areas where both have a significant market share.

Comparison of kerbside waste metrics to other areas

| Comparison to other areas - Weight per household set out | Hamilton City | Tauranga City | Former Auckland City | Undisclosed North Island district | Waitomo District |
|--|--------------------------------|--------------------------|------------------------------------|-----------------------------------|----------------------------|
| Date of audit(s) | June & Nov. 2017 | 2016-17 | Dec-10 | Mar-18 | July 2018 |
| Kerbside waste services audited | Rates-funded bags - 2/week max | User-pay bags and bins | Rates-funded weekly 120-L bins | User-pays bags and 120-litre bins | User-pays bags |
| Kerbside recycling services available | Rates-funded weekly 45-L crate | User-pays bins or crates | Rates-funded fortnightly 240-L bin | Rates-funded fortnightly crates | Rates-funded weekly crates |
| Average household set out weight | 8.45 kg | 12.21 kg | 9.91 kg | 8.99 kg | 6.92 kg |
| Recyclable materials | | | | | |
| Recyclable paper | 0.76 kg | 1.09 kg | 0.98 kg | 0.72 kg | 0.64 kg |
| Recyclable plastic | 0.16 kg | 0.23 kg | 0.23 kg | 0.22 kg | 0.11 kg |
| Steel cans | 0.08 kg | 0.11 kg | 0.09 kg | 0.11 kg | 0.06 kg |
| Aluminium cans | 0.01 kg | 0.05 kg | 0.02 kg | 0.02 kg | 0.02 kg |
| Bottles/jars | 0.14 kg | 0.55 kg | 0.26 kg | 0.21 kg | 0.13 kg |
| Subtotal | 1.15 kg | 2.03 kg | 1.59 kg | 1.28 kg | 0.97 kg |
| Compostable materials | | | | | |
| Kitchen waste | 3.11 kg | 4.28 kg | 3.71 kg | 3.57 kg | 2.51 kg |
| Greenwaste | 0.77 kg | 2.07 kg | 0.90 kg | 0.14 kg | 0.16 kg |
| Subtotal | 3.87 kg | 6.35 kg | 4.62 kg | 3.71 kg | 2.67 kg |
| TOTAL DIVERTABLE | 5.03 kg | 8.39 kg | 6.20 kg | 4.99 kg | 3.63 kg |
| % recyclable | 13.7% | 16.7% | 16.0% | 14.3% | 14.0% |
| % compostable | 45.8% | 52.1% | 46.6% | 40.9% | 38.6% |
| Total divertable | 59.5% | 68.7% | 62.6% | 55.3% | 52.5% |

5.13 The average household set out weight of Waitomo District kerbside waste is substantially lower than in the other areas.

5.14 The weight of recyclable materials per household set out is lower in areas that use rubbish bags rather than wheelie bins. The lowest weight of recyclables per household set out is in Waitomo District. Waitomo District also has the lowest weights of compostable materials, per household set out.

5.15 BIG BELLY BIN TRIAL

5.16 A trial of Big Belly bins is currently underway in Benneydale and at Haggis Point Lookout. These bins are solar powered and compact approximately 600 litres of rubbish into a 60 litre bag. These bins assist in eliminating overflows, stop wind and pests accessing the waste and significantly reduce collection frequents. These Big Belly bins are funded from the MfE waste levy refunds Council receives. The bins are rented from Manco at a cost of \$50.00 per week each.

| Description | Litres Deposited July 2018 | Litres Deposited Aug 2018 | Litres Deposited Sept 2018 | Litres Deposited Oct 2018 | Litres Deposited Nov 2018 | Litres Deposited Dec 2018 |
|----------------------|----------------------------|---------------------------|----------------------------|---------------------------|---------------------------|---------------------------|
| Total Litres to Date | | | 1022.00 | 4202 | | |
| Benneydale | | | 480 (7.9 days) | 1499 (28 days) | | |
| Haggas Point Lookout | | | 542 (10.0 Days) | 1681 (29 days) | | |

- 5.17 Improved signage has been put up at Awakino and Benneydale Transfer Stations advising of opening hours. The Benneydale sign also indicates the distance from the start of the gravel road to the Transfer Station. Signs have also been erected on the State Highways indicating where the Transfer Stations are located and the distance.
- 5.18 A Recycling Station has been installed in Benneydale next to the Public toilets. The Timber Trail is creating an increase in the volume of through traffic in the area and this Recycling Station will assist in keeping the area clean and tidy. The facility was Ministry for the Environment ('MfE') levy funded.
- 5.19 To address the solid waste related issues at Mokau, identified during the SWaMMP consultation process, a multi-pronged approach will be used. This includes increased monitoring and clearance of street side litter bins, increased presence and visibility within the area, including better surveillance of problem sites and improved signage and education.
- 5.20 The Awakino Rural Transfer Station (RTS) Attendant's role has been filled. The opening hours at the RTS are Sunday afternoon only. The LOS for clearing bins and monitoring sites has been increased. This should ensure quicker response times to illegal dumping and ultimately clean up and litter bins emptied before the overflow. We have had nil complaints this financial year from Awakino/Mokau.
- 5.21 As part of our Waste Minimisation Education Programme, a Mascot Naming Competition was introduced in September 2018 for the "Big Green Man" that attends public functions i.e. Te Kuiti Christmas Parade. Competition Rules and Entry forms were sent out to all 17 Primary Schools, followed up with weekly reminder emails. Two schools responded as follows;
- Piopio Primary School: "KERB" (Kiwi Environmental Rubbish Buster)*
How did you come up with the name? The name idea came from the Ghost Busters movie. Ghost Busters clean slime from the sewers so "Kiwi Environmental Rubbish Buster" is a great name for a green mascot. It also fits within the Kerbside collection service that helps homes and businesses reduce and recycle.
 - Whareorino School: "Willie Wastenot"*
How did you come up with the name? We talked a lot about how we could reduce, reuse and recycle and that when we couldn't reduce our waste we wanted to find other uses for our waste. Willie does not like things to go to waste so he likes to recycle and reuse them. Waitomo's Willie Wastenot is a top guy and with his "Green Team" helping, rubbish doesn't stand a chance!

5.22 The prize for the winning team is; Worm Farm, Composting Bin, 2x Small raised garden beds 300x900x1200 along with Vegetable plants and assorted seeds.

5.22 The Solid Waste Team have considered the entries with some youth in the community. The winning entry was judged to be Willie Wastenot.

Waitomo District landfill: 500/16/041

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

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.

LANDFILL VOLUMES

6.6 Landfill Consented Volume: 232,000 Tonnes

6.7 A full detailed landfill survey was completed on determining the actual landfill fill volume as part of the resource consent renewal for increased volume for the landfill. The result provided evidence that the actual volume of the landfill is 173,000m³ or equivalent to 155,000 tonnes.

| Description | Tonnes Deposited July 2018 | Tonnes Deposited Aug 2018 | Tonnes Deposited Sept 2018 | Tonnes Deposited Oct 2018 | Tonnes Deposited Nov 2018 | Tonnes Deposited Dec 2018 |
|-------------------------|----------------------------|---------------------------|----------------------------|---------------------------|---------------------------|---------------------------|
| Deposited to Date | 158512.50 | 159513.28 | 160469.26 | 161327.45 | | |
| WDC Bags Collected | 1.26 | 1.20 | 1.32 | 1.20 | | |
| Total over Weighbridge | 1059 | 1085.05 | 1018.81 | 929.71 | | |
| Less Diverted Recycle | 28.61 | 41.12 | 34.32 | 39.93 | | |
| Less Stock out Gate | 27.75 | 44.35 | 29.86 | 32.79 | | |
| Total To Landfill | 1003.90 | 1000.78 | 955.98 | 858.19 | | |
| Tonnage Space Available | 73487.50 | 72486.72 | 71530.74 | 70672.55 | | |

RECYCLABLES

6.9 To date a total of **143.98 tons** of recyclables has been diverted from the landfill for this financial year.

HEALTH AND SAFETY AT WORK (ASBESTOS) REGULATIONS 2016

6.11 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.

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

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

6.14 **CAPITAL PROJECTS**

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

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

6.16 Fall restraint barriers has been installed at all transfer station tip heads in line with best practice guidelines from the MFE and worksafe. Due to Awakino Transfer Station remaining in its current location a safety barrier has now been installed.

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

6.18 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.

1. Spouting has been installed at Benneydale due to ice forming in front of the Huka bin which created an extra slippery surface on the yellow painted lines.
2. Fire Extinguishers, Oil Spill Kits, First Aid kits and related signage has been delivered to all Transfer Stations.
3. Te Kuiti Landfill reseal completed from the Kiosk to the security gate.

6.19 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.

6.20 Investigations confirmed actual landfill fill volume (173,000m³ equivalent to 155,000 tonnes) compared with the consent limit (232,000 tonnes). It is

estimated that consented capacity will be filled by 2023. The landfill consent term expires in 2033.

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

6.22 The chosen Option 3 (as per Council resolution) involves renewing the consent to realise the full potential of the investment required (approximately \$1.5M) to extend fill capacity though to 2044. It avoids the s.128 review process, is no more onerous than a consent variation, provides a longer term for no additional capital cost, and best aligns consent life with landfill capacity, all at the same time.

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

6.23 Work has commenced on the consenting process.

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

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

| Month | Score | % |
|--------|-------|-----|
| Jul-18 | 320 | 80% |
| Aug-18 | 360 | 90% |
| Sep-18 | 380 | 95% |
| Oct 18 | 380 | 95% |
| Nov 18 | | |
| Dec 18 | | |
| Jan 19 | | |
| Feb 19 | | |

| Month | Score | % |
|---------|-------|---|
| Mar 19 | | |
| Apr 19 | | |
| May 19 | | |
| June 19 | | |

Monthly Performance Rating Evaluation Definitions

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

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

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

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

Monthly Performance Rating Evaluation Definitions

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

Service Requests / Complaints

- 7.1 Service requests are initiated by ratepayers or businesses across the District. The Service Requests are then followed up by WDC staff.
- 7.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late. Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2018/2019 include:

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

Suggested Resolution

The Progress Report: Solid Waste Services be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

Document No: A413940

Report To: Council



Meeting Date: 27 November 2018

Subject: Progress Report: Te Kuiti Pedestrian Rail Overbridge

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on progress towards replacement of the Te Kuiti Pedestrian Rail Overbridge (PRO).

Background

- 2.1 On 10 December 2013, KiwiRail wrote to WDC advising of some repair works required to the PRO, but also recommended that WDC undertake a comprehensive condition review of the PRO.
- 2.2 In 2014, Design Management Consultants Ltd (DMC) were engaged to complete the assessment. DMC's review/assessment identified that extensive safety and renewal work was required.
- 2.3 A review was also completed at that time to ascertain whether WDC had ownership or lease of the PRO. That review confirmed **that up until 10 April 2001, the bridge was owned by Tranz Rail Limited (now known as KiwiRail). From that date, the entire bridge structure vested in the ownership of WDC with all ownership issues, including rebuilding or reconstructing the bridge, and on-going maintenance of the bridge, becoming the responsibility of WDC, with no funding contribution from KiwiRail. Occupation of PRO within the railway corridor is via an annual, peppercorn lease with KiwiRail.**
- 2.4 Based on the DMC assessment, a preliminary budget was included in the draft Public Amenities AMP and draft 2015-2025 LTP and later approved when the AMPs and LTP were adopted.

Commentary

- 3.1 The **2017/18** Road Map Work Programme required a report to Council on the structural condition of the bridge and utilisation by pedestrians for the 29 August 2017 Council Meeting.
- 3.2 **Pedestrian Rail Overbridge - Structure**
- 3.3 A copy of the DMC Assessment of the PRO is attached to and forms part of this business paper. It should be noted that the assessment does not address all of the structural considerations and the cost estimates quoted in the Assessment will need review.
- 3.4 A quote to undertake further assessment to address all of the structural considerations was received from Calibre Consulting Ltd. A further quote was

obtained to test that provided by Calibre. Calibre was subsequently engaged to undertake that work.

3.5 Pedestrian Rail Overbridge - Utilisation

3.6 Calibre Consulting was engaged to undertake a count of pedestrian traffic utilising the PRO. Calibre completed a "snapshot" (Thursday 10 August 2017 to Wednesday 16 August 2017) analysis of daily foot traffic on the PRO.

3.7 The survey identified an average pedestrian count of 197 pedestrians per day, ranging from 192 per day during weekdays, to 209 per day during weekends. The maximum pedestrian count recorded was 283 per day.

| |
|---|
| <h3>Update as at 14 February 2018</h3> |
|---|

4.1 At the Council workshop held in October 2017 direction was given to explore alternative options for a safe and affordable pedestrian level crossing at the railway over bridge site.

4.2 An offer of services were requested and obtained from Calibre Consulting Ltd and Opus Consultants.

4.3 On 26 October 2017 an offer for professional services for the investigation and design in an alternative crossing was received from Calibre Consulting.

4.4 No proposal was received from Opus in spite of numerous requests.

4.5 The price proposal offered was \$53,805.00 excl. GST for the design, consultation, procurement process and MSQA.

4.6 This OOS was approved by the Tenders subcommittee at a tenders meeting held on the 2 February 2018.

4.7 The OOS comprises a five step approach to the project

Stage 1 – Consultation and concept design

Stage 2 – WDC report and engineers estimates

Stage 3 – Final design

Stage 4 – Contract documentation and Procurement

Stage 5 – MSQA and removal of existing overbridge

4.8 Ownership of the overbridge structure was questioned by the Finance team in reviewing insurance and AMP matters.

4.9 The agreement signed 10 April 2001 between Trans Rail (now KiwiRail) and WDC contains a clause which transferred ownership to WDC. This included all maintenance, management and responsibility of all future ownership issues of the structure. The land on which the structure is erected remains the property of the Grantor (KiwiRail) under lease to WDC for the price of 10 cents per annum if demanded. A copy of the Agreement is attached to and forms part of this business paper.

4.10 Clause 2(a) of the agreement allows for either party to terminate the arrangement by giving 12 months' notice. Upon the expiry of the 12 month notice ownership of the overbridge structure would then be transferred back to KiwiRail.

4.11 There are risks associated with this course of action. Clause 1(i) states that on termination of the agreement the overbridge and all supports and belongings to the structure will be removed by the Grantee (WDC) and that the railway property

will be left in a good and tidy order. The estimated cost for the removal of the bridge was as included in Y2 of the 2015-25 LTP; \$100,000.

- 4.12 With the removal of the overbridge there would be no pedestrian crossing on that section of town increasing the risk of people jumping the fence to cross the tracks.
- 4.13 Calibre Consulting will be exploring options in consultation with KiwiRail in order to provide a recommendation on the best and most cost effective way forward for Council to ensure that the public link between Rora Street and Carol Street is created.

4.14 **Summary**

- 4.15 WDC is the owner of the PRO structure and is responsible for all matters relating to it.
- 4.16 The PRO is an important lifeline between Carol and Rora Street.
- 4.17 Calibre Consulting is in consultation with KiwiRail looking at best value for money option in accordance to building codes and the H&S regulations.
- 4.18 WDC can terminate the agreement which will return ownership back to KiwiRail but with associated risks of losing this important pedestrian corridor section.
- 4.19 The recommendation is that Council consider to move the construction phase on to Y2 of the LTP and spread the cost of out associated works over 3 years.

Update as at 27 November 2018

- 5.1 The existing Te Kuiti PRO has since been the subject of detailed engineering investigations.
- 5.2 The investigations confirmed that the current pedestrian overbridge has reached the end of its design life. The condition and deflection of a number of key elements indicates over-stress. The main span length is structurally inefficient and inadequately supported, and is exhibiting symptoms of excessive deflection. The columns are deflecting vertically, and the ramp structural members are showing signs of advanced decay. The sides and hand rails on the bridge and ramps do not meet the current NZ Building Code standards, and the bridge does not meet current live loading or seismic design standards.
- 5.3 The following table summarises the problem statement in respect of the current structure, and the strategic linkages for amendment of the Roads and Footpaths AMP:

| Problem Statement | Evidence | AMP References | Programme Implications | ONRC Linkage | GPS 2018 Linkage |
|---|---|--|--|--|--|
| Pedestrian overbridge structure has reached the end of its design life. | Structural components of superstructure approximately 70 years old. Vertical deflection at mid-span of 90mm – approx. three times the design deflection of 35mm. | <ul style="list-style-type: none"> • Clause 8.10.6 • Clause 9.3 • Appendix 12.1 | <ul style="list-style-type: none"> • Structural component replacements (WC 215). \$1.2M in 2019/20 • Increased bridge maintenance costs +\$5k pa | <ul style="list-style-type: none"> • Mobility • Accessibility • Amenity | <ul style="list-style-type: none"> • Safety • Access • Environment • Value for money |

| Problem Statement | Evidence | AMP References | Programme Implications | ONRC Linkage | GPS 2018 Linkage |
|-------------------|--|----------------|---|--------------|------------------|
| | <p>Some members of the bottom chord of bridge truss are exhibiting signs of deformity indicative of over-stress. May contribute to reduced load carrying capacity of bridge.</p> <p>Concrete piers supporting ends of the bridge have a slight horizontal deflection inwards over their height.</p> <p>Timber posts and bearers on ramps are exhibiting advanced signs of decay in places.</p> <p>The sides and hand rails on the bridge and ramps do not meet the current NZ Building Code standards.</p> <p>The bridge does not meet current live loading or seismic design standards.</p> | | <ul style="list-style-type: none"> Increased bridge renewal costs +\$10k every five years. | | |

5.4 Further, recent consultation undertaken with the community during the early strategic stages of the District Plan review has included bottom-up, placemaking processes leading to the development of structure or concept plans for each township in the district. In the case of Te Kuiti, the largest town in the district, strong feedback has been received on, inter alia, the importance of ensuring community connectivity between the eastern and western sides the SH3/railway corridors. The railway crossing at the site of the pedestrian overbridge has been identified as a key link towards achieving that.

5.5 Specific feedback from community consultation processes relevant to pedestrian access across the rail corridor has included:

- Concerns about the division of the town by the railway line and state highway.
- In the context of the built environment, residents were dissatisfied about the effect of the railway lines and associated land occupying a large area in the centre of the township with limited pedestrian connections (350 m apart).

- An issue identified was the pedestrian overbridge providing a physical connection but not adding to the attractiveness of the town.
 - The community indicated that they would like to make the railway crossings safer for pedestrians.
 - Iwi signalled dislike of the disconnection that the railway caused.
 - The community indicated the need to improve pedestrian amenity and access for disabled persons at rail crossing areas. This was viewed as urgent. The community also signalled that there are wider issues which need to be discussed with both NZTA and KiwiRail about best practice for safety at these crossing points.
 - The Te Kuiti concept plan signals the need to upgrade the rail overbridge or replace it with an at-grade crossing. Again this was viewed as urgent by the community.
 - The community agreed that although complexities exist around providing safe crossing points, keeping the three pedestrian access points between Carroll Street and Rora Street is a priority.
- 5.6 If the pedestrian overbridge was to be removed and not replaced, it is likely that more pedestrians would either “improvise” and illegally cross the railway at grade, with little regard for the obvious safety hazards, rather than use the alternative crossing points at either Ward Street or Awakino Road, 370m and 360m distant respectively from the overbridge
- 5.7 A number of replacement options have been considered. While there is community support for a level crossing to replace the existing overbridge, that option has not received the prerequisite support required from KiwiRail. There are five separate railway tracks within the rail corridor spanned by the existing bridge, and level crossings pose significant risk to users and KiwiRail at just single track crossings.
- 5.8 The assessment of options completed by Calibre Consulting included an at-grade pedestrian crossing (not permitted by KiwiRail), rehabilitation of the existing structure, and complete replacement. It identified that the full replacement option represented the best value for money over the life of the replacement structure. It is also consistent with the above-mentioned community feedback received during the recent urban planning exercise used to develop the Te Kuiti concept plan.
- 5.9 A business case has been prepared in support of a request for NZTA funding towards the replacement cost of the existing overbridge structure. That entails an amendment to the business case contained within the current Road and Footpaths AMP.
- 5.10 The estimated capital cost of the replacement PRO structure is \$1.2M plus GST.
- 5.11 While only at a draft stage, the regional office of NZTA has indicated that it will support the application. Funding approval is the prerogative of the NZTA Head office
- 5.12 At a NZTA subsidy rate of 73%, WDC's share would be \$324,000
- 5.13 The current budget provision in WDC's 2018-28 LTP is \$510,000 over three successive years, commencing in 2019/20 (\$166,000 + \$170,000 + \$174,000) With construction now scheduled for 2019/20, the \$170,000 second year funding provision will need to be advanced from 2020/21 to 2019/20.

Suggested Resolutions

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



GREG. BOYLE
SPECIAL PROJECTS COORDINATOR

19 November 2018

Document No: A413814

Report To: Council



Meeting Date: 27 November 2018

Subject: Progress Report: Water Supply, Sewerage and Stormwater

Type: Information Only

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide an updated progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

2.0 Background

- 2.1 The Waters activities are:

1. **Water Treatment and Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water for Te Kuiti, Piopio, Mokau and Benneydale.
2. **Sewerage System, Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage for Te Kuiti, Piopio, Benneydale and Te Waitere.
3. **Stormwater:** The collection and disposal of storm water.
4. **Trade waste:** Management of trade waste discharges from business houses to ensure the quality and quantity of the discharge do not cause any operational and compliance issues to our network system and Wastewater treatment plants.

- 2.2 WDC's only reticulated Stormwater disposal network serves Te Kuiti and any exceptions will be reported on for the other areas as these arise.

3.0 Considerations for the Activity

- 3.1 The key drivers of service for each of Council's Three Waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.
- 3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).
- 3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.
- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community,

responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.

- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that LoS are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are four works categories under each of the three Waters activities to maintain all the LoS:
 1. Routine Duties: Routine Operations and maintenance duties and tasks are carried out by trained and competent Water and Wastewater technicians. These duties and tasks are to ensure all treatment plants are operating as per the operations and maintenance specifications.
 2. Planned Maintenance: Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
 3. Emergency Repairs: Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
 4. Service Requests: Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

4.0 Service Delivery

- 4.1 The Infrastructure Services Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.2 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.
- 4.3 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.
- 4.4 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.

- 4.5 The three waters reticulation network service delivery is procured externally and managed internally by the Water Operations Manager assisted by an administrator to optimise efficiency and to ensure that LoS requirements are met by cost effective and efficient project management.
- 4.6 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.7 Services to be carried out under the agreement include, but are not limited to, the following:

| Operational Activities - Water Services | |
|---|--|
| Water Services Asset Management Team | Water Services Business Unit |
| Planning, investigation, design, performance and quality monitoring of physical works projects (maintenance and construction), including the administration of professional services. | Reporting to the Manager Water Services on: <ul style="list-style-type: none"> - physical and financial performance of physical works activities; - physical condition of 3-waters assets, including recommendations for maintaining, renewing, enhancing, or disposing of assets. |
| Preparation of: <ul style="list-style-type: none"> - Project feasibility reports; - Asset management plans; - Work programmes; - Risk management plans. Interpreting condition rating data and applying to programme development. | Gathering and managing information: <ul style="list-style-type: none"> - Carrying out asset condition inspections and ratings, and ensuring all asset data on completed work is kept up to date; - Monitoring, recording and reporting water and wastewater treatment plant performance data ; - Monitoring levels of service and reporting on achievement of key performance measures; - Monitoring, recording and reporting on trade waste discharges. Delivering operations, maintenance and renewals programmes. |
| Developing, procuring and managing capital physical works activities. Supervising external capital works activities. | Providing support to the WSAMT on physical works activities. |
| Processing, monitoring and enforcing trade waste discharge consents and calculating monthly trade waste charges for invoicing. | Monitoring and reporting trade waste discharges. |
| Undertaking: <ul style="list-style-type: none"> - Flow modelling studies; - Catchment surveys and catchment management plans; - Water supply safety plans; - Health and safety audits; - Risk management plans. | Implement, monitor and report compliance with safety and risk management plans. |

| Operational Activities - Water Services | |
|---|---|
| Water Services Asset Management Team | Water Services Business Unit |
| Preparing and evaluating tenders and monitoring physical works and external professional services activities. | |
| Interpreting, prioritising and programming recommendations from professional services reports and investigations, including review of asset condition assessment reports. | Monitoring and reporting on asset condition of water and wastewater treatment plants and 3- waters networks |
| Obtaining building and resource consents. | |
| Reporting to Waikato Regional Council on consent compliance and related matters. | Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data. |
| | Any other activities subsequently requested during the agreement period. |

This Agreement also includes administration support functions. The following table identifies the administration activities:

| Administration Activities – Water Services | |
|--|--|
| Water Services Asset Management Team | Water Services Business Unit |
| Setting and administering policy and standards, risk, and levels of service. Approving, administering and monitoring asset management plans. Owning maintenance management systems. Owning infrastructure databases. Managing WDC's water services budgets. Preparing financial assistance claims – Ministry of Health. Budget management. | Preparing rolling maintenance programmes. Implementing data collection and reporting systems consistent with AMS. Collecting and reporting maintenance history in agreed format. Providing data and information to WDC. Reporting expenditure against approved programmes. Providing monitoring data for WDC annual plan performance measures. Operating job costing system and report on budget spend |
| Reviewing and confirming scope of work programmes. Administering database of tenderers Administering and maintaining telemetry / SCADA system Servicing democracy, including providing customer/ratepayer interface and responding to enquiries. | Reporting progress against approved programme scope. Operating telemetry/SCADA stations After hours service arrangements. |
| Undertaking community consultation on work projects Reporting to WDC, WRC etc. General administration duties (e.g., correspondence, record management) | General administration duties (e.g., correspondence, record management) General administration duties (e.g., correspondence, record management) |

| Administration Activities – Water Services | |
|--|--|
| Water Services Asset Management Team | Water Services Business Unit |
| Reporting on WDC annual plan performance measures | Collecting performance data and reporting. |
| Developing and operating communication plans and strategies. | Public relations/communications procedures. |
| Preparing and administering service agreements or activities with professional services providers (internal and external) | |
| Accepting physical works tenders. | |
| Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place. | General administration duties (e.g., correspondence, record management) |
| Administering TW Bylaw 2006 (amended 2016) and trade waste agreements. | Administration of TW sampling and testing programmes. |
| Reporting resource consent compliance. | Monitoring and documenting treatment plants performance and resource consent compliance. |
| Auditing health and safety systems. | Preparing and administering health and safety systems. |

- 4.8 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.
- 4.9 The following contracts are currently in place:
- Contract 500/16/045 - WSBU Agreement
 - Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
 - Contract 500/16/042 – Trade waste cleaning
- 4.10 **CAPITAL WORKS**
- 4.11 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team (see paragraph 11.0).
- 4.12 **COMPLIANCE MONITORING**
- 4.13 Compliance monitoring is reported separately.
- 4.14 **PLANNED MAINTENANCE**
- 4.15 The 'Asset Owner' is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC's Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

4.16 **REACTIVE MAINTENANCE**

- 4.17 The WSBU is responsible for ensuring any urgent and reactive maintenance work requirements are rectified as soon as possible at a reasonable cost.
- 4.18 The Asset Owner is notified when and if the repair of the asset could or may require replacement or renewal.

5.0 Water -DWSNZ 2005(2008)

- 5.1 The supply of treated drinking water is a process that takes place from abstraction at the source through to the **customer service connection "the toby"**. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.
- 5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

6.0 Waste Water

- 6.1 WDC provides and manages four separate public Waste Water Treatment (WWT) schemes; at Te Kuiti, Benneydale, Piopio and Te Waitere. The largest of these is at Te Kuiti.
- 6.2 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.3 With the exception of Te Waitere, the remaining three WWT schemes have been upgraded over the past six years, representing a significant contribution towards the social and environmental wellbeing of the associated communities, and the community outcomes for sustainable infrastructure.
- 6.4 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

7.0 Storm Water

- 7.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.2 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

8.0 Trade Waste

- 8.1 The main trade waste dischargers to the Te Kuiti Wastewater system (TKWWTP) are the two meat processing plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade waste discharge consents (TWDC's) were agreed with both organisations.
- 8.3 This follows from the first TW Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.
- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 Te Kuiti Meats, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.

- 8.6 Agreements has been renewed for both UBP and Te Kuiti Meats.
- 8.7 We are working with HACH Instruments Ltd and Te Kuiti Meats (TKM) to improve the method of collecting trade-waste effluent discharge so both parties are comfortable with the testing results. The results contributes to the calculation of monthly charge fees to TKM. The new improve auto-sampling method and location should be completed by early October 2018.

9.0 Level of Service (LoS) Drivers

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.
- 9.2 **CUSTOMER EXPECTATIONS**
- 9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.
- 9.4 **ENVIRONMENTAL RESPONSIBILITY**
- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.
- 9.6 **HEALTH AND SAFETY**
- 9.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 9.8 Asset management planning addresses WDC's safety obligations through:
- Employing trained and well established operators for all WDC treatment plants
 - Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
 - Specification of works to maintain assets in a safe condition.
 - Enforcement of safe operating and work practices.
 - Compliance with industry standards and codes of practice.
- 9.9 **EFFICIENCY AND EFFECTIVENESS**
- 9.10 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.
- 9.11 The techniques of asset management support efficiency and effectiveness by:
1. Using best practice principles for the employment of a well-trained and managed operations team
 2. Providing a basis for monitoring asset capacity, performance and utilisation
 3. Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works

4. identifying under funding of asset maintenance and replacement
5. Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
6. Extending the life of an asset by optimising maintenance and refurbishment treatment selection.

9.12 **CORPORATE PROFILE**

- 9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.
- 9.14 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.
- 9.15 Asset Managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.
- 9.16 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

| Typical Technical Levels of Service | Typical Customer Levels of Service |
|---|---|
| Outcome related - measures define what the customer receives in an interaction with an organisation | Process related - measures define how the customer experience the service |
| Quality | Intangibles |
| Quantity | Responsiveness |
| Availability | Courtesy |
| Legislative requirements | Assurance (knowledge, trust, confidence) |
| Maintainability | Empathy (understanding, individual attention) |
| Capacity | |
| Reliability and performance | |
| Environmental impacts | |
| Cost / affordability | |
| Comfort | |
| Safety | |
| Reliability and performance | |

10.0 Service Delivery – Considerations

10.1 **TE KUITI WATER TREATMENT PLANT**

- 10.2 The water treatment process standard requires a Log 4 level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.

- 10.4 Progress has been made to provide better and improved monitoring and recording all required parameters on the SCADA system to show compliance with bacteriological and protozoan criteria. These includes: -
- Chlorine residuals on final water leaving treatment plant
 - Turbidity on inlet/outlet for all four filters
 - Turbidity on final water leaving the treatment plant
 - pH on settled and final water leaving the treatment plant
 - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.5 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.6 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.7 As reported to Council prior work on Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been hampered by high river levels. On the 6 July the contractor managed to de-sludge the construction area and were ready to do the piling. Unfortunately heavy rains on the 7 and 8 July lead to a rise in river levels again and the area flooded. This has now been cleaned out again and the contractor is ready to do the piling and base.
- 10.8 **The Raw water Intake (phase 2) was completed at the end of October 2018. (Detail updated, see Item11.0)**
- 10.9 **The Electrical and Mechanical consultants are currently reviewing the functional description and will implement all plant operational and compliance set point for all monitoring devices in the next couple of next months.**
- 10.10 **Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.**
- 10.11 **BENNEYDALE WATER TREATMENT PLANT**
- 10.12 The water treatment process does not meet the NZDWS which requires Log 3 credit removal.
- 10.13 The WTP UV treatment component needs to be certified to meet DWS requirements log credits. We are finalising a Bursen UV system approved contractor to certify the system. – Not yet approved
- 10.14 We are incorporating in SCADA system, the UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp. These will provide the log credit removal requirements.
- 10.15 Verification for log accreditation by the DWA and finalization of the Water Safety Plan is in progress.
- 10.16 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.17 The WSP has to be scrutinised by the DWA. For the Waikato Region there is only one qualified DWA and a trainee DWA and in satisfying the work load the Waikato DHB engaged and ex-DWA as consultant to assist with the WSP submissions from the various Councils.

- 10.18 The Draft Benneydale Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.19 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.20 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.21 **PIOPIO WATER TREATMENT PLANT**
- 10.22 The new plant meets the Drinking Water Act requirements.
- 10.23 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.
- 10.24 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.25 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.26 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.27 The Draft Piopio Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.28 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.29 Old and blocked Membrane modules (18 off) was replaced with new ones end of August 2018 and now operating effectively. We have also created extra monitoring parameters on SCADA allowing the water techs to monitor and show compliance with effective operations of the membrane. This will ensure log 3 credit removal is taking place.
- 10.30 We are also in progress to ensure pre-treatment, chemical coagulation/flocculation and Sedimentation is effectively operating.
- 10.31 Monitoring of these required parameters on SCADA will show compliance. This will also give us additional log 3 credit removal.
- 10.32 The Waikato District Health Board, Drinking Water Assessor (DWA) will be visiting all the Water Treatment plants on the 13 September 2018 to confirm what we are implementing to show bacteriological and protozoan compliances.
- 10.33 The DWA visited the plant to assess the competency of WDC staff on instrument verification and calibration for the plant. DWA assessment of the plant was very good and found no issues.

10.34 MOKAU WATER TREATMENT PLANT

- 10.35 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.
- 10.36 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.
- 10.37 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.38 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.39 A new Water Safety Plan will be developed after completion of the optimisation of the plant will form part of the submission to the DWA for verification of the log credits.
- 10.40 The new upflow clarifier has been installed and is undergoing performance testing.
- 10.41 The clarifier is now operating but still require Water Techs inputs, as it not performing well just yet.
- 10.42 A minor WTP modification is required to bring the turbidity analyser in line with requirements.
- 10.43 In order to comply with Log 4 credit removal, we are making good progress to ensure all compliance monitoring parameters are monitored and recorded. These include:
- Chlorine residuals on final water leaving treatment plant
 - Turbidity on inlet/outlet for filter
 - Turbidity on final water leaving the treatment plant
 - pH on settled and final water leaving the treatment plant
 - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.44 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.45 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.46 The Water Storage Dam liner membrane was damaged late in October 2018.
- 10.47 Water use restriction notice was implemented to conserve water whilst the repair work on the dam is been undertaken.
- 10.48 The Consultants (that was responsible for the original design of the structure) was appointed to investigate and provide a design and methodology of repairing the dam embankment.

- 10.49 Repair work commenced on 12 November 2018 after the health and safety plan (SSSP) was reviewed and approved. This also included correct methodology of work carried out in accordance with the consultant's report (Tonkin & Taylor).

See photos

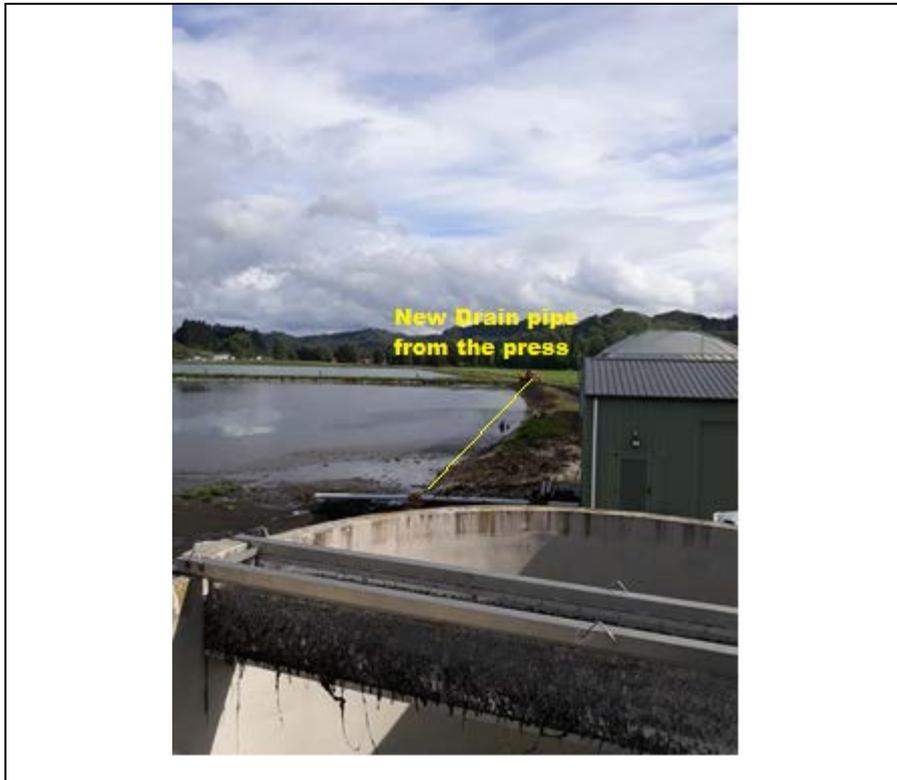


10.50 **TE KUITI WASTEWATER TREATMENT PLANT**

- 10.51 The management of the Sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.
- 10.52 Planned maintenance of the major plant is under way.
- 10.53 Service on two of the submersible aerators have been completed.
- 10.54 The ultraviolet disinfection reactors are scheduled for their annual service. This will involve stripping and cleaning all the parts, checking for any damage and recalibrating the lamps and sensors.

10.55 **SLUDGE TREATMENT**

- 10.56 Sludge treatment is progressing well. In October a total of 500 tonnes of dried sludge was removed from the settling ponds, pressed and transferred to the landfill.
- 10.57 A minor improvement to the existing sludge press pipework was carried out to prevent blockages which can stop sludge production. (see photo)
- 10.58 The improvement was made as the previously installed outlet pipe system was blocking up due to sludge build up around the outlet.



10.59 **PIOPIO WASTEWATER SYSTEM**

- 10.60 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.
- 10.61 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.
- 10.62 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not to renew it.
- 10.63 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment Plant. The plan was that scale capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.

10.64 **OPERATIONAL REQUIREMENTS**

- 10.65 The Piopio waste water system is based on on-site septic tanks that pre-treat the waste and separate a discharge of "grey-water" into a small bore closed reticulation system that transports this liquid to a Waste Water Treatment Plant for final treatment and discharge to the Mokau River via an outfall structure.

- 10.66 The on-site septic tanks are either gravity discharge or pump assisted depending on the contours and location in relation to the closed small bore pipe reticulation.
- 10.67 The septic tanks acting as collectors require maintenance regularly for optimum pre-treatment and to prevent clogging of the built-in filters that may lead to overflows that pose a serious health risk to the general public.
- 10.68 The operational requirements call for a complete check of each septic tank twice a year for the cleaning of the filters, checking the settled sludge thickness, measuring the floating crust and ensuring water tight connections and openings are maintained for the gravity tanks.
- 10.69 The pump assisted tanks additionally require pump removal for inspection and cleaning of the screen as well as checking the float operations for any faults. In addition the pump flow needs to be checked for correct operation.
- 10.70 **CURRENT OPERATION**
- 10.71 The management of the maintenance requirements of the Piopio waste water reticulation system has not been effective.
- 10.72 The increased Health and Safety work place obligations for this type of work require that two people attend each inspection, because of the risk involved of working over an open tank. Practically it is also a requirement to be able to operate the floats and check the flow of the pump, as in all cases the control box is some distance away from the actual septic tank location.
- 10.73 The management of adequate maintenance and operation of the waste water system in Piopio has become reactive instead of being of a preventative nature.
- 10.74 This increases the risk of exposure to localised overflows. As these septic tanks are all located inside private property.
- 10.75 It is noted that the small bore pipe reticulation system can become increasingly clogged up with "dirty" discharge from the on-site septic tank, resulting in back pressure of the reticulation system.
- 10.76 This might adversely affect the network performance by restricting pipes further and a complete jetting of the system may be required to prevent a blockage.
- 10.77 In order to maintain this system to minimize these adverse effects it is anticipated that Council will have to increase the investment in preventative maintenance.
- 10.78 Currently the system is operating within limits and consent exceedances being experienced, that have to be reported to the Waikato Regional Council through the consent monitoring process, are minimal with little impact.
- 10.79 Recently the level of reactive maintenance has increased. It is attributed to the colder weather and fats congealing in the tanks and blocking the filters and pump inlets. At present services are procured for the maintenance of the system under the service external contractors under the 3 waters services management contract – 500/16/036.
- 10.80 The position of the in-house Service Technician has been filled and pro-active maintenance to system will start within due course.
- 10.81 **Planned maintenance on the sewer reticulation network has started and is well received by locals.**

10.82 TE WAITERE WASTEWATER

10.83 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.

10.84 In addition the consent makes provision for expansion of the scheme.

10.85 The soakage field shows signs of failing and there is no spare capacity in the scheme.

10.86 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.

10.87 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.

10.88 The Te Waitere sewer pump has been replaced.

10.89 TE KUITI WASTE WATER NETWORK

10.90 The part of the sewer trunk main located in Taupiri Street is in poor condition.

10.91 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.

10.92 This pipe is also in excess of 2 meters deep and runs along the centreline of Taupiri Street.

10.93 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.

10.94 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.

10.95 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.

10.96 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.

10.97 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.

10.98 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.

10.99 A survey and design has been initiated to confirm the feasibility of this project along that alignment.

10.100 The Taupiri Street Wastewater pipe network upgrade project has been successfully procured, awarded and is underway.

10.101 TE KUITI STORM WATER

10.102 No matters to report on.

11 Capital Projects

11.1 WATER

11.2 TE KUITI

11.3 The majority of capital upgrade projects originate from work identified in the Te Kuiti urban area.

| Water Treatment Plant Upgrade | | |
|--------------------------------------|---|--|
| Phase 1 | | |
| Te Kuiti WTP Upgrade | Rebuild Water Treatment Plant | Completed |
| Phase 2 | | |
| New Intake Structure | Construct a new raw water intake structure | <p>Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work. Although this work did commence, the river level is still a cause for major health and safety concern. A coffer dam is being built at additional cost to be able to work in relative safety. The contractor is investing in additional equipment to complete the work at his own cost.</p> <p>Progressing</p> <p>Work is now progressing very well. The intake pump and valve chambers is been installed.</p> <p>The electrical and control conduits and cables are been installed.</p> <p>The intake screen been installed, the air compressor has been installed. All the associated valves and pipe work, including electrical work has been completed.</p> <p>The intake system was commissioned recently end of October 2018 with success and currently operating.</p> |
| Phase 3 | | |
| Old Building Demolition | Remove old building to make way for new driveway entrance and chemical tanker fill area | Completed |
| Entranceway | Reinforced concrete driveway and chemical bunded fill hard stand for trucks | <p>Contract now completed.</p> <p>Entrance and exit gates has been procured to finalise site security and access control.</p> <p>Work has just begun, with the two main entrance. The cables and electronic gates should be completed by end of next week (14 Sept 2018)</p> <p>The installation of the entry gate to be complete by end of November. The treatment plant perimeter fencing to be completed end of November 2018.</p> |

| | | |
|-----------------------------|--|--|
| Refurbishment of Clarifiers | Cleaning, condition assessment and epoxy coating of clarifiers | This contract has successfully been completed. |
| Phase 4 | | |
| Te Kuiti WTP | Refurbishments of Filters 3 & 4 | Completed |

| <u>Water Reticulation Renewals</u> | | |
|---|--|---|
| Hetet Street Main Replacement | Replace 100 mm FC main in Hetet Street | Contract now completed |
| Henderson and Earl Street | Complete ring main feed from Earl Street to Henderson Street | Contract now completed |
| Edward Street Main Replacement | Replace 100 mm FC water main in Edward Street | Tender documents being drafted and the project will start in the next financial year. Funding will have to be carried over for this project into the next financial year. |

| <u>Reservoir Seismic Strengthening</u> | | |
|---|---|------------------|
| Seismic Strengthening: Mangarino Reservoir | Clean out cracks and seal, condition assessment, replace valves | To be programmed |

11.3 BENNEYDALE

- 11.4 Provision has been made for unforeseen renewals and capital works that may arise. Overall the Benneydale WTP and reticulation is in very good condition with the reticulation and the WTP renewed less than 10 years ago.

| <u>Benneydale Water Services</u> | | |
|---|--|--|
| | | |

11.5 PIOPIO

- 11.6 The Piopio reticulation is scheduled to be renewed as per the LTP. To do this renewal without major shutdowns affecting the whole town some preparation work is required to allow supply from other mains to reduce the affected properties.

| <u>Water Reticulation renewal</u> | | |
|--|--|---|
| Tui Street Ring Main Feed | Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream | <p>Tender documents are being drafted. This work will only be able to be started in the next financial year and the current funding will have to be carried over into the next year.</p> <p>This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link.</p> |

| | | |
|-----------------------------|--|---|
| | | This project will not be implemented this FY due to unavailability of funds. |
| Water Reservoir Replacement | Supply, installation and commissioning of a 500 000l reservoir | The tender for the Piopio reservoir replacement has been awarded. Work will commence after all contract documentation and insurance is received by Council and approved. This includes all health and safety documentation. |

11.7 MOKAU

- 11.8 The Mokau Water Reticulation has been identified as being in poor condition with several major bursts occurring during September 2016. This prompted a condensing of the Renewal programme that saw the main along North Street being replaced from Oha Street to Rerenga Street, a distance of approximately 550 meters.

| <u>Water Reticulation Renewal</u> | | |
|--|---|--|
| Tainui Street | Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme | Tender documents in progress. This project will be done in conjunction with the Aria Terrace project scheduled for next year to combine the work. This is to allow savings in the establishment and disestablishment of the contractor's costs. Current year funds will have to be carried over for the next financial year. This tender for the capital works project has been delayed due to need for further investigation into asset condition. |

11.9 **WASTE WATER**

11.10 TE KUITI

- 11.11 The upgrade of Te Kuiti WWTP was completed about 4 years ago. Most of the optimization has been completed and the plant is treating waste water to the consented standards

| <u>Waste Water Treatment Plant</u> | | |
|---|---|--|
| Oxidation Pond Aeration | Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as improve pre-treatment of the returned liquid. | Programmed for 2018. This work has not progressed and has been put on hold for the time being. |
| Chemical tank bunded fill area | Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement | The tank installation and dosing pump connecting up is complete. |
| Storage Shed | Storage area of equipment | This work is completed. |

| <u>Waste Water Reticulation Renewal</u> | | |
|--|---|--|
| Carroll Street Sewer Replacement under Railway | Insert a new continuous PE pipe into the old concrete sewer main | This work is completed. |
| Sewer Replacement under the River | Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon. | Completed. |
| Taupiri Street Augmentation | Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station | Contract awarded. Work was stopped due to health and Safety concerns that were raised. Work has re-commenced after all identified HaSaW issues were addressed and mitigation put in place. |

11.12 BENNEYDALE

11.13 Provision has been made for unforeseen issues that require attention.

| <u>Waste Water Reticulation</u> | | |
|---------------------------------|--|--|
| | | |

11.14 PIOPIO

11.15 The UV disinfection unit was completely rebuilt to get the E.Coli control back to Discharge Consent limits.

| <u>Waste Water Treatment Plant Upgrade</u> | | |
|--|--|--|
| | | |

11.16 TE WAITERE

11.17 A new pump is being installed at the main pump station.

| <u>Waste Water Treatment System</u> | | |
|-------------------------------------|--|--|
| | | |

11.18 STORM WATER

11.19 TE KUITI

11.20 The Te Kuiti Storm Water Network has been designed for a 1:2 year rainfall event. Overall the system copes very well and improvements have seen a reduction in flooding areas. A Flooding Model was developed and the only major flooding area was identified as a section of flat ground along Waitete Road near Farmland and Hynds. The design calls for a 1,200 mm diameter storm water pipe from the farm beyond the rail line to the Mangaokewa River. The existing pipe changes from a 1,200 mm diameter to a 600 mm pipe under Waitete Road and this will be upgraded.

| <u>Storm Water Reticulation</u> | | | |
|--|------|--|---|
| Waitete Augmentation | Road | Install an additional 600 mm storm water pipe alongside the existing to improve drainage | Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link Tenders have been received and reviewed by tender evaluation team (TET). |
| View Augmentation | Road | Install a wingwall, complete pipe work and install connecting pipes to design size | This project has been completed and is working well. |
| Hospital Road Extension | | Install a 600 mm stormwater pipe to eliminate health and safety issues at an open drain. | Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link. Tenders have been received and reviewed by tender evaluation team (TET). |

12 General

12.1 A proposed variation in the Te Kuiti Waste Water Treatment Plant Effluent Discharge Consent Conditions has been made. This has come about due to the cost and practical implications for certain consent conditions. In particular one of the conditions is to do a fish migration study from the discharge point at the Te Kuiti Aerodrome all the way up the Mangaokewa from its origin and including all the tributaries.

1. It was agreed that an in-house assessment with the aid of a methodology (currently under review by NIWA) can be used.
2. In addition the Te Kuiti Waste Water Treatment Plant bore assessment can be conducted by consultants other than NIWA. This was completed by Tonkin + Taylor at a reduced cost.

12.2 A source water supply study is underway. The initial project scope was to investigate the feasibility, and subsequent citing, of a suitable off-stream storage dam upstream of the Te Kuiti Water Treatment Plant.

1. A change in scope has been done to locate a suitable underground source and this was completed recently. The report from Tonkin + Taylor is submitted as an Annexure to this report.
2. The findings of this desktop study are encouraging with a plentiful supply available in relative proximity to the Te Kuiti WTP.
3. In 2004 a trial bore was sunk near the Mangarino Reservoir that is being investigated for a change in condition and flow, as well as water quality.
4. This bore had a high Iron and Manganese content.
5. A trial, reported on separately, is under way to treat the river abstracted water for Iron and Manganese removal and this appears to be successful.

6. Should the existing bore trial indicate positive results, further investigation and feasibility studies will be done in order to inform the way forward.

12.3 WATER METER READING

- 12.4 Water meter readings commenced this week and will be completed in the next 3 weeks.
- 12.5 The water meter reading system will automatically produce a report on-site if the reading is abnormal, (10% over previous reading). This will then flag that particular meter for follow up for a possible leak. This system provides the opportunity for the operator to check the reading onsite and should reduce reading errors.

12.6 NZDWS COMPLIANCE

- 12.7 Drinking Water Assessor visited the water treatment plants to familiarised with the processes and understand what we are doing to improve our reporting. He also assessed all our four WDC staff on the competency of instrument verification and calibration

12.8 QUALITY MANAGEMENT SYSTEM (QMS)

- 12.9 A QMS system is under development to document how we do things for the Water and Wastewater Treatment and pipe network. This includes:-
 1. Standard Operating Procedures
 2. Plant functional descriptions
 3. Plant layout or schematics
 4. All plant Critical Control Point (CCP) and how to manage each CCP.

12.10 TRAINING

- 12.11 Upskilling staff on troubleshooting, process related issues, legislative requirements and issues related in specific treatment issues are being undertaken. This onsite training has improved technician participation and encouraged staff to strive for higher achievements.

Suggested Resolution

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



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICE

19 November 2018

Addendum

1.0 Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance**1.1 Drinking Water Standards 2005 (Amended 2008)**

1.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

1.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).

1.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

1.5 Treatment Process and Log Reduction

1.6 The supply of treated drinking water is a process that takes place from the abstraction at the source through to the customer service connection "the toby". To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

1.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:

1.7.1 Protozoa with the standard organism determining the level of treatment being Cryptosporidium.

1.7.2 Bacteria with the standard organism determining the level of treatment being Escherichia Coli (E.Coli).

1.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

To take account of the additive effect of a series of cumulative treatment processes on the removal of protozoa, 'Log Credits' are used, Cryptosporidium being used as the reference organism. The level of treatment and the resultant "Log Credits" are detailed in the DWS NZ 2005 (2008). The log credit for a treatment process is related to the percentage of the protozoa the process can remove, by the expression:

$$\text{log credit} = \log_{10}[1/\{1-(\text{percentage removal}/100)\}]$$

1.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.

1.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
 - Surface water – rivers, streams, dams and lakes.
 - Coagulation / flocculation – chemical application to collect and attract particles together to become heavier for easier removal through Sedimentation process.
 - Sedimentation – settling of heavier and flocculated particles.
 - Filtration - this can be through various types of filters with sand being the most common type.
 - Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
 - A combination of the above.
- 1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.
- 1.15 **Te Kuiti Water Supply**
- 1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.

- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.
- 1.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 1.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.
- 1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:
- Coagulation, sedimentation and filtration
 - Ultraviolet disinfection through multi-wave UV reactors (now certified)
 - Chlorination
- 1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.
- 1.23 **Work is still continuing on the Intake site of the Water Treatment plant. These work includes: -**
- 1.23.1 **Supply and Installation of Intake pump chamber and pumps- COMPLETED**
 - 1.23.2 **Supply and Installation of valve chamber and valves - COMPLETED**
 - 1.23.3 **Supply and Installation of all electrical works- WIP**
 - 1.23.4 **Supply and Installation of raw water intake screens - COMPLETED**
 - 1.23.5 **Supply and Installation of Air compressor - WIP**
 - 1.23.6 **Supply and Installation of water and electrical monitoring devices and instruments.- WIP**
 - 1.23.7 **Supply and Installation of building to house all the controls, devices and instrumentations - COMPLETED**
- 1.24 **Work still continuing around both gates and the filters areas.- WIP**
- 1.25 Piopio Water Supply**
- 1.26 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.
- 1.27 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.
- 1.28 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 1.29 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.
- 1.30 The drinking water quality is within Drinking Water Standards.

1.31 The membrane unit has gone through replacement of all 18 modules at the end of August 2018. The plant is now complying with level 4 log credit removal. Additional monitoring operating criteria has been added into the SCADA system to effectively manage the membrane treatment process.

1.32 Benneydale Water Supply

1.33 The source water was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).

1.34 The current configuration of the treatment process does not deliver the required Log reduction due to the UV's not being certified. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.

1.35 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

1.36 Work was done to the intake screen to unblock the screen.

1.37 Mokau Water Supply

1.38 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)

1.39 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

1.40 Investigation on source water to provide evidence to reduce log 4 to log 3 credit removal conducted by Opus International Consultants on the 28 August 2018

1.41 **Cyanobacteria Management Protocol was received from Opus and forwarded to Waikato District Health Board for approval in October 2018**

2.0 Waste Water

2.1 Piopio Scheme

2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.

2.3 The operation and management of the plant is done in-house.

2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.

- 2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.
- 2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.
- 2.7 Benneydale Scheme**
- 2.8 The Benneydale WW treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.
- 2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.10 Flushed all land application lines in last month
- 2.11 Te Waitere Scheme**
- 2.12 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.
- 2.13 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.
- 2.14 Te Kuiti Scheme**
- 2.15 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.
- 2.16 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.17 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

3.0 Storm Water

- 3.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 3.2 The SW system comprises two components. The primary component relates to the SW networks consisting of open drains, approximately 31km of SW pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.
- 3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.

- 3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.
- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

Key Issues/Considerations for the Activity

3.6 Renewals Programme

- 3.7 The SW reticulation is ageing and parts of it are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.
- 3.8 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed..

3.9 Climate Change

- 3.10 Climate change is expected to impact on LoS e.g. SW drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.
- 3.11 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

3.12 Inflows – Impact on Wastewater Network

- 3.13 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.
- 3.14 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.
- 3.15 To mitigate this problem an effective SW system in urban areas is required.

3.16 Safety

- 3.17 There are a number of strong recommendations for SW systems resulting from a Coroner Report following the death of a child who fell into a SW manhole in 2009.
- 3.18 The most significant of these recommendations is:

- (i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:
 - (a) have been identified with a potential for surcharging through network modelling studies; and
 - (b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

3.19 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

| |
|--------------------------------|
| Levels of Service (LoS) |
|--------------------------------|

- 3.20 The SW reticulation has been designed to cope with 1 in 2 year storm events. Beyond that, the SW system relies on secondary, overland flow paths to drain excess surface water.
- 3.21 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 3.22 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.
- 3.23 This service is currently managed by the WSBU and carried out under the network services contract.

Document No: A413881

Report To: Council



Meeting Date: 27 November 2018

Subject: Motion to Exclude the Public for the Consideration of Council Business

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

| General Subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Section 48(1) grounds for this resolution |
|--|--|---|
| 1. Office of Treaty Settlement – Proposed Cultural Redress | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(d) |
| 2. North King Country Indoor Sports and Recreation Centre – Game On Charitable Trust Grant Funding | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(d) |

| General Subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Section 48(1) grounds for this resolution |
|--|--|---|
| 3. Progress Report: Property Divestment – Old Ministry of Works Building | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(d) |
| 4. Progress Report: CCTV Cameras – Te Kuiti Central Business District | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(d) |
| 5. Contractual Issues: Setting of KPIs for 2018/2019 | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(d) |

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT