

Document No: A387627

Report To: Council



Meeting Date: 1 May 2018

Subject: Deputation – Waitomo Caves Discovery Centre: Reporting against Service Level Agreement

Purpose of Report

- 1.1 The purpose of this business paper is to advise that representatives of the Waitomo Caves Discovery Centre Board will be in attendance at 9.00am to present and speak to the Waitomo Caves Discovery Centre's Six Monthly Report as per the Service Level Agreement.
- 1.2 Attached to and forming part of this business paper is a copy of the Waitomo Caves Discovery Centre Six Monthly Report.

Suggested Resolution

The Deputation from Waitomo Caves Discovery Centre: Reporting against Service Level Agreement be received.

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

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

May 2018

Attachment: Six Monthly Report A391290

Waitomo Caves Discovery Centre

Six Monthly Report

1 May 2018

Update

To the end of March 2018 we received 192,524 in-person visitors to the centre. This is an increase of 23% since 2016. Although earnings per visitor has decreased slightly, in line with the global trend towards more direct online bookings, that has been more than offset by the rise in total visitor numbers.

On the cost side the i-Site, as with the rest of the Discovery Centre's activities, has been run on a very tight budget. The i-Site's total operating expenses, net of staff costs, is less than \$20,000.

Significant developments and achievements during the past 6 months, since our previous report include:

- The departure of Celina Yapp as Director. The Discovery Centre, including the i-Site, saw significant improvement and growth during the 12 years she was Director.
- Bruce Maunsell has been employed to fill in until a fulltime Director is appointed to replace Celina. Bruce's focus has been on providing guidance to staff, and reassigning key responsibilities.
- Rationalisation of staffing, including a move to fewer casual staff, and more permanents.
- The i-Site Manager's role has been developed further with a wider range of responsibilities, and more focus on direct industry networking and promotion of Waitomo. There is greater emphasis on marketing, upskilling frontline staff and itinerary planning.
- A familiarisation visit by 40 other i-Site staff to Waitomo. This enabled a much improved understanding of what Waitomo has to offer, with the results of that clear in the level and quality of information that other i-site staff are passing to their visitors.
- Attendance at the 2018 Te Kuiti muster, with a stand promoting the attractions of Waitomo.
- Increased servicing of sanitary disposal units in toilets. The Discovery Centre is currently absorbing these extra costs.

The Museum of Caves admitted 23,500 visitors for the year to the end of March 2018.

The Waitomo Museum Society Board of Trustees is continuing its strategic review, and considering options for further development of the Discovery Centre. It plans to appoint a new Director within the next few months.

Our Services

Waitomo i-Site provides full service (incl booking, ticketing, collecting payment, paying supplier).

The I-Site also provides:

- Post & local mail services
- Free WiFi

We have expanded and improved our information services, with significant investment in staffing, training, networking with RTOS, operators and other i-Sites, and raising our service standards.

- Performance of the i-Site has improved markedly.
- Staff turnover has reduced, with a corresponding improvement in staff service levels and morale.
- We have very high customer satisfaction ratings on google and Trip Advisor. Our Trip Advisor ratings average 4.5/5.
- We are one of only 8 I-Sites in New Zealand that produce a surplus without significant subsidy from a local body, or other funding sources
- We have become much more engaged with the RTO and other i-Sites, which is having a noticeable effect on awareness of Waitomo and flow of information around the region and out to visitors.

Deloitte I-Site Annual Survey 2017

This survey is a performance report across all i-Sites in New Zealand, and gives some useful insights into our performance.

Key Points:

- 81 I-Sites in Network
- 8 made a surplus before local govt/RTO/EDA support. Down from 10 in each of 3 previous surveys
- The Waitomo I-Site performs exceptionally well in regard to:
 - Numbers of visitors
 - Commission revenue
 - Visitors served per staff FTE
 - Numbers of transactions per FTE
 - Ratio of bookings per visitor
- The level of council subsidy per visitor is remarkably low at \$0.22 per visitor
- Subsidy support increased 8% for Small Tourist Centre I-sites in 2016/7 year. WDC subsidy of Waitomo I-Site is equivalent to 4% of operating costs.

	Waitomo	Total (77)	Small Tourist I-Sites (10)	Trust (12)
Number of in-person visitors	175k	97,190	99,354	70,165
Booking transactions	17,741	7,744	6,351	5,127
Av value/booking	\$151	\$109	\$114	\$118
Staff FTE	5	3.9	3.0	2.8
Commission revenue	230k	\$93k	\$82k	\$71k
Brochure/subs rev	22k	\$38k	\$33k	\$21k
Staff costs	186k	\$197k	\$150k	\$132k
Total Expenses	204k	\$328	\$243k	\$208
Local govt/EDA/RTO subsidy	\$38.5k	\$148k	\$71k	\$72
Local govt/EDA/RTO subsidy per total visitor	\$0.22	\$3.66	\$0.70	\$3.40
Total visitors per staff FTE	35,000	22,070	28,413	25,543
Booking transactions per FTE	3,548	1,336	1,748	1300
Booking per x visitors	10	29	46	42

New Initiatives

We are in the process of planning:

- Computer system upgrade,
- Redesign of the website to provide better online information and booking,
- Improved museum and local information displays and signage
- Designing new counter in I-Site
- The Board is currently developing new strategy for the future of the museum.

All these things contribute significantly to the objectives contained in our SLA, and are being funded by the Waitomo Discovery Centre.

The main criticisms that we receive are around the physical attributes of the centre; the toilets, the rubbish bins and the signage at Waitomo. When compared to i-sites in other major tourism locations around New Zealand the impressions visitors get when they arrive in Waitomo, spend time in the village, and use our toilet facilities, are not as good as they could be.

Improving signage, providing better rubbish facilities, and improving toilet facilities would go a long way to improving the impressions visitors have of Waitomo.

We suggest that the Waitomo District Council should be contributing more significantly to these costs and assisting us to further raise our game.

We will be requesting additional support in our submission to the LTP.

Document No: A388418

Report To: Council



Meeting Date: 27 March 2018

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

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

Commentary

2.1 Conflicts of Interest

2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.

2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:

- ensure members are not affected by personal motives when they participate in local authority matters; and
- in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).

2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.

2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in Tasman District.

2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.

2.7 Declarations of Interest

2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves and spouses or partners. It is

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

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

Declarations

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

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

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

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

- 3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?
- 3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

3.11 Non-Pecuniary Interest

- 3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where: -
- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
 - The member has a close relationship with an individual or organisation affected by the matter.
- 3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

Waitomo District Council Procurement Policy – 23 February 2013

4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

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

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

A conflict of interest occurs where:

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

The other interest or duty might exist because of:

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

A relative or close friend includes:

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

Examples of potential conflicts of interest include:

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

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

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

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

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

WAITOMO DISTRICT COUNCIL

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

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

IN ATTENDANCE: Penelope Hall (Waitomo News) and Ruby Nyika (Waikato Times)

Michelle Hollands, General Manager Regional Leadership, Dede Downs, Coordinator and Amy Marfell, Participation Growth Manager (Sport Waikato)

Jason Dawson, Chief Executive (Hamilton Waikato Tourism)

Alan Livingston, Chair, Stu Kneebone, Councillor and Neville Williams, Community and Services Director (Waikato Regional Council)

Chief Executive; Executive Assistant; Group Manager – Community Services (for part only); Group Manager – Compliance (for part only) , Communications Officer (for part only), Principal Planner (for part only); General Manager - Infrastructure Services (for part only)

1. Council Prayer

2. 9.00am – Deputation: Sport Waikato	A387630
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Council received a deputation from Michelle Hollands, General Manager Regional Leadership Sport Waikato, Amy Marfell and Dede Downs, Sport Waikato Coordinator presenting Sport Waikato's Six Monthly Report (July to December 2017).

The Mayor acknowledged the work done around the District.

Resolution

The Deputation from Sport Waikato – Six Monthly Report (July to December 2017) be received.

Whitaker/Smith

Carried

Jason Dawson (Hamilton Waikato Tourism) entered the meeting at 9.05am

Michelle Hollands, Dede Downs and Amy Marfell (Sport Waikato) left the meeting at 9.19am

Alan Livingston, Stu Kneebone and Neville Williams entered the meeting at 9.20am

3.	9.15am – Deputation: Hamilton Waikato Tourism	A388310
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Council received a deputation from Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism presenting the Hamilton and Waikato Tourism Six Monthly Report - July to December 2017.

Resolution

The Deputation from Hamilton and Waikato Tourism Limited Six Monthly Report (July to December 2017) be received.

Whitaker/Smith Carried

Jason Dawson (Hamilton Waikato Tourism) left the meeting at 9.44am
The Group Manager – Community Services left the meeting at 9.44am

4.	9.30am – Deputation: Waikato Regional Council – 2018-2028 draft Long Term Plan	A387357
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Council received a deputation from Waikato Regional Council representatives presenting the Waikato Regional Council draft 2018-2028 Long Term Plan.

Alan Livingston, Stu Kneebone and Neville Williams presented the key issues to the Waikato Regional Council draft 2018-2028 Long Term Plan.

The meeting adjourned for morning tea at 10.25am

Alan Livingston, Chair, Stu Kneebone, Councillor and Neville Williams, Community and Services Director (Waikato Regional Council) left the meeting at 10.50am.

The meeting reconvened at 10.50am

Resolution

The Deputation: Waikato Regional Council – draft 2018-2028 Long Term Plan be received.

Goddard/Brodie Carried

5.	Declarations of Member Conflicts of Interest
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Mayor Hanna declared a potential conflict of interest in that he is a Trustee on Sports Waikato Board.

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

The Communications Officer entered 10.54am

Cr Brodie

- Project Piopio Trust
 - Bequest
- Rural & Provincial Meeting
- Waipa Catchment Committee
- WRC Poplar and Willow Workshop at Nealy's property

Cr New

- "This is Me" Sport Waikato Promotion
- Tatsuno Students
- Legendary Te Kuiti
- Waitomo Youth Council
- Te Kuiti Historical Society
- Housing for the Elderly

Cr Goddard

- Destination Pureora
- Benneydale Hall
- Civil Defence
 - Appointment of Terrena as Waitomo Controller
 - Control Policy

Cr Davey

- Te Kuiti Community House

Cr Smith

- Waitomo Museum
- Kinohaku School Building Opening
- Residents of Mokau Valley – Adverse Weather Event Meeting
- Waitomo Sky Garden Presentation
- Waikato Regional Council West Coast Catchment Meeting
- Tere Waitomo

Cr Whitaker

- Brook Park Meeting
- Brook Park Working Bee
- District Licensing Committee Meeting
- Destination Pureora
- Legendary Te Kuiti Meeting
- Council and No. 5 Trust
- Waitomo Sister City Committee

Mayor Hanna

- Champions Domestic Violence Campaign
- Sport Waikato Board Meeting
- Tuia Programme
- Kinohaku School Building Opening
- Project Piopio Trust
- Rural and Provincial Sector
- Meeting with Kelvin Davis re Crown Iwi Relationships
- Celebration of Limited Service Volunteers
- Meeting with Residents of Parkside
- Treaty Settlements Workshop
- Mayors Reflection Workshop

- LGNZ National Council
- Pokai at Oparure
- Regional Police – Insp Bird
- Health Meeting

Resolution

The verbal reports be received.

Whitaker/Smith Carried

7. Confirmation of Minutes – 27 February 2018

Resolution

The Minutes of the Waitomo District Council meeting of 27 February 2018 be confirmed as a true and correct record.

Goddard/Davey Carried

8. Receipt of Audit and Risk Committee Minutes – 27 February 2018

Resolution

The Minutes of the Waitomo District Council Audit and Risk Committee meeting of 27 February 2018, including the public excluded portion of those minutes, be received.

Brodie/Goddard Carried

9. Brook Park Incorporated Society: Meeting Minutes – 5 March 2018

Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 5 March 2018.

Brook Park Entrance – Road Marking

Resolution

The business paper on Brook Park Incorporated Society: Meeting Minutes – 5 March 2018 be received.

Whitaker/New Carried

The Group Manager – Compliance re-entered the meeting at 11.15am.

10. Waitomo Sister City: Meeting Minutes – 13 February 2018

Council considered a business paper providing information relating to the Waitomo Sister City Meetings of 13 February 2018.

Resolution

The business paper on Waitomo Sister City: Meeting Minutes – 13 February 2018 be received.

New/Whitaker Carried

11. Council Meeting Schedule for 2018	A387856
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Council considered a business paper presenting for formal adoption a Meeting Schedule for the 2018 calendar year.

Resolution

- 1 The business paper on Council Meeting Schedule for 2018 be received.
- 2 Council adopt the following Meeting Schedule for 2018:

Tuesday	27 February 2018	Monthly Council Meeting
Tuesday	27 February 2018	Audit and Risk Committee Meeting
Tuesday	27 March 2018	Monthly Council Meeting
Tuesday	1 May 2018	Monthly Council Meeting
Monday and Tuesday	14 & 15 May 2018	Hearing of Submissions to Long Term Plan Consultation Document
Tuesday	29 May 2018	Monthly Council Meeting (including Long Term Plan Consultation Document Deliberations)
Tuesday	29 May 2018	Audit and Risk Committee Meeting
Tuesday	12 June 2018	Council Meeting (Adoption of Supporting Information for Long Term Plan)
Tuesday	26 June 2018	Monthly Council Meeting (Adoption of Long Term Plan)
Tuesday	31 July 2018	Monthly Council Meeting
Tuesday	21 August 2018	Monthly Council Meeting
Tuesday	21 August 2018	Audit and Risk Committee Meeting
Tuesday	25 September 2018	Monthly Council Meeting
Wednesday	30 October 2018	Monthly Council Meeting
Tuesday	27 November 2018	Monthly Council Meeting
Tuesday	27 November 2018	Audit and Risk Committee Meeting

Whitaker/New Carried

12. Adoption of a Waitomo District Council Delegations Register	A388317 and A388448
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Council considered a business paper presenting a proposed comprehensive Delegations Register which records all of the delegated authority arrangements across both statutory and discretionary functions for consideration and adoption.

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

Cr Goddard raised the issue of a Civil Defence Local Controller the need for Councils to put in place relevant delegations.

Resolution

- 1 The business paper on Adoption of a Waitomo District Council Delegations Register be received.
- 2 The delegations to Council Committees, the Chief Executive, and named roles as contained in the proposed Waitomo District Council Delegations Register (Doc No. A388488), pursuant to the Local Government Act 2002, the Local Government (Rating) Act 2002 and the Resource Management Act 1991, be adopted and shall replace and supersede all Delegations made prior to 27 March 2018 with immediate effect.
- 3 Council note the various delegations made by the Chief Executive to Waitomo District Council employees defined by role as contained in the Delegation Register (Doc No. A388488), and resolve to adopt these delegations which shall replace and supersede all Delegations made prior to 27 March 2018 with immediate effect.

Davey/Whitaker Carried

13.	Proposed Policy – Use of Council Seal	A388320
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Council considered a business paper presenting a Proposed Policy on the use of the Council Seal (“the Proposed Policy”).

The Group Manager – Compliance expanded verbally on the business paper and answered member’s questions.

Resolution

- 1 The business paper on the Proposed Policy - Use of Council Seal be received.
- 2 Council adopt the Policy for the use of Council’s Seal (Doc A388449).

New/Whitaker Carried

The Principal Planner entered the meeting at 11.40am.

14.	Progress Report: Proposed Waitomo District Plan	A388379
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Council considered a progress report on development and review of the Proposed Waitomo District Plan.

The Principal Planner expanded verbally on the business paper and answered member’s questions.

The Group Manager – Community Services re-entered the meeting at 11.43am.

Resolution

The Progress Report: Proposed Waitomo District Plan be received.

Smith/Whitaker Carried

The Group Manager – Compliance and Principal Planner left the meeting at 11.45am.

15. Progress Report: Community Development	A387786
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Council considered a progress report on current work streams within the Community Development portfolio.

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

The General Manager – Infrastructure Services entered the meeting at 11.49am.

Resolution

The Progress Report: Community Development be received.

Goddard/New Carried

16. Waitomo District Citizens Awards – Appointment of Member to the Citizens Awards Working Party	A387610
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Council considered a business paper seeking appointment of one community representative to the Citizens Awards Working Party (CAWP) in accordance with the WDC Citizens Awards Policy.

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

Resolution

- 1 The business paper on Waitomo District Citizens Awards – Appointment of Member to the Citizens Awards Working Party be received.
- 2 Council appoint Mr Leo Dempsey to the Citizens Awards Working Party for the 2018 year.

Brodie/New Carried

The Group Manager – Community Services left the meeting at 11.52am.

17. Progress Report: Waters Activities	A387911
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Council considered a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

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

Resolution

The Progress Report: Waters Activities be received.

Smith/New Carried

18. Petition - Proposed Relocation of Awakino Transfer Station	A388215
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Council considered a business paper presenting a petition organised by Mr T Walshaw to the proposed relocation of the Mokau/Awakino Transfer Station from Manganui Road, Awakino to the Inframax Construction Ltd Depot site in Oha Street, Mokau.

The Mayor expanded verbally on the business paper and answered member's questions.

Resolution

- 1 The business paper Petition - Proposed Relocation of Awakino Transfer Station be received.
- 2 The Walshaw Petition and individual feedback provided from Mokau residents be received and taken into consideration when adopting the DRAFT Solid Waste Activity Management and Minimisation Plan for public consultation.

Whitaker/Davey Carried

19. Adoption of the Solid Waste (asset) Management and Minimisation Plan Statement of Proposal	A388089
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Council considered a business paper seeking adoption of a Statement of Proposal for the proposed Solid Waste (asset) Management and Minimisation Plan (SWaMMP).

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

The Group Manager – Corporate Services entered the meeting at 12.07pm.

Resolution

- 1 Council adopt the DRAFT SWaMMP and the Statement of Proposal for public consultation.

- 2 Council adopt the public consultation timeline as follows:

Key milestone	Timeframe
Council Meeting Council adopt the proposed Solid Waste (Asset) Management and Minimisation Plan (SWaMMP) for public consultation.	Tuesday 27 March 2018
Public Consultation Period The proposed SWaMMP is available for feedback.	From Thursday 5 April 2018 until 5pm on Friday 4 May 2018
Hearing An opportunity for submitters to speak in support of their submission to Councillors.	Monday 14, Tuesday 15 May 2018
Council Meeting - Deliberation Deliberation of submissions received, decision making on any changes to the SWaMMP.	Tuesday 29 May 2018
Council Meeting - Adoption Council adopts the final 2018 SWaMMP.	Tuesday 26 June 2018

Smith/Goddard Carried

20.	Adoption of Supporting Information for the 2018-28 Long Term Plan Consultation Document	A387808
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Council considered a business paper presenting the information which supports the Consultation Document (Supporting Information) for adoption by Council for consultation.

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

The Mayor advised that the Auditor, Bruno Dente of Deloitte, made the comment that he was involved in the audit in 2009 and commented that it is remarkable what the Council has achieved since 2009.

Resolution

- 1 The business paper on “Adoption of Supporting Information for the 2018-28 Long Term Plan Consultation Document” be received.
- 2 The Supporting Information for the 2018-28 Long Term Plan Consultation Document, as listed below, be adopted for public consultation:
 1. Vision, Strategic Direction and Community Outcomes
 2. Service Levels and Performance Management Framework
 3. Planning/Forecasting Assumptions
 4. Significance and Engagement Policy
 5. Activity and Asset Management Plans
 - 5A. Housing and other Property Asset Management Plan
 - 5B. Recreation and Culture Asset Management Plan
 - 5C. Public Amenities Asset Management Plan

- 5D. Parks and Reserves Asset Management Plan
 - 5E. Community Development Activity Management Plan
 - 5F. Compliance Activity Management Plan
 - 5G. Stormwater Asset Management Plan
 - 5H. Sewerage and the treatment and disposal of Sewage Asset Management Plan
 - 5I. Water Supply Asset Management Plan
 - 5J. Roads and Footpaths Asset Management Plan
- 6. Infrastructure Strategy
 - 7. Financial Strategy
 - 8. Revenue and Financing Policy
 - 9. Rates Remission Policy
 - 10. Treasury Policy
 - 11. Financial Information
 - 11A. Financial Statements
 - 11B. Rating impact and examples
 - 11C. Accounting Policies
 - 11D. Cost of Service Statements
 - 11E. Benchmark graphs and disclosure statement
 - 12. Policy on Appointment of Directors to CCOs.
- 3 The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the Supporting Information, if required, prior to commencement of the consultation period on 5 April 2018.

Goddard/Whitaker Carried

21.	Adoption of the 2018-28 Long Term Plan Consultation Document for Consultation	A388242
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Council considered a business paper presenting the Consultation Document for the 2018-28 Long Term Plan (LTP) for adoption for public consultation.

The Group Manager – Corporate Services and Communications Officer expanded verbally on the business paper and answered member’s questions.

Resolution

- 1 The business paper on “Adoption of the 2018-28 Long Term Plan Consultation Document for Consultation” be received.
- 2 The Consultation Document for the Long Term Plan 2018-28 be received.
- 3 The Consultation Document for the proposed Long Term Plan 2018-28 be adopted for public consultation.
- 4 The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the Supporting Information, if required, prior to commencement of the consultation period on Thursday 5 April 2018.

Brodie/Whitaker Carried

22. Waikato Local Authority Shared Services – Six Monthly Report to Shareholders	A388159
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Council considered a business paper presenting the Waikato Local Authority Shared Services (WLASS) – Six Monthly Report to Shareholders (for the period 1 July 2017 to 31 December 2017).

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

Resolution

The Waikato Local Authority Shared Services Report to Shareholders for the half-year ended 31 December 2016 be received for information.

Brodie/New Carried

The Communications Officer left the meeting at 12.26pm.

Penelope Hall (Waitomo News) and Ruby Nyika (Waikato Times) left the meeting at 12.28pm

The meeting adjourned for lunch at 12.28pm.

The meeting re-convened at 1.31pm

23. Motion to Exclude the Public for the consideration of:

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

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.

- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

 Chief Executive, Executive Assistant, Group Manager – Community Services and Group Manager – Corporate Services

- 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	Grounds for this resolution
1. Audit and Risk Committee – Recommendations to Council	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Inframax Construction Ltd – Half Annual Report to 31 December 2017	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Draft Statement of Intent for Year Ending 30 June 2019 – Inframax Construction Ltd	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Waikato Local Authority Shared Services Ltd – Statement of Intent for 2018/19	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Six Monthly Progress Report: Waikato Mayoral Forum Work Streams	7(2)(g) maintain legal professional privilege;	48(1)(a)
6. Briefing on UNESCO Geopark proposal and key considerations	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Waitomo Waters	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Davey/Whitaker

Carried

There being no further business the meeting closed at 2.20pm

Dated this day of 2018.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Confidential

Confidential

Document No: A391676

File No:qA551

Report To: Council**Meeting Date:** 1 May 2018**Subject:** Draft Regional Transport Committee Submission On Draft Government Policy Statement 2018

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the Draft Submission by the Waikato Regional Transport Committee (RTC) on the Draft Government Policy Statement (draft GPS) on Land Transport 2018/19-2027/28

Local Government Act S.11A Considerations

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

Background

- 3.1 The Government Policy Statement on Land Transport (GPS) sets out the government's priorities for expenditure from the National Land Transport Fund over the next 10 years. It sets out how funding is allocated between activities such as road safety policing, state highways, local roads, public transport and other modes of transport.
- 3.2 The Waikato RTC works to ensure our regional transport planning is done to the highest standard to ensure central government investment continues to flow into the Waikato region.

Commentary

- 4.1 Overall, the Waikato RTC provides support for the Government's aspirations to deliver a step change in this first draft GPS, with a commitment to improving safety, a focus on liveable cities and regional economic development, protecting the environment, mode neutrality, and to delivering the best possible value for money in the transport sector.
- 4.2 The Waikato RTC draft submission supports and advocates for:

1. Stronger national transport policy that covers all transport modes
2. Overall funding increases and increase in funding ranges, including:
 - public transport
 - walking and cycling improvements
 - local road improvements
 - regional improvements
 - road policing
 - road safety promotion and demand management
 - investment management
 - state highway maintenance
 - local road maintenance
3. Continued funding for state highway improvements activity class. The Waikato RTC They point out that local projects of positive benefit to communities are often leveraged off state highway projects, so there is concern wider impacts could be lost if state highway improvements of merit are not funded
4. Financial Assistance Rates (FAR)/local share implications. The Waikato RTC supports the overall increase in funding signaled in the draft GPS, the implications this has for local government are significant. However, the new priorities and results the Government is seeking require greater expenditure on transport activities where local share funding is needed. Therefore the Waikato RTC urges the NZ Transport Agency to undertake an expedient review of FAR rates, including providing early signals so local government can plan ahead for local funding commitments.
5. The Waikato RTC supports the new activity classes of:
 - Transitional rail activity class
 - Rapid transit activity class
 - Road safety promotion and demand management activity class
6. The Waikato RTC supports Funding support for rural public transport options.
7. The Waikato RTC supports a second GPS, which will be necessary to fully realise the strategic direction for land transport outlined in this first draft GPS.
8. Significant resourcing implications are likely for regional and local government as a result of the GPS. An increase in funding for the investment management activity class is supported as there is likely to be more work through variations as a result of the draft and second GPS.
9. Reporting measures have not been developed for the draft GPS and The Waikato RTC recommend these are incorporated into the final GPS. Monitoring and evaluation is critical to ensure we are collectively and effectively working towards GPS outcomes.

Summary

- 5.1 Overall, the Waikato RTC provides support for the Government's aspirations to deliver a step change in this first draft GPS. Their draft submission is well considered and support would benefit our district's roading and economic growth aspirations.

Suggested Resolution

- 6.1 That a response be sent to the Waikato RTC expressing Waitomo DC's support for their submission on the Draft Government Policy Statement on Land Transport 2018/19-2027/28.

Joanna Towler

MANAGER – LOCAL ROADS

27 April 2018

Attachments:

Covering e-mail from Nigel King (A391677)

Draft RTC submission on Draft GPS 2018 (A391647)

From: Nigel King <Nigel.King@waikatoregion.govt.nz>
Sent: Thursday, 26 April 2018 4:18 PM
To: RAG Group 2018
Subject: RTC Submission on Draft Government Policy Statement on Land Transport
Attachments: Draft RTC submission on Draft GPS 2018.docx

Good Afternoon RAG members

Please find attached for your information the draft version of the submission to the Government Policy Statement on Land Transport prepared on behalf of the RTC.

Thank you for your feedback and input at the RAG meeting held on 13 April. Your views have helped to inform the content of this submission.

At the RTC meeting on 23 April, RTC members requested that the draft submission was prepared and circulated for review and comment before approving the Chair to sign under delegated authority. A copy of this document has been attached for your information should your respective representatives wish to discuss this with you.

All responses from RTC members have been requested to be received before **10am Tuesday 1 May** to allow the document to be finalised in advance of submission to the Ministry of Transport before the consultation period closes 5 pm Wednesday 2 May 2018.

Should you have any questions, please let me know, I will be happy to assist.

Kind regards
Nigel

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File No: 21 20 16
Document No: 12364595

26 April 2018

Ministry of Transport
P.O Box 3175
WELLINGTON 6140

Attention: GPS Policy Team

Dear GPS Policy Team

Submission by the Waikato Regional Transport Committee on the Draft Government Policy Statement on Land Transport 2018/19-2027/28

Thank you for the opportunity to provide feedback on the Draft Government Policy Statement on Land Transport 2018/19-2027/28 (draft GPS). This has been eagerly awaited as we move to the final stage of hearing submissions and deliberating on our 2018 update to our 2015 Waikato Regional Land Transport Plan (draft RLTP).

This submission has been prepared by the Waikato Regional Transport Committee (Waikato RTC), which represents the collective view of elected members representing local and regional government, the NZ Transport Agency, and the NZ Police (Waikato Region Road Policing) in the region.

Overall, the Waikato RTC provides support for the Government's aspirations to deliver a step change in this first draft GPS, with a commitment to improving safety, a focus on liveable cities and regional economic development, protecting the environment, mode neutrality, and to delivering the best possible value for money in the transport sector. In particular, the Waikato RTC applauds the Government's support for an increased focus on rail (both freight and passenger transport), as articulated in the draft GPS.

In providing this high-level support for the draft GPS, the Waikato RTC recognises there are a number of implications from this policy direction. These mainly relate to 'how' these draft GPS outcomes can be realised, with a large expectation on local government to spend more on transport activities to achieve the results the Government is seeking.

The following submission points expand on the high-level comments above. They are structured around a number of themes of interest/concern to the Waikato region, including:

- support for over-arching policy framework
- support for overall funding increases
- concern with reduction in state highway improvements activity class
- Financial Assistance Rates/local share implications
- support for new activity classes
- implications for public transport
- supporting second GPS

- resourcing implications
- reporting measures

1. Support for over-arching policy framework

The Waikato RTC **supports the strategic direction** of the draft GPS, noting that the key priorities of safety and access, and supporting priorities of environment and value for money, align particularly well with the Waikato region's priorities as articulated in the Waikato's draft RLTP.

Safety priority

Particular support is given to the high priority for improving safety, including the Government's plan to develop a new national road safety strategy and action plan over the next 12 to 18 months, including the consideration of whether a "Vision Zero" framework should be applied in New Zealand.

The Waikato region is helping to lead the conversation around safety, informing national discussions in this area. Our draft RLTP prioritises safety with an objective already working towards vision zero, and we have a robust Regional Road Safety Strategy that is leading innovative thinking across the priority areas of leadership, collaboration and accountability, safe speeds, and safe road use. With this in mind, we **request** that the Ministry of Transport works collaboratively with the Waikato region in developing a new national strategy.

Given that safety is at the core of the Government's transport priorities, it is **considered the draft GPS could go further** to drive the change that is needed. There is opportunity to address key systemic safety issues, if not in this first GPS, then we would expect in the 2nd GPS. One area that needs urgent attention is fleet age regulation, with fleet age being a contributor to deaths and serious injuries (safe vehicles being a key pillar of the Safe System). It is also important to ensure that funding is available for education initiatives.

Access priority

The RTC supports the Government's strategic direction around access, although notes this is a very broad priority area covering a broad range of objectives (increased access for economic and social opportunities; enabling transport choice and access; and a land transport that is resilient).

Whilst all these objectives are important, and consistent with the Waikato's draft RLTP, a key priority for the Waikato region is facilitating safe and efficient inter and intra-regional freight and tourism movements for the upper North Island. Hamilton is now a significant distribution hub/inland port for the country. Another key priority in the draft RLTP is supporting growth. Because the access priority is so large in the draft GPS, these key objective areas are somewhat buried.

Other access considerations are covered under our "implications for public transport" theme in point 6. below.

Supporting priorities and themes

The supporting priorities and themes are supported. The importance of integrated land use and transport planning is so critical, there is benefit in better integration and alignment of the Resource Management Act, Land Transport Management Act, Local Government Act planning framework.

It is noted that the draft GPS signals much to do in the environment/climate change space to inform the 2nd GPS. This work is supported. There are sustainable energy implications to support an electric vehicle future and coastal shipping.

Need for stronger national transport policy

Notwithstanding support for the strategic direction of the draft GPS, the Waikato RTC advocates for stronger national transport policy that covers all transport modes. The GPS is prescribed in statute and as it currently stands is largely a funding document. The Waikato RTC sees opportunity to address this through thinking around the second stage GPS and what stronger national policy support is required to realise rail, coastal shipping and other second stage GPS considerations.

2. Support for overall funding increases

Strong support is provided for the increase in funding ranges, including:

- public transport
- walking and cycling improvements
- local road improvements
- regional improvements
- road policing
- road safety promotion and demand management
- investment management
- state highway maintenance
- local road maintenance

The draft GPS proposal to make maintenance and renewal of footpaths eligible for funding subsidy via the local road maintenance activity class is also supported.

The Provincial Growth Fund is welcomed as a way of enhancing investment in the regions.

3. Concern with reduction in state highway improvements activity class

Whilst the Waikato RTC recognises and appreciates the Government is seeking to re-balance investment across the transport system, there is concern at what the reduction in funding for the state highway improvements activity class might mean for the Waikato region.

The Waikato region's long-standing priority is the Waikato Expressway. This draft RLTP 2018-2021 will see completion of the Waikato Expressway projects to Cambridge, with the extension of the Waikato Expressway from Cambridge to the SH1/SH29 intersection at Piarere, the region's top transport priority. The basis for this is the considerable safety and economic benefits the project will bring, not only to the Waikato region, but for the upper North Island, facilitating people and freight movements in particular, between the Ports of Auckland and Port of Tauranga. This project is considered to be consistent with the safety and access objectives in the draft GPS.

Submissions received on the draft RLTP have also highlighted concern that the region's top transport priority might be compromised by the draft GPS.

The Waikato RTC wants assurance that safety focussed state highway projects will still be prioritised, including the highest Waikato priority being the section of SH1 from Cambridge to the SH1/29 intersection at Piarere.

The other point we wish to make is that local projects of positive benefit to communities are often leveraged off state highway projects, so there is concern wider impacts could be lost if state highway improvements of merit are not funded.

4. Financial Assistance Rates/local share implications

Whilst the Waikato RTC supports the overall increase in funding signalled in the draft GPS, the implications this has for local government are significant. The new priorities and results the Government is seeking require greater expenditure on transport activities where local share funding is needed. This places expectations on local government to raise funding in order to uptake subsidy opportunities.

Increased funding assistance is required for local government to deliver on speed management, public transport aspirations (including interregional passenger rail), road safety promotion, demand management, maintenance, and local road improvements, the latter having been consistently underspent in recent years due to the inability to raise local share. We understand consideration is being given to increasing FAR and lowering local share attached to the regional improvements activity class and believe the same approach should apply to the local roads improvement activity class.

In order to realise the outcomes the draft GPS is aiming to achieve, an increase in Financial Assistance Rates (FAR) is needed. We understand the NZ Transport Agency is open to FAR considerations but we have concern about the timing of any future FAR review outcomes. In order to make progress on the priorities contained in the draft GPS, local government needs to work well ahead in planning local funding commitments and has to work through Long Term Plan processes under the Local Government Act.

The Waikato RTC **urges** the Ministry of Transport to **encourage the NZ Transport Agency to undertake an expedient review of FAR rates**, including providing early signals so local government can plan ahead for local funding commitments. We would also strongly encourage the NZ Transport Agency to look at opportunities to streamline funding and to make best use of funding opportunities. We are hearing this Government wants to make things happen – providing funding certainty is required to help the local government sector deliver on the draft GPS.

The Waikato RTC also strongly encourages the Ministry of Transport and NZ Transport Agency to consider alternative funding tools/mechanisms, including advanced funding (the Housing Infrastructure Fund advance loan a recent example), to assist local government.

5. Support for new activity classes

The Waikato RTC supports the new activity classes in the draft GPS as outlined below.

Transitional rail activity class

Strong support is given to the new transitional rail activity class. Support is also given to KiwiRail becoming an Approved Organisation in order to uplift future funding. The Waikato RTC has made a separate submission in support of this.

The Waikato RTC appreciates the Government's policy support and priority for the proposed Hamilton to Auckland inter-regional passenger rail service. Of key concern to the Waikato RTC, however, is the need for the Government to confirm its funding commitment to this project. The Hamilton to Auckland inter-regional passenger rail service has been consulted on through

the Waikato region's Long Term Plan, with a proviso of 75% central government funding. In order to make progress on this Government priority, the relevant councils need assurance in order to commit local funding for important supporting infrastructure through their Long Term Plans. There is uncertainty whether the draft GPS will enable funding for hard train station infrastructure for inter-regional passenger rail services, or whether we would have to wait for the second GPS. Given that Long Term Plan commitments are needed to be confirmed by the end of May 2018, and train station infrastructure is required by August 2018, this priority project will not progress if these important funding considerations are deferred.

The draft GPS indicates that investment in infrastructure to improve the resiliency of the network would be investigated in the 2nd GPS. It has been identified that track works need to be undertaken for passenger rail services to operate at faster speeds. It is also unclear whether these types of infrastructure projects, critical for the success of an efficient inter-regional passenger rail service, could be funded under this first GPS. In fact, it is unclear whether this activity class will fund all or some of the required rolling stock required to deliver a trial service, station infrastructure, and the operational expenditure component. **Clarity is needed regarding the types of passenger rail investments that the funding class has been designed for** (and the funding procedure that will be followed to apply for an enhanced FAR).

Ideally, it is hoped under the 2nd GPS that all aspects of rail funding could be accessible through a combined activity class to ensure cohesive and timely delivery of rail outcomes. It is important any funding for rail is specified in the GPS so the total quantum of investment is known and is not re-directed at the expense of other activities. This is of concern to some of our submitters on the draft RLTP.

Rapid transit activity class

Whilst this new activity class is supported, the Waikato RTC has some concern that it appears to be targeted to the three metros (Auckland, Wellington and Christchurch). The greater Hamilton area has a compelling case for targeting this fund, and Hamilton City Council already has a mass transit plan for the greater Hamilton area, programmed in the draft RLTP.

Access is an important and growing issue for the greater Hamilton area, which is experiencing a high level of growth, increased commuter traffic and subsequent congestion from surrounding towns accessing the City. The growth picture is significant, with the priority Southern Links projects in the draft RLTP unlocking around 8,000 new sections to the south-west of Hamilton. Hamilton therefore, needs to be looked at in this wider context. Providing efficient public transport and rapid transport connections within the City and between Hamilton and its surrounding commuter towns is vital.

It is considered the final GPS would **benefit from some clarification** around what this rapid transit activity class means and its parameters for funding. It is also submitted that Hamilton and surrounding areas should be eligible for funding from the rapid transit activity class.

Road safety promotion and demand management activity class

The addition of demand management back into this activity class is **supported**. An increased FAR will be needed however to achieve sustained work in this area and the desired outcomes the Government is seeking. There was a decrease in local government road safety coordinators and demand management staffing when the FAR was previously reduced. Because this area of work is not a tangible asset, and promotion is not well understood and in some cases not well valued, it is even more imperative funding is put in place to back this activity class.

It is considered the explanation under the activity class should be clarified for the final GPS, including **providing detail on the scope of this activity class**, and in particular, the nature of demand management work that could qualify for funding. The activity class might also benefit from a more representative name, for example, calling it road safety promotion and '*multi-mode promotion*'.

6. Implications for public transport

The Waikato region is currently reviewing its Regional Public Transport Plan, which is aligning with draft GPS priorities around public transport. It is pleasing to see recognition of transport in the draft GPS as an enabler for liveability, promoting real alternatives to the car, and links to health, well-being and social inclusion.

Our key issue with the access priority, as it relates to public transport, is that it is very urban focussed with an emphasis also on rapid transit (already discussed under point 5 in this submission). A key focus in our draft RLTP is how we provide for the public transport needs of rural communities and smaller towns. This is a priority for the Waikato region. Improving access and mobility for the transport disadvantaged is also a priority.

The Waikato RTC would strongly **support a relaxation of fare box recovery targets** which would assist the region in achieving better public transport outcomes, particularly for the transport disadvantaged. **Funding support is needed to support rural public transport options.** The Waikato RTC is interested in how to get wider public transport services to the region.

We would also like to see recognition of the link between investment in footpaths and cycleways providing connections and access to public transport. It is considered the interrelationship between public transport, walking and cycling could be strengthened for the final GPS. In addition, it is recommended that funding is provided to support (and encourage) the ongoing maintenance of walking and cycling facilities. The lack of funding has led to gradual degradation over time, making these facilities less suitable for users, particularly those with some form of impairment. Overall, mobility needs to be strengthened for an ageing population and the GPS needs to support this.

On a different note, the draft GPS signals an intention to promote inter-regional public transport to improve access to housing and employment opportunities. However, under the current policy framework the Land Transport Management Act (LTMA) does not support the provision of inter-regional public transport services. Any inter-regional public transport service is considered an 'exempt service' under section 130 of the LTMA, and this has created operational barriers for Waikato Regional Council to contract and operate inter-regional public transport services. The only way to overcome this is through an Order in Council signed by the Minister. So while the draft GPS has provided more emphasis and funding for inter-regional public transport, the current legislative environment does not support or enable this to occur.

The ability to provide inter-regional services will become increasingly important to the Waikato and Auckland regions in particular, as growth in north Waikato and south Auckland continues and labour markets are blurred across the regional boundary. The Waikato RTC therefore **strongly encourages the Minister of Transport to review the LTMA** to remove legislative barriers that could prevent councils from funding and operating inter-regional public transport services.

7. Supporting second GPS

The Government is intending to develop a second stage GPS, which will be necessary to fully realise the strategic direction for land transport outlined in this first draft GPS. The scope of this second GPS is supported, particularly with respect to better integrating rail and coastal shipping modes, addressing climate change targets and developing a new national road safety strategy. It is also recognised that key elements of the draft GPS, such as the mode neutrality theme, won't be fully realised until more work is undertaken for the second GPS.

Notwithstanding the Waikato RTC's support for early outcomes from the second GPS (particularly in regard to our comments on the Hamilton to Auckland passenger rail project in point 5. above), our key concern is with the timing of a second tranche GPS and the potential misalignment (once again) with other key transport funding and local government planning processes. We do not want to be constantly varying RLTPs.

The Waikato region would like the opportunity to work with the Ministry of Transport in developing the second GPS, particularly around safety and rail.

8. Resourcing implications

Coupled with the comments above, come significant resourcing implications for regional and local government. The increase in funding for the investment management activity class is **supported** as there is likely to be more work through variations as a result of the draft and second GPS.

The emphasis inherent in the GPS for local government to do more/fund more, requires a gearing up of resources and expertise. We are mindful that regions could miss out on benefits because they are unable to uptake opportunities due to these constraints. Along with funding support, there needs to be parallel investment in people, resources and expertise, particularly in gearing up to address second GPS issues. This needs to be a partnership/whole of government approach.

9. Reporting measures

Finally, we note that reporting measures have not been developed for the draft GPS and we recommend these are incorporated into the final GPS. We would not support this being delayed until the second GPS. Monitoring and evaluation is critical to ensure we are collectively and effectively working towards GPS outcomes.

As noted, the Waikato region would like the opportunity to work with the Ministry of Transport in setting targets for road safety in particular, as we have recently done this for our Waikato Regional Road Safety Strategy. And we have noted in point 1. in this submission our request for measures to reduce the average age of the New Zealand vehicle fleet.

Once again, thank you for the opportunity to provide feedback on the Draft Government Policy Statement on Land Transport 2018/19-2027/28 (draft GPS). We trust these comments are useful to you in finalising the document.

Yours faithfully

Councillor Hugh Vercoe
Chair Waikato Regional Transport Committee

Document No: A390255

Report To: Council



Meeting Date: 1 May 2018

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

For Information

Purpose of Report

1.1 The purpose of this business paper is –

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

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

1	Purpose of Report	1
2	Local Government Act S.11a Considerations	1
3	Risk Considerations	2
4	Introduction	2
5	Background.....	2
6	Roading Subsidies	2
7	Road Safety	2
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9	Operating Expenditure 2017/18	5
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12	REG and the One Network Road Classification (ONRC).....	9
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Local Government Act S.11a Considerations

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

Risk Considerations

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

Introduction

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

Background

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

Roding Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (currently at 64% FAR rate for 2017/18) for works that meet agreed subsidy criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2017/18 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2015-25 LTP due to transfers from one budget to another as required.)

Road Safety

7.1 Road Safety Promotion

- 7.2 For the current national Land Transport Fund (2015/18) period, Waitomo DC and Otorohanga DC are working together on Road Safety Promotion and share the allocated NZTA funded budget 50% each. This started with both Councils using a

single shared road safety coordinator, managed by WDC, working across both areas. WDC has since withdrawn from the promotion component of this activity in order to focus on the delivery of a novice driver training programme instead. Otorohanga DC is sharing in that on a 50% basis, but is also continuing with some Road Safety Promotion work by adding their own additional funding and delivery independently from WDC.

7.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.

7.4 In the 2018/21 NLTF, starting on 1 July 2018, the Road Safety Promotion funding will be separate, and the claim for the Otorohanga work will not need to be made through the WDC TIO claim.

7.5 WDC and ODC have developed a 3-year program with a primary focus on the novice driver training programme outcomes.

7.6 The Program is now ongoing and quarterly reports will be provided by Te Kuiti Community House as the WDC/ODC Contractor.

7.7 Road Safety Projects

7.8 All State Highways are maintained and administered by NZTA, as they are the Road controlling Authority. Parts of the roading network within the Waitomo district falls within the jurisdiction of NZTA.

7.9 As part of the Governments road safety initiative and road safety drive, several portions of the State Highway network has been identified as routes that requires intervention.

7.10 Currently there are 4 sections of State Highway (SH) that falls within the WDC boundary. These are SH 3 between Otorohanga and Awakino through to Mt Messenger:

- SH 30 between Te Kuiti and Benneydale
- SH 37 between Hangatiki Roundabout and the Waitomo Village area.
- SH 4 between SH3 intersection and Taumarunui.

7.11 NZTA's Safe Roads and Roadsides Programme extends over a period of six years. During these six years various road safety concerns are addressed. Below is copied communication received from NZTA to that effect.

- A \$600M government investment over six years,
- Targeting high-speed rural state highways with a high crash risk,
- Aim is to prevent 900 deaths and serious injuries over 10 years,
- Improve the safety rating (KiwiRap Star Rating) of our state highways.

7.12 Within the RCA boundaries of WDC, NZTA has earmarked three SH sections under the current safety initiative where they intended to carry out some improvements.

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

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

7.15 The safety improvements on SH 37 have been completed, however; some concerns have been raised by Haurua Road residents around barrier installation further

impeding already limited sightlines after the installation of the Guard rails on SH 37 in close proximity to this intersection. NZTA has taken the concerns on board and is in the process of setting the barriers further back to address these concerns

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

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

7.18 The safety improvement Program was halted for the 2017/18 Festive season. Works on SH 3 ceased from 22 December 2017 and commenced again on 15 January 2018

7.19 Guard Rails

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

7.21 Shoulder Widening

7.22 Sections along SH 3 that were earmarked for shoulder widening have been dealt with except for the widening opposite Te Kumi Station Road. These works are currently underway and is expected to be completed within the next month.

7.23 Tree Removal

7.24 NZTA proceeded with the removal of trees on SH3 which were contributing in the limitation of sight lines and visibility. Further tree removals will be carried out at the intersection of SH 3 with Te Kumi Station Road where the trees contribute to limited visibility and are deemed to be a safety issue. These will be removed in due course.

7.25 Intersection 3: SH 3 Awakino to Mt Messenger

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

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

Roading Business Unit

8.1 Introduction

8.2 The Roding Business Unit (RBU) is an internal structural arrangement and provides professional services.

8.3 The current RBU arrangement commenced on 1 July 2015 and extends for a period of three years to 30 June 2018.

8.4 The arrangement covers the full range of services provided by the RBU which includes Professional and administrative services.

8.5 Professional Services Activity

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

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

Operating Expenditure 2017/18

9.1 Budget Update

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

DESCRIPTION OF SERVICE	2017/18 BUDGET	EXPENDITURE TO DATE At end of March 2018	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	5,917,759	4,115,747	Expenditure to date = 70% of original 2017/18 Budget
Road Safety Promotion 431 – 433	130,000	37,917	Driver Training Program is delivered under contract by Community House for WDC and ODC.
Emergency First Response 106 (GL = 730 31 715)	250,000	588,082	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion). More detail is recorded in this business paper
Environmental Maintenance 121	600,000	366,655	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Environmental Maintenance 121 For Stock Effluent Facility + Time	42,000	11,665	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	30,000	5,602	Kiwi Rail determines repairs and does the work required and then invoices WDC.
Combined RBU Unit Costs	758,729	457,584	Includes consultant fees for Professional Services
Routine Drainage Maintenance 113	440,000	280,781	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	1,400,000	1,235,554	Pre-reseal repairs and general sealed pavement maintenance.
Structures Maintenance 114	170,000	43,151	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	150,000	80,682	District wide maintenance of signs and road furniture.
Street Lights Maintenance 122	320,000	167,276	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	1,000,000	389,460	Re-metalling of unsealed roads.
Asset Management Plans	0	21,507	The Asset Management Plan is updated and a new LTP version is being written
Minor events: NZTA Budget	0	0	NZTA Budget item, not in WDC Budget
Administration Services for Roading	627,030	409,830	Overheads to support delivery of service.

Capital Expenditure 2017-18

- 10.1 The CAPEX for 2017/18 is \$5,674,000 (including \$650,000 for Emergency Projects).
- 10.2 It should be noted that although the Emergency Projects budget is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events, which requires that they are over \$100,000 per event, and also meets other approval qualification thresholds. WDC has submitted a report to NZTA after the April 2017 Weather events to register storm damages estimated at a total amount of \$1,440,000 and the repairs are intended to be funded over more than one financial year.
- 10.3 Unspent but approved budget was carried over from 2016/17 to 2017/18 in order to complete capital projects that could not be completed during 2016/17.
- 10.4 These include the Pavement Rehab Project (\$254,000), the Bridge Structural Maintenance Repairs Project (\$140,000), the Mangatoa Rd Under slip at RP3.04 (\$180,000) and the Storm Damages Emergency Reinstatement projects (\$260,000).
- 10.5 Storm damage caused by Cyclone Debbie and Cyclone Cook during April 2017 will require additional funding in 2017/18 FY as the estimated total costs for the Cyclone damages are \$1,440,000 of which \$341,989 worth of repairs was completed during 2016/17. This means that Storm damage repairs to the value of about \$1,098,000 is still to be completed after June 2017.
- 10.6 The available WDC Capital Emergency Reinstatement budget for 2017/18 is only \$650,000. It was proposed that the 2016/17 FY budget (Mangatoa Road Under slip RP 3.04 project and from the Emergency Reinstatement budget, totalling about **\$440,000**) be carried over to the 2017/18 Emergency Reinstatement budget in order to increase that available budget to **\$1,090,000**.
- 10.7 **The cost of the remedial packaged works, carried out in collaboration with our Maintenance Contractor, is estimated to be approximately \$773 000. Of which \$402,000 of this has been spent, as of 31 March 2018.**
- 10.8 **Note also that an unexpected turn in weather patterns in August - September 2017 resulted in an abnormal amount of rainfall, aggravating existing damaged sites and causing some additional slips.**
- 10.9 The largest contributor to this is the extensive cost to repair the under slips that occurred in the district during the extreme weather patterns.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	5,674,000	2,469,578	Expenditure to date = 44% of original 2017/18 Budget
Minor Improvements 341	650,000	53,233	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, and slip repairs.
Drainage Renewals 213	\$400,000	185,151	Upgrading of Network wide drainage issues.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
Pavement Rehabilitation 214	\$1,451,800	445,751	The annual Pavement Rehabilitation Contract, Totoro Rd section (km 8.378 to 11.316) is completed. The 2017/18 Road Rehabilitation Contract 500/16/33B has been awarded and is underway
Sealed Road Surfacing 212	\$1,400,000	391,849	The annual resealing program is underway
Combined Structures Components Replacement 215	\$300,000	131,883	Annual replacing of structural bridge components on various bridges contract is being prepared.
Traffic Services Renewals 222	\$200,000	17,635	Annual Traffic Signs replacement and the District wide Line Remark project.
LED Street Light Upgrades	\$0.0	205,369	The \$430,000 funding for the LED streetlight upgrade is being 85% funded by NZTA. The Waitomo DC component is being funded from the Street light maintenance and Traffic Services Renewals budgets.
Unsealed Road Metalling 211	\$622,200	391,742	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatements Projects 141	\$650,000	646,967	To be prioritised as they happen.
Structures Maintenance - Oparure Rd Ret Wall	\$380,000	0	Works no longer required, budget will be re-deployed
Te Waitere Rd Slips	0	0	NZTA has agreed to fund under Minor Improvements. A contract has been awarded to Wilton Joubert Ltd (WJL) and the project is at the scoping and options report phase.
Mangatoa Rd Under slip RP3.04	0	0	This project is included in the works package awarded to WJL (above).

Network Maintenance

11.1 Trees

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

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

11.2 Rehabilitation Program

The road rehabilitation program for the 2017/18 financial year is well underway. The Waitomo District Road Rehabilitation was put out to public tender.

One tender was received. The tendered price came in below the Engineer's Estimate which was \$1,370,000 including provisional items and sums.

The tender was awarded to WDC's existing Roading contractor Inframax Construction Limited who tendered a reasonable market compatible tender sum of \$1,016,089.14.

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

11.3 **Bridge Maintenance**

The 2016/17 programme is now completed and the 2017/18 inspections are completed. A tender document for bridge maintenance works arising is being finalised for tendering.

11.4 **Emergency Reinstatement works**

During May 2017 a report was tabled at the Council meeting wherein Council was advised of significant damages that were caused on parts of the network due to two cyclones that visited the district during April 2017. **Further information is included under item 10 above.**

REG and the One Network Road Classification (ONRC)

12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.

12.2 REG focuses on three key areas:

- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
- Best Practice Asset Management to share best practice planning and advice with road controlling authorities
- Collaboration with the industry and between road controlling authorities to share information, staff and management practices.

12.3 The ONRC has three elements.

- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
- The second element is the Customer Levels of Service (CLOs), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
- The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.

12.4 The process of applying performance measures to our network, is underway. WDC will need to consider the ONRC CLOs and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.

12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.

12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan".

12.7 Financial Status

12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost to engage adequately to the level required by NZTA through the likes of REG. This additional time requirement to assist the REG effort is being closely monitored.

12.9 The regional roading collaboration for strategic asset management (RATA - Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato.

12.10 Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

12.11 Assessment of Significance and Engagement

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

12.13 Maintenance and renewing sealed pavements under ONRC

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

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

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

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

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

RATA (Road Asset Technical Accord)

- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset management and planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 RATA has offered the option to WDC and other councils to participate in the joint procurement of services for a Bridge Inspections Contract. This contract will include the tendering and Contract Management of the Bridge Structural Maintenance Repairs. This new contract has now started, and after some minor teething problems the performance has improved.
- 13.3 The bridge Inspections Contract include the following components on the bridge maintenance
- STRUCTURES – Structures includes; - Bridges, Major culverts, retaining walls, sea walls and other roadside structures.
 - RATA has engaged the services of Opus International consultants to assist with the inspections of structures
 - Part of this engagement is to carry out bridge posting and rating evaluation. This also includes the processing or overweight permit applications.
- 13.4 Further to this RATA is also providing required services in the following fields;
- RAMM Services
 - Forward Works Programmes
 - Maintenance of the physical works contract document
 - Technical support
- 13.5 Rata is now preparing a proposal for participating Councils to also make use of a shared services contract for high speed data track to measure a range of road surface conditions, such as rutting, cracking, roughness indicators etc. Further reporting on this option to follow.

Streetlighting (LED)

- 14.1 The LED streetlight upgrade project started in February 2018 and is about 25% complete. Completed LED installations are shown on Figure 1 below.
- 14.2 Alf Downs Street Lighting Contractor is the contractor, and is confident this work will be completed before the end of June 2018.
- 14.3 The only "V" category street light design required was for Rora St, and this was because of the high traffic volumes.

	2017	2018	2019
June	410		
July	430		
August	410		
September	430		
October	425		
November	420		
December	430		

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

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

- 15.9 NZTA is working on a revised MOU Corridor Agreement to clarify the split of responsibilities for maintenance works on urban sections of State Highways. We have requested several changes to a draft document that they presented during a meeting at NZTA offices on 14/10/2016. NZTA is working on the new MOU draft. NZTA has indicated that they are aiming to complete this before the end of December 2017.
- 15.10 NZTA has given the notion that this has not been completed due to some major changes in the functional structure and methodology in the operation of the organisation. The updated MOU will be provided at a later stage

Long Term Plan

- 16.1 The renewal and submission of Long Term Plans is a National requirement, and Councils are obligated to regularly review and update their Activity Management Plans.
- 16.2 Waitomo District Council's Roding Division acted proactively in the preparation and submission of Waitomo District Council's Activity Management Plan to our partners NZTA.
- 16.3 WDC's Activity Management Plan which forms part of Council's Long Term Plan was the first to be submitted and accepted in the Waikato Region by NZTA.
- 16.4 WDC's Roding Division prides itself therein that we had the expertise and in-house capabilities to effectively in conjunction with our consultants submit a robust and acceptable AMP to NZTA.

Suggested Resolution

The Progress Report: Land Transport Activity be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

Document No: A389479

Report To: Council



Meeting Date: 1 May 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

- 2.0 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.
- 2.1 Waitomo District Council has a statutory responsibility to promote effective and efficient waste management and minimisation within the Waitomo district under section 42 of the Act and to review its Solid Waste Management and Minimisation Plan (SWaMMP) no later than every six years. The SWaMMP 2012-2018 is currently being reviewed for inclusion in the special consultation process which will be undertaken for the draft LTP 2018-2028.
- 2.2 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

- 3.0 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. **A review of the SWaMMP was completed earlier this year, with a draft new proposal currently the subject of special consultation in parallel with Councils draft 2018-28 LTP.**
- 4.2 Waste Assessment 2017 – 2018. The Waste Minimisation Act 2008 (WMA) requires councils to complete a waste assessment and to have regard to the assessment in preparation of the SWaMMP. The assessment provides the necessary background information on waste and diverted material streams to

determine priorities. The most recent assessment was completed in 2017 and was sent to the Medical Officer of Health (as required by 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 The draft SWaMMP 2018-28 is currently out for consultation and seeks specific feedback on the proposal to re-locate the Awakino/Mokau Transfer Station to Mokau.

Waitomo District landfill : 0500/16/041

- 6.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 Emissions Trading Scheme**
- 6.3 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.
- 6.4 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.
- 6.5 Landfill Volumes**
- 6.6 Landfill Consented Volume: 232,000 Tonnes
- 6.7 A full detailed landfill survey was completed on determining the actual landfill fill volume as part of the resource consent renewal for increased volume for the landfill. The result provided evidence that the actual volume of the landfill is 173,000m³ or equivalent to 155,000 tonnes.
- 6.8 Thus the volume for the landfill will be reset to this figure.

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

Description	Tonnes Deposited Jan 2018	Tonnes Deposited Feb 2018	Tonnes Deposited March 2018 RESET	Tonnes Deposited April 2018	Tonnes Deposited May 2018	Tonnes Deposited June 2018
Deposited to Date	187927.37	188739.74	155,000.00			
WDC Bags Collected	1.3	1.34	1.40			
Total over Weighbridge	853.62	868.31	942.37			
Less Diverted Recycle	30.22	33.12	41.62			
Less Stock out Gate	33.17	23.96	47.46			
Total To Landfill	787.53	812.57	854.69			
Tonnage Space Available	44072.63	43260.26	77,000.00			

6.9 Recyclables

6.10 To date a total of **308.06** tons of recyclables has been diverted from the landfill for this financial year.

6.11 Health and Safety at Work (Asbestos) Regulations 2016

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

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

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

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

6.15 Capital Projects

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

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

6.16 Safety improvements includes all the H&S issues that were identified during the previous 2016/17 period for all the Solid Waste assets.

6.17 An automatic swing gate was installed at the access way to the landfill section to prevent public access.

6.18 Fall restraint barriers has been installed at all transfer station tip heads in line with best practice guidelines from the MFE and worksafe.

6.19 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.

6.20 Transfer station improvements includes works on all rural transfer stations to improve the asset and to ensure that it adheres to all best practice Solid Waste services requirements.

6.21 The Waitomo District Landfill main entrance upgrade has been completed and well received by the public.

6.22 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.

6.23 The entrance to the Piopio Transfer station had a new set of gates and some fencing installed to prevent after hour activities from occurring

6.24 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.

- 6.25 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).
- 6.26 There are two options available either by variation of the consented volume limit within the term of the current consent, or renew the consent to realise the full potential of the investment required (approximately \$1.5M) to extend fill capacity though to 2044.
- 6.27 In either option, the investment required is much the same, as summarised below:

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

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.

6.28 Option 1 has no appeal when the limited residual landfill life available (5 years), is taken into account. Council has decided it wishes to increase the capacity of the landfill over the existing footprint.

6.29 Option 2 can be addressed through a s.125 consent variation, but would also require a s.128 review, and overall, requires a similar level of complexity and effort as a new consent. Also, a new consent would be required at 2033 anyway if Council still wished to extract an additional 11 years life (from 2033 to 2044).

6.30 Option 3 avoids the s.128 review process, is no more onerous than a consent variation (Option 2), provides a longer term for no additional capital cost, and best aligns consent life with landfill capacity, all at the same time.

6.31 Option 3 has been selected.

6.32 Contractual Reporting – 0500/16/041

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

Month	Score	%
Jul-17	370	79%
Aug-17	400	100%
Sep-17	400	100%
Oct 17	400	100%
Nov 17	400	100%
Dec 17	400	100%
Jan 18	400	100%

Month	Score	%
Feb 18	400	100%
Mar 18	290	73%
Apr 18		
May 18		

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

6.34 Drop in grade for July 2017 was due to the following; Odour complaints, Monthly claim received but no monthly report received, One complaint to the Kiosk attendant and concerns raised by WDC staff on site conditions.

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

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

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

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

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%<

6.37 The grade for December 2017 was 92% was related to service delivery due to the recycling truck clipping and damaging a retaining wall.

The grade for January 2018 was 68% this was related to service delivery five complaints relating to recycling not collected and Glass left on the road relating to a fault with the recycling truck.

The grade for February 2018 was 76% this was related to service delivery – three complaints received for recycling being dropped by contactors and left on the side of rural roads.

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

Service Requests / Complaints

- 7.1 Service requests are initiated by ratepayers or businesses across the District. The Service Requests are then followed up by WDC staff.
- 7.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late. Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2017/2018 include:

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

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

7.3 Rangitoto Road (between meat works and Tate Rd) was identified as a problem area as it is close to town and easy for offenders to use partially secluded forestry access tracks. A meeting has been arranged with Graymont Quarries Ltd (landowner) to determine whether there is an option to make the tracks less accessible to the general public.

7.4 Consequently Graymont has erected a gate at one of the problem areas to prevent access. This seems to have had a positive outcome as no further issues have been reported along this section of road.

Suggested Resolution

The Progress Report: Solid Waste Services be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

Document No: A390256

Report To: Council



Meeting Date: 1 May 2018

Subject: Progress Report – Housing and other Property

Type: Information Only

Purpose of Report

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

Background

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

Commentary

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

- 3.3 Many of the agreements operate on expired terms. One consequence is that rent reviews or increases to annual fees are required. In some cases historical or terms and conditions of agreements may not adequately address needs.
- 3.4 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.
- 3.5 **Waitomo District Council housing**
- 3.6 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.
- 3.7 Elderly - The initial eight single bedroom units were built between 1949 and 1954, along with eight bedsits in 1955-1956. Newer single bedroom units, – four in total, were constructed in 1985. In 2005, Council converted two bedsits into single bedroom units by adding a bedroom on to each and undertook some roofing replacement. These units have been renovated at time of vacan
- 3.8 Residential Housing stock consists of 3 residential dwellings - 4 Moa Street Piopio, 47 Te Kumi Road Te Kuiti, 59 Esplanade Te Kuiti.
- 3.9 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.
- 3.10 59 Esplanade was built approximately 1915. This property currently has a long term tenant, however renovation work, both inside and out, might be required.
- 3.11 6 Te Kumi Road became vacant in November 2017. A market related valuation was obtained. An agreement for the sale was entered into and the property sold on 06/03/2018.
- 3.12 **47 Te Kumi Rd – Maintenance project**
- 3.13 Waitomo District Council acquired ownership of the property situated at 47 Te Kumi Road on 27 July 2015. This property was being rented out.
- 3.14 WDC received notice from the tenant in October 2017 of an intention to vacate the property.
- 3.15 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.
- 3.16 In terms of the Tenancy Agreement Act, the owner must ensure insulation meets the minimum standards before 1 July 2019.

- 3.17 Due to the intended ongoing residential use, maintenance and upgrading work is underway.
- 3.18 Approximately 45% of the contract has been completed to date and estimated completion for this is mid May 2018.

Suggested Resolutions

The Progress Report: Housing and other Property be received.



KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES
April 2018

Document No: A390257

Report To: Council



Meeting Date: 1 May 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 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 Specialist legal advice has been sought to address issues and challenges.

3.6 Reserves Management Act

- 3.7 Under section 41(1) of the Reserves Act 1977 ('Reserves Act'), the administering body shall within five (5) years of its appointment or within five (5) years of the commencement of the Reserves Act (whichever is later), must prepare and submit to the Minister for his approval Reserve Management Plans ('Management Plans') for reserves under its control, management and administration.
- 3.8 The Reserve Management Plan works program is being undertaken in association with the District Plan Review.

3.9 Marokopa Campground

- 3.10 In November 2017 the lessee gave notice of terminating the current arrangement effective 31 January 2018. The first term of the lease expired in July 2017 however a three year term extension option was available. The roll over option was not exercised.
- 3.11 An Expression of interest (EOI) request has been finalised and is 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.
- 3.12 The EOI closes at 4pm Tuesday 1 May 2018.
- 3.13 The procurement is a two stage process. The first stage is by way of an EOI, the intent of the EOI process is to identify a shortlisted party or parties with the appropriate skills and commitment to undertake the future management of the campground. The second stage is the Request for Proposal (RFP). Shortlisted parties will be provided with the draft Deed of Lease, financial information and asked to submit a detailed proposal to council.
- 3.14 No change to the agreed LOS is proposed and in the meantime bookings are managed through the Customer services desk and Camp manager.

3.15 Brook Park Entrance Upgrade

- 3.16 Work on the Brook Park entrance upgrade started in mid-January 2018.
- 3.17 This project is now completed with only the road marking and one or two minor alterations to be finalised.
- 3.18 This has been well received by the public with positive feedback.

3.19 Te Kuiti Aerodrome

- 3.20 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.
- 3.21 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).
- 3.22 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.

Suggested Resolutions

The Progress Report: Parks and Reserves be received.

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', written in a cursive style.

KOBUS DU TOIT
GENERAL MANAGER – INFRASTRUCTURE SERVICES

April 2018

Document No: A391062

Report To: Council



Meeting Date: 1 May 2018

Subject: Ratification of Submission to Waikato Regional Council

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for ratification, the submission made to the Waikato Regional Council (WRC) on the Consultation Document (CD) for their 2018-28 Long Term Plan.

Background

- 2.1 Council received a deputation from WRC at its meeting on 27 March 2018 regarding WRC's proposals for their 2018-28 Long Term Plan (2018 LTP).
- 2.2 WRC representatives presented the key issues for their 2018 LTP.
- 2.3 One of the proposals in WRC's CD is whether or not to provide funding for a regional theatre in Hamilton.
- 2.4 WRC had sought feedback on this matter from Waitomo District Council (WDC) along with other Council's in the region earlier as well. Council had considered the matter at its workshop on 17 February 2018 and at its meeting in March 2018.

Commentary

- 3.1 The key aspect of the regional theatre proposal is that a community foundation – Momentum Waikato has asked WRC to contribute \$5 million towards building a regional theatre in Hamilton.
- 3.2 Momentum Waikato have also asked WRC to contribute a further \$300,000 every year (starting 2020/21, the proposed opening year of the theatre) towards an asset maintenance reserve fund. This contribution would be reviewed every three years as part of WRC's LTP process.
- 3.3 The asset maintenance reserve fund is proposed to be used only for major upgrades that ensure the preservation of the facility and not towards the everyday running of the theatre.
- 3.4 WRC's preferred option (**Option 2 in their CD**) is for the \$5 million to be collected from the region to fund the capital component (over 20 years) and \$300,000 per year collected from the region towards the ongoing asset maintenance reserve fund.

- 3.5 Option 2 also proposes that the beneficiaries be split into primary and secondary. Primary beneficiaries would pay \$10.26 per property per year and Secondary beneficiaries would pay \$0.93 per property per year.
- 3.6 WRC have considered that Primary beneficiaries outside of Hamilton include Waikato, Waipā and Matamata-Piako ratepayers and Secondary beneficiaries include all other regional ratepayers – Thames-Coromandel, Hauraki, Ōtorohanga, Waitomo, South Waikato, Taupō and the portion of Rotorua in the Waikato region.
- 3.7 WRC’s preferred option is that \$4.5 million of the capital contribution would come from the Primary beneficiaries and \$0.5 million from the Secondary beneficiaries. They also propose to borrow the funds for WRC’s contribution to the construction of the theatre and then collect repayments (including principal and interest) from the ratepayers over 20 years.
- 3.8 **WDC submitted** to WRC’s CD for their 2018 LTP, on their proposal for the regional theatre stating preference for Option 2 and that we wish to be heard. Email sent for the submission is included in this business paper as **Attachment 1**.
- 3.9 This preference was based on discussions that took place at the Council workshop held on 17 February and the subsequent Council meeting of 1 March 2018. Both the workshop reader and business paper are included in this business paper as **Attachments 2 and 3**.
- 3.10 No preference was agreed by Council as a result of the agenda item on the WRC deputation.
- 3.11 WRC has acknowledged receipt of Council’s submission. Submissions closed on 16 April 2018.

Suggested Resolutions

- 1 The business paper on Ratification of Submission to Waikato Regional Council be received.
- 2 The Submission to Waikato Regional Council’s consultation proposal on the regional theatre be ratified.

Vibhuti

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

23 April 2018

Attachment: 1 WDC Submission email to WRC (#zA3663)

Council Workshop Reader – 13 February 2018 – Waikato Regional Theatre Funding Proposal (#zA3658)

Council Business Paper - 27 February 2018 - Waikato Regional Theatre Funding Proposal (#A385650)

From: Vibhuti Chopra
Sent: Monday, 16 April 2018 3:22 PM
To: 'haveyoursay@waikatoregion.govt.nz'
Subject: Submission to the 2018-2028 Long Term Plan

Waitomo District Council would like to submit on **Proposal 6: Regional Theatre**, contained in the Consultation Document for WRC's 2018-2028 Long Term Plan.

We support **Option 2** for Proposal 6: Contribute to the capital component and the ongoing asset maintenance reserve fund, with the cost split between primary and secondary beneficiaries.

We would like to be heard in support of our submission.

Kind regards
Vibhuti

Vibhuti Chopra | Group Manager - Corporate Services

Waitomo District Council

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Document No: A384185

Report To: Council Workshop



Meeting Date: 13 February 2018

Subject: Waikato Regional Theatre – Funding Proposal

Purpose of Report

- 1.1 The purpose of this Reader is to provide Council with information from the Waikato Regional Council (WRC) relating to a proposal by Momentum Waikato Community Foundation for a regional theatre.
- 1.2 The proposal is the first to be prepared under the Community Facilities Funding Framework (CFFF) and submitted for consideration to District Councils within the Region. WRC has sought confirmation that Waitomo District Council agrees with the proposal endorsed by WRC.

Background

- 2.1 The CFFF's origins arise from a need of local authorities within the Waikato Region to have a framework which enables collective and strategic investments within and on behalf of the community in sports, recreation, arts and cultural facilities.
- 2.2 This framework provides opportunities to leverage and consolidate funding from Central Government, Community Funders and other funders aside from Government, whilst facilitating partnerships that might not have been as readily assessable under the previous structure or as separate operating organisations.
- 2.3 The CFFF was discussed by WDC elected members on the 15th of August 2017 at a Council Workshop and feedback was provided to WRC on recommended changes.
- 2.4 The CFFF was subsequently unanimously endorsed by the Waikato Mayoral Forum on the 11th September 2017.

Commentary

- 3.1 On 31st October 2017 WRC's Strategy and Policy Committee received the Waikato Regional Theatre Proposal (WRT proposal) from Momentum Waikato Community Foundation (MW) for consideration and resolved to receive the proposal.
- 3.2 The proposal was then discussed by WRC as part of its 2018-2028 Long Term Plan Budget Meeting on 1st February 2018.
- 3.3 During the WRC's 2018-2028 meeting the following resolutions were made:
 - 3.3.1 That the Report/ Assessment – Waikato Regional Theatre Proposal be received;
 - 3.3.2 That the proposed Waikato Regional Theatre Request be approved for consultation through the 2018-2028 Long Term Process (noting that any WRC Council approval would be subject to full project funding being in place and key due diligence matters being resolved to the satisfaction of the council);

- 3.3.3 That the WRC confirm the preferred funding option for the proposed Waikato Regional Theatre **as funding model 1**; and
- 3.3.4 That the WRC request the WRC Chief Executive to write to each territorial authority and seek their feedback on the preferred funding option which will be considered by WRC at their 22nd February 2018 Council meeting, to enable a decision as to whether to include in it in WRC's draft 2018-2028 Long Term Plan for consultation.

Considerations

- 4.1 MW have requested WRC for \$5 million in capital contribution and \$300,000 in operational cost contribution. WRC proposal as per their **Funding model 1** is a capital contribution of \$500,000 from the wider Waikato region including Waitomo District Council excluding Hamilton City Council, Waipa, Waikato and Matamata-Piako District Councils.
- 4.2 The capital contribution of \$500,000 is based on the assumption that Hamilton City Council contributes \$25m and a further \$4.5million in capital contribution is provided by Waipa, Waikato and Matamata-Piako Districts.
- 4.3 It has been noted that in preparing the funding model, consideration has been given to geographical distance and usage as a consequence a uniform rate across Waikato has not been proposed as it is not considered equitable.

Capital Expenditure \$5 million (excludes Hamilton City)			
	Rating per rating unit/p.a.	Total rates / p.a.	% Contribution
Thames Coromandel	\$0.50	\$13,615.00	3.4%
Hauraki DC	\$0.50	\$5,210.00	1.3%
Waikato DC	\$5.54	\$167,026.00	41.3%
Matamata-Piako DC	\$5.54	\$79,584.00	19.7%
Waipa DC	\$5.54	\$117,509.00	29.0%
Otorohonga DC	\$0.50	\$2,371.00	0.6%
South Waikato DC	\$0.50	\$4,836.00	1.2%
Waitomo DC	\$0.50	\$2,684.00	0.7%
Taupo DC	\$0.50	\$11,094.00	2.7%
Rotorua (part)	\$0.50	\$648.00	0.2%
Total		\$404,576.00	100%

- 4.4 WRC is also seeking feedback on an operational contribution of \$300,000 per annum commencing year 3 of the 2018/2028 LTP from the wider Waikato region. This is based on the assumption that Hamilton City Council will contribute \$1.1m to other operational costs. The split of this is shown in the following table.

Operating Expenditure \$300,000 from year 3 LTP (excludes Hamilton City)			
	Rating per rating unit/p.a.	Total rates / p.a.	% Contribution
Thames Coromandel	\$0.43	\$11,610.00	3.4%
Hauraki DC	\$0.43	\$4,443.00	1.3%
Waikato DC	\$4.72	\$142,413.00	41.3%
Matamata- Piako DC	\$4.72	\$67,872.00	19.7%
Waipa DC	\$4.72	\$100,215.00	29.0%
Otorohonga DC	\$0.43	\$2,021.00	0.6%
South Waikato DC	\$0.43	\$4,124.00	1.2%
Waitomo DC	\$0.43	\$2,289.00	0.7%
Taupo DC	\$0.43	\$9,461.00	2.7%
Rotorua DC	\$0.43	\$552.00	0.2%
Total		\$345,000	100.00%

4.5 The proposed rates per rating unit are shown in the following table.

Council	18/19	19/20	20/21	22/23	23/24	24/25	25/26	26/27	27/28
Thames Coromandel	\$0.00	\$0.25	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93
Hauraki DC	\$0.00	\$0.25	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93
Waikato DC	\$0.00	\$2.77	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26
Matamata Piako	\$0.00	\$2.77	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26
Waipa DC	\$0.00	\$2.77	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26	\$10.26
Otorohonga DC	\$0.00	\$0.25	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93
South Waikato DC	\$0.00	\$0.25	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93
Waitomo DC	\$0.00	\$0.25	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93
Taupo DC	\$0.00	\$0.25	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93
Rotorua (part)	\$0.00	\$0.25	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93	\$0.93

4.6 Council views are sought on the funding proposal which will be provided to WRC after this workshop.

Vibhuti

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Attachments:

A384160 – Waikato Regional Council Agenda January 2018

A384161 – Strategy and Policy Committee Minutes

A384162 – Report to Council (Assessment – Waikato Regional Theatre Proposal)

A384163 – Waikato Regional Theatre Proposal – Letter

Document No: A385650

Report To: Council



Meeting Date: 27 February 2018

Subject: Waikato Regional Theatre – Funding Proposal

Purpose of Report

- 1.1 The purpose of this business paper is for Council to make a formal resolution relating to the Waikato Regional Council's (WRC) advice of a proposal by Momentum Waikato Community Foundation for a regional theatre.

Background

- 2.1 Due to the deadline for Council to provide its position on the regional theatre proposal to WRC being prior to Council's first meeting of the 2018 year, this matter was referred to the Council Workshop on 13 February 2018 to seek Council's position with the intention of ratifying that position at the February 2018 Council meeting.
- 2.2 A copy of the 13 February 2018 Workshop paper is enclosed separately and forms part of this business paper as background information.

Commentary

- 3.1 Council's feedback at the Workshop was that it supported the proposal, as detailed, being included in WRC's draft 2018-2028 Long Term Plan for public consultation.
- 3.2 Following the Council Workshop on 13 February 2018, WRC was advised of Council's support for the regional theatre proposal to be publicly consulted on as part of the Waikato Regional Council's draft 2018-2028 Long Term Plan
- 3.3 It is now necessary that Council make a formal resolution confirming that position as provided to WRC.

Suggested Resolutions

- 1 The business paper on Waikato Regional Theatre – Funding Proposal be received.
- 2 Council support the proposal by Momentum Waikato Community Foundation for a regional theatre being publicly consulted on as part of the Waikato Regional Council's draft 2018-2028 Long Term Plan.

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

MICHELLE HIGGIE

EXECUTIVE ASSISTANT

Document No: A387406

Report To: Council



Meeting Date: 1 May 2018

Subject: 2018 General Revaluation

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the process for the 2018 General Revaluation for properties in the Waitomo District.

Background

- 2.1 The Rating Valuations Act 1998 requires that every property in New Zealand must be revalued for rating purposes at least once every three years.
- 2.2 The last revaluation for the Waitomo District occurred in September 2015 and therefore the revaluation is due to be undertaken again in September 2018.
- 2.3 The values from the 2018 district revaluation will be used for rating purposes from 1 July 2019.
- 2.4 There are a number of stakeholders in the General Revaluation Process ranging from the community, the Council, a range of service providers and the Office of the Valuer General (OVG).
- 2.5 Under the Rating Valuations Act 1998, the OVG sets minimum standards for rating valuations and maintenance of the district valuation roll. The Valuer-General also:
- Provides independent quality assurance of valuations for rating purposes
 - Certifies Rating Valuations to local authorities
 - Provides technical advice to Government on valuation and the valuation services sector
 - Monitors and audits the work of rating valuation service providers (VSPs)
- 2.6 As Council's appointed Valuation Service Provider, Quotable Value New Zealand (QV) undertakes the revaluation on behalf of Council. The valuation of utilities (ie, electricity, gas, telecommunication networks, water services networks) are undertaken as a separate process. The valuer for 2018 is yet to be confirmed but in 2015 QV carried out this work.
- 2.7 In 2005 Waitomo District Council entered into an agreement with Waikato Local Authority Shared Services Limited (WLASS) for a Shared Valuation Database Service (operating under WLASS).
- 2.8 WLASS provides valuation database services to Councils in the Waikato and to Waikato Regional Council. WDC's official District Valuation Roll (DVR) resides in the Shared Valuation Database Service (SVDS) and is shared with Waikato Regional Council for rating purposes.

- 2.9 WLASS contracts a provider called Rating Valuation Services Limited (RVSL) (which was formed in April 2007) to provide SVDS maintenance and associated support services to SVDS Councils. RVSL assists WDC by providing reports out of the SVDS system, loading bulk files from Council and QV, running integrity checks and audit processes to ensure the (DVR) data is correct and complete.
- 2.10 RVSL provide support services to QV and Council to ensure the revaluation project plan runs smoothly. This includes dealing with valuation enquiries and ensuring that both parties achieve deadlines. RVSL also assists with the preparation of the assurance statement.

Commentary

- 3.1 The following provides a high level summary of the process to be followed for General Revaluation in 2018:

Key Milestone	Description	Date of Action
Data Integrity Checks	Includes review of data and data cleansing, updating information on certificate of titles, Maori Freehold land properties, earthquake prone buildings, leaky buildings and methamphetamine contaminated buildings.	April 2018
Market Surveys	Random surveys of rural, commercial and industrial properties to be sent to ratepayers in the Waitomo District as per Section 45 of the Rating Valuations Act.	April/May 2018
Rates Newsletter Mail out	A Rates Newsletter will be sent to ratepayers in August, along with the rates invoice and assessment for the 2018/2019 year. The rates newsletter will provide details on key information about the General Revaluation taking place in September and the objection process.	August 2018
Waitomo Way	The August edition of the Waitomo Way will include a section outlining the key information about the General Revaluation including the objection process.	August 2018
Revaluation of Utilities	Utility assets of electricity lines and gas distribution networks will be re-valued as per the Rating Valuations Rules 2008 – Section 7.	Sept 2018
OVG Audit Date and files to OVG	The final DVR file sent to the OVG for audit.	16 Oct 2018
Public Notice	Upon the Valuer-General's Certification of the General Revaluation, WDC will give public notice that the roll is open for inspection and notify the community of objection timeframes as per Rating Valuations Act – Section 12	24 Oct 2018
Valuation Notice Mail Out	Notice of General Revaluation will be sent to owners and ratepayers, detailing the new property values and information on how to object to the new values as per the Rating Valuations Act – Section 13	31 Oct 2018
Valuation Service Provider presentation to Council	Valuers from Quotable Value will present the key highlights of the General Revaluation to the Elected Members.	October 2018 Council meeting - to be confirmed
Objections Close	Owners and ratepayers have 30 working days in which to lodge an objection after receiving the above valuation notice. Objections must be received by 6 December 2018. Objections are then forwarded to Quotable Value for further review of the values as per Rating Valuations Rules 2008 – Section 6	6 Dec 2018

Key Milestone	Description	Date of Action
Ratepayers notified of result of objection	Once Quotable Value completes their review, owners and ratepayers will be notified of the result of their objection. If owners are still not satisfied with their value, they have the opportunity to have their objection heard by the Land Valuation Tribunal. This is a separate process with the Land Valuation Court.	As each objection is reviewed

- 3.2 Council staff will be sending rental and production surveys during the months of April and May. These surveys will be sent to a selection of rural, commercial and industrial property ratepayers to ensure that the revaluation program is undertaken as accurately as possible. In 2015, 607 market surveys were sent out to ratepayers.
- 3.3 The majority of the valuation fieldwork relating to the general valuation will be undertaken between July and September 2018 by Quotable Value. Properties that will be inspected include those which have recently sold. A selection of all non-sold properties will be inspected from the road. In addition a further 300 properties across all sectors will have an onsite inspection.
- 3.4 Peer reviews are carried out at each stage of the revaluation process to ensure quality and accuracy.
- 3.5 The community will be informed about the 2018 general revaluation process at different stages – at the start of the process, then to inform about process completion and objections period, the next stage will be to inform about the results as an overview. Further impact assessment will be communicated through the rates newsletter for 2019/20 year (the year the revaluation takes effect). If the impacts are significant then further communication will be planned specifically.
- 3.6 The media planned to be used for communication on 2018 general revaluation will be Waitomo Way, Community update in Waitomo News and the rates newsletter.

Suggested Resolutions

- 1 The business paper on 2018 General Revaluation be received.

Vibhuti

VIBHUTI CHOPRA
GROUP MANAGER CORPORATE SERVICES

16 APRIL 2018

Document No: A387135

Report To: Council



Meeting Date: 1 May 2018

Subject: 2018/19 Proposed Fees and Charges

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to set Fees and Charges for the 2018/19 year.

Background

- 2.1 Section 102 of the Local Government Act 2002 requires Council to mandate sources and levels of funding under its Revenue and Financing Policy (RFP).
- 2.2 Council's RFP provides information on funding sources that are available to Council and provides the rationale for the use of each funding source. The RFP fees and charges (FCs) expectations for the funding of activities (or parts of activities) and the rationale for their use in funding certain activities are set out in detail in the RFP.
- 2.3 FCs are established as part of the annual budgeting process. This annual review provides the opportunity to adjust the existing FC arrangements to reflect changing circumstances in the operating environment. A number of the FCs are set by government legislation.
- 2.4 Most fees and charges are formalized by resolution without consultation but changes to some fees and charges require public consultation (using the Special Consultative Procedure) before adoption.

Commentary

- 3.1 An FC review has been undertaken taking the RFP into consideration.
- 3.2 **Attachment 1** which forms part of this business paper sets out proposed additions and alterations to FCs and highlights the variations from Council's current year's (2017/18) fees and charges schedule.
- 3.3 All changes to the FCs for the 2018/19 year (contained in Attachment 1) are confirmed by Council resolution. No changes are proposed that require the special consultative procedure to be followed prior to adoption.
- 3.4 The 2018/19 Proposed FCs are summarized as follows:
- New Fees
 - No Change
 - Fee increases
 - Increased actual cost of providing the service;
 - Increased cost of procurement from suppliers or contractors; and

- CPI and LGCI increases.

3.5 Compliance

3.6 Three changes to FCs.

- Application for exemption from requiring a Building Consent (Building Consent activity)
- Re-site Dwellings with additions or alterations (Building Consent activity)
- Seizure Fee (Animal and Dog Control activity)

3.7 These three new fees reflect Council's RFP expectation to recover costs associated with certain services within the activity.

3.8 The Fees and Charges set under the Dog Control Act 1996 must be notified during the month before registration year begins, as per section 37(6) of the Dog Control Act 1996. This will occur at the beginning of June 2017 to allow the new fees to take effect from 1 July 2018.

3.9 Environmental Health & Alcohol Licensing

3.10 No changes proposed for the 2018/19 period.

3.11 Resource Management

3.12 No changes proposed for the 2018/19 period.

3.13 Community Services

3.14 These changes relate to LGCI increases, increases as a consequence of cost recovery and increases due to imposed safety guidelines.

3.15 Community Development

3.16 Minor changes proposed in the Community Development Group to better reflect the cost of the services provided.

3.17 Corporate Services

3.18 There are no changes proposed for the 2018/19 period.

3.19 Infrastructure

3.20 Proposed changes are a consequence of LGCI increases. The balance of adjustments to the fees and charges relate reflect increased procurement costs from suppliers.

Analysis of Options

4.1 The options related to the adoption of recommended changes to Fees and charges are –

- Confirm proposed FC adjustments (*recommended*)
- Vary the proposed FC adjustments
- Status quo

4.2 Proposed changes are closely aligned to the RFP requirements set down as Policy by Council. It is therefore recommended that Council accept the proposed changes.

Considerations

5.1 **Risk**

- 5.2 There are no potential risks discernable with the adoption of the recommended adjustments to FCs for the 2018/19 year.
- 5.3 If the proposed adjustments to the FCs for 2018/19 are not confirmed, then there is the potential of deficit in the funding of agreed or established operational budgets and/or an impact on agreed levels of service.
- 5.4 Another potential risk is that Council will not meet its legislative timeframe obligations for setting and/or, communicating the FCs set for the 2018/19 year.

6.1 **Consistency with Existing Plans and Policies**

- 6.2 The proposed FCs for 2018/19 are consistent with, and are required to fund delivery of current Council Plans or Policies.

7. **Significance and Community Views**

- 7.1 There is nothing contained within this paper or the 2018/19 Proposed FCs which triggers WDC's Significant and Engagement Policy.
- 7.2 No changes have been made to FCs which require a special consultative procedure. Council may set the Proposed FCs by resolution and without public consultation.
- 7.3 Fees and charges set under the Dog Control Act 1996 must be notified during the month before the registration year begins, as per section 37(6) of the Dog Control Act 1996.

Recommendation

- 8.1 It is recommended that the proposed 2018/19 Draft Fees and Charges be adopted by the Council.

Suggested Resolutions

- 1 The business paper on the 2018/19 proposed Fees and Charges be received.
- 2 That Council adopt the 2018/19 proposed Fees and Charges in **Attachment 1** to become effective on the 1 July 2018.



VIBHUTI CHOPRA
GROUP MANAGER - CORPORATE SERVICES

18 April 2018

Attachment: 1 Proposed 2018/19 Fees and Charges (zA3640)



Proposed
2018/2019
FEES AND CHARGES

*All Fees and Charges are inclusive of GST,
with the exception of bonds, penalties and residential housing*

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Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Building consent fees			
Building Consent cost includes Inspection fee and Code Compliance Certificate All fees are payable on application.			
Certificate of title	30.00	30.00	No Change
Production of Project Information Memorandum (PIM)	180.00	180.00	No Change
Solid Fuel Heaters			
Freestanding (1 inspection)	500.00	500.00	No Change
Insert (2 inspections)	690.00	690.00	No Change
Minor Works (1 inspection)	500.00	500.00	No Change
Garden Sheds			
Basic Warning System			
Marquees			
Plumbing or Drainage			
Minor Building Works (2 inspections)	870.00	870.00	No Change
Carports			
Demolitions			
Decks			
Swimming Pools			
Other Buildings (2 Inspections)	870.00	870.00	No Change
Garages			
Hay Barns			
Implement Sheds			
Bridges			

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Detached habitable buildings, no plumbing or drainage (5 inspections)	1,480.00	1,480.00	No Change
Sleep Out			
Office			
Studio			
Additions/alterations up to 30m ²			
Internal alterations to dwellings			
Detached habitable buildings, with plumbing or drainage (6 inspections)	1,730.00	1,730.00	No Change
Sleepout with toilet/shower			
Additions/alterations up to 30m ² with plumbing and drainage			
Internal alterations to dwellings			
Additions/alterations 30m² to 60m² (6 inspections)	1,730.00	1,730.00	No Change
Other new buildings up to 60m² excluding dwellings and commercial buildings (6 inspections)	1,730.00	1,730.00	No Change
Dairy Sheds (3 inspections)	1,600.00	1,600.00	No Change
Re-sited Dwellings (3 inspections) A bond is also required	1,850.00	1,850.00	No Change
Dwelling Single Storey up to 100m² (8 inspections)	3,030.00	3,030.00	No Change
Dwelling Single Storey up to 250m² (9 inspections)	3,280.00	3,280.00	No Change
Dwelling Single Storey larger than 250m² (9 inspections)	3,430.00	3,430.00	No Change

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Dwelling Two Storey or more up to 250m² (9 inspections)	3,500.00	3,500.00	No Change
Dwelling Two Storey or more larger than 250m² (9 inspections)	3,800.00	3,800.00	No Change
Commercial /Industrial up to 300m² (9 inspections)	4,010.00	4,010.00	No Change
Commercial/Industrial - Basic kitset type building, no services or internal fitout (3 inspections)	1,700.00	1,700.00	No Change
Commercial/Industrial larger than 300m² (9 inspections)	4,510.00	4,510.00	No Change
Commercial - Internal Alterations (3 inspections)	1,700.00	1,700.00	No Change
Inspection Fee (compliance inspection/swimming pool etc.)	190.00	190.00	No Change
Amendments	340.00	340.00	No Change
Compliance Schedules			
New Compliance Schedule (Section 102 Building Act 2004)	280.00	280.00	No Change
Amendments to existing Compliance Schedule (Section 106 and 107 Building Act 2004)	280.00	280.00	No Change
Request for Extension of Time	160.00	160.00	No Change
Processing of Section 71 / 77 Certificate	200.00	200.00	No Change
Plus on-charge of Solicitors fee to prepare	Actual Cost	Actual Cost	No Change

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Certificate of Acceptance - Section 41(c) Any building work in respect of which a building consent cannot practicably be obtained in advance because the building work has to be carried out urgently.	740.00	740.00	No Change
Certificate of Acceptance -Section 96(1)(a) (i) the work was done by the owner or any predecessor in title of the owner; and (ii) a building consent was required for the work but not obtained. (In addition to the fees that would have been payable had the owner or previous owner applied for a building consent before carrying out the building work.)	1,180.00 (plus any relevant building consent fees)	1,180.00 (plus any relevant building consent fees)	No Change
Certificate of Public Use (1 inspection)	550.00	550.00	No Change
Notice to Fix (1 inspection)	450.00	450.00	No Change
Accreditation Levy (consents valued over \$20,000)	1.10 per 1,000	1.10 per 1,000	No Change
Building Research Levy For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable	1.00 per 1,000	1.00 per 1,000	No Change
MBIE Levy For every building consent with an estimated value of \$20,444 and over, \$2.01 per \$1,000 is payable	2.01 per 1,000	2.01 per 1,000	No Change
Lapsed or Cancelled Building Consents	Refund of unused fees less administration fee	Refund of unused fees less administration fee	No Change

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Refunds will be paid to the person(s) who paid the fees on application.			
Administration fee for refund on cancelled or lapsed consents	50.00	50.00	No Change
Peer Review of Specific Designs by External Agents	Actual Cost	Actual Cost	No Change
Any additional costs incurred in processing a building consent shall be recoverable on actual and reasonable basis.	160.00 per hour	160.00 per hour	No Change
Applying for an exemption from requiring a building consent		250.00	New Fee - We do not currently have a fee for processing applications to exempt building work which requires a consent. This addition ensures that time spent processing exemptions in relation to residential pools (and any other exemption under the Building Act) can be recovered. The fee will not be applied where the exemption already existed under schedule I of the BA 2004.
Re-site dwellings with additions or alterations (includes \$400 extra processing fee and 3 additional inspections)		2,870.00	New Fee - The fee for additions/alterations to a relocate is proposed as there is extra

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			work required in processing and inspections over and above that of a relocated dwelling with no alterations. There was a gap in our fee structure which we have tried to address fairly with the proposed fee being above that of a straight relocate, but less than a new dwelling.
Other regulatory fees and charges			
Overseas investment certificates – for determining and issuing	300.00	300.00	No Change
Section 348 – Right of way (ROW) application – processing application for ROW under the Local Government Act 1974	600.00	600.00	No Change
Sale and Supply of Alcohol Certificates	200.00	200.00	No Change
Certificate of Title search	30.00	30.00	No Change
Land Information Memorandum (LIM)	300.00	300.00	No Change
Animal and Dog Control Fees All Fees are set in accordance with the Dog Control Act 1996 and by Council resolution.			
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	115.00	115.00	No Change
Spayed or Neutered Dogs in the Urban Area	90.00	90.00	No Change
Selected Owner (Dog Control Policy) Dogs	70.00	70.00	No Change

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Rural Dogs	45.00	45.00	No Change
Late registration fee	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.	50% of the fee that would have been payable if that dog had been registered on the first day of the registration year.	No Change
Dangerous Dogs registration fee	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.	150% of the fee that would apply if the dog were not classified as a Dangerous Dog.	No Change
Replacement Registration Tag	5.00	5.00	No Change
Impounding (Poundage) Fees			
Seizure Fee (per dog seized)		65.00	New Fee - Seizure fees are allowed pursuant to section 68 of the Dog Control Act 1996. This fee ensures that the full costs incurred by WDC in seizing dogs are able to be recovered.
First Impounding (registered dog)	70.00	70.00	No Change
First Impounding (unregistered dog)	100.00	100.00	No Change
Second Impounding	138.00	138.00	No Change
Third and subsequent impounding	200.00	200.00	No Change
Plus Sustenance fees - per day	15.00	15.00	No Change

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Re-Homing Fee	Re-homing of unwanted/unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro chipping fee	Re-homing of unwanted/unclaimed dogs (unregistered) dogs will be the applicable registration fee and micro chipping fee	No Change
The owner of an impounded dog that is not claimed or signed over to Council remains liable for all impounding and sustenance fees irrespective of the fate of the dog.			
Surrender/disposal fee (in addition to applicable impounding charges and sustenance)	40.00	40.00	No Change
Micro-chipping Fee	25.00	25.00	No Change
Consent to keep more than 2 dogs in the urban area (fees will be effective from 1 July 2015)	30.00	30.00	No Change
Stock Poundage Fee - Excluding dogs			
First impounded animal	110.00	110.00	No Change
Per animal thereafter (impounded at the same time as the first impounded animal)	40.00	40.00	No Change
Subsequent Impounding – within any 24 month period involving animals owned by the same person/organisation	220.00 plus 40 per additional animal	220.00 plus 40 per additional animal	No Change
Driving charges – leading, driving or conveying stock (pursuant to section 14 of the	125 per hour per officer, plus mileage at local government rates, plus any other reasonable costs	125 per hour per officer, plus mileage at local government rates, plus any other reasonable	No Change

Compliance			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Impounding Act 1955)	incurred, including the full costs of any after-hours response	costs incurred, including the full costs of any after-hours response	
Grazing (per day) – horses, cattle, mules, ass, deer, pigs	8.00	8.00	No Change
Grazing (per day) – sheep, goats, and any others	2.00 plus costs of any hard/supplementary feeds i.e. hay, grain	2.00 plus costs of any hard/supplementary feeds i.e. hay, grain	No Change
Advertising costs (pursuant to the Impounding Act 1988)	Actual costs	Actual costs	No Change

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Health Act Licence Fees			
Amusement Device Permits (Section 11 Amusement Device Regulations 1978)			
1. First Device	11.50	11.50	No Change
2. Each additional Device	2.30	2.30	No Change
Food Premises Health (Registration of Premises) Regulations 1966			
Low Risk Premises	450.00	450.00	No Change
High Risk Premises	570.00	570.00	No Change

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Any additional inspections required due to non-compliance	150.00	150.00	No Change
Fees for Functions under the Food Act 2014			
All administration and verification activities including annual verification, reporting, non conformance visits and any activity not specified in the schedule below	160.00 per hour	160.00 per hour	No Change
Application for new registration of Template Food Control Plan	180.00 (plus hourly rate of 160 after the first hour)	180.00 (plus hourly rate of 160 after the first hour)	No Change
Application for renewal of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)	160.00 (plus hourly rate of 160 after the first hour)	No Change
Application for amendment of registration of Template Food Control Plan	160.00 (plus hourly rate of 160 after the first hour)	160.00 (plus hourly rate of 160 after the first hour)	No Change
Voluntary suspension of Template Food Control Plan	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)	No Change
Application for new registration of premises under a National Programme	120.00 (plus hourly rate of 160 after the first hour)	120.00 (plus hourly rate of 160 after the first hour)	No Change
Application for renewal of registration of premises under a National Programme	110.00 (plus hourly rate of 160 after the first hour)	110.00 (plus hourly rate of 160 after the first hour)	No Change

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Voluntary suspension of National Programme	85.00 (plus hourly rate of 160 after the first hour)	85.00 (plus hourly rate of 160 after the first hour)	No Change
Issue of improvement notice, or review of an improvement notice	150.00 (plus hourly rate of 160 after the first hour)	150.00 (plus hourly rate of 160 after the first hour)	No Change
Application for statement of compliance	150.00 (plus hourly rate of 160 after the first hour)	150.00 (plus hourly rate of 160 after the first hour)	No Change
Copy of Food Control Plan folder and documents	25.00	25.00	No Change
Cancellation of an audit or verification within 24 hours of the scheduled date and time of audit	100.00	100.00	No Change
Hawkers and Pedlars <i>(Public Places Bylaw Clause 14)</i>			
Hawkers and Pedlars	60.00	60.00	No Change
Itinerant Traders	170.00	170.00	No Change
Mobile Shops	170.00	170.00	No Change
Impounding of Stereo <i>Impounding Charges for Stereo (RMA 1991 sec 336). Note: Impounded stereo will be sold after six months if not claimed and impounding fees not paid.</i>	180.00	180.00	No Change
Licensing – Alcohol <i>(Ref: Sale and Supply of Alcohol (Fees) Regulations 2013)</i>			
New Licences, Renewals and Variations			

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Off/On/Club Application Fee - Very Low Risk	368.00	368.00	No Change
Off/On/Club Application Fee - Low Risk	609.50	609.50	No Change
Off/On/Club Application Fee - Medium Risk	816.50	816.50	No Change
Off/On/Club Application Fee - High Risk	1,023.50	1,023.50	No Change
Off/On/Club Application Fee - Very High Risk	1,207.50	1,207.50	No Change
Annual Fees			
Off/On/Club Application Fee - Very Low Risk	161.00	161.00	No Change
Off/On/Club Application Fee - Low Risk	391.00	391.00	No Change
Off/On/Club Application Fee - Medium Risk	632.50	632.50	No Change
Off/On/Club Application Fee - High Risk	1,035.50	1,035.50	No Change
Off/On/Club Application Fee - Very High Risk	1,437.50	1,437.50	No Change
Managers Certificate - New and Renewal	316.25	316.25	No Change
Temporary Authority	296.70	296.70	No Change
Special Licences			
Class 1	575.00	575.00	No Change
Class 2	207.00	207.00	No Change
Class 3	63.25	63.25	No Change

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Licensing – Other			
Transfer of Certificates of Registration or Licence	90.00	90.00	No Change
Offensive Trades - Registration Fees	450.00	450.00	No Change
Saleyards - Registration Fees	450.00	450.00	No Change
Hairdressers - Registration Fees	450.00	450.00	No Change
Funeral Director	40.00	40.00	No Change
Mortuary Premises	450.00	450.00	No Change
Camping Grounds	450.00	450.00	No Change
Skateboarding impounding fee	60.00	60.00	No Change
Application for Lease of Airspace	100.00	100.00	No Change
Lease of Airspace	Charge will be assessed on a site by site basis	Charge will be assessed on a site by site basis	No Change
Parking Infringement Fees			
Excess Parking - For parking on a road in breach of the provisions of Waitomo District Council's Land Transport Bylaw 2015, in excess of a period fixed by the bylaw or otherwise where the excess is:			
Not more than 30 minutes	12.00	12.00	No Change
More than 30 minutes but not more than 1 hour	15.00	15.00	No Change
More than 1 hours but not more than 2 hours	21.00	21.00	No Change
More than 2 hours but not more than 4 hours	30.00	30.00	No Change
More than 4 hours but not more than 6 hours	42.00	42.00	No Change
More than 6 hours	57.00	57.00	No Change

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Other Parking Offences			
Parking on designated bus stop	40.00	40.00	No Change
Parking on designated loading zone	40.00	40.00	No Change
Parking on a footpath	40.00	40.00	No Change
Parking contrary to parking signage	40.00	40.00	No Change
Parking on ornamental verge	40.00	40.00	No Change
Parking within 1 m of a vehicle entrance	40.00	40.00	No Change
Parking on or within 6m of an intersection	60.00	60.00	No Change
Inconsiderate parking	60.00	60.00	No Change
Double parking	60.00	60.00	No Change
Parking on a yellow broken line	60.00	60.00	No Change
Parking in a designated space for disabled persons	150.00	150.00	No Change
Towage Fees			
Towage fees are additional to the above fines.	Actual cost	Actual cost	No Change
Litter Infringement			
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - First Offence	100.00	100.00	No Change

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Litter, of less than or equal to 1 litre, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00	No Change
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent ¹ - First Offence	150.00	150.00	No Change
Litter, of more than 1 litre and less than or equal to 20 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00	No Change
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent ² - First Offence	250.00	250.00	No Change
Litter, of more than 20 litres and less than or equal to 120 litres, left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00	No Change

Environmental Health and Alcohol Licensing			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for amendment
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - First Offence	400.00	400.00	No Change
Litter, of more than 120 litres left in a public space, or on private land, without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00	No Change
Hazardous or offensive litter left in a public space, or on private land without the occupier's consent - First Offence	400.00	400.00	No Change
Hazardous ³ or offensive litter ⁴ left in a public space, or on private land without the occupier's consent - Second or Subsequent Offence within a Year	400.00	400.00	No Change
<p>¹ 20 litres is the approximate maximum capacity of two standard supermarket bags in normal conditions.</p> <p>² 120 litres is the approximate maximum capacity of a standard mobile garbage bin in normal conditions</p> <p>³ Hazardous litter includes broken glass, barbed wire, jagged metal, medicines, hazardous waste, etc.</p> <p>⁴ Offensive waste includes rotting food, animal remains, faeces including discarded nappies, etc.</p>			

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
General				
Pre application	Pre application meeting	Actual staff time	Actual staff time	No Change
Lodgement meeting	To lodge any consent	Actual staff time	Actual staff time	No Change
Pre-hearing meeting	For any meeting or mediation held (s99)	Actual staff time	Actual staff time	No Change
Joint subdivision and landuse	For any joint subdivision and landuse consent application	Deposit 4,500.00	Deposit 4,500.00	No Change
Limited notified consent	Any resource consent that requires limited notification	Deposit 6,500.00	Deposit 6,500.00	No Change
Notified consent	Any resource consent that requires public notification	Deposit 10,000.00	Deposit 10,000.00	No Change
Activity Exemption (s87BA)	Consider and issue notice	Fixed 165.00	Fixed 165.00	No Change
Marginal or temporary rule breaches (s87BB) <i>Note: please discuss this with Council's Planner prior to application</i>	Consider and issue notice (if applicable)	Fixed 165.00	Fixed 165.00	No Change
Land use consents				
Non notified	All land use consents, except as otherwise provided below	Deposit 1,000.00	Deposit 1,000.00	No Change
Non notified	Boundary dispensation (side yard only)	Deposit 600.00	Deposit 600.00	No Change
Subdivision consents				
Non notified	Creating 9 lots or less where no	Deposit 2,500.00	Deposit 2,500.00	No Change

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
	road/reserves proposed			
Non notified	Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00	Deposit 3,500.00	No Change
Subdivision processes (post approval)				
Section 223 certification		250.00	250.00	No Change
Section 224C certification		250.00	250.00	No Change
Section 241	Cancellation/partial cancellation of amalgamation condition	Fixed 450.00	Fixed 450.00	No Change
Section 221	Consent notice - preparation, authorisation, change or cancellation	Fixed 250.00	Fixed 250.00	No Change
Cross lease	Amendments to flats plans	Deposit 600.00	Deposit 600.00	No Change
Engineering	For inspections of any works for conditions, including checking engineering plans and any amendments	Actual staff time	Actual staff time	No Change
Other resource management activities				
Section 127	Application to change or cancel condition(s) of consent (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 1,000.00	Deposit 1,000.00	No Change

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Section 125/126	Applications for extensions of consent periods	Deposit 600.00	Deposit 600.00	No Change
Section 124	Exercise of resource consent while applying for new consent	Deposit 1,500.00	Deposit 1,500.00	No Change
Section 128-132	Review of consent conditions (non-notified only, notified consents will be charged the relevant notification fee)	Deposit 800.00	Deposit 800.00	No Change
Section 134	Transfer of holders interest in a consent (fixed fee)	Deposit 150.00	Deposit 150.00	No Change
Section 139A	Existing use right determination	Deposit 2,000.00	Deposit 2,000.00	No Change
Section 138	Application to surrender a resource consent	Deposit 500.00	Deposit 500.00	No Change
Section 139	Application for Certificate of Compliance	Deposit 1,000.00	Deposit 1,000.00	No Change
Section 357	Objection pursuant to sections 357(A) or (B)	Deposit 450.00	Deposit 450.00	No Change
NES	Confirmation of compliance with National Environmental Standard	Actual staff time	Actual staff time	No Change
Other	Any application pursuant to the RMA not listed elsewhere	Deposit 1,500.00	Deposit 1,500.00	No Change
Designations				
Public or limited notified	Notice of Requirement for Designation	Deposit 10,000.00	Deposit 10,000.00	No Change

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Non-notified	Notice of Requirement for Designation	Deposit 5,000.00	Deposit 5,000.00	No Change
Sections 181, 182	Requirement for alteration or removal/partial removal of designation	Deposit 1,500.00	Deposit 1,500.00	No Change
Section 184/184A	Application to determine designation lapsing	Deposit 2,500.00	Deposit 2,500.00	No Change
Section 180	Transfer of rights and responsibilities for designations	Deposit 1,500.00	Deposit 1,500.00	No Change
Sections 177, 178	Request to the requiring authority responsible for an earlier designation. Application to do anything which would prevent or hinder the public work or project	Deposit 600.00	Deposit 600.00	No Change
Section 176	Application for outline plan	Deposit 650.00	Deposit 650.00	No Change
Section 176A(2)	Waiver of requirement for outline plan	Deposit 150.00	Deposit 150.00	No Change
Heritage orders				
Sections 189/189A, 196, 177	Requirement for a heritage order. Requirement for removal of heritage order. Request to requiring authority responsible for the earlier heritage order.	Deposit 1,500.00	Deposit 1,500.00	No Change
Plan Change application (to amend the District Plan)				
1st schedule	Processing, considering and	Deposit 30,000.00	Deposit 30,000.00	No Change

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
	determining a private plan change application.			
Compliance and monitoring				
General	Administration, review, correspondence.	Actual staff time	Actual staff time	No Change
Inspections (excluding engineering)	To monitor progress with giving effect to any resource consent, and compliance with consent conditions.	150 per inspection	150 per inspection	No Change
Engineering	For any inspection required.	Actual staff time	Actual staff time	No Change
Miscellaneous charges				
Legal instruments	Search for easement documents, covenants, encumbrances, or any other document registered on Certificates of Title.	Actual staff time + LINZ costs	Actual staff time + LINZ costs	No Change
Affixing council's seal/authorising document	For administrative costs incurred in affixing council's seal and/or signature to any document where a charge is not otherwise listed.	Fixed 170.00	Fixed 170.00	No Change
Variation/cancellations	Variation or cancellation of any legal document/instrument not otherwise listed.	Fixed 450.00	Fixed 450.00	No Change
Public notice	Costs associated with public notices.	Actual staff time + advertisement fees	Actual staff time + advertisement fees	No Change

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Signs	Affixing signs on site.	Fixed 35.00 per sign	Fixed 35.00 per sign	No Change
Delegated approvals	Staff decision on application, acting under delegated authority.	Actual staff time	Actual staff time	No Change
Bonds – excluding engineering	Preparation, release and signing of any bond (excluding engineering).	Fixed 300.00	Fixed 300.00	No Change
Bonds - engineering	Preparation, release and signing of any bond - engineering (roading and servicing works).	Fixed 400.00	Fixed 400.00	No Change
Consultants	The applicant will reimburse council for any fees paid by council to any consultants.	Actual consultant costs + actual costs	Actual consultant costs + actual costs	No Change
Noise control	For the return of equipment seized under the RMA.	Fixed 180.00	Fixed 180.00	No Change
Hearings				
Attendance	A charge will be made for the costs of all staff and/or consultants required to attend a hearing.	Actual staff/consultant time	Actual staff/consultant time	No Change
Hearing by commissioner(s)	Where independent commissioner(s) preside.	Actual costs	Actual costs	No Change
Hearings by commissioner(s) where requested pursuant to s100A of the RMA	1. Where applicant requests (whether or not also requested by a submitter(s))	Actual costs to be paid by applicant	Actual costs to be paid by applicant	No Change
Note: applies to applicants and Requiring Authorities	2. Where requested by a submitter(s): (a) The applicant shall pay the	Actual costs	Actual costs	No Change

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
	<p>amount WDC estimates it would cost for the applicant to be heard and decided if the request was not made.</p> <p>(b) The submitter(s) who made the request will pay equal shares of any amount by which the cost of the application being heard/decided exceeds the amount payable by the applicant (i.e. in (a) above)).</p>	<i>As per 2(a) and (b) as detailed</i>	<i>As per 2(a) and (b) as detailed</i>	
Hearing by Council	A charge will be made per councillor, including time spent on site visits.	260.00 + 204.00 for each 1/2 hour or part thereof	260.00 + 204.00 for each 1/2 hour or part thereof	No Change
Postponement/withdrawal or cancellation	If the applicant fails to give a minimum of 5 working days written notice of a request for cancellation, withdrawal or postponement of a scheduled hearing.	Actual costs	No Change	No Change
Venue	Hiring a venue for the hearing	Actual costs	Actual costs	No Change
Request for information/supply of resource management documents				

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Providing general advice	Providing advice and considering proposed applications.	Actual staff time	Actual staff time	No Change
Providing information	Any request to provide information in respect of the District Plan or any consent.	Actual staff time	Actual staff time	No Change
Providing copies	Copying information relating to consents and Council's functions under section 35 of RMA and the supply of any document.	Actual staff time + photocopying costs	Actual staff time + photocopying costs	No Change
Waitomo District Plan	Full printed copy of text and planning maps.	150.00 per copy	150.00 per copy	No Change
Photocopying – charged as per Council's corporate rate				
Officer's hourly charge out rates				
Group Manager Compliance		190.00 per hour	190.00 per hour	No Change
Managers – any other		175.00 per hour	175.00 per hour	No Change
Principal / Senior Planner		175.00 per hour	175.00 per hour	No Change
Planner		165.00 per hour	165.00 per hour	No Change
Engineer		160.00 per hour	160.00 per hour	No Change
Technical staff – any other		160.00 per hour	160.00 per hour	No Change
Team Leader Monitoring and Compliance/ Officer		150.00 per hour	150.00 per hour	No Change
Administrator (any) and any other staff member not listed		95.00 per hour	95.00 per hour	No Change

Resource Management				
<i>To be read in conjunction with the explanatory note for Resource Management fees and charges, found below</i>				
Description		2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Consultant		Actual costs	Actual costs	No Change
Mileage				
For each kilometre travelled		1.20 per km	1.20 per km	No Change
Hazardous Activities and Industries List (HAIL) determinations				
Investigation fee		Fixed 80.00	Fixed 80.00	No Change

Resource Management – explanatory note

Resource management fees and charges – explanatory note

These fees and charges become operative on 1 July 2017 and will apply for all work carried out and decisions issued on or after 1 July 2017, irrespective of when the application was lodged with the Council.

Fixed charges

- The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).
All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.
- All fixed charges are payable in full in advance. Pursuant to Section 36(7) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;

- c) If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge-out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- a) Are fixed charges;
- b) If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- c) The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
 - o if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
 - o if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred).

Additional fixed fees

At any time after the receipt of an application and before a decision has been made the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule.

In that event:

- a) The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36(7) of the RMA; and
- b) May also, pursuant to Section 36(3) of the RMA make additional charges.

Remission of fees

Staff with delegated authority may decide to reduce any charges following the criteria of Section 36(4)(b) of the RMA.

Community Services			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Cemeteries (Public Amenities Bylaw Clause 8)			
Te Kuiti Cemetery			
Plot Purchase (Berm and Lawn Cemetery)			
Adult	1,550.00	1,581.00	2.00% LGCI
Child (under 12 years)	665.00	678.00	2.00% LGCI
Ashes Plot			
Ashes Wall	330.00	337.00	2.00% LGCI
Garden of Memories	440.00	449.00	2.00% LGCI
RSA	0.00	0.00	No Change
Interment Fees Te Kuiti			
Adult	1,190.00	1,213.80	2.00% LGCI
Child (under 12 years)	630.00	643.00	2.00% LGCI
Ashes interment	250.00	255.00	2.00% LGCI
Stillborn	135.00	138.00	2.00% LGCI
Rural Cemeteries Piopio, Mokau, Te Waitere and Aria			
Plot Purchase			
Adult	1,150.00	1,173.00	2.00% LGCI
Child (under 12 years)	490.00	500.00	2.00% LGCI
Ashes Plot	200.00	204.00	2.00% LGCI
Interment Fees			
Adult	1,270.00	1295.00	2.00% LGCI
Child (under 12 years)	640.00	653.00	2.00% LGCI
Ashes interment	350.00	357.00	2.00% LGCI
Stillborn	200.00	204.00	2.00% LGCI
Sundry (for all cemeteries in the District)			
Extra for breaking concrete	160.00	163.00	2.00% LGCI
Additional depth	220.00	224.00	2.00% LGCI

Community Services			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Extra Saturday	210.00	214.00	2.00% LGCI
Extra Public Holiday	420.00	428.00	2.00% LGCI
Fixing of Plaque	160.00	163.00	2.00% LGCI
Disinterment Fees			
An estimate will be provided to customer, actual cost will be charged (all Cemeteries)			
Burial	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration	No Change
Ashes	Actual Cost Plus 10% Administration	Actual Cost Plus 10% Administration	No Change
Non Residents (out of district burials)	Add 60% to plot purchase	Add 60% to plot purchase	No Change
Research Fees	60.00	60.00	No Change
Hall Hire - Les Munro Centre			
Complex Hire			
Total complex			
Full day (8am – 8am)	850.00	867.00	2.00% LGCI
Day hire (8am – 5pm)	600.00	612.00	2.00% LGCI
Weekend rate (5pm Friday – 5pm Sunday)	1,600.00	1632.00	2.00% LGCI
Funeral rate*	300.00	306.00	2.00% LGCI
Foyer			2.00% LGCI
Foyer – hourly rate	35.00	36.00	2.00% LGCI
Supper Room			
Full day (8am – 8am)	460.00	469.00	2.00% LGCI
Day hire (8am – 5pm)	300.00	306.00	2.00% LGCI
Hourly rate	45.00	46.00	2.00% LGCI
Weekend rate (5pm Friday – 5pm Sunday)			New Rate added to facilitate room hire
Other (per hire)			

Community Services			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
PA System	130.00	133.00	2.00% LGCI
Crockery (200 piece setting)	145.00	148.00	2.00% LGCI
Grand Piano Hire (per day)	140.00	143.00	2.00% LGCI
Cancellation Fee (within 14 days of event)	50% of hire fee	50% of hire fee	No Change
Cancellation Fee (within 15 to 90 days of event)	10% of hire fee	10% of hire fee	No Change
Booking Deposit	10% of hire fee	10% of hire fee	No Change
Bond	50% of hire fee	50% of hire fee	No Change
* Funeral rate includes hire of crockery and PA system if required			
Community Halls			
Senior Citizens Hall			
Hire fee per day (8am – 5pm)	60.00	61.00	2.00% LGCI
Piopio Hall			
Complex hire			
Full day (8am – 8am)	200.00	204.00	2.00% LGCI
Hourly rate	35.00	36.00	2.00% LGCI
PA system	65.00	66.00	2.00% LGCI
Bond	50% of hire fee	50% of hire fee	No Change
Te Kuiti Railway Station Building 3			
Day hire (8am – 5pm)	100.00	102.00	2.00% LGCI
Hourly rate	20.00		No Change
Elderly Persons Housing - Tenancy arrangement			
Small single bedroom - per week	107.00	112.00	Adjustment based on 85% of the assessed market rate
Large single bedroom - per week	120.00	123.00	Adjustment based on 85%

Community Services			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			of the assessed market rate
Bedsit - per week	100.00	103.00	Adjustment based on 85% of the assessed market rate
Parks and Reserves			
Commercial Users Only – All Parks			
Ground Hire (per day)	310.00	321.00	2.00% LGCI
Bond	To be determined on hire but no less than 500.00	To be determined on hire but no less than 500.00	No Change
District Aquatic Centre			
Adult	4.50	4.50	No change
Adult swimmer with an under 5	3.00	3.00	No change
Seniors	3.00	3.00	No change
Disability/health (green script of letter from health professional required)	2.00	2.00	No change
Child	2.00	2.00	No change
Students	3.00	3.00	No change
Under 5's	0.00	0.00	No change
Spectators	0.50	1.00	To cover costs associated with use of amenities
Learn to Swim Classes (per lesson)	10.00	11.00	10% To cover costs associated with classes
Hire of whole complex (per hour) under 50 swimmers	100.00	100.00 per hour + 30.00 for lifeguard per hour	The 2017/18 fee did not take into account a lifeguard. This

Community Services			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			has been incorporated in the 2018/19 fee.
Hire of whole complex (per hour) over 50 swimmers	2.00 per swimmer	100.00 per hour + 30.00 per lifeguard per hour. Eg 300 people would require 6 lifeguards	Poolsafe guidelines state that for every 50 swimmers a PLPC qualified lifeguard is required. Ratio 1:50 swimmers.
Lane Hire (per lane per hour)	12.00	12.00	No change
Schools Base Fee (per hour)	35.00	35.00 per hour + 30.00 per lifeguard per hour	Poolsafe guidelines state that for every 50 swimmers a PLPC qualified lifeguard is required. Ratio 1:50 swimmers
BBQ Hire (per hour)	10.00	30.00 per hour + a refundable cleaning bond of 20.00.	In line with facility hire at aquatic centres
Te Kuiti Aerodrome			
Visiting Aircraft Landing Fee	10.00	10.00	No Change
Touch and go First	10.00	10.00	No Change
Fertiliser Bin Hire (per tonne)	6.50	6.50	No Change
Plane Storage (casual)	500.00	500.00	No Change
Portaloo Hire			
Week (return to WDC by 10am next working day to avoid additional daily charge)	320.00	320.00	No Change
Weekend (return to WDC by 10am next working day)	170.00	170.00	No Change

Community Services			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Day rate (return to WDC by 10am next working day to avoid additional daily charges)	115.00	115.00	No Change
Banner Poles			
Hireage of Banner Space (max of 4 weeks) per week	10.00	10.00	No Change
Installation and Removal (minimum then at Cost plus 10%)	150.00	150.00	No Change

Community Development			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Waitomo District Library			
Scanning (per request)	0.50	0.50	No Change
Binding documents	5.00	5.00	No Change
Membership Card (initial)	2.50	2.50	No Change
Lost Membership Card replacement	6.50	6.50	No Change
Jigsaw Puzzles (21 days)	2.00	2.00	No Change
Children's Wooden Puzzles (21 days)	No Charge	No Charge	No Change
Rental Talking Books	3.00	3.00	No Change
Rentals (Fiction) – Books up to 4 years old (Rental 21 Days)	0.50	.50	No Change
Rentals (Fiction) – Books over 4 years old (Rental 21 Days)	No Charge	No Charge	No Change
Over dues – (per day per book)	0.60	0.30	Recommendation to reduce for better alignment with neighbouring Councils.
Over dues - Children's books (per day per book)	0.20	0.20	No Change
Bestseller Collection - 14 day hire	5.00	5.00	No Change
Over dues – Bestseller Collection (per day per book)	1.00	1.00	No Change
Classic DVDs - 1 week hire	3.00	3.00	No Change
DVDs - 1 week hire	4.00	4.00	No Change
Best Seller DVDs - 3 day hire	5.00	5.00	No Change
Electronic Games -1 week hire	8.00	8.00	No Change
Over dues - All DVDs and Games (per day, per item)	1.20	1.20	No Change
Magazines - 1 week hire	1.50	1.50	No Change
Lost or Damaged Items	Replacement Cost Plus 7.00 processing fee	Replacement Cost Plus 7.00 processing fee	No Change

Community Development			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Requests to other Libraries (per item) where reciprocal agreement exists	9.00	9.00	No Change
Requests to other Libraries (per item) where no reciprocal agreement exists	23.00	24.00	15.00 for the cost to borrow the item plus 9.00 postage as charged for standard inter-loans.
International Requests to other Libraries (per item)	50.00	50.00	No Change
Aotearoa Peoples Network (APNK) internet/computer charges	No Charge	No Charge	No Change
Ancestry.com subscription	20.00		Remove – Service no longer provided
Ancestry.com (casual rate per hour)	5.00		Remove – Service no longer provided
Items requests/hold, per request	1.20	1.20	No Change
Non Resident Fee (per year)	45.00	45.00	No Change
Sale of Books	0.80	0.80	No Change
Sale of Books - Fill a Bag	3.00	3.00	No Change
Books By Mail - postage fee (per item)	5.00	5.00	No Change
Library Bags	5.50	5.50	No Change
Kit Collection (1 week)	5.00	5.00	No Change
Overdues - Kit Collection per day	1.00	1.00	No Change
Covering Books (Small)	5.00	5.00	No Change
Covering Books (Large)	5.00	6.00	Use of more materials for larger books

Corporate Services 121

Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Official Information			
Handling of enquiries - charge per half hour plus actual and reasonable costs (first hour free of charge)	38.00	38.00	No change
Supply of property records (Hardcopy property files accessed by a customer)	10.00	10.00	No change
Certificate of Title	30.00	30.00	No change
GIS System - Printing of Maps			
A1	49.50	49.50	No change
A3	16.00	16.00	No change
A4	13.50	13.50	No change
Single email of data/map to customer (per request)	12.00	12.00	No change
Single email/ or copy of data to customer (per request)	12.00	12.00	No change
Creation/printing of non-standard maps (cost per half hour plus actual and reasonable costs)	43.00	43.00	No change
Photocopying			
A4 - Black and White, single sided	0.20	0.20	No change
A4 - Black and White, double sided	0.30	0.30	No change
A4 - Colour, single sided	0.30	0.30	No change
A4 - Colour, double sided	0.50	0.50	No change
A3 - Black and White, single sided	0.40	0.40	No change
A3 - Black and White, double sided	0.70	0.70	No change
A3 - Colour, single sided	1.00	1.00	No change
A3 - Colour, double sided	1.90	1.90	No change
Laminating			
A4, per page	3.00	3.00	No change
A3, per page	6.00	6.00	No change
Postage and Courier			
E20 courier bag (A5)	7.00	7.00	No change
E40 courier bag (A4)	11.00	11.00	No change
E60 courier bag (A3)	17.00	17.00	No change
Email and digital			

Supply of data in digital format by email. Includes producing a document by computer and sending via email to customer. (per half hour plus actual and reasonable costs)	40.00		No change
Supply of information regarding Rating Information Database to commercial entities (per hour plus actual and reasonable costs – minimum charge one hour)	50.00	50.00	No change
Fax Service			
National – First sheet	3.60	3.60	No change
National - Second and subsequent sheet	3.60	3.60	No change
International – First Sheet	6.10	6.10	No change
International - Second and subsequent sheet	1.10	1.10	No change
Receiving (per sheet)	1.00	1.00	No change

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Roading			
Road Closure Application Fee *	506.00	516.00	2% As a consequence of LGCI
* Fee includes administration and the cost of one advertisement; two adverts are required. Council will cover the cost of one advertisement			
Entrance way Inspection	180.00	184.00	2% As a consequence of LGCI
Road Damage Deposit			
Bond (deposit refundable)	5,449.00	5,694.00	4.5% Increase as a consequence of actual cost associated with repairing roads & risk associated with deposits
Road Opening Notice	195.00	199.00	2% As a consequence of LGCI
Road Encroachment	195.00	199.00	2% As a consequence of LGCI
Rapid Number			
New	88.00	90.00	2% As a consequence of LGCI
Replacement	50.00	51.00	2% As a consequence of LGCI
Over Weight Permit	233.00	244.00	4.5% Increase is as a consequence of consultancy costs.
No Spray Zone Application	220.00	224.00	2% As a consequence of LGCI
Roading Information			
Land Information Request	66.00	67.00	2% As a consequence of LGCI

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Engineering Consent	76.00	78.00	2% As a consequence of LGCI
Implementation of Vehicle Dimension Mass Rule (assessment of bridge capacity for heavy vehicles)	675.00	705.00	4.5% Increase as a consequence of consultancy fees.
Sewerage (Wastewater)			
Connection (All Council supplies excluding Piopio)	1,915.00	1,990.00	3.92% Increase as a consequence of a pass through by contractors in labour equipment and overheads costs inflation and rounding adjustments
Disconnection	210.00	220.00	4.76% Increase as a consequence of a pass through by contractors in labour equipment and overhead costs inflation and rounding adjustments
Piopio Wastewater			
Connection involving retrofitting of an existing approved septic tank	9,680.00	9,874.00	2.00% As a consequence of LGCI
Connection (including new septic tank)	19,155.00	19,538.00	2.00% Increase as a consequence of LGCI
Trade Waste			
Administrative Charges			
Required Trade Waste Application Fee	150.00	156.00	4.0% Increase as a consequence of broader approach to align fees with actual cost of

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			providing the service, inflation and rounding adjustments
Non-compliance Re-inspection Fee	116.00	120.00	3.45% Increase as a consequence of broader approach to align fees with actual cost of providing the service, inflation and rounding adjustments
Annual Trade Waste Consent Charges			
Exempt Trade Waste Licence	114.00	118.00	3.51% Increase as a consequence of broader approach to align fees with actual costs of providing the service (inspection requirements), inflation and rounding adjustments
Permitted Trade Waste Licence	225.00	234.00	4.0% Increase as a consequence of broader approach to align fees with actual costs of providing the service (inspection, cleaning requirements), inflation and rounding adjustments
Conditional Trade Waste licence (includes disposal from cleaning of separator unit x2 p/annum)	633.00	658.00	3.95% Increase as a consequence of inflation and rounding adjustments
Tankered Trade Waste Charges			

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Sewerage Discharge Rates at Te Kuiti per m3 (1,000 liters) discharged at Waste Water Treatment Plant			
Liquid (Septic Tank) waste disposal from within Waitomo District per m3 (1,000 litres)	228.00	237.00	3.95% Increase as a consequence of cost recovery of contractor, loading increase to the plant, inflation and rounding adjustments
Liquid waste (Grey Water) per m3 (1,000 litres)	35.00	36.50	4.29% Increase as a consequence of cost recovery of contractor, loading increase to the plant inflation and rounding adjustments
Tankered trade waste (grease trap) per m3 (1,000 litres)	240.00	250.00	4.17% Increase as a consequence of cost recovery of contractor, loading increase to the plant inflation and rounding adjustments
All out of Waitomo District tankered waste per m3 (1,000 litres) casual users	283.00	295.00	4.24% Increase as a consequence of cost recovery of out of district loading increase to the plant inflation and rounding adjustments
Stormwater			
Connection	2,965.00	3,084.00	4.01% Increase as a consequence of contractors labour costs, overheads, materials, equipment

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			inflation and rounding adjustments
Kerb Connection	1,065.00	1,100.00	3.3% Increase as a consequence of contractors labour costs, overheads, materials and equipment inflation and rounding adjustments
Water Supply (Water Services Bylaw 2015)			
Bulk Water take (tankers/hydrant etc.) Cost/ m ³	11.55	11.55	No change (This reflects the current highest \$/m ³ tariff in the district and the cost associated with the ad hoc provision of bulk water).
Connection Fee (All council supplies)	1,850.00	1,950.00	5.41% Increase as a consequence of contractors labour costs, overheads, materials and equipment inflation and rounding adjustments
Disconnection Fee	480.00	500.00	4.2% Increase as a consequence of contractors labour costs, overheads, materials and equipment inflation and rounding adjustments
Testing Meters Fee			
Domestic 15 mm and 20 mm	415.00	430.00	3.62% Increase as a consequence of laboratory fees,

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			couriers, inflation and rounding adjustments
40 mm large connection	490.00	510.00	4.08% Increase as a consequence of laboratory fees, couriers, inflation and rounding adjustments
50 mm and 100 mm bulk	752.00	785.00	4.4% Increase as a consequence of laboratory fees, couriers, inflation and rounding adjustments
Reconnection	477.00	500.00	4.82% Increase as a consequence of contractors labour costs, overheads, materials and equipment inflation and rounding adjustments
Water Permit (standpipe) Hire	203.00	210.00	3.45% Increase as a consequence of internal labour costs, inflation and rounding adjustments
Water Take Application Fee	64.00	156.00	143.75% Adjustment to Reflect Actual Cost
Toby/ Valve locates	135.00	140.00	3.7% Increase as a consequence of inflation and rounding adjustments
Other Charges For identification of underground services or any other operation deemed to	Cost Recovery Basis Plus 10% administrative costs	Cost Recovery Basis Plus 10% administrative costs	No Change

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
differ from the normal fees and charges line item			
Solid Waste Management		New Proposed cost	% Increase
Kerbside Collection			
Purchase of WDC Rubbish Bags - Residents (each)	3.00	3.20	8% as a consequence of pass through of suppliers costs
Landfill and Transfer stations			
Waitomo District Landfill <i>(Note: most charges are per 1 tonne (1,000kgs). There is no charge to dispose of official WDC Refuse Bags at Landfill)</i>			
Purchase of Recycle Bin (Green Bin, each)	19.00	24.00	25% as a consequence of pass through of suppliers costs
General Refuse			
General Refuse (per tonne)	185.00	208.00	12.43% as a consequence of pass through of contractors costs
Green Waste			
Green Waste (per tonne)	125.00	140.00	12.00% As a consequence of pass through of contractors costs
Special Refuse			
Concrete and Bricks (per tonne)	77.00	81.00	5.19% as a consequence of pass through of contractors costs
Concrete, Second Grade (per tonne)	34.00	36.00	5.88% as a consequence of pass through of contractors costs
Fibreglass (per tonne)	245.00	257.00	4.90% as a consequence of

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			pass through of contractors costs
Bitumen (per tonne)	53.00	56.00	5.66% as a consequence of pass through of contractors costs
Clean Fill (per tonne)	39.00	41.00	5.13% as a consequence of pass through of contractors costs
Clay (per tonne)	29.00	31.00	6.90% as a consequence of pass through of contractors costs
Whiteware – each	19.00	20.00	5.26% as a consequence of pass through of contractors costs
Television - each	29.00	30.00	4% as a consequence of pass through of contractors costs
Computer - each	17.00	18.00	5.88% as a consequence of pass through of contractors costs
Toaster/ kettle/ video recorders	6.00	7.00	16.67% as a consequence of pass through of contractors costs
Fluro Lights – small	34.00	36.00	5.88% as a consequence of pass through of contractors costs
Fluro Lights – large	49.00	52.00	6.12% as a consequence of pass through of contractors costs
Oil, paint – per litre	2.00	4.00	100.00% as a consequence of pass through of contractors costs
Lead Cell Batteries (each)	28.00	30.00	7.14% as a consequence of

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			pass through of contractors costs
Gas Cylinders (each)	13.00	14.00	7.69% as a consequence of pass through of contractors costs
Car Bodies (clean)	100.00	105.00	5.00% as a consequence of pass through of contractors costs
Car Bodies (as is)	153.00	171.00	12% as a consequence of pass through of contractors costs
Metal (scrap only, per tonne)	84.00	88.00	4.76% as a consequence of pass through of contractors costs
Polystyrene (per tonne)	1,213.00	1,268.00	4.53% as a consequence of pass through of contractors costs
Sand (white, per tonne)	64.00	67.00	4.69% as a consequence of pass through of contractors costs
Scrap steel (per tonne)	50.00	53.00	6.00% as a consequence of pass through of contractors costs
Road Sweeping (per tonne)	64.00	67.00	4.69% as a consequence of pass through of contractors costs
Timber Waste (per tonne)	122.00	128.00	4.92% as a consequence of pass through of contractors costs
Burial (per unit)	62.00	65.00	4.84% as a consequence of pass through of contractors costs
Tyres			

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Car	13.00	14.00	7.69% as a consequence of pass through of contractors costs
4x4	18.00	19.00	5.56% as a consequence of pass through of contractors costs
Light Truck	18.00	19.00	5.56% as a consequence of pass through of contractors costs
Truck	22.00	23.00	4.55% as a consequence of pass through of contractors costs
Tractor	57.00	60.00	5.26% as a consequence of pass through of contractors costs
Tyre removal from rim	25.00	27.00	8.00% as a consequence of pass through of contractors costs
Shredded tyres (per tonne)	220.00	230.00	4.55% as a consequence of pass through of contractors costs
Asbestos (wrapped)	277.00	290.00	4.69% as a consequence of pass through of health & safety costs
Contaminated Soils	253.00	265.00	4.74% as a consequence of pass through of health & safety costs
Contaminated Waste	290.00	304.00	4.83% as a consequence of pass through of health & safety costs

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Bulk Liquid Wastes will not be accepted Over 500 Tonne of General Refuse - a Special Rate is to be pre-approved by CE			
Transfer Stations <i>Charges are per refuse item: Van (each). If the amount of general refuse is over and above the standard item, additional charges will be applied.</i>			
General Refuse			
Disposal of Unofficial rubbish bags	10.00	11.00	10.00% as a consequence of pass through of contractors costs
Wheelie Bin	29.00	31.00	6.90% as a consequence of pass through of contractors costs
Car boot	32.00	34.00	6.25% as a consequence of pass through of contractors costs
Van	58.00	61.00	5.17% as a consequence of pass through of contractors costs
Ute	66.00	69.00	4.55% as a consequence of pass through of contractors costs
Trailer	66.00	69.00	4.55% as a consequence of pass through of contractors costs
Special Refuse (E.g. Whiteware)	19.00	20.00	5.26% as a consequence of pass through of contractors costs
Televisions – each	29.00	30.00	4% as a consequence of pass through of contractors costs
Computer – each	17.00	18.00	5.88% as a consequence of

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
			pass through of contractors costs
Toaster/ kettle/ video recorders	6.00	7.00	16.67% as a consequence of pass through of contractors costs
Landscape Supplies			
Riverstone (per tonne)			
Riverstone 6mm Pea Metal	94.00	99.00	5.32% Pass through of suppliers increases
Riverstone 10mm Rolys	99.00	104.00	5.05% Pass through of suppliers increases
Riverstone 19mm Rolys	99.00	104.00	5.05% Pass through of suppliers increases
Riverstone 6-25mm Rolys	99.00	104.00	5.05% Pass through of suppliers increases
Riverstone 25-65mm Rolys	110.00	115.00	4.55% Pass through of suppliers increases
Riverstone 65-200mm Rolys	122.00	128.00	4.92% Pass through of suppliers increases
Riverstone 200-400mm Rolys	146.00	153.00	Increase -4.79% Pass through of suppliers increases
Riverstone Medium Boulders	265.00	277.00	4.53% Pass through of suppliers increases
Riverstone Large Boulders	338.00	354.00	4.73% Pass through of suppliers increases
Riverstone Pit Sand	78.00	82.00	5.13% Pass through of suppliers increases
Riverstone Builder Mix	110.00	115.00	4.55% Pass through of suppliers increases

Assets			
Description	2017/18 fee or charge (\$)	Proposed 2018/19 fee or charge (\$)	Reasons for change
Riverstone Drainage Stone 25-65mm	94.00	99.00	5.32% Pass through of suppliers increases
Mulch (per tonne)			
Garden Mulch 2nd Quality unscreened	84.00	88.00	4.76% Pass through of suppliers increases
Limestone (per tonne)			
Limestone Fines (cream colour)	37.00	39.00	5.41% Pass through of suppliers increases
Limestone Chip (cream colour) 2-6mm	47.00	50.00	6.38% Pass through of suppliers increases
Limestone Chip (cream colour) 6-15mm	125.00	131.00	4.80% Pass through of suppliers increases
Limestone Chip (white colour) 6-16mm	141.00	148.00	4.96% Pass through of suppliers increases
Limestone Chip (cream colour) 15-25mm	125.00	131.00	4.80% Pass through of suppliers increases
Limestone Aggregate Gap 25	58.00	61.00	5.17% Pass through of suppliers increases
Limestone Aggregate Gap 50	63.00	66.00	4.76% Pass through of suppliers increases
Limestone Aggregate Gap 100	42.00	44.00	4.76% Pass through of suppliers increases
Limestone Drainage Stone 25-50mm size	68.00	72.00	5.88% Pass through of suppliers increases

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Report To: Council



Meeting Date: 1 May 2018

Subject: Progress Report: Compliance Services

Type: Information Only

Purpose of Report

- 1.1 The purpose of this progress report is to brief Council on the monitoring and enforcement functions undertaken by the Compliance Group during the 2016/17 financial year, and this financial year to date (1 July 2017 to 28 February 2018).
- 1.2 The report includes the activities planning, building, environmental health, licensed premises, animal control and monitoring and enforcement.

Summary

- 2.1 Land Use Consents (and other consent types pursuant to the Resource Management Act 1991), and Land Information Memorandums (LIMs) have trended upwards in the last five financial years; while building consents have trended down in 2016/17 compared to the previous four years.
- 2.2 For Building Consents, it is noted that in 2016/17, 138 building consents (7 new dwellings) were processed, with a total value of \$11,486,130. For this financial year to 28 February 2018, 101 building consents were processed with a total value of \$14,350,077, including 18 new dwellings. However, while building consent numbers may have reduced in 2016/17, the number is trending upwards in 2017/18, and has seen a significant increase in the number of new dwelling consents (and total value).
- 2.3 Service requests for complaints for breaches of the Resource Management Act 1991, resource consent conditions, District Plan rules, Bylaws and general enforcement are showing a slight upwards trend (to date) in 2017/18 compared to 2016/17. Noise complaints have increased from 78 in 2016/17, to 89 in 2017/18 for the period 1 July 2017 to 28 February 2018.
- 2.4 Animal Control related service requests are trending downward in 2017/18 compared to 2016/17. In 2016/17, 518 dog control related complaints were received (314 wandering dogs), compared with 296 (185 wandering dogs) for the period 1 July 2017 to 28 February 2018. This is likely due to the strong focus applied to compliance and owner education and engagement.

Planning

- 3.1 During the 2016/17 financial year, Waitomo District Council (WDC) processed 44 applications pursuant to the Resource Management Act 1991 (RMA), and 5 applications pursuant to the Local Government Act 1974. 180 LIMs were also issued.

Planning Consents

3.2 The 49 applications processed for the 2016/17 financial year are comprised of:

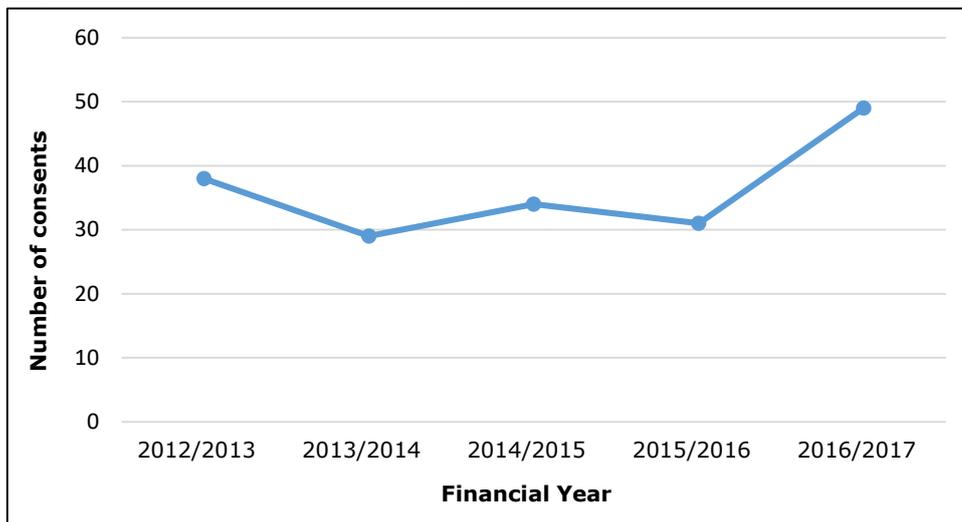
Application type	Number
Landuse Consents	20
Subdivision Consents	13
Certificates of Compliance	7
Outline Plan Waivers – section 176A of the Resource Management Act 1991	2
Section 127 applications (amendments to resource consents)	1
Section 348 of the Local Government Act 1974 (Right of Way)	5
Alteration to Designation	1

3.3 The 22 applications processed for the period 1 July 2017 to 28 February 2018 are comprised of the following application types:

Application type	Number
Landuse Consents	11
Subdivision Consents	6
Deemed Permitted Boundary Activities	4
Outline Plan Waivers – section 176A of the Resource Management Act 1991	1

3.4 The following graph shows the trend for the number of consents processed during the previous 5 financial years.

Graph 1: Number of resource consents processed



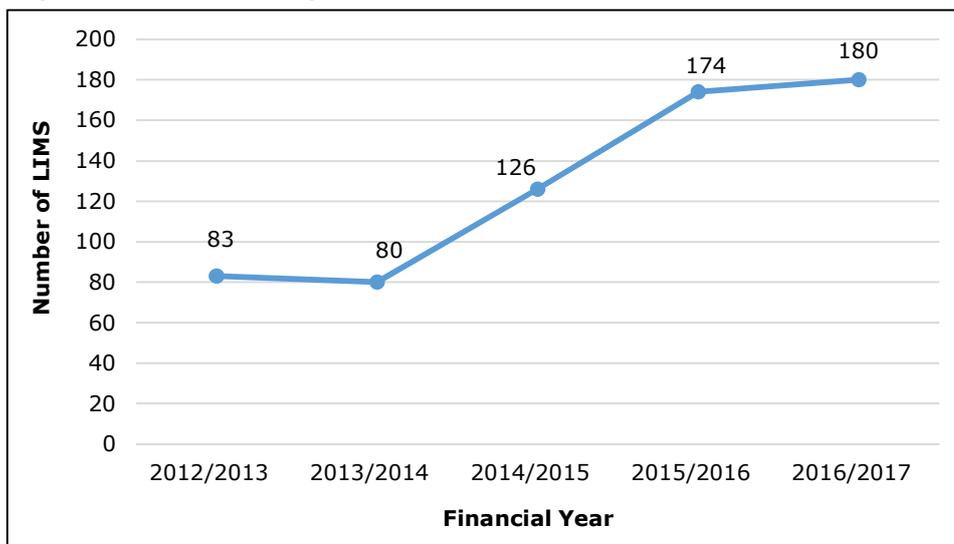
LIMs

3.5 During the 2016/17 financial year, WDC processed and issued 180 Land Information Memorandums (LIMs).

3.6 For this financial year to 28 February 2018, 101 Land Information Memorandums (LIMs) were issued.

3.7 The following graph shows the trend for the number of LIMs processed during the previous 5 financial years.

Graph 2: Number of LIMs processed



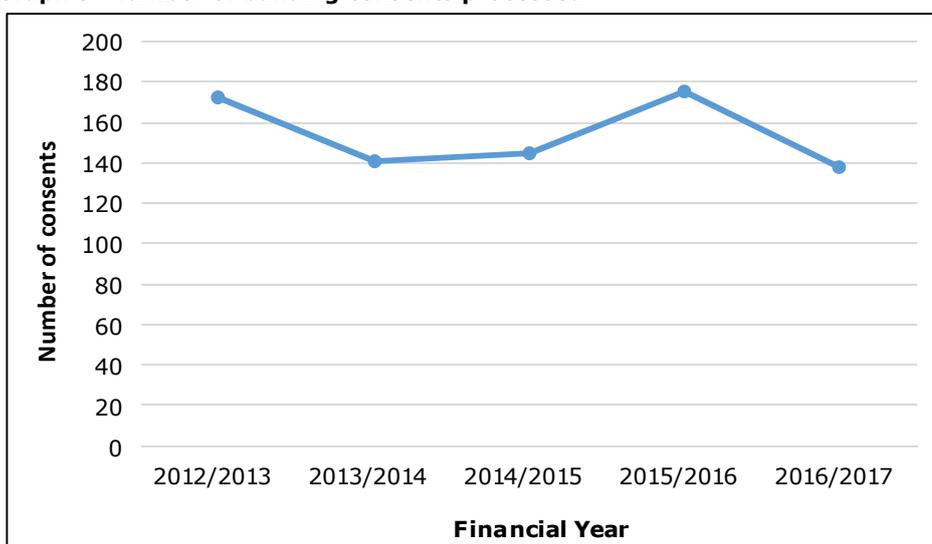
3.8 All resource consents and LIMs were processed within the required statutory timeframes.

Building

4.1 During the 2016/17 year, 138 Building Consent applications were processed (including amendments), with a total value of \$11,486,130, including 7 new dwellings, 9 relocated dwellings, and 13 commercial buildings.

4.2 The following graph shows the trend for the total number of building consents (all types) processed during the previous 5 financial years.

Graph 3: Number of building consents processed



4.3 For this financial year to 28 February 2018, 101 building consents were processed (including amendments), with a total value of \$14,350,077 including 18 new dwellings, 5 relocated dwellings and 13 commercial buildings. It is noted that year to date for 2017/18, 120 building consents have been processed.

4.4 The number of new dwellings to date this financial year has increased significantly from the 2016/17 financial year. Proportionally, this results in a marked increase in workload due to the number of inspections required for new dwellings. For example, each new dwelling requires a minimum of 8-10 inspections, while farm building consents require on average only two inspections.

Monitoring and enforcement

Complaints

- 5.1 The total number of complaints received for breaches of the Resource Management Act 1991 (excluding noise), resource consent conditions, District Plan rules, Bylaws and general enforcement was 18 for the 2016/17 financial year, and 20 for this financial year to 28 February 2018.
- 5.2 A breakdown of the complaints received is as follows:

Type	Number 2016/17	Number 1 July 2017 to 28 Feb 2018
Resource Management Act	2	5
Resource Consent Conditions	1	4
District Plan rules	3	3
Bylaws	12	8

Abatement Notices

- 5.3 One Abatement Notice was issued during the 2016/17 financial year for a person failing to comply with Section 16 of the Resource Management Act 1991 (RMA) – ‘duty to avoid unreasonable noise’. The Abatement Notice continues to have on-going legal effect.
- 5.4 No noise abatement notices were issued during this financial year (to 28 February 2018).

District Plan

- 5.5 Three complaints were received for 2016/17 and three complaints were received for 2017/18 up to 28 February 2018.

Resource consent monitoring

- 5.6 The Team Leader Compliance and Monitoring has been actively monitoring compliance with resource consents as required; in addition to responding to complaints received via customer services.
- 5.7 The number of monitoring inspections undertaken are dependent on the number of consents requiring monitoring (i.e. subdivisions don't require monitoring, and consent holders have up to five years to give effect to a resource consent). Seven monitoring inspections have been conducted for this financial year to 28 February 2018.

Bylaw enforcement

- 5.8 Approximately 12 Bylaw complaints were received during 2016/17 related to bylaws. The complaints ranged from vehicles parking on footpaths, stock droving, signs on footpaths, horses on sports grounds, and persons playing golf on Centennial Park.
- 5.9 Approximately 8 Bylaw complaints have been received during the 2017/18 year (to 28 February) relating to abandoned vehicles, roosters/pigs in residential areas, freedom camping (2), and horses/vehicles/golf on Centennial Park.

Noise control

- 5.10 Council staff and contractors responded to 74 excessive noise complaints during the 2016/17 financial year, and 89 for this financial year to 28 February 2018.
- 5.11 The complaints resulted in 8 written directions in 2016/17 and 3 in 2017/18 (to 28 February 2018) to reduce noise. The remainder of noise complaints were either addressed by verbal directions, or no noise was observed on attendance.
- 5.12 In addition, two seizures of noise equipment were undertaken in 2016/17 (related to the Abatement Notice discussed in section 5.3 above) and no seizures were undertaken in 2017/18 (up to 28 February 2018).

Nuisance

- 5.13 Staff continue to receive a small number of nuisance complaints for rubbish, vermin, and odour. These are investigated and action undertaken as required.

Alcohol Licencing

- 6.1 Staff undertook 13 visits of licensed premises, in conjunction with licence renewal applications this financial year to 28 February 2018.
- 6.2 Eight on licence, off licence and club licence applications, 57 managers' certificates (new and renewal), 45 special licences and 4 temporary authorities were received during the 2016/17 financial year.
- 6.3 Eleven on licence, off licence and club licence applications, 38 managers' certificates (new and renewal), 23 special licences and 2 temporary authorities were received for this financial year to 28 February 2018.

Registered Food Premises

- 7.1 There were 5 complaints received about food premises in the 2016/17 financial year and 14 for this financial year to 31 March 2018.
- 7.2 Food complaints received range from customers complaining of illness as a result of consuming food, presence of flies, food not heated properly, waste food (pig food) not contained properly, and presence of flies.
- 7.3 In respect of complaints about illness, these are generally referred to the Waikato District Health Board's Health Protection Officers for further investigation. In addition, WDC's Environmental Health Officer inspects the food premises to ensure it complies with the Food Act 2014.

Animal Control

- 8.1 There were 3590 registered dogs in the District as at 30 June 2017, an increase of 260 dogs from the previous year. Of the total dogs registered, 26 are classified as menacing, and one is classified as a dangerous dog.
- 8.2 During the 2016/17 financial year, 518 dog control and 148 'other animal' (i.e. stock) complaints and requests for service from the public were received. 314 complaints related to wandering dogs, with 93 related to barking dogs.

8.3 The significant dog related complaint areas are summarized below:

Type of complaint	Number
▪ Aggressive	2
▪ Bins/Signs	-
▪ Bite/attack	33
▪ Barking	93
▪ Breach of Council Bylaw or permits	4
▪ Lost Dog/other	1
▪ Rushing in public place	17
▪ Unregistered	-
▪ Wandering	314
▪ Worrying animals	19
▪ No water, shelter, food or exercise	35

8.4 During the 2016/17 financial year:

- 204 dogs were impounded, of which 76 were claimed, 74 were euthanized and 51 were re-homed;
- 74 infringement notices were issued (an increase of 208% from the previous year), and one barking abatement notice was issued;
- 35 attacks, rushing or aggressive dog incidents were reported.

8.5 For more detailed information on this activity, refer to the Council Business Paper - Annual Report on Animal Control functions for 2016/17 (A352978).

8.6 For the period 1 July 2017 to 28 February 2018, there were 3399 registered dogs in the District, a decrease of 191 dogs from the previous year. Of the total dogs registered, 28 are classified as menacing within the definition described by the Act.

8.7 296 dog control and 112 'other animal' (i.e. stock) complaints and requests for service from the public were received. 185 complaints related to wandering dogs, with 29 related to barking dogs.

The significant dog related complaint areas are summarized below:

Type of complaint	Number
▪ Aggressive	10
▪ Bins/Signs	1
▪ Bite/attack	26
▪ Barking	29
▪ Breach of Council Bylaw or permits	7
▪ Lost Dog/other	21
▪ Rushing in public place	8
▪ Unregistered	-
▪ Wandering	185
▪ Worrying animals	2
▪ No water, shelter, food or exercise	13

- 126 dogs were impounded, of which 61 were claimed, 33 were euthanized and 32 were re-homed;
- 45 infringement notices were issued.
- 44 attacks, rushing or aggressive dog incidents were reported.

Suggested Resolution

The Progress Report: Compliance Group Services for the 2016/2017 financial year and 1 July 2017 to 28 February 2018 be received.



TERRENA KELLY
GROUP MANAGER COMPLIANCE

1 May 2018

Document No: A390357

Report To: Council



Meeting Date: 1 May 2018

**Subject: Brook Park Incorporated Society:
Minutes – 16 April 2018**

Type: Information Only

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

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

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

Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper are copies of the BPIS minutes from 16 April 2018.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 16 April 2018 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 16 April 2018 (Doc A390525)

BROOK PARK
INCORPORATED SOCIETY

Meeting Minutes
Monday 16 April 2018
5.30 pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 16 April
2018 COMMENCING AT 5.30 PM**

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Graeme Churstain, Sue Wagstaff, Jane Murray, Neil Brooks, Helen Sinclair, Glynn Meads, Sheralee Buchanan.

Apologies – Suzy Hoare, Phillip Houghton, Andrea Hanna-M / S Sue/ Helen.

Confirmation of Minutes – 5 March

That minutes of previous meeting be accepted as a true and accurate record.
Moved/seconded Gerald/ Graeme

Matters Arising from Minutes

None.

Financial Report

Opening \$33196.23	minus \$250.00 Lyceum
	\$100.00 R Smith
	Plus \$1901.72 Council
	\$2.34 Interest
Transfer \$10000.00	To Term Dep
	March Closing \$24750.29

Other accounts to pay

1. '8 Mile Farms' -fertiliser-\$3329.50-rebate = \$3009.50 to pay
2. Bill Holloway -track work-\$7208.54
Extra work -\$3396.36
Total -\$ 10 604.90

3.'Tree Basal' spray -\$259

Report accepted and extra accounts to be paid. M/S- Guy/ Neil

Correspondence

Inwards: Lyceum Club and Te Awamutu Brass Band-Thanks for donations.

E-re Disk Golf from WDC –various queries to be met from business plan and Simon at Disk Golf.

E-Diane Forgeson-Rotary tree planting.

Outwards: Waitomo Schools re Concert in the Park ideas.

Maintenance/Fencing

Fertiliser spread, fence fixed on Eketone St.

Ben Lomond track needs to be opened up for better access-Graeme and Gerald to sort.

18 possums trapped.

Suggested a bridge be built over part of the bike track, instead of a culvert as it's less likely to block up with leaf fall. Costs to come to next meeting .

Removal of dead/ dangerous trees close to the tracks to be a priority.

Weed Control

Graeme and Gerald continuing to 'weedbust'.

Disc Golf

Guy moved : 'BPIS apply to the Lion Foundation for the cost of materials and signs, to erect 24 goals for Disk Golf-S/ Sheralee.

Sheralee moved : 'BPIS apply to Grassroots Trust for the costs of materials required to build 24 wood-based Astroturf covered tees for Disk Golf. ' S/ Gerald.

General Business

- Op Shop- Week of 23 April – proceeds for us. Donations of goods to Helen please. She'll be there on Sat 21 April.
- Rozel Coffin to be contacted for more details re October ceremony tree planting.
- Kelvin Hayes to be contacted by Sue re removing a tree in the carpark.
- Rotary tree planting near the rotunda-more preparation work needed.
- Neil's away for the May and June meetings, so a temporary secretary needed. Training given before 30 April-contact Neil

Meeting closed 6.47 pm

Next meeting Monday 7 May. Agenda items to Guy please, by Thursday 3 May

Neil Brooks
Secretary

Document No: A391670

Report To: Council



Meeting Date: 26 April 2018

Subject: Submissions on Local Government (Community Well-Being) Amendment Bill

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to propose a submission on the Local Government (Community Well-Being) Amendment Bill (Bill).

Background

- 2.1 The Bill was introduced in Parliament on 5 April 2018, and had its first reading on 11 April 2018, where it was referred to the Governance and Administration Committee (Select Committee). The Select Committee is required to report to the House by 11 October 2018.
- 2.2 The Bill is out for public consultation with the closing date for submissions being **25 May 2018**. A public hearing date is expected to be held early-mid June.

Commentary

- 3.1 In summary, the Bill has three main objectives which will result in restoring the broad role of local government within the community. This will be achieved as follows:
1. restoring the purpose of local government to include the four well-beings;
 2. restoring territorial authorities' powers to collect development contributions for any public amenities as a consequence of development; and
 3. providing clarity regarding development contributions in relation to advances of financial assistance from the NZTA.

Purpose of Local Government

- 4.1 The current purpose of Local Government in the Local Government Act 2002 (Act) is:

3 Purpose

The purpose of this Act is to provide for democratic and effective local government that recognises the diversity of New Zealand communities; and, to that end, this Act—

- (a) states the purpose of local government; and
- (b) provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them; and
- (c) promotes the accountability of local authorities to their communities; and
- (d) provides for local authorities to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

The proposed amendments relate to s3(d), as follows:

Replace section 3(d) with:

- (d) provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities, taking a sustainable development approach.

Background

- 4.2 The Act was amended in 2012, which resulted in a change to a purpose of local government (the **Current Purpose**). The amendment removed local government's requirement to promote the social, economic, environmental and cultural well-being of their communities, and replaced it with the requirement to meet the needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.
- 4.3 The main reasons for the change included:
- reducing local government capital expenditure and cost blow-outs;
 - reducing local government involvement in non-core services, new or inappropriate activities;
 - reducing the overlap in roles between local and central government; and
 - having a more defined and prescriptive purpose to keep local government focused.

Note: Waitomo District Council (WDC) opposed amendments to the purpose of Local Government when it was amended in 2012.

Effect of current Purpose

- 4.4 The Current Purpose restricts and reduces the scope of local government activities, and has led to local government being more cautious and risk adverse about its activities within the community. As identified in the Department of Internal Affairs Regulatory Impact Summary (**RIS**) the current wording has resulted in local government directing its focus on "are they allowed to do this?", rather than "should we do this".
- 4.5 The Current Purpose also provides uncertainty for local authorities as to what is a legitimate activity under the Act. As a result this may lead to local authorities not considering services that may be of value or benefit to a community, due to concerns/uncertainty as to whether it will be acting within its legal directive.

New/Reinstated Purpose

- 4.6 The proposed change to the purpose (**New Purpose**) will enable local authorities to revert to making its decisions and planning on a holistic view for the future of communities, rather than the narrow interpretation provided currently. The New Purpose is also more consistent with the use of the term "broad-role" expressed in the clause.
- 4.7 The New Purpose will restore certainty for local government and it recaptures a more accurate role of NZ local government within the community. It reflects a broad empowering approach to local government and shifts the focus of local government from, "are we allowed to do this" to "should we do this".
- 4.8 The inclusion of the four well-beings ensures local governments are focused on how the decisions made are going to impact the community, not just economically, but also socially, culturally and environmental which ensures a "big picture" view is taken.

Additional amendments to the Act as a result the New Purpose

4.9 Section 5 - Definitions: (reinstates the previous wording)

Community Outcomes – means the outcomes that a local authority aims to achieve in order to promote the social, economic, environmental, and cultural well-being of its district or region in the present and for the future.

Significance - in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—

- (a) the district or region;
- (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter
- (c) the current and future social, economic, environmental, or cultural well-being of the district or region;

4.10 Section 10: Purpose of local government

The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future

The current section 10(b) states that the purpose of local government is *“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.”*

The replacement of the wording in this clause is not only beneficial regarding broadening powers of local government, but also removes the inconsistencies between the Act, and local authorities’ policies, that may give preference to “buying locally” to support local businesses. The requirement that the purpose be “cost-effective” could be challenged where the “buy local” procedure has been applied.

Note: this previous definition of ‘good-quality’ remains unchanged, and is moved to the Interpretation Section 5. It is important to retain this definition as ‘efficiency’ and ‘effectiveness’ is ingrained within the Act itself.

4.11 Section 14: Principles relating to Local Authorities

- (1) In performing its role, a local authority must act in accordance with the following principles:
[...]
- (c) when making a decision, a local authority should take account of—
 - (i) the diversity of the community, and the community’s interests, within its district or region; and
 - (ii) the interests of future as well as current communities; and
 - (iii) the likely impact of any decision on each aspect of well-being referred to in section 10:

4.12 Section 101(3) - Financial Management

[...]

- (3) The funding needs of the local authority must be met from those sources that the local authority determines to be appropriate, following consideration of,—
- (a) in relation to each activity to be funded,—
 - (i) the community outcomes to which the activity primarily contributes; and
 - (ii) the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals; and
 - (iii) the period in or over which those benefits are expected to occur; and
 - (iv) the extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity; and

- (v) the costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities; and
- (b) the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental, and cultural well-being of the community.

4.13 Schedule 10(2)(1)(c) – Groups of Activities – Long-Term Plan

- (1) A long-term plan must, in relation to each group of activities of the local authority,—
 - (a) identify the activities within the group of activities;
 - (b) identify the rationale for delivery of the group of activities (including the community outcomes to which the group of activities primarily contributes);
 - (c) outline any significant negative effects that any activity within the group of activities may have on the social, economic, environmental, or cultural well-being of the local community;
 - (d) include the information specified in clauses 4 and 5—
 - (i) in detail in relation to each of the first 3 financial years covered by the plan; and
 - (ii) in outline in relation to each of the subsequent financial years covered by the plan.

4.14 Schedule 10(23)(d) – Groups of Activities – Annual Report

An annual report must, in relation to each group of activities of the local authority,—

- (a) identify the activities within the group of activities; and
- (b) identify the community outcomes to which the group of activities primarily contributes; and
- (c) report the results of any measurement undertaken during the year of progress towards the achievement of those outcomes; and
- (d) describe any identified effects that any activity within the group of activities has had on the social, economic, environmental, or cultural well-being of the community.

4.15 SOLGM have advised that it expects that the Bill (if successful) will come into force no earlier than November 2018, and therefore the LTP, and revenue policies will be completed under the existing rules and purpose. However, annual plans will be completed under the new provisions.

4.16 WDC supports the amendments to the above provisions incorporating the four well-beings.

Removal of Core Services

5.1 Supporting the reinstatement of the broadening of the local government role, the Bill also removes the description of core services that a local authority must consider in performing its role.

11A Core services to be considered in performing role

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

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

5.2 WDC agrees with the comments in the RIS that the inclusion of this clause in the Act “implies that the role of a local authority is that of a service provider, and that it is the function of legislation to define what services local authorities should provide.” Local government has a broader role than this and should have regard to all of its services, not just the set list of services above, and it is unnecessary to stipulate such a list.

5.3 WDC supports the deletion of this clause from the Act.

Development Contributions (Definition and Advancing Funds)

6.1 The current definition of community infrastructure, pursuant to s197 of the Act, is as follows:

community infrastructure means the following assets when owned, operated, or controlled by a territorial authority:

- (a) community centres or halls for the use of a local community or neighbourhood, and the land on which they are or will be situated;
- (b) play equipment that is located on a neighbourhood reserve;
- (c) toilets for use by the public

The Bill proposes to amend this definition by reinstating the previous broad definition, as follows:

community infrastructure—

- (a) means land, or development assets on land, owned or controlled by the territorial authority for the purpose of providing public amenities; and
- (b) includes land that the territorial authority will acquire for that purpose

- 6.2 The Bill also repeals s198A which restricts local authorities' ability to require development contributions for the provision of reserves if the development is non-residential.

Background

- 6.3 The definition of community infrastructure was amended in 2014, limiting the range of community infrastructure eligible for development contributions to include only halls, community centres, playground equipment and public toilets, therefore, excluding such facilities as pools, parks and reserves, and libraries.

Effect of current definition

- 6.4 The effects of the current definition has simply changed who pays for community facilities, and removes a key source of funding for those facilities. This has meant that ratepayers have had to meet the cost of any of the community needs that fall outside the stipulate assets. The current definition will also have a negative funding impact on local authorities.

New definition

- 6.5 The proposed amendment restores the previous definition and will enable WDC to fund a full range of community infrastructure again. Other facilities should not be excluded from the definition, as they are causally related to development, the same way as the other facilities are required in the community.
- 6.6 WDC considers it fair and reasonable to recover costs of relevant community infrastructure that result from new developments within the community.

Financial Assistance for network infrastructure

- 7.1 A further amendment provides clarification in relation to section 200 of the Act, which currently limits local government from requiring development contributions if a third party has funded the same network infrastructure. The purpose of this section was to prevent "double dipping" by local authorities.
- 7.2 This limitation has raised issues for local authorities when dealing with funding agreements with New Zealand Transport Authority (NZTA), as this is seen as third-party funding under s200 of the Act, and therefore, local authorities are unable to require development contributions from developers.
- 7.3 The proposed amendment makes it clear that any advance financial assistance scheme in relation to NZTA is not applicable to the 'double dipping' provision.

Suggested Resolutions

- 1 The business paper on Submissions on Local Government (Community Well-Being) Amendment Bill be received.
- 2 The following submission of the Bill be approved.



SHARON SCHOU
LEGAL ADVISOR

27 April 2018

Attachment: Regulatory Impact Summary: Local Government (Community Well-being) Amendment Bill

Submissions on the Local Government (Community Well-Being) Amendment Bill

Waitomo District Council (WDC) welcomes the opportunity to provide submissions on the Local Government (Community Well-Being) Amendment Bill (Bill).

WDC does/does not wish to speak in support of its submissions.

WDC supports all amendments proposed by this Bill, and below briefly elaborates on the amendments from WDC's perspective.

Purpose of Local Government

The intention of the amendment is to restore the broad empowering approach to local government which existed prior to the amendments in 2012, and in doing so, ensuring a coherent, clear and consistent local government purpose.

The current purpose restricts the local government role to that of a service delivery function, and completely detracts from the more accurate local government role of focusing on the local community well-being. Further, the uncertainty surrounding what actions a local government can legitimately undertake under the Act, has resulted in WDC being more cautious and risk adverse about the activities it considers within the community, to ensure it acts within its legal directive.

WDC agrees with the comments made by Department of Internal Affairs Regulatory Impact Summary (**RIS**), which states that the proposed amendment will enable local government to focus on "should we do this" instead of "can we do this". Local authorities, along with its community, are best positioned to make, undertake and support the delivery of many functions within its community.

WDC considers that the four well-beings are fundamental for meeting the needs of a diverse community. The reinstatement of those well-beings within the Act, will enable local authorities to focus on how decisions made are going to impact the community based on this holistic view.

Removal of reference to Specific Core Services

WDC agrees with the comments made in the RIS that the inclusion of this clause in the Act "implies that the role of a local authority is that of a service provider, and that it is the function of legislation to define what services local authorities should provide."

WDC has a broad role in the community, which encompasses other important services than that which is specified in s11A of the Local Government Act 2002. As such, local authorities should have regard to all of its core services when performing its role within the community. WDC believes it unnecessary to stipulate such a list.

Development Contributions

The current definition of community infrastructure limits the range of community infrastructure eligible for development contributions.

The effects of the current definition has merely changed who pays for community facilities, and has remove a key source of funding for those facilities. This has meant that ratepayers have had to meet the cost of any of the community needs that fall outside the stipulate assets. The current definition will also have a negative funding impact on local authorities.

The Bill will again enable WDC the ability to fund a full range of community infrastructure. Other facilities should not be excluded from the definition of community infrastructure, as they also have a causal relationship to development, the same way as the other facilities do.

WDC considers it reasonable to be able to recover costs of the relevant community infrastructure that results from new developments within the community.

Development Contributions and Financial Assistance

The amendment to clarify the limitations currently imposed on local government, with regard to requiring development contributions, at the same time as obtaining financial assistance from NZTA, is supported.

The purpose of this section was to prevent “double dipping” by local authorities, however, it did not fully address the availability of funding agreements local authorities have with NZTA.

The proposed amendment makes it clear that any advance financial assistance scheme in relation to NZTA, is not applicable to the ‘double dipping’ provision.

Document No: A390753

Report To: Council



Meeting Date: 1 May 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.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

May 2018

Document No: A391701

Report To: Council



Meeting Date: 1 May 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	Grounds for this resolution
1. Progress Report: Maniapoto Treaty Settlement Negotiations	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: UNESCO Geopark Proposal and Key Considerations	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT