

Document No: A462650

Report To: Council



Meeting Date: 25 February 2020

Subject: **Submission on the Ministry for the Environment Consultation: Reducing Waste: A More Effective Landfill Levy**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a copy of the submission from the Waikato/BOP Territorial Authority Liaison Group on the Ministry for the Environment's Consultation Document on Reducing Waste: A More Effective Landfill Levy.

Background

- 2.1 The landfill levy was introduced by Central Government in 2009 under the Waste Management Act 2008 (WMA). The levy rate was set as \$10 per tonne and applies to municipal landfills that take household waste.
- 2.2 Money raised by the levy is used to fund investment through Territorial Authorities (50 percent, on a per capita basis) and their waste minimisation projects including educational initiatives. The Ministry for the Environment also retains a portion for collecting and administering the levy and waste minimization projects.
- 2.3 Under the WMA, Territorial Authorities (TA) are required to use the levy funding they receive 'on matters that promote or achieve waste minimisation' and 'in accordance with its Waste Management and Minimization plan (WWMP)'. Each TA must create, maintain and review a WWMP that details planned projects and activities.
- 2.4 Waitomo District Council's total Waste Levy income for the last financial year was \$37,482 and total expenditure was \$9,991.

Commentary

- 3.1 Disposal to landfills is increasing and is not sustainable. New Zealand's waste disposal levy is currently too low and narrowly applied to incentivise waste reduction. For example, in the Waikato region, it is estimated that 29.5% of municipal waste is putrescible. In the Waitomo district this figure is even higher, with the results from the last waste audit showing that our rubbish bags contain almost 40% organic material.
- 3.2 Despite three-yearly statutory reviews on the effectiveness of the levy, there have been no changes to the levy rate of \$10 per tonne since implementation in 2008. This is contrary to achieving the purpose of the levy under the Waste Minimisation Act, to encourage diversion of waste from landfill.

- 3.3 In November 2019 the Ministry for the Environment (MfE) released a consultation document seeking feedback on proposal to:
- Increase the levy for municipal landfill (those that take household waste),
 - Apply the levy to all types of landfill except cleanfills (accepting only virgin excavated natural materials) and farm dumps,
 - Apply the levy at different rates for different landfill types, to reflect different environmental and social costs of disposal, and different opportunities for recovery of different materials,
 - Collect better waste data.
- 3.4 A key rationale for increasing the levy is the anticipated effect that higher disposal costs will have on producer, industry and consumer behavior. Increasing the levy will better reflect the full environmental, social and economic costs of waste disposal and encourage materials to be reused and recycled rather than sent to landfill. This will help make our economy more efficient and help create jobs.
- 3.5 The MfE's consultation document notes that:
- *Much more could be done to reduce waste and reverse recent trends. We need to provide the right infrastructure, services and incentives so sending waste to landfill is no longer the cheapest and easiest option.*
 - *We have the opportunity to change how we do things and the Waste Disposal Levy ('landfill levy') is an important tool to help us:*
 - *Create an economic disincentive to producing and disposing of waste*
 - *Raise revenue to invest in waste minimisation, including local infrastructure for materials reprocessing*
 - *Make alternatives like reuse and recycling more competitive (as landfilling becomes more expensive).*
 - *We already have a landfill levy but it's too low and applied to too few landfills to be working well.*
- 3.6 The landfill levy is currently \$10 per tonne of waste, and national assessments of the levy indicate that this is considered very low by international standards. Calls to increase the levy and expand its coverage have come from local government as well as The Tax Working Group, the Organisational for Economic Co-operation and Development (OECD), and the New Zealand Productivity Commission.
- 3.7 There are four different levy rate options currently being consulted on, with one of those options to increase the charge to \$20 a tonne from 1 July 2020. Central government has indicated that final policy decisions will be made in mid-2020, with proposed levy charges to take effect between mid-2020 to mid-2023 (depending on final policy decisions).
- 3.8 As part of the reform, central government is intending to develop a levy investment plan which will inform council waste management and minimisation plans, and guide how councils spend their share of levy revenue.
- 3.9 Financial considerations and impact of this proposal are addressed through the Draft EAP paper being tabled at the Council workshop on 18 February.

3.10 Due to time constraints it was necessary for the TA Liaison Group to prepare this submission as a staff-only submission, rather than an individual council submission. Submissions to the Guidelines closed on 3 February 2020.

Suggested Resolution

The business paper and submission to the Ministry for the Environment Consultation: Reducing Waste: A More Effective Landfill Levy be received.



PARVA ZAREIE
MANAGER – WASTE MINIMISATION

3 February 2020

Attachment: Final draft Waikato/Bay of Plenty Waste Liaison Group Submission on MFE Consultation on Reducing waste: A more effective landfill levy (A462590)

28 January 2020

Ministry for the Environment
PO Box 10362
WELLINGTON 6143

Email: LandfillLevyConsultation@mfe.govt.nz

Dear Sir/Madam

Waikato and Bay of Plenty Waste Liaison Group Submission to Reducing Waste: a more effective landfill levy

Thank you for the opportunity to submit on the proposed Reducing Waste: a more effective landfill levy. Please find attached the Waikato and Bay of Plenty Waste Liaison Group (Waste Liaison Group) staff submission regarding these documents. Some individual councils will be submitting to the consultation in addition to this. However, due to the timing of the consultation there has been a limited ability to have political input.

Should you have any queries regarding the content of this document please contact Valerie Bianchi, Education Projects Advisor, Education Team directly on (07) 859 0515 or by email Valerie.bianchi@waikatoregion.govt.nz.

Yours sincerely

On behalf of the Waikato and Bay of Plenty Waste Liaison Group
Valerie Bianchi
Education Projects Advisor
Waikato Regional Council

Submission from the Waikato and Bay of Plenty Waste Liaison Group on the Reducing Waste: a more effective landfill levy

Summary

1. We appreciate the opportunity to make a submission on the **Reducing Waste: a more effective landfill levy**.
2. We support the work MfE is doing in transitioning New Zealand toward a circular economy. The proposed expansion and increase of the landfill levy provides a clear signal from central Government that the current levy system does not sufficiently account for the impact of waste on the environment. The Waikato and Bay of Plenty Waste Liaison Group (the Waste Liaison Group) continues to support this work.
3. We recognise that disposal to landfills is increasing and this is not sustainable. Aotearoa New Zealand's waste disposal levy is currently too low and narrowly applied to incentivise waste reduction¹. For example, in the Waikato Region it is estimated that 25.9% of municipal waste is putrescible². Landfilling is currently cheaper than municipal organics collection despite the environmental benefit that composting offers in reducing greenhouse gas emissions, and providing nutrients back to the soil while diverting from landfill where it cannot provide any further benefit.
4. It is important to note that the proposed changes to the waste levy will have impacts on and be impacted by existing legislation. It is important that there is alignment across the legislation to avoid unintended consequences or perverse outcomes. In particular, the Litter Act, ETS Trading Scheme, Zero Carbon Act and RMA may all be affected by and affect changes to the waste levy.
5. To enable an increase to the levy to be most effective, alternatives to disposal must be readily available and easily accessible for communities. A waste levy increase should be combined with support for infrastructure, education, and strategic transition to circular economy.
6. TAs need support for changes in data collection requirements, adequate time to make changes, and support to uphold communication about the changes to the public.
7. Farm dumps are a concern, especially as a possible place for waste to end up (levy avoidance), but these need to be addressed in conjunction with enhancing rural services, such as mandatory product stewardship.
8. *Overall, we recommend:*
 - The greatest change in waste prevention will be derived from a transition to a circular economy model
 - An increase and expansion to the landfill levy in order to disincentivise waste production and incentivise resource recovery
 - Banning or regulating certain products that cannot be circularised
 - Mandatory economic instruments, such as deposit refund or product stewardship schemes, to encourage circular business practices for problem waste items
 - National strategies to support waste prevention, including investing in infrastructure beyond recycling
 - Comprehensive data collection to drive and monitor progress; and

¹ <https://www.wasteminz.org.nz/wp-content/uploads/2017/06/NZ-Waste-Disposal-Levy-Final-Report-Eunomia-30-May-2017.pdf>

² https://www.waikatoregion.govt.nz/assets/PageFiles/22384-waste-strategy/4546_Waste_Strategy_web_2015.pdf

- Dedication of the additional levy funding to waste prevention such as for behaviour change/education, programming, monitoring, enforcement; as well as for infrastructure that will support transition to the circular economy.
9. We look forward to future consultation process to incorporate the proposed amendments into relevant statutes and would welcome the opportunity to comment on any issues explored during their development.

Introduction

Established in 1992, the purpose of the Waikato & Bay of Plenty Waste Liaison Group is to provide a forum for Waikato and Bay of Plenty regions to come together to discuss shared waste minimisation objectives and achieve waste minimisation, recycling and better management of solid waste through the sharing of information and experiences between district and city council officers, and to coordinate activities between councils and external organisations where appropriate. We have a great opportunity between the regions of the North Island to prevent and divert waste from landfill through shared infrastructure and programmes due to our connections.

The objective of this group is, in part, to prepare recommendations and submissions that reflect the collective agreement of the Waste Liaison Group in regards to significant waste minimisation, management and recycling issues.

As part of the Waste Liaison Group, contributors to this submission include:

Valerie Bianchi (Education Projects Advisor, Waikato Regional Council)

Kirsty Quickfall (Resource Recovery Advisor, Hamilton City Council)

Prashant Praveen (Kaihautū Toitūtanga – Waste Services & Sustainability Manager, Rotorua Lakes Council)

Louisa Palmer (Solid Waste Officer, Matamata-Piako District Council)

Steve de Laborde (Kaiwhakahaere Whenua Mahi Punaha Whakamahere Infrastructure Systems & Planning Manager, Hauraki District Council)

Ilze Kruis (Resource Recovery and Waste Team Leader, Western Bay of Plenty District Council)

Sally Fraser (Waste Minimisation Officer, Waipa District Council)

Reece Irving (Bay of Plenty Regional Council, Senior Regulatory Project Officer)

Parva Zareie (Manager – Waste Minimisation, Waitomo District Council)

Pat Cronin (Waste Minimisation Officer, Waikato District Council)

Nigel Clarke (Manager, Solid Waste, Whakatāne District Council)

Brent Aiken (Asset Manager Solid Waste/Stormwater, Taupō District Council)

Commentary

Overall, we see the increase and expansion of the waste levy should play a critical role in our transition to a circular economy and meeting the resource recovery challenges currently faced by Aotearoa New Zealand. The points of difference in opinion among the Waste Liaison Group with regard to the waste levy have been more around the mechanism of the levy setting. We are still striving for the same intent and outcomes which is to transition to a circular economy, prevent waste, improve data collection, mitigate for perverse behaviours, and continue education.

Our current system of take – make – dispose needs to fundamentally change to better support our relationship with our environment and our obligation to the current and future generations. For any changes to be effective, alternatives to disposal must be readily available and easily accessible for communities. This includes infrastructure (that goes beyond recycling), continuing education, product stewardship and an adequate waste levy which all circularise our economy.

Despite three-yearly statutory reviews on the effectiveness of the levy, there have been no changes to the levy rate of \$10 per tonne since implementation in 2008. This is contrary to achieving the purpose of the levy under the Act, to encourage diversion of waste from landfill. In fact, the document for this consultation shows that waste to municipal landfills has risen by 48% in the last decade.

A key rationale for increasing the levy is the anticipated effect that higher disposal costs will have on producer, industry and consumer behaviour. While an increase of the levy to \$50 or \$60 per tonne appears significant, the actual daily impact of the change is a matter of cents. While the change may lead to some awareness raising and a level of behaviour change, many households and businesses will absorb the cost and continue to direct their waste to landfill. There has been an indication that a waste levy of \$140 a tonne will produce the best waste prevention results.

The levy should be set high enough to act as a mechanism to stimulate the circular economy. This will likely mean a period of time where higher volumes continue to go to landfill as society adjusts to designing waste out of the system. For example, construction and demolition waste is currently very high at roughly 30% of the waste we send to landfill. Better design in the associated industries could mean that buildings are made to be dismantled into valued and recoverable resources, thus eliminating waste all together. This will only happen with appropriately created mechanisms and incentives. As part of a suite of initiatives to transition to the circular economy, local government plays a key role in supporting households, community and business rethink our systems.

We cannot continue on the trajectory of waste and carbon generation that we are currently on. Designing systems that **prevent** both is the only way to ensure the wellbeing and health of our environment and people.

Consultation questions

1. Do you agree the current situation of increasing amounts of waste going to landfill needs to change?

We agree that systems need to change to better support our relationship with our environment and our obligation to the current and future generations. At present we are operating in an economy where we do not pay the true environmental price for our actions. Our current model of take – make – dispose does nothing to incentivise waste prevention or diversion as we know that when our economy does better our waste to landfill increases. There need to be alternatives in place to drive waste prevention and better support of reuse, recycling and recovery of waste within Aotearoa New Zealand rather than sending offshore. Supporting a suite of complimentary systems, such as mandatory product stewardship, education, infrastructure, appropriate legislation and data collection, as well as increasing and expanding the levy beyond \$10 a tonne will help to eliminate and divert materials being wasted.

2. Do you have any comments on the preliminary Review of the effectiveness of the waste disposal levy outlined in appendix A?

The Review of the effectiveness of the waste disposal levy highlights the lack of robust data available and the need to collect more data from a wider range of waste disposal classes in order to (a) quantify waste disposal and (b) encourage waste reduction.

The review should analyse the implications of China's and other countries recycling import restrictions, as well as the Basel Convention amendment 2019 controlling exports of plastic and other hazardous wastes and how these have and will influence future markets.

3. Do you think the landfill levy needs to be progressively increased to higher rates in the future (beyond 2023)?

Any increase in levy should be tied up with creation of diversion ecosystems following the waste hierarchy. If we do not have infrastructure in place to divert waste, we risk non-compliance with higher instances of dumping or levy avoidance. Thus a progressive levy increase is desirable, but only as a mean to make alternative disposal technologies viable.

Following on from this principal, the landfill levy should be progressively increased to higher rates beyond 2023 determined by evidence based decision making. The optimal levy rate has been suggested to be \$140 per tonne for active waste, \$15 per tonne for inert waste and an incineration rate of \$40 per tonne³. Once an increase is put in place, regular reviews informed by robust data from the levy reporting system should be undertaken to inform if the levy rate is effective to meet the goals. The scenarios in the present consultation propose varying levy rates for different classes of landfill, so the levy differential would need to be assessed and adjusted accordingly based on waste minimisation and levy avoidance data.

We support an ongoing raising of the levy in gradual increments signalled well in advance over a longer time period. Whilst the levy is currently reviewed every 3 years it is noted that councils operate a long term plan on a 10 year timeframe so it would be helpful for local government and business alike if the

³ <https://www.wasteminz.org.nz/wp-content/uploads/2017/06/NZ-Waste-Disposal-Levy-Final-Report-Eunomia-30-May-2017.pdf>

Ministry for the Environment also developed a longer term plan or forecast for waste minimisation and levy increases.

- 4. Do you support expanding the landfill levy to more landfills, including: i. waste disposed of at industrial monofills (class 1) ii. non-hazardous construction, demolition waste (eg, rubble, concrete, plasterboard, timber) (class 2) iii. contaminated soils and inert materials (class 3 and 4) (whether requiring restrictions on future use of site or not)?**

There are diversion and minimisation opportunities for all classes of landfills. The Waste Liaison Group agrees on extending the landfill levy to all class 1-4 landfills. There was debate among the TA Waste Liaison group around class 5 landfills as extending the levy reduces the risk of unintended consequences such as waste being disposed of inappropriately to avoid the levy. However, there is little diversion potential with class 5 materials as disposal of class 5 will be mainly for purposes of earthworks associated with development and remediation and overburden stripping.

The TA Waste Liaison group agrees that any scenario will have unintended consequences and mitigation of those should be planned for.

- 5. Do you think that some activities, sites, or types of waste should be excluded from being classified as disposal facilities subject to the landfill levy, including: i. cleanfills (class 5) ii. farm dumps iii. any others (eg, any exceptional circumstances)? If so, please specify.**

The categories of landfill in the consultation document and that are proposed to be included or excluded from the levy are based on the descriptions in the Technical Guidelines for Disposal to Land⁴. For the waste levy to be effectively extended, it is recommended that these guidelines are formally adopted by the Ministry for the Environment prior to the expansion of coverage of the levy. Whilst some regional councils have already aligned their definitions of clean fills and other classes of fills to the Technical Guidelines, others have not. We support the Technical Guidelines for Disposal to Land becoming a regulatory document for district planning purposes as having a consistent approach to definitions of fill sites will mitigate the potential for inconsistency across the country.

We also support the definitions from the Technical Guidelines for Disposal to Land to be used in the Emission Trading Scheme (ETS) to ensure consistency across legislation. Given that methane generated at landfills contribute significantly to carbon emissions, there is the opportunity to enhance the effectiveness of the ETS in relation to landfills by using this measure in conjunction with the levy. We recommend that any increases to the ETS are synchronised with the changes proposed to the landfill levy, to measurably reduce environmental impacts on both the emissions and disposal fronts.

There was debate among the TA Waste Liaison Group about whether class 5 landfills should be excluded from the levy. We acknowledge that there is currently limited data available on the number and location and cleanfills and for this reason we strongly encourage the Ministry to establish and enable programmes of work to identify and register clean fills in conjunction with investigation on how they can be monitored and how levy avoidance could be mitigated.

Exclusions

Legacy Landfills

⁴ <https://www.wasteminz.org.nz/wp-content/uploads/2016/04/Technical-Guidelines-for-Disposal-to-Land-9Aug18-FINAL.pdf>

Under the current Waste Minimisation Act 2008, waste generated due to a natural disaster such as an earthquake can qualify for a waste disposal levy exemption. However, a coastal landfill is exposed due to rising sea levels or flood waters, such as occurred with Fox River, or that needs to be relocated as a preventative measure would not currently qualify for an exemption as climate change is a foreseen event.

We recommend that the Waste Minimisation Act 2008 should be amended to allow for an exemption if waste from a closed landfill is uncovered due to sea level rise, flooding or erosion or if a landfill needs to be relocated due to climate related changes. Firstly, there is no opportunity to minimise or reduce that waste. Secondly, with changing population patterns and the drift from rural to urban living many rural councils will have a much smaller rate payer base now than they had in the past and it may place an overly high burden on existing ratepayers. Finally, in some instances the waste may have already been subject to a levy.

Farm dumps

Farm dumps are essentially an unlined class 1 landfill. They are a large source of contaminant waste that is disposed of within the Waikato and Bay of Plenty Regions and are typically close to waterways where there is high risk of discharge to surface water and groundwater. For example, in 2016 Waikato Regional Council responded to compliance event where a farm dump containing chemicals and their containers was found to be located within 50 metres of a tributary of the Waihou River. This required some extensive remediation which involved Waikato Regional Council, Waipa District Council and the landowner all sharing costs of approximately \$25,000. Other councils have reported farm dumps comprising significant tonnages of waste in one instance of up to 20,000 tonnes of waste per annum. In such a situation the farm dump may be operating as an unlicensed landfill on rural land.

The levy system might not be the right tool for dealing with farm dumps as we don't actually want to encourage them at all by allowing them to operate within the levy system. It is important that the risk to the environment that farm dumps pose needs to be managed through an NES. This would ideally mean they are prohibited through such regulation.

Some councils thoughts one interim option for farm dumps might be an annual fee. While it would be very difficult (and sending the wrong message) to administer a per tonnage levy it may be possible to apply an annual fee for any farmer with an open/active farm dump. The fee could be initially set low but with the intention of gradually increasing it as more rural waste options become available as currently there are not many well supported solutions for dealing with rural waste. The aim would be that farm dumps would be gradually discouraged through an increasing fee structure as alternative options become available including silage wrap being included as a priority product under the proposed Priority Waste Stream for Product Stewardship Intervention. Eventually farms dumps could be prohibited under the above mentioned NES.

We are mindful of the need to increase and improve waste services to the rural sector in conjunction with any regulation or legislation that represents a change to current waste management practices. Establishing effective product stewardship schemes and increased waste levy funding to other classes of landfill could assist that.

6. Do you have any views on how sites that are not intended to be subject to a levy should be defined (eg, remediation sites, subdivision works)?

Most TA Waste Liaison Members support the intention that the expanded levy would only cover sites acting as managed or controlled fills⁵ where the primary purpose is the permanent disposal of unwanted materials. There are valid reasons why someone might be using fill for geotechnical purposes or as part of a site development or remediation where fill is not being disposed of as a waste. However, we do not support the site remediation exclusion example provided of *the infilling of a quarry after it ceases operation* as this is going to mostly involve receipt of payment by the quarry operator and would result in many managed and controlled fill sites from being excluded from the levy. However, one justifiable exclusion for infilling a quarry could be where that material was overburden from the wider site but that would fall under the definition of cleanfill/virgin excavated soil anyway.

We also suggest that should any waste to energy plants be established, they should also be subject to a levy. Waste to energy encourages continued linear behaviour of buy – use - throw away and do not support a circular economy, as well other negative issues.

7. Do you prefer the proposed rate for municipal (class 1) landfills of: i. \$50 per tonne ii. \$60 per tonne iii. other (please specify eg, should the rate be higher or lower)?

We believe that the levy rate needs to be considerably higher than \$50 - \$60 per tonne if we are to see waste diversion and minimisation outcomes maximized. Best practice has signalled a levy rate of \$140 a tonne⁶. Whether the levy is set at \$50 or \$60 a tonne in the next three years should not get in the way of a rate being established that will support effective waste prevention.

8. Do you think that the levy rate should be the same for all waste types? If not: i. should the levy be highest for municipal landfills (class 1)? ii. should the levy be lower for industrial monofills (class 1) than municipal landfills (class 1)? iii. should the levy be lower for construction and demolition sites (class 2) than municipal landfills (class 1)? iv. should the levy be lowest for contaminated soils and other inert materials (class 3 and 4)? v. should a lower levy apply for specified by-products of recycling operations?

In principal, a higher levy should apply to waste that has alternative options for waste reduction, recovery, reuse and recycling. There is a good case for setting a similar levy for Class 1 and 2.

The levy should be lower for Class 3 and 4 as there are less options available for avoiding disposal. However, the levy fee should still be set at a level that is sufficient to encourage alternative options such as onsite management such as encapsulation, covering under carparks or building platforms or a tier 2⁷ risk assessment in order to reduce the need to remove soils on site where the tier 2 risk

⁵ Predominantly clean fill material that may also contain inert construction and demolition materials and soils from sites that may have contaminant concentrations in excess of local background concentrations, but with specified maximum total concentrations that will not restrict future landuse.

⁶ <https://www.wasteminz.org.nz/wp-content/uploads/2017/06/NZ-Waste-Disposal-Levy-Final-Report-Eunomia-30-May-2017.pdf>

⁷ Site-specific or 'Tier 2' assessment in contaminated site practice is using site-specific information to modify the generic assumptions used for the SGV derivation; this will more accurately estimate a person's exposure and therefore the risk to human health for the particular situation

assessment indicates that a higher contaminant concentration will not pose an increased risk to human health if it remains on site. Therefore, consideration of a higher rate than \$10 is appropriate but the rate should not be set as high as Class 1 and 2. This is because in many cases, leaving the material on site is not possible due to the size of the site and the geotechnical unsuitability of the soil material (in a lot of cases it is the top soil that is mostly contaminated which is the soil that is least suitable for building on), and therefore disposal to a controlled fill or managed fill site is the only option.

This however, doesn't apply to those inert fill materials such as concrete and bricks etc. which often go to controlled fill and managed fill sites. There is a case for applying a higher levy to those types of fill material which are essentially inert construction and demolition waste (Class 2) as it is often quite possible to re-purpose these materials. This could however, get complicated for administering as they would need to be weighed out separately and often they may arrive together mixed with soil material. This may drive a more responsible separation of materials prior to transport and disposal if these are required to be levied at a different rate.

The intent of a lower levy for specified by-products of recycling operations is clear, but it is possible that this could be open to misuse and would need to be carefully monitored and audited which could increase administrative costs. It may be better to use the collected levy to provide ways of better supporting recycling operations through other mechanisms.

If different rates are put in place, mitigation measures need to be put in established in conjunction to avoid perverse outcomes. In addition, alignment needs to be made between waste levy regulation and other legislation that can support enforcement.

9. Do you support phasing in of changes to the levy, and if so, which option do you prefer – increase then expand (option A); expand and increase (option B); expand then increase (option C); expand then higher increase (option D); or none of the above?

A number of implementation options are possible for the levy with MfE outlining 4 suggested options in the consultation document with a wider number of options presented in the report *Estimates of extending and raising levy analysis* by NZIER for the Ministry for the Environment. The merits of each option are mixed so the Ministry should consider some key principals and put measures in place to mitigate any negative outcomes. The key concerns for Regional Councils and TAs is their ability to implement changes in time; and mitigation measures are in place to prevent potential perverse outcomes from levy avoidance disposal behaviour.

Timing

If the levy is initially only increased, then most councils would be able to incorporate this into their annual and long-term planning processes by July 2021. However, if an increase was planned for July 2020 i.e. **Option A** councils would need a minimum of 3 months notice or longer in order to be able to incorporate that increase into their budgetary processes.

If the levy is expanded a longer lead-in time would be needed.

Changes that some councils would need to make if the levy was expanded include:

- Redefining existing landfill classes to make sure they comply with the definitions in Technical Guidelines for Disposal to Land

- Changing or amending software used at weighbridges to comply with any data reporting requirements
- Creating reporting processes for reporting on data from transfer stations. Currently at least 15 transfer stations which process more than 1,000 tonnes per annum do not have a weighbridge so some councils may need to install weighbridges. Other councils have unmanned transfer stations and fills.

Many rural councils have only a part time FTE allocated to the waste portfolio, yet many rural councils have multiple transfer stations servicing small communities. For example, Thames Coromandel has 7 transfer stations and a Solid Waste Contract Manager shared between Thames Coromandel and Hauraki Districts.

A National Waste Data Framework would also need to be agreed upon to ensure that data was reported in a consistent manner.

There is concern from councils that regardless of which option is chosen the Ministry will not provide sufficient lead-in time for councils to make a smooth transition. For options **B, C, and D** most councils would need a minimum of **12 months** to implement any expansion once the Ministry had finalized the exact details i.e. reporting categories etc. and 18 months from the date of any initial announcement.

Perverse outcomes

We are strongly concerned at the potential for levy avoidance behaviour in particular inappropriate disposal of waste at landfills with cheaper disposal fees, to farm dumps or through fly tipping. Remediation of these events are a detriment to our environment, expensive to manage and time consuming. For example, last year, Waikato Regional Council, Thames Coromandel District Council and Land Transport NZ were involved in an incident with historic dumping of asbestos oyster/mussel trays on the Thames Coast (Manaia) coast line which was exposed with recent storm weather conditions over the past couple of years. This also involved massive resources to test the trays and verify the asbestos, the contracting of suitably qualified asbestos removal companies with associated health and safety (SHE) administration, contract drafts etc. An increase and expansion of the waste levy is fully supported, but complimentary measures need to be in place to prevent waste going to the wrong class of landfill and to prevent waste disposed of on farm dumps or through illegal dumping. For example, the Litter Act currently not well utilised as it is impractical to enforce.

10. Do you think any changes are required to the existing ways of measuring waste quantities in the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009?

We recommend some more specific conversion factors be developed as the application of the levy across Classes 1,2,3 and 4 will require more specific identification and quantification of different waste streams meaning more accurate conversion factors are required.

11. Do you think any changes are required to the definitions in the Waste Minimisation (Calculation and Payment of Waste Disposal Levy) Regulations 2009?

The definition of a disposal facility should be made more specific to align with the current 5 classification system.

12. What do you think about the levy investment plan?

The Waste Liaison Group supports the development of a levy investment plan and agree with the six priorities listed in the consultation document, but note that:

The six priorities listed are very broad and could encompass almost any project so more detail guidance could add a strategic lens. In 2013, the Ministry developed a framework for assessing waste streams by priority. The tool assessed different waste types using three criteria – risk of harm, quantity of waste, and benefits from minimisation – and developed a simple rating for each waste type. Levy investment money should be directed toward our biggest waste streams (such as construction and demolition waste) and combined with supporting innovation at the highest rungs of the waste hierarchy. This should support research and design to eliminate waste and get viable alternatives to difficult to recycle or dangerous products. The creation of an investment plan could include such a framework to determine expenditure priority.

A longer strategic view to priority areas may also help TA alignment. TA Levy spending is in alignment with WMMPs which are on a 6 yearly rotation, while Central Government can change every 3 years. Thus there can be time to adjust to new priorities.

We support the proposal to invest in measures to combat inappropriate forms of disposal, and would like to see local authorities enabled to use part of their Waste Minimisation Fund allocation to increase monitoring and enforcement action following fly-tipping. However, monitoring and enforcement of the levy, including measures to combat inappropriate forms of disposal (littering, fly tipping, illegal dumping); and data on waste quantities and composition, behaviour or economic incentives may not strictly meet the criteria under the existing wording of the Waste Minimisation Act as Section 32 1a states that levy expenditure must be spent on matters to promote or achieve waste minimisation.

Additional priorities also include:

- initiatives that have the potential to prevent waste being created in the first instance i.e. waste avoidance. For example, the redesign of products;
- ongoing education and behaviour change initiatives. For example, the funding of programs such as Para Kore Marae Incorporated and EnviroSchools. Public understanding and support of waste minimisation and the circular economy is crucial to the success of other waste minimisation initiatives. If Aotearoa New Zealand is transitioning to a circular economy and is serious about environmental risk and climate change, then this type of learning should be part of the national education curriculum; and
- subsidies for green technologies. For example, mushrooming of anaerobic digestion in Europe has been fuelled by subsidies.

The TA Waste Liaison Group also suggests that the WMF should have the flexibility to address past as well as future waste issues. To date, WFM has been future facing and hasn't been amenable to addressing legacy issues such as farm dumps.

We ask the Ministry for the Environment to also consider placing a climate lens over the levy investment plan, prioritising projects and initiatives that have a clear climate change mitigation or adaptation focus in line with the Zero Carbon Act, which allows decision-makers to make specific considerations to climate impacts. In particular, both construction and demolition waste and organic waste including both food and biosolids make a significant contribution to the total tonnage of waste to landfill and contribute significantly to methane emissions from landfill. These have huge diversion potential and a combination

of increasing the levy while investing in projects which aim to circularise these waste types could have very positive outcomes for waste and methane prevention.

If the levy revenue is to increase, this should be protected and spending should be linked to the waste investment plan rather than being used for other purposes.

Administration

The TA Waste Liaison Group suggests that the levy fund could be administered by a decentralised waste authority. This would allow funding to be distributed without political intervention so that there could be long term strategic direction for efficient and effective spending of the levy on projects that support a circular economy and product stewardship.

Discrete v ongoing funding

The consultation document suggests that levy funding should primarily be discrete rather than ongoing; and that levy funding should be directed to initiatives that need capital at the start to cover setup costs that might otherwise be uneconomical, but over time can become self-sustaining.

A number of TAs use waste minimisation funding for waste minimisation staff or to fund educational programs such as Enviroschools, Para Kore Marae Incorporated, and/or Waste Free Parenting workshops. Whilst the programs remain the same, the participants change as new children and new parents learn about waste minimisation. Equally some programs may never become self-sustaining until compulsory product stewardship schemes are implemented. Some councils also use waste levy funding for e-waste, hazardous chemical and farm chemical collections which are ongoing.

50% funding split

Councils are uniquely placed to reach and understand the needs of local communities and influence behaviour, regularly consulting with and engaging ratepayers as well as working alongside industry where possible. Councils who have adequate resources to put in to waste prevention and minimisation programming are in the community, working with groups, marae, businesses, and other local government organisations to help them engage in waste minimisation. A number of councils have set up their own waste minimisation funds which businesses, community groups and individuals can apply to for to develop and deliver smaller scale projects. These smaller funds are an excellent resource for community that support local solutions. The work councils do in connection with the community cannot be emphasised enough and groups like the Waste Liaison group act to improve collaboration and sharing of best practice among council staff

TAs are currently reporting at the level and mandatory nature as set out by the Ministry and are willing to report at a higher, compulsory, more in-depth level if the funding level is similarly increased and reporting is standardised.

We note that the current 50% split to TAs on a per head of population basis has left smaller councils at a disadvantage. Some smaller councils, such as Waitomo with 9,000 residents, have very high overseas visitor numbers (for example approximately half a million yearly in Waitomo) and these councils are struggling to provide the infrastructure required from their rates and waste levy funding. Other smaller

councils have geographical challenges in terms of distance from markets or have a number of smaller communities where there need to replicate services and cannot benefit from the economies of scale that larger councils can. We suggest a review of how the 50% of council funding is shared and suggests that a more equitable approach would be to allocate a minimum level of levy funding per council thus enabling even smaller councils to attract skilled staff to develop and implement effective programs to promote and achieve waste minimisation.

We also raise the issue that although regional councils have the responsibility for managing discharges to land from waste disposal facilities, they do not receive WMF funds to assist with this; and instead have to compete for contestable funds. We believe that there is scope for some of the fund to be available to Regional Councils for collaborative and cross-boundary projects; which could include legacy farm dumps and practical alternatives to support farmers, as well as coordinating a regional strategy for infrastructure. Regional Councils will also have more of a role to play in environmental monitoring, compliance and enforcement and should be supported to do this adequately.

Governance

We are of the opinion that central government should consider the implementation of a governing body to oversee the investment, implementation and future management of new infrastructure resulting from levy spend. As private industry has previously controlled waste diversion industry they have therefore also controlled markets and their availability. A governing body to control any future industry and markets would mean that less profitable recyclables still get recycled, pricing could be fixed and markets could be available to all irrespective of diverted amounts and distance.

13. If the Waste Minimisation Act 2008 were to be reviewed in the future, what are the changes you would like a review to consider?

As noted previously under question 5 - Exclusions, the Waste Liaison Group recommends that the Waste Minimisation Act 2008 should be amended to allow for an exemption if waste from a closed landfill is uncovered due to sea level rise/erosion and /or flooding or if a landfill needs to be relocated due to sea level rise. Firstly, there is no opportunity to minimise or reduce that waste. Secondly, with changing population patterns and the drift from rural to urban living many rural councils will have a much smaller rate payer base now than they had in the past and it may place an overly high burden on existing ratepayers.

Secondly, the wording of the Act may need to be amended to allow monitoring and enforcement of the levy; data on waste quantities and composition; ongoing behaviour change and education; and economic incentives eligible to be funded by the levy. The specified rate of levy (section 27) will need to be amended to align with the outcome of the current levy expansion proposal. There also needs to be amendment to section 32 relating to Spending of levy money by territorial authorities and also section 33 (secretary spending of levy instead of TAs in certain circumstances and also section 37. In summary, there needs to be more specificity around what the levy can be spent on and there needs to be accountability and reporting requirements.

14. Do you agree that waste data needs to be improved?

The TA Waste Liaison Group strongly agreed that waste data needs to be improved and a national waste data framework implemented so that data currently collected can be accurately aggregated at a national level. Better waste data will have a significant positive effect across all aspects of the sector. It will allow

councils, the private and community sectors, and Government to benchmark their performance, identify areas where performance could be improved, plan with greater confidence, and to monitor and measure the effectiveness of actions.

New Zealand lacks comprehensive, reliable waste data. We have good data on the quantity of material that goes to Class 1 (levied) disposal sites, and most councils hold reasonable data on the waste that they manage through their services and facilities. But there is very poor data on the total amount of waste generated, the amount of material that goes to Class 2-4 disposal sites and farm dumps, material that is collected or managed by private operators, and material that is recycled and recovered. This means that our overall understanding of waste flows is severely limited.

Three key actions are required to improve waste data

- Require (under section 37 of the WMA) the Waste Data Framework to be used by TAs for compiling and reporting data.
- Develop and implement regulations under Section 86 of the WMA to provide a mechanism for requiring reporting of recovered material data.
- Establish a platform for key parties to enter data into, compile data, and make aggregated data available which will support both MfE and local government's data needs.
- Establish data standardization so there is consistency and ease of data analysis

15. If the waste data proposals outlined are likely to apply to you or your organisation, can you estimate any costs you would expect to incur to collect, store and report such information? What challenges might you face in complying with the proposed reporting requirements for waste data?

The Waste Liaison Group acknowledges every council will face its own unique challenges in complying with the data reporting requirements.

The current reporting system lies heavily on reported the amount of diverted waste, however, in many projects implemented by local authority WLF spend this is hard to measure, for example school and other educational programmes. Further thought is needed on how to measure the success of such programmes.

Should the National Waste Data Framework (NWDF) become a requirement, territorial authorities (and other parties) will require assistance on its implementation and use. Any such implementation would require changes to council facilities recording including weighbridge software, internal reporting methods – including reports to council and possibly council plans, and reporting to MfE. Any changes to the current system will require resources for training, online reporting facilities (both for reporting to and from local councils), and reporting templates. Whakatāne District Council recently looked at implementing the NWDF at their transfer station and found that trying to class the NWDF source of mixed loads creates many issues for data reporting. Thus any changes would require considerable resources. Consideration should be given whether to use levy revenue to help implement any data requirements for territorial authorities.

The TA Waste Liaison Group also suggests Central government should also consider a national educational campaign on levy changes which makes it clear that these changes are not local authority changes, but national ones. In effect any extra levy is going to increase local authority rates. Ratepayers will therefore

believe the changes are a result of local council decisions and it needs to be made clear that this is not the case.

The Waikato and Bay of Plenty Waste Liaison Group are currently working on a project to implement cross-regional waste operator licensing and data recording. This project could be used as a learning experience, pilot project or even expanded to accommodate future levy reporting requirements.

Overall it is anticipated that TAs will need time and funding for reporting, implementation and monitoring; and some TAs might need to employ a staff member to carry out their council's waste portfolio with the expansion of this work.

16. What are the main costs and benefits for you of the proposals to increase the levy rate for municipal landfills, expand the levy to additional sites and improve waste data?

Costs

As previously discussed, costs to councils could be incurred such as setting up weigh bridges, employing additional staff, and costs associated with data collection and reporting. For example, Taupō District Council currently has 5 facilities without any measuring capability, apart from when it is transferred to final disposal. There are thus price implications for existing services such as kerbside collections in addition to gate prices. Extra cost will have to be placed on refuse bags or bins funded by either user pays or rates, so time will be needed to determine the best way to deal with the increase in cost.

There could be increased costs for enforcement in the short term if implementation of the levy results in unintended consequences such as an increase in fly tipping and other unauthorised and inappropriate disposal methods. This is why maximum benefit will be realised through setting the levy rate across different landfill classes in a way that minimises this from happening and also by using the levy effectively to develop supporting technologies that reduce the need for waste disposal.

Benefits

One of the anticipated benefits relate to better long term environmental outcomes. If the waste levy is set high enough to inspire systems change and mitigation measures are in place to cope with perverse behaviours, then reduced discharge to the environment will put us in a better position to sustainably manage our natural and physical resources.

Additional funding is a clear benefit as this money can support innovation, education and infrastructure that will prevent waste. An increase in available data would allow a more precise waste assessment and clearer picture of waste flows within the district. This allows the identification of new diversion opportunities.

In order to ensure the successfulness of expanding the levy, the proposed Priority Waste Stream for Product Stewardship Intervention should be extended to include treated timber as a priority product which is currently a significant contributor to landfill waste. Currently there is little incentive for the development of processing technologies for CCA treated timber waste or for replacing CCA treatment with alternative treatments that pose less risk to the environment.

17. Additional Comments

Alignment across Legislation

It is important that there is alignment across legislation. In particular the TA Waste Liaison Group has concerns over the effectiveness of the Litter Act given that an increase in illegal dumping and fly tipping may occur. Many councils have found it very difficult to enforce the provisions of the Litter Act as it currently stands, as there is a high threshold for the evidence required to issue an infringement, and the cost of chasing fines often outweighs the fine itself. On this basis, it is necessary to review the Litter Act in line with the introduction of the expanded waste levy to enable more effective enforcement.

Furthermore, councils will need to be well resourced to carry out the regular monitoring that will be necessary to minimise instances of illegal dumping. While the Ministry's proposals suggests that enforcement activities can be funded through the council allocation of the WMF, bylaws for this types of enforcement would be established under the Litter Act, not the Waste Management Act 2008 (WMA) to which the fund relates.

Document No: A463978

Report To: Council



Meeting Date: 25 February 2020

Subject: Te Ara Tika – Te Kuiti Pedestrian Overbridge Replacement Project

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is report to Council on targeted stakeholder feedback received on options for the Te Kuiti pedestrian overbridge replacement.

Background

2.1 Brief History

- 2.2 The original pedestrian overbridge was constructed in the late 1800's and comprised a single main span timber truss structure across the rail tracks, with a shorter span truss joining the main span on the Carroll St side. The original bridge was located south of the present rail station. The footings for the bridge columns are still present today. At that time, and up until 1911, the Te Kuiti rail station was located on the Carroll St side of the rail tracks.



Fig 1: Original Te Kuiti railway pedestrian overbridge - looking northwards, circa mid-1900.

- 2.3 The existing overbridge was constructed in 1988. Up until 10 April 2001, the bridge was owned by Tranz Rail Limited (now known as KiwiRail). From that date, the entire bridge structure was vested in WDC, with all ownership issues and costs, including rebuilding or reconstructing the bridge and on-going maintenance of the bridge, becoming the responsibility of WDC. Occupation of the overbridge

within the railway corridor is via an annual, peppercorn lease agreement with KiwiRail.



Fig.2: Current bridge structure

2.4 The bridge is of strategic importance to community wellbeing, providing central pedestrian/cycleway access between Carroll Street and the Te Kuiti town centre in Rora Street.

2.5 **Investigations**

2.6 Since 2013, when KiwiRail identified a number of structural defects on the bridge, WDC has assessed a number of engineering options for repairing or replacing the existing structure, including alternative crossing locations across the rail corridor.

2.7 The investigations confirmed that the current pedestrian overbridge had reached the end of its design life, with the condition and deflection of a number of key structural elements indicating over-stress. The main span length is structurally inefficient and inadequately supported, and is exhibiting symptoms of excessive deflection. The columns are deflecting vertically, and the timber ramp structural members and decking are showing signs of advanced decay. The sides and hand rails on the bridge and ramps do not meet the current NZ Building Code, and the bridge does not comply with current live load or seismic design standards.

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

2.9 Specific feedback received through the place-making community consultation processes relevant to pedestrian access across the rail corridor has included:

- Concerns about the division of the town by the railway line and state highway.
 - In the context of the built environment, residents were dissatisfied about the effect of the railway lines and associated land occupying a large area in the centre of the township with limited pedestrian connections (350 m apart).
 - While the pedestrian overbridge provided a physical connection, it did not add to the attractiveness of the town. A more open vista of the town centre, as viewed from Carroll St., was supported.
 - The community indicated that they would like to make the railway crossings safer for pedestrians.
 - Iwi signalled dislike for the disconnection that the railway caused.
 - The community supported the need to improve pedestrian amenity and access for disabled persons at rail crossing areas. This was viewed as urgent. The community also signalled that there were wider issues which needed to be discussed with both NZTA and KiwiRail about best practice for safety at these crossing points.
 - The Te Kuiti Town Concept Plan signals the need to upgrade the rail overbridge or replace it with an at-grade crossing. Again this was viewed as urgent by the community.
 - The community agreed that although complexities exist around providing safe crossing points, keeping the three pedestrian access points between Carroll Street and Rora Street was a priority.
- 2.10 A number of replacement options were considered. While there was preference for a level crossing to replace the existing overbridge, that option would not receive KiwiRail approval. There are five separate railway tracks within the rail corridor spanned by the existing bridge, and level crossings pose significant risk to users and KiwiRail, even at single track, level crossings.
- 2.11 The assessment identified that the full replacement option represented the best value for money over the life of the replacement structure. It was also consistent with the above community feedback received during development of the Te Kuiti Town Concept Plan.
- 2.12 Council resolved at its meeting of 27 November 2018 that the best practicable option was a replacement structure on the same alignment as the existing Pedestrian Rail Overbridge.
- 2.13 A business case was prepared in support of a request for NZTA funding towards the replacement cost of the existing overbridge structure. A \$1.35M plus GST budget for the replacement bridge project was put forward and approved.
- 2.14 At an NZTA subsidy rate of 73%, WDC's share of that sum would be \$364,500.

Commentary

3.1 **Design Essentials**

- 3.2 The detailed design of the replacement overbridge configuration is constrained by a number of fixed elements. They include:

1. The limited space available for placing and shaping the landings, particularly on the Carroll Street side due to existing occupation (buildings etc.)
2. The requirement for vertical and horizontal separation from the KiwiRail rail tracks and overhead electrical transmission
3. The centerline alignment to remain the same as the existing alignment to allow retention of the existing bridge piers and to comply with the KiwiRail Deed of Access
4. The need for an additional pier at mid-span to better support live and seismic loads applied to the bridge
5. The need to replace the superstructure, ramps and stairs.
6. The need to retain the skatepark in its present location at least until such time as an alternative, better site is identified, agreed and developed.

3.3 The features, opportunities and constraint attaching to the bridge site are illustrated in the following analysis:



Fig.3: Site layout and constraints

3.4 Design Outcomes

3.5 In terms of bridge functionality, the design outcomes sought are a new pedestrian overbridge that will be:

1. Fully engineered to modern design code standards

2. A signature structure for Te Kuiti that reflects positively on the community
 3. Built to a contemporary design that is structurally elegant, has high visibility, and conveys a safe user experience through high spatial openness
 4. Compatible with local materials, heritage and culture, and the Te Kuiti Town Concept Plan
 5. Providing for future development potential of the non-WDC land through ramp location
 6. Resilient, durable and low maintenance
 7. Relevant
 8. Affordable
- 3.6 The area offering the greatest scope for architectural variation and flexibility, while still remaining within the above design outcomes, is the landing area on the Carroll St. side. The total area of the WDC owned land parcel at that site is just over 2,000 m² (2,263m²) of which at least half is occupied by the skatepark. As noted above, that is a constraint, but there remains opportunity for modest development of the site to improve its usability and contribution to the design outcomes.
- 3.7 **Landing Design Options – Carroll Street Side**
- 3.8 Three options were developed for the landing configuration on the Carroll St. side. They comprise three levels of enhancement: minimum, modest and aspirational.
- 3.9 All three options were designed to accommodate Youth Council feedback on future development of the WDC site.
- 3.10 The key elements of Option 1 were:
1. Similar layout to existing ramps
 2. Stairs plus 1 in 12 slope with intermediate landings
 3. Immediate amenity improvements
 4. Carparking
 5. Play feature, green space, seating, basketball hoop
 6. Circular space designed to reference turntable
 7. Low planting to soften boundaries and the existing security style fence
 8. Ramp realigned to connect with pedestrian Xing
 9. Coloured footpaths connecting to adjoining (privately owned) carparking areas
- 3.11 In sketch form, Option 1 is presented in plan and perspective views as illustrated below:



Fig. 4: Option 1 – Minimum design concept



Fig. 5: Option 1 – Street perspective

3.12 Option 2 provides for modest enhancement over Option 1, and includes the following features:

1. Amenity improvements
2. Changed ramp layout
3. Stairs plus 1 in 12 gradient ramps with intermediate landings
4. Connects to SH3 pedestrian Xing
5. Basketball half-court
6. Shade areas, seating, low planting to soften boundaries/fencing
7. Feature native shade tree – visual marker, rest and viewing point

3.13 The above features are illustrated in the sketches below:



Fig. 6: Option 2 – Modest design concept

OPTION 2 PERSPECTIVE

Option 2 has a similar layout on Flora Street with an addition of a seating area as the bridge path connects to the Flora Street footpath.

On Carroll Street instead of a corner, an angled approach is proposed to create an easier transition for cyclists and pedestrians. This provides for a feature ground level space at the corner of the skatepark and at the start of the ramp. A specimen tree is proposed to provide shade.

The benefits of this option is the ramp and landscape design are integrated including the basketball area and seating space - there is potential for a tree to become significant marker with lighting incorporated so the bridge becomes a key element along Carroll Street.



Fig. 7: Option 2 – Street perspective

3.14 The third option is aspirational. It contains higher levels of creativity than Options 1 and 2, has greater functional and visual benefits, and provides a structural art form in its own right through its reference to the historical connection the bridge has with the rail corridor. It will add a point of difference to Te Kuiti, and through that, offers potential to generate further development opportunities for the town.

3.15 The key features of Option 3 include:

1. Stairs plus flatter (1 in 18) gradient ramps. Slightly longer (approx. 16m)
2. Intermediate landings and key transition points
3. Spiral design, that references rail turntable
4. Contemporary, signature structure at pedestrian gateway to Te Kuiti CBD
5. Feature courtyard area with basketball half-court at centre of spiral
6. Low planting to soften edges
7. Ramp connects to SH3 pedestrian Xing.

3.16 The pictorial representation of that is shown below:



Fig. 8: Option 3 – Aspirational design concept



Fig. 9: Option 3 street perspective

3.17 **Landing Design Options - Rora Street Side**

3.18 The scope for design flexibility on the Rora St side is limited by the following considerations:

1. The Rora St side ramp alignment is already well connected with centre of town
2. There is good proximity between the Rora Street landing and the Visitor Information Centre
3. The existing toilet block location in Rora Street is fixed
4. Ramp length is controlled by the existing KiwiRail electric gantry at the north end of ramp
5. The proximity of new ramp piles to existing signal cabling requires a ramp switch-back.

3.19 Key features of the Rora St landing are common to all options. They include:

1. Retention of same ramp alignment from existing landing to bridge intermediate landing
2. Ramp gradient 1 in 12
3. Opportunity for a new stairway to shorten walk length to bridge and to connect with Pavilion
4. Improved planting to improve visibility and safety, and visually connect town centre with bridge and landings.

3.20 **Handrail Design**

3.21 The handrail design is key to achieving the design outcome of spatial openness referred to above.

3.22 As well as the safety aspects that the handrails and side cladding will provide, the design and materials used will also be used as a means of capturing and reflecting the cultural elements and Te Kuiti Town Concept Plan colour pastel.

3.23 Lighting will be designed to provide 24 x 7 visibility of the bridge. Night-time hours provide an additional opportunity to accentuate the shape and form of the bridge. With it located immediately next to SH3, it will be noticed!

3.24 **Council's Preferred Option**

3.25 At a workshop held on 8 October 2020, where the above details were presented, Council indicated its unanimous preference for Option 3.

3.26 **Targeted Stakeholder Engagement and Feedback**

3.27 In parallel with the detailed engineering design, a series of configuration options were prepared for engagement with targeted community stakeholders, namely Iwi/Hapu representatives and Legendary Te Kuiti (LTK).

3.28 Bridge replacement options were presented at a meeting of LTK held on 15 October 2019.

- 3.29 A series of four workshop Hui were held with Iwi/hapu representatives, with the first on 16 October 2019 and the last on 29 January 2020.
- 3.30 Both LTK and Iwi/Ngati Rora representatives unanimously expressed support for the spiral design option and associated amenities (Option 3B above)
- 3.31 The iwi/Hapu discussions focused on opportunities for supplementing the functional role of the bridge with local history, culture and heritage. It was quickly recognised that the high visual profile of the bridge, together with its exciting structural form, were opportunities for stimulating heightened public interest in Te Kuiti. The bridge needed to become an enlightening experience for users, both local and visitors – a point of destination.
- 3.32 The ideas and concepts offered by Iwi/Hapu representatives included:
1. The addition of stairs on the Rora Street side to lead off the ramp towards the Pavilion housing the historical carving
 2. New steps on the Carroll Street side as there will be those that will prefer to take the short cut if they are capable and it will allow the bridge to be used for exercise to improve health and fitness
 3. The representatives endorsed the suggestion of adding lighting (particularly solar lighting), fitted to illuminate the bridge at night
 4. Tell the story – the people, the history, the landscape – through the inclusion of weaving patterns and narratives (see attached) that support an increased level of knowledge about the rich history of the town and its contributing area, and to reflect those living in the community (increasing a sense of guardianship). For example, Patikitiki – used to signify the relationship between the inland and coastal hapu.
 5. The history of King Country, with the land developed through negotiations between the Crown and Wahanui, Rewi, with a particular a focus on Taonui's involvement
 6. The gifting of Te Tokanganui-a-noho whareniui, built in 1873, by Te Kooti
 7. The meaning of Te Kuiti – Te Kuititanga o nga tangata and Te Kuiti tanga o nga whakaro, etc
 8. Naming of the bridge - Te Ara Tika – “the pathway of our history” – to capture all of the above.
 9. The use of modern technology, in the form of iPhone friendly, QR scan codes, for linkage to further information about each historical feature or item of nature/landscape, including oratory passages, web linkages and sound bites
- 3.33 **Conversion of Ideas into Tangible Features**
- 3.34 The above suggestions have been engineered into tangible features that have been designed to integrate rather than appear as “add-ons”, as part of the bridge construction. This has been achieved through positioning a different weave pattern etched into the bridge deck at each of the seven intermediate landings across the length of the bridge, supplemented by subtle signage that provides a brief narrative and QR scan code as described above.
- 3.35 Given the total length of the new bridge, end to end, will be nearly 250m, the intermediate landings will provide a pause point for users. Each landing will

provide a different viewpoint of Te Kuiti and the adjoining landscape, and will be described briefly in each narrative bar or panel, and more fully via the QR scan code for those who are interested.

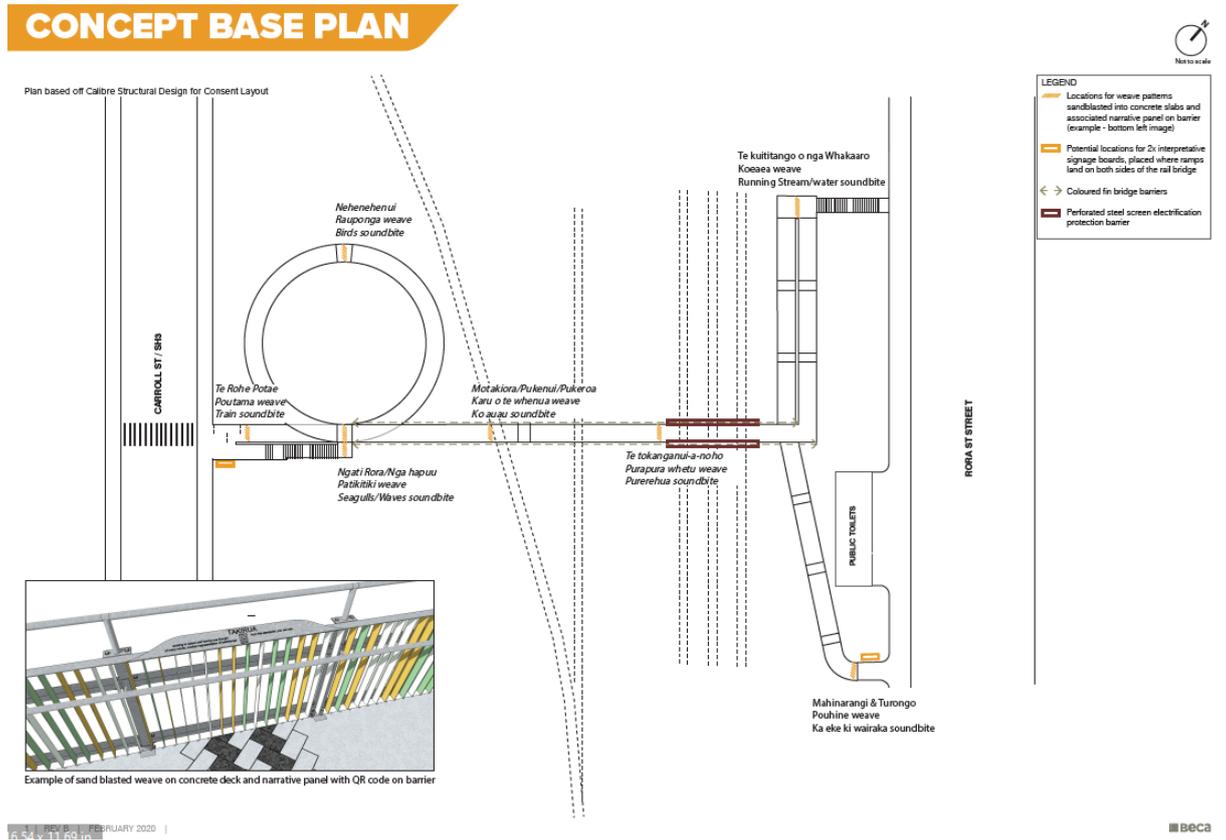


Fig. 10: Layout Plan – Preferred Option 3



Fig. 11: Architectural elements – Handrails, balustrades, weave patterns and narratives



Fig. 12: Handrail design, weave patterns and narratives - concept

3.36 Taken together, the bridge design has merged functional essentials with community wellbeing – social, cultural, economic and environmental. It is no longer just a bridge replacement. It provides opportunity for incentivising further town centre development, and promotes the future by recording and respecting the past

3.37 Its key features – the symbolic spiral ramp on the Carroll St side references both its railway heritage and a koru (new life, growth, strength). Its strength is in the simplicity of design – clean, open, and elegant, complemented by weaving patterns and narratives at key landing points that will ensure relevance to Te Kuiti community.

3.38 **Revised Budget Forecast**

3.39 The revised budget forecast (Feb 2020) has brought the total project cost to \$1.65m. This is principally due to a number of new items now required or added in since the previous estimate last year. These are identified in the reconciliation assessment below:

Item No.	Description	Sept 2019	Feb 2020 (+/- 10%)	Diff	Comment
1	Site prep, demolition.	66,000	64,000	-2,000	Decrease.
2	Craneage.	0	20,000	20,000	Left off previous estimate. Now included.
3	Substructure.	197,500	219,000	21,500	Additional excavation and geotextile due to geotechnical report (to resist effects of liquefaction).

Item No.	Description	Sept 2019	Feb 2020 (+/- 10%)	Diff	Comment
4	Frame - columns, heads, platforms.	129,600	167,630	38,030	Additional columns due to extra length. Actual cost likely to be less but depends on method of construction and type of formwork/scaffolding.
5	Upper floors - double Tee's and flat slabs systems.	265,000	273,745	8,745	Additional length to avoid rail corridor.
6	Balustrades.	239,600	241,760	2,160	Minor increase.
7	Stairs & handrails.	0	37,400	37,400	Stairs previously excluded. Handrail design modified to incorporate town centre concepts and integrated with cultural elements.
8	Misc. – reinstatement.	15,000	38,000	23,000	This includes \$10k for sheet piling and rail barriers not allowed for originally.
9	Design, consents, MSQA.	95,000	182,781	87,781	This is allowed for at 15%. Includes NZTA safety audit.
10	Lighting & electrical.	25,000	40,000	15,000	Previously was low based on similar lighting to existing. Handrail lighting could be more than this estimate.
11	KiwiRail permitting & standover.	32,000	32,000	0	
12	Prelims.	75,000	75,000	0	
13	Traffic & pedestrian mgt.	0	10,000	10,000	Previously excluded.
14	Contingency.	75,000	121,900	46,900	10% contingency is recommended but may not be used.
15	Sub Total	1,214,700	1,523,216	308,516	
16	Bridge architecture	115,300	47,500	- 67,800	Arising from stakeholder engagement/feedback on landing designs and cultural elements
17	Architecture fees	20,000	20,000	0	As above.
18	Landscaping	50,000	50,000	0	\$50,000 provided in draft 2020/21 EAP
19	Subtotal	185,300	117,500	-67,800	
20	TOTAL BUDGET FORECAST	1,400,000	1,640,716	240,716	Total NZTA approved budget \$1,350,000

- 3.40 The current WDC budget provision in the 2018-28 LTP is \$510,000 over three successive years, commencing in 2019/20 (\$166,000 + \$170,000 + \$174,000).
- 3.41 The WDC budget is net of NZTA subsidy (73%), and represents 27% of the total cost.
- 3.42 The WDC budget therefore translates to a total budget (including NZTA subsidy) of approx. \$1.9m.
- 3.43 NZTA subsidy approval will be needed for the additional sum (approx. \$290,000) – an application is underway pending the outcome of Council’s consideration of this business paper.
- 3.44 It is noted that the structural configuration of the replacement bridge proposal represents an efficient design, and hence cost, utilising the two existing piers and low weight to span structural beams. A more ambitious structural design, such as a modern replica of the original pedestrian bridge, or even a single span across the rail tracks (as now, but specifically designed for the span and loading criteria), would necessitate the use of specialised structural members with higher weight to span ratio and in all likelihood, greater construction costs across a live rail corridor.
- 3.45 Scope for alternative designs can be tested through the procurement process, although adding a layer of complexity to tender evaluation.
- 3.46 **Timetable**
- 3.47 The next steps involve final concept approval ex WDC, followed by final detailed design approval by KiwiRail and NZTA.
- 3.48 Building consent application is scheduled for March 2020, to be followed by procurement in April/May.
- 3.49 Construction is scheduled for June/July, with final project close-out in August 2020
- 3.50 Given stakeholder contributions to the design concept, and the likely level of community interest in the bridge construction phase, it is suggested that a formal bridge opening would be appropriate upon project completion.

Recommendation

- 4.1 That the Te Ara Tika - Te Kuiti Pedestrian Overbridge Replacement Project update report be received and the suggested resolutions adopted.

Suggested Resolutions

- 1 The business paper on the Te Ara Tika - Te Kuiti Pedestrian Overbridge Replacement Project update be received.
- 2 Council notes the feedback received from targeted engagement with Legendary Te Kuiti and Iwi/Hapu representatives.

- 3 Council notes the revised budget forecast for the project as at February 2020.
- 4 Council notes the timetable for completion of the project and agrees to proceed with the next steps towards implementation of the preferred design concept, incorporating the architectural elements outlined in this business paper.



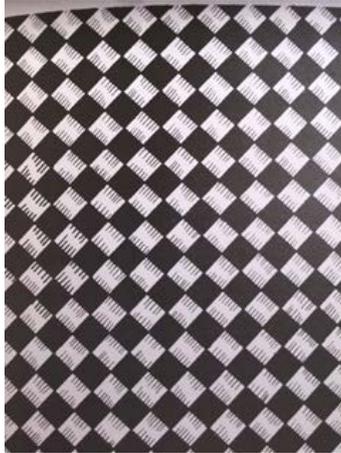
GREG BOYLE
SPECIAL PROJECTS COORDINATOR

18 February 2020

Attachment: Te Ara Tika Weave Patterns and Narratives

WEAVING PATTERNS FOR TE ARA TIKA

1. ***Takitahi*** – this is the basis of where all weavers begin from and these represent the foundation of the first steps to knowing and knowledge.



2. ***Takirua*** – is about working in unison and having one thought of many minds; another representation of kotahitanga.



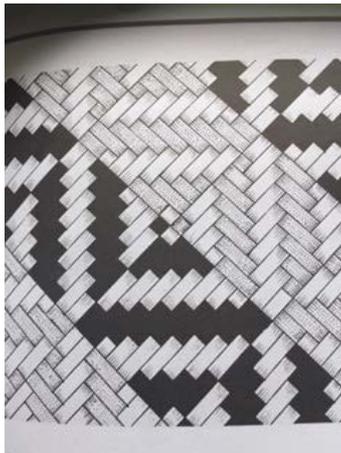
3. ***Koeaea*** – is about the motion of the inanga or tuna that swims up our water ways. It relates to our many taniwha in our waterways.



4. **Rauponga** – represents the abundant growth of our native bush that is still untouched, and is home to the native birds, insects and glow worms. This pattern represents the greater Te Nehenehenui.



5. **Karu o te whenua o Wahi Rua** – the eye of the land. This pattern is about the duty we have as kaitiaki to protect our lands, for if we keep an eye on the land, so will the land take care of us.



6. **Pouhine** – is reference to the knowledge of womens' intellect and skills. Wahine give birth to and nurture coming generations.



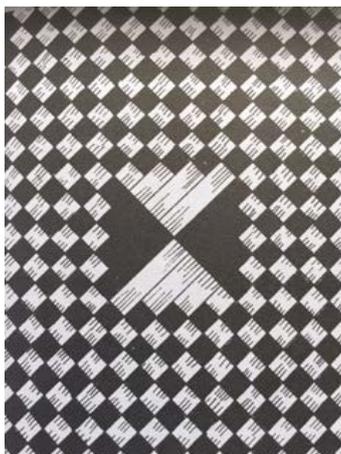
7. **Poutama** – represents the steps of knowledge of our ancestors that have left us to reach our potential and to restore traditional knowledge and practices. Poutama also represents the mens' responsibilities, to ensure these steps are values and practiced.



8. **Patiki** –is the metaphoric pattern that is shaped like the flounder. This pattern is about the relationship that manawhenua have with our coastal people and to show the abundance of the seafood source that was bartered between the coastal and inland tribes of Ngāti Maniapoto people, showing our strong connections.



9. **Purapurawhetu** – represents the navigational stars that reminds us of our seafaring ancestors who traversed the great ocean of Moana-nui-a-kiwa and landed here in Aotearoa. This pattern is also about the stars of Matariki, that represent the beginning of our new year.



NARRATIVE FOR BRIDGE ENTRANCE PANELS

Naumai haere mai Ki Te Ara Tika.

This pathway that you are about to embark on has been named in consultation with Ngati Rora, the hapu of this area.

Te Ara Tika, means the pathway of our history. This engages the stories and connections to our waterways, celestial navigation stars, coastal relationships, kaitiakitanga – care of our land, Tokanganui-a-noho, our Whare Tupuna, the greater Nehenui and the knowledge of our men and women, the knowledge keepers from our past. We invite you to stop and read or listen to take in these narratives. These are the stories of our past, for you to understand our present, and add more to your basket of knowledge, to share with future generations.

If time is of the essence there is a QR Code installed that can be downloaded to listen to at a later time, with voice-over and sounds of our historical environment.

Document No: A463207

Report To: Council



Meeting Date: 25 February 2020

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

Type: Information Only

Purpose of Report

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

Background

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

Commentary

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

- 3.3 Many of the agreements operate on expired terms. One consequence is that rent reviews or increases to annual fees are required. In some cases historical or terms and conditions of agreements may not adequately address needs.
- 3.4 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.
- 3.5 The use of the WDC NCS portal with an electronic tracking system, to better management property review has been adopted. Existing leases have been entered, with new templates created for leases, licenses to occupy and general agreements. Reviewing the expired leases will be an ongoing process for some time, but this new system will greatly assist property management.
- 3.6 **WAITOMO DISTRICT COUNCIL HOUSING**
- 3.7 Waitomo District property portfolio consist of 20 housing units for the Elderly, comprising of six bedsits and fourteen single bedroom units and 3 residential dwellings situated in Piopio and Te Kuiti.
- 3.8 Elderly - The initial eight single bedroom units were built between 1949 and 1954, along with eight bedsits in 1955-1956. Newer single bedroom units, – four in total, were constructed in 1985. In 2005, Council converted two bedsits into single bedroom units by adding a bedroom on to each and undertook some roofing replacement. These units have been renovated at time of vacancy.
- 3.9 Residential Housing stock consists of 3 residential dwellings - 4 Moa Street Piopio, 47 Te Kumi Road Te Kuiti, 59 Esplanade Te Kuiti.
- 3.10 The residence at 4 Moa Street is situated section on State Highway 3 north of Piopio. The lot also contains WDC's Piopio depot. After a maintenance inspection the residential property requires a small amount of maintenance to the exterior of the building.
- 3.11 Recently the tenant vacated the property.
- 3.12 The property is not insulated and this must be addressed prior to tenanting.
- 3.13 4 Moa Street has had the ceiling insulated but not the under floor due to the confined space under the house. The insulation as it stands does comply with regulations.
- 3.14 The exterior walls of the house have now been painted and the roof is scheduled to be painted next just prior to the interior.
- 3.15 The property is now tenanted.
- 3.16 **REDWOOD FLATS**
- 3.17 Maintenance work has been completed on 17 of the 20 flats.
- 3.18 Three flats are still to be renovated and will be completed between tenancies. This will ensure there is no disruption to tenants.
- 3.19 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring. As a result, the current insulation in all the Redwood flats is deemed to be compliant and no further action is required at this stage.

3.20 Due to the passing of the long term tenant of flat 6, the flat has now been repainted, had new carpet laid and a heat pump installed.

3.21 A tenant has been signed up and due to move in later this month.

3.22 Flat 6 is also having new floor coverings and curtains fitted while the tenant is away for a 12 week period.

3.23 **JENNINGS STREET FLATS**

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

3.25 The renovations to these flats has now been completed.

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

3.27 **59 THE ESPLANADE**

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

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

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

3.31 The insulation has been installed and certified as compliant.

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

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

3.34 **WAITOMO DISTRICT COUNCIL ADMINISTRATION BUILDING**

3.35 CCTV cameras have been installed at various external locations around the building as a deterrent to vandalism and to keep our place of work safe. The CCTV camera system is now fully operational.

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

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

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

- 3.38 The GHD review determined that a Detailed Seismic Assessment (DSA) was required. This has now been completed and WDC are awaiting for the final outcome of what is required to bring the building up to the required seismic standards for a Civil Defence Headquarter base. This process is expected to be completed by the end of September this year.
- 3.39 An Offer of Service has been received from GHD Limited (the structural team) for the seismic strengthening detailed drawings and accepted by WDC.
- 3.40 GHD Woodhead (a division of GHD Limited), and two other architectural firms provided Offers of Service for the internal refit/renovation works. The Offer of Service made by GHD Woodhead was accepted.
- 3.41 The outcome sought is the creation of construction drawings, a building consent obtained and the project put out to tender with work scheduled to commence mid 2020.
- 3.42 Discussions around WDC's requirements for the lunchroom and customer services areas were conducted at a SMT meeting late 2019 and forwarded to GHD.
- 3.43 Concept drawings were received shortly after from GHD and reviewed followed by comments and further ideas.
- 3.44 The next stage is for the SMT to meet and finalise requirements with GHD for completion of draft concept plans. A workshop would then be scheduled with the SMT and GHD to finalise and progress to construction drawings.
- 3.45 **LIBRARY**
- 3.46 The repainting of the blue facades, steel windows and some concrete block areas will be undertaken this financial year.
- 3.47 The repainting of the library exterior has now been completed.
- 3.48 A sensor light has been installed above the main entrance to the library to increase safety for staff and visitors.
- 3.49 **TE KUITI COMMUNITY HOUSE** (Upstairs from the Library)
- 3.50 The repainting of the hallway walls and doors at the Community House has been completed giving the offices a fresh and well maintained appearance.
- 3.51 **RAILWAY BUILDING 1 & 3**
- 3.52 A leak was identified in the roof structure, this has now been repaired.
- 3.53 Railway Building 3 is listed on the WDC website as an available venue for hire.
- 3.54 Railway Building 1 (Rooms 2 & 3) are unable to be hired out at present as there are no restroom facilities.
- 3.55 A quote to install a toilet and hand basin has been received and installation of a toilet and basin budgeted for in the 19/20FY.

- 3.56 Pricing for the completion of concrete surfacing of the Railway Platform (alongside the Gallery) is underway with approval for this work pending from Kiwirail.
- 3.57 The concrete work which was scheduled to complete the platform (alongside the Gallery) has been postponed due to budget constraints.
- 3.58 A timber planter box has been constructed at the north end of the unfinished platform. This will give the end of the platform a more attractive look.
- 3.59 WDC has been in contact with KiwiRail about completing a length of fencing approximately 20 metres long between the south end of Railway Building 3 and the Citizens Advice Bureau (CAB). This fence would restrict pedestrian access to the train lines. Once an approved Health and Safety Plan has been approved by Kiwirail the works can commence.
- 3.60 A quote has been received to complete this length of fencing with Kiwirail still to get back to the fencing contracting with associated costs for approval to access the railway corridor.
- 3.61 Contact with KiwiRail has also been made regarding the need to reapply the fluorescent line marking the edge of the full length of the Railway Platform beside Stoked Eatery, warning visitors of the drop off to the rail tracks. Once an approved Health and Safety Plan has been approved by KiwiRail the works can commence.
- 3.62 Approval from Kiwirail is still to be determined.
- 3.63 **RAILWAY BUILDING 2 (STOKED EATERY)**
- 3.64 With part of the original flooring to railway building 2 floor boards becoming loose due to the tongues of the matai flooring breaking off, combined with an uneven floor, unlevel floor joists and an unsuitable sealer have all contributed to parts of the floor becoming a health and safety concern.
- 3.65 Some of the existing matai floor boards will be replaced as required. Once this work has been completed the existing floor will be prepared and a more suitable and longer lasting clear coat applied.
- 3.66 The building is heritage listed. Permission to undertake these works has been granted by the Historical Society of NZ.
- 3.67 Due to the lack of availability of matching matai flooring it has been decided to secure the existing floor boards from the underside and only replace flooring where absolutely necessary. However, gaining access to the sub floor is proving difficult due to the confined space.
- 3.68 Contact has been made with three local builders to access the subfloor and provide a quote to complete the proposed maintenance works to the floor of the restaurant area only.
- 3.69 **DOG POUND**
- 3.70 In an effort to reduce the temperature during the summer months the dog pound shed has had insulation installed to the entire roof area, partially leaving the clearlite panels exposed to allow in natural light, and the three exterior walls down to approximately 1.5m from the concrete floor. This will allow the area to be hosed out and not affect the insulation.

- 3.71 After market research it was decided this was the most cost effect method to achieve the desired effect.
- 3.72 The insulation will also assist in keeping the shed warmer in winter.



3.73 **BUILDING MAINTENANCE**

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

Suggested Resolution

The Progress Report: Housing and other Property be received.

TONY HALE
GENERAL MANAGER - INFRASTRUCTURE SERVICES

February 2020

Document No: A463208

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report: Parks and Reserves

Type: Information Only

Purpose of Report

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

Background

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

Commentary

3.1 LEASE AGREEMENTS

- 3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has identified a range of administrative matters.
- 3.3 Many of the agreements operate on expired terms. One consequence is that reviews or increases to annual fees are required within the agreements. In some cases historical agreements or terms and conditions may not adequately address Council's current liability under the law in certain circumstances.
- 3.4 The use of the WDC NCS portal with an electronic tracking system has enabled a reminder email to review leases coming up for renewal. Current leases have been entered with reminder dates set. New templates have been created for leases, licenses to occupy and general agreements. Reviewing expired leases will be an ongoing process for some time, but this new system will greatly reduce the chance of WDC being in this situation in the future.

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

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

3.7 **RESERVES MANAGEMENT ACT**

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

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

3.10 **MAROKOPA HOLIDAY PARK**

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

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

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

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

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

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

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

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

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

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

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

- 3.22 Surveying work is being undertaken to inform the subdivision process which will legally separate the Holiday Park from the fenced off School House area. This survey work will be completed by the end of May. A decision about the future ownership and/or use of the School House site can then be made.
- 3.23 Surveying work has now been completed.
- 3.24 An agreement has been made with a neighbour to undertake remedial works to the fence. WDC will supply the materials and the land owner will provide the labour to complete these works and ensure the fence is stock proof.
- 3.25 *The fence has now been completed and the paddock stock proof once again.*
- 3.26 *During the holiday period a caravan being towed by a visitor to the holiday park damaged the Kiwicash entry pod and the gate was required to be left open until a replacement pod was installed. This was done within four days and the system was up and running again.*
- 3.27 *Bookings and visitors to the holiday park were up on the previous year along with an increase in revenue. None of the issues experienced the previous holiday period were repeated.*
- 3.28 *Many positive comments have been received through the Campermate app.*



- 3.29 **TE KUITI (NEW) HOLIDAY PARK**
- 3.30 Positive feedback has been received about the dump station and word is getting out there about the new Holiday Park. Campers are impressed with the facilities and positive feedback has been received by a local tourist business via a camper.
- 3.31 Options to further develop Brook Park into a mix of both passive and active activities will complement the Holiday Park making it a desirable tourist destination for travellers into the area.
- 3.32 The number of Dump Station users has been consistently high, with the number of Holiday Park users steadily increasing. Fortnightly statistic reports from

CamperMate identify steady numbers of travellers looking up both the Te Kuiti and Marokopa Holiday Parks.

- 3.33 WDC recently celebrated the Official Opening of the Te Kuiti Holiday Park with a good turnout of guests ranging from members from the New Zealand Motor Caravan Association, Media, Consultants, Contractors, Councillors, WDC Staff, Residents and Suppliers.
- 3.34 The number of visitors to the holiday park and dump station remains steady with more travellers learning about its existence every day.
- 3.35 Visitor numbers staying at the holiday park have again begun to rise as more tourists pass through the Waitomo District.
- 3.36 The Kiwicash technology is working well with very few issues for WDC staff to contend with.
- 3.37 Four picnic tables are being recommissioned at the holiday park giving campers a comfortable place to relax during their stay.
- 3.38 To date two of the four picnic tables have been put in place and are regularly being used by visitors to the park.
- 3.39 Pricing is being sort to construct a seating area to the edge of the existing deck to the rear of the ablutions block by the kitchen area. This would give the visitors a more comfortable area to cook their meals and socialise with others.
- 3.40 As with the Marokopa Holiday Park, Te Kuiti Holiday Park is receiving many positive comments through the Campermate app.
- 3.41 The Te Kuiti Holiday Park has been open now for a little over a year with numbers steadily increasing.
- 3.42 With the increasing number of Kiwicamp sites nationally, visitors are being tracked as they travel up and down the country staying at Kiwicamp sites.
- 3.43 **BROOK PARK**
- 3.44 A Landscape Architect was commissioned to present potential development ideas for Brook Park through a Draft Concept Plan, to be reviewed by Council and used to inform options going forward.
- 3.45 The Draft Concept Plan received from the Landscape Architect was workshopped by the Council, however it was decided to concentrate on current boundary and internal fencing maintenance/replacement prior to progressing with any further development.
- 3.46 The maintenance and renewal work associated with the fencing of Brook Park, both boundary and internal, continues and will be a work in progress.
- 3.47 The internal and boundary fences have been repaired or replaced allowing adequate control over stock pasturage.
- 3.48 The storm water control swale leading from the storm water pipe inlet within the paddock to the rear of the holiday park will be extended and connected to a further swale which runs behind Bosco's Cafe. This will address stormwater runoff from the hospital side of Brook Park to better address risk of flooding during heavy downpours.

- 3.49 The extension of the swale from the new storm water inlet pipe has now been created. During heavy downpours, the majority of storm water flows from the hospital side down the new swale and into the new storm water pipe. This eliminates the risk of excessive water flow running behind Bosco's.
- 3.50 The long term lease between WDC and the Lessee for grazing purposes was recently terminated and in the interim an agreement has been reached with a local farmer for him to graze sheep until early in the New Year when this will be reviewed.
- 3.51 An improvement in the visual appearance of Brook Park is obvious. Some of the comments received are, "Healthy Sheep" and "Green paddocks".
- 3.52 The lower gate has now been padlocked restricting vehicular access to the top carpark via the access way. This was done due to health and safety concerns around antisocial behaviour and pedestrians and vehicles sharing such a narrow and windy access way. This has caused some local reaction.
- 3.53 The separation of pedestrian use from vehicles on the access way has been noticed by many visitors to the park. The view is that the number of people using the access way for fitness has increased. The local farmer grazing sheep at Brook Park has also commented on an increase in pedestrian visitor numbers.
- 3.54 **TE KUITI AERODROME**
- 3.55 Individual stakeholder meetings have been convened to ascertain the requirements of each stakeholder.
- 3.56 Quotes are currently being sought for the proposed future development, including new and replacement fencing, an automated gate to airfield, roading, entranceway, resealing sections of the runway, clearing of swales and other maintenance work.
- 3.57 Quotes have now been received and the procurement policy guidelines followed with work to commence on 5 August this year. The work is expected to be completed by the end of August with the exception of the new fences which will be constructed later in the year due to timber supply shortages.
- 3.58 The Aerodrome safety and access improvement programme is well underway with the widened entranceway, new roadway to the Aero Club (including new fencing along the roadway), new taxiway and maintenance to existing taxiway and metaled northern end of the runway, drainage maintenance and two automated gates now complete.
- 3.59 The fog coat is still to be applied to either end of the runway. This will be completed in due course and as soon as resources become available by the contractor.
- 3.60 The fog coat has now been applied to either ends of the runway completing all works to the runway.
- 3.61 All stakeholders have been informed both verbally and via email giving them in writing a schedule of works.
- 3.62 All stakeholders have been regularly updated on the progress of works with very positive feedback being received by all.

- 3.63 A moss and mould spray treatment will be applied to the historic building (Aero Club Clubrooms) in due course.
- 3.64 This has now been done and over the following weeks the moss and mould will be eliminated.
- 3.65 Rental appraisals have been received from Doyle Valuations. Using this appraisal information together with the identified stakeholder requirements, new lease agreements will be drafted.
- 3.66 Agreements have been drafted with some details to be finalised prior to sending out for signing.
- 3.67 Research has also been conducted as to how other councils charge Aero Clubs. Using this information an agreement between WDC and the Te Kuiti Aero Club will also be drafted.
- 3.68 Further discussions are required prior to the final draft being completed.
- 3.69 **The process of finalising the leases with all stakeholders is still underway.**
- 3.70 Superair has plans to build a new Hanger within the proposed new development site to the west side of the Entranceway. This development will follow the standard WDC building consent procedure and approval process.
- 3.71 Superair is working through the consent process now and expect to have their new hanger completed later this year. Its existing sheds will be removed from the current location at its own cost.
- 3.72 The Superair hanger is due to be delivered to the aerodrome later this month. Superair hope to have construction completed by the end of 2019. Once the hanger has been constructed the final sections of fencing will be completed up to the hanger and around the hanger's designated car parking area.
- 3.73 **Superair are currently working through the process of Resource Consent. Once completed the hanger will be constructed.**
- 3.74 A license recognition CCTV camera (LRC) and static image CCTV camera will both be fitted to the roof level of the Aerowork hanger. The LRC camera will be added to the Te Kuiti CBD CCTV camera network to allow better management and understanding of access and levels of use.
- 3.75 **The static camera was well recieved by the aerodrome stakeholders and the Police have been made aware of the LRC camera that has been added to the CBD CCTV camera network.**
- 3.76 The static image CCTV camera will refresh every few minutes and allow a pilot the ability to see whether the airfield can be used or not during times when there may be fog, especially in winter.
- 3.77 **Aerowork are still to construct their own fertiliser bin within the gated off area in due course. The existing bin will then be removed and the fencing tidied up.**
- 3.78 **Positive comments continue to be received from those that use the facilities.**
- 3.79 **TAINUI DOMAIN RECREATION RESERVE**

- 3.80 The committee that was elected in May of 2018 have now formed an incorporated society in order to apply for funding for the future development of the domain in conjunction with WDC.
- 3.81 Camping and grazing continues to provide a good source of income.
- 3.82 The Tainui Domain Recreational Reserve Committee have been exploring ideas for future development of the Domain. These ideas are yet to be presented to WDC as a formal proposal.
- 3.83 WDC is beginning the process of drafting a Reserve Management Plan (which must include future development considerations) for the Tainui Domain Recreational Reserve.
- 3.84 The draft Reserve Management Plan (RMP) will also address considerations for adjacent development and use of public property i.e. the nine hectares of the Reserve which are managed by WDC.
- 3.85 The Draft RMP has been sent out for consultation with a submission from the Domain Committee being received.
- 3.86 Once the RMP has been finalised an agreement between the Domain Committee and council will be put in place, clearly outlining the obligations of both parties and any restrictions on future development of the reserve.
- 3.87 Further remedial works are underway to eliminate water leaks. This has been scheduled for later this month and will involve the replacement of water lines and upgrading some of the toilet and basin ware to make them more water efficient.
- 3.88 The replacement of water lines and upgrades to some of the toilet and basin ware has now been completed. It is the responsibility of the Domain Committee to ensure all remedial to plumbing works within their building is rectified.
- 3.89 A valuation of the potential grazing rental income is being sought and will inform any lease agreement.
- 3.90 Council are still awaiting the potential rental valuation for grazing.
- 3.91 The Domain Committee are currently in talks with the Tainui Rugby about amalgamating the two entities. This is a work in progress.
- 3.92 Discussions are continuing between the Domain Committee and the Tainui Rugby Club with some progress being made.
- 3.93 **TE KUITI ESPLANADE RESERVE**
- 3.94 Various sections of the walkway along the Mangaokewa Stream have had retaining walls replaced and footpaths re-metaled.
- 3.95 Trees and shrubs are being trimmed back and drainage improved where required. This work will improve access along the walkway especially during wet periods.
- 3.96 A tree health and condition assessment is being undertaken along the riverbank and reserves. A database is being compiled and will be used to ensure a regular maintenance program is followed to ensure that the potential risk of any trees that are deemed unsafe can be addressed.
- 3.97 The tree health and condition assessment is an ongoing process for some time.

- 3.98 Bridge maintenance at the back of Graymont has been completed and the bridge is now open for walking access.
- 3.99 Surveying of the Graymont site is to be undertaken and a detailed area map produced to define the walking track location. This will be followed by track upgrades to be completed by Graymont at their cost.
- 3.100 Agreement has also been reached between Graymont and WDC that once the upgrading work referred to above has been completed, future maintenance of the bridge will be the responsibility of Graymont and maintenance of the walking track will be WDCs.
- 3.101 WDC will also become the controlling authority for the walkway alongside Graymont's land at Te Kuiti when all of the work has been completed.
- 3.102 The Surveyor, Mr Murray Hislop, has yet to carry out the survey work.
- 3.103 Signage for the Waitete Road/SH4 section of the Te Araroa Walking has been ordered. Once all signage has been received installation will be scheduled.
- 3.104 The new SH compliant Te Araroa Walking Track sign has been erected opposite Inframax with further smaller walking track signage still to be put in place.
- 3.105 Smaller Te Araroa Walking Track signage has now been erected making it easier for walkers to find the entrance to the track behind the Inframax building.
- 3.106 **ESPLANADE RESERVES**
- 3.107 The walkway to the beach between 21 & 23 Point Road in Mokau has been cleared and pricing has been requested by three contractors to construct an engineer's design of access stairs from the walkway to the beach.
- 3.108 **REDWOOD PARK**
- 3.109 As part of the Redwood Park development, the existing and noncompliant timber fort has been dismantled. This has been replaced with a large rope climbing tower.
- 3.110 The existing rotten retaining wall will be removed and the ground contoured and grassed to create a more flowing feel to the park.
- 3.111 New powder coated steel seating and tables have been installed with the old ones being repurposed at the Te Kuiti Holiday Park.
- 3.112 The old plastic slide from the fort structure will be repurposed onto a mound of soil and grass providing an additional structure for children to play on.
- 3.113 The shrubbery surrounding the park has been thinned to expose the park reducing health and safety concerns.
- 3.114 Timber boxing will be constructed around the base of the rope tower and filled with sand to create a soft fall surface.



3.115 **JETTIES & PONTOONS**

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

3.117 This maintenance work has now been completed.

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

- 3.119 This maintenance work has now been completed.
- 3.120 A recent inspection of the Te Maika Jetty identified maintenance concerns and a quote has been requested for this work. This work will be prioritised around available budget.
- 3.121 A quote has been received and the cost will be worked into available and future budgets.
- 3.122 Remedial works to the Te Maika Jetty will commence this month. These works will involve new on shore foundations to the ramp and additional steel support beams below the concrete jetty platform. This additional support will secure the structure and address immediate health and safety risks.
- 3.123 Remedial work have been delayed due to the contractors work load and is due to commence during March this year.
- 3.124 Further remedial works required have been allowed for in next years budget. This work will complete all necessary work on the Te Miaka Jetty giving it many more years of use.



3.125 **TUI PARK, PIOPIO**

- 3.126 Pricing is underway for minor upgrades to the Tui Park Toilet Facilities. This will include installing a single shower in both the Ladies and Men's Rooms, the installation of a small hot water cylinder in the kitchen/dining building, and the repainting of the toilet block both internally and externally.
- 3.127 A proposal was recently put to the Piopio Trust around upgrading the ablutions block providing for the women's side 1x shower, 1x toilet and 1x basin and the same on the men's side. Both sides would give wheelchair access and comply with building regulations. No building consent would be required due to the minor changes within the block.
- 3.128 As well as the changes to the ablutions block, both internally and externally would be fully repainted, power points would be fitted to the existing wiring for campervans and the cleaning of the block would be taken over by WDC.

- 3.129 This would all be paid for by fitting the showers with scanners and an electronic honesty box both supplied by Kiwicash. This technology would replace the existing cash based honesty box where the proceeds currently do not come to WDC. This technology is identical to what is currently in place at both the Marokopa and Te Kuiti Holiday Parks. (Refer digital honesty box image below.)
- 3.130 The design of the digital honesty box will differ from what is shown below and will now consist of a Kiwicash Pod (scanner) with instructions and fitted to the front of the existing ablutions block.



- 3.131 The Piopio Trust Committee has agreed to complete maintenance required on the front road side fence and plant additional trees.
- 3.132 Some of this work has been completed by the trust already.
- 3.133 The upgrades have now commenced and are scheduled to be completed by the end of November.
- 3.134 Two temporary toilets (portaloos) have been placed at Tui Park for visitor convenience for the duration of the upgrades.
- 3.135 All upgrades have now been completed. The Kiwicash digital honesty box and cash honesty box are both being utilised daily as are both the showers and hot water in the kitchen sink, all of which have been fitted with Kiwicash technology.
- 3.136 Once again the positive feedback being uploaded on to the Campermate app and written in the visitor's book is extremely encouraging.
- 3.137 New park signage has been ordered and will be erected once delivered.
- 3.138 The newly developed Tui Park is working very well.

Suggested Resolution

The Progress Report: Parks and Reserves be received.

A handwritten signature in blue ink, appearing to read 'Tony Hale', is positioned above the printed name.

TONY HALE

GENERAL MANAGER - INFRASTRUCTURE SERVICES

February 2020

Document No: A463209

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report – Public Amenities

Type: Information Only

Purpose of Report

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

Background

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

Commentary

- 3.1 A recycling station and waste bin has also been provided to address waste minimization.
- 3.2 **PIOPIO TOILETS (KARA PARK)**
- 3.3 The flushing system at the facility requires an upgrade to reduce the occurrence of blockages and costly after hours callouts during peak times.
- 3.4 Quotes have been received and the work awarded to a local contractor. This work will be undertaken early December.
- 3.5 Due to the Contractor's heavy workload this work has been delayed until after the holiday period.
- 3.6 Following the upgrade of the flushing system, no further after-hours callouts have been required.
- 3.7 **MOKAU HALL TOILETS**
- 3.8 TIF funding has been applied for to cover 50% of the costs to build new facilities on the adjacent site currently owned by the local school. Negotiations for the site are currently underway.

~~_____ Negotiations for the school site are ongoing.~~

~~3.103.9~~ Upgrades to the current ~~septic~~ **wastewater disposal** system are being to reduce the odour around the toilets and hall.

~~3.113.10~~ An upgrade to the ventilation stacks of the septic system has now been completed, which has addressed the odour issues.

~~3.123.11~~ An upgraded float system will be installed in the lower holding tank to the chance of any potential overflows onto the sidewalk.

~~3.133.12~~ The float system upgrade has now been completed and no overflow issues re-occurred.

~~3.143.13~~ Five temporary portaloos are to be placed close to the existing hall toilets congestion during the peak season from the 1 Dec 2018 through to 31 March 2019. This will be funded by MBIE at a cost of \$69,000.

~~3.153.14~~ The five portaloos placed onsite in December 2018 have now been the site reinstated.

~~3.163.15~~ The next Tourism Infrastructure Fund funding (TIF) round opens for on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.

~~3.173.16~~ TIF funding has been approved for the additional toilets in Mokau. The approved is \$186,000 plus \$20,000 operations and maintenance costs for the first two years. The total project cost estimate \$383,000 plus GST, with WDC co-funding the residual cost as provided in its 2018-28 LTP.

~~3.183.17~~ The identification of a site for the upgraded toilets remains a work in The preferred site is the surplus Mokau School property immediately north of the existing toilet block. A direct approach is to be made to the Ministry of Education to start that process. A letter of intent would suffice for TIF application purposes.

~~3.193.18~~ An alternative proposed site for the new toilet block has been identified under consideration.

~~3.203.19~~ A Concept Plan is currently being prepared by a Landscape Architect and is expected to be completed by mid-August following an internal review and feedback.

~~_____ The Concept Plan has now since been received and is presented to Council for consideration in the public excluded section of this Agenda.~~

~~3.213.20~~ **Following Council's meeting in November 2019, Mayor Robertson met with Mokau School Principal and Chair of the Board of Trustees. A site for the proposed new toilets, at the SE corner of the school property, was agreed. The process for legal survey and transfer of the land to WDC's ownership is now underway. This matter is separately reported at the February on the 25 February 2020 Council Council meeting agenda.**

~~3.223.21~~ Funding from TIF is for an additional (not replacement) toilet block, pricing is being sought for upgrade and maintenance works to the existing Mokau toilets outside the Mokau Hall. Upgrade works will include a painting both internally and externally, replacement toilets and basins, floor coverings and a

more water efficient cistern for the men's urinal. This work is required as the current facility is old and worn and in need of freshening up.

- 3.233.22 The upgrade and maintenance works have now been completed with the exception of the toilets and basins as these were deemed an unnecessary expense as the toilets are in good condition. With the basins being stainless steel, they were polished bringing them back to a new look. All lighting was also replaced with more energy efficient LED's.



3.243.23 **KIRITEHERE**

- 3.253.24 A need has been identified for additional toilets at Kiritehere.

3.263.25 The next Tourism Infrastructure Fund funding round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.

3.273.26 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.

3.283.27 TIF funding for the new toilet has been approved and pricing is underway to determine the best option available for this remote site.

3.293.28 ~~In mid-~~ ~~December~~ ~~this year~~ ~~2019~~, ~~this year~~ a dry vault toilet ~~will~~ ~~was~~ ~~ill~~ ~~be~~ ~~be~~ installed beside the existing toilet and will consist of a concrete structure incorporating a 3,000 litre vault below the unit which will be cleared annually.

3.29 The cost associated with the cleaning of both the toilets has also been covered by TIF funding for a two (2) year period.

3.30 The dry vault toilet was installed in December last year in time for the holiday season and has been well received by visitors to the area.



3.30

3.31 **WAIKAWAU TOILET**

- 3.32 A composting style public toilet has been identified as being required due to the frequency this site is visited by freedom campers and holiday makers.
- 3.33 The next Tourism Infrastructure Fund funding round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.
- 3.34 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.
- 3.35 TIF funding for the new toilet has been approved and pricing is underway to determine the best option available for this remote site.
- 3.36 Total TIF funding towards the Kiritehere and Waikawau toilets is \$108,500, plus \$52,000 for operating and maintenance costs over the first two years.
- 3.37 ~~In mid-December this 2019, year~~ a dry vault toilet ~~will be~~was installed alongside the opening to the tunnel and will consist of a concrete structure incorporating a 3,000 litre vault below the unit which will be cleared annually.
- 3.38 The dry vault toilet was installed in December last year in time for the holiday season and has been well received by visitors to the area.



3.37

3.383.39 **WDC CEMETERIES**

3.393.40 To further the improvement of WDC cemetery records and the location of graves at all Waitomo District Council cemeteries a numbering system has been developed in relation to the NCS plot number and will be rolled out within the next month. Each plot will have a specific number installed on the berm to identify the plot and area of location.

3.403.41 The fixing of the aluminum identification tags to the Headstone and berms at Te Kuiti New Cemetery and Te Kuiti Old Cemetery is now complete, including the installation of new signage for both cemeteries.

3.413.42 Adhering of identification tags has now been completed at Piopio, Mokau and Maipu cemeteries, with Aria and Te Waitere still to be done weather permitting.

3.423.43 The sale and purchase agreement for Lot 1 (area of gifted land) at Te Kuiti Cemetery has been signed by both parties, and the application for subdivision consent has been granted.

3.44 The next steps are for the surveyor to complete the final survey and lodge the final land transfer plan with Land Information New Zealand, and advise Council that the conditions of consent have been complied with. The only condition of consent was that the Lot 1 is to be amalgamated with the existing cemetery (the land transfer plan will confirm that this has been completed). Once these steps have been completed, the new Record of Title can be issued.

3.433.45 Council has approved the final survey (section 223 of the RMA) and confirmed all of the consent conditions have been complied with (section 224c of the RMA). This has been completed through Landonline. All of the necessary documents to allow the transfer of the land have been signed by Council. We are now waiting for the vendor to complete all of the necessary documentation with their solicitor to allow the issue of the new Record of Title for the gifted land.

3.443.46 The cattle stop to the entrance of the Te Kuiti New Cemetery is in desperate need of repair. The repair work has now been completed.

~~3.45~~3.47 The old notice board shelter that was removed from Railway Building 1 has now been repurposed and relocated to the top end of the Te Kuiti New Cemetery. A water tank, fed from the roof, and bench seat must still be completed. This will now provide a sheltered rest area with a hand wash facility.

~~3.46~~3.48 The sheltered rest area including the bench seat and a water tank has been completed and has been well received by the public.



~~3.47~~3.49 Pouring of an additional six berms at the back of the Te Kuiti New Cemetery and three berms in the Garden of Memories has been scheduled on February's ISU works program.

~~3.48~~3.50 The pouring of these berms has now been completed.

~~3.49~~3.51 Proposed changes to Te Waitere Cemetery have been submitted by the local community in Te Waitere. They include extension of the carpark enabling safer parking off the main road, the construction of an additional shelter/memorial wall at the north end and mowing strips along and between the graves and berms. A site meeting has been held and discussions continue.

~~3.50~~3.52 The extension of the carpark and the construction of the shelter/memorial wall have been approved by WDC. WDC has agreed to undertake the carpark extension and the local community are to supply materials and construct the shelter/memorial wall. Health and Safety (SSSP) plans have been requested for the construction process.

~~3.51~~3.53 The SSSP plans have not been received to date. Construction has not started.

~~3.52~~3.54 The extension of the carpark has been completed. It is unknown when the new shelter/memorial wall will be constructed.

3.55 Three sections of fencing around the Kiritehere Cemetery is to be replaced and the remainder of the fencing tidied up and made good.

~~3.53~~3.56 An ashes berm, incorporating 12 plots has been poured at the Te Waitere Cemetery and well received by the community.

~~3.54~~**3.57 ABLUTION FACILITIES MAINTENANCE**

3.58 Condition Assessments for public toilets have been completed. A maintenance program is being developed.

Suggested Resolution

The Progress Report: Public Amenities be received.



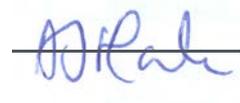
TONY HALE
GENERAL MANAGER - INFRASTRUCTURE SERVICES

February 2020

~~3.55~~

Suggested Resolution

~~The Progress Report: Public Amenities be received.~~

A handwritten signature in blue ink, appearing to read "Tony Hale", is written over a horizontal line.

~~TONY HALE~~

~~GENERAL MANAGER - INFRASTRUCTURE SERVICES~~

~~February 2020~~

Document No: A463210

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report: Recreation and Culture

Type: Information Only

Purpose of Report

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

Background

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

Commentary

3.1 **LEASE AGREEMENTS**

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

- 3.3 Reviews on lease agreements are well underway. Leases coming up for renewal are being reviewed and renewed. These are being entered into MagiQ and reminders set. Expired leases are being worked through which will be an ongoing process for some time.

3.4 **COMMUNITY HALLS**

- 3.5 Inspections have been conducted on all council owned halls. Maintenance schedules have been created and prioritized.

- 3.6 Formal agreements are being prepared for hall committees in an effort to create a general understanding of roles, responsibilities and procedures and to operate within a best practice H&S framework.

- 3.7 Draft forms of Agreement for both land leases and Hall Committee Agreements have been developed.
- 3.8 The contact details of WDC owned Hall committees has been updated. WDC will look to engage as appropriate at committee meetings and receive minutes. This has been received well with open lines of communication now developing.
- 3.9 Although regular contact is continuing between WDC and Hall Committees, getting the Agreements signed is proving a challenge.
- 3.10 **MOKAU HALL**
- 3.11 Earlier this month a committee meeting was attended by WDC. The Hall Committee tabled a proposal for the upgrade of the kitchen. The proposal also identified that this section of the hall had outdated electric wiring. This was investigated with an electrician appointed to replace the wiring as a H&S risk mitigation.
- 3.12 The committee is also exploring an option to promote community wellbeing by creating a gym for the local community in the unutilized lower section of the hall.
- 3.13 Fund raising to bridge the short fall of funds is ongoing.
- 3.14 The committee have sourced lining for the Wellness Centre in the basement and plan to have this area lined by the end of the year.
- 3.15 Kitchen renovations will commence early December 2018, with the lowering of the ceiling and rewiring of the kitchen and original hall to address electrical concerns.
- 3.16 The kitchen renovations have now been completed with the exception of some final detail work.
- 3.17 The hall has been utilized by the community more frequently over recent months.
- 3.18 The Wellness Centre has progressed to the stage where it can be used by the community.
- 3.19 The wellness centre (gym) area has now been painted and appropriate floor covering installed.
- 3.20 The wellness centre is now fully operational and is being well utilized by the community.



- 3.21 The hall committee have received full funding for all gym equipment which has now been delivered to the hall and shortly will be assembled ready for use.
- 3.22 The committee have had an electrician onsite to discuss the new wiring for the kitchen renovations and the replacement wiring to the small hall adjoining the kitchen. WDC are paying for the upgrading of the wiring to the hall due to the health and safety implications. The kitchen wiring will be paid for by the committee who are currently undertaking fundraising for this project.
- 3.23 This work is scheduled to be completed by the end of this financial year.
- 3.24 The wiring upgrade to the hall has now been completed as has the new wiring to the kitchen area as part of the renovations.
- 3.25 A pathway from the front entrance around the side of the hall leading to the wheelchair access ramp and then continuing to the wellness centre will be formed.

Trimming of the tree line along the path and the installation of additional lighting will make the walkway a safer area for users of the centre at night.

3.26 The pathway has now been formed and the additional lighting installed. The hall committee are extremely appreciative of the support given by council.

3.27 **PIOPIO HALL**

3.28 Pricing is being sought to replace the front timber window due to extensive rot and to replace the emergency exit door to Weka Street. Pricing has been received but a review of budgets is still to be undertaken.

3.29 The replacement cost of the front timber joinery window has been budgeted for in the 19/20FY.

3.30 A revised quote has been accepted for the replacement of the front timber window on the SH side. This window will be replaced with aluminum reducing greatly ongoing maintenance costs and will address health and safety concerns.

3.31 The replacement window is scheduled to be installed by the end of November.

3.32 There has been a delay in installing the replacement front window and is now scheduled to be installed before the end of this financial year. The delay has been caused by the contractors work load.

3.33 Additional pricing is being sought for both the emergency exit doors due to security and health and safety risks.

3.34 Both emergency doors have been replaced which will not only make the Hall more secure, but also enable much quicker evacuation in the unlikely event of an emergency during a hall hire that might require an emergency evacuation.

3.35 Painting of the timber joinery along the side of the building (Weka Street) has now been completed.

3.36 **MAHOENUI HALL**

3.37 Damage has been caused internally by a roof leak over the kitchen area. Pricing has been received and the remedial work awarded to a local contractor. This work is due to commence early December 2018.

3.38 Work was delayed due to the contractor's work load over the Christmas period and has been rescheduled to early February 2019.

3.39 During the roofing works, electrical upgrades will also be undertaken in the kitchen area to address health and safety concerns.

3.40 The weathertight issues on the roof have now been addressed.

3.41 Some areas of cladding will be replaced to the inside of the front façade ensuring further the weather tightness and integrity of the building.

3.42 Electrical upgrades to the kitchen area were deemed unnecessary. It is thought the age of some of the appliances may have been causing the electrical circuits to overload.

- 3.43 A quote has been requested for re-wiring of the main hall due to the age of the wiring. This is potential a health and safety risk.
- 3.44 A quote for the rewiring of the main hall has been accepted and is scheduled to be completed by the end of August.
- 3.45 The rewiring of the main hall has now been completed with additional LED lightening installed at the same time.
- 3.46 Structural concerns have been raised by the committee around the concrete piles of the hall, bathroom and kitchen areas. WDC will engage an engineer's to investigate and report on the structural integrity of the piles.
- 3.47 An Engineer's report has identified several structural issues potentially caused by poor soil conditions and storm water drainage. As remedial action, the runoff from the roof will be diverted to downpipes into the water tank to the rear of the building.
- 3.48 The recladding of the inside face of the front façade is scheduled to be completed late in November and is subject to the availability of scaffolding. Once this work has been completed the diversion of water from the roof can be done.
- 3.49 Much of this work was completed late last year apart from the work on the roof due to the contractor not being able to source suitable scaffolding. This work is now underway with a number of timber areas subject to rot and rusted roofing iron. Once these areas have been remediated the water leaks will have been addressed.
- 3.50 **LES MUNRO CENTRE**
- 3.51 Work is underway to increase water pressure to the three sinks in the kitchen. This involves changing the water cylinder situated on the upper level.
- 3.52 Six new stage boxes have been constructed and are yet to be carpeted. These new boxes are much lighter than the old ones making them easier to move around. This will reduce if not eliminate the damage being done to the hall floor when moving them from the stage. The weight of the old boxes were also a health and safety concern.
- 3.53 This work has now been completed.
- 3.54 The resurfacing of the main hall floor is scheduled to be undertaken mid this month.
- 3.55 The main hall floor has now been sanded and resurfaced.
- 3.56 The Les Munro Centre is listed on the WDC website as an available venue for hire.
- 3.57 Remedial works to the air conditioner platform on the upper roof has now been completed. The cladding and cap flashing has been replaced and painted. Further cladding replacement is still required and pricing has been requested.
- 3.58 A quote has been accepted to reclad a section of the cladding on the upper roof behind the air conditioner unit and is due to be completed early December 2018. The recladding work has been completed.

- 3.59 A pull down projector screen has been installed in the supper room and a review of all IT services is being undertaken prior to a hard wired projector being installed.
- 3.60 Pricing is being sought for a hard wired projector/s and additional electronic projector screen/s for the supper room which will provide additional state of the art functionality to the facility.
- 3.61 It has been determined that the significant cost involved in purchasing and installing projectors and additional screens outweighs any benefit. The alternative is to utilize the existing pull down screen and obtain prices for a new protector which can be hired out.
- 3.62 Additional "block out" roller blinds have been installed adjacent the sunscreen blinds in the Supper Room which ensures better viewing of the screen during brighter days.
- 3.63 Pricing is being sought for replacement dining tables. The existing tables are showing signs of wear and tear and are very heavy and difficult to maneuver.
- 3.64 All dining tables, both round and rectangular have been replaced in much lighter and easier to erect tables. The older and heavier tables have been distributed between the Mokau, Piopio and Mahoenui Halls.
- 3.65 Pricing is also being sought for replacement seating in the main foyer as the existing seating is dirty, outdated and very low making it difficult for the elderly to use.
- 3.66 Pricing is still being sought for appropriate replacement seating.
- 3.67 It was decided not to replace the seating in the main foyer, but to recover the seats which has now been completed.
- 3.68 A modem has been installed at the Centre to enable Wifi access to the Internet.
- 3.69 A quote to replace the large roller door, corrugated cladding and pour a small area of concrete below the sheep access door to the rear of the Centre has been requested. The existing corrugated iron is covered in dents which makes the area look old and unmaintained.
- 3.70 Once this work has been completed the area will be more robust and less susceptible to damage.
- 3.71 With the exception of the small area of concrete which is still to be completed, the replacement cladding and both roller doors has be replaced.
- 3.72 The concrete area is scheduled to be laid late November.
- 3.73 **The concrete area out the back of the centre has now been poured.**
- 3.74 An upgraded audio system has been installed incorporating replacement speakers in the auditorium and new mircophones. This will make it easier for hall users to connect the wireless microphones to the audio system and achieve higher quality sound through the speakers.
- 3.75 A quote has been accepted for the steel grates running around the exterior perimeter of the building to be sandblasted and galvanized greatly increasing the life of the steel.

- 3.76 Replacement curtains have been fitted to the stage of the auditorium. These replace the old and faded ones and have had a fire retardant applied to them making them less likely to burn during a fire.
- 3.77 During a recent service the air conditioner units were identified to have low levels of gas required for both heating and cooling. Due to the age of the units sourcing this gas may prove to be a challenge.
- 3.78 Replacement gas has been sourced and levels of gas in the air con units are now full.
- 3.79 A quote has been requested for a replacement unit and the cost to replace the unit allowed for in future budgets.
- 3.80 Council are expecting to receive the quote for the replacement unit by the end of this month. The cost of this unit will be allowed for in future budgets.
- 3.81 A quote has been requested to replace the existing vinyl in the main kitchen area as it is old and hard to clean resulting in it looking dirty and potentially creating a health and safety concern.
- 3.82 The quote for the replacement vinyl in the kitchen has yet to be received.
- 3.83 The lower wall areas of the main foyer and doors to the auditorium and supper room have been repainted giving them a fresh clean appearance.
- 3.84 **RSA MEMORIAL ROCK**
- 3.85 A proposal was received from the RSA late 2017 for the installation of a memorial rock at the cenotaph area. The RSA were advised by WDC that the size of the rock (4500x2500x2500) was of concern and that it would create a H&S risk. After meeting with members of the Management Board, agreement was reached and a memorial rock chosen and agreed on between the RSA and WDC. A proposed schedule around timing and siting the rock was requested by WDC and a planned unveiling was to co-inside with Armistice Day on the 11th November 2018.
- 3.86 A Committee meeting was held mid-September to confirm a timeline for the installation of the memorial rock which was likely to be towards the end of October.
- 3.87 The RSA now proposes to construct a concrete block wall instead of the rock as originally proposed and agreed. This is due to the already manufactured stainless steel wording commissioned by the RSA being too large for the rock. The new "concrete block wall" proposal is yet to be submitted to WDC.
- 3.88 A three piece pre-cast panel wall has now been proposed by the RSA with further details still to be provided to WDC for approval.
- 3.89 Regular contact has been made with the RSA to ensure the project maintains momentum, but no documentation has yet been received by WDC from the RSA.
- 3.90 Effort has been made by council to contact the RSA regarding their plans to construct this wall to no avail.
- 3.91 **WAITOMO DISTRICT AQUATIC CENTRE - 2017/2018 SEASON**

- 3.92 The Waitomo District Aquatic Centre opened on 1 October for the 2017/2018 season under the management of Contract Leisure Management (CLM). CLM have been managing the operation of the Aquatic Centre since 2015.
- 3.93 The pool was closed down for the winter on 29 April 2018.
- 3.94 Maintenance and upgrade work is scheduled while the facility is closed. This work consists upgrading of the grandstand, replacement of roof sheeting and perimeter wall cladding.
- 3.95 The pool structure was also emptied, inspected and recoated. All operating equipment will also be inspected and serviced during this renewal.
- 3.96 All maintenance work has now been completed including the repainting of both the main and toddlers pools.
- 3.97 The complex reopened 22 October 2018 for the 2018-19 summer season.
- 3.98 The complex is now closed for the winter period, a number of low cost maintenance jobs will be undertaken during this period.
- 3.99 Feedback received in relation to the maintenance work carried out last year has been very positive.
- 3.100 New pool covers have been ordered for both the main and toddler pools. This will replace the old faded and ripped covers and will provide a thicker thermal barrier between the heated water and cooler air temperature reducing heating costs.
- 3.101 The new pool covers have been fitted to both pools.
- 3.102 Quotes are being sort for additional shade sails to shelter families from the harsh sun while visiting the Aquatic Centre.
- 3.103 New shade clothes to both the grassed area and over the toddles pool have been fitted and provide a much more sheltered area for families to enjoy the pools.
- 3.104 Both the pools are currently undergoing paint touchups and line marking down the edge of the pool entry stairs addressing health and safety concerns.
- 3.105 The paint touchups have been completed along with the numbering of the lanes for use by the swimming club.
- 3.106 New lane ropes have also be fitted as the old ones were very faded and much of the plastic components had deteriorated. The old lane ropes have been offered to the Piopio Primary School to repurpose.
- 3.107 Additional anti slip matting has been laid around the toddles pool and at all four exit points of the main pool. This will ensure the slip and fall risk.



Suggested Resolution

The Progress Report: Recreation and Culture be received.

A handwritten signature in purple ink, appearing to read 'Tony Hale'.

TONY HALE

GENERAL MANAGER - INFRASTRUCTURE SERVICES

February 2020

Document No: A463370

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report – Roads and Footpaths

Type: Information Only

Purpose of Report

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

Background

- 2.1 The Roads and Footpaths activity is the single largest area of expenditure for Council. The budget for 2019/20 period for operations is \$14,243,680. The total capital expenditure for roads for the same period is \$7,994,935.
- 2.2 NZTA subsidy is 73% in 2019/20. This represents an accelerated financial assistance rate compared with the original five year transition originally proposed by NZTA. It will allow increased programme levels within the same WDC budget contribution.
- 2.3 This Activity Group exists to provide safe and reliable transport infrastructure (including footpaths) to facilitate the movement of people and goods, consistent with the strategic goal. An efficient, safe and sustainable road network is essential for the economic well-being of our district. Roads provide access to properties (together with footpaths), and enable both passage of through traffic, and transportation of goods and services.
- 2.4 Given the scale of the activity, it is important to keep a close eye on the possible influences on the activity and to assess the impacts.
- 2.5 The Roads and Footpaths Asset Management Plan (AMP) has been reviewed to reflect the expected influences as far as possible.
- 2.6 The Roding AMP reflects current service levels and the accompanying expenditure forecasts required to maintain those levels of service, it is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's roading and footpath assets.

Managing and Maintaining the District Roding Network

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

3.2 Operational and Maintenance includes:

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

3.3 Renewals include:

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

3.4 New Works include:

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

Operations and Maintenance

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

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

4.3 As part of this endorsement, the NZTA approved:

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

4.4 NETWORK MAINTENANCE

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

4.4 The current Road Maintenance Contract is a 3+2+2 year contract. This means the initial Contract term is for three years (1 March 2017 to 29 February 2020) and then there are two term extensions of two years each available to the Contractor.

4.5 This Contract has now reached the end of the initial three year contract term and the extension for the first two-year term is available subject to the Contractor meeting the minimum performance requirements as stipulated in the original

contract. On this basis, the first two year extension term has been granted to the Contractor.

4.6 It should be noted that the possible future (second) extension for another two years will also require NZTA's specific approval.

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

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

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

4.9 The different maintenance activities undertaken on the network are:

Description of Service	FYR 2019/2020 Budget	Expenditure for 2019/2020	Comments
Total Direct Expenditure	\$6,248,745	\$3,536,262	Expenditure to end December 2019 is 56.6% of the 2019/20 budget.
Community Co-ordination 431	\$66,500	\$35,750	Driver Training Program is delivered under contract by Community House for WDC.
Emergency Reinstatement 140	\$378,200	\$433,093	Unforeseen weather events requiring emergency first response work under this category (includes trees blown down, slips, and erosion).
Environmental Maintenance 121	\$572,400	\$367,491	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Level Crossing Warning Devices 131	\$30,700	\$2,455	Kiwi Rail determines repairs and does the work required and then invoices WDC.
Network and Asset Management	\$224,900	\$79,216	RATA including, Data Collection, Traffic Count, also RAMM hosting fee paid annually. Expenditure of 35% for the period. Major expenditure for three-yearly high speed data survey fees is expected in the next quarter.
Allocated Roading Business Unit (RBU)	\$600,360	\$249,232	Roading staff RBU time except Capital projects. Expenditure of 42% for the period, mostly due to staff shortages (positions now filled).
Professional Services	\$204,400	\$101,137	Includes consultant fees for Professional Services.
Administration Services for Roading	\$706,585	\$333,715	Administrative Services - AMP, LTP, EAP, Budget, Policy, Standards, Audits, Invoices,

Description of Service	FYR 2019/2020 Budget	Expenditure for 2019/2020	Comments
			Claims, Timesheets, Roding S/R's, P/O'S accounts, NZTA compliance activities.
Routine Drainage Maintenance	\$450,000	\$244,472	Water table, Side drains and Culvert maintenance.
Sealed Pavement Maintenance	\$1,430,800	\$975,774	Pre-reseal repairs and general sealed pavement maintenance. A significant portion of the annual expenditure for this activity, namely pre-reseal repairs, is completed in the September – December timeframe.
Footpath Maintenance	\$81,800	\$34,069	Repair and Maintenance of Existing Footpaths.
Structures Maintenance 114	\$173,800	\$33,710	Routine maintenance on guardrails and bridge decks. Expenditure of 19% for the period. A minor structures programme of work is being developed.
Stock Effluent Facility Maintenance	\$20,500	\$6,844	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Stock Effluent Maintenance - Staff time	\$20,000	\$8,930	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Traffic Services Maintenance	\$153,300	\$57,070	District wide maintenance of signs and road furniture. A significant portion of the annual expenditure for this activity, namely annual road remarking, will be completed in the next quarter.
WDC Street Lights	\$153,300	\$75,586	Cyclic maintenance and electricity costs. The maintenance of street lights is affected by the number of lights that have to be replaced.
TNZ Street Lights	\$61,400	\$19,296	Fully Subsidised by NZTA.
Unsealed Pavement Maintenance	\$919,800	\$478,422	Grading, Flanking, spot metalling, restoration and maintenance of unsealed roads.

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

4.8 A contract is let annually for the replacement of structural bridge components on various bridges. This contract is currently in the tender development phase.

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

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

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

4.12 Other works funded under environmental maintenance include pest plant control, mowing and roadside weed spraying. The annual spraying of the plant pest tutsan is presently underway. Also ice control, litter, graffiti, stock effluent, detritus, minor slips, pruning and abandoned vehicles.

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

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

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

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

4.17 Maintenance activities on the street lights in Waitomo District are carried out under the current Street Lighting Contract 500/16/006, which started on the 26 June 2017. The incumbent Contractor is Alf Downs Street Lighting Ltd (ADSL).

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

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

4.20 **LEVEL CROSSING WARNING DEVICES**

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

4.23 **STOCK EFFLUENT FACILITY MAINTENANCE**

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

4.25 **ASSET MANAGEMENT**

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

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

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

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

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

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

- 4.32 The services provided by RATA in the first two year term have been very good. The Chief Executive has signed a revised WLASS Multi Party Funding and Services Agreement agreeing to receive services from Rata for the next term.
- 4.33 The finances for the next two-year period includes provision for an additional \$30,000 in order to participate in a “step change” to a higher level of investment in data collection. Benefits include:
- improved optimisation of road maintenance funding,
 - more cost effective renewals, and,
 - better evaluation of the needs of the roading asset
- 4.34 As a condition of receiving funding assistance for road maintenance, the Transport Agency requires Council’s to make use of a road asset management system for treatment selection. Continuing to participate in the WLASS Multi Party Funding and Services Agreement, including the benefits of the above services, is a smart way to meet our obligations while benefiting from available expertise at competitive rates.
- 4.35 Roads and Footpaths Activity Management Plans (AMP) and the Road Efficiency Group (REG)**
- 4.36 The Road Efficiency Group (REG) programme supports the New Zealand transport sector to deliver a modern integrated system to align with the objectives of local, regional and central government. It is partly funded by the NZ Transport Agency, and also relies on volunteer input from Road Controlling Authorities (RCAs).
- 4.37 REG’s work is divided into four work groups that undertake projects to support and guide RCAs to ensure a modern, integrated transport network. They are:
- Community outcomes
 - Sector excellence
 - Evidence and insights
 - Strategic Delivery
- 4.38 Projects include:
- One Network Road Classification (ONRC) (essentially implemented)
 - Performance measured reporting tool (PMRT) (in use)
 - Asset Management Data Standard (AMDS) (ongoing project)
 - One Network Framework (aims to provide a common language to reflect the role transport corridors play in the movement of people and freight across all land transport modes and the community space these corridors provide in our urban areas). In progress.
 - Data Quality (ongoing project)
- 4.39 In 2015-16, a radical change in the transport sector occurred. The traditional forms, calculations and asset management plans (AMPs) used to apply for road maintenance funding were essentially done away with and a new Business Case Approach (BCA) was introduced by NZTA. NZTA’s intention was for BCAs to provide a robust, evidence based investment case to support planning & investing for outcomes, achieve value for money and ensure early stakeholder collaboration.
- 4.40 REG began to run an extensive series of nation-wide workshops in 2016. At these workshops, Roading Asset Engineers were coached step-by-step in skills required to write business cases, e.g. developing their strategic cases (the first step to building a business case).
- 4.41 Under the BCA, Asset Management Plans became Activity Management Plans (also having the acronym AMP). WDC’s AMP was delivered on time, and the first for the

region, in December 2017. REG workshops have continued, usually five per year, throughout 2018 and 2019, for Roading Asset Engineers. REG workshops have provided information and support as RCAs prepare their next AMP, due in 2020.

- 4.42 On 6 August 2019, WDC's Chief Executive, the Acting General Manager – Infrastructure Services and RBU staff were visited by REG and NZTA representatives to engage WDC in the next REG project. "Smarter Together – Realising Enduring Excellence – by Enabling Innovation and Leading Change" is the latest REG initiative. WDC has been invited to trial the "REG Excellence Programme Self-Assessment & Scoring Framework – Working Draft".
- 4.43 WDC will be formally responding to REG that we "Support in principle" the project Smarter Together – Realising Enduring Excellence – by Enabling Innovation and Leading Change". However, the outcomes for this project are not clear and have not been endorsed at a local government governance level. The scope exceeds the role of REG by encroaching on the statutory purpose of local government. Discussions with REG are continuing.

Renewals

- 5.1 The need for asset renewals (replacing assets at the end of their useful lives) are identified through analysis of condition assessments, failure history and in some cases, predictive modelling. Treatment selection and work prioritisation are determined from an economic analysis of options considering all asset life cycle costs.
- 5.2 Renewals in 2019/20 include road rehabilitation, road resealing and footpath widening.
- 5.3 **ROAD REHABILITATION**
- 5.4 Candidate road sections for rehabilitation are selected using the road asset management system. Site visits and further calculations including Net Present Values confirm the sites for rehabilitation. The stages following site confirmation include pavement design, professional services (including writing the physical works document) and the physical works (construction) phase.
- 5.5 Pavement Design for the road rehabilitation sites for 2019/20 and 2020/21 is carried out by a specialist consultant.
- 5.6 **Tenders for** the Professional Services Contract for Road Rehabilitation 2019/20 – 2020/21 Contract 500/19/004 **closed on 25 October 2019.**
- 5.7 The Professional Services Contract for Road Rehabilitation **2019/20 and 2020/21 Contract 500/19/004** was awarded to the consultant **Cheal** on **28 November 2019.**
- 5.8 Road Rehabilitation 2019/20 and 2020/21 Physical Works Contract 500/19/004 **is at the design stage and** will include six sections of road including Papakauri Rd, Somerville Rd, Totoro Rd and Taharoa Rd.
- 5.9 **FOOTPATHS (WIDEN EXISTING)**
- 5.9 The Transport Agency has granted approval for the amount applied for by WDC to fund a significant programme of footpath renewals in the 2018-28 LTP, enabled by an NZTA shift in funding policy and its accelerated FAR.
- 5.10 The procurement plan for the footpath programme was approved by Tender Subcommittee **on 3 February 2020.** The programme includes both widening of

existing footpaths, and new footpaths. Professional services for this work are being carried out in-house.

5.11 Tenders will close on 16 March 2020 for Contract 500/19/005 WDC Footpaths and Associated Works 2019/20 and 2020/21.

5.12 **CAPITAL EXPENDITURE**

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

Description of Service	FYR 2019/20 Budget	Expenditure for 2019/20	Comments
Total Capital Expenditure	\$7,995,000	\$1,950,558	Capital expenditure to end December 2019 is 24.4% of the 2019/20 budget
Footpath Improvements	\$127,100	\$11,383	Building New Footpaths. Contract 500/18/024 Footpaths and Associated Works, carried over from the 2018/19 year.
Minor Improvements (341)	\$664,300	\$33,437	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings and slip repairs. Significant budget allocation intended for Te Waitere Slip repairs. Minor expenditure on professional services to date.
Te Kuiti Railway pedestrian Overbridge	\$1,200,000	\$120,885	Expenditure to date is for design work.
Footpath Renewals	\$403,927	\$439,276	Improving, widening and replacing narrow footpaths. Contract 500/18/024 Footpaths and Associated Works. Work carried over from the 2018/19 year. Expenditure will continue in the "Footpath Improvements" area, above.
Drainage Renewals 213	\$255,500	\$44,006	Upgrading of Network wide drainage issues. A significant program of work is planned for the next quarter.
Pavement Rehabs Renewals	\$2,058,308	\$602,850	Work carried over from the 2018/19 year from the 2018/19 Road Rehabilitation Contract 500/17/015. Pavement rehabilitation work at Taharoa Rd is now complete. The Professional Services Contract for Road Rehabilitation 2019/20 and 2020/21 is now underway
Sealed Road Surfacing Renewals	\$1,395,100	\$4,465	Annual road resealing is planned for approximately 37km of roads within the district, being 8% of the network. The work began in January 2020 and will be carried out mid to late summer, minimal expenditure to date for pre-seal testing in December.
Structures Components Renewals	\$408,800	\$13,472	A contract is let annually for the replacement of structural bridge components on various bridges. This contract is currently in the tender development phase.
Traffic Services Renewals 222	\$153,300	\$50,499	Expenditure for the period includes \$10,000 on professional services for an anticipated speed limit review and the remaining \$40,000 on traffic sign renewals.
Unsealed Road Metalling Renewals	\$613,200	\$609,705	This expenditure is seasonal and best completed in the wet winter months.

Description of Service	FYR 2019/20 Budget	Expenditure for 2019/20	Comments
Emergency Reinstatement Renewals	\$715,400	\$16,580	Extra funding was requested from, and provided by, NZTA to repair damage to the network from Cyclones Debbie and Cook in April 2017, and also storm events in August and September 2017. This funding is only accessed for storm damage events with a total damage greater than \$100,000. Minor expenditure of \$16,580 has been spent on minor repairs outstanding from the August 2017 storm events.

- 5.14 The 2018/19 Capital expenditure was underspent at 30 June 2019. This was partly due to staff shortages (lack of a Contract Manager). Budget was carried over from 2018/19 into the 2019/20 financial year for Minor Improvements and Footpath Renewals.
- 5.15 Capital expenditure for 2019/20 financial year is being closely monitored and managed by directing new staff resources onto Minor Improvements and Footpaths projects and tracking project delivery.

New Works

6.1 LED STREETLIGHT UPGRADE

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

6.5 PEDESTRIAN OVERBRIDGE

- 6.6 NZTA funding has been approved for the construction of a replacement pedestrian overbridge. The project **will commence** in 2019/20.
- 6.7 The updated, forecast total project cost is estimated at **\$1.6m**. The subsidy rate will be 73%, making the local share **\$430,000**. **In addition to this is the landscaping of the adjoining amenity area on WDC land, estimated to cost \$50,000.**
- 6.8 WDC's local share funding has been included in WDC's 2018 - 28 LTP over the next three years. As reported to Council 27 November 2018, the second year's allocation will need to be brought forward to 2019/20, and the third year allocation brought forward to 2020/21.
- 6.11 NZTA funding approval has been obtained for a budget of \$1.35m. Application will be made for the additional forecast expenditure.
- 6.12 The detailed design stage is well advanced and is ready for building consent application.**
- 6.13 Changes to the current Kiwi Rail lease agreement have been resolved with KiwiRail.**
- 6.14 Expenditure to date for the 2019/20 financial year is **\$120,885**.

- 6.15 A detailed project update report is included on the 25 February 2020 agenda.
- 6.12 **SIGNS**
- 6.13 Additional new work is anticipated as a result of the current government drive for changes to speed limit legislation.
- 6.14 **TE WAITERE SLIPS**
- 6.15 Two slips both 30m long on Te Waitere Road in the vicinity of RP5km was caused by Cyclones Debbie and Cook in April 2017 after which temporary work was completed by the Road Maintenance Contractor to retreat the roadway and to buy time for further assessment. These sites are still being impacted by the river slowly continuing to undermine the road-shoulder width. It is necessary to be repaired more permanently.
- 6.16 A tender for professional services to design solutions for the above closed on 14 February 2019, but no tenders were received. WDC's road maintenance contractor continues with small holding repairs as an interim measure.
- 6.17 Recently, ACE Consultants have been engaged to prepare a DRAFT tender document to be used for these two sites and also for two other nearby subsidence small sites.
- 6.18 **TAPUWAE ROAD SIGHT BENCHING**
- 6.19 Tapuwae Road has been identified as in need for sight benching at a number of bends to improve sight distances and safety after several near miss incidents between trucks and other road users. In accordance with a procurement plan with approval date of 4 February 2020, Contract 500/19/015 has recently been advertised and closes on 28 February 2020.

Suggested Resolution

The Progress Report – Roads and Footpaths be received.



TONY HALE
GENERAL MANAGER – INFRASTRUCTURE SERVICES

February 2020

Document No: A463731

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report: Solid Waste Services

Type: For Information

Purpose of Report

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

Statutory Considerations

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

Background

- 3.1 The SWaMMP is WDC's "tactical" plan in support of the Council's LTP, with linkages to Council bylaws pertaining to waste management related matters. It represents a combination of the statutory requirement for a waste minimisation plan, and WDC's solid waste asset management plan.
- 3.2 The Waste Minimisation Act 2008 (WMA) requires a waste assessment to be undertaken and used to inform the review of the SWaMMP. The assessment provides the necessary data on waste and diverted material streams to determine priorities. The most recent assessment was completed in 2017 and was made available to the Medical Officer of Health (in satisfaction of the WMA) for review and sign off. The Waste Assessment is also required to be included with Council's draft SWaMMP.
- 3.3 Waitomo District Solid Waste Bylaw 2009 aims to ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner. It provides for the efficient collection and recovery of recyclable waste and management of waste management facilities for the optimum disposal or recycling of waste.

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

Solid Waste Management

- 4.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 4.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 4.3 WDC is meeting its waste management obligations under the WMA and SWaMMP by providing:
- weekly kerbside refuse and recyclables collection services
 - rural transfer stations, including free recycling services
 - street side recycling units
 - a fully engineered landfill for the safe disposal of residual solid wastes
- 4.4 The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery. Risks associated with delivery of the collection, waste transfer stations and landfill are mitigated by effective contract management including monitoring of contractor performance and ensuring regular reporting of core service and activity data.
- 4.5 Bi-annual waste audits of the kerbside collection bags have been conducted since 2008 as required by the SWaMMP. The purpose of the kerbside audits is to collect data to monitor the effectiveness of waste minimisation services and to assess waste disposal trends in consumer behaviour. Over recent years, it has been identified that the waste audit methodology needed to be reviewed to ensure the data collected provided the necessary information to measure the success of initiatives to increase diversion and reduce waste to landfill.
- 4.6 The next waste audit is scheduled for May 2020.
- 4.7 From recent audits, the amount of organic product going to landfill has been identified as a concern, with increased focus required to improve diversion potential at source, change consumer behaviour and reverse this trend in order to meet KPIs going forward.
- 4.8 **Big Belly Bin Trial**
- 4.9 Big Belly Bins have been trialed over the previous year and have provided enough data to prove their cost effectiveness.
- 4.10 The bins are rented from Manco at a cost of \$50.00 per week each.

Description	Litres Deposited Sep 2018	Litres Deposited Oct 2018	Litres Deposited Nov 2018	Litres Deposited Dec 2018	Litres Deposited Jan 2019	Litres Deposited Feb 2019
Running total - litres to date	1,022.00	4,202	6,246	10,561	14,082	15,030
Benneydale	480 (7.9 days)	1,499 (28 days)	454 (20 days)	2,607 (44 days)	1,987 (11 days)	498
Haggas Point Lookout	542 (10 Days)	1,681 (29 days)	1,590 (30 days)	1,708 (35 days)	1,534 (19 days)	450
Total for month	1,022	1,149	2,044	4,315	3,521	948

Description	Litres Deposited Mar 2019	Litres Deposited Apr 2019	Litres Deposited May 2019	Litres Deposited June 2019	Litres Deposited July 2019	Litres Deposited Aug 2019
Running total - litres to date	15,978	17,127	19,511	21,327	23,937	27,002
Benneydale	618	558	1,476	1,362	1,816	2271
Haggas Point Lookout	633	591	908	454	794	794
Total for month	1,251	1,149	2,384	1,816	2,610	3065

Description	Litres Deposited Sep 2019	Litres Deposited Oct 2019	Litres Deposited Nov 2019	Litres Deposited Dec 2019	Litres Deposited Jan 2020	Litres Deposited Feb 2020
Running total - litres to date	2,9840	33,814	37,447	42,423	48,554	
Benneydale	1816	2498	3066	3046	3520	
Haggas Point Lookout	1022	1476	567	1930	2611	
Total for month	2838	3974	3633	4976	6131	

- 4.11 Updated signage has been installed at the unconsented greenwaste disposal site in Mokau. The signage states that Illegal Dumping of Rubbish and Greenwaste is prohibited under the Litter Act 1979.
- 4.12 Hidden surveillance cameras have been trialled at three different sites with evidence showing after-hours activity at the transfer stations. Cameras will now be used randomly across the five transfer Station sites. The intention will be to prosecute offenders whenever possible in an attempt to deter this inappropriate behaviour. Te Kuiti Landfill will also have three cameras installed in the New Year.
- 4.13 **Landfill**
- 4.14 The Waitomo District Landfill has a previously consented volume of 232,000 tonnes. Investigations in 2017 confirmed actual landfill fill volume was approximately 173,000m³ (equivalent to 155,000 tonnes) compared to the consent limit of 232,000 tonnes. It was estimated that consented capacity will be reached by 2023. The existing landfill consent term expired in 2033.
- 4.15 A new consent came into in effect from 24 September 2019 for a term of 35 years. This allows WDC to put into practice its optimised fill capacity strategy (increased to approximately 420,000 tonnes).
- 4.16 The physical capacity of the landfill will be increased over the next two financial years by raising the design finish level of the current footprint. That will require lining of the corresponding height of the high-wall. The life of the landfill, at current annual fill rates, will be extended to approximately 2044 i.e. beyond the term of the current consent (2033).

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

4.18 A detailed topographical survey was repeated in July 2019 to determine the actual landfill fill volume to reconcile with weighbridge tonnages. The survey showed that the actual volume of the landfill is 202,000m³, equivalent to 181,000 tonnes. Annual tonnage was 11,100 tonnes, slightly higher than the 9,800 tonnes surveyed in 2017. Annual weighbridge tonnage over the same period was also 11,100 tonnes.

Description	Tonnes Deposited Feb 2019	Tonnes Deposited March 2019	Tonnes Deposited April 2019	Tonnes Deposited May 2019	Tonnes Deposited June 2019	Tonnes Deposited July 2019	Tonnes Deposited Aug 2019
Deposited to Date	165,238.95	166,211.28	167,358.19	168,455.27	169,424.68	170,523.78	171,661.52
WDC Bags Collected	0.79	1.14	0.82	1.14	0.74	0.65	1.11
Total over Weighbridge	1,060.58	1,049.72	1,225.09	1,168.79	1,021.20	1,165.93	1202.54
Less Diverted Recycle	34.39	40.50	42.78	42.20	28.05	39.38	41.33
Less Stock out Gate	23.54	36.89	35.4	30.65	26.50	28.10	24.58
Total To Landfill	1,003.44	972.33	1,146.91	1097.08	967.39	1,099.10	1137.74
Tonnage Space Available	66,761.05	65,788.72	64,641.59	63,544.51	62,575.1	61,476	60338.26

Description	Tonnes Deposited Sept 2019	Tonnes Deposited Oct 2019	Tonnes Deposited Nov 2019	Tonnes Deposited Dec 2019	Tonnes Deposited Jan 2020	Tonnes Deposited Feb 2020	Tonnes Deposited Mar 2020
Deposited to Date	172,662.38	173,623.24	174,545.97	175,509.15	176,388.63		
WDC Bags Collected	1.02	1.06	0.86	1.1	1.02		
Total over Weighbridge	1008.41	1132.86	1,021.15	1,065.96	959.36		
Less Diverted Recycle	29.88	43.99	35.28	49.58	50.62		
Less Stock out Gate	18.69	61.44	23.14	53.2	29.26		
Total To Landfill	960.86	1028.49	962.73	963.18	879.48		
Tonnage Space Available	59377.4	58348.91	174,545.97	175,509.15	176,388.63		

4.19 Diverted Material

4.20 To date a total of **290.06 tons** of recyclables has been diverted from the landfill for this financial year.

4.21 **A total of 365 electric waste (e-waste) items have been collected by E-Cycle Limited for recycling this quarter.**

4.22 Emissions Trading Scheme

4.23 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.

4.24 The impact of this review will be taken into account during the assessment of landfill disposal costs in preparation for the next LTP. Increased waste diversion would help reduce the cost to WDC for carbon credits.

4.25 **Waste Disposal Levy**

4.26 The Government has recently consulted on changes to the landfill levy. This proposes an increase to the current levy rate (\$10 per tonne), to up to \$50 or \$60 per tonne by 2023. The proposal also included charging a levy for the different classes of landfill such as cleanfill dumps and farm dumps.

4.27 An increase in landfill levy rates would result in increased costs to WDC and the ratepayer, which is expected to dis-incentivize the production and consumption of unrecyclables and landfilling of organic material. However, this may also lead to fly tipping behavior.

4.28 Waste Minimisation Levy funding will continue to be used by WDC for initiatives and waste minimisation education.

4.29 **Health and Safety at Work (Asbestos) Regulations 2016**

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

4.31 The current Landfill Management Plan, under which the landfill is operated, includes provisions for ensuring acceptance procedures for all waste types meet resource consent/ regulatory requirements.

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

4.33 WDC is currently not accepting any asbestos waste pending the new consent and associated need for a revised management plan.

4.34 **Capital Projects**

Description	Actual February 2019	Actual March 2019	Actual April 2019	Actual May 2019	Actual June 2019	Actual July 2019
Safety improvements						
High Wall Safety Work						
Main entrance upgrade Transfer station improvements	\$8962.53 CCTV camera	Nil	Nil	Nil	Nil	Nil

Description	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020
Safety improvements			\$9304.30 guard rails upgrade, gas cage for Piopio TFS			
High Wall Safety Work						
Main entrance upgrade Transfer station improvements			\$4133.56 CCTV upgrade and back-up PC for landfill kiosk			

- 4.35 Safety improvements include all the H&S issues which were identified during the previous 2018/19 period for the Solid Waste assets.
- 4.36 High wall shaping involves the removal and shaping of earth above the Te Kuiti landfill space and is carried out for safety purposes to prevent the potential for landslides and also to manage water ingress into the landfill area. Whilst this work has been completed and the desired outcomes have been achieved for now, the area will require future works to ensure that potential risks are addressed.
- 4.37 Access control at the Te Kuiti landfill has been completed to restrict public entry to the landfill section and better manage H & S risks.

4.38 **Contractual Reporting – 0500/16/041**

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

Month	Score	%	
Jul 18	320	80%	
Aug 18	360	90%	
Sep 18	380	95%	
Oct 18	380	95%	
Nov 18	390	98%	
Dec 18	400	100%	
Jan 19	400	100%	
Feb 19	400	100%	
Mar 19	400	100%	
Apr 19	400	100%	
May 19	400	100%	
June 19	400	100%	
Month	Score	%	
July 19	400	100%	
Aug 19	380	95%	
Sep 19	400	100%	
Oct 19	390	97.5%	
Nov 19	390	98%	
Dec 19	400	100%	
Jan 20	400	100%	
Feb 20			
Mar 20			
Apr 20			
May 20			
June 20			

4.40 **Monthly Performance Rating Evaluation Definitions**

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

4.41 **Contractual Reporting – 500/16/038 – Kerbside And Recycling Collection Contract**

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

4.43 There are no results for May and June 2019 due to staff vacancies.

Month	Score	%
Jul-18	382	76%
Aug-18	340	68%
Sep-18	460	92%
Oct-18	420	84%
Nov-18	460	92%
Dec-18	300	60%
Jan-19	275	55%
Feb-19	500	100%
Mar-19	430	86%
Apr-19	460	92%
May 19	-	-
June 19	-	-

Month	Score	%
July 19	500	100%
Aug 19	460	92%
Sep 19	440	88%
Oct 19	420	84%
Nov 19	440	88%
Dec 19	470	94%
Jan 20	440	88%
Feb 20		
Mar 20		
Apr 20		
May 20		
June 20		

4.44 Monthly Performance Rating Evaluation Definitions

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

Service Requests / Complaints

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

5.2 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2019/2020 include:

Description	May 2019	June 2019	July 2019	Aug 2019	Sept 2019
Kerbside Refuse not collected	5	2	1	3	2
Landfill Complaint	0	0	0	0	0
Transfer Station Complaint	1	0	0	0	1
Litter Bins not being emptied	0	0	0	0	0
Request for additional service	3	1	1	0	0
Description	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020
Kerbside Refuse not collected	5	4	1	3	
Landfill Complaint	1	1	1	1	
Transfer Station Complaint	0	0	0	0	
Litter Bins not being emptied	0	1	0	0	
Request for additional service	1	0	0	0	

- 5.3 It must be noted that non-collection is still the main cause of complaint, however this is usually due to people putting rubbish out after the collection has passed or putting commercial quantities of rubbish out.
- 5.4 Two complaints were received this quarter relating to the guard rails and general tidiness of the disposal site at the landfill. The concrete judder bars and rubber wheel stops which were thought to be contributing to this have now been removed.

Suggested Resolution

The Progress Report: Solid Waste Services be received.



TONY HALE
GENERAL MANAGER – INFRASTRUCTURE SERVICES

February 2020

Document No: A463671

Report To: Council



Meeting Date: 25 February 2020

Subject: **Progress Report: Water Supply, Sewerage and Stormwater**

Type: Information Only

Purpose of Report

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

Background

- 2.1 The Waters activities are:
 1. **Water Treatment and Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water for Te Kuiti, Piopio, Mokau and Benneydale.
 2. **Sewerage System, Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage for Te Kuiti, Piopio, Benneydale and Te Waitere.
 3. **Stormwater:** The collection and disposal of urban storm water.
 4. **Trade Waste Discharges:** Management of trade waste discharges from commercial/ industrial premises to ensure the quality and quantity of the discharges do not cause any operational or compliance issues for our network systems and wastewater treatment plants.
- 2.2 WDC's only reticulated stormwater disposal network serves Te Kuiti. Any changes to that will be reported on for other areas as these arise.

Considerations for the Activity

- 3.1 The key drivers of service for each of Council's three waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.
- 3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).

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

Service Delivery

4.1 IN-HOUSE

- 4.2 The Infrastructure Services Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.3 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.

- 4.4 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.
- 4.5 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.
- 4.6 The three waters reticulation network service delivery is procured externally and managed internally by the Water Operations Manager assisted by an administrator to optimise efficiency and to ensure that LoS requirements are met by cost effective and efficient project management.
- 4.7 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.8 Services to be carried out under the agreement include, but are not limited to, the following:

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

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
reports and investigations, including review of asset condition assessment reports.	
Obtaining building and resource consents.	
Reporting to Waikato Regional Council on consent compliance and related matters.	Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data.
	Any other activities subsequently requested during the agreement period.

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

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Setting and administering policy and standards, risk, and levels of service.	Preparing rolling maintenance programmes.
Approving, administering and monitoring asset management plans.	Implementing data collection and reporting systems consistent with AMS.
Owning maintenance management systems.	Collecting and reporting maintenance history in agreed format.
Owning infrastructure databases.	Providing data and information to WDC.
Managing WDC’s water services budgets.	Reporting expenditure against approved programmes.
Preparing financial assistance claims – Ministry of Health.	Providing monitoring data for WDC annual plan performance measures.
Budget management.	Operating job costing system and report on budget spend
Reviewing and confirming scope of work programmes.	Reporting progress against approved programme scope.
Administering database of tenderers	Operating telemetry/SCADA stations
Administering and maintaining telemetry / SCADA system	After hours service arrangements.
Servicing democracy, including providing customer/ratepayer interface and responding to enquiries.	
Undertaking community consultation on work projects	General administration duties (e.g., correspondence, record management)
Reporting to WDC, WRC etc.	General administration duties (e.g., correspondence, record management)
General administration duties (e.g., correspondence, record management)	Collecting performance data and reporting.
Reporting on WDC annual plan performance measures	Public relations/communications procedures.
Developing and operating communication plans and strategies.	
Preparing and administering service agreements or activities with professional services providers (internal and external)	
Accepting physical works tenders.	
Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place.	General administration duties (e.g., correspondence, record management)

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Administering TW Bylaw 2006 (amended 2016) and trade waste agreements. Reporting resource consent compliance. Auditing health and safety systems.	Administration of TW sampling and testing programmes. Monitoring and documenting treatment plants performance and resource consent compliance. Preparing and administering health and safety systems.

4.10 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.

4.11 The following contracts are currently in place:

- Contract 500/16/045 - WSBU Agreement
- Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
- Contract 500/16/042 – Trade waste cleaning

4.12 CAPITAL WORKS

4.13 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team (see item 11.0).

4.14 COMPLIANCE MONITORING

4.15 Compliance monitoring is reported separately.

4.16 PLANNED MAINTENANCE

4.17 The 'Asset Owner' is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC's Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

4.18 REACTIVE MAINTENANCE

4.19 The WSBU is responsible for ensuring any urgent and reactive maintenance work requirements are rectified as soon as possible at a reasonable cost.

4.20 The Asset Owner is notified when and if the repair of the asset could or may require replacement or renewal.

Water – DWSNZ 2005(2008)

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

- 5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

Wastewater

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

Stormwater

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

Trade Waste Discharges

- 8.1 The main Trade Waste Dischargers to the Te Kuiti Wastewater System (TKWWTP) are the two Meat Processing Plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade Waste Discharge Consents (TWDC's) were agreed with both TKM and UBP.
- 8.3 This follows from the first Trade Waste Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.
- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 TKM, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.
- 8.6 Agreements have been renewed with both UBP and TKM.
- 8.7 WDC worked with HACH Instruments Ltd and TKM to improve the method of collecting trade waste effluent discharge so both parties are comfortable with the testing results. The results contribute to the calculation of monthly charge fees to TKM.

- 8.8 The improved auto-sampling method and location was completed and commissioned in November 2018 and TKM are satisfied with the outcome of the installation which provides them with useful monitoring information and timely results.

Level of Service (LoS) Drivers

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.

9.2 CUSTOMER EXPECTATIONS

- 9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.

9.4 ENVIRONMENTAL RESPONSIBILITY

- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.

9.6 HEALTH AND SAFETY

- 9.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.

- 9.8 Asset management planning addresses WDC's safety obligations through:

- Employing trained and well established operators for all WDC treatment plants
- Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
- Specification of works to maintain assets in a safe condition.
- Enforcement of safe operating and work practices.
- Compliance with industry standards and codes of practice.

9.9 EFFICIENCY AND EFFECTIVENESS

- 9.10 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.

- 9.11 The techniques of asset management support efficiency and effectiveness by:

- 1 Using best practice principles for the employment of a well-trained and managed operations team
- 2 Providing a basis for monitoring asset capacity, performance and utilisation

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

9.12 **CORPORATE PROFILE**

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

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

Service Delivery – Considerations

10.1 **TE KUITI WATER TREATMENT PLANT**

- 10.2 The water treatment process standard requires a 4-Log protection level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.4 Progress has been made to provide better and improved monitoring and recording all required parameters on the SCADA system to show compliance with bacteriological and protozoan criteria. These includes: -
- Chlorine residuals on final water leaving treatment plant
 - Turbidity on inlet/outlet for all four filters
 - Turbidity on final water leaving the treatment plant
 - pH on settled and final water leaving the treatment plant
 - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.5 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.6 In addition, the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.7 As reported to Council prior work on Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been hampered by high river levels. On 6 July 2018 the contractor managed to de-sludge the construction area and was ready to do the piling. Unfortunately heavy rains on the 7 and 8 July lead to a rise in river levels again and the area flooded. This has now been cleaned out again and the contractor is ready to do the piling and base.
- 10.8 The Raw water Intake (phase 2) was completed at the end of October 2018. (Detail updated, see Item11.0)
- 10.9 The Electrical and Mechanical consultants are currently reviewing the functional description and will implement all plant operational and compliance set point for all monitoring devices in the next couple of next months.
- 10.10 The functional description of the WTP is now with WDC staff to review and will implement when the cost is provided by the SCADA contractor. WDC has worked through the functional description of the plant with Alf Downs, the SCADA service provider. The WDC operators are now working through the new changes to ensure they achieve the necessary outcomes.
- 10.11 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.12 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.

- 10.13 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.14 From December 2018 till Early February 2019, we experience Water quality problem in Te Kuiti due to taste and Odour in our drinking Water. We have mitigated the cause of the problem but are investigating to avoid similar occurrence in the future. A report is been developed.
- 10.15 WDC Councillors visited the site in March 2019.
- 10.16 The majority of the upgrade capital work has been completed. Minor alterations and improvements are currently being worked through. The minor works will be completed before the end of 2018/19 financial year.
- 10.17 The draft Water Safety plan prepared by Opus International Consultants on WDC's behalf is being reviewed before will be submitted to the MoH Drinking Water Assessor for assessment and approval.
- 10.18 The plant has operated satisfactorily over the previous three months.
- 10.19 The treatment plant was commissioned on 10 July 2019 by Alf Downs and Waters Business Unit Staff
- 10.20 The commissioning was based on the new upgrade, its new functional description and the method of operations of the plant Practical Completion certificate was issued to Alf Downs on the 11 July following the commissioning work.
- 10.21 Opus International Consultants have now been tasked to review and upgrade the new Water Safety Plan because of the new treatment processes and functions.
- 10.22 Work is still continuing to improve water quality monitoring, recording and reporting. This will be achieved by improving our instruments ability to monitor, measure accurately and record all parameters as per drinking water standards requirements. This will also involve setting up all CCP (Critical Control points) ensuring the CCP are not breached and alarms are sent to duty operator to remedy.
- 10.23 WDC is also exploring other alternative service providers for our SCADA and Telemetry systems.
- 10.24 Filter No#1 is currently off line due to damaged filter nozzles resulting in sand been pushed down into the filtered clear water compartment. Work is progressing to have the sand cleared from the compartment and nozzles fixed and sand refill back into the filter. Work is likely to be completed by the end of August 2019.
- 10.25 No major issues with the reticulation network system were experienced during July 2019
- 10.26 The Treatment Plant is working well.
- 10.27 Repairs to the Filter 1 nozzles and underdrains is complete and work started on Filter 2 is due to be finished late November.
- 10.28 The Water Safety Plan is due in December 2019. In inhouse review is being undertaken for the new framework.
- 10.29 Scada and Telemetry resilience continues to be an area of concern with increased cost signalled by Service Providers. Exploration work on more localised service options is ongoing.
- 10.30 There has been one major water main break on Tammadge Street. The Contractor worked through the night to ensure water supply repair was completed by next

morning. This length of the network is now being monitored for replacement as this was the second break within last two financial years.

- 10.31 Lateral water connections - Multiple strikes have occurred as a result of the Contractor drilling in conduit for installation of Ultra-Fast Fibre internet services. Local contractors have been reinstating supply within expected timeframes.
- 10.32 The Te Kuiti WTP is operating well, with November and December months both complaint with NZDWS.
- 10.33 Communication links continue to drop out for the Scada and telemetry systems which is causing concern. Further investigation is taking place to understand reasons for this and sourcing of a local service provider.
- 10.34 WDC continues to record lateral strikes to lateral property connections, as a result of the installation of the Ultrafast broadband. These issues are being raised at local meetings facilitated by the roading team with the drilling contractor and water services attending.

10.35 BENNEYDALE WATER TREATMENT PLANT

- 10.36 The water treatment process does not meet the NZDWS which requires 3-Log level of protection.
- 10.37 The WTP UV treatment component needs to be certified to meet the required level of DWS log credits. We are finalising a Bursen UV system approved contractor to certify the system. – Not yet approved
- 10.38 We are incorporating in the SCADA system UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, flow rate through each unit, lamp outage, and operating hours of each lamp. These will provide the log credit removal requirements
- 10.39 All the required parameters for monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.40 The Ministry of Health, through the Drinking Water Assessor in Hamilton, has been advised of the completed project.
- 10.41 Verification for log accreditation by the DWA and finalization of the Water Safety Plan is in progress.
- 10.42 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.43 The WSP has to be scrutinised by the DWA. For the Waikato Region there is only one qualified DWA and a trainee DWA and in satisfying the work load the Waikato DHB engaged and ex-DWA as consultant to assist with the WSP submissions from the various Councils.
- 10.44 The Draft Benneydale Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.45 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.46 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV

system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes. (see item 10.18 & 10.19)

- 10.47 The filter media has been replaced and changed to include new pumice and granulated activate carbon media for adsorption process. These media changes will allow more effective removal of in-organic particles in the water supply. Other work includes emptying and cleaning out the settled sludge, grit, and sand out of the two settling tank including repairing damaged uPVC pipes inside both tanks.
- 10.48 The plant has operated satisfactorily over the previous three months.
- 10.49 Treatment plant continues to operate well.
- 10.50 The media inside the filter was replaced in June 2019.
- 10.51 Improvements to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our telemetry and SCADA system. This is planned for 2019/20 financial year.
- 10.52 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.53 There have been no major issues with the reticulation network system during July 2019.
- 10.54 The Treatment plant continues to operate well.
- 10.55 Communication with Treatment Plant was lost for several days in August 2019 due to electrical storm damage. This resulted in loss of compliance data so a review of resilience of existing Scada and Telemetry systems is being undertaken. Increased attendance by Treatment Plant Operators was required during this period.
- 10.56 Individual instruments have now been set up to record and store several months of data sets.
- 10.57 The Benneydale WTP is operating well. No major incidents were recorded within the reticulated network during this period.
- 10.58 Compliance issues associated with the DE filter and UVT and UV intensity are ongoing. These are being investigated.

10.59 PLOPIO WATER TREATMENT PLANT

- 10.60 The new plant meets the Drinking Water Act requirements.
- 10.61 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.
- 10.62 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.63 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.64 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.

- 10.65 The Draft Piopio Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.66 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.67 Old and blocked membrane modules (18 of) was replaced with new ones installed end of August 2018 and now operating effectively. We have also created extra monitoring parameters on SCADA allowing the water techs to monitor and show compliance with effective operations of the membrane. This will ensure log 3 credit removal is taking place.
- 10.68 We are also in progress to ensure pre-treatment, chemical coagulation/flocculation and sedimentation is effectively operating.
- 10.69 Monitoring of these required parameters on SCADA will show compliance. This will also give us additional log 3 credit removal.
- 10.70 The Waikato District Health Board, Drinking Water Assessor (DWA) will be visiting all the Water Treatment plants on the 13 September 2018 to confirm what we are implementing to show bacteriological and protozoan compliances.
- 10.71 The DWA visited the plant to assess the competency of WDC staff on instrument verification and calibration for the plant. DWA assessment of the plant was very good and found no issues.
- 10.72 The Piopio WTP plant is operating well and has been meeting the protozoa 4 Log credit removal over the previous three months.
- 10.73 Cleaned out backwash settling pond.
- 10.74 Started installing 1 x turbidimeter to monitor and measure final water leaving the plant to comply with NZDWS (NZ Drinking water standard)
- 10.75 The membrane plant is operating effectively.
- 10.76 Improvements to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system as has been planned for this financial year.
- 10.77 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.78 The new reservoir was completed last financial year and is working effectively. A security gate has been installed to prevent unauthorised access onto the reservoir. Safety and NO Unauthorised Entry signs have arranged and will be installed.
- 10.79 There were no major issues with the reticulation network system
- 10.80 The Piopio WTP is operating well although a few process issues were experienced when a new coagulant chemical was trialled in an attempt to achieve discharge consent aluminium residual limits. During trial period residual concentration was well within limits, but increased the cost of water production significantly due to increased backwashing and cleaning processes. Treatment Plant Operators have reverted back to using the original chemical and are looking at other residual treatment options.
- 10.81 New instrument installation was completed for NZDWS compliance however fluctuation in turbidity due to entrapped air is still being experienced.

Investigations into either moving the sampling point or installing an air release valve is underway.

10.82 No major incidents have occurred within reticulation system.

10.83 The Piopio WTP is operating well.

10.84 Issues with the turbidity meter fluctuation due to entrapped air is ongoing.

10.85 A large water leak was discovered beneath the Piopio school building and drained the town reservoir to low levels. It took five days to restore the reservoir to normal levels. Pipe work has now been replaced.

10.86 MOKAU WATER TREATMENT PLANT

10.87 The WTP does not currently achieve the Log 4 protection requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

10.88 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.

10.89 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.

10.90 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.

10.91 A new Water Safety Plan will be developed after completion of the optimisation of the plant will form part of the submission to the DWA for verification of the log credits.

10.92 The new upflow clarifier has been installed and is undergoing performance testing.

10.93 The clarifier is now operating but still require Water Techs inputs, as it not performing well just yet.

10.94 A minor WTP modification is required to bring the turbidity analyser in line with requirements.

10.95 In order to comply with Log 4 credit removal, we are making good progress to ensure all compliance monitoring parameters are monitored and recorded. These include:

- Chlorine residuals on final water leaving treatment plant
- Turbidity on inlet/outlet for filter
- Turbidity on final water leaving the treatment plant
- pH on settled and final water leaving the treatment plant
- UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.

10.96 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.

10.97 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV

system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.

- 10.98 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.99 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.100 The Water Storage Dam liner membrane was damaged late in October 2018.
- 10.101 Water use restriction notice was implemented to conserve water whilst the repair work on the dam is been undertaken.
- 10.102 The Consultants (that was responsible for the original design of the structure) was appointed to investigate and provide a design and methodology of repairing the dam embankment.
- 10.103 Repair work commenced on 12 November 2018 after the health and safety plan (SSSP) was reviewed and approved. This also included correct methodology of work carried out in accordance with the consultant's report (Tonkin & Taylor).



Work underway

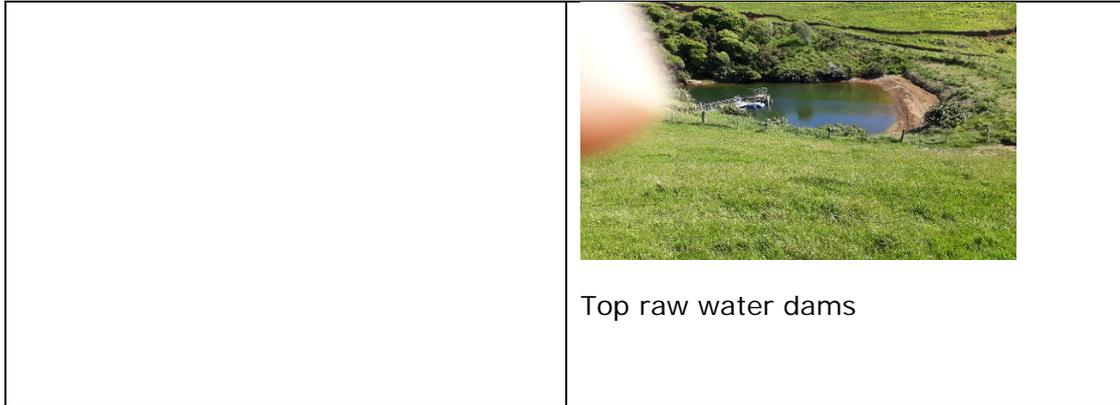


Tomo showing after pond emptied



Bottom storage dam (drained out)





- 10.104 Repair work was completed second week of December 2018.
- 10.105 The Dam was topped up and was in use when the capacity was at 80%.
- 10.106 There seems to be a very small leak as it is evident from the seepage pipework. However, due to the importance of supplying the township of Mokau, it was decided to leave the investigation until the high demand is over around winter months.
- 10.107 Lower Dam monitoring of small leakage is on-going
- 10.108 All three dams have sufficient stored water.
- 10.109 A proposal to upgrade the treatment plant has been completed and is with Greg Boyle, Special Projects Coordinator, for peer review before finalisation of the design.
- 10.110 New computer was installed at the plant to provide more effective an efficient monitoring of the plant performance.
- 10.111 Two top dams are at full capacity.
- 10.112 The bottom dam still has some seepage coming out from under the dam. The dam was recently emptied again and CCTV was used to try and identify where the leak was coming from but could not be located. So the decision has been made to have the dam filled again to cater for coming summer.
- 10.113 Improvement to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system has been planned for this financial year.
- 10.114 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.115 A new proposed design has been drawn up to be peer reviewed before implementation.
- 10.116 There have been no major issues with the reticulation network system
- 10.117 Mokau WTP continues to perform within limits.
- 10.118 Communication with Treatment Plant was lost for several days in August 2019 due to electrical storm damage. This resulted in loss of compliance data so a review of resilience of existing Scada and Telemetry systems is being undertaken. Increased attendance by Treatment Plant Operators was required during this period.

- 10.119 Instrument installation for compliance with NZDWS was completed within the period with commissioning and fine tuning being carried out.
- 10.120 Both upper and lower dams have sufficient water levels.
- 10.121 Waikato Regional Council requires new consent application as the filter backwash discharge consent condition is being breached in respect to flow rate and volume.
- 10.122 The Lower Dam underdrains continue to be monitored with no significant change in flows.
- 10.123 The Plant performed well in October and November. In early December an algae growth in the lower dam managed to penetrate the sand filter, causing turbid water to enter the contact tank, reservoirs and distribution network.
- 10.124 WDC advised Drinking water assessors who insisted that a precautionary boil water notice was issued (notified on the 9th December and lifted on the 17th December). Air sparge was applied to the filter to try and loosen dirt and stop short circuiting.
- 10.125 Capital works were required to install a bypass around the contact tank and this led to hydraulic issues with water transfer to buffer tanks and reservoirs. The hydraulic issue led to low volumes in reservoirs which resulted in low pressure in town and loss of supply to high properties in town namely the Mokau Motel and Aria Terrace.
- 10.126 Cleaning work was undertaken to flush precipitate from the tanks and this resulted in air entrapment in the reticulated network which again caused problems with continuity of supply to Awakino properties. Air had to be bled at the valve at the Mokau WTP causing several hours of delay in returning the water supply service to the normal levels.
- 10.127 During this period of addressing the algae issue, we increased the frequency of the filter backwash. As a result we exceeded the allowable backwash discharge limits, and were notified by the Waikato Regional Council that a new discharge consent will need to be applied for.
- 10.128 Small water leaks have been identified in the reticulated network.

10.129 TE KUITI WASTEWATER TREATMENT PLANT

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

10.135 SLUDGE TREATMENT

- 10.136 Sludge treatment is progressing well. In October a total of 500 tonnes of dried sludge was removed from the settling ponds, pressed and transferred to the landfill.
- 10.137 A minor improvement to the existing sludge press pipework was carried out to prevent blockages which can stop sludge production. (See photo)
- 10.138 The improvement was made as the previously installed outlet pipe system was blocking up due to sludge build up around the outlet.
- 10.139 Sludge Treatment been operating well this period, removing approx., 173 tonnes of dried sludge to the landfill in January 2019
- 10.140 The dredge electrical cable was damaged again but was quickly repaired. Investigations are on-going to prevent recurring
- 10.141 There are ongoing operational matters leading to ineffective sludge management.
- 10.142 The sludge recovery operations have been interrupted due to a mechanical problem with the sludge press.
- 10.143 The press has been dismantled due to the micro-screen being damaged by high abrasion wear and tear.
- 10.144 A new micro-screen has arrived and we are now planning to have the press reassembled.
- 10.145 We plan to have an expert arriving week beginning 19 Aug 2019 to help WDC staff reassemble the press.
- 10.146 Ongoing compliance with the discharge consent is being achieved.
- 10.147 The Sludge Press assembly has been completed with the assistance of an Engineer from Horowhenua. Training on the operation of the Press for Treatment Plant Operators has been scheduled for late November.
- 10.148 Te Kuiti WWTP continues to comply within discharge consent limits.
- 10.149 Training for the operation of the sludge press has been completed and WDC's Operations team are now operating the press with confidence and sludge is now being processed.
- 10.150 Refurbishment of the UV disinfection system is planned for the next quarter.

10.151 BENNEYDALE WASTEWATER

- 10.152 The Benneydale Treatment Plant consists of a tank for settling solids, a trickling filter which supernatant liquid is pumped through and then further nutrient polishing is achieved through the floating wetland before final discharge.
- 10.153 The discharge consent has summer and winter consent conditions. The summer conditions require running the treated discharge to a soakage field from 1st November till 30 May and the winter consent provides for the treated discharge directly into the stream.
- 10.154 The Treatment Plant continues to perform adequately with maintenance on soakage lines carried out prior to the seasonal switch over.

10.155 The reticulated network is a gravity system, with no incidents recorded in the first quarter of this financial year.

10.156 The Benneydale WWTP is performing well. Discharge was changed to soakage field with no issues recorded.

10.157 There were no recorded issues within the wastewater reticulated network in Benneydale.

10.158 PIOPIO WASTEWATER SYSTEM

10.159 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.

10.160 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.

10.161 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not to renew it.

10.162 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment Plant. The plan was that scale capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.

10.163 After carrying out preventative maintenance to most of the on-site (residential) systems, WDC are producing excellent quality discharge and complying with the plant discharge consent conditions.

10.164 This plant is operating satisfactorily and meeting its consent conditions.

10.165 Improvement to monitoring of several operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system, as has been planned for this financial year.

10.166 The Plant has continued to perform well within compliance of discharge consent conditions for the last 6 months.

10.167 Improvements to the monitoring and control system are scheduled for the third quarter of this Financial Year

10.168 Treatment plant continues to be compliant with discharge conditions in October and November. An elevated bacterial count was recorded in December. This was traced to a hole in pipe work that caused the volume to back up resulting in bypassing of the UV system.

10.169 A few blockages were recorded at individual septic tanks but no significant incidents took place within the reticulated networks.

10.170 TE WAITERE WASTEWATER

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

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

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

- 10.174 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.
- 10.175 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.
- 10.176 The Te Waitere sewer pump has been replaced.
- 10.177 No issues have been experienced with this system during the July/August 2019.
- 10.178 There have been two properties connected to the wastewater network system during the July/August period.
- 10.179 There has been an unusually large flow recorded with no conclusive explanation. Inspection of the Soakage Field shows no impact.
- 10.180 Two new connections have been paid for and installed. No incidents have been recorded in reticulated network.
- 10.181 **No incidents were recorded in the Te Waitere reticulated network.**

10.182 TE KUITI WASTE WATER NETWORK

- 10.183 The part of the sewer trunk main located in Taupiri Street is in poor condition.
- 10.184 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.
- 10.185 This pipe is also in excess of 2 meters deep and runs along the centreline of Taupiri Street.
- 10.186 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.
- 10.187 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.
- 10.188 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.
- 10.189 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.
- 10.190 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- 10.191 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.
- 10.192 A survey and design has been initiated to confirm the feasibility of this project along that alignment.
- 10.193 The Taupiri Street Wastewater pipe network upgrade project has been successfully procured, awarded and is underway.

- 10.194 All pump stations are regularly inspected and maintenance work undertaken.
- 10.195 All sewer pump station have been operating well
- 10.196 There have been several sewer overflows due to recent heavy rainfall events, but always attended to within WDC's target response times to minimise impact on environmental and public health issues.
- 10.197 Remedial work was carried out on a sewer main within SH3 (Carrol street).
- 10.198 An electrical issue experienced at the Redwood Sewer Pump Station was resolved by the Network Contractor. All other pump stations are working well.
- 10.199 Overflows caused by blockages within wastewater pipes, were addressed and resolved by the Network Contractor within the expected timeframe.
- 10.200 We experienced a few sewer blockages in the reticulation network that were handled by maintenance contractors within the expected timeframe.

10.201 TE KUITI STORM WATER

- 10.202 No matters to report on.
- 10.203 There was a Stormwater issue with the network at Mangarino Road, which is was found that a portion of pipe was blocked by willow tree roots. A Water Jetter was engaged which has resolved the issue in short term.
- 10.204 A partial blockage of the stormwater outlet was responded to by the contractor and debris was cleared.

Capital Projects

11.1 WATER

11.2 TE KUITI

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

Water Treatment Plant Upgrade			
Phase 1			
Te Kuiti Upgrade	WTP	Rebuild Water Treatment Plant	Completed
Phase 2			
New Intake Structure		Construct a new raw water intake structure	<p>Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work. Although this work did commence, the river level is still a cause for major health and safety concern. A coffer dam is being built at additional cost to be able to work in relative safety. The contractor is investing in additional equipment to complete the work at his own cost.</p> <p>Progressing</p> <p>Work is now progressing very well. The intake pump and valve chambers is been installed.</p>

		<p>The electrical and control conduits and cables are been installed.</p> <p>The intake screen been installed, the air compressor has been installed. All the associated valves and pipe work, including electrical work has been completed.</p> <p>The intake system was commissioned recently end of October 2018 with success and currently operating.</p> <p>Finalizing and documentation been completed for total completion of project.</p> <p>Completed</p>
Phase 3		
Old Building Demolition	Remove old building to make way for new driveway entrance and chemical tanker fill area	Completed
Entranceway	Reinforced concrete driveway and chemical bunded fill hard stand for trucks	<p>Contract now completed.</p> <p>Entrance and exit gates has been procured to finalise site security and access control.</p> <p>Work has just begun, with the two main entrance. The cables and electronic gates should be completed by end of next week (14 Sept 2018)</p> <p>The installation of the entry gate to be complete by end of November. The treatment plant perimeter fencing to be completed end of November 2018.</p> <p>Completed</p>
Refurbishment of Clarifiers	Cleaning, condition assessment and epoxy coating of clarifiers	This contract has successfully been completed.
Phase 4		
Te Kuiti WTP	Refurbishments of Filters 3 & 4	Completed

11.4 Te Kuiti Water Treatment Plant Upgrade is now complete and commissioned.

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

Reservoir Seismic Strengthening		
Seismic Strengthening: Mangarino Reservoir	Clean out cracks and seal, condition assessment, replace valves	To be programmed

11.5 BENNEYDALE

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

Benneydale Water Renewals
Nothing planned for this Financial Year

11.7 PIOPIO

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

Water Reticulation Renewal		
Tui Street Ring Main Feed	Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream	<p>Tender documents are being drafted. This work will only be able to be started in the next financial year and the current funding will have to be carried over into the next year.</p> <p>This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link.</p> <p>This project will not be implemented this FY due to unavailability of funds.</p>
Water Reservoir Replacement	Supply, installation and commissioning of a 500 000l reservoir	<p>The tender for the Piopio reservoir replacement has been awarded. Work will commence after all contract documentation and insurance is received by Council and approved. This includes all health and safety documentation. Design is underway at this stage, Plan for the contractor to be onsite in end of February 2019 to start.</p> <ul style="list-style-type: none"> • The project is almost completed. • Reservoir is completed • All Pipework is completed • Valves and Magflow meter is completed • Disinfection and de-chlorination is completed • Water samples were collected this week and waiting for results, before final inspection and connection to town supply system.



11.9 All completed and commissioned

Name of Capital Project	Total Approved Tender cost \$	Project Actual cost \$	Variance \$ (+/-)
Piopio Water Reservoir Upgrade	\$324, 776.88	\$342, 230.01	-\$17, 453.13



11.10 MOKAU

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

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

11.12 WASTEWATER

11.13 TE KUITI

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

Waste Water Treatment Plant

Oxidation Pond Aeration	Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as improve pre-treatment of the returned liquid.	Programmed for 2018. This work has not progressed and has been put on hold for the time being.
Chemical tank bunded fill area	Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement	The tank installation and dosing pump connecting up is complete.
Storage Shed	Storage area of equipment	This work is completed.
Waste Water Reticulation Renewal		
Carroll Street Sewer Replacement under Railway	Insert a new continuous PE pipe into the old concrete sewer main	This work is completed.
Sewer Replacement under the River	Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon.	Completed.
Taupiri Street Augmentation	Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station	Contract awarded. Work was stopped due to health and Safety concerns that were raised. Work has re-commenced after all identified H&S issues were addressed and mitigation put in place. Progressing but almost completed. Project completed

Name of Capital Project	Total Approved Tender cost \$	Project Actual cost \$	Variance \$ (+/-)
Te Kuiti Taupiri St. Reticulation Upgrade	\$399, 078.75	\$373, 155.35	- \$25, 923.40

11.15 BENNEYDALE

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

11.17 PIOPIO

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

11.19 TE WAITERE

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

11.21 STORMWATER

11.22 TE KUITI

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

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

General

12.1 TE KUITI WASTEWATER

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

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

12.3 TE KUITI WATER

12.4 An alternative source water supply investigation is underway. The initial project scope was to investigate the feasibility, and subsequent siting, of a suitable off-stream storage dam upstream of the Te Kuiti Water Treatment Plant.

1. A trial, reported on separately, is under way to treat the river abstracted water for iron and manganese removal and this appears to be successful.
2. A change in scope has been done to locate a suitable underground source and this was completed recently. The report from Tonkin + Taylor is submitted as an Annexure to this report.
3. The findings of this desktop study are encouraging with a plentiful supply potentially available in relative proximity to the Te Kuiti WTP.
4. In 2004 a trial bore was sunk near the Mangarino Reservoir that is being investigated for a change in condition and flow, as well as water quality.
5. This bore had a high Iron and Manganese content.
6. The existing bore trial tests were unsuccessful, with the bore casing found to be leaking and much shallower than the recorded depth, potentially reflecting bore collapse.
7. A new investigation bore was sunk at Te Kuiti domain to ascertain the depth and yield of a limestone layer that was expected to be water bearing. Ultimately, the drilling was terminated at a depth of 69m due to being unable to locate the target aquifer and with no evidence found of the recorded geology. This investigation bore will now become a monitoring bore for the purpose of the next stage of investigations.

12.5 WATER METER READING

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

12.6 NZDWS COMPLIANCE

1. Drinking Water Assessor visited the water treatment plants to familiarise with the processes and understand what we are doing to improve our reporting. He also assessed all our four WDC staff on the competency of instrument verification and calibration.
2. Ministry of Health through the Drinking Water Assessor (DWA) has now approved all the water operators as competent to Verify, calibrate and carry out water sampling and analysis.
3. The DWA will be visiting the Treatment Plants to carry out audits for Piopio and Benneydale Water Safety plans before the end of May 2019.

12.7 QUALITY MANAGEMENT SYSTEM (QMS)

1. A QMS system is under development to document how we do things for the Water and Wastewater Treatment and pipe network. This includes: -
 - a) Standard Operating Procedures
 - b) Plant functional descriptions

- c) Plant layout or schematics
 - d) All plant Critical Control Point (CCP) and how to manage each CCP.
2. WDC is developing SoP's for all critical control points. The finalised SoPs are being implemented by the Operators.

12.8 **TRAINING**

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

Suggested Resolution

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



TONY HALE
GENERAL MANAGER – INFRASTRUCTURE SERVICE

27 August 2019

Addendum One - Complying to DWSNZ 2005 (2008)

Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance

1.1 Drinking Water Standards 2005 (Amended 2008)

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

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

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

1.5 Treatment Process and Log Reduction

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

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

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

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

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

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

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

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

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

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Surface water – rivers, streams, dams and lakes.
- Coagulation / flocculation – chemical application to collect and attract particles together to become heavier for easier removal through Sedimentation process.
- Sedimentation – settling of heavier and flocculated particles.
- Filtration - this can be through various types of filters with sand being the most common type.
- Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
- A combination of the above.

1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.

1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:

- Te Kuiti – Minor (permanent population less than 5,000)
- Benneydale – Small (permanent population less than 500)
- Piopio – Small (permanent population less than 500)
- Mokau – Small (permanent population less than 500)

1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.

1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.

1.15 **Te Kuiti Water Supply**

1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.

1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.

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

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

1.32 Benneydale Water Supply

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

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

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

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

1.37 Mokau Water Supply

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

1.39 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

1.40 Investigation on source water to provide evidence to reduce log 4 to log 3 credit removal conducted by Opus International Consultants on the 28 August 2018.

1.41 Cyanobacteria Management Protocol was received from Opus and forwarded to Waikato District Health Board for approval in October 2018.

Addendum Two - Wastewater

2.1 Piopio Scheme

- 2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.
- 2.3 The operation and management of the plant is done in-house.
- 2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.
- 2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.
- 2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.

2.7 Benneydale Scheme

- 2.8 The Benneydale wastewater treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.
- 2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.10 Flushed all land application lines in last month

2.11 Te Waitere Scheme

- 2.12 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.
- 2.13 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.

2.14 Te Kuiti Scheme

- 2.15 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.
- 2.16 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

- 2.17 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

Stormwater

- 3.1 The primary purpose of WDC's Stormwater infrastructure is to provide protection to residential and commercial property from surface flooding.
- 3.2 The stormwater system comprises two components. The primary component relates to the stormwater networks consisting of open drains, approximately 31km of pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.
- 3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.
- 3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.
- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

Key Issues/Considerations for the Activity

4.1 Renewals Programme

- 4.2 The stormwater reticulation is ageing and parts of the system are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.
- 4.3 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed.

4.4 Climate Change

- 4.5 Climate change is expected to impact on LoS e.g. stormwater drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.
- 4.6 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

4.7 Inflows – Impact on Wastewater Network

- 4.8 There is an overlap between stormwater and wastewater services. It is not unusual for roof water downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.

4.9 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.

4.10 To mitigate this problem an effective stormwater system in urban areas is required.

4.11 Safety

4.12 There are a number of strong recommendations for Stormwater systems resulting from a Coroner Report following the death of a child who fell into a stormwater manhole in 2009.

4.13 The most significant of these recommendations is:

(i) *That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grills to manholes which:*

(a) *have been identified with a potential for surcharging through network modelling studies; and*

(b) *to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes.*

4.14 This has been address by through a Health and Safety assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

Levels of Service (LoS)

5.1 The Stormwater reticulation system has been designed to cope with 1 in 2 year storm events. Beyond that, the system relies on secondary, overland flow paths to drain excess surface water.

5.2 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of stormwater on the quality of the receiving water.

5.3 The public expectation is that the stormwater system does not pose a risk to the most vulnerable persons in the community.

5.4 This service is currently managed by the WSBU and carried out under the network services contract.

Document No: A463634

Report To: Council



Meeting Date: 25 February 2020

Subject: Progress Report: Road Map Work Programme

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the quarterly update on progress against the Road Map Work Programme which was adopted by Council on 8 October 2019.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **25 February 2020**.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2021-2031 LTP in June 2021.
- 2.2 In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.3 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.4 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map Work Programme and organisational capacity to identify priority ranking against the established work programme.
- 2.5 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.6 The current edition of the Road Map was adopted by Council on 8 October 2019.
- 2.7 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 2.8 In the interim period a Quarterly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones and Commentary.
- 2.9 The Monitoring Schedule for the Road Map includes the Key Milestones for all projects occurring in the current financial year including indicative timeframes and a commentary on progress for each project of work.

2.10 AMENDMENTS TO TIMELINES AND PROJECTS OF WORK

2.11 Any amendments to Project timelines are noted in the monthly Monitoring Schedule. Additional commentary is highlighted in red font.

Commentary

3.1 NEW PROJECTS

3.2 As additional projects are identified, they will be detailed in this section of the business paper and will be included in the next edition of the full Road Map Work Programme document.

Suggested Resolution

The Progress Report: Road Map Work Programme as at 25 February 2020 be received.



MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT



Road Map

Work Programme

Quarterly Monitoring Schedule

25 February 2020

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Development of 2021-2031 LTP

Long Term Plan – Consultation Document

Key Milestone	Indicative Timeframe	Commentary
<ul style="list-style-type: none"> Detailed Project Planning Environmental Scan Opportunities and Threats assessment SMT Discussion 	May/ June 2020	
Council Workshop #1 <ul style="list-style-type: none"> LTP Project Plan overview Review of Vision Strategic Direction/ Community Outcomes Strategic Issues/ Opportunities 	14 July 2020	
Council Workshop #2 <ul style="list-style-type: none"> Treasury Policy Policy on Appointment of Directors to CCOs, Development of Maori Capacity - (Council direction) Performance Management Framework Forecasting/ Planning Assumptions 	18 August 2020	
Council Workshop #3 <ul style="list-style-type: none"> AMPs: <ul style="list-style-type: none"> Solid Waste Activity (SWaMMP) WSSA Wastewater Stormwater 	8 September 2020	
Council Workshop #4 <ul style="list-style-type: none"> AMPs: <ul style="list-style-type: none"> Community Development Resource Management Compliance Information Technology 	15 September 2020	
Council Workshop #5 <ul style="list-style-type: none"> AMPs: <ul style="list-style-type: none"> Roading Water Community Services 	6 October 2020	
Council Workshop #6 <ul style="list-style-type: none"> Infrastructure Strategy Financial Strategy 	20 October 2020	
Council Workshop #7 <ul style="list-style-type: none"> Revenue and Financing Policy Rates Remission Policy 	10 November 2020	
Council Workshop #8 <ul style="list-style-type: none"> Financial Forecasts #1 <ul style="list-style-type: none"> Issues Operational Expenditure Capex Discuss 'right debate' to be included in the CD. 	17 November 2020	
Council CD/LTP Workshop #9 <ul style="list-style-type: none"> Preliminary Draft Financial Forecasts RFP Considerations (if required) 	9 February 2021	
Council CD/LTP Workshop #10 <ul style="list-style-type: none"> Preliminary draft Consultation Document Financial Forecasts #2 	16 February 2021	
Council Meeting <ul style="list-style-type: none"> Adopt Supporting Info for Audit Adopt Consultation Document for Audit 	23 February 2021	

Key Milestone	Indicative Timeframe	Commentary
Audit of CD	8 March – 17 March 2021	
Hot Review (OAG)	18 – 20 March 2021	
Council Meeting • Adopt Supporting Information for Consultation • Adopt Consultation Document for Consultation	30 March 2021	
Consultation Document and Supporting Information Finalisation	March 2021	
Public notification	5 April 2021	
Consultation Period	5 April to 5 May 2021	
Council Hearing	11 – 12 May 2021	
Council Deliberations	18 May 2021	
Finalisation of Long Term Plan Document	23 Feb 2021	
Audit of full LTP	7-11 June 2021	
Hot Review	14 -15 June 2021	
Council Meeting Adoption of LTP	29 June 2021	

Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions	June 2020	
Council LTP Workshop # 2 Consideration of Assumptions	18 August 2020	
Council Meeting Adopt Forecasting Assumptions as part of Supporting Information	23 February 2021	

Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
WSSA review (6 year review)	April - May 2020	
Council Workshop #6 Discuss outcome	8 September 2020	
Council Meeting Adopt WSSA with variations	24 November 2020	

Performance Management Framework

Key Milestone	Indicative Timeframe	Commentary
Review current Performance Management Framework	June 2020	
Council Workshop # 2 Present findings of review of current Performance Management Framework	18 August 2020	
Council Meeting Adopt Performance Management Framework as part of Supporting Information	23 February 2021	

Key Milestone	Indicative Timeframe	Commentary
Review of AMPs including: • Levels of Service – mandatory, technical and community; the what, when and how • Demand Management – planning for the future and optimising	Feb – April 2020 March – July 2020	Timeframes have been amended to reflect currently planning timeframes to allow staff sufficient time to discuss key issues in September 2020 as per workshop schedule.

Key Milestone	Indicative Timeframe	Commentary
current capacity <ul style="list-style-type: none"> • Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. • Risk Management – strategies in the event of failure modes for critical components • Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 		
Council LTP Workshop #3: <ul style="list-style-type: none"> • Solid Waste Activity • Stormwater • WSSA • Wastewater 	8 September 2020	Workshops are scheduled to present AMPs and gain Council feedback on Levels of Service, Risks and Development Expenditure
Council LTP Workshop #4: <ul style="list-style-type: none"> • Community Development • Compliance • Resource Management 	15 September 2020	
Council LTP Workshop #5: <ul style="list-style-type: none"> • Roading • Water • Community Services 	6 October 2020	
Council Meeting Adoption of AMPs as part of Supporting Information	23 February 2021	

Governance

2019 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Public notice of election	1 July 2019	Complete
Nominations open/Roll open for inspection	19 July 2019	Complete
Nominations and electoral roll close	16 August 2019	Complete The 3 Rural Ward Councillors (Brodie, Goddard and Smith) are elected unopposed.
Public notice of candidates	27 August 2019	Complete
Delivery of Voting Documents	20 - 25 September 2019	Complete
Council Meeting Delegations to the Chief Executive during Interim Election Period	8 October 2019	Council should consider delegating to the Chief Executive during the interim election period (approximately 7-10 days) the responsibilities, duties and powers of the Council, except for certain powers, to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result until the new Council is sworn in at the Inaugural meeting of the Council.
Voting Period	20 September to 12 October 2019	Complete
Election Day	12 October 2019	Complete
Provisional Results available	As soon as practicable after closing	Complete
Official Count	8-13 October 2019	Complete
Official Result Declaration	17-23 October 2019	Complete

2019 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Election Day	12 October 2019	
Provisional Results available	As soon as practicable after closing	
Official Count	8-13 October 2019	
Official Result Declaration	17-23 October 2019	
Distribution of Induction Package	24 October 2019	
Inaugural Council Meeting	22 October 2019	
LGNZ Mayor's Inductions	29-30 October 2019	At Te Papa, Wellington Mayor Robertson did not attend
LGNZ Elected Member Inductions	19 November 2019	At Wintec, Hamilton Councillors Marshall and New attended
Waikato Region Elected Member Inductions	Tentative – Date to be confirmed: 26 November 2019 or 13 December 2019	Venue to be confirmed Deputy Mayor Whitaker and Councillors Brodie, Goddard and New attended on 13 December 2019

2019 Code of Conduct

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2019	Complete
Council Meeting Adopt Code of Conduct	26 November 2019	Code of Conduct adopted by Council on 26 November 2019

2019 Governance Statement

Key Milestone	Indicative Timeframe	Commentary
Review current Governance Statements (Doc No. 244068)	December 2019/January 2020	In progress
Council Meeting Consider and adopt reviewed Governance Statement	25 February 2020 31 March 2020	

2019-2021 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

Key Milestone	Indicative Timeframe	Commentary
WMF to review the Triennial Agreement for consideration by Councils	November 2019 – February 2020	This project will be led by the Regional Councils as it involves all of the councils located within each of the Waikato and Manawatu-Wanganui regions.
Council Meeting Statement must be adopted by Council by 1 March 2020	25 February 2020	Business papers dealing with the Waikato and Manawatu-Whanganui Region Triennial Agreements are included elsewhere in this Agenda.

Waikato Regional Council Committees

Regional Transport Committee (Cr Brodie, Alternate – Mayor Robertson)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	Monday 30 March 2020	Dates confirmed by Waikato Regional Council by way of email on Wed 12/02/2020 9:44 AM
Committee Meeting	Monday 4 May 2020	
Committee Meeting	Monday 27 July 2020	
Committee Meeting	Monday 29 September 2020	
Committee Meeting	Monday 2 November 2020	

Civil Defence Emergency Management Group (Mayors Joint Committee) (Cr Allan Goddard, Alternative - Mayor Robertson)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	Monday 2 March 2020	Dates confirmed by Waikato Regional Council by way of email on Wed 18/12/2019 2:19 PM
Committee Meeting	Monday 8 June 2020	
Committee Meeting	Monday 7 September 2020	
Committee Meeting	Monday 30 November 2020	

Nga Wai O Waipa Joint Management Committee (Mayor Robertson, Alternative – Deputy Mayor Whitaker)

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting	Friday 5 June 2020	Dates confirmed by Waikato Regional Council by way of email on Wed 18/12/2019 2:19 PM
Committee Meeting	Friday 6 November 2020	

Elected Member Appointments and Reporting

Following each Election appointments of Elected Members are made to committees, working parties, external groups and organisations and the allocation of portfolio roles and responsibilities.

Elected members make verbal reports on their respective portfolios at each Council meeting.

Policies and Bylaws

Policy: General

1.0 DESCRIPTION

Council's statutory and non-statutory policies are set out in the table below.

Where the policies fall for review during the term of this Road Map, the review process is dealt with in detail under the respective Policy heading.

Policy	Last Review Date	Next Review	Review Cycle
[1] Elected Members' Allowances and Recovery of Expenses	May 2016	Post 2019 Elections	Set by Remuneration Authority
[2] Citizens Awards Policy	November 2016	November 2019	3 Years
[3] Governance Statement	28 February 2017	February 2020	Within 6 months of each triennial election
[4] Code of Conduct	28 February 2017	February 2020	3 Years (Post Elections)
[5] Revenue and Financing Policy	June 2018	June 2020	3 Years
[6] Treasury Policy	June 2018	June 2020	3 Years
[7] Control Controlled Organisations	June 2018	June 2020	3 Years (adopted as part of LTP)
[8] Appointment of Directors to Council Controlled Organisations	June 2018	June 2020	3 Years
[9] Events Policy	Not Applicable	June 2020	3 Years
[10] Gambling Policy	August 2017	August 2020	3 Years (legislative requirement)
[11] Community Development Fund Policy	May 2018	August 2020	3 Years
[12] Significance and Engagement Policy	June 2018	June 2021	3 Years
[13] Dangerous and Insanitary Buildings Policy	June 2016	June 2021	5 Years (legislative requirement)
[14] Procurement Policy	November 2018	November 2021	3 Years
[15] Local Easter Sunday Shop Trading Policy	October 2016	February 2021	5 Years (legislative requirement)
[16] Local Alcohol Policy	June 2016	June 2022	6 Years (legislative requirement)
[17] Remission of Rates Policy	June 2018	June 2024	6 Years (legislative requirement)
[18] Dog Control Policy	December 2015	December 2025	10 years (legislative requirement)
[19] Financial Contributions Policy			N/A -part of District Plan
[20] Financial Delegations Register	25 June 2019	When required	When required
[21] Psychoactive Substances Policy	Not applicable		
[22] Use of Remotely Piloted Aircraft Systems (Drones) Policy	September 2016	When required	When required

- [1] The **Elected Members Allowances and Recovery of Expenses Policy** sets out the framework for the Mayor and Elected Members remuneration and expenditure reimbursement. The Policy was last reviewed by the Council in May 2016 and was approved by the Remuneration Authority on 3 August 2016 for the period 1 July 2016 to 30 June 2019. A timeline for the next review of this Policy will be considered closer to the required 2019 review, as the Remuneration Authority is continuing to review the process for determining elected member remuneration which could result in this review being either brought forward or deferred.

- [2] The **Citizens Award Policy** provides a mechanism to recognise individual and community organisations role in their contribution in improving community wellbeing and contribution to positive community outcomes.
- [3] The **Governance Statement** is a collection of information summarising how a Council engages with its communities, how it makes its decisions and how residents and ratepayers can become involved in those processes. A Governance Statement is a legislative requirement under section 40 of the Local Government Act 2002 and must be adopted within six months following a triennial election.
- [4] The **Code of Conduct** provides guidance on the standards of behaviour that are expected from elected members of WDC; it sets out governance principles elected members will observe including roles and responsibilities of elected members and the Chief Executive and provides guidance for decision making. A Code of Conduct is a legislative requirement under section 40 and Schedule 7, clause 15 of the Local Government Act 2002.
- [5] The **Revenue and Financing Policy** provides guidance on how the local authority will fund operational and capital expenses. It is a legislated requirement to have one under the Local Government Act 2002 Section 102 (1) and enables predictability and certainty about sources and levels of funding. The Revenue and Financing Policy is reviewed concurrently with the Long Term Plan "LTP" and Adopted as a supporting policy to the "LTP".
- [6] The **Treasury Policy** (includes Investment Policy...?) This policy incorporates Council's Investment and Liability Management Policies and details Council's principles of prudent financial management and risk mitigation strategies as they relate to liability management.
- [7] The **Policy on Council Controlled Organisations** is a requirement of Section 7, Schedule 10 of the LGA 2002. The Policy must name the CCO(s) and any subsidiary of the CCO(s) as well as identify Council's policies and objectives in regard to ownership and control of the CCO, the nature and scope of the activities to be provided by the CCO and the key performance targets and other measures by which performance may be judged. Council's Policy Statement on CCOs is contained in the LTP.
- [8] The **Policy on the Appointment of Directors to Council Controlled Organisations** "CCO" is a requirement of Section 57 of the Local Government Act 2002. It requires for there to be an objective and transparent process which considers skills, knowledge and experience required of the CCO is given as part of the appointment process of Directors to Council Controlled Organisations. The Policy on the Appointment of Directors to Council Controlled Organisations sets a base criteria that is required by the organisation when making appointments to CCO's.
- [9] The **Events Policy** will establish policies, principles and criteria for the provision of funding grants to support a collaborative framework for the delivery of the District's events.
- [10] The **Policy on Gambling Venues** outlines the controls in the District (e.g. location and number of machines) for class 4 Gambling Venues and NZ Racing Board venues providing racing betting or sports betting services.
- [11] The **Significance and Engagement Policy** details Council's approach to determining the significance of a proposal or decisions and sets out the criteria and general procedure Council will use.
- [12] The **Dangerous and Insanitary Buildings Policy** sets out the approach WDC will take in performing its regulatory functions for dangerous or insanitary buildings under the Building Act 2004.
- [13] The **Community Development Fund Policy** establishes policies, principles and criteria for the provision of funding grants to assist organisations that provide projects and activities which benefit the residents of communities within the Waitomo District.
- [14] The **Procurement Policy** has been prepared to ensure WDC procurement is made in a robust, transparent way and reflects generally recognised, good practice standards for the Local Government sector.
- [15] The **Local Easter Trading Policy**. This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 ("the Act") which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday.
- [16] The **Local Alcohol Policy** (LAP) balances the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol. Whilst the LAP was adopted by Council in February 2016, its "Operative" date is 1 June 2016 and the next review of the Policy must be within 6 years of the "Operative" date.
- [17] The **Remission of Rates Policy**. This policy is required by s109 of the LGA. It must state the objectives sought to be achieved by the remission of rates, and the conditions and criteria to be met in order for rates to be remitted.

- [18] The **Dog Control Policy** is required by Section 10 of the Dog Control Act 1996 (DCA). It covers a range of matters required by section 10 of the DCA, including where dogs are allowed in public places. The Policy must be given effect to by a Dog Control Bylaw. Section 10AA of the DCA requires the Policy to be reviewed if the bylaw implementing the policy requires review; therefore, the review date for the Policy aligns with the review date for the Dog Control Bylaw.
- [19] The **Financial Contributions Policy** outlines Council's policy on the collection of financial contributions and it is a legislative requirement to have either a financial contributions policy or a development contributions policy. WDC's Financial Contributions Policy is currently included in Chapter 25 of the current Waitomo District Plan and will be revised as part of the District Plan review process.
- [20] The **Financial Delegations Register** sets out the delegated financial authority of General Managers and other specified positions. It provides the legal basis for individual positions to conduct their work and make decisions.
- [21] The **Psychoactive Substances Act 2013** makes provision, but is not mandatory, for Council to adopt a policy on psychoactive substances to enable the Council and its community to have influence over the location of retail premises selling such products. In March 2015, Council considered this matter and agreed to continue to monitor the requirement for a Psychoactive Substances Policy.
- [22] The **Use of Remotely Piloted Aircraft Systems (Drones) Policy** provides guidance on the use of remotely piloted aircraft on or over Waitomo District Council properties and facilities.

Rates Remission/Postponement Policy

Key Milestone	Indicative Timeframe	Commentary
Review RRP and prepare recommendations	March/April 2020	
Council Workshop Present review findings and preliminary draft RRP	10 November 2020	
Council Meeting Adopt Policy for Audit	23 February 2021	If the review suggest changes that are not material or significant then further process will not be required
Consultation Period	5 April – 5 May 2021	
Council Hearing	11-12 May 2021	
Council Deliberations	18 May 2021	
Council Meeting Adopt RRP	29 June 2021	

Treasury Policy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	May 2020	
Council Workshop # 2	18 August 2020	
Council Meeting Adoption of Policy as part of Supporting Information	23 February 2021	

Community Development Fund Policy

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Community Development Fund Policy	19 May 2020	
Council Meeting Adoption of revised Community Development Fund Policy	25 August 2020	(Policy to be effective 1 July 2021)

Waitomo District Citizens Awards Policy

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Policy Review	12 November 2019	Due to the Triennial Election, timeframes for the review has been delayed. A review has been undertaken and was tabled for discussion at the 18 February 2020 Workshop with the view of adopting the final policy in the next council meeting.
Council Meeting Adoption of Policy	26 November 2019	

Events Policy

Key Milestone	Indicative Timeframe	Commentary
Initial scoping and analysis completed	August 2019	Completed
Analysis testing within other Regions	November 2019 – February 2020	Underway
Liaise with potential event partners/ community groups to test concept	November 2019	
Council Workshop Presentation of findings to Council for consideration.	19 May 2020	
Council Meeting Adoption of Events Policy	30 June 2020	

Gambling Venues Policy

Key Milestone	Indicative Timeframe	Commentary
Review of existing Policy	March 2020	On track
Prepare draft Policy if required	March 2020	If required
Council Workshop	21 April 2020	If required
Council Meeting Adopt draft policy for consultation	26 May 2020	If required
Finalise draft policy for consultation	May 2020	If required
Public notification	June 2020	If required
Consultation Period	June 2020	If required
Council Hearing/Deliberations	21 July 2020	If required
Finalise Policy	July 2020	If required
Council Meeting Adoption of Policy	25 August 2020	If required

Bylaws: General

Bylaw	Bylaw Adoption Date	Review Due
Trade Waste Bylaw	26 July 2011	July 2021
Freedom Camping Bylaw	27 November 2018	27 November 2023
Dog Control Bylaw	25 June 2014	June 2024
Public Places Bylaw	25 June 2014	June 2024
Public Health and Safety	25 June 2014	June 2024

Bylaw	Bylaw Adoption Date	Review Due
Solid Waste Bylaw	25 June 2014	June 2024
Public Amenities Bylaw	10 February 2015	February 2025
Water Services Bylaw	10 February 2015	February 2025
Land Transport Bylaw ^[1]	29 April 2015	April 2025

[1] The Land Transport Bylaw is due for review in April 2025. At its workshop on 23 July 2019, Council noted the national and regional drive for councils to prioritise road speed management reviews, however there is no statutory requirement to undertake these reviews prior to 2025. Council noted that due to the uncertain policy / regulatory environment, combined with the complex processes for undertaking road speed limit reviews; the consideration of the commencement of the speed limit review project (as part of the Land Transport Bylaw review) should be deferred until the 2020/21 financial year or later (unless statutorily required to progress sooner).

Note: Council at its meeting on 26 November 2019 resolved that the minimum traffic volume criteria for mandatory installation of stock underpasses, as the preferred method of stock crossing, be reviewed in conjunction with the next review of WDC's Land Transport Bylaw

Strategy and Planning

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
S17A Reviews	June 2021 – December 2023	

Communications Strategy – Review and Progress Reporting

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Key communication outcomes	25 September 2018	Completed
Council Meeting Adoption of Communications Strategy 2018	30 October 2018	Completed
Council Meeting Six monthly progress report	May 2019	Completed
Council Meeting Six monthly progress report	26 November 2019	Report provided at next meeting following end of six monthly period Completed
Council Meeting Six monthly progress report to end of June 2020	28 April 2020	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of December 2020	27 October 2020	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of June 2021	27 April 2021	Report provided at next meeting following end of six monthly period
Review of Communication Strategy	January – June 2021	

Development of a WDC Stakeholder Engagement Plan

Key Milestone	Indicative Timeframe	Commentary
Council Workshop(s) Development of Stakeholder Engagement Plan	In the period February – June 2020	

Local Government Excellence Programme – CounciliMARK™

Key Milestone	Indicative Timeframe	Commentary
Project Planning including resource planning	tbc	This item was deferred from a start date of June 2019 until the 2020/21 FY due to resource constraints, in line with discussion at the Council Workshop on 12 February 2019.
Initials Assessment and Gap analysis based on PAF requirements and work plan to fill in the gaps	tbc	
Council Workshop Pre-briefing on site visit and PAF	tbc	
Complete PAF and send	tbc	
Council Workshop Pre-briefing on site visit and PAF	tbc	
On-site assessment	tbc	
First fact check of Draft Report	tbc	

Key Milestone	Indicative Timeframe	Commentary
Final Report provided	tbc	

2018/2019 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	28 May 2019	Complete - Reported to the Audit and Risk Committee on 14 May 2019.
WDC Audit. Deloitte onsite for 2 weeks.	19 – 30 August 2019	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	2 – 6 September 2019	
Signed Audit Opinion available	8 October 2019	
Council Meeting Adopt Annual Report.	8 October 2019	<i>Note early Council meeting required as Annual Report must be adopted prior to Election</i>
Audit of Summary Annual Report.	23 - 27 September 2019	The Summary Annual Report is also audited by Deloitte and must be made available to the public within one month of adoption of the Annual Report.
Audit Opinion received on Summary	8 October 2019	Completed
Summary Annual Report published	10 October 2019	Completed

2020/2021 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2020/21 development	August 2019	Completed
Identification of any "strategic" amendments to LTP for 2020/21 year.	August - September 2019	Completed
Managers complete 2020/21 budgets in consideration of 2020/21 Budgets contained in LTP.	September – mid October 2019	Completed
Modelling of budgets and finances for 2020/21	October - November 2019	Completed
Management Review of 2020/21 budgets	November 2019	Completed
Council Workshop #1 of 3 Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	26 November 2019	New Councillors Completed
Council Workshop #2 of 3 <ul style="list-style-type: none"> • Preliminary draft financial forecasts including Rating Implications • Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	20 February 18 February 2020	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #3 of 3 <ul style="list-style-type: none"> • Draft financial forecasts • Working draft CD (if required) • Council endorse EAP and CD for Audit 	12 March 2020 (if required)	<p>If there are no material or significant changes in the EAP to the information contained in the LTP for the 2017/18 year, then the rest of the process will not be required.</p> <p>An alternative method for communicating with the Community on the EAP will be discussed with the Council should this be the case. It is also possible that the EAP could be adopted sooner in that case.</p>
Audit of dEAP	16 March - 23 March 2020	If required
Council Meeting Adopt CD and Supporting Information for public consultation (if required)	31 March 2020	If required
Consultation Period	3 April – 4 May 2020	If required
Council Hearing	12 May 2020	If required
Council Deliberations	26 May 2020	If required
Council Meeting Adopt EAP	30 June 2020	

2019/2020 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	26 May 2020	
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2020	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September/October 2020	
Council Meeting Progress Report to Council on Interim June results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	29 September 2020	
Audit and Risk Committee Consideration of Annual Report for recommendation to Council.	13 October 2020	
Council Meeting Adopt Annual Report.	27 October 2020	
Audit of Summary Annual Report	26 – 30 October 2020	
Audit Opinion on Summary Annual Report	3 November 2020	
Summary Annual Report published	17 November 2020	

District Planning

The Regulation group of activities together with Resource Management fall under the Regulatory Services

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Presentation and engagement with all WDC staff on Project Plan	March 2017	Completed
Council Workshop Application of the purpose of the Resource Management Act. Application of the hierarchy of statutory documents The purpose of the rural zone, planning maps, commence review	12 April 2017	Completed
Initial Project Planning completed	April 2017	Completed
Council Meeting Adoption of process for plan development	7 June 2017	Completed
Council Workshop Structure planning and Town Concept Planning – Te Kuiti, Waitomo, Benneydale, Piopio and Mokau. The purpose of the rural-residential zone and residential zone	20 June 2017	Completed
Council Workshop Iwi engagement, the Designation process	20 July 2017	Completed
Council Workshop Consultant scope – Coastal hazards, landscapes, natural hazards, ecology, heritage and archaeology projects. Maniapoto Maori Trust Board Engagement Strategy The Communication Strategy, Coastal hazards, coastal flooding and adaptive management strategies	15 August 2017	Completed
Council Workshop Consultation – Te Kuiti and Mokau. Reserve Management Plan alignment. The purpose of the settlement zone, industrial zone, Special Industrial Areas	19 September 2017	Completed
Council Workshop Waitomo District Natural Hazards Summary	10 October 2017	Completed
Council Workshop Local Indigenous Biodiversity Strategies (LIBS) Te Kuiti Town Concept Plan and Mokau Structure Plan – Draft versions. The purpose of the papakainga zone	17 October 2017	Completed
Council Workshop Te Kuiti Town Concept Plan and Mokau Structure Plan – Final versions	21 November 2017	Completed
Council Workshop Te Kuiti Town Concept Plan and Mokau Structure Plan – consideration of feedback from open days. Heritage structures and buildings – proposed project approach	13 February 2018	Completed
Council Workshop The purpose of the conservation zone and open space zone	20 February 2018	Completed
Council Workshop The purpose of the subdivision chapter, commercial zone Progress on coastal hazards consultation – Mokau/Awakino, Marokopa/Kiritehere, Te Waitere/Kinohaku. Progress on Significant Natural Area identification. Progress on the Structure Planning and Town Concept Planning work	6 March 2018	Completed
Council Meeting Progress Report – Proposed Waitomo District Plan	27 March 2018	Completed
Council Workshop The purpose of the works and utilities chapter, transport chapter. Initial rezoning approach. The Waitomo Structure Plan, The Benneydale Town Concept Plan and the Piopio Town Concept Plan. New NES for plantation forestry.	17 April 2018	Completed
Council Workshop Strategic guidelines for the District Plan Progress on Significant Natural Area identification – stakeholders. Reserves Management Plan progress	5 June 2018	Completed

Key Milestone	Indicative Timeframe	Commentary
Town Centre survey. Rezoning project. National Planning Standards. Coastal hazards, coastal flooding and adaptive management strategies update. The Waitomo Structure Plan, the Benneydale Town Concept Plan and the Piopio Town Concept Plan – Final versions		
Council Workshop The purpose of the tourism zone, deferred zone, hazards chapter, landscapes chapter. The flooding and instability hazards project Coastal hazards – community open days Summary of feedback from the Piopio, Waitomo Caves Village and Benneydale Planning processes The MAP process for Te Kuiti and Mokau	24 July 2018	Completed
Council Meeting Progress Report – Proposed Waitomo District Plan	31 July 2018	Completed
Council Workshop The Te Kuiti Town Concept Plan – Final Version for Round 2 Consultation. The Mokau Structure Plan – Final Version for Round 2 Consultation. Consultation - Te Kuiti Town Concept Plan and Mokau Structure Plan Te Kuiti Town Centre Retail Assessment. Cultural Sites Identification. Initial approach to Heritage Chapter. Initial approach to the Indigenous Biodiversity Chapter.	21 August 2018	Completed
Council Workshop The purpose of the lakes and water bodies chapter (Now Natural Environmental Values & Activities on the Surface of Water), amenity chapter (Now General District Wide Matters), strategic direction chapter The Piopio Town Concept Plan – Final Version for Round 2 Consultation. The Waitomo Caves Village Structure Plan – Final Version for Round 2 Consultation. The Benneydale Town Concept Plan – Final Version for Round 2 Consultation.	18 September 2018	Completed
Council Workshop Initial approach to Landscape, landforms and natural character Update – SNAs, Cultural Heritage, Built Heritage Use of special purpose zones, precincts and overlays National Planning Standards District Plan Structure Chapter outlines – National Planning Standards Natural hazards assessments update Updates as required.	20 November 2018	Completed
Council Workshop Draft Zone and District Wide chapters Project and consultation progress	19 February 2019	Workshop cancelled.
Council Workshop	19 March 2019	Completed
Council Workshop	16 April 2019	Workshop not required
Council Workshop	21 May 2019	Workshop not required
Council Workshop	18 June 2019	Workshop not required
Council Meeting Adoption of the Town Concept Plans	25 June 2019	
Council Workshop National planning standards Structure of the proposed district plan Approach to precincts Approach to rural industrial sites SNAs Landscapes and karst overlay Management of coastal hazards Reserve management plans	23 July 2019	Completed
Council Workshop	20 August 2019	Workshop not required
Council Workshop RMA reform / National direction Options for hearing the proposed district plan Areas of natural character Requirement for Iwi sign off of PDP Approach for Council sign off of PDP Update on progress and chapters as required Natural hazards – flooding and land instability	17 September 2019	Completed

Key Milestone	Indicative Timeframe	Commentary
SNA letters		
Council Workshop Draft Zone and District Wide chapters Project and consultation progress Heritage and cultural sites	22 October 2019	Completed
Council Workshop Draft Zone and District Wide chapters Project and consultation progress Estimated notification date	12 November 2019	Completed
Council Workshop Discussion of draft plan provisions	19 8 February 2020 (Full day)	Completed
Council Workshop Discussion of draft plan provisions	10 March 2020 (Full Day)	
Council Workshop Discussion of draft provisions – mop-up	21 March 2020 21 April 2020	
Council Meeting Council resolution to notify Proposed District Plan	28 April 2020 TBA	
Council Workshop Update if required	23 June 2020 TBA	
Council Meeting Council resolution to call for further submissions	July/August 2020 TBA	
Hearings reports drafted by staff	September 2020 – April 2021 TBA	
Proposed District Plan Hearings Including notification of hearing dates	April – June 2021	
Council Meeting Council resolution to notify decision version of Proposed District Plan	August/September 2021 TBA	

Reserve Management Plans

Key Milestone	Indicative Timeframe	Commentary
Milestones will be identified and confirmed in conjunction with the District Plan Review timelines	29 August 2017	A business paper was presented to Council at the 29 August 2017 meeting. At that meeting Council resolved (1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and (2) That the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves.
Council Workshop	23 July 2019	Completed
Commence engagement with key stakeholders	December 2019 – 3 February 2020	In progress
Council Workshop Provide finalised draft RMPS to Council for comment / review	12 0 March 2020	
Council Meeting Council resolution to notify RMP	28 April 2020 TBA	
Notification of RMP	1 May 2020 TBA	In conjunction with District Plan Review

Regulation and Compliance Services

Compliance: Dog Control Policy and Practices Report

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report 2018/2019	28 July 2020	
Public notification	July 2020	
Council Meeting Dog Control Policy and Practices Report 2018/2019	27 July 2021	
Public notification	July 2021	

Business Support

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of top/strategic risks for WDC	September 2018	Completed
SMT workshop to confirm Strategic risks	October 2018	Completed
Council LTP Workshop Initial workshop to sign off on strategic risks	16 October 2018	Completed
Test treatment and controls and score risks including SMT workshop	October 2018 – January 2018	Completed
Test residual risks and plan to address	October 2018 – January 2018	Completed
Council LTP Workshop Workshop with Council on top residual risks, mitigation plans and maturity development work plan.	February 2019	Completed
Audit and Risk Committee Quarterly reporting to ARC on strategic risks	11 February 2020 5 May 2020 11 August 2020 13 October 2020 9 February 2021 11 May 2021 17 August 2021 12 October 2021	Given budget constraints, the Audit and Risk Committee agreed that implementation of the Risk Management Framework will form part of the 2020/21 Road Map Work Programme (except for the Inframax Construction Ltd assessment).

Information Services Strategic Plan

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	February - April 2020	
Council Workshop IS Strategic direction for 3 years to be incorporated in LTP planning and budgets	21 April 2020	

Review of Council's Investments

Key Milestone	Indicative Timeframe	Commentary
Council Workshop To establish the rationale of the investment holding and possible triggers to review continued investment	20 February 2020	
Audit and Risk Committee Draft Investment Review Policy prepared for recommendation to Council for adoption	5 May 2020	
Council Meeting Adopt Investment Review Policy	30 June 2020	
Audit and Risk Committee 6 monthly reporting to ARC	11 August 2020 13 October 2020 9 February 2021 11 May 2021 17 August 2021 12 October 2021	

Community Development

Community Development Fund

Discretionary Grants

Key Milestone	Indicative Timeframe	Commentary
Round 1	Quarterly	
Advertising (x2)	August	Completed
Applications close and are considered	1 September	Completed
Announcements & Funding Allocation	September/October	Completed
Round 2	Quarterly	
Advertising (x2)	November	Completed
Applications close and are considered	1 December	Completed
Announcements & Funding Allocation	December/January	Completed
Round 3	Quarterly	
Advertising (x2)	February	Completed
Applications close and are considered	1 March	
Announcements & Funding Allocation	March/April	
Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	

Triennial Grants

Key Milestone	Indicative Timeframe	Commentary
	3 Yearly (in conjunction with development and adoption of the LTP)	
Advertising	June	
Applications close	1 July	
Council Workshop Consideration of Applications	July 2021	
Council Meeting Consideration of Applications	27 July 2021	
Announcements & Funding Allocation	August	

Provision of Services Grants

Key Milestone	Indicative Timeframe	Commentary
	3 Yearly (following adoption of the LTP)	
POS Grant applications invited	July	
Applications close	1 August	
Council Workshop Consideration of Applications	17 August 2021	
Council Meeting Consideration of Applications	31 August 2021	
Announcement to recipients	September	
Payment of annual allocations	As per agreed Terms and Conditions	

Community Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Round 1	Annually (with a second Funding Round if required)	
Advertising	September	Completed
Applications close	October	Completed
Council Workshop Consideration of Applications	12 November 2019 6 October 2020	Completed
Council Meeting Allocation of Funds	26 November 2019 27 October 2020	Completed
Announcements & Funding Allocation	November	Completed
Round 2	(Only if Required)	
Advertising	February	
Applications close	March	
Council Workshop Consideration of Applications	12 March 2020 23 March 2021	
Council Meeting Allocation of Funds	31 March 2020 30 March 2021	
Allocation	April	

Community Halls Grants

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Funding allocation	August	Completed

Creative Communities

Key Milestone	Indicative Timeframe	Commentary
Round 1	2 Funding Rounds per Year	
Advertising	October	Completed
Applications close	1 November	Completed
Committee Meeting Consideration of Applications	November	Completed
Announcements & Funding Allocation	November	Completed
Round 2		
Advertising	April	
Applications close	1 May	
Committee Meeting Consideration of Applications	May	
Announcements & Funding Allocation	May	

Sport NZ Rural Travel Fund

Key Milestone	Indicative Timeframe	Commentary
	Annually	
Advertising	September	Completed
Applications close	1 October	Completed
Committee Meeting Consideration of Applications	October	Completed
Announcements & Funding Allocation	October	Completed

D C Tynan Trust Fund

Key Milestone	Indicative Timeframe	Commentary
	Annually	

Key Milestone	Indicative Timeframe	Commentary
Applications invited and advertised	July	Completed
Applications close	1 August	Completed
Committee Meeting Consideration of Applications	August	Completed
Announcements & Funding Allocation	August	Completed

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	29 September 2020 28 September 2021	(Annually)

Partnership/Service Level Agreements

Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	September 2018	Completed
Council Meeting Deputation: HWT – Six Monthly Report	February 2019	Completed – February 2019
Council Meeting Deputation: HWT – End of Year Report	26 November 2019	Completed – November 2019
Council Meeting Deputation: HWT – Six Monthly Report	31 March 2020	
Council Meeting Deputation: HWT – End of Year Report	29 September 2020	
Council Meeting Deputation: HWT – Six Monthly Report	30 March 2021	

Waikato Regional Economic Development Agency – Te Waka

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Waikato REDA Six Monthly Report	March 2019	Completed
Council Meeting Waikato REDA Six Monthly Report	September 2019	Completed. The Waikato REDA end of year report was presented to Council at the July 2019 meeting.
Council Meeting Waikato REDA Six Monthly Report	31 March 2020	
Council Meeting Waikato REDA Six Monthly Report	29 September 2020	
Council Meeting Waikato REDA Six Monthly Report	30 March 2021	

Te Kuiti Community House

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Council will be briefed of progress via the Community Development	Quarterly (November, February, May and August)	Council will be briefed on the progress of the Novice Driving Training Programme via the

Key Milestone	Indicative Timeframe	Commentary
Progress Report		quarterly Community Development Progress Report.

Provision of Service Grant Fund

Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	February/March 2019	Completed – March 2019
Council Meeting Deputation: Sport Waikato – Six Monthly Report	August 2019	Completed – August 2019
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	25 February 2020 or 31 March 2020	A business paper is contained elsewhere in this Agenda.
Council Meeting Deputation: Sport Waikato – Six Monthly Report	25 August 2020	
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	23 February 2021 or 30 March 2021	

Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Six Monthly Report.	February/March 2019	Completed – March 2019
Council Meeting Deputation: WCDC – Six Monthly Report.	August 2019	Completed – November 2019
Council Meeting Deputation: WCDC – Six Monthly Report.	25 February 2020 or 31 March 2020	
Council Meeting Deputation: WCDC – Six Monthly Report.	25 August 2020	
Council Meeting Deputation: WCDC – Six Monthly Report.	23 February 2021 or 30 March 2021	

Annual Reports

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Presentation of Annual Reports from Fund Recipients reporting against Provision of Service Grant Agreements for funding less than 25,000 per annum: <ul style="list-style-type: none"> • Tainui Historical Society Incorporated • Maniapoto Rugby Football Sub-Union Incorporated • Te Kuiti and District Historical Society Incorporated • Piopio Community Swimming Pools Charitable Trust • Pinetree No 5 Trust 	24 September 2019	Completed – October 2019

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Presentation of Annual Reports from Fund Recipients reporting against Provision of Service Grant Agreements for funding less than 25,000 per annum: <ul style="list-style-type: none"> • Tainui Historical Society Incorporated • Maniapoto Rugby Football Sub-Union Incorporated • Te Kuiti and District Historical Society Incorporated • Piopio Community Swimming Pools Charitable Trust Pinetree No 5 Trust 	29 September 2020	

Vibrant Safe Waitomo

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Community Development Progress Report	Quarterly (November, February, May and August)	Council will be briefed of progress regarding the implementation of the Vibrant Safe Waitomo work plan via the quarterly Community Development Progress Report.
Development of Communications Plan	November 2019	In Progress
Development of the Strategic Plan	November 2019	Completed
Stakeholders Group established (Local Strategies – Contractors)	November 2019	In Progress
Presentation on VSW to the SCFNZ National Conference	November 2019	Completed
VSW Regional Coalition endorse Strategic Plan	December 2019	Completed
Development of the VSW Annual Action Plan	January 2020	Completed
Submit Annual Report to SCFNZ	July 2020	

Sub-Regional (Southern) Waikato Economic Action Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting SWEAP Progress Report	As Initiatives Progress	

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Community Development Progress Report	Quarterly (November, February, May and August)	Council will be kept briefed of Youth Council initiatives via the quarterly Community Development Progress Report.
Call For Nominations – 2020 Youth Council	March 2020	
Youth Council Induction	April 2020	
Council Meeting Adoption of WDYC Work Program for the 2020 year	26 May 2020	

Key Milestone	Indicative Timeframe	Commentary
Council Meeting WDYC to present to Council once per year	28 July 2020	
Call For Nominations – 2021 Youth Council	March 2021	
Youth Council Induction	April 2021	
Council Meeting Adoption of WDYC Work Program for the 2020 year	25 May 2021	
Council Meeting WDYC to present to Council once per year	27 July 2021	

Community Events

Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders.	September/October 2019	Completed
Review and implement Project Plan	October 2019	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2019	Completed
Christmas Parade 2019	To be confirmed 13 December 2019	Completed
Council Meeting Management Report on the event identifying success and the budget.	25 February 2020	A business paper is contained elsewhere in this Agenda.
Consultation: Identify and consult with key stakeholders.	September/October 2020	
Review and implement Project Plan	October 2020	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2020	
Christmas Parade 2020	To be confirmed	
Council Meeting Management Report on the event identifying success and the budget.	23 February 2021	

Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2019	Completed
Identify and consult with key stakeholders.	September/October 2019	Completed
Development and implementation of a Project Plan	October 2019	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2020	In Progress
Great NZ Muster 2020	4 April 2020	
Council Meeting Management Report on the main event (The Muster) identifying success and the budget.	26 May 2020	
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2020	
Identify and consult with key stakeholders.	September/October 2020	
Development and implementation of a Project Plan	October 2020	
Advertise and communicate: Continue communication with key stakeholders,	January to March 2021	

Key Milestone	Indicative Timeframe	Commentary
community and other target markets.		
Great NZ Muster 2021	To be confirmed	
Council Meeting Management Report on the main event (The Muster) identifying success and the budget.	25 May 2021	

Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan		Otorohanga District Council is the lead Host for the 2019 event and will advise of dates once set.
Graduation Ceremony	24 October 2019	Completed
ITO Graduate information requested via the Mayor's Taskforce for Jobs office	July 2020	
Meeting of Key Stakeholders to revise Ceremony Project Plan	August 2020	Note: Actual dates will not be set for some of this process as it is dependent upon when the Graduate information is received.
Graduate information received from Industry Training Organisations	September 2020	
Invitation to Graduates and Families/Supporters	October 2020	
Graduation Ceremony	19 November 2020	The Graduation Ceremony will be held at the Les Munro Centre on 19 November 2020.
Meeting of Key Stakeholders to revise Ceremony Project Plan	Dates to be confirmed closer to the time by Otorohanga District Council and have been estimated below	Otorohanga District Council is the lead Host for the 2021 event and will advise of dates once set.
Graduate names received from Industry Training Organisations	August 2021	
Invitation to Graduates and Families/Supporters	September 2021	
Graduation Ceremony	October 2021	

Waitomo Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Formalise arrangements for the future delivery of the Sister City Committee	December 2019 February 2020	A business paper is contained elsewhere in this Agenda.

Customer Services Strategy – Review

Key Milestone	Indicative Timeframe	Commentary
Internal review of Strategy	March 2020	Underway
Council Workshop Review of Customer Services Strategy	23 June 2020	
Council Meeting Adopt Customer Services Strategy	28 July 2020	

Customer Services Charter – Review

Key Milestone	Indicative Timeframe	Commentary
Internal review of Charter	March 2020	Underway
Council Workshop Review Customer Services Charter	23 June 2020	
Council Meeting Adopt Customer Services Charter	28 July 2020	

AMP Improvement and Monitoring: Community Development Activity Management Plan

Community Development Activity Management Plan – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Targeted Customer Satisfaction Surveys	2018-2021	
Business Continuity Plan for Customer Services sites reviewed	2018-2019	
Comprehensive database of grant applications, recipients, funding levels and funding trends maintained	2018-2021	
Operations Manuals reviewed – all Customer Service sites	2018-2021	

Customer Services Strategy – Annual Monitoring Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports will be presented to Council annually	30 June 2020	

Waitomo District Citizens Awards – 2020

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2020	
Consideration of Nominations by Working Party	March/April 2020	
Awards Ceremony	May 2020	

Waitomo District Library – Library Management System Upgrade

Key Milestone	Indicative Timeframe	Commentary
System Go Live by	March 2020	

Community Services

Property: Queen Street Administrative and Civil Defence Building – Earthquake Strengthening

Key Milestone	Indicative Timeframe	Commentary
Detailed seismic assessment report completed by GHD	August 2019	Estimated cost of strengthening work is in range of \$70 – 100k.
Commission detailed design of seismic strengthening work	October 2019	
Commission Architect to develop Concept Design	October 2019	Architect and Structural Engineer to work together to finalise Concept Design and present Schedule of Works.
Stage 1 Seismic Strengthening	Early 2020	Once the above steps are completed, timelines will be able to be added for Stages 1 and 2 of the project.
Stage 2 Office Layout to meet future needs	Early 2020	
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Property: Te Kuiti Holiday Park – Development

Stage One

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for Te Kuiti Holiday Park for discussion		Complete. A Concept Plan was considered by Council at the 26 May 2015 meeting. Revised Aug 2018
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	Land use consent will be required for a Holiday Park facility at Brook Park as the land is zoned Residential.
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Complete
Further outcomes and timelines for this project considered as part of WDC EAP development for the 2016/17 Financial year		
Development of a Holiday Park and Dump Station	September 2018 - Ongoing	
Establishment of Ablution facility and 10 campervan hard stands	1 December 2018	Completed – 24 December 2018. Funding of \$200,000 was received from MBIE for installation of cooking and ablution facilities. This funding led to the acceleration of Stage 1 of the project. The NZ Motor Caravan Association agreed to Fund \$7,220 towards the cost of a dump station to be located at the holiday park.

Stage Two

Key Milestone	Indicative Timeframe	Commentary
Stage 2: Development of an additional 15 sites	For consideration in context of 2021-31 LTP	Future stages of development will be dependent on funding approval and in conjunction with the proposed Brook Park development plan.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Stage Three

Key Milestone	Indicative Timeframe	Commentary
Stage 3: Development of an additional 15 sites	For consideration in context of 2021-31 LTP	Future stages of development will be dependent on funding approval and in conjunction with the proposed Brook Park development plan.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Note: Future development of the Te Kuiti Holiday Park will be carried out in conjunction with development plans for Brook Park (refer below).

Parks and Reserves: Brook Park Development (including Vision and Stakeholder Engagement)

Key Milestone	Indicative Timeframe	Commentary
Draft Concept plan prepared.	August 2018	
Incorporate the Brook Park theme into the District Plan.	September 2018 - Ongoing	
Council Workshop Introduce and discuss draft Concept Plan.	12 March 2019	Council decided to concentrate on Brook Park fence and weed maintenance initially. This work is being undertaken now and will continue in the drier months.
Council Workshop Re-present and discuss draft Concept Plan.	12 March 2020	Once Council's Vision for Brook Park is agreed and directive obtained for the draft Concept Plan, a detailed timeline of Key Milestones will be added to the Road Map inclusive of Stakeholder Engagement.
Implementation of Concept Plan	May 2020 - ongoing	
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Parks and Reserves: Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Identification, Investigation and prioritisation	March 2019	
Council Workshop Report to Council outlining findings of walking track audit	21 May 2019	The 21 May 2019 Workshop was cancelled. Reporting postponed until 18 June 2019 Workshop.

Key Milestone	Indicative Timeframe	Commentary
Development of Walking Track Strategy	May to June 2019	No further progress pending completion of other work priorities with available resources.
Council Workshop Draft Walking Track Strategy presented to Council	12 March 2020	
Council Meeting Walking Track Strategy presented to Council for adoption	30 June 2020	

Parks and Reserves: Bridge/Pontoon/Jetty Renewals

Key Milestone	Indicative Timeframe	Commentary
Inspect all pontoons and jetties and develop a planned maintenance schedule.	March 2019	Completed
Council Workshop Present to Council inspection report		
Implementation of planned maintenance on structures	Stage 1 - 2019/20 Stage 2 - 2020/21	The Te Waitere and Mokau jetties have had all required works completed. The Te Maika jetty requires extensive maintenance works that exceed currently available budget. Additional funding has been proposed for the 2020/21 draft EAP.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Recreation and Culture: Te Kuiti Aerodrome

Key Milestone	Indicative Timeframe	Commentary
Workshop with WDC Working Group to agree Project Plan and identified timelines	August 2017	A business paper (Parks & Reserves RMP) was presented to Council at the 29 August 2017 meeting. At that meeting Council resolved (1) To defer development of the Proposed RMP for the Aerodrome in favour of its inclusion in an overall RMP work program; and (2) That the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves.
Health and Safety considerations	March 2018	A Health and Safety audit by an independent organisation has highlighted the need to address serious H&S considerations at the Aerodrome.

Key Milestone	Indicative Timeframe	Commentary
Investigation to findings and development of a draft Aerodrome Development Plan	September 2018	This concept includes a proposed industrial zone, new entranceway from SH3 to this area, possible future building sites within the aerodrome site including a proposed separate public entrance to eliminate the risk of public onto the airfield.
Concept Plans received from Aviation Consultant for review	10 September 18	
Council Meeting Presentation and adoption of future development stages 1-3	30 October 2018	
Aviation Consultant and WDC representative to meet with Lessees	February 2019	Discussion around future development.
Phase 1 Redevelopment of Entranceway	August 2019	This has been completed to address critical Health and Safety considerations. Construction works to upgrade the access road and restrict access where required is progressing.
Access Restrictions	August - October 2019	
Demolition of Unsafe buildings	July 2020	
Review and Renew Lease Agreements	November 2019 20	Draft leases have been drafted.
Phase 2 Demolition of unsafe buildings	July 2020 – July 2021	
Phase 3 Feasibility Studies for future development, including potential zoning	July 2021 – July 2022	
Further milestones to be confirmed once project plan adopted.		
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Recreation and Culture: Aerodrome Runway Resurfacing

Key Milestone	Indicative Timeframe	Commentary
Runway Resurfacing	February 2020 October 2019	30m to either end of the runway requires resurfacing at a cost of \$7,700. Further work to the north end metal section will be done at a cost of \$14,000. Completed

Recreation and Culture: Te Kuiti High School Community Sports & Recreation Facility

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Recreation and Culture: Waitomo District Library Upgrade

Key Milestone	Indicative Timeframe	Commentary
Old shelving replacement with movable shelving to allow for the opening up of space in the main area when required	August 2018	Completed
Prepare planned maintenance schedule	December 2018	Maintenance requirement list to be compiled to address all maintenance issues and requirements.
Investigation into new layout of the Library office area	February 2019	This Investigation has been requested to ensure best utilisation of the office space.
Maintenance	February 2019	New lower roof replacement. Completed.
Maintenance	April 2019	Exterior repaint. Completed.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Public Amenities: Te Kuiti Cemetery Development Plan

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery		Timelines to be confirmed upon finalisation of land acquisition.
Council Meeting	25 September 2018	Alternative land has been offered for the development of the cemetery. This option has been considered by Council and is awaiting on feedback from Mr and Mrs. Reynolds in regards to the lifting of the covenant.
Acquisition of land from the Reynolds	October 2019	In progress and in final stages.
Sale of Lot 3	By the end of 2020	A condition of land acquisition from Mr & Mrs Reynolds is that Lot 3 be listed for sale within two years of the signed agreement.
Development of new section	FebruaryApril 2020	Construction of fencing, removal of hedge and landscaping.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Public Amenities: Piopio Cemetery Expansion

Key Milestone	Indicative Timeframe	Commentary
Review Cemetery Capacity	Ongoing	Review of the Cemetery's capacity is under constant review as the cemetery nears its limit and future development is planned.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be

Key Milestone	Indicative Timeframe	Commentary
		required.

Public Amenities: Public Toilet Upgrades

Key Milestone	Indicative Timeframe	Commentary
Prepare Concept Plans - Mokau - Waitomo Village	September 2019	Completed for Mokau. Waitomo Village feasibility under consideration.
Application for TIF - Mokau	February 2019	Completed and approved.
Construct new toilets - Mokau	February-Late 2020	Public consultation to be undertaken on concept plan.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

AMP Improvement and Monitoring: Housing and Other Property

Housing and Other Property AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2021	
Include building data in a proprietary asset management programme such as AssetFinda or adapted NCS.	2018-2021	
Undertake condition		
Input leases and licences into NCS	2018-2021	
Review of AMP 2018	2020	

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2020	
Include parks and reserves asset data in a proprietary asset management programme such as AssetFinda and into WDC's GIS programme.	2018-2021	
Purchase of data logger and development for in field inspection recording	2018	
Review of Leases and Licences when necessary including importing building lease data base in NCS	2018-2021	
Review AMP	2020	As part of 2021 draft LTP work plan

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2020	
Purchase of Notebook and development of inspections programme for toilet inspectors and other functions within the Community Services area	2018-2021	
Include Building data in a “designed” Asset Management Programme such as SPM or spreadsheets attached to GIS	2018-2021	
Asset Management Planning miscellaneous	2018-2021	
Review AMP	2020	As part of 2021 draft LTP work plan

AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP – Specific Improvement Projects 2018-2021		
Key Milestone	Indicative Timeframe	Commentary
Undertake asset data and condition assessment investigations.	2018-2020	
Review operational manuals for Les Munroe Centre and print booklets	2018-2021	
Expand recovery plans to incorporate risk analysis	2018-2021	
Adoption of funding for three year improvement plan	2018-2021	
Develop detailed asset data associated with Recreation & Culture Assets	2018-2021	
Review of Activity Plan 2018	2020	As part of 2021 draft LTP work plan

Asset Management

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

Roads and Footpaths: Roothing Activity Influencers

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.
Develop 2021-24 Roothing Business Case For NZTA funding	August 2020 – December 2021	Aligns with NZTA NLTP roll-out and WDC's LTP development

Roads and Footpaths: Renewals

Key Milestone	Indicative Timeframe	Commentary
Implement Local Roads Capital Works Programme	July 2019 - June 2021 [⊖]	Reseals underway. Some delays are being addressed to get Bridge Structural Repairs and Pavement Rehabs ready for tenders to do 2019/20 and 2020/21 as a single tenders respectively.
Implement Footpaths Programme	July 2019 - June 2021 [⊖]	Physical works tender closes on 16 March 2020. Works are combined for 2019/20 and 2020/21 as a single tender.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Roads and Footpaths: New Works (Improvements)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.
Implement new footpaths programme	October 2019 – June 2020	
Implement road improvement programme	October 2019 – June 2020	

Roads and Footpaths: Te Kuiti Pedestrian Rail Overbridge

Key Milestone	Indicative Timeframe	Commentary
Option evaluation, consultation and design concept approval with KiwiRail, develop methodologies for	July 2019	Completed

Key Milestone	Indicative Timeframe	Commentary
demolition of the existing bridge structure and construction of the replacement in consultation with KiwiRail's Asset Engineers		
Phase One Geotechnical and site investigation plus preliminary design	July 2019 – September 2019	Completed.
Phase Two Final design, contract documentation and tender evaluation	September 2019 – May 2019	Phase 2 delayed pending option development and selection for bridge landing design for Rora Street and Carroll street ends.
Phase Three Project management and supervision	June 2020 – August 2020	
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Roads and Footpaths: Marokopa Seawall

Key Milestone	Indicative Timeframe	Commentary
Letter of Direction ex WRC	5 June 2019	Received
Site meeting with WRC	12 July 2019	Completed
Scoping of wall stability and consenting issues, and engagement of Consultant	August 2019	Completed
Assessment of wall stability, remedial actions, consent strategy	December 2019 October 2019	Completed Next step
Establish agreed consent pathway with WRC	February 2020 October 2019	Preliminary discussion and agreement in principle with WRC on way forward in place
Initiate consent variations/new consents	March 2020 November 2019 — January 2020	
Implement remedial works	May/June 2020 February/March 2020	
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Monitor opportunities for cross boundary collaboration between WDC and RDC and report any new developments to Council.	As required.	This matter is stalled with no further communication from RDC.

Solid Waste: Waste Minimisation Promotion Programmes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Solid Waste: Waitomo District Landfill – Extend Capacity

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	<p>A 'whole of life' study has been completed to determine: -</p> <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • Effects the statutory cost increases from the ETS will have on the Landfill. • Cost of further developing the Landfill. • The financial viability of the Landfill due to increased costs to the user following ETS legislation. • Purchase of NZU units (Carbon Credits) reducing the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.
Ascertain residual consented and optimised life of landfill	June 2018	
Apply for resource consent to extend capacity of landfill over current footprint	November 2018	The Resource Consent Application was lodged with the Regional Council on 3 May 2019 and, if granted, will enable the optimised fill capacity to be increased to approximately 420,000 tonnes.
Construct high wall liner	2019/20 – 2020/21	A budget of approximately \$1.5m over the two years has been provided in WDC's 2018-28 LTP
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill Operations contract (500/16/041)	May 2017-2022	The current contract has a five year term to align with the expiry of the current landfill resource consent.
Kerbside Collection and Transfer Station Refuse and Recycling Collection Services Contract (500/16/038)	May 2017-2024	The current contract has a seven year term.

Stormwater: Catchment Management Plans Update/Review

Key Milestone	Indicative Timeframe	Commentary
Complete Catchment Assessment for Te Kuiti	March 2020	
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Stormwater: Rehabilitation and Renewals (as per Catchment Management Plans)

Key Milestone	Indicative Timeframe	Commentary
Complete annual renewals programme.	July 2019 – June 2020	Programme to be developed and reported based on condition assessment.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Sewerage: Benneydale Renewals

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Sewerage: Te Kuiti Wastewater Treatment Plant

Key Milestone	Indicative Timeframe	Commentary
Replacement of aeration equipment and Minor Renewal at the WWTP	December 2019 – May 2020	
Undertake a condition assessment of the WWTP Pond Embankment	January 2020 – April 2020	
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Water Supply: Te Kuiti – Alternative Water Source Investigation

Key Milestone	Indicative Timeframe	Commentary
Complete Investigations	August – September 2018	Well driller engaged
Report findings	November 2018	Pump testing discontinued due to insecure casing
Investigate alternative bore site	November 2018	Reported to Council that the bore at Mangarino could not be utilised and that a new site at Te Kuiti Domain is also being investigated.
	July 2019	A new investigation bore was sunk

Key Milestone	Indicative Timeframe	Commentary
		at Te Kuiti Domain to ascertain the depth and yield of a limestone layer that was expected to be water bearing. Ultimately, the drilling was terminated at a depth of 69m due to being unable to locate the target aquifer and with no evidence found of the recorded geology. This investigation bore will now become a monitoring bore for the purpose of the next stage of investigations.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Water Supply: Backflow Preventers (Te Kuiti, Mokau and Piopio)

Key Milestone	Indicative Timeframe	Commentary
Develop programme	September 2018	
Report implementation progress	October 2018 – July 2021	Programme will extend over next 3 years.
Council Meeting Report on Progress	Quarterly (November, February, May and August)	Reporting on progress will be contained in the quarterly Progress Report or a separate business paper should a Council decision be required.

Water Supply: Piopio – Reservoir Pumping Line Renewal

Key Milestone	Indicative Timeframe	Commentary
Complete design	July 2018	
Construct new rising main	November 2019 – June 2020	

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Permeability tests to assess sustainability of existing land discharge of waste water and possible future development	Completed	Results show that additional land will ultimately be needed for waste water disposal.
2. Development of detailed Scoping and associated Project Plan for inclusion in the Road Map.	Outside 2018-2028 planning period	
3. Consultation with property owners about development plans and land availability for land discharge	During the life of 2018-28 LTP	Dependent on available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2018-28 LTP	Dependent on available resources.
5. Report to Council on conclusions		On completion of each action.

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Development of preliminary scoping and associated project plan.	Completed 2017.	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand	Completed 2016.	Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	The only possible solution to make the cost of the service more affordable is to obtain Government funding. An application from WDC would not meet funding criteria because WDC does not have control over the land or infrastructure. Discussion with the ownership parties is currently stalled.

AMP Improvement and Monitoring: Roads and Footpaths

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	December 2018	Completed.
2. Complete FWD on all secondary collector roads at network level of about 110km over 10 Years.	July 2018 – June 2028	This will require an investment of about \$29,000 per year on FWD testing. Currently this work is done mainly on project level for all new Pavement Rehabilitation projects. About 4 to 5 km of roads per year is completed.
3. Deploy a High Speed Data Truck to improve a range of other condition assessments on the network, such as rutting, texture, roughness and cracking, and skid resistance if affordable.	Annual programme	An approximate cost estimate is \$30K per year. The first phase of HSD is scheduled to start in 2020.
4. Review forecast increase in road use demand and location data, especially for forestry/quarry haulage routes.	December 2019	Provision made in 2018-2028 draft LTP for increased forest harvest haulage.
5. Monitor impact of expected forestry haulage on condition of road condition/safety	2022-29	Coincides with forecast forestry harvest dates based on 28 year planting cycle. Ongoing.
6. Monitor impact of expected tourism numbers on existing road capacity/safety	Annually Dec-April	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective. Complete for the existing network as part of ONRC.

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
7. Review roading assets required to support concept plans for potential growth areas (Waitomo village, Mokau etc.)	2019/20	This was will be completed as part of district plan review process. currently underway.
8. Development of detailed plans and schedules for maintenance activities such as roadmarking and car parking within the network	Dec 2019 2021	Identified all carparks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
9. Continuous training updates in the use of relevant activity management programmes such as RAMM at WDC	As appropriate	Extra training needed due to appointment of new staff to critical asset roles.
10. Upgrade of culverts to a minimum size of 375mm diameter, or as specifically designed, taking account of appropriate sizing for catchment areas	June 2028	Extended due to budget limitations. Ongoing.
11. Review standards for next generation maintenance contract.	July 2019/21/23	Current maintenance contract commenced 1 March 2017. 3+2+2 year term. Earliest potential re-tender is in 2020. Underway.
12. Complete a cycling and walking business case.	Review July 2020	Draft strategy completed some years ago (2009). Use this as part of the 'Review of Pre-Existing Work'.
13. Install correct RP pegs on all roads.	July 2020	Depends on resource availability
14. Install correct CMP's on all roads.	July 2020	As above.
15. Install correct RAPID numbers on all roads.	July 2020	As above.
16. Design and undertake a survey of customer service needs and satisfaction in alignment with ONRC performance measures	March 2019 – March 2021	Current resident satisfaction surveys for roads and footpaths do not provide a meaningful basis for analysing customer needs or satisfaction trends against ONRC performance measures.
17. Review safe speed environment for each ONRC classification of the rural network using NZTA Speed Management Guide	July 2019- Dec 2020	Excessive speed is over-represented as a contributing factor in 2011-15 CAS road accident statistics. The geometry and dimensions of much of the rural network need to be reflected in safe travel speeds corresponding to the relevant ONRC classification.
18. Identify the existence of and, if necessary, establish a memorandum of understanding for maintenance responsibilities and levels of service on WDC/ODC boundary roads	July 2019 – Dec 2019 June 2020	WDC has very few, if any, boundary roads that straddle inter-TLA boundaries. A review of the existence of, and need for, an understanding of maintenance responsibilities for these roads is the next step. Underway.
19. Review opportunities for smart procurement of network service delivery appropriate to WDC's operating environment and that may add value to current service delivery and asset management processes.	July 2018 – June 2021	WDC has considered shared service delivery arrangements for managing and maintaining its network as part of the review of its approved procurement strategy. While past experiences have not always proven advantageous, potential exists for new ideas.
20. Review the strategic focus of this AMP following adoption of GPS 2018 and any subsequent changes to the RLTP.	July 2018 – June 2020	The new government commenced a review of its GPS on land transport following its election in 2017. The strategic focus of this ASMP will need to be aligned with GPS 2018 and subsequent changes to the RLTP. Underway

Roads and Footpaths AMP – Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
21. Review HCV growth trends on local network	July 2018 – June 2020	Increased HCV traffic loading has a direct relationship with pavement life and rehabilitation programming. Enhance accuracy by interviewing trucking harvesting companies. Underway
22. Monitor the effects of climate change on local roading network.	July 2018 – June 2020 Ongoing	The impact of increasing rainfall trends and rising sea level impact on the resilience and maintenance/renewal programmes.
23. Review options, costing and programmes required to mitigate the effects of rising sea level on coastal roads ahead of the 2021 NLTP.	July 2018 – June 2020 2021	Sections of WDC's coastal network are located immediately adjacent to the coastline. With marginal "freeboard" between sea level and road surface, are vulnerable to rising sea level.
24. Investigate "repeat incidence" accident sites and prepare traffic safety solutions.	July – Sept 2017. Repeat CAS in 2020.	The 2011-15 CAS road accident report identified a small number of sites and routes where repeat accidents due to road conditions were identified. An investigation into potential traffic engineering solutions is planned.
25. Monitor OMYA'S planning and coordinate programming and funding procedures for upgrade of proposed haulage route affected by development and extraction from proposed new limestone quarry site.	July 2021	OMYA'S proposal to develop and operate a new limestone quarry site, in the short to medium term, will necessitate upgrades to the geometry and pavement strength of local roads affected by the haulage route. There is currently no planning of funding provision for that in this AMP.
26. Develop replacement tables for street lighting	July 2018 – Dec 2019	Ex 2017 valuation report. Tables of optimised/modern replacement fittings for those in service
27. Review expected life for streetlight poles	July 2018 – Dec 2019	Ex 2017 valuation report. 80 years is the upper end of usual expectation.
28. Add sign and post installation dates in RAMM	July 2018 – Dec 2019	Ex 2017 valuation report.
29. Record project related consent costs and summarise against project costs	July 2018 – Dec 2019	Ex 2017 valuation report.

AMP Improvement and Monitoring: Stormwater

Stormwater AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	Next review 2020	Levels of service survey for SW last completed in 2012
2. Ensure the right level of funding is allocated to maintain the asset service potential.	August 2020	Pre-LTP
3. Formalise, monitor and record asset inspection and data collection.		Ongoing

Stormwater AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
4. Improve service provider maintenance reporting and integrate costing information with spatial data in Bizze@sset		
5. Develop accurate and complete asset inventory registers for each urban drainage area.		
6. Initiate a long term condition and performance assessment program, initially for Te Kuiti.		
7. Initiate a SW scheme concept for Mokau- Awakino and Te Waitere	December 2025	
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.		
9. Cost and prioritise the works developed from the risk assessment exercise.		
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.		
11. Improve the definition of standards for maintenance		Using Hamilton City Engineering Standards
12. Complete environmental impact studies for each stormwater drain and receiving water	2021 - 23	
13. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency	Catchment Management Plans to be completed	WDC uses Hamilton City Standards
14. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing storm water network at each location, identification and protection of (through the use of easements, district plan rules etc.) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2021-23	
15. Undertake a new assessment of water and sanitary services available to communities in the district	2020/21	Assessment in accordance with s.125 of the LGA 2002. The most recent assessment was completed in 2014.

Stormwater AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
16. Arrange regular forum of adjacent Councils' storm water officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).		Ongoing

AMP Improvement and Monitoring: Solid Waste (Asset)

Solid Waste (Asset) Management and Minimisation Plan – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
1. Promote understanding, commitment and engagement of the community in waste minimisation (e.g. recycling and home composting)	Ongoing	Engage the community with waste minimisation topics through local newsletters and WDC website
2. Collect and manage relevant waste minimisation and disposal data to assist planning and monitor performance	Annually	
3. Promote reduction of onsite disposal of agricultural waste products (plastic wrap etc.)	Ongoing	Agricultural waste education will be ongoing
4. Undertake an annual waste audit of waste quantities by source and composition	Ongoing	Accurate data collection is fundamental to monitoring effectiveness and trends from waste minimisation activities.
5. Improve safety features and presentation at transfer stations	Ongoing	Asset inventory
6. Review and improve accessibility to transfer stations and recycling drop-off centres	Ongoing	Broken glass, safety barriers etc.
7. Establish recycling collection facilities at WDC's main administration building, information centre and service centres	December 2018	Important that WDC is seen to be leading by example
8. Ensure recycling facilities are provided at all events hosted on WDC property	February 2019	Requires appropriately marked containers for separate recycling types – glass, plastics etc. Develop an events waste management plan

AMP Improvement and Monitoring: Sewerage and Treatment and Disposal of Sewage

Sewerage and the Treatment and Disposal of Sewage AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views is considered when selecting the best level of service scenario.	May 2020	LOS resident survey completed in 2018 confirmed wastewater services meet or exceed the majority of users expectations

Sewerage and the Treatment and Disposal of Sewage AMP – Improvement Plan		
Key Milestone	Indicative Timeframe	Commentary
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Next review September 2020	Review frequency consistent with annual and long term planning cycle
3. Formalise asset data collection procedures for Council staff and contractors.	Ongoing	
4. Investigate a design concept for a wastewater scheme to service planned development at Mokau - Awakino	2030-32	Will form part of the District Plan review
5. Investigate extension of the Te Waitere scheme to facilitate further development of the area.	2019/20	Informed by 2017 District Plan review.
6. Develop accurate and complete asset inventory registers for each scheme.	Ongoing	
7. Updating of asset inventory data and input to database.	Ongoing	
8. Prepare and refine desktop assessment of asset remaining life using CCTV and inspection records. Prepare		
9. Complete external audit and review process for data integrity	After completion of 6 and 7	Require accurate asset inventory
10. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.		
11. Prioritise the mitigation works developed from risk assessment exercises.		
12. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	Specific to each consent renewal.	
13. Undertake a new assessment of water and sanitary services available to communities in the district	Dec 2020	Assessment in accordance with s.125 of the LGA 2002. The most recent assessment was completed in 2014.
14. Arrange a routine forum of adjacent council's wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

Water Supply AMP – Improvement Plan		
Description	Target Completion Date	Comment
1. Consultation to ascertain the water supply communities' needs and preferences, to ensure their views are considered when selecting the best level of service scenario.	Ongoing	Requires incremental improvement and updating of current knowledge only

Water Supply AMP – Improvement Plan		
Description	Target Completion Date	Comment
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Ongoing	Monitor
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	2019	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years
4. Improve standard of maintenance data integration with spatial data in AssetFinda.	Ongoing	Monitor
5. Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in AssetFinda.	Ongoing	Monitor continuous improvement
6. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	Ongoing	Commenced in ad hoc way from 2008.
7. Spare	2025-45	
8. Renew supply main from Mokau to Awakino	2018-28	
9. Develop accurate and complete asset inventory registers for each scheme.	Ongoing	On-going upgrade and improvement
10. Develop a greater focus on risk identification and management for critical assets.	Ongoing	
11. Prioritise the works developed from the risk assessment exercise.		
12. Construct additional treated storage at Te Kuiti to meet 24 hours demand	2029/30	
13. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	2018/19	
14. Investigate and install SCADA and telemetry for automated monitoring and control of Mokau treatment and pumping/storage for compliance with MOH gradings and improved risk management.	2019/20	
15. Improve definition of standards for maintenance	Ongoing	Monitor
16. Review pump station and treatment plant maintenance programmes	Ongoing	Monitor
17. Update and implement water treatment plant operating procedures	2019	Monitor
18. Collect further condition rating data for pipe networks and use to prioritise renewals programme.	Ongoing	Ongoing programme
19. Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year	March each year	
20. Assess all water services available within the District in accordance with s.125 of the Local Government Act 2002.	June 2023	Last completed in 2014. Assessments consistent with provisions in Draft 2018 – 28 LTP

Water Supply AMP – Improvement Plan		
Description	Target Completion Date	Comment
21. Link pipeline node assets to neighbouring pipe on asset data base.	June 2021	Next valuation due as at 30 June 2018. Completed Next valuation due as at 30 June 2021.
22. Develop a plant asset hierarchy to allow for standardised unit rates and base lives	Ongoing	Next valuation due as at 30 June 2018. Completed Next valuation due as at 30 June 2021.
23. Investigate plant asset types shown as 'unknown' in the plant valuation and confirm asset detail	June 2018	Missing asset details need to be identified and uploaded into AMS. Next valuation due as at 30 June 2018. Completed Next valuation due as at 30 June 2021.

Capital Renewal Programme – Year 2 (2019/2020)

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

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Storm Water capital renewals program under review – will be reported on when revised renewals program are completed		

WATER - Te Kuiti

Street	LTP Budget = Opt Rep Val	Comment
Water capital renewals program under review – will be reported on when revised renewals program are completed		

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Water capital renewals program under review – will be reported on when revised renewals program are completed		

WATER - Piopio

Street	Replacement Cost	Comments
Water capital renewals program under review – will be reported on when revised renewals program are completed		

WASTEWATER – Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Waste Water capital renewals program under review – will be reported on when revised renewals program are completed		

ROADING

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Papakauri Rd	370	740	370	5.0	1,850	\$69.00	\$127,650
Papakauri Rd	4,235	4,886	651	5.0	3,255	\$69.00	\$244,595
Totoro Rd	20	1,440	1,420	6.0	9,798	\$69.00	\$676,062
Somerville Rd	457	2,211	1,745	6.2	11,419	\$69.00	\$862,915

Document No: A464107

Report To: Council



Meeting Date: 25 February 2020

Subject: Motion to Exclude the Public for the Consideration of Council Business

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Land Transport Bylaw 2015: Cattle Stops and Gates	7(2)(a) Protection of privacy of natural persons	48(1)(d)
2. Mokau – New Public Toilets Facilities	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in the public.

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT